TO: All Faculty, Administrators and Staff

FROM: William C. Farmer, Jr., Vice President of Academic Affairs
Robert Chester, President of Faculty Senate

SUBJECT: 2005-2006 Faculty Handbook

This packet contains the 2005-2006 Cerritos College Faculty Handbook. The content has been received from various governance groups and reflects the first revision since 2003-2004.

If you note any corrections, please forward those to the Office of Academic Affairs for inclusion in the 2006-2007 handbook.

A special thanks to all those who assisted and contributed to this project, especially Dodie O’Donnell who has spent many long hours bringing this revised handbook to completion.

WF/RC:do
To the Cerritos College Faculty:

Welcome to those new faculty members who are joining the Cerritos College community of scholars for the first time, and welcome back to all the veteran faculty members. Many challenges and opportunities face us this year, and I feel assured that together we will be able to deal successfully with these and move forward as a learning centered institution with the goal of student success. We will continue to work on the solid foundation built by our former colleagues as we celebrate the college’s 50th anniversary.

I hope that you will find this Faculty Handbook a helpful guide to understanding the procedures and operations of the college. Consult it, use it, critique it and feel free to make recommendations for improvements. Have a great school year!

Dr. Noelia Vela
President/Superintendent
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President Dr. Ted Edmiston
Vice President Bob Verderber
Secretary Tom Jackson
Member Bob Arthur
Member Bob Epple
Member Eric Gutierrez
Member John Moore
Student Member Paulo Amaral

PRESIDENT’S OFFICE
President/Superintendent Dr. Noelia Vela
Director of Human Resources Vacant
Assistant Director of Human Resources Dan O’Rourke
Manager of Employment Services/Faculty & Staff Diversity Officer Cynthia Convey
Executive Dean of Information Technology Development Vacant
Executive Director of Foundation Steven Richardson
Director of Marketing and Public Relations Vacant
Director of Research and Planning Caroline Sheldon
Title V Project Director Graciela Vasquez

ACADEMIC AFFAIRS
Vice President of Academic Affairs/Assistant Superintendent William C. Farmer, Jr.
Dean of Academic Affairs Dr. Adolph Johnson, Jr.
Executive Dean of Community, Industry, and Technology Education Nicholas Kremer
Administrative Dean of Technology Training and Distance Education M.L. Bettino
Dean of the Library and Learning Resource Center John McGinnis

INSTRUCTIONAL DIVISIONS
Interim Instructional Dean of Business Education Dr. Randy Peebles
Instructional Dean of Fine Arts and Communications Dr. Connie Mayfield
Instructional Dean of Health Occupations Jenine Nolan
Instructional Dean of Humanities and Social Sciences Francine De France
Interim Instructional Dean of Liberal Arts Linda Rose
Instructional Dean of Health/Physical Education and Athletics Dr. Daniel Smith
Instructional Dean of Science, Engineering and Mathematics Norman Fujimoto
Instructional Dean of Technology Dr. Randy Peebles
Director of Foster and Kinship Care Education Patricia Robbins
Director of Child Development Center Deborah Owens
COMMUNITY, INDUSTRY AND TECHNOLOGY EDUCATION
Executive Dean of Community, Industry, and Technology Education  Nicholas Kremer
Director of Adult Education and Diversity Programs  Maggie Cordero
Director of Community Education  Laura Franklin
Director of Economic Development  Jose Anaya

STUDENT SERVICES
Vice President of Student Services/Assistant Superintendent  Stephen B. Johnson
Administrative Dean of Admissions and Records  Stephanie Murguia
Administrative Dean of Counseling  Carol Patrick
Chief of Campus Police  Theresa Lopez
Assistant Dean of Career Services  Dr. Kay Follett
Director of Disabled Student Programs and Services  Dr. Philip Rodriguez
Coordinator, Health and Wellness  Charles Gale
Coordinator, International Students Program  Danita Kurtz
Coordinator of Judicial Affairs  Patrick Callahan
Coordinator of Student Activities  Dean Ackland
Director of Student Activities  Holly Bogdanovich
CalWORKs/PACE Coordinator  Renée Chomiak

COMMUNITY AND SCHOOL RELATIONS
Director of Marketing and Public Relations  Vacant
Web Administrator  Taylor (Ty) Bowman

BUSINESS SERVICES
Vice President of Business Services/Assistant Superintendent  Jo Ann Higdon
Director, Information Technology  Lee Krichmar
Director of Fiscal Services  Berlanti (Lola) Rizkallah
Director of Purchasing  Jenney Ho
Interim Accounting Manager  Shawn Jones
Budget Manager  R. Suzie Payne
Interim Payroll Manager  Deanna Hart
The college instructional program falls into eight general divisions composed of the following subject areas:

**BUSINESS DIVISION**

Interim Instructional Dean
Dr. Randy Peebles
Office: BE - B
Extension: 2700

Accounting/Finance
Business Administration/Legal/Real Estate
Business Computerized Office Technologies
Business Communications
Business Court Reporting/Computerized Shorthand

Accounting/Finance Department:
Professor Debra Schmidt, Co-Chair
Office: BE - F
Extension: 2712

Professor Michael Farina, Co-Chair
Office: SS - 20
Extension: 2730
BUSINESS DIVISION (continued)

Business Administration/Real Estate/Paralegal Department:
Professor Mary Pribble, Chair - Business Administration/Real Estate/Paralegal
Office: BE - E
Extension: 2710

Professor Gerald Stein, Chair - Paralegal
Office: BE - D
Extension: 2717

Court Reporting Department:
Professor Sherry Perkins, Chair
Office: AC - 70
Extension: 2790

Business Computerized Office Technologies Department:
Professor Mageya Sharp, Co-Chair
Office: SS - 29
Extension: 2737

Professor Barbara Soden, Co-Chair
Office: BE - A
Extension: 2702
FINE ARTS AND COMMUNICATIONS DIVISION

Instructional Dean
Dr. Connie Mayfield
Office: AC – 64D
Extension: 2602

Art/Design
Journalism
Music
Photography
Theatre Arts

Art/Design Department:
Professor Steven Portigal, Chair
Office: AC – 32A
Extension: 2614

Journalism Department:
Instructor Rich Cameron
Office: AC – 42A
Extension: 2619

Music Department:
Associated Professor Dr. Christine Lopez
Office: BC – 52B
Extension: 2632

Photography Department:
Instructor Christina Fernandez, Chair
Office: AC – 64B
Extension: 2604

Theatre Arts Department:
Associate Professor Georgia Well, Chair
Office: BC – D
Extension: 2648
HEALTH OCCUPATIONS DIVISION

Instructional Dean
Jenine Mescher Nolan
Office HS – A
Extension 2554

Child Development
Child Development/Early Childhood
Child Development/Family Child Care
Child Development/Infant Toddler
Child Development/Instructional Aide
Child Development/Instructional Aide-Bilingual Education
Child Development/Parent Education
Child Development/School Age
Child Development/Special Education
Culinary Arts/Baking
Emergency Medical Technician
Health Occupations
Medical Assisting
Nursing
Pharmacy Technology
Physical Therapist Assistant
Speech/Language Pathology

Child Development Department:
Associate Professor Lynda Roberts, Co-Chair
Office: HS – E
Extension: 2560

Instructor Susan Gradin, Co-Chair
Office: HS – E
Extension: 2559

Culinary Arts Department:
Instructor Michael Pierini
Office: Student Center
Extension: 2585

Dental Assisting Department:
Professor Joleen Failor, Chair
Office: HS – F
Extension: 2587

Dental Hygiene Department:
Professor Dr. Patricia Stewart, Chair
Office: HS – D
Extension: 2557
HEALTH OCCUPATIONS DIVISION (continued)

Medical Assisting Department:
Associate Professor Sandra Marks, Chair
Office: HS – C
Extension: 2556

Nursing Department:
Professor Charlene Fobi, Co-Chair
Office: HS – I
Extension: 2579

Associate Professor Joan Pratt, Co-Chair
Office: HS – I
Extension: 2567

Pharmacy Technology Department:
Instructor Harold Malkin, Chair
Office: HS – M
Extension: 3517

Physical Therapist Assistant Department:
Professor Marijean Piorkowski, Chair
Office: HS – R
Extension: 2580

Speech/Language Pathology Department:
Professor Ellen Horvath – Chair
Office: SS – 225
Extension: 2350
HUMANITIES/SOCIAL SCIENCES DIVISION

Instructional Dean
Francine De France
Office: SS – 12
Extension: 2751

Administration of Justice
Anthropology
Economics
History
Philosophy
Political Science
Psychology
Sociology

Administration of Justice Department:
Professor Doug Haynes, Chair
Office: SS – 221
Extension: 2777

History/Political Science Department:
Instructor John Haas, Chair
Office: SS – 18
Extension: 2726

Psychology/Sociology/Anthropology Department:
Assistant Professor Kimberley Duff, Chair
Office: SS – 40
Extension: 2780

Philosophy Department:
Instructor Leslie Stapp, Chair
Office: SS – 131
Extension: 2773

Economics/Women’s Studies Department:
Professor Diane Keenan, Chair
Office: SS – 38
Extension: 2765
LIBERAL ARTS DIVISION

Interim Instructional Dean
Linda Rose
Office LA - X
Extension 2801

English
English as a Second Language
French
German
Japanese
Reading
Sign Language
Spanish
Speech

English Department:
Associate Professor Jack Swanson, Chair
Office: LA - M
Extension: 2823

English as a Second Language Department:
Assistant Professor Diane Nakamura, Co-chair
Office: SS - 234
Extension: 2898

English as a Second Language/Speech Department:
Professor Patricia Berry, Co-chair
Office: SS - 226
Extension: 2850

Speech Department:
Assistant Professor Kimberly Hubbert, Co-chair
Office: SS - 232
Extension: 2845

Foreign Language Department:
Professor Ingeborg Potter, Chair
Office: LA - J
Extension: 2818
LIBERAL ARTS DIVISION (continued)

Reading Department:
    Assistant Professor Bonnie Helberg, Chair
    Office: SB – 16
    Extension: 2839

Language Center
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The Writing Center
LC – 206
Extension: 2855

Computerized Writing Center
LC – 208
Extension: 2855

Reading Center
LC – 207
Extension: 2856
HEALTH, PHYSICAL EDUCATION AND ATHLETICS DIVISION

Instructional Dean
Dr. Daniel Smith
Office: PE – A
Extension: 2863

Health Education
Physical Education/Athletics
Recreation

Dance Department:
  Professor Janet Sanderson, Chair
  Office: PE – E
  Extension: 2872

Men’s Athletics Department:
  Instructor Jeff Smith, Athletic Director
  Office: HPER/Athletics – D
  Extension: 2871

Women’s Athletics Department:
  Associate Professor Deborah Jensen, Athletic Coordinator
  Office: HPER/Athletics – M
  Extension: 2867

Physical Education Department:
  Professor Jeanine Prindle, Chair
  Office: PE – D
  Extension: 2866

Fitness Department:
  Associate Professor Dr. Carrie Gleckner, Chair
  Office: PE – E
  Extension: 2876

Health Education Department:
  Instructor Ni Bueno
  Extension: 2874
SCIENCE, ENGINEERING AND MATHEMATICS DIVISION

Instructional Dean
Norman Fujimoto
Office PS – D
Extension 2661

Anatomy and Physiology
Astronomy
Biology
Botany
Chemistry
Computer and Information Sciences
Earth Science
Energy
Engineering
Geography
Geology
Mathematics
Microbiology
Ornamental Horticulture
Physical Science
Physics
Zoology

Biology Department:
Associate Professor Susan LePere, Chair
Office: NS – E
Extension: 2681

Chemistry Department:
Associate Professor Cheryl Shimazu, Chair
Office: NS – B
Extension: 2694

Earth Science Department:
Professor Kent Colbath, Chair
Office: PS – A
Extension: 2662

Mathematics Department:
Assistant Professor Ruben Leon, Jr., Co-Chair
Office: PS – H
Extension: 2679
Professor Sally Sestini, Co-Chair
Office: NS – D
Extension: 2656

Physics Department/Astronomy:
Associate Professor Jim Henriques, Chair
Office: PS - B
Extension: 2665

Computer and Information Sciences Department:
Professor Wes Nance, Co-Chair
Office: SS - 23
Extension: 2719

Professor Margaret Hohly, Co-Chair
Office: SS - 25
Extension: 2736
TECHNOLOGY DIVISION

Instructional Dean
Dr. Randy Peebles
Office TE – 8
Extension 2902

Architecture
Automotive Collision Repair
Automotive Mechanical Repair
Cosmetology
Drafting
Electronics
Machine Moldmaking for Plastics
Machine Tool Technology
Metallurgy and Material Science
Plastics Manufacturing
Technical Mathematics
Welding
Woodworking Manufacturing Technology

Automotive Technology Department:
  Professor Kevin Taylor, Chair
  Office: AT 46B
  Extension: 2973

Machine Tool Technology Department:
  Instructor Nick Real, Chair
  Office: ME-3B
  Extension: 2967

Cosmetology Department:
  Associate Professor Nina Motruck, Chair
  Office: HS-V
  Extension: 2957

Engineering Design Technology:
  Professor Farid Wissa, Chair
  Office: TE-E
  Extension: 2910

Electronics Department:
  Professor Ken Hanson, Chair
  Office: EL-B
  Extension: 2916
TECHNOLOGY DIVISION (continued)

Woodworking Manufacturing Technology Department:
Instructor Mike Jones, Chair
Office: EL-G
Extension: 2914

Plastics Manufacturing Technology Department:
Professor Terry Price, Chair
Office: ME-2A
Extension: 2927

Welding Department:
Professor Bruce Johnson, Chair
Office: ME – 13B
Extension: 2924

TECHNOLOGY TRAINING, DISTANCE EDUCATION
Education Technology Department:
Assistant Professor Cynthia Alexander, Chair
Office: LC – 26A
Extension: 2794
STUDENT SERVICES

Vice President of Student Services/Assistant Superintendent
Stephen B. Johnson
Office of Academic Affairs
Extension 2237

Counseling and Guidance:
  Mrs. Carol Patrick, Administrative Dean
  Office: AD – H
  Extension: 2128

Career Services Center:
  Theresa Lopez, Assistant Dean
  Career Services Center
  Extension: 2361

Re-Entry Center:
  Dora Lozano, Re-Entry Resource Specialist
  Career Services
  Extension: 2362

Job Placement:
  Mrs. Christina The, Student Placement Specialist
  Career Services
  Extension: 2367

Career Counselor:
  Professor/Counselor Dr. David Young
  Career Services
  Extension: 2360

College and University Transfer Center:
  Dr. Jan Connal, Director
  Counseling
  Extension: 2143

Programs for the Disabled:
  Dr. Kay Follett
  Office: SB – 20
  Extension: 2334
STUDENT SERVICES (continued)

Student Affairs (EOPS/Financial Aid):
Professor Philip Rodriguez, Director
Financial Aid Office
Extension 2376

Student Activities (Student Government, Clubs, etc.,):
Holly Bogdanovich, Director
Office SC - 115
Extension 2476

Professor Dean Ackland, Coordinator/Supervisor
Office SC - 116
Extension 2474

Judicial Affairs:
Professor Patrick Callahan, Coordinator
Office SC - 117
Extension 2472

Student Health and Wellness:
Charles Gale, Coordinator
Office Student Health and Wellness Center
Extension 2322
INSTITUTIONAL VISION

Driven by the pursuit of unparalleled student success, Cerritos College will provide access to innovative learning opportunities that promote the power of learning.

INSTITUTIONAL PHILOSOPHY AND OBJECTIVES

Cerritos College is a community-oriented institution that embraces diversity, innovation, and active learning. We strive for high academic and ethical standards, as well as academic freedom. We believe in the worth and dignity of our learners, regardless of age, gender, ethnicity, or disability. In educating, we consider the learner’s cognitive growth, and seek to foster emotional and physical well-being. The College prepares individuals for full participation in a complex democratic society, as citizens and leaders, for the fulfillment of personal goals and the future of the region. We believe that the purpose of education is to enlighten and enhance the quality of life.

INSTITUTIONAL MISSION

The Cerritos College mission is to serve the community by building futures through learning.
STATEMENT OF PHILOSOPHY FOR EDUCATIONAL OPPORTUNITY PROGRAMS AND SERVICES

As an institution of higher learning committed to serving the entire community for academic and social improvement, Cerritos College believes there is an urgent need to develop programs and services for the disadvantaged student who is subject to such language, cultural, or economic differences that academic success in relation to his/her potential is improbable. These programs should be designed to extend the facilities and resources to all students who need and qualify for assistance without regard to race, national origin, creed or sex. Cerritos College regards its work for and with these students as especially meaningful in today's technological society when to be in the ranks of the unemployable is a tragedy for the individual and a prohibitive cost to the community.

With its availability to all educable students in the area, the college recognizes the unique opportunity it has as the appropriate segment of public higher education to organize community efforts, and to direct services in order to stimulate intellectual interest and educational attainment on the part of the disadvantaged students. Community organizations already at work in the poverty area and high schools serving the area can best be mobilized by the community college for the recruitment, counseling, tutoring, and financial assistance for these students.

Finally, Cerritos College, recognizing that the problems of students needing special services are serious and urgent, is committed to positive, responsive action programs, including inservice training for program participants and evaluation at all levels.
Cerritos College believes preparation for the world of work is one of the most important functions of the community college, because such preparation contributes to the mutual welfare of the individual and the community. The College also believes that persons of all ages must have ready access to a wide variety of vocational education which is high quality, realistic, and suited to individual needs, interests, and abilities.

The College recognizes the primacy of the student. Occupational programs must, therefore, provide opportunities for the student to reach his/her greatest potential so that he/she may achieve a sense of dignity, value and personal worth in the community and in the world of work. The College believes that special efforts must be made to assure opportunities for occupational training to those persons who have socio-economic, cultural, physical or other handicaps.

The College believes that occupational programs must provide life-long opportunities for self-improvement so that students can readily pursue changing goals and interests.

The College recognizes that occupational programs should be relevant, viable, and dynamic, and accepts the responsibility to provide such programs.
STATEMENT OF PHILOSOPHY OF CERRITOS COLLEGE
FOR BILINGUAL/ BICULTURAL EDUCATION

Cerritos College believes in the dignity and worth of the individual. The College desires to help students understand themselves, their physical environment, and their cultural heritage. Bilingual/bicultural education recognizes that cultural and linguistic differences are an integral and positive part of the American pluralistic society. It is a process which uses two languages—one which is English—as a medium of instruction for the same pupil population which includes the study of history and cultures associated with the dominant language. Thus, bilingual education provides a bridge by which equal educational opportunities can be implemented. These programs give students a positive view of their cultural heritage, self-identity, and language acquisition of English and their dominant language. To accomplish these ends, the College has the following objectives:

A. Transfer program which provides a career ladder approach to a liberal studies major with the option of a bilingual teaching credential;

B. Inter-disciplinary opportunities in general education which provide for personal enrichment, cultural and language development.

STUDENT EQUITY PLAN FOR CERRITOS COLLEGE
MISSION STATEMENT

Cerritos College and its Board of Trustees endeavor to promote and enhance a quality educational environment that supports student success through the commitment of the faculty, staff, and administration to build a productive diverse society. A multicultural approach will be a vital element of Cerritos College’s commitment to student equity as it attempts to meet the demographic changes and educational demands of the student population.
NON–DISCRIMINATION IN COLLEGE PROGRAMS AND ACTIVITIES

Cerritos Community College District affirms that its programs and activities are available to all persons without regard to race, gender, color, religion, age, national origin, disability, marital status, Vietnam-era veteran status, or sexual orientation. Board policy provides for the investigation of alleged unlawful discrimination on a timely basis.

The District Officer responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges regarding unlawful discrimination shall be the Staff Diversity Officer.

The District will provide annual notice of its policy against unlawful discrimination to students, new employees when they commence working, and to all current employees. (Board Policy 3029)

EQUAL OPPORTUNITY/STAFF DIVERSITY POLICY STATEMENT

The Cerritos Community College District is committed to the concept and principles of Staff Diversity in providing equal opportunity in employment for all persons and to prohibit discrimination based on race, sex, color, religion, age, marital status, sexual orientation, disability, ancestry, national origin, and such other categories of protected classifications as defined by law applicable to the District. This commitment applies to every aspect of personnel policies and practices in the employment, development, advancement, and treatment of employees.

The Cerritos Community College District is committed to ensuring equal employment opportunities to qualified individuals with a disability, and will make reasonable accommodations for known limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. (Board Policy 7033.1)

The Cerritos Community College District believes that in order to effectively address and comply with federal and state mandates and guidelines on Staff Diversity, the Board of Trustees, administration, faculty and classified staff must recognize that Staff Diversity is a shared responsibility and each must be held accountable for application and enforcement of the Policy within their area of authority. (Board Policy 7033.2)

The District will ensure that employment, promotion, and transfer decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for the position. The District will ensure that all other valid requirement for the position. The District will ensure that all other personnel actions such as compensation (including rate of pay), benefits, transfers, layoffs, returns from layoff, terminations, District sponsored training,
education, social and recreational programs, will be administered without regard to race, sex, color, religion, age, marital status, sexual orientation, disability, ancestry, national origin, and such other categories of protected classifications as defined by law applicable to the District. (Board Policy 7033.3)

The President-Superintendent has the responsibility and authority for developing and implementing the Cerritos Community College District's Staff Diversity Program. The Staff Diversity Officer administers and monitors the program on behalf of the President-Superintendent. (Board Policy 7033.4)

The Staff Diversity Advisory Committee members shall assist in reviewing the Staff Diversity Program policies in conformity with state and federal guidelines and monitoring its progress, and shall act as an advisory body to the President-Superintendent through the Staff Diversity Officer. (Board Policy 7033.5)
INVESTIGATION AND RESOLUTION OF ALLEGED UNLAWFUL DISCRIMINATION

1. The Board of Trustees is committed to ensuring equal employment opportunity for all persons and to prohibiting unlawful discrimination based on race, color, national origin, ancestry, religion, sex, age, marital status, disability, sexual orientation, and such other categories of protected classifications as defined by law applicable to the District. (Board Policy 7026.1)

2. The President-Superintendent shall provide regulations and procedures, for implementation of this policy and such regulations and procedures shall be included as a part of the District’s Staff Diversity Program. (Board Policy 7026.2)

3. The Staff Diversity Officer as the District Administrator is responsible for ensuring District compliance with rules and regulations adopted by the Board of Governors of the California Community Colleges (Title 5) regarding unlawful discrimination in employment practices. (Board Policy 7026.3) (Note: For information regarding the procedure for filing a complaint alleging unlawful discrimination, contact the Staff Diversity Officer in the Human Resources Office and extension 2284.)

4. The District will provide annual notice of its policy against unlawful discrimination to students, new employees when they commence working, and to all current employees and will post such notice in prominent places on campus. (Board Policy 7026.4)

(Reference: Education Code Section 87100 et seq.; Title 5 Code Section 51050, 53000 et seq., and 59320 et seq.; Government Code Section 11135 et seq.)

SECTION 504/AMERICANS WITH DISABILITIES ACT – COMPLAINT POLICY

Cerritos College supports the idea that no person shall, on the basis of a physical or mental disability, be unlawfully subjected to discrimination under any program or activity offered under the control of the college. Any employee who believes he/she has been subject to a discriminatory action may file a complaint.

For further information regarding the procedure for filing a complaint under this policy, contact the Director of Disabled Student Programs and Services (Cerritos College Section 504/ADA Coordinator) at extension 2334.
DUTIES AND RESPONSIBILITIES OF FACULTY

All employment is predicated on a 40 hour work week for all regular full-time faculty. All faculty members will:

Teach all their scheduled classes unless excused under provisions of Board Policy.

Participate in committee work, student activities, and shared governance activities as appropriate.

Maintain a course outline for each assigned course.

Keep accurate records of student enrollment, attendance, and scholastic progress.

Allow the instructional manager and/or Instructional Dean, upon request, to review any tests given during the semester.

Attend meetings pertinent to faculty responsibilities or assignments including committee meeting and division meetings.

Post and maintain scheduled office hours.

Assist Department Chairperson and Instructional Dean in budget preparation and inventory.

Complete the checkout form before leaving campus at the end of the academic term. Faculty who go on leave during the spring semester shall complete the checkout procedure prior to leaving the campus at the end of the preceding fall semester. (Board Policy 3001)

OFFICE HOURS

Faculty members shall keep at least three (3) office hours per week, during the regular semester on days the faculty member has classes and they shall be on at least three different days. If need arises, faculty members should be available for conferences by appointment. An office hour represents time regularly scheduled by the faculty for the purpose of consultation with students, accomplishing administrative and clerical duties as well as other activities pertinent to instruction. The eleven o’clock hours on Tuesday and Thursday are reserved for faculty and student activities and shall not constitute any portion of the three hours of regular scheduled office time. (Board Policy 3004)
SUMMER OFFICE HOURS

Three (3) office hours per teaching unit for the total summer session teaching should be scheduled, i.e., a person teaching 6 T.U. should arrange for 18 office hours in the particular summer he/she is teaching.

CLASS BREAKS

The usual length of lecture and laboratory instruction shall be the equivalent of fifty minutes for each class hour. There shall be one or more scheduled breaks of classes which meet two or more consecutive hours. (Board Policy 3005)

FACULTY ABSENCE

If a faculty member cannot meet a class, he/she should notify the Instructional Dean, or, if unavailable the Office of Academic Affairs, in advance and have plans prepared so that a substitute can maintain continuity of course content. (Board Policy 3002)

FACULTY ATTENDANCE – CLOSING WEEK OF THE YEAR

Faculty attendance during the final week of school is essential and is part of the faculty member’s contract, which takes precedence over other considerations such as summer school attendance, participation in summer conferences, travel, and other activities.

All faculty members shall maintain office hours during the last week of the school year for consultation with students, other members of the faculty, or with the administrative staff.

The Commencement Ceremony is recognition of student achievement and, therefore, attendance is a professional obligation of each faculty member. (Board Policy 3003)

GENERAL FACULTY MEETINGS

Faculty meetings will be held at regular intervals during the year in coordination with the Faculty Senate. Times and agendas will be distributed by the Office of Academic Affairs. Attendance at faculty meetings is part of the professional duties and responsibilities of each faculty member. If a faculty member is unable to attend, a faculty member shall obtain the approval to be absent from the appropriate Instructional Dean prior to the scheduled faculty meeting. (Board Policy 3016)
BUILDING SECURITY

It is the responsibility of faculty members to help protect and secure college buildings and property. Instructors should immediately report to their division office or to the Office of Academic Affairs, any areas where lack of door security exists.

CURRICULUM DEVELOPMENT

The responsibility for development and improvement of curriculum rests with the faculty and department chairperson under leadership of Instructional Deans and the Office of Academic Affairs.

The formal work of curriculum development is performed by the Curriculum Committee, under the leadership of a faculty chair and the Vice President of Academic Affairs. (Board Policy 3022)

ADDITION OF NEW COURSES

One important aspect of curriculum development is the addition of new courses and educational programs. Recommendations for new courses and educational programs should be submitted to the Office of Academic Affairs on the appropriate form. The following steps outline procedure for adding new courses and educational programs to the curriculum.

A proposal for a new course and/or new educational program may originate with a faculty member, department chairperson, or an instructional dean, but must be submitted to the Curriculum Committee through the Instructional Dean.

Any course which qualifies for general education credit should first go to the General Education Subcommittee for evaluation.

Proposed new courses and educational programs must have approval of the Curriculum Committee and the Board of Trustees.

Upon approval by the Board of Trustees, new educational programs and courses not included in new or existing educational programs must be forwarded to the Community College Chancellor's Office for approval. (Board Policy 3023)

COURSE OUTLINES

A file of course offerings in each instructional division is maintained in the office of the Instructional Dean. A complete file of outlines for all course offerings at Cerritos College shall be maintained in the Office of Academic Affairs.

Each faculty member is required to maintain a course outline for each course he/she teaches.

When more than one faculty member is involved in the presentation of a course, the outline must be prepared through the combined efforts of those concerned.
As the content of courses is revised periodically, new outlines should be prepared. It shall be the responsibility of the Instructional Deans, along with department chairperson, to review courses within his/her division at least once each three years and to supervise revisions as needed. (Board Policy 3006)

**CONFLICT OF INTEREST** (Board Policy 5000.1) Board Approved 02/01/95

The following policy pertains to all officers and employees of the Cerritos Community College District including the District’s Board of Trustees. This policy is in addition to the District’s Conflict of Interest Code which already pertains to the District’s Board of Trustees and certain designated employees.

**CONFLICTS OF INTEREST ARE PROHIBITED**

No officer, employee, or member of the Board of Trustees of the Cerritos Community College District shall make, participate in making, or in any way attempt to influence a decision of the Cerritos Community College District in which he or she knows or has reason to know will have a financial effect, distinguishable from its effect on the public generally, on the officer or employee or his or her “immediate family” (Immediate family shall mean spouse and dependent children of an officer, employee, or trustee of the District). (Government Code 82029)

1. Any business entity in which the officer, employee or immediate family has an investment;
2. Any business entity in which the officer, employee or immediate family is a director, officer, partner, trustee, employee, or holds any position of management; or,
3. Any real property in which the officer, employee or immediate family has a direct or indirect interest.

**PENALTIES**

Any officer or employee who shall make, participate in making, or in any way attempt to use his or her relationship with the Cerritos Community College District to influence a decision of the Cerritos Community College District in which he or she knows or has reason to know he or she has a prohibited financial interest shall be subject to discipline, including up to dismissal.

**ACADEMIC DECISIONS**

In the area of academic decisions, the Fair Political Practices Commission has established certain specific exemptions from conflict of interest provisions which are applicable to the Cerritos Community College District. Academic decisions with respect to textbook utilization and other educational materials are also subject to the District’s written guidelines for textbooks which appear in the Faculty Handbook.
The regulations for academic decisions adopted by the California Fair Political Practices Commission, at Title 2 Code of Administrative Regulations, Section 18705, provide as follows:

Section 18705. Academic Decisions.

“(a) Except as provided in subsection (b), neither disclosure of financial interests nor disqualification is required under Government Code Sections 87100, 87302, or any Conflict of Interest Code, in connection with:

“(1) Teaching decisions, including the selection by a teacher of books or other educational materials for use within his or her own school or institution, and other decisions incidental to teaching;

“(2) Decisions made by a person who has teaching or research responsibilities at an institution of higher education to pursue personally a course of academic study or research, to apply for funds to finance such a project, to allocate financial and material resources for such academic study or research, and all decisions relating to the manner or methodology with which such study or research will be conducted. Provided, however, that the provisions of this subsection (2) shall not apply with respect to institution- or campus- wide administrative responsibilities respecting the approval or review of any phase of academic research or study conducted at the institution or campus.

“(b) Disclosure shall be required under Government Code Section 87302 or any Conflict of Interest Code in connection with a decision made by a person or persons at an institution of higher education with principal responsibility for a research project to undertake such research, if it is to be funded or supported, in whole or in part, by a contract or grant (or other funds earmarked by the donor for a specific research project or for a specific researcher) from a nongovernmental entity, but disqualification may not be required under Government Code Sections 87100, 87302, or any Conflict of Interest Code in connection with any such decision if the decision is substantively reviewed by an independent committee established within the institution.”

D. DISTRIBUTION OF THIS POLICY

Copies of this policy shall be distributed by the Personnel Services Office to all current and future officers, employees, and members of the Board of Trustees.

TEXTBOOK SELECTION

Textbook selection and evaluation are important responsibilities of the faculty of the college.

A textbook should be used for whatever length of time its content is current and useful. To ensure against obsolescence, Instructional Deans along with department chairpersons shall be responsible for the re-evaluation of all textbooks used more than three years.
All textbook adoption requests must be approved by the appropriate Instructional Dean and the Office of Academic Affairs, then presented to the Board of Trustees for final adoption. (Board Policy 3025)

Included below are a series of questions which might be considered when evaluating peer written textbooks.

1. Are the materials submitted in accordance with the course description?
2. Do they appropriately address the goals and meet the content needs of the course outline?
3. Do they meet the course standards of rigor and excellence?
4. Do they follow the conventions of the field and, if not, is a justification provided?
5. Do they meet the standards of other materials in the field?

Which materials have you used in this comparison?

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6. Are they written in the conventions of standard American English?
7. Are they written on an appropriate reading level for the students? (Materials should be checked on a readability scale.)
8. Are they written in an appropriately clear and unambiguous style that will communicate with the average student taking this course?
9. Are enough examples supplied to clarify the information presented?
10. Would you recommend that these materials be sold to students taking this course?
11. If yes, offer your commendation.
12. If no, what are your specific reasons? Would you recommend revisions? Would you recommend the materials be distributed as handouts to supplement instruction?
13. What are the best attributes of these materials?
E-TEXTBOOKS

GUIDELINES FOR FACULTY/STAFF-AUTHORED E-TEXTBOOKS

E-TEXTBOOKS have taken the place of traditional printed textbooks in many of the courses at Cerritos College, especially our online courses. E-TEXTBOOKS can be produced in a number of formats, including: CD-Rom, DVD, our own Cerritos College website, and those to be invented in the future. The Multi-media Production Program at Cerritos College produces E-TEXTBOOKS for faculty in order to:

1. provide students with quality course material
2. provide a creative outlet for faculty
3. generate funds for the Cerritos College Foundation

Therefore, the following guidelines are as follows:

1. The Cerritos College Foundation shall serve as the Publisher of E-TEXTBOOKS created through the Multi-media Production program
2. The Cerritos College Foundation will negotiate royalty percentages and other ownership issues with the author(s) and the Multi-media Production program
3. All E-TEXTBOOKS created in this manner must be evaluated and approved by a designated committee to ensure quality production and accessibility for all students
4. Intellectual ownership of the content of the E-TEXTBOOKS shall remain with the author. However, Cerritos College will retain ownership of any computer generated interfaces, designs, frameworks or multi-media enhancements developed by the Multi-media Production program
5. The sales price will include actual production costs plus the normal Foundation’s overhead costs and royalties
6. An E-TEXTBOOK published by the Cerritos College Foundation, can be adopted as a required or supplemental textbook if approved by the E-Textbook Standards Committee, the appropriate academic dean and chairperson
7. The E-Textbook Committee shall include the following:
   1) The Dean of Technology Training & Distance Education
   2) One member of the Foundation Board
   3) Two Cerritos College faculty members
   4) The district web administrator
   5) One industry representative from computer graphics, multi-media, hardware or software manufacturing

Senate approved unanimously: April 1, 2003
EXAMINATIONS

Each faculty member has full responsibility for evaluating students’ achievements in his/her classes and for assigning students’ grades.

It is expected that each faculty member will make evaluations of a student’s work during each semester and summer session in order that each student may be aware of his/her progress at all times.

Final examinations are scheduled for two hours or longer. The Final Examination Schedule is an official college document. Faculty members shall administer final examinations in conformity with the official schedule. Any exceptions must have written approval of the Instructional Dean and the Office of Academic Affairs.

Corrected final examination papers shall be kept by the instructor for at least one year following the close of the semester or summer term. (Board Policy 3011)

SUPERVISION OF STUDENTS

Students in classrooms and laboratories must be supervised at all times by an ACADEMIC EMPLOYEE of the District.
FACULTY POLICIES AND PROCEDURES

JOINT STATEMENT ON ACADEMIC FREEDOM
OF THE CERRITOS COLLEGE FACULTY SENATE AND
COLLEGE (ADMINISTRATIVE) COUNCIL

ACADEMIC FREEDOM AND RESPONSIBILITY

ACADEMIC FREEDOM, TENURE AND RESPONSIBILITY

Cerritos College serves the common good by expanding the boundaries of knowledge and transmitting it imaginatively, preparing students for occupations, and preparing them to live successfully in a free society. The fulfillment of this function necessarily rests on the preservation of academic freedom, which protects the rights of teachers in teaching and students in learning. The purpose of this statement is to promote understanding and support of both academic freedom and the corresponding responsibilities incumbent on the members of the academic community.

The exercise of academic freedom is necessary if society is to be assured of receiving the benefits of honest intellectual search and unbiased transmittal of knowledge. Scholars must be free from pressures or demands which restrict their search in a manner that diminishes society's benefits. The transmittal of knowledge shall not be impeded by special interests, conflicting public opinion or unpopularity. Society must avoid a climate of education in which neither students nor faculty dare assert their ideas for fear of reprisal. (Board Policy 3031)

TENURE

Tenure is a means to achieve certain ends, specifically, academic freedom in teaching, research and extramural activities, and a sufficient degree of economic security, to make the profession attractive to men and women of ability. Academic freedom and economic security, hence, tenure, are indispensable to the success of an institution fulfilling its obligation to its students and to society.

The concept of tenure does not imply the endorsement of current tenure laws and procedures. The continued evaluation of laws and procedures is necessary to insure the protection of academic freedom for those who are worthy.
PROFESSIONAL RESPONSIBILITIES OF THE ACADEMIC COMMUNITY

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression.

PROFESSIONAL RESPONSIBILITIES AND ETHICS OF FACULTY

A faculty member of Cerritos College recognizes the magnitude of the responsibility he/she has accepted in choosing a career in community college education, and engages himself/herself individually and collectively with other faculty members, to be guided by the provisions of this statement of freedom, responsibilities and ethics.

AS A FACULTY MEMBER AT CERRITOS COLLEGE

The faculty member measures his/her success by the progress of each student toward the realization of his/her potential as a worthy and effective citizen. He/she, therefore, works to stimulate the spirit of inquiry, the free acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

The faculty member upholds the highest scholarly standards of their discipline. He/she demonstrates respect for the student as an individual and adheres to this proper role as an intellectual guide and counselor. He/she makes every reasonable effort to foster honest academic conduct and to assured that the evaluation of students and the award of credit is based on academic performance professionally judged, and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. He/she scrupulously avoids the devaluation of the College's credits by grading practices that have no foundation either in institutional standards or in honest professional evaluation of student work. He/she respects the confidential nature of the student-teacher relationship.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the faculty-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. The student should not be intimidated to make particular personal choices as to political action or to his/her own part in society.

AS A MEMBER OF THE COLLEGE

A faculty member seeks above all to be an effective teacher and scholar. He/she determines the amount and character of the work he/she does outside his/her institution with due regard to his/her paramount responsibilities within it. If the claims of outside work, politics, social action, and conscience on the one hand, and the reasonable claims and expectations of his/her students, colleagues, and the college on the other become acute, and the faculty member’s attention to his/her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, he/she cannot escape the responsibility of that choice, and
should either request a leave of absence or resign his/her academic position. When considering the interruption or termination of his/her service, he/she recognizes the effect of his/her decision upon the program of the institution and gives due notice of his/her intentions.

**AS A MEMBER OF THE COMMUNITY**

To be an effective intellectual leader the faculty member of a community college must strive to identify the needs of the members of the community. He/she should always use his/her skill as a teacher to avoid unnecessarily offending the mores and standards of the community. Only by gaining and maintaining respect for both himself/herself and his/her institution can he/she insure the freedom necessary for academic inquiry.

A faculty member has the rights and responsibilities of any citizen. When he/she speaks or acts as a private citizen, he/she should be free from institutional discipline, but since the public may judge the profession by his/her utterances, he/she should avoid creating the impression that he/she speaks or acts for his/her institution.

**CONTROVERSIAL ISSUES**

It is a faculty member’s mastery of his/her subject and his/her own scholarship which entitles him/her to his/her classroom and to freedom in the presentation of his/her subject, including controversial aspects of it. Thus, it is improper for a faculty member persistently to include material which has no relation to his/her subject, to make unauthorized substantial departure from the subject matter of his/her course as announced to his/her students and as it appears in the approved course outline, or to habitually or persistently introduce into a course controversial material unrelated to the course content. He/she is not obligated to hide his/her own opinion in his/her area of expertise, which encourages the student to independent action in the pursuit of learning and provides access to varying points of view.

The expression of dissent and the attempt to produce change may not be carried out in ways which injure individuals, damage institutional facilities, or disrupt classes. Speakers on campus must not only be protected from violence, but given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

**SEXUAL HARASSMENT**

Board Policy 7027

(Reference: Education Code Section 200 et seq., 72010 et seq.; Title 5 Code Section 59320 et seq.)

It is the policy of the Cerritos Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests or offers for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by federal and state statutes. (Board Policy 7027.1)
The President/Superintendent shall provide regulations and procedures for implementation of this policy and such regulations and procedures shall be included as a part of the District's Staff Diversity Program. (Board Policy 7027.2)

It shall be a violation of this policy for anyone who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Cerritos Community College District, to engage in sexual harassment as defined below. (Board Policy 7027.3)

Sexual harassment occurs with unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature takes place and:

1. Is made explicitly or implicitly a term or condition of an individual's educational status or employment; or

2. Is used as a basis for educational or employment decisions affecting such individual; or

3. Has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational or working environment; or

4. Is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District. (Board Policy 7027.4)

For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Making written, verbal, physical and/or visual contact with sexual overtones:
   a) written examples include but are not limited to suggestive or obscene letters, notes, or invitations.
   b) verbal examples include but are not limited to derogatory comments, slurs, jokes, epithets and/or promulgating sexual rumors.
   c) physical examples include but are not limited to assault, touching, impeding or blocking movement.
   d) visual examples include but are not limited to leering, gestures, or display or sexually suggestive objects, pictures, cartoons or posters.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

3. Making reprisals, threats or reprisals, or implied threats of reprisals following a negative response. For example:
a) within the work environment – either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed.

b) within the educational environment – either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application with be denied.

4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors. (Board Policy 7027.4)

It shall also be a violation of this policy for any employee to sexually harass another employee. (Board Policy 7027.5)

Formal complaints under this policy shall be processed through the District’s Investigation and Resolution of Complaints of Unlawful Discrimination procedure through the Staff Diversity Officer and the President/Superintendent. (Board Policy 7027.6)

**SEXUAL HARASSMENT COMPLAINT PROCEDURE**

This procedure is adopted pursuant to Board Policy 7027 which prohibits sexual harassment.

Any student, employee or applicant for employment who believes he/she has been sexually harassed may file a complaint. In order for a complaint to be processed, the complaint must be filed within one year of the sexual harassment or within one year of learning of the sexual harassment. (Title 5, Section 59328.)

Cerritos Community College District is committed to ensuring that students, employees and applicants for employment are not adversely affected for having brought forward a sexual harassment complaint. All participants in these procedures shall be protected from retaliatory acts by the Cerritos Community College District, its employees or students.

Nothing in this procedure shall affect the right of the complainant to pursue the matter with any state or Federal enforcement agency. Sexual harassment complaints may be filed concurrently.
with an external agency to meet state and Federal agency deadlines without jeopardizing an individual’s right to pursue a complaint under this procedure.

**Purpose of Complaint Procedure**

This complaint procedure implements the civil rights protections against sexual harassment. It is to ensure that no person shall be subjected to sexual harassment under any program, activity, or service offered by Cerritos Community College District.

This procedure applies to the processing of sexual harassment complaints by any student, employee or applicant for employment who believes that she/he is a victim of sexual harassment.

**Informal Resolution Process**

The purpose of this informal resolution process is to allow an individual who believes she/he has been sexually harassed to resolve the issue through an informal process. (Title 5, Section 59327.)

**The Steps for the Informal Resolution Process:**

A. If the complainant feels comfortable doing so, he or she should meet with the person who initiated the alleged improper behavior and inform him or her that his or her behavior is considered offensive and may be interpreted as sexual harassment and request that the behavior stop immediately.

B. If the complainant believes that discussions of alleged sexual harassment with the respondent or his/her supervisor would be unproductive or inappropriate, the complainant may consult with the District’s Manager of Employment Services/Faculty & Staff Diversity Officer.

C. If requested by the complainant, the District’s Manager of Employment Services/Faculty & Staff Diversity Officer will counsel the complainant regarding the sexual harassment policy and complaint procedure.

D. The informal resolution process will be conducted by the Dean of the Division in which the alleged harassment occurred or by the Vice President of Business Services if the complainant is assigned to a position in which there in no Division Dean or by the Vice President of Student Services if the complainant is a student.

E. The informal resolution process is initiated only when the complainant puts the allegation in writing and in any written format comfortable to the complainant. The written statement should contain as much detail as possible including dates, time, description of incident(s), parties involved, any witnesses and other pertinent information.
F. Within 10 days of receipt of the informal written complaint, the appropriate Division Dean or Vice President shall contact the respondent in an attempt to resolve the matter informally. The respondent will be asked to provide a written response to the allegations.

G. Within 10 days of discussing the matter with the respondent, the appropriate Division Dean, Vice President of Business Services or Vice President of Student Services will review the statement of both the complainant and the respondent and meet individually with each party in an attempt to resolve the matter.

H. Steps E through G of this informal procedure shall be completed within 30 calendar days.

I. The complainant shall be advised that he or she need not participate in informal resolution. [Title 5, Section 59327 (a) (2).]

**Possible Outcomes of the Informal Complaint Procedure**

A. If the matter is resolved, the Division Dean will put the resolution in writing and meet with both parties who will review and sign the resolution.

B. If, after meeting with the parties, it becomes apparent to the appropriate Division Dean or Vice President that an informal resolution cannot be reached, he/she will convey the determination to both parties. The Division Dean or Vice President will also inform the complainant of the right to file a formal sexual harassment complaint under this procedure or to file a sexual harassment complaint with any appropriate State or Federal agency (e.g. United States Equal Employment Opportunity Commission or California Department of Fair Employment and Housing).

C. If the complainant is dissatisfied with the resolution of the complaint, she/he should file a formal complaint immediately.

**Formal Procedure**

A. Administrative Determination

1. The complainant shall initiate the formal complaint procedure by filing a complaint in writing.

   a. The formal complaint shall meet the following requirements:

      (1) The complaint shall be filed by the person who alleges that he or she has personally suffered unlawful discrimination or by a person who has learned of such unlawful discrimination in their official capacity.
(2) The complaint shall be filed with the Chancellor of the California Community Colleges or with the Faculty and Staff Diversity Officer. [Title 5, Section 59328(b).]

(3) The complaint shall be filed within one (1) year of the alleged unlawful discrimination.

2. Within fourteen (14) days of receiving a formal complaint filed in accordance of Section one above, the Cerritos Community College District will commence an investigation of that complaint and notify the complainant that it is doing so.

3. The Cerritos Community College District’s investigation will be conducted by the Manager of Employment Services/Faculty and Staff Diversity Officer or designee.

4. The Cerritos Community College District’s impartial fact-finding investigation will be completed within ninety (90) days from the date the formal complaint was filed with the Manager of Employment Services/Faculty and Staff Diversity Officer unless granted an extension by the State Chancellor. [Title 5, Section 59336.]

5. The complainant and the respondent each have the right to choose a representative on his/her behalf.

6. The Manager of Employment Services/Faculty and Staff Diversity Officer or designee shall submit a written Fact-Finding Report to the President/Superintendent at the end of his/her investigation. The Fact-Finding Report shall contain the following information:

   a. A description of the circumstances giving rise to the complaint;

   b. A summary of the testimony provided by each witness, including the complainant and any viable witnesses identified by the complainant in the complaint;

   c. An analysis of any relevant data or other evidence collected during investigation;

   d. Findings as to whether there is probable cause to believe that discrimination/sexual harassment occurred with respect to each allegation in the complaint;

   e. Any other information deemed appropriate by the District. [Title 5, Section 59334 (a) – (e).]

7. The Cerritos Community College District will forward a copy or summary of the investigation to the complainant and the respondent that either
person may object to the College's resolution and may appeal the resolution to
the College's Governing Board and the Chancellor.

B.  Cerritos Community College District's Obligation

Within ninety (90) days of receiving the formal complaint, the District will forward to the
Chancellor:

1.  The original complaint.

2.  A copy of the investigative report;

3.  The determination of the chief executive officer or his/her designee as to
whether there is probable cause to believe discrimination occurred with respect
to each allegation in the complaint;

4.  A description of actions taken, if any, to prevent similar problems from occurring
in the future;

5.  The proposed resolution of the complaint.  [Title 5, Section 59336.]

C.  Appeal to the Governing Board.  [Title 5, Section 59338.]

1.  If the complainant or the respondent are not satisfied with the administrative
decision, he/she has 15 days in which to file a written appeal with the College's
Governing Board.  [Title 5, Section 59338.]

