CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 3, 2008

PRESENT: Dr. Noelia Vela
Bill Farmer
Jo Ann Higdon
Dr. Stephen Johnson
Francine DeFrance
Dr. Bryan Reece
Dr. Ted Stolze
Dean Mellas
Lynn Laughon
Richard Crother
Schellary Thomas
Julie Mun

ABSENT: Philip Hu
Mark Wallace
Steve Richardson

GUEST(s): Lee Krichmar
Nina Motruk
Dr. Julie Hanks
Mary Ann Breckell
Cheryl Stewart

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:07PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – February 25, 2008
Mr. Farmer made a motion to approve the February 25th minutes; Mr. Mellas seconded the motion. The minutes were approved as presented.

IV. SET BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Facilities Planning
Ms. Higdon distributed the attached approved committee minutes from their December 18th meeting. She noted that the plans for the new Auto Technology building have been submitted to the Division of the State Architect (DSA) and that the Auto Technology renovation has been slightly delayed and that those plans are expected to be submitted to the DSA in March. She hopes that this renovation will be allowed to be staged in phases to minimize any disruptions to students and classes. The Classroom/Lab/Office building plans have also been submitted to the DSA approximately three weeks ago. Preliminary plans for the seismic update of the Gym will be submitted to the State by April and Ms. Higdon also added that it will be a challenge to accomplish such a major renovation without impacting the interior spaces due to difficulties in relocating classes currently scheduled in this building. Further discussion regarding this matter will take place during future meetings.

The campus infrastructure project is moving forward and the plans for
the pool project have been sent back from the DSA and a meeting with the architects for this project has been scheduled for this upcoming week. A contractor for the campus-wide boiler replacement project has been selected as well as an architect for the Facilities building. The LRC carpet project has made good progress and the last two rooms will be completed during the week of spring break. There has been some controversy regarding the soccer field and the tennis courts and the usage of those areas which requires further discussion within the committee in order to reach a resolution.

Ms. Higdon also noted that the committee will be discussing the state’s fusion website and any 3D/I information that guides the college’s capital outlay/five-year plans and scheduled maintenance process during a future meeting. Also, during this meeting Dr. Randy Peebles requested that the committee review Board Policy 2900 – Naming of Facilities in order to discuss a Board agenda item that was proposed by a Board member to re-name a building on campus. This item was included on the agenda of the most recent College Committee on Campus Transformation; however, due to Dr. Peebles’s absence during that meeting this item is expected to be discussed during the next scheduled meeting.

Dr. Vela thanked Ms. Higdon for her report. There were no questions or further discussion on the work of the Facilities Planning Committee.

Information Technology Standards
Ms. Krichmar distributed the attached packet of information containing printouts of the committee’s website, approved committee minutes from their January 15th meeting and the draft Information Technology Master Plan 2008-2010. She stated that the committee’s primary purpose and focus has been to assist the college in developing an Information Technology Master Plan. The draft Information Technology Master Plan was recently presented to the Faculty Senate for review and feedback. She also noted that this plan is a living document that is expected to be reviewed and revised on a quarterly basis. Ms. Krichmar highlighted the PeopleSoft Upgrade which can be found on page 15 of the draft plan which states that PeopleSoft is the college’s most critical application and that there have been changes made to the way users navigate this system with the newest software version. The most visible change from this upgrade is the addition of the “Student Center” which will be accessed by students through MyCerritos. With this feature, students are able to search for classes, easily view any holds or “to do” lists on their account, view their enrollment appointment, enroll in classes, view student financial account information, make payments, view financial aid information, and more.

Dr. Johnson requested further information regarding the weakness of
the Information Technology department as listed on page 7 of the *draft* plan. Ms. Krichmar stated that almost one-third of the Information Technology department staff’s time is used on maintenance activities for older software and programs that are still used by the college, leaving less time for the staff to work on current projects. Dr. Vela asked whether in Lee’s opinion we should continue to provide maintenance for older software. Ms. Krichmar responded by saying that the college has actively promoted and supported online registration for students; however, some students still rely on the touchtone telephone system to enroll into their classes. Although the percentage of students using this older system has diminished, the college still provides maintenance support for students who do not or cannot register online.

Ms. Krichmar also stated that the committee will continue to review and revise this *draft* plan for the next few months before they produce a finalized master plan. They will review the college’s final accreditation report and also review the Information Technology Master Plans from four other colleges to possibly use information/ideas from these plans to make our plan more comprehensive.

