CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 15, 2007

PRESENT: Dr. Noelia Vela
          Dr. Stephen Johnson
          Dr. Bryan Reece
          M.L. Bettino
          Dr. Ted Stolze
          Dean Mellas
          Lynn Laughon
          Schellary Thomas
          Yvette Juarez
          Julie Mun

ABSENT: Bill Farmer
        Jo Ann Higdon
        Santiago Aponte
        Steve Richardson

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

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:04PM.

II. INTRODUCTION OF NEW EMPLOYEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tbody>
<tr>
<td>William Douglas</td>
<td>Program Assistant II (Academic Affairs)</td>
<td>10/1/07</td>
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<tr>
<td>Jeanne Harmon</td>
<td>Program Assistant I (International Student Center)</td>
<td>8/16/07</td>
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<tr>
<td>Irlanda Lopez</td>
<td>Program Facilitator (Cosmetology)</td>
<td>9/25/07</td>
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III. APPROVAL OF MINUTES – October 8, 2007
Dr. Johnson made a motion to approve the October 8th minutes; Dr. Reece seconded the motion and the minutes were approved as presented.

IV. REVIEW BOARD AGENDA – October 17, 2007
Dr. Vela stated that no new items have been added to the agenda. The committee had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Dr. Bryan Reece

Faculty Equivalency Standards
Dr. Reece distributed a memo submitted by the Senate Committee on Faculty Equivalency Standards requesting the addition of a purpose statement to include the committee’s role in recommending local standards and also a change in the committee name to the Senate Committee on Hiring Standards. The committee discussed these recommended changes and drafted a suitable purpose statement and proposed that the
committee be renamed the Senate Committee on Faculty Equivalency/Local Standards. Dr. Reece will present the committee with these proposed revisions.

VII. STATUS OF SHARED GOVERNANCE

Board Policy & Procedures Review

Dr. Vela led the committee in thoroughly reviewing, discussing and revising (if necessary) the following policies and procedures from Chapter 2 – Board of Trustees: BP & AP 2610 – Presentation of Initial Collective Bargaining Proposals, BP 2710 – Conflict of Interest, BP 2712 – Conflict of Interest Code, BP 2715 – Code of Ethics/Standards of Practice, BP 2716 – Political Activity, BP 2717 – Personal Use of Public Resources, BP 2720 – Communications Among Board Members, BP 2725 – Board Member Compensation, BP 2730 – Board Member Health Benefits, BP & AP 2735 – Board Member Travel, BP 2740 – Board Education, and BP 2745 – Board Self-Evaluation.

There was much discussion about AP 2710 – Conflict of Interest regarding a statement that refers to the Government Code, Section 1090. Due to a possible conflict in law, it was recommended by the committee to forward this document to legal counsel for a thorough review. The committee agreed to include the language advised by legal counsel.

There was also much discussion regarding BP & AP 2900 – Naming of Facilities. Concerns were raised regarding what procedures should be followed in the event that an individual who has had a college facility named in their honor, due to a significant gift or service to the District, becomes discredited. Due to potential liability issues, the committee recommended that this policy and procedure be forwarded and examined by legal counsel in order to clarify this issue. The committee agreed to include the language advised by legal counsel.

Dr. Wright reminded the committee that the CCLC’s Board Policy and Administrative Procedure Service provides updates to districts, twice each year, to address changes resulting from new laws, regulations, and subscriber requests. The most recent update was provided to the college in September. She also reminded the committee that all changes made to Board policies must be reviewed and adopted by the Board and that changes to administrative procedures may be approved by the College. The committee members agreed that all revised policies shall be presented to the Board for their review and adoption, and that revised procedures be sent to the Board for information.

Dr. Wright led the committee in the review of the revisions made to BP&AP 3250 – Institutional Planning. The only changes made to this policy and procedure is deletion of some legal citations and the addition of new legal citations.

There was also an update made to AP 5013 – Students in the Military to add a statement to specify that a student withdrawing from a course due to military reasons is not to receive an “FW” grade. The committee members approved this addition of language and the procedure was updated.

An update was also made to AP 5530 – Student Rights and Grievances to include language explaining the definition of a grade “mistake.” The committee members approved this addition of language and the procedure was updated.
VIII.  **PRESIDENT’S REPORT**
Dr. Vela thanked the committee members for the tremendous amount of work that has been completed and expressed her appreciation for the committee’s dedication and the amount of time spent reviewing the Board policies and administrative procedures.

IX.  **REPORTS FROM COORDINATING COMMITTEE MEMBERS**
Mr. Bettino stated that the Employee Appreciation BBQ held on October 11 was a great success. Other committee members also commented on the BBQ.

X.  **ADJOURNMENT**
Meeting adjourned at 3:21PM.