CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
December 8, 2008

PRESENT: Bill Farmer
        Dr. Stephen Johnson
        Dr. Marilyn Brock
        Dr. Jim Albanese
        Dr. Bryan Reece
        Francine DeFrance
        Dean Mellas
        Dr. Ted Stolze
        David Fabish
        Tim Kyllingstad
        Oscar Franco
        Julie Mun

ABSENT: Lynn Laughon
        Schellary Thomas
        Richard Crother

GUEST(s): Cynthia Convey

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – November 10, 2008 & December 1, 2008
During the December 1 meeting, Mr. Mellas stated that he would like the November 10 minutes to be amended to include additional discussion regarding SLOs and sanctions. The minutes were amended and distributed to the committee for approval. Dr. Johnson made a motion to approve the November 10 minutes; Dr. Brock seconded the motion. The minutes were approved as presented. Dr. Albanese, Dr. Johnson, Ms. DeFrance and Mr. Kyllingstad abstained. Dr. Reece made a motion to approve the December 1 minutes; Dr. Brock seconded the motion. The minutes were approved as presented. Dr. Albanese and Mr. Kyllingstad abstained.

IV. BOARD AGENDA

V. ITEMS FROM INSTITUTIONAL COMMITTEES

EEOAC (Diversity)
Ms. Convey stated that the committee has been making good progress working on selection procedures and that they are trying to develop a template that can be used by all employee groups. They hope to have this template completed by March. They are also using the CCLC’s model to review and revise complaint procedures which should be completed by January. All other procedures are expected to be completed by October and will be presented to all constituent groups for feedback. Finalized procedures will be presented to the Board in December.

Mr. Farmer thanked Ms. Convey for her report and thanked the committee for its hard work.
Campus Transformation
Dr. Albanese distributed the attached approved minutes from the October 16 committee meeting. He stated that the Master Plan is presented annually to the Board and that copies of the 2008 Facilities Master Plan, 2008 Project Schedule and Project Budgets were distributed to the Board at its October 15 meeting. The committee plans to meet less frequently next year as they will focus on GO Bond projects. Other facilities issues will be charged to the Facilities Planning Committee as deemed appropriate.

Mr. Mellas requested information regarding parking schematics and possible issues with traffic flow and safety. Dr. Albanese responded that the Board did not approve parking additions as there is no funding for additional parking at this time, and that they specifically approved the buildings that need to be constructed. There has been much discussion within the committee regarding perpendicular and angled parking. Perpendicular parking yields more spaces and studies have shown that both types of spaces are equally safe. Parking and parking-related issues will remain open for future discussion as needed.

Dr. Reece requested information regarding possible changes in campus landscaping. Dr. Albanese replied that after changes to the campus are completed, plans will be made to make appropriate changes to landscaping. There has been discussion to make changes to the Administration Quad area landscaping as well as other areas on campus.

Mr. Farmer reminded the committee that the Master Plan is a living document that will be frequently reviewed and revised. Mr. Farmer thanked Dr. Albanese for his report and the other committee members for their hard work.

Planning and Budget
Dr. Albanese distributed the attached approved minutes from the November 20 committee meeting. The major topic of discussion was the current state budget crisis and possible effects to the college. He also shared that all of the 2008-09 area plans (with the exception of the President’s Office) have been submitted to the committee for review and that program review and unit/division planning are moving forward in Business Services and Student Services. Dr. Nathan Durdella and Dr. Young Kim gave a PowerPoint presentation titled “Evaluation of the Cerritos College Strategic Plan: Findings and Recommendations”. The presentation outlined the progress made with the current strategic plan and identified recommendations for a successful plan.

Mr. Mellas requested additional information regarding the current state budget crisis and how the college plans to address this issue. He questioned whether it is possible that the summer session will be
cancelled. Mr. Farmer reminded the committee that we will not know
the extent of cuts to our budget until the state budget is finalized so
there is much ambiguity at this time. Even without any cut to the
college’s budget, the maximum growth that will be funded by the state
is 1.12%; the enrollment growth for Fall 2008 was approximately 8-9%.
Therefore, regardless of the finalized state budget, the college will not
be funded to support this much enrollment growth. All divisions and
departments have been asked to carefully review their class schedules
to reduce sections where possible while maximizing enrollment in the
open sections. Cancellation of the entire summer session would be
detrimental to our enrollment. Dr. Albanese added that without a
finalized state budget the college can only prepare contingency plans
for the time being. The college has sufficient reserves through June
2009 but cash flow will be a major challenge.

Mr. Farmer stated that we must be careful not to overreact while being
prepared for upcoming budget changes. He thanked Dr. Albanese for
his report and the committee for its hard work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE

Board Policy 5500 – Standards of Conduct
Dr. Johnson stated that the college is responding to changes in federal regulations regarding
authentication of online student identification by revising BP 5500 – Standards of Conduct.
Language has been added to address the issue of potential misrepresentation or
impersonation of student identities in an online environment. Ms. DeFrance commented
that she is concerned that the language regarding plagiarism is not detailed enough in this
policy. Mr. Fabish, Mr. Mellas and Mr. Kyllingstad suggested that additional language may
be required to include online student conduct standards. Mr. Farmer requested that the
committee members forward their suggestions to Dr. Johnson so that they may be reviewed
and brought back for further discussion on January 26.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Johnson stated that program review in Student Services areas has been completed. He
added that the departments and managers did a great job going through this process,
especially since it was new for many. He is impressed with the dialogue between the staff
and Dr. Matthew Lee.

IX. PRESIDENT’S REPORT
Mr. Farmer stated that he has been sending regular updates to the campus via email so a
President’s Report is not necessary. He wished the committee members a happy holiday
season.

X. ADJOURNMENT
Meeting adjourned at 2:17PM.