# OFFICIAL MINUTES

## Cerritos College

**Faculty Senate**

**Regular Meeting ▶ April 6, 2010**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>DIVISION</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Breit</td>
<td>Craig</td>
<td>2010</td>
</tr>
<tr>
<td>E</td>
<td>Chalmers</td>
<td>Graham</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Chester</td>
<td>Bob</td>
<td>2011</td>
</tr>
<tr>
<td>X</td>
<td>Ernest</td>
<td>Roger</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Fabish</td>
<td>David</td>
<td>2012</td>
</tr>
<tr>
<td>X</td>
<td>Fernandez</td>
<td>Walter</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Fobi</td>
<td>Charlene</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Fortner</td>
<td>Tony</td>
<td>2011</td>
</tr>
<tr>
<td>X</td>
<td>Gersitz</td>
<td>Lorraine</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Hallinger</td>
<td>Don</td>
<td>2011</td>
</tr>
<tr>
<td>X</td>
<td>Hoppe-Nagao</td>
<td>Angela</td>
<td>2010</td>
</tr>
<tr>
<td>E</td>
<td>Jensen</td>
<td>Debbie</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Juntilla</td>
<td>Tim</td>
<td>2011</td>
</tr>
<tr>
<td>E</td>
<td>Lewellen</td>
<td>Michelle</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>LoVetere</td>
<td>Crystal</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Marks</td>
<td>Sandy</td>
<td>2011</td>
</tr>
<tr>
<td>A</td>
<td>McPherson</td>
<td>Mike</td>
<td>2011</td>
</tr>
<tr>
<td>X</td>
<td>Mellas</td>
<td>Dean</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Moore</td>
<td>Debra</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Moriarty</td>
<td>Cindy</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>O'Neil</td>
<td>Scott</td>
<td>2012</td>
</tr>
<tr>
<td>X</td>
<td>Obasohan (Bellas)</td>
<td>Victor</td>
<td>2011</td>
</tr>
<tr>
<td>X</td>
<td>Page</td>
<td>Elizabeth</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Real</td>
<td>Nick</td>
<td>2011</td>
</tr>
<tr>
<td>E</td>
<td>Soden</td>
<td>Barbara</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Soto</td>
<td>Armando</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Ukita</td>
<td>Traci</td>
<td>2011</td>
</tr>
<tr>
<td>A</td>
<td>Wedell</td>
<td>Donna</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Wilson</td>
<td>Chris</td>
<td>2011</td>
</tr>
<tr>
<td>X</td>
<td>Wilson</td>
<td>Jack</td>
<td>2011</td>
</tr>
</tbody>
</table>

**OTHER REPRESENTATIVES**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>DIVISION</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Lacy</td>
<td>Linda</td>
<td>2010</td>
</tr>
<tr>
<td>E</td>
<td>Silva</td>
<td>Joseph</td>
<td>2010</td>
</tr>
<tr>
<td>X</td>
<td>Stolze</td>
<td>Ted</td>
<td>2011</td>
</tr>
</tbody>
</table>

**Guests:** Bill Farmer, M. L. Bettino, Jan Connal, Stephen Johnson, Gary Cain, Richard Bukowiecki, Stephanie Murguia
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE
The meeting began at 11:09 a.m. The flag salute was led by President Moore.

MINUTES
Motion: It was moved by Senator Mellas and seconded by Senator Fabish to approve the minutes of 3/23/10.

Discussion: Secretary Ukita passed on information that Senator Jensen, who was unable to attend the meeting, wanted to share. Senator Jensen wanted to make sure it was known that not all of the PE classes will be held at Excelsior High School when the gym is refurbished, but rather the athletic teams will be using Excelsior’s facilities. Dr. Lacy clarified that any activity needing a court will go elsewhere.

Action: Minutes were unanimously approved.

REPORTS
President
Please see below (after Senate Discussion).

Vice President
Ms. Hoppe-Nagao announced the Senior Preview Day will take place on Friday, April 23rd. She shared the Shirley Arceo, who is coordinating the event, is looking for faculty who would be interested in leading a session that day. Interested parties should call Ms. Arceo at ext. 2129.

