

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES

JANUARY TO JUNE 2008

CERRITOS COMMUNITY COLLEGE DISTRICT

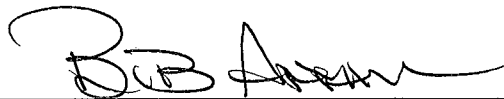
Minutes of Board of Trustees Meetings

| | |
|----------------------------|-----|
| January 9, 2008 (Special) | 1 |
| January 16, 2008 | 2 |
| January 23, 2008 (Special) | 40 |
| February 6, 2008 | 41 |
| February 20, 2008 | 76 |
| March 5, 2008 | 127 |
| March 19, 2008 | 146 |
| April 2, 2008 | 166 |
| April 9, 2008 (Special) | 167 |
| April 16, 2008 | 172 |
| May 7, 2008 | 226 |
| May 21, 2008 | 278 |
| June 4, 2008 | 296 |
| June 18, 2008 | 321 |

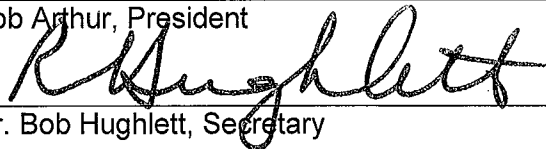
CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES

JANUARY 9, 2008

- I. CALL TO ORDER The meeting was called to order at 5:02 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston
- The President of the College was also present.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Arthur.
- III. PUBLIC PRESENTATIONS There were no public presentations.
- IV. CLOSED SESSION The Board adjourned to closed session at 5:02 p.m. to discuss the President/Superintendent's Informal Progress Assessment – 2007-2008 Goals
- V. RECONVENE The Board reconvened the meeting at 8:20 p.m.
- VI. ADJOURNMENT The Board adjourned the meeting at 8:20 p.m.
- VII. NEXT MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, January 16 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
JANUARY 16, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Epple the Board Vice President. Those present were:
- Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Ted Edmiston Mr. Tom Jackson
Mr. Bob Epple Mr. Jason Macias, Student Trustee
- Mr. Bob Arthur and Dr. Tina Cho were not present. Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Macias.
- III. MINUTES
December 3, 2007 It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the special meeting of December 3, 2007. The vote for approval was unanimous.
- IV. MINUTES
December 12, 2007 It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the minutes of the regular meeting of December 12, 2007. The vote for approval was unanimous.
- V. PRESENTATION OF
PLAQUE/CERTIFICATE Mr. Epple indicated that this item will be presented at the February 6 Regular Board Meeting.
- VI. EMPLOYEE OF THE
MONTH Ms. Alva Acosta, Division Secretary Clerk in the Humanities/Social Sciences Division was unable to attend the Board meeting due to a prior commitment.
- VII. INSTITUTIONAL
PRESENTATIONS
Recognition of the Women's
Soccer Team Dr. Dan Smith, Instructional Dean of Health, Physical Education and Athletics, introduced head coach Ruben Gonzalez. Mr. Gonzalez introduced the women's soccer team players as well as the assistant coaches. The team recently won the state championship. The players presented memorial miniature soccer balls to Mr. Epple and Dr. Vela. On behalf of the Board, Mr. Epple congratulated Mr. Gonzalez and the women's soccer team on their accomplishments throughout the season.
- VIII. PUBLIC PRESENTATIONS There were no public presentations.
- IX. CONSENT AGENDA Mr. Epple informed the Board that items G. and J.13 were pulled from the agenda. It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the consent agenda and addendum. The vote for approval was unanimous.
- A. Accepted gifts with letters of thanks to the following:
- 2,500 pounds of miscellaneous steel
Donated by: Benjamin Rubalcava
Banks Welding and Fabricators
8820 Aviation Blvd.
Inglewood, CA 90307
- B. Approved Non-Resident Tuition Fee and Non-Resident Fee for Foreign Students for 2008-09, as attached.

- C. Approved New Course Offerings, as attached.
- D. Approved New Membership to the I-CAR Industry Training Alliance at no cost to the district.
- E. Approved Perkins/VTEA Grant Honorariums, as follows:

Honorarium: \$500 per workshop
 Michael Stanton, TV Director
 Bill Walter, Director

Honorarium: \$150 per guest lecture
 Chloe Dykstra, Actor
 Randy Fine, Actor
 Roy Scott Jr., Actor
 Heather Roop, Actor

Honorarium: \$250 per guest lecture
 John Elmore, Assistant Director
 Kat Dillon, Head of Production

- F. Approved Bid #0708-04, Campus Wide Boiler Replacement, as attached.
- G. This item was pulled from the agenda.
- H. Approved to Enter into a Contract with Hill Partnership Inc., for Architectural/Engineering Services for the new Facilities/Maintenance/Ops/Purchasing/Warehouse Complex, as attached.
- I. Approved Budget Extensions and Budget Transfers, as attached.
- J. Approved Contracts as follows:

Classes

NEW

1. Apple Tree Early Intervention Center
 Speech Language Pathology Assistant Program
 Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period January 17, 2008 through January 16, 2010. No cost to the district.
2. Blue Dove Rehab, Inc.
 Speech-Language Pathology Assistant Program
 Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period October 1, 2007 through September 30, 2009. No cost to the district.
3. Clarion Speech and Language Services
 Speech-Language Pathology Assistant Program
 Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period January 17, 2008 through January 16, 2010. No cost to the district.

4. Corona-Norco Unified School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period November 6, 2007 through November 5, 2009. No cost to the district.
5. Expressions Speech Pathology Services, Inc.
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period December 5, 2007 through December 4, 2009. No cost to the district.
6. Paramount Unified School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period January 17, 2008 through January 16, 2010. No cost to the district.

RENEWAL

7. Ocean View School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. Renewed through November 7, 2009. No cost to the district.
8. San Antonio Community Hospital
Physical Therapist Assistant Program
Health Occupations
To continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. Renewed through December 1, 2008. No cost to the district.

Programs

AMENDMENT

9. California Department of Education
Prekindergarten and Family Literacy Program
Health Occupations
Amended for the Prekindergarten and Family Literacy Program for an additional \$8,296.00. The time period remains through June 30, 2008. The District will receive an additional \$8,296.00 bringing the total contract amount to \$193,928.00 for the program.

NEW

10. California Department of Education
Child Development Programs
Health Occupations
To accept funding designated for instructional materials for child development programs. For period July 1, 2007 through June 30, 2008. The District will receive \$663.00.

Royalties

RENEWAL

11. American Society of Composers, Authors & Publishers (ASCAP)
License Fees
Purchasing
For license rights which give the District the right to perform publicly copyrighted musical compositions. For period July 1, 2007 through June 30, 2010. The cost is based on the FTE (Full Time Teaching Equivalency) for each year. For the 2007-08 year the cost is \$0.32 per student with funding from Fiscal Services.
12. Broadcast Music Inc. (BMI)
License Fees
Purchasing
For license rights which give the District the right to perform publicly copyrighted musical compositions. For period July 1, 2007 through June 30, 2010. The cost is based on the FTE (Full Time Teaching Equivalency) for each year. For the 2007-08 year the cost is \$0.31 per student with funding from Fiscal Services.

Services

RENEWAL & AMENDMENT

13. This item was pulled from the agenda.
14. Sync Masters
Film Production Internships
CITE
To provide intensive internships for film production students. For period January 17, 2008 through June 30, 2009. Total cost is not to exceed \$2,500 per semester with funding from VTEA grant funds.

Training

RENEWAL

15. Motorcycle Rider Training (MCRT)
California Motorcyclist Safety Program
Community Education
To coordinate the California Motorcyclist Safety Program for the Community Education department. For period January 25, 2008 through December 31, 2009. The contractor will receive 62% of the fees collected for the basic rider courses (BRC) and 60% for the experienced rider courses (ERC) held through this department. In the previous contract, MCRT was receiving 60% of the registration fees for both BRC and ERC as well as \$7 per person for motorbike maintenance/repairs for all classes; this new contract changes the BRC percentage to 62% and no per person maintenance cost. Additionally, MCRT will receive payment for students who do not show up for the ERC classes (no payment made for BRC no shows).

Use of Facilities

NEW

16. Museum of Latin American Art (MoLAA)
Women's History Month Celebration
Humanities/Social Sciences
For the use of their facility for a women's studies sponsored event celebrating Women's History month. The event will take place on March 25, 2008. Total cost is \$1,275.00 with funding from the Humanities/Social Sciences department.

17. Palmdale Senior Center
PS-MAPP Program
Health Occupations
*To be used as an off-site classroom for the PS-MAPP program.
For period February 4, 2008 through March 21, 2008. Total cost
will not exceed \$1,270.00 with funding from the PS-MAPP
Training Project Grant.*

Workshop

NEW

18. Academic Senate for Community Colleges
Equivalencies and Disciplines List Workshop
Faculty Senate
*For two members of the state Academic Senate's Standards &
Practices Committee to give a workshop to inform the college
community on the uses of Equivalencies and the Disciplines List
in the faculty hiring process. The workshop will be held on
February 21, 2008. Total cost will be \$400.00 with funding from
the Academic Affairs office.*

- K. Approved and/or Ratified Resignations Accepted by the
President/Superintendent, as follows:

*Chavez, Thomas A., Music Equipment Manager – Fine Arts and
Communications Division, effective December 28, 2007*

*Donohue, Lori, Professional Registered Nurse – Student Health
Services, effective January 15, 2008*

*Garza, Alexis, Dispatcher Clerk – Campus Police Department,
effective January 10, 2008*

*Guy, Georgina, EOPS/Financial Aid Counselor – EOPS/Student
Support Services, effective January 22, 2008*

Howard, Walter, Custodian – Facilities, effective January 7, 2008

*Rossmann, Gina, Typist Clerk – Child Development Center,
effective December 24, 2007*

Added by addendum:

*Roberts, Lynda, Professor – Child Development Department,
effective June 1, 2008*

- L. Approved Employment of Temporary and/or Substitute Hourly
Faculty Personnel, as needed for 2007-2008 Academic Year, as
attached.
- M. Approved Request for Reduced Workload Prior to Retirement
Pursuant to the provisions of Board Policy 7215-7215.3 and
Education Code Section 87483, as attached.
- N. Approved and/or Ratified Employment of Classified, Short-Term,
Substitute, and/or Student Hourly Personnel, as attached.

Added by addendum:

*Program Assistant II @ 30-2 (\$3,311.00 per month) effective
January 22, 2008: Tisha-Stephanie Tovar (Community
Education)*

Campus Police Dispatcher Clerk @ 19-1 (\$2,463.00 per month) effective January 18, 2008: *Ana Maria Marques* (Campus Police)

Program Assistant I @ 25-1 (\$2,823.00 per month) effective January 17, 2008: *Samuel Chavez Jr.* (Web Administration/Public Affairs)

X. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for October 29, November 5, November 26 and December 3, 2007.
- B. Chris Chitlik of Vavrinek, Trine, Day and Co., LLP provided an overview of the Audited Financial Reports for the year Ending June 30, 2007.
- C. It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the independent audit report for the Cerritos Community College District for fiscal year ending June 30, 2007. The vote for approval was unanimous.
- D. It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the independent audit report for the Cerritos College Proposition 39 General Obligation Bonds for fiscal year ending June 30, 2007. The vote for approval was unanimous.
- E. It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve receipt of independent audit report for the Cerritos College Foundation for fiscal year ending June 30, 2007. The vote for approval was unanimous.
- F. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve Dr. Bob Hughlett as the nominee for CCCT Board election – 2008. The vote for approval was unanimous.
- G. It was moved by Dr. Hughlett and seconded by Mr. Jackson to table the agenda item, "Request for Direction Regarding the Naming of Facilities" to the Board meeting of February 6, 2008. The vote for approval was unanimous.

XI. REPORTS OF BOARD MEMBERS AND STAFF
Laughon

Ms. Laughon stated that the classification and compensation appeals have been released and that CSEA is hosting two town hall meetings tomorrow. She added that they hope to host more town hall meetings in the future.

Reece

Dr. Reece invited the Board to attend the Academic Excellence Awards on March 25 at 7:00 p.m. in the Burnight Theatre. He added that on March 27 at 11:00 a.m., there will be a meeting to present the basic skills and developmental education program that was discussed in State of Education address.

Macias

Mr. Macias stated that the ASCC is currently filling positions that were vacated by students who transferred to universities. He thanked the Board members who were able to attend the ASCC conference.

Avalos

Ms. Avalos thanked Dr. Vela for sending the "President's Message" to the Board and added that it was helpful. She expressed concern about the

proposed changes to the closed session listing on the Board agenda as well as the proposed Board room modernization. She added that the proposed dollar amount could be better spent on classrooms to achieve student success.

Epple Mr. Epple stated that the ASCC conference was a wonderful educational meeting for students, staff and board members.

Hughlett Dr. Hughlett stated that he supported the comments made by Ms. Avalos regarding closed session and board room modification. He stated that the ASCC conference was amazing and acknowledged Holly Bogdanovich and staff for their efforts.

Jackson Mr. Jackson stated that the ASCC conference was great and acknowledged Mr. Macias and Ms. Bogdanovich for their work. He indicated that he and Mrs. Jackson participated in the "Ask Me" campaign during the first week of the spring semester. He stated that the students were great and added that he would like to generate interest from the faculty to participate in the campaign during the fall semester.

Vela Dr. Vela thanked Mr. and Mrs. Jackson for participating in the "Ask Me" Campaign. She acknowledged Ms. Bogdanovich, Dean Ackland and Trudy Foster for a successful ASCC conference. She indicated that as she mentioned in her President's Message to the campus, she believes that there can be some improvement in direct communication on campus by all. She welcomed others to make a commitment to direct and open communication because it's best for the college and important for students. Dr. Vela indicated that Mark Wallace is working on a program for Lieutenant Governor John Garamendi's visit to the campus on January 23. She concluded by stating that the visit will be followed by a study session at 5:00 p.m.

Higdon Ms. Higdon thanked Lola Rizkallah, Steve Richardson and staff for their hard work on the audited financial reports. She indicated that she and others on campus are reading all of the information that is being distributed regarding the budget. She provided an update on the potential financial impact at the college.

Johnson Dr. Johnson stated that he was pleased to hear the comments regarding the ASCC Conference. He congratulated Ms. Bogdanovich and staff members for a successful event.

XII. CLOSED SESSION The Board adjourned to closed session at 6:49 p.m.

XIII. RECONVENE The Board reconvened at 7:04 p.m.

Read Out Dr. Hughlett reported that in closed session the Board of Trustees approved the employment of Michael L. Bettino as Dean of Academic Affairs on Grade 5, Step 9 of the Management salary schedule, effective January 17, 2008. The vote for approval was unanimous.

The Board returned to closed session at 7:05 p.m. and reconvened at 8:30 p.m.

XIV. ADJOURNMENT The meeting was adjourned at 8:30 p.m.

- XV. NEXT STUDY SESSION MEETING The next study session meeting of the Board of Trustees is scheduled for Wednesday, January 23, 2008 at 5:00 p.m.
- XVI. NEXT REGULAR MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 6, 2008 at 6:00 p.m.



Bob Epple, Vice President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Noelia Vela, President *Noelia Vela*

REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*
Dr. Stephen Johnson, Vice President of Student Services *Stephen Johnson*

PREPARED BY: Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*

DATE: January 16, 2008

SUBJECT: **Consideration of Approval of Non-Resident Tuition Fee and Non-Resident Fee for Foreign Students for 2008-09**

RECOMMENDATION

It is recommended that the Board of Trustees approve the per unit non-resident tuition fee of \$181, and the per unit non-resident tuition fee for foreign students of \$190 (\$181 plus \$9 additional charge for Capital Outlay), effective for the Summer Session 2008 for the 2008-09 Fiscal Year.

OVERVIEW

Education Code Section 76140 (ECS) requires each district governing board to establish the non-resident tuition fee not later than February 1ST for the succeeding fiscal year. We use the state formula-determined amount for the non-resident tuition fee, like most of the colleges in the state. Colleges add their locally determined non-resident fee for capital outlay to that amount for their total international student fee. It is this locally determined amount which brings about most of the variation in international student fees from college to college and from year to year. This year (2007-08), our international student fees are \$173+\$27 for a total of \$200. For 2008-09, the proposed fees total \$190.

ANALYSIS

The tuition fee may be based on one of the following calculations:

1. The statewide current expense of education for the preceding base school year (column 1), or
2. The District current expense of education for the preceding school year divided by the District FTES of the preceding year (column 2), or
3. The fee established by, or the current expense of education, of a neighboring community college district with contiguous boundary for the preceding school year.

The calculated statewide expense of education is \$181 per unit non-resident tuition fee. The calculated District expense of education is \$176.56 per unit non-resident tuition fee. The District for the past several years has utilized the statewide expense of education as the basis for non-resident tuition when that figure was higher than the District's. The fee would be effective for the Summer Session 2008 for non-resident students.

In addition, Education Code, Section 76141(a), authorizes community college districts to charge non-resident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay in the preceding year divided by the total full-time equivalent students. Revenue from any fee charged pursuant to this section shall be expended only for purposes of capital outlay, maintenance, and equipment.

The specified calculation for the Cerritos Community College District amounts to a fee of \$9 per unit that can be charged to foreign students meeting the above criteria. This amount is due to the various construction projects that were completed in 2006-07. Last year's approved rate was \$27.

FINANCIAL IMPLICATIONS

As presented above.

Attachments

California Community Colleges

NONRESIDENT TUITION FEE WORKSHEET (EDUCATION CODE SECTION 76140)

2008-09

| | Statewide (Col. 1) | District (Col. 2) | 10% or More Noncredit FTES (Col. 3) |
|--|-----------------------|----------------------|---|
| A. Expense of Education for Base Year (2006-07 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3) | \$ 6,232,780,776 | \$ 88,822,619 | \$ _____ |
| B. Annual Attendance FTES | 1,196,389 | 17,440 | \$ _____ |
| C. Average Expense of Education per FTES (A ÷ B) | \$ 5210 | \$ 5,093 | \$ _____ |
| D. US Consumer Price Index Factor (2 years) | x 1.04 | x 1.04 | x 1.04 |
| E. Average Cost per FTES for Tuition Year (C x D) | \$ 5418 | \$ 5,297 | \$ _____ |
| F. Average Per Unit Nonresident Cost: | | | |
| Semester-System Colleges (E ÷ 30) and/or | \$ 181 | \$ 177 | \$ _____ |
| Quarter-System Colleges (E ÷ 45) | \$ 120 | \$ N/A | \$ _____ |

NOTES: "Annual Attendance FTES" includes all student contact hours of attendance in credit and noncredit courses, for resident students, nonresident students and apprentices. Round tuition fee to the nearest dollar. Column 3 is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)).

The district governing board at its January 16, 2008 meeting, adopted a nonresident tuition fee of \$181 per semester unit and/or \$ N/A _____ per quarter unit. Basis for adoption is (place an X in one box only):

- 1. Statewide average cost, per column 1;
- 2. District average cost, per column 2;
- 3. District average cost with 10% or more noncredit FTES, per column 3;
- 4. Contiguous district. ****Specify district and its fee _____;**
- 5. No more than district average cost (Col.2 or 3); no less than statewide average cost (Col. 1).

****A district may adopt a fee within the range of statewide average and district costs if there is a contiguous district with a fee within this range.**

For districts electing to charge a capital outlay fee to foreign students (Education Code 76141), compute this fee as follows:

- a. Capital Outlay for 2006-07 \$4,949,242 _____
- b. FTES for 2006-07 17,440 _____
- c. Capital outlay fee per unit (line a divided by line b) \$284 _____
- d. Amount per semester unit (line c divided by 30) \$9 _____ or
- e. Amount per quarter unit (line 3 divided by 45) n/a _____
- f. Capital outlay fee approved by District Governing Board \$9 _____

Upon adoption of fee, by **February 1, 2008** please submit a copy of this report to:

California Community Colleges
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6511 FAX 916.323.3057

District: Cerritos College _____

Contact Person: Lola Rizkallah, Director of Fiscal Services _____

Phone Number & e-mail: (562) 860-2451 x 2266, rizkallah@cerritos.edu _____ **12.18.07**

CALIFORNIA COMMUNITY COLLEGES
2008-09 Nonresident Tuition Fee
Based on 2006-07 Actual Expense of Education from CCFS 311
(AC 0100-6700, columns 1-3)
December 7, 2007

| District | 2006-07 FTES* | 2006-07 Expense of Education | 2006-07 Average \$FTES |
|------------------------|--------------------------|---|---------------------------------------|
| Allan Hancock | 9,707 | 49,003,456 | 5,048 |
| Antelope Valley Joint | 10,880 | 56,773,184 | 5,218 |
| Barstow | 2,322 | 10,974,564 | 4,727 |
| Butte-Glenn | 11,253 | 74,807,578 | 6,648 |
| Cabrillo | 11,678 | 60,170,566 | 5,152 |
| Cerritos | 17,440 | 88,822,619 | 5,093 |
| Chabot-Las Positas | 17,888 | 92,649,729 | 5,179 |
| Chaffey | 14,532 | 72,473,007 | 4,987 |
| Citrus | 12,446 | 58,837,423 | 4,727 |
| Coast | 36,258 | 173,529,496 | 4,786 |
| Compton | 2,839 | 30,356,407 | 10,694 |
| Contra Costa | 27,084 | 150,060,492 | 5,541 |
| Copper Mountain | 1,370 | 9,562,223 | 6,978 |
| Desert | 7,943 | 38,959,821 | 4,905 |
| El Camino | 20,742 | 101,790,119 | 4,907 |
| Feather River | 1,463 | 10,494,002 | 7,173 |
| Foothill-DeAnza | 36,773 | 182,845,698 | 4,972 |
| Gavilan | 5,310 | 28,250,067 | 5,320 |
| Glendale | 15,592 | 85,297,049 | 5,470 |
| Grossmont- Cuyamaca | 18,941 | 106,989,673 | 5,649 |

| | | | |
|---------------------|---------|-------------|-------|
| Hartnell | 6,583 | 32,961,553 | 5,007 |
| Imperial | 6,718 | 37,368,933 | 5,563 |
| Kern | 18,608 | 105,542,740 | 5,672 |
| Lake Tahoe | 1,734 | 12,354,093 | 7,123 |
| Lassen | 1,542 | 12,910,705 | 8,374 |
| Long Beach | 22,271 | 108,228,956 | 4,860 |
| Los Angeles | 105,725 | 542,347,927 | 5,130 |
| Los Rios | 52,660 | 265,084,668 | 5,034 |
| Marin | 4,449 | 42,847,673 | 9,630 |
| Mendocino-Lake | 3,043 | 19,364,581 | 6,364 |
| Merced | 9,423 | 48,787,790 | 5,177 |
| Mira Costa | 8,748 | 62,745,741 | 7,173 |
| Monterey Peninsula | 8,599 | 33,704,378 | 3,919 |
| Mt. San Antonio | 30,571 | 134,615,343 | 4,403 |
| Mt. San Jacinto | 9,841 | 47,127,010 | 4,789 |
| Napa Valley | 6,062 | 35,712,914 | 5,892 |
| North Orange County | 35,545 | 166,512,597 | 4,685 |
| Ohlone | 8,524 | 44,864,130 | 5,263 |
| Palo Verde | 1,835 | 13,583,132 | 7,401 |
| Palomar | 20,582 | 106,413,253 | 5,170 |
| Pasadena | 23,870 | 115,094,676 | 4,822 |
| Peralta | 19,872 | 109,890,318 | 5,530 |
| Rancho Santiago | 33,356 | 155,973,908 | 4,676 |
| Redwoods | 4,631 | 31,966,963 | 6,903 |

| | | | |
|------------------------|--------|-------------|-------|
| Rio Hondo | 14,485 | 71,203,926 | 4,916 |
| Riverside | 24,404 | 139,326,211 | 5,709 |
| San Bernardino | 13,904 | 74,646,442 | 5,369 |
| San Diego | 42,978 | 222,481,297 | 5,177 |
| San Francisco | 38,427 | 198,709,869 | 5,171 |
| San Joaquin Delta | 16,306 | 81,215,026 | 4,981 |
| San Jose-Evergreen | 15,082 | 83,210,944 | 5,517 |
| San Luis Obispo County | 9,380 | 49,190,067 | 5,244 |
| San Mateo County | 21,827 | 110,571,253 | 5,066 |
| Santa Barbara | 17,117 | 86,597,894 | 5,059 |
| Santa Clarita | 13,689 | 61,183,831 | 4,470 |
| Santa Monica | 26,853 | 127,259,721 | 4,739 |
| Sequoias | 9,154 | 48,782,588 | 5,329 |
| Shasta-Tehama-Trinity | 7,391 | 39,303,946 | 5,318 |
| Sierra Jt. | 14,842 | 76,071,367 | 5,125 |
| Siskiyou Jt. | 2,440 | 16,023,828 | 6,566 |
| Solano | 8,896 | 49,125,375 | 5,522 |
| Sonoma County | 20,765 | 104,395,192 | 5,027 |
| South Orange County | 24,058 | 123,647,871 | 5,139 |
| Southwestern | 15,560 | 84,252,909 | 5,415 |
| State Center | 26,526 | 137,650,734 | 5,189 |
| Ventura | 25,252 | 131,867,845 | 5,222 |
| Victor Valley | 8,986 | 52,573,196 | 5,850 |
| West Hills | 5,158 | 29,916,044 | 5,800 |
| West Kern | 2,389 | 18,028,221 | 7,547 |

| | | | |
|-------------|-----------|------------------|----------------------------|
| West Valley | 18,491 | 98,769,117 | 5,341 |
| Yosemite | 16,825 | 101,843,656 | 6,053 |
| Yuba | 7,949 | 46,280,776 | 5,822 |
| Totals | 1,196,389 | \$ 6,232,780,301 | \$ 5,210 12.7.07 |

***Includes FTES for resident, non-resident, credit, non-credit and apprenticeship.**

HUMANITIES/SOCIAL SCIENCE

POL 260

Public Policy and the Supreme Court

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: ENGL 52 or equivalent with a grade of Credit or "C" or higher and READ 54 or equivalent with Credit or "C" or higher.

This course introduces students to the concept of how public policy is formed, how law reflects and affects societal norms, how legal mores change over time, and how law relates to its execution. Students study civil liberties, Supreme Court cases, and the tension between rights guaranteed by the Bill of Rights. Students learn how gender, race, and sexuality have been defined over time by policymakers.

FINE ARTS/COMMUNICATIONS

ART 105A

The Arts of Latin America and the Caribbean: Pre-Columbian

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or "C" or higher.

This course is an overview of the art of the Americas prior to European contact. It will include an examination of the cultural, socio-political, and religious influences that have shaped the art of the Americas with a specific focus on the cultures of Mesoamerica, the Caribbean, and the Andes. The course will consist of lecture, slide presentations, discussion, and analysis of representative art of the various periods and regions.

ART 105B

The Arts of Latin America and the Caribbean: Colonial to the Present

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: ENGL 52 and READ 54 or equivalent with grades of Credit or "C" or higher

This course is an overview of the arts in colonial and post-colonial Latin America and the Caribbean. It will include an examination of the cultural, socio-political, and religious influences that have shaped Latin American and Caribbean art movements with a special focus on colonial hybridity, independence and nationalist movements, globalization, and cultural reactions to modernism and post-modernism. The course will consist of lecture, slide presentations, discussion, and analysis of representative art of the various periods and locations.

JOUR 121

Multimedia Reporting

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: JOUR 101 or equivalent with a grade of Credit or "C" or higher

This course will provide a basic introduction to multimedia storytelling with a journalism emphasis. Techniques that will be explored include use of video, photos, audio, animation, and text to convey interactive news and feature stories through the World Wide Web and other electronic media. This course may be taken a maximum of 2 times.

JOUR 122

Creating Podcasts for Media

1.0 Unit

Class hours: 1.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: TH 152 or JOUR 101 or equivalent with a grade of Credit or "C" or higher

This course teaches the principles and practice of writing for audio podcasts emphasizing news and information. Short podcast shows will be developed in class. Current podcast shows will be analyzed and evaluated for structure. Students will learn microphone techniques, the use of audio, studio procedure, and how to develop appropriate content for a podcast show or newscast. Current technology and digital format will be utilized to produce individual podcasts.

RTV 170

Broadcast News/Webcasting

1.0 Units

Class hours: 0.5 lecture/1.0 lab

Prerequisite: Concurrent enrollment or completion of JOUR 101 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: Concurrent enrollment or completion of JOUR 103 and RTV 152 or equivalent with a grades of Credit or "C" or higher

This course focuses on broadcast newswriting and production techniques using the college radio station, WPMD, as a practical laboratory. Students will develop and research story ideas for regular news broadcasts on WPMD. Newsgathering and reporting for broadcast will be emphasized, along with ethics and legal aspects of communication. This course is not open to students currently enrolled in or who have completed JOUR 170. This course may be taken a maximum of 4 times.

RTV 255

Editing Audio

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: RTV 155 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: None

This course is a study and practice of digital audio production in radio broadcasting centered around the computer. The focus is on digital manipulation of sounds using current professional grade software. Students will make actual broadcasts, podcasts, and .wav files on a digital medium that will result in an audio portfolio. This course may be taken a maximum of 4 times.

TH 123A

Advanced Stage Makeup

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: TH 123 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: ART 110 and ART 112 or equivalent with grades of Credit or "C" or higher

This course provides instruction in techniques of theatrical makeup with an emphasis on three-dimensional special effects makeup. A crew assignment on a college production is required.

TH 126

Wigs and Hair for Theatre

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course provides instruction in basic hair and wig styling and basic wig-making techniques for the theater. Crew assignments in college production are required.

TH 144

Dance for Musical Theatre

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course is an introduction to musical theatre dance styles, techniques, and repertory. Emphasis is on mastering the fundamental skills and styles basic to musical theatre dance techniques and performance. This course may be taken a maximum of 2 times.

TH 293

Advanced Motion Picture Editing

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: TH 193 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: None

This course takes students through the more advanced features of current editing software such as Final Cut Pro 5, Live Type, Photoshop Elements, and Motion 2 to develop advanced skills in editing, compositing, and motion graphics to create better-edited projects. This course may be taken a maximum of 2 times.

TH 221A

Advanced Costuming for the Stage

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: TH 221 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: None

This course provides instruction to the student who has become proficient with basic costume construction practices and techniques. In this course, the focus is on pattern drafting, cutting, fitting, construction, and decoration of costumes. The design and construction of costumes is underscored by a historical perspective. Wardrobe crew chief or a design assignment on a college production is required. This course may be taken a maximum of 2 times.

HPEA

DANC 140

Beginning Jazz Dance

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course is an introduction to jazz dance styles and techniques. Emphasis is on mastering the fundamental skills basic to jazz dance technique and artistic performance.

DANC 141

Intermediate Jazz Dance

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: TH 140 or DANC 140 or equivalent with a grade of Credit of "C" or higher

Corequisite: None

Recommendation: None

This course is a continuation of the development of jazz dance techniques and style begun in TH 140 or DANC 140. Emphasis is on mastery of more complicated jazz dance combination patterns and their performance.

DANC 142

Beginning Tap Dance

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course is an introduction to basic tap dance techniques and styles. Emphasis is on mastery of basic tap dance steps, rhythms, combination patterns and their performance.

DANC 143

Intermediate Tap Dance

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: TH 142 or DANC 142 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: None

This course is a continuation of the development of tap dance techniques and style begun in TH 142 or DANC 142. Emphasis is on mastery of more complicated tap dance steps, rhythms, combination patterns, and their performance.

DANC 144

Dance for Musical Theatre

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course is an introduction to musical theatre dance styles, techniques and repertory. Emphasis is on mastering the fundamental skills and styles basic to musical theatre dance technique and performance. This course may be taken a maximum of 2 times.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: January 16, 2008
SUBJECT: **Consideration of Approval of Bid #0708-04, Campus Wide Boiler Replacement**

RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0708-04, Campus Wide Boiler Replacement to Southern California Boiler, Inc. as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised the project on October 15 and October 22, 2007. The bid due date was on November 14, 2007. A mandatory job walk was required.

ANALYSIS

On November 14, 2007, the Purchasing Department received 5 responses for Bid #0708-04, Campus Wide Boiler Replacement. The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid. Attached is the recap of the bids received.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive and responsible bid is \$1,332,956.00. Funding for this project will come from the GO Bond.

Bid Recap

Bid #0708-04, Campus Wide Boiler Replacement

| PRIORITY #1 | SCOPE | So. CA Boiler | Allison Mechanical | D. Burke | Pardess Air Inc. | Westco Service |
|--------------------|----------------------------|------------------|--------------------|------------------|------------------|---------------------------|
| | | AMOUNT\$ | AMOUNT\$ | AMOUNT\$ | AMOUNT \$ | AMOUNT\$ |
| | Social Science | 59,300 | 62,600 | 68,000 | 72,000 | 88,130 |
| | Health Science (Roof) | 50,317 | 59,300 | 73,000 | 72,000 | 76,610 |
| | Health Science (2nd Floor) | 31,955 | 57,400 | 59,000 | 68,000 | 68,380 |
| | Metal Trades | 64,506 | 62,700 | 80,000 | 80,000 | 91,880 |
| | Student Center | 110,700 | 158,500 | 130,000 | 130,000 | 203,590 |
| | Physical Education | 133,800 | 218,400 | 181,200 | 226,000 | 278,670 |
| | Gymnasium | 65,925 | 68,900 | 74,000 | 86,000 | 114,890 |
| | SUBTOTAL | 516,503 | 687,800 | 665,200 | 734,000 | 922,150 |
| PRIORITY #2 | | | | | | |
| | Business Education | 48,827 | 58,200 | 63,000 | 70,000 | 91,810 |
| | Learning Resource Center | 54,385 | 61,500 | 69,500 | 72,000 | 90,920 |
| | Administration | 55,519 | 49,500 | 61,000 | 76,000 | 89,140 |
| | Woodworking (South) | 41,497 | 46,300 | 58,000 | 66,000 | 79,950 |
| | Woodworking (North) | 46,480 | 57,600 | 60,000 | 72,000 | 85,500 |
| | Auto Technology Center | 113,800 | 93,200 | 113,000 | 130,000 | 164,480 |
| | SUBTOTAL | 360,508 | 366,300 | 424,500 | 486,000 | 601,800 |
| PRIORITY #3 | | | | | | |
| | Liberal Arts | 51,404 | 56,200 | 67,000 | 72,000 | 86,510 |
| | Physical Science | 49,142 | 58,700 | 60,000 | 60,000 | 79,230 |
| | Field House | 48,582 | 53,500 | 65,000 | 72,000 | 104,520 |
| | Technology | 47,004 | 52,200 | 62,300 | 72,000 | 84,830 |
| | Fine Arts | 53,213 | 57,700 | 63,000 | 82,000 | 85,520 |
| | Burnight Center | 56,600 | 60,500 | 66,000 | 72,000 | 88,990 |
| | SUBTOTAL | 305,945 | 338,800 | 383,300 | 430,000 | 529,600 |
| | TOTAL | 1,182,956 | 1,392,900 | 1,473,000 | 1,650,000 | 2,053,550 |
| | ALLOWANCE | 150,000 | 178,500 | 150,000 | 150,000 | 172,800 (+300 hrs) |
| | TOTAL BASE BID | 1,332,956 | 1,571,400 | 1,623,000 | 1,800,000 | 2,226,350 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: January 16, 2008
SUBJECT: **Consideration of Approval to Enter into a Contract with Hill Partnership Inc., for Architectural/Engineering Services for the new Facilities/Maintenance/Ops/Purchasing/Warehouse Complex**

RECOMMENDATION

It is recommended that the Board of Trustees approve entering into a contract with Hill Partnership Inc. for Architectural/Engineering Services for the new Facilities/Maintenance/Ops/Purchasing/Warehouse Complex.

OVERVIEW

The College issued a Request for Proposal (RFP) for Architectural/Engineering Services for the new Facilities Building. Twenty (20) responses were received. An ad-hoc committee comprised of building users, facilities management, and Campus Transformation Committee members was established. That committee conducted interviews on October 26, 2007. The ad-hoc committee selected the strongest firms and teams for whom reference checks were then performed.

ANALYSIS

Based upon the work and unanimous recommendation of that committee, the contract for architectural/engineering services was negotiated with Hill Partnership Inc.

FINANCIAL IMPLICATIONS

The cost of this service shall be approximately 8% of the project construction budget plus reimbursable expenses. Funding shall come from the GO Bond funds.

BUDGET TRANSFERS FOR JANUARY 16, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|-----------------|
| ACADEMIC SALARIES | \$ | (88,837) |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (2,308) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | (91,145) |

TO

| | | |
|--|-----------|---------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 86,095 |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 5,050 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | 91,145 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Three (3)

Divisions/Departments/Programs:

Academic Affairs; Physical Education & Athletics; Institutional Research & Planning

BUDGET TRANSFERS FOR JANUARY 16, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (3,000) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | <hr/> |
| TOTAL | \$ | (3,000) |
| | | <hr/> <hr/> |

TO

| | | |
|--|-----------|--------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | 3,000 |
| | | <hr/> |
| TOTAL | \$ | 3,000 |
| | | <hr/> <hr/> |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Extended Opportunity Program Services

FACULTY HOURLY - BUSINESS EDUCATION**Reemployed**

| Name | | Discipline | Salary Placement | Rate |
|-------------|------|-------------------|-------------------------|-------------|
| Snyder | Mary | Court Reporting | B1 | 45.85 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Hill | Carmen | Real Estate | A1 | 45.85 |

FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**Reemployed**

| Name | | Discipline | Salary Placement | Rate |
|-------------|------|-------------------|-------------------------|-------------|
| Packwood | Jane | Theatre Arts | A2 | 48.55 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------------|-------------------|-------------------------|-------------|
| Evers II | Mayron Daniel | Theatre Arts | A1 | 45.85 |

FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES**New Hires**

| Name | | Discipline | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Westbrook | Nathan | Psychology | A1 | 45.85 |

FACULTY HOURLY - LIBERAL ARTS**Reemployed**

| Name | | Discipline | Salary Placement | Rate |
|---------------|---------|-------------------|-------------------------|-------------|
| Dognell | Rboert | English | B4 | 53.95 |
| Orona-Cordova | Roberta | English | B1 | 45.85 |

FACULTY HOURLY - LIBERAL ARTS**New Hires**

| Name | | Discipline | Salary Placement | Rate |
|-------------|-----------|---------------------------|-------------------------|-------------|
| Adele | Julie | English | A1 | 45.85 |
| Clifford | Sandi | English | A1 | 45.85 |
| Jazan | Alejandro | Speech Communication | A1 | 45.85 |
| Kusano | Keiko | Foreign Language/Japanese | A1 | 45.85 |
| Moina | Andres | Foreign Language/Spanish | A1 | 45.85 |
| Pappas | Gus | English | A1 | 45.85 |
| Persaud | Philip | English | A1 | 45.85 |
| Pham | Viethang | English | A1 | 45.85 |

FACULTY HOURLY - LIBERAL ARTS (cont.)

| | | | | |
|-----------|---------|---------|----|-------|
| Roffell | Francis | English | A1 | 45.85 |
| Stevenson | Kent | English | A1 | 45.85 |
| Tashima | John | English | A1 | 45.85 |
| Vance | Debra | English | A1 | 45.85 |

FACULTY HOURLY - PE/ATHLETICS**Reemployed**

| | | | Salary | |
|-------------|------|-------------------|------------------|-------------|
| Name | | Discipline | Placement | Rate |
| Brooks | Jack | Athletics | B1 | 45.85 |

New Hires

| | | | Salary | |
|-------------|----------|-------------------|------------------|-------------|
| Name | | Discipline | Placement | Rate |
| Moorty | Shyamala | Dance | A1 | 45.85 |
| Nguyen | Long | Athletics | A1 | 45.85 |

FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS**Reemployed**

| | | | Salary | |
|-------------|------|-------------------|------------------|-------------|
| Name | | Discipline | Placement | Rate |
| Hoang | Tram | Mathematics | B3 | 51.27 |

FACULTY HOURLY - TECHNOLOGY**Reemployed**

| | | | Salary | |
|-------------|---------|-------------------------------|------------------|-------------|
| Name | | Discipline | Placement | Rate |
| Henry | Charles | Engineering Design Technology | B5 | 56.65 |
| Sandoval | Miguel | Engineering Design Technology | A1 | 45.85 |

COUNSELOR HOURLY - STUDENT SERVICES**New Hires**

| | | | Salary | |
|-------------|--------|-------------------|------------------|-------------|
| Name | | Discipline | Placement | Rate |
| Ochoa | Lorena | Title V | C1 | 37.77 |
| Pichardo | Dorali | Matriculation | C1 | 37.77 |
| Truong | Lan | Matriculation | C1 | 37.77 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources *DO*
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources *Adriana*
DATE: January 16, 2008
SUBJECT: **Consideration of Approval of Request for Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for reduced workload (70%) prior to retirement for Dr. Kay Follett effective for a period of five academic years beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2013, pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483.

OVERVIEW

Dr. Kay Follett, Full-Time Professor (Student Services/DSPS), has submitted the attached request for reduced workload prior to retirement.

ANALYSIS

Dr. Kay Follett has requested a reduced workload prior to retirement pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483 (copies attached). Her request is for a 70% workload for a period of five academic years beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2013. This request was received in Human Resources on December 20, 2007, and it has been reviewed and approved by: Dr. Lucinda Aborn, Dean of Disabled Student Programs & Services, Dr. Stephen Johnson, Vice President of Student Services/Assistant Superintendent, and myself.

Dr. Johnson has reviewed this request with Dr. Aborn in regards to the effect on the Student Services/DSPS instructional program. Dr. Follett's request has been included among other considerations in projecting the instructional staffing needs for the Student Services/DSPS Department. It is anticipated that Dr. Follett's 70% assignment combined with the configuration of Fall and Spring semester class schedules, and part-time faculty assignments will provide sufficient staffing of course offerings to meet student instructional needs in this discipline.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

Attachment

CERRITOS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR REDUCED WORKLOAD PRIOR TO RETIREMENT FOR ACADEMIC EMPLOYEES

HUMAN RESOURCES
CERRITOS COLLEGE

Name Kay Follett 2007 DEC 20 P 2:20
Division Student Services/DSPS

In accordance with Board Policies Numbers 7215 through 7215.3, I hereby request that my assignment be reduced to 70 % of my regular assignment, beginning the academic year 2008-2009 for a period of 5 year(s).
(1-5)

It is my understanding that I will be required to retire at the end of the 2012-2013 academic year.

Kay Follett
Signature of Requesting Employee

11/26/07
Date

Rucreida Alvar
Signature of Immediate Manager

12/10/07
Date

[Signature]
Signature of Appropriate Vice President

12/20/07
Date

[Signature]
Signature of President-Superintendent

12/20/07
Date

Approved by the Board of Trustees: _____
Date

Applications for reduced workload must be submitted to the appropriate Vice President prior to February 1 of the academic year preceding the beginning of the reduced workload assignment.

PRESENTED TO THE BOARD OF TRUSTEES:
January 16, 2008

BOARD POLICY

7215 REDUCED WORKLOAD PRIOR TO RETIREMENT

(Discretionary Education Code Section 87483)

A reduced workload from full-time to part-time (not less than half-time) with prorated pay and maintenance of full retirement benefits, may be granted by the Board of Trustees to those academic employees who qualify.

