CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 29, 2008

PRESENT:  Bill Farmer
          Dr. Jim Albanese
          Dr. Stephen Johnson
          Dr. Bryan Reece
          Jenine Nolan
          Dean Mellas
          Dr. Ted Stolze
          Lynn Laughon
          Schellary Thomas
          Julie Mun

ABSENT:  Richard Crother
         Steve Richardson
         Mark Wallace

GUEST(s):  Lee Krichmar
           Robert Riffle
           Kimberly Rosenfeld
           Dr. Lucinda Aborn

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 – September 22, 2008
   Mr. Mellas made a motion to approve the September 22 minutes; Ms. Nolan seconded the
   motion.  Mr. Mellas requested that the minutes be amended to include his question to Mr.
   Fronke regarding discussion about punitive action for programs that do not complete their
   program review.  Ms. Nolan clarified that the TOP committee responded to sudden changes
   to VTEA grant allocation processes.  Dr. Johnson clarified that manual wheelchairs to
   support those with mobility disabilities are available for all buildings.  The minutes were
   approved as corrected and Ms. Laughon abstained.

IV. BOARD AGENDA

V. ITEMS FROM INSTITUTIONAL COMMITTEES

   Information Technology Standards
   Ms. Krichmar distributed the attached September 12 and October 10
   committee meeting agendas as well as the approved minutes from their
   May 9 and August 15 meetings.  She stated that Hewlett Packard is
   scheduled to attend the October 10 meeting to present information on
   the new DC7900 desktop PC, notebooks, and other details.  During
   the September 12 meeting, a demonstration was given with the
   ShoreTel Voice over IP phone and Call Manager software.  This
   system utilizes new technology to seamlessly integrate voice and data
   messaging and has much more advanced features than our current
   system.  Phones with this software are currently installed in the
   Information Technology department, Communications Center and
   Bovis company trailers, and feedback has been very positive.  The
   committee made a recommendation to adopt ShoreTel as the VOIP
   phone standard for the college.  This system would be especially
beneficial in new buildings and key communications areas such as Facilities and Campus Police. The development of a process to request this new system for other areas is in progress. She also shared that the campus lab replacement plan is complete, with the exception of Chemistry, and that they discussed options available to maintain high quality projection using the college’s current standard computer monitor and projectors. Ms. Krichmar added that an upgrade to the campus internet connection should be completed in mid-October.

Dr. Reece stated that there have been many complaints from the faculty about TalonNet and that from a student’s perspective it is very cumbersome to learn several course management systems since the college hasn’t mandated that all faculty use the same system. Ms. Krichmar responded that they are holding weekly meetings to discuss issues regarding TalonNet and that the current version is as stable as it has ever been. Many aspects of TalonNet have been customized for the specific needs of the college which has led to many problems as there are approximately 1,500 college “fixes”. In December/January 2009, version 2.5 of Sakai will be implemented and many of these customizations will be replaced with standard applications which will resolve many of the current problems. Mr. Mellas stated that he is looking forward to the implementation of version 2.5 and added that a proposal has been submitted to the Senate Committee on Technology-Based Learning to formally add the group that has been working on these issues as a subcommittee. Mr. Mellas agreed with Dr. Reece that it is a disservice to students to have to learn several different course management systems since the college has not mandated the use of TalonNet. He added that it may be an opportune time to discuss mandating TalonNet after version 2.5 is tested and successfully implemented.

Mr. Farmer agreed that the college should use a single course management system and that he has met with ML Bettino, Dean of Academic Affairs, regarding this issue. He added that the recommendation for all to use TalonNet will likely be effective Fall 2009 in order to give faculty ample transition time and sufficient assistance/training. Faculty Senate and Academic Affairs will then work to develop a process/timeline for this implementation.

Mr. Farmer thanked Ms. Krichmar for her report and the committee for all of its hard work.

Safety
Mr. Riffle distributed the attached approved minutes from the April 29 meeting and the draft minutes from their September 9 meeting. The committee discussed dogs on campus, regulations regarding smoking on campus grounds, the campus disaster drill held on April 24, the liability survey report from Keenan & Associates, the “Wash Your Hands” campaign, the updated Emergency Operations Plan, the
relocation of some assembly areas within the Emergency Operations Plan due to construction, Community Emergency Response Team (C.E.R.T.) training opportunities and also training sessions for campus Evacu Chairs. The next campus disaster drill has been postponed until updated maps that reflect the relocation of some assembly areas due to construction are distributed in Spring 2009. He also shared that they are working on filling open vacancies on the committee.

Mr. Farmer thanked Mr. Riffle for the report and asked that he thank the committee members for their work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Sabbatical Leave
Ms. Rosenfeld distributed the attached summary and shared that the committee has elected its officers, that an orientation meeting for returning sabbatical leave participants was held on September 16, and that sabbatical reports from these participants are due on December 8. There are 9 sabbatical leave slots available for 2009-2010 and 6 applications have been received. The committee expects to complete reviewing all applications by mid-October, forward the applications to Faculty Senate in November and present a recommendation for approval to the Board in December.

Mr. Mellas questioned whether changes were made to penalties for faculty members who do not complete a sabbatical report. Ms. Rosenfeld replied that this is an issue that Cynthia Convey and Dr. Reece have discussed and the situation has been addressed. The sabbatical leave application states that the applicant must complete and submit a report to the college upon his/her return. Mr. Farmer added that it is the college’s responsibility to seek restitution if a report is not completed. The Board currently waives the requirement of a bond from the applicants prior to their sabbaticals.

Mr. Farmer thanked Ms. Rosenfeld for her report.

VII. STATUS OF SHARED GOVERNANCE

AP 6530 – Security for District Personnel and Property
Dr. Johnson distributed the revised attached AP 6530 which includes language regarding key control to provide reasonable accommodations to selected elevators and restrooms for individuals with disabilities. The goal of this added language is compliance with Section 504 of the Rehabilitation Act of 1973 and to support those individuals who need these special accommodations.

Dr. Reece made a motion to approve this revision and Ms. Laughon seconded the motion. There was much discussion regarding the time period that these keys must be provided within, possible use of a card or pass system rather than keys, whether a fee will be charged for lost keys and potential privacy issues regarding faculty or staff and minors. Dr. Aborn
added that a very limited and well-known population of students would be affected by this added language, approximately 2 students per semester, and that she and Dr. Johnson will contact legal counsel concerning whether the college is legally allowed to charge disabled students who need accommodations for lost keys.

The committee voted and the motion to revise this administrative procedure was approved.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Reece stated that a task force has been formed to plan the launch of the Habits of Mind campaign in Spring 2009. Once things are rolling he will begin work to incorporate this task force into shared governance and establish the purposes, committee composition, etc.

IX. PRESIDENT’S REPORT – None

X. ADJOURNMENT
Meeting adjourned at 2:22PM.