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 – March 10, 2008
Mr. Farmer made a motion to approve the March 10th minutes; Mr. Mellas seconded the motion. The minutes were approved as presented. Dr. Johnson abstained.

IV. SET BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Staff Development
Ms. Thomas distributed the attached packet of information which included a listing of Staff Development activities (including the number of participants) and committee minutes from the November 15, January 17, and February 21 meetings as well as the minutes from the August 2, September 12, October 4, and November 1 Outstanding Employee of the Month Subcommittee meetings. Employee evaluation results from numerous Staff Development events have also been included.

Ms. Thomas briefly summarized the committee’s activities and noted that on March 20, a group of employees visited the Museum of Tolerance and stated that it was a very powerful experience. She also shared that 278 employees have started the C.A.R.E.S. (Communication, Attitude, Respect, Excellence, and Success for students) training and that 164 have completed all of the sessions. A new classified orientation will be held at the end of this month in conjunction with Human Resources and the committee is also planning for the Mentor luncheon to be held in May. She stated that she is
pleased with staff participation and interest and added that many faculty, staff, and administration members approach her to volunteer themselves for various training sessions. The committee continuously researches cost-effective ideas for future Staff Development events.

Mr. Mellas questioned an item under the Outstanding Employee of the Month Subcommittee’s August 2 minutes where it states that the committee’s decision regarding the posting of survey result comments was superseded by Mr. Bettino. He expressed his concern that his interpretation of these minutes is that the committee’s decision was overwritten by an individual and that the topic was not thoroughly discussed by the committee and may not be resolved.

Ms. Thomas responded that this was a hot issue at the time and there was much discussion within the committee. She explained that some personnel had approached Mr. Bettino with their concerns which led him to supersede the committee’s previous decision. A motion to accept this change was made and passed and the issue has been settled to everybody’s satisfaction.

Dr. Vela also noted that it is very important to include important committee discussion within the minutes and noted that people outside the committee do read and review the minutes. She also noted that a memo was distributed to all Shared Governance committee chairpersons to post recent meeting agendas and minutes to their committee website. Ms. Thomas stated that she did not receive this communication and Ms. Mun stated that she will forward the memo to her. Ms. Thomas will communicate these comments to the individual who records the minutes.

Dr. Johnson complimented the committee for their work on the C.A.R.E.S. training and noted that they have been very accommodating with DSPS concerns. He stated that an employee in his office commented that the visit to the Museum of Tolerance was incredibly powerful.

Dr. Vela thanked Ms. Thomas for her report and noted that the Accreditation Site Visit Team also acknowledged the good staff development work that happens on campus. She stated that she enjoys seeing the use of campus talent for these events which is not only cost-effective but also provides networking opportunities for faculty.

Web Standards
Mr. Wallace distributed the attached minutes from the December 11 and March 11 meetings. He noted that the committee held a long discussion regarding work on TalonNet. Mr. McGinnis had given a presentation on TalonNet and faculty members discussed their interest in podcasting and live streaming on the college website. After discussing these issues it became apparent that web standards are a part
of the bigger issue of new technologies that are driving the institution. Mr. Wallace plans to meet with Angela Hoppe-Nagao, chairperson of the Senate Committee on Technology-Based Learning, along with Mr. McGinnis in order to discuss future technology needs in the instructional areas. The next step would be to meet with Mr. Farmer in order to discuss and prioritize these needs. Depending on the area of the technology needs, meetings with the appropriate committees and staff would be scheduled to keep the campus aware and informed, and discuss issues such as cost, training, and outreach. Ms. Higdon recommended that Mr. Wallace also meet with Ms. Lee Krichmar to discuss possible Section 508 accessibility issues with podcasting and other new technologies.

With the assistance of the recently staffers Program Assistant position in Public Affairs, an enormous amount of web author training has been completed; this training is now being documented and tutorials have been developed and are available online for reference. He shared that he received a request from ASCC to develop MySpace sites for their clubs. ASCC was advised to develop their own documented guidelines and with those guidelines create a standard before consulting with Web Standards.