Mr. Mellas stated that this committee has completed much work in a relatively short time and that the *draft* plan accurately illustrates the work being done within Information Technology. He thanked Ms. Krichmar for her hard work and dedication to this task.

Dr. Vela commended Ms. Krichmar and the committee members for the work they have put into creating this *draft* Information Technology Master Plan and stated that they have done an outstanding job. She encouraged committee members to familiarize themselves with the plan and share feedback with the committees.

**VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**

**Professional Relations**

Ms. Motruk distributed the attached outline of the recent activities of this committee. The awardees of this year’s Outstanding Faculty Awards have been selected and it is expected that all of them will be notified by Dr. Reece by the end of the day. The awards ceremony will be held on April 17 in the Student Center and Ms. Motruk indicated that a few changes have been made to the program. Lunch will be served at the beginning of the ceremony in order to allow all faculty ample time to enjoy their food; in years past, some faculty have commented that they did not have time to eat lunch with their fellow faculty due to their teaching schedule. Also, each awardee will be called up to the stage to receive their award rather than having all of the awardees sit on the stage during the entire ceremony. As each
awardee is introduced, a brief slideshow of their achievements will be displayed for the audience. Lastly, the Most Outstanding Faculty awardee will be introduced with a 3-5 minute video clip illustrating their accomplishments and reasons why they have been selected for this award.

Dr. Vela welcomed Dr. Julie Hanks, Ms. Mary Ann Breckell and Ms. Cheryl Stewart, members of the Accreditation Site Visit Team, to the committee.

Mr. Mellas suggested that the video clip for the Most Outstanding Faculty awardee be shortened to about 2-3 minutes as he thought that a target length of 5 minutes seemed too lengthy in the context of a live awards ceremony and may be distracting in that atmosphere. He also suggested that each awardee be photographed prior to the ceremony in order to make the presentation of the awards run more smoothly with less interruption. Ms. Motruk replied that she would meet with Dr. Reece to discuss this suggestion as this was done with the 2007 Academic Excellence Award winners and seemed to work well.

Dr. Vela thanked Ms. Motruk for her report and stated that she agrees with the recommended changes as they bring more focus and attention to each individual’s accomplishments. She looks forward to attending the ceremony.

VII. STATUS OF SHARED GOVERNANCE

Dr. Stolze introduced himself to the guests from the Accreditation Site Visit Team and stated that he has, on several occasions, indicated that since the inception of the Cerritos College Faculty Federation (CCFF) he has been trying to secure an official union seat on this committee through collective bargaining. He currently serves as a Faculty Senate representative and not as the CCFF President. He has raised within this committee on numerous occasions issues that pertain to collective bargaining yet he has been told by the District that an official union seat will not be granted. Dr. Vela commented that Dr. Stolze has been diligent and persistent in sharing these comments; however, this committee is not the body to address this issue as it is a matter to be discussed and resolved during the collective bargaining process. She acknowledged and thanked Dr. Stolze’s interest and dedication in representing the faculty and their interests.

Questions and Comments from the Accreditation Site Visit Team

Dr. Hanks observed that a great deal of information seems to come through the College Coordinating Committee and asked how this information is disseminated to the campus community other than by email and/or the posting of minutes to the website. Dr. Vela responded that the minutes of this committee and any additional committee reports are included in the Board book, which is reviewed by the Board members. It is not uncommon for Board members to ask questions or comment on the work of this and other committees. Ms. DeFrance responded that the Association of Cerritos College Management Employees (ACCME) meets once a month and that any relevant information from this committee is shared during that meeting. Mr. Mellas shared that information that is of interest to the
faculties is presented to the Faculty Senate, and the senators are then to share that information with their divisions. He also stated the college makes very effective use of email to share information quickly and that there have been many improvements in posting information to the college website. Ms. Laughon stated that the Classified School Employees Association (CSEA) holds monthly meetings and that pertinent information from this committee is shared during those meetings and/or their newsletter.

Dr. Hanks questioned whether this body is more of a decision-making body or a committee that informs and disseminates information. Dr. Vela stated that this body makes recommendations to the Board in matters such as Board Policies and that there is a lot of discussion within this committee. Matters that are resolved by consensus as well as matters that are unresolved are reflected in the committee minutes. Dr. Reece added that committees may submit requests for things such as membership changes that are approved or denied by this committee. He also added that the college has made good progress in providing Shared Governance committee information online.

