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**OTHER REPRESENTATIVES**

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<td>CCFF Liaison (Non Voting)</td>
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Guests: Bill Farmer, M. L. Bettino, Lucinda Aborn, Stacy Zapko, Roland Joey Caron, Robin Lee, Jan Connal, Stephanie Murguia, Phil Hu, David Young, Francie Quaas-Berryman, Carolyn Chambers, Rich Cameron
MINUTES

CALL TO ORDER

AND PLEDGE OF

ALLEGIANCE

The meeting began at 11:08 a.m. The flag salute was led by Mr. Silva.

MINUTES

Motion: It was moved by Senator Jack Wilson and seconded by Senator Chris Wilson to approve the minutes of 2/23/10.

Discussion: It was suggested that the wording in the first bullet on page seven was not worded strongly enough—that it could have been made more clear that summer session is not guaranteed, and is a privilege. After brief discussion, it was determined that the minutes adequately reflected the previous week’s discussion.

Action: Minutes were unanimously approved.

REPORTS

President

Ms. Moore reported:

- She received a memo explaining that the District has decided not to provide sabbaticals for next year.
- The next step in the Student Learning Outcomes assessment cycle is to submit improvement plans to the SLO Committee. The committee is planning to provide some sort of template and example, which should be available soon. The deadline to submit improvement plans will be extended.
- The new Vice President of Business Services, David El Fattal, started yesterday. He will chair the Planning and Budget Committee meeting on Thursday.

Vice President

Ms. Hoppe-Nagao reported:

- The Technology-Based Learning Committee will meet this week on Thursday at 11:00 a.m. in LA 6. Anyone interested in participating in a discussion of TalonNet is welcome to attend.
- The deadline for departments to submit materials to the Curriculum Committee for its overflow meeting is quickly approaching.

Secretary

Ms. Ukita reported that there will be a Transfer Admission Guarantee (TAG) Workshop on Wednesday, March 3rd at 3:30 p.m. in SS 138. She noted that universities are getting more selective, and students will be better off with a TAG—an actual guarantee to
be admitted (so long as students meet the requirements). There are TAGs available for the UC campuses except Berkeley and Los Angeles.

CCFF Liaison

Dr. Stolze reported:

- The first bargaining session will take place on Friday. They will discuss four proposed articles to transfer from the Faculty Handbook: Jury duty, industrial accidents, duties and responsibilities will be superseded by the assignment articles, and sabbatical leaves.

- He is disappointed with the administration’s decision to not offer sabbaticals next year, as well as with not receiving this notification directly. He reported that leaves are mandatory subjects to bargaining, and that the CCFF should be fully informed. The CCFF Executive Board will discuss the possibility of grieving the decision at their next meeting.

- This round of bargaining will include Union rights, as well as a proposal for part-time faculty rehire rights, building on Article 7 in the contract. They also plan to address grievance and personnel files.

- In this round of bargaining, the CCFF will also take up the issue of union rights, and try to get on a couple other committees. They are working on a proposal for part-time rehire rights, and will later take up grievance and personnel files. Also, they are contemplating moving toward interest-based bargaining. While this approach might not be used with this round of bargaining, Dr. Stolze expressed his hope of moving past the adversarial climate of the past, and move in a more collaborative direction. To move toward interest-based bargaining, the CCFF and the District would have to mutually agree to move to interest-based bargaining, and training would be required. Dr. Stolze and Dr. Lacy provided some information in response to a question about interest-based bargaining and who provides the training for it. With interest-based bargaining, bargaining takes place within a framework of common interests and goals. The best training, according to Dr. Lacy, is usually provided by the union organizations. It was noted that the College did try interest-based bargaining in the past with CSEA. Also, interest-based bargaining is frequently used in industry.

- The Fight for California’s Future march will begin on Friday, March 5th. Dr. Stolze passed out flyers. The march will start with a kick-off rally in Los Angeles, resume in Bakersfield on the same day, then continue to Sacramento. The CFT organized the event, but many will be participating. Dr. Stolze encouraged attendance at the Los Angeles rally and at any point during the march, which will continue until April 21st. The CCFF will pick up expenses for faculty interested in carpooling to Bakersfield.
Student Senate Liaison

Mr. Silva reported:

- Wi-Fi will be available in Student Activities later this month.
- He has been working on coordinating a rally for this Thursday at 11:00 a.m. in Falcon Square to support and provide information about the Fight for California’s Future march. Part of the rally will include an open microphone for students and others to speak about how the budget cuts have affected them. Mr. Silva briefly explained a plan to spread the information virally, and to keep students updated on the progress of the 48-day march. He asked the faculty to encourage students to attend the rally he is coordinating on the 4th. He also reported that he will be participating in the march on the March 5th.

