I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Mr. Arthur, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, and Mr. Tom Jackson. Jason Macias, Student Trustee, was not present. Others present were the Acting President of the College, Interim Vice President of Academic Affairs, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Mr. Arthur.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the regular meeting of October 15, 2008. The vote for approval was unanimous.

IV. INSTITUTIONAL PRESENTATIONS

Employee of the Month

A. Mr. Farmer presented David Roper with the Outstanding Classified Employee Award for the month of October 2008.

Retirement

B. The Board of Trustees presented Dodie O'Donnell with a retirement plaque acknowledging her years of dedicated service to Cerritos College.

Cerritos College Athletic Programs

C. Dr. Dan Smith, Instructional Dean of Health, Physical Education & Athletics, introduced the coaches and players of the Women’s Water Polo Team, Women’s Soccer Team and Men’s Soccer Team. All three teams recently won their state championship games. The Board congratulated all of the players and coaches for their accomplishments throughout the season.

V. PUBLIC PRESENTATIONS

Ted Stolze

Dr. Stolze, CCFF President, shared a handout that outlined a case study for a “Golden Handshake” opportunity. He added that CCFF leadership feels that substantial money could be save by exploring this avenue and asked for the Board’s support.

Larry Caballero

On behalf of Assemblyman Tony Mendoza, Mr. Larry Caballero presented Mr. Arthur with a certificate of appreciation for his role as Board President in 2008.

Erin Stibal

On behalf of County Supervisor Don Knabe, Ms. Erin Stibal presented Mr. Arthur with a certificate of appreciation for his role as Board President in 2008.

VI. ORGANIZATIONAL MEETING

A. Election of Officers

Mr. Arthur acknowledged Mr. Epple and Dr. Hughlett for their dedication and support as Vice President and Secretary in 2008. He opened nominations for President of the Board of Trustees for 2009.

It was moved by Dr. Hughlett and seconded by Dr. Edmiston to nominate Mr. Epple to the office of President of the Board for 2009. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to
close the nominations. The vote was unanimous to elect Mr. Epple as President of the Board of Trustees for 2009. On behalf of the Board, Mr. Epple recognized Mr. Arthur for his leadership as Board President during 2008.

Mr. Arthur opened nominations for Vice President of the Board of Trustees for 2009. It was moved by Mr. Arthur and seconded by Dr. Edmiston to nominate Dr. Hughlett to the office of Vice President of the Board. It was moved by Mr. Arthur and seconded by Dr. Edmiston to close the nominations. The vote was unanimous to elect Dr. Hughlett as Vice President of the Board of Trustees for 2009.

Mr. Arthur opened nominations for Secretary of the Board of Trustees for 2009. It was moved by Dr. Hughlett and seconded by Dr. Cho to nominate Ms. Avalos to the office of Secretary of the Board. It was moved by Dr. Hughlett and seconded by Dr. Cho to close the nominations. The vote was unanimous to elect Ms. Avalos as Secretary of the Board of Trustees for 2009.

B. Regular Meeting Dates

It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the regular meeting dates for 2009, as attached. It was noted that the June 13th Board meeting may be rescheduled in the future. The vote for approval as amended was unanimous.

C. Election of Annual Representative to the Los Angeles County School Trustees Association for 2009

It was moved by Mr. Arthur and seconded by Dr. Edmiston to nominate Ms. Avalos as the representative to the Los Angeles County School Trustees Association for 2009. The vote was unanimous.

VII. CONSENT AGENDA

It was moved by Mr. Arthur and seconded by Mr. Jackson to approve the consent agenda and addendum. Board members requested that Item VII.A and VII.B be held for separate consideration. The vote for approval was unanimous.

A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve a Board Member Compensation Increase, as attached. Dr. Hughlett moved to amend the motion so that the 5% increase in compensation of individual Board Members shall be effective the first day of the month following successful completion of 2008-09 compensation negotiations with all employee groups. Mr. Arthur seconded the motion. After much discussion, the vote was 6-0-1; Dr. Edmiston abstained. The vote to approve Item A as amended was 6-0-1; Dr. Edmiston abstained.