2.  Within 45 days of receiving the appeal, the Governing Board shall issue a final
decision, or the administrative determination will be considered the final decision.
However, a further appeal can be made to the Chancellor of the California
Community Colleges.  [Title 5, Section 59338.]

Further Appeal Options

A.  If the complainant is not satisfied with the decision of the Governing Board, he/she has
30 days in which to file a written appeal with the Chancellor of the California Community
Colleges.  [Title 5, Section 59338.]

B.  Once again, the College shall inform the complainant of the right to file a sexual
harassment complaint with other appropriate Federal or state enforcement agency,
e.g., United States Equal Employment Opportunity Commission, California Department
of Fair Employment and Housing.)

DISCIPLINE

The Cerritos Community College District shall discipline faculty employees pursuant to the
provisions of the Education Code.  (Board Policy 7208)
**CONTRACT (PROBATIONARY) EMPLOYMENT STATUS**

A probationary faculty employee is an employee serving in employment based upon a contract pursuant to the provisions of Education Code Sections 87608, 87609, and 87610. (Board Policy 7201.2)

**REGULAR (TENURED) EMPLOYMENT STATUS**

Faculty employees are granted tenure in accordance with the provisions of the Education Code. (Board Policy 7201.1)

A tenured faculty employee is an employee who has completed the probationary employment contract period and been granted tenured status for all subsequent academic years of employment. (Board Policy 7201.3)

**ACADEMIC RANK POLICY**

Academic rank for faculty employees is recognized by the Board of Trustees. Qualifications and procedures to obtain rank shall be recommended by the Faculty Senate, approved by the Vice President of Academic Affairs/Provost, and published in the Faculty Handbook. (Board Policy 7212)

**Qualifications:**

- **Lecturer:** Title for all teachers not members of the full-time contracted college staff.

- **Instructor:** Title for all full-time contract academic staff on probation. (An instructor, upon initial employment at Cerritos College, may qualify for a higher rank by virtue of previous college experience before attaining regular status.)

- **Assistant Professor:** Title of all full-time contract or regular academic staff.

- **Associate Professor:** Title of the full-time contract or regular academic staff member who fulfills the following criteria:
  
  (a) Seven years of full-time teaching at an accredited college or university; and,

  (b) (1) an earned Master's Degree, or an earned Doctor's Degree, or a permanent Class 'A' Vocational credential and/or a full-time Standard Designated Subjects credential, or Community College Teaching credential in a vocational area.
OR

(c) (2) an earned Master’s Degree, or an earned Doctor’s Degree, or meets all minimum qualification requirements to teach in a non-Master’s list discipline area.

Professor:
Title of a full-time contract or regular academic staff member who fulfills the following criteria:

(a) Ten years of full-time teaching at an accredited college or university.

(b) Possession of one of the following:

(1) an earned Doctor’s Degree.

(2) a Bachelor’s Degree plus ninety semester college units including a Master’s Degree.

(3) (a) a permanent Class ‘A’ Vocational credential, or a full-time Standard Designated Subjects credential in a vocational area, and (a) a B.A. + 6 years of vocational experience, or (b) a B.A. + 40 units, including a M.A. and 4 years of vocational experience, or (c) a B.A. + 60 units including a M.A. and 2 years of vocational experience.

OR

(3) (b) meets all minimum qualification requirements to teach in a non-Master’s list discipline area, and (a) a B.A. + 6 years of vocational experience, or (b) a B.A. + 40 units, including a M.A. and 4 years of vocational experience, or (c) a B.A. + 60 units including a M.A. and 2 years of vocational experience.

Procedures:

1. Upon becoming eligible for advancement to a next higher rank, each faculty member shall notify the Vice President of Academic Affairs/Provost that he/she has met the requirements for advancement. All requests for change in academic rank must be submitted to the Vice President of Academic Affairs/Provost by December 1 in order to meet catalog printing dates.

2. The Faculty Senate may recommend to the administration that any title may be bestowed for eminence or other unusual qualifications.
3. The grants of titles shall not be related to the Cerritos College Salary Schedule; nor be a factor in determining salary.

4. All titles granted by this policy will be used in publications and publicity emanating from the College.
FACULTY AUTHORED TEXTBOOKS

TEXTBOOKS PRINTED OFF CAMPUS AND PUBLISHED BY FACULTY

1. If a textbook is not distributed by a publisher, the faculty member becomes the contractor. The agreement and conditions of the purchase as required by regular publishers will be required from the faculty member.

2. The required textbooks must be on the Board-approved list and processed through the division office to the Academic Affairs Office prior to purchasing.

3. If the faculty member sells supplemental texts to the Bookstore (those not required for the course), the title must be submitted to the Academic Affairs Office for approval.

GUIDELINES FOR FACULTY/STAFF-AUTHORED E-TEXTBOOKS

E-TEXTBOOKS have taken the place of traditional printed textbooks in many of the courses at Cerritos College, especially our online courses. E-TEXTBOOKS can be produced in a number of formats, including: CD-Rom, DVD, our own Cerritos College website, and those to be invented in the future. The Multi-media Production Program at Cerritos College produces E-TEXTBOOKS for faculty in order to:

1. provide students with quality course material
2. provide a creative outlet for faculty
3. generate funds for the Cerritos College Foundation

Therefore, the following guidelines are as follows:

1. The Cerritos College Foundation shall serve as the Publisher of E-TEXTBOOKS created through the Multi-media Production program
2. The Cerritos College Foundation will negotiate royalty percentages and other ownership issues with the author(s) and the Multi-media Production program
3. All E-TEXTBOOKS created in this manner must be evaluated and approved by a designated committee to ensure quality production and accessibility for all students
4. Intellectual ownership of the content of the E-TEXTBOOKS shall remain with the author. However, Cerritos College will retain ownership of any computer generated interfaces, designs, frameworks or multi-medial enhancements developed by the Multi-media Production program
5. The sales price will include actual production costs plus the normal Foundation's overhead costs and royalties
6. An E-TEXTBOOK published by the Cerritos College Foundation, can be adopted as a required or supplemental textbook if approved by the E-Textbook Standards Committee, the appropriate academic dean and chairperson
7. The E-Textbook Committee shall include the following:

1. The Dean of Technology Training & Distance Education
2. One member of the Foundation Board
3. Two Cerritos College faculty members
4. The district web administrator
5. One industry representative from computer graphics, multi-media or software manufacturing.

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Senate approved unanimously: April 1, 2003
GUIDELINES FOR FACULTY-AUTHORED TEXTBOOKS PUBLISHED AT THE COLLEGE

The college’s Publications Office prints numerous types of classroom handouts throughout the semester with the goals of:

1. Providing the faculty with the materials they need and,
2. Being cost effective.

Therefore, any printing request that exceeds $1.00 per copy cannot be considered a handout, but rather becomes a supplemental text. The procedure for ordering this type of material follows:

Faculty members can generally assume that copies cost 25 cents each. If your request exceeds 40 pages, the production costs will exceed $1.00 per copy, and the publications must be sold through the college’s Bookstore. If you are unsure about costs, contact the Director of Publications for price quotes.

The sales price in the Bookstore will include actual production costs plus the normal Bookstore overhead. No royalties will be paid for supplemental texts produced on campus.

After securing division and Academic Affairs Office approval as a supplemental text, the material should be delivered to the Bookstore where it will receive a purchase order number. It is then delivered by the Bookstore to the Publications Office. Only one semester’s needs will be printed at a time to eliminate waste caused by changes, updating, or stocks of unsold copies. The Publications Office will deliver the finished materials to the Bookstore. Reference copies should be requested on a separate job order card for division billing.

Since these jobs are more extensive and time-consuming than routine handouts, materials should be submitted to the Publications Office no later than SIX WEEKS prior to the beginning of a new semester. If materials are submitted late, Publications will send the material off campus for completion which will normally
increase the cost of reproduction three times. This would also increase the cost of the supplemental text to the student which is not in keeping with District goals to provide material to students at the lowest possible cost.

If the materials produced are required textbooks, they must be on the Board-approved list and processed through the Office of Academic Affairs prior to printing.

The Publications Office will reproduce no copyrighted material unless permission to reproduce has been secured in writing or the copying is authorized by copyright laws.

BOARD PROCEDURES FOR REVIEWING FACULTY-AUTHORED AND PUBLISHED TEXTBOOKS

To ensure that textbooks, authored by Cerritos College faculty members, meet acceptable standards before being adopted for use in the classroom, the following guidelines will be used:

1. The author will be responsible for having the book proofread for correct syntax, grammar, spelling, and identification of typographical errors. Drawings should be checked for clarity and proper labeling.

2. The author is also responsible for having the book professionally reviewed for the technical content which should be checked for accuracy.

3. Copies of the textbook should be submitted to the appropriate Division Instructional Dean who, in consultation with the author, should then form an ad-hoc committee composed of the author, and at least two faculty members knowledgeable in the area of the textbook subject matter. A copy should be given to each member. The committee should evaluate the book as to its appropriateness for the intended course.

4. Once the textbook has the committee’s endorsement, the Division Instructional Dean should follow the Textbook Selection procedures in the Board Policy.

5. No textbook authored by a Cerritos College staff member shall be adopted that has not been accepted and adopted by at least ten other colleges. This provision shall apply only to those textbooks that are offered for approval after the date this provision is adopted by the Board of Trustees colleges.

COPYRIGHT LAW INFORMATION
(Discretionary Education Code Section 70902)

It is the policy of the Board of Trustees, Cerritos Community College District that its employees and students shall comply with the copyright laws as embodied in Title 17, United States Code. Failure of District employees and students to comply with copyright regulations may result in District and/or personal liability.

The administration is directed to implement procedures to carry out the policy. Such regulations shall deal with the following areas:
a. Print materials not produced within the District by its employees or staff;
b. Non-print materials not produced within the District by its employees or staff;
c. Performing arts, including musical and dramatic productions;
d. Computer software not produced within the District by its employees or staff; and,
e. District-produced materials, including print, non-print, and computer software.

(Board Policy 8010)

A FACULTY MEMBER MAY NOT:

MAKE MULTIPLE COPIES of a work for classroom use if it has already been copied for another class in the same instruction.

Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

There shall be no copying from or of work intended to be consumable in the course of study or teaching. These include workbooks, exercises, standardized tests booklets and answer sheets and like consumable material.

Copying shall not substitute for the purchase of books, publishers’ reprints or periodicals.

A FACULTY MEMBER MAY:

MAKE A SINGLE COPY for use in scholarly research or in teaching, or in preparation for teaching a class, of the following:

A chapter from a book.
An article from a periodical or newspaper.
A short story, short essay, or short poem, whether or not from a collected work.
A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

MAKE MULTIPLE COPIES for classroom use only, and not to exceed one per student in a class, of the following:

A complete poem, if it is less than 250 words and printed on not more than two pages.
GUIDELINES FOR EDUCATIONAL USES OF MUSIC

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 or HR 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; and that certain types of copying permitted under these guidelines may not be permissible in the future, and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under the judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

A. Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.

2. For academic purposes other performance, single or multiple copies or excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.

3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exists.

4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational
institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright which may exist in the sound recording.)

B. Prohibitions

1. Copying to create or replace or substitute for anthologies, compilations or collective works.

2. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.

3. Copying for the purpose of performance except as in A – 1 above.

4. Copying for the purpose of substituting for the performance of music except in A – 1 and A – 2, above.

5. Copying without inclusion of the copyright notice which appears on the printed copy.

COPYRIGHTED MATERIALS

Faculty members requesting the reproduction of copyrighted materials must first acquire a written release from the holder of the copyright, usually the publisher. Copyrighted materials include anything printed with the copyright symbol or the words, “copyrighted (date).” No material, either in part or in whole, or photographs from a copyrighted publication may be reproduced without a written release. It is rare that a copyright holder will not provide a release when his material is to be used for educational purposes, yet failure to do so could initiate a claim against the instructor or college.

GUEST SPEAKERS

Before completing arrangements to have a person who is not associated with Cerritos College speak to his/her class, the instructor must first secure clearance from the Office of Academic Affairs (Request for Guest Speaker Form, IN-7).

FIELD TRIPS

A field trip form is required whenever a class meets anywhere other than the assigned classroom. Off-campus field trips must be recommended to the Office of Academic Affairs prior to the time of the trip. On-campus field trips need approval only by the Division Instructional Dean (required form: Field Trip Authorization/Transportation/Conference Form BP – 11). (Board Policy 3100)
No student is to be prevented from making a field trip or excursion because of a lack of sufficient funds. Students are not required to pay a fee in order to participate in an instructionally-related trip irrespective to whether that field trip is in-state or outside of the state. The District, however, is not required to pay the costs of meals, lodging, and other incidental expenses of students participating in field trips. (Title 5, Section 55450)

Faculty member may require a field trip in which students meet at an off-campus site instead of at the college. All field trips are subject to review and approval by the immediate administrator and the Office of Academic Affairs and requests should be submitted at least two weeks prior to the scheduled trip. The faculty member must inform his/her students at least one week prior to the scheduled trip. In cases where students do not have their own means of transportation, the faculty member may arrange an alternate assignment comparable to the field trip. (Board Policy 5320.4)

**POLITICAL ACTIVITIES**

The Board of Trustees recognizes that school property and school time, paid for and supported by the public funds, shall not be used for political purposes except as provided under the Civic Center Act. It therefore enacts the following policy in regard to political activity:

1. Posting of political circulars or petitions are prohibited except upon that portion of the Cerritos College District campus where bulletin boards are set aside for that purpose.

2. Disrupting the work of an employee or student, for political purposes, during his/her work or class period is prohibited.

The term “political” as used in this policy includes, without being limited to, all public elections of any kind or character whether school district, city, county, state or national, and the term “activity” includes any participation in political campaigns.

Nothing is this policy shall prevent:

1. The dissemination of information concerning school tax and/or bond elections insofar as authorized by the California Education Code.

2. The discussion and study of politics and political issues when such discussion and study are appropriate to classroom studies such as history, current events and political science.

3. The conducting of student and employee elections, and campaigning related to such elections. However, no campaigning pursuant to this section will be permitted which disrupts an employee or student during his/her work or class time. (Board Policy 7022.3)
ATTENDANCE OF COLLEGE PERSONNEL AT CONFERENCES

1. The Board of Trustees of the District must authorize the attendance of all personnel involved in advance of attendance at any conference as an instructional representative.

2. Conference and Travel Request/Expense Claim Form must be submitted by the person for whom approval is requested (forms are located online at www.cerritos.edu/forms). One conference request per person. The request shall be initiated sufficiently in advance of the conference named to allow for necessary processing, including approval by the Board of Trustees prior to the conference date if not previously approved by the annual Board Resolution.

3. Conference requests which were approved by Board Resolution or which require no reimbursement and/or travel for more than a day may be approved administratively by the Office of Academic Affairs and should be submitted one week in advance.

4. Board approval does not constitute automatic conference approval; even though conference attendance is approved by Resolution, a request on Conference and Travel Request/Expense Claim Form for administrative approval must also precede each conference. If funds are unavailable or if classes should not be dismissed and cannot be adequately covered or should other contingencies arise, conference attendance may not be granted.

5. From time to time, it is desirable for school personnel to attend local conferences or meetings, to visit neighboring schools or colleges on official college business, or to represent the college at various functions. If the employee does not have a monthly mileage allowance, college equipment shall be used. Transportation allowance for use of employee vehicle is made in accordance with Board adopted regulations.

6. When faculty members attend a conference or college activity, a substitute will be assigned as determined by the Division Instructional Dean. Normally, no more than two days of conference attendance will be approved during a semester when it requires a substitute or cancellation of a class.

7. Reimbursement for actual and necessary expenses in conference attendance and travel shall be based upon Board Policy.

8. Reimbursement of Conference and Travel Request/Expense Claim Form expenses shall be processed through the division office within 30 days.

9. All faculty members that travel with student groups other than field trips must follow procedure for approval and reimbursement established by the Vice President of Student Services/Assistant Superintendent.
PROCEDURE FOR ADVISOR TO TRAVEL WITH OR ON COLLEGE AND ASCC-SPONSORED ACTIVITIES

Cerritos College does not allow students to represent the college at events or conferences without a faculty advisor. Before any student group will be approved, there must be an advisor assigned and budget money designated. If you have any questions regarding this procedure or events that have a budget, check with the Office of Student Activities.

1. Board Approval

Conference request must be approved by the Division Instructional Dean, Associate Dean of Student Activities, Vice President of Student Services/Assistant Superintendent, and Vice President of Academic Affairs/Provost before it is placed on the agenda.

2. District Reimbursement

Reimbursement requests must be submitted within 30 days of activity. No reimbursement will be made after that date. Form must include receipts and be signed by the advisor and Vice President of Student Services/Assistant Superintendent. Request must be submitted to the Business Office by the Associate Dean of Student Activities.

PRIVILEGED INFORMATION

No staff member or Governing Board member shall release any personal information concerning any student enrolled in the college to any person except by the process indicated in the following Board policies:

1. Confidentiality of Records

Cerritos College shall maintain student records in a manner to insure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to or release of information therein. Title 5 (California Administrative Regulations), Section 54614. (Board Policy 4103.1)

2. Directory Information

Cerritos College will not release, except to persons and agencies authorized by law, personally identifiable data about students without their prior written consent. An exception to this is that at its discretion, the college may provide general directory information in response to legitimate inquiries, to include name, date, or place of birth, major field of study, class level, dates of attendance, degrees and awards received, previous educational institutions attended, participation in officially recognized activities and sports, and weights and heights.

II – 30 8-1-05
of members of athletic teams. Currently, enrolled students may withhold directory information each term by notifying the Vice President of Student Services in writing within two weeks after the first day of instruction for each term Title 5 (California Administrative Regulations), Section 54626. (Board Policy 4103.2)

3. Consent for Release of Records

Cerritos College may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited. Title 5 (California Administrative Regulations), Section 54616. (Board Policy 4103.3)
FACULTY GRIEVANCES

Statement of Board Policy 7221

Cerritos College faculty members are endowed with certain rights and responsibilities which derive from their status as members of the college community and colleagues in the academic profession. The Faculty Grievance Procedure is established as the means by which faculty rights may be adjudicated and enforced at Cerritos College. Whenever a faculty member believes that he or she has been subjected to unjust action or denied his or her rights, he or she may seek redress through the Cerritos College Faculty Grievance Procedure.

The Faculty Grievance Procedure may be utilized by faculty members against either educational or classified administrators, or against other faculty members. Full-time, permanent, or probationary faculty members may initiate a faculty grievance.

Grievance Definition:

A faculty grievance is defined as an allegation by a faculty member that there has been a violation of his or her rights as stipulated in federal or state law, or district policies or procedures as set forth in Board Policy, the Faculty Handbook, administrative directives or other official documents of the college, or an allegation by the faculty member that he or she has been subjected to some action by an educational or classified administrator or by another faculty member which has had an adverse effect on the faculty member’s working conditions or professional status.

To be a grievance, the matter must be something in which the requested remedy can be legally ordered and carried out by the Cerritos College District. Grievable matters include, but are not limited to, appointments, promotions, working conditions, evaluations, sabbaticals, tenure, and granting or denial of any employment benefits, such as overload assignments, summer session employment and scheduling of classes.

Grievances do not include matters of personal affronts, disagreements, differences of opinion, or statements protected under First Amendment rights of freedom of expression, in which the Cerritos College District cannot order or enforce the requested change in behavior. Likewise, a grievance shall not consist of changes relating to the moral or professional fitness of an employee, or complaints about the subject of a board policy, or complaints about the subject matter of a board policy, or an administrative rule or procedure. Such matters are more properly addressed through administrative disciplinary proceedings or through the shared governance process to amend college policies and procedures.

“Thus, expressly excluded from the definition of grievable matters are procedures relating to evaluation of probationary employees and recommendations and decisions pertaining to whether or not to grant tenure to probationary employee.
Likewise, recommendations and decisions pertaining to the termination of tenured employees are not subject to the faculty grievance procedure. Complaints dealing with discrimination, sexual harassment, and/or issues involving reasonable accommodation of a disability are not subject to this procedure as they are included in a separate institutional policy.  

The procedures pertaining to the employment, evaluation and non-renewal of probationary (contract) faculty are provided in the Education Code at section 87600-97611. If notice of non-renewal is to be given, notice must be given to the employee by March 15. The employee may request a hearing before an administrative law judge under the provisions of section 87740; who, in turn makes a recommended decision to the Board of Trustees. The Board’s decision is subject to judicial review under the provisions of Education Code section 87611.

The procedures for dismissal of regular (tenured) faculty are set forth in section 87732, and the procedures for dismissal are provided in section 87736 regarding sex and narcotics offenses, and for suspension or dismissal on other grounds under the provisions of section 87666-8683. These procedures permit the parties to mutually agree upon an arbitrator to hear the proceedings; and if there is no agreement, the matter will be heard by an administrative law judge. In either case, the decision will be submitted to the Board of Trustees and the employee. The decision is subject to judicial review under Education Code section 87682.

State and federal law prohibit discrimination, sex harassment, and provide for reasonable accommodation of disabilities. These matters are also dealt with in Board Policy and are subject to review by state and federal agencies, including the State Chancellor’s Office under the complaint procedures provided in Title 5, California Code of Administrative Regulations beginning at section 59300.
FACULTY GRIEVANCE PROCEDURE

Faculty Grievance Officer

The Faculty Senate shall appoint a Faculty Grievance Officer and an Assistant Faculty Grievance Officer. Both the Grievance Officer and the Assistant Grievance Officer must be full-time tenured members of the faculty who are not officers of the Faculty Senate. Both the Grievance Officer and the Assistant Grievance Officer are appointed by a majority vote of the Faculty Senate from a list of nominees submitted by each division or area represented in the Senate. Each Division or area may submit up to 2 names for consideration.

Both shall serve for a period of two (2) years, unless they resign or are replaced earlier. At the end of any term of office either or both may be re-appointed to another two year term by a majority vote of the Faculty Senate.

Either the Faculty Grievance Officer or the Assistant may be removed before the end of their term by a 2/3 vote of the Faculty Senate. In this case, the Senate shall appoint a replacement to complete the term of office.

The Assistant Grievance Officer shall serve under the direction of the Grievance Officer and may carry out all the functions of the Grievance Officer's position as directed by the Grievance Officer, including serving as the Hearing Officer for formal grievance hearings.

When acting in their official capacities, the Faculty Grievance Officer and Assistant Grievance Officer will have access to all records, documents and files as are necessary to perform their duties. All employees of the college, at every level, will be directed to assist and cooperate with them in carrying out their functions, within the limits established by law. Such assistance may not compromise the legal rights of any party, violate the right to privacy of any individual who is not a party to the grievance, or breach the confidentiality of any District records.

By the nature of their duties, the Grievance Officer and Assistant will deal with matters of a highly confidential nature and may require access to confidential documents. They are under a special obligation of trust to honor the confidentiality of any such information which may come to their attention in the course of their duties.

Unless there is a legal conflict of interest, the Faculty Grievance Officer shall have the right to consult with the college attorney on any matters relating to general Faculty Grievance procedures or on the specific issues of a particular grievance.

The Faculty Grievance Officer will be compensated with one (1) unit of reassigned time each semester.

Term of office for Grievance Officer and Assistant Grievance officer to run from July 1 to June 30, 2 years later. Positions are to be voted upon with other Senate Officers.
Grievance Procedure

STEP I - Informal Discussion

A. A faculty member (or group of faculty members) who believes that he or she has been subjected to a grievable violation of rights, as defined in Board Policy, shall first attempt to resolve the complaint by informal discussions with the party or parties against whom the complaint is directed.

B. If the issue is not resolved in Step I-A, an informal discussion must take place between the grievant and the person at the lowest administrative level where authority exists to take corrective action (ordinarily the immediate supervisor of the person toward whom the complaint is directed). This administrator will attempt to resolve the grievance through reaching mutual agreement of the parties.

C. If the grievant is not satisfied with the outcome of the informal discussion, he or she may initiate Step II of the Grievance Procedure by submitting a written Statement of Grievance Procedure to the Faculty Grievance Officer.

D. The Statement of Grievance

1. The Statement of Grievance must include the following:
   
   a. the name of the parties to the grievance
   
   b. a detailed description of the acts which form the basis for the alleged grievance
   
   c. the time and place where the action complained of took place
   
   d. the names of any witnesses or of other parties having knowledge of the facts of the alleged grievance
   
   e. copies of State law or regulations, Board Policies, Institutional guidelines, or Division or Department Directives which are alleged to have been violated
   
   f. a statement describing the meetings which have taken place in attempts to resolve the conflict, indicating dates, times, locations, names of parties present and results
   
   g. a clear statement of the specific remedy or corrective action requested by the complainant.
E. In addition to the Statement submitted to the Faculty Grievance Officer, copies of the Statement of Grievance are to be delivered or mailed to

1. the Vice President/Provost of Academic Affairs
2. the Vice President having responsibility for the organizational area in which the incident occurred
3. the party or parties against whom the complaint is directed

F. The Statement of Grievance must be submitted within thirty (30) working days of the time that the grievant became aware of the act or condition on which the complaint is based.

G. Upon receipt by the Faculty Grievance Office, the Statement will be reviewed by the Vice President of Academic Affair/Provost, the Faculty Senate President, and the Faculty Grievance Officer to determine, by majority vote, if the matter is a grievance as defined in the Faculty Grievance Policy. Either party may appeal this decision to the President/Superintendent.

H. If it is determined that the matter is not a grievance, as defined in the Grievance Policy, the grievant and other parties involved shall be so informed and all documents relating to the matter in the possession of the Faculty Grievance Officer shall be destroyed or returned to the originators, within thirty (30) days.

The Vice President of Academic Affairs/Provost and the Faculty Grievance Officer will maintain a record of the fact that a grievance was filed. This record will include only the name of the party who filed the grievance, the name of the party against whom it was filed, and the fact that the matter was resolved by a determination that it did not satisfy the definition of a formal grievance.

I. If the Vice President of Academic Affairs/Provost is a party to the grievance, the President/Superintendent shall appoint another Vice President to perform all of the duties assigned to the Vice President of Academic Affairs/Provost under this procedure. If the Faculty Senate President or the Faculty Grievance Officer is a party to the grievance, the Faculty Senate shall appoint another individual to perform the duties assigned to that person in carrying out this grievance procedure.

J. If the Faculty Grievance Officer recognizes that facts exist which would prevent him or her from acting in a fair and impartial manner in a specific grievance, he or she should voluntarily disqualify them self from that grievance.

If either party believes that a conflict of interest exists in which the Faculty Grievance Officer cannot act in a fair and impartial manner, and has not disqualified himself or herself, either party may request the Faculty Senate to replace the Grievance Officer for that specific grievance. The request is directed
to the Faculty Senate Executive Board and must set forth facts supporting the claim that a conflict of interest exists.

The Faculty Senate Executive Board must consider the request and determine if sufficient facts exist to justify the disqualification of the Grievance Officer. If the Executive Board concludes that such facts exist, they will make a report to the full Senate to replace the Grievance Officer for that specific grievance, without disclosing the names of the parties, the nature of the grievance, or the reason for the replacement. In the event of disqualification of the Grievance Officer, the Assistant Grievance Officer shall replace the Grievance Officer for that specific grievance.

**STEP II - Informal Negotiations**

A. Those members of the standing pool of hearing committee members who wish to qualify as Mediators must participate in arbitration training as prescribed by the Faculty Senate. Mediators assist and work under the direction of the Faculty Grievance Officer or Assistant Grievance Officer.

If it is determined that the facts alleged in the Statement of Grievance satisfy the definition of a grievance, the Faculty Grievance Officer or Assistant Grievance Officer shall select a Mediator through a random drawing to assign to the grievance. The Mediator shall convene one or more negotiation meetings between the parties, in an attempt to resolve the grievance. The Mediator will offer recommendations for compromise, and assist the parties to reach an acceptable resolution of the matter. The Mediator is a neutral party, and will not act as an advocate for either side.

B. These informal negotiation meetings may involve all persons and all levels of administration concerned with the grievance. The meetings should be initiated within ten (10) working days (a working day is defined as a day when administrative offices are open) after the Statement of Grievance is filed. They should be concluded within twenty (20) working days after the filing of the Statement, unless all parties agree to an extension of time or the deadlines are modified by the Grievance Officer or Assistant Grievance Officer because of extenuating circumstances.

C. To achieve their objective, these meetings must be conducted in an informal atmosphere, with all parties free to express their beliefs and to explore all possible alternatives without committing themselves to any particular course of action simply because they were willing to give it consideration. To achieve this, no one will be obligated by any verbal comments or commitments made during the course of the meetings.

D. Formal advocates, advisors or attorneys will not participate in such meetings unless all parties agree to such representation. Such representation is discouraged, since it tends to impede the free flow of discussion.
E. If any mutually satisfactory agreements are reached, a written document will be prepared setting forth such agreement. This document may be rejected by either party. The only commitments which will be recognized will be the agreements set forth in such document if, and when, the parties to the grievance choose to sign it. If either party elects not to sign the document, for whatever reason, then the formal grievance will proceed as requested by the initiating party. Such agreements binding only on the parties to the grievance. Agreements are not binding on third parties. Such agreements may bind the institution only to the extent that the individual making the agreement is authorized to act on behalf of the institution.

F. All informal negotiation discussions will be kept confidential, and no recording or verbatim transcriptions will be made.

G. The informal negotiations may result in impartial resolution of some of the issues. This will not prevent the grievance process from going forward with other unresolved issues.

STEP III – Formal Hearing

A. Preliminary Procedures

1. In the event that informal discussion and negotiation fails to result in a satisfactory resolution, the Faculty Grievance Officer or Assistant Grievance Officer shall notify all parties, in writing, of the termination of the Informal Stage of the grievance.

2. The grievant may then file a request for a Formal Grievance Hearing with the Faculty Grievance Officer or Assistant Grievance Officer. This request must be submitted in writing within ten (10) working days following receipt of the notification of termination of the informal procedures. The request shall clearly identify the remaining issues to be resolved, and describe the remedy or corrective action being requested by the grievant.

3. The Faculty Grievance Office or the Assistant Grievance Officer will notify the opposing side of the filing of the Request for a Formal Hearing. The Grievance Officer or Assistant Grievance Office will notify the opposing side, in writing, within 5 working days, of a filing of the request for a formal hearing.

B. Grievance Committee Composition

1. The Faculty Senate shall annually establish a standing Faculty Grievance Hearing Committee in the following manner:

   a. Each faculty area having representation in the Faculty Senate shall annually appoint up to three (3) tenured faculty members from
that area, as members of a standing pool. Grievance Committees required during the following year will be formed through random drawings from the members of this pool.

b. The party or parties against whom the grievance is filed shall choose from the following options for the composition of the Grievance Committee for a specific hearing. The Faculty Grievance Officer must be notified of the method selected prior to the drawing.

(1) The names of five faculty members are drawn by lot from the Grievance Committee pool. The Faculty Grievance Officer is the non-voting chair of the committee, thus forming a committee of five voting members and one non-voting member.

(2) The names of three faculty members are drawn by lot from the Grievance Committee pool and two administrators are drawn by lot. The Faculty Grievance Officer is the non-voting chair of the committee, thus forming a committee of five voting members and one non-voting member.

c. If the second option is chosen, a pool will be created from all campus administrators in the following manner:

(1) If either party to the grievance is an administrator, the administrators in the committee pool must all be from the same level or above as the administrator involved in the grievance.

(2) If either party to the grievance is a classified administrator, that administrator may, if he/she so desires, notify the Faculty Grievance Officer that the administrators in the pool must also include the classified administrators of the college.

d. The Faculty Grievance Officer or the Assistant Grievance Officer, if so directed, will serve in the capacity of Hearing Officer, organizing, conducting, and presiding over all hearings as a non-voting member of the hearing committee. The Grievance Officer will act as a neutral, impartial arbitrator throughout the entire grievance proceedings.

e. The President/Superintendent of the college shall not serve as a member of a Grievance Committee.
f. The drawing to select committee members will be conducted at a time and place, and in a manner, mutually agreeable to the parties.

2. Challenges:
   a. Each side may challenge and remove up to three names from the panel drawn. These are peremptory challenges and no reason need be given for the challenge and removal.
   b. Challenges must be submitted in writing to the Faculty Grievance Officer within three (3) working days following the selection of the committee member to be challenged. Challenges are confidential and the Faculty Grievance Officer shall not reveal the source of any challenge.
   c. Replacements shall be selected by lot, in the same manner as the original members of the panel. The replacement committee members may also be challenged; however, each side is limited to the maximum of three challenges in total.
   d. If anyone selected for the committee is to be called as a witness by either side, that person will be removed from the committee without a challenge being charged to either party.

C. Grievance Hearing General Procedures

The Grievance Hearing shall be conducted according to the following procedures:

1. The Faculty Grievance Officer or Assistant Grievance Officer shall serve as the Chairperson of the Hearing Committee and Presiding Officer of the hearing.

2. The Hearing Committee shall specify the time and place of the formal Grievance Hearing. The Hearing will be held within 10 working days following the selection of the final committee member, unless a delay for good reason is requested by either side. The committee will determine whether good reason exists for a delay.

3. Faculty grievance hearings are closed meetings unless all parties mutually agree and request, in writing, that the hearing be open to the public.

4. Each party to the grievance may have one representative of their choice, including the right to an attorney, to assist in the presentation of a case. All witnesses will remain outside of the hearing room until called to present testimony.
5. All parties to the grievance must be prepared to provide all evidence supporting their allegations or responses to allegations. The committee will not seek out additional evidence on its own, other than to refer to official documents relating to institutional policy, procedures and regulations. They will consider only that evidence which is presented during the hearing.

6. All proceedings will be recorded by tape recorder or by a hearing reporter.

D. Presentation of Evidence

1. Evidence may consist of written or oral statements by the parties to the grievance, written or oral statements of witnesses, documents, and physical evidence. Written statements are only intended to supplement oral testimony and may be accepted only if provided to the opposing side at least three days in advance of the opening session of the hearing and only if agreed to by the opposing party.

2. Legal rules relating to the admissibility of evidence do not apply to grievance hearings. Evidence will be accepted to the extent that it is trustworthy and relevant to the charges set forth in the grievance. If any party objects to the presentation of any evidence or to any question asked of a witness, the committee chairperson will rule on the acceptance of the evidence, after consultation with the other members of the committee.

3. All witness will be required to identify themselves by name and occupation and provide an address and telephone number where they may be contacted. Under authority of Education Code Section 60, witnesses will be sworn to testify truthfully, under penalty of perjury. This oath will be administered by the Committee chairperson.

4. Witnesses may present evidence either by making a statement to the committee or by responding to questions asked by the party calling that witness. At the conclusion of each witness’s testimony, the witness may be questioned by the opposing party or by any member of the hearing committee.

5. The parties to the grievance cannot be required to make a statement, but will be given the opportunity to address the committee or to respond to questions from their advisor/counselor if they so desire. If they do testify or present a statement, they may be questioned about the statement by the opposing party or by the committee members.
6. Physical and documentary evidence may be submitted for consideration by the committee. The party presenting such evidence will be expected to explain its significance and respond to any questions concerning the evidence. The opposing party will be given the opportunity to immediately comment on such evidence.

E. Order of Presentation

1. The Chairperson of the Hearing Committee will read the allegations as filed by the grievant and the corrective action requested. This may consist of the entire document or a synopsis of the grievance document.

2. The party or parties filing the grievance will be heard first. They should present all evidence necessary to support their charges, including the testimony of witnesses and the presentation of documents or physical evidence.

3. After the grievant party or parties have presented all of their evidence, the party complained against will be given the opportunity to present his or her own evidence in the same manner.

4. At the completion of the presentation of all evidence, each party will be given the opportunity to make a brief closing statement to the committee.

F. Committee Deliberations and Decision

1. The Hearing Committee deliberations will take place in private and will not be recorded. The Committee shall discuss and judge the relevance and weight of the testimony and evidence. It shall reach its decision by testimony and evidence. It shall reach its decision by majority vote of the committee, with the Chairperson not voting. It will make findings of fact and issue a decision responding to each allegation in the Statement of Grievance. The Committee may also include recommendations for changes in college policy or procedure.

2. The Committee shall prepare a formal statement of its Findings and Decision. Copies will be forwarded to each party to the grievance, the Vice President of the areas involved, and to the President/Superintendent.

3. All documents, communications, and records dealing with the processing of a grievance will be filed in the Faculty Senate Office, separate from the personnel files of the participants. Such records will be kept for the statutory time period required for public employee personnel records of a similar nature.
4. Any tape recordings or stenographer’s notes of the proceedings shall be kept in a confidential file in the Faculty Senate Office. Copies shall be made available to the parties to the grievance, at their own expense, to prepare a transcript from the recordings or notes.

5. Reprisals of any kind will not be taken by the Board of Trustees, the administration, the Faculty Senate, or any agents of these groups, against any party to the grievance or any other participant in the grievance procedure by reason of such participation.

6. Evidence or testimony given at any time or in any part of a grievance procedure shall not be acceptable as the sole basis for initiating further grievance.

7. If the parties do not respond to required actions within the time limits defined herein, the grievance may be considered terminated or the Grievance Officer/Assistant Grievance Officer or hearing Committee may rule in favor of the opposing party.

8. The number of working days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee or Grievance Officer or Assistant Grievance Officer.

9. If the decision in a grievance procedure is not implemented within a reasonable time, either party may so notify the Grievance Officer. The Grievance Officer will then determine the status of the grievance and whether the decision has been implemented. If the decision has not been implemented, and there are no reasonable grounds for delaying its implementation, the Grievance Officer will notify the Faculty Senate, and request the Senate to intervene to bring about implementation.

**STEP IV - Appeals Process**

1. If either party is dissatisfied with the Findings and Decision of the Hearing Committee, he or she may appeal to the President/Superintendent, provided that the President/Superintendent is not a party to the grievance. If the President/Superintendent is a party to the grievance, an appeal may be submitted directly to the Board of Trustees.

2. Upon receiving the Findings and Decision of the Hearing Committee, and after consultation as requested by either party, the President/Superintendent may accept or reject the Committee’s decision.

3. If the President/Superintendent rejects the Committee’s Findings and Decision, he/she shall submit the reasons for the rejection to the Hearing
Committee within ten (10) working days from the date that the committee’s decision is delivered to the office of the President. Within ten (10) working days after delivery of the rejection to the office of the Faculty Grievance Officer, the Hearing Committee shall reconsider its decision. After reconsideration, the committee may modify its decision or resubmit its original decision to the President/Superintendent.

4. The President/Superintendent shall transmit his/her final decision, either accepting, modifying or rejecting the final Committee decision, to both parties and to the Faculty Grievance officer within five (5) working days.

5. The President/Superintendent may reject or modify the Committee’s final decision only after reading a transcription of the hearing or listening to a recording of the hearing.

6. An appeal of the President/Superintendent’s decision may be submitted to the Board of Trustees by either party.

   a. The appeal must be submitted to the Board of Trustees in care of the Office of the President/Superintendent within thirty (30) working days after receipt of the President/Superintendent’s decision.

   b. The Board of Trustees shall conduct a review of the grievance in a closed session of the Board. The Board shall review the administrative record of the Faculty Grievance Hearing Committee, including all of the pertinent documents, a transcript of the testimony before the Faculty Grievance Hearing Committee, any documents or other physical evidence presented to the Hearing Committee, the decision of the Faculty Grievance Hearing Committee, the decision of the President/Superintendent, and the outcome of any subsequent reconsideration by the Faculty Grievance Hearing Committee.

   c. The Board will permit written arguments to be presented by the parties to the grievance or by their representatives, but will not take additional evidentiary statements or permit witnesses to testify before the Board.

   d. The Board of Trustees may review an appeal for two (2) consecutive regular Board meetings before making a final determination of the matter, unless additional time is mutually agreed to by all parties. The Board of Trustees decision on the matter will be final and binding on all parties, subject only to judicial review.
7. Submitting a matter to this grievance procedure does not abrogate or diminish a person’s rights to judicial relief. If, after completing all steps of the administrative remedies described herein, either party is dissatisfied with the final results, he/she may still have the option of bringing suit to enforce any rights or benefits granted by any federal, state or local law.

Approved by Cerritos College Faculty Senate as written 9-2-97
Approved by Board of Trustees 9-17-97
GRADING PHILOSOPHY, GUIDELINES AND POLICIES

GRADING PHILOSOPHY

The objective of the instructional program at Cerritos College is to assist the student in acquiring skills and knowledge for personal and occupational growth.

Grades are statements that should reflect a student’s success in meeting goals and objectives established by the faculty member for each course. These standards should be based on the practice within the individual discipline and the faculty member’s professional experience. It is recognized that methods of evaluation differ from one discipline to another, as well as from one faculty member to another, but every effort should be made to maintain as much consistency as possible within a discipline.

Grades and grade point averages are used as a basis for transfer requirements, scholarships, graduation honors, and employment consideration. Therefore, the single letter grade must reflect achievement in written, oral, manipulative, or mechanical performance as applicable to that individual discipline and also conform with accepted standards and practices that prevail throughout the higher education system.

Assignment of grades is a serious responsibility and the faculty member instructor is professionally accountable. Student, peer, and/or administrative evaluations of the faculty member's performance, including grading practices, are valuable procedures for achieving this end.

GRADING GUIDELINES

Criteria applicable to most college courses include the following:

1. Mastery of subject matter as shown by meeting the objectives stated in the course outline and/or individual progress substantiated by appropriate measuring instruments at the beginning and the end of the course. Objectives should be continually evaluated to determine if they are valid.

2. Completion of all requisites and assignments regularly and on time.

3. Regular attendance. This should be considered in most cases as a percentage of a final grade, although criteria other than attendance should be the primary determination of the grade earned.

GRADING POLICY

A. Final Examinations

Faculty members at Cerritos College have established their course requirements within the framework of the College's philosophy and requirements.
Final examinations are required in all courses. A schedule for final examinations is posted two (2) weeks in advance of each semester's examination period. Students are expected to take examinations when scheduled, but in the event of an emergency, or severe illness, the faculty member should be notified.

An incomplete “I” symbol may be assigned when the student's academic work is passing but is incomplete due to an emergency, illness or extenuating circumstances preventing completion of the course.

An “I” symbol is computed as “no units” attempted with no effect on the student's GPA. The “I” may be made up no later than one year following the end of the term in which it was assigned. A final grade shall be assigned when the stipulated work has been completed and evaluated, or when the time limit for completing the work has passed, at which time a letter grade will replace the “I.”

All “W” and “NC” symbols are computed as “no units” attempted, no units earned with no effect on the student’s GPA.

B. Grading

Accomplishment in course work is indicated by the following symbols:

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>DEFINITION</th>
<th>GRADE POINT (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory: units awarded not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory or failing; units not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” shall be stated by the faculty member in a written record. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal.

This record must be given to the student with a copy on file in the Office of Admissions and Records until the “I” is made up or the time limit has passed. A final grade shall
be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The “I” may be made up no later than one year following the end of the term in which it was assigned. The “I” symbol shall not be used in calculating units attempted nor for grade points.

A student may petition for a time extension due to unusual circumstances by securing a “Time Extension Request” form from the Admissions and Records Office.

W Withdrawal
Students wishing to withdraw from a class or from college must obtain a change of program form from the Admission and Records Office. It is the responsibility of the student to initiate withdrawal.

Withdrawal may be processed through the 14th week or 75% of the term, whichever is less. The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors for probation and dismissal procedures.

RD Report Delayed
The “RD” symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

WITHDRAWAL FROM CLASS

Once students are enrolled, it is their responsibility to attend class and complete the course requirements. If it becomes necessary to withdraw, such students should petition for withdrawal by presenting a signed petition for withdrawal to the Admissions and Records Office.

Withdrawal from a class or classes shall be authorized through the last day of the 14th week of the semester (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the date allowed for withdrawal must reflect a symbol as authorized in Title 5, Section 55757, other than a “W”. “W’s” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors for probation and dismissal procedures. A student who has a withdrawal (“W”) in the same course two or more times, loses the privilege of priority registration for that course. Students may petition the Academic Records and Standards Committee for exceptions to the Withdrawal Policy. Failure to withdraw may result in an “F” grade for each of the classes not dropped.
WITHDRAWAL FROM CLASS – EXTENUATING CIRCUMSTANCES

The Board of Trustees authorizes withdrawal from class(es) in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his/her representative and after consultation with the faculty member (s). Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a “W.”

Verified cases of accidents, illnesses, or other circumstances beyond the control of the student means those circumstances that have been documented in writing. For example, an illness must be verified in writing by a physician or hospital, a change in job verified in writing by the employer.

Procedure for Withdrawal:

1. The student or his/her representative initiates the request with the appropriate faculty member.

2. The faculty member may deny or approve the request. Approval is contingent on the verification of reason or circumstance by the appropriate Instructional Dean. The faculty member completes and signs the grade change request form and forwards it to the Instructional Dean.

3. The student is referred to the appropriate Instructional Dean who will request and approve written verification of the reason or circumstance.

4. Students are not to handle the request form or be involved in the process once the faculty member has agreed to approve the request.

5. Students are not to be given a change request form.

6. The written verification of the reason or circumstance will be attached to the grade changed request form when approved by the Instructional Dean for forwarding to the Academic Affairs Office.

PROBATION

1. Academic Probation

Students who have attempted at least twelve (12) semester units as shown by the official academic record shall be placed on academic probation if the students have earned a grade point average below 2.0 in all units undertaken at Cerritos College.
2. Progress Probation

Students who have enrolled in a total of at least twelve (12) semester units as shown by the official academic record, shall be placed on progress probation when the percentage of all units in which the students have enrolled and for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds 50%.

Probation is entered on the student’s permanent record. Students placed on academic or progress probation will be notified by mail to the address listed on the official college record. (Board Policy 4107)

PROBATION CLEARANCE

1. Academic Probation Clearance

Students may clear academic probation by earning sufficient grade points to raise the cumulative grade point average to 2.0 or higher in the next semester of attendance. Probation status is not cleared by one semester of 2.0 GPA if it does not raise the cumulative GPA to 2.0 or higher.

2. Progress Probation Clearance

Students may clear progress probation by decreasing the percentage of “W,” “I,” or “NC” entries to less than 50% of all units in which the students have enrolled.

STANDARDS FOR DISMISSAL

1. Academic Dismissal

Students are subject to academic dismissal when their GPA is less than 2.0 in twelve (12) units or more for two consecutive semesters on academic probation. Students subject to academic dismissal shall be placed on continued probation when their latest semester’s GPA is 2.0 or better.

2. Progress Dismissal

Students who have been placed on progress probation shall be subject to dismissal if the percentage of units in which the students have been enrolled and for which entries of “W,” “I,” or “NC” are recorded in at least two (2) consecutive semesters reaches or exceeds 50%. Students subject to progress dismissal shall be placed on continued probation when for their latest semester no “W,” “I,” or “NC” entries are recorded.

Students are notified that they have been placed on probation shortly after the beginning of the spring semester. Dismissal notices are issued before the start of the fall semester. Dismissed
students may attend summer session to improve academic deficiencies for readmission. (Board Policy 4107)

REINSTATEMENT AFTER DISMISSAL

1. Academic Reinstatement

Students may re-enter the semester following academic dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the accumulated GPA is 2.0 or higher.

2. Progress Reinstatement

Students may re-enter the semester following progress dismissal through successful petition to the Academic Records and Standards Committee. However, such students will remain on probation until the percentage of “W,” “I,” or “NC” entries is less than 50% of all units in which the students have enrolled.

Petitions must be filed prior to August 1 for the fall registration. Students who have been dismissed from another college or university must also file a petition by the above date.

DISMISSAL FROM CLASS OR COLLEGE

Excessive absences, unsatisfactory academic or progress achievement, undesirable citizenship, or falsification of information supplied to the Office of Admissions and Records shall serve as a basis for dismissal from a class or from the college.

