CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
December 7, 2009

PRESENT: Dr. Linda Lacy
Bill Farmer
Dr. Stephen Johnson
Dr. Jim Albanese
Lola Rizkallah
Debra Moore
Dean Mellas
Dr. Ted Stolze
David Fabish
Lynn Laughon
Schellary Thomas
Julie Mun
Jody Lindsay

ABSENT: Richard Crother

GUEST(s): Holly Bogdanovich
Dr. Chris Myers

I. MEETING CALLED TO ORDER
Dr. Lacy called the meeting to order at 1:04PM.

II. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES – None

III. APPROVAL OF MINUTES – November 30, 2009
Dr. Johnson made a motion to approve the November 30 minutes; Ms. Rizkallah seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES
   Facilities Planning
Dr. Albanese distributed the attached minutes from the committee’s November 17 meeting. The Gym Seismic project is on hold due to lack of State funding; in order to proceed with this important project a letter has been sent to the State to inform them that if the State does not provide funding, the college will use District funds. If the State does not reimburse the college, GO Bond funds will be used. The committee also discussed a request to fast track a project to establish a student drop-off turnout (no parking) on Alondra Boulevard between parking lots C-3 and C-4. Options will be provided by the college’s architect for the committee’s review and the project is scheduled for completion by Fall 2010. The college’s Clean Renewable Energy Bonds (CREB) application was approved and the committee will meet with consultants to discuss possible solar projects. The committee also approved the college’s 2009-2010 scheduled maintenance program to address physical plant/facilities issues.

Mr. Mellas inquired whether there is supportive evidence that a student drop-off turnout on Alondra Boulevard will decrease traffic in other areas and parking lots. Dr. Lacy stated that the college has received complaints regarding the backup of cars onto Alondra Boulevard which can lead to dangerous conditions. The long overdue proposed turnout will decrease
the backup and will be very convenient for students as it will be located at a central point on campus with attractive signage.

Dr. Stolze commended the efforts of this committee to work on solar projects to make the college more green. He inquired when a college-wide recycling plan will be considered, which he requested at the May 11 Coordinating Committee meeting. Dr. Albanese replied that the college utilizes an outside service to recycle all of the trash collected from the campus. This service sorts all of the recyclable material and provides the college with reports by category. The college is then credited for the recyclable material that is collected. It is more efficient for the college to use this service rather than attempt to self-sort recyclables. Dr. Johnson added that this information was included in Mr. Farmer’s President’s Message dated July 16.

Dr. Lacy thanked Dr. Albanese for his report.

**Planning and Budget**

Dr. Albanese distributed the attached minutes from the committee’s November 19 meeting. The major topic of discussion continues to be the state budget crisis. Last year, this committee developed a list of options to consider in order to cut expenditures. Since then the college has reduced the number of class sections and cut budgets for conference, travel and memberships, and implemented a hiring freeze. However, options that could generate large savings require bargaining as they deal with salaries and teaching loads. The State may cut the college’s 2010-11 budget by an additional 8% in January; the bottom line is that the college needs to be more aggressive in saving money this year in order to get through even more challenging future budget years. The college will need to use some of its reserves in order to meet payroll and some of the general fund will need to be used to provide financial support for the severely cut categorical programs. The committee members will continue to review and discuss budget balancing options and constituent group leaders have been asked to discuss items to address at the bargaining table with their appropriate group. The committee’s first meeting in 2010 is scheduled for January 21 after the Governor releases the latest budget.

Dr. Stolze stated that he appreciated the committee’s work and desire to work in a collaborative manner. However, CCFF is not represented on this committee and Dr. Stolze expressed his frustration with this exclusion. Mr. Fabish added that in 2003, Acting President John Grindel informally agreed to permit 2 CCFF representatives to the Planning and Budget Committee membership. There is no hard evidence of this agreement but Mr. Fabish shared this information with Dr. Lacy as a historical reference.

Dr. Lacy thanked Dr. Albanese for his report.

**Student Life**

Ms. Bogdanovich distributed the attached agenda and minutes from the committee’s November 5 meeting. She stated that the 2010 commencement speaker search is underway. The committee considered a request to allow outside vendors to be present at the commencement ceremony and decided that it would be in the students’ best interest to continue past practice and only allow Follett Bookstore and Frantone’s to sell merchandise and food at the ceremony. Ms. Bogdanovich added that the 2010 ASCC Leadership Conference will be held January 5-7 in San Diego and that due to increased interest, there are
currently 35 students on the waitlist. The ASCC Fall Awards Banquet was held on December 11 and over 300 students were recognized with awards.

Ms. Bogdanovich shared a proposal from the committee to modify its membership to include 2 management representatives appointed by ACCME. The request also includes adding the Director of Student Health Services, Dean of Disabled Student Programs and Services, Chief of Campus Police and a Facilities representative as additional ex-officio non-voting members. She stated that during the review of the Shared Governance Document in 2007, two managers were deleted from this committee’s membership; she believes that the Coordinator of Student Activities and Coordinator of Judicial Affairs were mistakenly counted as managers when they are actually faculty members. She added that there are currently ACCME members who regularly attend the committee meetings as guests.

This proposal was approved by the Student Life Committee on November 5. Ms. Rizkallah made a motion to approve the proposal and Mr. Farmer seconded the motion. The motion passed unanimously.

Dr. Lacy thanked Ms. Bogdanovich for her report.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE

Educational Master Plan Draft
The Educational Master Plan Task Force has been charged to develop an Educational Master Plan which includes the college’s major goals and strategic plan. The Task Force has been working for the past two months to identify these goals, specify the college’s strategic direction, and integrate assessment, planning and resource allocation. The draft plan has identified seven strategic directions and college goals as follows: increase student success college-wide, enhance the technology infrastructure and use of technology, establish a culture that develops, nurtures, and sustains effective leaders, enhance student engagement in the learning process, enhance effectiveness and efficiency through resource management, develop and expand instructional programs that address community workforce needs and enhance institutional effectiveness through fostering a culture of evidence. This draft plan was shared with the Planning and Budget Committee on December 3 and will be shared with other campus groups for their review and feedback.

Mr. Mellas stated that there is a huge disparity in student enrollment and success within individual programs and that this issue is not addressed in the draft plan. Dr. Stolze replied that this subject should be discussed during program review; he recently worked on the program review of the Philosophy department and stated that this is very important data which can provide opportunities to think through and improve teaching methods. Mr. Farmer responded that enrollment trends and student success are separate issues and that discussion to develop new strategies and programs to improve student success is ongoing. Mr. Fabish inquired when strategies will be developed to achieve these strategic directions and college goals. Dr. Myers replied that the draft plan is designed to provide a focus for units, divisions and areas to develop their own plans to support the college’s strategic directions and goals. The Educational Master Plan will be a living document that is regularly reviewed, revised and updated.
Dr. Myers requested that the committee members to share this information with their constituent groups and forward feedback to his office. Dr. Albanese stated that the draft plan was well received by the Planning and Budget Committee and Ms. Rizkallah added that it was also well received by ACCME. Dr. Lacy added that the task force has done a wonderful job in a short period of time and complimented the members for their hard work.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Ms. Moore stated that she is working on an email regarding the current budget situation to distribute to faculty.

IX. PRESIDENT'S REPORT
Dr. Lacy stated that a Board Member Recognition Reception will be held on December 9 at 5:00PM in the Administrative Quad prior to the Board Organizational Meeting. The High School Counselors Meeting and Nursing Pinning Ceremony were held on December 4 and both events were very well-attended.

X. ADJOURNMENT
Meeting adjourned at 2:18PM.