7215.1 Qualification for Application (Required Education Code Section 87483)

To qualify for the application for reduced load, the employee must meet all the following criteria:

- 1) The employee shall have reached age 55 prior to the year when the reduction in workload occurs.
- 2) The employee shall have been employed full-time in an academic position for at least ten years of which the immediate preceding five years were full-time employment with the Cerritos Community College District.
- 3) During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full-time in an academic position for a total of at least five years without a break in service. Sabbatical leaves and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five year full-time service requirement.
- 4) The maximum age for participation in the program is age 70. The employee cannot participate in the plan for more than five years, or beyond the school year in which the employee's 70th birthday occurs, whichever comes first.
- 5) The employee is not an educational administrator.

7215.2

Terms of Agreement

(Required Education Code Section 87483)

The terms of agreement for reduced workload between the District and the employee include the following:

- 1) The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and the employee.
- 2) The employee shall be paid a salary which is the pro-rata share of the salary he/she would be earning had he/she not elected to exercise the option of part-time employment, but shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment. All hours of required service to the District under this agreement shall be prorated accordingly.
- 3) An employee requesting the reduced workload prior to retirement will be assigned a minimum of 50% load. An employee requesting the reduced workload of 50% prior to retirement may have the reduced assignment scheduled in either one semester or in the two semesters upon mutual agreement of the employee and the District. If reduced workload exceeds a 50% assignment, the load will be divided over two semesters. Each case will be individually considered in relationship to how the reduced assignment will affect the employee's assignment and meeting District needs.
- 4) The employee and the District shall agree to contribute to the Teachers' Retirement Fund the amount that would be contributed if the member were employed on a full-time basis. The employee shall make arrangements with the Payroll Department for payroll deductions or a lump sum payment in the amount necessary to pay the employee's 100% retirement contributions.
- 5) The period of agreement may be from one to five years.
- 6) The length of the original agreement for reduced load or the percentage of assigned load may be changed within the limits of the Education Code only by mutual agreement of the District and the employee.

- 7) If an employee works less than 100% assignment, the amount of accumulated sick leave varies in direct proportion to the percent of full-time employment.
- 8) An employee on less than full-time employment who must use sick leave, will reduce earned leave on the same basis as employment.
- 9) The employee must retire on or before the termination of the agreement.
- 10) An employee on a reduced workload agreement shall not be employed in any overload or substitute hourly assignments during the regular school year.

7215.3

Approval of Application

(Discretionary Education Code Section 87483)

Eligible academic employees who wish to apply for a reduced working load must do so prior to February 1 of the school year preceding the first year in which the reduced working load will become effective.

The application must be approved by the employee's immediate manager, the appropriate Vice President, and the President/Superintendent before it can be recommended to the Board of Trustees for approval.

The decision to approve or deny a request for a reduced working load of an employee will depend on the effect it will have on the educational program. Consideration should be given to whether adequate replacement can be found and the number of people within an instructional area who may be on leave.

Education Code Section 87483

87483. Notwithstanding any other provision, the governing board of a community college district may establish regulations that allow academic employees to reduce their workload from full-time to part-time duties. The regulations shall include, but shall not be limited to, the following if the employees wish to reduce their workload and maintain retirement benefits pursuant to **Section 22713** of this code or **Section 20815** of the Government Code:

(a) The employee shall have reached the age of 55 prior to reduction in workload.

(b) The employee shall have been employed full time in an academic position or a position requiring certification qualifications, or both, for at least 10 years of which the immediately preceding five years were full-time employment.

(c) During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full time in an academic position or a position requiring certification qualifications, or both, for a total of at least five years without a break in service. For purposes of this subdivision, sabbaticals and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full-time service requirement prescribed by this subdivision.

(d) The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the employer and the employee.

(e) The employee shall be paid a salary which is the pro rata share of the salary he or she would be earning had he or she not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which he or she makes the payments that would be required if he or she remained in full-time employment.

The employee shall receive health benefits as provided in **Section 53201** of the Government Code in the same manner as a full-time employee.

(f) The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's contract of employment during his or her final year of service in a full-time position.

(g) The period of this part-time employment shall not exceed five years for employees subject to **Section 20815** of the Government Code or 10 years for employees subject to **Section 22713** of this code.

(h) The period of part-time employment of employees subject to **Section 20815** of the Government Code shall not extend beyond the end of the college year during which the employee reaches his or her 70th birthday. This subdivision shall not apply to any employee subject to **Section 22713** of this code.

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE,
AND/OR STUDENT HOURLY PERSONNELCLASSIFIED

Typist Clerk @19-1 (\$2,463.00 per month) effective January 17, 2008:
Nikki Lopez (Child Development Center)

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2007 - 2008 School Year)

| | | | |
|----------------|-----------|-----------|----------|
| Kusumoto, Kyle | Custodian | \$9.76/hr | 10/19/07 |
|----------------|-----------|-----------|----------|

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|------------------------|--|---------------|----------|
| Castro, Ana | Aide-General (Clerical) | \$7.50/hr (1) | 10/29/07 |
| Lamas Jr., Salvador | " | " | 01/07/08 |
| Loayza, Diana | Aide-General (Lab) | \$7.50/hr (1) | 11/01/07 |
| McWhinney, Martin | Aide-General (Laborer) | \$7.50/hr (1) | 09/01/07 |
| Kidwell, Cassandra | Aide-General (Traffic Control Officer) | \$7.50/hr (1) | 11/29/07 |
| Smith, Matthew B. | Aide-Special (Tutor) | \$7.50/hr (1) | 12/10/07 |
| Flores, Guillermo | Instructional Aide I | \$9.56/hr (1) | 12/03/07 |
| Ibarra, Fernando | " | " | 10/19/07 |
| Quinn, Kathleen | " | " | 10/26/07 |
| Shah, Shalin | " | " | 11/01/07 |
| Terriquez, Yvonne | " | " | " |
| Salazar, Alejandra | Intermediate Clerk | \$9.56/hr | 12/03/07 |
| Santos, Ana | " | " | " |
| Barrera, Elizabeth | Intermediate Typist Clerk | \$9.56/hr | 07/01/07 |
| Kusumoto, Kyle | Custodian | \$9.76/hr | 10/19/07 |
| Medrano, Guillermo | " | " | 11/19/07 |
| Okafor, Onuora | " | " | 10/11/07 |
| Flores, Christopher | Community Outreach Worker | \$9.99/hr | 11/01/07 |
| Guzman, Geronimo | " | " | " |
| Kennedy, Christina | " | " | " |
| Krutarathkumar, Bhakta | Program Assistant I | \$9.99/hr | 10/29/07 |

Presented to the Board of Trustees 01/16/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|-----------------------------|--------------------------------------|------------|----------|
| Barrita, Miguel | Program Assistant II | \$11.34/hr | 10/01/07 |
| Flores, Mirella | " | " | " |
| Gardner, Marisa | " | " | 12/11/07 |
| Macias, Jason | " | " | 10/01/07 |
| Perez, Nancy | " | " | " |
| Medina, Jesus | Account Technician III | \$11.88/hr | 12/17/07 |
| Parton, Richard | Maintenance Mechanic | \$12.50/hr | 11/25/07 |
| Barbeau, Eugenie | Instructional Aid II | \$12.81/hr | 11/13/07 |
| Lazcano, Christian | " | " | 11/01/07 |
| Morimoto, Wayne | " | " | 10/25/07 |
| Nunez, Johnny | " | " | 12/17/07 |
| Palmer, Elaine | Student Affairs Assistant | \$13.79/hr | 11/01/07 |
| Mejia, Edgar | Special Populations Coordinator | \$16.41/hr | 10/01/07 |
| Singh-Bischofberger, Surana | Cont. Ed. Specialist (Recreation) | \$16.84/hr | 11/13/07 |
| Roy, Stephaney | Cont. Ed. Specialist (Arts & Crafts) | \$22.45/hr | 11/26/07 |
| Newmaster, Charity | Aide-Special (Interpreter III) | \$26.50/hr | 01/01/08 |
| Jones, Shawn | Cont. Ed. Specialist (Cultural Arts) | \$28.07/hr | 11/01/07 |
| Candelario, Manuel | Community Education Specialist | \$29.15/hr | 10/01/07 |
| Covill, Matthew | " | " | " |
| Crawford, Suzanne | " | " | 07/01/07 |
| Espinosa, Julio | " | " | 10/01/07 |
| Guerra, Sherri | " | " | 12/01/07 |
| Kayise, Mandla | " | " | 10/01/07 |
| Walker, Joseph | " | " | 12/01/07 |
| Chavez, Erlinda | Cont. Ed. Specialist (Business Tech) | \$50.52/hr | 09/10/07 |
| Green, Susan | " | " | 11/19/07 |
| Jacobson, Stanley | " | " | 11/25/07 |
| Meester, Doreen | " | " | 09/10/07 |
| Clark, Geralin | Cont. Ed. Specialist (Health Occ.) | \$50.52/hr | 09/10/07 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: *Noelia Vela*
Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President Business Services *Jo Ann Higdon*
PREPARED BY: Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*
DATE: January 16, 2008
SUBJECT: **Consideration of Acceptance of Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2007**

RECOMMENDATION

It is recommended that the Board of Trustees accept the audit report for fiscal year 2006-07, as presented by the independent audit firm of Vavrinek, Trine, Day & Co, and authorize that it be filed with the appropriate county, state and federal agencies.

ANALYSIS

The final report is presented for Board acceptance.

A representative from the firm of Vavrinek, Trine, Day & Co will be present at the Board meeting to clarify and answer any questions regarding the final audit report.

FINANCIAL IMPLICATIONS

No financial implications.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: *Noelia Vela*
Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President Business Services *Jo Ann Higdon*
PREPARED BY: Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*
DATE: January 16, 2008
SUBJECT: **Consideration of Acceptance of Independent Audit Report for the Cerritos College Proposition 39 General Obligation Bonds for Fiscal Year Ending June 30, 2007**

RECOMMENDATION

It is recommended that the Board of Trustees accept the audit report for fiscal year 2006-07, as presented by the independent audit firm of Vavrinek, Trine, Day & Co, and authorize that it be filed with the appropriate county, state and federal agencies.

ANALYSIS

The final report is presented for Board acceptance. This includes both the Financial Audit and the Performance Audit.

A representative from the firm of Vavrinek, Trine, Day & Co will be present at the Board meeting to clarify and answer any questions regarding the final audit report.

FINANCIAL IMPLICATIONS

No financial implications.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: *Noelia Vela*
Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President Business Services *Jo Ann Higdon*
Mr. Steven Richardson, Executive Director of the Cerritos College Foundation
PREPARED BY: Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*
DATE: January 16, 2008
SUBJECT: **Consideration of Receipt of Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2007**

RECOMMENDATION

It is recommended that the Board of Trustees receive the audit report for fiscal year 2006-07, as presented by the independent audit firm of Vavrinek, Trine, Day & Co.

ANALYSIS

The final report is presented for Board receipt. The report was received and accepted by the Cerritos College Foundation Board of Directors at their regularly scheduled meeting on January 10, 2008.

A representative from the firm of Vavrinek, Trine, Day & Co will be present at the Board meeting to clarify and answer any questions regarding the final audit report.

FINANCIAL IMPLICATIONS

No financial implications.

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
FEBRUARY 6, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Arthur the Board President. Those present were:
- Ms. Carmen Avalos Mr. Bob Epple
Mr. Bob Arthur Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Mr. Jason Macias, Student Trustee
- Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Macias.
- III. MINUTES
January 9, 2008 It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the special meeting of January 9, 2008. The vote for approval was unanimous.
- IV. MINUTES
January 16, 2008 It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the regular meeting of January 16, 2008. The vote for approval was 5-0-2; Mr. Arthur and Dr. Cho abstained.
- V. PRESENTATION OF
PLAQUE/CERTIFICATE Dr. Vela and Mr. Arthur presented Tom Chavez with a retirement plaque acknowledging his years of dedicated service to Cerritos College.
- VI. INSTITUTIONAL
PRESENTATIONS
Presentation of Grant Check Graciela Vasquez, Title V Project Director, introduced Shon Bowles, representative from Aetna Insurance. Project HOPE received \$20,000 from Aetna Insurance, an amount that was matched by the Department of Education. The gift was also endowed to provide for a perpetual scholarship for students. On behalf of the Board, Mr. Arthur thanked Mr. Bowles and Aetna Insurance.
- VII. PUBLIC PRESENTATIONS There were no public presentations.
- VIII. CONSENT AGENDA It was moved by Mr. Jackson and seconded by Mr. Epple to approve the consent agenda and addendum. Mr. Arthur requested that items A, G and H be held for separate consideration. The vote for approval was unanimous.
- G. It was moved by Dr. Hughlett and seconded by Mr. Epple to approve
H. items G and H:
- Consideration of Approval of Notice of Completion for Bid 0607-03, Football Field Upgrades, as attached.
- Consideration of Approval of Notice of Completion for Bid 0607-07, Stadium Track Upgrades, as attached.
- Mr. Arthur asked if warranties and maintenance are covered on the two facilities. Ms. Higdon stated that the warranties are part of the bid document. She added that routine maintenance is performed by staff members who are being trained to use the new equipment. Ms.

Higdon further stated that the firm comes back annually to check the fields and update as needed. The vote for approval was unanimous.

- A. It was moved by Mr. Jackson and seconded by Mr. Epple to approve item A:

Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting

The vote for approval was 5-0-2 (Mr. Arthur and Dr. Cho abstained).

- B. Accepted gifts with letters of thanks to the following:

- 2007 Dodge Caliber
Donated by: Bob Craighead
Chrysler Corporation
5141 Santa Ana St.
Ontario, CA 91761

- C. Approved a Stipend for Dr. Jan Connal not to exceed \$2000.00 as Part of the Economic Workforce Development Grant.

- D. Approved Gateways Title V Grant stipends, as follows:

| | | | |
|---------------|--------|---------------------------------|--------|
| James Byun | \$1000 | Mario Martinez | \$1000 |
| Lora Carreon | \$1000 | Tharwat Morcos | \$1000 |
| Angela Conley | \$1000 | Mojdeh Nikdel | \$1000 |
| Patty George | \$1000 | Karla Pallwitz | \$1000 |
| Susan Godwin | \$1000 | Merrick Sterling | \$1000 |
| Manuel Lopez | \$1000 | Maria Torres | \$1000 |
| Ian McCance | \$1000 | Catalina Yang | \$1000 |
| Naoko Maekawa | \$1000 | Terry Feldstein (tutor trainer) | |
| Ilva Mariani | \$1000 | | \$5000 |

- E. Approved Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends for Jeff Bradbury and Dr. Frank Mixson in the amount of \$150 each.

- F. Approved Bid #0708-03, Infrastructure & Central Plant, Phase II, as attached.

- G. This item was considered separately.

- H. This item was considered separately.

- I. Approved to Reject Bid #0708-05, Campus Wide Lighting Upgrade, as attached.

- J. Approved General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending December 31, 2007:

| | | |
|----------------------|-------|-----------------|
| Payroll "A" Warrants | 7,667 | \$17,239,214.74 |
| Other "B" Warrants | 9,899 | \$14,599,177.28 |

- K. Approved Quarterly Fiscal Status Report for the Quarter Ending December 31, 2007, as attached.

- L. Approved Budget Extensions and Budget Transfers, as attached.

M. Approved Contracts as follows:

Agreements

NEW

1. Crittenden Services for Children and Families
2. Providence Community Services
Mental Health Worker Certificate Program
Humanities/Social Sciences
To provide fieldwork experience for the students completing the Mental Health Worker Certificate Program. For period January 1, 2008 through January 1, 2010. No cost to the District.

Consultant

NEW

3. Cynthia Hutten-Eagle
CTE Teacher Preparation Pipeline Grant
Teacher TRAC
To facilitate two professional development sessions for Cerritos College and Southeast Regional Occupational Program (SEROP) faculty on Student Development Theory with a focus on the student as a diverse learner. For period February 7, 2008 through March 28, 2008. Total cost is not-to-exceed \$500.00 with funding from the CTE Teacher Preparation Pipeline Grant.

Medical

AMENDMENT

4. Apple Tree Early Intervention Center
Speech-Language Pathology Assistant Program
Health Occupations
To include the Cypress, CA facility. For period February 7, 2008 through January 18, 2010. No cost to the district.

NEW

5. Community Therapies
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period December 14, 2007 through December 14, 2009. No cost to the District.
6. Los Angeles Unified School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech-language pathology assistant program. For period November 20, 2007 through November 20, 2009. No cost to the District.

License

RENEWAL

7. CollegeNet
Resource 25
Academic Affairs
For the continued use of Resource 25 software. For period February 28, 2007 through February 27, 2008. Total cost is \$3,826.35 funding from Academic Affairs.

Services

NEW

8. Perry Johnson Registrars, Inc.
ISO 9001 Quality Audit
CITE/Economic Development
To provide an ISO 9001 Quality Audit in support of Boeing's Mentor-Protégé project. For period February 7, 2008 through December 31, 2008. Total cost is not-to-exceed \$3,000.00 with funding provided by the Air Force through a contract with Boeing.

RENEWAL

9. PIH Family Practice Center
Athletic Health Screenings
Physical Education
To continue to provide physicians for athletic health screenings. The renewal period will be through June 30, 2009. Each physician will receive \$50.00 per hour with funding from the Physical Education department.

Training

NEW

10. ABC Unified School District
11. Bellflower Unified School District
12. Norwalk La Mirada Unified School District
13. Southeast Regional Occupational Program (SEROP)
Tech Prep Consortia
CITE/Economic Development
To fulfill the responsibilities of the Tech Prep Consortia that we serve as fiscal agent. For period February 7, 2008 through June 30, 2008. Each district will receive \$3,000.00 for a total dollar amount not to exceed \$12,000. All costs will come from the Tech Prep grant.
14. Haas Factory Outlet
Machining Training
CITE/Economic Development
To provide on-site Machining Training in support of Boeing's Mentor-Protégé project. For period February 7, 2008 through December 31, 2008. The cost is not-to-exceed \$2,000.00 with funding provided by the Air Force through a contract with Boeing.
15. RAND Corp.
CATIA Trainings
CITE/Economic Development
To provide two (2) 5-day CATIA trainings in support of Boeing's Mentor-Protégé project. The trainings will be provided by RAND Corp. to companies involved in the Boeing's Mentor-Protégé project. For period February 7, 2008 through December 31, 2008. Total cost is not-to-exceed \$25,000 with funding provided by the Air Force through a contract with Boeing.
16. Southland Computer Consulting, Inc.
Peachtree Software Training
CITE/Economic Development
To provide Peachtree Software training in support of Boeing's Mentor-Protégé project. For period February 7, 2008 through December 31, 2008. Total cost is not-to-exceed \$4,000.00 with

funding provided by the Air Force through a contract with Boeing.

Use of Facilities

AMENDMENT

17. Museum of Latin American Art
Women's History Month Celebration
Humanities/Social Sciences

For the use of their facility for a women's studies sponsored event celebrating Women's History month. It was originally scheduled for March 25 and will now take place on March 28, 2008.

Workshop

NEW

18. Sandra Lindoerfer, J.D.
Ethics Workshop
President's Office

To facilitate a Board Ethics workshop with the Board of Trustees. The workshop will be held on April 2, 2008. Total cost will be \$1,000.00 with funding from the President's Office.

- N. Approved and/or Ratified Resignations Accepted by the President/Superintendent, as follows:

None

- O. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.

- P. Approved Request for Unpaid Leave of Absence, as follows:

Heapy, Suzanne, Secretary Clerk (C.I.T.E.), for the period February 4 through April 25, 2008

- Q. Approved of Revision of Request for Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483, as attached.

- R. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

Added by addendum:

Program Facilitator @ 38-1 (\$3,808 per month) effective February 11, 2008: Carla Yorke (Adult Education)

IX. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for December 10, 2007.

- B. As information, the Board considered the first reading of Additions/Revisions to Board Policies – BP 4020, BP 4100, BP 4225, BP 4230, BP 4250, BP 4260, BP 4300 and BP 4400. There was no discussion.

- C. As information, the Board considered the first reading of Board Policy 4226 – Multiple and Overlapping Enrollments. There was no discussion.

- D. It was moved by Mr. Epple and seconded by Dr. Hughlett to approve Resolution No. 08-01 Authorizing the District to Construct the Facilities/Maintenance/Ops/Purchasing/Warehouse Complex Without First Submitting Plans and Specifications to California's Division of State Architect (DSA), as attached. The vote for approval was unanimous.
- E. Mr. Arthur opened discussion regarding the request for direction regarding the naming of facilities. He indicated that he requested this item be discussed to honor Mr. Moore's nearly twenty years of service by naming the Student Center in his honor. Dr. Hughlett stated that while Mr. Moore is a great individual, he felt that facilities should be reserved for memorial situations or for companies or individuals who donate funds to the college. Mr. Epple stated that he is supportive of the recommendation but felt that the timing was wrong due to the fact that the college recently adopted a procedure which states the following, "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." He questioned whether extenuating circumstances existed to waive the requirement. Mr. Jackson stated that although he felt it was a prestigious consideration, he agreed that the timing was not appropriate based on the procedure. Mr. Macias said that he felt it would be appropriate for the Student Center to be named in honor of someone who has dedicated his life to student services at Cerritos College. It was moved by Mr. Jackson to reconsider this item in three years from Mr. Moore's retirement. It was seconded by Mr. Epple and the vote for approval was unanimous.
- F. Mr. Arthur opened discussion regarding modernization of the Board Room. Ms. Avalos stated that rather than modernizing the Board room, funds should be used for other things such as student success. Dr. Hughlett stated that it can be difficult to view presentations in the current setup and suggested that consideration be given to a scaled-down version of the proposed modernization with reduced cost. Mr. Epple stated that it is bad timing to consider this item based on the fact that there is a budget crisis in the state that could still impact the college. Dr. Edmiston stated that the Board room is also used for other situations and added that equipment would be available for other groups on campus that would benefit from the modernization. Mr. Jackson stated that he was concerned with the cost of the proposed estimate. Mr. Arthur stated that it was not the intent to spend an exorbitant amount of money and he added bond monies or other funding sources should be used rather than the general fund. He noted that the estimate included labor to bring in required electrical capacity and that the equipment can migrate to other facilities including the new administrative building when it is built. He stated that the current setup makes it difficult to follow presentations to make effective decisions. Ms. Avalos stated that the bond money would be better served to modernize the classrooms. She added that she would like to request that a policy be created that limits how much staff time and money a Board member can request for individual special requests without going through the President and the entire Board.

It was moved by Dr. Hughlett to direct staff to develop firm cost estimates on different modernization options for the Board's consideration, including an option with laptops at the Board table. Mr. Jackson seconded the motion and the vote for approval was unanimous.

X. REPORTS OF BOARD
MEMBERS AND STAFF
Cho

Dr. Cho apologized for missing the last meeting due to illness and congratulated the women's soccer team. She stated that although the college is going through changes and having some disagreement, the administration, faculty, staff and students are trying to work together for the common goal of making the college the best it can be.

Hughlett

Dr. Hughlett stated that the CCLC Legislative Conference was very positive. He noted that he brought up questions and received great responses from staff. He commented that one item of interest is an open education alternative to address the rising cost of textbooks. He acknowledged Mr. Wallace and Dr. Vela for a successful meeting with the Lieutenant Governor. Dr. Hughlett concluded by stating that he plans to attend the next Campus Transformation Committee to listen and learn and he added that he does not attempt to influence or join in conversation about things being deliberated or discussed.

Avalos

Ms. Avalos attended the CCLC Legislative Conference and added it was a great opportunity to meet with legislators and the Lieutenant Governor.

Epple

Mr. Epple stated that while he wasn't able to attend all of the session with Lieutenant Governor Garamendi during his visit on campus, he noted that many interesting things were being said. He stated that the Lieutenant Governor received a lot of great information and added that he hopes the dialogue continues.

Arthur

Mr. Arthur indicated that he attended the annual Southland Motor Car Dealers Association dinner and added that the SMCDA generously contributed \$100,000 toward the building of the Automotive Training Center. He concluded by requesting that a letter be drafted to Mr. Moore regarding the outcome of tonight's meeting.

Vela

Dr. Vela thanked the Board members who participated at the CCLC Legislative Conference. She appreciated the visit with Lieutenant Garamendi as well as an opportunity to assert some policy ideas with regard to concurrent enrollment and differential funding. She added that it was a proud moment to watch Josh Franco in action on staff with the Lieutenant's office. Dr. Vela shared a certificate of congressional recognition from congresswoman Linda Sánchez for the college's participation in the 2008 Youth Career Forum. She concluded by thanking Faculty Senate, faculty and managers for their involvement in the student success plan.

Farmer

Mr. Farmer stated that an accreditation forum was held on January 31 to share information regarding the accrediting team's expectations. He noted that he was informed of the team members on January 30 which was later than expected due to the fact that there has been some difficulty securing team members. He concluded by stating that the information from the meeting will be shared with the Board.

Reece

Dr. Reece distributed the Faculty Senate update. In addition, he reminded the Board that the Academic Excellence Awards will held on March 25 at 7:00 p.m. in the Burnight Theatre and that on March 27 at 11:00 a.m., there will be a meeting to present the basic skills and developmental education program that was discussed in the State of Education address.

XI. CLOSED SESSION

The Board adjourned to closed session at 6:59 p.m.

XII. RECONVENE

The Board reconvened at 7:36 p.m.

XIII. ADJOURNMENT

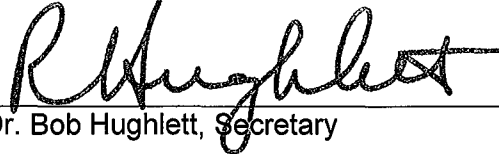
The meeting was adjourned at 7:36 p.m.

XIV. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 20, 2008 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: February 6, 2008
SUBJECT: Consideration of Approval of Bid #0708-03, Infrastructure & Central Plant, Phase II

RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0708-03, Infrastructure & Central Plant, Phase II to Minco Construction as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised the project on October 15 and October 22, 2007. The bid due date was on November 29, 2007. A mandatory job walk was required.

ANALYSIS

On November 29, 2007, the Purchasing Department received 4 responses for Bid #0708-03, Infrastructure & Central Plant, Phase II. The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid. Attached is the recap of the bids received.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive and responsible bid is \$1,737,000. Funding for this project will come from the GO Bond.

BID RECAP

BID #0708-03, INFRASTRUCTURE & CENTRAL PLANT, PHASE II

| COMPANY | BASE BID | ALLOWANCE | TOTAL BASE BID |
|------------------------------|-----------------|------------------|-----------------------|
| Minco Construction | \$ 1,637,000.00 | \$ 100,000.00 | \$ 1,737,000.00 |
| Los Angeles Air Conditioning | \$ 1,697,000.00 | \$ 100,000.00 | \$ 1,797,000.00 |
| Angeles Contractor, Inc. | \$ 1,733,000.00 | \$ 100,000.00 | \$ 1,833,000.00 |
| Horizon Construction Company | \$ 1,904,400.00 | \$ 100,000.00 | \$ 2,004,400.00 |

PRESENTED TO THE BOARD JULY 18, 2007

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: JENNEY HO
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Football Field Upgrades, Bid #0607-03 contract for the doing of which was heretofore entered into on the 6th day of July, 2006 which contract was made with Ohno Construction Company, contract number #C06-1004, as contractor; that said improvements were completed on the 22nd day of January, 2008, and accepted by formal action of the governing board of said DISTRICT on the 6th day of February, 2008; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is Travelers Casualty and Surety Company.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Jo Ann Higdon
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: JENNEY HO
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Stadium Track Upgrades, Bid #0607-07 contract for the doing of which was heretofore entered into on the 3rd day of August, 2006 which contract was made with Ohno Construction Company, contract number #C06-1031, as contractor; that said improvements were completed on the 22nd day of January, 2008, and accepted by formal action of the governing board of said DISTRICT on the 6th day of February, 2008; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is Travelers Casualty and Surety Company.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Jo Ann Higdon
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: February 6, 2008
SUBJECT: **Consideration to Reject Bid #0708-05, Campus Wide Lighting Upgrade**

RECOMMENDATION

It is recommended that the Board of Trustees reject the bid on Campus Wide Lighting. The single bid that was received exceeded the funds budgeted for this project.

OVERVIEW

The Purchasing Department advertised the project on October 17 and October 24, 2007.

ANALYSIS

A mandatory job walk was undertaken in which six (6) contractors attended. However, only one bid was received. Since that bid is significantly higher than the estimated budget, it is recommended that the bid be rejected.

FINANCIAL IMPLICATIONS

None.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Consent
VIII.K**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD

District: (810) CERRITOS

Fiscal Year: 2007-2008
Quarter Ended: (Q2) Dec 31, 2007

| Line | Description | As of June 30 for the fiscal year specified | | | |
|--|---|---|-------------------|-------------------|------------------------|
| | | Actual 2004-05 | Actual 2005-06 | Actual 2006-07 | Projected 2007-2008 |
| I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| A. Revenues: | | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 73,470,443 | 80,947,922 | 86,884,376 | 85,828,972 |
| A.2 | Other Financing Sources (Object 8900) | 0 | 0 | 0 | 0 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 73,470,443 | 80,947,922 | 86,884,376 | 85,828,972 |
| B. Expenditures: | | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 74,020,749 | 77,918,915 | 82,945,128 | 90,316,610 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 2,562,350 | 1,755,274 | 1,574,318 | 1,232,962 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 76,583,099 | 79,674,189 | 84,519,446 | 91,549,572 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | -3,112,656 | 1,273,733 | 2,364,930 | -5,720,600 |
| D. Fund Balance, Beginning | | | | | |
| D.1 | Prior Year Adjustments + (-) | 0 | 448,193 | -169,099 | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 9,946,648 | 7,282,185 | 8,386,819 | 10,751,749 |
| E. | Fund Balance, Ending (C. + D.2) | 6,833,992 | 8,555,918 | 10,751,749 | 5,031,149 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 8.9% | 10.7% | 12.7% | 5.5% |

II. Annualized Attendance FTES:

| | | | | | |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 17,167 | 16,621 | 16,580 | 16,580 |
|-----|---|--------|--------|--------|--------|

III. Total General Fund Cash Balance (Unrestricted and Restricted)

| | Description | As of the specified quarter ended for each fiscal year | | | |
|-----|--------------------------------|--|-------------------|-------------------|-------------------|
| | | 2004-05 | 2005-06 | 2006-07 | 2007-2008 |
| H.1 | Cash, excluding borrowed funds | | | | 26,595,585 |
| H.2 | Cash, borrowed funds only | | | | 0 |
| H.3 | Total Cash (H.1 + H.2) | 16,655,891 | 12,586,869 | 18,990,345 | 26,595,585 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|-------------------------|---|-------------------------------|---|-------------------------------------|-------------------------------|
| | | | | | |
| I. Revenues: | | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 85,828,472 | 85,828,972 | 45,886,808 | 53.5% |
| I.2 | Other Financing Sources (Object 8900) | 0 | 0 | 0 | |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 85,828,472 | 85,828,972 | 45,886,808 | 53.5% |
| J. Expenditures: | | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 90,316,110 | 90,316,610 | 34,184,397 | 37.8% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 1,232,962 | 1,232,962 | 0 | 1,232,962 |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 91,549,072 | 91,549,572 | 34,184,397 | 37.3% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | -5,720,600 | -5,720,600 | 11,702,411 | |
| L. | Adjusted Fund Balance, Beginning | 10,751,749 | 10,751,749 | 10,751,749 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 5,031,149 | 5,031,149 | 22,454,160 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 5.5% | 5.5% | | |

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

| Contract Period Settled (Specify) YYYY-YY | Management | | Academic | | Classified | | |
|---|---------------------|-----|---------------------|---------------------|------------|---------------------|-----|
| | | | Permanent | Temporary | | | |
| | Total Cost Increase | % * | Total Cost Increase | Total Cost Increase | % * | Total Cost Increase | % * |
| a. SALARIES: | | | | | | | |
| Year 1: | | | | | | | |
| Year 2: | | | | | | | |
| Year 3: | | | | | | | |
| b. BENEFITS: | | | | | | | |
| Year 1: | | | | | | | |
| Year 2: | | | | | | | |
| Year 3: | | | | | | | |

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD

**Fiscal Year: 2007-2008
Quarter Ended: (Q2) Dec 31, 2007**

District: (810) CERRITOS

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Mrs. Jo Ann Higdon

CBO Phone: Use format 999-555-1212
562-860-2451

CBO Signature: *JH*
Date Signed:

Chief Executive Officer Name: Dr. Noelia Vela

CEO Signature:
Date Signed:

Electronic Cert Date:

District Contact Person

Name: Lola Rizkallah

Title: Director of Fiscal Services

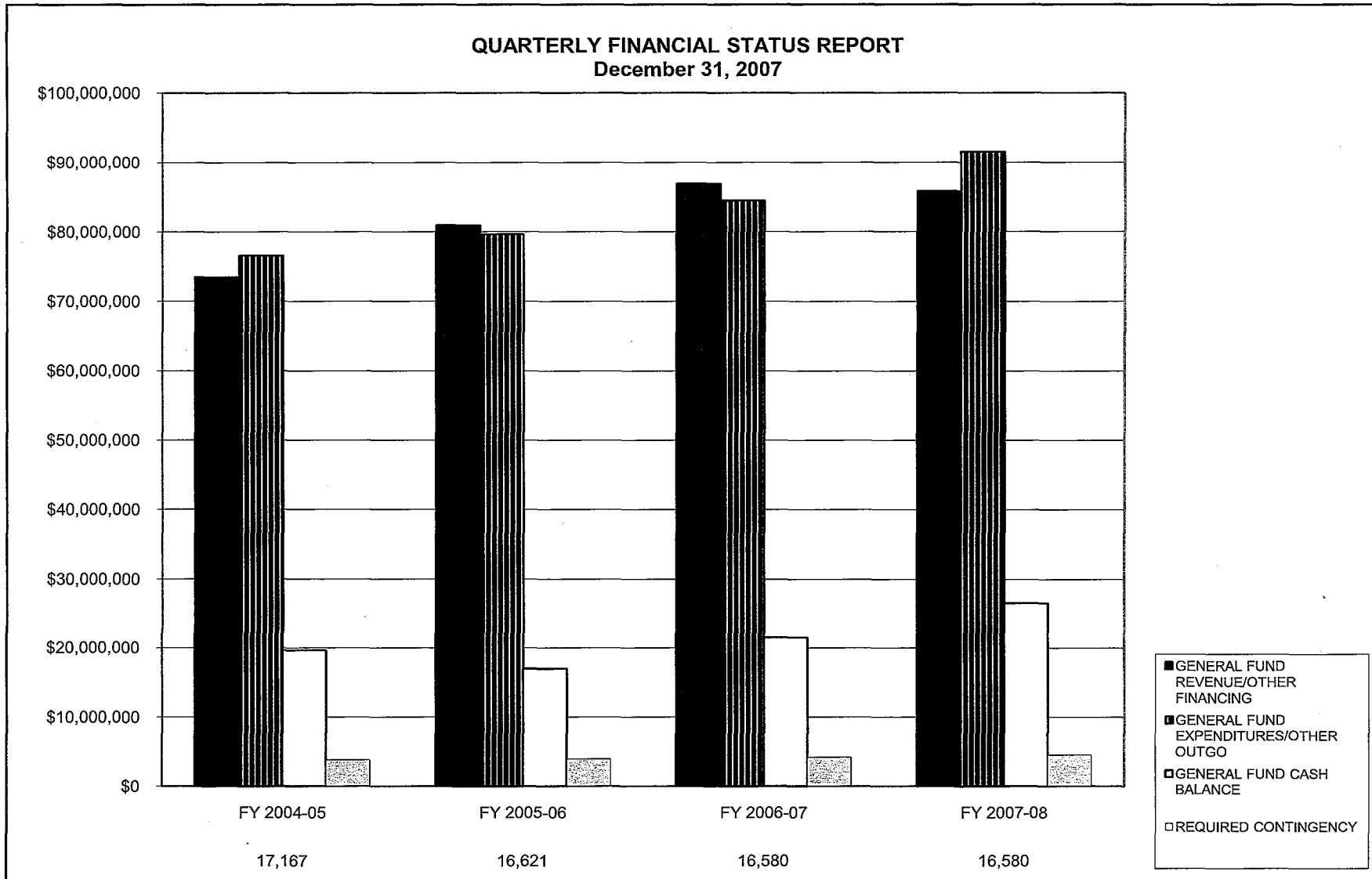
Telephone: Use format 999-555-1212
562-860-2451

Fax: Use format 999-555-1212
562-924-2800

E-Mail: rizkallah@cerritos.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@ccccc.edu
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BUDGET TRANSFERS FOR FEBRUARY 6, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (1,558) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | (1,558) |

TO

| | | |
|--|-----------|--------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 1,558 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | 1,558 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Student Affairs

BUDGET TRANSFERS FOR FEBRUARY 6, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|-----------|------------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | (3,943) |
| SUPPLIES AND MATERIALS | \$ | (252,181) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | (256,124) |

TO

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | 22,869 |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 75,479 |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 100,569 |
| CAPITAL OUTLAY | \$ | 57,207 |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | 256,124 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
VTEA Title I-C

BUDGET TRANSFERS FOR FEBRUARY 6, 2008

29.0 FUND-OTHER DEBT SERVICE FUND-COPS

FROM

| | | |
|--|----|-----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | (600,000) |
| | | |

TOTAL

\$ (600,000)

TO

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 600,000 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |

TOTAL

\$ 600,000

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

COPS-Enterprise Resources (Psoft); COPS-Parking Lot Repair

BUDGET TRANSFERS FOR FEBRUARY 6, 2008

39.0 FUND-OTHER SPECIAL REVENUE FUND

FROM

| | | |
|--|----|----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | (29,000) |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| | | |

TOTAL

| | | |
|--|----|-----------------|
| | \$ | (29,000) |
| | | |

TO

| | | |
|--|----|--------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 2,500 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 26,500 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |

TOTAL

| | | |
|--|----|---------------|
| | \$ | 29,000 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Community Education & College for Kids

APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 6, 2008

| | |
|---|-------------------|
| ***00000.0-00000-73420-8629-0000000 (01.3 Fund) State-Non-Credit Matriculation To allocate income for salaries and associated fringe benefits; supplies | \$ 56,886 |
| ***00000.0-00000-71100-8629-0000000 (01.3 Fund) State-Board Financial Assistance Program To allocate income for salaries and associated fringe benefits; supplies; travel & conference | 92,543 |
| Total: | <u>\$ 149,429</u> |

FACULTY HOURLY - BUSINESS EDUCATION

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|-------------|------|--------------------|-------------------------|-------------|
| Osorio | Kay | Accounting/Finance | B1 | 45.85 |
| Valdes | Luis | Real Estate | B1 | 45.85 |

FACULTY HOURLY - HEALTH OCCUPATIONS

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|---------------------------|-------------------------|-------------|
| Allen | Rebecca | Speech-Language Pathology | B2 | 48.55 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Evangelista | Denise | Clinical Nursing | A1 | 45.85 |

FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|-------|-------------------|-------------------------|-------------|
| Efremidze | Levan | Economics | A1 | 45.85 |
| Nath | Janie | Psychology | A1 | 45.85 |

FACULTY HOURLY - LIBERAL ARTS

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|----------|-------------------|-------------------------|-------------|
| Campos | Danielle | English | A1 | 45.85 |
| Chao | Iris | English | A2 | 48.55 |
| Colson | Michael | English | A1 | 45.85 |
| Hsiao | John | English | A1 | 45.85 |
| McMurray | Kathryn | English | A1 | 45.85 |
| Savard | Hale | English | A1 | 45.85 |

FACULTY HOURLY - PE/ATHLETICS

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Aoyagi | Mikiko | Athletics | B4 | 53.95 |

FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|-------------|-------|---------------------------------|-------------------------|-------------|
| Corbin | Steve | Computer & Information Sciences | B5 | 56.65 |
| Huang | Fuze | Mathematics | B3 | 51.27 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|----------|-------------------|-------------------------|-------------|
| Gonzalez | Antonio | Mathematics | A1 | 45.85 |
| Khan | Mahbubur | Astronomy | A1 | 45.85 |
| Lorenz | Todd | Biology | A1 | 45.85 |
| Martinez | Alice | Mathematics | A1 | 45.85 |

FACULTY HOURLY - TECHNOLOGY

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-------------------------------|-------------------------|-------------|
| Mees | Randall | Engineering Design Technology | B1 | 45.85 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-------------------|-------------------------|-------------|
| Baadkar | Shobhit | Architecture/CAD | A1 | 45.85 |

COUNSELOR HOURLY - STUDENT SERVICES

Reemployed

| Name | | Assignment | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Galicia | Blanca | Title V | C1 | 37.77 |

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

Reemployed

| Name | | Assignment | Salary Placement | Rate |
|-------------|------|-------------------|-------------------------|-------------|
| Marez | Jose | Adult Education | B4 | 53.95 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources
DATE: February 6, 2008
SUBJECT: **Consideration of Approval of Revision of Request for Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483**

RECOMMENDATION

It is recommended that the Board of Trustees approve revision of the attached request for reduced workload (70%) prior to retirement for Dr. Kay Follett effective for a period of five academic years beginning July 1, 2008 and ending June 30, 2013, pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483.

OVERVIEW

Dr. Kay Follett, Full-Time Professor (Student Services/DSPS), has submitted the attached request for reduced workload prior to retirement.

ANALYSIS

Dr. Kay Follett has requested a reduced workload prior to retirement pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483 (copies attached). Her request was presented and approved by the Board of Trustees at their January 16, 2008 meeting beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2013. However, Dr. Follett is a full-time professor on a 12-month contract and it is therefore necessary to adjust the dates to begin July 1, 2008 and end June 30, 2013.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

Attachment

CERRITOS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR REDUCED WORKLOAD PRIOR TO RETIREMENT FOR ACADEMIC EMPLOYEES

HUMAN RESOURCES
CERRITOS COLLEGE

Name Kay Follett 2007 DEC 20 P 2:20

Division Student Services/DSPS

In accordance with Board Policies Numbers 7215 through 7215.3, I hereby request that my assignment be reduced to 70 % of my regular assignment, beginning the academic year 2008-2009 for a period of 5 year(s).
(1-5)

It is my understanding that I will be required to retire at the end of the 2012-2013 academic year.

Kay Follett
Signature of Requesting Employee

11/26/07
Date

Ruerrida Alvar
Signature of Immediate Manager

12/10/07
Date

[Signature]
Signature of Appropriate Vice President

12/20/07
Date

[Signature]
Signature of President-Superintendent

12/20/07
Date

Approved by the Board of Trustees: _____
Date

Applications for reduced workload must be submitted to the appropriate Vice President prior to February 1 of the academic year preceding the beginning of the reduced workload assignment.

