



**CERRITOS COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE
BOARD OF TRUSTEES**

CHERYL A. EPPLE BOARD ROOM

**Teleconference Location:
Proper Hotel, 1100 Market Street Hotel, San Francisco, CA 94102**

Wednesday, March 7, 2018 at 7:00 p.m.

CALL TO ORDER: Zurich Lewis, Board President

Zurich Lewis, Board President
Trustee Area 7

James Cody Birkey, Member
Trustee Area 3

Dr. Shin Liu, Board Vice President
Trustee Area 5

Marisa Perez, Member
Trustee Area 4

Martha Camacho-Rodriguez, Board Clerk
Trustee Area 1

Dr. Sandra Salazar, Member
Trustee Area 6

Carmen Avalos, Member
Trustee Area 2

Raul Avalos
Student Trustee

Dr. Jose Fierro
President/Superintendent

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Foreign language translation, sign language interpretation, materials in alternative formats and other accommodations are available to the public upon request. All requests for reasonable accommodations to participate in a Board meeting must be made at least three working days (72 hours) in advance of the scheduled meeting date. For assistance, please contact:

President's Office - 11110 Alondra Boulevard - Norwalk, California 90650

(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX

Copies of the agenda materials are available in the President's Office and are available online at

www.cerritos.edu/board

1. **Invocation**
2. **Pledge of Allegiance: Marisa Perez**
3. **Roll Call**

AGENDA ORGANIZATION

The Board of Trustees will discuss any changes in the order of agenda items. Per [Board Policy 2340](#), the order of business may be changed by consent of the Board of Trustees.

COMMENTS FROM THE AUDIENCE

(Government Code Section 54954.3)

The Board of Trustees welcomes public comment on issues within the jurisdiction of the college. Public comment request cards must be completed and returned to the secretary prior to the start of the meeting. Late arrivals will not be permitted to speak. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker.

Note: Members of the board may not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action. Also, be advised that college personnel and processes are available for further communication.

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

At this time, a brief report and summary of initiatives will be given by identified constituent group leaders:

- Associated Students of Cerritos College (ASCC) President
- Faculty Senate President
- Cerritos College Faculty Federation (CCFF) President
- California School Employees Association (CSEA) President
- Association of Cerritos College Management Employees (ACCME) President

OPEN SESSION AGENDA

4. **Institutional Presentation: Recognition of Classified Employee of the Month**

The Board of Trustees will recognize David Tilahun, International Admissions Specialist, as Classified Employee of the Month for February 2018.

5. **Institutional Presentation: Enrollment Update**

The Board of Trustees will receive a presentation from Rick Miranda, Vice President of Academic Affairs, regarding an FTES update and the strategies employed to increase enrollment.

CONSENT CALENDAR ITEMS

Agenda Items 6-35 are presented as Consent Calendar Items. All items may be approved by adoption of the Consent Calendar, individually and collectively by one (1) motion. There will be no separate discussion of these items unless Members of the Board of Trustees, the public, or staff request that specific items be removed from the Consent Calendar for separate discussion and action.

6. New Courses and Programs, and Modifications to Existing Courses and Programs

It is recommended that the Board of Trustees approve new course offerings and modifications to curriculum. There is no fiscal impact.

7. Business, Humanities, and Social Science Honorarium for Guest Speaker

It is recommended that the Board of Trustees approve a BHSS honorarium for guest speaker Richard Wolff for the Spring 2018 semester. Business, Humanities, and Social Science division funds in the amount of \$2,000 will be utilized for this expenditure.

8. Perkins Honorariums for Workshop Guest Speakers (Film Product Program)

It is recommended that the Board of Trustees approve grant honorariums for guest speakers for the Film Product program for the 2017-2018 academic year. Perkins funds in the amount of \$750 will be utilized for this expenditure. No district general funds will be used.

9. Perkins Honorariums for Workshop Guest Speakers (Physical Therapist Assistant Program)

It is recommended that the Board of Trustees approve grant honorariums for guest speakers for the Physical Therapist Assistant program for the 2017-2018 academic year. Perkins funds in the total amount of \$1,200 will be utilized for this expenditure. No district general funds will be used.

