



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

**OCTOBER 17, 2018**



**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, October 17, 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

**Phil Herrera**  
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 Classified Employee of the Month**

The Board of Trustees will recognize Robert Contreras (Facilities Department) as Classified Employee of the Month for September 2018.

#### **5. Institutional Presentation: Overview of Retirement Costs**

The Board of Trustees will receive a presentation from Felipe Lopez, Vice President of Business Services, regarding retirement costs at Cerritos College.

**6. Institutional Presentation: 2019 CCLC League Policy Priorities**

The Board of Trustees will receive a presentation from Dr. Jose Fierro, President/Superintendent regarding the 2019 CCLC League Policy Priorities.

**7. Discussion Item: Board of Trustees Resolutions**

Board President Zurich Lewis will lead a discussion on resolutions and Board Policy 2716 Political Activity.

**8. Study Session: Review of Chapter 1 and 2 of Board Policies**

The Board of Trustees will review Chapters 1 and 2 of the college’s Board Policies.

***CONSENT CALENDAR ITEMS***

Agenda Item 9 is presented as a Consent Calendar Item. 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.

**9. 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.

***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***

**10. 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

**11. Reconvene to Open Session**

**12. Adjournment**

***The Next Regular Meeting of the Board of Trustees is set for  
Wednesday, November 14, 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 October 11, 2018 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent

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

Meeting Date: **October 17, 2018**  
**Agenda Item No. 8**

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

**SUBJECT: Information Item: Board Policy Review**

**ACTION**  
 This item is presented as information only.

**FISCAL IMPACT**  
 There is no fiscal impact.

**REPORT SUMMARY**  
 In accordance with [Board Policy 2410 – Policy and Administrative Procedure](#), the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. The next site visit is scheduled for Spring 2020.

Approximately 350 board policies and administrative procedures are organized into seven chapters: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources.

The policies and procedures will be reviewed by the College Coordinating Committee before they are presented to the board to afford all constituent groups an opportunity for input, and to ensure accuracy with District practices. The review schedule is as follows:

Chapter		BP	AP	Coordinating Committee Review	Board Review
Chapter 1	The District	3	0		
Chapter 2	Board of Trustees	19	8	September 10, 2018	October 17, 2018
Chapter 2	Board of Trustees (cont.)	22	10	October 8, 2018	October 17, 2018
Chapter 3	General Institution	31	34	November 5, 2018	November 14, 2018
Chapter 4	Academic Affairs	25	36	December 3, 2018	December 12, 2018
Chapter 5	Student Services	31	34	February 11, 2019	February 20, 2019
Chapter 6	Business Services	19	22	March 11, 2019	March 20, 2019
Chapter 7	Human Resources	21	24	April 8, 2019	April 17, 2019

At its September 10, 2018 meeting, the Coordinating Committee reviewed the following policies and procedures:

BP 1100	The Cerritos College Community District
BP 1200	Mission
BP 1300	Educational Philosophy
BP 2010	Board Membership
BP 2100	Board Elections
BP 2105	Student Trustee
AP 2105	Student Trustee Election and Responsibilities

BP 2110	Vacancies on the Board
AP 2110	Vacancies on the Board
BP 2200	Board Duties and Responsibilities
AP 2200	Board Duties and Responsibilities
BP 2210	Officers
AP 2210	Officers
BP 2220	Committees of the Board
AP 2220	Committees of the Board
BP 2300	Invocations at Board Meetings
AP 2300	Invocations at Board Meetings
BP 2305	Annual Organizational Meeting
BP 2310	Regular Meetings of the Board
BP 2315	Closed Sessions
BP 2320	Special and Emergency Meetings
AP 2320	Special and Emergency Meetings
BP 2330	Rules of Order
BP 2340	Agendas
BP 2345	Public Participation at Board Meetings
AP 2345	Public Participation at Board Meetings
BP 2350	Speakers
BP 2355	Decorum
BP 2360	Minutes
BP 2365	Recording

At its October 8, 2018 meeting, the Coordinating Committee reviewed the following policies and procedures:

BP 2410	Policy and Administrative Procedure
AP 2410	Policy and Administrative Procedure
BP 2430	Delegation of Authority to President/Superintendent
AP 2430	Delegation of Authority to President/Superintendent
BP 2431	President/Superintendent Selection
BP 2432	President/Superintendent Succession
BP 2435	Evaluation of President/Superintendent
AP 2435	Evaluation of President/Superintendent
BP 2510	Participation in Local Decision-Making
AP 2510	Participation in Local Decision-Making
BP 2550	Authority and Relationship of Board and District Negotiations Teams with Exclusive Bargaining Rights
BP 2610	Presentation of Initial Collective Bargaining Proposals
AP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest
AP 2710	Conflict of Interest
BP 2712	Conflict of Interest Code
AP 2714	Distribution of Tickets or Passes
BP 2715	Code of Ethics/Standards of Practice
BP 2716	Political Activity
BP 2717	Personal Use of Public Resources
BP 2720	Communications Among Board Members
BP 2725	Board Member Compensation
BP 2730	Board Member Health Benefits
BP 2735	Board Member Travel
AP 2735	Board Member Travel
BP 2740	Board Education
BP 2745	Board Self-Evaluation and Goals

AP 2745	Board Self-Evaluation and Goals
BP 2750	Board Member Absence from the State
BP 2800	Student Success Funds from Vintage Cerritos
BP 2900	Naming of Facilities
AP 2900	Naming of Facilities

**NOTICING REQUIREMENTS**

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

**ATTACHMENT(S)**

Chapters 1 and 2: Board Policies and Administrative Procedures



**The District**

1 **BP 1100 THE CERRITOS COMMUNITY COLLEGE DISTRICT**

2 **References:**

3 Education Code, Section 72000(b);

4 The District has been named the Cerritos Community College District.

5 The name is the property of the District. No person shall, without the permission of the  
6 Board, use this name or the name(s) of any college(s) or other facilities of the District, or  
7 any abbreviation of them, to imply, indicate or otherwise suggest that an organization,  
8 product or service is connected or affiliated with, or is endorsed, favored, supported, or  
9 opposed by, the District.

10 The District consists of the following college:

11 Cerritos College  
12 11110 Alondra Boulevard  
13 Norwalk, CA 90650

14 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: October 17, 2007**

**The District**

1 **BP 1200 MISSION**

2 **Reference:**

3 Accreditation Standard I

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

10 The District provides a technologically advanced educational community in which  
11 students pursue a variety of educational goals: attainment of an associate degree,  
12 transfer to a four-year university, career/technical degree or certificate, or job skills.  
13 Achievement of these goals is strongly supported with instruction in basic skills as well  
14 as with student and instructional support services. Beyond these college credit  
15 programs and services, Cerritos College actively enriches the surrounding community  
16 through its varied community education programs.

17 The mission is evaluated and revised on a regular basis. To maintain consistency with  
18 the District's accreditation cycle and to ensure that the review process is aligned with  
19 the strategic planning cycle, the review and revision process of the District's mission is  
20 scheduled at least once every six years. The current mission statement was adopted  
21 on October 16, 2013.

22 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: October 17, 2007**

**Dates Revised: March 18, 2009; May 5, 2010; October 16, 2013; November 4,  
2013**

*(Replaces Cerritos College Policy 1001)*

**The District**

1 **BP 1300 EDUCATIONAL PHILOSOPHY**

2 **References:**

3 No specific references

4 Cerritos College embraces community, diversity, innovation, and active learning. We  
5 strive for high academic and ethical standards, as well as academic freedom; we  
6 believe in the worth and dignity of all of our learners. In educating, we consider the  
7 learner's cognitive growth and emotional and physical well-being. The college prepares  
8 individuals for full participation in a complex democratic society as citizens and leaders,  
9 for the fulfillment of personal needs, and for the future. We believe that the purpose of  
10 education is to cultivate critical thinking skills and enhance the quality of life.

11 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: October 17, 2007**

*(Replaces Cerritos College Policy 1000)*

**Board of Trustees**

1 **BP 2010 BOARD MEMBERSHIP**

2 **References:**

3 Education Code, Sections 72023, 72103, and 72104;  
4 ACCJC Accreditation Standard IV.C.6

5 The Board of Trustees shall consist of seven members elected by the qualified voters of  
6 the District. Members shall be elected by trustee areas.

7 Any person who meets the criteria contained in law is eligible to be elected or appointed  
8 a member of the Board of Trustees.

9 An employee of the District may not be sworn into office as an elected or appointed  
10 member of the Board of Trustees unless he or she resigns as an employee.

11 No member of the Board of Trustees shall, during the term for which he or she is elected,  
12 hold an incompatible office.

13 No member of the Board of Trustees shall, during the term for which he or she was  
14 elected, be eligible to serve on the governing board of a high school district whose  
15 boundaries are coterminous with those of the community college district.

16 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: October 24, 2012**

**Board of Trustees**

1 **BP 2100 BOARD ELECTIONS**

2 **References:**

3 Education Code, Sections 5000 et seq., 72022, 72036

4 Governance of the Cerritos Community College District is vested in a Board of Trustees  
5 composed of seven members elected by trustee areas by the qualified electorate of the  
6 District. Elections are held biennially, on the first Tuesday after the first Monday in  
7 November of each succeeding even-numbered year to fill the offices of members whose  
8 terms expire on the first Friday in December next succeeding the election. Terms of  
9 Board members are staggered so that, as nearly as practical, one-half of the Board  
10 members shall be elected at each Board member election. Each member serves a term  
11 of four years.

12 **Eligibility**

13 Any person, regardless of gender, who is 18 years of age or older, a citizen of the state,  
14 a resident of and registered to vote in the trustee area he or she seeks to represent, and  
15 who is not disqualified by the Constitution or laws of the state from holding a civil office,  
16 is eligible to be elected or appointed a member of a governing board of a community  
17 college district without further qualifications.

18 **Term**

19 The term of office of each trustee shall be four years, commencing on the first Friday in  
20 December following the election. Elections shall be held every two years, in even-  
21 numbered years. Terms of trustees are staggered so that, as nearly as practical, one-  
22 half of the trustees shall be elected at each trustee election. Any member of the governing  
23 board of any community college district whose term has expired shall continue to  
24 discharge the duties of his/her office until a successor has been qualified.

25 The Board of Trustees has provided for the election of trustees by trustee areas. Effective  
26 December 7, 2011, the trustee areas are:

- 27 • Area 1
- 28 • Area 2
- 29 • Area 3
- 30 • Area 4
- 31 • Area 5
- 32 • Area 6
- 33 • Area 7

34 The Cerritos Community College District Board of Trustees area map may be viewed  
35 online at [www.cerritos.edu/board/trustee-areas.htm](http://www.cerritos.edu/board/trustee-areas.htm).

36 The election of a board member residing in and registered to vote in the trustee area he  
37 or she seeks to represent shall be only by the registered voters of the same trustee area.

38 The President/Superintendent shall submit recommendations to the Board regarding  
39 adjustments to be made to the boundaries of each trustee area, if any adjustment is  
40 necessary, after each decennial federal census. The President/Superintendent shall  
41 submit the recommendation in time for the Board to act as required by law.

42 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: October 24, 2012**

*(Replaces former Cerritos College Policies 1004 and 1004.2)*

**Board of Trustees**

1 **BP 2105 STUDENT TRUSTEE**

2 **References:**

3 Education Code, Sections 72103 and 72023.5

4 **I. Membership**

5 The Board of Trustees shall include one non-voting Student Trustee.

6 The Student Trustee shall be seated with the Board of Trustees and shall be recognized  
7 as a full member of the Board at meetings. The Student Trustee is entitled to participate  
8 in discussion of issues and receive all materials presented to members of the Board of  
9 Trustees (except for closed session). The Student Trustee shall be entitled to any  
10 mileage allowance necessary to attend Board Meetings to the same extent as publicly  
11 elected Board members.

12 On or before May 15 of each year, the Board of Trustees shall consider whether to afford  
13 the Student Trustee any of the following privileges:

- 14 • The privilege to make and second motions;
- 15 • The privilege to cast an advisory vote;
- 16 • The privilege to receive compensation for meeting attendance.

17 **II. Elections**

18 To be eligible to run for and hold the office, an individual must:

- 19 • have and maintain enrollment as a student in at least five units at Cerritos College,  
20 except during summer sessions when the individual's enrolled unit load from the  
21 immediately prior spring semester shall be used; and
- 22 • meet and maintain the minimum standards of scholarship for community college  
23 students prescribed by the District.

24 The Student Trustee shall be elected by all of the students of the student body in a general  
25 election. Normally an election will be held in the Spring semester so that the office is filled  
26 by June 1. Election to the office of Student Trustee shall be by a majority of student votes  
27 cast when up to two candidates are on the ballot and by plurality when three or more  
28 candidates are on the ballot.

29 A special election may be conducted to fill a vacancy if the Student Trustee becomes  
30 ineligible for the office, resigns, is duly recalled from office, or dies.

31 Regulations and procedures for administering elections, including eligibility confirmation,  
32 campaigning and running for office, and conduct of the elections shall be as provided in

33 the duly adopted governing documents of the Associated Students of Cerritos College  
34 (ASCC), unless provided for in District board policy or administrative procedures.

35 **III. Term of Office**

36 The term of office shall commence on June 1 and shall end on the following May 31<sup>st</sup>. An  
37 individual shall be eligible for election one time to an immediately succeeding term and  
38 shall hold the office during no more than three terms, regardless of the amount of a term  
39 served. The Student Trustee shall normally be seated as the Student Member of the  
40 Board at the first regular meeting Board Meeting held following June 1.

41 **IV. Vacancy, Recall and Election of Replacement**

42 The office shall become vacant if the Student Trustee becomes ineligible for the office,  
43 resigns, is duly recalled from office, or dies.

44 The Student Trustee may be subject to recall from office. The regulations for election not  
45 specified herein and in Administrative Procedure 2105 shall be the same as those for  
46 ASCC officer elections as provided in the duly adopted ASCC bylaws.

47 Office of Primary Responsibility: President/Superintendent

48 Also see AP 2105 titled Student Trustee Election and Responsibilities

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**Date Adopted: June 23, 2010**  
**Date Revised: October 24, 2012**



**Board of Trustees**

**1 AP 2105 STUDENT TRUSTEE ELECTION AND RESPONSIBILITIES**

**2 References:**

- 3 Education Code, Sections 72103 and 72023.5;  
4 Bylaws Codes of the Associated Students of Cerritos College

**5 I. Eligibility**

6 To be eligible to run for and hold the office, an individual must:

- 7 • have and maintain enrollment as a student in at least five units at Cerritos College,  
8 except during summer sessions when the individual's enrolled unit load from the  
9 immediately prior spring semester shall be used; and  
10 • meet and maintain the minimum standards of scholarship for community college  
11 students prescribed by the District.

12 Additional eligibility requirements, serving the purposes of administering student body  
13 elections, shall apply to candidates for the office of Student Trustee, shall not be in conflict  
14 with those eligibility requirements stated here, and shall be as provided in the duly  
15 adopted governing documents of the Associated Students of Cerritos College (ASCC).  
16 The Student Trustee is not required to give up employment with the District.

**17 II. Election**

18 The Student Trustee shall be elected by all of the students of the student body in a general  
19 election. Normally an election will be held in the Spring semester so that the office is filled  
20 by June 1. Election to the office of Student Trustee shall be by a majority of student votes  
21 cast when up to two candidates are on the ballot and by plurality when three or more  
22 candidates are on the ballot. A special election may be conducted to fill a vacancy  
23 occurring during the term of a Student Trustee.

**24 III. Responsibilities**

25 The Student Trustee shall have the following responsibilities:

- 26 • Attend meetings of the Board of Trustees  
27 • Attend an orientation session on the role of Trustees provided by the  
28 President/Superintendent or designee;  
29 • Study the agenda and Board materials in order to be familiar with the items to be  
30 discussed;  
31 • Gather input and opinions from the students at-large and the student government;  
32 • Provide input to the Board of Trustees that reflects the opinions of students; and  
33 • Attend conferences and meetings that may reflect on student interests.

