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11/13/2008

Guests: Marilyn Brock, Jan Connal, Gary Cain and M.L. Bettino
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:08 a.m. The flag salute was led by Senator Ernest (Liberal Arts).

REPORTS

CCFF Liaison

President Stolze reported that the CCFF will meet with the District for their first bargaining session on Friday, October 31st. Usually at first bargaining sessions, ground rules are discussed and a calendar is set, but they do plan to raise the issue of a retirement incentive package and see if the District is interested. Approximately 30 faculty members responded to an email the CCFF sent requesting that faculty interested in this get in touch with them. President Stolze emphasized that the District would have to express a desire to pursue such an incentive for the union to move forward. If the District is interested in negotiating, then the CCFF will work with the interested faculty to see what they would like the CCFF to bring to the table.

President Stolze further reported that the CCFF will soon bring an article on professional standards and work environment. He explained that President Reece would be sharing a draft of an article with some faculty who have expressed interest in participating in a working group focused on this item. The CCFF has a contract development committee of approximately seven members. The committee will also be looking at the draft. They hope to present it sometime in mid-November. Among other things, they will be asking for wireless Internet capability and a faculty lounge. Concerns about the cleanliness of the restrooms will also be included in the article.

Student Senate Liaison

ASCC President, Michael Barrita, substituted for Miss Salgado. He shared the following updates from the ASCC:

- The water fountain project in front of the Student Center is moving along. President Barrita passed around an image of a possible fountain style, but they are still discussing it. The ASCC has approved starting the drilling process. They are trying to create a natural draining system. The plan is to complete the project by the end of the spring semester. President Barrita acknowledged Senator Ernest for his help and ideas on this project.
- He will be participating in the upcoming general faculty meeting to help kick off the Habits of Mind campaign. President Barrita expressed the importance of the campaign. He reported that President Reece presented to the Student Senate, and that the students were very interested and excited about it.
- Commissioners from the Student Senate have examined various drinking fountains across campus to assess their condition. They will be submitting reports to Facilities in order to facilitate completing the project of upgrading those in the worst condition by spring.
- In response to a question about whether or not the students could
do anything to address the condition of the restrooms. President Barrita reported that there is a Student Senate committee that plans to work with Facilities and other departments to try to address this. They also are planning a campus clean up day next semester.

- In response to a question about recycling, President Barrita expressed the students’ willingness to support a recycling effort. He reported that he recently attended a meeting that included Dean Chambers and others. President Reece reported that there are faculty and others who are working on a plan for a green initiative, which will be introduced at the next Senate meeting.

**MINUTES**

Motion: It was moved by Senator Hallinger (SEM) and seconded by Senator Mellas (SEM) to approve the minutes for 10/7/08 and 10/14/08.

Action: Motion was unanimously approved.

**APPOINTMENTS AND NOMINATIONS**

Appointments to be Ratified

Motion: It was moved by Senator Ukita (Counseling) and seconded by Senator Moriarty (Business Education) to ratify the following committee members:

- David Fabish to the Coordinating Committee
- Bob Livingston to the Enrollment Management Committee
- Francie Quaas-Berryman to the Planning and Budget Committee
- Marge Hohly to the Web Standards Committee.

Discussion: In response to a question posed about whether or not Professor Hohly was aware that it is the Web Standards Committee for which she was being approved, President Reece indicated that he would make sure she knew.

Action: Motion was unanimously approved.

Committee Members Needed

President Reece announced that members are needed for two other committees: College Committee on Student Life, and the Equal Employment Opportunity Advisory Committee.

**ANNOUNCEMENTS/INFORMATION ITEMS**

General Faculty Meeting

President Reece reminded the body that the next General Faculty Meeting, which will serve to kick off the Habits of Mind campaign, will take place on Thursday, October 30th. He asked the senators to remind their colleagues to attend the event.

Outstanding Faculty Awards Nomination Period

The nomination period for the Outstanding Faculty Awards will begin November 3rd and end December 3rd. The committee asked the senators to provide input with respect to whether or not to have the food served before the ceremony or after. The clear consensus was to have the food served first.

