



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

CHERYL A. EPPLE BOARD ROOM

Wednesday, October 19, 2016 at 6:30 p.m. (Closed Session)
Open Session will begin at 7:30 p.m.

CALL TO ORDER:

Dr. Shin Liu, Board President

Dr. Shin Liu, Board President
Trustee Area 5

Bob Arthur, Member
Trustee Area 1

Marisa Perez, Board Vice President
Trustee Area 4

Carmen Avalos, Member
Trustee Area 2

Zurich Lewis, Board Clerk
Trustee Area 7

John Paul Drayer, Member
Trustee Area 3

Dr. Sandra Salazar, Member
Trustee Area 6

Karen F. Patron D.
Student Trustee

Dr. Jose Fierro
President/Superintendent

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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

President's Office - 11110 Alondra Boulevard - Norwalk, California 90650
(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX

Copies of the agenda materials are available in the President's Office and are available online at
www.cerritos.edu/board

COMMENTS FROM THE AUDIENCE REGARDING CLOSED SESSION

(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.

CLOSED SESSION

1. **Conference with Labor Negotiators (GC #54957.6)**
 - A. Agency Representatives: Mr. Harry Joel and Mr. Steven Andelson
 - B. Employee Organizations:
California School Employees Association (CSEA)

2. **Reconvene at 7:30 p.m.**

3. **Invocation**

4. **Pledge of Allegiance: Dr. Salazar**

5. **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.

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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

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.

OPEN SESSION AGENDA

6. Institutional Presentation: Recognition of Outstanding Classified Employee of the Month

The Board of Trustees will honor Daniel Tufnell, Locker and Equipment Specialist in the Health, Physical Education, and Athletic Department, as Outstanding Classified/Confidential Employee of the Month for September 2016.

7. Institutional Presentation: Recognition of Retirees

The Board of Trustees will recognize Sue Parsons for her years of dedicated service to Cerritos College.

8. Institutional Presentation: 2016 Relay for Life of Norwalk Event by Jennifer Perez, Relay for Life of Norwalk Event Chair

Relay for Life of Norwalk will make a presentation to the Board of Trustees thanking Cerritos College for its support of the 2016 Relay for Life of Norwalk.

9. Information Item: Board Advisory Committee Activities Report

The Board of Trustees will receive a summary of Board advisory committee activities from the following:

- a. Bond Construction Advisory Committee

CONSENT CALENDAR ITEMS

Agenda Items 10-42 are presented as Consent Calendar Items. All items may be approved by adoption of the Consent Calendar, individually and collectively by one (1) motion. There will be no separate discussion of these items unless Members of the Board of Trustees, the public, or staff request that specific items be removed from the Consent Calendar for separate discussion and action.

10. New Courses and Programs, and Modifications to Existing Courses and Programs (Office of Academic Affairs)

It is recommended that the Board of Trustees approve new course offerings and modifications to curriculum.

11. Conference Request for Travel Outside the United States – Vancouver, British Columbia (Office of Academic Affairs)

It is recommended that the Board of Trustees approve a conference request for Connie Mayfield, full-time faculty member in the Fine Arts and Communications division, to travel to Vancouver, British Columbia from November 2, 2016 to November 6, 2016. No cost to the district.

12. Teacher Preparation Pipeline Grant (TPP) Faculty Stipends (Office of Academic Affairs)

It is recommended that the Board of Trustees approve individual stipends totaling \$1,500 for faculty participating in the Teacher Preparation Pipeline (TPP) Grant workgroups taking place during fall 2016 semester. Funds from the Teacher Preparation Pipeline Grant will be utilized for this expenditure. No general funds will be used.

13. BSI-funded Stipends for AIME Basic Skills Initiative for Fall of 2016 (Office of Academic Affairs)

It is recommended that the Board of Trustees approve stipends for faculty who are participating in the Accelerated Instruction in Math and English (AIME) program providing math and English pathways, integrated student support, and reintegration of services that allow students to complete their developmental education sequence and college-level math and/or English in a timely manner. General funds will not be used for these stipends. Basic Skills Initiative funds will be utilized.

14. Learning Community Faculty Stipends (Office of Academic Affairs)

It is recommended that the Board of Trustees approve individual stipends totaling \$9,300 for faculty teaching in Learning Communities during the Fall 2016 semester. Funds from the Learning Community Program budget will be utilized for this expenditure.

15. Acceptance of Gifts (Office of Business Services)

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

16. Bid No. 16P001, Multi-Purpose Fire Alarm Upgrade (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P001, Multi-Purpose Fire Alarm to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of \$417,000, which equals the Total Base Bid Amount. Funding for this project will be allocated from the GO Bond.

17. Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 01, Demo/Grading/Site and Structural Concrete to K.A.R. Construction, Inc. of Ontario, California, as the lowest responsive, responsible bidder in the amount of \$820,000, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

18. Bid No. 16P002, Shade Structures – Category 02, Landscaping (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 02, Landscaping to Pierre Landscape, Inc. of Irwindale, California, as the lowest responsive, responsible bidder in the amount of \$226,731, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

19. Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 03, Shade Structure Steel to Anderson Charnesky Structural Steel, Inc. of Beaumont, California, as the lowest responsive, responsible bidder in the amount of \$1,808,225, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

20. Bid No. 16P002, Shade Structures – Category 04, Paint (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 04, Paint to Fix Painting Company of Woodland Hills, California, as the lowest responsive, responsible bidder in the amount of \$310,000, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

21. Bid No. 16P002, Shade Structures – Category 05, Electrical (Office of Business Services)

It is recommended that the Board of Trustees approve the award of contract for Bid No. 16P002, Shade Structures – Category 05, Electrical to RDM Electric Co., Inc. of Chino, California, as the lowest responsive, responsible bidder in the amount of \$525,000, which equals the Total Base Bid Amount plus Alternate No. 2. Funding for this project will be allocated from the GO Bond.

22. Reduction of Retention, Bid No. 14P006, Category 05, Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees approve the reduction of the retention withheld from 10% to 5%, in accordance with the terms and conditions of Contract No. 14P006-05 with Anderson Charnesky Structural Steel, Inc., of Beaumont, CA. The retention is currently being held in an escrow account; this project is funded by the GO Bond, and no general funds will be used.

23. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 13P032, Category 08), Best Contracting Services, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$2,537 for the Fine Arts-CIS/Math Building project. The deductive amount from Change Order No. 1 will be \$2,537, decreasing the contract amount to \$665,263. Funding will be allocated from the GO Bond.

24. Ratification of Change Order No. 1 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 1 [Deductive Credit] in the deductive amount of \$33,618 for the Fine Arts-CIS/Math Building project. The deductive amount from Change Order No. 1 will be \$33,618, decreasing the contract amount to \$5,056,382. Funding will be allocated from the GO Bond.

25. Ratification of Change Order No. 2 [Deductive Credit], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 2 [Deductive Credit] in the deductive amount of \$1,279 for the Fine Arts-CIS/Math Building project. The deductive amount from Change Order No. 2 will be \$1,279, decreasing the contract amount to \$5,055,103. Funding will be allocated from the GO Bond.

26. Ratification of Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 3 [Agency Driven Changes, Unforeseen Conditions, Owner Added Scope, Errors] in the amount of \$32,446 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 3 will be \$32,446, increasing the contract amount to \$5,087,549. Funding will be allocated from the GO Bond.

27. Ratification of Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors], (Bid No. 14P006, Category 05), Anderson Charnesky Structural Steel, Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 4 [Agency Driven Changes, Owner Added Scope, Errors] in the amount of \$21,131 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 4 will be \$21,131, increasing the contract amount to \$5,108,680. Funding will be allocated from the GO Bond.

28. Ratification of Change Order No. 1 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 1 [Owner Added Scope] in the amount of \$36,155 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 1 will be \$36,155, increasing the contract amount to \$3,460,971. Funding will be allocated from the GO Bond.

29. Ratification of Change Order No. 2 [Owner Added Scope], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 2 [Owner Added Scope] in the amount of \$5,027 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 2 will be \$5,027, increasing the contract amount to \$3,465,998. Funding will be allocated from the GO Bond.

30. Ratification of Change Order No. 3 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 3 [Owner Added Scope, Agency Driven, Errors] in the amount of \$25,377 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 3 will be \$25,377, increasing the contract amount to \$3,491,375. Funding will be allocated from the GO Bond.

31. Ratification of Change Order No. 4 [Owner Added Scope, Agency Driven, Errors], (Bid No. 13P032, Category 11), Sierra Lathing Co., Inc., Fine Arts-CIS/Math Building ve (Office of Business Services)

It is recommended that the Board of Trustees ratify Change Order No. 4 [Owner Added Scope, Agency Driven, Errors] in the amount of \$8,234 for the Fine Arts-CIS/Math Building project. The amount from Change Order No. 4 will be \$8,234, increasing the contract amount to \$3,499,609. Funding will be allocated from the GO Bond.