10. Success Center Tutor Training Faculty Stipend

It is recommended that the Board of Trustees approve a stipend for faculty member Lee Anne McIlroy to facilitate Success Center tutor training workshops. Basic Skills Initiative funds will be utilized. General funds will not be used.

11. Teacher TRAC Faculty Stipend

It is recommended that the Board of Trustees approve a faculty stipend totaling \$1,000 for portfolio review for high school students in articulated courses and coordination with high school education pathway faculty. Teacher TRaining ACademy (TRAC) general funds will be utilized for this expenditure.

12. Faculty Entrepreneurship Champion Mini-Grant Project Stipends

It is recommended that the Board of Trustees approve payment of stipends in the total amount of \$6,450 for business administration faculty for work to be performed January 1, 2018 through June 30, 2018 as stipulated in, and funded by, the Faculty Entrepreneurship Champion Mini-Grant. The Faculty Entrepreneurship Champion Mini-Grant will be utilized for this expenditure. No general funds will be used.

13. Learning Community Faculty Stipends

It is recommended that the Board of Trustees approve individual stipends totaling \$5,400 for faculty teaching in Learning Communities during the Spring 2018 semester. Funds from the Learning Community Program budget will be utilized for this expenditure.

14. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends

It is recommended that the Board of Trustees approve individual stipends totaling \$3,500 for faculty mentoring for the Teacher Preparation Pipeline (TPP) Grant taking place during the Spring 2018 semester. Funds from the Teacher Preparation Pipeline Grant will be utilized for this expenditure. No general funds will be used.

15. Ratification of Change Order No. 1 [Deductive Credit], (Contract No. 16P015), Field Turf International, Inc. dba Field Turf USA, Inc., Stadium Turf Replacement

It is recommended that the Board of Trustees approve Change Order No. 1 [Deductive Credit] in the deductive amount of \$9,679 for the Stadium Turf Replacement project. The deductive amount from Change Order No. 1 will be \$9,679, decreasing the contract amount to \$1,697,982. Funding will be reallocated to the GO Bond.

16. Ratification of Change Order No. 2 [Owner Added Scope], (Contract No. 15P008), Enviser, Campus Energy Management System Project

It is recommended that the Board of Trustees ratify Change Order No. 2 [Owner Added Scope] in the amount of \$6,911 for the Campus Energy Management System project. The amount from Change Order No. 2 will be \$6,911, increasing the contract amount to \$2,784,579. Funding will be allocated from the GO Bond.

17. Ratification of Change Order No. 1 [Unforeseen Conditions, Owner Added Scope], (Contract No. 15P016), Enviser, Chilled Water Expansion Project

It is recommended that the Board of Trustees ratify Change Order No. 1 [Unforeseen Conditions, Owner Added Scope] in the amount of \$44,805 for the Campus Energy Management System project. The amount from Change Order No. 1 will be \$44,805, increasing the contract amount to \$4,927,642. Funding will be allocated from the GO Bond.

18. Ratification of Change Order No. 1 [Agency Driven Changes], (Bid No. 16P002, Category 01), K.A.R. Construction, Inc., Shade Structures

It is recommended that the Board of Trustees ratify Change Order No. 1 [Agency Driven Changes] in the amount of \$31,967 for the Shade Structures project. The amount from Change Order No. 1 will be \$31,967, increasing the contract amount to \$851,967. Funding will be allocated from the GO Bond.

19. Ratification of Change Order No. 1 [Deductive Credit, Owner Added Scope, Agency Driven Changes], (Bid No. 17P007), PaveWest, Inc., Parking Lot Phase 2

It is recommended that the Board of Trustees approve Change Order No. 1 [Deductive Credit, Owner Added Scope, Agency Driven Changes] in the amount of \$187,563 for the Parking Lot Phase 2 project. The amount from Change Order No. 1 will be \$187,563, increasing the contract amount to \$2,500,527. Funding will be allocated from the GO Bond.