B. It was moved by Mr. Arthur and seconded by Mr. Jackson to provide compensation to Board Member Epple for his absence from the November 15 Board meeting. The motion passed with 6-0-1 vote; Mr. Epple abstained.
C. Accepted gifts with letters of thanks to the following:
   • Center drills, drills, reamers, endmills
     Donated by: Kyle Shadrick
     Absolute Technologies, Inc.
     23865 Via Del Rio
     Yorba Linda, CA 92887

   • Bead Blaster
     Donated by: Jim Locke
     Snap-On Industrial
     2801 80th Street
     Kenosha, WI 53141-1410

D. Approved New Degree Offering, as attached.

E. Approved Donation of Vehicle for Instructional Purposes to Valley High School, as attached.

F. Approved Sale of Surplus and Obsolete Materials/Equipment, as attached.

G. Approved Amendment of the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.

H. Approved Stipends for the Capacity Building and Enrollment Growth and Retention for Registered Nursing Programs Grants Fall 2008, as attached.

I. Approved Bid Awards, as attached.

J. Approved Notice of Completion for Bid #0708-10, Swing Space at Tech Ed, as attached.

K. Approved Resolution No. 08-11 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2009 through December 31, 2009, as attached.

L. Approved Resolution No. 08-12 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2009 through December 31, 2009, as attached.

M. Approved Budget Extensions and Budget Transfers, as attached.

N. Approved Contracts as follows:
   Agreements
   NEW
   1. Meitetsu Travel USA Corp.
      Japanese Student Tour
      Health Occupations
      For the Health Occupations Division to provide two hours of instruction regarding the American Health Care System and a skills lab tour for up to 50 Japanese students on December 17, 2008. Meitetsu Travel USA Corp. will pay $600 to cover stipends for faculty presenters and miscellaneous supplies and will provide two (2) translators.
2. Mental Health of America Los Angeles  
Mental Health Worker Certificate Program  
Humanities/Social Sciences  
To offer fieldwork experience for the students enrolled in the Mental Health Worker Certificate Program. For period January 1, 2009 through January 1, 2011. No cost to the District.

Consultant  
NEW  
3. Ralph Andersen & Associates  
Recruitment and Selection Process for a President/Superintendent  
Human Resources  
To provide professional consulting services for the recruitment and selection process for a President/Superintendent. For period December 11, 2008 until the selection and recruitment process is complete. Total cost will be $27,950.00 plus reimbursable expenses not-to-exceed $12,000.00 for a total not-to-exceed amount of $39,950.00 with funding from the Board of Trustees general fund account.

Medical  
AMENDMENT  
4. Torrance Memorial Medical Center  
Physical Therapist Assistant Program  
Health Occupations  
To affirm that the physical therapist assistant program will maintain student records verifying evidence of Varicella titer; Hepatitis-B and MMR vaccinations; evidence of annual TB screening; current influenza vaccine or a signed declination statement; and verification of American Heart Association BLS CPR card. In addition, the student(s) will successfully complete a Medical Center age-specific exam, infection control exam, and the Patient Safety Education exam. The agreement is through May 10, 2011. No cost to the District.

NEW  
5. Long Beach Medical Center dba Miller’s Children’s Hospital  
Physical Therapist and Speech Language Pathology Assistant Programs  
Health Occupations  
To provide clinical/practicum experiences for students enrolled in the physical therapist and speech language pathology assistant programs. For period October 1, 2008 through September 30, 2013. No cost to the District.

6. University of California, Irvine – College of Health Sciences  
Clinical Experience  
Student Health Services  
To provide clinical experiences to students enrolled in the Nursing Science programs. For period December 11, 2008 through June 30, 2009. No cost to the District.

RENEWAL  
7. Kaiser Foundation Hospital  
Nursing, Medical Assisting, Emergency Medical Technician, Pharmacy Technician, Speech Language Pathology and Physical Therapist Assistant Programs
Health Occupations
To continue to provide clinical/practicum experiences for the students enrolled in the above named programs. For period January 1, 2009 through January 29, 2010. No cost to the District.

8. San Antonio Community Hospital
Physical Therapist Assistant Program
Health Occupations
To continue to provide clinical/practicum experiences for the students enrolled in the physical therapist assistant program. For period December 1, 2008 through December 1, 2009. No cost to the District.

