CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 29, 2007

PRESENT: Dr. Noelia Vela
Jo Ann Higdon
Bill Farmer
Dr. Bryan Reece
M.L. Bettino
Dr. Ted Stolze
Dean Mellas
Schellary Thomas
Santiago Aponte
Julie Mun

ABSENT: Dr. Stephen Johnson
Lynn Laughon
Yvette Juarez
Steve Richardson

GUEST(s): Dan O’Rourke
Bob Livingston

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 – October 15, 2007
Mr. Farmer made a motion to approve the October 15th minutes; Mr. Bettino seconded the motion and the minutes were approved as presented.

IV. SET BOARD AGENDA – November 7, 2007
Dr. Vela briefly reviewed the November 7th Board agenda and invited the committee members to raise any questions and/or comments. Dr. Vela noted that there are items on the agenda for the second reading and adoption of the Chapter 3 – General Institution Board policies and also an item for the first reading of the Chapter 2 – Board of Trustees Board policies and administrative procedures.

The committee had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Bob Livingston  Accreditation
Mr. Livingston reported that during the past month the committee has held three informational meetings for the campus community to comment on the draft Accreditation self-study. The next step is to incorporate all of the changes into the self-study and present it to the Board for their certification during the November 7 Board meeting.

The draft self-study has been posted on the college’s website for the past month, and all questions and/or comments have been received and reviewed by Mr. Livingston and Mr. Farmer.
Mr. Mellas asked for clarification regarding some discussion held during Curriculum meetings about the changes in SLO’s and Distance Education and reference to such from the Accrediting Commission. He stated that there seems to be much confusion regarding how to address and track individual student contact hours with Distance Education courses.

Mr. Farmer replied that the issue that involves Accreditation is whether online students receive the same services as a student who attends classes on campus. The discussion held during the Curriculum meeting was an issue of apportionment and how lab hours for online classes are to be distinguished from homework hours. There is no easy answer to this question and more thought and discussion is needed in order to address this issue.

Mr. Farmer added that campus forums will be held during the Spring prior to the Accreditation Team visit in March. The team will be on campus March 3 – 6 and an exit presentation will be made to the campus on March 6 with the teams’ general report and recommendations. The final official report will not be available until late June, 2008.

Dr. Vela stated that the ACCJC wants colleges to continually improve, and that recommendations for Cerritos College and all community colleges are certain. On behalf of all the Coordinating committee members, Dr. Vela thanked Mr. Livingston, Dr. Linda Rose, Mr. Farmer, and all of those involved in the self-study process for their dedication and work in making sure that the study is reflective of all the work that the College does.

Dr. Vela distributed the attached approved minutes from the Campus Transformation Committee meeting held on April 19. The last committee meeting was held on October 4 but approved minutes are not yet available. Dr. Vela stated that a lot of work has been completed that may not all be visible, including planning and work for the design of the pool, central plant, the infrastructure project, Auto Technology new building and renovation of the old facilities, and Classroom/Lab/Office Building. The yearly five-year construction plan has been submitted and the college’s goal is to maximize local resources and increase the amount of state granted funds. Dr. Vela also reminded the committee that during the October 17 Board meeting, the revised Campus Transformation Implementation Plan was presented to and approved by the Board. The revised plan included the Liberal Arts building replacement as opposed
to remodel, which will extend the timeline of the plan for approximately six months. The plan is a living document that will be modified according to the college’s needs and new opportunities.

Ms. Higdon also noted that the State has increased the funds allocated for the retrofit of the Gym to cover the entire project.

Dr. Reece requested that the information relating to the changes and progress made in the various campus transformation projects be made more available to the campus community. Ms. Higdon responded that she is working with a contractor to develop a website that will provide such information. They expect to have a draft by the end of the week.

Ms. Higdon stated that much of the information from the Facilities Planning committee overlaps that of the Campus Transformation committee. She distributed the approved minutes from their meeting on September 18. The renovation and addition of the Auto Technology Center is moving along as well as the Classroom/Lab/Office Building, Gym – Seismic retrofit, Infrastructure, Pool, Campus-Wide Boiler Replacement, Soccer Field, and Infrastructure “lay down” projects. Architect interviews were held on October 26 for the new Facilities/Warehouse/Purchasing building and reference checks are currently being conducted.

Dr. Reece stated that he has been notified of concerns from the HPEA department regarding replacement of the bleachers. Ms. Higdon replied that further analysis on that matter is needed and that additional information will be announced once a determination is made.

Dr. Vela distributed the draft minutes from the Planning and Budget meeting held on September 20. She requested that Ms. Higdon give a report as Dr. Vela was unable to attend that meeting.

Ms. Higdon stated that the committee was presented with the 2007-08 proposed adopted budget which included both the unrestricted general fund and the restricted general fund. This presentation was also given at the October 3 Board meeting. She also noted that there are currently no stability, settle-up, or Basic Skills revenue funds that have been allocated to the College as those funds can only be earned by enrollment.
Ms. Higdon also clarified that the 5% reserve in the budget is state-mandated unless the College wishes to be placed on the State “watch-list.” When the adoption of the State budget is delayed, the reserve becomes critical from a cash-flow perspective because it funds College obligations such as payroll. She also clarified that the maintenance costs for smart classrooms are deducted from the Technology Training and Distance Education department budget. Ms. Higdon recently attended a state budget workshop and shared that there has been an $80 million base apportionment reduction.

She also shared that complaints were made regarding the role of the Planning and Budget committee in the unit planning process. It was clarified that although all of the elements of the unit planning process had been reviewed by the committee, the finalized paper forms had not been reviewed. This was not intentional and the importance of involving the campus community with this process is essential in linking unit planning with resource allocation. Training sessions regarding the new unit planning forms have been recently held and the feedback received from the campus has been positive.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – NONE

VII. STATUS OF SHARED GOVERNANCE

VIII. PRESIDENT’S REPORT
Dr. Vela thanked Dean Ackland, Holly Bogdanovich, Trudy Foster, Board members, faculty, students, and the many others who worked hard to ensure that our Homecoming tradition was salvaged even though the football game was cancelled due to hazardous conditions caused by recent wildfires. She stated that it was very difficult to judge the Homecoming floats as each group did an outstanding job and that the byproduct of students and faculty working together is team building. She congratulated Adrianna Venegas from Court Reporting for being crowned the Homecoming Queen.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Mr. Bettino stated that he attended the California Association for Postsecondary Education and Disability (CAPED) Conference and learned that there is a large number of wounded soldiers from the Iraq War expected to attend community colleges. He stated that this is something that the college must keep in mind in order to prepare and accommodate these additional student with special needs. Dr. Vela replied that the state of California is very fortunate to have state funded programs such as DSPS as many states do not. The college’s Veterans’ Affairs Office and DSPS will keep the campus informed about this issue and seek initiatives and grants to make sure that these individuals are welcomed and accommodated.

X. ADJOURNMENT
Meeting adjourned at 2:30PM.