**UPDATE ON AGENDA FOR STUDENT SUCCESS**

President Reece provided handouts of an update on the Agenda for Student Success and called attention to the following items.

- Habits of Mind Campaign: President Reece will call a couple of Board members to encourage them to attend.
- Transfer Push: The effort has been going well. President Reece will
send out another email to prompt faculty to look at their rosters again and encourage students with a “transfer” code to submit university applications, and let them know that they can obtain help with the process through the Transfer Center.

- **Body of Teaching Practices:** Seven Faculty Inquiry Groups (FIGs) have been approved by the Developmental Education Committee. They will be announced soon.

- **Part-Time Hiring Process:** The effort to phase in new procedures is going well. Department chairs and deans seem to be responding to this. President Reece asked those who are involved in a department that has emergency hires to make sure they go through the equivalency process soon. The new process will officially begin summer 2009.

- **Student Learning Outcomes:** President Reece spoke to the chair of the Curriculum Committee. The committee will suspend action, and will wait for the new SLO committee to bring together an approach. The first meeting of the SLO taskforce will be Monday, November 3rd from 3:00 – 4:30 in LC 62. Anyone is welcome to attend.

President Reece explained that he took some liberty in reorganizing the Agenda, creating a fifth initiative because there are so many projects. The fourth initiative addresses Learning Services and Support, and the fifth initiative addresses Academic Infrastructure.

- **Non-Instructional Program Review:** There was much discussion at the last Senate meeting, which was carried at the request of the Senate to the Coordinating Committee, which then had a discussion about somehow connecting instructional and non-instructional program review together. Dr. Brock and Professor Fronke will meet Thursday to discuss this further.

- **Instructional Spaces:** A draft article on standards for instructional space and work environment has been put together. The plan is to get ideas about these issues into the article, which will be carried forward by the CCFF. President Reece asked Senator Ernest to pull together a meeting of faculty who have already expressed an interest to discuss the article.

- **Campus Master Plan:** The Board of Trustees passed the Master Plan recommended by the CTC. (Senator Ernest later asked to make the point that what was approved was the location of the buildings, not the end product, and that there are still other concerns with parking, sizes of building, green space, etc. that still need to be addressed.)

In relation to the College Leadership Assessment item on the Agenda, President Reece reported that the Board approved at their last meeting the hiring of a consultant, the makeup of the search committee, and a timeline for the rest of the fall semester. While the Board did not determine a specific timeline for the spring semester, President Reece shared his understanding that the Board plans to have a president in place by July 1st with a six week window to allow for an out-of-state candidate to relocate. Senator Breit (Fine Arts/Communications) shared information from the Board Book of the October 15th meeting about the request for proposals for the consultant. Much discussion ensued, which primarily focused on the decision of the Board to hire a consultant, and the role of the consultant would have in the screening process. Many opinions and concerns were presented:
Consultants often work with the same group of people. Reaching out to a new group of people would be best for the college. Would like to see the committee more involved.

The question of whether or not the consultant is a head hunter was asked. President Reece reported that the consultant will not get any kind of commission for bringing someone in. He shared his understanding that such consultants help identify possible candidates and make calls to people to see if they are interested. In response to a question about what the person would be paid, President Reece reported that at the last Board meeting, a range of thirty-five to seventy-five thousand was discussed.

It was pointed out that the consultant will be hired by the Board, and while they may work with the committee, if they are really just doing the Board’s will, it is not shared and open.

The use of consultants in the past has not been successful.

There should not be a relationship only between the Board and the consultant. The entire committee should be involved in the search process.

Headhunters have lists of usual suspects. Need to broaden the search.

A headhunter might offer an opportunity to think outside of the box if we want to go to industry rather than academia.

Need to be the driving force in defining parameters rather than being informed after they have already been decided.