34 **IV. Attendance and Stipend**

35 The Student Trustee shall attend regularly scheduled meetings of the Board of Trustees  
36 each month. The Student Trustee should attend other meetings of the Board of Trustees,  
37 as permitted.

38 The Student Trustee shall attend at least two regularly scheduled ASCC Senate meetings  
39 per month, with at least one occurring just prior to, and one occurring just following, a Board  
40 of Trustees meeting. The Student Trustee shall give a report of issues and activities at the  
41 required meetings of the ASCC Senate.

42 Failure to attend the required Board of Trustees meetings in a calendar month shall result  
43 in forfeiture of 50 percent of the Student Trustee stipend for that month.

44 **V. Vacancy, Recall and Election of Replacement**

45 The office shall become vacant if the Student Trustee becomes ineligible for the office,  
46 resigns, is duly recalled from office, or dies. A special election may be conducted to fill a  
47 vacancy occurring during the term of a Student Trustee.

48 The Student Trustee may be subject to recall from office. The regulations for election not  
49 specified herein shall be the same as those for ASCC officer elections as provided in the  
50 duly adopted ASCC bylaws.

51 A. A recall election process may not be started later than Friday of the eighth week  
52 of a fall semester or Friday of the fourth week of a spring semester. No recall  
53 election will be held if the petition is received within 60 class weekdays of a  
54 regularly scheduled election for the position of Student Trustee. Recall processes,  
55 including elections, are not permitted during inter-sessions (e.g., summer).

56 B. Prior to starting the process of a recall petition, the petition signature form with  
57 statement of reason for recall at the top, and any other documents related to the  
58 petition must first be certified by the ASCC Court, Chief Justice, or designee in  
59 order to be used. The Court shall base its judgment on requirements stated in C.1  
60 below.

61 C. Calling of a recall election shall require [1] a certified and verified petition with  
62 printed names and signatures of students, student identification numbers, and  
63 dates of signatures of no less than 10% of the students enrolled as of the most  
64 recent headcount officially determined by the District and [2] at least one eligible  
65 candidate for the position of Student Trustee.

66 1. In order to be certified, a recall petition shall include a clear statement of the  
67 reason(s) for recall, the authorized starting and ending dates for signature  
68 collection, the printed and signed name and Cerritos College student  
69 identification number of the petition circulator, and spaces for the printed  
70 name, signature, and date of signature of each petition signer.

71 2. In order to be considered, a completed recall petition must be submitted to  
72 the Office of the President/Superintendent no later than 20 class weekdays  
73 from the date the petition form was certified and not later than Friday of the

74 tenth week of a fall semester or Friday of the sixth week of a spring  
75 semester.

76 3. The President/Superintendent shall refer the completed recall petition to the  
77 Dean of Student Services, or designee, for determining if the required  
78 minimum number of valid student signatures has been submitted for calling  
79 a recall election.

80 4. The Dean of Student Services and the ASCC Court, Chief Justice, or  
81 designee shall verify the results. The Dean will provide the results to the  
82 President/Superintendent. If the minimum requirements have been met,  
83 the President/Superintendent shall call a recall election.

84 a. The Student Activities Office shall have up to 20 class weekdays  
85 to start a recall election, from the date it is called by the  
86 President/Superintendent, or until Friday of the twelfth week of a  
87 fall semester or Friday of the eighth week of a spring semester,  
88 whichever comes first. In extraordinary circumstances, this time  
89 may be extended up to five class weekdays by the Dean of Student  
90 Services; further extension of more than five class weekdays shall  
91 require the approval of the ASCC Court or Chief Justice in the  
92 absence or inability of the Court to act.

93 5. Prospective candidates for the position of Student Trustee, should a recall  
94 election be called, shall have ten class weekdays from the date the  
95 President/Superintendent calls a recall election to file an application for  
96 candidacy to the Student Activities Office on a form provided by the same  
97 office. The prospective candidate shall certify that he/she is eligible for  
98 service under California law and Cerritos College Board Policy.

99 a. There shall be a write-in candidate item on the ballot when there  
100 is only one candidates name printed on the ballot.

101 D. In the instance of the recall of the Student Trustee, election to the office shall be  
102 by a majority of student votes cast when up to two candidates are on the ballot and  
103 by plurality when three or more candidates are on the ballot.

104 It shall be the responsibility of recall participants; including candidates, process  
105 leaders and their assistants, petition circulators, and supporters; to know and comply  
106 with all deadlines and regulations governing recall processes and student body  
107 elections. Dispute resolution; rules enforcement, including the spirit and intent of the  
108 rules; adjudication; and the determination of penalties with respect to the conduct of  
109 the recall process shall be subject to consideration and/or determination by the ASCC  
110 Elections Board. All decisions of the ASCC Elections Board within its purview shall  
111 be final.

112 Office of Primary Responsibility: President/Superintendent

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**Date Approved: June 23, 2010**  
**Date Revised: October 1, 2012**

**Board of Trustees**

**1 BP 2110 VACANCIES ON THE BOARD**

**2 References:**

- 3 Education Code, Sections 5090 et seq.;
- 4 Government Code, Section 1770

5 Vacancies on the Board of Trustees may be caused by any of the events specified in  
6 Government Code, Section 1770 or any applicable provision in the Elections Code, or by  
7 a failure to elect. Resignations from the Board of Trustees shall be governed by  
8 Education Code, Section 5090.

9 Within 60 days of the vacancy or filing of a deferred resignation, the Board of Trustees  
10 shall either order an election or make a provisional appointment to fill the vacancy.

11 If an election is ordered, it shall be held on the next regular election date not less than  
12 130 days after the occurrence of the vacancy.

13 If a provisional appointment is made, it shall be subject to the conditions in Education  
14 Code, Section 5091. The person appointed to the position shall hold office only until the  
15 next regularly scheduled election for District Board members, when the election shall be  
16 held to fill the vacancy for the remainder of the unexpired term.

17 The provisional appointment will be made by a majority public vote of the Board members  
18 at a public meeting.

19 The President/Superintendent shall establish administrative procedures to solicit  
20 applications that assure ample publicity to and information for prospective candidates.  
21 The Board of Trustees will determine the schedule and appointment process, which may  
22 include interviews at a public meeting.

23 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

*(Replaces former Cerritos College Policy 1004.3)*

**Board of Trustees**

**1 AP 2110 VACANCIES ON THE BOARD**

**2 References:**

- 3 Education Code, Sections 5090 et seq.;
- 4 Government Code, Sections 1770 and 6061

5 When the Board of Trustees determines to fill the vacancy by appointment, the  
6 President/Superintendent shall assure that there is ample publicity and information for  
7 prospective candidates. Publicity shall include posting in three public places in the District  
8 and publication in a newspaper of general circulation.

9 The posted notice of vacancy shall include directions regarding applications or  
10 nominations of legally qualified candidates. Persons applying or nominated must meet  
11 the qualifications required by law for members of the Board of Trustees.

12 Whenever a provisional appointment is made, the Board of Trustees shall, within 10 days  
13 of the provisional appointment, post notices of both the actual vacancy or the filing of a  
14 deferred resignation and the provisional appointment in three public places in the District.  
15 It shall also publish a notice in a newspaper of general circulation.

16 The notice shall state the fact of the vacancy or resignation and the date of the occurrence  
17 of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall  
18 also contain the full name of the provisional appointee to the Board of Trustees, the date  
19 of appointment, and a statement that unless a petition calling for a special election,  
20 containing a sufficient number of signatures, is filed in the office of county superintendent  
21 of schools within 30 days of the date of the provisional appointment, it shall become an  
22 effective appointment.

23 A provisional appointment confers all powers and duties of a Board member upon the  
24 appointee immediately following his or her appointment.

25 A person appointed to fill a vacancy shall hold office only until the next regularly scheduled  
26 election for Board members. An election shall be held to fill the vacancy for the remainder  
27 of the unexpired term. A person elected at an election to fill the vacancy shall hold office  
28 for the remainder of the term in which the vacancy occurs or will occur.

29 Office of Primary Responsibility: President/Superintendent

**Board of Trustees**

1 **BP 2200 BOARD DUTIES AND RESPONSIBILITIES**

2 **Reference:**

3 ACCJC Accreditation Standard IV (*formerly IVB.1.d*)

4 The Board of Trustees governs on behalf of the citizens of the Cerritos Community  
5 College District in accordance with the authority granted and duties defined in Education  
6 Code, Section 70902.

7 The Board is committed to fulfilling its responsibilities to:

- 8 • Represent the public interest;
- 9 • Establish policies that define the institutional mission and set prudent, ethical, and  
10 legal standards and establish the direction for planning and college operations;
- 11 • Hire and evaluate the President/Superintendent;
- 12 • Delegate power and authority to the President/Superintendent to effectively lead  
13 the District;
- 14 • Assure fiscal health and stability, by adopting a responsible annual budget,  
15 assuring fiscal oversight, and providing for independent audits;
- 16 • Monitor institutional performance and educational quality; and
- 17 • Advocate for and protect the District.

18 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: February 4, 2015**

**Board of Trustees**

1 **AP 2200 BOARD DUTIES AND RESPONSIBILITIES**

2 **Reference:**

3 Education Code, Section 81656

4 In order to carry out the duties and responsibilities set out in BP 2200, the Board will:

- 5 1. Consider reports from the administrative officers concerning the progress and  
6 condition of the college;
- 7 2. Provide adequate facilities, equipment, supplies, and other necessary facilities for  
8 the operation of the college;
- 9 3. In accordance with the requirements of Education Code Section 81656 review  
10 purchase transactions every sixty days; Review this issue with other community  
11 colleges regarding compliance with Education Code, Section 81656;
- 12 4. Consider communications from citizens or organizations on matters;
- 13 5. Participate in the interview and selection process for the president. Final selection  
14 and employment for all other management/administrative positions, except under  
15 unusual circumstances, shall be based upon the President/Superintendent's  
16 recommendation of a candidate to the Board of Trustees for approval of  
17 employment. Establish the direction for and participate in the development of the  
18 District's Strategic Plan.

19 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Reviewed: February 4, 2015**

*(Replaces former Cerritos College Policy 1008)*

**Board of Trustees**

1 **BP 2210 OFFICERS**

2 **Reference:**

3 Education Code, Section 72000

4 At the annual organizational meeting, the Board of Trustees shall elect from among its  
5 members a President of the Board, a Vice President of the Board, and a Clerk of the  
6 Board. The terms of officers shall be for one year. A Board Member shall not be eligible  
7 to serve in the same position as a board officer if the Board Member has served in that  
8 capacity for two (2) consecutive terms immediately prior to a Board officer election.

9 Removal of a Board officer shall be considered if the Board of Trustees finds that the  
10 officer has violated any of the requirements prescribed in Board Policy 2715 Code of  
11 Ethics/Standards of Practice. Removal of a Board officer from his or her office shall  
12 require a majority vote of at least four members of the Board. Please refer to BP 2715  
13 titled Code of Ethics/Standards of Practice for District procedures enforcing the Code of  
14 Ethics.

15 If an office of the Board becomes vacant, the Board shall fill the vacancy for the remainder  
16 of the term by a majority vote of at least four members of the Board.

17 Duties of Board officers are outlined in AP 2210 titled Officers.

18 Also see BP 2715 Code of Ethics/Standards of Practice.

19 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: November 5, 2015**

*(Replaces former Cerritos College Policy 1003)*



**Board of Trustees**

**1 AP 2210 OFFICERS**

**2 Reference:**

3 Education Code, Section 72000

4 Officer Election

5 At the annual organizational meeting, the Board of Trustees shall elect from among its  
6 members a President of the Board, a Vice President of the Board, and a Clerk of the  
7 Board. The terms of officers shall be for one year.

8 The President of the Board shall preside over the initial part of the meeting to elect officers  
9 of the Board. Immediately following the election of President, the newly elected President  
10 shall assume office and preside over the remainder of the meeting.

11 To begin the election process, the President of the Board will call for a motion and a  
12 second to open nominations followed by a vote of the members.

13 The President of the Board will recognize members for nominations for the office of  
14 President of the Board. After all nominations are completed, the President of the Board  
15 will ask if each nominee accepts the nomination. The President of the Board will then call  
16 for a motion and a second to close nominations followed by a vote of the members.

17 Each nominee will be given the opportunity to make a statement to the Board regarding  
18 their candidature. The presentation of such statement shall not exceed three (3) minutes.  
19 The order of statement(s) shall be in the order of nomination.

20 A roll call vote will be conducted. The voting will begin with the first candidate nominated  
21 and proceed in that order.

22 The candidate who receives the majority of affirmative votes will be selected as President  
23 of the Board.

24 The same process shall be followed for the Vice President and Clerk of the Board.

25 Officer Responsibilities

26 All members of the Board of Trustees shall adhere to the BP/AP 2200 titled Board Duties  
27 and Responsibilities and BP 2715 titled Code of Ethics/Standards of Practice. Board  
28 officers recognize that it is not their function, either individually or collectively, to actively  
29 engage in the administration of the District and understand that to do so or even give the  
30 appearance of doing so, can erode the trust and mutual respect which are the  
31 cornerstones of successful Board/Superintendent relationships.

32 Board members have authority only when they are meeting as a board; trustees  
33 contribute their collective talents, skills, and perspectives, but have no individual power  
34 to set policy, direct staff, or make statements representing the board, unless they are  
35 reports or adopted positions and policy.

36 Each officer of the Board shall exhibit the following:

- 37 • Interest and commitment to serving as an officer
- 38 • Sufficient time and energy to take on the officer's responsibilities
- 39 • Clear understanding of the mission of the college
- 40 • Clear understanding of the governance role of the Board
- 41 • Interest in and knowledge of the community
- 42 • Ability to nurture the Board's relationship with the President/Superintendent?
- 43 • Leadership skills
- 44 • Communication skills
- 45 • Ability to facilitate conversation among board members
- 46 • Ability to resolve conflict and handle difficult situations
- 47 • Ability to work with group processes

48 Individual officer duties are outlined as follows:

49 The President of the Board:

- 50 • Possesses or attains knowledge of the steps required to facilitate and run board  
51 meetings
- 52 • Calls emergency and special meetings of the Board of Trustees as required by law
- 53 • Represents the Board of Trustees at official events or ensure board representation
- 54 • Signs any documents that would require the signature of the President of the Board
- 55 • Responds to media inquiries on behalf of the Board of Trustees in collaboration  
56 with the President/Superintendent. Other members of the Board of Trustees are  
57 expected to defer to the Board President and the President/Superintendent with  
58 regard to media inquiries
- 59 • Provides leadership to the Board by facilitating the development and  
60 implementation of policy, to which the President/Superintendent and campus  
61 community is accountable
- 62 • Chairs meetings of the Board after developing the agenda with the  
63 President/Superintendent
- 64 • Appoints Board committee members, subject to approval by the Board of Trustees  
65 in accordance with BP/AP 2220 Committees of the Board
- 66 • Discusses issues confronting the college with the President/Superintendent
- 67 • Helps guide and mediate board actions with respect to organizational priorities and  
68 governance concerns
- 69 • Reviews with the President/Superintendent any issues of concern to the Board and  
70 facilitates conflict resolution with other Board members
- 71 • Plays a leading role in fundraising activities
- 72 • Coordinates the formal performance evaluation of the President/Superintendent
- 73 • Performs other responsibilities assigned by the Board

74 The Vice President of the Board:  
75 • Performs Board President responsibilities when the Board President is not  
76 available  
77 • Works with the Board President  
78 • Performs other responsibilities as assigned by the Board

79 The Clerk of the Board:  
80 • Presides over Board meetings in the absence of the President and Vice President  
81 of the Board  
82 • Signs any documents that would require the signature of the Clerk of the Board  
83 • Possesses or attains the knowledge necessary to serve as the Board  
84 Parliamentarian

85 The Secretary to the Board:

86 The President/Superintendent shall serve as Secretary to the Board.

87 The duties of the Secretary to the Board are to:

- 88 • Notify members of the Board of Trustees of regular, special, emergency and  
89 adjourned meetings
- 90 • Prepare and post Board meeting agendas in compliance with the Brown Act
- 91 • Have prepared for adoption minutes of Board meetings
- 92 • Attend all Board of Trustees meetings and closed sessions, unless excused, and  
93 in such cases to assign a designee
- 94 • Conduct the official correspondence of the Board of Trustees
- 95 • Certify as legally required all Board actions
- 96 • Sign, when authorized by law or by Board action, any documents that would  
97 otherwise require the signature of the Clerk of the Board of Trustees
- 98 • Keep the public informed of Board meetings and Board action by means of  
99 appropriate news media

100 Also see BP 2715 Code of Ethics/Standards of Practice, BP/AP 2200 Board Duties and  
101 Responsibilities and BP/AP 2220 Committees of the Board.

