



CERRITOS COLLEGE
BOARD BOOK

JUNE 21, 2017



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

CHERYL A. EPPLE BOARD ROOM

Wednesday, June 21, 2017 at 7:00 p.m.

CALL TO ORDER:

Zurich Lewis, Board President

Zurich Lewis, Board President
Trustee Area 7

Martha Camacho-Rodriguez, Member
Trustee Area 1

Carmen Avalos, Board Vice President
Trustee Area 2

Marisa Perez, Member
Trustee Area 4

Dr. Shin Liu, Board Clerk
Trustee Area 5

Dr. Sandra Salazar, Member
Trustee Area 6

James Cody Birkey, Member
Trustee Area 3

Raul Avalos
Student Trustee

Dr. Jose Fierro
President/Superintendent

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

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

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

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

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

AGENDA ORGANIZATION

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

COMMENTS FROM THE AUDIENCE

(Government Code Section 54954.3)

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

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

REPORTS AND COMMENTS FROM CONSTITUENT GROUPS

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

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

OPEN SESSION AGENDA

4. **Institutional Presentation: Installation of Newly Appointed Board Member**

James Cody Birkey will be installed as Board Member for Trustee Area 3.

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

The Board of Trustees will recognize Blanca Gamez as Classified Employee of the Month for May 2017.

6. Institutional Presentation: Presentation of Cerritos College Foundation Scholarships

The Board of Trustees will recognize the following Cerritos College Foundation scholarship recipients:

- Perez-Medrano Scholarship: Kimberly Ramos and Danielle Varela

<i>INFORMATION ITEMS</i>
Agenda Items 7 and 8 are presented as Information Items.
7. Discussion Item: Board Self Evaluation in Accordance with Board Policy 2745 (Office of the President) The Board of Trustees will discuss its Board Self Evaluation in Accordance with Board Policy 2745.
8. Institutional Presentation: Presentation of the Tentative Budget for the 2017-2018 Fiscal Year (Office of Business Services) The Board of Trustees will participate in a discussion and study session of the 2017-2018 Tentative Budget in a presentation by Felipe Lopez, Vice President of Business Services.

<i>ADMINISTRATIVE MATTER</i>
Agenda Items 9 and 10 are presented as Action Items.
9. Consideration of Approval of the Tentative Budget for the 2017-2018 Fiscal Year (Office of Business Services) It is recommended that the Board of Trustees approve the Tentative Budget for the 2017-2018 fiscal year. The information presented in this Tentative Budget reflects some of the changes in the Governor's May Revise that are presently being considered and discussed by the state legislature. When the State adopts its budget, the College will make relevant changes to its own budget based on the new information that becomes available and then will present an Adopted Budget on September 6, 2017 for approval by the Board of Trustees.
10. Consideration of Approval of Resolution Nos. 17-0621A and 17-0621B Authorizing Specified Employees of the Cerritos Community College District to Approve Notices of Employment, Contracts, and Orders for Salary or Commercial Payments in the LACOE Financial System for the Period June 21, 2017 to December 31, 2017 (Office of Business Services) It is recommended that the Board of Trustees approve Resolution Nos. 17-0621A and 17-0621B authorizing specified employees of the Cerritos Community College District to approve notices of employment, contracts, and orders for salary or commercial payments in the LACOE financial System for the Period June 22, 2017 to December 31, 2017. No general funds will be used.

REPORTS AND COMMENTS FROM DISTRICT OFFICIALS

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

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

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

11. President/Superintendent's Annual Evaluation

12. Conference with Legal Counsel-Existing Litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9 paragraph (2) of subdivision (d), and paragraph (2) of subdivision (e). Claimant: Katherine Sacdalan (Claim #535032) Agency Claimed Against: Cerritos Community College District

13. Student appeal of Administrative Determination pursuant to Government Code Section 54957 paragraphs (1), (2), and (3) of subdivision (b)

14. 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

15. Reconvene to Open Session

16. Adjournment

***The Next Regular Meeting of the Board of Trustees is set for
Wednesday, July 19, 2017 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on June 15, 2017 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: **June 7, 2017**
Agenda Item No. 5

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Dr. Adriana Flores-Church
Vice President of Human
Resources/Assistant Superintendent

SUBJECT: Institutional Presentation: Recognition of Outstanding Classified/Confidential Employee of the Month
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ACTION

The Board of Trustees will honor Blanca Gamez, Program Facilitator for CalWORKS as Outstanding Classified/Confidential Employee of the Month for May 2017.

FISCAL IMPACT

No fiscal impact.

REPORT SUMMARY

The Outstanding Classified/Confidential Employee Selection Committee named Blanca Gamez as the recipient of the Outstanding Classified/Confidential Employee of the Month Award for May 2017.

Blanca began her career at Cerritos College as a short term temporary employee in July 2013. She was hired as classified employee in January 2016 as the Program Facilitator for the CalWORKs department.

Blanca was a great addition to the CalWORKs department. In the past year she has taken the lead in the departments open house and in the coordination of the end of the year celebration. She is part of the AB540 Taskforce on campus and participates in the decision making and implementation of important changes on campus that impacts our students. Blanca served on the California Community Colleges CalWORKs Association and was one of the key members in the organization of the state wide conference. Blanca is always ready and willing to welcome and guide new students through the services her department has to offer.

