## OFFICIAL MINUTES

### Cerritos College

**Faculty Senate**

**Regular Meeting** • **March 31, 2009**

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<tr>
<th>LAST NAME</th>
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<th>DIVISION</th>
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<td>X</td>
<td>Breit</td>
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<td>A</td>
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<td>X</td>
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<td>X</td>
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<td>X</td>
<td>Pritchard</td>
<td>Gary</td>
<td>Replacement for David Betancourt</td>
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<td>Reece</td>
<td>Bryan</td>
<td>Humanities/Social Sciences (President)</td>
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<td>Barbara</td>
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<td>Stolze</td>
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<td>CCFF Liaison (Non Voting)</td>
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<td>A</td>
<td>Wedell</td>
<td>Donna</td>
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<td>X</td>
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<td>Jack</td>
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MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE
The meeting began at 11:10 a.m. The flag salute was led by Senator Wilson.

REPORTS
Secretary
Secretary Ukita announced that there will be no meeting next week due to spring break.

CCFF Liaison
President Stolze reported that at the last bargaining session the CCFF presented proposals on salary, retiree health benefits, and dental benefits for long-term part-timers. There was also productive discussion on class size and assignment. The next bargaining session will be on Friday, April 3rd. The CCFF will present articles for 2009-2010 on academic freedom, intellectual property rights, and nondiscrimination.

Making reference to the March 10th Senate meeting, President Stolze provided reassurance that the CCFF is not trying to take away overload from full-time faculty. What is really at stake is whether we acknowledge successful long-term, part-timers and give them some sort of rehire rights. It will not undercut full-time faculty overload or pro rata pay in the summer; part-time faculty will not have bumping rights. President Stolze, who is currently serving as the chief negotiator for CCFF, will be happy to discuss any of the proposals in detail with interested faculty. He emphasized that there is no risk to full-time faculty in terms of scheduling overload, and that nothing in the rehire rights proposal threatens full-time overload or has anything to do with pro rata pay, which would include winter session if the college moves to a condensed calendar.

APPOINTMENTS AND NOMINATIONS
Committee Members Needed

The SLO Committee, which was recently approved as a shared governance committee, needs division representatives. President Reece asked the senators to work with their divisions on appointing representatives to the committee. The committee meets on the 2nd and 4th Mondays of the month from 3:00 – 4:30.

President Reece asked that the Humanities/Social Sciences division work on identifying three faculty members to serve on an upcoming search committee for a new division dean, as Dean DeFrance recently announced her retirement.

ANNOUNCEMENTS/INFORMATION ITEMS
Academic Excellence
President Reece reported that the awards ceremony went really well. He thanked those who nominated students and who attended the event. Just over 70 students received awards or scholarships.
OFFICIAL MINUTES

Outstanding Faculty
Awards

The awards ceremony will take place at 11:00 a.m. in the Student Center on Thursday, April 24th.

University Updates

Senator Juntilla reported that for Fall 2009, CSULB decided to admit applicants with a 3.3 or higher GPA. They placed students with a grade point averages between 2.5 and 3.29 on a waiting list, and are encouraging other applicants to look elsewhere. Senator Juntilla suggested that it may be a good time to conduct another transfer push effort. He announced that the Transfer Center will be conducting two workshops on Transfer Admission Guarantees (TAGs): April 16th at 11:00, and April 29 at 2:30.

Senator Juntilla also announced that CSU Fullerton screened Fall 2009 applications at a 2.5 GPA (for students outside their local area). Secretary Ukita added that CSULB may decide not to accept students for Spring 2010.

UPDATE ON AGENDA FOR STUDENT SUCCESS

President Reece reported that the taskforce the Senate suggested be developed to investigate issues of student success met for the first time yesterday. He apologized for the short notice for the meeting. The group will meet again on Monday, April 13th at 2:00. Any interested faculty are welcome to attend.

President Reece encouraged senators to take Habits of Mind posters back with them to post in their classrooms and offices. He reported that the website has had over 215 thousand hits on the homepage. It was observed that the number might be artificially inflated if the computers in the labs automatically open up an internet browser with a Habits of Mind tab. It was suggested that deeper pages be monitored.