Services

NEW
9. Lexis Nexis
Student Passwords
Business Education
To provide student passwords to the paralegal department for online research through Lexis Nexis. Students will be able to research, download and print materials from Lexis Nexis. For period November 7, 2008 through May 31, 2009. Total cost will be an amount not-to-exceed $4,000.00 with funding from the Business Education division.

Services

RENEWAL
10. Boeing Corporation
US Air Force Mentor-Protégé Project
CITE
To deliver services under the US Air Force Mentor-Protégé Project. For period December 11, 2008 through November 30, 2009. The District will receive $400,000.00 from the Air Force through Boeing.

Training

AMENDMENT
11. Exact Software ERP/NA, LLC
JobBOSS Software Training
CITE
To provide an additional 5-day JobBOSS software training in support of Boeing’s Mentor-Protégé project. For period December 11, 2008 through June 30, 2010. Total cost is not-to-exceed $27,500.00 with funding provided by a contract with Boeing.

12. International Standards Authority, Inc. (ISA)
AS91000 Certification Training
CITE
To add the provision of a 1-day AS91000 Certification training in support of Boeing’s Mentor-Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $7,500.00 with funding provided by a contract with Boeing.

NEW
13. CG Tech
VERICUT Training
CITE
To provide a 3-day VERICUT software training in support of Boeing’s Mentor-Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $8,500.00 with funding provided by a contract with Boeing.
14. Det Norske Veritas Certification, Inc. (DNV)
   IS91000 Quality Training
   CITE
   To provide a 3-day IS91000 Quality Training in support of Boeing’s Mentor-Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $6,500.00 with funding provided by a contract with Boeing.

15. The Paton Group
   CAD Training
   CITE
   To provide a 2-day CAD Training in 5 Axis Machining in support of Boeing’s Mentor-Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $5,000.00 with funding provided by a contract with Boeing.

16. Ralphs Grocery Company
   Spanish Language Training
   CITE
   To provide a 60-hour customized Spanish Language training for store managers at the Riverside facility. For period January 1, 2009 through December 31, 2009. The District will receive $165.00 per hour for instruction and teaching materials. This is a financially self-supporting program with no cost to the District.

17. Schenk Intertech
   Tooling Training
   CITE
   To provide a 2-day training in Tooling in support of Boeing’s Mentor-Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $4,500.00 with funding provided by a contract with Boeing.

RENEWAL
18. Hexagon Metrology
   PC-DMIS Software Training
   CITE
   To provide a 5-day PC-DMIS Software Training in support of Boeing’s Mentor Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $15,000.00 with funding provided by the US Air Force through a contract with The Boeing Company.

19. INCAT
   CATIA and Unigraphics CAD Training
   CITE
   To provide a 4-day software training in support of Boeing’s Mentor Protégé project. The service will include software training on the operation of CATIA and Unigraphics CAD programs. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $10,000.00 with funding provided by the US Air Force through a contract with The Boeing Company.

20. RAND Corp.
   CATIA Training
   CITE
   To provide a 5-day CATIA Training in support of Boeing’s Mentor Protégé project. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $15,000.00 with funding provided by the US Air Force through a contract with The Boeing Company.
21. Siemens PLM Software (UGS)  
Unigraphics CAD Training  
CITE  
To provide a 5-day software training in support of Boeing’s Mentor Protégé project. The service will include software training on the operation of Unigraphics CAD program. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $4,500.00 with funding provided by the US Air Force through a contract with The Boeing Company.

22. VERISURF Software  
VERISURF Software Training  
CITE  
To provide a 3-day VERISURF software training in support of Boeing’s Mentor Protégé project. The service will include VERISURF software training on how to optimize tool paths for machining applications and inspection methodologies. For period December 11, 2008 through December 31, 2009. Total cost is not-to-exceed $12,000.00 with funding provided by the US Air Force through a contract with The Boeing Company.

