CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 10, 2007

PRESENT:  Dr. Noelia Vela
          Dr. Stephen Johnson
          Jo Ann Higdon
          Dr. Bryan Recce
          ML Bettino
          Ted Stolze
          Dean Mellas
          Lynn Laughon
          Yvette Juarez
          Julie Mun

ABSENT:  Bill Farmer
          Ed White
          Kristen Habbestad
          Steve Richardson
          ML Bettino
          Dean Mellas
          Lynn Laughon
          Yvette Juarez
          Julie Mun

GUEST(s):  Dr. Jane Wright
           Dan O’Rourke

I.  MEETING CALLED TO ORDER
  Dr. Vela called the meeting to order at 1:08PM.

II.  INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – August 27, 2007
  Dr. Johnson made a motion to approve the August 27th minutes; Ms. Higdon seconded the motion and the minutes were approved as presented.

IV.  BOARD AGENDA – September 19, 2007
  Dr. Vela briefly reviewed the September 19th Board Agenda and invited the committee members to raise any questions and/or comments. She noted that Mr. Farmer will be making a presentation on the Accountability Reporting for Community Colleges (AARC) to the committee next week prior to the Board meeting.

  Mr. Bettino questioned a contract with the Mt. San Antonio College District to provide Health Occupations courses. Dr. Vela responded that this agreement is subcontracted to Cerritos College through the Mt. San Antonio College Regional Health Occupations Resource Center for the college to provide three Nursing courses for up to ten (10) Los Angeles Healthcare Workforce Development students.

  Ms. Laughon requested details regarding a contract with Jacobson, Betts and Company for the Classification/Compensation Studies. Dr. Vela replied that this is an item to amend a previous agreement in order to accommodate a greater than anticipated number of interview requests and appeals regarding the Classification/Compensation studies for Classified, Confidential and Management employees. This company had made a presentation at the last Board meeting during closed session to give the Board information about the general process and potential impact on negotiations and implementation.

  The committee members had no further questions.

V.  ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI.  ITEMS FROM FACULTY SENATE STANDING COMMITTEES – NONE
VII. STATUS OF SHARED GOVERNANCE
Board Policy & Procedures Review
The committee reviewed and recommended a few revisions to BP 1200 – Mission.

Ms. Higdon led the committee in the additional review of AP 3600 – Auxiliary Organizations. This document had been initially reviewed by the College Coordinating Committee during the July 30th meeting but had been sent back for further examination by the appropriate departments. Ms. Higdon thoroughly reviewed and revised this procedure and also reviewed the document with Steve Richardson, Executive Director of the Cerritos College Foundation. No further modifications were recommended by the committee.

The committee also continued the discussion regarding AP 7145 – Personnel Files. This procedure had been initially presented to the committee on August 20th but after a discussion was held inquiring whether a written log should be kept in order to keep track of who has read an employee’s personnel file, it was determined that further legal counsel was necessary in order to make any recommendation. Mr. O’Rourke stated that the college’s legal counsel has advised him that a written log is unnecessary and that the college’s current procedure of monitoring the viewing of personnel files to ensure privacy and compliance with the Education Code is appropriate. This procedure was accepted by the committee members as presented.

The discussion regarding BP & AP 7370 – Political Activity was also continued from the August 20th meeting. There was a need for clarification by legal counsel regarding the use of campus mailboxes, email, and other forms of communication as well as other related issues. Additional language was inserted to BP 7370 in order to clarify the existing language and the revised policy was accepted by the committee members. There was much discussion concerning the corresponding procedure as the college’s legal counsel and the CCFF & CSEA’s legal counsels had different opinions regarding the unions’ use of campus resources. Further inquiries will be made and this procedure will be returned to the committee at a future meeting.

VIII. PRESIDENT’S REPORT
Dr. Vela announced that during the September 5th Board meeting, the Board approved the appointment of Kim Westby as the Acting Dean of Student Support Services effective September 6th, for a period not to exceed June 30th, 2008. The Board also approved the appointment of Dr. Virginia “Kathy” Townsend as the Acting Coordinator of Student Health Services effective September 6th, for a period not to exceed January 31, 2008.

Dr. Vela also expressed her appreciation to the committee members for their attention and valuable dialogue as they continue to participate in the time-consuming process of reviewing and revising the Board Policies & Procedures. She also requested all committee members to aid the campus community prepare for the upcoming Accreditation visit in 2008 by sharing and discussing the Accreditation Standards with others. There will be on-going discussion at future College Coordinating Committee meetings regarding the Accreditation and the site visit.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X. ADJOURNMENT
Meeting adjourned at 2:50PM.