ATTENDANCE

It is the responsibility of each student to attend classes regularly, and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to the instructor in charge to explain the absence. When the hours of absence exceed one more than twice the number of class hours per week, the students are considered to be excessively absent and are subject to exclusion from class. For the summer, a student is considered excessively absent and subject to exclusion from class when the hours of absences exceed ten (10%) percent of the total class hours.

ACADEMIC RENEWAL REGULATIONS

An academic renewal procedure permits alleviation of previously recorded substandard academic performance which is not reflective of a student’s present demonstrated ability and level of performance. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
A student may request up to two (2) semesters of substandard work be annotated and disregarded in the computation of the student's grade point average or requirements for a degree. All courses taken in the semester (s) will be disregarded.

At least twenty-four (24) units of college work with a GPA of 2.0 must be completed. Twelve (12) of those units must be completed at Cerritos College. * The twenty-four (24) units with the 2.0 ("C") grade point average must be completed subsequent to the semester (s) to be alleviated.

At least one (1) calendar year must have elapsed from the time the grades to be disregarded were earned.

No work taken during the alleviated semester (s) shall apply toward the associate degree requirements.

A student may petition for academic renewal at the Office of Admissions and Records. The Academic Records and Standards Committee will review all petitions and determine if the petition will be granted.

* A student wishing to have the twelve-unit requirement waived may petition the Academic Records and Standards Committee by obtaining and completing the appropriate form and filing it in the Admissions and Records Office.

**CREDIT BY EXAMINATION**

"Credit by Examination" may be granted for proficiency previously accomplished in other than an accredited institution, for experience, study, travel, or for formal service-connected courses essentially equivalent to a course for which credit is being requested. Credit attempted by this method shall be so marked on the student’s permanent record on an A – F grading system. Units and grade points shall be counted toward the Associate in Arts Degree.

Units earned by “Credit by Examination” are not considered as part of the student’s official program and will not be used for reports to Social Security, Veteran’s Administration or similar agencies. Non-resident students will not be required to pay a tuition fee.

Students shall petition for “Credit by Examination” through a counselor. The petitioner is to take signed petition to his/her counselor for approval. If the counselor approves, the petition must be submitted to the appropriate Instructional Dean for approval. It is the student’s responsibility to obtain such approval by the designated deadline. (Deadline dates may vary from department to department. The student should see his/her counselor for deadline dates.) * Results are forwarded to the Instructional Dean and to the Academic Affairs for approval, then to the Office of Admissions and Records for recording.

**ELIGIBILITY GOVERNING CREDIT BY EXAMINATION**

1. The student is currently enrolled in at least three (3) units at Cerritos College.
2. The student’s overall GPA in all college units attempted at Cerritos College is 2.0 (this requirement is waived for new entering students).

3. The course is approved for “Credit by Examination” (see Schedule of Classes for list of approved courses).

4. The student has met the prerequisite(s) for the course.

5. The student has not already received credit for a more advanced course which follows this course in sequence.

6. The student has not previously challenged this course.

7. The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency.

A student may earn up to a maximum of 12 units through “Credit by Examination.”

CREDIT/NO CREDIT COURSES

Title 5, California Administrative Code, permits the granting of credit toward a degree or certificate for courses completed on a Credit/No Credit basis.

1. Non-Optional

   The courses are graded entirely on a Credit/No Credit basis. These courses are indicated in the Schedule of Classes. Units earned in such courses shall not be considered as part of the 15-unit limit in the Optional Credit/No Credit policy.

2. Optional

   The option to enroll in a Credit/No Credit class is designed to encourage students to explore courses in which they might have an interest. Only those courses specifically listed by each department may be taken on this basis. Units thus earned will be counted toward the A.A. Degree but will be disregarded in determining grade point average.

Courses approved for Credit/No Credit will be indicated on the student’s permanent record as “CR” with units earned and no grade points or “NC” with no units earned and no grade points. Units attempted for which “NC” is recorded shall be considered in probation and dismissal procedures. The student is required to take all tests, complete all assignments, and shall be subject to withdrawal and attendance regulations. Standards of evaluation are identical for all students. The student shall petition for an optional Credit/No Credit course through the Admissions and Records Office. The approval for such a class must be no later than the end of the first 30% of the term.
Only courses which are A.A. Degree applicable may be placed on the optional course list by the departments. Also, “CR” or “NC” grades cannot be converted to a letter grade once the approval form has been filed in the Admission and Records Office.

**ELIGIBILITY GOVERNING CREDIT/NO CREDIT COURSES**

1. The student must have a cumulative grade point average of 2.0 in all college units attempted.

2. The student may take no more than two courses per semester on a Credit/No Credit basis.

3. The course must be on an approved list of Credit/No Credit courses. The list is available in the Counseling Office and in the Schedule of Classes.

4. No more than fifteen (15) units of Credit/No Credit courses may be completed at Cerritos College, nor may more than fifteen (15) units earned on a Credit/No Credit basis be applied toward the Associate in Arts degree. Some courses are graded entirely on a Credit/No Credit basis. These courses are indicated in the Schedule of Classes. Units earned in such courses shall not be considered as part of the 15 – unit limit in the optional Credit/No Credit policy.

5. There is no provision for rescinding an approved petition for Credit/No Credit.

**ADVANCED PLACEMENT EXAM CREDIT**

Cerritos College has joined other quality institutions to better serve the needs of students. In the future, a student who scores a 3, 4, or 5 on the College Board Advanced Placement Tests in the areas of Biology, Chemistry, English, Mathematics, Physics, Spanish, Economics, Government/Politics and History will be eligible to receive college credit for the appropriate classes.

**REGULATIONS FOR COURSE REPEATABILITY**

Course repetition regulations as required by Section 58161, Title 5, Administrative Code became effective fall semester, 1983.

1. State apportionment shall not be allowed for the attendance of a student in a course in which the student has previously received a grade from Cerritos College except under the following conditions:

a. The student is repeating the course to alleviate substandard work which has been recorded on the student’s record. The term “substandard” shall be defined as course work for which the grading symbol “D,” “F,” or “NC” has been recorded, or
b. The district finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the students; or

c. The district has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course. The student may repeat such a course for which a grade of "C" or better has been received provided all of the following conditions are met:

(1) The course is a prerequisite for admission to a higher level course or is a prerequisite for entry into a program.

(2) There is a need for review or updating of content or skills.

(3) It has been at least two calendar years since the course was completed.

(4) Repetition of the course is approved by the counselor prior to registration.

Grades awarded for courses repeated in which a grade of "C" or better was received shall not be counted in calculating a student's grade point average.

The attendance of students repeating a course as authorized by the above may be claimed only once for state apportionment.

2. State apportionment for repetition of courses may be claimed for courses in which the course content differs each time it is offered, and the student who repeats it is gaining an expanded educational experience for one of the following reasons:

a. Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

b. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained.

Please Note:

A computer system identifies a student who is attempting to repeat a course more than the permitted number of times that a course is repeatable. A program to check for course repetition is run before the semester begins and again at check points during the first part of the semester. A student attempting to repeat a course which is non-repeatable under the above guidelines in automatically dropped from the course.
RECORDS AND REPORTS

INSTRUCTIONAL PROGRAM – STUDENT EMROLLMENT, CLASSES, & PROGRAMS

CLASS ENROLLMENT

To be officially enrolled in a class or attend a class, a student's name must appear on the temporary roster or he/she must present a validated class availability card.

CHANGE OF PROGRAM

All change and records of program requests must be referred to the Admissions and Records Office. Student's records will not reflect a change without filing the official change form.

PREREQUISITE, COREQUISITES, RECOMMENDATIONS

It is the intent of Cerritos Community College to guide students into courses in which they will have the greatest chance for academic success. Therefore, the student will find courses which have prerequisites, corequisites and /or recommendations in their descriptions. This is the case when a specific body of knowledge or skill (s) must be learned or demonstrated before the student can be expected to successfully progress to the second-level course. For example, English 52 must be taken before English 100. This is an example of courses that must be taken in sequence. Students are encouraged to consult the course descriptions found in the current college catalog for the identification of the prerequisites for a course.

Following are the definitions for prerequisites, corequisites and/or recommendations for course preparation:

1. A prerequisite is any requirement which must be satisfied before a student may register for a course. In other words, “prerequisite” means a course that a student is required to complete in order to demonstrate current readiness for enrollment in a course or educational program. The prerequisites offered at Cerritos College are listed with course titles in the “Announcement of Courses” section of the catalog and in the current Schedule of Classes.

2. “Corequisite” means a course that a student is required to take at the same time with another course. For example, if a student enrolls in CIS 101, he/she must take CIS 3 at the same time.

3. “Recommendation” for course preparation means a condition of enrollment that a student is strongly suggested to meet before or along with enrollment in a course or educational program but is not required to do so.

4. “Credit grade” is at least a grade of “C” (satisfactory). Credit will not be granted for less than satisfactory course work (“D” or “F”).
5. “Satisfactory grade” means that, for the course in question, the student's academic record has been annotated with the symbol “A,” “B,” “C,” or “CR.”

Sometimes students mistakenly take and successfully pass a particular course before taking its prerequisite. If this happens and the student later wants to take the prerequisite, he or she may be denied admission to the class.

**What is the Prerequisite Challenge Procedure for Students?**

Prerequisites may be waived by the institution for students who have presented the appropriate reasons and who have the appropriate backgrounds.

If a student believes that he or she can meet the requirements, or meet one of the conditions below, this student may challenge a prerequisite. A Prerequisite Challenge Form can be obtained upon request from the Admissions and Records Office, Counseling Center or any division office. The directions for challenging a prerequisite are explained on the form.

It is the student’s responsibility to provide information to support the challenge. The challenge must be filed and resolved prior to the student’s registration appointment time.

Criteria for challenging a course are:

1. The student has the knowledge or the ability to succeed in the course without the prerequisite.
   
   OR

2. The course which provides the prerequisite is not available.
   
   OR

3. The student believes that the prerequisite is discriminatory or is being applied in a discriminatory manner.
   
   OR

4. The student believes that the prerequisite was established in violation of regulations and/or the established District approved policy and procedures.

Students must bring transcripts from other colleges/universities or high schools with them to their counseling appointment to establish that prerequisites have been met elsewhere. The counselor will review the college/university catalog published the year the course was taken.

Once a student has completed the challenge procedure, his/her challenge will be reviewed by a Prerequisite Challenge Committee, which consists of a member of the appropriate department and the instructional dean. The student will be informed in writing of the committee’s determination within five (5) working days. If he/she is dissatisfied with the decision rendered by this body, he/she may appeal that decision to the Dean of Academic Affairs.
MATRICULATION APPEALS PROCESS

The college provides an appeals process for review of the three following matriculation concerns:

1. Review of placement decisions.
2. Challenge of prerequisites.
3. Complaint of unlawful discrimination; i.e., if a student feels that assessment, orientation, counseling, prerequisites (or any other matriculation procedure) is being applied in a discriminatory manner, the student may appeal under this provision.

Students may obtain the Matriculation Appeals Petition in the Counseling Center.

AUDITING

On October 16, 1999, the Cerritos Community College Board of Trustees approved auditing of credit courses on this campus. Consequently, faculty members may receive requests from students to audit their courses. Please remember that whether a student is permitted to audit a course is left entirely to the discretion of the faculty member. (Board Policy 3028)

A faculty member should consider the following when deciding whether or not to accept a request for audit:

1. Does the class have a sufficient number of regular credit enrollees registered?
   Auditors are not to deprive any official student from attending the class, nor are they to be counted to make the minimum class size.
2. Is this specific class amenable to auditing?
3. Is the instructor willing to permit auditors in this class?

If the answers to the preceding questions are “yes”, then consider for each requestor:

1. Are you willing to accept this student as a auditor?
2. Has the requestor agreed to comply with whatever specifically annotated requirements you have set for auditors in this class regarding:
   Attendance
   Class conduct
   Class participation
   Class supplies -books, etc.
   Test taking, etc.
3. Is there room for auditor(s) after all credit students are enrolled?

4. Acceptance of an auditor should not cause the class to exceed its maximum size.

If the answers to questions 1 through 3 above are “yes”, sign the student’s Authorization for Course Audit form and send the requestor to Business Services Fee Station (during the week that follows the closing of the official enrollment period) where he/she will be charged $15 per unit (plus parking, etc.). It is expected that his/her name will appear on your official rollbook with a suitable notation signifying that he/she is auditing.

At any time during the semester, you can drop (stop his/her attendance) an auditor for non-compliance with your specifically annotated requirements.

A student wishing to audit a course must:

1. Meet course prerequisite(s);

2. Not be currently enrolled in another section of the same course for credit;

3. Complete the assignments.

A person who has audited a course is not allowed to challenge it via credit by examination for a grade until two years have passed. He or she can, however, become an official student in that same course the next semester. Auditing has nothing to do with, nor does it replace, the present repeatability arrangements.

At no time is a student auditing a course permitted to change enrollment to receive credit for the audited class.

A student may petition to audit a course at any time during a term or semester.

REPEATING CLASSES

Courses may not be repeated unless designated in the catalog. (Board Policy 4105)

ROLL BOOKS

A careful record of attendance and tests for each student should be maintained in the roll book, together with the final semester grades. Notations must be made of all students dropping the course upon receipt of official notice from the Admissions and Records Office. Each student’s record must be complete, since the roll book becomes part of the student’s permanent record. All roll books must be filed with the Admissions and Records Office at the end of each semester. (Board Policy 3017)
MID-TERM GRADE REPORTS

Faculty members shall inform each student of his or her earned grade near the mid-point in each semester.

GRADE CHANGES

Grade changes must be initiated by a faculty member. A change of grade (Form AR-12) is provided for this purpose and is available in the division office and the Office of Admissions and Records. GRADE CHANGES SHOULD BE KEPT TO A MINIMUM.
INSTRUCTIONAL SERVICES

LIBRARY

The Cerritos College Library, located near the center of the campus, provides both print and electronic resources as well as instructional support to faculty and students. Students and classroom faculty are invited to visit the Library web site at http://www.cerritos.edu/library/ often to gain an overview of Library resources and services.

HOURS

During Fall and Spring the Library is open Monday through Thursday, 7:30 a.m. to 10:00 p.m., Friday, 7:30 a.m. to 3:00 p.m. and Saturday 9:00 a.m. to 3:00 p.m. Inquire at the Circulation Desk or check the Library web site for Summer and holiday hours. Summer session hours are publicized well before the beginning of each session.

ORIENTATION VISITS: Classes to the Library

All faculty members are welcome to bring their classes to the Library for orientation, library instruction, and/or special research projects. Orientations and course-specific library instruction are available from the librarians upon request and should be scheduled a week in advance. Faculty members should contact Reference Services at (562) 860-2451, extension 2425 or 2426 to schedule library orientations or class visits and to identify class needs for instruction. Orientations may also be scheduled online from the “Research begins @ the Library” page at http://www.cerritos.edu/library/instruction/orientations/Schedule_Orientations.html

RESEARCH GUIDES

Librarians have prepared a series of Research Guides on a wide variety of subjects for faculty and student use. These materials offer guidance in using Library resources such as: the online book catalog to locate circulating and reference materials in the Library; electronic and print indexes to locate citations and full-text articles from magazines, journals and newspapers; other online reference materials; as well as librarian-selected Internet resources. New guides can be created on Faculty request. Research Guides are available from the library web site at http://www.cerritos.edu/library. Printed or electronic originals may be obtained for classroom distribution by contacting Reference Services at (562) 860-2451, extension 2425 or 2426, or by using the Library “Contact U” online form at:

REFERENCE ASSISTANCE

Research and reference assistance is offered in a variety of ways—in person, by phone, by email, or by online chat. Faculty and students may consult with a librarian. Also, they may call (562) 860-2451, extension 2425 or 2426, or stop by the Library Reference desk during Library operating hours. Reference questions will be addressed via email, usually within 24 hours or by the next business day, when students use the “Email Reference Form.” Also available is the “24/7 Live Online Reference Service” through which students may obtain research assistance from an academic Librarian 24 hours a day, 7 days a week. Information about these services is available from the “Ask a Librarian” web page at:

http://www.cerritos.edu/library/reference/Ask_Index.html.

RESERVE SERVICES

Faculty may have library materials, as well as items from their personal collections, placed on reserve for students’ use. Requests should be submitted three days prior to need. Call extension 2430 or visit the Circulation Desk.

BOOKS

Faculty are encouraged to recommend titles for the library to purchase to support their classes. To recommend books to be purchased for library access, faculty may use the “Book Recommendation” form available at the Library Circulation and Reference desks, and at the “Services for Faculty” page on the library web site at:


Faculty are also asked to check with the library in advance to make sure titles on reading lists distributed to students are available in the Library. Generally, it takes two to four months to order, receive, and process a new book. The faculty member is notified when the book is ready for use.

PERIODICALS

Periodical subscription titles and Internet resources may be recommended for Library purchase by contacting the Periodicals Librarian. Subscription purchases and Internet resources for the Library are subject to the availability of funds.

BORROWING MATERIALS

Faculty/staff members may check out Library materials for one semester unless there is heavy student demand for the materials. The faculty/staff member's Cerritos College I.D. is required for borrowing materials.
CLASS READING LISTS

To help ensure that materials will be available when students request them, faculty members are advised to check with a librarian before developing lists of assigned reading. Librarians are eager to order materials not currently available in the Library. The materials acquisition process takes time, and faculty should allow two to four months for the materials to be ready for circulation.

BIBLIOGRAPHIES

Library faculty will prepare bibliographies of Library materials for distribution in the classroom and in the library. Faculty members should consult with a librarian well in advance of anticipated need. The subject need and classroom requirements should be specified prior to the preparation of the bibliography.
INNOVATION CENTER

Mission:

The Innovation Center was established to offer technology training, multi-media development support, professional growth opportunities and a risk free innovation workroom.

Clientele:

The Innovation Center serves the needs of Cerritos College faculty, management and staff.

Services Provided:

Training -

- Current computing technologies
- Software applications
- Multi-media development
- Web development and deployment
- Staff Development
- Salary advancement opportunities
- Educational Technology certificates
- Future technology training as directed
- Online Instruction
- Training Certificates
  - Office Staff
  - Technology for Teachers
  - Online Teaching

Description of Operations:

Training sessions -

- Limited to 10 trainees
- Sessions held with less than 10
- Led by a trainer and an assistant
- 2 hours in length
- Hands-on [1 person per computer]
- Office or discipline groups given priority
- One-on-one training available by appointment (one hour)

Support -

- NT/Alpha account
- Websites
- E-mail management
Online courses
Multi-media projects
Future support as directed

Technical Support –

• Drop-ins
• By appointment
• Telephone
• Division meeting visits
• Office visits [by appointment only]
• Email

Multi-media support –

• Multi-media Designer
• Multi-media design team
• Video recording and editing
• Consultations
• Specialized training
• High-end hardware and software

MULTIMEDIA/GRAHIC ARTS

Transparencies, Poster Mounting, Digital Camera, plastic lamination and the production of multimedia may be accomplished by consulting the multimedia graphic artist. Both print art work and digital art work is available. For more information www.cerritos.edu/ms.

MULTI-MEDIA PRODUCTION

Multi-Media Production maintains a production support studio for campus-wide application. Video/sound recordings, both original and duplications, may be produced in this facility. Video/audio production can be accomplished throughout the campus or within the facilities of the Multi-Media Production. The video/audio production staff works closely with the graphic artist in the production of all multi-media. To request service, visit www.cerritos.edu/ms.

EQUIPMENT BOOKING AND DELIVERY

Most audio-visual equipment is decentralized on the campus. Equipment such as: video players; tape recorders; overhead, motion picture, filmstrip, and slide projectors may be booked through the Multi-media service. You may request equipment delivery on line at www.cerritos.edu/ms. Faculty members must request equipment at least three (3) weeks prior to use.
Location:

The Innovation Center is located in the basement of the Learning Resource Center (LRC) in Room LC - 121. Multi-media Production is also located in the basement, but in room LC 130.

Hours of Operation:

  Monday – Thursday  8:00 a.m. – 12:00 p.m./1:00 p.m. - 5:00 p.m.
  Friday           8:00 a.m. – 12:00 p.m./1:00 p.m. - 4:00 p.m.

Innovation Center Staff:

  M.L. Bettino –
      Dean of Technology Training, Staff Development & Distance Education
      Ext. 2833 / email: bettino@cerritos.edu

  Lori Flinn –
      Staff Development
      Ext. 2796/ email: lflinn@cerritos.edu

  Amparo Fernandez-Perez –
      Technology Trainer
      Ext. 2799 / email: afernandez@cerritos.edu

  San Barry –
      Instructional Media Production Specialist
      Ext. 2440/ email: sbarry@cerritos.edu

  Sarah Ramirez
      Multi-Media Production Specialist
      Ext. 2439/ email: sramirez@cerritos.edu

  Ivy Chiu
      Program Assistant I
      Ext. 2975 / email: ichiu@cerritos.edu

  Bernice Watson
      Instructional Media Production Specialist
      Ext. 2443/ email: watson@cerritos.edu
Yvette Juarez  
Distance Education  
Ext. 2837/ email: yjuarez@cerritos.edu

Debbie Thomas  
Instructional Media  
Ext. 2438/ email: dthomas@cerritos.edu

Norm Nguyen  
Instructional Media Repair  
Ext 2437/ email: nnguyen@cerritos.edu

For Further Information  
Phone: 562-860-2451, ext. 2797  
Website: http://www.cerritos.edu/ic

PUBLICATIONS AND DUPLICATING SERVICES

Department Hours:  
7:00 a.m. to 8:00 p.m., Monday – Thursday  
8:00 a.m. to 4:30 p.m. Friday  
8:00 a.m. to Noon, most Saturdays  
Closed Sunday and holidays

LOCATION

The Publications Department is located in the southwest corner of the Social Science Building. Please visit our website for more details www.cerritos.edu/publications

TELEPHONE NUMBERS

(562) 860-2451  
Information – extension 2289/2290  
To check completed jobs – extension 2289/2290

HOW TO GET SERVICES

The Publications Department provides quick print, photocopying. Typical jobs include printing exams, course outlines, class handouts, brochures, and publicity flyers. Faculty and staff are invited to use our services.

To request service use the green Publications Job Order Form for all jobs except exams. For exams use the buff form. Student workers will not handle exams. For security reasons, we ask that you hand your exams to any member of the department staff. We suggest using sealed envelopes when you hand in or mail these jobs to the department. Faculty members should
plan on picking up their completed exams unless other arrangements are made. Please note that we print all work double sided unless you make other arrangements.

Fill out the Job Order Form completely. Please include:

- Print your full name.
- Department/Division.
- Dates – the date you submit the job and the requested due date.
- Please make sure all the services you need are checked off.
- Campus phone extension (we may request your home phone for special orders.)
- Copyright clearance – without a written clearance, we will not print copyrighted materials.

Attach the Job Order Form to your originals and submit the job to the Publications Department. The form will remain with the job through the various steps needed to complete the requested work. Pick up your printed job in the department, sign and date the same Job Order Form, then leave the form in the Publications Department.

WHAT WE CAN DO FOR YOU

1. If you need more than 300 impressions with collating/stapling, we can complete your job while you wait.

2. If you need more than 300 impressions, please give us 24 hours or more to complete your job.

3. If you have a large job, please speak with an employee of the Publications staff so they may better advise you on how long it will take to complete your job.

4. All faculty manuscripts are reproduced in publications.

5. Graphic art assistance is available through School Relations, please call extension 2288. One of our artists will contact you as soon as possible with an estimate of how long the project will take and when the art work will be finished.
CULINARY ARTS – STUDENT CENTER

Food Court:

7:00 a.m. to 8:00 p.m., Monday through Thursday
7:30 a.m. to 1:00 p.m., Friday

Cafeteria:

8:30 a.m. to 10:00 a.m., Monday through Thursday – Breakfast
11:00 a.m. to 1:00 p.m., Monday through Thursday – Lunch

Staff Dining Room Hours:

11:00 a.m. to 1:00 p.m., Monday through Thursday
(Personnel can pick up food in Student Center)

Food Satellites (Liberal Arts, Social Science and Auto Tech)

7:30 a.m. to 9:00 p.m., Monday through Thursday
10:00 a.m. to 2:00 p.m., Saturday
FACULTY SALARY SCHEDULE  
(Effective August 18, 2003)

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<th>C</th>
<th>D</th>
<th>E</th>
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<td>Bachelor's Degree + 70 units including Master's</td>
<td>Bachelor's Degree + 90 units including Master's</td>
<td>Doctorate Degree</td>
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*Maximum Beginning Step

Effective August 13, 2001 Steps 1 & 2 are eliminated (see item #5 under Explanation on Page 3)

Explanation of Annual Salary Amounts

Salary amounts on the above schedule are annual salaries for full-time faculty employed on a 10-school month contract basis.

Annual Salary amounts for full-time faculty employed on a 11 or 12-school month contract basis are computed as follows: **Salary schedule amount divided by 10 and multiplied by the number of school months of the contract.**

Approved by the Board of Trustees: December 21, 2004
EQUIVALENTS FOR COMMUNITY COLLEGE INSTRUCTORS’ CREDENTIALS FOR TEACHING VOCATIONAL SUBJECTS AND FOR THE STANDARD DESIGNATED SUBJECTS’ CREDENTIAL IN BUSINESS AND IN TRADE AND INDUSTRY

1. Placement on the Salary Schedule under the California Plan for Vocational Education shall be limited to those instructors with principal teaching assignments (in excess of 50%) in vocational programs or classes as defined by the institution.

2. Transfers from the Basic Teaching schedule to the Vocational Teaching Schedule may be made on approval of the Board of Trustees.

3. For the Community College Instructors’ Credential for teaching vocational subjects and for the Standard Designated Subjects’ Credential in Business and in Trade and Industry, placement on the salary schedule and evaluating of the vocational experience, the following formula shall be used:

   A. Column Placement:
      1) If a person has a partial fulfillment credential, but otherwise qualifies for Column B, C, D, or E, he/she shall be placed one column lower on the same step until he/she has fulfilled his/her requirement.

      2) Associate’s Degree equivalency shall be 64 earned units applying towards a Bachelor’s Degree or 64 units which could justify the awarding of an Associate’s Degree, other than residency.

      3) Units beyond an Associate’s Degree must be earned units which would apply toward a Bachelor’s Degree as evaluated by the institution awarding the Bachelor’s Degree. Units not applying toward a Bachelor’s Degree will not be counted.

      4) Vocational experience required to meet the schedule below will be counted only for full-time employment. Exceptions may be made only when part-time employment is necessary to meet minimum credential requirements.

      5) The full-time experience must be verified in writing by the former employer.

      6) Full-time vocational experience may not be earned while working in a full-time teaching position.

      7) Full-time vocational experience used to qualify for a teaching credential will not be counted toward salary placement. Only those full-time years of experience beyond the number of years used for credential will be credited for salary placement.
B. Step Placement:

The full year(s) of experience beyond those used to qualify for the schedule below may be used for step placement.

<table>
<thead>
<tr>
<th>Column</th>
<th>Basic Teaching Schedule</th>
<th>Vocational Experience Schedule</th>
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<tr>
<td>A</td>
<td>Bachelor’s Degree</td>
<td>Less than Associate’s Degree</td>
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<tr>
<td></td>
<td></td>
<td>Associate’s Degree</td>
</tr>
<tr>
<td>B</td>
<td>Master’s Degree</td>
<td>Associate’s Degree</td>
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<tr>
<td></td>
<td></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>C</td>
<td>Bachelor’s Degree + 50 units including Master’s Degree</td>
<td>Associate’s Degree + 20 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor’s Degree</td>
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<td>D</td>
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<td></td>
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<td>E</td>
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<td>Bachelor’s Degree</td>
</tr>
<tr>
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<td></td>
<td>Bachelor’s Degree + 40 units including Master’s Degree</td>
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**EXPLANATION OF SALARY SCHEDULE**

1. All degrees/coursework submitted for salary schedule placement shall have been earned from an accredited college or university.

2. The salary schedule is based on an earned baccalaureate degree. Units to be counted for column placement for columns B, C, D, E, and F are those earned after the baccalaureate degree (including Master’s and Doctorate degrees).

3. Units for advancement across the basic salary schedule must be earned by either, or a combination of both, of the following methods: (Unit means Semester Unit of Credit.)

   a) Units earned for graduate courses or upper division undergraduate courses taken for graduate credit from an accredited college or university and verified by an official transcript.

   b) Units earned for Instructional Program Development projects. Procedures for the preparation of proposals and the procedure for determining number of units of credit allowed are outlined in the Faculty Handbook.
4. With prior approval of the President-Superintendent and/or Vice President of Academic Affairs/Provost, courses of study other than those defined above may be used for advancement across the salary schedule.

5. The maximum initial placement on the salary schedule shall be Step 10. One step will be allowed for each full year of **full-time paid academic employment experience**. Partial years cannot be credited. (Experience must be verified by official letter or other written document.) **NOTE:** Effective August 13, 2001 Steps 1 and 2 are eliminated from the Full-Time Faculty Schedule, and those faculty placed on Steps 1 and 2 shall be placed on Step 3. Step placement for all other faculty shall remain the same and in accordance with the criteria for step placement in effect prior to this change to the salary schedule. For new faculty employed effective July 1, 2002 and after the criteria for initial step placement shall be as follows: employees with no qualifying experience will be placed on the entry Step 3, those with one (1) year of experience will be placed on Step 4, two (2) years of experience on Step 5, and so on to a maximum initial placement on Step 10 with seven (7) or more years of experience.

6. An employee must render at least 75% of **the working days of his/her work year in paid status** in order to qualify for a year’s service advancement on the salary schedule.

7. Deviation from normal schedule shall be made only by special action of the Board of Trustees.

8. Column and/or step advancements on the schedule shall be granted only at the beginning of each contract year of employment. Step advancements (including longevity increments) shall be granted automatically by the District based upon paid service requirements.

9. An employee may apply for column advancement(s) by completing a Salary Advancement Application form, which is distributed to all faculty by the Human Resources Office each January. In order to be granted advancement, written evidence verifying completion of requirements for such advancement must be received in the Human Resources Office in accordance with the following:

   a) **Faculty employed on a 10-school month contract basis.** Verification must be received **not later than September 1** of the contract year in which the advancement is to be effective.

   b) **Faculty employed on a greater than 10-school month contract basis (i.e. 11 or 12 school month contract):** Verification must be received **not later than July 1**, in order for the advancement to be effective July 1 of that contract year; OR **not later than September 1**, in order for the advancement to be effective September 1 of that contract year.
10. A full-time teaching load is fifteen (15) teaching units per semester, or thirty (30) teaching units per academic year.

11. Any teaching assignment above the full-time teaching load, whether the teaching is done day or night, shall be compensated on an hourly rate basis.

LONGEVITY INCREMENT
(Revised effective 1992-1993 Academic Year)

Faculty employees reaching the maximum step (Step 14) on Columns E or F of the salary schedule will be granted longevity salary increments in accordance with the following procedures:

a. The amount of the increment shall be equal to the difference between the last two steps in Column E.

b. The initial increment (18X) is granted to those employees who have rendered at least four full-time years of service at the maximum salary step of Column E or F. Subsequent longevity increments shall be granted after rendering four full-time years of service on each increment step (i.e., 18X, 22X and 26X.) (NOTE: Full-time years of service credited for purposes of these advancements shall be the same as for regular step advancements. See item #6 under “Explanation of Salary Schedule.”)

c. This policy is effective July 1, 1992, based upon approval by the Board of Trustees on June 2, 1992, and shall be implemented in accordance with administrative rules and regulations as agreed to by the District and the Faculty Salary Committee. Such rules and regulations for the implementation of this longevity increment policy are provided in the President/Superintendent’s memorandum to all full-time faculty employees dated July 8, 1992 (copies available in the Human Resources Office.)

HOURLY OVERLOAD AND/OR SUBSTITUTE PAY RATE
FOR REGULAR AND CONTRACT FACULTY

For a regular or contract Cerritos College faculty employee, the rate of pay for service beyond his/her full-time contract load shall be 1/100th of his/her monthly (school month) rate for instructors, 1/140th of his/her monthly (school month) rate for counselors, and 1/160th of his/her monthly (school month) rate for librarians. In no case will the minimum rate per hour be less than the hourly rate he/she would be eligible to receive had he/she been employed as a part-time instructor, counselor, or librarian.

The rate of pay a faculty employee shall receive as a substitute employee shall be the same he/she would receive if he/she were serving on an hourly basis.
SUMMER SCHOOL PAY RATE
FOR REGULAR AND CONTRACT INSTRUCTORS

The summer session salary for a regular or contract Cerritos College instructor shall be based upon the adopted salary schedule and shall be in proportion to what the summer school assignment bears to a full-time assignment.

The maximum teaching load for an instructor during a summer session shall be six (6) teaching units.

If, in case of an emergency, an instructor is permitted to teach more than six (6) units, all units above six (6) shall be considered as overload and paid for at an overload rate.

Summer session salaries shall be based upon the salary schedule of the academic year immediately proceeding the summer session.

TEMPORARY PART-TIME AND/ OR SUBSTITUTE
HOURLY FACULTY SALARY SCHEDULE
(Effective: August 18, 2003; Board Approved: December 21, 2004)

HOURLY AND/ OR SUBSTITUTE PAY

INSTRUCTORS

For temporary part-time and/or substitute hourly instructors, the hourly rate shall be as follows for all teaching assignments:

- First two semesters $38.17
- Third and Fourth Semesters $40.42
- Fifth and Sixth Semesters $42.67
- Seventh and Eighth Semesters $44.91
- Nine or more Semesters $47.16

1. Only full fall or spring semesters taught can be applied to salary advancement on the part-time schedule. For the purpose of crediting semesters of service for salary step advancement, a minimum of 36 hours of service in a semester is required to be counted as a semester.

2. The semester count for this schedule will begin September 1971.

3. Advancement on the salary schedule will be granted only at the beginning of employment in any one academic year.
COUNSELORS

For temporary part-time and/or substitute hourly counselors, the hourly rate shall be as follows:

- First Four Semesters: $31.44
- Five Semesters or more: $33.69

1. Only full fall or spring semesters taught at Cerritos College can be applied to salary advancement on the part-time schedule.

2. The semester count for this schedule will begin September 1972.

3. Advancement on the salary schedule will be granted only at the beginning of employment in any one academic year.

LIBRARIANS

For temporary part-time and/or substitute hourly librarians, the hourly rate shall be as follows:

- First four semesters: $31.44
- Five semesters or more: $33.69

1. Only full fall or spring semesters taught at Cerritos College can be applied to salary advancement on the part-time schedule.

2. The semester count for this schedule will begin September 1972.

3. Advancement on the salary schedule will be granted only at the beginning of employment in any one academic year.

FORMER FULL-TIME ACADEMIC EMPLOYEES HIRED FOR TEMPORARY AND/OR SUBSTITUTE HOURLY FACULTY EMPLOYMENT

(This policy was approved by the Board of Trustees on July 7, 1992.)

All temporary part-time and/or substitute hourly faculty employees who have been employed by the District as full-time academic employees at an hourly rate equal to or higher than the maximum rates on the above schedules at the time of termination of such employment shall be paid on the basis of the maximum step of the appropriate part-time hourly faculty salary schedule for any temporary part-time and/or substitute hourly employment.
All temporary part-time and/or substitute hourly faculty employees who have been employed by the District as full-time academic employees at an hourly rate less than a maximum rates on the above schedules at the time of termination of such employment shall be placed on the appropriate step of the applicable part-time hourly faculty salary schedule based upon previous District service and paid on the basis of such step placement for any temporary part-time and/or substitute hourly employment. Subsequent advancement on the part-time schedule shall be in accordance with the provisions for advancement as stipulated in the salary schedule policy.

The policy is effective August 17, 1992, and applies to all former full-time academic employees who were previously compensated on the basis of a “frozen” former overload hourly rate at the time of termination from full-time academic employment, and also to all future full-time academic employees who terminate from employment with the District.
### ACADEMIC SCHOOL MONTH PAYROLLS

**FULL-TIME INSTRUCTORS**

**2005 – 2006**

<table>
<thead>
<tr>
<th>SCHOOL MONTHS</th>
<th>COUNTY DATES</th>
<th><strong>WARRANT ISSUED</strong></th>
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*SUBJECT TO CHANGE BY COUNTY OFFICE DUE TO HOLIDAYS*
# Academic School Month Payrolls

## Hourly Instructors

### 2005 - 2006

<table>
<thead>
<tr>
<th>School Months</th>
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<th>District Dates</th>
<th><strong>Warrant Issued</strong></th>
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*Checks will show county’s accrual dates.
The district accrual dates are one week earlier than shown for county.
**Subject to change by county office due to holidays.*
TEACHING LOAD LIMITATIONS ABOVE NORMAL CONTRACT

I. TEN SCHOOL-MONTH EMPLOYEES

A. Regular School Year

A total of twelve (12) hours overload in graded, community education, and adult education classes. A minimum of six (6) hours per semester is recommended although some exceptions may be made.

NOTE: Eighteen (18) total hours of teaching in a community education class is equivalent to one (1) hour overload in graded classes.

B. Summer School

1. A maximum of six (6) teaching units of graded classes, or
2. Any combination of teaching units in graded classes, community education classes, adult education classes, recreation program etc., not to exceed a total of two (2) months regular pay.
3. Exceptions to the maximum of six (6) teaching units will be granted only in rare instances and must be approved by the President-Superintendent. If approval is granted, teaching units above six (6) units will be paid on an hourly basis.

II. TEN SCHOOL-MONTH EMPLOYEES (COACHES) RECEIVING COACHING PAY

A. Regular School Year

Extra pay for coaching is based upon the time spent above and beyond the normal teaching load. Therefore, the limitation of teaching hours above the normal contract is based upon the number of increments established for a given sport. This scale is available in the Academic Affairs Office and the PE/Athletics Division Office.

B. Summer School

Same as (10) month employees.

III. EMPLOYEES WITH A CONTRACT OF MORE THAN TEN SCHOOL-MONTHS

A. Regular School Year

Same as ten (10) month faculty.
B. **Summer School**

The maximum number of teaching units will depend on the length of the contract. Any teaching days for summer pay must be in addition to those working days assigned in the regular contract. The scale is listed below.

1. 10 ½ school-month faculty:
   
   4.5 teaching units in graded classes or any combination of graded classes, community education classes, adult education classes, recreation program, etc., not to exceed a total of 1 ½ months pay.

2. 11 school-month faculty:
   
   Three (3) teaching units in graded classes or any combination of graded classes, community education classes, adult education classes, recreation program, etc., not to exceed a total of ¾ months pay.

3. 11 ½ school-month employee:
   
   2.25 teaching units in graded classes or any combination of graded classes, community education classes, adult education classes, recreation program, etc., not to exceed a total of ¾ months pay.

4. 12 school-month employees:
   
   No additional summer work

**NOTE:** See Item I-b-3 for exceptions to the above.

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**REDUCED WORKLOAD PRIOR TO RETIREMENT**

A reduced workload from full-time to part-time (not less than half-time) with prorated pay and maintenance of full retirement benefits, may be granted by the Board of Trustees to those academic employees who qualify. (Board Policy 7215; Education Code 87483)

**Qualification for Application**
(Required Education Code Section 87483)

To qualify for the application for reduced load, the employee must meet all the following criteria:

1. The employee shall have reached age 55 prior to the year when the reduction in workload occurs.
2. The employee shall have been employed full-time in an academic position for at least ten years of which the immediate preceding five years were full-time employment with the Cerritos College District.

3. During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full-time in an academic position for a total of at least five years without a break in service. Sabbatical leaves and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five year full-time service requirement.

4. The maximum age for participation in the program is age 70. The employee cannot participate in the plan for more than five years, or beyond the school year in which the employee’s 70th birthday occurs, whichever comes first.

5. The employee is not an educational administrator.

Terms of Agreement

The terms of agreement for reduced workload between the District and the employee include the following:

1. The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and the employee.

2. The employee shall be paid a salary which is the pro-rata share of the salary he/she would be earning had he/she not elected to exercise the option of part-time employment, but shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment. All hours of required service to the District under this agreement shall be prorated accordingly.

3. An employee requesting the reduced workload prior to retirement will be assigned a minimum of 50% load. An employee requesting the reduced workload of 50% prior to retirement may have the reduced assignment scheduled in either one semester or in the two semesters upon mutual agreement of the employee and the District. If reduced workload exceeds a 50% assignment, the load will be divided over two semesters. Each case will be individually considered in relationship to how the reduced assignment will affect the employee’s assignment and meeting District need.

4. The employee and the District shall agree to contribute to the Teachers’ Retirement Fund the amount that would be contributed if the member were employed on a full-time basis. The employee shall make arrangements with the Payroll Department for payroll deductions or a lump sum payment in the amount necessary to pay the employee’s 100% retirement contributions.
5. The period of agreement may be from one to five years.

6. The length of the original agreement for reduced load or the percentage of assigned load may be changed within the limits of the Education Code only by mutual agreement of the District and the employee.

7. If an employee works less than 100% assignment, the amount of accumulated sick leave varies in direct proportion to the percent of full-time employment.

8. An employee on less than full-time employment who must use sick leave, will reduce earned leave on the same basis as employment.

9. The employee must retire on or before the termination of the agreement.

10. An employee on a reduced workload agreement shall not be employed in any overload or substitute hourly assignments during the regular school year.

Approval of Application

Eligible academic employees who wish to apply for a reduced working load must do so prior to February 1 of the school year preceding the first year in which the reduced working load will become effective.

The application must be approved by the employee’s immediate manager, the appropriate Vice President, and the President/Superintendent before it can be recommended to the Board of Trustees for approval.

The decision to approve or deny a request for a reduced working load of an employee will depend on the effect it will have on the educational program. Consideration should be given to whether adequate replacement can be found and the number of people within an instructional area who may be on leave. (Board Policy 7215)

FACULTY EMPLOYEE SENIORITY

Every probationary and tenured faculty employee shall be deemed to have been employed on the date upon which he/she first rendered paid service in a probationary or contract position.

Every faculty employee who first rendered paid service on the same date shall participate in a single drawing to determine the order of employment. Any determination of an employee’s order of employment pursuant to this section shall be made within 30 days of the date service was first rendered by the employee.

The Vice President of Academic Affairs/Provost (or designee) shall establish procedures to develop, maintain and publish faculty employee seniority lists. (Board Policy 7207)
FACULTY HIRING/ MINIMUM QUALIFICATIONS POLICY

It is the policy of Cerritos Community College District that faculty hiring procedures and guidelines be established to provide for a faculty of highly qualified individuals who are expert in their subject matter/service area, skilled in teaching, serve the needs of a varied student population, foster overall college effectiveness, and also are sensitive to and represent the diversity of the District's community.

The Board of Trustees, represented by the administration, has the legal and public responsibility for ensuring an effective hiring process.

The faculty, represented by the Faculty Senate, has an inherent professional responsibility in assisting in the development and implementation of policies and procedures which govern the hiring process to ensure the quality of the faculty.

District hiring procedures are based on a recognition that responsibility for selecting well-qualified individuals is shared cooperatively by both faculty members and college administrators, participating effectively in all appropriate phases of the hiring process. All procedures relative to faculty hiring shall be conducted while maintaining strict confidentiality and by following the District’s Staff Diversity Policy.

The administration, acting as agents of the Board of Trustees, and the Faculty Senate, shall develop and adhere to mutually agreed upon minimum qualifications and local standards in the hiring process.

A. Each individual employed must possess qualifications that are at least equivalent to the State’s Disciplines List of Minimum Qualifications specified in regulations adopted by the Board of Governors.

B. Minimum qualifications shall be used in the hiring of all full-time, part-time and temporary faculty members, non-teaching contract employees (such as student service employees) and all new administrators who wish to qualify for administrative retreat rights.

C. Local standards may be created for each position which may exceed, but not be less than, those specified on the State’s Disciplines List of Minimum Qualifications.

D. Local equivalency procedures, developed and agreed upon jointly by the Board of Trustees represented by the administration and the Faculty Senate, shall be followed.

The philosophy and Staff Diversity procedures which apply in the hiring of regular full-time faculty (as stated above) shall apply in the hiring of temporary part-time faculty.

Whenever possible, at least to the extent provided by law, part-time assignments shall be combined into full-time positions.
The Board of Trustees authorizes the administration, and the Faculty Senate to jointly establish and implement the procedures necessary to carry out these policies. A procedures manual shall be developed to specify the guidelines and procedures to be followed.

The hiring and equivalency to minimum qualification policies and procedures are subject to review and revision at the request of either the Faculty Senate or the administration. (Board Policy 7203)

**FACULTY SERVICE AREAS**

The Board of Trustees of Cerritos College in conformance with California Education Code Section 87743, provides for the establishment, in joint agreement with the Faculty Senate, of Faculty Service Areas (F.S.A.) to be used in the event of reduction in force while providing each faculty member and tenured administrator the right to qualify for one or more of these Faculty Service Areas. (Board Policy 7213)

I. Procedures

A. It is understood that these procedures will be in compliance with Education Code 87743 and the District's joint agreement between the Board and the Faculty Senate dealing with FSAs.

B. Each service or instructional area (or group of related services or instructional subject areas) shall develop appropriate FSAs which shall include the minimum qualifications and competency standards which may include local standards and pre-established equivalencies.

C. The initial master list of proposed FSAs will be prepared by the FSA Review Officer and submitted to the Board of Trustees for approval. Any revisions and/or additions to the master list must be approved by the Board of Trustees prior to December 1 of any given academic year.

D. The master list of FSAs will be posted in the Human Resources and Senate offices and made available to all contract and regular faculty employees and instructional/students services administrators who hold faculty tenure.

1. Employees shall consult the master list of FSAs and apply for each FSA for which they believe they are qualified in the Human Resources Office, no later than February 15 of each academic year.

2. All FSA applications and supporting documentation shall be directed to the appropriate FSA Review Committee for consideration of approval in accordance with the procedures established below.

3. The burden of proof to show qualification shall rest with the employee who is requesting the FSA.
E. Upon initial employment with the District after February 15, 1991, all contract faculty employees shall be assigned the FSA for which they have employed.

F. Employees may apply for an additional FSA(s) based upon the fulfillment of its minimum qualifications, local standards and competency standards. (Employees must fill out individual forms for each FSA for which they are applying. Form FSA.1)

1. The employee’s FSA application must be received in the Human Resources Office on or before February 15 of the academic year if it is to be added to the personnel file that year.

2. To ensure that approved applications are in the Human Resources Office by February 15, employees’ applications and supporting documentation for adding FSAs should be filed with the Human Resources Office before the twelfth week of the fall semester. Once date-stamped, it shall be forwarded to the FSA Review Officer.

3. The burden of proof to show qualification shall rest with the employee who is requesting the FSA.

E. Upon initial employment with the District after February 15, 1991, all contract faculty employees shall be assigned the FSA for which they have employed.

F. Employees may apply for an additional FSA(s) based upon the fulfillment of its minimum qualifications, local standards and competency standards. (Employees must fill out individual forms for each FSA for which they are applying. Form FSA.1)

1. The employee’s FSA application must be received in the Human Resources Office on or before February 15 of the academic year if it is to be added to the personnel file that year.

2. To ensure that approved applications are in the Human Resources Office by February 15, employees’ applications and supporting documentation for adding FSAs should be filed with the Human Resources Office before the twelfth week of the fall semester. Once date-stamped, it shall be forwarded to the FSA Review Officer.

3. Within a week after the FSA Review Officer receives the FSA application, he/she shall instruct the appropriate discipline to form and convene an FSA Review committee. The committee will process and complete its work in a timely manner. (FSA.2)

4. FSA applications received in the Human Resources Office after February 15 will not be considered as a basis for reassignment in the event of reductions in force, program discontinuance and/or lack of funding in that academic year, pursuant to Education Code 87743.3.
G. No faculty member shall be subject to lay off if there are sufficient classes taught by part-time faculty and/or overload to constitute a load for that person.