College President

Dr. Lacy reported:

- The Legislature passed a bill to defer the March allocations to the college until May.
- The Legislative Analyst’s Office has proposed looking at increasing the enrollment fees to $40 per unit.
- It is questionable whether facilities bond funds will be released. Some of the College’s projects, such as the Burnight Center, have been in the queue for bids. They are on hold.
- She has met with Senator Juntilla, who also serves as the director of the Scholars’ Honors Program, to discuss possible strategies for pursuing some sort of middle/early college effort for when times get better.
- The inclusion of a CCFF representative on the Accreditation Committee was recently approved.

In addition to providing her report, Dr. Lacy apologized to Dr. Stolze for not making sure the information about sabbatical leaves did not get sent directly to him.

ANNOUNCEMENTS/INFORMATION ITEMS

Academic Excellence Awards Ceremony

The ceremony will take place on Tuesday, March 16th at 7:00 p.m. in the Burnight Center.

Donating to the Foundation

Senator Hallinger announced that he and President Lacy are working on a letter explaining how faculty and staff can make donations to the College for specific, non-salary purposes through the Foundation Office. The letter will soon go out to the campus community to encourage everyone to consider giving to the Foundation. Dr. Lacy was clear that making donations will not affect negotiations related to salary in any way.

Other Announcements

President Moore announced a couple of upcoming scholarship workshops: Thursday, March 4th at 2:00 in SS 139; and Monday, April 12th at 5:30 in BE 3.
Senator Mellas shed some light on a few TalonNet issues. One of the issues had to do with the synchronization of rosters with TalonNet. With the new software upgrade that went into TalonNet, the synchronization of the rosters should be turned on again; however, in the meantime, students were dropped from rosters for non-payment. Senator Mellas encouraged faculty members to go into their rosters and take note of students who may have been dropped.

Senator Mellas also alerted the senators to TalonNet problems he has encountered with respect to due dates. He has been communicating with Dave Gunn about this issue. Apparently, a patch had been implemented to fix some problems with open, closed, resubmit, and due dates. They thought the problem was solved, but Senator Mellas has still noticed problems. In some cases, students have been locked out before a due date; and, in at least one case, a student was locked out before a due date, but was later able to submit the assignment several hours after the due date had passed. Senator Mellas asked other faculty members who use TalonNet to let him know about problems they might be having with this, as he is collecting evidence to forward on.

Senator Mellas also noted that if faculty members manually added students to their rosters as suggested in Lee Krichmar’s email (dated 2/10/10), those manual adds will not be automatically adjusted. When the synchronization takes place, those students will still have access until the faculty member manually removes them.

**SENATE DISCUSSION**

**Textbook Strategies Presentation**

Representatives from Follett Higher Education Group came to the Senate meeting to discuss textbook strategies. Group Vice President, Joey Caron, Regional Manager, Stacy Zapko, and new Bookstore Manager, Robin Lee loosely followed the structure of their PowerPoint presentation, but fielded numerous questions throughout their presentation. The presentation primarily focused on the textbook cycle and adoption process, and reducing student costs. They explained what some of their challenges are, such as pricing that is set by publishers, limited returns on custom products, and materials that are not always utilized. They provided data from a survey of various colleges, which reflect that some of the reasons students do not buy textbooks are because the instructors said it was not necessary, that the text would not be used much, and the price. They also provided some information specific to Cerritos College, such as a declining percentage of students buying textbooks through the bookstore—from 53% in Fall 2007 to 40% in Fall 2009.

The Follett representatives identified ways that faculty could help in making textbooks more affordable, such as placing timely orders.
with the Bookstore, only adopting the materials they will actually use, allowing a choice of options if all components are not necessary or if different versions are acceptable, and committing to multi-term adoptions. Ms. Zapko explained that selling used books is the most effective way to get the books in students’ hands, and is the most cost effective. To get as many used books as possible on campus, textbook adoptions must be made in a timely manner, because all of the booksellers go after the same supply of used books. The Bookstore has to work with wholesalers, so the sooner they know which used books will be needed, the sooner they can go out and source those books. Ms. Zapko also explained that the use of packages and bundles also drives down their ability to supply used books. This is especially true if there are consumable pieces in the bundle.