PRESENTED TO THE BOARD OF TRUSTEES:
January 16, 2008

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

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS
PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS,
WHICHEVER OCCURS FIRST

| | | | |
|--------------------------|-------------------------------------|---------------|----------|
| Xu, Hongel | Aide-General (Clerical) | \$8.00/hr | 01/07/08 |
| Kim, Jin Hyang | " | " | " |
| Llamas Jr., Salvador | " | " | " |
| Rodriguez, Jean | " | " | " |
| San Juan, Diana | " | " | " |
| Williams-Lopez, Debbie | " | " | " |
| Cheng, I-Chien | Aide-General (Lab) | \$7.50/hr | 12/07/07 |
| Chavez-Raygoza, Yeraldin | Aide-Special (Special Ed.) | \$8.00/hr | 01/07/08 |
| Seither, Jill | " | " | 01/08/08 |
| Siv, Monirath | " | " | 01/07/08 |
| Sloan, Loretta | " | " | " |
| Hernandez, Sonia | File Clerk | \$7.50/hr | 12/17/07 |
| Martinez, Edson | " | \$8.00/hr | 01/14/08 |
| Duong, Andy | Instructional Aid I | \$9.56/hr (1) | 01/07/08 |
| Orellana, Daniel | " | " | 11/26/07 |
| Troglia, Tessa | " | \$9.99/hr (2) | 08/13/07 |
| Uluivuda, Mata | " | \$9.56/hr (1) | 12/03/07 |
| La Marca, Taysha Marie | Costume Tech. | \$9.07/hr (1) | 11/26/07 |
| Theiss, Karen | " | \$9.99/hr (3) | 11/25/07 |
| Trajano, Joseph | Tutorial Technician | \$9.99/hr | 10/01/07 |
| Marroquin, Marie | " | " | " |
| Chiaromonte, Angela | Aquatics Specialist | \$10.11/hr | 01/08/08 |
| Perez, Martin | " | " | 01/14/08 |
| Barros Ruiz, Viviana | Secretary Clerk | \$10.53/hr | 01/07/08 |
| Rodriguez, Jaime | Research and Development Technician | \$10.77/hr | 12/05/07 |
| Garcia, Priscila | Fine Arts Specialist | \$11.77/hr | 11/25/07 |
| Benavidez, Nadia | Account Technician III | \$11.88/hr | 01/02/08 |

Presented to the Board of Trustees 02/06/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|-----------------------|--------------------------------------|------------|----------|
| Morse, Monica | Senior Computer Operator | \$11.88/hr | 12/17/07 |
| Gray, Crystal | Instructional Aide II | \$12.81/hr | 11/30/07 |
| Lizarraga, Raquel | " | " | 11/19/07 |
| Gilbert-Lewis, Kandee | Teaching Assistant | \$13.47/hr | 01/07/08 |
| Chavez, Jesse | Cont. Ed. Specialist (Arts & Crafts) | \$22.45/hr | 12/20/07 |
| Billson, Judith | Cont. Ed. Specialist (Cultural Arts) | \$28.07/hr | 01/01/08 |
| Durehl, Terry | Aide-Special (Interpreter IV) | \$33.50/hr | 01/01/08 |
| Boudreau, Debbie | Community Education Specialist | \$29.15/hr | 01/07/08 |
| Carreon, Lora | " | " | 07/01/07 |
| Clarke, Mary | " | " | 01/07/08 |
| Conley, Angela | " | " | " |
| Crawford, Suzanne | " | " | " |
| Fernandez, Walter | " | " | " |
| Haney, Jones, Easter | " | " | 07/01/07 |
| Marez, Jose | " | " | 09/01/07 |
| Obazuaye, Sunday | " | " | 01/07/08 |
| Alvarado, Luz | Cont. Ed. Specialist (Business Tech) | \$50.52/hr | 01/01/08 |
| Fernandez, Ruben | " | " | 01/14/08 |
| Gonzalez, Sergio | " | " | 01/01/08 |
| Malis, Mike | " | " | " |
| Ponce, Abel | " | " | 10/09/08 |
| Smith, Felicia | " | " | 01/07/08 |
| Benning, Debbie | Cont. Ed. Specialist (Health Occ.) | \$50.52/hr | 12/03/07 |
| Chou, Jeanie | " | " | 01/07/08 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: February 6, 2008
SUBJECT: **Information Item: First Reading: Additions/Revisions to Board Policies – BP 4020, BP 4100, BP 4225, BP 4230, BP 4250, BP 4260, BP 4300 and BP 4400**

RECOMMENDATION

It is recommended that the Board of Trustees review and discuss these revised Board Policies during this first reading, as distributed to the Board on January 29.

OVERVIEW

The Community College League of California and the League's Legal Counsel (Liebert Cassidy Whitmore) recommended that all community colleges make revisions to the following Board Policies based upon updates to laws and regulations. The changes were included in the "Board Policy and Administrative Procedure Update #13". Revisions were required for the following policies: BP 4020 (Instructional Programs and Curriculum), BP 4100 (Graduation Requirements for Degrees and Certificates of Achievement), BP 4225 (Course Repetition), BP 4230 (Grading and Academic Record Symbols), BP 4250 (Probation, Dismissal, and Reinstatement), BP 4260 (Prerequisites and Co-requisites), BP 4300 (Field Trips and Excursions), and BP 4400 (Community Services). The Board will be asked to make revisions to Board policies from time to time based on update bulletins sent by the Community College League of California.

ANALYSIS

Board Policy 4020 titled Instructional Programs and Curriculum was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect changes to Title 5 reference numbers and provisions for approving individual courses. This policy was reviewed by the College Coordinating Committee on November 5, 2007.

Board Policy 4100 titled Graduation Requirements for Degrees and Certificates of Achievement was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect changes to Title 5 reference numbers and revise the criteria for certificates. This policy was reviewed by the College Coordinating Committee on November 5, 2007.

Board Policy 4225 titled Course Repetition was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect changes to Title 5 reference numbers. This policy was reviewed by the College Coordinating Committee on November 5, 2007 and January 14, 2008.

Board Policy 4230 titled Grading and Academic Record Symbols was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect changes to Title 5 reference numbers and a title revision to be consistent with the Title 5 language. This policy was reviewed by the College Coordinating Committee on November 5, 2007.

Board Policy 4250 titled Probation, Dismissal, and Reinstatement was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect changes to

Title 5 reference numbers, the inclusion of "NP" as a grading symbol, and a definition of "units attempted." This policy was reviewed by the College Coordinating Committee on November 5, 2007.

Board Policy 4260 titled Prerequisites and Co-requisites was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revision to this policy reflects a change to Title 5 reference number. This policy was reviewed by the College Coordinating Committee on November 5, 2007.

Board Policy 4300 titled Field Trips and Excursions was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect a change to Title 5 reference number and additional language clarifying District support for student expenses. This policy was reviewed by the College Coordinating Committee on November 5, 2007.

Board Policy 4400 titled Community Services was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect changes in language to reflect the language in Education Code Section 78300. This policy was reviewed by the College Coordinating Committee on November 5, 2007.


The College Coordinating Committee has conducted a thorough review of these policies to ensure accuracy with current District practices and to afford all constituent groups an opportunity for input. These revised policies are now ready for review by the Board of Trustees.

FINANCIAL IMPLICATIONS

No financial impact.

CERRITOS COLLEGE

Administrative
IX.C

TO: Board of Trustees
FROM: 
Dr. Noelia Vela, President
DATE: February 6, 2008
SUBJECT: **Information Item: First Reading: Board Policy 4266 – Multiple and Overlapping Enrollments**

RECOMMENDATION

It is recommended that the Board of Trustees review and discuss Board Policy 4266 – Multiple and Overlapping Enrollments during this first reading, as distributed to the Board on January 29.

OVERVIEW

Cerritos College is in the process of updating and aligning the District's Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy & Whitmore in conjunction with the Community College League of California (CCLC). Cerritos College is one of 59 districts throughout the state who are members of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

The Community College League of California and the League's Legal Counsel (Liebert Cassidy Whitmore) recommended that all community colleges add a Board Policy 4266 regarding restrictions and provisions for multiple and overlapping enrollments per Title 5 Section 55100. The changes are included in the Fall 2007 "Board Policy and Administrative Procedure Update #13".

ANALYSIS

The District's current Board Policy Manual has not been revised for more than a decade. Therefore, the Cerritos College Board Policy Manual is being reorganized and updated to align with the statewide CCLC recommended Board Policy Manual.

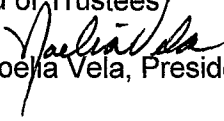

There are seven chapters of the CCLC recommended Board Policy Manual that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business Services, and 7) Human Resources. The goal will be to review the current Cerritos College Policies and align them with the policies recommended by the CCLC by the end of the 2007-2008 academic year. This timeline also coincides with the District's accreditation cycle and upcoming visit in Spring 2008.

The College Coordinating Committee has conducted a thorough review of BP 4226 to ensure accuracy with current District practices and to afford all constituent groups an opportunity for input. This policy is now ready for review by the Board of Trustees.

FINANCIAL IMPLICATIONS

No financial impact.

CERRITOS COLLEGE

TO: Board of Trustees
FROM:  Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services 
DATE: February 6, 2008
SUBJECT: **Consideration of Approval of Resolution No. 08-01 Authorizing the District to Construct the Facilities/Maintenance/Ops/Purchasing/Warehouse Complex Without First Submitting Plans and Specifications to California's Division of State Architect (DSA)**

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 08-01 authorizing the District to construct the Facilities/Maintenance/Ops/Purchasing/Warehouse without first submitting plans and specifications to California's Division of State Architect.

OVERVIEW

On January 16, 2008 the Board of Trustees retained an engineering consultant to design a new Facilities/Maintenance/Ops/Purchasing/Warehouse Complex. Section 4-310 of the 2001 California Building Standards Administrative Code permits buildings or structures of this nature to be constructed by the District on its own responsibility without first submitting plans and specifications to DSA, provided such buildings or structures shall not be used as a facility for either students or instructors and are not intended to be entered by them as such for school purposes. For these cases, DSA requires that a resolution be passed by the Board of Trustees indicating that the building or structure shall not be used for school purposes and that no students or instructors will use or enter the building for said purposes.

ANALYSIS

The engineering consultant will prepare the plans and specifications and will provide for adequate inspection of materials and work of construction to ensure compliance with the applicable provisions as adopted by the Building Standards Commission.

FINANCIAL IMPLICATIONS

None

**RESOLUTION No. 08-01
RESOLUTION OF THE BOARD OF TRUSTEES OF THE
CERRITOS COMMUNITY COLLEGE DISTRICT
AUTHORIZING THE DISTRICT TO CONSTRUCT THE
FACILITIES/MAINTENANCE/OPS/PURCHASING/WAREHOUSE COMPLEX
WITHOUT FIRST SUBMITTING PLANS AND SPECIFICATIONS TO CALIFORNIA'S
DIVISION OF STATE ARCHITECT (DSA)**

WHEREAS, on January 16, 2008, the Board of Trustees retained an engineering consultant to design a new Facilities/Maintenance/Ops/Purchasing/Warehouse Complex;

WHEREAS, the Board of Trustees desires to authorize the construction of this facility without first submitting plans and specifications to California's Division of the State Architect;

WHEREAS, Section 4-310 of the 2001 California Building Standards Administrative Code permits buildings or structures of this nature to be constructed by the District on its own responsibility without first submitting plans and specifications to the Division of the State Architect, provided such buildings or structures shall never be used for school purposes;

WHEREAS, the consultant engineer is duly licensed under the laws of the State of California and is qualified and capable of preparing the plans and specifications of the materials and work of construction to ensure compliance with the provisions of Parts 2, 3, 4, 5, 6, 7 and 12, Title 24, California Code of Regulations, as adopted by the California Building Standards Commission;

WHEREAS, the Board of Trustees affirms that the Facilities/Maintenance/Ops/Purchasing/Warehouse Complex shall not be used for school purposes and that no students or teachers as such will be permitted to use or enter the building;

WHEREAS, the Board of Trustees affirms that the College shall take all necessary measures and precautions to prevent use of the building by students or teachers as such and to prevent injuries to students or teachers on school grounds as a result of collapse of such buildings or structures;

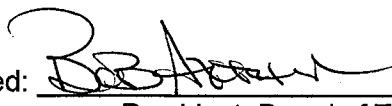
NOW, THEREFORE, be it resolved that the Board of Trustees of the Cerritos Community College District approves the construction of the new Facilities/Maintenance/Ops/Purchasing/Warehouse Complex on its own responsibility as described herein and directs Vice President of Business Services to submit a copy of this resolution to the Los Angeles Basin Regional Office of the Division of the State Architect.

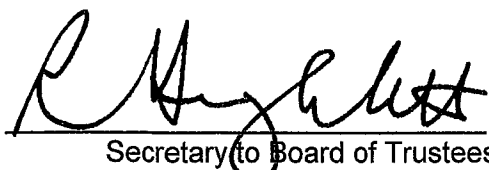
ADOPTED, SIGNED, AND APPROVED by the Board of Trustees of the Cerritos Community College District this 6th day of February, 2008.

AYES: 7

NOES: 0

ABSENT: 0

Signed: 
President, Board of Trustees

Attest: 
Secretary to Board of Trustees

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: February 6, 2008
SUBJECT: Request for Direction Regarding the Naming of Facilities

RECOMMENDATION

Staff requests direction from the Board regarding this matter.

OVERVIEW

A Board member has requested that this item be placed on the agenda to provide an opportunity for the Board to discuss this matter.

ANALYSIS

Attached for the Board's review is a copy of Board Policy 2900 and Administrative Procedure 2900.

FINANCIAL IMPLICATIONS

The financial impact will depend on the direction given by the Board.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: February 6, 2008
SUBJECT: Request for Direction Regarding Board Room Modernization

RECOMMENDATION

Staff requests direction from the Board regarding this matter.

OVERVIEW

Board members have requested that this item be placed on the agenda to provide an opportunity for the Board to discuss this matter.

ANALYSIS

In an effort to improve the efficiency of our Board meetings, to eliminate the need for Board members to move when presentations are made and to improve the visibility of presented materials for Board members and the audience, a Board member has requested that the Board room be modernized with the latest technology.

Following are the suggested changes:

LCD Flat Panel Monitors to be installed and recessed below the table level so as not to obstruct the Board members' view.

Two 50" LCD Display Monitors to be installed on the side walls of the Board Room. They will be on brackets that allow for tilting the monitors to enhance the view for the audience.

Electric and cabling work will be needed and the table tops will need to be cut to install the monitors.

FINANCIAL IMPLICATIONS

The anticipated cost for above listed suggested changes is approximately \$130,000. However, the financial impact will depend on the direction given by the Board.

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
FEBRUARY 20, 2008

- I. CALL TO ORDER The meeting was called to order at 5:00 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Dr. Ted Edmiston
Ms. Carmen Avalos Mr. Bob Epple
Dr. Tina Cho Dr. Bob Hughlett
- Mr. Tom Jackson and Mr. Jason Macias were not present. Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Arthur.
- III. CLOSED SESSION The Board adjourned to closed session at 5:00 p.m. and reconvened at 6:15 p.m.
- IV. MINUTES A. It was moved by Mr. Epple and seconded by Dr. Edmiston to approve the minutes of the special meeting of January 23, 2008. The vote for approval was unanimous.
- V. INSTITUTIONAL PRESENTATIONS A. Dr. Vela presented Denise Marshall and Olga Dukhovny with the Classified/Confidential Employee of the Month Outstanding Classified Employee Award for the months of December 2007 and January 2008, respectively.
- VI. PUBLIC PRESENTATIONS Jesse Urquidi, President of Norwalk Chamber of Commerce, requested Jesse Urquidi to meet with the Board President to discuss the possibility of hosting an American Cancer Society Relay for Life event at Cerritos College. He added that a committee is working on the project and that mayor Rick Ramirez and the council support the event.
- VII. CONSENT AGENDA It was moved by Dr. Hughlett and seconded by Mr. Epple to approve the consent agenda and addendum. Mr. Arthur asked that item E.14 be held for separate consideration. The vote for approval was unanimous.
- E. Consideration of Approval of Contracts:
14. Marriott Norwalk
GM ASEP Graduation
Technology
To provide dinner and set up for the 2008 annual GM ASEP (Automotive Service Educational Program) graduation dinner on August 6, 2008. Total cost is not-to-exceed \$3,000.00. General Motors will reimburse the District expenses for this event.
- The vote for approval was 6-0-1 (Mr. Arthur abstained).
- A. Approved New Course Offerings, as attached.
- B. Approved the Carnegie Foundation for the Advancement of Teaching "Strengthening Pre-Collegiate Education in Community Colleges" Grant, Spring 2008 Stipends, as attached.

- C. Approved the Sale of Surplus and Obsolete Materials/Equipment, as attached.
- D. Approved Budget Extensions and Budget Transfers, as attached.
- E. Approved Contracts as follows:

Agreements

NEW

- 1. Foothill High School
Quick Start AB 70 Automotive Grant
Technology
To enter into an agreement with Foothill High School (Santa Ana, CA) as part of the approved activities of the Quick Start AB70 Automotive Grant. For period March 1, 2008 through June 30, 2008. The grant amount for Foothill High School will be \$1,700.00. Cerritos College will be acting as the fiscal agent for the grant. All funds provided are from the Quick Start AB70 Automotive Grant.

Contract

RENEWAL

- 2. Hall & Foreman, Inc.
Topographic Surveying Services
Facilities
For services associated with providing topographic and general survey data as needed for campus-wide projects. The time period will be for two years. Fees are not to exceed \$150,000.00. Funds will come from the GO Bond.

Medical

NEW

- 3. California State University, Long Beach
Nursing Program
Health Occupations
Master of Science degree nursing students will team with Cerritos College nursing faculty to gain experience in teaching and demonstrating nursing skills. For period February 21, 2008 through February 21, 2010. No cost to the district.
- 4. Little Lake Unified School District
Speech Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period January 9, 2008 through January 9, 2010. No cost to the district.
- 5. Norwalk-La Mirada Unified School District
Speech Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period October 22, 2007 through October 22, 2009. No cost to the district.

6. Orange Unified School District
Speech Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period January 15, 2008 through January 15, 2010. No cost to the district.

RENEWAL

7. La Casa Psychiatric Health Facility
Nursing Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the nursing program. For period February 1, 2008 through January 31, 2010. No cost to the district.

Services

NEW

8. CPD Advertising & Design, Inc.
Marketing Support Materials
Technology
To design and develop marketing materials for the Economic and Workforce Development Program Responsive Training Fund for Incumbent Workers grant. For period February 21, 2008 through June 30, 2008. CPD Advertising & Design, Inc. will receive an hourly rate of \$50.00 per hour for up to 100 hours. The cost is not-to-exceed \$5,000.00 with funding from the Economic and Workforce Development Program Responsive Training Fund for Incumbent Workers grant.
9. Hillcrest Rental Company
Automotive Quick Start Meeting
Technology
To provide the set-up necessary for catering a special event luncheon meeting in support of the Automotive Quick Start grant during the month of March 2008. Total cost is not-to-exceed \$1,500.00 with funding from the Quick Start grant.
10. Language Line Services
Interpretation and Translation Services
Student Services
To provide interpretation and translation services for students. For period March 1, 2008 through February 28, 2009. Total fees are estimated at \$7,500.
11. Someone in the Kitchen
Catering Services
Technology
To provide catering services for the special event luncheon meeting in support of the Automotive Quick Start grant during the month of March 2008. Total cost is not-to-exceed \$6,000.00 with funding from the Quick Start grant.

12. Rio Salado Community College

Exam Proctor

Distance Education

To proctor exams for students from other institutions and testing agencies. For period January 28, 2008 through December 31, 2009. The District will receive \$15.00 per student and test.

Training

AMENDMENT

13. The Community College Foundation

PS-MAPP Training

Health Occupations

For an additional seven series of classes (11 meetings each) for Permanence and Safety-Model Approach to Partnerships in Parenting (PS-MAPP) training to potential resource families in Los Angeles County. The agreement will be extended through January 31, 2009. The District will receive \$8,100 per series for a total amount of \$56,700.00.

Use of Facilities

NEW

14. This item was considered separately.

15. Peterson Automotive Museum

Automotive Quick Start Meeting

Technology

For use of their facility to hold an Automotive Quick Start special event luncheon meeting. The event will be held during the month of March 2008. Total cost is not-to-exceed \$5,000.00 with funding from the Automotive Quick Start grant.

Added by Addendum:

16. Victor Villasenor

Book Reading

Academic Affairs

To conduct a reading of his book Rain of Gold from March 5 to 6, 2008 and to meet with students in the Basic Skills student book club to discuss his book. Total cost will be \$6,000 plus reimbursable expenses. Funding will provided from the Basic Skills Grant Funds.

F. Approved and/or Ratified Resignations Accepted by the President/Superintendent, as follows:

Failor, Joleen, Professor (Dental Assisting), effective June 27, 2008

G. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.

H. Approved of Request for Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483, as attached.

I. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

- VIII. ADMINISTRATIVE MATTERS
- A. As information, the Board book contained College Coordinating Committee Minutes for January 14 and 28, 2008.
 - B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending December 31, 2007.
 - C. It was moved by Mr. Epple and seconded by Dr. Edmiston to approval the Additions/Revisions to Board Policies – BP 4020, BP 4100, BP 4225, BP 4230, BP 4250, BP 4260, BP 4300 and BP 4400. The vote for approval was unanimous.
 - D. It was moved by Dr. Hughlett and seconded by Mr. Epple to approve Board Policy 4226 – Multiple and Overlapping Enrollments. The vote for approval was unanimous.
 - E. It was moved by Dr. Hughlett and seconded by Mr. Epple to approve to Eliminate Two Local Standards for Business Administration Instructional Program. The vote for approval was unanimous.

IX. REPORTS

- A. Board of Trustees
Dr. Edmiston stated that he enjoyed the ACCT Legislative Summit and added that meetings were well-organized by Mark Wallace, Director of Public and Governmental Relations. He added that a comment made at the event demonstrated that some legislators don't understand the scope of community colleges. He also observed that students were the most effective speakers and encouraged student trustees to attend legislative events.

Ms. Avalos shared materials from a recent NALEO conference and added that the organization addresses the issues of student success in regard to best practices for Latino students. She stated that she would like Arturo Vargas, President of NALEO to visit the college.

Dr. Hughlett enjoyed the ACCT Legislative Summit and added that he thought that Mr. Wallace's suggestion to invite one of Senator Kennedy's aides to the college was a good idea. Dr. Hughlett referenced the Academic Leadership Outcomes survey and added that he would request an agenda item to ask Dr. Reece to speak of the outcomes once it has been completed.

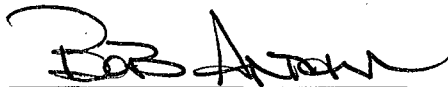
Mr. Arthur thanked Mr. Wallace for organizing meetings during the ACCT Legislative Summit. He reminded the Board that on March 6 at 5:00 p.m. the USMC Drum & Bugle Corps, Silent Drill Platoon and Color Guard will be performing at the Cerritos College Falcon Stadium. The event is free to the public.
- B. Faculty and Staff Leadership
Dr. Reece stated that he would be willing to make a presentation to the Board regarding the outcomes of the ALO survey results, if requested.
- C. President/Superintendent and Vice Presidents
Dr. Vela invited the Board to attend the 2008 Spring Festival on Saturday, February 23 at 12:30 p.m. in the Student Center. She noted that two Board members will be wearing traditional Asian attire. Dr. Vela informed the Board that she will be attending a

Statewide CEO Meeting on February 22. She stated that key items to be discussed are the changing budget and the 50% law which requires that 50% of funds be spent toward instructional efforts for students. She stated that student trustees are always encouraged to attend legislative conferences but due to conflicting schedules, they may not always be able to attend. She concluded by stating that the policy regarding the student trustee position will be revisited due to the fact that the students recently voted to split the position into two separate positions. The change will be effective after the next election.

Ms. Higdon informed the Board that the current owners of Avalon at Cerritos are considering a name change to "Vintage Cerritos".

Mr. Farmer stated that staff is preparing for the accreditation visit, which will occur during the first week of March.

- X. CLOSED SESSION The Board adjourned to closed session at 6:45 p.m.
- XI. RECONVENE The Board reconvened at 7:47 p.m.
- XII. ADJOURNMENT The meeting was adjourned at 7:47 p.m.
- XIII. NEXT REGULAR MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 5, 2008 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

SCIENCE/ENGINEERING/MATH

ENVS 200

Environmental Policy

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: BIOL 105 or GEOG 103 or equivalent with a grade of Credit or "C" or higher.

This course presents the history, current status, and future of environmental issues, with special emphasis on California. The biological, geological, and geographical aspects of water quality, air quality, energy, land use, and the coastal environment will be examined, as well as the policies used to manage them. This course requires one field trip

BUSINESS EDUCATION

INS 101

Introduction to Insurance

1.0 Unit

Class hours: 1.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course gives students a background of the modern property/casualty insurance system, how insurance products and services are distributed to the consumer, how insurance company departments function, how reinsurance is used to create an insurance company and insure large property and high liability values/limits, an understanding of civil laws or tort and contract, a review of the basic commercial and personal Insurance Services Office (ISO) insurance contracts, and an understanding of the importance of the risk management process.

INS 102

Insurance Code and Ethics

1.0 Unit

Class hours: 1.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This Code and Ethics course is designed for insurance majors. It addresses ethical considerations one must support in order to succeed in business, specifically in the insurance industry. The course presents ethical issues with which employees working in insurance offices will be involved.

INS 122

Personal Insurance

3.0 Unit

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to assist individuals in learning basic information regarding personal insurance. It is of value to anyone majoring in business or anyone who does not possess the knowledge to handle personal insurance needs. Topics include information about automobile insurance, homeowners insurance, other residential insurance, such as fire and earthquake insurance, marine insurance, other personal property and liability insurance, financial planning, life insurance, and health insurance.

INS 123

Commercial Insurance

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to help individuals learn basic information regarding the whole area of commercial insurance. Covered in this course is information concerning commercial property insurance, business income insurance, commercial crime insurance, equipment breakdown insurance, inland and ocean marine insurance, commercial general liability insurance, commercial automobile insurance, business owners policies and farm insurance, workers compensation and employers liability insurance, and other miscellaneous coverage.

INS 171

Insurance Occupational Work Experience

1.0 Unit

Class hours: 1.0 lecture

Prerequisite: None

Corequisite: Enrollment in 7 or more units, including Insurance Occupational Work Experience. One unit of Insurance Occupational Work Experience required 72 non-paid hours or paid hours of work per semester.

Recommendation: None

Work Experience/Career Internship provides the opportunity for students to apply skills and knowledge learned in the classroom to related experiences on the job/training site. The aim of the course is to assist students in expanding specific job skills. This creates greater communication with increased understanding between the student/workers, the college, and the employer/trainers. First semester students meet their instructor for a minimum of one hour per week. Students also pursue a program of self-evaluation to determine individual job weaknesses and strengths. Semester projects that relate to their major and job skills must be completed on the job/training site. Students will meet weekly with the instructor until their participatory assignments and semester work projects have been approved. This course may be taken a maximum of 4 times.

TECHNOLOGY

MFGT 65

Applied Math in Manufacturing

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

Students will utilize basic mathematic functions to solve applied technical shop problems in the industrial manufacturing work place. Typical applications will emphasize problems encountered by sales, supervision, quality assurance technicians, inspectors, shop floor, and maintenance personnel. Emphasis will be placed on specific hand measurement instruments and devices to solve common manufacturing problems and verify quality. Problem solving is stressed involving weights and measures, ratios, conversions of standard and metric system measurements, and dimensional and spatial relationship. Students will learn how to interpret manufacturing requirements including process specifications, engineering drawing, symbols and dimensional tolerances.

NPD 100

Product Development in a Global Economy

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course will introduce students to product development in a global economy. Students will learn about identifying customer needs, generating specifications, selecting concepts, selecting a fabrication or procurement process, generating a prototype, and testing the product. Emphasis will be placed on the lean product development system model and how to integrate suppliers, either local or global, into the product development process.

NPD 102

Quality Systems for Automotive Industries ISO 16949

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is a survey of International Standards Organization (ISO) ISO 16949, the quality standard used in automotive industries. Students will learn about the relationship of ISO 16949 with other quality systems and the importance of registration. Emphasis will be placed on how to implement the standard and recognize how auditors interpret the standard.

NPD 103

Tooling and Materials for New Product Development

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course will introduce students to the tooling and materials used in new product development. Students will learn about metallic and non-metallic materials used in the design of tooling. Emphasis will be placed on the lean development of tooling and how to integrate suppliers to reduce overall cost of product development.

NPD 104

Productivity in Automotive Aftermarket Manufacturing

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course will introduce students to productivity issues in new product development for the automotive aftermarket. Students will learn about proper process selection used in the design of new products and tooling. Emphasis will be placed on the economic lean development of products and tooling in the automotive aftermarket.

NPD 105

Electronic Systems and Integration in Automotive Aftermarket

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course will introduce students to electronic systems and integration in automotive aftermarket products. Students will learn about the role of electronics in sound, light, instrumentation, wheels, security, exhaust, fuel, and emission systems. Emphasis will be placed on understanding existing vehicle systems and how to integrate newly designed components.

PMT 76

Vacuum Infusion Process (VIP)/Resin Transfer Molding (RTM)

3.0 Units

Class hours: 3.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course is designed for individuals in the field of Fiberglass/Composites, Tooling, and Production. It includes lecture/demonstration with Resin Transfer Molding (RTM) and Vacuum Infusion Process (VIP) moldmaking and production techniques. Emphasis on converting parts currently being made by the hand lay-up method to the closed mold RTM and VIP process are

covered. Topics include safe RTM and VIP equipment operation, mold design, fabrication, resin and catalyst selection, reinforcements, and core materials. Production methods leading to high output and troubleshooting techniques and discussed.

WELD 60

Safety and the Welding Environment

1.0 Unit

Class hours: 1.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is designed to familiarize the welding student with recognized safety practices of the industry. Emphasis will be placed on compliance with government safety codes and regulations. Students will be introduced to preventive health and safety techniques and practices. Safety concerns relating to welding and cutting will be covered for both shop and field work environments.

WMT 80

Running a Woodworking Business

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course provides an overview of business management considerations and practices for the establishment and operation of a successful woodworking business.

WMT 115

Scrollsaw Fretwork and Intarsia

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course introduces students to the methods, tools, materials, and machinery used in scrollsawing. Students have the opportunity to create fretwork and intarsia projects using the scrollsaw. This course may be taken a maximum of 2 times.

WMT 239L

Traditional Furniture Lab

1.0 Unit

Class hours: 3.5 lab

Prerequisite: WMT 235 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: None

This course allows students to perfect and hone skills acquired during previous traditional

furniture class. In this class, students will design and construct traditional furniture pieces of their choice that are variations of pieces constructed in earlier classes. Emphasis is placed on safety, hand tool operations, and traditional construction and finishing techniques. This course may be taken a maximum of 2 times.

WMT 241

Special Topics in Handtools

2.0 Units

Class hours: 1.0 lecture/3.0 lab

Prerequisite: WMT 201 or equivalent with a grade of Credit or "C" or higher

Corequisite: None

Recommendation: None

In this course, students will explore advanced topics in woodworking with handtools. Topics may include joinery, dovetails, jigs, saw sharpening, handplanes, or other advanced subjects. The specific topic of a particular offering will be announced in the Schedule of Classes. This course may be taken a maximum of 4 times.

New Certificates

Automotive Mechanical Repair – Alternate Fuels Service Technician

The need for training of Alternate fuels technicians within automotive service departments has been an ongoing concern. The department has developed and offered courses in this area for a number of years with great success and would like to combine the classes into an Alternate Fuels certificate.

Automotive Mechanical Repair – Automotive Management

The need for training of Managers within automotive service departments and office support personnel has been an ongoing concern. The department has developed and offered courses in this area for a number of years with great success and would like to combine the classes into a Management certificate.

Insurance – Property and Casualty

It is anticipated that insurance businesses will opt to send recently hired university graduates (with little or no background in insurance) to the community colleges to obtain the Certificate of Insurance or to take just the insurance classes since the individuals hired normally have no knowledge of insurance and must take expensive classes provided by privately funded educational insurance companies. It is clear there are opportunities for employment for many different positions in insurance business.

Certificate of Achievement for Welding Fabrication and Layout

The welding program under the direction of our industry advisory committee and recommendations from local industry has recently developed and is offering a new class in structural layout. This option was developed to further advance student skills after they complete classes in fabrication and pipe layout. These three fabrication and layout classes in

addition to the program's exiting certificate core class requirements will make up this new proposed certificate. This new certificate will give student's more career options and will assist local industry by providing them with highly qualified employees.

ADULT EDUCATION

AED 42.14

Low Beginning English as a Second Language

0.0 Units

Class hours: 6 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This second course in a series is designed as a Low Beginning English as a Second Language course for those students transitioning from the Survival Level English as a Second Language course or those students with minimal English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in vocabulary building to generate language production and conversation.

AED 42.15

High Beginning English as a Second Language

0.0 Units

Class hours: 6 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This third course in a series is designed for those students transitioning from the Low Beginning English as a Second Language course or for those students with some English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing emphasis on language production and conversation in preparation for future vocational and academic work.

AED 42.16

Low Intermediate English as a Second Language

0.0 Units

Class hours: 6 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This fourth course in a series is designed as a Low Intermediate English as a Second Language course for those students transitioning from the High Beginning English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing interest in language production and conversation.

AED 42.17

High Intermediate English as a Second Language

0.0 Units

Class hours: 6 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This fifth course in a series is designed as a High Intermediate English as a Second Language course for those students transitioning from the Low Intermediate English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in language production and conversation. The emphasis of this course is to prepare for transitioning into the appropriate ESL credit course.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*
DATE: February 20, 2008
SUBJECT: Consideration of Approval of the Carnegie Foundation for the Advancement of Teaching "Strengthening Pre-Collegiate Education in Community Colleges" Grant, Spring 2008 Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends from the Carnegie Foundation for the Advancement of Teaching through the "Strengthening Pre-Collegiate Education in Community Colleges" Grant for Lydia Alvarez, Marvelina Barcelo, Mary Clarke, Suzanne Crawford, Sylvia Bello-Gardner, Susan Godwin, Sheila Hill, Manuel Lopez, Brittany Lundeen, Ilva Mariani, Mario Martinez, Mojdeh Nikdel, Linda Palumbo, Francie Quaas-Berryman, Virginia Romero, Lynn Serwin, Sally Sestini, Jack Swanson, Joyce Thigpen, Traci Ukita, and David Young. The Grant was approved by the Board on February 21, 2007.

OVERVIEW

The Carnegie Foundation is continuing to provide Cerritos College funds for January 2007–May 2008. These funds are designated to continue the focus on faculty inquiry and classroom research in pre-collegiate English, mathematics and counseling. Funds will continue to support a faculty development program that will increase the success and retention of all students, particularly those requiring pre-collegiate courses in English and math, and will provide support for a much needed systematic approach to improve student learning by structuring activities and assessing learning outcomes.

ANALYSIS

Three Carnegie Faculty Inquiry Group (FIG) strands will be conducted during the spring 2008 semester. Nineteen faculty from English, Counseling and Math faculty will participate in a FIG in their respective discipline. The FIGs provide a structured series of inquiry meetings to systematically assess the work of developmental education learners for the purpose of improving instruction. The FIG series is designed to not only bring closure to our Carnegie Project but also to sustain the Project's benefits by leveraging this experience and knowledge to improve our educational practices. This inquiry process will deepen the current body of knowledge about developmental teaching and learning and will advance the participating departments' work on assessing student learning outcomes.

Two mathematics faculty will extend the work currently underway to better understand student problem-solving strategies among developmental math students. These faculty will scrutinize hours of previously recorded problem-solving "think-alouds" of math students from Math 20, 40 and 60. They will document exact instances of student understanding and misunderstanding, and map student's use of Polya's 4-step problem-solving method. The documentation will pinpoint and annotate precise moments in students' thinking processes to be available for subsequent faculty development activities. The documentation fosters a more systematic focus and collaboration in the improvement of teaching and learning.

FINANCIAL IMPLICATIONS

The following Cerritos College employees are to receive a \$500 stipend for work performed during spring 2008:

Lydia Alvarez, Marvelina Barcelo, Mary Clarke, Suzanne Crawford, Sylvia Bello-Gardner, Susan Godwin, Sheila Hill, Manuel Lopez, Brittany Lundeen, Ilva Mariani, Mario Martinez, Mojdeh Nikdel, Linda Palumbo, Francie Quaas-Berryman, Virginia Romero, Lynn Serwin, Sally Sestini, Jack Swanson, Joyce Thigpen, Traci Ukita, and David Young.

The following Cerritos College employees are to receive a \$1,500 stipend for work performed during spring 2008: Susan Godwin and Mario Martinez

Carnegie Grant funds will be utilized for these expenditures.

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIP VII.C

| ITEM | QTY | DESCRIPTION | CC NUMBER | SERIAL NUMBER |
|------|----------|-------------------------------------|---|--|
| 1 | 1 EACH | HP 6P PRINTER | | USFB319676 |
| 2 | 1 EACH | EPSON COLOR PRINTER | | CP5Y084124 |
| 3 | 1 LOT | MISC. CLERICAL SUPPLIES | | |
| 4 | 1 EACH | PINK DRESSER | | |
| 5 | 1 EACH | LAMINATING MACHINE | 26813 | ACI15583 |
| 6 | 1 EACH | BLUE COTS | | |
| 7 | 12 SETS | LOCKERS | | |
| 8 | 1 EACH | COLOR TV | 10725 | |
| 9 | 1 EACH | MAG DX700T | 29298 | |
| 10 | 1 EACH | MAG CX700T | 23103 | |
| 11 | 3 EACH | VIEWSONIC PROFESSIONAL SERIES PS790 | 35026, 29946 | EX02100843 |
| 12 | 1 EACH | SINGER SEWING MACHINE W/CABINET | 40037 | |
| 13 | 1 LOT | MISC. OPTICAL EQUIPMENT | | |
| 14 | 73 EACH | VIEWSONIC CRT GS773 MONITOR | | DL01001731, DL01001543, DL01001736 20E011200272, DL01001449, DL01001545 DL01002097, DL01002090, DL01001531 DL01001738, DL01001742, DL01001744 DL01002084, DL01001973, DL01001976 DL01001442, DL01001981, DL01001980 DL01001734, DM00601595, DL01001454 DL01001451, DL01001739, DL01001457 DL01001951, S96048464645, DL01001446 DL01001443, DL01001972, DL01001985 DL01001984, DL01001983, 20E011201125 DL01002095, DL01001977, DL01001971 DL01002083, DL01002086, DL01001447 DL01001450, DL01002091, DL01002093 DM94801375, DL01002087, TB2944024637 HD50H3013712, 64ATB0230029, DL0100174E 20E011200229, DL01001734, DM00601595 DL01001454, DL01001451, DL01001739 DL01001457, DL01001448, DL01001730 DL01001735, DL01001741, DL01002089 |
| 15 | 111 EACH | COMPUTER TOWER | 24587, 27408, 28144, 28148, 28153, 28169 28184, 28198, 28268, 28305, 29454, 29644 30034, 30035, 30049, 30050, 30054, 30055 30056, 30057, 30058, 30061, 30062, 30063 30064, 30065, 30066, 30069, 30097, 30098 30100, 30101, 30103, 30105, 30106, 30107 30108, 30125, 30134, 30137, 30139, 30146 30147, 30149, 30160, 30173, 30534, 30550 30597, 30728, 30798, 30814, 30910, 30978 31058, 31123, 31312, 31339, 31380, 31401 31619, 31625, 31824, 31991, 31993, 35583 35584, 35589, 35592, 35593, 35594, 35601 35604, 35632, 35650, 35692, 35713, 35718 35722, 35729, 35747, 35750, 35770, 40002 40009, 40010, 40011, 40028, 40030, 40033 40034, 40048, 40049, 40075, 40078, 40086 40103, 40109, 40112, 40121, 40122, 40153 40176, 40179, 40197, 40198, | FED00135, 149, 262, 1425, 1500 |
| 16 | 1 EACH | LAPTOP COMPUTER MICRON TREKLITE VLK | 20735 | |

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT

| ITEM | QTY | DESCRIPTION | CC NUMBER | SERIAL NUMBER |
|------|---------|------------------------------------|---|---|
| 17 | 2 EACH | LAPTOP COMPUTER WINBOOK XL | 26818, 26819 | |
| 18 | 2 EACH | LAPTOP COMPUTER MIRCROKON TEK 2 | 27438, 27531 | |
| 19 | 1 EACH | LAPTOP COMP. MICRON TREK 2 AGP | 29798 | |
| 20 | 1 EACH | LAPTOP COMP. MICRON TRANSPORT ZX | 29853 | |
| 21 | 1 EACH | LAPTOP COMP. MICRON TREK 2 | | FED00215 |
| 22 | 1 EACH | LAPTOP COMP. TOSHIBA TECRA 510 | | 07797034-3 |
| 23 | 27 EACH | MONITOR V.S. | 35022, 35128, 29948, 31225, 35245, 27194 | MO05183294, MO04778908, 31E031100278 |
| | | | 25942, 28402, 28403, 35230, 30630, 35231 | MO04778919, 241034750605, JW85200011 |
| | | | 28414, 35207, 35216, 27200, 20371 | 423041200658, A07014810392 |
| | | | | A07014012272, M721230008556 |
| 24 | 6 EACH | PRINTER HP | 19527, 21264, 24269, 30223 | MX03E1TONW, USHB016929 |
| 25 | 9 BOXES | COMPUTER PARTS | | |
| 26 | 1 EACH | DOLCH ANIXIER PAC64 PORTABLE COMP. | | DC59709104 |
| 27 | 34 EACH | COMPUTER TOWER | 35606, 35607, 35609, 35611, 35612, 35613 | |
| | | | 35615, 35616, 35617, 35618, 35619, 35620 | |
| | | | 35621, 35622, 35623, 35624, 35625, 35626 | |
| | | | 35627, 35628, 35631, 35633, 35634, 35635 | |
| | | | 35636, 35637, 35638, 35639, 35640, 35641 | |
| | | | 35642, 35643, 35644, 35645 | |
| 28 | 4 EACH | MONITOR | 031501, 031502, 031503 | DM00200275 |
| 29 | 2 BOXES | KEYBOARDS | | |
| 30 | 1 BOX | 14" LCD SCREEN COVERS | | |
| 31 | 1 BOX | COMPUTER PARTS | | |
| 32 | 21 EACH | MONITOR | 31733, 28446, 31727, 28435, 28444, 31728 | |
| | | | 13730, 28445, 28440, 28443, 28439, 28088 | |
| | | | 28449, 28441, 31732, 28448, 31731, 28441 | |
| | | | 28438, 28442, 31729 | |
| 33 | 94 EACH | COMPUTER TOWER | 28177, 28254, 30138, 30157, 30166, 30185 | FED00169, 578, 1325 |
| | | | 30187, 30524, 30557, 30582, 30626, 30816 | |
| | | | 30821, 30856, 31620, 31623, 31828, 31857 | |
| | | | 31995, 35585, 35603, 35610, 35614, 35629 | |
| | | | 35699, 35702, 35703, 35705, 35706, 35708 | |
| | | | 35710, 35711, 35717, 35720, 35723, 35724 | |
| | | | 35725, 35734, 35737, 35738, 35739, 35748 | |
| | | | 35751, 35754, 35756, 35759, 35763, 35767 | |
| | | | 35773, 35775, 35777, 35778, 35782, 40001 | |
| | | | 40005, 40008, 40013, 40015, 40016, 40017 | |
| | | | 40018, 40019, 40020, 40021, 40022, 40025 | |
| | | | 40027, 40035, 40040, 40041, 40042, 40044, | |
| | | | 40046, 40067, 40073, 40080, 40084, 40085 | |
| | | | 40088, 40092, 40093, 40095, 40097, 40104 | |
| | | | 40107, 40108, 40114, 40116, 40126, 40127 | |
| | | | 40174 | |
| 34 | 1 EACH | LAPTOP MICRON GOBOOK 2 | 27406 | |
| 35 | 1 EACH | LAPTOP MICRON GX2 | 35191 | |
| 36 | 1 EACH | LAPTOP MICRON GX+ | 27430 | |
| 37 | 1 EACH | LAPTOP WINBOOK W3 | 31275 | |
| 38 | 3 BOXES | COMPUTER PARTS | | |
| 39 | 1 BOX | MISC. OFFICE EQUIPMENT/PARTS | | |
| 40 | 52 EACH | KEYBOARDS | | |
| 41 | 15 EACH | MONITOR | | 10U01010049, 10U013401841, 10U013401844 |
| | | | | 10U004803178, EX94506627, 20E002002454 |