H. In order for a faculty member to move from one FSA to another, in the event of a layoff or “bump,” all of the following criteria must be met. The faculty member must:

1. Have more seniority than at least one person in the requested FSA, unless an assignment can be established from part-time or overload units:

2. Meet all of the State mandated minimum qualifications and the District’s local standards; and

3. Meet the discipline’s established FSA competency standards.

II. FSA Review Committee

A. FSA Review Committees are joint committees of the Faculty Senate, composed of faculty members and administrators, which are formed at the direction of the FSA Review Officer.

B. Composition of the Committees

Each committee will be composed of

1. The FSA Review Officer, recommended by the Faculty Senate and appointed by the President/Superintendent for a two year term, who is responsible for issues regarding FSAs.

2. Two full-time faculty members selected from the discipline to which FSA assignment is requested. (In the case of a one person discipline, a tenured faculty member from a related discipline will be selected to serve by the discipline member.)

3. One full-time faculty member, selected at random by the FSA Review Officer, from outside the discipline, but from within the same division as the discipline.

4. The Instructional Dean/area administrator.

B. The purpose of each committee shall be to determine if FSA standards are met by the person requesting the addition of the FSA to his/her personnel file.
III. Approval of the FSA Application

A. The faculty members on the committee and the Instructional Dean/area administrator shall make their decision based upon the minimum qualifications and pre-established FSA competency standards developed by the faculty members in the discipline.

B. Upon completion of their deliberations, the committee members shall sign off on the FSA form as to approval or denial and forward it to FSA Review Officer. The FSA Review Officer will meet and confer with the appropriate Vice President (or his/her designee), and the Director of Human Resources (or his/her designee.) Each will sign off on the request as to approval or denial.

C. Upon completion of the process, if the request is approved in accordance all of the above procedures, the FSA Review Officer will submit the recommendation to the Human Resources Office for addition to the employee’s personnel file.

IV. Faculty Seeking to Add FSAs When They Do Not Meet Minimum Qualifications

A. Faculty members who lack the specific minimum qualifications may apply for an FSA if they believe they can show equivalence. They shall be subject to the same process used in establishing the equivalence of minimum qualifications in the hiring process.

B. Those faculty members shall submit a written request to the Hiring Standards Committee, and include all the same information required of candidates for hire when equivalency is being considered.

C. The Hiring standards Committee shall determine whether or not the person possesses equivalency, and is therefore eligible to apply for a specific FSA. (This process determines only whether the instructor has the equivalent of the minimum qualifications, not whether he/she may be assigned to the new discipline.)

D. The Hiring Standards Chairperson shall send its written recommendation to the FSA Review Officer, who will forward it to an FSA Committee.

E. The FSA Review Committee shall follow established procedures in processing the application along with the Hiring Standards recommendation.

V. Denial of an FSA

A. In the event that the request for an FSA is denied, the FSA Review Officer shall have the responsibility to notify the employee, in writing, as to the:

1. Reasons for the denial
2. Requirements employee must meet to qualify for the FSA

3. Right to reapply in any subsequent year after the FSA requirements have been met. (FSA.4)

VI. Appeal of the Denial of FSA

A. The faculty of the discipline retains the right to specify the competency standard.

B. The burden of proof, with respect to establishing and/or demonstrating competency, is on the applicant.

C. The faculty member retains the right to appeal the decision of the Evaluation Committee, using the grievance procedure specified in the Faculty Handbook.

D. The Board of Trustees shall rely primarily on the judgement of the faculty and the FSA Review Committee in the granting or denial of the faculty service area.

FACULTY ASSIGNMENT GUIDELINES

All employment is predicated on a 40-hour week for all full-time academic employees. A full-time teaching load is 30 teaching units per academic year. Full-time academic employees' work hour assignments shall be made in accordance with established administrative guidelines and procedures.

All faculty employees regardless of tenure status, title or District assignment, shall perform specific duties under the direction of the designated management employee. Full-time faculty responsibilities include, but are not limited to the following: teach all scheduled classes unless excused under the provisions of Board Policy; maintain a course outline for each assigned course; keep accurate records of student enrollment, attendance, and scholastic progress; submit upon request to the Division Instructional Dean copies of all tests given during the semester; attend meetings pertinent to faculty responsibilities or assignments including committee meetings; participate in student activities; be familiar with and observe the administrative regulations as they appear in the Faculty Handbook; post and maintain scheduled office hours; and assist the Division Instructional Dean in budget preparation and inventory. (Board Policy 7210)

IMPLEMENTATION GUIDELINES*

1. Teaching Load

A faculty member shall have a normal teaching load of 30 teaching units per school year. Variance of more than one unit less than 30 is to be avoided. If an assignment is more than 30 teaching units, the instructor shall be paid on an overload basis.

* Any exceptions to these guidelines must first gain approval from the Dean of Academic Affairs.
2. Guidelines for Making Assignments – Regular Load

The following criteria are to be considered to ensure fairness and consistency in making faculty assignments:

A. Adjustments of semester load to total 30 teaching units per year.
B. No more than five (5) hours of instruction in sequence.
C. No more than two (2) hour breaks between classes.
D. Avoid early morning class assignment which begin between 8:00 – 10:00 a.m. for a faculty member who has an evening class the preceding night as part of the regular load.
E. A faculty member’s primary teaching assignment may be in one time zone unless the faculty member requests otherwise. The instructional day is divided into three zones: 6:30 – 11:00 a.m.; 11:00 a.m. – 5:00 p.m.; 5:00 p.m. – 9:30 p.m. and later.
F. Teaching assignments shall be made in an effort to meet the needs of the instructional program.
G. Maintain an equitable spread of the teaching assignments in an effort to meet the needs of the instructional program.

3. Guidelines for Making Assignments -- Overload

A. Overload assignments are limited to twelve (12) weekly hours per school year. If possible, this should be six weekly hours per semester.
B. If a faculty member’s primary teaching assignment takes place during the morning zone, he/she may teach the overload assignment during any other zone, i.e., afternoon or evening. Some scheduling may necessarily be restricted by governmental agencies (e.g., South Coast Air Quality Management District). This is based on a four-day teaching schedule.
C. Overload may consist of any units over 15 in any regular semester.

4. Summer Session

A. The maximum summer session assignment shall not exceed two courses or eight teaching units. The number of teaching units shall be prorated for those faculty members who are employed for more than ten (10) school months.
B. Summer salary shall be based on a maximum of six (6) teaching units. Any portion of a summer assignment which exceeds six (6) teaching units shall be paid on an hourly overload basis.
C. Faculty must observe three (3) office hours per teaching unit and equally divided on a weekly basis.

Example: 6 tu's x 3 hrs = 18 hrs.
6 week sessions = 3 hours per week
8 week session = 2.25 hours per week

5. Overload and Summer School Assignments: (Division Guidelines)

A. Each division should have a written procedure approved by the Instructional Dean and full-time faculty in the division. The procedures will include guidelines for scheduling both overload and summer school assignments. Approval of the division procedures for scheduling overload and summer school teaching assignments will be made by the Office of Academic Affairs.

B. Copies of the procedures shall be distributed to all faculty members in the division.

C. The division office shall maintain a record to show the current assignment priority standing.

D. These records shall be made available to all faculty members in the division when the overload or summer school assignments are made, if requested.

E. The procedures being followed by the division shall be reviewed within each three-year period.

6. Office Hours

The following guidelines are suggested constraints so that uniform requirements can be made for all faculty members:

A. Faculty members shall keep at least three (3) office hours per week for the purpose of consultation with students, accomplishing administrative and clerical duties, and other activities pertinent to instruction.

B. Office hours may not begin or end more than one half hour before the normal instructional work day (6:30 a.m.) commences nor end more than one half hour after the conclusion of the normal instructional work day (10:30 p.m.).

7. Part-Time Faculty Assignments

A. Part-time faculty assignments must be limited to not more than the equivalent of nine (9) teaching units per semester. In no case may a part-time assignment exceed 60% of a full-time faculty load per week and the assignment should not be scheduled for more than three days per week.
B. There is no restriction as to the amount of teaching units assigned to a part-time faculty member during the summer session.

C. When part-time faculty members are assigned substitute duties, the total teaching units for a given week may not exceed nine (9).

8. Exceptions

Any exceptions to the above must have prior written approval from the Dean of Academic Affairs. A copy of the written approval is to be filed with the teaching assignment.

**SUMMER TEACHING POLICY**

A. Should have no more than six (6) teaching units in summer session.

B. May have an overload ONLY when it is absolutely necessary (such as blocks of a lab class) and after written approval from the Dean of Academic Affairs.

C. Three office hours per teaching unit for total session (6 TU X 3 hrs for.

Reduction of Office Hours

Divided by 6 wk or 8 wk equals 3 office hrs/wk for 6 weeks and 2.25 office hrs/wk for 8 weeks).

Reduced Loads

When faculty members have REDUCED loads, determine office hours by number of teaching units on assignment:

\[ 10 \text{ TU} = 2 \text{ office hrs} \ (1/5 \times 10 = 2) \]

Released Time

Faculty members having released time will have their office hours per week reduced in units of 1 hour/week for each five (5) teaching units of released time.

**Adult Education Instructors – Workload/Duties**

A full-time teaching assignment in Adult Education classes for the District is 30 teaching hours per week. Temporary part-time Adult Education instructors’ assignments shall not exceed 60 percent of the 30 hours per week pursuant to Education Code Section 87482.5.

All Adult Education instructors are required to: teach all of their scheduled classes unless excused under the provisions of Board Policy; prepare, submit and follow established course outlines for assigned courses; keep accurate records of students enrollment, attendance, achievement, and submit this information to the Adult Education Office; and evaluate program and/or proficiency levels of students. (Board Policy 7222)
Summer session salaries shall be based upon the salary schedule of the academic year immediately preceding the summer session.

**METHOD FOR DETERMINING HOURLY PAY**

In an attempt to pay each instructor the same amount for a class of equal unit value regardless of the number of weeks it is offered, hourly pay is calculated by multiplying the weekly hours taught by the number of weeks taught times the hourly pay rate.

Example: 3 hrs. x 18 wks. X $30 = $1,620 for the semester  
9 hrs. x 6 wks. X $30 = $1,620 for the semester

To determine the amount to be paid for a class in a specific pay period, multiply the weekly hours by the weeks taught in that pay period times the hourly rate. Please note: the amount of money paid during each pay period will differ according to the number of weeks worked during the pay period.

Substitute hours worked during a pay period will be added to the regularly scheduled hourly pay for the period.
The guidelines are based on the present day periods established by the County which include a 5-day week and twenty-day school month.

Employees are given credit for one day of sick leave for each school month for a total of 10 days each school year for 10 school-month employees.

Time deducted for a leave of absence, including sick leave, will be deducted on the basis of the total number of hours assigned per week for each employee. For example a faculty member who has a 17 hour per week teaching assignment on his/her regular load and 3 assigned office hours will have a 20 hour assigned work week. Therefore, 4 hours of assigned time will be equivalent to one day. If the faculty member is absent 6 hours, he/she will be deducted one and one-half days. If he/she is absent 2 hours, he/she will be deducted one-half day. The formula to deduct total days missed in a given week will be:

\[
\frac{\text{Hours Missed}}{\text{Total hours/weekly}} \times 5 = \text{Days absent}
\]

Some examples are as follows:

Example 1: A faculty member has two hours of class and one office hour and misses one hour of class only on a given day. His/her total weekly assignment, including office hours, is 23 hours. He/she will be counted absent \(\frac{1}{23} \times 5\) days = \(\frac{5}{23}\) days = .217 days.

Example 2: A faculty member has 2 hours of class and misses 1 hour on a given day. His/her total weekly assignment, including office hours, is 20 hours. He/she is absent \(\frac{1}{20} \times 5\) days = \(\frac{5}{20}\) = .25 day.

Example 3: A faculty member has 5 hours of class and misses the entire day. His/her total weekly assignment, including office hours, is 18 hours. He/she is absent \(\frac{5}{18} \times 5\) days = \(\frac{25}{18}\) = 1.389 days.

Example 4: A faculty member has 1 hour of class and 1 office hour. If he/she misses the office hour, he/she will be considered absent the same as in Example 2.

If a faculty member has released time to work on a project, he/she must designate on his/her teaching assignment two and two-thirds hours that he/she will be on campus or working on the project for each teaching unit of released time. These hours will represent assigned time for any given day.

Released time should be scheduled proportionately throughout the week, and if possible, be on days which include a scheduled class. For example, if a faculty member has a teaching assignment of M-T-W-TH and six units released time, the 16 hours of time should preferably be assigned as 4 hours each on M-T-W-TH. If the released time is assigned on a day when there
is no teaching assignment, then a faculty member will be required to be on campus for the released time or report to the campus if the released time is for work experience.

Those faculty members with work experience assignments must designate the days when they will be working on the assignment. These hours will represent assigned time for any give day.

If the work experience released time hours vary from week to week, the released time should appear on the teaching schedule proportionately throughout the week and, if possible, be on days which include a scheduled class.

All academic employees, except librarians and counselors, who have more than 10 month contracts, are to be assigned 8 hours per day, 5 days a week for the period in excess of the 10 month contract unless approved otherwise.

The work week for counselors and librarians includes a 33 hour assignment.

All academic employees except counselors and librarians, who have full released time, are considered to have a 40 hour per week assignment.

**FINAL EXAMS:**

The final exam period consisting of 5 days, should include a minimum of 3 office hours spread over a minimum of 3 days, plus 2 hours for each final exam. The formula for deduction of days absent is listed below with some examples:

\[
\text{Days Absent} = \text{Total Hours Missed} \times 5 \\
= 3 \frac{1}{2} \text{ office hrs.} + 2 \times (\text{No. Scheduled finals}) \times 5 \text{ days}
\]

<table>
<thead>
<tr>
<th>FINALS SCHEDULED</th>
<th>TOTAL HRS.</th>
<th>MISSED</th>
<th>DAYS OF SICK PAY LOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3 (\frac{1}{2}) + 0 = 3.5</td>
<td>2 Ofc. hrs</td>
<td>2/3.5 (\times) 5 = 2.857</td>
</tr>
<tr>
<td>1</td>
<td>3 (\frac{1}{2}) + 2 = 5.5</td>
<td>1 Final</td>
<td>2/5.5 (\times) 5 = 1.818</td>
</tr>
<tr>
<td>2</td>
<td>3 (\frac{1}{2}) + 4 = 7.5</td>
<td>1 Final + 1 Ofc hr</td>
<td>3/7.5 (\times) 5 = 2.000</td>
</tr>
<tr>
<td>3</td>
<td>3 (\frac{1}{2}) + 6 = 9.5</td>
<td>1 Final</td>
<td>2/9.5 (\times) 5 = 1.053</td>
</tr>
<tr>
<td>4</td>
<td>3 (\frac{1}{2}) + 8 = 11.5</td>
<td>1 Final + 1 Ofc hr</td>
<td>3/11.5 (\times) 5 = 1.305</td>
</tr>
<tr>
<td>5</td>
<td>3 (\frac{1}{2}) + 10 = 13.5</td>
<td>1 Final</td>
<td>2/13.5 (\times) 5 = 0.741</td>
</tr>
<tr>
<td>6</td>
<td>3 (\frac{1}{2}) + 12 = 15.5</td>
<td>1 Final</td>
<td>2/15.5 (\times) 5 = 0.645</td>
</tr>
</tbody>
</table>

For those faculty members who have released time (not including work experience coordination), their released time hours will continue during the final exam period. In addition, it will be necessary to add the number of hours for final exams given plus the proportion of
office hours related to the percentage of teaching load. For example, if the faculty member has 3 units of released time, he/she is considered to have an 80% teaching load. Therefore, he/she should serve 80% \times 4 office hours, which equals 3.2. Rounding that off to the nearest hour, he/she would have three office hours.

Each faculty member is required to turn in two weeks prior to the final exam period, a schedule to his/her Instructional Dean which includes a final exam schedule, office hours schedule and other assigned hours if applicable.
SICK LEAVE

(Board Policies 7216, 7009)

1. Each full-time academic employee shall be granted leave-of-absence at full pay for illness or injury in the amount of one day for each month of paid service (school or calendar month) in any school year, school holidays excluded.

2. Each academic employee employed in paid status for less than full-time shall be granted leave-of-absence at full pay for illness or injury each year for that proportion of the days that his/her employment bears to full-time employment.

3. Each academic employee employed on an hourly or overload basis shall be granted leave-of-absence at his/her regular hourly rate of pay for illness of injury. The sick leave earned shall be one hour for each 20 hours of paid service.

4. Summer session sick leave credit for full-time employees shall be on the basis of the regular session equivalent of one day for each three unit course taught. For assignments below or above three units, the sick leave credit will be computed proportionately.

5. Credit for leave-of-absence for illness of injury need not be accrued prior to taking such leave by the employee and such leave-of-absence may be taken at any time during the school year.

6. When a faculty employee is absent from his/her duties on account of illness or accident for a period of five school months or less, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him/her for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his/her position during his/her absence.

7. Any academic employee of a community college district who has been an employee of that district for a period of one year or more and who accepts an academic position in another school district or community college district at any time during the second or any succeeding school year of his/her employment with the first district, or who, within the school year succeeding the school year in which the employment is terminated, signifies acceptance of his/her election or employment in an academic position in another district, shall have transferred with him/her to the second district the total amount of leave of absence for illness or injury to which he/she is entitled under Education Code Section 87781.
8. The District may require written proof of illness from a licensed physician from an employee for any absence due to illness reasons. If the employee is a member of a religious denomination which authorizes evidence of treatment and the need thereof by means of other than a physician, then such evidence shall be accepted in lieu of a physician’s statement.

9. The District may require an employee absent for any illness or injury to submit a full and unlimited written medical release from a physician prior to being permitted to return to work. Such medical release must be from a physician treating the employee for the medical condition for which the employee has been on leave, and verify the date the employee is released to return to work and the employee’s ability to perform all of the required duties of his/her same position without any restriction(s).

10. An employee, while on an unpaid leave-of-absence shall maintain any prior sick leave which may have been accumulated, but shall not accumulate any additional sick leave during the period of such leave.

11. Accumulated sick leave shall be reinstated for permanent employees who terminate employment from the District and are re-employed within 39 months of last day in paid status.

12. If an employee does not take the full amount of sick leave allowed in any school year, the amount not taken shall be accumulated from year to year. (E.C. 87781/88191)

13. The District may require an employee who is absent for illness or injury to submit to medical examination(s) by a physician selected by the District. The District may also require such examination(s) if there is concern on the District’s part about an employee’s ability to perform the required duties of employment due to any illness or injury. Such examination(s) shall be at the District’s expense.

CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PLAN

The purpose of this plan is to permit eligible participating employees with a catastrophic illness or injury to solicit donations of vacation and/or sick leave from fellow employees. The intent is to ensure that catastrophically ill or injured employees continue in paid status for the primary purpose of maintaining medical benefits during their recovery period. The secondary purpose is to enable the employees to remain in paid status.

I. DONEE REQUIREMENTS

1. Must exhaust all available accrued leave.
2. An employee need only contribute a minimum of eight (8) hours to the LEAVE BANK to become a participating employee. Thereafter, an employee with verified catastrophic illness/injury may receive LEAVE BANK benefits.

3. Must be incapacitated/absent for an extended period of time.
   a. The incapacity/absence must take place on regularly assigned time. In the case of faculty, summer session and overload assignment shall not be considered regularly assigned time. In the case of 10 or 11 - month classified employees, only assigned time will be considered.
   b. The incapacity/absence must be estimated by a physician to exceed one month or regularly assigned time.

4. In the event that LEAVE BANK benefits will not cover the period of estimated incapacity/absence, the LEAVE BANK beneficiary may use donated time in partial day increments to remain in at least 50% paid status to maintain District-paid health and welfare benefits. No matter how donated time is used, benefits from the plan may not exceed 12 months.

5. Must submit medical verification. The District may require additional medical verification from a physician selected by the District at District expense.

6. Must submit letter or form requesting LEAVE BANK benefits. An authorized person other than the donee may request donated leave.

7. Must use all donated leave within a twelve (12) consecutive month period following the donation. Leave time will be returned to the LEAVE BANK if the employee returns to work and has a reoccurrence of the same or related catastrophic illness or injury, after using any accrued vacation or sick leave, previously donated leave days may be used in the time remains available.

8. If no reoccurrence of the catastrophic illness or injury occurs within one (1) year of the date returned to work, the unused donated leave will revert to the District's LEAVE BANK.

9. Pledged donated leaves can be used only for the specified catastrophic illness or injury. A different catastrophic illness or injury must be handled as a separate or second incident.

10. As required in Education Code Section 87045, the District determines that the employee is unable to work due to the employee's catastrophic illness or injury.

11. Any employee who has suffered a catastrophic illness or injury and who has been absent for at least 30 continuous calendar days prior to the initiation of this plan (June 18, 1988), may be considered by the C.I.I. Committee for eligibility without meeting the requirements in Section I.2 and II.1 of this plan.
12. **EXCLUSIONS:** Stress-related illness; elective surgery; normal pregnancy; worker's compensation claims; disabilities resulting from alcoholism or drug addiction unless the drugs are being administered by a physician; intentionally self-inflicted injuries; or illnesses such as cold, flu, allergies, headaches, etc.

II. **DONATING EMPLOYEE REQUIREMENTS**

1. Must donate a minimum of eight (8) hours initially, and in one-hour increments thereafter. May donate a maximum of forty (40) hours at any one call AND MUST retain no less that two hundred forty (240) hours of eligible leave on record. Faculty members may not donate summer session or overload sick leave. Classified members may not donate compensatory time.

2. If eligible for vacation time, employee may donate accumulated vacation time with no restrictions.

3. **LEAVE DONATIONS ARE IRREVOCABLE! ONCE YOU DONATE, IT'S GONE FOREVER.**

4. Any unused donated leave will revert to the District's LEAVE BANK for use by other catastrophically ill/injured employees who request and are approved to use leave from this bank.

5. Donated sick leave or vacation leave is charged on an hour-for-hour basis of the classification and/or salary of either the donee or the donor.

III. **LEAVE BANK PROVISIONS**

In addition to the conditions specified above, the following items apply specifically to LEAVE BANK requests:

1. The district will annually, or as needed, promote a call for donations for the LEAVE BANK

2. Unused donated leave reverting to the LEAVE BANK and/or leave specifically donated to the LEAVE BANK makes up the LEAVE BANK.

3. Requests for leave are subject to LEAVE BANK availability. The District is not responsible for filling requests for the LEAVE BANK if leave is not available.

4. It is the responsibility of the employee or authorized person making the request to submit sufficient information or explanations to the C.I.I. Committee for approval. Insufficient information on a request will be grounds for denial.

5. Requests for use of the LEAVE BANK are to be directly submitted to the Director of Human Resources. The Director of Human Resources will review and verify
the request and certify the eligibility of the employee. The Director of Human Resources will provide the C.I.I. Committee with appropriate information. The Committee will review the leave request but will not be told the name of the person making the request. Confidentiality will be upheld, and all efforts will be made to ensure the privacy of the employee making the leave request. The C.I.I. Committee will determine the result for leave requests.

6. The Payroll Department, Business Services, will administer the transfer of leave and verification of balances in the LEAVE BANK.

**CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PLAN GLOSSARY OF TERMS**

**CATASTROPHIC ILLNESS/INJURY**
As defined in Education Code Section 87045, a catastrophic illness or injury is one that is “expected to incapacitate the employee for an extended period of time, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.” Examples include but not limited to the following: life-threatening injury or illness; cancer; AIDS; heart surgery; stroke; etc.

**C.I.I. COMMITTEE**
The Catastrophic Illness/Injury Committee is comprised of representatives from the following: ACCME (1), CSEA (1), and Faculty Salary Committee (1), and is chaired by the Director of Human Resources as a non-voting member.

**CALL FOR DONATIONS**
The District may solicit request for donations for either “individual” or LEAVE BANK requests.

**DONEE**
This plan is intended to provide catastrophic injury or illness leave benefits to:
- Participating members of Cerritos College Officers;
- Participating members of the Association of Cerritos college Management Employees (ACCME) employee group;
- Participating members of the full-time faculty;
• Participating members of the California Schools Employees’ Association (CSEA), Chapter #161 bargaining unit;
• Participating members of the confidential employee group;
• Participating members of the regular classified hourly (non-bargaining unit); and
• Participating members of the regular child development center teachers.

DONATING EMPLOYEE

Donations of leave will be accepted from the following:
• Members of Cerritos College Officers;
• Members of the Association of Cerritos College Management Employees (ACCME) employee group;
• Members of the full-time faculty;
• Members of the California Schools Employees’ Association (CSEA), Chapter # 161 bargaining units;
• Members of the confidential employee group;
• Members of the regular classified hourly (non-bargaining unit); and
• Members of the regular child development center teacher.

EXTENT OF COVERAGE

This plan is designed to cover an eligible participating employee who has a catastrophic injury or illness for his/her regularly assigned time only. (§ 1.3.a)

GRIEVANCES

Nothing in this plan is subject to grievance.

INDIVIDUAL REQUEST

Employees meeting the conditions of this plan may request donations from the general employee population.

IRREVOCABILITY

Once leave is donated, the donor cannot retrieve any portion of the donated leave.

LEAVE

Eligible vacation or sick leave accrued to the donating employee. In the case of management and classified employees, this includes all accrued vacation and sick leave. In the case of faculty, this includes regular
sick leave and excludes summer session and overload sick leave. A donating employee must retain no less than thirty (30) days or two-hundred forty (240) hours of eligible leave on record in order to donate.

**LEAVE BANK**

Unused donated leave, or leave specifically donated to a general account. The LEAVE BANK permits those employees who do not wish to request “individual” donations to do so privately and anonymously.

**LENGTH OF BENEFIT**

Per Education Code Section 87045, all donated leave is available for use for a maximum of twelve (12) consecutive months.

**MEDICAL DETERMINATION**

Education Code Section 87045 requires medical verification from a physician of the catastrophic illness or injury.

**MEDICAL VERIFICATION**

Education Code Section 87045 required that the District determine that the employee is unable to work due to a catastrophic illness or injury.

**PARTICIPATING MEMBER**

In order to become a participating member of the Catastrophic Injury/Illness Plan, an eligible employee need only donated eight (8) hours of leave. (§ 1.2)

**REQUEST**

Education Code Section 87045 specifies that an employee who is suffering from a catastrophic illness or injury as defined above must request that eligible vacation or sick leave be donated. Donations cannot be accepted or approved without this request.

Employees should contact the college Human Resources office (Extension 2284) for additional information and/or forms/procedures for donating to the Catastrophic Illness/Injury Leave Bank.

**PERSONAL NECESSITY LEAVE (Board Policy 7014)**

Leave-of-absence for personal necessity shall be granted to eligible employees.
A maximum of six days (or 48 hours) of leave-of-absence for illness or injury earned pursuant to Education Code Section 87781 may be used by an employee in any one school year, with advanced approval of his/her immediate manager, in cases of personal necessity, including any of the following:

A. Death of a member of his/her immediate family. The definition of immediate family as stated in Board Policy is applicable to this section.

B. An accident involving the employee's person or property, or the person or property of a member of the employee's immediate family. The immediate family as stated in Board Policy is applicable to this section.

C. An appearance of the employee in court as a litigant other than a suit against the District. An appearance of the employee as a witness other than as a witness called by a party adverse to the District, whether pursuant to subpoena or not. The employee is expected to return to work in cases in which he/she is not required to be absent the entire day.

D. In cases of personal necessity in which the employee cannot reasonably be expected to disregard the situation, or in which the necessity cannot be resolved outside the employee's assigned working hours; necessities. Included under this section may be:

1. Illness of a member of the immediate family.

2. Birth of the employee's child.

3. Imminent danger to the home of the employee.

4. Personal business.

Payment for such absences shall be made upon reasonable verification by the employee that the absence was due to personal necessity as defined in this policy as requested by the District.

In case the absence is due to subpoena or an official order, the employee must provide verification from a certified clerk or authorized officer of a court or other governmental jurisdiction. Such leave may be taken in minimum increments of one-half day. (E.C. 87784)

Personal necessity leave will not be approved for any of the following:

1. Political activities or demonstrations;

2. Vacation, recreation, or social activities;

3. Civic or other organization activities;

4. Employee association activities;
5. Routine personal activities;
6. Occupational investigation.
LEAVES OF ABSENCE

SICK LEAVE CREDIT:

I. Regular Session

One day of sick leave for each month of work. This is credited on the first day of the new school year.

II. Summer Session

Sick leave credit will be on the basis of the regular session equivalent of one day for each three unit course taught. For units below three units and above three units, the credit will be computed proportionately. For example:

- 4 units would earn 1.33 days sick leave
- 5 units would earn 1.67 days sick leave
- 6 units would earn 2.00 days sick leave, etc.

III. Overload/Hourly

One hour of sick leave credit is accrued for every 20 hours of time worked. (Credit is computed to the nearest one-hundredth of an hour.)

IV. Transfer of Sick Leave

A. Employees will utilize sick leave in the category accumulated for the category in which the sick leave is needed; i.e., if one is sick during summer session, then he/she uses accumulated summer session sick leave.

B. If one exhausts the sick leave in the category needed (summer school or overload), the nonretirement creditable sick leave would be transferred and utilized first, then regular sick leave would be used.

C. If one is teaching regular load, then only regular sick leave can be utilized. If one exhausts all regular sick leave, then he/she may draw from summer school or overload accumulated sick leave credit.

D. Transfer of earned sick leave, if needed, from regular or summer session sick leave will be on the basis that one day equates with 8 hours of overload sick leave. The reverse transfer is also possible. If one has depleted his/her regular sick leave, overload earned sick leave may be transferred to regular on the basis of 8 hours constituting one day.

E. By law, only regular sick leave can be credited towards retirement credit.
LEAVE FOR BIRTH OF A CHILD

All employees shall be allowed one day leave-of-absence from duty on full pay when such absence is occasioned and is necessary on account of the birth of a child of the wife of said employee or to the daughter or daughter-in-law of said employee. (Board Policy 7011)

BEREAVEMENT LEAVE

All employees shall be granted necessary leave-of-absence from duty with full pay for death in the employee’s immediate family. Such leave shall not exceed three working days (school holidays excluded) except if 200 miles one-way travel from campus is required in which case five working days will be granted. (Board Policy 7012)

FAMILY ILLNESS LEAVE

Faculty employees shall be granted necessary leave-of-absence from duty with full pay for serious illness or accident in the employee’s immediate family. Employees assigned for a fractional part of a full-time assignment shall be entitled to such leave under this section in the same ratio that his/her assignment bears to full-time. Not more than three days of paid leave-of-absence because of family illness under this section will be granted in any one school year. This leave is non-accumulative. No deduction shall be made from any other leave granted by other sections of Board Policy. (Board Policy 7217)

MATERNITY LEAVE

Disability due to pregnancy will be treated as any other temporary disability under the District sick leave policies. Application for a personal leave of absence without pay must be made if employee desires time off in addition to the disability period. (Board Policy 7010)

INDUSTRIAL ACCIDENT OR ILLNESS LEAVE – (Board Policy 7218, 7013)

1. All academic employees shall be entitled to 60 days of industrial accident or illness leave arising out of and in the course of employment with the District, during which the District is in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident or illness commencing on the first day of absence.

2. Allowable leave shall not be accumulated from year to year, except that when an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year. The employee shall be entitled to only that amount of leave remaining at the end of the fiscal year in which the injury or illness occurred for the same injury or illness.

3. Any employee receiving benefits from industrial accident or illness leave shall, during periods of injury or illness, remain within the State of California, unless the Board of Trustees authorizes travel outside the state.
4. Industrial accident or illness leave for each occurrence shall cease when temporary disability benefits under Workers’ Compensation Laws of the State of California are discontinued for the applicable industrial accident or illness. (Discretionary Education Code Section 87787 [f])

5. Any employee who is absent because of injury or illness which arose out of and in the course of his/her employment and for which he/she is receiving temporary disability benefits under Workers’ Compensation Laws of the State of California, shall not be entitled to receive wages or salary from the District which, when added to the temporary disability benefits, will exceed a full day’s wages or salary.

6. During such periods of temporary disability, sick leave, vacation or other available paid leave, used in conjunction with temporary disability benefits derived from Workers’ Compensation, shall be reduced only in the amount necessary to provide a full day’s wages or salary when added to the temporary disability benefits. Available leave benefits, less retirement or other authorized deductions, will be paid by the District.

7. Any employee who is absent because of injury or illness which arose out of and in the course of his/her employment and for which he/she is receiving temporary disability benefits under Workers’ Compensation laws of the State of California, shall not be entitled to receive wages or salary from the District which, when added to the temporary disability benefits, will exceed a full day’s wages or salary. During such periods of temporary disability, sick leave, vacation or other available paid leave, used in conjunction with temporary disability benefits derived from Workers’ Compensation, shall be reduced only in the amount necessary to provide a full day’s wages or salary when added to the temporary disability benefits. Available leave benefits, less retirement or other authorized deductions, will be paid by the District. Said paid leave shall not exceed sixty (60) days.

8. An employee shall be permitted to return to service after an industrial accident or illness only upon the presentation of a release from a physician designated by the District, at the expense of the District, verifying the employee’s ability to return to work in his/her same position without any restrictions or detriment to the employee’s physical and/or mental well-being.

Note: The period within which an employee may commence proceeding for the collection of workers’ compensation benefits is one year from the date of injury or one year after the date of last payment, treatment or other benefit received by the employee.
LEAVE OF ABSENCE WITHOUT PAY (PERSONAL REASONS)

Leaves-of-absence without pay for personal reasons up to and including five workdays may be allowed upon the approval of the employee's immediate manager and appropriate Vice President or President/Superintendent.

Leaves-of-absence without pay for personal reasons, which are greater than five workdays are subject to the approval of the Board of Trustees. The length of the leave is subject to the approval of the Board of Trustees, but shall not exceed one calendar year. Applications for extensions for unusual situations for up to a one calendar year period may be requested for consideration by the Board of Trustees.

Employees requesting leaves-of-absence without pay for personal reasons must provide the District the reason for such leave.

If an employee is granted a leave-of-absence without pay for greater than one calendar month, the District will not pay the premiums for District-paid health and welfare benefits. The benefits, however, continue until the end of the calendar month in which the employee last rendered time in a paid status. Upon return to paid status the employee qualifies for reinstatement to district-paid health and welfare benefit programs in accordance with eligibility rules for new employees.

The employee, if he/she desires to be covered by his/her group health and welfare benefit plans, may pay the premiums monthly thereafter until he/she has returned to service in a paid status.

The District shall not pay an employee’s District-paid health and welfare benefits during leaves of absence without pay that are for medical reasons. The District will require the employee to provide proof of illness or injury for such leave as prescribed in the District’s General Sick Leave policies. (Board Policy 7016)

JURY DUTY

Any employee serving in an academic position shall be granted a leave-of-absence when regularly called for jury duty in the manner provided for by law. The employee may be granted such leave with pay up to the amount of the difference between the employee’s regular earnings and any amount received as juror’s fees. (Board Policy 7219)

UNPAID FAMILY AND MEDICAL LEAVE

The District will grant unpaid family and medical leave to eligible employees in accordance with the provisions of and regulations governing the Federal Family and Medical Leave Act of 1993 (P. L. 103.3)

The District will grant up to 12 weeks of unpaid family and medical leave with continuation of existing District-paid health and welfare benefits to eligible employees for the birth, adoption, or foster care placement of a child with the employee, or for care of the employee, employee’s
child, spouse, or parent with a serious health condition. Except for disability leave on account of pregnancy, childbirth or related medical conditions, family or medical leave under this policy will run concurrent with any paid leave for which the employee is eligible including sick leave and accrued vacation. Employees are required to provide 30 days advance written notice if the need for unpaid family leave is foreseeable. Any family leave request will be processed in accordance with the applicable provisions of state and federal law. (Board Policy 7038)

UNAUTHORIZED LEAVE/ABANDONMENT OF POSITION

1. An employee who is absent from work other than time absent from duty as authorized by the District is considered on an unauthorized leave, which constitutes a breach of the employment relationship.

2. An employee on an unauthorized leave will be notified in writing by the District of the breach of the employment relationship.

3. The District will deduct an appropriate amount from the employee’s salary for all time absent from duty on unauthorized leave and the employee shall be so notified in writing. The employee will also have District-paid health benefits terminated on the last day of the month in which the unauthorized leave of absence occurs.

4. An employee who is absent on unauthorized leave for a period of five or more consecutive working days of his/her assignment is considered to have abandoned his/her position.

5. An employee who abandons his/her position shall be subject to disciplinary action including but not limited to suspension demotion, and/or dismissal from employment as deemed appropriate by the District. (Board Policy 7017)

OUTSIDE EMPLOYMENT

Outside employment shall not in any way interfere with an employee’s ability to fully carry out his/her assignment with the District. (Board Policy 7025)

MEMBERS OF THE COMMISSION FOR TEACHER PREPARATION AND LICENSING

Any employee in a position requiring certification requirements who is or becomes a member of the Commission for Teacher Preparation and Licensing shall be granted leave with payment of actual and necessary expenses incurred in the attendance at meetings of the commission or any committee or sub-committee thereof.
SABBATICAL LEAVE POLICY (Board Policy 7220, Ed Codes 87767 et seq.)

1. Purpose of Leave

Sabbatical leave-of-absence is a privilege accorded to academic employees for intellectual refreshment, normally to be obtained by study, research, travel, work experience or other creative activity. The ultimate objectives of sabbatical leaves are the enhancement of service to Cerritos College and to increase its distinction. The sabbatical leave of absence is not an earned right, but it is a privilege which may be granted by the Board of Trustees. It is expected, therefore, that applications will be accompanied by a statement of a program which the applicant proposes to follow while on leave, that, on return to regular duty, the employee will submit a typed report on the leave as a record of professional growth and for retention in the college files.

2. Service Eligibility

An applicant for sabbatical must have rendered service in a contract or regular academic position requiring in the Cerritos Community College District for at least six consecutive years immediately preceding the Sabbatical Leave. A leave-of-absence, except a sabbatical leave, does not count as a break in continuity of service for purposes of sabbatical leave consideration. However, any such absence shall not be included as service except as stated in Education Code Section 87768.

3. Length of Leave and Compensation

For purposes of length of sabbatical leave, all academic school-month employees shall be eligible after serving six consecutive years for a semester leave (five school months) or a school year (ten school months) at 70% of contract salary. All academic school month employees shall be eligible after serving ten consecutive years for a semester leave (five school months) or a school year (ten school months) at 100% of contract salary. All academic calendar month employees shall be eligible after serving six consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 70% of contract salary. All academic calendar month employees shall be eligible after serving ten consecutive years for a semester leave (five calendar months) or a school year leave (ten calendar months) at 100% of contract salary.

4. Payment of State Retirement System

When an employee elects to pay to the retirement system his/her regular contribution on the remaining 30% of his/her contract salary during his/her Sabbatical Leave, the District will pay the employer and state costs for the employee. The employee on 70 percent sabbatical leave must notify the Payroll
Office before he/she starts paying his/her monthly installments or making a lump sum payment.

5. Service Credit for Sabbatical Leave

Service credit for sabbatical leave can be arranged through the State Teachers’ Retirement System, Records and Statistics Division, Verification Section, in accordance with the provisions of Education Code Section 22902. Inquiries regarding sabbatical leave service and payment thereof should be directed to that office.

6. Health and Welfare

The District will pay the District-paid health and welfare benefits as if the employee were being paid full contract salary.

7. Number on Leave

The maximum number of sabbatical leaves granted in any one year shall not exceed five percent of the full-time academic employees. The maximum number of one-year sabbatical leaves will be limited to three percent of the full-time academic employees.

8. Application for Leave

Applications for a sabbatical leave must be filed with the Vice President of Academic Affairs/Provost by the deadline established by the Sabbatical Leave Committee. The Sabbatical Leave Committee, a standing committee of the Faculty Senate, will screen applications and make their recommendations to the Faculty Senate. Upon approval of the Faculty Senate, applications will be forwarded to the Vice President of Academic Affairs/Provost and the President/Superintendent for further consideration. In the event that the five percent quota is not met, other qualified employees should be notified by the Committee. These persons may then apply for a sabbatical leave, up to the deadline established by the Sabbatical Leave Committee. Should any application be denied for lack of a suitable plan, the applicant will be given an opportunity to improve his/her plan and re-submit his/her application within the designated timelines established by the Committee. In addition to the academic employees who are granted sabbatical leaves of absence during one year, a list of academic employees will be established each year to be alternate(s) in the event of a change of plans by the approved applicants.

9. Report on Sabbatical

Each employee returning from leave shall file a typed report within one semester after returning from sabbatical with the Sabbatical Leave Committee for acceptance. Accepted reports will be submitted to the Vice President of
Academic Affairs/Provost for his/her approval. The Vice President of Academic Affairs/Provost will then forward the approved reports to the President/Superintendent for approval. The President/Superintendent will then forward the approved reports to the Board of Trustees for their approval. Where formal college credit has been earned during the leave, an official transcript will be provided for the Sabbatical Leave Committee. The Committee will forward the transcript to the Vice President of Academic Affairs/Provost. The Vice President of Academic Affairs/Provost will then forward the official transcript to the President/Superintendent. The President/Superintendent will then forward the official transcript to the Human Resources Office for placement in the individual’s personnel folder.

10. Return to Service

At the expiration of the leave-of-absence of the employee, he/she shall, unless he/she otherwise agrees, be reinstated in the position held by him/her at the time of granting of leave-of-absence. If an employee completed a one year sabbatical, he/she must render two additional years of service to the District. If an employee completed a one semester sabbatical, he/she must render one additional year of service to the District.

11. Salary Increase

Sabbatical leave shall be considered as regular service to the District for purposes of advancement on the salary schedule.

12. Method of Payment

The compensation shall be paid the employee while on sabbatical leave in the same manner as when the employee is on his/her regular contract with the District. Upon the furnishing by the employee of a suitable bond indemnifying the District against lost in the event that the employee fails to render at least two years’ service in the employ of the District following the return of the employee from a two semester leave or at least one year of service following the return from a one semester leave. The bond shall be exonerated in the event that the failure of the employee to return and render the required service is caused by the death or physical or mental disability of the employee which precludes such service.

If the Board of Trustees finds and by resolution declares that the interests of the District will be protected by the written agreement of the employee to return to the service of the District and render the required service therein following his/her return from the leave, the Board in its discretion may waive the furnishing of the bond and pay the employee on leave in the same manner as through a bond is furnished.
13. Illness or Accident Provision

Interruption of the program caused by a serious illness or accident during a sabbatical leave, evidence of which is satisfactory to the District, shall not prejudice an employee regarding the fulfillment of the conditions on which leave was granted nor affect the amount of compensation to be paid such employee under the terms of the sabbatical leave. However, the President/Superintendent or his/her designee must be notified in writing within fifteen (15) days of such illness or accident.


In the event of any other circumstances which prevent the employee from completing the requirement(s) of his/her leave, he/she must notify the President/Superintendent or designee immediately in writing.

SABBATICAL LEAVE PROCEDURES

I. Introduction

1. Definition

A sabbatical leave of absence at Cerritos College is a privilege, not an earned right, accorded to academic employees by the Board of Trustees for intellectual refreshment. This may be obtained by study, travel, work experience, or other creative activity. The ultimate objectives are enhancement of service to Cerritos College and to increase its distinction. Therefore, a faculty member or administrator who has been granted a sabbatical will not be permitted to serve in any overload assignment at Cerritos College while on leave. If the responsible administrator of the appropriate division believes it necessary to have such an employee serve in an overload assignment who has been granted a sabbatical leave, permission to make such an assignment must be granted prior approval by the appropriate Vice President or President/Superintendent.

An applicant for a leave must have rendered service in a contract or regular position requiring certification qualifications in the Cerritos Community College District for a least six years immediately preceding the sabbatical leave.

2. Sabbatical Leave Committee

The Committee is a standing committee of the Faculty Senate composed of one elected representative for each division. Members of the Committee shall serve staggered two year terms. The Committee serves in an advisory capacity of the Faculty Senate regarding sabbatical leaves. Specifically, the Committee is one of support to academic employees and makes recommendations to the following groups:
1. Academic employees applying for a sabbatical leave for the following year.

2. Academic employees returning from sabbatical leaves for the previous year who are required to submit sabbatical leave reports.

3. Routing of Sabbatical Leave Information

The routing of sabbatical leave applications and completed sabbatical leave reports shall be as follows:

1. Vice President of Academic Affairs/Provost
2. Sabbatical Leave Committee
3. Faculty Senate*
4. Vice President of Academic Affairs/Provost
5. President/Superintendent
6. Board of Trustees*
7. Human Resources Office (files the approved applications and microfilmed copy of approved reports in personnel files)

* Application only

In accordance with Board Policy, Section 7220, and the By-Laws of the Faculty Senate of Cerritos College, the following are procedures for sabbatical leaves of absence at Cerritos College.

2. Procedures for Sabbatical Leave Applications

1. An announcement letter will be sent to all full-time academic employees by the Sabbatical Leave Committee no later than the third week of the fall semester. The following information should be provided:

   1. Policies governing sabbaticals
   2. Eligibility requirements
   3. Dates and steps in applying
   4. Quota of available leaves
   5. Copy of Letter of Intent Form

2. A Letter of Intent Form must be completed and submitted by all interested applicants to the Vice President of Academic Affairs/Provost by 4:30 p.m. on Friday of the fifth week of the fall semester. It is the responsibility of the applicant to send a copy to the immediate supervisor(s).

3. An extension of two weeks is permitted for additional academic employees to submit a letter of intent if the quota of five percent of all academic employees is
not met. The Sabbatical Leave Committee will make this announcement if the quota is not met.

4. An orientation meeting for employees who have filed a letter of intent shall be conducted by the Sabbatical Leave Committee no later than the seventh week of the fall semester.

Information presented shall include:

1. Explanation of the sabbatical leave policies and procedures.
2. Advisory function of the Sabbatical Leave Committee and criteria used in evaluating applications.
3. Distribution of the application form.

5. All applications for the following school year must be submitted to the Vice President of Academic Affairs/Provost not later than 4:30 p.m. on the first Monday of December. In addition, the applicant will submit a copy of his/her application to his/her department and division chairpersons so that they will be aware of the applicant’s intended sabbatical leave plans.

6. Copies of the sabbatical leave applications shall be forwarded by the Vice President of Academic Affairs/Provost to the members of the Sabbatical Leave Committee for review no later than the first Tuesday of December.

7. During the fourth week of the spring semester the Sabbatical Leave Committee shall meet to begin reviewing and making recommendations on all sabbatical leave applications. The following criteria will be used by the Committee in reviewing the application:

1. Clarity in presentation and format.
2. Adherence to the application guidelines.
3. Value of service to the college.
4. Appropriate length and quality.
5. Appropriate formal study at an accredited institution of higher education must include eighteen units of upper division or graduate level course work for a year's leave; nine units for a one semester sabbatical leave of absence.
6. Self study or travel must include some form of scholarly approach with attention to purpose, detail, and scheduled activities.
7. Research should have a clear description of the research design and proposed methods for investigation. Consultation with the Office of Research and Development in questionnaire construction is highly recommended.
8. If the number of applications recommended for approval by the Committee reaches the maximum number of available sabbatical
leave opportunities pursuant to the provisions of the Sabbatical Leave Policy (see item #7 under Sabbatical Leave Policy), and there are additional applications which the Committee finds acceptable, the Committee shall place such applications on a list of alternates. Applications on this list of alternates will be considered in the event that a sabbatical leave opportunity becomes available due to an approved applicant not taking a leave. Employee seniority and the number of previous sabbatical leave(s) received shall be used as additional criteria in establishing this list.

8. As each application is reviewed, the committee will send a written status report to the applicant indicating:

1. Approval
2. Approval pending stated changes and/or additional information
3. Request for personal interview with the Committee regarding clarification on the application
4. Unacceptable because application does not adhere to the following requirements:

9. All revised applications must be re-submitted to the Vice President of Academic Affairs/Provost within two weeks of the date of issuance of the status report from the Committee.