SENATE DISCUSSION

Facilities

President Reece reintroduced the topic, which first introduced at the previous Senate meeting.

Motion: It was moved by Senator Johnson and seconded by Senator Hallinger to approve the resolution submitted by the Liberal Arts division entitled “Faculty Senate Resolution.”

Discussion: There was considerable discussion. Several themes emerged out of the numerous comments and opinions that were offered:

- Reference to some mechanism for implementation as well as budget should be included in the resolution.
- Faculty want to know what the needs are, the plan and schedule to address the needs, and budgetary implications.
- The Facilities Master Plan includes a time table for new buildings, which should address some of the concerns.
- Issues of cleanliness and maintenance and/or restoration need to be addressed.
- There needs to be a plan to maintain new buildings, otherwise they will end up looking like the old ones.
- The position of the CCFF is that there should be a joint labor management committee that would have two union appointees, one Senate appointee, and two management appointees in order to establish timetables, benchmarks and goals. Thus far, the district’s response has been that the Safety Committee is the
appropriate committee to address the workplace facilities related concerns. The committee, though, does not address the mandatory subject to bargaining on working conditions, which is broader than safety issues. President Stolze encouraged the creation of a labor management or workplace issues committee in which working conditions can be explicitly addressed.

- At minimum, the facilities should be kept clean. If there are reasons why the facilities cannot be maintained or restored to certain standards, the reasons should be communicated.
- The facilities master plan is a strategic rather than a tactical plan. It does not inventory what needs to be done to maintain the facilities, nor does it include a plan or a schedule. Faculty are interested in knowing what needs to be done, what the plan is to get it done, and what the schedule is to get it done. It may be that there is a very long list of what needs to be done and not enough money to do most of it, which is understandable. The problem is in not knowing what needs to be done and what can be done, and in the difficulty in getting that information.
- An approach does not need to just be centered on a maintenance and/or restoration plan or the master plan, but could be an integrated approach that ties into other things on campus (e.g., Show Pride, Habits of Mind, etc.), and that encourages everyone to work together and pitch in.
- There needs to be a different structure where all of the players are at the table taking part in the conversation and looking at prioritization. The campus community needs to be made aware of the status of projects, when projects are completed, etc. Mr. Riffle deserves credit for the updates he provides on the larger projects.
- The classified union also needs to be involved.

A few suggestions for modifying the resolution were offered. After incorporating the suggestions, the resolution read as follows:

1) The Faculty Senate will obtain a time table for the administration's maintenance of the classrooms, entrances, and restrooms in our campus buildings. The Faculty Senate requests bringing the entire campus up to an acceptable standard and maintain [sic] its sustainability.

2) The Faculty Senate will evaluate both the time table and restoration work to be accomplished and notify the faculty and staff of the administration's progress.

**Action:** Resolution was approved as amended.

Vice President Albanese introduced the Director of the Physical Plant, Robert Riffle. Copies were provided of a study conducted by Hillyard, Inc.. The Hillyard CCAP is a cleaning cost analysis program that essentially identifies needs for reaching or sustaining certain levels of cleanliness. The consultants, who do not work on commission, went through every room in every building, examining every type of material, products currently being used, etc. Mr. Riffle walked the senators through various pages of the report. The report identifies five cleaning levels. Level one=Spotless and sanitary in all areas. Level two=Clean and sanitary in
most areas. Level three=Orderly and sanitary in critical areas. Level four=Noticeable soiling, sanitary in critical areas. Level five=Obvious soiling and staining, unsanitary conditions may exist. According to the Hillyard analysis, Cerritos College is between levels four and five. The college currently has 23 full-time employees dedicated to facilities, which does not include floor crew, restroom runners, and leads. Hillyard estimates that to get to a level three, five more full-time employees would be needed; to get to a level two, 21 more would be needed. The estimated annual cleaning costs would increase with each level due to a greater number of labor hours and more products and materials being used.

When asked if he had encountered any difficulty with the Board or administration in moving up a level, Mr. Riffle reported that no one has ever said not to do it. He explained that he has always had an interest in seeing what can be done to improve, and the cost analysis program was one way to help him gather evidence to include in his unit plan, which will then go through the planning and budget process.