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT

| ITEM | QTY | DESCRIPTION | CC NUMBER | SERIAL NUMBER |
|------|---------|-----------------------------------|--|--|
| | | | | EX94500721, EX02100027, EX02100834 |
| | | | | 20E004100107, 31E014423593, 31E020101852 |
| | | | | M004776615, M004673556, 31E012103161 |
| 42 | 1 EACH | SONY BETAMAX VCR | | ACROV60HZ42W |
| 43 | 1 EACH | DTARI TAPE RECORDER | 61337 | 18750028 |
| 44 | 3 EACH | VIEWSONIC E655 | | EX94505958, EX02400932, EX014791 |
| 45 | 1 EACH | DELL COMPUTER | 52585 | 02922C466265 |
| 46 | 1 EACH | MAG DX700T | | MH81HA006816 |
| 47 | 1 EACH | MAG XJ500T | 35264 | HD8017006213 |
| 48 | 1 EACH | SONY TRINITRON COLOR COMP DISPLAY | | |
| 49 | 1 EACH | VIEWSONIC E655 | 30677 | 104011400707 |
| 50 | 1 EACH | VIEWSONIC G70F | 35244 | 23T014701492 |
| 51 | 1 EACH | VIEWSONIC E655 | | EX01401791 |
| 52 | 1 EACH | MAG DJ00 | 23959 | MA51H3021163 |
| 53 | 1 EACH | VIEWSONIC E55 | 3410 | 10U004602926 |
| 54 | 8 EACH | COMPUTER MONITOR | 31466, 29483 | 10U013401825, FQ93504918, DL00700032 |
| | | | | SZ03411161, OV93504575, EX94507051 |
| | | | | J994403711, EX94003026, EX93902772 |
| | | | | J994404067 |
| 55 | 1 EACH | CPU | 24574 | |
| 56 | 1 EACH | GST COMPUTER TOWER | 30555 | G0100061363-006 |
| 57 | 6 EACH | MONITOR | 31465, 31223 | EX94507045, EX95100395, EX03402433 |
| | | | | 31E012103162, JW92500165, JW92300457 |
| 58 | 1 EACH | COMPUTER DRIVE | | FS0028202 |
| 59 | 1 EACH | RECIDING EDGE | 26853 | |
| 60 | 1 EACH | VIEWSONIC COMPUTER MONITOR | | EX94505535 |
| 61 | 1 EACH | STAND ALONE MOVIE SCREEN | | |
| 62 | 1 EACH | TV | 24755 | |
| 63 | 1 EACH | SONY VIDEO RECORDER | 24686 | |
| 64 | 1 EACH | SONY RADIO GRAY | | |
| 65 | 1 EACH | RCA VC12 | | |
| 66 | 1 EACH | SONY VIDEO PLAYER | 10066 | |
| 67 | 14 EACH | MONITOR | 28373, 23158, 28376, 28374, 28375, 24506 | 10V004803175, KN9501036081, 3368039001 |
| | | | 31280 | EX93904051, 23T015001699, 10V010902294 |
| 68 | 1 EACH | CPU | 27489 | |
| 69 | 1 EACH | MONITOR | 28377 | |
| 70 | 1 EACH | SONY VIDEO CASSETTE RECORDER | 24992 | |
| 71 | 1 EACH | RCA VIDEO PLAYER | | 212530204 |
| 72 | 1 EACH | SONY TV | 24981 | 4049571 |
| 73 | 1 EACH | SONY VIDEO CASSETTE PLAYER | 24966 | 50707 |
| 74 | 1 EACH | SONY TV | 24980 | 4049572 |
| 75 | 1 EACH | SONY TV | 24977 | 4049574 |
| 76 | 1 EACH | SONY PLAYER | 24965 | 50703 |
| 77 | 1 EACH | SONY VIDEO CASSETTE PLAYER | 14242 | 16264 |
| 78 | 1 EACH | BLACK CASE | 27834 | |
| 79 | 60 EACH | COMPUTER TOWER | 24603, 26907, 28142, 28145, 28152, 28167 | FED01423 |
| | | | 28206, 28303, 30186, 30189, 30191, 30194 | |
| | | | 30515, 30562, 30628, 31308, 31311, 31331 | |
| | | | 31621, 31622, 31624, 31624, 31789, 31855 | |
| | | | 35588, 35600, 35630, 35640, 35696, 35700 | |
| | | | 35715, 35716, 35721, 35726, 35732, 35733 | |
| | | | 35735, 35736, 35742, 35745, 35749, 35764 | |

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT

| ITEM | QTY | DESCRIPTION | CC NUMBER | SERIAL NUMBER |
|------|----------|----------------------------------|--|---|
| | | | 40023, 40026, 40029, 40036, 40068, 40069 | |
| | | | 40070, 40071, 40079, 40083, 40098, 40101 | |
| | | | 40125, 40149, 40167, 40173, 40175, | |
| 80 | 7 EACH | MONITOR | 35118, 35132, 35272, 23402 | 10U010902124, EX94000807, 23T015001920 |
| 81 | 1 EACH | COMPAQ PROLIANT DL380 | | D019DKN1M357 |
| 82 | 1 EACH | COMPAQ FIBRE CHANNEL STORAGE HUB | | 3W92BXF1P11P |
| 83 | 4 BOXES | COMPUTER PARTS | | |
| 84 | 60 EACH | KEYBOARDS | | |
| 85 | 34 EACH | HARD DRIVES 7.5-8.4GB | | |
| 86 | 300 EACH | AGP VIDEO CDS & PCI SOUND CD'S | | |
| 87 | 60 EACH | PCI NIC CD'S | | |
| 88 | 88 EACH | COMPUTER TOWER | 23112, 28304, 28811, 30190, 30192, 30193 | FED00270 |
| | | | 30195, 30197, 30589, 30604, 30799, 30829 | |
| | | | 31321, 35595, 35651, 35652, 35653, 35654 | |
| | | | 35655, 35656, 35657, 35658, 35659, 35660 | |
| | | | 35661, 35662, 35663, 35664, 35665, 35666 | |
| | | | 35667, 35668, 35669, 35670, 35671, 35672 | |
| | | | 35673, 35674, 35675, 35676, 35677, 35678 | |
| | | | 35679, 35680, 35681, 35682, 35683, 35684 | |
| | | | 35685, 35686, 35687, 35688, 35689, 35690 | |
| | | | 35691, 35704, 35709, 35714, 35740, 35741 | |
| | | | 35743, 35753, 35757, 35761, 35765, 35766 | |
| | | | 35768, 35769, 35771, 35772, 35774, 35776 | |
| | | | 40003, 40007, 40012, 40014, 40031, 40051 | |
| | | | 40052, 40058, 40060, 40076, 40090, 40111 | |
| | | | 40132, | |
| 89 | 1 EACH | PRINTER HP LASERJET 4P | | USCB002523 |
| 90 | 1 BOX | KEYBOARDS | | |
| 91 | 3 BOXES | KEYBOARDS | | |
| 92 | 2 BOXES | COMPUTER PARTS | | |
| 93 | 4 EACH | VIEWSONIC MONITOR | 35038, 35020, 31190, 28339 | |
| 94 | 11 EACH | GST CPU | 31144, 31142, 29681, 30060, 30102, 30104 | |
| | | | 29642, 28250, 30059, 31383, 28283 | |
| 95 | 30 EACH | VIEWSONIC MONITOR | | FED00625, 157, 264, 284,175, 259, 171, 281 |
| | | | | 489, 226, 273, 625, 280488, 174, 485, 274 |
| | | | | 254, 629, 269, 166, 268, 484, 630, 265, 258 |
| | | | | 170, DL01001453790, DL00700035, DL0070003 |
| 96 | 2 EACH | LASERJET | 29790 | USBB141983 |
| 97 | 1 EACH | MONITOR MAG DX700T | 24478 | |
| 98 | 1 EACH | TOA RX212 MIXING CONSOLE | 14561 | 70B006371 |
| 99 | 1 EACH | PANASONIC AG460 SVHS CONTROLLER | 25047 | E9A3298DI |
| 100 | 1 EACH | PANASONIC AG460 SVHS CAMCORDER | | E3HT00051 |
| 101 | 1 EACH | SONY PUM 1910 | 18247 | 2034411 |
| 102 | 1 EACH | RAY LINE CD HOLDER | | |
| 103 | 1 EACH | SONY DXC300 | 14154 | 14336 |
| 104 | 1 EACH | SONY CMA 8A | 24944 | 18375 |
| 105 | 1 EACH | PENTAGON CS1140 | 40108 | 30612 |
| 106 | 1 EACH | PENTAGON CM1140 | 40107 | 30655 |
| 107 | 1 EACH | PANASONIC VHS PLAYER AG1150 | 19277 | BITB00542 |
| 108 | 3 EACH | KODAK SLIDE PROJECTOR | 30634, 35172, 32089 | |
| 109 | 3 EACH | PANASONIC VHS CAMCORDER | 17099, 17033, 18048 | I8HB00379, E8HD02922 |
| 110 | 1 EACH | PANASONIC VHS PLAYER | | K8KD06233 |

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT

| ITEM | QTY | DESCRIPTION | CC NUMBER | SERIAL NUMBER |
|------|--------|------------------------------------|--------------|------------------------------------|
| 111 | 1 EACH | VIDEO CASSETTE RECORDER TIME LAPSE | 28945 | |
| 112 | 1 EACH | PANASONIC VHS PLAYER AG1150 | 18379 | |
| 113 | 1 EACH | PANASONIC TELEPHONE FAX KX-F3000 | 22908 | 4CCHD026548 |
| 114 | 1 EACH | HP PRINTER LC 109 HP 2000C | 29637 | |
| 115 | 1 EACH | PIONEER LASER DISC CLDV2400 | 20343 | |
| 116 | 1 EACH | RCA VCR VR529 | 24973 | |
| 117 | 1 EACH | ROTON 20" TV/MONITOR | 14635 | |
| 118 | 1 EACH | MONITOR VIEWSONIC E655 | | EX01401473 |
| 119 | 1 EACH | CART CT-8 | 101097 | |
| 120 | 1 EACH | PANASONIC VCR PV4611A | 24848 | P6SA22663 |
| 121 | 1 EACH | PANASONIC VCR AG2500 | 14727 | JTHG00856 |
| 122 | 1 EACH | SHARP VCR MODEL XA-100 | 14376 | 319476 |
| 123 | 1 EACH | RCA VCR VR529 | 24970 | 736291123 |
| 124 | 1 EACH | WOLLENSAK 3M CR328 | 28648 | 2554370 |
| 125 | 1 EACH | REAC STEREO RECEIVER AG78 | 17245 | 91005661 |
| 126 | 1 EACH | BELL & HOWELL MP 2585A | 40326 | 57616 |
| 127 | 1 EACH | FILMSOUND 1592 | 32321 | 5051002 |
| 128 | 1 EACH | SONY PVM-1910 | 18247 | 2034411 |
| 129 | 1 EACH | SONY UMATIC VCP-022 | 18392 | 77005 |
| 130 | 1 EACH | SONY UMATIC VP5020 | 14329 | 15712 |
| 131 | 3 EACH | HP PRINTER | 23890 | SGT161K0NC, CN0CZ1N12V, CN49P1POWQ |
| 132 | 1 EACH | SHARP LCD PROJECTOR | 24709 | 5083135815 |
| 133 | 1 EACH | CART | | |
| 134 | 1 EACH | APPLEVISION 850 MONITOR | 23877 | |
| 135 | 1 EACH | NEC DATA PROJECTOR DP12000S | 18381 | TT001382 |
| 136 | 1 EACH | MAG DX 7007 MONITOR | | MH81H9001483 |
| 137 | 1 EACH | SHARP LCD PROJECTOR | 20829 | 313276 |
| 138 | 1 EACH | MAG COMPUTER MONITOR | | MH921C002340 |
| 139 | 1 EACH | SONY PVM-1910 | 7704 | 205087 |
| 140 | 1 EACH | CAMERA | 22346 | EKA60902031 |
| 141 | 1 EACH | PRINTER | | MY2BER10YC |
| 142 | 1 EACH | SWITCH | | |
| 143 | 4 EACH | VIEWSONIC MONITOR | 29943, 31246 | MJ95122265, EX02100263 |
| 144 | 2 EACH | SCANNER | 23913, 21274 | |
| 145 | 1 EACH | EPSON PRINTER | | |
| 146 | 1 EACH | HP SCANNER | | |
| 147 | 2 EACH | POWER MACINTOSH | | |
| 148 | 2 EACH | EPSON SCANNER | 22596 | |
| 149 | 1 EACH | COMPUTER | 27224 | |
| 150 | 1 EACH | APPLE COMPUTER | | XB8300TDCY5 |
| 151 | 1 EACH | CPU TOWER | 27489 | |
| 152 | 1 EACH | MONITOR | 29085 | M151HB032068 |
| 153 | 1 EACH | COMPUTER MONITOR | | A26033801083 |
| 154 | 1 EACH | PRINTER HP DESKJET | | |
| 155 | 1 EACH | COMPAQ UPS | | |
| 156 | 1 EACH | TV PLAYS VHS TAPES | 13677 | |
| 157 | 1 EACH | FAN | | |
| 158 | 1 EACH | B & L POTENTIO METER | 7491 | |
| 159 | 1 EACH | PANASONIC TYPEWRITER | 22309 | KXE-4020 |
| 160 | 1 EACH | BROTHER TYPEWRITER | | EM 430 |
| 161 | 2 EACH | VICTOR CALCULATOR | | |
| 162 | 2 EACH | U MATIC VO-5600 | 14246, 10067 | 52645, 58144 |

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT

| ITEM | QTY | DESCRIPTION | CC NUMBER | SERIAL NUMBER |
|------|--------|------------------------------|---------------------|--|
| 163 | 1 EACH | CASH REGISTER | 6507 | |
| 164 | 3 EACH | LASERJET 6L PRINTER | | |
| 165 | 1 EACH | LARGE OFFICE DESK | | |
| 166 | 1 EACH | SMALL REFRIGERATOR | | |
| 167 | 1 EACH | 2 DRAWER FILE CABINET | | |
| 168 | 1 EACH | ROCKWELL DELTA TABLE SAW | | |
| 169 | 6 EACH | TABLES | | |
| 170 | 2 EACH | METAL CARTS | | |
| 171 | 1 EACH | SHARP TV | | 105877908 |
| 172 | 1 EACH | HP DESKJET 560 PRINTER | 20944 | US48M140BN |
| 173 | 4 EACH | MONITOR | 23099 | |
| 174 | 1 EACH | EMBRYO MODELS | | |
| 175 | 2 EACH | PRINTER | 22635 | |
| 176 | 1 EACH | COMPACT REFRIGERATOR | 28026 | |
| 177 | 7 EACH | COMPUTER MONITOR | 29997, 23099, 29989 | 110111751, MH81A9001438, 10U010902300 10U004602927 |
| 178 | 2 EACH | FILM STRIP PROJECTOR | 36281, 36584 | C21469, 740793 |
| 179 | 9 EACH | COMPUTER | | 7CX10546, 7CX10574, 7CX10511, 7CX16843 7CX15895, 7CX14551, EH120122, 7CX25981 |
| 180 | 1 EACH | MONITOR | | |
| 181 | 3 EACH | MONITOR | | 70450997, 70450342, 3400839S |
| 182 | 2 EACH | PRINTER | 6440, 10416 | |
| 183 | 5 EACH | MONITOR | 23329, 28347, 28344 | 97M27934K, 3928859, K13G5140320 EX02100934, FQ93810489 |
| 184 | 1 EACH | COPIER | 16832 | FF461136084 |
| 185 | 2 EACH | MONITOR | | N9407941, 09005248 |
| 186 | 1 BOX | POWER CORDS | | |
| 187 | 3 EACH | COMPUTER | | 33D00-009-02652, 33D00-952-05701 16E01-931-15207 |
| 188 | 3 EACH | PRINTER SWITCHES WITH CABLES | | |
| 189 | 2 EACH | MONITOR STANDS | | |
| 190 | 4 EACH | KEYBOARD DRAWERS | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

BUDGET TRANSFERS FOR FEBRUARY 20, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (2,000) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |

TOTAL

| | | |
|--|----|---------|
| | \$ | (2,000) |
| | | |

TO

| | | |
|--|----|-------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | 2,000 |
| OTHER OUTGO | \$ | |
| | | |

TOTAL

| | | |
|--|----|-------|
| | \$ | 2,000 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Innovation Center

BUDGET TRANSFERS FOR FEBRUARY 20, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|-----------|------------------|
| ACADEMIC SALARIES | \$ | (2,000) |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | (4,000) |
| EMPLOYEE BENEFITS | \$ | (875) |
| SUPPLIES AND MATERIALS | \$ | (156,019) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | (162,894) |

TO

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | 156,019 |
| OTHER OUTGO | \$ | 6,875 |
| TOTAL | \$ | 162,894 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Cooperative Agency Resources Education; One Time Block Grant

BUDGET TRANSFERS FOR FEBRUARY 20, 2008

42.0 FUND-REVENUE BOND CONSTRUCTION FUND

FROM

| | | |
|--|----|-------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (2,000,000) |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | |

TOTAL

| | |
|----|--------------------|
| \$ | (2,000,000) |
|----|--------------------|

TO

| | | |
|--|----|-----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | 2,000,000 |

TOTAL

| | |
|----|------------------|
| \$ | 2,000,000 |
|----|------------------|

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Central Plant/Infra Project

BUDGET TRANSFERS FOR FEBRUARY 20, 2008

69.0-STUDENT HEALTH SERVICES FUND

FROM

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | (6,000) |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | <hr/> |
| TOTAL | \$ | (6,000) |
| | | <hr/> <hr/> |

TO

| | | |
|--|-----------|--------------|
| ACADEMIC SALARIES | \$ | 6,000 |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | <hr/> |
| TOTAL | \$ | 6,000 |
| | | <hr/> <hr/> |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Student Health Services

BUDGET TRANSFERS FOR FEBRUARY 20, 2008

01.0 FUND-GENERAL FUND UNRESTRICTED (CONTINGENCY TRANSFERS)

FROM

| | | |
|--|-----------|-----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | (42,140) |
| | | (42,140) |
| TOTAL | \$ | (42,140) |
| | | (42,140) |

TO

| | | |
|--|-----------|---------------|
| ACADEMIC SALARIES | \$ | 42,140 |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | |
| | | 42,140 |
| TOTAL | \$ | 42,140 |
| | | 42,140 |

Transfers: Between object codes

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Health Occupations

BUDGET TRANSFERS FOR FEBRUARY 20, 2008

69.0 -STUDENT HEALTH SERVICES FUND (CONTINGENCY TRANSFERS)

FROM

| | | |
|---|-----------|------------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NONACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| CONTINGENCY | \$ | (120,000) |
| | | |
| TOTAL | \$ | (120,000) |
| | | |

TO

| | | |
|---|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NONACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 120,000 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | 120,000 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Student Health Services

APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 20, 2008

| | |
|---|---------------------|
| ***00000.0-00100-0257-8890-1956000 (01.0 Fund) Local-Science, Engineering & Math To allocate income for supplies | \$ 1,426 |
| ***00000.0-00000-75260-8620-0000000 (01.3 Fund) State-Teacher Prep Pipeline CTE To adjust budget | (99,517) |
| Total: | <u>\$ (98,091)</u> |

FACULTY HOURLY - BUSINESS EDUCATION

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|------|--------|-------------------------|------------------|-------|
| Shah | Lorana | Business Administration | A2 | 48.55 |

FACULTY HOURLY - HEALTH OCCUPATIONS

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|----------|---------|------------------|------------------|-------|
| Corfariu | Manuela | Speech Pathology | A4 | 53.95 |
| Nguyen | Ann | Dental Hygiene | B1 | 45.85 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|------|-----|--------------------|------------------|-------|
| Vega | Sam | Health Occupations | A1 | 45.85 |

FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|------|---------|---------------------------------|------------------|-------|
| Ford | Bradley | Computer & Information Sciences | B5 | 56.65 |

New Hires

| Name | | Discipline | Salary Placement | Rate |
|--------|--------|-------------|------------------|-------|
| Freed | Rodney | Mathematics | A1 | 45.85 |
| Pham | Anh | Mathematics | B3 | 51.27 |
| Ternes | Linda | Mathematics | A2 | 48.55 |

FACULTY HOURLY - TECHNOLOGY

New Hires

| Name | | Discipline | Salary Placement | Rate |
|---------|--------|--------------|------------------|-------|
| Morales | Thomas | Architecture | A1 | 45.85 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources *DO*
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources *Adriana*
DATE: February 20, 2008
SUBJECT: **Consideration of Approval of Request for Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for reduced workload (50%) prior to retirement for Dr. Chester L. Harbut effective for a period of five academic years beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2013, pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483.

OVERVIEW

Dr. Chester L. Harbut, Full-Time Professor (Biological Sciences), has submitted the attached request for reduced workload prior to retirement.

ANALYSIS

Dr. Chester L. Harbut has requested a reduced workload prior to retirement pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483 (copies attached). His request is for a 50% workload for a period of five academic years beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2013. This request was received in Human Resources on February 5, 2008, and it has been reviewed and approved by: Dr. Carolyn Chambers, Dean of Science, Engineering and Mathematics, Mr. William Farmer, Jr., Vice President of Academic Affairs/Assistant Superintendent, and myself.

Mr. Farmer has reviewed this request with Dr. Chambers in regards to the effect on the Biological Sciences program. Dr. Harbut's request has been included among other considerations in projecting the instructional staffing needs for the Biological Sciences Department. It is anticipated that Dr. Harbut's 50% assignment combined with the configuration of Fall and Spring semester class schedules, and part-time faculty assignments will provide sufficient staffing of course offerings to meet student instructional needs in this discipline.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

Attachment

CERRITOS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR REDUCED WORKLOAD PRIOR TO RETIREMENT FOR ACADEMIC EMPLOYEES

RECEIVED
CERRITOS COLLEGE

2008 FEB -5 P 12:13

Name CHESTER L. HARBO
Division SEM

In accordance with Board Policies Numbers 7215 through 7215.3, I hereby request that my assignment be reduced to 50 % of my regular assignment, beginning the academic year 2008-2009 for a period of 5 year(s).
(1-5)

It is my understanding that I will be required to retire at the end of the 2012-2013 academic year.

Chester L. Harbo
Signature of Requesting Employee

2-5-2008
Date

Carolyn Chamber
Signature of Immediate Manager

2/5/08
Date

W. C. Farmer Jr.
Signature of Appropriate Vice President

2-5-08
Date

Arbela Vela
Signature of President-Superintendent

2-5-08
Date

Approved by the Board of Trustees: _____
Date

Applications for reduced workload must be submitted to the appropriate Vice President prior to February 1 of the academic year preceding the beginning of the reduced workload assignment.

PRESENTED TO THE BOARD OF TRUSTEES:
February 20, 2008

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

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2007 - 2008 School Year)

| | | | |
|------------------|---|----------------|----------|
| Figueroa, Jose | Custodian | \$9.76/hr | 01/14/08 |
| Luna Jr., Daniel | Gardener/Groundskeeper | \$9.99/hr | 01/17/08 |
| Rodriguez, Nancy | Child Development Center Teacher Grade I | \$20.66/hr (1) | 01/01/08 |

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS
PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS,
WHICHEVER OCCURS FIRST

| | | | |
|--------------------|--|---------------|----------|
| Abdelmalak, Nagwa | Aide-General (Clerical) | \$8.00/hr | 01/07/08 |
| Sanchez, Pauline | " | " | " |
| Amaya, Elizabeth | Aide-General (Lab Aide) | \$8.00/hr | 01/02/08 |
| Coleman, Candice | " | " | 01/14/08 |
| Paudel, Uttam | " | " | 01/02/08 |
| Kang, Joon Kyu | Aide-Special (Special Ed Aide) | \$8.00/hr | 01/08/08 |
| Paudel, Uttam | Aide-Special (Tutor) | \$7.50/hr | 11/05/07 |
| Walle, Andres | Clerk | \$8.64/hr | 02/01/08 |
| Zamora, Peggy | " | " | 01/15/08 |
| Alvarez, Aaron | Instructional Aide I | \$9.56/hr (1) | 11/13/07 |
| Cisneros, Margot | " | " | 01/07/08 |
| Hernandez, Jorge | " | " | 12/10/07 |
| Perez, Carlos | " | " | 01/10/08 |
| Sheibe, Kimberly | " | " | 01/07/08 |
| Valverde, Dawn | " | " | " |
| Vasquez, Wendy | " | " | 11/26/07 |
| Vazquez, Melina | " | " | 01/07/08 |
| Lotspeich, William | Intermediate Typist Clerk | \$9.56/hr | 01/07/08 |
| Figueroa, Jose | Custodian | \$9.76/hr | 01/14/08 |
| Barba, Edna | Aide-Special (Registration Account Clerk) | \$9.76/hr | 01/25/08 |
| Luna Jr., Daniel | Gardener/Groundskeeper | \$9.99/hr | 01/17/08 |

Presented to the Board of Trustees 2/20/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|--------------------|---------------------------------------|----------------|----------|
| Mishler, Katherine | Program Assistant I | \$9.99/hr | 01/15/08 |
| Ibarra, Fernando | Senior Clerk | \$9.99/hr | 11/17/07 |
| Valderamma, Karina | " | " | 01/02/08 |
| Agoot, Ryan | Aquatic Specialist | \$10.11/hr | 01/07/08 |
| Flores, Jessica | Secretary Clerk | \$10.53/hr | 01/03/08 |
| Mardonovic, Sandra | " | " | 01/20/08 |
| Quinn, Kathleen | " | " | 01/14/08 |
| Avalos, Gregoria | Document Services Coordinator | \$11.88/hr | 01/14/08 |
| Graham, Edward | Instructional Aide II | \$12.81/hr (1) | 01/17/08 |
| Naito, Mirei | " | " | 01/14/08 |
| Ty, Heng | " | " | 01/22/08 |
| Gonzalez, Aaron | Program Facilitator | \$13.79/hr | 01/02/08 |
| Kang, Joon Kyu | " | " | 01/25/08 |
| Loayza, Diana | " | " | 01/02/08 |
| Martinez, Tony | Technical Director Designer | \$14.79/hr | 01/14/08 |
| Aoyagi, Mikiko | Educational Technology Trainer | \$18.60/hr | 01/16/08 |
| Solis, Danielle | " | " | " |
| Goltia, Danyelle | Aide-Special (Interpreter Level I) | \$19.50/hr (1) | 11/29/07 |
| Kauffman, Deyja | Community Education Specialist | \$29.15/hr | 07/01/07 |
| McCord, Mildred | " | " | 01/25/08 |
| Schubel, Craig | " | " | 01/02/08 |
| Polo, Carol | Cont. Ed. Specialist (Business Tech.) | \$50.52/hr | 01/25/08 |
| Schubel, Craig | " | " | 01/02/08 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: *Noelia Vela*
Dr. Noelia Vela, President
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*
PREPARED BY: Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*
DATE: February 20, 2008
SUBJECT: Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending December 31, 2007

RECOMMENDATION

This item is presented for information only.

OVERVIEW

The ASCC Financial Report for the period ending December 31, 2007 is included in this Board Report.

ANALYSIS

Page 1 is the Combining Balance Sheet listing all Associated Students, Clubs & Trust, and Scholarships & Loan Fund account balances.

Page 2 is the Combining Statement of Revenues, Expenditures and changes in fund balance for budget and actual revenues and expenditures.

Page 3 is the Budget Summary graphic depiction of actual revenues and expenditures.

Sources of income are the college services fee (CSID), commissions from the Bookstore, vending machines, electronic games, and the Food Court vendors, Fine Arts (Theatre), Athletics (Football and Basketball commissions), Student Activities, and interest income.

2007-08 revenue was budgeted at \$856,900; income received is \$449,575 as of December 31, 2007.

Funds for disbursement are budgeted to support a variety of activities:

\$209,100 was budgeted for the Student Government Programs and Services.
Amount expended: \$100,177 as of December 31, 2007.

\$200,500 was budgeted for the Instructional Programs. This includes Music, Pep Band, WPMD/Broadcasting, Theater Production, Newspaper, Academic Honors, Forensics, Dance, Vocational, Art, and Matriculation.
Amount expended: \$56,412 as of December 31, 2007.

\$193,200 was budgeted to support state and national academic competitions, capital outlay projects summer programs, Student Center building fund, faculty supervision and student I.D. cards.

Amount expended: \$36,988 as of December 31, 2007.

\$183,850 was budgeted to support the men's and women's Intercollegiate Athletic Programs.

Amount expended: \$103,661 as of December 31, 2007.

\$70,250 was budgeted to support the Student Activities Center, registration, promotional activities, support services, and student workers.

Amount expended: \$30,620 as of December 31, 2007.

Expenditures were budgeted at \$856,900. Amounts actually expended were \$327,858 as of December 31, 2007.

FINANCIAL IMPLICATIONS:

As presented above.

Attachments

**ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING BALANCE SHEET
December 31, 2007**

| | Associated Students Fund | Students Clubs & Trust Fund | Scholarship & Loans Fund | Combined |
|--|--------------------------------|-----------------------------------|--------------------------------|------------------|
| <u>ASSETS</u> | | | | |
| Cash On Hand And In Banks | | | | |
| Bank of America - ASCC | \$ 794,810 | \$ - | \$ - | \$ 794,810 |
| Bank of America - Trust | | 504,606 | 5,279 | 509,884 |
| Investments | | | | |
| Los Angeles County Treasurer (109-00-000) | 172,000 | | | 172,000 |
| Fidelity Federal-Trust | | | 78,982 | 78,982 |
| Petty Cash & Change Funds | | | | |
| ASCC Account (104-00-000) | 750 | | | 750 |
| Accounts Receivable | 288,750 | | | 288,750 |
| Due From Other Funds | 13,307 | | | 13,307 |
| Clearing Account | -1,000 | | | -1,000 |
| TOTAL ASSETS | <u>1,268,617</u> | <u>504,606</u> | <u>84,260</u> | <u>1,857,482</u> |
| <u>LIABILITIES AND FUND BALANCE</u> | | | | |
| Accounts Payable | \$ 8,615 | | \$ - | \$ 8,615 |
| Due To Other Funds | | \$ 10,980 | | 10,980 |
| Amounts Held For Others | | 493,626 | 84,260 | 577,886 |
| TOTAL LIABILITIES | <u>8,615</u> | <u>504,606</u> | <u>84,260</u> | <u>597,480</u> |
| FUND BALANCE | | | | |
| Designated for Special Purpose | 1,260,002 | | | 1,260,002 |
| TOTAL FUND BALANCE | <u>1,260,002</u> | | | <u>1,260,002</u> |
| TOTAL LIABILITIES AND FUND BALANCE | <u>1,268,617</u> | <u>504,606</u> | <u>84,260</u> | <u>1,857,482</u> |

lr:1/31/08

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2007 - December 31, 2007

| | <u>Associated Students Fund</u> | | <u>Students Clubs & Trust Fund (250's)</u> | <u>Scholarship & Loans Fund (275's)</u> |
|--|-------------------------------------|-----------------------|--|---|
| | BUDGET | ACTUAL | ACTUAL | ACTUAL |
| REVENUES | | | | |
| College Services Fee (400-01-001) | 245,000.00 | 220,050.00 | | |
| Student Store (400-01-002) | 287,500.00 | 137,500.00 | | |
| Football (400-02-001) | 6,400.00 | 6,482.00 | | |
| Basketball (400-02-002) | 1,000.00 | 108.00 | | |
| Student Activities (400-03-001) | 1,000.00 | 370.00 | | |
| Newspaper Advertising (400-03-002) | 4,000.00 | 2,186.34 | | |
| Other Income (400-03-005) | 6,000.00 | 2,500.00 | | |
| Interest Income (400-03-007) + (250-00-000) | 6,000.00 | 2,533.52 | | |
| Vending Commission (North County & Pepsi) (400-04-002) | 87,000.00 | 0.00 | | |
| Electronic Games (400-04-003) | 16,000.00 | 6,420.75 | | |
| Food Court Income (400-04-004) | 91,000.00 | 43,466.47 | | |
| Elbow Rooms Commission (400-04-005) | 52,000.00 | 25,958.00 | | |
| Fine Arts/Theatre (400-05-001) | 8,000.00 | 2,000.00 | | |
| Fine Arts/Music (400-05-002) | 1,000.00 | 0.00 | | |
| ASCC Undistributed Reserves (400-05-003) | 45,000.00 | 0.00 | | |
| Receipts | | | 236,288.70 | 23,499.75 |
| TOTAL REVENUES | 856,900.00 | 449,575.08 | 0.52 236,288.70 | 23,499.75 |
| EXPENDITURES | | | | |
| Student Government Program (600-01-000 to 600-01-999) | 209,100.00 | 100,176.75 | | |
| Instructional Programs (600-02-000 to 600-02-999) | 200,500.00 | 56,411.89 | | |
| Special Operations (600-03-000 to 600-03-999) | 193,200.00 | 36,988.29 | | |
| Intercollegiate Athletics Program (600-04-000 to 600-04-999) | 183,850.00 | 103,661.07 | | |
| Student Services (600-05-000 to 600-05-999) + (250-00-001) | 70,250.00 | 30,620.16 | | |
| Adjust for restatements | 0.00 | 0.00 | | |
| Disbursements | | | 252,529.22 | 18,363.75 |
| TOTAL EXPENDITURES | 856,900.00 | 327,858.16 | 0.38 252,529.22 | 18,363.75 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | | 121,716.92 | -16,240.52 | 5,136.00 |
| BEGINNING FUND BALANCE, JULY 1, 2007 | | 1,138,285.29 * | 509,866.95 * | 79,124.18 * |
| ENDING FUND BALANCE, DECEMBER 31, 2007 | | 1,260,002.21 | 493,626.43 | 84,260.18 |

* Per audited financial statements

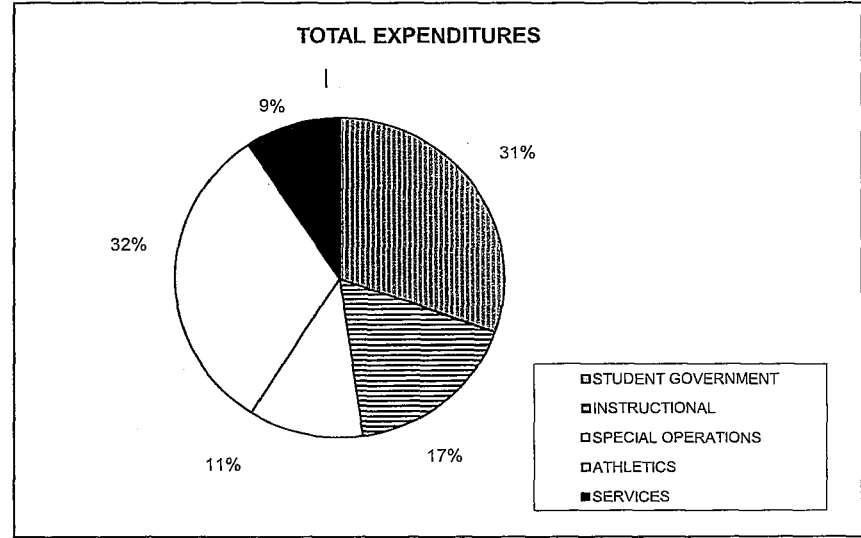
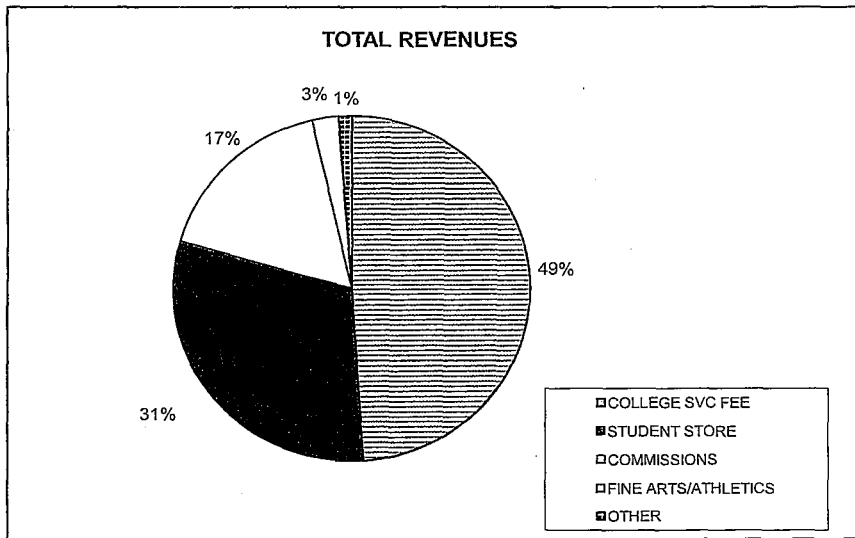
lr: 1/31/08

ASSOCIATED STUDENTS-CERRITOS COLLEGE

BUDGET SUMMARY

DECEMBER 31, 2007

| | | | | | |
|-----------------------|-----------|----------------|---------------------------|-----------|----------------|
| COLLEGE SVC FEE | \$ | 220,050 | STUDENT GOVERNMENT | \$ | 100,177 |
| STUDENT STORE | | 137,500 | INSTRUCTIONAL | | 56,412 |
| COMMISSIONS | | 75,845 | SPECIAL OPERATIONS | | 36,988 |
| FINE ARTS/ATHLETICS | | 10,776 | ATHLETICS | | 103,661 |
| OTHER | | 5,404 | SERVICES | | 30,620 |
| | | | ADJ FOR RESTATEMENT | | 0 |
| TOTAL REVENUES | \$ | 449,575 | TOTAL EXPENDITURES | \$ | 327,858 |



Academic Affairs

1 **BP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM**

2 **References:**

3 Education Code, Sections 70902(b) and 78016;
4 Title 5, Sections 51022, 55100, 55130, and 55150

5 The governing board has ultimate responsibility for educational quality, legal matters,
6 and financial integrity.

7 The instructional programs and curricula of the District shall be of high quality, and
8 relevant to community needs. Programs shall be systematically evaluated regularly on
9 the achievement of the stated student learning outcomes to ensure quality and
10 currency. Each year prior to budget preparation, the Board of Trustees shall receive a
11 report of the most current program review. To that end, the President/Superintendent
12 shall establish procedures for the development and review of all curricular offerings,
13 including their establishment, modification, or discontinuance.

14 Furthermore, these procedures shall include:

- 15 • appropriate involvement of the faculty and the Faculty Senate in all processes;
- 16 • regular review and justification of programs and course descriptions;
- 17 • opportunities for training for persons involved in aspects of curriculum
18 development;
- 19 • consideration of job market and other related information for career and technical
20 programs;
- 21 • approval of all new programs and program deletions by the Board of Trustees;
22 and
- 23 • approval by the State Chancellor's Office for all programs.

24 Individual degree-applicable credit courses offered as part of a permitted educational
25 program shall be approved by the Board of Trustees. Non-degree applicable credit and
26 degree-applicable courses ~~New courses~~ that are not part of an existing approved
27 program (stand-alone courses) must satisfy the conditions authorized by Title 5
28 regulations and shall be approved by the Board of Trustees. ~~do not need approval from~~
29 ~~the State Chancellor's Office.~~

30 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES OF ACHIEVEMENT**

References:

Education Code, Section 70902(b)(3);
Title 5, Sections 55070 and 55800 et seq.

The District grants the degrees of Associate in Arts to those students who have completed the subject requirements for graduation and who have maintained at least a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

~~Students may be awarded Certificates of Achievement upon successful completion of specified courses of study in career and technical disciplines.~~ a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education. If approved by the State Chancellor's Office, Certificates of Achievement may also be awarded for completion of a pattern of study containing 12 to 17 units.

The President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall ~~and to~~ assure that graduation requirements are published in the College Catalog and included in other resources that are convenient for students.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

1 **BP 4225 COURSE REPETITION**

2 **References:**

3 Title 5, Sections 55040, 55041, 55044, 55761-55765, 56029, and 58161

4 A student may repeat the same course only once for purposes of improving a
5 substandard grade ("D", "F", or "NC"), except when permitted a second repetition (third
6 enrollment) via petition to the Academic Records and Standards Committee or as
7 otherwise permitted by Title 5.

8 When course repetition occurs, the permanent academic record shall be annotated in
9 such a manner that all work remains legible, insuring a true and complete academic
10 history.

11 The President/Superintendent shall establish procedures regarding course repetition.

12 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

*(Replaces former Cerritos College Policy
4105)*

Academic Affairs

1 BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

2 References:

3 Title 5, Sections 55752 and ~~55758~~-55023

4 Courses shall be graded using the grading system established by Title 5.

5 The grading system shall be published in the College Catalog and made available to
6 students.

7 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

*(Replaces former Cerritos College Policy
3013)*

Academic Affairs

1 **BP 4250 PROBATION, DISMISSAL, AND REINSTATEMENT**

2 **References:**

3 Education Code, Section 70902(b)(3);
4 Title 5, Sections ~~55754, 55755, 55756, 55759, and 55764~~ 55030-55034

5 **Probation**

6 A student shall be placed on academic probation if he or she has attempted a minimum
7 of 12 semester units of work and has a grade point average of less than a "C" (2.0).

8 A student shall be placed on progress probation if he or she has enrolled in a total of at
9 least 12 semester units and the percentage of all units in which the student has
10 enrolled, for which entries of "W," "I" and "NC" and "NP" were recorded reaches or
11 exceeds fifty percent.

12 A student who is placed on probation may submit an appeal in accordance with
13 procedures to be established by the President/Superintendent.

14 Students may clear academic probation by earning sufficient grade points to raise the
15 cumulative grade point average to 2.0 or higher in the next semester of attendance.
16 Probation status is not cleared by one semester of 2.0 GPA if it does not raise the
17 cumulative GPA to 2.0 or higher. A student on progress probation shall be removed
18 from probation when the percentage of units in the categories of "W," "I" and "NC" and
19 "NP" drops below fifty percent.

20 **Dismissal**

21 A student who is on academic probation shall be subject to dismissal if the student has
22 earned a cumulative grade point average of less than 1.75 in all units attempted in each
23 of two consecutive semesters. "All units attempted" is defined as all units of credit for
24 which the student is enrolled in at the community college that they attend.

25 A student who is on progress probation shall be subject to dismissal if the cumulative
26 percentage of units in which the student has been enrolled for which entries of "W," "I"
27 and "NC" and "NP" are recorded in at least two consecutive semesters reaches or
28 exceeds fifty percent.

29 Any student on academic probation for two consecutive semesters will be academically
30 dismissed. However, any student on academic probation whose most recent semester
31 grade point average equals or exceeds 2.0 or whose cumulative grade point average
32 equals or exceeds 2.0 shall not be dismissed. A student who is subject to dismissal
33 may submit a written appeal in compliance with administrative procedures.

34 **Academic Reinstatement**

35 Reinstatement may be granted, denied, or postponed according to criteria contained in
36 administrative procedures. Students will remain on academic probation until the
37 cumulative GPA is 2.0 or higher.