10. The Sabbatical Leave committee will review all revised applications; if any application is unacceptable one additional week will be given to make the recommended changes. If the application is still not acceptable, the Committee will not recommend approval to the Faculty Senate.

11. Applications approved will be sent by the Committee to the Faculty Senate with a short summary by the fifth week of the spring semester.

12. Applications approved by the Faculty Senate will be forwarded immediately to the Vice President of Academic Affairs/Provost.

13. The applications will be reviewed by the Vice President of Academic Affairs/Provost. Upon his/her approval, the applications will be forwarded to the President/Superintendent for his/her review and approval. Approved applications will then be forwarded to the Board of Trustees for final approval.

15. When the applicant’s Sabbatical Leave Application has been approved by the Board of Trustees, the Sabbatical Leave of Absence Contract Agreement will be prepared by the Human Resources Office and signed by the applicant and the President/Superintendent, who acts as Secretary to the Governing Board. The applicant will receive the original copy of the agreement and a copy of the
approved Sabbatical Leave Application. The remaining copy of the agreement and the Sabbatical Leave Application will be placed in the employee’s personnel file.

3. Procedures for Sabbatical Leave Reports

1. Each academic employee who is approved for sabbatical leave of absence, and takes his/her leave, will file a report verifying fulfillment of his/her agreed upon leave obligations as contracted with the district.

2. An orientation meeting for academic employees returning from sabbatical leaves of absence shall be conducted by the Sabbatical Leave Committee during the fifth week of the semester in which the employee has returned to his/her regular duties.

Information presented shall include:

1. Distribution of the suggested outline for a sabbatical leave report
2. Advisory function of the Sabbatical Leave Committee
3. Criteria used in determining an acceptable report
4. Contractual commitment in preparing a sabbatical leave report

3. Nine copies of the sabbatical leave report must be filed with the Academic Affairs Office before final examinations begin the first semester that the employee returns to his/her regular duties.

4. If an employee does not submit a report according to the procedures, the Vice President of Academic Affairs/Provost will notify the President/Superintendent who will determine further disposition of the matter.

5. An extension of time in submitting a report must be requested in writing by the employee to the Vice President of Academic Affairs/Provost. The Vice President of Academic Affairs/Provost will forward a request for extension to the President/Superintendent who will determine the further disposition of the matter.

6. The Academic Affairs Office will distribute the sabbatical leave reports to the Sabbatical Leave Committee members for reading and review by the end of the first week of the second semester following the employee’s return to duty.

7. By the end of the ninth week of the second semester in which the employee returns to his/her regular duties, the Sabbatical Leave Committee will begin reading and reviewing the reports utilizing the following criteria for an acceptable report:

1. Followed the recommended outline for an acceptable leave report.
2. Clarity in presentation and format.
3. Fulfillment of objectives.
4. Enhancement of service to Cerritos College is the essence of the report. How this was or will be accomplished must be clearly stated.
5. The report must include verification through official transcripts of eighteen units of course work completed for a year or nine units for a semester.
6. The self-study or travel report, in particular, must include some specific form of scholarly approach with attention to details, purpose and conclusion.

8. If necessary, the Sabbatical Leave Committee will submit in writing to the employee any required revisions.

9. The employee will have two weeks in which to make the revisions, and to re-submit his/her report. All revised reports must be re-submitted to the Committee within two weeks of the date of issuance of the status report from the Committee.

10. If the report is unacceptable, the chair of the Sabbatical Leave Committee will notify the Vice President of Academic Affairs/Provost.

11. Approved reports will be forwarded by the Sabbatical Leave Committee to the Faculty Senate for approval. The Faculty Senate will forward the approved reports to the Vice President of Academic Affairs/Provost for his/her approval. The approved reports will then be forwarded to the President/Superintendent for review and approval. The President/Superintendent will then forward the approved reports to the Board of Trustees for their approval.

12. A copy of each applicant’s approved Sabbatical Leave Report will be microfilmed by the Academic Affairs Office and a copy of the filmed report will be forwarded to the Human Resources Office for filing in the employee’s personnel file. Another copy of the microfilmed report along with the original report will be forwarded to the library to be maintained in a permanent reference file.

4. Procedures for Changes in Sabbatical Leaves

1. Any change in a sabbatical leave application prior to commencing the leave or during the leave must be requested in advance in writing to the Vice President of Academic Affairs/Provost and the Sabbatical leave Committee.

2. Justification for the change must be stated with the alternate plan included.

3. Any requested change is subject to approval by the President/Superintendent. Applicants will be notified in writing regarding approval or disapproval of requested changes.

Approved by Faculty Senate  8-26-97
MEMO TO: SABBATICAL LEAVE COMMITTEE

FROM: ________________________________

DATE: ________________________________

SUBJECT: INTENT TO APPLY FOR SABBATICAL LEAVE

I intend to apply for a

_____ one semester sabbatical leave at 100% of contract pay if employed 10 years or more

_____ one year sabbatical leave 100% of contract pay if employed 10 years of more

_____ one year sabbatical leave at 70% of contract pay if employed 6 – 8 ½ years

_____ one semester sabbatical leave at 70% of contract pay if employed 6 – 8 ½ years

for the 1998-1999 academic year.

The general purpose of my leave will be:

_____ research

_____ study

_____ travel

_____ work experience

_____ other (explain) ________________________________


DEADLINE: 4:30 p.m., Friday September 19, 1997

Submit to the Instruction Office

xc: Your Immediate Manager/Administrator
SABBATICAL LEAVE APPLICATION GUIDELINES

Directions:

1. The Sabbatical Leave Committee will review your application according to the criteria in the Sabbatical Leave Procedures.

2. Please submit nine copies of your application to the Academic Affairs Office by 4:30 p.m. on the first Monday of December.

3. The following format is required for your application.

Application Format:

1. Length of sabbatical requested. List any requested previous sabbaticals and date.

2. Purpose of Leave
   1. List reasons – study, travel, research, retraining, or work experience.
   2. Needs and responsibilities of your instructional areas or service.
   3. The greater college community.

3. Specific Objectives
   1. Relate objectives to your purpose.
   2. Indicate specifically how these objectives relate to your instructional or service areas.

4. Preparation
   1. List the preplanning you have already undertaken to achieve your specific objectives.

5. Planned Itinerary
   1. List places, people, institutions, or agencies you will be visiting.
   2. Estimate the duration of activities in order to achieve your specific objectives.
   3. List where and when you will be taking courses, titles of courses, and the number of units.

6. Service and Practical Applications
   1. Explain enhancement of service to Cerritos College
   2. Detail how you propose to apply or implement the results of your leave in the classroom and/or the college.

7. Report of Sabbatical Experience
   1. Include a statement that a written report will be submitted by the end of the semester following your sabbatical leave.
   2. This report will verify that the objectives of the sabbatical leave have been met.
SABBATICAL LEAVE REPORT GUIDELINES

Directions:

1. The Sabbatical Leave Committee will review your report according to the criteria in the Sabbatical Leave Procedures.

2. Submit nine copies to the Academic Affairs Office before final exams begin the first semester that you return to your regular duty at Cerritos College.

3. Use the required outline for your sabbatical leave report.

Report Format:

1. The report shall be typed on 8 ½ x 11 bonded paper. Two (2) copies shall be presented in manuscript form (unbound) in a 9 x 12 envelope. The report will later be uniformly bound by the College prior to submission to the Board of Trustees.

2. Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling and punctuation.

3. The report shall have adequate margins for binding and be double spaced for ease in reading.

4. The report shall be properly footnoted, if applicable.

5. Pages shall be numbered consecutively.

6. The Sabbatical leave report shall include:

   1. Title page
   2. Copy of the sabbatical leave application proposal
   3. Statement of purpose (page/s)
   4. Table of contents (page/s) including headings, listings, data, plates or illustration, maps, charts, etc.
   5. Body of report
   6. Conclusions (summary with statement of value to the College)
   7. Appendix (index, bibliography and other appendages)
COMMITTEE MEMBERS CHECKLIST
FOR
REVIEWING SABBATICAL LEAVE REPORTS

1. _____ Comprehensiveness
2. _____ Examples of pertinent materials
3. _____ Clear description of research design and methods of investigation (if applicable)
4. _____ Verification of course work units completed
5. _____ Substantiates conclusions, cites research or other sources of data
6. _____ Distinguishes between personal opinion, empirical results, research results, theory
7. _____ Uses scholarly approach with attention to detail
8. _____ Pages numbered consecutively
9. _____ Title page
10. _____ Copy of sabbatical application proposal
11. _____ Statement of purpose
12. _____ Table of contents (headings, listings, data, illustrations, etc.)
13. _____ Summary statement includes value to college
14. _____ Contains pertinent appendices
15. _____ Footnotes (if applicable)
16. _____ Quality typed
17. _____ Submitted by deadline date
Comments by Committee Member:

Recommendations by Committee Member:

_____ Accept as submitted
_____ Accept with modifications noted
_____ Not acceptable
   (Needs full committee review)

__________________________________________________     ___________________
Signature of Committee Member     Date

________________________________________________________________________

APPROVAL OF POLICY AND PROCEDURES:

SABBATICAL LEAVE COMMITTEE

__________________________________________________     Date

FACULTY SENATE

__________________________________________________     Date
1. A lateral assignment is a transfer from one division and/or department to another division and/or department within the college made in such a manner that faculty members may render any service which their qualifications (i.e. possession of minimum qualifications and/or local standards for hire, competency, etc.) may entitle them to render.

2. A lateral assignment applies to a full or partial transfer of an employee from one division and/or department to another division and/or department. The reassignment of educational administrator employees to other assignments does not fall under this policy.

3. Lateral assignments may be considered contingent upon:
   a. Regular Load
   b. Overload
   c. Summer School

4. Lateral assignments shall be kept to a minimum. Should they become desirable or necessary, they shall be considered as soon as the need arises and accomplished with dispatch to ensure the smooth operation of the instructional program.

5. Lateral assignments shall be handled at the division/department level with the concurrence of the appropriate Vice President. All scheduling should be done to maximize the effectiveness of the instructional program. Lateral assignments shall be based upon established procedures and criteria.

6. Implementation of this policy shall be in compliance with the relevant provisions of the Education Code and Board Policies dealing with qualifications for employment. (See chart that follows.)

7. Committee to Evaluate Competency
   a. If a problem of assignment arises which cannot be resolved at the division/department level, a committee to evaluate competency shall then be established by the appropriate Vice President. Its recommendations shall be reported to the appropriate Vice President for any necessary action.
   b. Each committee to evaluate competency shall be composed of the following:
      (1) One manager as appointed by the appropriate Vice President.
      (2) One manager from the receiving division to which the transfer is to be made, and
(3) One tenured full-time faculty member

(a) selected by the receiving department;

OR

(b) if a tenured full-time faculty member from the receiving department is not available to serve on a committee, the manager of the receiving division will select another tenured full-time faculty member.

c. The purpose of the committee shall be determine competency; that is, mastery of the proposed assignment under consideration. (Board Policy 7214)
REASONS FOR LATERAL ASSIGNMENTS TO OTHER DEPARTMENTS

- Layoff
- Decline in enrollment
- Regular Load
- Overload
- Summer

CRITERIA FOR LATERAL ASSIGNMENT DUE TO LAYOFF:

- Seniority
- Credentials
- Competency (to be determined by committee)

CRITERIA FOR LATERAL ASSIGNMENTS DUE TO REGULAR LOAD, OVERLOAD, SUMMER SCHOOL REQUESTS, AND DECLINE IN ENROLLMENT:

- Credentials
- Competency (to be determined by committee)
- Effective on educational program (to be determined by managers)

CRITERIA FOR COMPETENCY:

- Knowledge of subject matter
- Recency of training and experience
- Student, peer and/or administrative evaluations
- Relatedness of home department assignment to proposed transfer department assignment

Report of findings made to Vice President of Academic Affairs. Recommendation on findings made by Vice President of Academic Affairs.

EFFECT OF EDUCATIONAL PROGRAMS ADDITIONAL CRITERIA:

- Degree of competency as compared to members in proposed transfer department
- Competency in relation to classes currently available in proposed transfer department
- Compatibility with affirmative action goals
- Personal characteristics that ensure effective working relationships with college faculty, staff, and students

Report on findings made to Vice President of Academic Affairs. Recommendation on findings made by Vice President of Academic Affairs.

Decision on lateral assignment to be made by management
Program Development for Salary Schedule Credit represents an added attempt to foster the improvement of instruction at Cerritos College. The following guidelines should be observed in any proposal for salary schedule credit:

a. Program development credit must specifically relate to improving techniques used in teaching a particular unit(s) in a given course. It should not relate to acquiring added knowledge or experience involved in the content of a given course.

b. The time involved in any proposal should be roughly equivalent to the approximately 150 hours required for a three-semester unit course (3 hours week X 17 weeks = 51. Fifty-one (51) in-class hours +102 out-of-class study hours = about 150 hours).

c. No more than a maximum of three units of program development credit may be given any one semester.

d. The proposal submitted to the Vice President of Academic Affairs/Provost on forms provided, must include the following elements:

(1) a detailed statement of the intended objectives of the proposal;

(2) a description explaining how the proposal will improve the instruction in a particular course;

(3) a description of the plans, procedures, and steps for achieving the objectives;

(4) an estimate of any added costs (costs of tapes, printed material, etc.)

(5) an expected date of final completion.

e. Any proposal should be designed in conjunction with the Instructional Dean. This cooperation ensures a better chance for approval by the Vice President of Academic Affairs/Provost. The proposal should also include the signatures of the Division Instructional Dean and the Vice President of Academic Affairs/Provost.

f. Upon completion of the project the instructor must obtain the signature of the Instructional Dean of the Division and the Vice President of Academic Affairs/Provost certifying successful completion of the project.

g. The certification of project completion must be submitted to the Vice President of Academic Affairs/Provost prior to September 1 of any given year in order to be eligible for salary credit that year.
PROGRAM DEVELOPMENT

Funds have been established to give released time to those faculty interested in developing new approaches to teaching a particular course. The funds usually allow for a grant of released time to the faculty member during the semester, and occasionally clerical assistance or extra supplies can be provided.

A brief application is developed by the faculty member the semester prior to the request for released time. In developing the application, the faculty member should consider the following points:

a. The program development proposal must specifically relate to improving techniques used in teaching a particular unit(s) within a given course. It should NOT relate to acquiring added knowledge or experiences involved in the content of a given course.

b. Though program development proposals need not have formal approval of the Division Instructional Dean, faculty are strongly urged to discuss their proposal with the Instructional Dean to obtain suggestions for refining and improving the proposal.

c. One teaching unit of released time is considered to be the equivalent of 2.666 hours per week of teaching time. (8 hours per week = 3 units of released time.)

The applications are forwarded by the Division Office to the Vice President of Academic Affairs/Provost. The proposals are evaluated by the Vice President who in turn recommends approval to the Cabinet. The evaluation is based on the following:

a. A description of the project's objectives or products resulting from the released time.

b. A statement describing how completing the project will improve the instruction in a particular course.

c. A description of the plans, procedures and steps (including estimated dates of completion and any additional expense) for completing the project.

RELEASED TIME FOR DIVISION COORDINATION

Each division has been granted released time for divisional supervision based on a needs analysis. Released time is granted to instructors for duties and responsibilities for supervision which is in addition to a regular teaching load. This released time is assigned through agreement with the division office and the Vice President of Academic Affairs/Provost. Any questions regarding the inequity of an assignment may be directed to the Vice President of Academic Affairs/Provost.
HEALTH AND WELFARE BENEFITS

Active Employees

Personnel employed on a 50 percent or more basis as contract (probationary) or regular (tenured) faculty employees or other qualifying assignments (as determined by the President-Superintendent) shall be eligible to enroll in District-paid Health and Welfare Benefit plans as established and approved by the Board of Trustees.

New employees shall be given Health and Welfare Benefits enrollment materials at the time of employment. All eligible employees shall be provided the Open Enrollment Health and Welfare Benefits materials annually during the open enrollment period for insurance benefit changes.

Employees who terminate employment from the District shall be eligible to continue their coverage under District Health and Welfare Benefit plans in accordance with federal/state laws and District policies; or enroll in individual conversion plans as offered by the insurance carriers. Individuals electing to do either of the above must pay the full premiums for the plans selected.

Retired Employees

Employees who are enrolled in District Health and Welfare Benefit plans at the time of retirement shall be eligible to enroll in District Retiree Health and Welfare Benefit plans.

Retiree Health and Welfare Benefit plans shall be in accordance with federal/state laws and agreements with respective employee groups. Procedures for administration of approved retiree insurance plans shall be developed and implemented by the Director of Human Resources.

Tuberculosis Examination

In accordance with the provisions of Education Code Section 87408.6, each employee of the District shall have an examination at least once every two years to determine whether or not he/she is free from active tuberculosis. The results of the examination must be filed with the Human Resources Office immediately upon receipt by the employee. No employee whose report shows that active tuberculosis is present shall be allowed to continue employment by the district until he/she presents a signed statement by a licensed physician that he/she is free of active tuberculosis.

Every new employee shall have a current examination before he/she is employed in accordance with the provisions of Education Code Section 87408.6.

For academic and classified employees with expiring exams and requiring renewed tuberculin tests, the District may annually arrange and pay for this examination service for such employees on campus in accordance with the provisions of Education Code 87408.6. (Board Policy 7001)
PHYSICAL EXAMINATION

When any concern arises about whether an employee can perform the essential duties of his/her position, the immediate supervisor, in consultation with the Human Resources Office, may require the employee to undergo a medical examination by a licensed physician designated by the District. In such a case, the examination will be paid for by the District. (Board Policy 7034)

NOTIFICATION OF CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

Upon employment, each employee shall provide the Human Resources Office, his/her correct residence address, and, if different, his/her correct mailing address and telephone number. Changes of employee name, street and/or post office box, address and telephone number shall be reported in writing to the Human Resources Office within ten working days of the change. (Board Policy 7002)

NOTIFICATION OF CHANGE OF BENEFICIARY

All faculty employees are responsible in keeping his/her beneficiary information up to date. When a faculty member needs to change his/her beneficiary information they must contact Human Resources.

IDENTIFICATION CARDS

All new full-time probationary employees, at the time of initial employment with the District, shall be issued a staff identification card by the I.D. Center located at the Student Center, which includes the employee's name, and the employee's picture. The identification card, which remains the property of the District, shall be carried by the employee at all times while on campus.

Upon termination from employment, the identification card must be returned to the District in accordance with administrative procedures.

Temporary part-time academic employees shall be issued an identification card valid only for the academic year for which they are employed. (Board Policy 7024)

PARKING PERMITS FOR EMPLOYEES

Employees can obtain staff parking permits by paying the fee established by the District for permits through the Campus Police Department. (Board Policy 7037)

FINGERPRINTING/BACKGROUND INVESTIGATION

All new academic employees hired on or after July 1, 1990, and who are employed under the minimum qualifications for employment pursuant to the provisions of Education Code Section 87356, shall be required to be fingerprinted for background investigation by the district through
the State Department of Justice (Bureau of Criminal Identification). The cost of the processing of the fingerprints shall be paid by the employee. The President/Superintendent shall be responsible for the development and implementation of procedures for this policy. (Board Policy 7204)

EMPLOYMENT OF RELATIVES

Relatives of employees may be employed by the District, but not directly or indirectly under the supervision of a member of the employee's immediate family as defined in Board Policy 7000.14. This policy also applies to students who are immediate family members of District employees and are qualified for student work-study programs, and student hourly positions.

RESIGNATION OF EMPLOYEE

If an employee wishes to resign from his/her position, he/she should submit written notification to his/her immediate supervisor and to the President/Superintendent at least two weeks before the last day he/she intends to work. The President/Superintendent is hereby authorized to accept employee resignations upon receipt, subject to ratification by the Board of Trustees. No resignation accepted by the President/Superintendent may be withdrawn unless the Board of Trustees refuses to ratify the President/Superintendent’s acceptance. (Board Policy 7005)

RETIREE MEDICAL INSURANCE

Medical insurance is provided for retired full-time employees and their spouses. The District contributes $149.00 monthly towards the premium of the medical plan enrolled in at the time of retirement. Eligibility for the above retiree medical contribution is contingent on retirement from the State Teacher’s Retirement System (STRS). Dental and vision coverage may be continued after retirement with the retiree paying the full cost of the monthly premiums. Contact Human Resources at extension 2284 for further information on the above programs.

ACADEMIC EMPLOYMENT POLICY

Notice of open positions shall be circulated and selection procedures implemented whenever possible during the regular academic year when the majority of the faculty is present. If the position(s) is to be screened during the summer, the job announcement (s) shall be open for a minimum of six weeks before the closing date for applications; and the announcement (s) shall be mailed to the mailing address of each contract and regular faculty employee.

CALIFORNIA STATE TEACHERS’ RETIREMENT SYSTEM

General Information:

In accordance with Education Code Sections 22500-22812 of the California Education Code, you are required to become a member of the State Teachers’ Retirement System, a statewide retirement system for teachers in the public schools of California.
If you are a member of the State Teachers’ Retirement System, each district you are employed in must deduct an amount equivalent to 8 percent of your salary earned, excluding salaries earned for overtime and summer school services. (Education Code Section 22804)

If you are not a member, you may qualify for membership by rendering 100 full days of service (combined in all districts) within a school year, or 600 hours on a substitute hourly basis. If you are filling a vacancy credited by the death or resignation of a teacher, you are a member as of the first day of such service and deductions must be taken. If you are a part-time teacher (not substituting) being paid on a daily basis, you become a member if you serve ten or more days per pay period. (Education Code Section 22602)

If you are on a hourly basis (not substituting), you become a member by serving 60 hours or ten days or more per pay period. If you serve at least five creditable years in California Public Schools, you are eligible for a retirement allowance for life at the age of 55 (Education Code Section 22603). Part-time employees who serve less than 60 hours or 10 days per pay period, and substitutes, may elect IRREVOCABLY to become members of the system per Education Code Section 22603.1.

Any person being employed in a position covered by STRS and meeting the required conditions for membership will become a member of STRS. Acceptance of employment in a position requiring membership in the system is your consent to have deductions from salary earned taken for the system (Education Code Section 22800.5).

Keep your beneficiary designation up-to-date. Whenever your family conditions change due to marriage, divorce, annulment, death or name change, obtain a Change of Beneficiary form from your employer (Human Resources Office), and submit it to the State Teachers’ Retirement System. Failure to comply will result in the designation becoming void.

Information booklets providing more details about the system are available in the Human Resources Office. Additional information and/or literature is available by contacting:

STATE TEACHERS’ RETIREMENT SYSTEM  
P.O. BOX 15275 – C  
Sacramento, California 95851  
(800) 222-8844 (Toll Free Touch-Tone Tape Information Line)  
(800) 228-5453 (Toll Free Number for personal contact)

Personal counseling appointments for employees considering retirement are also available by contacting:

STRS Office  
Los Angeles County Office of Education  
(562) 922-6838

**DRUG-FREE WORKPLACE/ CAMPUS (Board Policy 7003, 8012)**

1. The possession, purchase, use, sale, or being under the influence of intoxicants or
narcotics in or about District buildings or on the College campus by an employee is strictly prohibited. Any employee violating this policy may be subject to disciplinary action including but not limited to dismissal from employment.

2. It is the policy of Cerritos College to implement the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. Cerritos College strives to maintain a drug-free workplace/campus for its students and employees. The unlawful manufacture, distribution, possession, dispensation, use of illicit drugs and/or alcohol by students and employees on its property or a part of its activities is prohibited.

3. Definition of Terms (Board Policy 8012):
   a. The term “drug-free workplace” means a site (s) for the performance of work in connection with a specific grant described in Section 702 of Title 41 of the United States Code, at which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol in accordance with the requirements of the Act. (Required 41 U.S.C. Section 706 [1])
   b. The term “campus/properties” means a site (s) used for the purpose of education and/or related District activities. (Discretionary Education Code Section 70902, 41 U.S.C. 706 [1])
   c. The term “employee” means the employee directly engaged in the performance of work pursuant to the provisions of a federal grant described in Title 41 of the United States Code Section 702. (Required 41 U.S.C. Section 706 [2])
   d. The term “student” means a person who has been admitted to the college and is enrolled in classes. (Discretionary Education Code Section 70902)
   e. The term “controlled substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (Required 41 U.S.C. 706 [3])
   f. The term “conviction” means a finding of guilt (including a plea of “nolo contendere”) or imposition of sentence, or both, by any judicial body changed with the responsibility to determine violations of the Federal or State criminal drug statutes. (Required 41 U.S.C. 706 [4])
   g. The term “criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance. (Required 41 U.S.C. 706 [5])
   h. The term “grantee” means the department, division or other unit of the employer responsible for the performance under the Federal grant. (Required 41 U.S.C. 706 [6])
The term “Federal agency” means an agency as that term is defined in section 552 (f) of Title 5, United States code. (Required 41 U.S.C. 706 [B])

4. The District shall publish a statement notifying the employees and students covered by this policy that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited in the grantee’s workplace/campus. Violation of this prohibition will constitute just cause for discipline. Discipline will be administered progressively. Each employee and/or student covered by this policy shall be given a copy of this statement. (Required 41 U.S.C. 702 [A], 702 [F] and 703)

5. The District may establish and maintain drug counseling, rehabilitation, and employee assistance programs for the benefit of employees covered by this Policy. (Discretionary 41 U.S.C. 703)

6. The District shall provide a drug-free awareness program to inform employees and/or students covered by this Policy about the dangers of drug abuse in the workplace; the District’s policy of maintaining a drug-free workplace/campus; available drug and/or alcohol counseling, rehabilitation and assistance programs; and the penalties that may be imposed upon employee and/or students by this Policy for drug abuse and/or alcohol violations occurring in the workplace/campus. (Required 41 U.S.C. 702 [B])

7. As a condition of employment, the employees covered by this Policy shall notify the appropriate Vice President or the President/Superintendent of any criminal drug statute conviction for a violation occurring on District property or while conducting District business off District properties no later than five (5) days after such conviction. (Required 41 U.S.C. 702 [D] [ii])

8. The District shall notify the Federal agency within (10) days after receiving actual notice of a conviction described in paragraph immediately above. (Required 41 U.S.C. 702 [E])

9. The District shall take one of the following actions within 30 days of receiving notice with respect to any employee/student who is convicted: (Required 41 U.S.C. 703)

   a. Students may be referred and employees may be required to participate satisfactorily in a Substance Abuse Program (EAP) respectively; or

   b. Disciplinary action in accordance with applicable District policy up to and including dismissal or expulsion under applicable District policies.

10. The District shall make a good faith effort to continue to maintain a drug-free workplace/campus through implementation of this Policy. (Required 41 U.S.C. 702 [G])

**SUBSTANCE ABUSE POLICY**

Whereas the Administration and Faculty (employees) of Cerritos College recognized that:
Alcohol dependency, drug addiction and emotional illness are conditions from which employees can be assisted to recover.

Personal and health problems involving these diseases can affect academic performance and that the impaired employee is a danger to self and can be disruptive to optimum student progress in learning.

Employees who develop these diseases can be helped to recover. It is the responsibility of the employee to seek diagnosis and treatment for any suspected illness.

Confidential handling of the diagnosis and treatment of these diseases is essential.

**CODE OF CONDUCT FOR THE EMPLOYEE**

The following policy of Cerritos College shall govern the participation of alcohol, drug or emotionally impaired faculty (employee).

1. After consultation with the Instructional Dean or appropriate administrator and a review of the information which clearly defines a breakdown in academic performance due to a presumed substance dependency problem and/or emotional impairment:
   a. The employee may be required to seek diagnosis from an accepted and agreed upon faculty, and
   b. If the diagnosis so indicates, the employee will be required to participate in an accepted and agreed upon treatment and rehabilitation for substance abuse or emotional impairment before continuing or returning to duty.

2. Information on the employee's condition is confidential and will not be disclosed to anyone other than those identified in number 1 (above) and number 3 (below).

3. The individualized plan of correction will be developed by the employee, the appropriate administrator, and personnel director and shall specify the following:
   a. The employee must participate in an approved drug or alcohol treatment and rehabilitation program for a reasonable period of time as determined by progress from the treatment center.
   b. The employee will provide to the personnel director on a regularly scheduled basis, evidence of satisfactory attendance and progress in the treatment and rehabilitation program.
   c. Should the employee fail to adhere to any one of the mutually agreed upon conditions, a conference will be held to determine non-adherence.
The Cerritos Community College District recognizes that emotional and family problems, alcoholism, misuse of other drugs, as well as personal stress can adversely affect job performance. It also recognizes that these problems are treatable. The District is concerned with the impact of personal problems on job performance. Consequently, it encourages employees and their eligible dependents to seek help for personal problems through its Employee Assistance Program (E.A.P.). Employees and dependents eligible for use of this program are those employees and their dependents who are eligible for District medical plans.

1. Voluntary Referral

The District encourages eligible employees and dependents to seek help for personal problems voluntarily whenever these problems impact personal and job life. If an employee wishes to seek help voluntarily, he/she may contact the Employee Assistance Program provider. The person will then be referred by the provider to a professional counselor in his/her own home community where the problems can be discussed in privacy. The person’s confidentiality will be respected, and names and identities will not be revealed to the College or any of its staff.

2. Informal Referral by Manager

If an employee exhibits a pattern of deteriorating job performance which the immediate manager believes may be caused by problem(s) for which the E.A.P. provides services, the immediate manager will be responsible for referring the employee to the program. Initially the immediate manager may make an informal referral. The employee is not required to accept it, but is strongly encouraged to do so. The employee coming to the Employee Assistance Program as a result of an informal referral will be treated with the same confidentiality as though the referral were completely voluntary.

3. Formal Referral by Manager

A formal referral by an immediate manager is part of the disciplinary process of the District. In this case job performance has declined to the point where the employee may face disciplinary action including but not limited to suspension or dismissal from employment, unless there is a change. The immediate manager, in order to preclude a recommendation for such disciplinary action, makes a formal referral to the Employee Assistance Program.

a. In making a referral, managers will concern themselves only with job performance. They will not attempt to diagnose the employee’s problems.

b. If an employee accepts the formal referral, three things will be reported back to the District through the program:
(1) Whether or not the employee is attending counseling and other assigned sessions.

(2) Whether or not the employee is keeping appointments on time.

(3) Whether or not the employee is following and cooperating with the treatment program.

No additional information will be provided to the District unless the employee provides a written request for release of additional information.

If an employee refuses to accept the formal referral and continues to have deteriorating job performance, he/she is subject to further disciplinary actions including but not limited to suspension or dismissal from employment. If the employee does accept the referral, but later fails to cooperate with the treatment program and continues to have deteriorating job performance, he/she is likewise subject to further disciplinary actions as stated above.

For additional information regarding this program, brochures and available in the Human Resources Office.

ACADEMIC FACULTY POINT SYSTEM INFORMATION

To help the College in reducing the number of employee trips to and from campus and in compliance with the South Coast Air Quality Management District, Cerritos College invites you to participate in the Academic Faculty Point System/Alternative Transportation Program.

The program awards one point for each day you use an alternative to driving alone: walking, bike riding, two-or-more-person carpools, (carpools receive a preferential parking space) or public transportation. At the end of each three-month quarter calendar—January, April, July and October—you can apply for a cash incentive of $1.25 for each point earned.

Join the College in cleaning the air by picking up your enrollment forms from the Employee Transportation Coordinator (ETC) located in the Campus Police building or call extension 2326 and start taking advantage of incentives.
**FACULTY EVALUATION - BOARD POLICY 7211**

The evaluation process for all tenured and non-tenured instructional and student service personnel is in conformance with the California Education Code, Section 87664, Evaluations. The governing board of each district in consultation with the faculty will adopt rules and regulations establishing specific procedures for the evaluation process.

The purposes of the evaluation procedures are to improve instruction and performance and to encourage professional growth. The policy and procedures for evaluation are designed to augment the previously adopted Joint Statement on Academic Freedom and Responsibility, the District policies on Faculty Hiring, Grievance and Due Process, and the faculty disciplinary action process described in Education Code Section 87665-87684.

**PROCEDURES FOR EVALUATION OF FACULTY**

**Introduction**

In accordance with Education Code Section 87663, tenured faculty must be evaluated at least once every three academic years. The evaluation process must include, but is not limited to, peer review, performed on a department, division or area basis. “Peer Review” is defined as evaluation of faculty by tenured faculty whose duties are closely related to those of the faculty being evaluated. To achieve the goal of maintaining high quality instruction and service, the evaluation procedures must be equitable, impartial and fair. It must provide the faculty with rights of due process recognize the necessity for protecting academic freedom and acknowledge the professional expertise of faculty members in determining appropriate instructional/service methods to be used in their own courses/areas of service.

The primary purposes of the faculty evaluation process are to continually improve the quality of instruction and services offered to students of Cerritos College and to assist the faculty in achieving their highest level of professional development. In order to fulfill these purposes, the evaluation process includes peer review, award of tenure, administrative evaluation and, when necessary, disciplinary action.

Performance expectations will be clearly established in advance of evaluation. These will remain in effect until modified through appropriate procedures agreed upon by the Faculty Senate, the college administration and the Board of Trustees.

Faculty members being evaluated will have access to all evaluations of their work and will receive a copy of the completed evaluation forms in a timely manner, no later than the end of the academic year. A faculty member will have the opportunity to respond in writing in respect to the accuracy, relevance and completeness of an evaluation. This response will become part of any evaluation report.
The evaluation process includes procedures related to the evaluation of tenured, non-tenured, and part-time faculty by peers, administrators, and students. The Peer Review process will address the forthcoming demographics of California, and the principles of affirmative action. The process will required that the peers reviewing are both representative of the diversity of California and sensitive to affirmative action concerns, all without compromising quality and excellence in teaching.

**PEER REVIEW PROCESS FOR TENURED FACULTY**

The appropriate division dean/area administrator will:

1. Coordinate procedures for all faculty members who will serve on evaluation teams;
2. Maintain necessary files and forms related to faculty training; and,
3. Establish and coordinate the schedule for faculty evaluations.

In the year prior to team evaluation, the evaluatee has the responsibility to gather and prepare materials to assist the evaluation team. These materials will be submitted to the evaluation team chair at a time agreed upon by the team and evaluatee in the academic year in which the evaluation is to be conducted.

For teaching faculty, such material will include a performance portfolio and may include, but not be limited to, copies of course syllabi, exams, and samples of handouts. In addition, importance should be given to the evaluatee’s work such as contributions to department, division, institution, discipline and how that person works with others. As much of this information as possible should be included in the portfolio. Other portfolio items should include personal goals or achievement in the areas of improving and/or maintaining professional skills. For non-teaching faculty, this portfolio may contain samples of materials used in student contacts which have been prepared and/or utilized by the evaluatee. Evaluatee may include other material considered relevant to the performance evaluation.

**Options for Regular Tenured Faculty**

The evaluation process permits regular tenured faculty to choose one of two options for each scheduled triennial evaluation. One option (Option A) utilized a team consisting of two or more peer faculty. The second option (Option B) utilizes a team which includes two or more peer faculty and an administrator.

If a faculty member serves in more than one area, the evaluation team must include a representative from each area who will evaluate the faculty member in that service area.
COMPOSITION OF THE TEAM FOR PEER REVIEW OF TENURE FACULTY

Option A

Each team will consist of two or more faculty members. No member of the team will be a relative of the evaluatee or be living in the immediate household of the evaluatee.

The evaluatee will select a tenured peer review team member from his/her discipline. The evaluatee will select a second peer review team member from the tenured faculty within the evaluatee’s division/service area outside the evaluatee’s department. If no tenured faculty member is available within the division/service area, the evaluatee may select a tenured faculty member from a list consisting of faculty from closely related disciplines. Such a list will be developed by the evaluatee in consultation with the appropriate division dean/area administrator.

If a tenured faculty member is not available or if there are not sufficient faculty within the service area, every effort will be made to select team members from closely related disciplines.

The team will select one of its members to serve as chair and communicate this to the evaluatee at the team’s first meeting with the evaluatee.

Option B

Each team will consist of two or more faculty members selected in the manner described under Option A above and an administrator selected by the evaluatee from among persons occupying the following administrative positions:

1. Appropriate Division Dean/ Area Administrator; or
2. Dean of Academic Affairs; or
3. Vice President of Student Services/Assistant Superintendent (for teaching and library faculty) or Vice President of Academic Affairs/Provost (for non-teaching faculty).

The selection of teams for the fall semester will be completed in the preceding spring semester. Appropriate division dean/area administrator will notify all faculty members within their areas of responsibility who will be evaluated, advising them of the date by which team selection should be completed.

PROCEDURES FOR ACTIVITIES OF THE EVALUATION TEAM

The team chair will convene the initial meeting of the team and the evaluatee between the fourth and the sixth week of the fall semester.
The purposes of the meetings of the team and the evaluatee are to:

1. Review the evaluation form which contains the following criteria:
   a. Knowledge of subject matter
   b. Techniques of instruction and/or performance
   c. Effectiveness of communication
   d. Adheres to content and objectives of course outline of record
   e. Acceptance of responsibility
   f. Contribution to department, division, institution and discipline

2. Student Evaluation Forms will be reviewed by the team, if possible, but in all cases will be included in the evaluatee’s personnel file and considered as part of the evaluation.

3. Review evaluatee’s assignment and the evaluatee’s goals, objectives, and plans for professional growth.

4. Review evaluatee’s methods of instruction/service and measurement of student outcome.

5. Review schedule for class visitation/service site observations. There will be at least one classroom/area visitation by each team member during the first half of the fall semester.

6. Review materials, including a performance portfolio, which the evaluatee has prepared.

7. Establish a schedule for evaluation team meetings.
   a. The team will meet without the evaluatee during the fall semester to prepare a preliminary draft of the report. The team chair will convene scheduled meetings of evaluators to review materials, schedule class visitations and prepare forms.

   b. The team chair will convene a meeting to include the evaluatee between the 12th and 15th weeks of the fall semester to review the completed evaluation forms. If there are no recommendations for improvement, and the evaluatee concurs with the draft, a final copy of the report evaluation forms and the appropriate Decision Sheet will be prepared and given to the evaluatee. If there are written recommendations for improvement, the evaluatee will be provided with a written copy of the draft.

   c. The evaluatee will present the team with a written response by the second week of the spring semester, identifying plans to address recommendations specified by the team.

   d. If the team has made specific recommendations related to classroom/site activities, each team member will make a second visitation prior to the 4th week
of the spring semester. The team will confer with the evaluatee regarding the outcomes of the recommendations prior to the 6th week of the semester.

A Decision Sheet indicating the decision of the review team will be given to the appropriate division dean/division chair or area administrator by March 1. This will be forwarded to the Human Resources Office for inclusion in the evaluatee’s personnel file. When the Evaluation Decision Sheet for Tenured or Probationary Faculty indicates the review team cannot reach a unanimous decision, a second review team will be assembled. If this review team is unable to reach a unanimous decision, the appropriate division dean/area administrator, in consultation with the appropriate Vice President and chair of the review team, will initiate an administrative follow-up of the evaluatee’s performance.

A regular (tenured) evaluatee may select one of two options: (1) place the complete peer review report (i.e. Decision Sheet and completed Faculty Evaluation forms) or (2) place only the Decision Sheet in his/her personnel file. The Decision Sheet and completed Faculty Evaluation forms will be placed in the contract (probationary) or part-time faculty evaluatee’s personnel file.

The appropriate division dean/area administrator will provide written notification to the appropriate Vice President and the evaluatee that the evaluation has been completed.

**EVALUATION PROCESS FOR PROBATIONARY FACULTY**

In accordance with Education Code Section 87663, full-time probationary faculty must be evaluated at least once each academic year. This evaluation process must include peer review to be performed on a department, division or area basis.

The evaluation procedure for probationary faculty will utilize the same criteria used for full-time tenured faculty. AB 1725 provides for a series of contracts of employment, with a possibility of tenure at the completion of the fourth academic year of contract (probationary) employment.

*The policy of Cerritos College is to award tenure at the completion of the fourth academic year of contract (probationary) employment.*

**Year One (First Contract)**

If a contract (probationary) employee is working under his/her first contract, the governing board, at its discretion and not subject to judicial review except as expressly provided in Education Code Sections 87610.1 and 87611, will elect one of the following alternatives on or before March 15 of the first contract year:

1. Not enter into a contract for the following academic year.
2. Enter into a contract for the following academic year.
**Year Two (Second Contract)**

If a contract (probationary) employee is working under his/her second contract, the governing board, at its discretion and not subject to judicial review except as expressly provided in Education Code Sections 87610.1 and 87611, will elect one of the following alternatives on or before March 15 of the second contract year:

1. Not enter into a contract for the following academic year.
2. Enter into a contract for the following academic year.

**Years Three and Four (Third Contract)**

If a contract (probationary) employee is working under his/her third consecutive contract for the third and fourth academic years of employment entered into pursuant to Education Code Section 87608.5, the governing board at its discretion and not subject to judicial review except as expressly provided in Education Code Sections 87610.1, and 87611 will elect one of the following alternatives on or before March 15 of the fourth academic year of contract (probationary) employment:

1. Not employ the contract (probationary) employee as a regular (tenured) employee.
2. Employ the contract (probationary) employee as a regular (tenured) employee for all subsequent academic years.

**Composition of Team for Probationary Faculty Evaluation**

**Year 1**

Appropriate division dean/area administrator

--and--

One tenured faculty member selected by the other faculty from the division/service area

--and--

One faculty member selected by the other faculty from the service area.

**Year 2**

Appropriate division dean/area administrator.

--and--

One tenured faculty member randomly drawn from a pool developed by the division/service area

--and--

One tenured faculty member selected by the other faculty from the service area
### Year 3

Appropriate administrator and choice of two tenured faculty members randomly drawn from a pool developed by the division/service area.

One tenured faculty member selected by the evaluatee from a pool developed by the division/service area.

---and---

One tenured faculty member selected by the other faculty from the division/service area.

### Year 4

Prevailing policy for tenured faculty will be followed.

If a tenured faculty member is not available or if there are not sufficient faculty within the division/service area, every effort will be made to select tenured team members from closely related disciplines.

Goals for the timely completion of evaluations will be followed to allow probationary faculty to receive proper notification annually by March 15.

If a probationary faculty member is found to need improvement after an initial evaluation, the appropriate division dean/area administrator may call for a follow-up evaluation team which again will utilize the criteria used for follow-up evaluations of tenured faculty.

Part-time non-administrative faculty will be evaluated at least once in the first year and at least once each six regular semesters of employment, with any additional evaluations determined by the appropriate division dean/area administrator in consultation with the department chair, by a process which includes peer review. Evaluation criteria will be those which are used for full-time faculty except where criteria address responsibilities outside the assignment of the part-time faculty member.

#### COMPOSITION OF TEAMS FOR PART-TIME FACULTY

The team will consist of at least two members. One will be the appropriate division dean/area administrator or the department chair and the other will be a full-time faculty member (except first and second year probationary faculty) from the department/service area, selected by the department/service area. If there is no department chair, the department/service area will select another tenured faculty member to serve on the team.

If a tenured faculty member is not available or if there are not sufficient tenured faculty in the department/service area, every effort will be made to select tenured faculty members from closely related disciplines.

The appropriate division dean/area administrator will schedule part-time faculty members for evaluation and will coordinate the assignment of faculty members to evaluation teams.
The evaluation team will review the evaluation report with the part-time faculty member and send a copy of the report, the completed evaluation forms and the Decision Sheet to the Human Resources Office for placement in the part-time faculty member’s personnel file. The appropriate division dean/area administrator will provide written notification to the appropriate Vice President that the evaluation has been completed.

All evaluation reports will be documented on approved forms.

**STUDENT EVALUATION OF FACULTY**

Instructors will ask their student in each class to evaluate them on the District-approved forms. The student evaluation forms will reflect the general area of: knowledge in subject matter or area of responsibility; techniques of instruction and/or effectiveness of performance; effectiveness of communication; and acceptance of responsibility as related to student contacts.

Student evaluations will be conducted during the fall semester for probationary and tenured faculty. Evaluations for temporary and part-time faculty will be completed at least once per semester.

Student evaluations will be conducted at the completion of 2/3 of the course. For those instructors teaching the same students in sequential nine-week courses, evaluation will be conducted no more than once in an eighteen week period.

**STUDENT EVALUATION PROCEDURES**

**Teaching Faculty**

1. The student evaluation materials will be distributed and collected by a student of the class. The faculty member will temporarily leave the class/site during the conduct.

2. That student will forward the evaluation materials to Admissions and Records; from there the materials will be forwarded to Computer Center for processing.

3. The results of this evaluation will be tabulated within two weeks after completion.

4. Student confidentiality will be ensured.

5. Access to the results of Student Evaluations of Faculty will be limited to the faculty member and appropriate evaluators. One copy will be provided to appropriate instructional dean/area administrator, and one copy will be placed in the appropriate faculty member’s personnel file.

**Non-Teaching Faculty**

During the specified two-week period established by the appropriate Vice President, students and/or appropriate staff having contact with non-teaching faculty members will receive
appropriate evaluation forms to complete following contact with those non-teaching faculty. Content of non-teaching faculty student evaluation forms will include the evaluation criteria designed above, adapted to the areas of service.

The evaluation form will be distributed and collected per service area guidelines. The area administrator will follow the same steps as those established for student evaluation of teaching faculty.

**ADMINISTRATIVE EVALUATION OF FACULTY**

In addition to the above-described procedures, other evaluations may be initiated by appropriate division dean/area administrators at any time. These administrative evaluations may utilize, but are not limited to, classroom/site observations, student evaluations, student interviews and other evaluative techniques.

In the event of an unsatisfactory evaluation, a faculty member will have a reasonable time period to demonstrate progress toward satisfactory performance before any personnel action is taken. The District will provide staff development programs, professional guidance and other assistance to any faculty identified as needing improvement in professional performance. If an unsatisfactory evaluation results in personnel action, the faculty member will have the right of appeal through established grievance procedures.

**ADMINISTRATIVE REVIEW**

If, at the conclusion of an administrative follow-up evaluation, the division dean/area administrator finds the faculty member's performance to be unsatisfactory and requires further action, he/she will recommend the initiation of an administrative review to the appropriate Vice President. The administrative review will include, but not be limited to, a survey of existing evaluation data, or the acquisition of new data. At the conclusion of this level of review, a report including any possible recommendations to the President/Superintendent will be made and further action may be specified by the Board of Trustees.

**POLICY REVIEW**

The Evaluation of Faculty policy and procedures document as approved by the Faculty Senate and the District will be reviewed no later than Spring Semester, 1997 and again in Spring Semester 1998.

Approved by general faculty, October 2, 1995

Approved by the Board of Trustees, January 24, 1996
FACULTY ORGANIZATIONS

RECOGNIZED ORGANIZATIONS

Employees are free to join or not to join officially recognized organizations of their own choice. The following organizations are recognized by the Board of Trustees.

FACULTY SENATE (Board Policy 7209)

The Faculty Senate is an institutional organization. The chairperson is a member of the Coordinating Committee and the Executive Team and sits at the Board of Trustees table. Membership is based on divisional representation (as Senators). Meetings are held every Tuesday at 11:00 a.m. (Except the third Tuesday.)

A faculty senate, organized under the provisions of the Administrative Code (California Education Code, Title 5, Section 53200 et seq.), may represent the faculty by participating with the administration and the Board of Trustees in the formation of District policies on academic and professional matters as long as the exercise of such function does not conflict with lawful collective bargaining agreements. (Discretionary Title 5 Code Sections 53200-53204)

“Faculty” means those academic employees who teach full-time in a community college or other full-time academic employees who perform services other than those which are designated as educational administrator responsibilities. (Required Title 5 Code Section 53200 [a])

In accordance with Section 53200 to 53204 of Title 5 of the California Code of Regulations, the Cerritos College District Board of Trustees adopts the following statement of policy, delegating authority and responsibility over certain academic and professional matters to the Cerritos College Faculty Senate.

