



**CERRITOS COLLEGE**  
**BOARD BOOK**

**JUNE 19, 2019**



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

CHERYL A. EPPLE BOARD ROOM  
11110 ALONDRA BOULEVARD, NORWALK CA 90650

**Wednesday, June 19, 2019 at 7:00 p.m.**

**CALL TO ORDER:**

Carmen Avalos, Board President

**Carmen Avalos, President**  
Trustee Area 2

**Marisa Perez, Vice President**  
Trustee Area 4

**Martha Camacho-Rodriguez, Board Clerk**  
Trustee Area 1

**James Cody Birkey, Member**  
Trustee Area 3

**Zurich Lewis, Member**  
Trustee Area 7

**Dr. Shin Liu, Member**  
Trustee Area 5

**Dr. Sandra Salazar, Member**  
Trustee Area 6

**Valery Escobar**  
Student Trustee

**Dr. Jose Fierro**  
President/Superintendent

**Cerritos College Mission**

Cerritos College values its diverse student population and is committed to providing these students with high quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

**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](http://www.cerritos.edu/board)

1. **Invocation**
2. **Pledge of Allegiance**
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 the “Live Your Dream” Scholarship Recipients**

The Board of Trustees will receive a presentation from Lola Rizkallah, President and Diana Needham of Soroptimist International of Cerritos-Artesia, who will introduce the recipients of the “Live Your Dream” Scholarship:

- 1<sup>st</sup> Place: Francisca Lezama Conde
- 2nd Place: Rachael Zuniga-De La Rosa
- 3rd Place: Andrea Aceves
- 4th Place: Sarah Machai
- 5th Place: Comilla Idrees

**5. Institutional Presentation: Presentation of the Tentative Budget for the 2019-2020 Fiscal Year**

The Board of Trustees will participate in a discussion and study session of the 2019-2020 Tentative Budget in a presentation by Felipe Lopez, Vice President of Business Services.

***ADMINISTRATIVE MATTERS***

Agenda Items 6-8 are presented as Action Items.

**6. Consideration of Approval of the Tentative Budget for the 2018-2019 Fiscal Year (Office of Business Services)**

It is recommended that the Board of Trustees approve the Tentative Budget for the 2019-2020 fiscal year. The information presented in this Tentative Budget reflects some of the changes in the Governor’s May Revise that are presently being considered and discussed by the state legislature. When the State adopts its budget, the College will make relevant changes to its own budget based on the new information that becomes available and then will present an Adopted Budget on September 4, 2019 for approval by the Board of Trustees.

**7. Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2018-2019 & 2019-2020 Academic Year**

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.

**8. Consideration of Approval of Resolution Nos. 19-0619A, 19-0619B and 19-0619C Authorizing Specified Employees of the Cerritos Community College District to Approve Notices of Employment, Purchase Orders, Contracts, and Orders for Salary or Commercial Payments in the LACOE Financial System for the Period July 1, 2019 to June 30, 2020**

It is recommended that the Board of Trustees approve Resolution Nos. 19-0619A, 19-0619B and 19-0619C authorizing specified employees of the Cerritos Community College District to approve notices of employment, contracts, and orders for salary or commercial payments in the LACOE financial System for the Period July 1, 2019 to June 30, 2020. This Board item supersedes Resolution Nos. 18-1212A and 18-1212B ending December 31, 2019. No general funds will be used.

***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***

**9. Consideration of Grade Grievance #061319A [EC #76224(a)]**

**10. Public Employee Employment (GC #54957)**

- A. Executive Director, Foundation and Institutional Advancement
- B. Assistant Director, Admissions and Records

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

- A. Case #: 92671107
- B. Case #: 88721102

**12. Conference with Real Property Negotiator (GC §54956.8)**

Property: Approximately 19,210 square foot lot located in the City of Norwalk  
Parties: Felipe R. Lopez, Vice President of Business Services/Assistant Superintendent  
Under Negotiation: Purchase

**13. 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)

**14. Reconvene to Open Session**

**15. Adjournment**

***The Next Study Session of the Board of Trustees will be held on  
Wednesday, July 17, 2019 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 June 13, 2019 at 5:00 p.m., as required by law.