Ms. Stewart commented that she is interested to know whether academic matters are presented and approved by this committee. Dr. Reece responded that items that are recommended to the Board for approval are first presented to this committee. Ms. Higdon added that a key function of this committee is to set and review the Board agenda. Dr. Vela stated that as indicated on the agenda, Faculty Senate committees are presented to this committee for information only. Shared Governance committees present reports to this committee with questions and information that may be directed back to the committee for further review and discussion. Dr. Reece mentioned that one of the main projects this committee works on is reviewing and recommending revisions to Board Policies and administrative procedures as well as the review, revision and maintenance of Shared Governance documents. Dr. Vela added that this body worked very diligently to update the purposes, membership, and other components of each Shared Governance committee and actively involved all constituent groups in this review to ensure representation for all groups.

VIII. PRESIDENT’S REPORT
Dr. Vela reported that although we do not know that there will be necessary budget reductions for the current fiscal year and budget, we are still receiving information and updates from the state. Approximately $40 million had been previously identified as this year’s budget shortfall and this amount was found at the system office from funds that were not allocated and therefore there were no further impacts locally at community colleges. Business Services has received information and has interpreted that an additional $76 million budget shortfall is anticipated for 2007-2008. Information regarding the college budget will be shared with this committee and the College Committee on Planning and Budget as it is received. Dr. Vela also shared that the Community College League of California (CCLC) has released their “Update 14 Board Policy and Administrative Procedure Service”. These updates will be presented to the College Coordinating Committee for review in a couple of weeks. As a reminder, all Board Policies will be forwarded to the Board for adoption and administrative procedures will be provided to the Board for information.

Dr. Vela also reiterated the importance of communication and that communication is a two way street and that direct communication is often more helpful than indirect communication or innuendo. Although meeting minutes are posted on the college’s website, as
representatives of the different constituent groups on campus it is important for the members of this committee to directly share the information discussed during these meetings.

She invited all to attend the Accreditation open sessions and stated that the team has completed a tremendous amount of work and that it is a great opportunity to learn, hear ideas, and make improvements. She recommended that all who are asked to serve during any part of the Accreditation Site Visit seriously consider doing so as we are all colleagues in academia and can both contribute and benefit from the experience.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mr. Farmer reminded the committee members that the Accreditation Site Visit begins this week. Open sessions with the Accreditation Team will be held on Tuesday, March 4th from 5:00 – 6:00PM and Wednesday, March 5th from 11:00AM – 12:00PM in the Cheryl A. Epple Board Room. The Accreditation Team will present their exit report to the campus on Thursday, March 6th from 1:00 – 2:00PM in the Teleconference Center (LC 155).

Dr. Johnson reported that he had the opportunity to provide the college greetings at the Black Student Union’s annual Black History Month event on Saturday, March 1st, and that it was very well attended. This year’s theme was “Seasoning for the Soul”. There was a fashion show, talent show, and a combination of speakers including Dr. Eugene Krank who spoke on the topics of sickle cell anemia, high blood pressure and diabetes. This event was very educational as well as entertaining. He noted that the cover of the written program honored Dr. Vela, former Board member John Moore, and Dr. Linda Rose with a very nice photograph.

Ms. Higdon stated that on Thursday, February 28th information was received that the property tax shortfalls for the Orange County and Sonoma counties alone amount to approximately $76 million. More information regarding other counties will be provided within the next few weeks. She requested that the committee members forward her any information they may come upon regarding the state budget situation.

Dr. Reece stated that Mr. Hu had requested that he share with the committee a letter that Mr. Hu had written to explain his absence from today’s meeting. Mr. Hu is considering resigning as a Faculty Senate representative on the College Coordinating Committee. As the elected CCFF Vice President at Large, Mr. Hu has also served on the negotiations team and after a meeting held with this team and the District on Friday, February 29th he does not believe that he can continue giving his time and energy to “this district with its blatant history of detrimental governance policies.” Mr. Hu specified that his position is not simply due to the lack of a resolution in the collective bargaining process but “yet another wave in the sea of bad leadership decisions.” He concluded his letter by stating that the time spent as a member of this committee would be better spent with his family and students who reciprocate his efforts with genuine thanks and appreciation.

Dr. Vela stated she hopes that Mr. Hu does not resign from this committee as he has been an active and valuable member, and that it would be a great loss.

X. ADJOURNMENT

Meeting adjourned at 2:14PM.