1. Each Board member, faculty member, classified staff person, administrator and student of Cerritos College has a vested interest in ensuring that the college fulfills its mission of providing quality education to the people of the Cerritos Community College District. The fulfillment of that mission is best accomplished through cooperative effort, trust, mutual respect, and the sharing of responsibilities.

2. The Faculty Senate of Cerritos College, established by Board policy, and duly elected in accordance with the Faculty Senate Constitution and By-Laws, is recognized as the official representative body of the faculty of Cerritos College as intended in sections 53200 (b), 53201 and 53202 of Title 5 of the California Code of Regulations.

3. The primary function of the Faculty Senate of Cerritos College is to make recommendations to the administration and the Board of Trustees of Cerritos College with respect to the development and implementation of policy regarding academic and professional matters of the college.
4. The academic and professional matters referred to above include, but are not limited to, the following:

a. Curriculum, including establishing course content and prerequisites, and placing courses within disciplines.

b. Degree and certificate requirements.

c. Grading policies.

d. Educational program development.

e. Standards and policies concerning student preparation and success.

f. College governance structure, as related to faculty roles.

g. Faculty involvement in the accreditation process, including self-studies and annual reports.

h. Policies for faculty professional development activities.

i. Processes for program review.

j. Processes for institutional planning and budget development.

k. Selection, evaluation, and retention of faculty.

l. Other academic and professional matters as may be mutually agreed upon from time to time between the Board of Trustees and the Faculty Senate.

5. The Board of Trustees of Cerritos College and the duly appointed administrators of the college will consult collegially with the Faculty Senate when adopting policies and procedures relating to the matters described above. The Board of Trustees will give at least 4 weeks written notice to the Faculty Senate prior to the adoption, modification, or implementation of policies relating to any of the above, including a written statement of the proposed policy.

6. The Board of Trustees of Cerritos College and the duly appointed administrators of the college will rely primarily on the advice and judgement of the Faculty Senate in relation to the academic and professional matters described in items a, b, c, and d, of section 4 above. The recommendations of the Faculty Senate will normally be accepted in developing and implementing policy concerning these matters, and only in exceptional circumstances and for compelling reasons, will the recommendations not be accepted. If a recommendation is not accepted, the Board of Trustees will, upon request of the Faculty Senate, provide a written explanation as to why the recommendation was not followed.
The Board of Trustees of Cerritos College and the duly appointed administrators of the college will reach mutual agreement with the Faculty Senate, by written resolution, regulation, or policy in relation to the academic and professional matters described in items e, f, g, h, i, j, and k, of section 4 above. In instances where agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. The governing board must act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

FACULTY ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES

FACCC is the local chapter of the State parent organization. Membership is open to all academic staff whose position does not require an administrative or supervisory credential.

Purposes:

1. To foster professional unity among Cerritos College faculty members.

2. To provide a means whereby Cerritos College faculty members may shape common policy and, whenever it is deemed necessary, take appropriate action on any matter pertaining to their interests and welfare.

3. To promote high professional qualifications among the members of the Cerritos College faculty.

4. To improve standards of individual classroom instruction and the caliber of student achievement.
CERRITOS COLLEGE COUNSELORS ASSOCIATION

CCCA is open to those who are fully certificated and employed as counselors. Meetings are held as needed, usually once each month.

Purpose:

To promote the aims of the counselors in the community college setting.

ASSOCIATION OF CERRITOS COLLEGE ADMINISTRATIVE/ MANAGEMENT EMPLOYEES

Membership is open to all district administrative/management staff. Meetings are held once each month.

Purposes:

1. To promote and develop a cohesive administrative/management unit at Cerritos College.

2. To make recommendations to the President/Superintendent for submission to the Board of Trustees on matters pertaining to the economic welfare, interests, and benefits of the administration/management of Cerritos College.

3. To promote the general welfare and inter-relationships of administration/management through professional and social activities.
CONSTITUTION OF THE FACULTY SENATE OF CERRITOS COLLEGE

Preamble

We, the Faculty of Cerritos College, in order to insure the proper exercise of the rights and privileges of our profession, to discharge the responsibilities and obligations of the trust which we share with other institutions of higher learning and to promote excellence of instruction, research, and community service, do hereby establish, within the guarantees granted and the limitations set forth by the legislature of the State of California and the Governing Board of this College District, this Constitution of the Faculty Senate of Cerritos College.

ARTICLE I. NAME

The name of this body shall be the Faculty Senate of Cerritos College

ARTICLE II. PURPOSE

The purpose of the body shall be:

(a) To study, with assistance of as many faculty members as is feasible, matters related to academic and professional standards and affairs of the College.

(b) To make recommendations to the administration and/or Governing Board.

ARTICLE III. MEMBERSHIP

Section 1 Membership of this body shall be full-time academic persons who do not perform any services for the College that require an administrative or supervisory credential, or whose major assignment is not administrative in nature, and who are tenured.

Section 2 Election of members shall be specified in the By-laws.

ARTICLE IV. OFFICERS

Section 1 The officers shall include but not be limited to Chair, Vice-Chair, and a Secretary.

Section 2 Officers shall be elected by a majority vote at a regularly scheduled meeting of the Faculty Senate.

Section 3 The time of election and term of office shall be specified in the By-laws.
ARTICLE V. MEETINGS

Section 1 The Faculty Senate shall determine its time of meetings, rules, procedures, and methods of voting.

Section 2 Special meetings as needed may be called by the Chair or by a majority vote of the Faculty Senate.

ARTICLE VI. BY-LAWS

By-laws shall be established to specify rules of operation, responsibilities of officers, standing committees, committee responsibilities, and procedures necessary for the effective operation of the Faculty Senate.

ARTICLE VII. AMENDMENTS TO THE CONSTITUTION

Section 1 Amendments may be proposed by (a) petition signed by 10% of the faculty, or (b) by a majority of the total membership of the Senate and submitted to the Chair of the Faculty Senate.

Section 2 Any duly proposed amendment to the Constitution shall be submitted to discussion at a meeting of the Faculty Senate within one month, excluding holidays, following receipt of the proposed amendment.

Section 3 Such proposed amendment shall be distributed in writing to the faculty at least two weeks, excluding holidays, prior to the above meeting.

Section 4 An amendment to this Constitution shall be considered in effect when it has received a favorable vote representing two-thirds of the faculty members voting, taken by secret ballot.

ARTICLE VIII. RATIFICATION OF THE CONSTITUTION AND BY-LAWS

Section 1 An affirmative vote, taken by secret ballot, representing a majority of the total voting membership of the faculty shall be required for adoption of this Constitution and By-laws.

Section 2 Subsequent to adoption by the faculty, this Constitution and By-laws shall become effective immediately.

BY-LAWS OF THE FACULTY SENATE OF CERRITOS COLLEGE

ARTICLE I. OFFICERS

Section 1 Officers shall be elected at the third regularly scheduled meeting in April.
Section 2
The terms of office for all Faculty Senate officers – President, Vice President, and Secretary – shall be for two years, commencing July 1 of the first year and terminating June 30 of the second year.

Section 3
A majority of the elected membership of the Faculty Senate shall constitute a quorum meeting.

Section 4
The latest edition of Robert’s Rule of Order (Revised) shall prevail at all meetings of the Faculty Senate and its committees.

Section 5
The Executive Committee shall consist of the Past President, the President, the Vice President, the Secretary, and Senate members appointed by the Faculty Senate President and approved by the Faculty Senate.

ARTICLE II.  ELECTIONS OF SENATORS

Section 1
One Senator shall be elected by written ballot from each division for each ten faculty members or major fraction thereof. Each division shall have a minimum of one representative. For the purpose of this section, professional librarians and counselors shall be considered as being members of separate divisions. All other faculty members not assigned to a division shall elect one Senator to represent them.

Section 2
The terms of office for all Senators shall start at the beginning of the fall semester. Senators shall serve staggered two-year terms.

Section 3
All Senators shall be elected no later than April 10.

Section 4
Vacancies shall be declared by the Faculty Senate, and upon direction of the Faculty Senate, new members shall be elected to fill unexpired terms.

Section 5
A Senator may be recalled by a two-thirds vote, taken by secret ballot, of the division which he/she represents.

ARTICLE III.  RECORDS

Section 1
The records of the Faculty Senate shall be maintained in the office of the Chairperson of the Faculty Senate, which shall also be the Office of the Faculty Senate.

ARTICLE IV.  MEETINGS

Section 1
The Faculty Senate shall meet at least once a month during the academic year, such meetings to be included in the official College calendar.
ARTICLE V. PROCEDURES

Section 1 The Faculty Senate shall set its agenda and shall publish and distribute to all academic personnel its minutes, resumes of minutes, and reports.

Section 2 The agenda of the Faculty Senate shall be distributed in writing to the faculty at least three days, excluding holidays, prior to the meeting of the Faculty Senate at which said agenda is to be discussed, and no item shall be discussed which does not appear on the agenda except by majority vote of the Faculty Senate.

Section 3 Any three members of the faculty may present an item for the agenda of the Faculty Senate by signed written notice to the Chairperson.

Section 4 At a meeting of the Faculty Senate, any senator may present an item for a future agenda of the Faculty Senate providing there is no protest, by a member of the Faculty Senate. In case of protest, a majority vote of the Faculty Senate shall prevail.

Section 5 Faculty Senate meetings shall be open meetings, but visitors may speak only with the consent of the Chair or a majority of the Senators present.

ARTICLE VI. RESPONSIBILITIES AND PREROGATIVES

Section 1 The Faculty Senate shall present its written views and recommendations to the Governing Board through regularly established channels. However, the Faculty Senate, after consultation with the administration, may present its views and recommendations directly to the Governing Board.

Section 2 The Chair of the Faculty Senate or a Senator appointed by the Chairperson shall represent the Faculty Senate at meetings of the governing Board and shall be recognized by the Governing Board as an official representative of the Faculty Senate.

Section 3 The Faculty Senate shall create and define powers of such standing and special committees as are necessary for the performance of its duties and shall have the right of review of all committee action.

Section 4 The Faculty Senate may call meetings of the faculty as needed, in keeping with regulations of the Governing Board.

Section 5 The Faculty Senate shall communicate with the faculty, employing methods it considers appropriate, in keeping with regulations of the Governing Board.
Section 6  The Faculty Senate may poll faculty opinion by methods it considers appropriate, in keeping with regulations of the Governing Board.

Section 7  The Faculty Senate shall elect the Faculty standing members of the Administrative Screening Committee from nominees elected by the divisions. Augmentation to the standing membership shall be appointed by the Faculty Senate President and ratified by a majority of senators voting.

ARTICLE VII.  AMENDMENTS TO THE BY-LAWS

Section 1  Amendments to the By-laws may be proposed by (a) written petition of at least ten percent of the faculty or (b) a majority vote of the total membership of the Faculty Senate.

Section 2  Any duly proposed amendment to the By-laws shall be submitted to discussion at a meeting of the Faculty Senate within one month, excluding holidays, following receipt of the proposed amendment.

Section 3  Such proposed amendment shall be distributed in writing to the faculty at least two weeks, excluding holidays, prior of the above meeting.

Section 4  An amendment to the By-laws shall become effective when it has received a favorable majority vote of the faculty voting by secret ballot.

ARTICLE VIII.  STANDING COMMITTEES

Section 1  Establishment: There shall be the following Standing Committees:

(1)  Academic Affairs Committee
(2)  Accreditation Committee
(3)  Coordinating Committee
(4)  Curriculum Committee*
(5)  Diversity Committee
(6)  Facilities Planning Committee
(7)  Hiring Standards Committee
(8)  Information Services Committee
(9)  Instructional Technology Committee
Section 2 Areas of Concern: Standing committees shall be concerned with the problems involved in the areas designated by their titles with duties as specified in Section 6 of this section. Additional specific assignments may be assigned to them by the Senate.

Section 3 Composition: Each standing committee (except Rules, Elections, and Procedures) shall be composed of one member of the Senate and one elected representative from each division. Faculty members with a teaching load of more than 50% may serve as committee members. The Rules, Elections and Procedures Committee shall consist of the Senate Chair, Vice-Chair, Secretary, and 2 elected representatives from the Senate as a whole. In the event that two or more of the Senate officers are from the same division, at the discretion of the Senate Chair, the membership of the Rules Committee may be expanded by two (2) members, bringing the committee to seven members, in order to ensure representation from as many divisions as possible.

Section 4 Meetings: Each standing committee shall meet regularly at a time to be selected by the group as a whole. All committee members shall be notified in writing not less than 24 hours prior to any meeting. Special meetings may be called by the Chair. A written summary of the actions of the committee shall be prepared and distributed to each committee member. The written summary shall include the date and location of the meeting and a list of those present. Rules of procedure shall be decided by the committee membership except as specified in Section 6.
Section 5 Committee Chairperson:

(1) The Chair of a standing committee shall be elected by the representatives on that committee to serve for a one-year term. Chair of the Rules, Election and Procedures Committee shall be the Senate Vice-Chair.

* See Article VIII, Section 7, for a complete description of the Curriculum Committee.

(2) Duties of the Chair: Chair of standing committees shall have the following duties:

(a) Shall be responsible to the Senate;

(b) Shall direct the work and arrange meetings of their committees as needed to carry out the charges given them by the Senate;

(c) Shall establish subcommittees as needed to deal with particular matters within the concerns of their committee;

(d) Shall make a report on the committee’s progress at each regularly scheduled Senate meeting or at special meetings of the Senate if directed to do so;

(e) Shall have the right to make recommendations to the Senate at any time;

(f) Shall receive prior approval of the Senate Chair before conducting formal written polls or circulating materials to the general faculty;

(g) Shall report to the Chair of the Faculty Senate the names of members who are excessively absent from committee meetings;

(h) Shall make an annual written report to be presented and filed with the Secretary of the Senate not later than May 31st of each year. The report shall include accomplishments of the committee, problems which need further study, and recommendations for the following year.
Section 6  Duties of Standing Committees:

(1)  Rules, Elections and Procedures Committee:

(a)  Establish election procedures for the Senate;

(b)  Devise procedures and supervise all elections of the Senate and within the Senate;

(c)  Establish eligibility for election of any officers;

(d)  Set the agenda for each Senate meeting;

(e)  Direct the progress of duly proposed amendments to this Constitution and by-laws through the procedures outlined in Article VII of the Constitution and Article VII of the by-laws.

(2)  Faculty Personnel Committee:

(a)  Study matters pertaining to professional ethics and academic freedom;

(b)  Study matters concerning tenure, teaching assignments, transfers; promotion, and teaching load;

(c)  Study professional problems affecting the relations of the college to the other segments of higher education;

(d)  Study matters of faculty-management relations.

(3)  Student Personnel Committee:

(a)  Study any student activity program to insure balance with the educational aims of the college;

(b)  Review student activity programs as regards to general welfare of whole student body;

(c)  Study faculty participation in student activity program for equitable utilization of time;

(d)  Promote faculty scholarship in forums, lectures, panels, to expand student’s intellectual horizons;
(e) Study problem areas which affect general student morale such as: food services, membership in Associated Student Body, parking privileges, health services and other related areas.

(4) Academic Affairs Committee:

(a) Study matters pertaining to curriculum and instructional practices at the college as they relate to the other segments of higher education;

(b) Study practices of admission and retention of students, textbook selection procedures, granting of degrees and certificates, registration procedures;

(c) Continually study the development of faculty government, academic standards, college administration, and physical facilities;

(d) Study pending legislation relating to any of the above matters that might be of interest to the Senate.

(5) Community Services Committee:

(a) Study problems relating to joint college community services and evaluate existing programs;

(b) Prepare and release to appropriate communication media, new items relating to Senate activities or to related activities of individuals working with the Senate, through the proper college channels;

(c) Study procedures of funding Community Services programs.

(6) Business Affairs Committee:

(a) Study budget policies and practices of the college;

(b) Study methods of allocations for departments, travel, research, reader and assistant funds;

(c) Study pending legislation relating to school finance that might be of interest to the Senate.

(d) Keep Senate information on matters of salaries, fringe, and retirement benefits relating to college personnel.
Sabbatical Leave Committee. Members of the Committee shall serve staggered two-year terms;

(a) Evaluate faculty sabbatical leave applications in accordance with Board of Trustees Policy 8181-8190.

(b) Shall consider any request for change of Sabbatical Leave contract.

(c) Recommend to the Faculty Senate action on Sabbatical Leave application.

(d) Shall work within State law and Board Policy.

(e) Shall send copies of the minutes of the Sabbatical Leave Committee to the Senate.

(f) Shall maintain a file of all original applications and documents.

(g) Procedures:

(1) Requests for sabbatical leave shall be sent to the Committee Chairperson who will furnish copies to all members of the committee. Upon approval, a recommendation will be sent to the Faculty Senate for action. Upon approval by the Faculty Senate, it will be forwarded, through normal administrative channels, to the Board of Trustees for final action.

(2) Any application not approved by the Faculty Senate shall be returned to the committee for reconsideration.

Section 7 Curriculum Committee

(1) Curriculum

(a) Purpose: The Curriculum Committee serves as the decision-making body to which all course and program changes for the college are submitted.

(b) Composition: 18 members
Voting members (12).

Faculty: One faculty member to be elected by each of the following instructional areas: Business; Counseling; Fine Arts/Communications; Health Science; Humanities; PE/Athletics; SEM; Social Science; Technology.

Management: Vice President of Academic Affairs/Provost

Non-Voting Members (6).

Faculty: Vice President of the Faculty Senate.

Management: Three additional managers appointed by the President/Superintendent.

Students: One ASCC representative.

Chair: A faculty member elected by the voting members.

(c) Terms of Office: Staggered two-year terms. Members can be re-elected twice up to a maximum of six years. Alternates permitted in case of need.

(d) Frequency of Meetings: Once a month.

(2) Technical Review Subcommittee

(a) Purpose: The function of this subcommittee is to forward all courses or program proposals to the Curriculum Committee in proper form.

(b) Composition: 5 members

Faculty: Two Curriculum Committee members to be elected by the Curriculum Committee.

Managers: Two managers selected by the President/Superintendent from the managers on the Curriculum Committee.

Chair: Vice President of Academic Affairs/Provost
(3) General Education and Review Advisory Committee

(a) Purpose: The function of this committee is to review the general education and program requirements and to make recommendations to the Curriculum Committee. (This committee also makes recommendations regarding matriculation and articulation.)

(b) Composition: 13 voting members

Faculty: Nine members who do not serve on the Curriculum Committee, to be elected from each one of the following instructional areas: Business; Counseling; Fine Arts/Communications; Health Science; PE/Athletics; Humanities; SEM; Social Science; Technology.

Management: Four managers, appointed by the President/Superintendent, different from those on the Curriculum Committee.

Chair: A faculty member to be elected by the member of the Advisory Committee.

(c) Terms of Office: One year, with a maximum or four years. Alternates permitted in case of need.

(d) Frequency of Meetings: Called by the Chair, as needed.
I. INTRODUCTION

The shared governance process at Cerritos College has been implemented through a collaborative decision-making process in which the members of each of the major campus constituencies—the Board of Trustees, the Administration, the Faculty, the Classified/Confidential Staff, and the students—play an appropriate role. This shared governance process functions in accordance with the Education Code, Title 5 (including AB1725), and approved policies of the Board of Trustees. As a result, the Board utilizes each constituency group’s knowledge, training, experience, and expertise in the formulation and development of college policies and procedures. This collegial decision-making process encourages the campus communities to work together to find the best responses to issues the college must address. This collegial governance process assigns primary responsibility for academic and professional matters to the faculty in accordance with both Title 5 and approved Board Policy. This process intends to assure that campus decision-making is the result of timely and pertinent advice from relevant constituencies. (See Appendix A Cerritos College Board Policy 7209)

For classified, confidential, and administrative staff, shared governance at Cerritos College functions through the shared governance committee structure and collaborative decision-making among the representative college constituencies. This governance process provides opportunities for effective participation in the development and formulation of district policies and procedures, and assures that jointly developed recommendations for action are forwarded to the Governing Board.

For students, shared governance at Cerritos College promotes opportunities to participate in the development and formulation of district and college policies that will have a significant effect on students. This process assures that positions or recommendations developed by students are given meaningful consideration, and further assures the collegial development of all recommendations to the Governing Board. (See Appendix B Cerritos College Board Policy 4804)
The Cerritos College shared governance process assures that decisions regarding policies and procedures to be recommended to the College President and Board of Trustees are the result of contributions from appropriate college constituencies that have been developed through the campus committee structure and forwarded to the College Coordinating Committee. Committee members will draw upon their expertise to make informed recommendations that support the mission, goals, and needs of Cerritos College. This collaborative shared governance structure in no way infringes on any of the roles, responsibilities, or legal powers of the College President or the Board of Trustees. The intent of this document is to promote a more efficient, cooperative, and productive environment at Cerritos College.
II. **Shared Governance Committees**

The Shared Governance process at Cerritos College occurs through the campus committee structure. There are two (2) campus-wide governance committees, the Coordinating Committee and the Planning and Budget Committee, seven (7) Faculty Senate Standing Committees, and twelve (12) institutional standing committees. This committee structure affords broad-based participation in the governance process by all campus constituencies.

1. Academic Affairs Committee
2. Accreditation Committee
3. Coordinating Committee
4. Curriculum Committee
5. Diversity Committee
6. Facilities Planning Committee
7. Hiring Standards Committee
8. Information Services Committee
9. Instructional Technology Committee
10. Matriculation Committee
11. Planning and Budget Committee
12. Professional Relations Committee
13. Program Review Committee
14. Sabbatical Leave Committee
15. Safety Committee
16. Staff Development Committee
17. Student Services Committee
18. Traffic and Parking Committee
19. Transfer Committee (PET)
ACADEMIC AFFAIRS COMMITTEE

A. Purpose

The Academic Affairs Committee responsibilities include, but are not limited to, matters such as student equity, academic standards, learning resource center and international education.

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

1. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (15 voting/1 non-voting chair)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

2 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G. **Voting**

The Academic Affairs Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

1. All actions of the Academic Affairs Committee and its subcommittees will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Academic Affairs Committee will give a report to the Faculty Senate at least one time each semester.

I. **Meetings** (day and time)

Third Tuesday of each month at 11 a.m.
ACCREDITATION COMMITTEE

A. **Purpose**
   The Accreditation Committee responsibilities include, but are not limited to, overseeing the production of the accreditation self-study report, providing necessary preparation and support for the accreditation site visit, implementing recommendations and producing follow up reports as necessary.

B. **Subcommittees**
   None

C. **Chairperson** (how selected/elected)
   Faculty and Administrative Co-Chairs: Selected by mutual agreement of the college president and the Faculty Senate President.

D. **Other Officers** (if any)
   None

E. **Membership**
   Members will consist of the co-chairs of the committees on each required standard. Committee chairs may be administrators, faculty, classified staff or students by mutual agreement of the college president, Faculty Senate, CSEA and ASCC.

F. **Terms of Office**
   The committee members will serve through one entire accreditation cycle.

G. **Voting**
   The Accreditation Committee will use majority vote as its voting method.

H. **Reporting Guidelines**
   The Accreditation Committee will make regular reports to the Coordinating Committee.

I. **Meetings** (day and time)
   To Be Determined
A. **Purpose**

1. Provide effective communication among representatives of ASCC, Classified/Confidential employees, Faculty Senate, CCFA, and Administration.

2. Discuss issues of concern to the college community and refer to appropriate committees for development and recommendations.

3. Ensure that information flows to and from institutional and ad hoc committees and constituencies.

4. Monitor the memberships of Institutional and ad hoc Committees for the purpose of ensuring diversity and representation.

5. Review the Board agenda for the next Board of Trustees meeting.

6. Monitor that shared governance processes are adhered to.

7. Review both the committee structure and the shared governance structure annually and make revision recommendations.

8. Maintain a handbook of current committees and of memberships on all committees. Review and update annually.

9. During the Fall Semester each year send out committee lists for assignments to committees by all constituencies.

10. Review and discuss proposals/recommendations for the formation or dissolution of committees.

B. **Subcommittees**

   Shared Governance Review Committee

C. **Chair** (how selected/elected)

1. The Chair of Coordinating Committee shall be the President of the College.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward Coordinating Committee recommendations to the Board of Trustees. The college shall provide all necessary clerical support for preparation of the agenda and minutes.
D. **Other Officers** (if any)

A vice chair will be elected annually by the voting members of the committee from its membership to chair the committee in the absence of the President. Vice Chair will vote only to break a tie when acting as chair.

E. **Membership**

- College President (non-voting)
- Vice President of Academic Affairs/Provost
- Vice President of Business Services/Assistant Superintendent
- Vice President of Student Services/Assistant Superintendent
- Vice President of Public Affairs
- 1 management representative appointed by ACCME
- 4 faculty representatives – Faculty Senate President (or designee) and 3 appointed by Faculty Senate
- 3 classified representatives – CSEA President (or designee) and 2 others appointed by CSEA
- 1 confidential representative appointed by confidential employee group
- 2 student representatives appointed by ASCC
- 1 Cerritos College Foundation representative
- 1 Community representative

There are eleven (11) Institutional Committees and seven (7) Faculty Senate standing committees. The committee chairs will attend the meetings of the Coordinating Committee as non-voting resources when agenda items are forwarded by their committee or when requested.

F. **Terms of Office**

1. Three-year staggered term not to exceed two consecutive terms for selected/elected positions.

2. ASCC representatives will serve one-year terms.

G. **Voting**

The Coordinating Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

1. All actions of the Coordinating Committee will be communicated to its constituencies in the form of full minutes.

2. Board of Trustees

I. **Meetings** (day and time)

Mondays at 2 p.m. in the Board Room
J. Agenda

1. The Coordinating Committee will normally generate its agenda with items submitted by the members of the Coordinating Committee. Others who desire items placed on a meeting’s agenda should contact their Coordinating Committee Representative. The Coordinating Committee will assign items to appropriate committees for further work as necessary.

2. The Coordinating Committee agenda will have as standing items reports from all Institutional Committees. Decisions from Institutional Committees and ad hoc committees shall be presented to the Coordinating Committee for action. Action may be delayed for one week to allow members time to gain further understanding of an issue. Decisions from Faculty Senate on academic and professional matters shall be presented to the Coordinating Committee for information only. (See Appendix C)

3. The college president is responsible for the preparation of the Board Agenda and Board Book. The Coordinating Committee will have as a standing agenda item the review of the agenda for the Board of Trustees’ meetings. It is recognized that there are Board matters such as closed session matters, unforeseen items and emergencies, requests by the public for matters falling within the subject matter jurisdiction of the Board, and items outside the scope of the Shared Governance Committees (such as classified negotiations), that will require items being placed on the Board’s agenda without review by the Coordinating Committee.

4. The Coordinating Committee will have as a standing agenda item the review of decisions to determine if decisions are being made as a result of the appropriate shared governance process.

The Coordinating Committee receives decisions from institutional and ad hoc committees. If the decision is accepted it will be forwarded to the College President. If the College President accepts the decision it will go to the Board of Trustees. If the College President does not accept the decision he/she will meet with the institutional or ad hoc committee chair and the Coordinating Committee to work toward conciliation of the issue. If the Coordinating Committee disagrees with a decision from an institutional or ad hoc Committee it will be sent back to the committee with written reasons for disagreeing with the decision and requesting a meeting to work toward conciliation. The Coordinating Committee shall not change a decision from an institutional committee before passing it on to the College President. The College President shall not change a decision from the Coordinating Committee before passing it on to the Board of Trustees. The College President is required to report the decision of the Coordinating Committee to the Board of Trustees recognizing that he/she has the legal
authority to recommend a different decision. The Coordinating Committee will receive, for information purposes only, decisions requiring Board of Trustees’ consideration from Faculty Senate before they are forwarded to the College President for addition to the Board agenda.

The Coordinating Committee does not make policy.

Other committees are charged with developing policies and procedures affecting the routine operation of the college. These committees exist as a result of law or Board policy or as deemed appropriate. Tasks assigned to these committees are relatively narrow in scope but are guided by goals established at the planning level of the governance structure.
CURRICULUM COMMITTEE

A. Purpose

The Curriculum Committee is responsible for the overall analysis, evaluation, and direction of courses and educational programs. It serves as the decision-making body to which all course and program changes are submitted.

B. Subcommittees

Technical Review Committee

C. Chair (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (13 voting members/5 non-voting)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

Vice President of Academic Affairs/Provost
1 student representative appointed by ASCC
Non-voting members:  5
   3 management representatives appointed by ACCME
   1 student representative appointed by ASCC (advisory vote)
   1 faculty representative (Articulation Chair)
   1 classified/confidential representative (Academic Affairs Office)
   staff member responsible for maintaining master directory of courses)

F.  Terms of Office

1. Three-year staggered term not to exceed two consecutive elected terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G.  Voting

The Curriculum Committee will use majority vote as its voting method.

H.  Reporting Guidelines

1. All actions of the Curriculum Committee will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Curriculum Committee will give a report to the Faculty Senate at least one time each semester.

I.  Meetings (day and time)

Second and Fourth Thursdays at 2:00 p.m. in the Board Room.
DIVERSITY COMMITTEE

A. Purpose

1. The Diversity Committee is responsible for matters such as cultural awareness, in-service training, and employment opportunities including but not limited to screening procedures, changes in job descriptions/announcements, and processes for administrative evaluation.

2. It will regularly review progress under the diversity plan and recommend such actions that the committee determines as necessary to assure compliance with the intent of the policies and procedures of the diversity plan.

B. Subcommittees

Personnel Evaluation/Screening Subcommittee

C. Chair (how selected/elected)

1. Manager of Employment Services/Faculty and Staff Diversity Officer

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Coordinating Committee. The college shall provide all necessary support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (7 voting/1 non-voting chair)

2 faculty representatives appointed by Faculty Senate
1 management representative appointed by ACCME
2 classified/confidential representatives appointed by CSEA
2 student representatives appointed by ASCC
Community Members (if desired)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representatives will serve one-year terms.

G. Voting
The Diversity Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** (day and time)

To Be Determined
FACILITIES PLANNING COMMITTEE  
(Revision approved by Coordinating Committee April 8, 2002)

A. **Purpose**  
The Facilities Planning Committee is responsible for reviewing and making recommendations on facilities modifications and activities including but not limited to: the Facilities Master Plan; the State 5 Year Constructional Plan; the annual Scheduled Maintenance Plan; community use of facilities including: policies, regulations and fees; campus beautification projects; and other campus modification projects.

B. **Subcommittees**  
None

C. **Chairperson** (how selected/elected)  
1. Vice President of Business Services/Assistant Superintendent

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Coordinating Committee. The college shall provide all necessary support for preparation of the agenda and minutes.

D. **Other Officers** (if any)  
None

E. **Membership** (10 voting/1 non-voting chair)  
3 faculty representatives appointed by Faculty Senate  
3 management representatives appointed by ACCME  
2 classified representative appointed by CSEA  
1 confidential representative appointed by confidential employee group  
1 student representative appointed by ASCC

F. **Terms of Office**  
1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G. **Voting**  
The Facilities Planning Committee will use majority vote as its voting method.

H. **Reporting Guidelines**  
Coordinating Committee

I. **Meetings** (day and time)  
To Be Determined
HIRING STANDARDS COMMITTEE

A. **Purpose**

The Hiring Standards Committee responsibilities include, but are not limited to, matters such as review of local standards and pre-established equivalencies and the reviewing of applications of faculty candidates and making of recommendations to selection committees and the Board of Trustees.

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. **Other Officers** (if any)

None

E. **Membership** (15 voting/1 non-voting chair)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

3 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC
F. **Terms of Office**

1. Three-year staggered term not to exceed two consecutive terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G. **Voting**

The Hiring Standards Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

1. All actions of the Hiring Standards Committee will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Hiring Standards will report to the Faculty Senate at least one time each semester.

I. **Meetings** (day and time)

As needed - meetings called by chair
INFORMATION SERVICES COMMITTEE

A. Purpose

It is the purpose of the Information Services Committee to make recommendations regarding institutional computing, instructional media and publications. It will assist in the development and maintenance of a Technology Plan, and develop policies and procedures related to technology, instructional media and publications for the college.

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. Director of Computer Services

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Coordinating Committee. The college shall provide all necessary support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (18 voting/1 non-voting chair)

One faculty member appointed by each of the following areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

2 management representatives appointed by ACCME
3 classified representatives appointed by CSEA *(1 from computer services, 1 from publications, 1 from instructional media)*
2 student representatives appointed by ASCC
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representatives will serve a one-year term.

G. **Voting**

The Information Services Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** (day and time)

To Be Determined
INSTRUCTIONAL TECHNOLOGY COMMITTEE

A. **Purpose**

The Instructional Technology Committee responsibilities include, but are not limited to, matters such as distance education, telecommuting and instructional equipment needs.

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. **Other Officers** (if any)

None

E. **Membership** (15 voting/1 non-voting chair)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

2 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC
F. **Terms of Office**

1. Three-year staggered term not to exceed two consecutive terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G. **Voting**

The Instructional Technology Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

1. All actions of the Instructional Technology Committee will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Instructional Technology Committee will report to the Faculty Senate at least one time each semester.

I. **Meetings** (day and time)

Third Thursday of each month at 3 p.m.
MATRICULATION COMMITTEE

A. **Purpose**

1. The Matriculation Committee has oversight of the seven components of matriculation: admissions, orientation, assessment, counseling, follow-up, research, and training.

2. The Matriculation Committee also oversees the preparation of the annual matriculation update and expenditure plan.

3. In addition, the Matriculation Committee promotes student equity and oversees the registration process.

B. **Subcommittees**

None

C. **Chair** (how selected/elected)

Administrative Dean of Counseling or designee

D. **Other Officers** (if any)

None

E. **Membership** (19 voting/1 non-voting chair)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

Vice President of Student Services or designee
Administrative Dean of Admissions and Records
Instructional Dean appointed by ACCME
2 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
2 student representatives appointed by ASCC
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representatives will serve one-year terms.

G. **Voting**

The Matriculation Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** (day and time)

Monthly meetings on Wednesday at 2:30 p.m. Dates to be set at first meeting.
PLANNING AND BUDGET COMMITTEE

A. Purpose

1. The Planning and Budget Committee will follow the Board approved planning process which allows that the Fall semester is utilized for gathering data for institutional planning and the Spring semester is utilized to apply that planning for the development of a tentative budget for the following year.

2. The Planning and Budget Committee reviews college priorities in relationship to achievement of institutional goals; it identifies priorities and themes through the shared governance process which directs budgetary allocations.

B. Subcommittees

None

C. Chair (how selected/elected)

1. The College President is the chair.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward information to the Coordinating Committee. The college shall provide all necessary clerical support for preparation of the agenda and minutes.

D. Other Officers (if any)

Vice President of Business Services/Assistant Superintendent serves as Vice Chair.

E. Membership (21 voting/1 non-voting chair)

President (non-voting chair)
Vice President of Academic Affairs/Provost
Vice President of Business Services/Assistant Superintendent
Vice President of Student Services/Assistant Superintendent
Vice President of Public Affairs
Faculty Senate President
Director of Research & Planning
4 management representatives appointed by ACCME (2 Educational Administrators and 2 Classified Management)
6 faculty representatives nominated by divisions and approved by Faculty Senate
3 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC

F. Terms of Office
1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G. **Voting**

The Planning and Budget Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** (day and time)

First and Third Thursdays at 2:00 p.m. in the Board Room.
PROFESSIONAL RELATIONS COMMITTEE

A. **Purpose**

The Professional Relations Committee responsibilities include, but are not limited to, matters such as faculty evaluation, peer review, Faculty Service Areas, faculty staff development, tenure, ethics, academic excellence, academic rank, academic freedom, outstanding faculty awards, and speaker/convocation.

B. **Subcommittees**

None

C. **Chair** (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. **Other Officers** (if any)

None

E. **Membership** (15 voting/1 non-voting chair)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate: (FSA Review Officer shall represent his/her division).

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

2 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA
1 student representative appointed by ASCC
F. **Terms of Office**

1. Three-year staggered term not to exceed two consecutive terms for selected/elected positions.

2. ASCC representative will serve a one-year term.

G. **Voting**

The Professional Relations Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

1. All actions of the Professional Relations Committee will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Professional Relations Committee will report to the Faculty Senate at least one time each semester.

I. **Meetings** *(day and time)*

Third Tuesday of every month at 11 a.m.
PROGRAM REVIEW COMMITTEE

A. Purpose

The Program Review Committee responsibilities include, but are not limited to, matters related to the overall review of instructional programs.

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30. Following the final term, the chair will serve one year as the immediate past chair in an ex-officio capacity.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (15 voting)

One faculty member may be appointed by each of the following instructional areas and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

4 management representatives appointed by ACCME
1 classified/confidential representative appointed by CSEA (non-voting)
1 student representative appointed by ASCC (non-voting)

F. Terms of Office
1. The term of membership is open-ended, with no maximum number of terms.

2. CSEA representative and ASCC representative will serve one-year terms.

G. **Voting**

The Program Review Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

1. All actions of the Program Review Committee will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Program Review Committee will report to the Faculty Senate at least one time each semester.

I. **Meetings** (day and time)

First and Third Tuesdays at 11 a.m.
SABBATICAL LEAVE COMMITTEE

A. Purpose

The Sabbatical Leave Committee responsibilities include, but are not limited to, matters related to sabbatical leave applications and reports.

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (10 voting/1 voting chair)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

F. Terms of Office
Three-year staggered term not to exceed two consecutive terms for selected/elected positions.

G. Voting

The Sabbatical Leave Committee will use majority vote as its voting method.

H. Reporting Guidelines

1. All actions of the Sabbatical Leave Committee will be communicated to the Faculty Senate in the form of minutes.

2. The chair of the Sabbatical Leave Committee will report to the Faculty Senate at least one time each semester.

I. Meetings (day and time)

As needed - meetings called by chair.
SAFETY COMMITTEE
(Revision approved by Coordinating Committee December 3, 2001)

A. Purpose

The Safety Committee responsibilities include, but are not limited to, matters regarding safety issues, Disaster Preparedness, DART team, toxic waste collection and disposal, and the DSPS evacuation team.

B. Subcommittees

None

C. Chairperson (how selected/elected)

1. Director of Physical Plant

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Coordinating Committee. The college shall provide all necessary support for preparation of the agenda and minutes.

D. Other Officers (if any)

None

E. Membership (18 voting/1 non-voting chair)

One faculty member appointed by each instructional area and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

2 management representatives appointed by ACCME *(Chief of Police and 1 other)*

3 classified representatives appointed by CSEA *(Lead Traffic Control Officer + 2 others)*

2 student representatives appointed by ASCC
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representatives will serve a one-year term.

G. **Voting**

The Safety Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** *(day and time)*

Tuesday at 11 a.m. (Bi-monthly)
STAFF DEVELOPMENT COMMITTEE

A. **Purpose**

The Staff Development Committee responsibilities include, but are not limited to, matters such as classified staff development, Outstanding Classified Awards, faculty staff development, Outstanding Faculty Awards, administrative staff development.

B. **Subcommittees**

Classified Staff Development Committee

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members for a one-year term not to exceed three consecutively elected terms. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Coordinating Committee. The college shall provide all necessary support for preparation of the agenda and minutes.

D. **Other Officers** (if any)

None

E. **Membership** (18 voting/1 non-voting chair)

One faculty member appointed by each instructional area and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

2 management representatives appointed by ACCME
2 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
2 student representatives appointed by ASCC
F. **Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.

2. ASCC representatives will serve one-year terms.

G. **Voting**

The Staff Development Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** (day and time)

Fourth Thursday at 3:30 p.m.
STUDENT SERVICES COMMITTEE

A. **Purpose**

The purpose of the Student Services Committee is to coordinate and serve as a resource to the campus regarding Student Services. Specific areas of responsibility include but are not limited to commencement, judicial affairs, student responsibilities, health and wellness, Disabled Student Programs and Services (DSPS), and Student Activities.

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. Dean of Student Activities

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Coordinating Committee. The college shall provide all necessary support for preparation of the agenda and minutes.

D. **Other Officers** (if any)

None

E. **Membership** (8 voting/1 non-voting chair)

Health and Wellness Coordinator (manager representative)
Student Activities Coordinator (faculty representative)
Judicial Affairs Coordinator (faculty representative)

Vice President of Student Services/Assistant Superintendent or designee
Director of Disabled Student Programs and Services

2 classified/confidential representatives appointed by CSEA

1 student representative (Commissioner of Student Services or designee)
F. **Terms of Office**

1. Annual evaluation of membership.

2. ASCC representative will serve a one-year term.

G. **Voting**

The Student Services Committee will use majority vote as its voting method.

H. **Reporting Guidelines**

Coordinating Committee

I. **Meetings** (day and time)

First Thursday of each month at 1:00 p.m.
TRAFFIC AND PARKING COMMITTEE
(Revision approved by Coordinating Committee December 3, 2001)

A. **Purpose**

The Traffic and Parking Committee responsibilities include, but are not limited to, recommending and enforcing traffic and parking regulations at Cerritos College.

B. **Subcommittee**

None

C. **Chairperson**

1. Chief of Campus Police or designee

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and distribute minutes of meetings. The college shall provide all necessary support for the preparation of the agenda and minutes.

D. **Other Officers**

None

E. **Membership** - 10 persons (one Chair, nine members)

Chief of Campus Police or designee – Chairperson
Director of DSPS or designee
1 manager appointed by ACCME
2 faculty representatives appointed by Faculty Senate
2 classified representatives appointed by CSEA
Parking Coordinator, Campus Police Department
Lead Traffic Control Officer
1 student representative appointed by ASCC

F. **Terms of Office**

Two or three year staggered terms, not to exceed two consecutive terms for selected/elected position.

ASCC members will serve a one-year term.

G. **Voting**

The Traffic and Parking Committee will use majority vote as its voting method.

H. **Meetings**

To be determined.
TRANSFER COMMITTEE (President’s Emphasis on Transfer)

A. **Purpose**

The purpose of the Transfer Committee is to supervise and make recommendations regarding articulation with four-year colleges and universities, transfer issues, and recruitment and retention.

B. **Subcommittees**

None

C. **Chairperson** (how selected/elected)

1. A faculty member elected by the voting members for a one-year term not to exceed three consecutively elected terms. The term shall commence on July 1 and end on June 30.

2. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings, and forward recommendations to the Faculty Senate and then to the Coordinating Committee, for information only, then to the Board of Trustees or its designee. The college will provide all necessary clerical support for preparation of the agenda and minutes.

D. **Other Officers** (if any)

None

E. **Membership** (15 voting/1 non-voting chair)

One faculty member appointed by each of the following areas and confirmed by the Faculty Senate:

- Business Education
- Counseling
- Fine Arts and Communications
- Health Occupations
- Humanities/Social Sciences
- Liberal Arts
- Library
- Physical Education/Athletics
- Science, Engineering, and Mathematics
- Student Services
- Technology

1 management representative appointed by ACCME
2 classified/confidential representatives appointed by CSEA
1 student representative appointed by ASCC
F. **Terms of Office**
   1. Three-year staggered terms not to exceed two consecutive terms for selected/elected positions.
   2. ASCC representatives will serve one-year terms.

G. **Voting**
   The Transfer Committee will use majority vote as its voting method.

H. **Reporting Guidelines**
   Coordinating Committee

I. **Meetings** (day and time)
   To be determined
III. CONCLUSION

The responsibility of governance at Cerritos College is undertaken in the spirit of collegiality, cooperation and collective effort. This shared governance process seeks the appropriate involvement of staff and students in the planning and operation of the college. The campus committee structure exists to formalize collegiality, facilitate communication, develop effective plans and processes, and to support the guidance of the college toward its goals. (For a Graphic Representation see Appendix D)

This governance structure benefits from the substantial efforts that individuals and campus constituent groups have devoted to its design. It is not a static plan; rather it is expected that fine-tuning over time will enhance collegial governance at Cerritos College. This plan attempts to: (1) provide appropriate representation for each constituent group; (2) delineate committee responsibilities and reporting relationships; (3) establish the appropriate number and size of committees; (4) ensure that operational matters are handled appropriately; and (5) establish a framework for short-term and long-range strategic planning with goals and objectives for the future and processes for achieving them. This document is to be annually reviewed by the Coordinating Committee.
STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

The community college exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth and knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility so as not to endanger the rights, goals and beliefs of other students.

Cerritos College should be open to all qualified students regardless of race, creed, national origin, disability or sex.

CLASSROOM RIGHTS AND RESPONSIBILITIES

The professor in the classroom and in conference should permit free discussion, inquiry and expression of thought by the student. Student performance should be evaluated solely on an academic basis, not on opinions or willingness to accept professors’ personal beliefs, or conduct unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. The student has the right to have the course taught in a systematic, meaningful manner and of knowing at the beginning of the course those academic standards required of the student in the course.

Administrative staff and faculty members should respect confidential information about students such as student views, beliefs and political associations, which is acquired in the course of their work. Transcripts of academic records should contain only information about academic status.

ON THE CAMPUS RIGHTS AND RESPONSIBILITIES

Students should be free to examine and discuss all questions of interest to them, and express opinions publicly and privately. They should be free to organize and join associations to promote their common interests. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in that college organization. Campus advisors shall advise organizations in the exercise of their rights and responsibilities.

Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and the advisor shall certify the list of verified members. Campus organizations should be open to all students.
Student and student organizations should be free to support causes by orderly means which do not disrupt the regular and essential operation of the college. Student organizations shall have the right to recommend, invite and to hear any person of their own choosing as long as such speakers and topics are in accordance with federal, state and local laws, and guarantee the safety of students and protection of public property. Guest speakers invited by students or student organizations should be subjected only to those policies, requirements, and regulations as established by the Board of Trustees in order to insure an appropriate and meaningful contribution to the academic community. It should be made clear to the academic community and the larger community that the public expressions of students, student organizations and guest speakers speak only for themselves.

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy, instruction, the evaluation of professors as it pertains to their course content and on matters of general interest to the student body.

IN THE LARGER COMMUNITY

College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy. As citizens they should be subject to civil law as others and may incur penalties prescribed by civil authorities when violating these laws. Only where the college’s interests as an academic community are distinct and clearly involved should the special authority of the college be asserted.

STUDENT PUBLICATIONS

Student publications and the student press perform the traditional roles of informing, entertaining and influencing. They are both instructional and informational, and as such should meet the highest academic and professional standards in serving the broad college community and should set forth as the primary goal of the student newspaper the coverage of news events, happenings and experiences on the college campus.

Associated Student Body, administrative and academic authorities, in consultation with students and advisors have the responsibility to define and clarify the role of student publications and the standards to be used in their evaluation.

They must also assure that both academic freedom and editorial freedom are protected and exercised so that the integrity of the student publications program and the free press will not be compromised.

It is incumbent upon student editors and managers to act according to the highest ethics of responsible journalism. This corollary responsibility includes careful adherence to the laws of libel and good taste, and such considerations as the avoidance of indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo and should allow adequate space for rebuttal and differing views in regard to articles in which there is some controversy.
Safeguards to assure freedom to the student press with responsibility should include freedom from censorship or arbitrary control of the press, and protection of editors and managers from arbitrary attack, suspension, or removal because of disapproval of editorial policy or content by any external influence.

DISCIPLINARY PROCEEDING

In all disciplinary actions the student should be informed of the nature of the charges against him, that he/she is given a fair opportunity of refute them, and that the institution not be arbitrary in its actions.

STUDENT GRIEVANCE POLICY

In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedures by which student(s) of Cerritos College may air his/her grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any certificated or management employee of Cerritos College.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of “Student Rights and Responsibility,” or any State, Federal, or local codes. Grades and grading grievances are not covered by this policy. Students should refer to “Grades and Grading Grievance Policy.”

Grievance Procedure:  Step I – Informal Action

A. The student (or group of students), who believes that an injustice has been done to him (them), shall first attempt to resolve the complaint by informal discussion with the employee(s) involved.

B. If the problem is not resolved in Step I–A, an informal discussion should take place with the person at the lowest level of authority directly above the person(s) at which the complaint is directed, where authority exists to take corrective action.

