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 17, 2007
Mr. Farmer made a motion to approve the September 17th minutes; Dr. Reece seconded the motion and the minutes were approved as presented.

IV. **SET BOARD AGENDA** – October 1, 2007
Dr. Vela briefly reviewed the October 1st Board Agenda and invited the committee members to raise any questions and/or comments. Mr. Bettino requested more information about a consent agenda item titled “Consideration of Approval to Donate Vehicles for Instructional Purposes to Norwalk High School.” The District has a vehicle which has been declared surplus from the Automotive Program and it is being recommended that this vehicle be donated for educational purposes. Ms. Juarez requested more information about a contract item with The Community College Foundation. This contract was requested by the Career and Assessment Services department to enter into an agreement with The Community College Foundation to establish a coordinated work experience program which will provide registered college students with the opportunity to obtain career-related, part-time employment with the State of California at no cost to the District.

Dr. Vela also noted that there is an item on the agenda for the consideration of adoption of the 2007-08 Budget. She shared with the College Coordinating Committee members that COLA funds are the resources available to fund increases in the cost of health benefits, salaries, maintenance and other contracts and to fund new programs. The committee had no further questions.

V. **ITEMS FROM INSTITUTIONAL COMMITTEES**

Mark Wallace  
Mr. Wallace distributed the attached minutes from the College
Committee on Web Standards meeting held on September 11. He stated that this committee was just recently categorized as a Shared Governance committee. During their meeting the committee members set future meeting dates, discussed the Google language translator that was posted on the Cerritos College website, and discussed the college’s progress on Americans with Disabilities (ADA) compliance. Mr. Wallace also announced that the college has received two awards from the National Council for Marketing and Public Relations (NCMPR) for new student web pages and the online newsletter.

Dr. Vela thanked Mr. Wallace for his report and stated that during the National Community College Hispanic Council (NCCHC) Leadership Symposium held last week, a presentation was given by the President of the League for Innovation in the Community College. This presentation discussed trends at community colleges including the use of marketing firms to design their websites. She asked Mr. Wallace to check the website of Valencia Community College in Florida.

Mr. Wallace also shared that the committee is looking into working with MySpace and Facebook as those websites seem to drive demand for online instruction.

Mr. Aponte stated that he used to work for MySpace and that he will be happy to meet with Mr. Wallace to discuss some ideas and share contact information.

Dr. Vela expressed her appreciation for the committee’s work and thanked Mr. Wallace for his report.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Mary Balmages Academic Affairs
Ms. Balmages distributed the attached minutes from the Senate Committee on Academic Affairs meeting held on September 18 and also a Curriculum Newsletter that was released in August. She stated that the committee has a new member, Phillip Satterfield from Humanities/Social Sciences. The committee also discussed changes that will be effective Fall 2009 including a change in the grading system from Credit/No Credit to Pass/No Pass, new graduation requirements of English 100 and Math 80, an increase in repeatability from one repetition to two repetitions, and an option for the student to appeal for a third repetition. The committee also viewed a video of interviews of last year’s Academic Excellence Award winners.
Ms. Balmages noted that the committee has been working with Bernice Watson from Instructional Media to develop an education video to enhance study skills, which will be made available on college webpages upon completion. It features successful students talking about the practices that helped them be successful. They also plan to interview and videotape this year’s award winners.

Dr. Bryan Reece commented that he has viewed this video and that it is very moving as well as effective as a study resource for other students. He commended the committee for doing a great job.

Dr. Vela concurred and invited Ms. Balmages to share this video with the College Coordinating Committee at a future meeting. She also inquired whether the date was set for the 2008 Academic Excellence Awards and Ms. Balmages replied that although the exact date is not set, it will be held at the end of March.

Dr. Marijean Piorkowski shared that Rich Cameron created the Curriculum Newsletter that Ms. Balmages had distributed earlier. She also stated that the Chancellor’s Office has given the college permission to approve stand-alone courses locally and that students must receive at least a C or Pass in each course that is required for their major rather than a C average in all major required classes. She also spoke regarding the recent changes in graduation requirements for English and Math and course repetition limitations, as well as the change in the grading system from Credit/No Credit to Pass/No Pass to make the system more standardized state-wide. Dr. Piorkowski also mentioned that committee minutes may be found online at http://www.cerritos.edu/curriculum.

Dr. Vela thanked Dr. Piorkowski for her report and for the committee’s continuous great work.

Mr. Arce distributed the attached document listing the current members of the Senate Committee on Faculty Equivalency Standards and noted that the committee membership has remained the same as last year, except for the addition of Terrie Lopez. He stated that he recently met with Bill Farmer, Dr. Bryan Reece and Adriana Flores-Church to discuss the restructure of this committee and that this group will be meeting again next week to continue their discussion. He anticipates giving a more detailed report once the committee
Dr. Vela thanked Mr. Arce for his report.

VII. STATUS OF SHARED GOVERNANCE

Board Policy & Procedures Review

Dr. Johnson led the committee in the review of BP & AP 3518 – Child Abuse and Neglect Reporting. These two documents have been thoroughly reviewed by legal counsel and a few recommended changes have been made. Dr. Johnson clarified that the term “mandated reporters” refers to faculty members, educational administrators, and classified staff. He also stated that Human Resources will distribute information to these groups in order to inform them of their duties as described in the procedure.

The committee also continued the review and discussion of AP 3720 – Computer and Network Use. This procedure had been initially brought to the committee for review during the July 30th meeting and had been sent back to Ms. Higdon to review with the Information Technology department, the Library, Mr. Mellas, Human Resources, and legal counsel. After much discussion a few recommended revisions were made to this procedure. In the spirit of collegial communication, Dr. Stolze noted that the CCFF will review this procedure and bring it forward to bargaining as he believes that this entire document is a negotiable item.

The committee reviewed BP 2010 – Board Membership, BP 2100 – Board Elections, BP 2110 – Vacancies on the Board and AP 2110 – Vacancies on the Board and had no recommended changes. The committee also reviewed and made slight revisions to BP 2200 – Board Duties and Responsibilities and AP 2200 – Board Duties and Responsibilities. Mr. Bettino questioned a section in AP 2200 that states that the Board will participate in the interview and selection process for the president, vice presidents and all management positions that report to the President. Mr. Bettino indicated that ACCME has concerns regarding this procedure as presented. Dr. Vela stated that this is an item that the Board subcommittee plans to bring to the entire Board for discussion because they are aware of the differences in opinion regarding this procedure.

VIII. PRESIDENT’S REPORT – NONE

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X. ADJOURNMENT

Meeting adjourned at 4:06PM.