In response to a question regarding having a say in the Board’s role in this, President Reece explained that it is the Board’s decision. He also shared his belief that the Board members take their job of hiring a president seriously. In response to another question as to whether or not the consultant would have a background in education, President Reece indicated that the possible consultants of which he is aware have backgrounds in education.

Several questioned how the Board can justify spending money on a consultant in a budget crunch.

The Senate should be on record that it believes there is expertise already on campus to be able to look through applications and determine who to select.

If the campus community is clear about what it wants, they can work backwards from there.

It was observed that while it may be too late to do anything about the Board moving forward with hiring a consultant, but that there is still time to respond to the role of the consultant.

The sense of expediency seems to drive a lot of the processes on campus. Would be comfortable taking more time to get it right rather than to expedite process just to have someone in place July 1st.

Motion: It was moved by Senator Hallinger and seconded by Senator Soden (Business Education) to communicate to the Board that the Senate strongly recommends that:

- The search committee be involved in writing new criteria for the president;
- The search committee be involved in reading all the initial application files;
- The Board consider extending the timeline, if necessary, to get the
process right; and
- the Board select a president from those the screening committee
  sends up.

**Discussion:** There was brief discussion about the restrictiveness of the
interview process.

**Action:** Motion was unanimously approved.

### SENATE DISCUSSION

**Class Schedule and Catalog**

Vice President Brock provided information about expenses associated with
the schedule of classes and general catalog. In light of the possibility of
mid-year budget cuts, VP Brock asked the Senate to provide input on a
suggested proposal for changes in publishing the two documents, which
could allow for some cost savings.

For the Class Schedule, the proposal suggests the following changes:
- Print fewer copies (Currently print 195 thousand; mail 163
  thousand three times a year)
- Not mail to residents in the community
- Have copies available on campus for all students
- Have copies distributed to local libraries and community centers
- Refer to online interface with the schedule
- Combine the *Cerritos College Connection* with a list of classes by
  name
- Make changes effective with the 2009 summer session
- Schedules remain free of charge to students

For the Catalog, the proposal suggests the following changes:
- Reduce number of copies printed (There were approximately 4500
  printed last year)
- Convert more copies to CD format (CDs would cost fifty-six cents
  each)
- Survey nearby colleges regarding their mailing practices
- Neighboring colleges and universities receive hard copies of
catalog along with CDs
- Hard copies available for staff, counselors and articulation
  specialists (and other employees upon request)
- CDs available in the bookstore for students to purchase
- Continue to charge for the catalog through the bookstore
- ACCJC will accept CD as official copy of college catalog
- Make changes effective with 2010 catalog

Dr. Brock suggested the senators discuss the proposed changes with their
divisions and provide her office with feedback. In response to a comment
about mistakes with the current year’s catalog, Dr. Brock shared her
understanding that there is a new procedure in place, and that she will
make sure it does not happen again.

Other suggestions included:
- If the college changes to a condensed calendar, there could be
  potential savings by printing schedules with more than one term.
- If the number of schedules that are mailed out is reduced, would
  want to know how many people from the community are coming in
for enrichment.

- If mailers refer to the website, there should be a much better webpage providing information about schedules, academic calendar, etc.

In response to questions posed regarding an estimate of potential cost savings, and whether or not there has been discussion about charging a fee for the schedule, Dr. Brock explained that while she did not have an answer, she could find out. It was noted that there was a time when the schedules were not mailed out. It was also suggested that Research and Planning might analyze the potential negative impact that reducing the number of schedules might have. Dr. Brock observed that with enrollment being up without the state funding behind it, this could be an opportune time to try changing practices with the schedule.

**ADJOURNMENT**

The Senate adjourned at 12:27 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

**OFFICIAL MINUTES APPROVED BY THE FACULTY SENATE 11-4-08**

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, NOVEMBER 4, 2008**

**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 3:30 p.m. Friday.

Dr. Bryan Reece  
President  
Ext. 2219

Debra Moore  
Vice President  
Ext. 2418

Dodie O’Donnell  
Faculty Senate Clerk  
Ext. 2217

Traci Ukita  
Secretary  
Ext. 2592

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