Dr. Jose Fierro, President/Superintendent

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Felipe R. Lopez  
Vice President of Business  
Services/Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Noorali Delawalla  
Director of Fiscal Services

**SUBJECT: Consideration of Approval of the Tentative Budget for the 2019-2020 Fiscal Year**

**ACTION**

It is recommended that the Board of Trustees approve the Tentative Budget for the 2019-2020 fiscal year.

**FISCAL IMPACT**

The information presented in this Tentative Budget reflects some of the changes in the Governor’s May Revise that are presently being considered and discussed by the state legislature. When the State adopts its budget, the College will make relevant changes to its own budget based on the new information that becomes available and then will present an Adopted Budget on September 4, 2019 for approval by the Board of Trustees.

**REPORT SUMMARY**

Approval of the 2019-2020 Tentative Budget is required by July 1, 2019 by the Board of Trustees in order to provide the College with continued spending authority and to enable the Los Angeles County Office of Education to be able to continue disbursing warrants for payroll checks and vendor payments. Assuming the State adopts its budget by the official deadline of June 20, 2019, then the deadline to adopt the College’s budget is September 4, 2019.

The 2019-2020 Tentative Budget depicts the College’s estimates of its resources and expenditures for the upcoming fiscal year. In developing this report, critical assumptions were made about key issues that may or may not become reality. Key assumptions are based upon Governor Brown’s “May Revise” as well as facts and detailed analysis concerning local issues such as the total number of personnel, cost of step and column, health & welfare increases, changes in categorical program revenues, etc. All assumptions reflect the best known internal and external information that is available at the time of budget preparation. The College updates its assumptions, budget and projections throughout the year.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT**

2019-20 Tentative Budget under separate cover.

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Dr. Adriana Flores-Church  
Vice President of Human Resources  
Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Ms. Nancy Buvinger  
Director of Human Resources  
and Risk Management

<p><b>SUBJECT:      Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly as needed for the 2018-2019 &amp; 2019-2020 Academic Year</b></p>
---

**ACTION**

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 as presented on the attached list.

**FISCAL IMPACT**

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

**REPORT SUMMARY**

The attached list of classified, short-term, substitute, professional expert, and/or student hourly personnel is submitted for approval and/or ratification of employment.

The Office of Human Resource Services has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resource Services has cleared the individuals for employment.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

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

# EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE, PROFESSIONAL EXPERT, AND/OR STUDENT HOURLY PERSONNEL

## I. Classified Employment

<b>Classification</b>	<b>Salary Placement</b>	<b>Name</b>	<b>Effective Date</b>	<b>Status</b>
Library Technical Specialist (Library)	Classified Salary Schedule Grade 29, Step 2 (\$3,922.00/month)	Erik Osuna	July 1, 2019	New

\* Categorically Funded

\*\* Specially Funded



**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **June 19, 2019**  
**Agenda Item No. 8**

**FROM:** \_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:** \_\_\_\_\_  
Felipe R. Lopez  
Vice President of Business  
Services/Assistant Superintendent

**PREPARED BY:** \_\_\_\_\_  
Noorali Delawalla  
Director of Fiscal Services

**SUBJECT: Consideration of Approval of Resolution Nos. 19-0619A, 19-0619B and 19-0619C Authorizing Specified Employees of the Cerritos Community College District to Approve Notices of Employment, Purchase Orders, Contracts, and Orders for Salary or Commercial Payments in the LACOE Financial System for the Period July 1, 2019 to June 30, 2020.**

**ACTION**

It is recommended that the Board of Trustees approve Resolution Nos. 19-0619A, 19-0619B and 19-0619C authorizing specified employees of the Cerritos Community College District to approve notices of employment, contracts, and orders for salary or commercial payments in the LACOE financial System for the Period July 1, 2019 to June 30, 2020. This Board item supersedes Resolution Nos. 18-1212A and 18-1212B ending December 31, 2019.

**FISCAL IMPACT**

No general funds will be used.

**REPORT SUMMARY**

The Board of Trustees must officially authorize board members and specified employees to approve designated documents for the District.

