CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
January 28, 2008

PRESENT: Bill Farmer
         Jo Ann Higdon
         Dr. Stephen Johnson
         M.L. Bettino
         Dr. Bryan Reece
         Dean Mellas
         Philip Hu
         Lynn Laughon
         Schellary Thomas
         Julie Mun

ABSENT: Dr. Noelia Vela
        Dr. Ted Stolze
        Richard Crother
        Mark Wallace
        Steve Richardson

GUEST(s): None

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

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – January 14, 2008
    Dr. Johnson made a motion to approve the January 14th minutes; Dr. Reece seconded the
    motion. The minutes were approved as presented.

IV. SET BOARD AGENDA – February 4, 2008
    Mr. Farmer briefly reviewed the February 4 Board Agenda and invited the committee
    members to raise any questions and/or comments. Mr. Mellas questioned what procedure is
    followed when an agenda item requests direction from the Board, such as item F under
    Administrative Matters, Request for Direction Regarding Board Room Modernization. Mr.
    Farmer responded that the Board discusses the item during an open meeting and usually
    provides direction to administration if needed. Then administration can respond
    appropriately to the Board’s direction.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

   EEOAC (Diversity)
   Ms. Convey stated that this committee has been very successful
   in member attendance and added that one of the members
   stated that the committee has made more progress in the past six
   months than the past five years. She also added that there are
   currently more people attending the committee meetings than
   are described in the Shared Governance document; she
   requested that these additional members be formally added to
   the committee membership composition.
Ms. Convey shared that the committee is currently working on developing an equal employment opportunity plan that follows the model plan distributed by the Chancellor’s Office, a document that is approximately 127 pages with roughly 20 different components. The committee has completed four components and will continue to work on the remaining components, and the final document will be named the “Cerritos College Diversity Plan”.

Ms. Convey also walked the committee members through the EEOAC webpage which can be accessed through the Human Resources website at http://www.cerritos.edu/hr/. The webpage lists the current EEOAC members, schedule of meetings, meeting minutes, and links to related board policies and administrative procedures.

She concluded that Cerritos College is farther along with progress on an equal employment opportunity plan than any other nearby college and that the “Nondiscrimination Board Policies and Procedures” pamphlet that was recently included in employee paychecks has also been posted to the webpage.

Mr. Farmer thanked Ms. Convey for her committee report and added that her request to revise the committee’s membership composition will be added to the Coordinating Committee’s agenda for February 4th.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Academic Affairs
Ms. Balmages distributed the attached memorandum that was distributed to the Cerritos College Faculty and Instructional Deans on January 9th. This year’s Academic Excellence Awards ceremony will be held on Tuesday, March 25th, at 7PM in the Burnight Center Theatre. Ms. Balmages made note that completed nomination forms are due back to the division representatives by January 31st. The committee hopes to name an award recipient for each degree/certificate available at the college.

There have been some difficulties for faculty and department chairs to obtain student transcripts to verify eligibility of award nominees. Ms. Balmages shared that Ms. Stephanie Murguia, Dean of Admissions, Records & Services, has offered to provide these transcripts as requested. A few changes have been made to this year’s nomination form including the unit qualifications which were reduced from 45 total units completed with 30 of
those units completed at Cerritos College to 20 total Cerritos College units completed. The committee also hopes to videotape the entire ceremony and perhaps make this video available on cable television. They also would like to change the reception refreshments and Ms. Balmages noted that the Foundation has offered to produce the ceremony programs from this year forward. The committee also plans to videotape awardees' interviews as they have done the previous year and hopes to play these interviews in the foyer during this year's ceremony.

Ms. Balmages walked the committee members through the Academic Excellence webpage (in progress) which includes information and links to assist in student success and an optional academic excellence survey which is forwarded to Ms. Linda Sampson and to the appropriate instructor(s). The committee is also working on adding the “State of Education Address” to this webpage with the aid of Dr. Reece.

Mr. Mellas stated that faculty members continue to have difficulties obtaining access to student transcripts and that this greatly impedes the nomination process for the Academic Excellence Awards. He stressed that this issue needs to be resolved as soon as possible. He also noted that during last year’s ceremony, he enjoyed seeing the diversity among the award recipients in age, ethnicity, socioeconomic background, etc. and that this was not apparent in the student interview videos. He suggested that this diversity be made apparent in this year’s student interview videos, perhaps during the introduction.

Dr. Johnson responded that conversion to the newest version of PeopleSoft is underway and that access issues should be resolved soon.

Dr. Reece noted that this is the second year that both Ms. Balmages and Ms. Cheryl Shimazu have been working together planning this ceremony and that their time and dedication has resulted in an improved celebration of student success. All of their hard work is very much appreciated.

Mr. Farmer thanked Ms. Balmages for her committee report and asked that she convey this to the other committee members.
VII. STATUS OF SHARED GOVERNANCE

College Committee on Campus Transformation Composition Recommendation

Dr. Reece had requested that College Committee on Campus Transformation’s membership be expanded to include a representative from the Library/LRC on January 14th. He noted that the exclusion of a representative from this area was not intentional but an oversight.

Mr. Mellas suggested that the purposes of the College Committee on Campus Transformation may need to be revised to include the Information Technology Master Plan. He stated that this plan is still in progress and a report will be given to the Faculty Senate on February 5th. Dr. Reece clarified that this report has presently been postponed. Mr. Farmer suggested that Mr. Mellas develop some draft language for the other committee members to review and discuss at a future meeting and to forward the information to Ms. Mun when it is ready to be agendized.

Dr. Reece made a motion to approve the addition of a representative from the Library/LRC area to the College Committee on Campus Transformation’s membership. Ms. Higdon seconded the motion. Ms. Laughon requested an amendment to this motion to include a change in the membership composition from 4 classified/confidential representatives appointed by CSEA to 3 classified representatives appointed to CSEA and 1 confidential representative appointed by the confidential group. Dr. Reece made a motion to approve this amendment and Mr. Mellas seconded the motion. The vote for approval of the amendment was unanimous. The vote for approval of the motion including the amendment was unanimous.

VIII. PRESIDENT’S REPORT – None (Dr. Vela was attending the annual CCLC Legislative Summit with the Board of Trustees in Sacramento)

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mr. Farmer stated that an all campus Pre-Accreditation Forum will be held on Thursday, January 31st beginning at 11:00AM in the Teleconference Center to discuss what will happen during the Accreditation Team visit in March, including what the team members may ask, what roles various individuals will play, and whether the team will be visiting parts of the campus. He encouraged all to attend this informative event.

Dr. Reece stated that the Senate Committee on Faculty Equivalency/Local Standards is frustrated that “Hiring Standards” is no longer part of their committee name as they have input in faculty hiring standards. This issue may be agendized for further discussion during a future Coordinating Committee meeting.

X. ADJOURNMENT

Meeting adjourned at 2:29PM.