Blanca, your dedication, commitment, and willingness to go above and beyond to meet the needs of the students and staff are exceptional. The administration, staff, and students appreciate your personal attributes and outstanding efforts. We are proud that you are a Cerritos College employee and we commend you for your outstanding service and dedication. Thank you for a job well done!

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

None.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 21, 2017**

Agenda Item No. 9

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

SUBJECT: Consideration of Approval of the Tentative Budget for the 2017-2018 Fiscal Year

ACTION

It is recommended that the Board of Trustees approve the Tentative Budget for the 2017-2018 fiscal year.

FISCAL IMPACT

The information presented in this Tentative Budget reflects some of the changes in the Governor's May Revise that are presently being considered and discussed by the state legislature. When the State adopts its budget, the College will make relevant changes to its own budget based on the new information that becomes available and then will present an Adopted Budget on September 20, 2017 for approval by the Board of Trustees.

REPORT SUMMARY

Approval of the 2017-2018 Tentative Budget is required by July 1, 2017 by the Board of Trustees in order to provide the College with continued spending authority and to enable the Los Angeles County Office of Education to be able to continue disbursing warrants for payroll checks and vendor payments. Assuming the State adopts its budget by the official deadline of June 28, 2017, then the deadline to adopt the College's budget is September 6, 2017.

The 2017-2018 Tentative Budget depicts the College's estimates of its resources and expenditures for the upcoming fiscal year. In developing this report, critical assumptions were made about key issues that may or may not become reality. Key assumptions are based upon Governor Brown's "May Revise" as well as facts and detailed analysis concerning local issues such as the total number of personnel, cost of step and column, health & welfare increases, changes in categorical program revenues, etc. All assumptions reflect the best known internal and external information that is available at the time of budget preparation. The College updates its assumptions, budget and projections throughout the year.

NOTICING REQUIREMENTS

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

ATTACHMENT

2017-18 Tentative Budget under separate cover.

CERRITOS COLLEGE

Regular Meeting of the Board of Trustees

Meeting Date: **June 21, 2017**
Agenda Item No. 10

FROM:

Dr. Jose Fierro
President/Superintendent

REVIEWED BY:

Mr. Felipe R. Lopez
Vice President of Business Services/
Assistant Superintendent

PREPARED BY:

Noorali Delawalla
Director of Fiscal Services

<p>SUBJECT: Consideration of Approval of Resolution Nos. 17-0621A and 17-0621B Authorizing Specified Employees of the Cerritos Community College District to Approve Notices of Employment, Contracts, and Orders for Salary or Commercial Payments in the LACOE Financial System for the Period June 21, 2017 to December 31, 2017.</p>
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ACTION

It is recommended that the Board of Trustees approve Resolution Nos. 17-0621A and 17-0621B authorizing specified employees of the Cerritos Community College District to approve notices of employment, contracts, and orders for salary or commercial payments in the LACOE financial System for the Period June 22, 2017 to December 31, 2017.

FISCAL IMPACT

No general funds will be used.

REPORT SUMMARY

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

The Los Angeles County Office of Education (LACOE) requires authorization by the Board of Trustees of specified individuals to approve documents in the LACOE Financial System. It is required that a Certificate of Signatures be approved for the next calendar year to be effective June 22, 2017. Attached are the Resolutions which, upon approval by the Board of Trustees and the affixing of signatures, will authorize specific employees of the Cerritos Community College District to approve designated documents for the period June 21, 2017 through December 31, 2017.

NOTICING REQUIREMENTS

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

ATTACHMENT(S)

LACOE Resolution Nos. 17-0621A and 17-0621B - Signature Authority List of Names

RESOLUTION # 17-0621A

CERRITOS COMMUNITY COLLEGE DISTRICT

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

These approved signatures are valid for the period of: June 22, 2017 to December 31, 2017 in accordance with governing board approval dated June 21, 2017.

NOTE: Please TYPE name under signature.

Signature _____
Clerk (Secretary) of the Board

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

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

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

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

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

RESOLUTION #07-0621B

CERRITOS COMMUNITY COLLEGE DISTRICT

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

These approved signatures are valid for the period of: June 22, 2017 to December 31, 2017 in accordance with governing board approval dated June 21, 2017

NOTE: Please TYPE name under signature.

Signature _____
Clerk (Secretary) of the Board

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Signature: _____ Type: Zurich Lewis President of the Board of Trustees/Education	Signature: _____ Type: Mr. Felipe Lopez Title: Vice President of Business Services
Signature: _____ Type: Carmen Avalos Vice President of the Board of Trustees/Education	Signature: _____ Type: Mr. Noorali Delawalla Title: Director of Fiscal Services
Signature: _____ Type: Dr. Shin Liu Clerk of the Board of Trustees/Education	Signature: _____ Type: Deanna Hart Title: Payroll Manager
Signature: _____ Type: James Cody Birkey Member of the Board of Trustees/Education	Signature: _____ Type: Kathy Burgos Title: Accounting Manager
Signature: _____ Type: Marisa Perez Member of the Board of Trustees/Education	Signature: _____ Type: Conrad Selorio Title: Budget Manager
Signature: _____ Type: Martha Camacho-Rodriguez Member of the Board of Trustees/Education	
Signature: _____ Type: Dr. Sandra Salazar Member of the Board of Trustees/Education	

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LACOE Resolution-Signature Authority-List of names. word

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"A" Warrants	_____
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On Contracts	_____