C. If the grievant still believes the issue has not been resolved satisfactorily, they may submit a student grievance form from the Office of Judicial Affairs. After completion of this form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Coordinator of Judicial Affairs who will send a copy of the written statement to the ASCC Supreme Court Chief Justice and the Vice President of Academic Affairs/Provost. This statement must be submitted within 30 school days after the grievant has become aware of the act or condition on which the complaint is based.

D. The ASCC Supreme Court Justice or Court designee shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties.
while remaining neutral on all issues involved. This informal meeting and discussion will attempt to involve the levels of administration concerned with the problem and should be completed within 10 school days (school day is defined as a day when classes are held). In the event the informal procedure fails, then the formal procedure would be implemented.

**Step II - Formal Action**

**A. Preliminary**

1. If the grievant does not believe the grievance has been resolved, then the grievant must request through the Chief Justice Step II - Formal Action. The Chief Justice upon receiving the request of the grievant shall call a meeting of the Student Grievance Hearing Committee. The Hearing Committee will be composed in the following manner:

   (a) ASCC Chief Court Justice and two (2) Court Justices or designees. Vice President of Academic Affairs/Provost or administrative designee. Faculty Senate President or Senate designee. One (1) Faculty Senate member, chosen by the Faculty Senate.

2. The Chief Justice or designee shall serve as the Hearing Committee Chairman, but shall have no vote in committee decisions. The five (5) voting members of the Hearing Committee shall be selected within the first six weeks of the school year. Names selected by Faculty Senate, ASCC Senate, and ASCC Cabinet are to be submitted to the Chief Justice. Members of the Committee will serve for a school year.

3. The Vice President of Academic Affairs/Provost or administrative designee shall serve as Hearing Committee Executive Secretary. The Executive Secretary, a voting member of the committee, shall be responsible for keeping necessary records of committee hearings and assist the ASCC Chief Court Justice in the conduct of the hearing.

4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing.

**B. Formal Hearing**

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within ten (10) school days after informal action has been completed and the grievant has requested formal hearing.
2. The Chairman must notify both parties involved within five (5) school days before the hearing along with the written complaint, a copy of Statement of Student Rights and Responsibilities, and copy of the Grievance Policy.

3. Four (4) members shall constitute a quorum by which business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

4. Both parties shall have the right to present personal statements, testimony, evidence, and witnesses. Each party shall have the right to be present, to be accompanied by the person of his choice, and to question witnesses who are present.

5. The Hearing Committee shall discuss the charge, hear the testimony, examine the witnesses, and receive all available evidence to the charge.

6. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

7. The Hearing Committee shall make decisions in private. The Hearing Committee shall write up findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the College President. The Hearing Committee’s decision shall be final unless appealed.

8. A recording of the proceedings shall be kept in a confidential file in the Office of Judicial Affairs and shall be available at all times to parties directly involved. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.

9. Reprisals of any kind will not be taken by the Board of Trustees or any of its agents against any party of interest or any other participant in the grievance procedure by reason of such participation.

10. Evidence and testimony given in each case presented shall not be the sole cause of initiating or filing further grievances.

11. If the grieved party does not respond within the time limits defined herein, the grievance is considered terminated and no further action will be taken.
12. The number of working days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.

13. The Hearing Committee shall attempt to reach a decision by discussion and consensus on a workable solution. Voting should be a last course of action.

14. If in the course of the proceedings, a student graduates before a solution is found, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within thirty (30) school days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

Step III - Appeals Process:

1. If either party is dissatisfied with the recommendation of the Hearing Committee, he may appeal to the College President/Superintendent, provided the President is not a party to the grievance. If the President is a party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted directly to the Board of Trustees.

2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the President may accept or reject the Committee’s decision.

3. If the President rejects the Committee’s decision, he shall submit his decision with the stated reasons for his objections to the Hearing Committee within ten (10) school days. The Hearing Committee shall within five (5) school days reconsider its decisions and resubmit them to the President for his final decision.

4. The President shall transmit his final decision to both parties and the Faculty Senate Vice Chairman or designee within five (5) school days.

5. An appeal of the President’s decision may be submitted to the Board of Trustees by either party. If unresolved, the appeal must be submitted within thirty (30) school days after the President’s decision. The Board may review an appeal for two (2) consecutive Board meetings before making a final determination of the matter at the college level.

6. The President or Board of Trustees may change the Committee’s decision only after reviewing a transcription of the hearing.
STUDENT GRADES OR GRADING GRIEVANCE POLICY

In accordance with the Statement of Student Rights and Responsibilities section: “Classroom Rights and Responsibilities,” this policy describes the procedure by which a student of Cerritos College may present his/her grievance on grades or grading practices.

The California Education Code, Section 76224, quote below, states clearly the conditions upon which grades or grading can be questioned:

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

Grievance Procedure

Step I

A student who believes the grade received was due to a mistake, fraud, bad faith, or incompetency shall meet with the faculty member to resolve his/her concern.

Step II

1. A student will obtain grade grievance forms from the Office of Judicial Affairs.

2. The student must return the grade grievance form to the Office of Judicial Affairs within thirty (30) school days after the completion of the course for which the grievance was filed.

3. The Coordinator of Judicial Affairs will meet with the student and review the grade grievance form. If the student wishes to pursue the grievance, the Coordinator of Judicial Affairs will sign and date the form.

4. The student will present a copy of the grievance to the Division Instructional Dean. The Instructional Dean may schedule a meeting of all concerned if appropriate. The Instructional Dean should schedule a meeting only if the form has the signature of the Coordinator of Judicial Affairs and is dated. The Division Instructional Dean shall make a recommendation to the parties within five (5) school days.

Step III

If either party is dissatisfied with the recommendation of the Instructional Dean, he/she may appeal the matter to the Vice President of Academic Affairs/Provost or designee within ten (10) school days of each recommendation. The Vice President of Academic Affairs/Provost or designee shall call a meeting of the student, the ASCC Chief Court Justice, Division Instructional Dean, and if needed, the faculty member. The Vice President of Academic Affairs/Provost or designee will review the Grade/Grading
Grievance form’s comments and recommendations. The Vice President of Academic Affairs/Provost or designee shall make a recommendation to the parties within five (5) school days.

Step IV

If either party is dissatisfied with the recommendation of the Vice President of Academic Affairs/Provost, he/she may appeal the matter to the President of the College within ten (10) school days of such recommendation. If a faculty member is dissatisfied with a recommendation and neither acts on it, nor appeals it, the Vice President of Academic Affairs/Provost will forward the matter to the President. The President will review the Recommendation Report and if needed, request persons involved in the grievance to meet.

The President shall make a recommendation within five (5) school days. If either party is dissatisfied with the recommendation of the President, an appeal of the President’s recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten (10) school days after the President’s recommendation. The Board may review an appeal for two consecutive Board meetings, and if needed, request persons involved in the grievance to appear before making a final determination of the matter at the college level.
STUDENT CONDUCT POLICY

Introduction

The California Education code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling in Cerritos College assume an obligation to abide by all college regulations.

Grounds For Disciplinary Action

A student must be disciplined for one or more of the following causes which must be District related. These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient cause for disciplinary action.

1. **The Use, Sale or Possession of Dangerous Drugs**, as defined in the California Penal Code, on campus.

2. **Forgery**, alteration, or misuse of college documents, records, or identification.

3. **Misrepresentation** of oneself or of an organization to be an agent of the college.

4. **Continued Disruption** on or off college property of the college’s education process, administrative process or other college functions.

5. **Abuse of Any Person** on college owned or controlled property in the possession of, or owned by, a member of the college community.

6. **Theft**, of or willful damage to college property, or property in the possession of, or owned by, a member of the college community.

7. **Violation of College Policies** or campus regulations including campus regulations concerning the registration of student organizations, the use of college facilities, or the time, place, and manner of public expression.

8. **Willful or Persistent Smoking** in any area where smoking has been prohibited by lawful authority.

9. **Disorderly Conduct** or lewd, indecent, or obscene conduct or expression on college owned or controlled property or at college sponsored or supervised functions.

10. **Possession or Use of Explosives**, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college president or designee.
11. **Assault, Battery** or any threat of force or violence upon a student or college personnel.

12. **Abusive Behavior** directed toward, or hazing of, a member of the college community.

13. **Continual Willful Disobedience** and/or persistent defiance of authority.

14. **Sexual Assault Acquaintance Rape.** Physical abuse of a member of the college community.

15. **Violation of College Policies** governing the use of student user accounts.

16. **Any Other Cause** not listed above which is identified as “Good Cause” by the Education Code.

**Disciplinary Actions And Procedures**

1. **Official Reprimand** – An admonishment or warning that becomes part of a student’s file and is considered in the event of future violations.
   
   1. May be initiated by any faculty or college manager and sent in writing to the Office of Judicial Affairs.
   
   2. The Coordinator of Judicial Affairs shall determine if there exists good and sufficient reason to initiate disciplinary action and student should be notified of such actions.

2. **Disciplinary Probation** – Disciplinary action which may include exclusion of the individual from designated co-curricular activities of the college community.
   
   1. Shall be initiated by the Office of Judicial Affairs.
   
   2. The nature of the misconduct, dates, time and place, and length of probation shall be placed in writing. Written copies shall be sent to the student, and copies filed with the Office of Judicial Affairs.

3. **Faculty Member Removal** – A faculty member may remove a student from his or her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
   
   1. The faculty member or Instructional Dean shall immediately report the removal to the Office of Judicial Affairs for appropriate action such as official reprimand, suspension, or recommendation of expulsion.

4. **Suspension** – Is an action defined as exclusion from the college for a specified period of time.
1. Suspensions shall be initiated by the President or designee.

2. The duration of the suspension from one or more classes shall be for a period of up to ten days of instruction, for the remainder of the school term, or from all classes and activities of the community college for one or more terms.

3. There may be an immediate suspension when necessary to protect lives or property and to insure the maintenance of order pending a hearing within ten school days.

5. **Expulsion** - Is defined as the removal of a student from any and all classes of the college.

   1. Only the Governing Board of the college may expel students for "Good Cause" or when other means of correction fail to bring about proper conduct of a student.

   2. The duration of the expulsion may be indefinite.

   3. The expulsion is noted in the permanent file of the student.

   4. Re-admittance after expulsion requires Governing Board action.

**Hearing Procedures**

According to the Education Code, the suspension or expulsion of the student shall be accompanied by a hearing.

1. **A Hearing Board** shall be responsible to the President for reviewing and making recommendations to the President.

2. **Membership of the Hearing Board** shall include the following:

   1. **A Hearing Board** - Two members of the instructional staff appointed by the Faculty Senate.

   2. **Students** - Two Court Justices appointed by the ASCC Chief Court Justice.

   3. **Management** - The Coordinator of Judicial Affairs or a member of the management staff of the college appointed by the President. The manager shall serve as the Chairperson of the Hearing Board, but will not vote except to break a tie.
3. **Procedures for a Hearing**

1. Written notice of a hearing shall be mailed or delivered to the student. A hearing must be held within ten (10) days of the suspension if the suspension is an immediate suspension.

2. Notice shall include data and place of hearing, a statement of all charges, a copy of Governing Board policies pertaining to suspension and expulsion, opportunity of student to appear in person, or to employ and be accompanied by counsel, at their own expense, and the opportunity to present evidence, oral and documentary.

3. Hearing shall be conducted in the manner consistent with the orderly conduct of the affairs of the college, which seems to the Hearing Board most conducive to the determination of the truth.

4. All hearings shall be tape recorded. Transcriptions and a transcript shall be available at all times to parties directly involved, at their own expense.

5. Immediately following the hearing, the Hearing Board shall submit the recommendation to the President. The President and/or Governing Board will make the final decision.

6. The decision of the President to suspend shall be given to the student in writing within a five (5) school day period; the decision of the Governing Board to impose expulsion shall be given to the student in writing within two regular Board meetings.

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The Office of Judicial Affairs

The Office of Judicial Affairs is responsible for student conduct and disciplinary procedures of the college. Inquiries should be directed to the Coordinator of Judicial Affairs, Mr. Patrick Callahan in the Office of Student Activities or by calling (562) 860-2451 extension 2472.

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Non-Students On Campus

In any case in which a person who is not a student or officer or employee of a community college, state college, or state university, or school, and who is not required by his/her employment to be on the campus or any other facility owned, operated, or controlled by the Governing Board of any such community college, state college, state university, or school, enters such campus or facility, and it reasonably appears to the chief administrative officer of such campus or facility or to an officer or employee designated by him/her to maintain order on such campus or facility that such person is committing any act likely to interfere with the peaceful conduct of the activities of such campus or facility or has entered such campus or facility for the purpose of committing any such act, the chief administrative officer or officer or
employee designated by him/her to maintain order on such campus or facility may direct such person to leave such campus or facility, and if such person fails to do so or if such person willfully and knowingly re-enters upon such campus or facility with 72 hours after being directed to leave, he/she is guilty of a misdemeanor. (Penal Code 626.6)

Student Dress

The Coordinator of Judicial Affairs shall be responsible for specifying the appropriate dress which students may wear while attending classes or college activities or functions. All students shall be required to wear shoes and clothing appropriate for the occasion. Instructors may establish special classroom standards or uniforms appropriate to the course of study. (Board Policy 4020).
ACADEMIC DISHONESTY

Introduction:

Academic Dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures.

No specific departmental, divisional or institutional procedures are established for academic dishonesty other than the normal process for review and appeal of an instructor's grading procedures.

Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include, but not be limited to the following:

- Copying, either in part or in whole, from another’s test or examination;
- Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
- Obtaining copies of an exam without the permission of the instructor;
- Using notes, “cheat sheets,” or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Plagiarism, as defined, altered or interfering with the grading procedures;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism is defined as the act of taking ideas, words, or specific substance of another and offering them as one’s own without giving credit to the source;

Options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review - - no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.

6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

**FAILURE TO COMPLY WITH DIRECTIONS OF COLLEGE OFFICIALS ACTING IN THE PERFORMANCE OF THEIR DUTIES**

The chief administrative officer of a campus or other facility of a community college, state college, state university or school, or an officer or employee designated by him/her to maintain order on such campus or facility, may notify a person that consent to remain on the campus or other facility under the control of the chief administrative officer has been withdrawn has whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility.

Any person who has been notified by the chief administrative officer of a campus or other facility of a community college, state college, state university, or school, or by the officer or employee designated by the chief administrative officer to maintain order on such campus or facility, that consent to remain on campus or facility during the period for which consent has been withdrawn is guilty of a misdemeanor. This subdivision does not apply to any person who enters or remains on such campus or facility for the sole purpose of applying to the chief administrative officer for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal. (Penal Code 626.4)

**PUBLICITY CODE**

**CODE SECTION VI**

6.10 The By-Law governing publicity and publications with the ASCC shall be known as the Publicity Code and it shall be enforced by the Commissioner of Public Relations and the Office of Student Activities.

6.11 Any reference to the Commissioner of Public Relations shall mean the Commissioner and any of his/her assistants.

6.12 Anything not explicitly dealt with in the Publicity Code shall be evaluated on an individual basis by the Commissioner and any determination by the Commissioner shall be approved by the ASCC President and the Office of Student Activities.

6.13 The Commissioner of Public Relations must keep posted office hours.

6.14 Any publicity from a source outside the ASCC must obtain approval to be posted from the Director of Purchasing.

6.15 Only those with ASCC delegated authority shall be allowed to register and remove publicity.
6.16 The Commissioner of Public Relations shall be in charge of enforcement of the Publicity Code.

6.17 Responsibility for formulating policies relating to ASCC publications rests with the Senate of the Associated Students.

6.20 **Publicity, Definitions and General Rules:**

6.21 Publicity is defined as any written public notice which is posted or handed out by student organizations or student candidates in ASCC elections on the Cerritos College campus.

6.22 1) Handbills may not exceed 8.5 inches by 11 inches.

2) Handbills may only be posted on non-academic bulletin boards. Only one handbill may be placed on each bulletin board in respect for the need of space for all.

3) Handbills may not be placed on car windows.

4) Posters must be larger than or equal to 14 inches by 17 inches, and smaller than or equal to 36 inches by 36 inches.

5) Only clear plastic tape will be used for posting.

6) Posters will be spot taped only.

7) Posters shall be posted on the outside of buildings only.

6.23 Posters may be posted on any tile surface with the exception of the Administration Building and the Library.

6.24 Publicity shall be removed:

1) If torn or defaced in any way.

2) When not conforming to ASCC Publicity Code.

3) By the registrant, along with clear plastic tape, twenty-four (24) hours following the event (excluding weekends and holidays).

6.25 All publicity written in a language other than English shall have an English translation printed of the same size and distributed or posted with the non-English copy.

6.26 Posting of publicity materials in the following areas is prohibited. These areas include:

1) Grounds, passes, and walkways.
2) Glass, wood, painted, or finished surfaces.

3) Trash cans, benches, trees, shrubbery, and landscaping.

4) Inside classrooms or any building, lecture hall, or lab, and on interior walls, windows, and doors, except on designated non-academic bulletin boards.

5) Exterior doors or windows of any building or structure.

6) Stairways, stair railings, and elevators.

7) Fixed poles, traffic control devices, guideposts, signposts, campus directional signs, or historical markers.

8) Automobile windshields.

9) College parking lots.

6.27 Students are cautioned that reproduction of copyrighted materials for distribution may constitute a violation of copyright law. Students copying and/or distributing such materials are responsible for taking adequate measures to ensure copyright violations do not occur.

6.30 **Registration of Publicity:**

6.31 All publicity for on-campus clubs, organizations and individuals shall be registered by the Commissioner before it may be posted or distributed.

6.32 All publicity must be registered with the Commissioner during his/her posted office hours.

6.33 Registration of publicity shall entail the following:

1) Registrait reading of the Publicity Code.

2) Registrant filling out responsibility form.

3) The Commissioner reading the publicity in question to verify that it conforms to Section 6.35

   6.331 If the publicity is a poster, the Commissioner will also stamp the publicity and indicate the date for removal on the publicity.

   6.332 If the publicity is a handbill, the Commissioner will stamp one handbill, put a date of expiration of approval on the handbill, and retain that copy for his/her files.
6.34 In order to meet the requirements of distribution of literature regulations, the following form is to be filled out by the student/group that is to distribute the material.

RESPONSIBILITY FOR DISTRIBUTION OF LITERATURE FORM

Name: ______________________________________________________________________

Group Represented (if any): ______________________________________________________________________

Student Number: ______________________________

Distribution Dates: From: _______________________ To: ________________________

I, the undersigned, am fully aware of the Publicity Code and I understand that I will be held responsible for the clean-up of any litter caused by my publicity. Clean-up, including any handbills, should occur within twenty-four hours after the college event. I also understand that I will be held responsible for any infractions of the Publicity code that I might make.

Signature

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6.35 The Commissioner may refuse to register publicity which is obscene, libelous, slanderous, advocates the use of dangerous drugs or alcohol; constitutes hate violence within meaning of California Statutes of 1992, Chapter 1363; or any activity that would disrupt Cerritos College from performing its stated objectives as outlined in the California State Education Code and the Cerritos College Board of Trustees Regulations and Policies.

6.40 Publicity Limitations:

The use of posters shall be limited as follows:

6.41 ASCC Ballot measures 5 posters
Senatorial Candidates 5 posters*
Senatorial Slates 5 posters*
Homecoming Court Candidates 5 posters
Homecoming Queen Candidates 5 posters
Club Recruitment 5 posters
Campus Club/Organization Events 5 posters
ASCC Presidential Candidates 10 posters
ASCC Activities 5 posters

*No Senatorial Candidate shall have his/her name on more than five (5) posters.
6.42 There shall be no limit to the number of handbills distributed.

6.43 A slate shall be defined as more than one candidate upon the same poster or handbill.

6.431 There shall be no slates for Homecoming Candidates.

6.432 Only the ASCC may post publicity with more than one candidate for Homecoming.

6.44 Each Homecoming Court Candidate shall be sponsored by only one organization.

6.50 **Penalties:**

6.51 Failure to comply with the Publicity Code shall result in:

1) **First Offense:** The Commissioner of Public Relations shall remind the registrant of the rules and regulations, and tell the registrant to correct the problem within two (2) hours, unless told otherwise by the Commissioner of Public Relations.

2) **Second Offense:** A $20 fee shall be assessed to the registrant. This fee shall be paid within forty-eight (48) hours, excluding weekends and holidays.

(3) **Any further offenses** shall lead to a progressive doubling of the $20 fee, which shall be paid within forty-eight (48) hours, excluding weekends and holidays.

6.52 If a student or an organization fails to make remittance of a fee that was assessed, the ASCC Court shall take appropriate disciplinary action.

6.53 The Commissioner of Public Relations must keep a public record of all offenses made.

6.531 This record will only be made available upon request.

6.54 At the beginning of each semester an organization will begin with no offenses on their record.

6.55 Any organization of entity found to be in non-compliance with the Publicity Code may appeal such finding to the ASCC Court. Such appeal must be made within 10 calendar days of the finding of non-compliance and determination by the ASCC Court will be final.

**STUDENT REFUND PROCEDURES**

It is the student’s responsibility to apply for the following refunds after Official Change of Programs have been made. Refunds can only be requested at the beginning of each session. Classes must be dropped within the first two weeks of the session in order to be eligible for a refund. Refunds are not automatically processed. Students must report to the Fee Station and sign a claim statement. Refunds will then be mailed in approximately four to six weeks.
To an officially withdrawn student, the following guidelines apply:

1. **Enrollment Fee**

   A student will be refunded the enrollment fee for classes dropped within the first two weeks of the session. No refund will be granted if classes are dropped after the second week of the session unless a program change is the result of action taken by the district to cancel or reschedule a class or if the student is dropped for failure to meet a prerequisite(s) or co-requisite(s). Another exception to the two week drop limitation is that any student who is an active or reserve member of the United States military service, and who has withdrawn from courses due to military orders, may file a petition with the district requesting refund of the enrollment fee. The district shall refund the entire enrollment fee unless academic credit has been awarded.

2. **Student Health Fee**

   A student will be refunded the Student Health Fee 100 percent if all classes are dropped within the first two weeks of the session. No refund will be granted if classes are dropped after the second week of the session. (See exceptions noted under enrollment fees.)

3. **College Services ID Fee**

   A student will be refunded the College Services ID Fee 100 percent if all classes are dropped within the first two weeks of the session. No refund will be granted if classes are dropped after the second week of the session. (See exceptions noted under enrollment fees.) Students must surrender ID Card.

4. **Parking Fee**

   A student will be refunded the Parking Fee 100 percent if all classes are dropped within the first two weeks of the session. No refund will be granted if classes are dropped after the second week of the session. (See exceptions noted under enrollment fees.) Student must surrender parking sticker.

5. **Non-Resident And International Student Tuition**

   A student will be refunded the Non-Resident Tuition or the International Student Tuition for classes dropped within the first two weeks of the session. No refund will be granted if classes are dropped after the second week of the session. (See exceptions noted under enrollment fees.)
6. **One Year Limit On Refunds**

Students seeking refunds must meet requirements of # 1, 2, 3, 4, or 5 above to be eligible. Students then have one year from the beginning of the semester in which the fees were paid to apply for their refund. Beyond the one year limit students will no longer be eligible for refund.

**CLASSES MUST BE DROPPED BEFORE FILING FOR A REFUND!**
STUDENT SERVICES

Student Services are provided to enhance educational opportunities and to meet special needs of students.

Student services in community colleges have been defined as those activities outside of the classroom that give an institution its character. These services are often critical to the retention of students and to the recruitment of new ones.

Cerritos College offers over twenty (20) diversified student services. The Student Services Office, administered by the Vice President of Student Services/Assistant Superintendent, is currently responsible for the following student service areas:

A.  Admission Services
   1.  Admissions and Records

B.  CalWORKs

C.  Career Services
   1.  Career Planning
   2.  Re-Entry Resources
   3.  Job Placement
   4.  Testing - Assessment

D.  Disabled Student Programs And Services
   1.  Central In Take and Services
   2.  Alice Collins Resource Center for Students with Disabilities
   3.  Instructional Support Center
      a.  Independent Mediation Lab
      b.  Assistive Technology Training and Information Center
      c.  Short Term Alternate Media Production
   4.  Speech and Language Center
5. Rancho Los Amigos Medical Center
6. Assistive Technology

E. International Student Center
1. International Student Admission and Counseling Assistance
2. SEVIS Tracking System
3. International Student Immigration Advisement
4. Cultural Adjustment and Recruitment

F. Student Activities
1. Student Government
2. Campus Organizations and Activities
3. Judicial Affairs

G. Student Affairs
1. Extended Opportunity Program and Services (EOPS)
2. Financial Aid
3. Veterans’ Affairs

H. Student Health Services
1. Psychological Services
2. Health Insurance
3. Accident Insurance

I. Counseling Services
1. Counseling Center
2. College and University Transfer Center
J. Matriculation

1. Admissions
2. Orientation
3. Skills Assessment and Student Evaluation
4. Advising, Counseling and Placement
5. Student Progress and Follow-up
6. Institutional Research and Evaluation
7. Coordination and Training
8. Prerequisites/Co-requisites

Other student services are offered through instructional programs and the Business Services of the college.

A. Admission Services

The Admissions and Records Office performs a wide variety of services for students and staff. These include admitting and registering students, maintaining course enrollment records, recording final grades, and implementing existing policies regarding transfer students. In addition, the office assembles, distributes, receives and houses the course rosters and student attendance documents. Through the registration process, faculty records and special reports provide the data base required to file state, federal and local reports. Inquiries about admissions, records, registration and all academic progress of the students should be directed to this office.

B. CalWORKs

The CalWORKs program at Cerritos College exists to assist students who are receiving Temporary Assistance for Needy Families (TANF). The program provides counseling and educational planning, referrals to campus and community-based organizations, up-to-date information regarding Welfare Reform rules and their impact on students, job search assistance, childcare agency referrals, and post employment services. For eligible students, the CalWORKs program also provides payment for childcare during class and work hours. For more information about the CalWORKs program, please call extension 2356 to make an appointment with a CalWORKs counselor.
C. **Career Services Center**

The Career Services Center, located in the Administration building, offers a variety of career testing (skills interest, values, and abilities), re-entry resources, counseling and job placement services to the students and alumni of the Cerritos Community College District.

The concentration of services in one location assists people in identifying classes, training and careers that will be the most satisfying in meeting their goals.

1. **Career Services Center**

   Career Services, located in the Administration building, provides comprehensive career counseling services to enrolled students and alumni. The most up-to-date labor market information, including video, computer and print resources are available to assist students and staff in obtaining their career goals. Career counselors are available daily by appointment. Classroom and community presentations are made by counselors and staff. The Center is open Monday through Thursday, 8:30 a.m. to 7:00 p.m.; and Friday, 8:30 a.m. to 12:00 p.m. Call (562) 860-2451, extension 2359 for more information.

2. **Re-Entry Resources**

   Located in the Career Services Center, Re-Entry Resources is designed to recruit, orient and assist returning students. It serves as a support center and resource for students 25 years and older who have had a three or more year interruption in their education and who are entering college for the first time, acquiring new skills in order to enter the job market or make a career change, or resuming an interrupted college education.

   Re-Entry Resources provides re-entry students personal assistance, orientations, workshops based on re-entry student issues, support groups, and information on campus and community resources.

3. **Job Placement**

   Job Placement, located in the Career Services Center, makes available to currently enrolled students and Cerritos College graduates part-time and full-time job opportunities. Job information is disseminated by means of job binders and the Internet. In addition to job referrals, the office provides information on internships and jobs available for county, state, and private industry. All requests for employment should be directed to this office.
4. Testing - Assessment

Assessment testing is administered in the Career Services Center. Results are used for advisement in selecting classes. Tests for reading, math, English writing, and ESL placement are administered in the Career Services Center.

D. Disabled Student Programs And Services

Individuals with limitations due to a disability may receive support services and instruction from one or more of five programs at Cerritos. Those with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served.

1. Central Intake and Services

All students are provided with an initial interview, counseling and referral as needed through Central Intake and Service (C.I.S.). Additional non-classroom related assistance for all students includes: registration, campus orientation, placement test, elevator key, parking, matriculation and support with disability management issues. For further information contact DSPS at (562) 860-2451, extension 2333, or http://www.cerritos.edu/dsp.

2. Alice Collins Resource Center for Students with Disabilities

The Resource Center assists students with mobility or other health limitations. The services available to qualified students include: in-class aides, note-taking, tutoring referral, test-taking, disability management, textbooks on tape, liaison with instructors and other campus offices, community agency resource information, referral for special instruction, wheelchair loan and storage, calculator and tape recorder loan, use of modified typewriters and specialized equipment, liaison with the Department of Rehabilitation and other agencies, counseling and guidance, and adaptive physical education classes.

3. Instructional Support Center

The Instructional Support Center (ISC) is located in the Student Center Complex next to the cafeteria. There are three distinct yet inter-related programs. First, the Independent Mediation Lab offers specialized instruction that emphasizes approaches to develop techniques that ameliorate the impact of a disability. Students go through a brief computerized assessment process then meet with the ISC counselor to assist them in developing and implementing a study skills/compensatory strategies plan. The Assistive Technology Training and
Information Center (ATTIC) trains students so they will be able to use the access technology equipment such as screen reader, visual amplification devices and reading machines placed around the campus. Students will be referred to the ATTIC by the DSPS Specialists once there has been a discussion of alternate media options that may or may not include training in assistive technology. Finally, Short Term Alternate Media Production (STAMP) has been established to meet immediate needs for alternate media such as brailled, digitized or large print tests and syllabi. Large projects such as complete textbooks will be completed through Computer Services by our Alternate Media Specialist.

4. Speech, Language and Hearing Center

The Speech, Language and Hearing Center offers assistance to those individuals with communication difficulties due to speech, language or hearing impairments. Individual and small group instruction is provided to students having difficulty with articulation, voice, language, aphasia, hearing impairments and stuttering. Interpreters, notetakers, and specialized instruction in the basic skills are also available for the hearing impaired.

5. Rancho Los Amigos Medical Center

Patients of Rancho Los Amigos Medical Center in Downey may attend college courses at the facility. In addition to assistance in the basic skills of reading, writing and computation, instruction in multi-clerical skills is available. The sessions are held four days per week throughout the year and may be entered at any time. The satellite campus to Rancho is designed for students who are inpatients or outpatients of Rancho.

6. Assistive Technology

Institutional services such as the captioning of instructional videos, brailing of materials from across the campus and deployment of assistive technology are coordinated through DSPS and computing services. If there is need for assistance in any of these areas contact DSPS.

E. International Student Center

The International Student Center welcomes F-1 international students to attend Cerritos College, a SEVIS approved institution. The Center provides approximately 400 F-1 international students from approximately 40 different countries assistance with admissions, counseling, immigration advisement, cultural adjustment and educational support while they pursue their academic goals. We assist international students in their relations with the Bureau of Citizenship and Immigration Services (BCIS) and other U.S. and foreign governmental agencies while they maintain proper immigration status at Cerritos College. Mandatory health insurance is required for all F-1 international students attending Cerritos College.
1. **International Student Admission and Counseling Assistance**

   All F-1 international students must provide Cerritos College with the required documentation pre-determined by immigration before they are approved for admission into Cerritos College. An International Student counselor is available to assist with the student's academic program. A mandatory International Student orientation for new F-1 international students is scheduled within the first two weeks of class.

2. **SEVIS Tracking System**

   The Department of Homeland Security (DHS) has implemented a computerized, internet based tracking system to keep track of the million plus foreign students currently studying in the United States. The International Student Center is mandated by DHS to monitor, track and to meet strict SEVIS reporting deadlines to ensure that all F-1 international students attending Cerritos College have arrived in the U.S., reported to the campus, are registered as active, full-time students and are properly maintaining their immigration status throughout the duration of their studies at Cerritos College.

3. **International Student Immigration Advisement**

   The International Student Center assists F-1 international students in maintaining their immigration visa status while they are attending Cerritos College. We are required to report through the SEVIS program whether or not the F-1 international students are enrolled and if they successfully complete 12 units during all major terms (Fall and Spring). Class attendance is required of all F-1 international students, therefore, they are not permitted to withdraw or be withdrawn below the 12 unit minimum without authorization from the International Student Center.

4. **Cultural Adjustment and Recruitment**

   The International Student Association provides both F-1 international and domestic students exposure to both American and world cultures while encouraging all students to get involved in campus organizations and by becoming leaders on campus and in the community. We encourage any of you who travel or have contacts world-wide to promote Cerritos College to any prospective student who has the financial means and the motivation to pursue their educational studies in the United States.

F. **Student Activities**

   The Office of Student Activities is responsible for Student Government, Clubs and Organizations, Student Activities, Health Services, Student Center, Leadership Development, Student Housing, Judicial Affairs, Student Handbook, and I.D. Center.
A wide spectrum of student development programs and services are offered that complements the academic program of studies and enhances the overall educational experience of students through participation in social, cultural, intellectual, recreational and governance programs.

1. Student Government

Cerritos College’s government program is an expression of the student’s thoughts based upon the democratic process. The government consists of the President, Executive Cabinet, Court and the Student Senate. The advisor to these groups is the Director of Student Activities.

The annual ASCC budget currently totals over half a million dollars with approximately two-thirds of the budget providing for District instructionally related subsidies and student services. Approximately fifty percent (50%) of the income generated is derived from Student Services ID fees collected during registration. The business enterprises of the Bookstore and food concessions raise approximately thirty percent (30%) of the dollars budgeted. Approximately twenty percent (20%) of the student body income, or the balance, is generated by admission fees to special events and interest on savings.

2. Campus Organizations and Activities

Cerritos has more than fifty (50) student clubs and organizations currently active on campus. They provide numerous opportunities for students to participate in social, service, curricular and special interest programs. Club organizations are built upon the various academic, social, artistic, religious, athletic and service interests of the students and they supplement the learning experience of the college curriculum. Campus organizations actively participate in community service projects and special events. Activity nights are regularly scheduled to include the evening students.

There are values to be gained in an informal relationship between students and instructors. It is hoped that faculty members will recognize the importance of the activities program and participate in these activities.

3. Judicial Affairs

The Judicial Affairs Office serves as the hub or central clearing house for all student related problems. Information regarding student rights and responsibilities is available from the Coordinator of Judicial Affairs. He is available to meet with you to explain the “System” and your rights with regard to student grievances, student conduct and academic related student grievances.

This office also serves as a source of information and/or referral for all student problems and concerns. The Office of Judicial Affairs is located in the Student
Activities Office. Inquiries should be directed to the Coordinator of Judicial Affairs, Mr. Patrick Callahan, in the Office of Student Activities or by calling (562) 860-2451, extension 2472.

G. Student Affairs

The Office of Student Affairs consists of three programs: Extended Opportunity Programs and Services (EOPS), Financial Aid and Veterans’ Affairs Offices are located inside the Administration Building. EOPS is located on the south side of the Administration building, and the Financial Aid Office is located inside the Administration Building.

1. EOPS

Extended Opportunity Program and Services (EOPS) is a State funded program designed to provide educationally and economically disadvantaged students assistance through the educational pipeline. Services include a summer bridge program, counseling, registration assistance, grants, EOP nomination waivers for CSULB, admission waivers to UC and CSU, Psychological Services, CARE Program, supplemental instruction, and math and counseling learning communities.

Admission into the EOPS Program requires BOGG A or B status, completing an application form, enrollment in 12 units, and meeting with an EOPS counselor three times during each semester, and have earned less than 70 degree applicable units.

EOPS is also a strong advocate for student success and has developed and implemented a number of retention programs. These programs include Supplemental Instruction (SI), Achievement in Math (AIM) Program, English/Counseling class, and CG 50 class for EOPS freshman students. The EOPS Program strongly supports the concept of collaboration between instruction and Student Services, collaborative learning, learning communities, and the concept of social and academic integration activities outside of the classroom.

2. Financial Aid

The Financial Aid Office provides scholarships, grants, employment opportunities, and loans to eligible students. Financial aid is based on need and requires a student to submit an application with income verification or documentation on a case-by-case basis.

3. Veterans’ Affairs

The primary responsibility of the Office of Veteran’s Affairs is to certify student eligibility for educational benefits from the Veterans’ Administration. The office
also serves as liaison between the veterans and their dependents and the Vocational Rehabilitation Office. Veteran information on legislative or changes in regulations is shared with veterans on campus.

H. Student Health Services

Health services are available to all students currently enrolled at Cerritos College upon proof of enrollment. First Aid and referrals are available to all faculty, staff and visitors at no cost. Physicians, nurse practitioners, registered nurses and medical assistants provide basic outpatient services for the diagnosis and treatment of acute and sub acute illnesses and injuries. Hours of operation are Monday through Thursday, 8:00 a.m. – 5:30 p.m.; and Friday 8:00 a.m. – 12:00 p.m.

1. Psychological Services

Psychological services are available to all enrolled students experiencing emotional problems or concerns. Individual appointments are limited to six sessions per semester and our focus is short-term intervention. Mental Health Professionals (Clinical Psychologists, LCSW, or MFTE) are available to work with students or make appropriate referrals when indicated. Appointments can be made by phone or in person. Questions concerning this service should be referred to Student Health Services at extension 2321.

2. Health Insurance

Student Accident and Illness insurance is available on a voluntary basis for health and hospitalization coverage. Students must contact Student Health Services for insurance information and application.

3. Student Accident Insurance

Student accident insurance is provided by Cerritos College to registered students in the event of an accident or injury during college sponsored and supervised activities. It may assist in covering medical bills incurred by students and athletes. There are benefit limitations and some exclusion in the policy, so it is important to work with the Student Health Services Staff to insure optimum coverage. Students enrolled at Cerritos College, and whose children are using the officially designated childcare facility on campus, are covered by Student Accident Insurance.

I. Counseling Services

1. Counseling Center

Students are assisted by guidance counselors in assessing their talents, aptitudes and interests. Accordingly, the following major counseling services are made
available to all students to facilitate their involvement in the educational process and maximize their academic achievement: academic, career, personal and psychological counseling; assessment test and orientation and referrals to appropriate outside agencies whenever deemed necessary.

2. College and University Transfer Center

Cerritos College is one of 20 community colleges in the state that was chosen to be an official transfer center site. The center assists in activities to strengthen the four-year college and university transfer function. Representatives from the four-year institutions along with the Cerritos College Counseling staff will be available at scheduled times to assist those students interested in continuing their academic endeavors. For any questions, help, suggestions, or visits to the Transfer Center, call Dr. Jan Connal at extension 2143.

J. Matriculation

Matriculation is a system of student and instructional services established to assist students in achieving their educational goals. The purpose of matriculation insofar as funds allow, is to ensure access to appropriate programs and courses for completion of student educational objectives.

The continuation or development and implementation of matriculation activities has been mandated by the Chancellor's Office for all California community colleges. State wide, the primary goals of matriculation are student success and institutional effectiveness. More specifically, it is hoped that through matriculation the extent to which students complete their educational objective will increase and that colleges and districts will deliver their educational programs and services more effectively.

Basically, matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to attain those objectives through the college's established programs, policies, and requirements. On the college's part, the agreement includes providing appropriate instructional and student services. On the student's part, the agreement includes expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment, diligence in class attendance and completion of assigned course work, and completion of course and maintenance of progress toward an educational goal according to college and state standards.

The Cerritos College matriculation plan was developed by several administrators, counselors, and teaching faculty participating in matriculation task forces and committees. Since 1999 Cerritos College has participated in non-credit matriculation. This plan offers non-credit students opportunities to transition into the credit program.

Briefly, the local plan outlines instructional and student services activities for increasing student success and institutional effectiveness through admission and registration
processes; orientation to college programs, services and procedures; pre-enrollment assessment and counseling; advisement/counseling for course selection; continuous follow-up on student progress with referral to support services when needed; and a program of institutional research and evaluation.

Teaching faculty continue to be involved with matriculation activities such as assessing their students for “early warning letters” (called the Early Alert Program) and making referrals to student services. Counselors provide the counseling and advising described in the plan and also assist with the continuing development of related activities. Faculty are involved with reviewing the assessment instruments and procedures, exploring the possibility of establishing faculty advising, and participating on the matriculation committee.

All students are encouraged to participate in matriculation activities except those students with AA degrees and higher.

The matriculation plan is divided into eight components: admissions; orientation; assessment; advisement/counseling; student progress and follow-up; institutional research and evaluation; coordination and training; and prerequisites/co-requisites. Activities included in the Cerritos College matriculation plan are:

1. **Admissions**
   a. new application form to collect data required by state and for local purposes
   b. system to promote early application so as to facilitate matriculation

2. **Orientation**
   a. offer orientation options for new students
   b. implement an online and supplemental orientation option

3. **Skills Assessment and Student Evaluation**
   a. continuation of pre-enrollment assessment for non-exempt students
   b. introduction of assessment for learning and study skills
   c. integrated student services program to assist students in identifying aptitudes, interests, and goals
   d. development of supplemental assessments and referral to specialized support services
   e. ongoing evaluation of assessment instruments and practices to assure validity and appropriate cultural sensitivity
4. Advising, Counseling and Placement
   a. advising plan to include counselors, paraprofessionals, and peer counselors and explore possibility of faculty advising
   b. institute procedures for preparation and updating of student educational plans
   c. develop systems to accommodate special needs students

5. Student Progress and Follow-up
   a. assure that academic progress of each student is regularly monitored
   b. regular assistance for students with no declared goal or major, and/or who are enrolled in basic skills courses, and/or who have special needs

6. Institutional Research and Evaluation
   a. conduct formative evaluations to improve implementation of each component
   b. monitor the changes to the indicators of success before, during and after the implementation of matriculation
   c. conduct a study to assess the match between student needs and educational programs and services provided
   d. conduct a summative evaluation regarding the overall outcomes of matriculation to include student and staff perceptions, student behavioral outcomes, and institutional and community impact.
   e. in cooperation with the Chancellor's Office, conduct a complete study as to the effectiveness and appropriateness of assessment and placement practices

7. Coordination and Training
   a. ensure the coherent development of a campus-wide involvement in the local matriculation plan
   b. identify needs for and coordinate planning of and designate methods and presenters, for campus-wide staff development

8. Prerequisites and Co-requisites
   The Academic Affairs Committee is analyzing the college’s enforcement of prerequisites.
OTHER SERVICES AVAILABLE UNDER THE GENERAL DIRECTIONS OF THE OFFICE OF ACADEMIC AFFAIRS

A. Child Development Center

The Cerritos College Child Development Center is devoted to providing an educational program in which children can grow individually to their fullest potential. The educational enrichment program features art, music, story telling, science, language and experience activities for the children of students of Cerritos College. The center is located in rooms TECH 2 and 4. The Child Development Center accommodates children from ages 2 years/9 months to 7 years old whose parents are students at Cerritos College, staff members, and community members, as space permits. There is a nominal fee charged at the center.

B. Tutoring Center

The Tutoring Center provides instructional services for students having difficulty in mastering a particular subject. This free service is available to students for a maximum of ten (10) hours per semester. Students needing help are referred to student tutors who have met departmental and academic standards of excellence. The Tutoring Center is located in the Learning Resource Center.

C. Intercollegiate Athletics

Cerritos College provides intercollegiate competition for men and women. The men’s and women’s programs are under the rules and regulations of the State Athletic Committee and are members of the South Coast Conference. Cerritos College teams will participate in the following sports:

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Water Polo
- Wrestling

The Athletic Department encourages faculty members to participate in the athletic programs as officials, especially in Track and Field and Swimming.

TICKET POLICY

Football - ASCC provides all full-time faculty members with two complimentary reserved season tickets. Additional tickets may be purchased at the regular season ticket rate.

Other Sports - At all other intercollegiate contests, your employee pass will admit two people.
BUSINESS SERVICES

The Business Services area incorporates many support services for faculty. These areas include:

Accounting, Payroll, Purchasing, Budget Information and Assistance, Building and Remodeling, Insurance, Maintenance of Plant and Grounds, Operation of Plant, Transportation Services, and the Student Store.

Keys

All keys for campus buildings are issued by the appropriate division. Authorization must be received from the Instructional Deans before keys will be issued. Each individual authorized to receive keys must return them to the Facilities Department, when they are no longer necessary for assignments.

In order to ensure the security of the college property, keys will be issued on the basis of these guidelines:

1. Keys will be issued ONLY to officials or employees of the District and to outside contractors who must have access to service areas, upon approval of the Director of Physical Plant and the Vice President of Business Services/Assistant Superintendent. Keys shall not be issued to an adult hourly or to student workers.

2. No keys will be issued without the signature of the employee and approval of the appropriate manager. Issuance of grand master keys must be recommended by the Vice President of Business Services/Assistant Superintendent, and approved by the President/Superintendent.

3. Lost keys must be reported immediately to the appropriate division and Facilities Department. New keys will not be issued until lost keys are paid for. The following charges shall be made for lost keys:

<table>
<thead>
<tr>
<th>Key Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Master</td>
<td>$250.00</td>
</tr>
<tr>
<td>Master</td>
<td>100.00</td>
</tr>
<tr>
<td>Sub-Master</td>
<td>25.00</td>
</tr>
<tr>
<td>Operating Doors</td>
<td>10.00</td>
</tr>
<tr>
<td>All other</td>
<td>5.00</td>
</tr>
<tr>
<td>(room, desk, file</td>
<td></td>
</tr>
<tr>
<td>cabinet, etc.,)</td>
<td></td>
</tr>
</tbody>
</table>

4. Upon transfer of assignment within the District, the Instructional Dean or the appropriate manager shall notify facilities of this action. Employees shall turn in keys no longer needed or at the request of the Director of Physical Plant. New keys will not be issued until previously issued keys are turned in to Facilities.

5. Unauthorized use of, or duplication of, District key may be grounds for termination.
6. **UNDER NO CIRCUMSTANCES SHALL KEYS BE LOANED TO UNAUTHORIZED PERSONS OR GIVEN TO STUDENTS.**

7. Part-time faculty shall turn keys in to the Facilities Department at the end of the first semester (if not returning second semester); at the end of the second semester, if not teaching summer session.

8. District employees on sabbatical or prolonged leave of absence in excess of six months shall turn keys in to Facilities. Exception to this requires approval of the responsible dean and the Vice President of Business Services/Assistant Superintendent.

9. Re-keying procedures - requests for re-keying rooms or buildings must be approved by Director of Physical Plant and President's Cabinet.

**Loan of District Property by District Employees**

College employees who are borrowing District equipment to be taken off campus are required to complete revised Form BP-40 USE OF DISTRICT EQUIPMENT. This form must be signed by the appropriate manager and be kept on file by the manager until said property is returned to its original location in the same condition as borrowed.

**If you have any employees who currently have district equipment in their possession and have not completed BP-40, please be sure they submit this form to you for your files.**

When District equipment is reported missing and the assigned manager does not have a copy on file of the Use of District Property form, a theft report will be filed with the Norwalk Sheriff’s Office.

Once this report is filed with the Sheriff’s Office and an employee is found with the equipment in his/her possession off campus, charges may be filed with the Sheriff’s Office.
BOOKSTORE

The Cerritos College Bookstore is maintained by the Follett Higher Education Group in association with the ASCC.

Textbooks

Faculty are encouraged to recommend the Cerritos College Bookstore to students who wish to augment their education with the purchase of books and supplies.

Desk Copies

Desk copies will be provided to instructors through the respective Division Instructional Dean. All textbooks on loan from the division must be returned to the office at the end of the school year.

Supplemental Materials

Faculty are encouraged to use the Bookstore as a distribution source for both required and recommended supplemental materials. For required books, the division personnel will work with the faculty member and transmit the information to the Bookstore. However, faculty are encouraged by the Bookstore director to call extension 2470 whenever he or she is planning to recommend an item to their students. The store personnel will make every effort to make such items available to our students.

Normal Store Hours

Fall and spring semester regular hours are:

Monday through Thursday ..................................7:30 a.m. - 7:00 p.m.
Friday .................................................................7:30 a.m. - 2:00 p.m.

Please call the Bookstore at extension 2470 for information concerning special hours during the opening of the semester and during vacation periods.