102 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**  
**Date Revised: November 5, 2015**  
*(Replaces former Cerritos College Policy 1003)*

**Board of Trustees**

1 **BP 2220 COMMITTEES OF THE BOARD**

2 **Reference:**

3 Government Code, Section 54952

4 The Board of Trustees may by action establish committees that it determines are  
5 necessary to assist the Board in its responsibilities. Any committee established by Board  
6 action shall comply with the requirements of the Brown Act and with these policies  
7 regarding open meetings.

8 Board committees that are composed solely of less than a quorum of members of the  
9 Board of Trustees are advisory and do not have authority that may lawfully be exercised  
10 by the Board itself and are not required to comply with the Brown Act or with these policies  
11 regarding open meetings, unless they are standing committees.

12 Board committees have no authority or power to act on behalf of the Board of Trustees.  
13 Findings or recommendations shall be reported to the Board of Trustees for  
14 consideration.

15 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

1 **AP 2220 COMMITTEES OF THE BOARD**

2 **Reference:**

3 Government Code, Section 54952

4 The Board of Trustees shall establish both standing and ad hoc advisory committees that  
5 it determines are necessary to assist the Board in its responsibilities.

6 At the beginning of each calendar year, Board Members will submit a prioritized list of the  
7 committees in which he/she would be willing to serve on.

8 The Board President shall appoint members to the advisory committees with approval of  
9 the Board.

10 If warranted, a committee may be formed at any time during the year and will follow the  
11 same procedure described to determine membership.

12 Board Advisory Committees are composed of less than a quorum of members of the  
13 Board of Trustees, are advisory, and do not have authority that may lawfully be exercised  
14 by the Board itself. Board Standing Committees are required to comply with the Brown  
15 Act. Board Ad Hoc Committees are not required to comply with the Brown Act.

16 The meetings will be scheduled by the President/Superintendent or designee with  
17 approval of the majority the Board Advisory Committee members. A Board Advisory  
18 Committee member may participate in the meeting via phone conference or video  
19 conference if circumstances preclude their physical attendance.

20 Findings or recommendations made by Board Advisory Committees shall be reported to  
21 the Board of Trustees before consideration. Board agenda items that have been  
22 reviewed by Board Advisory Committees will be placed in the Consent Calendar for  
23 consideration but may be discussed separately at the request of a Board Member.

24 Office of Primary Responsibility: President/Superintendent

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**Date Approved: February 4, 2015**

**Board of Trustees**

1 **BP 2300 INVOCATIONS AT BOARD MEETINGS**

2 **References:**

3 None

4 The Board of Trustees of the Cerritos Community College District desires to preserve the  
5 tradition and practice of offering invocations at board meetings and to do so in a manner  
6 consistent with the principles of the state and federal constitutions and applicable law.

7 The Board of Trustees engages in the time-honored practice of offering invocations at  
8 Board meetings in order to call attention to the solemnity of these occasions in the lives  
9 of students and their families, and to invoke divine guidance and blessing, to show respect  
10 for beliefs widely held among members of the community.

11 The Board of Trustees believes that the historical tradition of including an invocation is  
12 consistent with the practices of our Founders and members of executive, legislative and  
13 judicial branches of government, as well as the two-century-old tradition at other public  
14 colleges and universities across the United States, including at our Nation's military  
15 academics, of including an invocation at important events.

16 This policy is not intended, and shall not be implemented or construed in any way, to  
17 affiliate the Cerritos Community College District, nor express preference for, any faith or  
18 religious denomination. Rather, this policy is intended to acknowledge and express  
19 respect for the diversity of religious denominations and faiths represented and practiced  
20 among the citizens in the community college district.

21 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 9, 2015**

**Board of Trustees**

**1 AP 2300 INVOCATIONS AT BOARD MEETINGS**

**2 References:**

3 Town of Greece v. Galloway (2014) 134 S. Ct. 1811.

4 The following procedures have been established to direct the form and content of  
5 invocations at board meetings.

6 1. Shortly after the opening gavel that officially begins the meeting, the Board  
7 President or presiding officer shall introduce the invitational speaker and invite  
8 only those persons who wish to do so to stand for those observances.

9 2. No member of the Board or employee shall direct any person to participate in any  
10 invocation or prayer that is offered; make public note of a person's presence or  
11 absence, attention or inattention during the invocation; or indicate that decisions  
12 of the Board will in any way be influenced by a person's acquiescence in the prayer  
13 opportunity.

14 3. The invocation shall be limited to two (2) minutes.

15 4. The Board of Trustees may, from time to time, replace an invocation with a moment  
16 of silence or a brief inspirational message.

17 5. The content of the invocation or message, or in the case of a moment of silence,  
18 any introductory remarks by the selected speaker leading up to it, shall be  
19 prepared by the selected speaker as his or her personal remarks, shall not be  
20 monitored or otherwise reviewed by the Board of Trustees or college employees,  
21 and do not represent the views of the district.

22 6. The person selected to deliver the invocation shall be informed that the opportunity  
23 to speak at a District or college event must not be exploited to proselytize or  
24 advance any one, or to disparage any other, faith or belief.

25 7. Respondents to the invitation shall be scheduled during regular meetings by  
26 rotating through each trustee area. If there are no requests from a trustee area,  
27 the schedule will be on a first-come, first-served, or other random basis to deliver  
28 the prayers.

29 8. Every reasonable effort shall be made to ensure that a variety of eligible  
30 invitational speakers are scheduled for Board meetings. In any event, no

31 invocational speaker shall be scheduled to offer a prayer at consecutive meetings  
32 of the Board, or at more than two (2) Board meetings during any calendar year.

33 9. If the selected invocational speaker does not appear at the scheduled meeting, the  
34 Board President may ask for a volunteer to deliver the invocation.

35 10. No invocational speaker shall receive compensation for his or her service.

36 The following language shall be sent to religious leaders inviting them to lead an  
37 invocation:

38 Dear religious leader,

39 The Cerritos College Board of Trustees makes it a policy to invite individuals to  
40 voluntarily offer a prayer before the beginning of its meetings, for the benefit and  
41 blessing of the Board of Trustees. As the leader of one of the religious  
42 congregations with an established presence in the local community, you are  
43 eligible to offer this important service at an upcoming meeting of the Board of  
44 Trustees.

45 If you are willing to assist the Board of Trustees in this regard, please send a written  
46 reply at your earliest convenience to the President's Office at the address included  
47 on this letterhead. This opportunity is scheduled on a first-come, first-serve, or  
48 other random basis. Board meetings are generally scheduled on the first and third  
49 Wednesdays of each month at 7:00 p.m. If you have a preference among the  
50 dates, please state that request in your written reply.

51 This opportunity is voluntary, and you are free to offer the invocation according to  
52 the dictates of your own conscience. To maintain a spirit of respect, the Board of  
53 Trustees requests that the prayer opportunity not be exploited as an effort to  
54 convert others to the particular faith of the invocational speaker, nor to disparage  
55 any faith or belief different from that of the invocational speaker.

56 Attached is a copy of Board Policy and Administrative Procedure 2300 Invocations  
57 at Board Meetings.

58 Office of Primary Responsibility: President/Superintendent

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**Date Approved: December 9, 2015**



**Board of Trustees**

1 **BP 2305 ANNUAL ORGANIZATIONAL MEETING**

2 **Reference:**

3 Education Code, Section 72000(c)(2)(A)

4 The annual organizational meeting of the Board will be held during the week following the  
5 first Friday in the month of December. The purpose of the annual organizational meeting  
6 is to elect a President, Vice President, and a Secretary and conduct any other business  
7 as required by law or determined by the Board of Trustees.  
8

9 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: July 15, 2015**

*(Replaces former Cerritos College Policy 1013.5)*

**Board of Trustees**

**1 BP 2310 REGULAR MEETINGS OF THE BOARD**

**2 References:**

- 3 Education Code, Section 72000(d);
- 4 Government Code, Sections 54952.2, 54953 et seq., and 54961

5 The schedule for regular meetings shall be established at the Annual Organization  
6 Meeting. By Board action at a prior meeting, any future meeting may be added, cancelled,  
7 or rescheduled. All Board meetings unless otherwise announced shall be held in the  
8 Cheryl A. Epple Boardroom at 11110 Alondra Blvd., Norwalk, CA 90650.

9 The Board shall conduct its activities in such manner as to keep the public informed of its  
10 contemplated actions and policies. All news concerning actions taken of any meeting of  
11 the Board or any news concerning the College shall be released to all newspapers of the  
12 District at the same time regardless of the days on which they may be published.

13 A notice identifying the location, date, and time of each regular meeting of the Board of  
14 Trustees shall be posted at least ten (10) days prior to the meeting and shall remain  
15 posted until the day and time of the meeting. All regular meetings of the Board of Trustees  
16 shall be held within the boundaries of the District except in cases where the Board is  
17 meeting with another local agency or is meeting with its attorney to discuss pending  
18 litigation if the attorney's office is outside the District.

19 All regular and special meetings of the Board of Trustees shall be open to the public be  
20 accessible to persons with disabilities, and otherwise comply with Brown Act provisions,  
21 except as required or permitted by law.

22 Adjournment of regular or special meetings may be by action duly taken and at such  
23 adjourned meeting all business may be regularly transacted which would have been  
24 proper at the meeting from which adjournment is taken.

25 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: July 15, 2015**

*(Replaces former Cerritos College Policies 1013.1, 1013.3, 1014.4, and 1014.5)*

**Board of Trustees**

**1 BP 2315 CLOSED SESSIONS**

**2 References:**

- 3 Education Code, Section 72122;
- 4 Government Code, Sections 54956.8, 54956.9, 54957, 54957.6, and 11125.4

5 Closed sessions of the Board of Trustees shall only be held as permitted by applicable  
6 legal provisions including but not limited to the Brown Act, California Government Code  
7 and California Education Code. Matters discussed in closed session may include:

- 8 • the appointment, employment, evaluation of performance, discipline, or dismissal  
9 of a public employee;
- 10 • charges or complaints brought against a public employee by another person or  
11 employee, unless the accused public employee requests that the complaints or  
12 charges be heard in an open session. The employee shall be given at least twenty-  
13 four (24) hours written notice of the closed session.
- 14 • advice of counsel on pending litigation, as defined by law;
- 15 • consideration of tort liability claims as part of the District’s membership in any joint  
16 powers agency formed for purposes of insurance pooling;
- 17 • real property transactions;
- 18 • threats to public security;
- 19 • review of the District’s position regarding labor negotiations and giving instructions  
20 to the District’s designated negotiator;
- 21 • discussion of student disciplinary action, with final action taken in public;
- 22 • conferring of honorary degrees;
- 23 • consideration of gifts from a donor who wishes to remain anonymous;
- 24 • to consider its response to a confidential final draft audit report from the Bureau of  
25 State Audits.

26 The agenda for each regular or special meeting shall contain information regarding  
27 whether a closed session will be held and shall identify the topics to be discussed in any  
28 closed session in the manner required by law.

29 After any closed session, the Board of Trustees shall reconvene in open session before  
30 adjourning and shall announce any actions taken in closed session and the vote or  
31 abstention of every member present.

32 All matters discussed or disclosed during a lawfully held closed session and all notes,  
33 minutes, records or recordings made of such a closed session are confidential and shall  
34 remain confidential unless and until required to be disclosed by action of the Board of  
35 Trustees or by law.

36 If any person requests an opportunity to present complaints to the Board about a specific  
37 employee, such complaints shall first be presented to the President/ Superintendent.  
38 Notice shall be given to the employee against whom the charges or complaints are  
39 directed. If the complaint is not resolved at the administrative level, the matter shall be  
40 scheduled for a closed session of the Board of Trustees. The employee shall be given at  
41 least twenty-four (24) hours written notice of the closed session, and shall be given the  
42 opportunity to request that the complaints be heard in an open meeting of the Board.

43 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: April 29, 2014**

**Date Reviewed: February 18, 2015**

*(Replaces former Cerritos College Policy 1013.4)*

**Board of Trustees**

1 **BP 2320 SPECIAL AND EMERGENCY MEETINGS**

2 **References:**

3 Education Code, Section 72129;

4 Government Code, Sections 54956, 54956.5, and 54957

5 **Special meetings** may be held at the call of the President of the Board or upon a call  
6 issued in writing and signed by a majority of the members of the Board. Notice of such  
7 meetings shall be posted at least 24 hours before the time of the meeting, and shall be  
8 noticed in accordance with Brown Act. No business other than that included in the notice  
9 may be transacted or discussed.

10 **Emergency meetings** may be called by the President of the Board when prompt action  
11 is needed because of actual or threatened disruption of public facilities under such  
12 circumstances as are permitted by the Brown Act, including work stoppage, disasters,  
13 and other activity that severely impairs public health or safety.

14 No closed session shall be conducted during an emergency meeting, except as provided  
15 for in the Brown Act to discuss a dire emergency.

16 The President/Superintendent shall be responsible to ensure that notice of such meetings  
17 is provided to the local news media as required by law.

18 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: July 15, 2015**

*(Replaces former Cerritos College Policy 1013.2)*

**Board of Trustees**

**1 AP 2320 SPECIAL AND EMERGENCY MEETINGS**

**2 References:**

- 3 Education Code, Sections 72023.5 and 72129;
- 4 Government Code, Sections 54956 and 54956.5

5 Whenever a special meeting of the Board of Trustees is called, the President/  
6 Superintendent shall cause the call and notice to be posted at least 24 hours prior to the  
7 meeting in a location freely accessible to the public. The President/Superintendent shall  
8 also ensure that the following notices of the meeting are delivered:

- 9 • Written notice to each member of the Board of Trustees, including the Student  
10 Trustee.
- 11 • Written notice to each local newspaper of general circulation, and each radio or  
12 television station that has previously requested in writing to be provided notice of  
13 special meetings.

14 The written notice must be received at least 24 hours before the time of the meeting as  
15 set out in the notice. The notice shall specify the time and place of the special meeting  
16 and the business to be transacted or discussed. The notice may be waived by any  
17 member of the Board of Trustees in writing either prior to or at the time of the meeting.

18 Whenever an emergency meeting of the Board of Trustees is called, the President/  
19 Superintendent shall cause notice to be provided by telephone at least one hour prior to  
20 the meeting to each local newspaper of general circulation and each radio or television  
21 station that has requested notice of special meetings. If telephone services are not  
22 functioning, the President/Superintendent shall provide the newspapers, radio stations,  
23 and television stations with information regarding the purpose of the meeting and any  
24 action taken at the meeting as soon after the meeting as possible.

25 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Reviewed: July 15, 2015**

**Board of Trustees**

**1 BP 2330 RULES OF ORDER**

**2 References:**

- 3 Education Code, Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;
- 4 Government Code, Sections 53094 and 54950 et seq.;
- 5 Code of Civil Procedure, Section 1245.240;
- 6 Robert's Rules of Order

7 The Board of Trustees shall follow parliamentary procedures applicable to small boards  
8 in accordance with Robert's Rules of Order Newly Revised, except where the Board's  
9 own policies or state regulations or statutes provide otherwise.

10 All Board Members will be provided with training and education by professionals with  
11 knowledge and expertise in Robert's Rules of Order and parliamentary procedures.

12 The Clerk of the Board shall serve as the Board Parliamentarian and will ensure that  
13 Board Members follow Robert's Rules of Order during board meetings. If the Clerk of the  
14 Board is absent, the Board Vice President or Board President will serve as the Board  
15 Parliamentarian.

16 A quorum necessary to transact business at any meeting shall consist of at least four  
17 members of the Board.

18 No action shall be taken by secret ballot. The Board will publicly report any action taken  
19 in open session and the vote or abstention of each individual member present.