O. Approved and/or Ratified Resignation(s) Accepted by the President/Superintendent, as follows:
   Dr. Randy W. Peebles, Instructional Dean, Technology, effective November 30, 2008

P. Approved Unpaid Leave of Absence, as follows:
   Christina Fernandez, Photography Instructor (Fine Arts & Communications), effective January 12, 2009 through May 22, 2009
   Ayako Abelon, Coordinator of Media Relations (Public Affairs), effective January 2, 2009 through January 11, 2009

   Added by Addendum:
   Kimberley Duff, Psychology Instructor (Humanities/Social Sciences), effective January 12, 2009 through May 22, 2009

Q. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2008-2009 Academic Year, as attached.

R. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

   Added by Addendum:
   Floor Maintenance Custodian @26-1 ($3,020.00 per month) effective January 5, 2009: Jaime Casillas (Facilities)
   Secretary Clerk @27-5 ($3,707.00 per month) effective December 15, 2008: Michelle Kingston (Information Technology)

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for November 3, 2008.
B. It was moved by Mr. Arthur and seconded by Dr. Hughlett to adopt Board Policy 3505 – Emergency Response Plan, Board Policy 5800 – Prevention of Identity Theft in Student Financial Transactions and Board Policy 6450 – Wireless or Cellular Phone Use, attached. The vote for approval was unanimous.

C. It was moved by Mr. Arthur and seconded by Dr. Hughlett to adopt the First Portion of Board Policies – Chapter 7 (Human Resources). The vote for approval was unanimous.

IX. REPORTS

A. Board of Trustees

Mr. Jackson stated that the Nursing Pinning Ceremony was a rewarding evening and a well-done affair.

Dr. Hughlett stated that the K-12 Partners in Education breakfast was a successful event and it was beneficial to hear from educational partners during this difficult budget time.

Mr. Epple reminded the Board that a special Board meeting will be held on December 16 at 6:00 p.m.

B. Faculty and Staff Leadership

Dr. Reece indicated that it has been a nice evening full of celebrations and he congratulated the new Board officers.

Ms. Laughon indicated that CSEA has elected new officers and she will remain President in 2009. She added that they are discussing the classification and compensation study. She congratulated Ms. O’Donnell on her retirement and invited the Board to the CSEA Holiday Fiesta on December 16 at 11:30 a.m.

C. Acting President/Superintendent and Vice Presidents

Mr. Farmer distributed a written report of activities on campus. He thanked Mr. Arthur for his leadership in 2008. He indicated that Mr. Macias was absent from the meeting due to upcoming finals and reminded the Board that the ASCC Banquet will take place on December 12 at 7:00 p.m. He indicated that the High School Counselors conference was successful. He thanked Shirley Arceo and Renée DeLong Chomiak for their hard work. He also informed the Board that the Child Development Center received a grant award of $245,267 and was recognized as an “Outdoor Classroom Demonstration Site” by the Outdoor Classroom Project. He concluded by stating that Spring enrollment is up about 4% at this time.

Dr. Brock stated that it is great to honor the students for their accomplishment. She added that she and Mr. Farmer are looking closely at enrollment figures.

X. CLOSED SESSION

The Board adjourned to closed session at 7:41 p.m.
XI. RECONVENE

The Board reconvened at 9:17 p.m.

Read Out

Mr. Arthur reported that in closed session the Board of Trustees approved the employment of Jannet Malig in the temporary 100% categorically funded position of Director of Advanced Transportation Technologies Project on Grade 12, Step 2 of the Management Salary Schedule ($7,258.00 per month), effective January 5, 2009, for a period not to exceed June 30, 2009. Employment is pursuant to the provisions of Education Code Section 87470 with continued employment contingent on funding of this position under the Advanced Transportation Technologies and Energy Grant project. The vote for approval was unanimous.

Read Out

Dr. Hughlett reported that in closed session the Board of Trustees approved the employment of Steven Berklite as Interim Instructional Dean of Technology Division on Grade 5, Step 5 of the Management Salary Schedule ($10,013 per month) effective January 3, 2009, for a period not to exceed January 2, 2010. The vote for approval was unanimous.

XII. ADJOURNMENT

The meeting was adjourned at 9:18 p.m.

XIII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, January 21, 2009 at 6:00 p.m.

______________________________________________
Bob Epple, President

______________________________________________
Carmen Avalos, Secretary