TRANSPORTATION

The Director of Physical Plant shall administer the transportation area of the Business Services Office (Board Policy 5140):

1. General Rules:

   a. Field Trip Request

      Before any trip is made in which students are transported, a field trip must be approved through the appropriate dean. The Facilities Dept should be notified two (2) weeks prior to time of departure.
b. Passenger Lists

Prior to any trip or competitive activity in which students are transported, a list must be furnished to the Student Activities Office by the advisor. Only students on this list may be transported. The list may be amended by the advisor from time to time.

1) After January 1, 2005 drivers of 15-passenger vans must possess a Class “B” license in compliance with AB 626.

c. Driver Qualifications

The drivers of all vehicles must possess and have in their possession valid operations’ licenses, be employees of the District, and be 18 years of age or older, and have an approved California Driver’s License. All drivers must have Campus Police drivers’ clearance and must obey and observe regulations pertaining to the college. Drivers of rental vehicles must be 25 years of age.

d. Insurance Provision

All District vehicles used for school business of any kind must be covered by public liability and property damage insurance which meets the minimum requirements of the financial responsibility provisions of the Vehicle Code of the state of California.

All District employees who drive school cars or are on buses on authorized trips have protection against negligence under a blanket insurance coverage paid for by the District.

e. Employee Vehicles

Employee vehicles may be used only upon special authorization of the President/Superintendent, Vice President of Academic Affairs/Provost, or Vice President of Business Services/Assistant Superintendent. Employee vehicles must have insurance.

2. Transportation Regulations
(See Board Policy for Specific Regulations)

a. Use of Buses

Instructors making field trips, visits to other schools, athletic trips, etc., should notify the Facilities Department for use of a bus two (2) weeks in advance of the date of trip.
Buses will be assigned to groups which

a. Exceed the number permissible for two cars or vans, or

b. When no other vehicles are available, but the trip is authorized.

b. Use of Other District Vehicles and Private Cars:

1. Vans will be assigned according to the following priority

a. Date of receipt of request.

b. Groups involving athletic events.

c. Groups involving field trips.

d. Individuals on school business, i.e., recruiting and similar school business.

e. Request schedule in advance of planned trip will be shown preference, other things being equal.

2. Under no circumstances shall there be more than 15 passengers, including the driver in each van.

3. Travel should be restricted to between the hours of 6:00 a.m. and 10:00 p.m. whenever possible.

4. No District vehicle shall be used to transport animals except with prior approval by the appropriate dean.

c. Rental Vehicles

Vehicles shall be rented through the Facilities/Purchasing Departments for student and staff transportation.

All rental vehicles shall be driven only by District employees over the age of 25 years. Employee must have a valid drivers license.

All requests for rental vehicles shall be made to Facilities/Purchasing five (5) working days prior to the desired date of use.
All requests for rental vehicles shall be charged to the following accounts:

1. Transportation of students (5007.4) shall be charged to appropriate transportation account.

2. Transportation of staff for business (5007.5) shall be charged to appropriate division or conference account.

All appropriate sections of the Transportation Policy shall apply for all rental vehicles. (Discretionary Education Code section 70902.)

d. Use of Gasoline Credit Cards

District gas credit cards may be secured from Purchasing for each long distance trip. These cards may be used only to make purchases for District-owned cars on trips authorized by the Board of Trustees. ONLY THOSE EMPLOYEES AUTHORIZED BY THE BOARD OF TRUSTEES TO MAKE THE TRIP SHALL SIGN THE DELIVERY RECEIPTS FOR PURCHASES MADE BY THE USE OF THE CREDIT CARD. Cards may be used outside of Los Angeles County only with PRIOR approval of the Board of Trustees.

UNDER NO CIRCUMSTANCES ARE CREDIT CARDS TO BE USED TO PURCHASE GASOLINE FOR PRIVATELY-OWNED AUTOMOBILES.

e. Control of Students on Buses and Vehicles

At least one faculty member must accompany students on each bus to and from the point of destination. At least one faculty member must accompany student trips or excursions if vehicles are used. A faculty member must accompany the students to and from the point of destination and is responsible for maintaining proper conduct of students during the trip or excursion.

f. Procedure to Secure Buses or District Vehicles

In order to enjoy the fullest use of available vehicles, it will be necessary to observe a set procedure to check out vehicles for use. The following procedures should be observed:

1. Instructors should prepare a list of proposed trips as far in advance as possible and submit it to their Instructional Dean for approval.
2. Contact Facilities Office extension 2307 to schedule vehicle use and extension 2309 to schedule a bus. Requests must be made two weeks in advance of the trip.

3. If the starting time of the trip is after 4:30 p.m. or on Saturday or Sunday, the key, etc. must be picked up from the Facilities Department before 4:30 p.m., or before 4:30 p.m. on Friday for Saturday and Sunday. (Credit cards must be picked up from Purchasing.)

4. A driver's report form requesting a record of the trip will be furnished. The information on this form is very important and must be completed at the end of each trip.

5. As nearly as possible, whenever more than one vehicle is used, travel shall be by convoy.

6. District vehicle key(s) must be signed out for each use at the Facilities Office.

h. Persons Eligible to Drive District Vehicles

Only employees of the District approved by the California Department of Motor Vehicles shall be considered eligible drivers for District vehicles. (Board Policy 5210)

The right to drive District vehicles by eligible drivers may be withdrawn at any time when it is to the benefit of the District.

i. Procedure in Case of Mechanical Failure

1. When mechanical failure occurs, passengers should be removed to a point of safety. Director of Physical Plant should be contacted by telephone for assistance.

2. Use road flares to protect vehicles and occupants during nighttime accidents. (Board Policy 5220)

j. Procedure in Case of Accident (Personal Injury)

1. Remove passengers to a point of safety.

2. Call the nearest law enforcement agency. If anyone is injured, ask the law enforcement agency for an ambulance.
3. If necessary to go beyond sight of the accident to reach a phone, send one of the passengers. **DO NOT LEAVE THE SCENE OF THE ACCIDENT.**

4. Regardless of how slight the damage to the vehicle, if anyone in any vehicle involved is injured, call the nearest law enforcement agency.

5. If the car is disabled within 20 miles of campus, call the **Director of Physical Plant**.

6. Complete emergency accident report and submit to the Business Office immediately upon return. (Board Policy 5230)

**j. Use of Vehicle While on School Business**

1. If it is also desirable for school personnel to attend local conferences or meetings, to visit neighboring schools or colleges on official college business or to represent the college at various functions, college equipment shall be used and requisitioned according to the college transportation regulations. Employee vehicles may be used only when the Director of Physical Plant signifies that no district transportation is available or upon special authorization of the President/Superintendent, Vice President of Academic Affairs/Provost, or Vice President of Business Services/Assistant Superintendent. Transportation allowance for use of employee vehicle is made in accordance with Board-adopted regulations.

2. Requests for transportation for school business in which no students are involved and which do not require use of a credit card for auto expenses may be made directly to Facilities on electronic computer form.

3. Only those persons authorized for mileage allowance by the Board of Trustees may claim reimbursement.

**WORKERS’ COMPENSATION – INJURY ON THE JOB**

All employees who sustain on the job injury or illness are covered by Cerritos Community College District Workers’ Compensation Insurance. An employee sustaining a job-related injury/illness must report the injury/illness to his/her immediate manager, supervisor or department secretary. After an illness/injury has been reported, an employee claim form must be issued to the injured employee within 24 hours after notification or injury. It is the employee’s responsibility to return the signed, completed top portion of the claim form to the
person issuing the form. After the employee returns the form, with the top portion completed and signed, the bottom portion is to be completed by the individual receiving the form and should be submitted immediately to the Business Service’s Office.

A Supervisor’s Report of Injury must also be completed as soon as knowledge of the injury is received. The supervisor’s report must be completed as thoroughly as possible. Be sure to indicate whether or not the employee had to leave work because of the injury/illness. Both forms, the Employee’s Report and the Employee’s Claim, must be submitted within 24 hours to the Business Services Office. It is imperative that these forms be issued, completed and submitted within the given time.

The District has designated medical facilities to provide medical treatment for employees injured on the job. Employees may be treated, if desired, by their own personal physician if a designated physician form is on file prior to the injury. Unless an employee has on file a request to be treated by their own physician, payment will not be made other than to the designated facilities. Information on the designated facilities and on filing a designated physician form is available by contacting the Business Services Office at extension 2241.

INSURANCE

All insurance claim forms are available in the Human Resource’s Office: Claim forms not handled directly by your doctor, hospital or dentist are also available.

COLLECTION OF MONIES

1. District Collections

   All collections of money from pupils or others for sale of shop or other materials; for willful breakage of, loss of, or damage to school property; for tuition fees; or from sale of obsolete materials; for tuition fees; or from any source shall be deposited not less frequently than weekly in the Fiscal Services Department with a statement showing the source of the collections together with a duplicate copy of the descriptive sub-receipt issued. (Board Policy 5020)

2. Student Body Collections

   All collections of money for the Student Body with the exception of Cosmetology, shall be deposited daily in the Fiscal Services Department with a statement showing the source of the collections together with a duplicated copy of the descriptive sub-receipt issued. All money collected shall be deposited and shall not be used for miscellaneous expenses. (Board Policy 5030)

   Cosmetology shall deposit its collections directly to the bank by daily armored car services.
WORK ORDERS

The Work Order (Form BP-3) is utilized to request repairs or other work requiring the services of The Facilities Department personnel. Funds for the purchase of materials required by the Facilities Department to complete non-maintenance type projects, i.e., remodeling, cabinet work, installation or relocation of equipment, etc., shall be budgeted by the requesting division or department. All work orders for non-maintenance work shall be approved by the appropriate Vice President or designee prior to submission to the Facilities Department.

In order to help minimize problems when items need to be moved, repaired, assembled, etc., the following procedures should be considered for work orders/phone orders:

1. Maintenance Work Orders
   a. Repair to items—faucet dripping, chair broken, drawer stuck, electrical cord frayed/broken, etc.
   b. Replacement of equipment.
   c. Installations—electrical plugs, outlets, movie screens, locks, new equipment, dutch doors, door windows, sinks, lighting, etc.
   d. Painting or refinishing of any item.
   e. Construction of any item.
   f. Assembly of new equipment.
   g. Moving of items to or from classrooms, warehouse, offices or buildings.
      1) All items going to the warehouse to be surplused must have Surplus Form attached.
   h. Set-ups for special functions.

* Please put only one job/task on each work order and an account number if materials are needed for installation.

** Work orders are to take care of problems that are non-critical and can be scheduled at a later date or time. These problems are not necessary for the class to continue. Please plan ahead and allot as much lead time as possible.

*** IF IN DOUBT - GET A WORK ORDER

2. Maintenance Phone Orders

Please call extension 2307 for these problems:
a. Emergency items – overflowing urinal, no electricity, no lights, major water leaks, no hot water.

b. Heating or air conditioning calls, door handle broke/missing, lock inoperative, elevators not operative/stuck, spills, odors.

Phone orders are for problems that affect classes in session, safety items or immediate security problems. Phone orders are also to cover any items within the Facilities Department.

**PROCEDURES FOR PROCUREMENT OF EQUIPMENT AND SUPPLIES**

**Methods of Procurement:**

Supplies and equipment may be obtained in different ways. All of the following must be approved by the appropriate Instructional Dean:

A. To initiate purchase for all items of equipment and supplies not listed on the Warehouse Standard Stock Order (Form B-2), the department completes a Peoplesoft online REQ. Upon approval of the requisition by the Dean, the requisition is transmitted to the Purchasing Department. The Purchasing Department then assigns the requisition to a buyer and processes the order.

B. The Warehouse Standard Stock Order (Form B-2) is used to order all supply items that are warehoused by the District. These items are preprinted on the Stock Order (Form B-2), and only the quantity needs to be inserted by the requisitioner. The Stock Order shall be forwarded to the Division Office for approval prior to processing by the Purchasing Department.

**HAZARDOUS MATERIALS - RIGHT TO KNOW**

In keeping with General Safety Order Section 5194, Title 8 of the California Administrative Code, Cerritos College is fully committed to enforcement of its “Hazard Substance Communications and Training Program.”

The purpose of this program is to communicate to all employees the physical and health hazards of all hazardous substances in the campus workplace. This is done by periodic training classes as well as continual update of our material safety data sheet books located at specified sites throughout the campus.

For specific information about the program and Material Safety Data Sheets (M.S.D.S.) book locations, refer to the Cerritos College Hazardous Substance Communications and Training Program Regulation.
CIVIC CENTER OFFICE

The Civic Center office is located in Facilities. The office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, and is responsible for the master calendar for public use of college facilities.

Use of College Facilities

All requests for use of school facilities must be submitted through the Civic Center Office. No employee is authorized to approve use of facilities without clearing the request through the Civic Center Office.

For use of facilities:

A. To check availability of a facility or room contact the department secretary. The department secretary can check for availability and also request a room through the “R25” software.

B. All facility requests must be sent through “R25.”
The Community, Industry, and Technology Education (CITE) unit provides nontraditional educational and training opportunities to the community. In addition it provides fiscal and administrative support to instructional divisions such as the administration of the Vocational Technical Education Act funds and selected grants. Finally it is the focal point for the college’s contract education initiative. All of the programs generate funds through either categorical/dedicated sources or through fees and contracts.

CITE includes seven program areas:

**Community Education**

A variety of non-graded, not for credit classes and workshops are offered on a fee basis throughout the year for adults in the community. These classes include personal and professional development as well as recreational and leisure time activities. The department operates college for youth in the summer.

Faculty with ideas for fee-based classes are encouraged to contact the department.

**Adult Education**

This unit offers ESL, GED, basic skills, occupational preparation, bilingual vocational, and civics education classes. These are non-credit classes.

**Emeritus College**

The Emeritus College serves the educational needs and interests of older adults who are at or near retirement. These non-credit classes are offered at senior centers and other convenient locations throughout the community.
Economic Development/Contract Education

The college offers customized training to meet the immediate training needs of business, industry, and government. The services are provided on a contract basis. Many times the contracts are developed through leads from the instructional divisions. Whenever appropriate the contracts are developed with the relevant instructional division and college staffs are used if they are available.

Apprenticeship

These are structured on the job training programs that include a classroom training component. They are developed and operated with Unions or employee organizations.

Tech Prep

This program works closely with local high schools to create seamless career pathways from high school to college. The program sponsors discipline-specific faculty meetings between high school and college faculty, facilitates articulation agreements, and promotes activities to raise the awareness of career options for high school students.

Diversity Programs

Programs and activities are offered that help the staff, students, and community thrive in a multicultural environment.

Other Services

Addition to the above programs CITE:

- Provides liaison with local Workforce Investment Boards
- Maintains work experience files

Contact Information

Offices are located in the Community Education Building. All programs can be reached through the Executive Dean’s Office, extension 2482. The registration offices for Community Education and Adult Education are open 8:00 a.m. to 7:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and 8 a.m. to noon on Saturday. The administrative offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday.
CERRITOS COLLEGE FOUNDATION

The Cerritos College Foundation, a non-profit organization organized in 1979, serves as a charitable vehicle for the community, individuals and alumni, to assist with financial support to Cerritos College beyond that which cannot be met through state funding. It is the belief of the Foundation that the growth of Cerritos College must be fostered and supported for the institution to keep its rightful place as one of the finest community colleges in California and in the nation.

The Foundation’s commitment is to cultivate and solicit private and corporate financial support for the faculty, staff and programs of Cerritos College. Its goal is to continue the tradition of producing high-caliber professionals, leaders, and artisans who enrich our community. The Foundation is committed to strengthening the pursuit of quality education while meeting the diverse needs of the students and community. The Foundation offers a variety of scholarships in various disciplines to assist students in their educational pursuits.

Over 25 community leaders generously volunteer their time, talent and resources to support Cerritos College and its students by serving on the Foundation Board of Directors.

The Foundation invites you to visit our web-site at www.cerritos.edu/ccf or you may contact the Foundation Office at (562) 860-2451, extension 2526 for more information or to make a donation.
MAILING SERVICES

Mailing service is provided for school mail ONLY.

Appropriate slots are available in the mail room for the deposit of materials to be mailed. U.S. mail is delivered to the post office at 3:30 p.m. daily.

FULL/PART-TIME MAIL BOXES

Instructors have a mail box located in the Administration Building, and should pick up materials daily. Health Occupations, PE/Athletics and Cosmetology instructors receive their mail through a division box.

MAIL ROOM PROCEDURES

GENERAL DISTRIBUTION

Items for general distribution received in the mail room from the President’s Office, Academic Affairs, and Publication will be distributed by the mail room staff. Items from all other offices, faculty, organizations, or committees will be distributed by their respective personnel.

CAMPUS MAIL

Items for distribution to persons on the campus should carry the name and division clearly marked and be placed in the interoffice slot in the mail room. There are many duplicate names on campus. Use first names or initials in addition to last names. Alphabetize when sending several pieces of mail to be distributed. If too large for mail slot, ring bell and give to the mail clerk and it will be directed to the proper place.

METERED MAIL

Slots are provided for school mail to be metered in the mail room. Mail to be metered MUST have a school return address indicating the office of origin. Envelopes to be sealed by metering machine MUST BE FANNED OPEN. The metered mailing machine closes at 3:30 p.m. (The mail room does NOT wrap packages, furnish boxes, tape, envelopes, nor labels.)

STAMPS

U.S. postage stamps are available for purchase in the Communication Center on a cash-basis only. Personnel may purchase a maximum of 20 stamps per day.
U.S. MAIL

Items containing U.S. postage may go into the U.S. mail slot located in the campus mail room in the Administration Building. This mail is taken to the Post Office at 3:30 p.m., Monday through Friday.

PACKAGES (PARCELS)

When a faculty member receives a school-business package (parcel) (college not responsible for personal package), notification of that arrival (NOTICE TO CALL FOR PACKAGE) will be placed in the faculty member’s mail box. Parcels are kept for SECURITY REASONS in the enclosed work area of the mail clerk. Only the addressee (faculty member or someone assigned) will be allowed to pick up the parcel(s) by exchanging the NOTICE TO CALL FOR PACKAGE slip for the parcel. At this time, the person will sign the card as receiving the parcel.

Personal packages may be mailed through the mail room by purchasing stamps to cover the cost of the package. (Stamps are purchased on a cash-basis only.)

UNITED PARCEL

Items to be returned to vendor via United Parcel must be sent to the Warehouse where arrangements will be made for their pick up.

C.O.D.

C.O.D. packages cannot be accepted by the mail room.

STUDENTS IN MAIL ROOM

Students are not allowed in the mail room unless they are a college employee. A student may leave a message or homework assignment at the window of the Communication Center.

MAIL ROOM HOURS

The mail room is staffed from 7:00 a.m. to 8:00 p.m., Monday through Thursday, 7:00 a.m. to 4:30 p.m. on Friday.

MISCELLANEOUS

The Communication Center staff is well acquainted with postal rules and regulations. They will be happy to offer assistance and answer any questions.

ONLY AUTHORIZED PERSONNEL ARE ALLOWED IN THE COMMUNICATION CENTER WORK AREAS.
**PREPARATION OF MATERIAL FOR U.S. POSTAL SERVICE**

1. * All district outgoing mail must have the name of the college and division on the return address envelope.

2. * All district mail going out through the postage meter must be UNSEALED unless otherwise approved by the area administrator.

3. **FIRST CLASS** letters must have the envelopes shingled (stacked with each flap extending over that of the preceding envelope.)

4. All foreign, insured, special delivery, etc., should be marked clearly and separated. Each department is required to fill out the necessary forms.

5. Be certain that all mail carries the correct address/street number, zip code and return address plus Department Name.

6. Do not overstuff envelopes. Mail must be inserted in envelopes so that any clips or staples are at the bottom of the envelope.

7. Anyone wishing to send personal mail must be sure that he/she places the proper amount of postage on the envelope and it should be sealed. Unstamped, personal mail without a return address will be placed in the “dead letter box” in the mail room. It is the responsibility of the originator to check for this mail since it cannot be returned.

8. Envelopes containing printed materials (circulars, schedules, bulletins, etc.,) and envelopes containing sheets of photocopied material without any typing or handwriting thereon or included therewith are third class mail and MAY BE marked THIRD CLASS.

9. Packages must be wrapped by sender, securely taped with filament tape, marked to denote contents, and value declared if any.

* Denotes that this type of mail will be returned to the office of origin unless these guidelines are correctly followed.

**BULK MAILING**

ALL BULK MAILINGS MUST HAVE THE APPROVAL OF THE DIVISION INSTRUCTIONAL DEAN AND BE DELIVERED TO THE MAIL ROOM WITH THE EXACT COUNT OF THE MAILING. BULK MAILINGS MUST BE AT LEAST 200 PIECES.

**RESPONSIBILITIES OF DIVISION/DEPARTMENT**

1. Order publicity material/brochure from Publications.
2. The Post Office requires two weeks’ delivery time on bulk mail. Please allow enough time when processing your bulk mail.

3. Order labels from Computer Center on Label Order form specifying division and code number and number of sets required.

**TELEPHONES**

District telephone installations are made SOLELY FOR COLLEGE BUSINESS PURPOSES. District telephone service is free from federal tax, and use of telephone service for other than college purposes is a violation of the provisions of the Internal Revenue Code and subject to federal penalty. It shall be the policy of the Board of Trustees to install pay telephones in convenient locations, if such telephones can be maintained on a self-supporting basis. (Board Policy 8040)

**NO PERSONAL long distance telephone calls shall be made unless the toll cost charges are made to the home telephone or calling card number.**

Personnel placing long distance personal calls must place them with the campus operator “O.” They may also use their credit card, call collect, or charge the call to their home phone.

No students are permitted to place toll calls; faculty advisors or other faculty personnel should make the call, if necessary, and charge to the home phone.

**LOCAL CALLS (562 AREA CODE)**

To place local area calls dial “9” and the seven digits of the outside telephone number.

All calls outside of the greater Los Angeles or greater Orange County areas must be placed by the college operator.

A record is kept of all outgoing telephone calls. Personnel will be accountable for all personal calls placed from their assigned extension number.
PROCEDURES FOR REPORTING THEFT AND VANDALISM

The following procedures will be followed when reporting a theft or vandalism on campus:

1. Immediately upon discovering a theft or vandalism on the campus, the staff member should notify the Campus Police Office.

2. Campus Police will respond and take the necessary information for the theft/vandalism report.

3. The report will be kept on file in the Campus Police Office.

TRAFFIC/PARKING PERMIT INFORMATION

The Campus Police Department receives its authority to enforce the Traffic and Parking Regulations from the California Penal Code, the California Vehicle Code, the Education Code, and the Downey Municipal Court. Citations are issued by the Campus Police Officers and traffic control officers. Fines for moving violations are payable to the Municipal Court in Downey. All parking fines are payable to Cerritos College, c/o Parking Citation Service Center, P.O. Box 958, Torrance, CA 90508.

PARKING REGULATIONS

1. No person shall fail to obey any sign or signal erected to carry out these regulations or any applicable section of the California Vehicle Code.

2. All vehicles parking in posted areas requiring a parking permit must display a current, valid, permanent or temporary parking permit for that area.

3. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows:

   WHITE Student/Adult Hourly Parking

   RED Indicates no parking or stopping any time.

   YELLOW Indicates a reserved area requiring a staff parking permit or, if marked as a “loading zone” allows stopping for the loading or unloading of vehicles and the temporary parking of service vehicles.

NOTE: Students may not park in staff parking lots or stalls unless they are disabled and have a “DP” plate or placard and a student parking permit displayed.
GREEN Indicates timed meter parking for guests or visitors. One quarter for 20 minutes, no permit required.

BLUE Indicates disabled parking – parking allowed ONLY with a special temporary permit or proper DMV Disabled Person's license plate, or placard, and a Cerritos College Disabled Persons parking permit.

PINK Indicates Cosmetology patron parking located in Lot C-11. Pink Cosmetology patron parking permit required.

LAVENDER Indicates Health and Wellness Center patient parking in Lot C-13.

CARPOOL Indicates parking for staff who are registered to participate in the college rideshare program. Requires two or more occupants per vehicle with each displaying their parking permit on the rideshare vehicle. Parking limited to registered staff participants only.

4. All vehicles must park within stalls specifically designated for parking purposes by painted lines on the pavement.

5. Vehicles shall not occupy more than one marked space or overlap the lines designating the stall.

6. All vehicles shall be parked with the front of the vehicle heading into the parking stall.

7. Motorcycles shall be parked only in areas marked “Motorcycles Only” unless a parking permit is displayed.

8. Vehicles other than motorcycles shall not be parked in “Motorcycles Only.”

9. Mopeds and bicycles must be parked in racks specifically designated for them. Mopeds shall not be operated on campus other than parking lots, Falcon Way, and Gridley Road, and must have a valid California Motor Vehicle Registration and driver must be licensed for this vehicle.

10. Under no circumstances are mopeds or bicycles to be attached to trees, handrails, light standards, or anything other than designated devices. Mopeds and bicycles chained or located in unauthorized areas may be impounded by Campus Police.

11. Vehicles illegally parked and/or impeding the normal flow of traffic may be cited and/or towed away at the owner’s expense.

12. No person shall abandon, or leave standing, any vehicle or motorized cycle on the campus for 24 or more consecutive hours without permission of the Campus
Police Department unless specific arrangements have been made with the Campus Police. Violations will result in a citation and/or vehicle removal and storage.

13. Persons having three or more outstanding unpaid parking or traffic warrants originating from Cerritos College may be denied permission to park anywhere on college property. They may also be denied permission to register for classes and/or have transcripts of completed work withheld.

RESERVED PARKING

Only one reserved parking permit shall be issued to a full-time employee (academic or classified), part-time academic employee, Board of Trustees members, student government members (as approved by the Associate Dean of Student Activities), disabled persons who qualify, and interpreters.

Disabled qualification results from a person obtaining a DMV Disabled Person’s license plate or placard, and Cerritos College permit. A temporary staff parking permit may be approved for a two-week period for the purpose of allowing the disabled person time to make application and receive proper plates or placard from the Department of Motor Vehicles (DMV).

LOT ASSIGNMENTS

Lot assignments have been made by office location and must be adhered to. Please note that if your assigned lot is filled, Lots C-2, C-5, and C-9 have been designated as the overflow lots and any permit will be honored.

TRAFFIC REGULATIONS

1. Unless authorized by the Campus Police, no vehicle shall be driven or parked on sidewalks, lawns, athletic fields, basketball, tennis, or handball courts, or in any other area not intended for vehicular use.

2. Vehicles shall not be parked in any fire lane or the roadway next to the Physical Education Building.

3. Vehicles, including bicycles and mopeds, shall not be operated on college property, except in parking lots and only in a safe manner.

4. Mopeds must be walked in a non-motorized mode on college property, other than parking lots.

5. The speed limit on Cerritos College property is 20 miles per hour.

6. All persons operating vehicles must obey posted signs and roadway markings designating traffic lanes and direction of traffic flow.
7. Pedestrians have the right-of-way in marked crosswalks and persons operating vehicles must yield to pedestrians.

8. All vehicles must come to a complete stop at posted signs and may then proceed only when safe to do so.

9. Skateboards shall not be ridden on campus.

TEMPORARY PARKING PERMITS

Temporary parking permits shall be issued only at the Campus Police Office located in the C-10 parking lot. There are two (2) types of temporary permits:

1. Single day permit (a one-day-only permit.)

2. Special events permit – issued for a short duration of time (Cosmetology patrons, disabled persons applying for DMV placard or license, or for situations approved by the Traffic and Parking Committee.)

A list of those persons requiring special permits must be submitted to the Campus Police Department. When possible, advance arrangements must be made by the sponsor of the guest. The Campus Police Department will be responsible for assigning lot locations.

LOST AND FOUND

Report any lost articles or take any found articles on campus to the Campus Police Office.

BUILDING SECURITY

In order to provide better security to protect district-owned property, the following procedures have been established:

All Cerritos College staff members (both academic and classified) must have in their possession their Cerritos College identification card with photo whenever on campus during holidays, weekends, and after regular operating hours.

Buildings have been alarmed, therefore, before entering, you must stop at the Campus Police Office. DO NOT USE YOUR KEY! YOU WILL BE ASKED TO SIGN IN ON THE LOG SHEET. Police personnel on duty will accompany you to the building you wish to enter to unlock it. If you enter a building and the alarm is set off, Campus Police will respond.

You are also required to notify Campus Police by telephone (extension 2325) when leaving. Remain at the building until the officers arrive so they can lock the building immediately and reset the alarm system.
If anyone is on campus or in a building without the proper staff identification card with photo, they will be asked for their California Driver's license and department in which they work. Police personnel will stay with the individual until verification is made via the dispatcher on duty. Failure to have proper identification could result in your being arrested and booked at the Norwalk Sheriff's Station for trespassing.
PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

1. In all cases of All Medical Emergencies, call Campus Police, 9-1-1. Campus Police will dispatch an officer to the scene immediately.

   • If the emergency is life threatening, describe the medical emergency and state you exact location. If you are inside a building, or in a secluded area, send someone to direct Campus Police to your exact location.
   • If the Campus Police Dispatcher determines the emergency is life threatening, she/he will notify Los Angeles County EMS and dispatch them immediately to the location.

2. Remain with the victim until the Campus Police arrives, and assist as required.

   • Survey the scene to assure safety for the victim and yourself.
   • Reassure the victim that help is on the way. Keep the victim as comfortable as possible. If you have received Basic First Aid training and are certified, you may administer first aid to your level of training.
   • All Campus Police Officers are currently trained and certified in Adult CPR/Basic First Aid through the American Red Cross.
   • Upon arriving at the scene, the officer will assess the need to call the LA County EMS System. If the officer(s) determine a patient needs EMS assistance, the officer(s) will initiate the call, and begin Basic First Aid until the local EMS System arrives.
   • If the officer(s) determine the patient does not require local EMS/Ambulance services, they will advise the patient regarding transportation to the following locations:

     a. Private Medical Doctor/HMO
     b. Local Emergency Room or Urgent Care
     c. Student Health Services, during regular operational hours
     d. Home

3. Modes of Transportation:

   • Self-transported (vehicle, ambulate, wheel chair, etc.)
   • A friend or available classmate.
   • A Staff/Faculty individual available at the location.
   • Call to Student Health Services (SHS) during regular operational hours and arrange for transportation. For liability purposes, the SHS is not equipped to provide care outside of the SHS building. If required to assist in transportation, a non-medically trained individual will be sent to the location with a wheelchair,
and assist in transporting the individual to the SHS building. No medical care will be administered outside the Student Health Services building.

4. If the emergency results from an injury/accident, notify the Campus Police. They will ensure that all safety hazards are identified and reported to prevent further injury.

- For all accidents, Campus Police will complete the Liability Insurance Accident form and the Health Insurance Accident form.
- If the victim is going to be transported to an Emergency Room for further treatment, the Campus Police will complete the forms and send the first two copies of the health Insurance Accident form with the patient. This will alert the Emergency Room that the patient is insured for this injury and expedite their treatment. If the patient/victim has primary medical insurance, the accident insurance will be used as a supplemental insurance policy.
- Campus Police will send a copy of the Liability Insurance Accident form and Health Insurance Accident form to the Student Health Services for maintenance of records. Campus Police will also notify the Campus Risk Management Office of the incident.
- Campus Police will have available all necessary forms. These forms should be completed on all accidents/injuries that occur on campus and be sent to the appropriate departments upon completion.

5. Field Trips:

- If an emergency occurs while on a field trip, the supervising staff member should call the telephone operator to notify the nearest emergency agency. A student or other members of the field trip group should be delegated to make the call if the supervising staff member is unable to do so.
- As soon as feasible, the individual in charge should notify the Campus Police Department to complete appropriate accident forms. Campus Police will ensure the completed forms will be sent to the SHS and Risk Management Office on campus.
- Follow the previously described steps regarding the filing of reports.

**Procedures for Handling Psychiatric Emergencies**

1. For all psychiatric emergencies, call 9-1-1, describe the situation as best you can, and give the exact location on campus.

2. Campus Police dispatcher will send an officer(s) to the scene immediately. If the officer(s) deems a true psychiatric emergency exists, the officer will call the College Hospital Mobile Crisis Unit and request a counselor to come to the campus or she/he will transport the patient immediately to College Hospital Psychiatric Emergency Room.
3. When the officer(s) arrives on the scene she/he will assess the situation. If the patient is one of the following:

- Gravely Disabled
- Suicidal
- Homicidal
- Psychotic/Unusual/Violent Behavior

The officer(s) will detain the individual and transport the patient to College Hospital Psychiatric Emergency Room for further evaluation, treatment, and management. Campus Police dispatcher will notify College Hospital ER of the officer(s) impending arrival.

4. If a staff/faculty member believes a student on campus is having a mental health emergency, and the student can be safely accompanied, the staff/faculty member should then escort the student to Student Health Services (SHS) building immediately. Specially trained Medical Providers (Registered Nurse, Nurse Practitioner, or a Physician) will assess the patient upon arrival and release the staff/faculty member.

If the patient requires emergency psychiatric evaluation, the SHS medical provider will call College Hospital – Mobile Crisis Unit to the SHS building for an immediate assessment. The average response time will be 30 minutes. The student will be placed in a exam room and monitored by SHS staff until the Mobile Crisis Unit arrives. The Mobile Crisis Unit will determine the disposition of the patient.

If the patient requires immediate transfer to the College Hospital Psychiatric Emergency Room, the Campus Police will detain the individual and transport immediately. Campus Police dispatcher should place a call to College Hospital ER, notifying them of their impending arrival. The College Hospital-Psychiatric Emergency Room staff will accept the patient and assume full responsibility. Campus Police officer will be released to return to the campus.

5. If it is determined that there is no psychiatric emergency, the patient will be given the first available appointment for Psychological Services and released home. Appropriate referrals for support groups, hotlines, or mental health resources will also be given to the student prior to leaving the SHS.
A CONTROLLED RESPONSE TO SIT-INS AND OTHER DEMONSTRATIONS

Policy

The basic policy of the Campus Police Department during civil demonstrations or disorder is to protect life and property and to suppress the incident through the judicious use of available resources.

Incident – Definition

An incident, as referred to in this operational plan, includes any activity by students or non-students, planned or spontaneous, which has the potential to disrupt the normal activities of the College, whether or not such activity is lawful or unlawful.

Notifications

Upon receipt of information or other indication that student unrest or other conditions exist which may result in a campus sit-in or other on-campus demonstration, such information shall be immediately relayed to the President/Superintendent and the Chief of Campus Police or, in their absence, the next person in their chain of command. Each shall make further notification pursuant to the College “Emergency Disaster Notification Chain” as deemed necessary.

Outside Agency Notification

As dictated by current events and the probability of an increase in potential problems or an escalation of a peaceful activity, the following agencies should be put on alert in preparation for their response to the campus:

Norwalk Sheriff’s Station - (562) 863-8711
Lakewood Sheriff’s Station - (562) 866-9061
Campus Police Department - 911

Incident Commander

The President/Superintendent is the incident commander whenever mobilization of college resources appears prudent in response to activities which could threaten or disrupt normal college functions. The level of response and mobilization shall be a decision of the incident commander.

Command Post

The President/Superintendent shall identify the location of the command post. Depending on the issues involved, the following locations should be available:

Administration Building (President/Superintendent’s Office, Board Room or Switchboard)

Facilities Offices
Community, Industry and Technology Education

Campus Police Department

Responsibility of Police Department Members

Members on duty shall remain on duty until properly relieved. Off-duty personnel shall report for their regularly scheduled shift or immediately respond to the campus when notified.

Substitute officers, traffic control officers, and non-sworn personnel shall be governed by this directive as well as regular sworn officers.

Security of Key Offices and Buildings

The identification of offices and buildings requiring special security measures or an increase in visible security forces shall be made in response to the nature of the threat involved. Security may be accomplished by the selective use of Community Service Officers and traffic control officers for observation and communication purposes.

Evacuations

In the event of an office takeover or sit-in, the following actions should be taken by employees at the scene or in adjoining offices:

- Lock office doors and monitor entry and exits. The fewer persons inside the incident area, the better.
- Shut down and secure all computers and printers.
- Lock desks and file cabinets and remove sensitive materials if unable to safely secure at the location.
- Vacate as soon as possible. Take personal belongings and lock the office.

If the incident is located in the Administration Building, report to the Campus Police for further directions. If at another location, report to the Board Room.

Mobilization

Understanding that peaceful incidents can turn violent almost immediately, full mobilization may occur at any time during any phase.

Phase I
Upon notification of a pending incident, all Campus Police employees shall be contacted and notified that they are on “stand-by” status pending a request to mobilize.
Phase II
Upon determining that the need for additional personnel may exist, all Campus Police employees deemed necessary to respond shall be notified to mobilize.

Phase III
All Campus Police employees shall be deployed consistent with operational plans in force at the time of the incident.

Phase IV
Outside law enforcement agencies shall be requested to assist the Campus Police in quelling the disturbance.

Tactical Operations
As directed by the President/Superintendent, the role of Campus Police is to protect the students, staff, academic faculty, and college property by minimizing the effects of the incident through containment, isolation, negotiations/resolution, and dispersal of the participants.

Containment
The area of the incident will be restricted to as small an area as possible. Campus Police will make themselves visible in an effort to achieve this goal.

Isolation
The continued availability of communications, lighting, and water in the incident area will be restricted by the utility response team as directed by the President/Superintendent.

Entry into the incident area by unauthorized persons, including members of the media, will be decided by the President/Superintendent.

Negotiations/Resolution
The full resources at the disposal of the College will be employed to resolve the incident and return the College to a state of normalcy. To achieve these results, personnel from the following areas will be called upon to lend their support or active intervention to encourage a peaceful end to the disruptive activity:

Counseling
Humanities/Social Sciences
Multicultural Studies
Personnel Services
Student Activities
Student Affairs
Other Areas
Dispersal

The dispersal of incident participants will be conducted as peaceful as possible. Every effort will be made to lessen the possibility that those involved will continue their activity at another location on campus.

Campus Police Responsibilities

Chief of Campus Police
The Chief (or designee) will maintain communications with the President/Superintendent ensuring that all information essential to sound decision making is provided in a timely manner. If established by the President/Superintendent, the Chief will respond to and control the police function from the command post.

Lieutenant of Campus Police
The Lieutenant (or designee) will assume the role of field operations commander and control the Police Department’s response at the field level.

Sergeant of Campus Police
The Sergeant (or designee) will assume the role of field supervisor and supervise the Police Department’s response at the field level.

Police Officers
The police officers will respond to any activity requiring their presence in a controlled and deliberate manner keeping the goals of the College and the department in mind. The exercise of police authority will be limited to the minimum necessary to accomplish the task at hand.

Community Service Officers and Traffic Control Officers
Under the direction of the Sergeant (or designee), the community service officers and traffic control officers will be used as observers to gather information from the outer areas of the campus. They may also be used to secure doors, buildings, and facilities not a part of the incident area. Additionally, they may secure vehicle entrances to the college property when desirable to limit ingress and egress and will be available to direct emergency equipment.

Arrests
Should the arrest of participants or others by Campus Police become necessary, such arrests shall be made in accordance with District policy.

Field Command Posts

If required by outside agencies responding to the campus, field command posts and staging areas may be established in any campus parking lot away from the situation area. Availability to telephones and restroom facilities is desirable.
Sheriff’s Department Response

When it appears that resources of the College and the Campus Police are insufficient to control the incident and protect College property, the President/Superintendent shall request the emergency services of the Sheriff’s Department to ensure the safety and well being of the College staff and students.

Staging areas will be identified for responding emergency services.

In all instances, the Chief of Campus Police will liaison with the Sheriff’s field commander and keep the President/Superintendent advised of the Sheriff’s progress.

Communications

Communications from the command post to the field and from the field to the command post shall be accomplished by radio, telephone, or T.C.O.’s as runners. Facilities radios will be utilized for support operations as needed.

Record Keeping

A chronological recording of times and events shall be conducted by personnel at the command post or at campus Police headquarters.

Press-Public Relations

All requests for statements, either in person or by telephone, shall be directed to the Public Affairs Officer.

Utility Response Team

Director from Facilities – Supervisor

- Electrical utility control employee
- Plumbing utility control employee
- Air conditioning systems control employee
- Mechanical operations employee

Emergency Response Teams

If deemed necessary by existing conditions, the President/Superintendent may request the assembly of one or more emergency response teams in accordance with the College emergency disaster plan.

- Evacuation team
- First aid/triage team
- Disaster aid response team
**Bomb Threats**

The person receiving the threat is to immediately report the threat to the Campus Police Department who will immediately notify the President/Superintendent. Established College procedures will then be followed as much as possible during the incident.

The Norwalk Sheriff’s station and the Fire Department shall be notified.

If specific areas or locations on campus are identified in the threat, employees should rapidly scan their desks, tables, etc., report any item not belonging in the area, and evacuate the facility.

The area will be secured and, if a bomb or suspected bomb is found in the area, the Sheriff’s Department bomb squad will be notified.

If the threat does not provide specific information, but only a general area, such as the Administration Building, employees in the area will be requested to scan work locations for items not belonging there. Areas where suspicious items are located will be evacuated.

Based on information provided by the Campus Police and the Sheriff’s Department, the President/Superintendent or designee shall be responsible for evacuation and determining when employees and others can safely return to the area.

**Found Explosives/Devices; Hostages or Barricaded Suspects**

In all instances, the Sheriff shall be notified and respond to the College to handle the incident. The Campus Police will provide support services (crowd and traffic control, etc.), as necessary.

**Procedures for Sit-ins**

If the entrance to the building is blocked upon your arrival, report to Campus Police. If you are already in the building, immediately initiate the closing of your area.

- Shut down computers/printers
- Secure sensitive documents
- Lock files and desks
- Take personal belongings
- Vacate offices as soon as possible
- If one office has a sit-in, lock other sensitive offices
- Lock in-office confined area restrooms and faculty/staff lounge due to food/beverage access
Direct all outside communication through the Public Information Officer only

Report to Campus Police

**Evacuation of Students with Disabilities from Multistory Buildings**

During a **Drill**, a student whose mobility is limited by a disability which would make stairway exit unsafe (i.e., wheelchair, severe mobility impairment, blindness, etc.) is to be evacuated **ONLY TO THE TOP OF THE STAIRS** for the floor on which the class is located. The college policy also states that in the event of an earthquake, individuals in wheelchairs should **NOT** attempt to duck, cover and hold. Rather they should be positioned in a doorway, if possible, and their wheelchair brakes locked.

Please call Disable Student Programs and Services 860-2451 ext. 2333 if you with further information
CERRITOS COMMUNITY COLLEGE DISTRICT
EMERGENCY NOTIFICATION CHAIN

(To be provided under separate cover at a later date.)
EMERGENCY PHONES

There are 33 emergency phones located on campus and are identified by their RED color. These phones are intended for EMERGENCY USE ONLY. They are placed in the following locations:

- Administration Building – Staff Lounge
- Admissions and Records Office – Vault
- Arts and Crafts Building – Dance room and southeast wing
- Burnight Center – Lobby, elevator, and Music wing
- Business Education Building – North and south wings
- Cafeteria
- Community, Industry and Technology Education – Hallway
- Gym – Southeast corner
- Health Sciences Building – 1st, 2nd, and 3rd floors (near elevators) and east/west elevators
- Liberal Arts Building – 1st/2nd floors and elevator
- Library – Elevator
- Natural Science Building – East and west wings
- Physical Education Building – Lobby
- Physical Science Building – South wing and near Room 10
- Social Sciences Building – 1st, 2nd, 3rd floors, and elevator
- Weight Training Room

SPECIAL NOTE: When using the emergency phones, merely lifting the receiver will automatically connect you with the Campus Police. Be sure to HANG UP the phone after completing the call.

CERRITOS COLLEGE EMERGENCY PLAN

In accordance with Education Code requirements, all school districts will maintain an emergency plan. For details of this plan, see Cerritos College Policy 8120.

Instructors must acquaint themselves with the Emergency Plan. According to Section 8120.4 each instructor will discuss the Emergency Plan in each class during the early part of each school session. Each instructor should establish a system for evacuation of wheelchair-bound and disabled students. Each of these students should be assigned a minimum of two “buddies” who will ensure their safe evacuation. In multi-story buildings, it is recommended that there “buddies” be appointed and that the disabled student be carried out of the building using the regular evacuation route rather than an elevator. During a DRILL, a student whose mobility is limited by a disability which would make stairway exit unsafe (i.e., wheelchair, server mobility impairment, blindness, etc.) is to be evacuated only to the top of the stairs for the floor on which the class is located. The college policy also states that in the event of an earthquake, individuals in wheelchairs should not attempt to duck, cover and hold. Rather they should be positioned in a doorway, if possible, and their wheelchair brakes locked.
Please call Disabled Students Programs and Services 860-2451 ext 2333 if you wish further information.

The following signals and basic emergency procedures should be discussed with classes:

**FIRE:** In case of fire, a warning bell (a series of short, intermittent rings) will sound. All persons should evacuate the building and move to a safe distance of at least 50 feet from the building. The instructor is solely responsible for shutting doors and windows in his/her class, for turning off lights, and for the orderly evacuation of all students under his/her supervision. Early in the semester the instructor should ascertain the presence of any physically-disabled students and determine with the student the best way of evacuating the building – this is especially important in multi-storied buildings. An all-clear horn will indicate when it is safe to return to the buildings.

**BOMB THREAT:** In case of a bomb threat received by the college, the following steps are to be taken:

1. Person receiving the threat is responsible for immediately notifying the Campus Police Department, extension 2325, (who will notify the President/Superintendent or designee, Instructional Dean of Community, Industry and Technology Education, and the appropriate Instructional Dean.)

2. The President/Superintendent or designee is to be provided details of threat by receiving party. President/

3. Superintendent or designee shall be responsible for evacuation.

4. If threat names specific areas or locations, such as office or room, time, and other details, employees in this area will be requested to rapidly scan their desks, tables, shelves, etc., and report any item not belonging in the area and evacuate facility. This Campus Police Department will notify the Sheriff's Department to help in the search, if available. The paramedics and fire department will be notified and put on standby. The area will be secured, and if a bomb or suspected bomb is found in the area, then the Sheriff's Department bomb squad will be notified by the Campus Police office.
Campus Police will be given information about bomb threat, informed of items not belonging in an area, and assist the President/Superintendent, or designee, in determining when employees and others can safely return to the area.

5. If threat does not provide specific information, but only a general area, such as the Administration Building, then employees in area will be requested to scan work location for items not belonging there. Areas where suspicious items are located will be evacuated. Campus Police will be given information about bomb threat, informed of any suspicious items, and assist the President-Superintendent, or designee, in determining when employees and others can safely return to the area.

**POWER FAILURE:** Upon occasion the college has experienced a power failure. In such cases, instructors should attempt to conduct class by daylight as best as possible until the power is restored or until notice is received to cancel class.

**CAMPUS DISTURBANCE AND EMERGENCY PROCEDURES**

**Administrative Responsibilities**

The conduct of students and non-students outside the formal instructional program is the responsibility of the Vice President of Student Services/Assistant Superintendent. The conduct of students and non-students within the formal instructional program is the responsibility of the Vice President of Academic Affairs/Provost. After 4:30 p.m., the Dean of Academic will be responsible for both in-class and out-of-class matters.

**Reporting Procedures**

A. Conduct that is disruptive or appears to be unauthorized which is observed by any member of the college staff SHOULD BE REPORTED TO THE CAMPUS POLICE.

B. Law enforcement/assistance agencies should only be notified, if necessary, by Campus Police.

C. If necessary, Campus Police will:
   1. NOTIFY PARAMEDICS AND DIRECT TO DESIGNATED LOCATION.
   2. NOTIFY STUDENT HEALTH SERVICES.
3. NOTIFY THE DESIGNATED AREA MANAGER.

4. NOTIFY THE VICE PRESIDENT OF STUDENT SERVICES/ASSISTANT SUPERINTENDENT.

5. NOTIFY PERSONAL COUNSELING (if necessary).

D. Each manager responding to an emergency or disturbance call should complete a short report indicating time, place, nature of event, names of those involved, and action taken to be filed with the Chief of Campus Police.

E. Campus Police will keep a record of all campus disturbance and emergency calls placed with them.
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