20 The following actions require a two-thirds majority of all members of the Board of  
21 Trustees:

- 22 • Resolution of intention to sell or lease real property (except where a unanimous  
23 vote is required);
- 24 • Resolution of intention to dedicate or convey an easement;
- 25 • Resolution authorizing and directing the execution and delivery of a deed;
- 26 • Action to declare the District exempt from the approval requirements of a planning  
27 commission or other local land use body;
- 28 • Resolution to condemn real property;
- 29 • Appropriation of funds from an undistributed reserve.

30 1) MAJORITY VOTE – Actions by the Board shall be by four or more votes of the  
31 Board of Trustees.

- 32 2) TIE VOTES – A tie vote, such as 3-3, shall be deemed a vote of "no action" and a  
33 condition of "status quo" related to agenda item should exist.  
34 3) ROLL CALL VOTE – The Clerk of the Board or designee will call the names of  
35 Board members in alphabetical order after the Student Trustee's advisory vote has  
36 been recorded.

- 37 The following actions require a unanimous vote of all members of the Board of Trustees:  
38 • Resolution authorizing a sale or lease of District real property to the state, any  
39 county, city, or to any other school or community college district;  
40 • Resolution authorizing lease of District property under a lease for the production  
41 of gas.

42 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Dates Revised: February 5, 2014; April 29, 2014; November 5, 2015**

**Date Reviewed: July 15, 2015**

*(Replaces former Cerritos College Policy 1014.2)*



**Board of Trustees**

**1 BP 2340 AGENDAS**

**2 References:**

- 3 Education Code, Sections 72121 and 72121.5;
- 4 Government Code, Sections 6250 et seq. and 54954 et seq.

**5 AGENDA DEVELOPMENT**

6 Board meeting agendas shall be developed by the President/Superintendent in  
7 consultation with the Board President.

8 The agenda shall include a brief description of each item of business to be transacted or  
9 discussed at the meeting. If requested, the agenda shall be provided in appropriate  
10 alternative formats so as to be accessible to persons with a disability.

**11 NOTICING**

12 The agenda for each regular Board meeting will be posted in the entryway of the  
13 Administration Building as well as on the District's Internet website at least 72 hours prior  
14 to each regular meeting of the Board and at least 24 hours prior to each special meeting.  
15 Copies of the agenda shall be available in the President/Superintendent's office during  
16 regular office hours prior to the Board meeting and the agenda shall be posted on the  
17 District's website. The agenda is the official document under which District business is  
18 transacted.

19 The President/Superintendent shall establish procedures that provide for public access  
20 to agenda information and reasonable annual fees for the service.

**21 OFFICIAL BOARD ACTIONS**

22 No business may be acted on or discussed which is not on the agenda, except when one  
23 or more of the following apply:

- 24 • a majority decides there is an "emergency situation." An emergency situation shall  
25 exist if in the judgment of the President/Superintendent immediate action is  
26 required to protect the health, safety, and/or welfare of the college, its students,  
27 employees, or property; or
- 28 • two-thirds of the members (or all members if less than two-thirds are present)  
29 determine there is a need for immediate action and the need to take action came  
30 to the attention of the Board subsequent to the agenda being posted; or
- 31 • an item appeared on the agenda of and was continued from a meeting held not  
32 more than five days earlier.

33 The order of business may be changed by consent of the Board of Trustees.  
34 Additional items can be added to the agenda only if a like item already appears on the  
35 agenda.

#### 36 RECEIPT OF AGENDA

37 The Board shall receive an agenda for a regular meeting from the Office of the  
38 President/Superintendent at least four days in advance of the date it is to be considered  
39 by the Board. Any supportive or documentary evidence or information pertinent to the  
40 agenda items shall be enclosed with the agenda.

#### 41 FUTURE AGENDA ITEMS

42 Any member of the public or any Board member may request that a matter within the  
43 jurisdiction of the Board be placed on the agenda of a regular meeting. The request must  
44 be in writing and be submitted to the President/Superintendent with supporting  
45 documents and information, if any, at least three weeks before the scheduled meeting  
46 date. The requested item will be placed on the agenda within 60 days upon receipt of the  
47 supporting documents and information.

48 All such written communications shall be dated and signed by the author, shall contain  
49 the contact information of the author, and the author's organizational affiliation, if any.  
50 Agenda items submitted by members of the public must include twenty copies of written  
51 communication regarding items on the Board's agenda.

52 Acceptance of an item for inclusion on the agenda does not confer upon the requestor  
53 the right to direct or require preparatory staff study, analysis, research, or review of  
54 material related to item.

55 The Board President and the President/Superintendent shall decide whether a request is  
56 within the subject matter jurisdiction of the Board. Items not within the subject matter  
57 jurisdiction of the Board may not be placed on the agenda.

58 In addition, the Board President and the President/Superintendent shall determine if the  
59 item is merely a request for information or whether the issue is covered by an existing  
60 policy or administrative procedure before placing the item on the agenda.

61 The Board President and the President/Superintendent shall decide whether an agenda  
62 item is appropriate for discussion in open or closed session and determine whether the  
63 item is to be agendized as a report, presentation, discussion or an action. Failure to  
64 adhere to this policy may result in a violation of Code of Ethics/Standards of Practice  
65 (Board Policy 2715).

66 The President/Superintendent will determine if the item may need advisory review by the  
67 participatory governance process. The President/Superintendent will determine if the  
68 item has potential funding and/or policy implications.

69 In accordance with law, the public has a right to comment on any consent item. At the  
70 request of any member of the Board, any item on the consent agenda shall be removed  
71 and given individual consideration for action as a regular agenda item.

72 Any agenda item submitted by a member of the public and heard at a public meeting  
73 cannot be resubmitted before the expiration of a 90 day period following the initial  
74 submission.

75 Also see BP/AP 2345 titled Public Participation at Board Meetings, BP 2350 titled  
76 Speakers, and BP 2355 titled Decorum

77 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: January 21, 2015**

*(Replaces former Cerritos College Policy 1014.1)*

**Board of Trustees**

**1 BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

**2 References:**

- 3 Education Code, Section 72121.5;
- 4 Government Code, Sections 54954.3 and 54957.5

5 The Board of Trustees shall provide opportunities for members of the general public to  
6 participate in the business of the Board.

7 Members of the public may bring matters directly related to the business of the District to  
8 the attention of the Board of Trustees in one of two ways:

- 9 • There will be a time at each regularly scheduled Board meeting for the general  
10 public to discuss items not on the agenda.
  - 11 ○ Members of the public wishing to present such items shall submit a written  
12 request at the beginning of the meeting to the Executive Assistant to the  
13 President/Superintendent that summarizes the item and provides his or her  
14 name, address, and organizational affiliation, if any. No action may be  
15 taken by the Board of Trustees on such items.
- 16 • Members of the public may place items on the prepared agenda in accordance  
17 with BP 2340 titled Agendas.

18 If requested, writings that are public records shall be made available in appropriate  
19 alternative formats so as to be accessible to persons with a disability.

20 Claims for damages are not considered communications to the Board of Trustees under  
21 this rule, but shall be submitted to the District.

22 Also see BP/AP 2340 titled Agendas, BP 2350 titled Speakers, and BP 2355 titled  
23 Decorum

24 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**  
**Date Revised: August 13, 2012**  
**Date Reviewed: April 15, 2015**

**Board of Trustees**

1 **AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS**

2 **References:**

- 3 Education Code, Section 72121.5;
- 4 Government Code, Section 54954.3 and 54957.5

5 The following language shall be included on the Board Agenda:

6 **PUBLIC PRESENTATIONS**

7 The Cerritos College Board of Trustees welcomes public comment on issues within the  
8 jurisdiction of the District. Comments should be limited to five minutes per speaker and 20  
9 minutes per topic if there is more than one speaker. Members of the public who utilize a  
10 translator will be limited to 10 minutes per speaker to ensure that non-English speakers  
11 receive the same opportunity to directly address the Board, unless simultaneous translation  
12 equipment is used to allow the board to hear the translated public testimony simultaneously.  
13 At the conclusion of public comment, the Board may ask staff to review a matter or may ask  
14 that a matter be put on a future agenda. Members of the Board, however, may not discuss  
15 or take legal action on matters raised during public comment unless the matters are properly  
16 noticed for discussion and legal action. Finally, be advised that college personnel and  
17 processes are available for further communication.

18 Individuals interested in speaking to the Board must complete a "Board Address Request"  
19 Card and submit it to the Executive Assistant to the President/Superintendent.

20 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Reviewed: April 15, 2015**

**Board of Trustees**

**1 BP 2350 SPEAKERS**

**2 References:**

- 3 Education Code, Section 72121.5;
- 4 Government Code, Sections 54950 et seq.

5 Persons may speak to the Board either on an agenda item or on other matters of interest  
6 to the public that are within the subject matter jurisdiction of the Board. Members of the  
7 public have First Amendment rights to participate in public Board meetings, including  
8 making opinionated comments that are critical of the performance of public employees or  
9 comments regarding an agenda item to be considered in closed session.

10 Oral presentations relating to a matter on the agenda, including those on the consent  
11 agenda, shall be heard before a vote is called on the item.

12 Persons wishing to speak to matters not on the agenda shall do so at the time designated  
13 at the meeting for public comment.

14 Those wishing to speak to the Board are subject to the following:

- 15 • The President of the Board may rule members of the public out of order if their  
16 remarks do not pertain to matters that are within the subject matter jurisdiction of  
17 the Board or if their remarks are unduly repetitive.
- 18 • Non-scheduled substitutes may not speak in place of scheduled speakers unless  
19 alternates have been submitted on the original request.
- 20 • Employees who are members of a bargaining unit represented by an exclusive  
21 bargaining agent may address the Board of Trustees under this policy, but may  
22 not attempt to negotiate terms and conditions of their employment. This policy  
23 does not prohibit any employee from addressing a collective bargaining proposal  
24 pursuant to the public notice requirements of Government Code, Section 3547 and  
25 the policies of this Board implementing that section.

26 The process for a speaker to speak to the Board will be as follows:

- 27 • The speaker shall complete the “Board Address Request” Card at the beginning  
28 of the meeting and submit the card to the Executive Assistant to the President/  
29 Superintendent prior to the meeting.
- 30 • The request shall be dated and signed by the author, shall contain the residence  
31 or business address of the author, the author's organizational affiliation, if any, and  
32 a statement noting the agenda item or topic to be addressed.

- 33       • No member of the public may speak without being recognized by the President of  
34       the Board.
- 35       • Each speaker will be allowed a maximum of five minutes per topic. Twenty minutes  
36       shall be the maximum time allotment for public speakers on any one subject  
37       regardless of the number of speakers at any one Board meeting. At the discretion  
38       of a majority of the Board, these time limits may be extended. (Also see AP 2345  
39       titled Public Participation at Board Meetings)
- 40       • Each speaker coming before the Board is limited to one presentation per specific  
41       agenda item before the Board, and to one presentation per meeting on non-  
42       agenda matters.

43       Also see BP/AP 2340 titled Agendas, BP/AP 2345 titled Public Participation at Board  
44       Meetings, and BP 2355 titled Decorum

45       Office of Primary Responsibility:   President/Superintendent

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**Date Adopted:   December 12, 2007**  
**Date Revised:   October 6, 2010**  
**Date Reviewed:  April 15, 2015**

**Board of Trustees**

1 **BP 2355 DECORUM**

2 **References:**

- 3 Education Code, Section 72121.5;  
4 Government Code, Section 54954.3(b)

5 The following will be ruled out of order by the President of the Board:

- 6 • Remarks or discussion in public meetings made by the Board on charges or  
7 complaints which the Board has scheduled to consider in closed session;  
8 • Profanity, obscenity, and other offensive language; and  
9 • Physical violence and/or threats of physical violence directed toward any person  
10 or property.

11 In the event that any meeting is willfully interrupted by the actions of one or more persons  
12 so as to render the orderly conduct of the meeting unfeasible, the person(s) may be  
13 removed from the meeting room.

14 Speakers who engage in such conduct may:

- 15 • have their right to speak terminated,  
16 • be denied the opportunity to speak to the Board of Trustees for the duration of the  
17 meeting, and/or  
18 • be removed from the Board Room.

19 Before removal, a warning and a request that the person(s) curtail the disruptive activity  
20 will be made by the President of the Board. If the behavior continues, the person(s) may  
21 be removed by a vote of the Board of Trustees, based on a finding that the person is  
22 violating this policy, and that such activity is intentional and has substantially impaired the  
23 conduct of the meeting.

24 If order cannot be restored by the removal in accordance with these rules of individuals  
25 who are willfully interrupting the meeting, the Board may order the meeting room cleared  
26 and may continue in session. The Board shall only consider matters appearing on the  
27 agenda. Representatives of the press or other news media, except those participating in  
28 the disturbance, shall be allowed to attend any session held pursuant to this rule.

29 Also see BP/AP 2340 titled Agendas, BP/AP 2345 titled Public Participation at Board  
30 Meetings, and BP 2350 titled Speakers

31 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: October 6, 2010**

**Date Reviewed: April 15, 2015**

*(Replaces former Cerritos College Policies 1014.3 and 1014.6)*



**Board of Trustees**

1 **BP 2360 MINUTES**

2 **References:**

- 3 Education Code, Section 72121(a);
- 4 Government Code, Section 54957.5

5 The President/Superintendent shall cause minutes to be taken of all meetings of the  
6 Board. The minutes shall record all actions taken by the Board. The minutes shall be  
7 public records and shall be available to the public. If requested, the minutes shall be  
8 made available in appropriate alternative formats so as to be accessible to persons with  
9 a disability.

10 The minutes shall also record names of Board members present; names of Board  
11 members making and seconding motions; names of those speaking to the Board; and  
12 motions, major discussion points, and votes.

13 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: August 19, 2015**

**Board of Trustees**

1 **BP 2365 RECORDING**

2 **References:**

- 3 Education Code, Section 72121(a);  
4 Government Code, Sections 54953.5 and 54953.6

5 Any audio or video recording of an open and public Board meeting made by or at the  
6 direction of the Board shall be subject to inspection by members of the public in  
7 accordance with the California Public Records Act and Government Code, Sections 6250  
8 et seq. The President/ Superintendent shall develop administrative procedures to ensure  
9 that any such recordings are maintained for at least 30 days following the taping or  
10 recording.

11 Persons attending an open and public meeting of the Board of Trustees may, at their own  
12 expense, record the proceedings with an audio or video tape recording or a still or motion  
13 picture camera or may broadcast the proceedings. However, if the Board of Trustees  
14 finds by a majority vote that the recording or broadcast cannot continue without noise,  
15 illumination, or obstruction of view that constitutes or would constitute a disruption of the  
16 proceedings, any such person shall be directed by the President of the Board to stop.

17 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: February 11, 2013**

**Date Reviewed: August 19, 2015**

**Board of Trustees**

**1 BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE**

**2 References:**

3 Education Code, Section 70902;  
4 ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (*formerly IV.B.1.b*  
5 *and e*)

6 The Board of Trustees shall be the policy-forming body of the Cerritos Community College  
7 District and, with the recommendation and assistance of the President/Superintendent,  
8 shall establish District policies governing the operation of the College.

9 The Board of Trustees may adopt such policies as are authorized by law or determined  
10 by the Board to be necessary for the efficient operation of the District. The policies have  
11 been written to be consistent with provisions of law, but do not encompass all laws relating  
12 to District activities. All District employees are expected to know of and observe all  
13 provisions of law pertinent to their job responsibilities.

14 Policies of the Board may be adopted, revised, added to, or amended at any regular  
15 Board meeting by a majority vote. The President/Superintendent shall have the authority  
16 to make minor corrections such as legal reference updates and non-substantive revisions  
17 to the Board Policies to ensure they remain accurate. The Board shall review the policies  
18 on a regularly scheduled basis to be completed no later than one year prior to the regularly  
19 scheduled accreditation site visit. Additional changes will be recommended to the Board  
20 as needed.

21 Administrative procedures are to be issued by the President/Superintendent as  
22 statements of method to be used in implementing Board Policy. Such administrative  
23 procedures shall be consistent with the Board Policy. Administrative procedures may be  
24 revised as deemed necessary by the President/Superintendent.