20. Ratification of Acceptance of Gift

It is recommended that the Board of Trustees ratify the acceptance of a gift on behalf of Cerritos College. There is no cost to Cerritos College for the donated item.

21. Sale of Surplus and Obsolete Materials/Equipment

It is recommended that the Board of Trustees declare and approve the listed items as surplus and authorize the Director of Purchasing and Contract Administration to sell the listed items by means of a public auction by a contract with an auction company in accordance with the district's board policy and administrative procedures. Proceeds from the sale of surplus items will be deposited into the General Fund.

22. Purchase Orders for the Month of January 2018

It is recommended that the Board of Trustees approve the purchase orders processed during the month of January 2018. Funding sources vary and are dependent upon the goods/services purchased.

23. Contracts for the Month of January 2018

It is recommended that the Board of Trustees approve the contracts that were processed during the month of January 2018. Funding sources vary and are dependent upon the goods/services purchased.

24. Contract with Integrative Impact, LLC for Project Management/Administrative Support for the Clean Fuels Transportation Pilot Career Opportunity Training Plan

It is recommended that the Board of Trustees approve the contract with Integrative Impact, LLC for project management/administrative support of the Clean Fuels Transportation Pilot Career Opportunity Training Plan funded by the California Energy Commission. Cerritos College will receive funding in the amount of \$43,000 to pay for the below project management/administrative support services; funding is made possible through Cerritos College's agreement with the State Energy Resources Conservation and Development Commission.

25. Keenan & Associates for Supplemental Employee Retirement Plan Services

It is recommended that the Board of Trustees approve the agreement with Keenan & Associates for Supplemental Employee Retirement Plan Services. The total contract sum shall be for the amount of 4.0% of the total premium for the annuity(s) used to fund the Plan; funding for this contract will be allocated from the Retirees budget for the respective campus constituent groups. The premium for the annuity(s) does not include the commission on premiums payable to Keenan for their services as outlined in the agreement.

26. Ratification of Project Assignment Agreement No. 7 to the Master Independent Consultant Agreement for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the Performing Arts Center Project

It is recommended that the Board of Trustees ratify Project Assignment Agreement No. 7 to the Master Independent Consultant Agreement for Professional Services with TSG Enterprises, Inc. dba The Solis Group for the Performing Arts Center project. The total contract sum shall be for the not-to-exceed amount of \$144,189; this amount will be funded from the GO Bond. TSG Enterprises, Inc. dba The Solis Group is headquartered in Pasadena, CA.

27. Ratification of Project Assignment Agreement No. 12 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Social Science Elevator Project

It is recommended that the Board of Trustees ratify Project Assignment Agreement No. 12 to the Master Independent Consultant Agreement with Koury Engineering & Testing, Inc. for Inspection and Material Testing for the Social Science Elevator Project. The total contract sum shall be for the not-to-exceed amount of \$59,052.56; this amount will be funded from the GO Bond. Koury Engineering & Testing, Inc. is headquartered in Chino, CA.

28. Make Budget Transfers and Budget Adjustments

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget transfers and budget adjustments will have no effect on the Restricted General Funds, Student Health Services Fund, Insurance – Property Liability Fund, and Student Financial Aid Fund ending balances; and decrease the Unrestricted General Fund, and Sustainability Fund ending balances.

29. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350.

30. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel. No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

31. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2017-2018 Academic Year

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2017-2018 academic year and as presented on the attached list. No additional financial effect. This is budgeted in the General Fund.

32. Approval of Public Employment: Tenured

It is recommended that the Board of Trustees approve the continued employment of the probationary contract faculty members as tenured employees, effective 2018-2019 academic year. No additional financial effect. This is budgeted in the General Fund.