38 **Progress Reinstatement**

39 Students may be reinstated the semester following progress dismissal through
40 successful petition to the Academic Records and Standards Committee. However, such
41 students will remain on progress probation until the percentage of "W," "I," or "NC" or
42 "NP" entries are less than fifty percent of all units in which a student has enrolled.

43 The President/Superintendent shall develop procedures for the implementation of this
44 policy that comply with Title 5 requirements.

45 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

1 **BP 4260 PREREQUISITES AND CO-REQUISITES**

2 **Reference:**

3 Title 5, Section 55200 55000

4 The President/Superintendent is authorized to establish prerequisites, co-requisites,
5 and recommendations on preparation for courses in the curriculum. All such
6 prerequisites, co-requisites, and recommendations shall be established in accordance
7 with the standards set out in Title 5. Any prerequisites, co-requisites, or
8 recommendations shall be necessary and appropriate for achieving success in the
9 class. The procedures shall include the method in which a prerequisite or co-requisite
10 may be challenged by a student on grounds permitted by law. Prerequisites, co-
11 requisites, and recommendations shall be published in District publications available to
12 students.

13 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

1 **BP 4300 FIELD TRIPS AND EXCURSIONS**

2 **Reference:**

3 Title 5, Section 55450 55220

4 The President/Superintendent shall establish procedures that regulate the use of District
5 funds for student travel and attendance at conferences and other activities that are
6 performed as a class assignment or co-curricular activity.

7 ~~No District funds shall be used to support student expenses for out-of-state field trips or~~
8 ~~excursions.~~ The District may pay for expenses of students participating in a field trip or
9 excursion with auxiliary, grant, or categorical program funds if the funds are used
10 consistently with the funding source. The expenses of instructors, chaperones, and
11 other personnel traveling with students may also be paid from District funds.

12 No student shall be prevented from making the course-required field trip or excursion
13 because of a lack of funds. No group shall be authorized to take a field trip or excursion
14 if any student who is a member of such an identifiable group will be excluded from
15 participation in the field trip or excursion because of a lack of sufficient funds.

16 When away from campus on college-sponsored travel, students and staff shall at all
17 times adhere to the standards of conduct applicable to conduct on campus.

18 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

1 **BP 4400 COMMUNITY SERVICES**

2 **References:**

3 Education Code, Sections 70902, 78300, and 79120

4 The District shall maintain a community education program that contributes to the
5 physical, mental, moral, economic, and/or civic development of students enrolled in it.

6 Community education ~~classes~~ offerings shall be open for admission to adults and
7 minors who can benefit from the programs.

8 No General Fund monies may be expended to establish or maintain community
9 education ~~classes~~ offerings. Students involved in community education ~~classes~~
10 offerings shall be charged a fee not to exceed the cost of maintaining the ~~classes~~
11 offerings. ~~Classes~~ Community education offerings may also be offered for remuneration
12 by contract or with contributions or donations of individuals or groups.

13 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007,
(Replaces former Cerritos College Policy 6000
- 6000.1)

Proposed Cerritos Community College District Policy CCLC No. 4226

Academic Affairs

1 **BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

2 **Reference:**

3 Title 5, Section 55007

4 The President/Superintendent shall establish procedures to ensure that students may
5 only enroll in two or more sections of the same credit course during the same term if the
6 length of the course provides that the student is not enrolled in more than one section at
7 any given time.

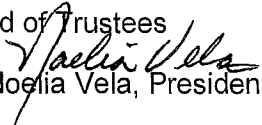
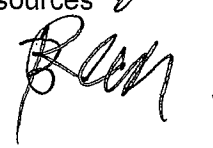
8 The President/Superintendent shall establish procedures to ensure that students may
9 only enroll in two or more courses where the meeting times overlap under the conditions
10 specified in Title 5, Section 55007.

11 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted:

*(This is a new procedure recommended by the
CC League and the League's legal counsel)*

CERRITOS COLLEGE

TO: Board of Trustees
FROM:  Dr. Noelia Vela, President
REVIEWED BY: William Farmer, Jr., Vice President of Academic Affairs *WCF*
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources *DO*
PREPARED BY: Dr. Bryan Reece, President of Faculty Senate 
DATE: February 20, 2008
SUBJECT: Consideration of Approval to Eliminate Two Local Standards for Business Administration Instructional Program

RECOMMENDATION

It is recommended that the Board of Trustees approve the elimination of two Local Standards for Business Administration.

OVERVIEW

First, the Business Administration Department would like to eliminate Local Standard 2, which states, "Either the Bachelor's or Master's must be in Business Administration." There are many other "business" degrees today. And this standard limits the department from hiring many otherwise qualified business candidates. Second, the Business Administration Department would also like to remove Standard 3. It is redundant. The state minimum qualifications already require a teaching candidate's degree to be from an accredited institution.

ANAYISIS

These recommended changes should have two primary impacts. The Business Administration Department will be able to recruit from larger pools and the pools will likely be more diverse.

This request has been reviewed and approved by the Senate Committee on Faculty Equivalency /Local Standards on November 20, 2007 and ratified by the Faculty Senate on January 22, 2008.

FINANCIAL IMPLICATIONS

None.

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MARCH 5, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Mr. Jason Macias, Student Trustee
- Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Arthur.
- III. MINUTES
- A. It was moved by Mr. Hughlett and seconded by Mr. Epple to approve the minutes of the regular meeting of February 6, 2008. The vote for approval was unanimous.
- B. It was moved by Mr. Hughlett and seconded by Mr. Epple to approve the minutes of the regular meeting of February 20, 2008. Mr. Jackson noted a correction on item VII.E, where the vote for approval should read, "5-0-1". The vote for approval as corrected was 6-0-1; Mr. Jackson abstained.
- IV. PUBLIC PRESENTATIONS Mr. Arthur welcomed the Accreditation Site Visit Team members who were present in the audience.
- Rosemarie Medina Rosemarie Medina, Intermediate Typist Clerk in the Fine Arts/Communication Department, began to address the Board regarding a disciplinary issue with a student on campus. She expressed frustration and added that she didn't feel safe. Mr. Epple motioned to hear an emergency item in closed session to discuss this issue. Dr. Edmiston seconded the motion and the roll call vote for approval was unanimous.
- V. CONSENT AGENDA
- It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the consent agenda and addendum. Mr. Arthur pulled item V.C. for separate consideration and stated that Item F.5 was pulled from the agenda. The vote for approval was unanimous.
- C. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve of a Speaker for the Advisory Breakfast, as attached.
- Dr. Vela noted that due to budget cuts within the U.S. Department of Education, this item was revised to include the cost of travel expenses for a total amount not to exceed \$1,600.
- The vote for approval was unanimous.
- A. Approved to Provide Compensation to Student Trustee Macias for his absence from the February 20 Board Meeting.
- B. Approved 2008 Commencement Speaker, as attached.

- C. This item was considered separately.
- D. Approved Bid #0708-06, Campus Wide Lighting Upgrades, as attached.
- E. Approved Budget Extensions and Budget Transfers, as attached.
- F. Approved Contracts as follows:

Agreements

NEW

- 1. Los Angeles County Office of Education
Instructional Development
Technology

For the development and presentation of instructional materials to include a stipend for Terry Price for working on the project. The period of the agreement is for the 2007-2008 academic school year. Terry Price will receive up to a maximum of \$9,150.00 for work to be performed in spring 2008. LACOE contract income will be utilized for this stipend. No cost to the District.

Medical

NEW

- 2. La Palma Intercommunity Hospital Wound Center
Nursing Program
Health Occupations

To provide clinical/practicum experiences for students enrolled in the nursing program. For period March 6, 2008 through March 6, 2010. No cost to the District.

Services

AMENDMENT

- 3. Boeing Corporation
U.S. Air Force Mentor-Protégé Project
CITE/Economic Development

To add a second year of funding on a three year contract to deliver services under the U.S. Air Force Mentor-Protégé project. For period October 1, 2006 through September 30, 2009. This is the second year of a three year contract, renewable annually. The services for year 2 will be provided for an additional \$307,920 for a total contract value of \$660,728. The funds are being provided by the Air Force through Boeing. No district funds are involved.

NEW

- 4. International Standard Authority, Inc. (ISA)
ISO 9001 Quality Maintenance Audit
CITE/Economic Development

To provide a 2-day ISO 9001 Quality Maintenance Audit in support of Boeing's Mentor-Protégé project. For period March 6, 2008 through December 31, 2008. Total cost is not-to-exceed \$4,000 with funding from the Air Force through a contract with Boeing.

RENEWAL

- 5. This item was removed from the agenda.

Use of Facilities

AMENDMENT

6. Peterson Automotive Museum
Automotive Quick Start Meeting
Technology

To amend the agreement with Peterson Automotive Museum for use of their facility to hold an Automotive Quick Start special event luncheon meeting in support of the Quick Start grant. The original cost was not-to-exceed \$5,000.00. The amount needs to be increased not-to-exceed \$6,000.00 for additional facility use expenses. The event will be held during the month of March 2008. Funding is provided from the Automotive Quick Start grant.

Workshops

NEW

7. Santi Thai Yoga
Thai Yoga Bodywork Workshops
CITE/Community Education

To provide not-for-credit, fee-based three or four hour continuing education classes in the subject area of Thai Yoga Bodywork. For period March 30, 2008 through March 30, 2010. Santi-Thai Yoga will receive 30% of the total enrollment fees collected per class. Community Education is a financially self-supporting program.

RENEWAL

8. Mark Aguirre
Public Speaking and Interview Techniques Workshop
CITE/Community Education

To provide not-for-credit, fee-based public speaking & interview techniques workshops for the Community Education department on an as needed basis. For period March 15, 2008 through March 15, 2010. Mr. Aguirre will receive 30% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

9. Michael Cho
College for Youth Piano Workshops
CITE/Community Education

To provide not-for-credit, fee-based College for youth piano workshops for the Community Education department on an as needed basis. For period April 1, 2008 through March 31, 2010. Mr. Cho will receive 35% of the total enrollment fees collected per workshop. Community Education is a financially self-supporting program.

- G. Approved and/or Ratified Resignations Accepted by the President/Superintendent, as follows:

Kelley, Beverley, Account Technician II (Fiscal Services), effective May 31, 2008

Added by addendum:

Smith, Jeffery L., Instructor (Physical Education/Athletics), effective May 16, 2008

- H. Consideration of Approval of Employment of Full-Time First-Year

Contract (Probationary), Hourly, and/or Substitute Faculty Employee(s):

Garriot, Donald D., Specialist, Disabled Student Programs and Services (DSPS) Instructor (Learning Disabilities), @ C-10 (\$70,547/annual), 10-School Month Contract, effective April 14, 2008 (Salary for 2007-2008 academic year will be pro-rated based on date of employment)

- I. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.
- J. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

Added by addendum:

Custodian @ 24-1 (\$2,761.00 per month) effective March 11, 2008: *Michael Gonzalez (Facilities)*

Custodian @ 24-1 (\$2,761.00 per month) effective March 24, 2008: *Gary Jones (Facilities)*

VI. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for January 14 and 28, 2008.

VII. REPORTS

A. Board of Trustees

Mr. Macias stated the "Comedy of Errors" production was taking place in the Burnight Theatre this week. He added that applications have been distributed for the student trustee positions.

Mr. Jackson informed the Board of the recent accomplishments of the Women's basketball team, who will be participating in the State Championship next week.

Dr. Hughlett stated that the Spring Festival and Lunar New Year event was successful. He also enjoyed attending the Faculty Talent Show. He concluded by requesting that an agenda item be considered to hear a presentation on the results of the Academic Leadership Outcomes survey.

Mr. Arthur invited everyone to attend the U.S. Drum and Bugle Corps Performance on Thursday, March 6 at 6:00 p.m. He reminded the Board that Cerritos College sports scores can be obtained at www.cerritos.edu/hpea.

B. Faculty and Staff Leadership

Dr. Reece invited the Board to attend the General Faculty Meeting on Thursday, March 27 at 11:00 a.m. in the Teleconference Center.

Ms. Laughon stated that the CSEA ratified the bargaining agreement and added that they are very pleased. She stated that she hopes the Board will support the contract this evening. She concluded by stating that the CSEA will be discussing the Academic Leadership Outcomes survey in the near future.

C. President/Superintendent and Vice Presidents

Dr. Vela shared a publication titled "Fast Facts 2008" provided by

the Community College League of California. She provided an update on the budget. She stated that she spoke with Erik Skinner, Vice Chancellor of Fiscal Policy, who confirmed that there is an additional shortfall this fiscal year of approximately \$70 to \$80 million due to a shortage in anticipated property tax revenue. She added that the State Chancellor's staff is working to see what can be done, including a request for state backfill and for next year's budget to be based on revised tax information. Dr. Vela stated that she met with the Faculty Senate for a short period of time and expressed that she and groups on campus need to work on communication. She stated that she agrees that change is needed and everyone should talk about everyone's respective contributions needed to achieve that. She stated that the Board needs to exercise caution in receiving the ALO report and asked that they not move from receiving the report to any discussion/evaluation of the CEO because there is a designated process for that.

Ms. Higdon stated that information on the budget is still being gathered and added that the possibility of receiving property tax backfills was very slim. She added that staff will keep everyone informed as more data is available.

Mr. Farmer reminded the Board that the Accreditation Site Visit Team exit meeting will be held on March 6 at 1:00 p.m. in the Teleconference Center. He stated the team will share their preliminary report to the college at this meeting and added that the final report will be delivered in June 2008.

Dr. Johnson stated that the BSU held their annual African American Heritage event in the Student Center and it was nicely done. He added that the focus of the event was health issues.

VIII. CLOSED SESSION

The Board adjourned to closed session at 6:28 p.m.

IX. RECONVENE

The Board reconvened at 8:32 p.m.

Read Out

Mr. Epple reported that in closed session the Board of Trustees: 1. Approved the ratification of the CSEA-District collective bargaining agreement for the period July 1, 2007 – June 30, 2010 in accordance with the changes to the agreement as presented in the attached memorandum including a 4.53% increase to the Classified Bargaining Unit Employees Salary Schedule effective July 1, 2007, and 2. Authorized the President/Superintendent to prepare the new CSEA-District collective bargaining agreement in accordance with the approved changes for execution by CSEA, Chapter #161 and the District. The vote for approval was unanimous.

Read Out

Dr. Hughlett reported that in closed session the Board of Trustees approved: 1. A 4.53 % increase to the Management Employees Salary Schedule effective July 1, 2007 as attached, 2. A 4.53% increase to the Contract Management Employees Salary Schedule effective July 1, 2007 as attached, and 3. Health and welfare benefit adjustment for management and contract management employees for the 2008 calendar year as attached. The vote for approval was unanimous.

Read Out

Dr. Cho reported that in closed session the Board of Trustees approved:

1. A 4.53% increase to the Confidential Employees Salary Schedule effective July 1, 2007 as presented in the attached memorandum, and 2. Health and welfare benefit adjustment for confidential employees for the 2008 calendar year as presented in the attached memorandum. The vote for approval was unanimous.

Read Out

Mr. Arthur reported that in closed session, the Board of Trustees authorized that notice be given to an educational administrator that the individual may be released from the current assignment effective June 30, 2008 and that it is understood that the educational administrator will have retreat rights to return to the individual's former classified Director position. The vote for approval was unanimous.

The Board returned to closed session at 8:34 p.m. and reconvened at 9:32 p.m.

X. ADJOURNMENT

The meeting was adjourned at 9:32 p.m.

XI. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 19, 2008 at 6:00 p.m.






Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

Consent
V.B

TO: Board of Trustees
FROM: Dr. Noelia Vela, President 
REVIEWED BY: Dr. Stephen Johnson, Vice President of Student Services 
PREPARED BY: Holly Bogdanovich, Director of Student Activities 
DATE: March 5, 2008
SUBJECT: Consideration of Approval of 2008 Commencement Speaker

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. Raul Rodriguez as the 2008 Commencement Speaker and an honorarium of \$500.

OVERVIEW

Consideration of approval is requested for Dr. Raul Rodriguez to be the 2008 Cerritos College Commencement Speaker.

ANALYSIS

Dr. Raul Rodriguez designed his first winning float at the age of 15 for the city of Whittier, California, as part of a high school competition. He won a scholarship to the Art Center of Design the next year and completed his formal art education later at Cerritos College and California State University at Long Beach. After graduation he worked with the Walt Disney Company, Universal Studios, Radio City Music Hall, and several hotels & casinos in Las Vegas designing neon signs, sculptures, and facades. Recognized as a top float designer he has won more awards than any other Rose Parade designer. In 2005-2006 Dr. Rodriguez joined our college as part of the Cerritos College 50th Anniversary Committee. Dr. Rodriguez received an honorary doctorate of Fine Arts from the University of Redlands during their 2007 Commencement exercises.

A third generation Los Angelino raised in East Los Angeles, Dr. Rodriguez is a nature lover and finds inspiration in America's rich cultural heritage and the wonder and beauty of nature's own displays.

FINANCIAL IMPLICATIONS

Dr. Rodriguez will receive an honorarium in the amount of \$500 paid from the District Commencement account.

CERRITOS COLLEGE

REVISED

Consent
V.C

TO: Board of Trustees
FROM: Dr. Noella Vela, President
REVIEWED BY: William Farmer, Jr., Vice President /Assistant Superintendent **WCF**
PREPARED BY: Nick Kremer, Executive Dean Community, Industry and Technology Education

DATE: March 5, 2008
SUBJECT: **Speaker for Advisory Breakfast**

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. Pat Stanley of the U.S. Department of Education as the speaker for the Tenth Annual Occupational Advisory Committee Breakfast on April 10, 2008 and authorize reimbursing her expenses, not to exceed \$1600.

OVERVIEW

The college holds an annual advisory breakfast to honor the members of the advisory committees to the occupational programs at the college. A highlight to the breakfast is the keynote speaker.

ANALYSIS

Dr. Patricia Stanley, Assistant Deputy Secretary, Office of Vocational and Adult Education, U.S. Department of Education has been invited to be the speaker at the breakfast. Dr. Stanley, a presidential appointee, is the point person for community college issues in the department. She has a strong community college background having previously served as Vocational Education Dean for the California Community Colleges, Executive Vice President at Cypress College and President of Fredricksburg Community College (Maryland). She will be speaking on the importance of career pathways. In addition she will be meeting with our CTE Teacher Trac program participants.

FINANCIAL IMPLICATIONS

The college will reimburse Dr. Stanley for her expenses, not to exceed \$1600 .

BID RECAP**Bid 0708-06, Campus Wide Lighting Upgrades**

| COMPANY | AMOUNT |
|------------------------------------|---------------|
| Sun & Sun Industries | \$ 771,414.00 |
| Lighting Technology Services, Inc. | \$ 799,990.99 |
| Westside Electric | \$ 947,500.00 |
| Minco Construction | \$ 977,000.00 |

BUDGET TRANSFERS FOR MARCH 5, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|----|-------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (260) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |

TOTAL

| | | |
|--|----|-------|
| | \$ | (260) |
| | | |

TO

| | | |
|--|----|-----|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 260 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |

TOTAL

| | | |
|--|----|-----|
| | \$ | 260 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

Science, Engineering and Math

BUDGET TRANSFERS FOR MARCH 5, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED (CONTINGENCY TRANSFERS)

FROM

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | (8,000) |
| | | <hr/> |

TOTAL

| | |
|----|----------------|
| \$ | (8,000) |
| | <hr/> <hr/> |

TO

| | | |
|--|----|-------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 8,000 |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | <hr/> |

TOTAL

| | |
|----|--------------|
| \$ | 8,000 |
| | <hr/> <hr/> |

Transfers: Between object codes

Number of Transfer Requests: One (1)

Reason: Account did not project for the 07/08 budget.

Divisions/Departments/Programs:

Purchasing

FACULTY HOURLY - HEALTH OCCUPATIONS**New Hires**

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-------------------|-------------------------|-------------|
| Valdenor | Minerva | Clinical Nursing | A1 | 45.85 |

FACULTY HOURLY - STUDENT SERVICES**Reemployed**

| Name | | Assignment | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Boudreau | Debbie | Counseling | A1 | 45.85 |

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

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS
PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS,
WHICHEVER OCCURS FIRST

| | | | |
|--------------------|--|-----------|----------|
| Duong, Andy | Aide-General (Clerical) | \$8.00/hr | 01/07/08 |
| Deguzman, Jelaine | Aide-General (Laborer) | \$8.00/hr | 01/07/08 |
| Joseph, Kristen | " | " | " |
| Burkick, Leslie | Aide-General (Traffic Control Officer) | \$8.00/hr | 01/28/08 |
| Castro, Eduardo | " | " | 01/30/08 |
| Garcia, Andres | " | " | " |
| Montealegre, John | " | " | 01/28/08 |
| Murillo, Frank | " | " | 01/30/08 |
| Neff, Steven | " | " | 01/29/08 |
| Ochoa, Katerin | " | " | 02/04/08 |
| Pavelski, Charles | " | " | 01/31/08 |
| Salazar, Theresa | " | " | 01/30/08 |
| Thakkar, Dhruva | " | " | 01/29/08 |
| Valle, Jonathan | " | " | 01/30/08 |
| Castillo, Ruby | Aide-Special (Counselor) | \$8.00/hr | 01/25/08 |
| Coulter, Sherri | " | " | " |
| De Leon, Vanessa | " | " | " |
| Gallardo, Gloria | " | " | " |
| Kochems, Brian | " | " | " |
| Lindsay, Jody | " | " | " |
| Mishler, Katherine | " | " | 01/01/08 |
| Montes, Susana | " | " | 01/25/08 |
| Murillo, Veronica | " | " | " |
| Rivera, Jose | " | " | " |
| Rodriguez, Xenia | " | " | " |
| Salazar, Theresa | " | " | " |
| Sanchez, Gwen | " | " | " |
| Hong, Sang Hee | Aide-Special (Special Ed.) | \$8.00/hr | 01/07/08 |
| Jacalne, Melody | " | " | " |
| Motwani, Sakaham | Aide-Special (Tutor) | \$8.00/hr | 01/25/08 |
| Nambo, Helen | " | " | " |
| Meza, Marisol | Clerk | \$8.64/hr | 01/28/08 |
| Valencia, Cynthia | " | " | 01/31/08 |

Presented to the Board of Trustees 03/05/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|----------------------|--|---------------|----------|
| Baughman, Steven | Instructional Aid I | \$9.56/hr (1) | 01/14/08 |
| Equihua, Ana | " | " | 01/07/08 |
| Farol, Ronald | " | " | 01/24/08 |
| San Juan, Mario | " | " | 01/25/08 |
| Chavez, Edward | Intermediate Clerk | \$9.56/hr | 01/25/08 |
| Martin, Steven | Intermediate Typist Clerk | \$9.56/hr | 01/28/08 |
| Okafur, Onuora | Clerk | \$9.76/hr | 01/25/08 |
| Meza, Jesus Javier | Tutorial Technician | \$9.99/hr | 01/07/08 |
| Owoyele, Said Abiola | " | " | 01/14/08 |
| Davila, Kendra | Aquatics Specialist | \$10.11/hr | 01/15/08 |
| Rivera, Danielle | " | " | 01/30/08 |
| Gomez, Rogelio | Campus Security Officer | \$10.53/hr | 01/23/08 |
| Gronert, Nolan | " | " | " |
| Holguin, Anita | Instructional Aide II | \$12.81/hr | 01/28/08 |
| Dawson, Sherice | Research Assistant | \$13.79/hr | 02/04/08 |
| Lozano, Rene | Community Education Specialist | \$29.15/hr | 08/13/07 |
| Arnwine, Lenora | Aide-Special (Interpreter V) | \$39.50/hr | 01/28/08 |
| Valladares, Daniel | Cont. Ed. Specialist (Business Tech.) | \$50.52/hr | 01/30/08 |
| Wissa, Farid | " | " | " |
| Kardously, Jill | Cont. Ed. Specialist (Health Occ.) | \$50.52/hr | 01/07/08 |
| Segura, Aurora | " | " | 01/30/08 |
| Andrade, Israel | Project Specialist (Technical) Level I | \$75.00/hr | 01/28/08 |
| Glick, Leonard | " | " | " |
| Taylor, Kevin | " | " | " |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: Daniel M. O'Rourke, Acting Director of Human Resources *DOT*
DATE: March 5, 2008
SUBJECT: Consideration of Approval of Ratification of CSEA-District Collective Bargaining Agreement for the period July 1, 2007 – June 30, 2010.

RECOMMENDATION

It is recommended that the Board of Trustees:

1. Approve the ratification of the CSEA-District Collective Bargaining Agreement for the period July 1, 2007 - June 30, 2010 in accordance with the changes as presented in the analysis below including a 4.53% increase to the Classified Bargaining Unit Employees Salary Schedule effective July 1, 2007.
2. Authorize the President-Superintendent to prepare the new CSEA-District Collective Bargaining Agreement in accordance with the approved changes for execution by CSEA Chapter # 161 and the District.

OVERVIEW

CSEA and the District have concluded negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2007 through June 30, 2010.

ANALYSIS

The existing CSEA-District Collective Bargaining Agreement expired on June 30, 2007. The CSEA and District Negotiation Teams have completed negotiation of a new Agreement for the period July 1, 2007 - June 30, 2010. CSEA Chapter #161 has ratified this Agreement by a vote of its members conducted on February 27, 2008.

All provisions remain the same as in the previous Agreement except changes to the Agreement as follows:

Article 2.4.1: General Provisions

Update the time periods for implementing re-opener provisions for renegotiation of Article 5: Compensation, Article 6: Health and Welfare Benefits, and one other Article or topic of choice by either party for fiscal years 2008-2009 and 2009-2010.

Article 3: Organization Rights

Article 3.8: Reduced the number of copies of District annual budget provided to CSEA from 6 to 3 copies, and added provision for CSEA to receive a copy of the budget via available media technology.

Article 3.11: Increased the number of unit employees provided release time for the CSEA annual conference from 3 to 4 employees.

Article 5: Compensation

A 4.53% increase to the Classified Bargaining Unit Employees Salary Schedule effective July 1, 2007, and update appropriate dates in this Article.

Article 6: Health and Welfare Benefits

District agrees to: (1) Pay full premiums to maintain coverage for eligible active employees and dependents under District health and welfare benefit plans based upon premium rates in effect January 1 - December 31, 2008; (2) Increase District-paid life insurance coverage from: \$40,000 to \$50,000 with the effective date as established by the insurance carrier following approval of this increase by each of the represented employee groups and the District; and (3) Update appropriate dates in this Article.

Article 7.7: Compensatory Time

Increase the amount of compensatory time an employee may accumulate from: fifty (50) working hours (75 compensatory hours), to: sixty (60) working hours (90 compensatory hours).

Article 7.13: Schedule of Paid Holidays

Maintain status quo and establish schedule for the same number of paid holidays (17) per fiscal year as agreed to by CSEA and the District for the period July 1, 2007 – June 30, 2010.

Article 25: Professional Growth Program

Increase the total funding amount for this program from \$5,000 to \$8,500 per fiscal year, and increase the maximum reimbursement amount for an employee from \$500 to \$650 per fiscal year.

Article 28: Term of Agreement

Revise dates to reflect the period of the new agreement (July 1, 2007-June 30, 2010)

Other

All other provisions of the Agreement remain the same as in the previous Agreement except for changes of dates as appropriate to reflect the period of the new Agreement.

Appendices

- Appendix A: Update Job Titles
- Appendix B: Classified Salary Schedule (Effective July 1, 2007)
- Appendix C: No Change

FINANCIAL IMPLICATIONS

No financial impact. This is budgeted in the General Fund.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: Daniel M. O'Rourke, Acting Director of Human Resources *DDP*
DATE: March 5, 2008
SUBJECT: **Consideration of Approval of Salary Adjustment for Management and Contract Management Employees Effective the 2007-2008 Fiscal Year, and Health and Welfare Benefit Adjustment for Management and Contract Management Employees for the 2008 Calendar Year**

RECOMMENDATION

It is recommended that the Board of Trustees approve the following for management and contract management employees:

1. A 4.53% increase to the Management Employees Salary Schedule effective July 1, 2007.
2. A 4.53% increase to the Contract Management Employees Salary Schedule effective July 1, 2007.
3. An increase in the District-paid life insurance coverage from \$40,000 to an amount of \$50,000 with the effective date as established by the insurance carrier following approval of this increase by each of the represented employee groups and the District.

OVERVIEW

The administration has prepared a proposal for a salary adjustment for management and contract management employees effective the 2007-2008 fiscal year, and health and welfare benefit adjustment for management and contract management employees for the 2008 calendar year.

ANALYSIS

The administration has prepared a recommendation regarding a salary adjustment for management and contract management employees effective the 2007-2008 fiscal year, and adjustments to health and welfare benefits for management and contract management employees for the 2008 calendar year. The following adjustments are proposed:

➤ Salary

1. A 4.53% increase to the salary schedule utilized to compensate management employees effective July 1, 2007.
2. A 4.53% increase to the salary schedule utilized to compensate contract management employees effective July 1, 2007.

➤ **Health and Welfare Benefits (2008 calendar year)**

Life Insurance Coverage

The District will implement an increase in the District-paid life insurance coverage from \$40,000 to an amount of \$50,000. The effective date of this increased coverage will be as established by the insurance carrier following approval of this increase by each of the represented employee groups and the District.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
PREPARED BY: Daniel M. O'Rourke, Acting Director of Human Resources *DMO*
DATE: March 5, 2008
SUBJECT: **Consideration of Approval of Salary Adjustment for Confidential Employees Effective the 2007-2008 Fiscal Year, and Health and Welfare Benefit Adjustment for Confidential Employees for the 2008 Calendar Year**

RECOMMENDATION

It is recommended that the Board of Trustees approve the following for confidential employees:

1. A 4.53% increase to the Confidential Employees Salary Schedule effective July 1, 2007.
2. An increase in the District-paid life insurance coverage from \$40,000 to an amount of \$50,000 with the effective date as established by the insurance carrier following approval of this increase by each of the represented employee groups and the District.

OVERVIEW

The administration has prepared a proposal for a salary adjustment for confidential employees effective the 2007-2008 fiscal year.

ANALYSIS

The administration has prepared a recommendation regarding a salary adjustment for confidential employees effective the 2007-2008 fiscal year, and adjustment to health and welfare benefits for confidential employees for the 2008 calendar year. The following adjustments are proposed:

➤ **Salary**

A 4.53% increase to the salary schedule utilized to compensate confidential employees effective July 1, 2007.

➤ **Health and Welfare Benefits (2008 calendar year)**

Life Insurance Coverage

The District will implement an increase in the District paid life insurance coverage from \$40,000 to an amount of \$50,000. The effective date of this increased coverage will be established by the insurance carrier following approval of this increase by each of the represented employee groups and the District.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MARCH 19, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Arthur the Board President. Those present were:

| | |
|-------------------|-----------------------------------|
| Mr. Bob Arthur | Mr. Bob Epple |
| Ms. Carmen Avalos | Dr. Bob Hughlett |
| Dr. Tina Cho | Mr. Tom Jackson |
| Dr. Ted Edmiston | Mr. Jason Macias, Student Trustee |

Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.

- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Macias.

- III. MINUTES A. It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the minutes of the regular meeting of March 5, 2008. The vote for approval was unanimous.

- IV. INSTITUTIONAL PRESENTATIONS A. Dr. Vela presented Keven Butler with the Outstanding Classified Employee of the Month
 Classified/Confidential
 Employee of the Month

- V. PUBLIC PRESENTATIONS There were no public presentations.

- VI. CONSENT AGENDA It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the consent agenda and addendum. The vote for approval was unanimous.
 - A. Accepted gifts with letters of thanks to the following:

| | |
|--------------------------|----------------------|
| - 2007 Chrysler Pacifica | |
| <i>Donated by:</i> | Bob Craighead |
| | Chrysler Corporation |
| | 5141 Santa Ana St |
| | CIMS: 906-00-00 |
| | Ontario, CA 91761 |

 - B. Approved Gateways Title V Grant (Subcontract Agreement, Year 4), as attached.

 - C. Accepted Chancellor's Office Capacity Building Grant Augmentation #3 (Nursing), as attached.

 - D. Approved Carnegie Grant Stipend for Jan Connal in the amount of \$2,500.00.

E. Approved Gateways Title V Grant Stipends, as follows:

| | | | |
|----------------|--------|---------------------------------|--------|
| Angela Conley | \$1000 | Karla Pallwitz | \$1000 |
| Patty George | \$1000 | Merrick Sterling | \$1000 |
| Susan Godwin | \$1000 | Maria Torres | \$1000 |
| Manuel Lopez | \$1000 | Dara Worrel | \$1000 |
| Ilva Mariani | \$1000 | Catalina Yang | \$1000 |
| Mario Martinez | \$1000 | Terry Feldstein (tutor trainer) | \$4000 |
| Tharwat Morcos | \$1000 | Ilva Mariani (website designer) | \$2000 |
| Mojdeh Nikdel | \$1000 | Jeff Bradbury (Chemistry) | \$3000 |

F. Approved Budget Extensions and Budget Transfers, as attached.

G. Approved Contracts as follows:

Classes

NEW

1. Chinese Culture Association of Southern California
Chinese Culture, Language and Business
Community Education

To provide instruction for not-for-credit, fee-based continuing education classes in the subject areas of Chinese culture and language as well as business topics related to working in China. For period April 1, 2008 through March 30, 2010. The CCASC will receive 30% of the total enrollment fees collected per class. Community Education is a financially self-supporting program.

Consultant

NEW

2. Donald L. Coen
Focus Groups
Carnegie Grant

To develop and conduct a student focus group and a faculty focus group as part of the Carnegie Project. For period March 24, 2008 through May 1, 2008. Mr. Coen will receive \$2,000 with funding from the Carnegie Project.

3. David Viar
Board/CEO Retreat
President's Office

To facilitate a Board/CEO retreat. The date of the retreat will be determined after a date/time has been chosen that is agreeable to all parties involved. The cost will be \$1,000.00 plus travel expenses with funding from the President's Office.

Medical

RENEWAL

4. Cedars-Sinai Medical Center
Physical Therapist Assistant Program
Health Occupations

To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period March 20, 2008 through March 31, 2009. No cost to the District.

5. St. Joseph Hospital of Orange
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period August 1, 2008 through August 1, 2011. No cost to the District.

Services

NEW

6. Planned Parenthood of Los Angeles
Student Health Services
Student Health
To provide Student Health Services with qualified services to include medications, testing, STD prevention, and assessment. For period April 1, 2008 through June 30, 2009. Services will be provided free of charge to Student Health Services and students.

RENEWAL

7. Los Angeles County Office of Education
Network Services and Support Educational Telecommunications and Technology
Fiscal Services
For access to Network Services and Support, Educational Telecommunications and Technology. For period July 1, 2008 through June 30, 2011. Total cost will be \$7,860.00 annually with funding from the Fiscal Services budget.

Use of Facilities

NEW

8. Museum of Latin American Art
Humanities and Social Sciences Retreat
Humanities and Social Sciences
For the use of their facilities for the Humanities and Social Sciences division faculty retreat. The retreat will be held on April 25, 2008. Total cost will be \$638.00 with funding from Humanities and Social Sciences.

- H. Approved Request for Unpaid Leave of Absence, as follows:
Ibanez, Regina, Job Placement Tech II (CalWORKS), FROM March 27, 2008 through June 30, 2008
- I. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.
- J. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for February 25 and March 3, 2008.
- B. It was moved by Mr. Arthur and seconded by Ms. Avalos to vote for the following individuals for the CCCT Board of Directors: Anita Grier, Edward Ortell, Paul Fong, Mary Figueroa, Katherine "Kay" Albiani, Charles Meng, Isabel Barreras, Carolyn Batiste, Andrew Walzer and Bob Hughlett. The vote for approval was unanimous.

- C. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve a formal process to meet with constituent groups, as attached. The vote for approval was 4-2-1; Ms. Avalos and Dr. Cho voted no, and Mr. Epple abstained.

VIII. REPORTS

A. Board of Trustees

Mr. Jackson stated that the Women's softball team is phenomenal this year. He commended Lee Krichmar and staff who worked to put together the Information Technology Master Plan. He concluded by stating that he and Dr. Hughlett attended the Cerritos Mayoral Transition event and welcomed new mayor Jim Edwards.

Ms. Avalos participated at the HOPE Leadership Institute which focused on student success. She stated that she would like to see the college collaborate with K-12 districts to see if they are working on issues with regard to A-G requirements.

Dr. Cho stated that she enjoyed attending the Chili Cook-Off and the Mr. Cerritos contest.

Dr. Hughlett attended the Scott Henderson Memorial Concert and had the opportunity to sit next to Connie Mayfield during the event. He said that he learned a lot of interesting information about fine arts.

Mr. Arthur informed the Board that John Moore's mother passed away. He stated that further information would be shared shortly.

Mr. Macias stated that two groups of candidates are running for ASCC presidency and six individuals are in the running for the Student Trustee position. He indicated that ASCC is currently looking at the possibility of cutting down the number of ASCC senators. He also stated that ASCC has created a Book Exchange Committee.

B. Faculty and Staff Leadership

Dr. Reece reminded the Board that the Academic Excellence Awards will held on March 25 at 7:00 p.m. in the Burnight Theatre and that on March 27 at 11:00 a.m., there will be a general staff and faculty meeting. At this meeting, Dr. Reece indicated that three topics will be addressed: the Habits of Mind campaign for student learning, a draft Developmental Education Plan and a proposal to develop a body of teaching practices at Cerritos College.

Ms. Laughon indicated that the consultant will meet with classified staff regarding the compensation and classification study.

C. President/Superintendent and Vice Presidents

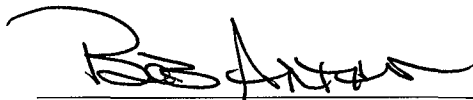
Dr. Vela expressed her condolences for the loss of Beatrice Moore, Mr. Moore's mother. She distributed information regarding the memorial services. Dr. Vela stated that she is looking forward to the Academic Excellence Awards and that she enjoys seeing the videos of students who share what has contributed to their success. She stated that the faculty's work with regard to developmental education is very important work. She added that the early Strategic Planning

Committee knew this and listed it as one of the goals in the Strategic Plan. She added that it was later made a top priority by the State and Board of Governors. Dr. Vela shared that the college nominated two students as All USA Scholars and informed the Board that they will be honored in Sacramento. Dr. Vela stated that she and staff members met with Jesse Urquidi, President of the Norwalk Chamber of Commerce, to coordinate a Relay for Life event at the college and added that additional information will be shared when available. Dr. Vela indicated that she has been meeting with employees in divisions and areas to address concerns and listen to ideas. She concluded by stating that staff has begun discussing the recommendations shared orally by the Accreditation Team.

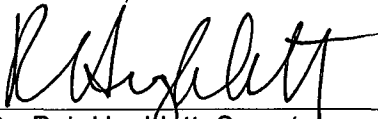
Ms. Higdon stated that the property tax shortfalls may be around \$84 million, which amounts to a 1.5% hit across the state and \$1.2 million for Cerritos College. She warned that the numbers may increase as more is known about the property taxes collected in April. She also cautioned that Cerritos College cannot cut courses because we need to get up to the level of enrollment from a few years ago.

Dr. Johnson stated that Cerritos College is actively reaching out to the city of South Gate on April 5. The city is hosting a College and Career Expo for middle and high school students. Cerritos College will be very well-represented at the event.

- IX. CLOSED SESSION The Board adjourned to closed session at 6:33 p.m.
- X. RECONVENE The Board reconvened at 8:20 p.m.
- XI. ADJOURNMENT The meeting was adjourned at 9:32 p.m.
- XII. NEXT SPECIAL MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 2, 2008 at 5:00 p.m.
- XIII. NEXT REGULAR MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 16, 2008 at 6:00 p.m.




Bob Arthur, President



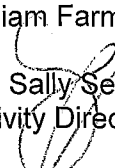
Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Noelia Vela, President 

REVIEWED BY: William Farmer, Vice President Academic Affairs/Assistant Superintendent *WCF*

PREPARED BY: Ms. Sally Sestini, Mathematics Department Chair, Gateways Title V Grant Activity Director, AMP Coordinator 

DATE: March 19, 2008

SUBJECT: Consideration of Approval of Gateways Title V Grant (Subcontract Agreement, Year 4)

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of a subcontract for Cerritos College in the amount of \$312,664.36.

OVERVIEW

Cerritos College, in partnership with California State University – Dominguez Hills, has been awarded \$312,664.36 for the fourth year of a five-year Title V – Strengthening Hispanic Serving Institutions project from the U. S. Department of Education. Cerritos College is a subcontractor to CSUDH in this project. The purpose of Cerritos College's portion of this project is to undertake curricular, support, and professional development activities to support the goal of improving student outcomes in mathematics. The fourth year of the grant will be completed on September 30, 2008.

ANALYSIS

Cerritos College's portion of this Title V – Strengthening Hispanic Serving Institutions grant of \$312,664.36 will support continuing development and piloting of various pedagogical and professional activities that will ultimately have a significant impact on students in developmental mathematics programs.

SUBCONTRACT AGREEMENT

(Foundation Account No. 5142)

Between

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS FOUNDATION

And

CERRITOS COMMUNITY COLLEGE DISTRICT

This Subcontract is between the California State University, Dominguez Hills Foundation (hereafter referred to as "FOUNDATION"), a non-profit corporation under the laws of the State of California located on the campus of California State University, Dominguez Hills, and Cerritos Community College District (hereafter referred to as "DISTRICT"), located in Cerritos, California.

WITNESSETH THAT:

WHEREAS, the FOUNDATION has, effective the first day of October 2007, received a grant from the U.S. Department of Education for the project entitled "Opening Academic Gateways to Science and Technical Professions for Hispanic Students" (hereafter referred to as "GATEWAYS", CFDA No. 84.031S and,

WHEREAS, the FOUNDATION desires to obtain the services of the DISTRICT; and,

WHEREAS, the FOUNDATION recognizes the DISTRICT is acting as an independent contractor in the performance of GATEWAYS, and the DISTRICT shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of GATEWAYS.

NOW THEREFORE, the parties do mutually agree as follows:

ARTICLE I: Period of Performance

The period of performance for this Subcontract shall be October 1, 2007 through September 30, 2008 unless otherwise amended or terminated pursuant to the terms of this Subcontract.

ARTICLE II: Statement of Work

The statement of work is expressly stated in the proposal submitted to the U.S. Department of Education. Any changes to the work plan must be approved in writing by the Principal Investigator, Dr. David Nishioka, or designee and shall be implemented upon execution of an amendment to this Agreement.

ARTICLE III: Budget

The DISTRICT shall be reimbursed for allowable costs incurred in providing the services required under this Subcontract, for an amount not to exceed Two Hundred Sixty Seven Thousand Seven Hundred Ninety Six Dollars (\$267,796.00) plus carry-over of Forty Four Thousand Eight Hundred Sixty Eight Dollars and Thirty Six Cents (\$44,868.36) from previous year balance, totaling Three Hundred Twelve Thousand Six Hundred Sixty Four Dollars and Thirty Six Cents (\$312,664.36) as outlined in Exhibit A.

ARTICLE IV: Payment

DISTRICT may invoice the FOUNDATION monthly in arrears, and not less frequently than quarterly. Proper detail of expenses shall be included with invoicing. Proper detail is a copy of DISTRICT'S system generated account statement identifying the Project Director, the account and the expenses incurred. FOUNDATION shall pay DISTRICT the amount invoiced upon approval of the Principal Investigator and Grants and Contracts Administration.