Mr. Wallace stated that an Emergency webpage is being developed in the case that the college’s server goes down during an emergency. This alternate webpage would be hosted offsite and be a default to the college website when there isn’t an emergency. When an emergency occurs and the college website is unavailable, the Emergency webpage would become the main website for the public to access and obtain information.

Dr. Stolze expressed his concerns regarding academic freedom and intellectual property rights. He strongly emphasized, from the standpoint of the American Association of University Professors, that academic freedom must extend to all communications from the classroom. There is much unexplored territory which is not discussed in the Faculty Handbook and since a faculty contract is still in negotiations, it is important to be careful to communicate openly about concerns during this interim period.

Mr. Mellas questioned whether the Web Standards committee is interfacing with the Information Technology Standards committee to put together a plan and incorporate that plan into the Information Technology Master Plan. He stated that there is a need for a plan to address issues such as standards for accessibility and also provide procedures regarding the proper use of technological tools such as podcasting and captioning. Mr. Wallace replied that the committee has held three meetings since its formation and that they have a great deal of work ahead of them; they plan to meet with other groups to put a plan together not in isolation but collectively with other groups.
Ms. DeFrance requested additional information about iTunes U and asked whether that program was a replacement for TalonNet. Mr. McGinnis explained that iTunes U is a subset of iTunes which is linked to the Apple server. There is no cost to the college for this service and no use of college server space is required. A contract agreement will be submitted to the Board for approval on the April 16 Board agenda. Students can search for “Cerritos College” via iTunes U and access podcasts of lectures and orientations. Access to these podcasts will require authentication so that they are available only to Cerritos College students and faculty.

Ms. DeFrance received information from a student who called the college while the campus was closed and shared that the outgoing message makes no reference to a direct contact number for Campus Police in case of an emergency. She stated that a direct contact number for Campus Police or other emergency contact information should be made available on the campus phone message as well as the Emergency webpage. Dr. Johnson responded that at one time the outgoing phone message did include a contact number for Campus Police; he is not sure whether this was changed and he also suggested that all staff save the direct Campus Police phone number into their cell phones.

Mr. Wallace stated that there is much collaborative work to be done in order to develop a plan to address all of these issues. Dr. Vela thanked Mr. Wallace for his report and stated that there are a lot of issues and much interest in this area and that there needs to be a great deal of collaboration and communication between various committees.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE – None

VIII. PRESIDENT’S REPORT
Dr. Vela reminded the committee that the Academic Excellence Awards will be held on Tuesday, March 25 at 7:00PM in the Burnight Theatre. A reception will follow the ceremony in the Cheryl A. Epple Board Room. She noted that the number of award recipients keeps growing each year and that she was very impressed with the quality and talent of the students as she read the biographies that were shared with her by Ms. Cheryl Shimazu, chairperson of the Academic Excellence Awards Committee. She also encouraged them to attend the General Faculty Meeting as the topics of discussion are extremely important and affect students, faculty, and staff.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Reece reminded the committee that the General Faculty Meeting will be held on March 27 from 11:00AM – 12:30PM in the Teleconference Center (LC 155). This meeting is a follow-up to the State of Education Address and the program will introduce three projects designed to help student success: Framework/Habits of Mind, Developmental Education
Plan, and Body of Teaching Practices. Feedback and comments for all three projects will be solicited from the campus.

Ms. DeFrance announced that this is the last week of Women’s History Month. More than 200 people are expected to attend “An Evening at molaa” tonight which begins at 6:00PM. Other events scheduled for this week include “Remembering Frida Kahlo,” Provoked Film Screening, Breast Cancer Walk, and the American Association of University Women Recognition Ceremony. The recognition ceremony will be held in the Cheryl A. Epple Board Room on Saturday, March 29 and 20 students will be recognized with awards and scholarships. Local legislators will also be in attendance.

Ms. Higdon stated that she received updated news regarding the state property tax shortfalls. This deficit will impact the college budget by approximately 1.5% or $1.222 million. New information will be shared as it is received. Under current legislation, this budget reduction would affect the college’s budget each successive year.

X. ADJOURNMENT
Meeting adjourned at 2:12PM.