Mr. Caron and Ms. Zapko provided information about what Follett is doing to promote textbook affordability by providing various options to students, such as offering a selection of new and used textbooks, allowing for custom textbooks as well as loose leaf and bundled materials, venturing into a textbook rental program, and offering eBooks. They also briefly touched on some of the complications with custom and loose leaf textbooks, as well bundled materials. Follett really supports customs textbooks when they are truly customized, such as when key chapters are cut out to create a more compact, less expensive text, rather than when just the cover is changed or a simple insert added. One of the main problems with loose leaf is that they are consumable materials and the Bookstore cannot buy them back.

Throughout the presentation, several senators presented questions, which resulted in the following information and suggestions being provided:

- With respect to breaking up bundles of materials, sometimes doing so is cost prohibitive, and sometimes it is not. Also, sometimes the publishers will only let Follett sell the materials that way.
- Once publishers announce new editions, they generally pull the old ones out of circulation two to three months. Some faculty members who wanted to keep editions longer have had success in working with the publishers and letting them know that they want to use a text for a particular length of time. Used books do not drive business for publishers, so they will turn books over quickly and dry up the used book market. But, faculty could work with the publisher’s sales representatives and be firm about what they want to use.
- Multi-term adoptions can help keep the Bookstore in sourcing books sooner, so they can obtain more of the used books, and will also help with the future rental program.
- Using one form that could be filled out to cover multiple semesters would be helpful, especially for those faculty who
tend to use the same textbooks each semester. On some campuses, the bookstore staff work directly with the individual faculty members.

- Allowing choices for students is important. Follett’s goal is to give students a choice of new, used, eBooks, or rented. They are happy to work with the faculty to offer choices to students. So, if a faculty member uses a current edition, but would allow students to use an older edition, they should let the Bookstore know. They should also let them know if there is a package that they could break up.

- Follett would prefer the faculty let them know when they plan to use a textbook for multiple terms. If the Bookstore knows the textbook will be used again and that there will be a demand for them the following term, they will buy the book back for half of what the student paid for it. But, if they do not know it is going to be used again, the Bookstore will buy it back, but would be purchasing it for a wholesaler, and thus will not pay as much for it. If they know the books will be used again, the Bookstore can hold onto them rather than sending them to a wholesaler. Everyone benefits when the books are recycled.

- As the textbook order forms are submitted, the Bookstore would be able to determine if a textbook is going to be used for more than one course, but faculty can also let them know ahead of time. The more information the Bookstore can get early on, the better. As far as being able to let the Bookstore if a text will be used for multiple terms, or if multiple editions are acceptable, faculty members can write notes on the form to indicate such.

- To keep older editions from falling out of the pipeline, an ongoing contract may be subscribed to if a faculty member wants to keep using an older edition. The only problem is if a course lends itself to having multiple editions within the teaching structure. Also, as more time passes, fewer copies of the older editions would be available.

- The Bookstore keeps older editions in their inventory if they know there will be demand for them.

- On most campuses, the textbook form is a Follett form, but some campuses do use their own unique form. If it is a Cerritos specific form, Follett could work with the Academic Affairs office to address some of the needs discussed.

- Some faculty members at other campuses use the strategy of selecting textbooks for an entire year. Also, the faculty members in some disciplines have decided to standardize their curriculum and use the same textbook for a number of different classes.

- The Bookstore will buy back an older edition and give the student half of what they paid if they know the books will be used again.

- The price of used older editions is usually the same as the
price of a used new edition.

- Follett is often told by the publishers that they must purchase the newest editions of the textbooks; however, faculty can work with the publisher representatives and leverage their power as the publisher’s customer.
- Choices between different textbooks can typically be identified on the textbook form.
- Going with multi-year textbook adoptions can also help DSPS as it works to obtain alternate formats of the books.

The Follett representatives provided information on a rental program they piloted last fall. Of the students who responded to their survey after the program was piloted, 97% were satisfied with it and 98% said they would rent again. Advantages for the students include up to a 50% up-front cost savings and the option of converting their rental into a standard sale so they can keep the book. Advantages for the College include providing students with a response to the growing demand for textbook cost savings and increasing the number of students with required course materials. Follett estimates that students saved approximately two million dollars through the rental program across the seven campuses where it was piloted. Follett intends to begin the rental program this coming fall at as many campuses as are interested.

Acknowledging the stated interest in continuing the discussion, President Moore indicated she would invite the Follett representatives to come back.

**ADJOURNMENT**

Meeting adjourned at 12:25 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, MARCH 9, 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. 2592
OFFICIAL MINUTES

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