Invoices, in duplicate, should be sent to:

CSUDH Foundation
1000 E. Victoria Street, SCC A-130
Carson, CA 90747
Attn: Gloria Mendez, Director of Grants & Contracts Administration
(310) 243-3058

ARTICLE V: Subcontract Administration

This Subcontract shall be administered in accordance with: OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations, Uniform Administrative Requirements; the OMB Circular A-21, Cost Principles for Education Institutions, and OMB Circular A-133, Audits of Institutions of Higher Education and other Nonprofit Institutions.

ARTICLE VI: Audit

The FOUNDATION or its designee, shall receive copies of DISTRICT'S OMB Circular A-133 financial audit reports annually and proof of compliance within six months from the DISTRICT'S fiscal year end. FOUNDATION will also have the right to examine and audit directly pertinent books, documents, papers, and records of DISTRICT involving transactions relating to this Subcontract, which are not privileged or otherwise not subject to public disclosure.

ARTICLE VII: Equal Opportunity

DISTRICT will comply with the provision of Title VI of the Civil Rights Act of 1964 (42 USC 2000D) and Title VII of the Civil Rights Act of 1964, as amended by the Equal opportunity Act of 1972, (42 USC 2000E) and implementing regulations.

ARTICLE VIII: Non-discrimination

DISTRICT shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin in accordance with Title VI of the Civil Rights Act of 1964. DISTRICT shall comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), pertaining to the prohibitions of discrimination against qualified handicapped persons under any program or activity which received or benefits from Federal financial assistance.

ARTICLE IX: Utilization of Small Businesses

DISTRICT shall encourage and promote the participation of small businesses including those owned by minorities and women in the performance of this Agreement to maximum extent consistent with law and the efficient and timely performance of this Agreement.

ARTICLE X: Termination

The Subcontract may be terminated by either party at anytime upon providing 30 days prior written notice to the other party. Upon receipt of a notice of termination by either party, the DISTRICT shall make best efforts to limit or terminate any outstanding commitments. FOUNDATION shall reimburse DISTRICT for all costs incurred by it for GATEWAYS, including without limitation, all uncancelable obligations that meet the requirements of this Subcontract. Within 30 days of the effective date of early termination, DISTRICT shall provide to FOUNDATION a final report of all costs incurred.

ARTICLE XI: Insurance

Subcontractor's not officially recognized as Auxiliaries of the California State University must provide evidence of worker's compensation insurance (amounts required by law) and liability insurance in the amount of \$1,000,000 naming the FOUNDATION **as an additional insured**. The certificate of insurance should show as additional insured parties; "California State University, Dominguez Hills Foundation; California State University, Dominguez Hills; the State of California; the California State Universities; the trustees and all their officers, agents, representatives and successors in interest." Evidence of insurance must state that the FOUNDATION will receive 30 days written notice before a policy is canceled or ends. Failure to provide evidence of insurance will result in non-payment of DISTRICT invoices and the termination of this Subcontract.

ARTICLE XII: Assignment

DISTRICT may not assign performance under this Subcontract either in whole or in part without prior written consent of FOUNDATION.

ARTICLE XIII: Hold Harmless

FOUNDATION agrees to indemnify, defend, and hold harmless DISTRICT, its directors, officers, employees and agents from any and all liabilities, claims, damages, losses, and attorneys' fees resulting from or attributable to 1) any and all acts or omissions of FOUNDATION or any of its agents in the performance of this Agreement, or 2) any illness, injury, mental or physical condition of a student unless caused by the negligence of DISTRICT.

DISTRICT agrees to indemnify, defend, and hold harmless FOUNDATION, its directors, officers, employees and agents from any and all liabilities, claims, damages losses, and attorney's fees resulting from or attributable to any and all acts or omissions of DISTRICT or any of its agents in the performance of this Subcontract.

ARTICLE XIV: Integration

This Subcontract consisting of 5 pages, including Exhibit A contains the entire understanding between parties, and there are no other representations not set forth or incorporated by reference herein. No subsequent modification of this Agreement shall have any force or effect unless agreed to in writing by the parties to this Subcontract.

ARTICLE XV: Contact Person

The contact person for the DISTRICT shall be designated as Dr. Carolyn Chambers. The contact persons for the FOUNDATION shall be designated as the Principal Investigator, Dr. David Nishioka or designee, and Gloria Mendez, Director of Grants and Contracts Administration.


ARTICLE XVI: Use of Name

DISTRICT shall not use the name of the CSUDH FOUNDATION, California State University Dominguez Hills, or any of director, officer, staff or agent in any advertising, promotional or sales literature without prior written consent of the FOUNDATION.

FOUNDATION shall not use the name of Cerritos Community College District, or of any director, officer, staff, member or employee in any advertising, promotional or sales literature without prior written consent of the DISTRICT.

IN WITNESS WHEREOF, the parties hereto have executed the Subcontract as of the month, day and year indicated.

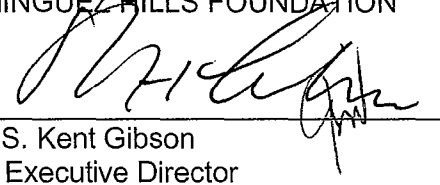
CERRITOS COMMUNITY COLLEGE
DISTRICT

By: 

Date: 2/11/08

TIN: _____

CALIFORNIA STATE UNIVERSITY
DOMINGUEZ HILLS FOUNDATION

By: 
S. Kent Gibson
Executive Director

Date: 1-29-08

EXHIBIT A

BUDGET

PERIOD of PERFORMANCE: October 1, 2007 – September 30, 2008

| | Year 4 Budget | Carryover | Total Budget |
|-----------------|---------------------|--------------------|---------------------|
| Personnel | \$177,796.00 | 9,910.00 | \$187,706.00 |
| Fringe Benefits | \$ 22,000.00 | 6,132.36 | \$ 28,132.36 |
| Travel | \$ 16,000.00 | 0.00 | \$ 16,000.00 |
| Equipment | \$ 4,000.00 | 3,150.00 | \$ 7,150.00 |
| Supplies | \$ 18,000.00 | 14,193.00 | \$ 32,193.00 |
| Others* | <u>\$ 30,000.00</u> | <u>11,483.00</u> | <u>\$ 41,483.00</u> |
| Total | <u>\$267,796.00</u> | <u>\$44,868.36</u> | <u>\$312,664.36</u> |

CERRITOS COLLEGE

Consent
VI.C

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Jenine Nolan, Dean of Health Occupations *JMN*
DATE: March 19, 2008
SUBJECT: **Consideration of Acceptance of Chancellor's Office Capacity Building Grant Augmentation #3 (Nursing)**

RECOMMENDATION

It is recommended that the Board of Trustees approve acceptance of Augmentation #3 to the Capacity Building for Associate Degree Nursing Programs Grant in the amount of \$139,409.

OVERVIEW

On June 21, 2006, the Board of Trustees accepted the three-year Capacity Building Grant which expanded enrollment capacity in the Cerritos College Associate Degree Nursing Program. Augmentation #1 funds increased funding for implementation of retention techniques and mandatory preadmission testing. Augmentation #2 funds supported admission of 10 additional LVN to RN students in the 07-08 academic year. Augmentation #3 funds address objectives specified by the Chancellor's Office and focus on increased student support services and retention activities.

ANALYSIS

The original Capacity Building Grant in conjunction with augmentation #2 funds support admission of 40 additional students to the Cerritos College Associate Degree Nursing Program. Augmentation #3 funds focus on activities designed to increase retention.

FINANCIAL IMPLICATIONS

Cerritos College will receive \$139,409 for Augmentation #3. When added to the original funding of \$401,687 plus Augmentation #1 of \$49,795 plus Augmentation #2 of \$55,500, the total Capacity Building Grant award increases to \$646,441.

introducing new lab experiments. The website designer is working closely with the campus webmaster to produce a user friendly website that will serve as a resource for both mathematics instructors and students.

The work will be completed at the end of the Spring 2008 semester.

FINANCIAL IMPLICATIONS

The following faculty members from the Mathematics Department are to receive stipends as follows:

| | |
|---------------------------------|--------|
| Angela Conley | \$1000 |
| Patty George | \$1000 |
| Susan Godwin | \$1000 |
| Manuel Lopez | \$1000 |
| Ilva Mariani | \$1000 |
| Mario Martinez | \$1000 |
| Tharwat Morcos | \$1000 |
| Mojdeh Nikdel | \$1000 |
| Karla Pallwitz | \$1000 |
| Merrick Sterling | \$1000 |
| Maria Torres | \$1000 |
| Dara Worrel | \$1000 |
| Catalina Yang | \$1000 |
| Terry Feldstein (tutor trainer) | \$4000 |
| Ilva Mariani (website designer) | \$2000 |
| Jeff Bradbury (Chemistry) | \$3000 |

BUDGET TRANSFERS FOR MARCH 19, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | (2,000) |
| | | (2,000) |

TOTAL

| | | |
|--|----|---------|
| | \$ | (2,000) |
| | | (2,000) |

TO

| | | |
|--|----|-------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 2,000 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | 2,000 |

TOTAL

| | | |
|--|----|-------|
| | \$ | 2,000 |
| | | 2,000 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Extended Opportunity Program Services

BUDGET TRANSFERS FOR MARCH 19, 2008

01.0 FUND-GENERAL FUND UNRESTRICTED (CONTINGENCY TRANSFERS)

FROM

| | | |
|--|----|-----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | (279,568) |

TOTAL

| | |
|----|------------------|
| \$ | (279,568) |
|----|------------------|

TO

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 279,568 |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | |

TOTAL

| | |
|----|----------------|
| \$ | 279,568 |
|----|----------------|

Transfers: Between object codes

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

Business Services: Additional Election Costs

APPROPRIATION TRANSFER ANALYSIS FOR MARCH 19, 2008

| | |
|---|---------------------|
| ***00000.0-00100-0257-8890-1956000 (01.0 Fund) Local-Science, Engineering & Math To allocate income for supplies | \$ 1,075 |
| ***00000.0-00007-02710-8800-0000000 (39.0 Fund) Local-Cafeteria To adjust budget | (15,653) |
| Total: | <u>\$ (14,578)</u> |

FACULTY HOURLY - TECHNOLOGY

Reemployed

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-------------------|-----------------------------|-------------|
| Fitzgerald | Barrett | Plastics | A5 | 56.65 |

EMPLOYMENT OF CLASSIFIED, SHORT-TERM, SUBSTITUTE,
AND/OR STUDENT HOURLY PERSONNELSHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS
PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS,
WHICHEVER OCCURS FIRST

| | | | |
|------------------------|--|---------------|----------|
| Walle, Andres | Aide-General (Traffic Control Officer) | \$8.00/hr | 02/21/08 |
| Dous, Sahar | Aide-Special (Tutor) | \$8.00/hr | 02/14/08 |
| Dhungana, Karan | " | " | 02/29/08 |
| Pace, Caron | PBX Operator/Receptionist | \$9.07/hr | 02/06/08 |
| Jalali, Ali | Instructional Aid I | \$9.56/hr (1) | 12/25/07 |
| Moreno, Anthony | " | " | 01/17/08 |
| Pagnotta, Michael | " | " | 01/15/08 |
| Diaz, Sonia | Intermediate Clerk | \$9.56/hr | 02/25/08 |
| Martinez, Hector | " | " | " |
| Hou, I-Chun | Intermediate Typist Clerk | \$9.56/hr | 02/11/08 |
| Park, Hanna | Senior Clerk | \$9.56/hr | 02/11/08 |
| Luna, John | Library Technical Clerk | \$9.99/hr | 02/01/08 |
| Regan, Danielle | " | " | " |
| Hernandez, Julio | Tutorial Technician | \$9.99/hr | 02/13/08 |
| Opene, Michael | " | " | 02/01/08 |
| King, Kaleah | Campus Security Officer | \$10.53/hr | 02/19/08 |
| Martinez, Luis A. | Secretary Clerk | \$10.53/hr | 01/25/08 |
| Arriaga, Sergio | Job Developer | \$11.88/hr | 02/25/08 |
| Walle, Lissette | Instructional Scheduling Coordinator | \$12.50/hr | 01/25/08 |
| Eugene, Leslie | Instructional Aide II | \$12.81/hr | 12/10/07 |
| Reynoso, Daniel | " | " | 02/04/08 |
| Vasquez-Rivera, Lorena | " | " | 02/21/08 |
| Gray, Aviva | Cont. Ed. Specialist (Arts & Crafts) | \$22.45/hr | 02/25/08 |
| Jones, Brain | " | " | " |

Presented to the Board of Trustees 03/19/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|-------------------|--|------------|----------|
| Ayala, Martin | Community Education Specialist | \$29.15/hr | 07/01/07 |
| Crawford, Suzanne | " | " | " |
| Vance, Debra | " | " | 01/07/08 |
| Johnson, Jeanie | Const. Ed. Specialist (Business Tech.) | \$50.52/hr | 01/07/08 |
| Wilson, Esther | " | " | " |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Bob Arthur, Trustee
Bob Epple, Trustee
Dr. Bob Hughlett, Trustee
DATE: March 19, 2008
SUBJECT: **Consideration from the Board Sub-Committee Regarding a Formal Process to Meet with Constituent Groups**

RECOMMENDATION

It is recommended that the Board of Trustees approve the following:

1. Establish a sub-committee to be charged with the task of formally meeting with campus constituent groups.
2. Direct that the sub-committee be composed of three Board members and that the Board President serve as chair.
3. Endorse the specific purpose of the sub-committee be to conduct annual meetings with all campus constituent groups regarding fulfillment of college goals and objectives.
4. Confirm that "constituency groups" be considered all-inclusive.
5. Direct that said meetings occur during the spring semester.

OVERVIEW

Per Board direction, the Officers of the Board met on February 8th to develop recommendations for consideration by the Board of Trustees regarding a formal process to meet with campus constituent groups.

ANALYSIS

We reviewed information from previous discussions of Board subcommittees and the following comments from Standard IV of the current accreditation self-study:

Section B.1.j – Self Evaluation

"Annual evaluation of the President/Superintendent has been conducted by the Board of Trustees. Historically, as reported in the 2002 accreditation self-study, the Board has conducted "yearly meetings with all constituent groups regarding fulfillment of college goals and objectives in the context of the presidential evaluation" [2002 Accreditation self-study]. This practice has been discontinued."

FINANCIAL IMPLICATIONS

No financial impact.

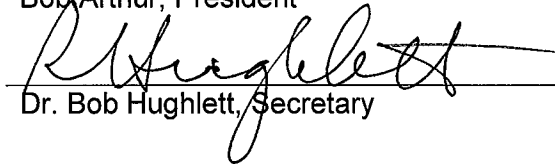
CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

APRIL 2, 2008

- I. CALL TO ORDER The meeting was called to order at 5:00 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston
- The President of the College was also present.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Arthur.
- III. PUBLIC PRESENTATIONS There were no public presentations.
- IV. STUDY SESSION
Board Ethics Workshop Sandra Lindoerfer, J.D., facilitated a workshop on Board Ethics. The topics covered included ethics in public service, ethical values, key ethics law principles and personal financial gain.
- V. ADJOURNMENT The Board adjourned the meeting at 6:40 p.m.
- VI. NEXT MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 16, 2008 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES

APRIL 9, 2008

- I. **CALL TO ORDER** The meeting was called to order at 4:30 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Jason Macias, Student Trustee
- Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Vice President of Student Services, Faculty Senate President and CSEA President.
- II. **PLEDGE OF ALLEGIANCE** The flag salute was led by Mr. Macias.
- III. **INSTITUTIONAL PRESENTATIONS**
Academic Leadership
Outcomes (ALO) Survey and
Results
- Prior to the presentation, Dr. Vela stated that she will objectively listen to the comments made and added that she is open to constructive criticism. She urged that there be no personal attacks or personal references allowed. Mr. Arthur stated the Board recognizes the importance of public input and added that there should be a professional and respectful decorum at all times. He indicated that members of the public and Board have a first amendment right to speak freely about matters related to college business.
- Dr. Bryan Reece gave a presentation on the Academic Leadership Outcomes (ALO) survey and results, as well as the votes of no confidence related to Dr. Vela's leadership. He stated that the results have yielded a clear understanding of a crisis in leadership and Faculty Senate has provided a clear set of recommendations to remedy the problem. He indicated that from the development to final results, the Faculty Senate solicited advice from experts and invited the college community in the process. He stated that the survey addressed a comprehensive range of academic leadership qualities which can be used on a regular basis to identify areas that need improvement and deserve positive recognition. Dr. Reece then provided an overview of the ALO survey results and open-ended comments. Prior to the survey, he explained that several additional divisions voted no confidence in Dr. Vela. After the survey, several divisions voted no confidence as well as constituent groups. He shared the Faculty Senate resolution which recommends that the Board seriously consider removal of Dr. Vela from office and organize an interim presidential search.
- IV. **PUBLIC PRESENTATIONS**
Pilar Mata
- Ms. Mata expressed concerns about what dismissing another President says about how the college selects and hires its administrators. She stated that releasing Dr. Vela will take a tremendous amount of time, energy and resources away from the daily operations of the college. She stated that open office hours are a start to achieve open communication with the President but there needs to be other ways to address concerns.

| | |
|-----------------|--|
| Roger Ernest | Mr. Ernest agreed with the Accreditation Team's verbal statement which said that the college, under the President, should establish clear and effective means of communication and provide for collaboration in the decision-making process. He discussed the planning of the Liberal Arts building and expressed frustration that changes were made without significant discussion by the Campus Transformation Committee (CTC). |
| Steven Portigal | Mr. Portigal stated that he has never seen morale so low as it is under this administration. He indicated that the job of the administration is to create an environment where faculty can do their best work in the classroom and added that he feels the exact opposite has occurred during Dr. Vela's tenure. He feels that shared governance is non-existent on campus and suggested that the Board find someone that the faculty knows and respects to serve as an interim President immediately. He suggested Dr. Morgan Lynn. |
| Nina Motruk | Ms. Motruk expressed concerns about administration in regard to the Health and Science building, which was originally a high priority of the GO Bond process and is now further down the list. She stated that a recent program review validation report states the need for improved physical resources in the Cosmetology area and she explained many problems in the building. She stated that trying to get information from administration or the CTC was appalling. She also stated that the administration had indicated that the Dean of Technology would only oversee two divisions for a short time, but years have passed with no changes and it has done a disservice to both divisions. |
| Victor Obasohan | Mr. Obasohan stated that there is a lack of shared governance on campus, particularly in the hiring process. He stated that in contrast to Board-approved hiring practices, Dr. Vela has asked that a dean be part of the final interview process. He indicated that Cynthia Convey has stated that Dr. Vela prefers 5-8 individuals as candidates for the final interview, also in violation of the document. He indicated that Dr. Vela came to the Senate on March 25 and stated that she had concerns about the hiring process and had some great points. They asked for her to come back with some proposals but she has never come back. |
| Dean Mellas | Mr. Mellas stated that the College Coordinating Committee works with the administration for several hours each week. He indicated that the Science and Math Division narrowly approved the vote of no confidence after the ALO results were published. He stated that for many it was a vote of solidarity and for others it was an indictment of the campus atmosphere that could lead to such discontent. He acknowledged Dr. Vela's foresight in ensuring that critical wiring be properly installed in the new Science building. He also stated that Dr. Vela oversaw the reorganization of the CTC to ensure equal representation. He stated that Dr. Vela made efforts to alleviate concerns surrounding AP 3720 titled "Computer and Network Use" by reaching for a consensus between administration and faculty. He stated that he hopes the Board can demonstrate its leadership by finding a resolution that considers the best interests of constituents. |
| James Lee | Mr. Lee stated that although the recommendation to fund the installation of a clock tower on campus was voted down by ASCC, he found minutes from a Campus Transformation Committee meeting where Dr. Vela |

reported that the clock tower/emergency audio project is moving forward and that a recommendation will be made to use Avalon funds. He stated that Avalon funds are restricted for student success and that the clock tower is a waste of money. He stated that there is a lack of communication between administrators and students.

- Terry Price Mr. Price stated that it has been frustrating trying to find out where repairs to the Metals Building are on the list of priorities. He stated that he and his dean have had a difficult time trying to receive responses to their questions.
- Mark Fronke Mr. Fronke expressed his concerns regarding the Facilities Master Plan, the delay in the hiring process for the Dean of the Business Division and the lack of hiring full-time faculty to promote Accounting programs on campus.
- Jenine Nolan Ms. Nolan represented ACCME and distributed a memo dated March 4 to the Board of Trustees. Ms. Nolan read the memo to the Board which explained the management group's vote of no confidence.
- Tom Chavez Mr. Chavez, retired employee, expressed concerns regarding the shared governance process on campus and the classification and compensation study. He also explained CSEA's vote of no confidence. He shared survey results regarding the classification and compensation study and stated that overall many employees expressed that the consultant did not satisfactorily conduct the study. He said that he feels the entire process has been manipulated.
- Traci Ukita Ms. Ukita addressed the topic of communication between Faculty Senate and Dr. Vela regarding the vote of no confidence. She said that despite Dr. Vela's comments, numerous communications were sent specific to the vote of no confidence and/or the ALO survey process.
- Debbie Jensen Ms. Jensen indicated that she had previously addressed the Board at a Board meeting. She summarized the issues of concern to HPEA staff, including the removal of the soccer field from the master plan, vague communication processes and the loss of instructional space. (They want to keep the old soccer field as well as the new soccer field.)
- Suzanne Crawford Ms. Crawford stated that while her personal interactions with Dr. Vela have been positive, she conveyed that the CCFF is still the ostracized "new kid on the block" in the shared governance process. She stated that she hopes that recognition of the issues will facilitate changes needed for a smoother future. She concluded by stating that CCFF should be fairly treated and that they would like to be included in the governance process.
- Nick Kremer Mr. Kremer indicated that many changes have taken place since the current President was hired. He said that decisions are no longer made on the front line, resources are centralized, and skepticism rather than trust are prevalent. He stated that this is not an atmosphere where innovation and entrepreneurship can continue to thrive. He suggested that innovative activities continue on campus only because of the determination of individuals and departments. He urged the Board to consider trying to recapture the entrepreneurship, innovation, and creativity of the recent past that has made Cerritos an admired and

honored college.

Ben Pendleton

Mr. Pendleton stated that his decision to volunteer for the PeopleSoft project has been very stressful and as a result he has developed health conditions. He explained that he thought he might be recognized during the class and comp study yet he does not agree with the revised job description or compensation. He filed an appeal to his revised job description and also requested out-of-class compensation during the upgrade to PeopleSoft 9.0. He stated that his request was denied because he was a data entry clerk whose duties fell within the current job description.

Randy Peebles

Dr. Peebles stated that he was concerned with Dr. Vela's management of campus transformation and the Facilities Master Plan. He indicated that CTC committee members have not been allowed to have any copies of presentations by the architect, President or Jo Ann Higdon. In regard to a revised Master Plan, Dr. Peebles indicated that the CTC committee was just the last bump in the road for Dr. Vela to fast-track her plan to the Board for approval. He indicated that management's indecisiveness in not filling the Business Instructional Dean position is now going on three years and has had a negative impact on these two divisions. He concluded by asking that the Board consider the action tonight recommended by the Faculty Senate to restore Cerritos College to a reputation of academic excellence.

Connie Mayfield

Dr. Mayfield stated that the President has characterized the major changes in 2006 to the master plan as shared governance decisions and added that she disagrees with that assertion. She explained that she met with Dr. Vela, Bill Farmer, Jo Ann Higdon, and Robert Riffle, assisted by a team from tBP Architects for two days to develop a conceptual plan for the new Burnight Center in order to complete the Final Project Proposal to be submitted to the state for a July 1, 2006 deadline. She added that the agenda was expanded because she became involved in the complete redrawing of the campus master plan. She indicated that she felt she had been included rather than others who would have had more forceful opinions since she was a new employee. She indicated that the proposal was presented to the Campus Transformation Committee as an informational item with no opportunity to allow meaningful input. She stated that her comments support the findings of the ALO.

Robert Chester

Mr. Chester said that people tonight have spoken about the road that we are on. He felt that the college began on this road with the absence of simple human common decency in the way they were treated. He stated that some problems with the current administration began with a lack of trust and inability to inspire or motivate people. He stated that Dr. Vela has stated that part of the problem is that people can't deal with change. He emphasized that negative changes have included those regarding hiring practices, governance practices and a willingness to participate in campus business.

Fred Neghabat

Mr. Neghabat stated that regardless of the outcome of this issue, mechanisms should be established for benchmarks that must be met as well as evaluation procedures. He suggested the use of a feature in PeopleSoft to monitor and evaluate employee performance.

V. COMMENTS BY DR. NOELIA VELA

Dr. Vela stated that she will continue to give thoughtful consideration to the feedback shared at tonight's meeting and various meetings on campus. She stated that she looks forward to the continued opportunity to work together to mitigate the issues and work together to realize opportunities. She stated that she continues to keep the best interests of students and the college as her top priority.

Dr. Reece discussed Dr. Vela's comments to the results of the ALO survey and responded to her comments. He requested that if the Board believes the college community, they need to act on the recommendation that Dr. Vela be removed from office immediately. If the Board does not believe the college community, it is a sad day at Cerritos College. He stated that at a minimum, they request she be placed on administrative leave.

VI. CLOSED SESSION

The Board adjourned to closed session at 7:51 p.m.

VII. RECONVENE

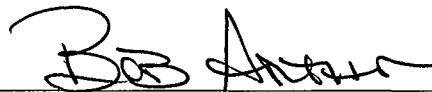
The Board reconvened at 8:27 p.m.

VIII. ADJOURNMENT

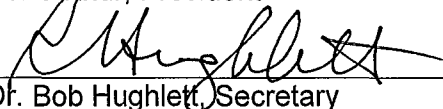
The Board adjourned the meeting at 8:27 p.m.

IX. NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 16, 2008 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
APRIL 16, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Mr. Jason Macias, Student Trustee
- Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Macias.
- III. MINUTES
- A. It was moved by Dr. Hughlett and seconded by Dr. Cho to approve the minutes of the regular meeting of March 19, 2008. The vote for approval was unanimous.
- B. It was moved by Dr. Hughlett and seconded by Dr. Cho to approve the minutes of the regular meeting of April 2, 2008. The vote for approval was unanimous.
- IV. INSTITUTIONAL PRESENTATIONS
- A. Dr. Vela presented Nancy Bonilla with the Outstanding Classified Employee Award for the month of March 2008.
- B. Christina Fernandez, Photography Department Co-Chair announced the results of the Women's History Month Photography Contest. First place went to Andrea Garcia, second place to Cynthia Gall, third place to Marcus Alvarez and honorable mention was presented to Marisa Klug-Morataya.
- C. Dr. Randy Peebles introduced Anthony Fortner, who received the Sam Maloof Award on March 14 at California Industrial and Technology Education Association (CITEA) Conference in Riverside. On behalf of the Board, Mr. Arthur congratulated Mr. Fortner on his achievement.
- D. Recognition of Anthony Fortner, Recipient of Maloof Award
- V. PUBLIC PRESENTATIONS
- Mr. Mellas stated that he has heard many constituent leaders say that the atmosphere on campus is stale and has been for a long time. He responded that since this campus operates under shared governance, it's not possible for just one person or group to make this happen. He questioned why we would hand important decisions to unknown disinterested outside parties to govern the college when qualified individuals are currently on campus. He added that campus leaders set the tone for the campus. He indicated that the college should not waste talent and must start making strategic budget decisions now.
- Dean Mellas
- Phillip Hu Mr. Hu stated that after 14 months of negotiations, the District has declared impasse and the contract is not complete. He stated that the Board has the power to negotiate a full contract and asked for a full and fair binding and grievable contract.

Steven Portigal Mr. Portigal stated that the District is not bargaining in good faith or in a timely manner. He added that one step in the right direction would be to bring the faculty union to the Board table.

Walter Fernández Mr. Fernández invited the Board to join faculty to taking significant steps toward improving relationships on campus. He stated that the Faculty Senate and the union have established a compact of mutual support and as a result, the Faculty Senate passed a resolution that supports faculty participation in the CCFF's campaign to secure an MOU on COLA. He added that the union should not have to negotiate their right to participate under shared governance.

Solomon Namala Mr. Namala spoke on the issues of part-time pay and negotiations. He expressed disappointment that the District closed the door on negotiations. He stated that the college is in sound financial position and added that the reserve is in excess of over \$10 million (ending balance). He stated that many hours are put in by part-time faculty but that the compensation is the lowest among surrounding community colleges.

Janis Pizer Ms. Pizer stated that all teachers should have the opportunity to promote student learning and added that part-time faculty members have a difficult time being accessible because they don't have paid office hours. She stated that a majority of part-time teachers and counselors work for multiple schools and drive an average of 75 miles per day. She shared over 70 petitions in the form of e-mails signed by part-time faculty that say, "COLA now, and respect always".

John Marot Mr. Marot stated that the district's offer of a 5.5% increase in salary for part-time faculty is woefully inadequate because it doesn't bridge the gulf that exists between part-time faculty here and at neighboring community colleges.

Ted Stolze Dr. Stolze stated that the union team has come to meetings with the intention to negotiate and added that they don't believe we have an impasse. He indicated that CCFF will reopen the unfair labor practice charges that were filed last fall. He added that COLA shouldn't be bargained and added that the legislative intent is for COLA to be passed on to faculty.

German Rueda Mr. Rueda, a parent of Project HOPE, shared concerns about the uncertainty of the Project HOPE program. He stated that many rely on education to help their families make progress. He asked the Board to institutionalize Project HOPE

Luis Martinez Mr. Martinez stated that involvement with students in education is very important to parents of the Project HOPE program. He stated that they are frustrated that college has not been responsive in addressing their requests to ask for support of Project HOPE.

VI. CONSENT AGENDA It was moved by Mr. Epple and seconded by Mr. Jackson to approve the consent agenda and addendum. The vote for approval was unanimous.

A. Accepted gifts with letters of thanks to the following:

- 2500 pounds of miscellaneous steel

Donated by: Benjamin Rubalcava
Banks Welding and Fabricators
8820 Aviation Blvd.
Inglewood, CA 90301

- 4000 pounds of miscellaneous steel

Donated by: Doug Banks
Banks Welding and Fabricators
8820 Aviation Blvd.
Inglewood, CA 90301

B. Approved Textbook Adoptions for Summer 2008, as attached.

C. Approved New Course Offerings, as attached.

D. Accepted Chancellor's Office Grant – California Community Colleges - Business/Computer Information Science Education Statewide Advisory Committee, as attached.

E. Approved Change Order #1 (Bid #0607-36), Student Center Carpet Replacement, as attached.

F. Approved General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending March 31, 2008:

| | | |
|----------------------|--------|-----------------|
| Payroll "A" Warrants | 8,062 | \$16,732,486.42 |
| Other "B" Warrants | 14,050 | \$18,682,672.44 |

G. Approved Budget Extensions and Budget Transfers, as attached.

H. Approved Contracts as follows:

Agreements

NEW

1. ABC Unified School District
2. Bellflower Unified School District
3. Norwalk-La Mirada Unified School District
4. Paramount Unified School District
California High School Exit Exam 2007
CITE/Adult Ed

To assist students that have not passed the California High School Exit Exam (CAHSEE) from the class of 2007. For period April 17, 2008 through January 31, 2009. ABC, Norwalk-La Mirada and Paramount Unified School Districts will each receive \$22,000 and Bellflower Unified School District will receive \$37,000 for a total amount of \$103,000 with funding from the CAHSEE II grant.

RENEWAL

5. Bellflower Unified School District
6. Norwalk-La Mirada Unified School District
Automotive Quick Start AB70 Grant
Technology

To continue the activities in conjunction with the Automotive Quick Start AB70 grant project. Extended through December 31, 2008. There is no change in cost.

7. ABC Unified School District
8. Norwalk-La Mirada Unified School District
9. Paramount Unified School District

California High School Exit Exam 2006

CITE/Adult Ed

To continue to assist students that have not passed the California High School Exit Exam (CASHEE) from the class of 2006. Extended to June 30, 2008. There is no change in cost.

Consultant

NEW

10. Doug Treadway

11. Leta Stagnaro

12. Heather McCarty

Humanities Division Retreat

Humanities/Social Sciences

To facilitate a Humanities/Social Sciences division professional development activity retreat to examine best teaching and learning practices and their connection to the physical environment. For period April 24, 2008 through April 25, 2008. The District will be reimbursing the consultants for their travel expenses. Total cost is not to exceed \$1,200.00 with funding from the Humanities/Social Sciences division.

13. Dr. Etienne Wenger

Teacher and Learning Communities

Teacher TRAC

To conduct an interactive consulting session on Teaching and Learning Communities of Practice as part of the Carnegie Project. The session will take place on April 4, 2008. Dr. Wenger will receive a fee of \$2,800 with funding from the Carnegie grant.

Courses

RENEWAL

14. Citrus Community College District

PUB 164 – Construction Technology Course

CITE/Econ Dev

They will provide a 54-hour PUB 164 – Construction Technology course for credit. This course will be delivered to our client, Los Angeles County Department of Public Works (DPW). For period May 1, 2008 through April 30, 2010. The course will be provided by Citrus College for a fee of \$8,000. A contract in place with DPW will provide funds for 100% of this project's activities with no cost to the district.

Internships

NEW

15. City of Hawthorne

CalWORKs Internships

CalWORKs

To provide part-time paid internships at public agencies to CalWORKs participants enrolled at Cerritos College to help offset college expenses and to assist CalWORKs student participants in meeting their work requirements under Temporary Assistance for Needy Families (TANF) Reauthorization legislation. For period April 17, 2008 through June 30, 2010. CalWORKs student participants will earn \$9.00 per hour working at subcontracted public agencies off campus for approximately 20 weeks or one semester. The Cerritos College CalWORKs program will fund 75% of the \$9.00 hourly wage (No costs to the District). The Los Angeles County Department of Public Social Services will fund the remaining 25% plus employer taxes.

Medical

NEW

16. Bonnie Pearl
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period March 13, 2008 through March 13, 2010. No cost to the District.
17. Buena Park School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period February 25, 2008 through February 25, 2010. No cost to the District.
18. Downey Unified School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period April 17, 2008 through April 17, 2010. No cost to the District.
19. Whittier City School District
Speech-Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period February 20, 2008 through June 30, 2010. No cost to the District.

RENEWAL

20. Good Samaritan Hospital
Physical Therapist Assistant Program
Health Occupations
To continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. Renewed through January 31, 2010. No cost to the District.
21. Torrance Memorial Medical Center
Physical Therapist Assistant Program
Health Occupations
To continue to provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. Renewed through May 10, 2011. No cost to the District.

Presentation

NEW

22. Victor Villasenor, Thirteen Senses, Inc.
Public Presentation
Liberal Arts
To provide a public presentation to students and members of the college community. For period April 22, 2008 through April 29, 2008. Total cost is not to exceed \$3,500.00 plus reimbursable expenses with funding from the Liberal Arts division.

Programs

NEW

- 23. ABC Unified School District
- 24. Bellflower Unified School District
- 25. Norwalk-La Mirada Unified School District
- 26. Southeast ROP

Pre-Apprenticeship Program

CITE/Adult Ed

To collaborate on the development of a pre-apprenticeship program in the Building Trades and Construction Industry. For period January 2, 2007 through June 30, 2009. Each school will receive \$15,000 for a total contract amount of \$60,000 with funding from the Pre-apprenticeship Grant.

Services

NEW

- 27. Apple, Inc.

Podcasts

Library/LRC

To host podcasts of faculty lectures and college promotional pieces through Apple's iTunes U. For period May 1, 2008 through April 30, 2009. No cost to the District.

- 28. North Orange County Community College District

Professional Assistance for Grant Compliance

CITE/Econ Dev

To provide professional assistance to ensure compliance with grant requirements Environmental, Health, Safety, and Homeland Security (EHS2)/Regional Environmental Business Resource and Assistance Centers (REBRAC) initiative including the following projects: Economic and Workforce Development HUB Project and Pollution and Hazardous Material Generator Requirement Workshops. For period May 5, 2008 through June 30, 2008. The College will receive an amount not to exceed \$14,000. This fee will provide funds for 100% of this project's activities.

- 29. Stenograph L.L.C.

Court Reporting Training and Educational Support

Business Ed

To provide court reporting faculty, staff and students specified training, resource material and online support services. For period April 17, 2008 through June 30, 2009. Total cost is not to exceed \$6,400.00 with funding from Business Division VTEA funds.

RENEWAL

- 30. ADCAMP, Inc.

Newspaper Kiosks

Student Activities

To continue to provide the District with 5-6 kiosks for the school newspaper. For period July 1, 2008 through June 30, 2010. The Associated Students of Cerritos College will receive \$100.00 per month for each kiosk on campus for approximately \$6,000.00 per year.

- 31. Augusoft Enterprises

Registration Software

CITE/Community Ed

To continue to provide registration software for the Community Education department and the Economic Development department. For period July 1, 2008 through June 30, 2010. Augusoft Enterprises will receive \$11,000 annually for the two-year life of the contract. This

total amount is comprised of an annual subscription fee of \$9,000 that will be paid by Community Education and \$2,000 that the Economic Development department will pay for the contract training portion of the platform.

32. Night Network Productions

Graphic Design Services

CITE/Community Ed

For graphic design services for production of no more than four (4) class schedules and other publicity materials for Community Education. For period July 1, 2008 through June 30, 2010. Night Network will receive an amount not to exceed \$11,000 per year.

33. SixTen and Associates

State Mandated Cost Claim Reimbursement

Fiscal Services

To provide consultant services to prepare the State Mandated Cost Claim reimbursement. Consultant fees are fully reimbursable under Government Code Section 17561 "Mandated Reimbursement Process" for the following: Collective Bargaining, Open Meetings Act, Health Fee Elimination, Mandate Reimbursement Process, Enrollment Fee Collection/Waivers and any new State Approved Mandates. For period July 1, 2008 through June 30, 2009. Total amount is not to exceed \$24,000 which is fully reimbursable as stated above.

Use of Facilities

NEW

34. Lighthouse Assembly

PS-MAPP Classes

Health Occupations/FKCE

For the use of their facilities for the Foster Kinship Care Education Department to provide 11 PS-MAPP parenting classes for potential foster parents. For period May 29, 2008 through July 3, 2008. Lighthouse Assembly will receive \$1,000.00 with funding from the Foster Kinship Care Education department.

RENEWAL

35. Northwood University

Educational Training

Business Services

For use of the College facilities and resources, such as office and classroom usage, phone usage, copier usage, etc. For period July 1, 2007 through June 30, 2008. Ratification is necessary due to the delay in receiving the paperwork. The District will continue to receive \$6,000 per academic year for office space and all additional related expenses incurred for Northwood operations on our campus will be reimbursed to the District.

Workshop

AMENDMENT

36. Jeannette Cunniff

Massage Therapy Workshops

CITE/Community Ed

To provide not-for-credit, fee-based Massage Therapy Program workshops for Community Education on an as needed basis. For period April 20, 2008 through November 31, 2009. Under the revised contract Ms. Cunniff will receive 50% of enrollment fees for 1-11 students; for each additional student beyond 11 she will receive 35% of the fee.

NEW

37. Katie Hern

38. Myra Snell

Teaching and Learning Workshop

Teacher TRAC

To conduct an interactive faculty workshop on Teaching and Learning as part of the Carnegie Project. The workshops will be held on April 4, 2008. Each consultant will receive \$1,000 for a total contract amount of \$2,000.00 with funding from the Carnegie Project.

39. Webby Dance Company

Dance and Cheerleading Workshops

CITE/Community Ed

To provide instruction for not-for-credit, fee-based continuing education classes in the subject areas of dance and cheerleading for children. For period July 1, 2008 through June 30, 2010. Webby Dance Company will receive \$560 per 18 hr. workshop and \$620 per 20 hr. workshop held.

RENEWAL

40. Kelli Nicholson

Entrepreneurship & Career Workshops

CITE/Community Ed

To provide not-for-credit, fee-based Entrepreneurship & Career workshops for Community Education in the area of bartending on an as needed basis. For period July 1, 2008 through June 30, 2010. Ms. Nicholson will receive 35% of the total enrollment fees collected per workshop.

I. Approved and/or Ratified Resignations Accepted by the President/Superintendent, as follows:

John McGinness, Dean of the Library and Learning Resource Center, effective June 30, 2008

Kathleen Cross, Counselor (Counseling Department), effective June 30, 2008

J. Approved New Classified Management Job Classification and Description for the Position of Coordinator of Student Psychological Services, as attached.

K. Approved New Classified Management Job Classification and Description for the Position of Director, Pathway Programs, as attached.

L. Approved Termination of Employment of Classified Employee and Placement on 39-Month Reemployment List: Pedro Valladares, Gardener/Groundskeeper, Effective March 28, 2008.

M. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.

N. Approved Employment of 2008 Summer Session Faculty Personnel, as attached.

- O. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

Added by addendum:

Plumber @ 38-L3 (\$5,543.86 per month) effective April 17, 2008: *John Reeves* (Facilities)

VII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for March 10, March 24 and March 31, 2008.
- B. Mr. Arthur opened discussion regarding Board Room modernization, as attached. Mr. Epple stated that under current conditions of the economy, he is opposed to spending a large amount of money but added that the Board Room needs to be improved in some areas. Mr. Epple motioned to adopt System 4, the system option with the lowest cost. Ms. Avalos said that considering the financial status of the college and state, it would be advantageous to wait until next fiscal year. Ms. Avalos motioned to table the item. Dr. Cho seconded the motion. It was discussed that a motion to table an item does not need a second. The vote was 5-2-0; Dr. Edmiston and Mr. Arthur opposed and the motion carried.

VIII. REPORTS

- A. Board of Trustees
Dr. Edmiston stated that he attended the Tech Ed conference and added that it was a very powerful educational consortium on technology in education. He added that he believes the college is losing its position in educational technology.

Dr. Hughlett stated that the Advisory Committee breakfast was excellent and he acknowledged Nick Kremer for his efforts. He congratulated the Fine Arts department for hosting many successful events.

Mr. Macias stated that elections are going on today and added that the ASCC Spring Awards Banquet will be held on May 2.
- B. Faculty and Staff Leadership
Dr. Reece clarified some of the comments that he made at the April 9 Special Board meeting. He shared copies of slides and comments from the General Faculty meeting and reminded the Board that the Outstanding Faculty Awards ceremony will be held on Thursday, April 17 at 11:00 a.m.

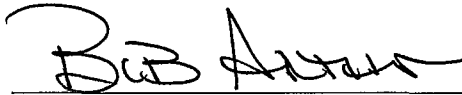
Ms. Laughon stated that a Cerritos College colleague lost a daughter and she thanked Board and those who attended the funeral.
- C. President/Superintendent and Vice Presidents
Dr. Vela stated that staff has been submitting letters and making calls regarding AB2227: Property Tax Backfill. She added that AB2995 was killed and added that it would have been costly and caused delays.

Ms. Higdon stated that Infrastructure Phase III is being advertised at this time and that the Aquatic Center has been signed off by the user group. She stated that bids are forthcoming for swing space in the Technology building as well as the demolition of the Research & Development building.

Mr. Farmer stated that the Developmental Education Committee has been hard at work on the developmental education plan due May 1 and he added that he will be making a presentation to the Board.

Dr. Johnson stated that faculty and staff attended the Statewide Student Services conference last week. He added that there were informative workshops regarding troops in college as well as student psychological services.