The Los Angeles County Office of Education (LACOE) requires authorization by the Board of Trustees of specified individuals to approve documents in the LACOE Financial System. It is required that a Certificate of Signatures be approved for the next fiscal year to be effective July 1, 2019. Attached are the Resolutions which, upon approval by the Board of Trustees and the affixing of signatures, will authorize specific employees of the Cerritos Community College District to approve designated documents for the period July 1, 2019 to June 30, 2020.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

LACOE Resolution Nos. 19-0619A, 19-0619B and 19-0619C - Signature Authority List of Names

**RESOLUTION # 19-0619A**  
**CERRITOS COMMUNITY COLLEGE DISTRICT**

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections below. \*If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2019 to June 30, 2020  
in accordance with governing board approval dated June 19, 2019.

NOTE: Please TYPE name under signature.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	<u>Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</u>
Signature: _____ Type: _____ President of the Board of Trustees/Education	Signature: _____ Type: Dr. Jose Fierro Title: President/Superintendent
Signature: _____ Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: Mr. Felipe Lopez Title: Vice President of Business Services/Assistant Superintendent
Signature: _____ Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Mr. Edmund (Rick) Miranda Title: Vice President of Academic Affairs/Assistant Superintendent
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Dilcie Perez Title: Vice President of Student Services/Assistant Superintendent
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Adriana Flores-Church Title: Vice President of Human Resources/Assistant Superintendent
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Director of Fiscal Services
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Mark B. Logan Title: Director of Purchasing

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.

*K-12 District	Community College Districts
42632	85232
42633	85233
44843	87412

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

On Orders of Payment	_____
"A" Warrants	_____
"B" Warrants	_____
On Notice of Employment	_____
On Contracts	_____

RESOLUTION #19-0619C

CERRITOS COMMUNITY COLLEGE DISTRICT

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Purchase Orders and Contracts not to exceed \$10,000. These certifications are made in accordance with the provisions of Education Code Sections below. \*If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2019 to June 30, 2019 in accordance with governing board approval dated June 19, 2019

NOTE: Please TYPE name under signature.  
 Signature \_\_\_\_\_  
 Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	Signatures of Buyer/Procurement Services of the Governing Board authorized to approve Purchase Orders/ Contracts not to exceed \$10,000;
Signature: _____ Type: _____ President of the Board of Trustees/Education	Signature: _____ Type: Inez Pineda Title: Lead Buyer, Purchasing Department
Signature: _____ Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: Mayra Radillo Title: Buyer, Purchasing Department
Signature: _____ Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Ramona Mellgoza Title: Buyer, Purchasing Department
Signature: _____ Type: _____ Member of the Board of Trustees/Education	
Signature: _____ Type: _____ Member of the Board of Trustees/Education	
Signature: _____ Type: _____ Member of the Board of Trustees/Education	
Signature: _____ Type: _____ Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.  
 \*K-12 District                      Community College Districts  
 42632                                      85232  
 42633                                      85233  
 44843                                      87412  
 LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:  
 On Orders of Payment  
     "A" Warrants                      \_\_\_\_\_  
     "B" Warrants                      \_\_\_\_\_  
 On Notice of Employment                      \_\_\_\_\_  
 On Contracts                                      \_\_\_\_\_

RESOLUTION #19-0619B

CERRITOS COMMUNITY COLLEGE DISTRICT

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections below. \*If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: July 1, 2019 to June 30, 2020 in accordance with governing board approval dated June 19, 2019

NOTE: Please TYPE name under signature.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	<u>Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</u>
Signature: _____ Type: _____ President of the Board of Trustees/Education	Signature: _____ Type: Mr. Felipe Lopez Title: Vice President of Business Services
Signature: _____ Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Director of Fiscal Services
Signature: _____ Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Deanna Hart Title: Payroll Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Kathy Burgos Title: Accounting Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Conrad Selorio Title: Budget Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	
Signature: _____ Type: _____ Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attached a copy of the resolution to this form.

*K-12 District	Community College Districts
42632	85232
42633	85233
44843	87412

Number of signatures required:

On Orders of Payment	_____
"A" Warrants	_____
"B" Warrants	_____
On Notice of Employment	_____
On Contracts	_____