CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
June 18, 2007

PRESENT: Dr. Noelia Vela
Jo Ann Higdon
Bill Farmer
Dr. Stephen Johnson
ML Bettino
Dr. Bryan Reece
David Fabish
Dean Mellas
Lynn Laughon
Kristen Habbestad
Yvette Juarez
Julie Mun

ABSENT: Criss Lopez de Gaines
Ed White
Alex Armendariz
Steve Richardson

GUEST(s): Dr. Jane Wright
Traci Ukita
Cynthia Convey
Dan O’Rourke
Lola Rizkallah

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:07PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – June 11, 2007
Dr. Johnson made a motion to approve the June 11th minutes; Ms. Laughon seconded the motion. The minutes were approved as presented.

IV. REVIEW BOARD AGENDA – June 20, 2007
Dr. Vela invited the committee members to raise any questions and/or comments regarding the June 20th Board Agenda. The committee members had no questions.

2007-08 Proposed Tentative Budget
A PowerPoint presentation was given by Ms. Higdon and Ms. Lola Rizkallah, Director of Fiscal Services, to review the 2007-08 Tentative Budget. This tentative budget will be recommended for approval by the Board during the June 20th Board meeting, which will then be submitted to the Chancellor's Office and the Los Angeles County Office of Education by July 1, 2007 in order to be able to continue to produce payroll and vendor warrants until the State Budget has been adopted. The Cerritos College Adopted Budget is scheduled for Board Approval on September 5, 2007.

The committee members provided feedback and thanked Ms. Higdon and Ms. Rizkallah for the overview.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – NONE
VII. STATUS OF SHARED GOVERNANCE

Review of Shared Governance Documents
Dr. Vela also reviewed the attached document which graphically displays the components of the college’s shared governance process. Dr. Vela also reviewed the suggested changes submitted by Ms. Nolan with the committee members and a few modifications were made to the overall Shared Governance document. Ms. Laughon made a motion to approve this final document and Mr. Farmer seconded the motion. All committee members voted in favor of approving the attached document and submitting it for Board approval. Dr. Vela thanked the committee for spending a great deal of time meticulously discussing and reviewing the College’s Shared Governance document and its components. The document should be reviewed periodically by the Coordinating Committee. It is hoped that the committee does this and does not wait as long as it has in the past. Prior to this year, the document was last reviewed in 1998.

Board Policy & Procedures Review
Mr. O'Rourke and Ms. Convey led the committee in the review of the first batch of policies and procedures from Chapter 7 – Human Resources.

The committee reviewed BP 7050 – Conflict of Interest-All Employees, AP 7050 – Conflict of Interest-All Employees, BP 7110 – Delegation of Authority, AP 7110 – Delegation of Authority, AP 7125 – Verification of Eligibility for Employment, AP 7126 – Applicant Background Checks, BP 7335 – Health Examinations, AP 7336 – Certification of Freedom from Tuberculosis and AP 7337 – Fingerprinting. The committee members thoroughly discussed and revised each document.

After discussing BP 7310 – Nepotism and AP 7310 – Nepotism, it was determined that both documents would be further reviewed and revised by Human Resources and presented to the committee again during the next meeting.

VIII. PRESIDENT'S REPORT – NONE (due to constraints on time)

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE (due to constraints on time)

X. ADJOURNMENT
Meeting adjourned at 4:04PM.