- IX. CLOSED SESSION The Board adjourned to closed session at 7:27 p.m.
- X. RECONVENE The Board reconvened at 8:18 p.m.
- XI. ADJOURNMENT The meeting was adjourned at 8:18 p.m.
- XII. NEXT REGULAR MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 7, 2008 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE
TEXT ADOPTION REQUESTS FOR Summer 2008

| COURSE NAME | COURSE NUMBER | TITLE OF TEXT | AUTHOR | PUBLISHER | EDITION | PRICE | * | PRIOR TEXT ADOPTED |
|---|---------------|---|---------------------------|-------------------------|------------------|----------|---|--------------------|
| Intro To Philosophy | PHIL 100 | Ethics of Climate Change | James Garvey | Continuum | 1 st | \$16.95 | N | New Text |
| Body Panel Modification/Auto Fabrication Projects | AB 75, AB 79 | Metal Fabricator's Handbook | Ron Fournier | Penguin Group | Updated | \$19.95 | N | New Text |
| Self Awareness Toward Ed. Readiness | CG2 | Managing The Mean Math Blues | Cheryl Ooten | Prentice Hall | 1 st | | N | New Text |
| Intro to Computer Operations for Cabinetmaking and Design | WMT 181 | Solid Fundamentals I, II and III (3 Volumes) | None Identified | Plan it Solutions, Inc. | NA | | N | New Text |
| CCNA Exam Review | CIS 70J | CCNA Official Exam Certification Library (CCNA Exam 640-802), 3 rd Edition | Wendell Odom | Cisco Press | 3 rd | \$59.99 | R | Replacement |
| Finite Mathematics | Math 115 | Finite Mathematics | Lial, Greenwell & Richey | Addison-Wesley | 9 th | \$130.67 | N | New Text |
| Intro To Sociology Principles | SOC 101 | Sociology | Richard Schaefer | McGraw Hill | 11 th | \$75.00 | N | New Text |
| Contemporary Social Issues | SOC 225 | Extreme Killing | Fox & Levin | SAGE | | \$35.00 | N | New Text |
| Project Management | BA 204 | Successful Project Management | Jack Gido & James Clement | Cengage | 4 th | \$143.00 | N | New Text |
| Organizational | BA 205 | Organizational Leadership | Bratton, John & | Cengage | 1 st | \$140.25 | N | New Text |

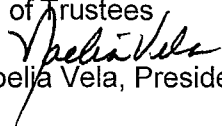
V.I.B

| | | | | | | | | |
|------------------------------|----------|---------------------------------------|--------------|-------------------------|------------------|----------|---|-------------|
| Leadership | | | Keith Grint | | | | | |
| Introduction To Accounting | BUSA 100 | College Accounting | Price | McGraw Hill | 11 th | \$112.75 | N | New Text |
| Real Estate Principles | BUSR 101 | Principles of CA Real Estate | Rockwell | Rockwell Publishing | 13 th | \$46.95 | R | Replacement |
| Real Estate Principles | BUSR 101 | Bienes Raices De California (Spanish) | Rockwell | Rockwell Publishing | Latest | \$36.50 | N | New Text |
| Legal Aspects of Real Estate | BUSR 125 | California Real Estate Law | Huber | Educational Textbooks | 6 th | \$56.00 | R | Replacement |
| Real Estate Practice | BUSR 130 | California Real Estate Practice | Haupt | Rockwell Publishing Co. | 3 rd | \$42.00 | R | Replacement |
| Common Interest Development | BUSR 195 | Homeowner's Association Management | Huber | Educational Textbook Co | Latest | \$49.00 | N | New Text |
| Common Interest Developments | BUSR 195 | Condominium Bluebook | Bickeler | Piedmont Press | Latest | \$16.95 | N | New Text |
| Principles of Filing | BCOT 161 | Intensive Records Management | Andrea Henne | Cengage | 5 th | \$78.50 | R | Replacement |

*: N = New
R = Replacement

Presented to the Board of Trustees on April 16, 2008
Prices quoted are prices in effect on above date.

CERRITOS COLLEGE

TO: Board of Trustees
FROM:  Dr. Noelia Vela, President/Superintendent
PREPARED BY: William Farmer Jr., Vice President of Academic Affairs/Assistant Superintendent **WCF**
DATE: April 16, 2008
SUBJECT: Consideration of Approval of New Course Offerings

RECOMMENDATION

That the Board of Trustees approve the new course offerings as presented.

OVERVIEW

The attached new courses need approval by the Board of Trustees before the courses can be offered.

ANALYSIS

NPD 101, New Product Development Certificate, HIST 275, TH 157, TH 158, EDT 170, EDT 171, AED 49.04, AED 49.05, AED 49.06, and BCOT 111 were approved at the Curriculum Committee meeting held on February 14, 2008. BCOT 119, AED 36.02, AED 36.03, AED 36.04, and AED 36.05 were approved at the Curriculum Committee meeting held on March 13, 2008.

FINANCIAL IMPLICATIONS

None

Attachment

TECHNOLOGY

NPD 101

Innovation Using Rapid Prototyping

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course will introduce students to the technology of rapid prototyping used in automotive aftermarket innovations. Additive and subtractive technologies will be introduced. The focus of the class will be on performance, suspension, lighting, interior and exterior style products used in the automotive field. Students will also learn about how to import and export models from and to rapid prototyping software packages. Digital point to point and laser triangulation scanning in 3D will also be introduced in this class.

New Certificate

New Product Development

The primary purpose of the New Product Development program is to prepare technicians for the automotive aftermarket. The secondary purpose of the program is to prepare technicians for the professional, scientific, and technical service companies of Southern California.

HUMANITIES/SOCIAL SCIENCE

HIST 275

Global Studies

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: ENGL 52 or equivalent with a grade of Pass or "C" or higher.

In this course students study the patterns and processes of global change and international institutions in the post-World War II period. Students are introduced to an array of concepts and theoretical perspectives to understand the global conditions that act as catalysts to world problems and challenges. This course examines how the world community organizes its responses to serious international programs.

FINE ARTS/COMMUNICATIONS

TH 157

Television Commercial and Public Service Announcement Production

3.0 Units

Class hours: 2.0 lecture/4.0 lab

Prerequisite: TH 153 or TH 156 or equivalent with grades of Pass or "C" or higher

Corequisite: None

Recommendation: None

This is an introductory course in the study of the aesthetics and the production of the television commercial, including political ads and public service announcements. This course may be taken a maximum of 2 times.

TH 158

Motion Picture and Digital Cinematography

3.0 Units

Class hours: 2.0 lecture/4.0 lab

Prerequisite: TH 153 or equivalent with a grade of Pass or "C" or higher

Corequisite: None

Recommendation: None

This is an introductory course in the craft of both digital and film cinematography. Students shoot scenes using Super8 and 16mm film, as well as digital video (DV). This course may be taken a maximum of 2 times.

TTDE

EDT 170

Moodle Course Management System

2.0 Units

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course covers the use of Moodle, a free, open source course management system. A course management system is software that helps to create an effective Internet-based learning environment using pedagogical principles. It also supports collaboration among students, faculty, administrators, and the community and can be used as a repository of materials.

EDT 171

Sakai Course Management System

2.0 Units

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course covers the use of Sakai, a free, open source course management system. A course management system is software that helps to create an effective Internet-based learning environment using pedagogical principles. It also supports collaboration among students, faculty, administrators, and the community and can be used as a repository of materials.

BUSINESS EDUCATION

BCOT 111

MS Project for Office Professionals

1.5 Units

Class hours: 1.5 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course teaches Microsoft Project software application for administrative assistants and office support staff. It is a course that concentrates on showing students the step-by-step application procedures to create a business project plan using the Microsoft Project software. Students will learn to create a complete project schedule with tasks and task relationships. They will edit and organize a project; assign resources to the tasks; use Project views to get information; and format and print views, Gantt charts, calendars, and reports. Students will learn to sort, find, and filter tasks or resources in a project; administer the project's resources; administer and view cost information, and track the completion of tasks in the project. This course will also prepare students for the Microsoft Certified Application Specialist (MCAS) exam. This course may be taken a maximum of 2 times.

BCOT 119

Business Virtual Office Technologies

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course introduces the student to the world of the virtual office. Topics include the evolution of the virtual office, becoming part of the virtual office, and creating/setting up a virtual office to support a business. Related topics on communication and business operations via technological office components are explored. This course is a requirement of the Business Computerized Office Technologies Department's Virtual Office Assistant Verification of Completion program.

ADULT EDUCATION

AED 49.04

CAHSEE Math A Preparation

0.0 Unit

Class hours: 4 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course prepares students to review and pass the Math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on basic math skills.

AED 49.05

CAHSEE Math B Preparation

0.0 Unit

Class hours: 4 lecture

Prerequisite: None

Corequisite: None

Recommendation: AED 49.04

This course prepares students to review and pass the math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on Algebra skills.

AED 49.06

CAHSEE English Preparation

0.0 Unit

Class hours: 4 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course prepares students to review and pass the English section of the California High School Exit Exam using a vocational context for learning activities.

AED 36.02

Introduction to the Building Trades and Construction Industry

0.0 Units

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to introduce students to the wide spectrum of careers that are available in the building trades and construction industry. The students will receive the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the building trades and construction sector. This course will integrate academic and technical preparation, with an emphasis on career awareness, career exploration, and skill preparation.

AED 36.03

Basic Reading Skills for the Building Trades and Construction Industry

0.0 Units

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the building trades and construction sector. The course is designed to develop reading skills that can be applied to the various building and construction trades.

AED 36.04

Basic Math Skills for the Building Trades and Construction Industry

0.0 Units

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the building trades and construction sector. The course is designed to develop mathematical skills that can be applied to the building trades and construction industry through practice and application.

AED 36.05

Introduction to Basic Welding for the Building Trades and Construction Industry

0.0 Units

Class hours: 1.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to provide students with the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the building trades and construction industry. The course will train students in gas welding, as well as any combination of arc welding processes, thus allowing them to be able to weld metal parts and layout materials, as specified by diagrams, blueprints, or written specifications. Students will also be trained on how to safely use different tools and equipment designed for metal fabrication.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *NCF*
PREPARED BY: Dr. Randy Peebles, Inst. Dean of Technology and Business
DATE: April 16, 2008
SUBJECT: **CONSIDERATION OF APPROVAL FOR CHANCELLOR'S OFFICE GRANT – CALIFORNIA COMMUNITY COLLEGES - BUSINESS/COMPUTER INFORMATION SCIENCE EDUCATION STATEWIDE ADVISORY COMMITTEE**

RECOMMENDATION

It is recommended that the Board of Trustees approve and accept a \$10,000.00 mini grant award from the California Community College's Business/Computer Information Science Education Statewide Advisory Committee. This grant is for the period October 18, 2007 through June 30, 2008; with Coast Community College district providing the funds to Cerritos College.

OVERVIEW

The California Community Colleges through Coast Community College (fiscal agent) is providing the Cerritos College Business Administration program \$10,000.00 for developing a joint venture between three college departments, Business Administration, Computer Information Systems, and Business Communication, to create a Global Team Project Management Certificate / AA degree, which will allow students to matriculate to other colleges and universities as well as attain jobs or advance in their chosen careers.

ANALYSIS

This instructional grant will support the continued improvement, expansion and coordination of the Business Administration instructional program.

FINANCIAL IMPLICATIONS

All project related costs are included in the grant. There are no costs to the District.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*
PREPARED BY: Robert Riffle, Director of Physical Plant
DATE: April 16, 2008
SUBJECT: Consideration of Approval of Change Order #1 (Bid #0607-36), Student Center Carpet Replacement

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #1 (Bid #0607-36), Student Center Carpet Replacement for a credit in the amount of \$33,198.74. The new contract amount is \$63,776.26

OVERVIEW

On June 20, 2007 the Board awarded a contract to Floor Covering Unlimited, Inc. for the Student Center Carpet Replacement. Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

ANALYSIS

This Change Order is a result of the original contract requiring additional labor hours for unknown and unseen conditions that were not used. Change Order #1 reflects a credit in the amount of \$33,198.74 with a new contract amount of \$63,776.26. Change Order #1 has been reviewed by tBP/Architecture; Bovis (Construction Management); Director of Physical Plant, and the Vice President of Business Services. Please refer to the attachment for the details of this credit.

FINANCIAL IMPLICATIONS

The amount of the original contract was \$96,975.00. With this credit the new contract amount will be \$63,776.26. Funding for this project came from the Associated Student Fund.

Change Order

Cerritos College Change Order No.: 0607-36-01

DSA Change Order No.: N/A

DSA Contract No.: N/A

DSA Application No. N/A

DSA File No. N/A

Project No. 63838600-X

Date: March 20, 2008

Project: Cerritos College
Student Center Carpet Replacement

To: Floor Covering Unlimited
8480 W. 3rd Street
Los Angeles, CA 90048

You are hereby authorized to make the following changes after this Change Order has been approved by all parties.

Item No. .1 Description: The original contract documents required additional labor hours that were not used.

Reason: Un-used labor hours.

Requested by: Bovis Lend Lease

Time Extension: Zero (0) Days

Amount: <\$33,198.74> CREDIT

Net Total Amount <\$33,198.74> CREDIT

Add 0 Calendar Days

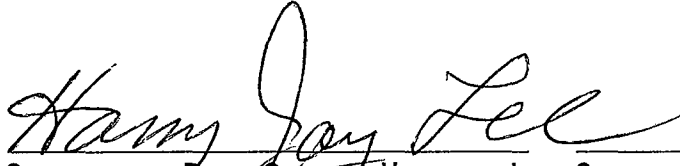
| | |
|---|--------------|
| Original Contract Amount | \$96,975.00 |
| Net change by previous Change Orders | \$0.00 |
| Net sum prior to this Change Order | \$96,975.00 |
| Amount of Change Order No. 01 | -\$33,198.74 |
| Percentage of Change Order No. 01 | -34.23% |
| New Contract Sum | \$63,776.26 |
| Percentage of Change to contract, to Date | -34.23% |

Cerritos College
Project Name: Student Center Carpet Replacement
Cerritos College Change Order No. 0607-36-01
Page 2 of 2

DSA Change Order No.: N/A
DSA Contract No.: N/A
DSA Application No. N/A
DSA File No. N/A

Approved By:

Approved By:



CONTRACTOR – FLOOR COVERING UNLIMITED, INC. CERRITOS COLLEGE – ROBERT RIFFLE
8480 W. 3RD STREET Director of Plant Services
Los Angeles, CA 90048

Approved By:

Approved By:



BOVIS LEND LEASE – JERRY JONES
Sr. Project Manager

N/A

DSA INSPECTOR – NAME

Approved By:

N/A

DIVISION OF THE STATE ARCHITECT

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYEMNT
 containing Contractor's Signed Certification, is attached
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply

APPLICATION NO.: 2
 APPLICATION DATE: 01/09/2008
 PERIOD TO: 12/20/2007
 ARCHITECT'S PROJECT NO: 63838600X

| A Item No | B Description | C Scheduled Value | D Work Completed | | F Materials Presently Stored (Not in D or E) | G Total Completed & Stored to Date (D+E+F) | H Percentage Complete (G/C) | I Balance to Finish | J Retainage |
|--------------|-----------------------|----------------------|-------------------------|-------------|---|---|--------------------------------------|---------------------------|----------------|
| | | | From Previous (D +E) | This Period | | | | | |
| | | | 001 | BASE BID | | | | | |
| 002 | DEMO | \$ 1,680.00 | \$ 1,512.00 | \$ 168.00 | \$ - | \$ 1,680.00 | 100.00% | 0.00 | 168.00 |
| 003 | RUBBER STAIR TREADS | \$ 627.00 | \$ 564.30 | \$ 62.70 | \$ - | \$ 627.00 | 100.00% | 0.00 | 62.70 |
| 004 | CARPET TILES | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 005 | CARPET ROLL GOODS | \$ 1,913.00 | \$ 1,721.70 | \$ 191.30 | \$ - | \$ 1,913.00 | 100.00% | 0.00 | 191.30 |
| 006 | CERAMIC TILES | \$ 917.00 | \$ 825.30 | \$ 91.70 | \$ - | \$ 917.00 | 100.00% | 0.00 | 91.70 |
| 007 | RUBBER BASE | \$ 650.00 | \$ 585.00 | \$ 65.00 | \$ - | \$ 650.00 | 100.00% | 0.00 | 65.00 |
| 008 | OVERHEAD AND PROFIT | \$ 7,133.00 | \$ 6,419.70 | \$ 713.30 | \$ - | \$ 7,133.00 | 100.00% | 0.00 | 713.30 |
| 009 | BOND | \$ 1,379.00 | \$ 1,241.10 | \$ 137.90 | \$ - | \$ 1,379.00 | 100.00% | 0.00 | 137.90 |
| 010 | ALLOWANCES | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 011 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 012 | ALTERNATE #1 | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 013 | ALTERNATE #2 | \$ 5,405.00 | \$ 4,864.50 | \$ 540.50 | \$ - | \$ 5,405.00 | 100.00% | 0.00 | 540.50 |
| 014 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| X 015 | 300 HOURS | \$ 35,505.00 | \$ - | \$ 2,306.26 | \$ - | \$ 2,306.26 | 6.50% | 33,198.74 | 230.63 |
| 016 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 017 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 018 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 019 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 020 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 021 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 022 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 023 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 024 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 025 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 026 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 027 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 028 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 030 | | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 | 0.00 |
| 048 | Total Contract Amount | \$ 96,975.00 | \$ 55,323.00 | \$ 8,453.26 | \$ - | \$ 63,776.26 | 57% | 33,198.74 | 6,377.63 |

BUDGET TRANSFERS FOR APRIL 16, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|------------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | (933,129) |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (1,200) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (934,329) |
| | | |

TO

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | 105,863 |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 692,406 |
| EMPLOYEE BENEFITS | \$ | 134,860 |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 1,200 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | 934,329 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Various locations: COLA salary and fringe increase for Classified, Confidential & Management; and Humanities and Social Science

BUDGET TRANSFERS FOR APRIL 16, 2008

01.0 FUND-GENERAL FUND UNRESTRICTED (CONTINGENCY TRANSFERS)

FROM

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | (3,500) |
| | | <hr/> |

TOTAL

\$ (3,500)

TO

| | | |
|--|----|-------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 3,500 |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | |
| | | <hr/> |

TOTAL

\$ 3,500

Transfers: Increase in Professional Growth, per CSEA contract

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Human Resources

APPROPRIATION TRANSFER ANALYSIS FOR APRIL 16, 2008

| | |
|---|-------------------|
| ***00000.0-00300-0222-8890-6120000 (01.0 Fund) Local-Library & LRC | \$ 25,000 |
| To allocate income for supplies; books; periodicals & magazines | |
| ***00000.0-00000-75190-8890-0000000 (01.3 Fund) Local-Carnegie Foundation Grant | (49,084) |
| To adjust Carnegie grant | |
| ***00000.0-00000-79000-8623-0000000 (01.3 Fund) State-Disabled Students | 468,213 |
| To allocate income for salaries and associated fringe benefits; supplies; travel & conference; rents/leases; repairs & maintenance; contracted services; credit card memberships/annual fees; equipment | |
| Total: | <u>\$ 444,129</u> |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources *DOTR*
PREPARED BY: Dr. Stephen Johnson, Vice President of Student Services and *SJ*
 Cynthia Convey, Manager of Employment Services/Diversity Officer *CC*
DATE: April 16, 2008
SUBJECT: Consideration of Approval of New Classified Management Job Classification and Description for the Position of Coordinator of Student Psychological Services

RECOMMENDATION

It is recommended that the Board of Trustees approve the establishment of the categorically-funded classified management job classification and position of Coordinator of Student Psychological Services (Range 16, \$6,027 -- \$6,830 per month), and attached job description.

OVERVIEW

The need exists to establish a new management job classification and position for a Coordinator of Student Psychological Services. Student Health Services Fee income will be used to fund 100% of the salary and benefits for this categorically-funded position.

ANALYSIS

The establishment of this position is necessary to provide student mental health services through the Student Health Services Department (Disabled Student Programs and Services Division). Due to inconsistent staffing and limited availability of providers, it is recommended by the responsible managers that this position replace the use of short-term, hourly contracted services in order to provide ongoing, consistent student psychological services for the campus community. This position will function as a chief contact for faculty and staff referrals of students for services and supervise mental health interns providing services to students, provide mental health services to students, and serve the coordinator of the new Crisis Assessment, Intervention, and Response (CAIR) Team. Human Resources has reviewed the proposed job description for this position and salary data in the market, and the recommended salary range placement is competitive with comparable level positions in the industry in the surrounding area. This position will be categorical and fully funded through the Student Health Services Fee. The establishment of this position is recommended by Coordinator of Student Health Services, Nancy Montgomery, and Dean of Disabled Student Program and Services, Dr. Lucinda Aborn.

FINANCIAL IMPLICATIONS

There will be no impact on the general fund.

| | |
|---|------------------|
| Position: Coordinator of Student Psychological Services | Salary Grade: 16 |
|---|------------------|

Summary

Plans, organizes, directs, and administers the provision of mental health services for students, including the providing and conducting of short-term therapy for students, acting as a campus resource on mental health issues and supervising psychology graduate student interns.

Distinguishing Career Features

The Coordinator of Student Psychological Services reports to the Dean of the Disabled Student Programs and Services and is responsible for overseeing student mental health services; the provision of individual and group therapy and crisis intervention services; maintaining best practices in the delivery of services and in department protocols; providing educational workshops and lectures on relevant mental health topics; and participating in crisis services for the District.

Essential Duties and Responsibilities

- Coordinates the provision and delivery of student mental health services including service to the campus on mental health concerns and strategies.
- Follows standard protocols for psychological counseling, including strict adherence to the ethical principles of psychologists as promulgated by the American Psychological Association and the laws and regulations pertaining to the practice of psychology in the State of California.
- Provides short-term psychological counseling for students seeking counseling for emotional and social problems.
- Provides and conducts short-term therapy and solution-focused psychological services for students, including problem resolution, crisis intervention, and planning, assessment and implementation of immediate and longer-range goals.
- Responds to those in psychological crisis, providing crisis intervention, evaluation and referral to community resources, and collaboration with community psychiatric evaluation teams as needed.
- Serves as a resource and liaison for the college community on issues of health and psychological health promotion which may include classroom presentations, resource material development, committee membership and staff/faculty presentations.
- Coordinates and participates in the campus Crisis Assessment, Intervention and Response (CAIR) Team, to include scheduling and attending regular meetings, conducting case reviews, publishing the on-call calendar and response handbook, and performing other duties related to campus crisis response.
- Coordinates internship program in professional psychology and serves as the primary site supervisor for graduate clinical hours for psychology interns.

- Assures that mental health protocols are and remain in compliance with state and federal laws and regulations and current standards of practice.
- Establishes positive relationships with campus staff, faculty, and community mental health providers for the provision of mental health services for the campus.
- Identifies and evaluates the need for developing proposed changes in program practices and procedures; collects and analyzes data to establish/ identify needs, evaluates program effectiveness; assists in developing goals and objectives for assigned work or projects; prepares narrative and statistical reports; interprets administrative direction for incorporation into operational policy and procedure.
- Provides consultation with Disabled Students Programs and Services (DSPS) to coordinate reasonable educational accommodations.
- Performs other related duties as assigned.

Qualifications

• Knowledge and Skills

The position requires specialized professional knowledge of advanced principles, procedures, methods and protocols in the conduct and provision of psychological counseling services. Requires advanced knowledge of the laws, rules, and regulations governing psychological counseling and mental health services in an educational environment. Requires knowledge of state mandates, District policies, administrative procedures, professional standards, and federal, state and local laws relative to student and community mental health services. Requires knowledge of mental health services provision and issues common to the community college population. Requires knowledge of mental health records confidentiality, maintenance and retention. Requires knowledge of standards of practice in the areas of child and elder abuse, chemical dependency and substance abuse, crisis intervention, domestic violence, sexual assault, emergency psychiatric evaluations and holds, HIPAA laws and regulations, treatment of minors, Tarasoff warnings and DSPS regulations relevant to community college students with psychiatric disabilities.

• Abilities

The position requires the ability to apply legal and ethical standards and guidelines to all aspects of practice. Requires the ability to use sound clinical judgment and apply appropriate methods to the presenting problems and needs of clients. Requires the ability to work independently with limited supervision, demonstrate a strong work ethic, and meet all requirements to provide supervision for clinical hours of practice for graduate psychology student interns. Requires the ability to liaison and work closely with private and public mental health service providers, community resources and public agencies in respect to mental health services. Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal, state and local laws and regulations as related to the responsibilities of the position. Requires the ability to exhibit tact, courtesy, and patience in dealing with the campus community, the general community, Student Health Services staff, DSPS staff and students, internal and external psychological service providers, college administrators and the Board of Trustees. Requires the ability to communicate effectively, both orally and in writing, for providing information, explanations, and instructions to a wide variety of audiences.

Requires the ability to read, comprehend, retain and recall complex clinical literature. Requires understanding of, sensitivity to and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds with varying physical and lingual abilities. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and core values of the institution. Bilingual (English/Spanish) ability is preferred.

- **Physical Abilities**

The position requires the ability to maintain physical condition necessary for work in an office environment. Requires the ability to maintain fitness to walk, stand, and sit at a desk for extended periods of time. Requires manual and finger dexterity to use a computer keyboard and pointing device and other common office equipment. Requires sufficient visual acuity to write, make arithmetic calculations, read printed materials and computer screens. Requires the ability to perform occasional lifting and moving of light to moderately heavy (less than 50 pounds) objects. Requires hearing and visual acuity sufficient to hear and read and observe and listen to clients/patients, staff and interns. Requires sufficient auditory ability to project voice to an individual or small group and to carry on conversations in person and over the phone. Requires the ability to work during off-hours.

- **Education and Experience**

The position requires California licensure authorizing the provision of psychological counseling services and a Doctoral degree in Counseling Psychology or Clinical Psychology from an accredited college or university, preferably from an American Psychological Association accredited institution, or the equivalent. A minimum of three years post-licensure experience in a private practice and/or clinic and/or acute care facility. Recent experience in providing direct psychological counseling to clients and/or patients using a short-term therapy model.

- **Licenses and Certificates**

The position requires California licensure authorizing the individual to provide psychological counseling services. Requires a valid driver's license.

Working Conditions

Work is mainly performed indoors in a health center environment where safety considerations exist. Exposure to electrical energy, toxins, medications, blood, body fluids, communicable diseases, and laboratory materials and equipment is possible.

Special Employment Conditions

This position is specially funded by Student Health Services Fee revenue and is a functional component of the Student Health Services Department in the Division of Disabled Student Programs and Services (DSPS). Individuals hired will be required to obtain fingerprints for criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: *Noelia Vela*
 Dr. Noelia Vela, President
REVIEWED BY: Daniel O'Rourke, Director of Human Resource *DOR*
 William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Nick Kremer, Executive Dean of C.I.T. *E*
 Cynthia Convey, Manager of Employment Services/Diversity Office *CC*
DATE: April 16, 2008
SUBJECT: Consideration of Approval of New Classified Management Job Classification and Description for the Position of Director, Pathway Programs

RECOMMENDATION

It is recommended that the Board of Trustees approve the establishment of the categorically-funded classified management job classification and position of Director, Pathway Programs (Range 11, \$7,299 -- \$8,280 per month), and attached job description.

OVERVIEW

The need exists to establish a new management job classification and position for a Director, Pathway Programs. Categorical funds will be used to fund 100% of the salary and benefits for this position.

ANALYSIS

This position responds to the needs of students in transition into the college. This position will identify potential student needs, and develop strategies and programs which will ensure that underprepared students and non-traditional students have pathways into the college and can achieve student success. There are currently six grants in place and more funding sources have been identified to meet these needs. It is necessary to develop this position to maximize these opportunities and increase enrollment in dynamic new ways. Human Resources has reviewed the proposed job description for this position and the recommended salary range placement is consistent with the other three categorically-funded classified management positions with similar scopes of activity in the Community, Industry and Technology Education (CITE) unit. This position will be categorical and fully funded through alternate funding sources.

FINANCIAL IMPLICATIONS

There will be no impact on the general fund.

| | |
|--------------------------------------|------------------|
| Position: Director, Pathway Programs | Salary Grade: 11 |
| | |

Summary

Plans, administers, coordinates, supervises, and oversees the multiple grants which create student pathways into the college. Manages grant budgets and continues to develop sources of funding for the project initiative. Coordinates and supervises outreach to the community to recruit eligible students.

Distinguishing characteristics

The Director of Pathway Programs reports to the Executive Dean of CITE and are responsible for developing, expanding, and sustaining alternative funding sources to support initiatives that create Pathway for students to enter the college. The program initiatives are designed to prepare and support high schools students, adults returning to work participants in community-based programs or workers who have been laid off in gaining experience, education and skills which will make them successful in college programs. The funding sources include but are not limited to: California High School Exit Exam (CAHSEE) Preparation, pre-apprenticeship, Tech Prep, Veysey, the Career and Technical Education (CTE) Community Collaborative, and the Employment Development Department (EDD) Trade Readjustment Act.

Essential Duties and Responsibilities

- Develops curriculum with appropriate faculty for instructional programs and designs support services that facilitate the movement of students from high school, adult school, the military, workforce boards or similar groups to specific programs at the college and prepares these students to be successful in achieving defined educational objectives.
- Develops and maintains relationships with external partners at other colleges, in school districts, Workforce Boards, community groups and local, state, and national agencies to identify student needs and/or develop services which will prepare students to enter the college.
- Seeks, applies for and secures private, state and federal funds to support new and established programs.
- Develops and monitors budgets, maximizes financial resources and administers grants establishing and adhering to grant budgets, monitoring grant progress, preparing and submitting reports, and attending project meetings.
- Facilitates program development working with college faculty and staff to provide opportunities that create bridges between external programs and agencies into the college.

- Coordinates Pathway Program recruitment with Community Relations, Admissions, and the Re-Entry Center, providing students with appropriate opportunities and support services in entering the college.
- Facilitates the development of program and course articulation agreements.
- Establishes and maintains the Pathway Advisory Committee with appropriate membership from external agencies, high schools, neighboring community colleges and internal college departments. Oversees and informs the committee with reports, statistics, program data and literature. Oversees and ensures the implementation of the recommendations and input of the committee.
- Identifies and evaluates the need for developing proposed changes in program practices and procedures; collects and analyzes data to establish/identify needs, evaluates program effectiveness, assist in developing goals and objectives for the program; prepares narrative and statistical reports; interprets administrative direction for incorporation into operational policy and procedure.
- Participates in the selection of assigned personnel. Trains, supervises and evaluates assigned personnel. Provides input faculty participating in the program to achieve program improvement.
- Administers concurrent enrollment programs, such as Veysey, to ensure that students are eligible and meet all state mandates.
- Resolves problems raised by students and other participants in the program.
- Develops and promotes special events, seminars and workshops to attract, prepare and retain student enrollment.
- Performs other duties as assigned.

Qualifications

- **Knowledge and skills**

The position requires specialized professional knowledge of student preparation including the theories, concepts, and prevailing practices in delivering pathway programs. Requires knowledge of funding sources, grant writing, and fund raising. Requires an in-depth knowledge of the dynamics of a culturally and economically diverse community, its education and retraining needs. Requires knowledge of budget preparation, management and reporting. Requires knowledge of grant writing and administration. Requires proficiency with computer skills including, but not limited to, word processing, spreadsheets, email, data mining and database management. Requires knowledge of instructional curriculum, course design and development and articulation agreements. Requires well-developed oral and written language skills to make presentations and prepare program materials and reports.

- **Abilities**

The position requires the ability to plan, organize, supervise, program operations and analyze data to measure program effectiveness. Requires the ability to effectively manage personnel and resources. Requires the ability to learn, interpret and apply State Education Code, Government Code, Title 5, and other federal, state and local laws and regulations related to the responsibilities of the program. Requires the ability to communicate effectively, both orally and in writing, with large groups, small groups and individuals while giving presentations, instructions and explanations. Requires the ability to work cooperatively and productively with internal and external personnel to create a team environment centered on student success. Requires understanding of, sensitivity to and commitment to meeting the needs of the individuals from diverse academic, socioeconomic, cultural and ethnic backgrounds with varying physical and lingual abilities. Bilingual ability (Spanish/English) is preferred.

- **Physical Abilities**

The position requires the ability to sit at a desk for extended periods of time and move about to multiple locations to accomplish work. Requires manual and finger dexterity to use a personal computer keyboard, pointing device, projection equipment and other common office equipment. Requires sufficient visual acuity to read and recognize printed materials and view a computer screen. Requires speech and hearing ability to project voice to small and large audiences, carry on telephone conversations and hear and comprehend verbal communications and equipment prompts. Requires the ability to work during off-hours.

- **Education and experience**

This position requires a bachelor's degree and three years of formal training, internship, or leadership experience reasonably related to this administrative job. Master's Degree preferred and may substitute for up to one year of experience.

- **Licensure and certificates**

May require a driver's license.

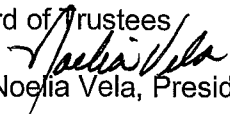


Working conditions

Work is performed indoors with minimal safety considerations.

Special Employment Conditions

This position is specially funded through alternate funding sources and is self-supporting. Individuals hired will be required to obtain fingerprints for criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President 
REVIEWED BY: Mr. Daniel O'Rourke, Acting Director of Human Resources 
PREPARED BY: Cynthia Convey, Manager of Employment Services/
Faculty and Staff Diversity Officer 
DATE: April 16, 2008
SUBJECT: **Consideration of Approval of Termination of Employment of
Classified Employee and Placement on 39-Month Reemployment
List: Pedro Valladares, Gardener/Groundskeeper, Effective March
28, 2008**

RECOMMENDATION

It is recommended that the Board of Trustees approve the termination of employment of Mr. Pedro Valladares, Gardener/Groundskeeper, Facilities Department, effective March 28, 2008 and place Mr. Valladares on a 39-month reemployment list pursuant to Board Policy 7319 and Education Code Section 88195.

OVERVIEW

Mr. Pedro Valladares was employed as Gardener/Groundskeeper by the college on May 22, 2006. He has exhausted all of his leave banks, including 100 days of half-time pay and has been continuously absent since October 3, 2007. He has been absent without pay since March 31, 2008 continuing to the present.

ANALYSIS

Mr. Valladares exhausted all available paid leave effective March 28, 2008. The treating physician for Mr. Valladares has extended his medical leave through April 3, 2008 and the District has not requested additional extensions. The District provided Mr. Valladares with appropriate notice of the exhaustion of his leave and his options to:

- return to work,
- make an application for an unpaid leave of absence,
- resign from employment with the District, or
- take no action and be terminated from employment and be placed on the 39-month re-employment list.

Mr. Valladares has taken no action.

Pursuant to the provisions of Board Policy 7319 and Education Code Section 88195 (copies attached), when a classified employee is absent due to injury/illness reasons and exhausts all available leave, he/she shall be terminated from employment, and placed on a 39-month reemployment list. While on the reemployment list, the person only retains the right to be

reemployed in a vacant position in the same job classification from which he/she was terminated in preference to new applicants, providing he/she notifies the District in writing of his/her request to return to service in the classification, and provides the District an acceptable full and unlimited statement of release from a physician which verifies that he/she can fully perform all of the duties of the classification/ assignment without any restriction(s). Such release must be from a physician treating the person for the medical condition which caused the placement on the 39-month reemployment list. The District may also require a medical examination by a District-designated physician, which verifies the person's ability to fully perform all required duties of the job classification/assignment prior to reemployment.

District legal counsel reviewed and approved these procedures.

FINANCIAL IMPLICATIONS

None.

Attachments

§ 88195. Additional leave for nonindustrial accident or illness; reemployment preference

A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of nonindustrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The board may renew the leave of absence, paid or unpaid, for two additional six-month periods or such lesser leave periods that it may provide but not to exceed a total of 18 months.

An employee, upon ability to resume the duties of a position within the class to which he was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. He shall be restored to a position within the class to which he was assigned and, if at all possible, to his position with all the rights, benefits and burdens of a permanent employee.

If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his position; he shall be placed on a reemployment list for a period of 39 months.

At any time, during the prescribed 39 months, the employee is able to assume the duties of his position he shall be reemployed in the first vacancy in the classification of his previous assignment. His reemployment will take preference over all other applicants except for those laid off for lack of work or funds under Section 88117 in which case he shall be ranked according to his proper seniority. Upon resumption of his duties, the break in service will be disregarded and he shall be fully restored as a permanent employee.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

(Stats.1976, c. 1010, § 2, operative April 30, 1977.)

BOARD POLICY NO. 7319

EXPIRATION OF EXTENDED ILLNESS LEAVE

(Discretionary Education Code Sections 88192 and 88195.)

When an employee absent due to illness/injury exhausts all available paid leave and is not granted any unpaid leave by the District, he/she shall be terminated from employment and placed on a 39-month Reemployment List for the job classification from which he/she was terminated. Such termination and placement on the 39-month Reemployment List shall be in accordance with the provisions of Education Code Section 88192 for absence due to industrial accident or illness, and Education Code Section 88195 for absence due to nonindustrial accident or illness.

FACULTY HOURLY - BUSINESS EDUCATION**New Hires**

| Name | | Discipline | Salary Placement | Rate |
|-------------|------|-------------------------|-------------------------|-------------|
| Greene | Neal | Business Administration | A1 | 45.85 |

FACULTY HOURLY - PE/ATHLETICS**Reemployed**

| Name | | Discipline | Salary Placement | Rate |
|-------------|------|-------------------|-------------------------|-------------|
| Gaudet | Gary | Athletics | B5 | 56.65 |

FACULTY HOURLY - TECHNOLOGY**Reemployed**

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-----------------------------|-------------------------|-------------|
| Andren | Michael | Automotive Collision Repair | B1 | 45.85 |

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**New Hires**

| Name | | Assignment | Salary Placement | Rate |
|-------------|--------|-------------------|-------------------------|-------------|
| Conrad | Robert | Adult Ed | A1 | 45.85 |

FACULTY HOURLY - BUSINESS EDUCATION**Part-Time Instructors**

| Name | | Discipline | Salary | |
|---------------|-----------|--------------------------------|------------------|-------------|
| | | | Placement | Rate |
| Baber | James | Business Administration | A5 | 56.65 |
| Blackmun III | Eugene | Business Administration | B5 | 56.65 |
| Byrne | Gloria | Computerized Office Technology | B5 | 56.65 |
| Carranza | Jaime | Real Estate | B5 | 56.65 |
| Chiaravolloti | Susan | Court Reporting | B1 | 45.85 |
| Cooper | Johnny | Computerized Office Technology | B5 | 56.65 |
| Davis | Richard | Computerized Office Technology | B5 | 56.65 |
| Elam | Christine | Business Administration | B5 | 56.65 |
| Epperson | Jocelyn | Court Reporting | A2 | 48.55 |
| Grafton | Cindy | Court Reporting | B5 | 56.65 |
| Hall | Kathleen | Court Reporting | B4 | 53.95 |
| Nagao | Denise | Court Reporting | B1 | 45.85 |
| Noss | Marianne | Business Administration | A1 | 45.85 |
| Ortiz | Margarita | Court Reporting | B1 | 45.85 |
| Pulvers | Karen | Court Reporting | B2 | 48.55 |
| Ravenscroft | Carrie | Court Reporting | A1 | 45.85 |
| Shopfner | Joyce | Computerized Office Technology | B5 | 56.65 |

FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**Part-Time Instructors**

| Name | | Discipline | Salary | |
|-------------|---------|---------------------|------------------|-------------|
| | | | Placement | Rate |
| Aguilar | Amara | Mass Communications | B2 | 48.55 |
| DaSilva | Paul | Music | B5 | 56.65 |
| Dillon | Rhonda | Music | B5 | 56.65 |
| DiMichele | David | Art & Design | B5 | 56.65 |
| Du Plessis | Daniel | Art & Design | B1 | 45.85 |
| Fertik | David | Theatre | B5 | 56.65 |
| Gordon | Charles | Art & Design | A1 | 45.85 |
| Gutierrez | Charles | Music | B2 | 48.55 |
| Haggar | Elia | Art & Design | B3 | 51.27 |
| Hallback | Allan | Music | B3 | 51.27 |
| Kubiak | Paul | Music | B5 | 56.65 |
| Lacy | Ernest | Art & Design | B5 | 56.65 |
| Lee | Sung Ae | Music | B3 | 51.27 |
| Marr | John | Music | B5 | 56.65 |
| Medina | Anthony | Art History | B5 | 56.65 |
| Simmons | Jim | Music | A1 | 45.85 |
| Skaar | Susan | Photography | B5 | 56.65 |
| Swanson | Jessica | Art & Design | B2 | 48.55 |
| Tsai | Tammy | Music | B5 | 56.65 |
| Velazquez | Salvado | Theatre | B5 | 56.65 |
| Zamora | John | Theatre | B5 | 56.65 |

FACULTY HOURLY - HEALTH OCCUPATIONS

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-----------|-----------|-----------------------------------|------------------|
| Arfwedson | Christine | Nursing | E18 |
| Bathke | Julie | Physical Therapist Assistant | E14 |
| Brooks | Kelli | Nursing | E11 |
| Carroll | Dani | Dental Hygiene | E14 |
| Cooke | Melodie | Nursing | E8 |
| Failor | Joleen | Dental Assisting | E30 |
| Gradin | Susan | Child Development/Early Childhood | E10 |
| Hughes | Carol | Nursing | E12 |
| Knowlton | Mary | Nursing | E13 |
| Krayer | Adelle | Dental Hygiene | E14 |
| Loera | Diane | Dental Hygiene | E10 |
| Malkin | Harold | Pharmacy | E14 |
| Marine | Rebecca | Child Development/Early Childhood | E22 |
| Marks | Sandy | Medical Assisting | E22 |
| Medina | Ceci | Child Development/Early Childhood | E22 |
| Natividad | Rachel | Nursing | E10 |
| Ninomiya | Kathy | Dental Hygiene | E22 |
| Orozco | Rebecca | Nursing | E9 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|--------|---------------------|------------------|-------|
| Bowman | Daniel | Pharmacy Technician | A1 | 45.85 |
| Mehr | Fariba | Dental Hygiene | B5 | 56.65 |
| Pham | Hoa | Child Development | A3 | 51.27 |
| Roberts | Rene | Child Development | B5 | 56.65 |
| Silva | May | Child Development | B5 | 56.65 |
| Simmons | Meta | Nursing | A5 | 56.65 |
| Soderling | Fran | Dental Hygiene | A5 | 56.65 |

FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|---------|----------|-------------------|------------------|-------|
| Sanchez | Salvador | Political Science | A1 | 45.85 |

