CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 17, 2007

PRESENT: Dr. Noelia Vela
Dr. Stephen Johnson
Bill Farmer
Dr. Bryan Reece
ML Bettino
Ted Stolze
Dean Mellas
Lynn Laughon
Yvette Juarez
Julie Mun

ABSENT: Jo Ann Higdon
Ed White
Kristen Habbestad
Steve Richardson

GUEST(s): Dan O’Rourke
Dr. Linda Rose
Dr. Nathan Durdella
Richard Bukowiecki
Debbie Thomas

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:06PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – September 10, 2007
Ms. Laughon made a motion to approve the September 10th minutes; Mr. Bettino seconded the motion and the minutes were approved as presented.

IV. BOARD AGENDA – September 19, 2007

Accountability Reporting for Community Colleges (ARCC)
A PowerPoint presentation was given by Mr. Farmer, Vice President of Academic Affairs. The presentation will be made during the September 19th Board meeting to provide an overview of the ARCC background, Cerritos College performance indicators and student achievement rates.

The committee members provided feedback and thanked Mr. Farmer for his presentation and noted that the information presented is very beneficial to the college. They also discussed their concerns about the college’s “average” progress and achievement, persistence, annual successful course completion (vocational & basic skills), and basic skills improvement rates in comparison with peer colleges. The committee expressed that additional efforts are needed campus-wide to promote student success and improve in these areas.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Richard Bukowiecki  Safety
Mr. Bukowiecki announced that the College Committee on Safety last met on Tuesday, September 11th. Mr. Bukowiecki, Dr. Stephen Johnson and Mr. Robert Riffle recently attended an “Emergency Preparedness Training” workshop held by the State Chancellor’s Office. The committee also discussed the
possibility of providing Community Emergency Response Training (CERT) on campus.

Dr. Vela thanked Mr. Bukowiecki for his report and stated that she is pleased to know that this training is being revived on campus.

Debbie Thomas

**Staff Development**

Ms. Thomas distributed the attached packet of information which included a listing of Staff Development activities, committee minutes from the April 19th meeting, Classified Employee of the Month subcommittee minutes from April through September, and miscellaneous event flyers. She briefly summarized the committee’s activities and spoke about potential future staff development events.

Dr. Vela thanked Ms. Thomas for her report and requested that the number of participants for each staff development event be included in the next report. Ms. Thomas stated that she will be sure to include that information in the future.

Dr. Linda Rose

**Accreditation**

Dr. Rose distributed the attached document listing the committee’s self-study activities and status of completed tasks. She noted that the self-study writing templates “guide” that was created by using questions from the ACCJC received very good feedback and greatly helped the development of the self-study documents. Dr. Rose is currently working on the draft of the College’s Self-Study document with Ms. Lynn Serwin. This draft is expected to be distributed to campus constituencies in October, shared with the Board, and presented to the Board once again for adoption. This adopted and completed document is then scheduled to be sent to the ACCJC in January and the ACCJC site visit is scheduled for March 3-6. Dr. Rose acknowledged the committee members for doing a phenomenal job collecting and analyzing the data used for this upcoming site visit.

Dr. Vela thanked Dr. Rose and the committee for the amount of work already completed and the tremendous amount of work yet to come.

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

**Board Policy & Procedures Review**

The discussion regarding AP 7370 – Political Activity was continued from the September 10th meeting. There had been much discussion concerning this procedure as the college’s legal counsel and the CCFF & CSEA’s legal counsels had different opinions regarding the unions’ use of campus resources. Mr. O’Rourke presented the committee with information from the District’s legal counsel who advised that, to remain in compliance with Education Code 7054, the unions may not utilize any District equipment (including mailboxes, computers, and the computer network) to urge the support or defeat of any ballot measure or political candidate. Mr. Stolze disagreed with this recommendation and stated that the CCFF’s legal counsel has provided information that duly permits the distribution of such endorsements using District equipment.

Dr. Vela stated that this is an administrative procedure which has been delegated to College management. The committee has been presented with conflicting information and legal opinions from different sources and is unable to present a unanimously supported recommendation to the Board. Dr. Vela suggested that this administrative procedure and the corresponding information be presented to the Board for their direction. Dr. Reece agreed with this suggestion and encouraged both Mr. O’Rourke and Mr. Stolze to submit the legal opinions they have received to the Board and to await the Board’s direction.

VIII. **PRESIDENT’S REPORT** – NONE

IX. **REPORTS FROM COORDINATING COMMITTEE MEMBERS** – NONE

X. **ADJOURNMENT**

Meeting adjourned at 3:19PM.