25 The President/Superintendent shall provide each member of the Board with copies of an  
26 administrative procedure as it is revised. The Board reserves the right to direct revisions  
27 of the Administrative Procedures should they, in the Board's judgment, be inconsistent  
28 with the Board's own policies.

29 All policies and administrative procedures shall be available to employees and the public  
30 through the Office of the President/Superintendent and the District's web site.

31 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**  
**Date Revised: June 18, 2008**  
**Date Reviewed: February 4, 2015**  
*(Replaces former Cerritos College Policy 1009)*

# CERRITOS COLLEGE POLICY AND PROCEDURE REVIEW AND UPDATE PROCESS

**Posting of Adopted Policy to the Board Policies Website**  
<http://cerritos.edu/board/policies/>



**Second Reading and Adoption of Revised or New Policy by the Board of Trustees**



Any recommended revisions from the first reading are incorporated into the revised or new policy

**First Reading of Revised or New Policy by the Board of Trustees**  
*The President/Superintendent shall provide each member of the Board with copies of an administrative procedure as it is revised*



**Second Review of Revised or New Policy/Procedure by the College Coordinating Committee (if needed)**



Ongoing communication and consultation by the appropriate VP and department/groups

**Review of Revised or New Policy/Procedure by the College Coordinating Committee**



Ongoing communication and consultation by the appropriate VP and department/groups

## **Development of Revised or New Policy/Procedure**

The President's Office receives a template including recommended revisions from the CCLC. The documents are formatted and distributed to the appropriate VP, who reviews the draft document(s) with the appropriate department/group(s) and forwards the revised document to the President's Office. The President's Office prepares documents for review by Executive Council.

Board policies and administrative procedures are regularly reviewed by the College's Executive Council. Any employee, student, or member of the public may initiate a review of any policy or procedure by submitting a request or recommendation in writing to the Office of the President/Superintendent for consideration by the College Coordinating Committee.



**Start of Process**

**Board of Trustees**

**1 AP 2410 POLICY AND ADMINISTRATIVE PROCEDURE**

**2 References:**

- 3 Education Code, Section 70902;
- 4 ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4 (*formerly IV.B.1.b*
- 5 *and e*)

6 Board policies and administrative procedures are regularly reviewed by the College's  
7 Executive Council. Any employee, student, or member of the public may initiate a review  
8 of any policy by submitting a request or recommendation in writing to the Office of the  
9 President/Superintendent for consideration by the College Coordinating Committee. In  
10 accordance with the District's policies, the College Coordinating Committee is comprised  
11 of representatives of students, faculty members, classified employees, and  
12 administration. Other employees with expertise in specific areas governed by a District  
13 policy may be consulted during the revision process.

14 Proposed revisions and/or additions to Board policy shall be submitted to the Board of  
15 Trustees for their review and consideration as needed.

16 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Revised: June 18, 2008**

**Date Reviewed: February 4, 2015**

# CERRITOS COLLEGE POLICY AND PROCEDURE REVIEW AND UPDATE PROCESS

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**Second Reading and Adoption of Revised or New Policy by the Board of Trustees**



Any recommended revisions from the first reading are incorporated into the revised or new policy

**First Reading of Revised or New Policy by the Board of Trustees**  
*The President/Superintendent shall provide each member of the Board with copies of an administrative procedure as it is revised*



**Second Review of Revised or New Policy/Procedure by the College Coordinating Committee (if needed)**



Ongoing communication and consultation by the appropriate VP and department/groups

**Review of Revised or New Policy/Procedure by the College Coordinating Committee**



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## **Development of Revised or New Policy/Procedure**

The President's Office receives a template including recommended revisions from the CCLC. The documents are formatted and distributed to the appropriate VP, who reviews the draft document(s) with the appropriate department/group(s) and forwards the revised document to the President's Office. The President's Office prepares documents for review by Executive Council.

Board policies and administrative procedures are regularly reviewed by the College's Executive Council. Any employee, student, or member of the public may initiate a review of any policy or procedure by submitting a request or recommendation in writing to the Office of the President/Superintendent for consideration by the College Coordinating Committee.



**Start of Process**

**Board of Trustees**

1 **BP 2430 DELEGATION OF AUTHORITY TO PRESIDENT/  
2 SUPERINTENDENT**

3 **References:**

4 Education Code, Sections 70902(d) and 72400;  
5 ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (*formerly IV.B.1.j*  
6 *and IV.B.2*)

7 The Board delegates to the President/Superintendent the executive responsibility and  
8 authority for administering the policies adopted by the Board and executing all decisions  
9 of the Board of Trustees requiring administrative action.

10 The President/Superintendent may delegate any powers and duties entrusted to him or  
11 her by the Board of Trustees (including the administration of the District), but will be  
12 specifically responsible to the Board for the execution of such delegated powers and  
13 duties.

14 The President/Superintendent is empowered to reasonably interpret Board Policy. In  
15 situations where there is no Board Policy direction, the President/Superintendent shall  
16 have the power to act, but such decisions shall be subject to review by the Board. It is  
17 the duty of the President/Superintendent to inform the Board of such action and to  
18 recommend written Board Policy if one is required. The President/Superintendent shall  
19 have the authority to make minor corrections such as legal reference updates and non-  
20 substantive revisions to the Board Policies to ensure they remain accurate.

21 The President/Superintendent is expected to perform the duties contained in the  
22 President/Superintendent job description and fulfill other responsibilities as may be  
23 determined in annual goal-setting or evaluation sessions. The job description and goals  
24 and objectives for performance shall be developed by the Board of Trustees in  
25 consultation with the President/Superintendent.

26 The President/Superintendent shall ensure that all relevant laws and regulations are  
27 complied with, and that required reports are submitted in timely fashion.

28 Any individual member of the Board of Trustees requesting routine and readily available  
29 information or documentation on any agenda item or item likely to become an agenda  
30 item shall direct each initial request to the President/ Superintendent or in his/her absence  
31 any of the Vice Presidents. Requests for information which is not routine and readily  
32 available shall only come through a majority vote of the Board of Trustees acting as a

33 body. Any written information provided to such Board member shall be provided to all  
34 Board members.

35 The President/Superintendent shall act as the professional advisor to the Board in policy  
36 formation.

37 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: June 18, 2008**

**Date Reviewed: February 4, 2015**

*(Replaces former Cerritos College Policies 1010, 1011, and 2004)*



**Board of Trustees**

1 **AP 2430 DELEGATION OF AUTHORITY TO PRESIDENT/  
2 SUPERINTENDENT**

3 **References:**

4 Education Code, Section 70902;  
5 ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (*formerly IV.B.1.j*  
6 *and IV.B.2*)

- 7 1) The District Superintendent of the Cerritos Community College District shall be  
8 accountable to the Board of Trustees for the administration of all District activities  
9 not reserved by the Board or by the Education Code.  
10 2) The President/Superintendent title shall be used for District Superintendent.

11 The President/Superintendent's duties and responsibilities shall include the following:

- 12 1) As the administrative and executive officer of the Board, the  
13 President/Superintendent shall execute all decisions of the Board in all cases  
14 where the Board has acted; and in all cases where action is required during a  
15 recess of the Board. The President/Superintendent shall make decisions in  
16 keeping with the policies which the Board has established.  
17 2) The President/Superintendent shall establish and maintain an effective and  
18 efficient pattern of District organization to include each of the following duties:  
19 a. Plan and recommend for Board approval a program of educational  
20 opportunities to meet the needs of District students in a manner consistent  
21 with the Education Code and with the Board's philosophy of education for  
22 the District.  
23 b. Assure continuing excellence in instruction, support services, and  
24 administrative services.  
25 c. Anticipate District needs for revision of educational programs, for campus  
26 development and for related long-term capital expenditures. Plan and  
27 recommend for Board approval District actions which will result in timely  
28 fulfillment of all campus needs.  
29 d. Ensure a detailed District budget is planned and submitted to the Board of  
30 Trustees for approval annually.  
31 e. Maintain District expenditures within the amounts allocated in the approved  
32 budget.  
33 f. Assure selection of capable and qualified persons for specified District  
34 positions and recommend selected persons, their starting dates of  
35 employment, and their proposed rates of compensation to the Board of  
36 Trustees for employment approval.

- 37                   g. Recommend salary schedules for employees both who are collectively  
38                   represented and other District employees.
- 39           3) Interpret the District's programs to the citizens of the District and assure that the  
40           District maintains an adequate community relations program.
- 41           4) Participate in the development of constructive and progressive educational  
42           policies at local, state, and national levels.
- 43           5) Serve as Secretary to the Board of Trustees and as the Board's chief advisor on  
44           matters which come before the Board of Trustees for consideration or action.
- 45   The President/Superintendent may establish an Executive Team to provide advisory  
46   council.
- 47   Office of Primary Responsibility:   President/Superintendent

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**Date Approved:   January 14, 2008**

**Date Reviewed:   February 4, 2015**

*(Replaces former Policies 2000, 2001, and 2005)*

**Board of Trustees**

1 **BP 2431 PRESIDENT/SUPERINTENDENT SELECTION**

2 **References:**

3 Title 5, Sections 53000 et seq.

4 ACCJC Accreditation Standards IV.B and IV.C.3 (*formerly IV.B.1 and IV.B.1.j*)

5 In the case of a President/Superintendent vacancy, the Board of Trustees shall establish  
6 a search process to fill the vacancy. The process shall be fair, inclusive, open, and  
7 comply with relevant regulations.

8 Each Board member who votes for the employment of a President/Superintendent shall  
9 have been present for all interviews by the District Governing Board of all candidates  
10 interviewed by the Board for this position.

11 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: June 24, 2009**

**Board of Trustees**

1 **BP 2432 PRESIDENT/SUPERINTENDENT SUCCESSION**

2 **References:**

3 Education Code, Sections 70902(d) and 72400;  
4 Title 5, Section 53021(b)

5 The Board of Trustees delegates authority to the President/Superintendent to appoint an  
6 acting President/Superintendent to serve in his or her absence for short periods of time,  
7 not to exceed 30 calendar days at a time.

8 In the absence of the President/Superintendent and when an acting president has not  
9 been named, administrative responsibility shall reside with (in order):

- 10 • Vice President, Academic Affairs
- 11 • Vice President, Student Services
- 12 • Vice President, Business Services
- 13 • Vice President, Human Resources
- 14 • Deans (in order of length of service as a dean at Cerritos College)

15 The Board of Trustees shall appoint an acting President/Superintendent for periods  
16 exceeding 30 calendar days.

17 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: July 1, 2010**

**Date Reviewed: April 1, 2015**

**Board of Trustees**

1 **BP 2435 EVALUATION OF PRESIDENT/SUPERINTENDENT**

2 **Reference:**

3 ACCJC Accreditation Standard IV.C.3 (*formerly IV.B.1*)

4 The Board of Trustees shall conduct an evaluation of President/Superintendent at least  
5 annually. Such evaluation shall comply with any requirements set forth in the contract of  
6 employment with the President/Superintendent as well as this policy.

7 The Board shall evaluate the President/Superintendent using an evaluation process  
8 developed and jointly agreed to by the Board and the President/ Superintendent.

9 The criteria for evaluation shall be based on Board policy, the President/ Superintendent's  
10 job description, and performance goals and objectives developed in accordance with  
11 Board Policy 2430 titled Delegation of Authority to President/Superintendent.

12 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: June 23, 2010**

**Date Reviewed: April 1, 2015**

**Board of Trustees**

**1 AP 2435 EVALUATION OF PRESIDENT/SUPERINTENDENT**

**2 Reference:**

3 ACCJC Accreditation Standard IV.C.3 (*formerly IV.A*)

4 The evaluation of the President/Superintendent will be based on the job description,  
5 goals, and objectives of the past year; characteristics of performance; and other elements  
6 previously agreed upon.

7 As a part of the evaluation process, the President/Superintendent and the Board shall  
8 mutually agree upon the goals and objectives to be considered for the following year.  
9 These goals will be submitted to and approved by the Board no later than August 30 for  
10 each academic year. The Board will include in the goals and objectives for the following  
11 year those items that appear to have merit for future evaluation.

12 Annually, and prior to the first regular Board meeting in May, the President/  
13 Superintendent shall submit a self-evaluation. The Board of Trustees shall evaluate and  
14 assess, in writing, the performance of the President/Superintendent at least once each  
15 fiscal year, and will complete the formal evaluation by the first regular meeting in July.  
16 Such evaluation shall comply with any requirements set forth in the contract of  
17 employment with the President/Superintendent.

18 Office of Primary Responsibility: President/Superintendent

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**Date Approved: June 23, 2010**

**Date Reviewed: April 1, 2015**

**Board of Trustees**

**1 BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING**

**2 References:**

- 3 Education Code, Section 70902(b)(7);
- 4 Title 5, Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7
- 5 (students);
- 6 ACCJC Accreditation Standards IV.A and IV.D.7

7 The Board of Trustees is the ultimate decision-maker in those areas assigned to it by  
8 state and federal laws and regulations. In executing that responsibility, the Board of  
9 Trustees is committed to its obligation to ensure that appropriate members of the District  
10 participate in developing recommended policies for Board action and administrative  
11 procedures for President/Superintendent action under which the District is governed and  
12 administered.

13 The Cerritos College governance process allows decisions regarding policies and  
14 regulations of the college to include appropriate input from all relevant campus  
15 constituencies. This shared governance process shall be implemented in accordance  
16 with the Education Code, Title 5 regulations, and shared governance policies adopted by  
17 the Board of Trustees. This governance process shall include collegial consultation  
18 between the Board of Trustees (or its representative) and the Faculty Senate on  
19 academic and professional matters, and shall support collaborative or shared decision-  
20 making with major college constituencies--faculty, classified staff, students, and  
21 managers. In the exercise of this process, the members of each major constituency on  
22 campus retain all rights granted by state law, the Education Code, Title 5 regulations, and  
23 Board Policy.

24 In accordance with Sections 53200 to 53204 of Title 5 of the California Code of  
25 Regulations, the Cerritos College District Board of Trustees adopts the following  
26 statement of policy, delegating authority and responsibility over certain academic and  
27 professional matters to the Cerritos College Faculty Senate.

- 28 1) Each Board Member, faculty member, classified staff member, manager and  
29 student of Cerritos College has a vested interest in ensuring that the college fulfills  
30 its mission of providing quality education to the people of the Cerritos Community  
31 College District. The fulfillment of that mission is best accomplished through  
32 cooperative effort, trust, mutual respect, and the sharing of responsibilities.
- 33 2) The Faculty Senate of Cerritos College, established by Board policy, and duly  
34 elected in accordance with the Faculty Senate Constitution and By-Laws, is  
35 recognized as the official representative body of the faculty of Cerritos College as  
36 intended in Sections 53200 [b], 53201 and 53202 of Title 5 of the California Code  
37 of Regulations.

