CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 5, 2007

PRESENT: Dr. Noelia Vela
Jo Ann Higdon
Bill Farmer
Jenine Nolan
Dr. Bryan Reece
David Fabish
Dean Mellas
Kristen Habbestad
Lynn Laughon
Yvette Juarez
Ed White
Julie Mun

ABSENT: Dr. Stephen Johnson
Criss Lopez de Gaines
Joy Senf
Alex Armendariz
Steve Richardson
Dan O’Rourke

GUEST(s): None

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:09PM.

II. INTRODUCTION OF NEW EMPLOYEES - NONE

III. APPROVAL OF MINUTES – February 26, 2007
Dr. Reece made a motion to approve the February 26th minutes; Mr. Farmer seconded the motion. The minutes were approved as presented.

IV. REVIEW BOARD AGENDA – March 7, 2007
Dr. Vela invited the committee members to raise any questions and/or comments regarding the March 7th Board Agenda. The committee had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Robert Riffle

Safety
Mr. Riffle distributed the attached minutes from the Safety Committee meetings held on November 14th, 2006 and January 30, 2007 (unapproved). He noted that there are several new members to the committee and that the main subject of discussion was the Emergency Preparedness and the Disaster Plan. A disaster drill had been scheduled for February 7th but it has been postponed and will be re-scheduled for either the last week of March or the second week of April. Mr. Riffle also stated that each employee should have received a card with the Cerritos College Disaster Response Plan with evacuation instructions enclosed with their paycheck a few weeks ago. These cards were designed by Kelly Kwan and Dr. Stephen Johnson to assist all employees with the evacuation procedure.

Dr. Vela

Dr. Vela thanked Mr. Riffle for his report and asked him to thank the other committee members on her behalf. She
commented that the cards are very useful, well designed, and have been well distributed. There has been a lot of preparation work completed and she hopes that the campus will be ready if and when a disaster occurs.

Holly Bogdanovich
Student Services
Ms. Bogdanovich stated that commencement plans are moving along and that in order to celebrate the college’s 50th “golden” commencement ceremony, the committee members have suggested that the graduating students wear gold colored tassels instead of the usual blue and white. She asked the College Coordinating Committee members for their feedback.

Dr. Vela
Dr. Vela stated that a gold tassel typically symbolizes a doctoral degree and/or honor students and that perhaps another option would be to add a charm or additional gold color to the existing blue and white tassel instead. She asked Ms. Bogdanovich to send her information about the cost of these options for additional consideration.

Mr. Farmer
Mr. Farmer shared his concerns that scheduling the commencement ceremony on the Saturday before finals may cause problems for the Admissions & Records department and that it may also send a message to students that finals don’t really matter as they are allowed to “graduate” before receiving their final grades. Several other committee members also expressed their concerns regarding the commencement ceremony such as students and family members feeling conflicted by their desire to celebrate after the graduation ceremony with the need to study for upcoming finals, as well as students and family members leaving early and disrupting the ceremony. In order to reduce the length of the ceremony it was suggested that only the student’s name and degree be announced and that any transfer information be omitted.

Ms. Bogdanovich
Ms. Bogdanovich stated that she will communicate the comments and concerns made by the College Coordinating Committee members during the next Student Services Committee meeting to be held on April 12th.

Dr. Vela
Dr. Vela thanked Ms. Bogdanovich for her report.
VI. **ITEMS FROM FACULTY SENATE STANDING COMMITTEES**

Dr. Reece  
**Sabbatical Leave**
Dr. Reece spoke on behalf of Kimberly Rosenfeld, chair of this committee, as she teaches a class during this time and was unable to attend the meeting. The committee has approved a new calendar which will allow faculty members to submit their intent to go on sabbatical in April so that they have time during the summer to work on their plans. The new intent form will be available in November and the update will be made to the Faculty handbook. The committee plans to bring all of the sabbatical leave proposals to the Board of Trustees for approval during the March 21st Board meeting.

Dr. Vela  
Dr. Vela thanked Dr. Reece for the update and commented that the new calendar will be very helpful to the faculty so that they can make plans with plenty of time.

VII. **STATUS OF SHARED GOVERNANCE**

**Shared Governance Documents Review**
Dr. Reece led the committee in a discussion regarding the proposed committee description for the College Committee on Developmental Education, formerly known as the Basic Skills Committee. Dr. Reece announced that he brought forth the committee description to the committee members during their last meeting held on March 2nd. Several changes were recommended by that committee and the appropriate revisions were made to the document.

Dr. Reece also led the committee in a discussion regarding the proposed committee description for the Senate Committee on Instructional Program Review. There was much discussion concerning the responsibility of the committee chairperson which Dr. Reece will discuss with Faculty Senate leaders before returning the item back to the College Coordinating Committee.

Ms. Laughon requested the committee members to consider a proposal to create a Shared Governance committee or a CSEA committee on Outstanding Classified. She noted that CSEA is interested in making the current process more transparent as the subcommittee (under the College Committee on Staff Development) that is responsible for these items has no real structure. This item will be further discussed during the March 26th meeting.

VIII. **PRESIDENT'S REPORT** – NONE *(due to the constraints on time)*
IX. **REPORTS FROM COORDINATING COMMITTEE MEMBERS** – NONE *(due to the constraints on time)*
X. **ADJOURNMENT**
Meeting adjourned at 2:41PM.