In response to a question about what has actually been spent compared to the recommended budget, Mr. Riffle reported that budget information is available. His maintenance budget goes through the planning and budgeting process. He pointed out that the cost analysis pertains to cleaning and not other maintenance issues such broken urinals, infrastructure, everything behind the walls, etc.

When a question was posed as to whether or not senators believed the college is meeting the standards of level four, several indicated they did not think so. The point was made that if not already close to level four, trying to move to a level three or level two may be fruitless. It was also pointed out that the study considers cleaning. It does not address maintenance or fixing, which should not be lost in the shuffle. All of the money should not be spent on cleaning at the expense of maintenance.

In response to a string of questions, Mr. Riffle reported that restrooms, food service areas, and student health services were considered “critical areas” for the purposes of the report. He further reported that there was initial discussion about conducting an analysis in 2005. He received the full report last October. The facilities staff, the managers, and the previous Vice President of Business Services were informed of the report. It was shared with the managers this month.

Vice President Albanese noted that Facilities has been under-resourced for many years, probably as a result of budget adjustments that had been made in the past. There has also been high attrition in that area, and managers in this area have been pointing these things out for a long time. Vice President Albanese expressed his appreciation for the Senate’s support, noting that it is probably time to move on it if the college wants to achieve the standards (in the study), but also pointing out that it does take resources. He observed that buildings have been added, but attention has not been paid to the total cost of ownership. He acknowledged that it has been a low priority, as the college has done other things with its resources, and it has gone on for a long time. Based on comparisons to others institutions for which he has worked, Vice President Albanese attested that Facilities has been under-resourced. He reported that Mr.
Riffle has made requests in his unit plans to add custodians. He also noted that resource allocation is a matter of priorities, and that the Planning & Budget Committee will see the whole list of priorities, which adds up to nine million dollars of additional expenditures, all of which are needed. Mr. Albanese explained that while it will not be possible to fund everything, there is not a problem with the facilities manager or the administration not recognizing there is a facilities problem.

Throughout the discussion both faculty and administrators underscored the point that what gets funded comes down to prioritizing items in the budget. President Reece reiterated that there is approximately nine million dollars worth of unmet need. The college has roughly a 100 million dollar budget; the needs of the campus add up to approximately 109 million.

According to the analysis, to get to a level three, the estimated additional cost would be approximately 150 thousand dollars. As one senator pointed out, the question is not about whether or not there is any money, but how the money is prioritized, and keeping facilities clean and well-maintained obviously has not been a priority.

Clarification as to some of the content of the report was requested. Hillyard consultants explained that the list of priorities and opportunities for building a cost-effective, high-quality, standardized cleaning program for the college is a list of what would be typical based on their professional experience. Each of the tasks identified in the report are not necessarily being done at the college, but are typical tasks that Hillyard has identified as ones that should be done and not necessarily what is being done at the college. With respect to the cost estimates, it is assumed that the custodial staff are completely dedicated to the cleaning tasks and not other tasks. The job cards identifying various cleaning tasks are samples. The job cards are not being used yet. According to Mr. Riffle, the next step is to train the custodial staff in the various procedures. Over the next several months, they will be using the job cards to learn a cleaning protocol.

In an effort to bring the discussion to a close, President Reece explained that part of the frustration the faculty have has to do with the quality of instructional space. Both the Senate and the CCFF have engaged in discussion of this topic for a long time. We now have something that a plan can be built around, and we can at least start identifying what the problem is. While there may not be enough funding to address everything, at least the problems would be known and we can move forward from there.

**UNOFFICIAL MINUTES**

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
Faculty Senate Office Hours: 7:00 a.m. – 4:30 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. Friday.

Dr. Bryan Reece
President
Ext. 2219

Debra Moore
Vice President
Ext. 2418

Miriam Tolson
Program Assistant II
Ext. 2217

Traci Ukita
Secretary
Ext. 2592

Visit the Faculty Senate Web Page
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for agendas, minutes and other information of interest to faculty, staff and others.