- 38 3) The primary function of the Faculty Senate of Cerritos College is to make  
39 recommendations to the administration and the Board of Trustees of Cerritos  
40 College with respect to the development and implementation of policy regarding  
41 academic and professional matters of the college.
- 42 4) The academic and professional matters referred to above include, but are not  
43 limited to, the following:
- 44 a) Curriculum, including establishing course content and prerequisites, and  
45 placing courses within disciplines.
  - 46 b) Degree and certificate requirements.
  - 47 c) Grading policies.
  - 48 d) Educational program development.
  - 49 e) Standards and policies concerning student preparation and success.
  - 50 f) College governance structure, as related to faculty roles.
  - 51 g) Faculty involvement in the accreditation process, including self-studies and  
52 annual reports.
  - 53 h) Policies for faculty professional development activities.
  - 54 i) Processes for program review.
  - 55 j) Processes for institutional planning and budget development.
  - 56 k) Selection, evaluation and retention of faculty.
  - 57 l) Other academic and professional matters as may be mutually agreed upon  
58 from time to time between the Board of Trustees and the Faculty Senate.
- 59 5) The Board of Trustees of Cerritos College and the duly appointed administrators  
60 of the college will consult collegially with the Faculty Senate when adopting policies  
61 and procedures relating to the matters described above. The Board of Trustees  
62 will give at least four (4) weeks written notice to the Faculty Senate prior to the  
63 adoption, modification or implementation of policies relating to any of the above,  
64 including a written statement of the proposed policy.
- 65 6) The Board of Trustees of Cerritos College and the duly appointed administrators  
66 of the college will rely primarily on the advice and judgment of the Faculty Senate  
67 in relation to the academic and professional matters described in items a, b, c, and  
68 d, of section 4 above. The recommendations of the Faculty Senate will normally  
69 be accepted in developing and implementing policy concerning these matters, and  
70 only in exceptional circumstances and for compelling reasons, will the  
71 recommendations not be accepted. If a recommendation is not accepted, the  
72 Board of Trustees will, upon request of the Faculty Senate, provide a written  
73 explanation as to why the recommendation was not followed.
- 74 7) The Board of Trustees of Cerritos College and the duly appointed administrators  
75 of the college will reach mutual agreement with the Faculty Senate, by written  
76 resolution, regulation or policy in relation to the academic and professional matters  
77 described in items e, f, g, h, i, j, and k, of section 4, above. In instances where  
78 agreement has not been reached, existing policy shall remain in effect unless  
79 continuing with such policy exposes the District to legal liability or causes  
80 substantial fiscal hardship. The governing board may act, after a good faith effort  
81 to reach agreement, only for compelling legal, fiscal, or organizational reasons.



82 The Governing Board shall recognize the Associated Students of Cerritos College as the  
83 representative body of students to offer opinions and to make recommendations to the  
84 administration and governing board with regard to College policies and procedures that  
85 have or will have a significant effect on students. For the purposes of this policy, College  
86 policies and procedures that have or will have a “significant effect on students” include  
87 the following:

- 88 1. Grading policies;
- 89 2. Codes of student conduct;
- 90 3. Academic disciplinary policies;
- 91 4. Curriculum development;
- 92 5. Courses or programs which should be initiated or discontinued;
- 93 6. Processes for institutional planning and budget development;
- 94 7. Standards and policies regarding student preparation and success;
- 95 8. Student services planning and development;
- 96 9. Student fees within the authority of the District to adopt; and,
- 97 10. Any other College policy, procedure, or related matter that the District governing  
98 board determines will have a significant effect on students.

99 **Classified Staff** (Title 5, Section 51023.5)

100 Classified staff members shall be provided with opportunities to participate in the  
101 formulation and development of District policies and procedures that have a significant  
102 effect on staff. The opinions and recommendations of the California School Employees  
103 Association (CSEA) as the official designated representative of classified staff will be  
104 given every reasonable consideration.

105 Nothing in this policy will be construed to interfere with the formation or administration of  
106 employee organizations or with the exercise of rights guaranteed under the Educational  
107 Employment Relations Act, Government Code, Sections 3540 et seq.

108 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: January 21, 2015**

*(Replaces former Cerritos College Policies 2006, 2007, 4804, and 7209)*

**Board of Trustees**

**1 AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING**

**2 References:**

- 3 Education Code, Section 70902(b)(7);
- 4 Title 5, Sections 53200 et seq., 51023.5, and 51023.7;
- 5 ACCJC Accreditation Standards IV.A and IV.D.7 (*formerly IV.A.2 and IV.A.5*)

6 Faculty, students, classified staff, confidential employees, managers, and administrators  
7 shall be represented on college committees concerned with broad policy and planning  
8 matters. Unless otherwise provided in Board policy or procedure regarding staff  
9 participation, the following constituent groups are recognized by the Board of Trustees as  
10 responsible for recommending, as appropriate, the appointment of employee  
11 representatives to serve on District governance committees:

- 12 • The Faculty Senate shall recommend the appointment of faculty.
- 13 • The Associated Students of Cerritos College (ASCC) shall recommend the  
14 appointment of students.
- 15 • The California School Employees Association (CSEA) shall recommend the  
16 appointment of classified employees.
- 17 • The Association of Cerritos College Management Employees (ACCME) shall  
18 recommend the appointment of managers.
- 19 • The President/Superintendent shall recommend the appointment of administrators  
20 and confidential employees

21 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Reviewed: January 21, 2015**

**Board of Trustees**

1 **BP 2550 AUTHORITY AND RELATIONSHIP OF BOARD AND**  
2 **DISTRICT NEGOTIATION TEAMS WITH EXCLUSIVE**  
3 **BARGAINING UNITS**

4 **Reference:**

5 Government Code, Section 3540

6 To implement the provisions of Chapter 10.7, commencing with Section 3540 to Division  
7 4 of Title 1 of the Government Code, it shall be the policy of the Board of Trustees to meet  
8 and negotiate certain employer-employee relations.

9 The President/Superintendent, in consultation with the Board, shall appoint the District  
10 Negotiation Teams as its representatives in collective bargaining negotiations.

11 All official District responses to exclusive bargaining units shall be from the Board through  
12 its District Negotiation Teams on collective bargaining matters.

13 Individual Board members shall not discuss personnel issues involving individual District  
14 employees with the exclusive bargaining representatives.

15 Board members shall refrain from engaging in discussions on the merits of current  
16 pending negotiation issues with exclusive bargaining representatives to avoid possible  
17 Brown Act violations and/or compromising the Board's negotiation parameters provided  
18 to its District Negotiation Teams. This restriction shall not apply to informal discussions  
19 with exclusive bargaining representatives where an individual Board member is asking  
20 clarifying questions concerning pending bargaining issues and not disclosing the  
21 negotiation parameters of the Board or the positions of individual Board members.

22 Discussions, documents, and information developed as part of closed or executive  
23 sessions shall be confidential and privileged.

24 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: February 5, 2014**

**Date Reviewed: February 18, 2015**

*(Replaces former Cerritos College Policy 1007)*

**Board of Trustees**

1 **BP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING**  
2 **PROPOSALS**

3 **Reference:**

4 Government Code, Section 3547

5 The President/Superintendent shall develop administrative procedures that assure  
6 compliance with the requirements of Government Code, Section 3547 regarding the  
7 presentation to the Board of initial proposals for collective bargaining.

8 Collective bargaining begins when either an exclusive representative or the District itself  
9 presents an initial proposal for consideration in accordance with statutes and regulations.

10 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: February 18, 2015**

**Board of Trustees**

1 **AP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING**  
2 **PROPOSALS**

3 **Reference:**

4 Government Code, Section 3547

5 Whenever an initial collective bargaining proposal is received from an exclusive  
6 representative of District employees, or whenever the District's own negotiator presents  
7 an initial proposal, the following actions must be taken at public meetings of the Board:

- 8 • The exclusive representative or the District must present the initial collective  
9 bargaining proposal orally or in writing to the Board of Trustees at a public meeting.
- 10 • The public shall have an opportunity to respond to the exclusive representative's  
11 or District's initial proposal at a subsequent public Board meeting. The opportunity  
12 for public response shall appear on the Board's regular agenda. Public response  
13 shall be taken in accordance with the Board's Policies regarding speakers.
- 14 • After the public has an opportunity to respond to an initial proposal presented by  
15 the District, the Board of Trustees shall, at the same meeting or a subsequent  
16 meeting, adopt the District's initial proposal. The adoption shall be indicated as a  
17 separate action item on the Board agenda. There shall be no amendment of the  
18 District's initial proposal unless the public is again afforded a reasonable  
19 opportunity to respond to the proposed amendment at a public meeting.
- 20 • If new subjects of meeting and negotiating arise after the presentation of initial  
21 proposals, the following procedure shall be followed: all new subjects of meeting  
22 and negotiating, whether proposed by the exclusive representative or the District,  
23 shall be posted by the District in the same public place as it posts its agendas  
24 within twenty-four (24) hours after their presentation in negotiations.
- 25 • When a request to reopen a collective bargaining agreement, as required by the  
26 agreement, is received from an exclusive representative or is made by the District,  
27 the public notice procedure outlined in this procedure shall be followed.

28 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Reviewed: February 18, 2015**

**Board of Trustees**

**1 BP 2710 CONFLICT OF INTEREST**

**2 References:**

3 Government Code, Sections 1090 et seq., 1126, and 87200 et seq.;

4 Title 2, Sections 18730 et seq.

5 Board members and employees shall not be financially interested in any contract made

6 by them in their official capacity, or in any body or board of which they are members.

7 A Board member shall not be considered to be financially interested in a contract if his or

8 her interest is limited to those interests defined as remote under Government Code,

9 Section 1091 or is limited to interests defined by Government Code, Section 1091.5.

10 A Board member who has a remote interest in any contract considered by the Board shall

11 disclose his or her interest during a Board meeting and have the disclosure noted in the

12 official Board minutes. The Board member shall not vote or debate on the matter or

13 attempt to influence any other Board member to enter into the contract.

14 A Board member shall not engage in any employment or activity that is inconsistent with,

15 incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

16 In compliance with law and regulation, the President/Superintendent shall establish

17 administrative procedures to provide for disclosure of gifts, assets or income of Board

18 members who may be affected by their official actions and prevent members from making

19 or participating in the making of Board decisions which may foreseeably have a material

20 effect on their financial interest.

21 Board members and other designated employees shall file annually the statement of

22 economic interest with the filing officer identified by the College's Conflict of Interest Code.

23 Board members are encouraged to seek counsel from the District's legal advisor in every

24 case where any question arises.

25 Also see AP 2710 titled Conflict of Interest as well as BP/AP 2712 titled Conflict of Interest

26 Code

27 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Board of Trustees**

1 **AP 2710 CONFLICT OF INTEREST**

2 **References:**

3 Government Code Sections 87105 and 87200-87210;  
4 Title 2 Sections 18700 et seq.;

5 2 Federal Code of Regulations Part 200.318(c)(1); and  
6 other citations as listed below

7 **Incompatible Activities (Government Code, Section 1126)**

8 Board members and employees shall not engage in any employment, activity, or  
9 enterprise for compensation that is inconsistent with, incompatible with, in conflict with or  
10 inimical to the Board member's duties as an officer of the District. A Board member shall  
11 not simultaneously hold two public offices that are incompatible. When two offices are  
12 incompatible, a Board member will be deemed to have forfeited the first office upon  
13 acceding to the second.

14 **Financial Interest (Government Code, Sections 1090 et seq.)**

15 Board members and employees shall not be financially interested in any contract made  
16 by the Board of Trustees or in any contract they make in their capacity as members of the  
17 Board of Trustees or as employees. Any contract made in violation of Government Code,  
18 Section 1090 is void and unenforceable.

19 A Board member shall not be considered to be financially interested in a contract if his or  
20 her interest meets the definitions contained in applicable law (Government Code, Section  
21 1091.5).

22 A Board member shall not be deemed to be financially interested in a contract if he or she  
23 has only a remote interest in the contract and if the remote interest is disclosed during a  
24 Board meeting and noted in the official Board minutes. The affected Board member shall  
25 not vote or debate on the matter or attempt to influence any other member of the Board  
26 to enter into the contract. Remote interests are specified in Government Code, Section  
27 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his  
28 or her minor child.

29 **No Employment Allowed (Education Code, Section 72103(b))**

30 An employee of the District may not be sworn in as an elected or appointed member of  
31 the Board of Trustees unless and until he or she resigns as an employee. If the employee  
32 does not resign, the employment will automatically terminate upon being sworn into office.  
33 This provision does not apply to an individual who is usually employed in an occupation  
34 other than teaching and who also is, at the time of election to the board, employed part

35 time by the District to teach no more than one course per semester or quarter in the  
36 subject matter of that individual's occupation (Education Code, Section 72103(b)).

37 **Financial Interest in a Decision (Government Code, Sections 87100 et seq.)**

38 If a Board member or employee determines that he or she has a financial interest in a  
39 decision, as described in Government Code, Section 87103, this determination shall be  
40 disclosed and made part of the Board's official minutes. In the case of an employee, this  
41 announcement shall be made in writing and submitted to the Board of Trustees. A Board  
42 member, upon identifying a conflict of interest, or a potential conflict of interest, shall do  
43 all of the following prior to consideration of the matter:

- 44 • Publicly identify the financial interest in detail sufficient to be understood by the  
45 public.
- 46 • Excuse himself or herself from discussing and voting on the matter.

47 **Gifts (Government Code, Section 89503)**

48 Board members and any employees who manage public investments shall not accept  
49 from any single source in any calendar year any gifts in excess of the prevailing gift  
50 limitation specified in law.

51 Employees shall not accept from any single source in any calendar year any gifts in  
52 excess of the prevailing gift limitation specified in law if the employee would be required  
53 to report the receipt of income or gifts from that source on his/her statement of economic  
54 interests.

55 The above limitations on gifts do not apply to wedding gifts and gifts exchanged between  
56 individuals on birthdays, holidays and other similar occasions, provided that the gifts  
57 exchanged are not substantially disproportionate in value.

58 Gifts of travel and related lodging and subsistence shall be subject to the above limitations  
59 except as described in Government Code, Section 89506.

60 A gift of travel does not include travel provided by the District for Board members and  
61 employees.

62 Board members and any employees who manage public investments shall not accept  
63 any honorarium, which is defined as any payment made in consideration for any speech  
64 given, article published, or attendance at any public or private gathering (Government  
65 Code, Sections 89501 and 89502).

66 Employees shall not accept any honorarium that is defined as any payment made in  
67 consideration for any speech given, article published, or attendance at any public or  
68 private gathering, if the employee would be required to report the receipt of income or  
69 gifts from that source on his or her statement of economic interests. The term  
70 "honorarium" does not include:



- 71 • Earned income for personal services customarily provided in connection with a  
72 bona fide business, trade, or profession unless the sole or predominant activity of  
73 the business, trade or profession is making speeches.  
74 • Any honorarium that is not used and, within 30 days after receipt, is either returned  
75 to the donor or delivered to the District for donation into the general fund without  
76 being claimed as a deduction from income tax purposes.

77 **Representation (Government Code, Section 87406.3)**

78 Elected officials and the President/Superintendent shall not, for a period of one year after  
79 leaving their position, act as an agent or attorney for, or otherwise represent for  
80 compensation, any person appearing before that local government agency.

81 **Contracts Supported by Federal Funds** (2 Code of Federal Regulations Part  
82 200.318(c)(1))

83 No employee, Board member, or agent of the District may participate in the selection,  
84 award, or administration of a contract supported by a federal award if he/she has a real  
85 or apparent conflict of interest. Such a conflict of interest would arise when the employee,  
86 Board member, or agent, any member of his/her immediate family, his/her partner, or an  
87 organization which employs or is about to employ any of the parties indicated herein, has  
88 a financial or other interest in or a tangible personal benefit from a firm considered for a  
89 contract. The Board members, employees, and agents of the District may neither solicit  
90 nor accept gratuities, favors, or anything of monetary value from contractors or parties to  
91 subcontracts. Disciplinary action will be taken for violations of such standards by Board  
92 members, employees, or agents of the District.

93 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Revised: April 20, 2011**

**Board of Trustees**

**1 BP 2712 CONFLICT OF INTEREST CODE**

**2 References:**

3 Government Code, Section 81000 et seq., 87200, and 87210;  
4 Title 2, Section 18730;

**5 Incorporation of FPPC Regulation 18730 (Title 2, Section 18730) by Reference**

6 The Political Reform Act (Government Code, Sections 81000 et seq.) requires state and  
7 local government agencies to adopt and promulgate conflict of interest codes. The Fair  
8 Political Practices Commission has adopted a regulation (Title 2, Section 18730), which  
9 contains the terms of a standard conflict of interest code. After public notice and hearing,  
10 it may be amended by the Fair Political Practices Commission to conform to amendments  
11 in the Political Reform Act. Therefore, the terms of Title 2, Section 18730, and any  
12 amendments to it duly adopted by the Fair Political Practices Commission, are hereby  
13 incorporated into the conflict of interest code of this agency by reference. This regulation  
14 and the attached Exhibits designating officials and employees and establishing economic  
15 disclosure categories shall constitute the conflict of interest code of this agency.

**16 Place of Filing of Statements of Economic Interests**

17 All officials and employees required to submit a statement of economic interests shall file  
18 their statements with the agency head; or his or her designee. The agency shall make  
19 and retain a copy of all statements filed by its Board of Trustees and  
20 President/Superintendent, and forward the originals of such statement to the Executive  
21 Office of the Board of Supervisors of Los Angeles County.

22 The agency shall retain the originals of statements for all other Designated Positions  
23 named in the agency's conflict of interest code. All retained statements, original or copied,  
24 shall be available for public inspection and reproduction (Government Code, Section  
25 81008).

26 The Conflict of Interest Code and all amendments thereto shall be approved by the Board  
27 of Trustees of the agency.

**28 DISCLOSURE CATEGORIES**

**29 A. Officials Who Manage Public Investments**

30 Subject to the provisions of Government Code, Sections 87200 through 87210, an  
31 official in this category shall disclose:

- 32 1. Interests in real property located within the jurisdiction of the District.  
33 2. Business positions, investments, and income (including gifts and loans).

34 **B. Designated Employees**

35 **Category 1:** Designated employees whose duties are broad and indefinable.

36 A designated employee in this category shall disclose:

- 37 a) Interests in real property located within the jurisdiction of the District.

38 Persons are not required to disclose a residence, such as a home or vacation  
39 cabin, used exclusively as a personal residence.

- 40 b) Business positions, investments, and income from persons and sources which  
41 plan to do business, are currently doing business, or have done business within  
42 the jurisdiction of the District during the previous two (2) years.

43 **Category 2:** Designated employees whose duties involve contracting or  
44 purchasing.

45 A designated employee in this category shall disclose:

46 Investments and business positions in business entities, income from sources of  
47 the type which plan to do business, are currently doing business, or have done  
48 business with the District or College within the previous two (2) years and which  
49 provide services, supplies, materials, machinery or equipment of the type utilized  
50 by the District.

51 **Category 3:** Designated employees whose decisions may affect real property  
52 interests.

53 A designated employee in this category shall disclose:

54 Investments and business positions in business entities, income from sources of  
55 the type which plan to do business, are currently doing business, or have done  
56 business with the District or College within the previous two (2) years and which  
57 engage in land development, construction or the acquisition, lease or sale of real  
58 property, and all interests in real property located within the jurisdiction of the  
59 District.

60 **DESIGNATED OFFICIALS AND EMPLOYEES**

61 It has been determined that the following designated officials and employees make or  
62 participate in the making of decisions which may foreseeably have a material effect on  
63 financial interests.

64 **OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

65 Members of the Board of Trustees

<b>Designated Positions</b>	<b>Disclosure Categories</b>
President/Superintendent	1
Vice President of Academic Affairs/Assistant Superintendent	1
Vice President of Business Services/Assistant Superintendent	1
Vice President of Student Services/Assistant Superintendent	1
Vice President of Human Resources/Assistant Superintendent	1
Director of College Relations, Public Affairs & Governmental Relations	2
Dean of Institutional Effectiveness, Research and Planning	2
Director of Purchasing and Contract Administration	2, 3
Director of Fiscal Services	2
Executive Director Foundation and Community Advancement	2
Director of Physical Plant and Construction Services	2, 3
Director of Information Technology	2
Dean of Student Support Services	2
Dean of Disabled Student Program and Services	2
Chief of Campus Police Services	2
Dean of Student Services	2
Dean of Admissions, Records & Services	2

66 **Consultants**

67 Consultants shall be included in the list of designated employees and shall disclose  
68 pursuant to the broadest disclosure category in the Code subject to the following  
69 limitation:

70 The President/Superintendent may determine in writing that a particular consultant,  
71 although a "designated position," is hired to perform a range of duties that is limited in  
72 scope and thus is not required to fully comply with the disclosure requirements described  
73 in this section. Such written determination shall include a description of the consultant's  
74 duties and, based upon that description, a statement of the extent of disclosure  
75 requirements. The President/Superintendent's determination is a public record and shall  
76 be retained for public inspection in the same manner and location as this Conflict of  
77 Interest Code.

78 In addition, individuals who, under contract, participate in decisions which affect financial  
79 interests by providing information, advice, recommendation or counsel to CCCD which  
80 could affect a financial interest of the individual shall be required to file Statements of  
81 Economic Interests, unless they fall within the Political Reform Act's exceptions to the  
82 definition of consultant.

83 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**  
**Date Revised: October 27, 2010**

**Board of Trustees**

**1 AP 2714 DISTRIBUTION OF TICKETS OR PASSES**

**2 Reference:**

3 Title 2 Section 18944.1

4 From time to time, the District receives tickets or passes to community facilities, events,  
5 shows, or performances for an entertainment, amusement, recreational, or similar  
6 purpose. The District will distribute these tickets or passes when attendance at the event  
7 will further the District’s mission or will significantly contribute to the professional  
8 development of an employee or a member of the Board of Trustees.

9 The District will distribute the ticket or pass to the person who will benefit most directly or  
10 whose regular role in the District most directly relates to the facility, event, show, or  
11 performance. If more than one person would benefit equally or their role relates equally  
12 to the facility, event, show, or performance, the District will select one person to receive  
13 the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this  
14 procedure may not transfer the ticket or pass to any other person.

15 When the District provides a ticket or pass to an official of the District, the ticket or pass  
16 is not subject to the gift reporting provisions of Administrative Procedure 2710 titled  
17 Conflict of Interest, so long as the official treats the ticket or pass as income consistent  
18 with applicable state and federal income tax laws and the District reports the distribution  
19 of the ticket or pass as income to the official and on its website as set forth below.

20 For each ticket or pass distributed, including those which the recipient treats as income  
21 consistent with applicable state and federal income tax laws according to the paragraph  
22 above, the District will complete the California Fair Political Practices Commission (FPPC)  
23 Form 802. The District will post these completed forms on its website.

24 Office of Primary Responsibility: President/Superintendent

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**Date Approved: June 9, 2010**

**Date Revised: March 28, 2011**

**Board of Trustees**

**1 BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

**2 References:**

3 ACCJC Accreditation Standard IV.C.11 (*formerly IV.B.1.a, e, and h*)

4 The Board of Trustees is elected as the governing body of the Cerritos Community  
5 College District and is responsible to the electors for the general conduct of the college.

6 The Cerritos Governing Board members recognize that it is not their function, either  
7 individually or collectively, to actively engage in the administration of the District and  
8 understand that to do so or even give the appearance of doing so, can erode the trust  
9 and mutual respect which are the cornerstones of successful Board/Superintendent  
10 relationships.

11 Each Member of the Board of Trustees of Cerritos Community College District will:

- 12 1. Hold the educational welfare of the students as his/her primary concern, keeping  
13 in mind what is best for the entire institution, not for specific or specialized interests.
- 14 2. Establish a climate of mutual respect and trust even though legitimate differences  
15 of opinion may exist among Board Members.
- 16 3. Recognize and actively communicate that Trustee authority to act on behalf of the  
17 College rests only with the entire Board assembled in a legally constituted meeting.  
18 Board members will make no personal promises of Board action nor take any  
19 private action inconsistent with that reality.
- 20 4. Be aware that a Trustee is responsible to all citizens of the community. The  
21 authority delegated to the Trustees by the voters must be exercised with as much  
22 care and concern for the least influential as for the most influential member of the  
23 community.
- 24 5. Acknowledge the Ralph N. Brown Act and conduct its meetings in open session,  
25 unless, in the judgment of the Board and only for those purposes permitted by law,  
26 it is more appropriate to hold a closed session.
- 27 6. Welcome and encourage the active involvement of students, faculty, staff, and  
28 citizens of the District with respect to establishing policy on current college  
29 operation and proposed future developments. Board members shall consider the  
30 viewpoint of these groups in their deliberation and decision.
- 31 7. Be encouraged to enhance his/her ability to function effectively as a Trustee  
32 through devotion of time to study contemporary educational issues, as well as  
33 attendance at professional workshops or conferences.
- 34 8. Keep confidential all matters discussed in closed session. They shall not divulge  
35 or release such information outside closed session to any staff member or member  
36 of the public, unless a majority of Board members agree to release the information,  
37 subject to applicable laws. This section shall not prevent the release of information

38 about the purpose and subject(s) of the closed session as required for public  
39 information under Government Code, Section 54957.7.

40 9. Promote a healthy working relationship with the President/Superintendent and his  
41 or her staff by:

42 a. Supporting a cohesive and responsible administration and maintaining a  
43 climate of no surprises.

44 b. Supporting District personnel in the appropriate performance of their duties  
45 and ensuring that they have the requisite responsibility and necessary  
46 authority to perform effectively.

47 c. Sharing all concerns, complaints and recommendations, as appropriate,  
48 with other Board members and the President/ Superintendent, as the Brown  
49 Act allows.

50 10. Recognize that contacts with the media are primarily handled by the  
51 Superintendent/President and/or Board President.

52 11. Recognize that under all circumstances that the Board is legally responsible for  
53 the effective operation of the District. Its primary function is to establish the policies  
54 by which Cerritos Community College is to be administered and assure its fiscal  
55 stability.

56 12. The Board shall hold the Superintendent/President and his/her administrative staff  
57 accountable for the administration of the educational program and the conduct of  
58 college business.

59 13. Avoid any situation that may constitute a conflict of interest and disqualify him/her  
60 from participating in decisions in which he/she has a financial interest. Conflicts of  
61 interest relate not only to the individual Trustee but also to his or her family and  
62 business partners.

63 14. Participate in a self-evaluation of the Board and use that evaluation to formulate  
64 Board goals and objectives for the upcoming year.

65 15. ENFORCEMENT

66 a. The majority of the Board reserves the right to censure any Board member  
67 who does not adhere to the confidentiality of closed sessions or engages in  
68 any unethical conduct.

69 b. Censure is an official expression of disapproval passed by the Board of  
70 Trustees. A Board member may be subject to a resolution of censure by  
71 the Board of Trustees should it be determined the Trustee misconduct has  
72 occurred.

73 c. A complaint of Trustee misconduct will be referred to the Board President.  
74 The Board President will appoint an ad hoc committee of three Trustees not  
75 associated with the complaint to conduct an investigation and review of the  
76 matter. In the event the complaint involves the Board President, another  
77 officer of the Board shall form the ad hoc committee. A thorough fact finding  
78 process, formulated in a manner deemed appropriate by the committee,  
79 shall be initiated. The committee shall be guided in its inquiry by the  
80 standards set forth in this policy and shall complete their inquiries within a  
81 reasonable period of time.

82 d. The Trustee subject to the charge of misconduct shall not be precluded from  
83 presenting information to the committee.

- 84 e. The committee shall, within a reasonable period of time, make a report of  
85 its findings to the Board of Trustees for action.  
86 16. Board members who are found by a majority of the Board to have acted unethically  
87 or to have violated this policy may be subject to reprimand, possible exclusion from  
88 closed sessions, public censure, referral to the District Attorney for criminal  
89 prosecution, or other action as determined by the Board.  
90 17. This policy will be reviewed during the organizational meeting following Board  
91 member elections.

92 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: December 10, 2014**

*(Replaces former Cerritos College Policies 1002, 1005, and 1006)*



**Board of Trustees**

1 **BP 2716 POLITICAL ACTIVITY**

2 **References:**

3 Education Code, Sections 7054, 7054.1, and 7056;  
4 Government Code, Section 8314

5 Members of the Board shall not use District funds, services, supplies, mailboxes,  
6 computers and computer network, or equipment to urge the passage or defeat of any  
7 ballot measure or candidate, including, but not limited to, any candidate for election to the  
8 Board.

9 Initiative or referendum measures may be drafted on an area of legitimate interest to the  
10 District. The Board of Trustees may by resolution express the Board's position on ballot  
11 measures. Public resources may be used only for informational efforts regarding the  
12 possible effects of District bond issues or other ballot measures.

13 Also see BP/AP 7370 titled Political Activity

14 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Dates Revised: February 11, 2013; August 26, 2013**

**Board of Trustees**

1 **BP 2717 PERSONAL USE OF PUBLIC RESOURCES**

2 **References:**

3 Government Code, Section 8314;

4 Penal Code, Section 424

5 No Board member or District employee shall use or permit others to use public resources  
6 for personal purposes or any other purpose not authorized by law, except that which is  
7 incidental and minimal.

8 Also see AP 7371 titled Personal Use of Public Resources

9 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Board of Trustees**

**1 BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS**

**2 Reference:**

3 Government Code, Section 54952.2

4 A majority of the members of the Board of Trustees shall not use a series of  
5 communications of any kind, directly or through intermediaries, to discuss, deliberate, or  
6 take action on any item of business that is within the subject matter jurisdiction of the  
7 Board of Trustees outside of a regularly scheduled meeting.

8 This policy shall not be construed as preventing an employee, official of the District, or  
9 community member from engaging in separate conversations, asking questions, or  
10 providing information regarding a matter that is within the subject matter jurisdiction of the  
11 Board, if that person does not communicate to members of the Board the comments or  
12 position of any other member or members of the Board.

13 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Dates Revised: June 9, 2010; February 18, 2015**

**Board of Trustees**

**1 BP 2725 BOARD MEMBER COMPENSATION**

**2 References:**

3 Education Code, Section 72024

4 Members of the Board including the Student Trustee who attend all Board meetings shall  
5 receive the compensation amount agreed upon under the procedure below and within the  
6 scope of the law.

7 Members of the Board including the Student Trustee shall only consider an annual salary  
8 increase commensurate to a faculty salary increase within that fiscal year, so long as the  
9 amount does not exceed five percent based on the present monthly rate of compensation.

10 A member of the Board of Trustees who does not attend all meetings held by the Board  
11 in any month shall receive, as compensation, an amount not greater than the pro rata  
12 share of the number of meetings actually attended. A member of the Board of Trustees  
13 may be paid for a meeting when absent if the Board, by resolution, finds that at the time  
14 of the meeting the member is performing services outside the meeting for the District, is  
15 ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

16 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: April 1, 2015**

**Board of Trustees**

1 **BP 2730 BOARD MEMBER HEALTH BENEFITS**

2 **Reference:**

3 Government Code, Sections 53201 and 53208.5

4 Members of the Board shall be permitted to participate in the District's health benefit  
5 programs. The benefits of members of the Board through the District's health benefit  
6 programs shall not be greater than the most generous schedule of benefits being received  
7 by any category of nonsafety employees of the District.

8 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: October 24, 2012**

**Board of Trustees**

1 **BP 2735 BOARD MEMBER TRAVEL**

2 **Reference:**

3 Education Code, Section 72423;  
4 Government Code Section 11139.8

5 Members of the Board of Trustees including the Student Trustee shall have travel  
6 expenses paid whenever they travel as representatives of and perform services approved  
7 by the Board in accordance with established administrative travel procedures and subject  
8 to the Board's budget.

9 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Reviewed: March 4, 2015**

**Board of Trustees**

1 **AP 2735 BOARD MEMBER TRAVEL**

2 **Reference:**

3 Education Code, Section 72423;  
4 Government Code Section 11139.8

5 Board members including the Student Trustee are encouraged to participate in activities  
6 that increase and enhance their understanding of the community college mission and the  
7 role of trustees on a governing board, including serving as advocates for, and  
8 representatives of, Cerritos College. When such participation occurs, all Board members  
9 are encouraged to report on their activities to their fellow trustees, at a regular Board  
10 meeting.

11 Office of Primary Responsibility: President/Superintendent

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**Date Approved: January 14, 2008**

**Date Reviewed: March 4, 2015**

**Board of Trustees**

1 **BP 2740 BOARD EDUCATION**

2 **Reference:**

3 ACCJC Accreditation Standard IV.C.9 (*formerly IV.B.1.f*)

4 The Board of Trustees is committed to its ongoing development as a Board and to an  
5 education program that includes an orientation for new Board members.

6 To that end, the Board of Trustees shall engage in study sessions, provide access to  
7 reading materials, and support conference attendance and other activities that foster  
8 Board member education.

9 After attendance at a conference or workshop, a Board Member will provide, during the  
10 Board Reports section on the Board agenda, a summary of the information received so  
11 that all Board members may benefit from the information acquired.

12 Board members who attend conferences or workshops shall provide any material  
13 received to the President's Office and the Executive Assistant to the  
14 President/Superintendent shall make such material available to the Board Members upon  
15 request.