33. Request for Unpaid Leave of Absence: Dr. Hillary Mennella, Associate Dean of Student Health, Wellness and Veterans' Services (Student Health Services)

It is recommended that the Board of Trustees approve Dr. Hillary Mennella's request for a 100% unpaid leave of absence due to personal reasons for the period of January 22, 2018 through March 12, 2018. The Interim Associate Dean position is being filled by Diana Lerner. This temporary position was previously approved during the October 4, 2017 Board meeting and is approved through June 30, 2018 on an as needed basis. Dr. Mennella will not be receiving any remuneration during this leave time. No new or additional financial effects result.

34. Employment of Temporary Full-time Classified Manager

Chacon, Roland, Interim Captain of Campus Police, Management Employees Salary Schedule, Grade 28, Step 5 (\$8,643.00/month), effective March 8, 2018 to not to exceed June 30, 2018, or until position is filled, whichever is sooner

35. Ratification of Temporary Management "Out-of-Classification" Assignment

It is recommended that the Board of Trustees ratify a temporary "out-of-classification" assignment for Shawna Baskette, Dean of Academic Success, to perform additional responsibilities effective February 21, 2018 for a period not to exceed June 30, 2018. No fiscal impact. The Dean of Academic Affairs position is vacant.

INFORMATION ITEMS

Agenda Items 36-38 are presented as Information Items.

36. Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending December 31, 2017

The Board of Trustees will review the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending December 31, 2017.

37. Information Item: College Coordinating Committee Minutes (Office of the President)

The Board of Trustees will review the January 29, 2018 and February 12, 2018 College Coordinating Committee Minutes.

38. Information Item: Guided Pathways Work Plan

It is recommended that the Board of Trustees receive and accept the Cerritos College Guided Pathways Work Plan. The District shall receive \$2,429,000 from the State of California to participate in the California Community Colleges Guided Pathways Initiative. The funds will be distributed in five annual installments of \$607,000 in 2018-19, \$729,000 in 2019-20, \$607,000 in 2020-21, \$243,000 in 2021-22, and \$243,000 in 2022-23.

ADMINISTRATIVE MATTERS

Agenda Items 39-41 are presented as Administrative Items.

39. Consideration of Approval of Sabbatical Leave Reports for 2016-2017 Academic Year

It is recommended that the Board of Trustees review and approve sabbatical leaves reports submitted for the 2016-2017 Academic Year. No fiscal impact.

40. Consideration of Ratification of Academic Calendar for the 2017-2018 Fiscal Year

It is recommended that the Board of Trustees ratify the attached 2017-2018 Academic Calendar. There is no fiscal impact.

41. Consideration of Approval of Academic Calendar for the 2018-2019 Fiscal Year

It is recommended that the Board of Trustees approve the attached 2018-2019 Academic Calendar. There is no fiscal impact.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

At this time, members of the Board of Trustees will provide brief reports on meetings attended on matters pertaining to their service as a representative of the Cerritos Community College District Board of Trustees pursuant to Government Code 53232.3(d).

Following the Board of Trustees, the President/Superintendent will provide an executive report which includes reports from the Vice President of Business Services, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Human Resources, and Director, College Relations, Public Affairs & Governmental Relations.

CLOSED SESSION WILL BEGIN NO LATER THAN 9:00 P.M. AND WILL LAST NO LONGER THAN 90 MINUTES

42. Significant exposure to litigation pursuant to Government Code Section sections 54954.5(d)

Claimant: One case

Agency claimed against: Cerritos Community College District

43. Public Employee Discipline/Dismissal/Release (GC #54957)

- A. Case #: 83371114
- B. Case #: 66891003
- C. Case #: 12311011
- D. Case #: 08951007
- E. Case #: 72271008

44. Conference with Labor Negotiators (GC #54957.6)

- A. Agency Representatives: Dr. Adriana Flores-Church, Dr. Jose Fierro
- B. Employee Organizations:
California School Employees Association (CSEA)
Cerritos College Faculty Federation (CCFF)
- C. Unrepresented Employees:
Management Employees
Contract Management Employees
Confidential Employees

45. Reconvene to Open Session

46. Adjournment

***The Next Regular Meeting of the Board of Trustees is set for
Wednesday, April 11, 2018 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on March 1, 2018 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent