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

II. INTRODUCTION OF NEW EMPLOYEE

<table>
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<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tr>
<td>Dr. Marilyn Brock</td>
<td>Interim Vice President of Academic Affairs/Assistant Superintendent</td>
<td>10/2/08</td>
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III. APPROVAL OF MINUTES – September 29, 2008
Dr. Stolze made a motion to approve the September 29 minutes; Dr. Reece seconded the motion. The minutes were approved as presented and Mr. Crother abstained.

IV. BOARD AGENDA – October 15, 2008
Mr. Farmer briefly reviewed the October 15 Board Agenda and invited the committee members to raise any questions and/or comments. Ms. Nolan requested additional information regarding an agenda item for consideration of approval of a new educational administrator position. Mr. Farmer stated that the establishment of an Extended Opportunity Programs and Services (EOPS) Assistant Director position is necessary to provide management of the EOPS department and that person will report directly to the Dean of Student Support Services. This position meets Title 5 requirements and the college’s waiver criteria. It has been approved by the State Chancellor’s Office and will be categorically funded through the EOPS budget. Mr. Mellas requested additional information regarding a contract renewal with Dowden Associates, Inc. Mr. Farmer replied that Dowden Associates, Inc. will continue to provide project consultation, guidance, ongoing program information and assistance with required Title V federal reports and correspondence in relation with the Gateways Project that the Cerritos College Math Department has with Cal State Dominguez Hills. Funding will come from the Title V Hispanic Serving Institutions Grant.

The committee members had no further questions.
V. ITEMS FROM INSTITUTIONAL COMMITTEES

Staff Development
Mr. McGinnis distributed the attached recommendations to revise the descriptions for the College Committee on Staff Development and Outstanding Classified Employee Selection Subcommittee within the Shared Governance document. The revisions to the Staff Development Committee include replacing the Dean of Technology Training and Distance Education with the Dean of the Library and Learning Resource Center as well as a change to the committee’s meeting dates.

The current subcommittee description states that “The term of the Chairperson will be from July 1, 2007 to September 1, 2008 after which this will be evaluated prior to any changes being made.” Mr. McGinnis met with the subcommittee members and CSEA to review and revise this document. Recommended revisions include a provision that subcommittee members (except the non-voting Program Assistant II) may not be nominated for an award in order to operate collegially and free of conflict of interest, changing the chairperson from the Dean of Technology and Distance Education to the Dean of the Library and Learning Resource Center, and the addition of vice-chairperson and secretary officers.

Mr. McGinnis thanked Ms. Laughon and the officers of CSEA for working with the subcommittee by participating in cooperative discussions and compromising in a good and open spirit. Ms. Laughon thanked Mr. McGinnis for his assistance and stated that this subcommittee has been doing a great job since it was reconfigured last year. Mr. Farmer thanked all parties involved for working together effectively to bring forth these recommended changes.

Ms. Laughon made a motion to approve the recommended changes to the College Committee on Staff Development and Outstanding Classified Employee Selection Subcommittee descriptions within the Shared Governance document. Dr. Reece seconded the motion. The motion passed.

Student Life
Dr. Johnson distributed the attached Commencement Speaker Selection Criteria list and the proposed 2009 Commencement Speaker List on behalf of Ms. Holly Bogdanovich, committee chairperson, who was unable to attend today’s meeting. He stated that Ms. Bogdanovich requested input from the campus last month for 2009 Commencement Speaker suggestions, which were due on September 26. The committee met on October 2 to develop a manageable list from all of the received suggestions and has recommended that the Coordinating Committee approve this proposed list.
Ms. Laughon made a motion to approve the proposed 2009 Commencement Speaker List. Mr. Mellas seconded the motion. The motion passed.

Mr. Mellas commented that this committee has not activated a webpage within the college website. Dr. Johnson stated that he will look into this matter.

Mr. Farmer thanked Dr. Johnson for giving this committee’s report and extended his thanks to Ms. Bogdanovich and the committee members for their hard work.

Web Standards
Mr. Wallace distributed the attached minutes from the committee’s meeting on September 23. The committee discussed unit planning and reviewed an example of a non-instructional program review report. Much progress has been made with college web author certification as 131 training sessions have been held since January and 136 individuals have completed the training. During the summer, Samuel Chavez contacted 58 instructors regarding errors on their webpages and 14 of those instructors have resolved the problems. They will continue to work on resolving the remaining errors. Work to improve the flexibility and accessibility of the Content Management System (CMS) is also in progress.

Mr. Mellas questioned whether web authors may lose access to their webpage if they are not trained or certified. He also stated he heard that new faculty are not given access to their own webpage. Mr. Wallace stated that webpages are not taken away and that webpages are available to new faculty. Dr. Reece inquired whether the committee has discussed establishing a standard webpage design for the college website. Mr. Wallace replied that this is an ongoing discussion item and that work to ensure accessibility and improve the ease of website navigation will continue.

Mr. Farmer thanked Mr. Wallace for his report and extended his gratitude to the other committee members for their work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
Revisions to the Shared Governance Document
Mr. Farmer distributed the attached revised committee membership lists for the College Equal Employment Opportunity Advisory Committee, College Committee on Safety and College Committee on Staff Development as information. Each of these committee membership lists has been revised to add (1) faculty representative to be appointed by CCFF. These revisions are a result of negotiations between CCFF and the college.
Mr. Farmer also proposed that the committee membership lists and descriptions be revised for the College Committee on Campus Transformation and College Committee on Planning and Budget to delete the President/Superintendent as a member and appoint the Vice President of Business Service as the chairperson. Dr. Reece made a motion to approve these revisions and Ms. Laughon seconded the motion.

Ms. Nolan stated that these revisions should first be discussed and agreed to by the College Committee on Campus Transformation and College Committee on Planning and Budget before coming to the Coordinating Committee for approval. Mr. Farmer agreed and Dr. Reece moved to rescind the motion and Ms. Laughon rescinded the second.

Ms. Nolan made a motion to forward the proposed revisions to the College Committee on Campus Transformation and College Committee on Planning and Budget for discussion and approval. Mr. Mellas seconded the motion. The motion passed.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Reece shared that he met with counselors Marvelina Barcelo and Brittany Lundeen this morning regarding efforts to increase student transfers. During previous years, there was an average of 15-20 students per transfer workshop but today’s session was filled to capacity with 60 students. The next workshop is booked at capacity and they expect 30-40 students to attend a third workshop to be held later in the day. Due to this increased attendance they have scheduled a fourth workshop. Mr. Farmer stated that we are lucky to work at a college where the faculty are so concerned and involved with issues related to student learning and he saluted Dr. Reece and the Senate for their continued, steady and persistent focus on these issues.

IX. PRESIDENT’S REPORT
Mr. Farmer reported that the apportionment for January, February and March will be delayed due to cash flow issues which means that the college must have enough in our reserves to meet costs for those months. Dr. Albanese is attending a state budget workshop at Los Angeles Valley College today to learn more information and gather input from people at the state level. During this unpredictable financial period, the college will need to be thoughtful and prepared. Thankfully, the college has experienced managers who will continue to work together and stay in good communication with the college to respond to these changes.

X. ADJOURNMENT
Meeting adjourned at 2:17PM.