16 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: April 1, 2015**



**Board of Trustees**

1 **BP 2745 BOARD SELF-EVALUATION AND GOALS**

2 **References:**

3 ACCJC Accreditation Standard IV.C.10 (*formerly IV.B.1.e and g*)

4 The Board of Trustees is committed to assessing its own performance as a Board in order  
5 to identify its strengths and areas in which it may improve its functioning.

6 To that end, the Board of Trustees shall establish processes to conduct a self-evaluation  
7 and to establish Board goals on an annual basis.

8 Also see AP 2745 titled Board Self-Evaluation and Goals

9 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: November 12, 2014**

**Board of Trustees**

**1 AP 2745 BOARD SELF-EVALUATION AND GOALS**

**2 References:**

3 Accreditation Standards IV.B.1.e and g

4 The Board of Trustees will determine the instrument and process to be used in the Board  
5 self-evaluation. Any evaluation instrument will incorporate criteria contained in Board  
6 Policies regarding Board operations, as well as criteria defining Board effectiveness  
7 promulgated by recognized practitioners in the field. The evaluation instrument shall also  
8 assess the Board's performance in achieving its annual goals.

9 The following process shall occur on an annual basis by the Board of Trustees:

10 Prior to the first board meeting in April, each member of the Board of Trustees will  
11 complete the self-evaluation instrument and submit responses to the Executive Assistant  
12 to the President/Superintendent.

13 A summary of the evaluations will be presented and discussed as an information item at  
14 a Board meeting by no later than the second board meeting in April. As with all board  
15 agenda items, members of the public have an opportunity to comment on the Board's  
16 self-evaluation via public comment during the Board meeting. The results of the self-  
17 evaluation will be used to assess performance, identify accomplishments in the past year  
18 and set goals for the following year.

19 At the aforementioned meeting, the Board of Trustees shall also establish a Board  
20 advisory committee which will utilize the results of the self-evaluation to prepare Board  
21 goals for the following year.

22 The Board goals as proposed by the advisory committee shall be presented to the entire  
23 Board of Trustees for discussion and consideration at the first meeting in May.

24 The Board goals shall be approved by no later than the end of May.

25 Office of Primary Responsibility: President/Superintendent

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**Date Approved: November 12, 2014**

**Board of Trustees**

1 **BP 2750 BOARD MEMBER ABSENCE FROM THE STATE**

2 **Reference:**

3 Government Code Section 1064

4 No member of the Board shall be absent from the state for more than 60 days, except in  
5 any of the following situations:

- 6 • Upon business of the community college district with the approval of the Board.
- 7 • With the consent of the Board for an additional period not to exceed a total absence  
8 of 90 days. In the case of illness or other urgent necessity, and upon a proper  
9 showing thereof, the time limited for absence from the state may be extended by  
10 the Board.
- 11 • For federal military deployment, not to exceed an absence of a total of six months,  
12 as a member of the Armed Forces of the United States or the California National  
13 Guard. If the absence of a member of the Board pursuant to this subdivision  
14 exceeds six months, the Board may approve an additional six-month absence  
15 upon a showing that there is a reasonable expectation that the member will return  
16 within the second six-month period, and the Board may appoint an interim  
17 member, who resides in the trustee area of the absent member, to serve in his/her  
18 absence. If two or more members of the Board are absent by reason of the  
19 circumstances described in this subdivision, and those absences result in the  
20 inability to establish a quorum at a regular meeting, the Board may immediately  
21 appoint one or more interim members, who reside in the trustee area(s) of the  
22 absent member(s), as necessary to enable the Board to conduct business and  
23 discharge its responsibilities.
- 24 • The term of an interim member of the Board appointed as set forth above may not  
25 extend beyond the return of the absent member, nor may it extend beyond the next  
26 regularly scheduled election for that office.

27 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: October 24, 2012**

**Date Reviewed: March 4, 2015**

**Date Revised: April 1, 2015**

**Board of Trustees**

**1 BP 2800 STUDENT SUCCESS FUNDS FROM VINTAGE CERRITOS**

**2 References:**

3 None

**4 Elements of Student Success (What is to be supported through the use of these funds)**

- 5 • Learning skills
- 6 • Social skills/people skills
- 7 • Cultural development
- 8 • Workplace skills
- 9 • Technical skills
- 10 • Language skills
- 11 • Critical thinking skills
- 12 • Communication skills
- 13 • Civility skills

**14 What Funds Can Be Used For**

- 15 • These funds can be used for non-personnel items identified in the Unit Plans,  
16 Student Success Plan, Educational Master Plan, or Facilities Master Plan.
- 17 • Examples:
  - 18 ○ Library books
  - 19 ○ Computer hardware and software
  - 20 ○ New or modifications to instructional or institutional support space
  - 21 ○ Instructional and institutional support technology
  - 22 ○ Equipment
  - 23 ○ Teaching improvement workshops or activities

24 Funds are not to be used for ongoing personnel costs.

**25 Criteria for Decisions**

- 26 • Unit Plans, Student Success Plan, Educational or Facilities Master Plan;
- 27 • Number of students impacted; and
- 28 • Ongoing value to institution

29 **Annual Funded Allocation**

30 Student Success items identified for funding shall be recommended by Executive Council  
31 to the Board of Trustees for approval on an annual basis. In emergency situations, these  
32 funds may become available for uses outside the scope outlined in this policy with Board  
33 authorization.

34 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: November 12, 2014**

*Replaces Student Success Funds From Vintage Cerritos Guidelines*

**Board of Trustees**

1 **BP 2900 NAMING OF FACILITIES**

2 **References:**

3 No references

4 It shall be the policy of the Board of Trustees to name facilities within the Cerritos  
5 Community College District when deemed appropriate in accordance with this policy.

6 The final authority for naming District facilities rests with the Board of Trustees. A facility  
7 is defined as any and all District and college structures and/or lands, including, but not  
8 limited to, buildings or any portion thereof, roads and access routes, athletic fields and  
9 staging areas, plazas, dining commons and all other areas of assembly or activity.

10 Facilities may be named in recognition of individuals or organizations providing  
11 extraordinary service and or monetary gifts to the community or the District.  
12 Consideration of names with historic or cultural significance in the region may also be  
13 used.

14 All recommendations for naming of facilities shall be submitted to the Board of Trustees  
15 by the President/Superintendent for action.

16 **Discontinuing the Name of a Facility**

17 The Cerritos Community College District recognizes that the name conferred on a District  
18 facility or location in recognition of an individual or group is an important factor in the  
19 public image of the College. It reflects upon both the College and the location itself.  
20 Accordingly, the Board of Trustees may discontinue an approved name when the Board  
21 determines that it is no longer appropriate for the College to retain the name previously  
22 assigned to the facility, location or area.

23 The President/Superintendent shall develop the procedures for presenting proposed  
24 names for facilities to the Board of Trustees for consideration.

25 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: December 12, 2007**

**Date Revised: October 14, 2013**

*(Replaces former Cerritos College Policy 8015)*

**Board of Trustees**

**1 AP 2900 NAMING OF FACILITIES**

**2 References:**

3 No references

4 The final authority for naming District facilities rests with the Board of Trustees.

5 The Board of Trustees has delegated to the President/Superintendent the authority to  
6 coordinate and recommend the processes and criteria for the consideration of the naming  
7 of facilities.

**8 General Considerations**

**9 A. Facilities that may be considered for naming**

- 10 1. All buildings, structures, areas located at the District that are not currently  
11 named.
- 12 2. All lecture halls, classrooms, studios, labs, athletic facilities and permanent  
13 fixtures.
- 14 3. All areas where students, staff and the public gather, including walkways,  
15 benches and gardens.
- 16 4. Other items (such as major equipment) if appropriate for naming purposes.
- 17 5. As a general criterion, new, updated, modernized and existing buildings shall  
18 be named for an individual or group when a monetary gift is involved. Other  
19 facilities may be named for a monetary gift, an individual or group rendering  
20 exceptional service and achieving such unique distinction to warrant  
21 recognition, prestigious individuals or organizations, or other purposes.

**22 B. Process and Criteria for Naming Facilities**

- 23 1. Requests for naming buildings, structures, classrooms, labs, or areas on  
24 campus shall be submitted in writing to the President/Superintendent by  
25 completing the Request for Naming of Facilities form.
- 26 2. The President/Superintendent shall forward the request(s) to the College  
27 Coordinating Committee and Executive Director of Foundation and Community  
28 Advancement to review and make a recommendation.
- 29 3. The President/Superintendent shall forward the College Coordinating  
30 Committee and Executive Director of Foundation and Community  
31 Advancement's recommendation to accept, deny, or modify the naming of a  
32 building, structure, classroom, lab, or area on campus to the Board of Trustees  
33 for final review and decision.
- 34 4. Proposals for recognition may originate from departments, college  
35 organizations or entities within the District.

36 **C. Signage**

37 **External**

- 38 1. Buildings to be named should normally bear the last name of the person and  
39 the building name, e.g., "The Doe Memorial Library," in a typeface and style  
40 consistent with campus signage. The lettering of the nameplate shall be  
41 reviewed by the Vice President of Business Services and  
42 President/Superintendent and submitted for consideration of approval to the  
43 Board of Trustees.
- 44 2. A plaque of appropriate materials and design, permanently affixed to the  
45 outside of the wall nearest the front entrance listing the name of the person for  
46 whom the building is named and their connection to the District, the building  
47 and architect, the Board of Trustees and the President/Superintendent at the  
48 time any new building is constructed and dedicated or in the case of extensive  
49 remodeling and rededication.
- 50 3. All areas where students, staff, and the public gather, including walkways,  
51 benches, and gardens may also be identified with a plaque or  
52 acknowledgement plate of appropriate materials and design mounted near the  
53 area. The plaque or acknowledgement plate design should be consistent with  
54 the design of the facility and easily maintained.

55 **Internal**

56 Lecture halls, classrooms, reception areas, and labs named may also be identified  
57 with a plaque or lettering of appropriate materials and design mounted on the wall  
58 in close proximity to the main entrance to the named facility.

59 **D. Duration of Naming Recognition**

60 Naming of District property may be granted by the Board of Trustees as either  
61 permanent or for a defined period of time. The recommendation to the Board shall  
62 include the recommended duration of the recognition.

63 **E. Transferability of Naming Recognition**

64 Naming of a designated piece of District property shall not survive the named  
65 property's existence. Should the named property be removed or redesigned for  
66 another use the naming recognition shall not automatically be assigned to its  
67 replacement or any other like property without the express authorization of the  
68 Board of Trustees. A recommendation for the transfer of the naming rights may  
69 be presented to the Board of Trustees for consideration at any time within the  
70 originally defined recognition period.

71 **Specific Considerations**

72 Requests for naming a District facility must meet one of the following criteria:

73 **A. Naming a structure, classroom, lab, facility or area for individual service to**  
74 **the District**



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1. The following criteria shall be used in naming a District facility in honor of an individual or group:
    - Rendered service documented as clearly and measurably exceeding in quality and accomplishment than what might be ordinarily expected of someone occupying the same position.
    - Rendered service over a period of at least ten years.
    - Materially and profoundly contributed to the overall advancement of the institution through any combination of the following: facilities improvements; program development and enhancements; fostering consensus building; noteworthy fundraising; creation of partnerships with business, industry, and other public and private agencies that clearly advance the institution; providing leadership that clearly and significantly contributes to the advancement of the institution; is recognized in the field of education, business and industry, or government as having made significant contributions to the educational profession, economic development of the region, or to workforce development thereby bringing status and recognition to the institution; and/or other pertinent criteria.
    - Made exceptional contributions to the District considered to be equivalent or nearly equivalent to the value of the facility or area to be named for him/her in terms of institutional advancement.
    - Achieved such unique distinction as to warrant recognition.
  2. As a general rule, if the request is to honor a living person, the individual may not be an employee or trustee at the time of consideration. Individuals will not be considered for this honor until at least three years following the individual's separation from the District. Under extraordinary circumstances, this requirement may be waived.
  3. If the request is to honor a deceased person, the recommendation should be made free from emotion and transitory pressure; therefore, no request shall be considered until the individual has been deceased at least one year.
  4. An appropriate relationship between the use of the facility or its function and the person for whom it will be named should exist.
  5. Requests should include a rationale for requesting the naming of the facility and evidence of a broad base of support, with a minimum of three letters of support. If appropriate, a detailed biography of the person for whom the facility is to be named should also be included.

110 **B. Naming a building, structure, classroom, lab, or area of recognition for a**  
111 **monetary gift to the District**

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1. Facilities may be named for a benefactor or an individual nominated by a benefactor.
  2. Such facilities will not be named in return for deferred estate gifts unless the gifts are part of an irrevocable trust. Such facilities will not be named for persons making gifts of property (real or personal) until the gift is converted to liquid assets. Under extraordinary circumstances, this requirement may be waived.

- 119 3. The significance and amount of the proposed gift shall be taken into  
120 consideration as either or both relate to the realization, completion, or  
121 enhancement of a facility or property.
- 122 4. A District facility may be named for individuals or organizations responsible for  
123 a “major gift” benefiting the college. The term “major gift” in this context is  
124 deliberately not defined by arbitrary standards or by a specific dollar amount.  
125 Its interpretation is meant to be flexible so that each situation may be judged  
126 on its own merits and may take into account significant contributions or  
127 personal services as well as monetary or in-kind gifts. It is expected that each  
128 naming opportunity will recognize the donor according to the level of gift and  
129 size of facility as outlined in the approved naming opportunities brochure.
- 130 5. The donor gift shall be in an amount which will either fund the total cost of the  
131 facility to be named or provide the funding for the portion of the total cost which  
132 would not have been available from any other source (such as federal or state  
133 loans or appropriations, student fees, bond issues, etc.), with the latter to  
134 constitute a significant portion of the total cost of the facility to be named.
- 135 6. Monetary gifts may be fulfilled over time but must be paid in full prior to opening  
136 or dedication of the building or facility, unless otherwise stipulated by the donor  
137 agreement.

138 **C. Naming a structure, classroom, lab, or area for a person(s), groups, or other**  
139 **purposes when neither a monetary gift nor service is involved**  
140 Names of facilities or areas should lend prestige to the District and to staff,  
141 students, and the community. The credentials, character, and reputation of each  
142 individual, organization, or corporation for the naming being considered shall be  
143 carefully scrutinized and evaluated. Proposals to name a District facility for other  
144 purposes such as its function shall adhere to the guidelines specified within this  
145 procedure. Nominations submitted for consideration must be accompanied by  
146 sufficient rationale and supporting documentation.

147 **Discontinuing the Name of a Facility**

148 The Cerritos Community College District recognizes that the name conferred on a District  
149 facility or location in recognition of an individual or group is an important factor in the  
150 public image of the College. It reflects upon both the College and the location itself.  
151 Accordingly, the Board of Trustees may discontinue an approved name when the Board  
152 determines that it is no longer appropriate for the College to retain the name previously  
153 assigned to the facility, location or area.

154 Office of Primary Responsibility: President/Superintendent

# Cerritos College

## Request for Naming of Facilities

Please complete the information below to request naming a building, structure, classroom/lab, or other area on campus. All requests must follow guidelines specified in Board Policy and Administrative Procedure 2900 – Naming of Facilities.

**Requestor Information:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date of Request

\_\_\_\_\_

Address

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Cerritos College Affiliation (staff, student, community, etc.)

\_\_\_\_\_

Email

**This is a request to name a Cerritos College facility for:**

- Individual Service (attach a minimum of three letters of support and a detailed biography)
- Group Service (attach a minimum of three letters of support)
- Recognition of a Monetary Gift/Donation
- Other (please list) \_\_\_\_\_

**Describe the facility you are requesting to name:**

**Proposed Facility Name:**

**Rationale** (attach additional pages if necessary):

# CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **October 17, 2018**

**Agenda Item No. 9**

**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 Academic Year</b></p>
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**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>
Lead Custodian	Classified Salary Schedule Grade 28, Step 1 (\$3,751.50/month includes 2.5% swing shift differential)	Keisha Marts	10/18/18	New

\* Categorically Funded

\*\* Specially Funded