CCFF Liaison
Dr. Stolze reported that an issue recently came up having to do with class size and the role of the Curriculum Committee. On March 11th, the Political Science department approached the Curriculum Committee with a request to reduce the size of the POL 101 classes from 60 to 48 students. The committee upheld the request, though it had been challenged at the committee meeting that class size is something that needs to be bargained with the CCFF. Dr. Stolze explained that class size is a negotiable item and does need to be bargained as it is part of work load and affects working conditions. Class size has been scheduled for discussion between the CCFF and the District for the 2010-2011 round of bargaining. Dr. Stolze reported that he learned via emails from Curriculum Committee chair, Rich Cameron, and from President Moore that the administration through Vice President Farmer was going to block the Curriculum Committee’s decision to approve the change in class size, so on March 18th the CCFF sent the District a demand to
bargain over the issue of class size. Dr. Stolze explained that a
demand to bargain is a defensive posture triggered by a change in
status quo (the Curriculum Committee has historically handled
requests for class size changes). He further explained that although
class size is currently scheduled to be bargained in 2010-2011, it is
not necessary to wait until then; however, the District via Human
Resources Director, Vic Collins, rejected the demand to bargain
over this issue because it is already scheduled. Dr. Stolze indicated
that the Union will continue to pursue this. It could lead up to an
unfair labor practice charge. When there is a demand to bargain
and a past practice has been changed, discussion needs to take
place, which can be done through off-schedule bargaining. If the
District has a good case, the Union will listen. It recognizes the
challenging budget situation, and will sit down with the Political
Science department to see if they might be willing to wait. Dr.
Stolze also reported that he just learned that the Speech
department, which was approved to change its class size for SPCH
235 from 31 to 25 last fall, has been told that the decision to
change its size will be rescinded. The union will pursue all legal
remedies for this up to and including a cease and desist letter from
its attorney, and if need be, an unfair labor practice charge.

President Lacy noted that she was not aware of the situation with
the Speech department. She also asserted that the Curriculum
Committee is not a decision-making body, but is a recommending
body, and that the final authority is the Board of Trustees. It is not
that a decision was blocked, but that a recommendation was not
accepted. Dr. Lacy also shared that she did some calculations, and
changing the size of the classes in question from 60 to 48 will cost
the District approximately 800,000 dollars next year, and it would
not be prudent to take the recommendation without research.

President Moore clarified that class size change decisions have not
gone to the Board in the past—that has not been the practice. Vice
President Farmer confirmed this. He also explained that he blocked
the decision to maintaining status quo, which he views as being the
class size that existed when the Union came into being. Class size
changes do not currently require his signature; they are working on
changing the procedure so that not only new courses will require
the vice president’s signature. Mr. Farmer was clear that he did not
want to be perceived as blocking it because he did not like it; he
blocked it because he believes it to be a status quo issue. The
District has an obligation to maintain the status quo until the issue
can be bargained.

Vice President Hoppe-Nagao provided clarification regarding SPCH
235. The Speech department justified the class size change
because the class was changed to satisfy the Intersegmental
General Education Transfer Curriculum (IGETC) critical thinking
requirement; however, when they first submitted the course for
approval to meet this requirement, they neglected to change the class size. All of the other classes that are approved to meet that area of IGETC have class sizes set at 25. It was pointed out that all of the classes in that IGETC area have an 8000 word count required, and that all of the classes in that area should follow the same rules. The department is very concerned about changing it back when it has already been in effect. Also, if the class size number for SPCH 235 class has to be changed back, then all of the courses for which class size reductions have been approved since the Union came on board would have to be changed.

Dr. Stolze asserted that past practice would not be the actual size of the class, but rather the procedure that is used to decide, and that is what is being changed. It the Union’s responsibility to file a demand to bargain if they are not notified of such a change. The CCFF is not trying to politicize the curriculum or spoil for a fight; they are just doing their job as a union. They understand there are costs associated with reducing class size. The Union and the District should be able to sit down off-schedule and discuss the issue. It should not take long, and it is not necessary to wait until 2010-2011. Dr. Lacy noted that with most mature unions, there are clauses in their contracts that address class size. Most contracts include language similar to class size being increased or decreased with the approval of the department and the administration. There has to be a mechanism in place, and when the full contract is done, there will be a mechanism in place. The current contract does not have a clause, so the college will have to reestablish what the procedure will be through negotiation. Dr. Lacy stated that she does not have a problem with taking it out of sequence, and that it needs to be in the contract soon.