32. Ratification of the Agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs (Office of Business Services)

It is recommended that the Board of Trustees ratify the agreement with Chabot-Las Positas Community College District for Early Childhood Mentor Programs. Cerritos College will receive funding in the amount of \$34,698 plus travel expenses; funding is made possible through a California State Department of Education grant received by Chabot-Las Positas Community College District.

33. Contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant (Office of Business Services)

It is recommended that the Board of Trustees approve the contract with Victor Arreola for Outreach Coordinator Services for the California Apprenticeship Initiative Pre-Apprenticeship Grant. Cerritos College will receive funding in the amount of \$38,000 to pay for the below consulting services; funding is made possible through the California Apprenticeship Initiative through the Pre-Apprenticeship Grant program.

34. Contracts under \$25,000 for the Month of August 2016 (Office of Business Services)

It is recommended that the Board of Trustees approve contracts under \$25,000 that were processed during the month of August 2016. Funding sources vary and are dependent upon the goods/services purchased.

35. Purchase Orders for the Month of August 2016 (Office of Business Services)

It is recommended that the Board of Trustees approve the purchase orders processed during the month of August 2016. Funding sources vary and are dependent upon the goods/services purchased.

36. Make Budget Transfers and Budget Adjustments (Office of Business Services)

It is recommended that the Board of Trustees approve the budget transfers and budget adjustments as presented. The overall fiscal impact of the budget adjustments will increase the ending balance of the Unrestricted General Fund.

37. Ratification of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending September 30, 2016 (Office of Business Services)

It is recommended that the Board of Trustees ratify General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the quarter ending September 30, 2016. The items are budgeted in the General Fund.

38. Employment of Classified, Short-Term, Substitute, Professional Expert, and/or Student Hourly Personnel as Needed for the 2016-2017 Academic Year (Office of Human Resources)

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, professional expert, and/or student hourly personnel. No additional fiscal impact. This is budgeted in the General Fund.

39. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2016-2017 Academic Year (Office of Human Resources)

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2016-2017 academic year and as presented on the attached list. No additional financial effect. This is budgeted in the General Fund.

40. Ratification of Employee Resignations (Including Separations and Retirements) Accepted by the President/Superintendent (Office of Human Resources)

It is recommended that the Board of Trustees ratify the attached list of resignations accepted by the President/Superintendent according to Board Policy 7350. No fiscal impact.

41. Employment of Classified Managers (Office of Human Resources)

_____, College Psychologist, Student Health and Wellness, Management Salary Schedule, Grade 28, Step 1 (\$7,396.00/month)

Colleen McKinley, Director, Educational Partnerships and Programs, Educational Partnerships and Programs, Management Salary Schedule, Grade 38, Step 4 (\$11,320.00/month), effective October 31, 2016

42. Ratification of Temporary Management “Out-of-Classification” Assignment (Office of Human Resources)

It is recommended that the Board of Trustees ratify a temporary “out-of-classification” assignment for Dr. Gary Pritchard, Instructional Dean, Fine Arts & Communications, and Dr. Patricia Smith-Robbins, Director, Community Education to perform additional responsibilities effective October 1, 2016, for a period not to exceed June 30, 2017. No fiscal impact. The Dean of Academic Affairs position is vacant.

INFORMATION ITEMS

Agenda Items 43-46 are presented for Information Only. No action will be taken by the Board of Trustees.

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

The Board of Trustees will review the May 23, 2016, August 29, 2016, September 12, 2016, and September 26, 2016 College Coordinating Committee Minutes.

44. Information Item: Three Month Look-Ahead Schedule of RFP and RFQ Solicitations (Office of the Business Services)

This item is presented for informational purposes only.

45. Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2016 (Office of Business Services)

This item is presented for information only.

46. Information Item: Associated Students of Cerritos College (ASCC) Annual Budget for 2016-17 (Office of Student Services)

This item is presented for information only.

ADMINISTRATIVE ITEMS

Agenda Item 47 is presented as an Administrative Matter Item. Each item will be considered for individual action by the Board of Trustees.

47. Second Reading and Consideration of Adoption of Board Policy and Administrative Procedure 3440 – Service Animals

It is recommended that the Board of Trustees adopt Board Policy and Administrative Procedure 3440 – Service Animals as reviewed by the board at the October 5 board meeting, during this second reading and adoption.

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.

48. Adjournment

***The Next Regular Meeting of the Board of Trustees is set for
Wednesday, November 2, 2016 at 6:30 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 12, 2016 at 10:00 a.m., as required by law.

Dr. Jose Fierro, President/Superintendent