Other observations made include that the college has had a process that has worked well, which is not arbitrary and has not bankrupted the college; and that going back to review class size reductions over the last several years would changes a series of decisions that have already been made, and would impact other departments.

President Moore agreed that there has been a procedure that has worked well. She noted that there are different ways the issue could be worked out, but it needs to be dealt with as soon as possible. She agreed to a request to agendize the topic for a future meeting.

---

College President

Dr. Lacy reported:
- The two-member accreditation team visited on Monday. The exit interview went well, though there is still some concern about inconsistencies in unit planning.
- Senator Ernest worked on the mission statement. Dr. Lacy thanked him for his work.
- More money will be added to the Pell Grant awards. This
was part of the reconciliation bill that was recently passed.

- There is no news from Sacramento. Everyone is waiting for the May revise.
- She was the keynote speaker for a career day event for approximately one thousand middle school students. It went well and was a good experience.

Additionally, Dr. Lacy assured the body that she will listen carefully to the concerns about the class size issue, and will negotiate these issues properly with the Union.

**ANNOUNCEMENTS/INFORMATION ITEMS**

**Election of Officers**
Additional nominations will be accepted today. Elections are scheduled for April 13th.

**SLO Improvement Plan**
Improvement plans are due 4/16/20.

**Employers Panel**
A panel of employers has been organized by a group of students and the Job Placement staff to speak about trends in their industries and job search preparation. The event will take place on Tuesday, April 20th at 11:00 a.m. in the Teleconference Center. Representatives from Kaiser, Wal-Mart, Wells Fargo, and Hilton will participate. President Moore encouraged the senators to announce the information to their students, and suggested the possibility of offering extra credit.

**Outstanding Faculty Awards**
The awards ceremony will take place on Thursday, April 22nd at 11:00 a.m. in the Student Center. Thanks to Dr. Lacy and Michael Perini, there will be lunch!

**Board Policy Revisions**
For informational purposes, President Moore provided copies of a recommendation for revising the Board Policy and its corresponding Administrative Procedure on student rights and grievances. Previously, grade grievances could go all the way to the Board. The recommended change is to have the grievances go to the Board only when the President recommends the grade should be overturned. If the President agrees with the faculty member that the grade should not be changed, it would not have to go to the Board.

**SENATE DISCUSSION**

**Nomination of Officers**
There were no new nominations.

**College Mission Statement Review**
President Lacy recognized Senator Ernest for his work on the statement. Senator Ernest read aloud both statements. There was a brief exchange pertaining to the use of “developmental education” versus “basic skills.” A suggestion was made to delete the second “student” in the third line from the bottom of the abbreviated statement.
Noting that the Senate’s input would be in the form of a recommendation and that other groups will also provide input, President Moore asked for a show of hands by those who favored the longer version versus those who favored the shorter version. Ten senators favored the longer version; twelve favored the shorter version.

Part-time Selection Procedures

President Moore pointed out a couple of minor changes since the last version was presented. One of the changes was actually to go back to the original draft language pertaining to the process monitor. Previously, the subcommittee included language that would have allowed for the possibility of not having a process monitor. Since there are so many departments and not a lot of process monitor trainings available, the subcommittee members were concerned that there might not be enough process monitors to accommodate all of the committees, which could slow the hiring process. The subcommittee put back the original language making it clear that a process monitor is necessary. To address the potential problem of a lack of process monitors, the subcommittee suggested that all of the deans be trained to be process monitors, since a dean must be on the hiring committee anyway. While others, including the department chair, could choose to be trained as process monitors, if all of the deans are trained, that would ensure that each committee has at least one person available to serve as the process monitor.

There was some discussion about process monitor training. Training is provided through Human Resources by Cynthia Convey. Many agreed that more training needs to be made available. President Moore suggested the use of online training, which President Lacy also supported. There is apparently a list of people who have been trained, though it was suggested that Human Resources make sure it keeps an accurate updated record of those who have been trained. Concern was also expressed about the need to go through training every couple of years, and it was asked if that could be stretched out so it would not be as frequent.

On a different note, a suggestion was made to move the language about current and former students in section 6.2 to the section that addresses student members (section 7.3).

The body agreed by consensus to forward the draft to the Equal Employment Opportunity Advisory Committee. Ms. Moore thanked Senator Juntilla for his work on editing the document.

REPORT
President / Campus Police

Ms. Moore reported that she was asked to get information about Campus Police as a follow-up to the previous meeting. She had received questions about their procedures and patrol schedules, so
she asked Chief Bukowiecki to attend the meeting and address questions and concerns presented by the body.

Chief Bukowiecki reported:

- There is no patrol schedule available for public consumption—if it is made known where officers will be at certain times, it also becomes known where they will not be at those times…

- At least two officers are on a shift at any given time when students are on campus. During the day there are usually three on a shift; at night there are usually two. When they have higher levels of staffing, officers will be more available to patrol on foot, on bikes, or in carts around all parts of campus.

- The amount of time it takes for officers to respond varies based on the type of call. For example, a student who is causing a disruption in class will take higher priority than a request to open a room. Generally, if they are available, they will respond immediately.

- Some students inquired about having “black and whites” (police vehicles) on campus. Their policy is to not drive on campus because of the potential danger inherent in the mix of pedestrian and vehicle traffic. The students were interested in getting more feedback from other students to see if they feel the benefits of a high visibility patrol outweigh mixing vehicles in with pedestrian traffic on campus.

- The use of safety alerts are governed by administrative procedures. They are used for situations when there is an immediate threat to the campus community, and are at the discretion of the President. The recent situation near the Science Building was not deemed to be an immediate threat.

- There is no internal schedule of what areas are to be patrolled and when. Officers perform general patrols without set patterns, and also patrol as needed following problem-oriented policing in which they will focus attention on certain areas if they are aware of particular problems. Campus Police constantly analyzes crime problems on campus, and focuses attention on them.

- The officers in the blue shirts are Community Service Officers. The program is designed for second-year Administration of Justice students who are interested in a career in law enforcement. They take police reports for which there is no suspect and no investigative information, perform live scans, and patrol parking lots and other areas.

- Chief Bukowiecki works closely with Dean Murguia (Admissions, Records & Services) and Dean DeLong Chomiak (Counseling Services) to make sure they have officers available when needed in the One Stop. In the past, they have had officers present a half-hour before closing.
Patrol staff is down about 25%. Chief Bukowiecki would like it to be 100%. However, not being at 100% is less a matter of not being allowed to hire as it is a matter of not being able to attract more qualified candidates. Attracting more qualified candidates would probably require changes with compensation and class.

They are looking into the use of video surveillance.

Senator Chester shared a complimentary comment about how impressed he was with an officer he observed handle a difficult situation with professionalism and composure.

Vice President Johnson and Judicial Affairs Officer, Gary Cain, provided some information about the Crisis Assessment, Intervention, and Response (CAIR) booklet and program. The CAIR program is made up of a team of people from Student Health Services, DSPS, Counseling, Campus Police and Student Discipline. Gary and SHS Director, Nancy Montgomery, have been making the rounds to different departments to present information about CAIR.

ADJOURNMENT

Meeting adjourned at 12:13 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

For further details of the meeting, audio recordings are available in the Faculty Senate office located in the Office of Academic Affairs.

NEXT SENATE MEETING
TUESDAY, APRIL 13, 2010
11:05 A.M.
BOARD ROOM

Faculty Senate Office Hours: 8:00 a.m. – 5:30 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. Friday.

Debra Moore
President
Ext. 2219

Angela Hoppe-Nagao
Vice President
Ext. 2851

Miriam Tolson
Program Assistant II
Ext. 2217

Traci Ukita
Secretary
Ext. 2992

Visit the Faculty Senate Web Page www.cerritos.edu/faculty-senate for agendas, minutes and other information of interest to faculty, staff and others.