FACULTY HOURLY - LIBERAL ARTS

Part-Time Instructors

| Name | | Discipline | Salary | |
|--------------|-------------|------------------|-----------|-------|
| | | | Placement | Rate |
| Adele | Julie | English | A1 | 45.85 |
| Baker | John | English | A2 | 48.55 |
| Bielik | Nicholas | English | A4 | 53.95 |
| Blake | Martha | Foreign Language | B5 | 56.65 |
| Campos | Danielle | English | A1 | 45.85 |
| Carney | Christopher | English | B5 | 56.65 |
| Chao | Iris | English | A2 | 48.55 |
| Cheatham | Teresa | English | A3 | 51.27 |
| Christian | Tiffany | English | A2 | 48.55 |
| Daly | George | English | B5 | 56.65 |
| Daugherty | Sarah | English | B5 | 56.65 |
| Decter | Renee | English | B5 | 56.65 |
| Dongell | Robert | English | B4 | 53.95 |
| Ersig-Marcus | Christine | Speech | A4 | 53.95 |
| Fischer | Anna | Foreign Language | B5 | 56.65 |
| Givens | Lori | English | A2 | 48.55 |
| Gutierrez | Aron | English | A1 | 45.85 |
| Harmon | James | English | A3 | 51.27 |
| Hector | Jeremy | English | A2 | 48.55 |
| Hsiao | John | English | A1 | 45.85 |
| Jazan | Alejandro | Speech | A1 | 45.85 |
| Jolly | Jeffery | English | B5 | 56.65 |
| Kelsey | Dawn | Speech | B5 | 56.65 |
| Komninos | Jacqueline | English | B5 | 56.65 |
| Kronbeck | Mandy | English | A1 | 45.85 |
| Krulic | James | English | B5 | 56.65 |
| La Porta | Michelle | English | B5 | 56.65 |
| Landon | Ashley | English | B5 | 56.65 |
| Lee | Alison | English | A3 | 51.27 |
| Levenshus | Joshua | Speech | A1 | 45.85 |
| Lovejoy | Nicole | English | A2 | 48.55 |
| Manzullo | Michael | English | B5 | 56.65 |
| Martinez | Suzanne | English | A2 | 48.55 |
| Mata | Chimene | English | A3 | 51.27 |
| McLaughlin | Patrick | Reading | B5 | 56.65 |
| McMurray | Kathryn | English | A1 | 45.85 |
| Meyer | Elisa | English | B2 | 48.55 |
| Nave | Marquis | English | A2 | 48.55 |
| Pappas | Gus | English | A1 | 45.85 |
| Pham | Viethang | English | A1 | 45.85 |
| Roffell | Francis | English | A1 | 45.85 |
| Savard | Hale | English | A1 | 45.85 |
| Smith | Sean | English | A3 | 51.27 |
| Spradlin | Nancy | ESL | B5 | 56.65 |
| Stavast | John | English | A3 | 51.27 |
| Stevenson | Kent | English | A1 | 45.85 |
| Walsh | Wendy | English | A3 | 51.27 |
| Warken | Tom | English | B5 | 56.65 |
| Yoneshige | Hope | English | B5 | 56.65 |

FACULTY HOURLY - PE/ATHLETICS**Part-Time Instructors**

| Name | | Discipline | Salary Placement | Rate |
|------------------|-----------|-------------------|-------------------------|-------------|
| Ancich | Marijon | Athletics | A3 | 51.27 |
| Berney | Daniel | Dance | B5 | 56.65 |
| Black | Rhea | Athletics | B5 | 56.65 |
| Cable | Brian | Athletics | A5 | 56.65 |
| Campion | Amy | Dance | A1 | 45.85 |
| Casebolt | Elizabeth | Dance | A1 | 45.85 |
| Chan | Judy | Athletics | B5 | 56.65 |
| Christou | Dayna | Athletics | B5 | 56.65 |
| Cole | Phoenix | Athletics | B5 | 56.65 |
| Goldman | John | Athletics | A4 | 53.95 |
| Gould | Eric | Athletics | A1 | 45.85 |
| Haddad | Maha | Dance | A4 | 53.95 |
| Hammond | Jamie | Dance | B2 | 48.55 |
| Henderson | Jennifer | Athletics | A1 | 45.85 |
| Johnson | Steve | Athletics | A3 | 51.27 |
| Landry | Erin | Dance | B5 | 56.65 |
| Lawler Sweeney | Tatiana | Athletics | A2 | 48.55 |
| Lopez | Rogelio | Dance | A2 | 48.55 |
| Maue | Dana | Dance | A1 | 45.85 |
| Moorty | Shyamala | Dance | A1 | 45.85 |
| Myer | Glen | Athletics | A5 | 56.65 |
| Nakao | Gary | Athletics | B5 | 56.65 |
| Nguyen | Long | Athletics | A1 | 45.85 |
| Ortiz | Tito | Athletics | B5 | 56.65 |
| Perry | Henry | Athletics | B3 | 51.27 |
| Prindle | Donna | Athletics | B5 | 56.65 |
| Rawles | Dennis | Dance | B5 | 56.65 |
| Schulist | Mark | Athletics | B4 | 53.95 |
| Shelkey | Rhonda | Athletics | B5 | 56.65 |
| Smith | Joel | Athletics | A4 | 53.95 |
| Sweet | Beverly | Athletics | B5 | 56.65 |
| Velazquez Ortega | Maria | Athletics | B5 | 56.65 |
| Waider | Petja | Athletics | B3 | 51.27 |
| Winokur | Arnold | Athletics | B5 | 56.65 |

FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS**Full-Time Instructors**

| Name | | Discipline | Salary Placement |
|-------------|--------|-------------------|-------------------------|
| Henriques | James | Mathematics | E18 |
| Nance | Wesley | Mathematics | E30 |

FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS (cont.)**Part-Time Instructors**

| Name | | Discipline | Salary Placement | Rate |
|-------------|-----------------|-------------------|-------------------------|-------------|
| Allen | Matthew | Mathematics | B2 | 48.55 |
| Bateman | Michael | Mathematics | B3 | 51.27 |
| Bell | Priscilla | Chemistry | B5 | 56.65 |
| Castillo | Lorena | Mathematics | B3 | 51.27 |
| Chung | Phoebe | Mathematics | B2 | 48.55 |
| DeKraker | Daniel | Earth Science | B3 | 51.27 |
| Douglass | Thomas | Biology | B5 | 56.65 |
| El Abyad | Abdelwahab | Mathematics | B1 | 45.85 |
| Fahmi | Ragaa | Mathematics | B5 | 56.65 |
| Flores | Wilfredo | Mathematics | B4 | 53.95 |
| Harris | Linda | Biology | B5 | 56.65 |
| Ho | Thach | Chemistry | B5 | 56.65 |
| Huang | Fuze | Mathematics | B3 | 51.27 |
| Hugenberger | Scott | Astronomy | B3 | 51.27 |
| Igolnikov | Mark | Mathematics | B5 | 56.65 |
| Jagodina | Mariana | Mathematics | B2 | 48.55 |
| Johnpeer | Gary | Earth Science | B5 | 56.65 |
| Johnson | Kimberly | Biology | B2 | 48.55 |
| Lopez | Maribel | Mathematics | B3 | 51.27 |
| McCance | Ian | Mathematics | B5 | 56.65 |
| Morcos | Tharwat | Mathematics | A5 | 56.65 |
| Ninh | Joseph | Mathematics | A4 | 53.95 |
| Pallwitz | Karla | Mathematics | B5 | 56.65 |
| Pham | Anh Mai | Mathematics | B3 | 51.27 |
| Pham | Ann Hong | Mathematics | B2 | 48.55 |
| Phan | Henry | Mathematics | B5 | 56.65 |
| Roque | Tatiana | Mathematics | B1 | 45.85 |
| Sak | Kathleen | Biology | B1 | 45.85 |
| Seres | Frank | Mathematics | B3 | 51.27 |
| Sterling | Merrick | Mathematics | A3 | 51.27 |
| Takeuchi | Kevin | Mathematics | A3 | 51.27 |
| Torres | Maria de la Luz | Mathematics | B3 | 51.27 |

FACULTY HOURLY - TECHNOLOGY**Full-Time Instructors**

| Name | | Discipline | Salary Placement |
|-------------|---------|------------------------------|-------------------------|
| Aragon | Richard | Automotive Mechanical Repair | B14 |
| Asperen | Robert | Automotive Collision Repair | B10 |
| Baron | Tony | Automotive Mechanical Repair | E30 |

FACULTY HOURLY - TECHNOLOGY (cont.)

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-------------|-----------|-------------------------------|------------------|
| Bender | Jon | Automotive Mechanical Repair | E26 |
| Berklite | Steven | Automotive Mechanical Repair | E30 |
| Chavez | Erlinda | Cosmetology | E14 |
| Fortner | Anthony | Woodworking | E18 |
| Glick | Leonard | Automotive Mechanical Repair | E11 |
| Henry | Fred | Welding | A9 |
| Hiranandani | Jayananda | Engineering Design Technology | E22 |
| Johnson | Bruce | Welding | E30 |
| Johnson | Jeanne | Cosmetology | E30 |
| Motruk | Nina | Cosmetology | E14 |
| Novinski | Pat | Cosmetology | E14 |
| Pacheco | Rupert | Welding | E13 |
| Price | Terry | Plastics | E30 |
| Real | Yannick | Machine Tool Technology | E14 |
| Robertson | Charles | Automotive Collision Repair | E22 |
| Rother | Edward | Architecture | F22 |
| Smith | Felicia | Cosmetology | E11 |
| Stammerjohn | Carl | Woodworking | E8 |
| Tait | Mark | Welding | E13 |
| Taylor | Kevin | Automotive Mechanical Repair | E18 |
| Vega | Frank | Automotive Mechanical Repair | E11 |
| White | Brenda | Cosmetology | E22 |
| Wissa | Farid | Engineering Design Technology | E26 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|-----------|-------------------------------|------------------|-------|
| Abella | Dori | Cosmetology | A4 | 53.95 |
| Ferre | Brian | Automotive Collision Repair | B5 | 56.65 |
| Gurrola | Carlos | Plastics | A3 | 51.27 |
| Hagenbach | Darlene | Automotive Collision Repair | B5 | 56.65 |
| Hemsworth | Richard | Machine Tool Technology | B3 | 51.27 |
| Henry | Lauren | Cosmetology | B5 | 56.65 |
| Ilona | Sebastian | Cosmetology | A4 | 53.95 |
| Krause | Peter | Woodworking | A2 | 48.55 |
| Moraga | Peter | Engineering Design Technology | B5 | 56.65 |
| Mortensen | Erik | Woodworking | B5 | 56.65 |
| Phinney | Peter | Architecture | A2 | 48.55 |
| Rudd | James | Automotive Mechanical Repair | B5 | 56.65 |
| Tabares | Raul | Automotive Collision Repair | B3 | 51.27 |
| Thornbury | Robert | Woodworking | B5 | 56.65 |
| Trimble | William | Woodworking | A2 | 48.55 |
| Wood | John | Woodworking | A4 | 53.95 |

COUNSELOR HOURLY - STUDENT SERVICES**Part-Time Instructors**

| Name | | Discipline | Salary Placement | Rate |
|-------------|----------|-------------------|-------------------------|-------------|
| Castro | Griselda | Adult Education | C2 | 40.47 |

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**Part-Time Instructors**

| Name | | Assignment | Salary Placement | Rate |
|----------------------|-----------|-------------------|-------------------------|-------------|
| Barrera de Contreras | Gabriela | Adult Ed | B1 | 45.85 |
| Blair | Robert | Adult Ed | B5 | 56.65 |
| Cardona | Rodolfo | Adult Ed | B5 | 56.65 |
| Casas | Ralph | Adult Ed | B5 | 56.65 |
| Chen | Lourdes | Adult Ed | B5 | 56.65 |
| Davis | Barbara | Adult Ed | B5 | 56.65 |
| DeJong | Henrietta | Adult Ed | B5 | 56.65 |
| Dudek | Peter | Adult Ed | B5 | 56.65 |
| Esquer | Joe | Adult Ed | A5 | 56.65 |
| Fiske | Robert | Adult Ed | A5 | 56.65 |
| Furgason | Dennis | Adult Ed | B2 | 48.55 |
| Gonzalez | Gilda | Adult Ed | A4 | 53.95 |
| Hague | Sultan | Adult Ed | B2 | 48.55 |
| Kubiak | Paul | Adult Ed | B5 | 56.65 |
| Lane | Eugenia | Adult Ed | A2 | 48.55 |
| Levy | Elijah | Adult Ed | B5 | 56.65 |
| Lozano | Jorge | Adult Ed | B5 | 56.65 |
| Mansell | Bonnie | Adult Ed | B5 | 56.65 |
| Martin | Lawrence | Adult Ed | A5 | 56.65 |
| Miller | Stacy | Adult Ed | B5 | 56.65 |
| Miller | Mary | Adult Ed | B5 | 56.65 |
| Nava | Dolores | Adult Ed | B5 | 56.65 |
| Nunez | Maria | Adult Ed | B5 | 56.65 |
| Pedroza | Art | Adult Ed | A2 | 48.55 |
| Pile | Leah | Adult Ed | B5 | 56.65 |
| Salaam | Shirley | Adult Ed | B5 | 56.65 |
| San Nicolas | Kathleen | Adult Ed | B1 | 45.85 |
| Sanchez | Sandra | Adult Ed | B5 | 56.65 |
| Savory | Sharon | Adult Ed | B5 | 56.65 |
| Tucker | Jazmine | Adult Ed | B5 | 56.65 |
| Villar | Sergio | Adult Ed | A3 | 51.27 |
| Wyckhouse | Margaret | Adult Ed | B4 | 53.95 |

FACULTY HOURLY - TECHNOLOGY TRAINING & DISTANCE EDUCATION

Part-Time Instructors

| Name | | Assignment | Salary Placement | Rate |
|-------------|------|------------------------|-------------------------|-------------|
| Morago | Fred | Educational Technology | B5 | 56.65 |
| Sullivan | Dan | Tech Training | A2 | 48.55 |

LIBRARIAN

Full-Time Instructors

| Name | | Salary Placement |
|-------------|-------|-------------------------|
| Sampson | Lynda | E22 |

Part-Time Instructors

| Name | | Salary Placement | Rate |
|-------------|-----------|-------------------------|-------------|
| Bennett | Erica | L1 | 37.77 |
| Kam | Barbara | L2 | 40.47 |
| Liong | Jocelle | L2 | 40.47 |
| Nitsch | Lisa | L2 | 40.47 |
| Owen | Margaret | L2 | 40.47 |
| Russell | Bruce | L2 | 40.47 |
| Siddiqi | Catherine | L1 | 37.77 |
| Walsh Head | Anne | L2 | 40.47 |
| Wood | Suzanne | L2 | 40.47 |

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

CLASSIFIED

Program Assistant II @30-1 (\$3,306.00 per month) effective April 17, 2008:
Victoria Stevens (Academic Affairs)

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2007 - 2008 School Year)

| | | | |
|--------------------|------------------------|-----------|----------|
| Medrano, Guillermo | Gardener/Groundskeeper | \$9.99/hr | 03/10/08 |
|--------------------|------------------------|-----------|----------|

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|---------------------|----------------------------|---------------|----------|
| Batres, Susana | Aide-General (Lab) | \$8.00/hr | 03/01/08 |
| Buck, Kingston | " | " | 02/25/08 |
| Coleman, Candice | " | " | 03/12/08 |
| Lopez, Barbara | " | " | " |
| Ruiz, Gustavo | " | " | " |
| | | | |
| Tiow, Regina | Aide-Special (Special Ed.) | \$8.00/hr | 02/04/08 |
| Barrera, Jennifer | Aide-Special (Tutor) | \$8.00/hr | 02/05/08 |
| Ochoa, Rolondo | " | " | 02/25/08 |
| | | | |
| Matamoros, Maria | Clerk | \$8.64/hr | 03/10/08 |
| | | | |
| Beaton, Rayfield | Instructional Aid I | \$9.99/hr (2) | 08/13/08 |
| Fisher, Anndalos | " | \$9.56/hr (1) | 03/10/08 |
| Singh, Smarty | " | " | " |
| Valencia, Jenny | " | " | 02/25/08 |
| | | | |
| Bedolla, Thomas | Intermediate Typist Clerk | \$9.56/hr | 02/11/08 |
| Hernandez, Fernando | " | " | 03/03/08 |
| Salinas, Cesar | " | " | 03/03/08 |
| | | | |
| Medrano, Guillermo | Gardener/Groundskeeper | \$9.99/hr | 03/10/08 |
| | | | |
| Espinoza, Fabiola | Program Assistant I | \$9.99/hr | 03/17/08 |
| | | | |
| Barot, Alok Vivek | Tutorial Technician | \$9.99/hr | 02/01/08 |
| Cuarenta, Vanessa | " | " | 02/02/08 |
| | | | |
| Cepeda, Glen | Instrujctional Aide II | \$12.81/hr | 02/04/08 |

Presented to the Board of Trustees 4/16/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|---------------------|---|-------------|----------|
| Gardner, Marisa | Program Assistant II | \$11.34/hr | 03/03/08 |
| Mays, Lavene | " | " | 02/25/08 |
| Ortiz, Ana | " | " | 03/03/08 |
| Alcaraz, Cinthya | Community Education Specialist | \$29.15/hr | 03/01/08 |
| Follett, Kay | " | " | " |
| Holmes, Judi | " | " | " |
| Hunt, Mary | " | " | " |
| Kiswaga, Imelda | " | " | " |
| Nutt, Karen | " | " | " |
| Page, Elizabeth | " | " | " |
| Villafane, Migdalia | " | " | " |
| Rivera, Cindy | Aide-Special (Interpreter Level IV) | \$33.50/hr | 03/10/08 |
| Acheson, Mike | Cont. Ed. Specialist (Business Tech.) | \$50.52/hr | 02/28/08 |
| Anaya, Jose | " | " | " |
| Baber, Jim | " | " | " |
| Berdine, Mike | " | " | " |
| Elam, Christine | " | " | " |
| Finkelstein, Hy | " | " | " |
| Guerrero, Mario | " | " | 03/13/08 |
| Kim, Seong Joo | " | " | 02/04/08 |
| Jacobson, Stanley | " | " | 02/25/08 |
| Livingston, Robert | " | " | 02/28/08 |
| Molyneux, Tom | " | " | " |
| Moriarty, Cindy | " | " | " |
| Noss, Marianne | " | " | 03/19/08 |
| Ramirez, Patsy | " | " | 03/17/08 |
| Rudd, James | " | " | 02/01/08 |
| Sheldon, Caroline | " | " | 03/10/08 |
| Olive, Yvonne | Cont. Ed. Specialist (Health Occ.) | \$50.52/hr | 02/25/08 |
| Servando, Gereau | Project Specialist (Technical) Level II | \$100.00/hr | 02/19/08 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*
PREPARED BY: John McGinnis, Dean of the Library & Learning Resource Center
DATE: April 16, 2008
SUBJECT: Request for Direction Regarding Board Room Modernization

RECOMMENDATION

Staff has developed four different options for modernizing the Cheryl A. Epple Board Room for the Board's consideration, as seen in the attached documents. Staff requests direction from the Board regarding this matter.

OVERVIEW

At the February 6 Regular Board Meeting, the Board directed staff to develop firm cost estimates on different modernization options for the Board's consideration, including an option with laptops at the Board table.

ANALYSIS

In an effort to improve the efficiency of our Board meetings, to eliminate the need for Board members to move when presentations are made and to improve the visibility of presented materials for Board members and the audience, a Board member has requested that the Board room be modernized with the latest technology.

The attached comparison chart and layouts depict four different upgrade options for the Board's consideration.

FINANCIAL IMPLICATIONS

The anticipated costs range from \$21,263 to \$130,067. The financial impact will depend on the direction given by the Board.

Cerritos College
Board Room Technology Upgrade Options

| | System One | System Two | System Three | System Four |
|---------------------|---|---|--|--|
| Capabilities | <ul style="list-style-type: none"> • SOFTWARE PERMITS Board members to view information on 15 individual monitors mounted in Board table before it is displayed on two public Plasma monitors. • Includes two new 50" Plasma screens on sidewalls closer to audience that replace current ceiling projector and screen. • Includes new conference microphone system with electronic voting and Request to Speak functions. | <ul style="list-style-type: none"> • SOFTWARE PERMITS Board members to view information on 15 individual monitors mounted in Board table before it is displayed on two public Plasma monitors. • Includes two new 50" Plasma screens on sidewalls closer to audience that replace current ceiling projector and screen. • Includes new gooseneck microphone system but with NO electronic voting or Request to Speak functions. | <ul style="list-style-type: none"> • SYSTEM THREE does not include individual monitors for Board members. • Includes two new 50" Plasma screens on sidewalls closer to Board so Board members do not have to move to view displayed information. • Includes one 65" Plasma screen on front wall for audience viewing replacing current ceiling projector and screen. • Includes new gooseneck microphone system but with NO electronic voting or Request to Speak functions. | <ul style="list-style-type: none"> • SYSTEM THREE does not include individual monitors for Board members. • Includes two new 50" Plasma screens on sidewalls closer to Board so Board members do not have to move to view displayed information. • Includes one 65" Plasma screen on front wall for audience viewing replacing current ceiling projector and screen. • Includes NO new sound system. |
| Displays | (2) 50" Plasma displays (15) VT-VGA receivers for individual Board monitors | (2) 50" Plasma displays (15) VT-VGA receivers for individual Board monitors | (2) 50" Plasma displays (1) 65" Plasma display NO VT-VGA receivers for individual Board monitors | (2) 50" Plasma displays (1) 65" Plasma display NO VT-VGA receivers for individual Board monitors |
| Audio | Conference microphone system with electronic voting and Request to Speak function. | Gooseneck microphone system with NO electronic voting or Request to Speak function. | Gooseneck microphone system with NO electronic voting or Request to Speak function. | Includes NO new sound system. |

Cerritos College

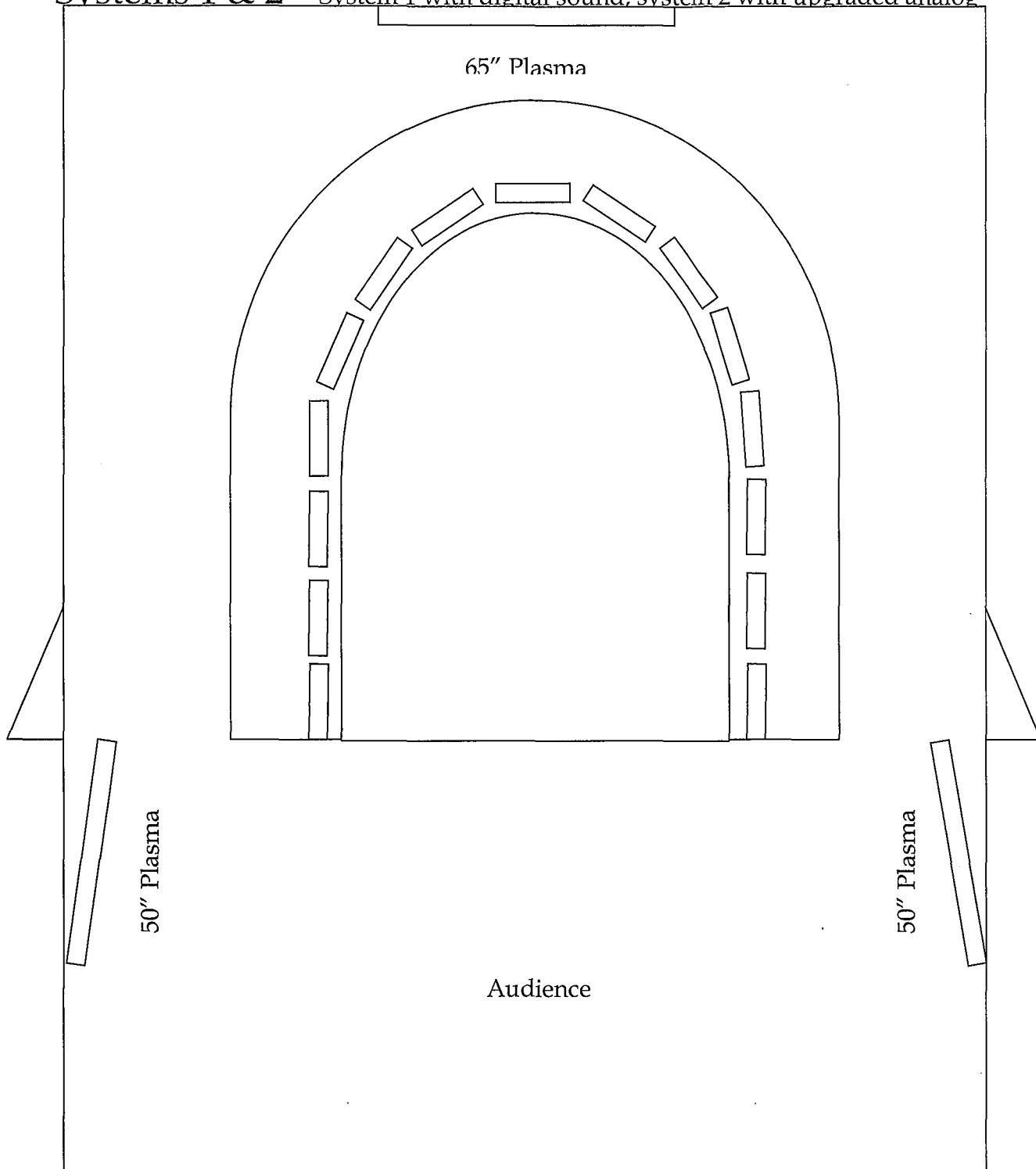
Board Room Technology Upgrade Options

| COSTS | System One | System Two | System Three | System Four |
|---------------------------|-----------------------|-----------------------|-----------------------|---------------------|
| Plasma screens | \$5,998 | \$5,998 | \$14,211 | \$14,211 |
| Audio system | \$33,502 | \$15,821 | \$15,821 | n/a |
| Related costs | \$67,565 ¹ | \$65,839 ¹ | \$56,605 ² | \$3552 ³ |
| OTHER | | | | |
| Electrical ⁴ : | \$25,000 | \$25,000 | \$4,500 | \$3,500 |
| Monitors ⁵ : | \$4,000 | \$4,000 | n/a | n/a |
| Approximate Total: | \$130,067 | \$111,659 | \$75,105 | \$21,263 |

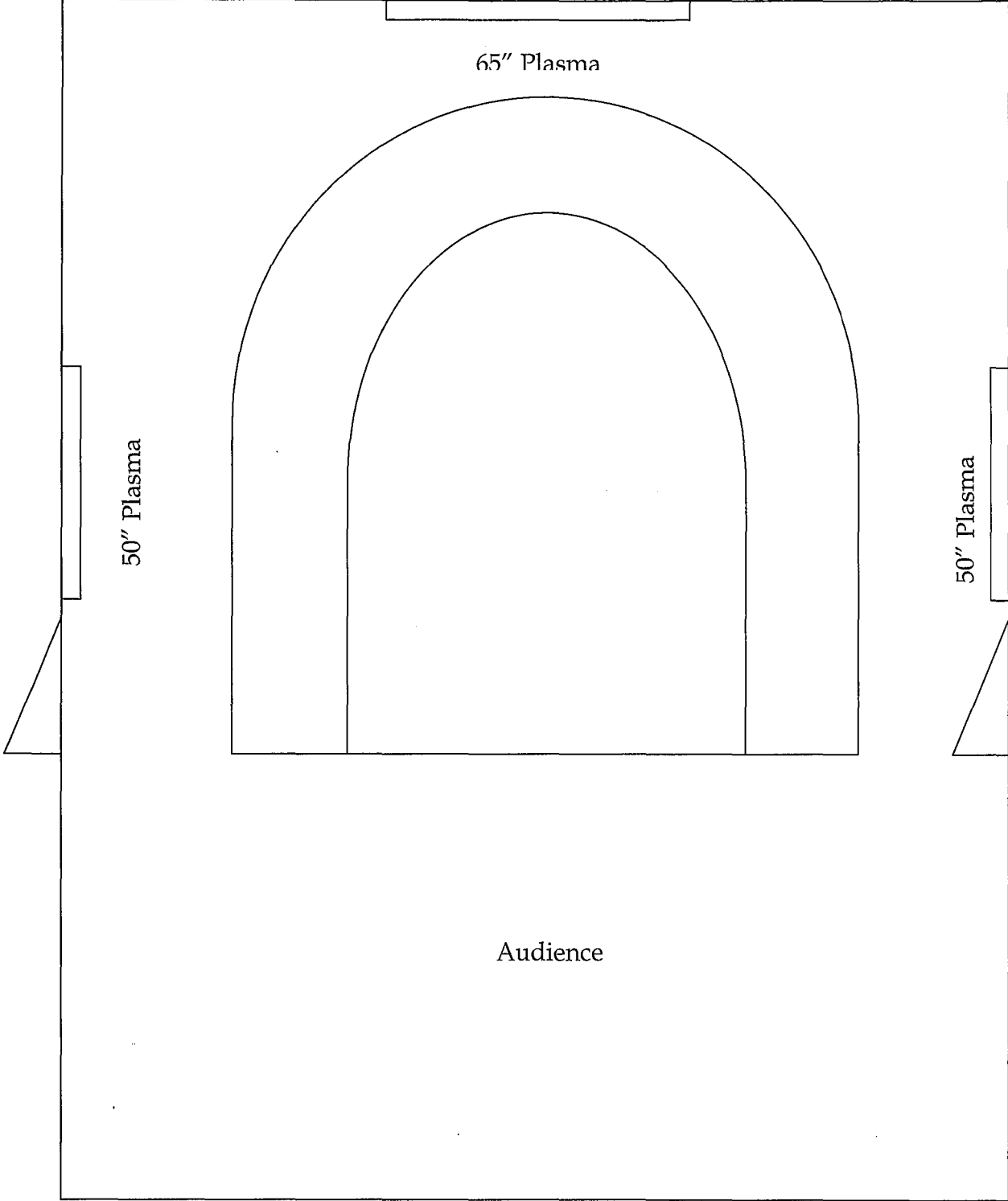
NOTES:

1. Systems 1 & 2 include engineering, programming, installation, testing, training, warranty, shipping & handling and taxes. This also includes modification to existing Board table to recess monitors into tabletop.
2. System 3 includes engineering, programming, installation, testing, training, warranty, shipping & handling and taxes. No modification to Board table is included.
3. System 4 includes installation, testing, warranty, shipping and handling and taxes.
4. Electrical costs are high-end estimates that include wiring, conduit and other retrofit in the ceiling and under the building.
5. Systems 1 & 2 include costs for monitors rather than laptop computers. Laptop computers were considered but it was determined that the system is designed for monitors. This does not preclude Board members or others from bringing in laptop computers.

Systems 1 & 2 – System 1 with digital sound; system 2 with upgraded analog



Systems 3 & 4 - System 3 with upgraded audio; system 4 with no upgrade



CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MAY 7, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Epple the Board Vice President. Those present were:
- Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Ted Edmiston Mr. Tom Jackson
Mr. Bob Epple
- Mr. Bob Arthur, Dr. Tina Cho and Jason Macias were not present. Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate Vice President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Dr. Hughlett.
- III. INSTITUTIONAL A. Dr. Kimberley Duff and Georgia Well gave reports to the Board on PRESENTATIONS the goals they accomplished during their sabbatical leaves during Sabbatical Leave Reports the 2007-2008 school year. After some discussion, Mr. Epple thanked them for their reports.
- IV. PUBLIC HEARING A. Mr. Epple opened the Public Hearing for the Presentation of Initial Proposal for Renegotiation of Items for the 2008-2009 Fiscal Year Submitted by California School Employees Association (CSEA) and its Cerritos College Chapter #161 for Official Receipt and Public Hearing (attachment). There were no requests for comment. It was moved by Dr. Hughlett and seconded by Mr. Jackson to close the public hearing. The vote to close the public hearing was unanimous.
- V. PUBLIC PRESENTATIONS Ms. Mardonovich stated that she is a Project HOPE student and that it's Sandra Mardonovich a shame that the program isn't a high priority. She stated that the program produces amazing students and no other program at the college supports students going into the health field.
- Marcio Corona Mr. Corona stated that the Board has witnessed fervent appeals and should understand that the Project HOPE program is vital. He stated that the Board must start being aware of larger issues than money.
- Luis Martinez Mr. Martinez stated that Project HOPE is making positive changes in the students and families lives by addressing the obstacles that students face in their persistence through higher education. He stated that it is unacceptable that the Board has ignored their concerns and set the petitions aside.
- Danny Torres Mr. Torres stated that at this time, more than twenty students are graduating from the Project HOPE program to help the community that they come from. He stated that Project HOPE and the Puente program have taken important steps to help students.
- Roger Ernest Mr. Ernest distributed his proposal of the Facilities Master Plan and also submitted a list of many questions regarding the 2007 Master Plan.
- VI. CONSENT AGENDA It was moved by Mr. Epple and seconded by Mr. Jackson to approve the consent agenda and addendum. The vote for approval was unanimous.

- A. Accepted gifts with letters of thanks to the following:
- 2006 Mitsubishi Galant ES, Vin. No.: 4A3AB46F26E000656
 - 2007 Mitsubishi Spyder GS, Vin. No.: 4A3AL25F97E000500
 - 2007 Mitsubishi Spyder GT, Vin. No.: 4A3AL35T37E000505
- Donated by: Mike Krebs, Vice President, Product Strategy
Mitsubishi Motors North America, Inc.
6400 Katella Avenue
Cypress, CA 90630-5208
- B. Approved Textbook Adoptions for Fall 2008, as attached.
- C. Approved Institutional Membership – National Organization for Competency Assurance (NOCA) in the amount of \$600 per year.
- D. Accepted Chancellor's Office Grant – CTE Equipment for Nursing and Allied Health Programs, as attached.
- E. Approved Stipends for the Capacity Building for Associate Degree Nursing Programs Grant, Spring 2008, as attached.
- F. Approved Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.
- G. Approved to Amend the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.
- H. Approved Bid #0708-10, Swing Space at Tech Ed, as attached.
- I. Approved Notice of Completion for Bid 0607-36, Student Center Carpet Replacement, as attached.
- J. Approved Quarterly Fiscal Status Report for the Quarterly Fiscal Status Report for the Quarter Ending March 31, 2008, as attached.
- K. Approved Budget Extensions and Budget Transfers, as attached.
- L. Approved Contracts as follows:
- Agreements
NEW
1. Crittenton Services for Children and Families
 2. Providence Community Services – Project Renew
 3. Un Paso Mas
Humanities/Social Sciences
To provide field work experience for students enrolled in the mental health worker program. For period July 1, 2008 through July 1, 2010. No cost to the District.
- Classes
AMENDMENT
4. Community College Foundation
PS-MAPP Classes
Health Occupations
To facilitate an additional 11 session series of the PS-MAPP class. For period February 1, 2008 through January 31, 2009. The District will receive an additional \$8,100 bringing the total contract amount to \$64,800.

Medical

NEW

5. Children's Dental Building
6. St. James Dental Group
Dental Assisting Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the dental assisting program. For period May 8, 2008 through May 8, 2010. No cost to the District.
7. U.S. Health Works
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period May 1, 2008 through May 1, 2010. No cost to the District.
8. Veteran's Affairs Long Beach Healthcare System
Speech Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period May 1, 2008 through May 1, 2010. No cost to the District.

RENEWAL

9. Citrus Valley Medical Center
Physical Therapist and Speech Language Pathology Assistant Programs
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist and speech language pathology assistant programs. For period July 1, 2008 through June 30, 2009. No cost to the District.
10. Robert H. Ballard Rehabilitation Hospital
Physical Therapist Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the physical therapist assistant program. For period April 1, 2008 through April 1, 2011. No cost to the District.

Services

NEW

11. The rSmart Group
Subscription Services for Sakai
Information Technology
For an annual subscription to provide Sakai support services. The time period will be for one year from the signature date. Total cost will be \$18,750.00 with from from Avalon funds as approved at the March 23, 2006 Board meeting.

RENEWAL

12. California Manufacturing Technology Center (CMTC)
Boeing Mentor Protégé Project
CITE/Economic Development
To provide technical assistance in support of Boeing's Mentor-Protégé project. For period May 8, 2008 through April 30, 2010. Total cost is not to exceed \$58,000.00. Funds are being provided by the Air Force through a contract with Boeing with no cost to the district.

Training
AMENDMENT

13. College of the Canyons – CACT

Vocational Training

CITE/Economic Development

To assist Cerritos College in delivering additional services under our contract with El Proyecto del Barrio. Under this amendment, COC will provide an additional 200-hour Computer Numeric Control Machining set-up training course to El Proyecto clients at COC campus. For period May 8, 2008 through December 30, 2008. These services will be provided for an amount not to exceed \$30,000. Total amount of the contract will not exceed \$90,000. A contract with El Proyecto del Barrio will provide funds for 100% of this project's activities with no cost to the district.

14. Yosemite Community College District

Agency for the Child Development Training Consortium

Health Occupations

Amended to accept augmented funding. The time period will remain through June 30, 2008. The District will receive additional funding up to \$11,250.00 for a total contract amount of \$23,750.00.

M. Approved and/or Ratified Resignations Accepted by the President/Superintendent, as follows:

Choi, Hye-Jin, Re-Entry Resource Specialist (Career Services) effective May 16, 2008

Penesa, Rosemary, Student Services Assistant I (Admissions & Records), effective May 8, 2008

Added by addendum:

Gonzales, Armando, Gardener/Groundskeeper (Facilities), effective April 24, 2008

N. Approved Revision of the Management Job Classification and Description for the Position of Dean of the Library and Learning Resource Center, as attached.

O. Approved Employment of Full-Time, Hourly, and/or Substitute Faculty Employee(s):

Gary Cain, Coordinator of Student Judicial Affairs (Student Activities), @ E-18 (\$96,631.17/annual), 11-School Month Contract, effective July 1, 2008

P. Approved Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2007-2008 Academic Year, as attached.

Q. Approved Employment of 2008 Summer Session Faculty Personnel, as attached.

R. Approved and/or Ratified Request for Unpaid Leave of Absence, as follows:

Guest-Griffith, Alison, Instructor (Fine Arts & Communications), effective August 18, 2008 through 22, 2009

Castellanos, Maria, Program Assistant II (Student Support Services –

EOP&S), effective August 29, 2008 through August 28, 2009

Heapy, Suzanne, Secretary Clerk (CITE), effective April 28, 2008 through October 31, 2008 (50% Unpaid Leave)

Added by addendum:

Ketcham, Julé, Librarian, effective April 16, 2008 through April 15, 2009

- S. This item was pulled from the agenda.
- T. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.
- U. Approved Work Calendar for the 2008-2009 Fiscal Year, as attached.

VII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for April 7, April 14 and April 21, 2008.
- B. As information, the Board received the Classified/Confidential Employees Classification and Compensation Study Report. Dr. Hughlett stated that prior to the Board meeting he asked if there was ample opportunity for all involved parties to give input into the process and added that he received a lengthy response where that had occurred and he thanked staff for the information
- C. As information, Board received the Management Employees Classification and Compensation Study Report.
- D. As information, the Board received the Actuarial Study of Retiree Health Liabilities for the Cerritos Community College District.
- E. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve that as a Result of Financial Uncertainties, Negotiations, Legislation, and Other Factors, the Governing Board Hereby Declares that all Management; Contract Management; Confidential; Child Development Center Teachers; Short-Term, Substitute, and Student Hourly; Community Education Hourly; and/or other Unrepresented Employees' Salaries are Declared Indefinite Effective July 1, 2008 for the 2008-2009 fiscal year. The vote for approval was unanimous.
- F. It was moved by Mr. Jackson and seconded by Ms. Avalos to approve Board Resolution #08-02, to Recognize the Week of May 18 through 24, 2008, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature. The vote for approval was unanimous.

VIII. REPORTS

- A. Board of Trustees
Mr. Jackson stated that he attended many events including the Outstanding Faculty Awards Ceremony and Senior Preview Day. He stated that the women's softball team is phenomenal this year.
Dr. Edmiston stated that he attended the CCLC Annual Trustees Conference and added that it was informative.

Ms. Avalos stated she also attended the CCLC Annual Trustees Conference and added that there were some great speakers.

Dr. Hughlett stated that he attended many events on campus. He stated that the K-12 Partners in Education breakfast was very enlightening and added that the feeder districts are still facing declining enrollment. He indicated that he has been attending the Campus Transformation Committee meetings only to listen and learn and added that the meetings have been informative.

B. Faculty and Staff Leadership

Ms. Laughon thanked the Board for approving the resolution to recognize the Classified School Employee Week and she added that there will be several activities planned that week.

C. President/Superintendent and Vice Presidents

Dr. Vela stated that the Employee Appreciation Breakfast will be held on May 15. She informed the Board that Assembly Bill 2227 has been placed in the suspense file and everyone is waiting on the May Budget Revise. She indicated that the Dental Hygiene program won three awards (1st place for research, 1st place for information and 2nd place for information) and added that ten students will be participating in the national competition. *Dr. Vela* stated that the *Urinetown* performance was outstanding and added that she is looking forward to commencement. She informed the Board of the biggest donation of funds ever made to community colleges. She stated that the Osher Initiative for Community College Students from the Bernard Osher foundation will provide \$25 million for scholarships to students and another \$25 million to be matched 2 to 1. \$20 million will be provided for community college students who transfer to UC or CSUs.

Ms. Higdon stated that the overall state budget deficit is expected to be around \$20 billion. She stated that the property tax shortfall continues to grow around and added that the community college portion is around \$94 to \$105 million.

Dr. Johnson commented that he met one of *Dr. Duff's* former students who had done research on stereotyping students of color in the community college community and he added that she was a wonderful role model. He informed the Board that this year, Phi Theta Kappa had the second largest induction ever.

IX. CLOSED SESSION

The Board adjourned to closed session at 7:02 p.m.

X. RECONVENE

The Board reconvened at 7:25 p.m.

Read Out

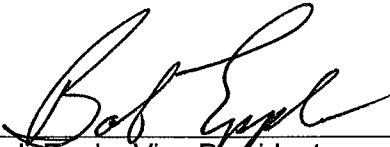
Mr. Epple reported that in closed session, the Board of Trustees, due to a bona fide reduction of service, approved the issuance of a notice of lay off to a classified management employee effective June 30, 2008 pursuant to Education Code Section 88017. The vote for approval was unanimous.

XI. ADJOURNMENT

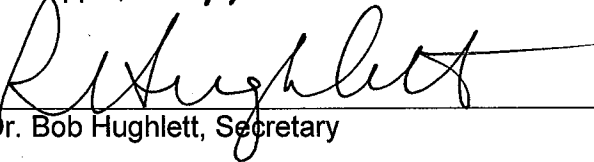
The meeting was adjourned at 7:26 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 21, 2008 at 6:00 p.m.

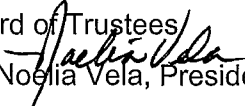


Bob Epple, Vice President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

TO: Board of Trustees
FROM: 
 Dr. Noelia Vela, President
PREPARED BY: Daniel O'Rourke, Acting Director of Human Resources *DOTC*
DATE: May 7, 2008
SUBJECT: **Presentation of Initial Proposal for Renegotiation of Items for the 2008-2009 Fiscal Year Submitted by California School Employees Association (CSEA) and its Cerritos College Chapter #161 for Official Receipt and Public Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from CSEA Chapter #161 for renegotiation of items for the 2008-2009 fiscal year be acknowledged for official receipt by the District and presented for public hearing pursuant to the provisions of State Government Code Section 3547.
2. The President of the Board of Trustees open the hearing for public comment, and after any comments from the public, the President of the Board of Trustees shall close the public hearing.

OVERVIEW

CSEA, Chapter #161 has submitted an initial proposal to the District for renegotiation of items for the 2008-2009 fiscal year pursuant to the provisions of the existing CSEA-District Collective Bargaining Agreement.

ANALYSIS

Attached is the initial proposal submitted by CSEA, Chapter #161 for renegotiation of items for the 2008-2009 fiscal year, pursuant to the provisions of Articles 2.4.1 and 28 of the CSEA-District Collective Bargaining Agreement.

FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.



CSEA Chapter 161

Memorandum

RECEIVED
HUMAN RESOURCES
CERRITOS COLLEGE
2008 APR 24 P 4: 12

TO: Dan O'Rourke, Acting Director of Human Resources

FROM: Lynn Laughon, President CSEA Chapter #161 *LL*

DATE: 4/24/08

SUBJECT: CSEA Chapter #161 Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2008, and ending June 30, 2009.

Per Article 2, the following represents CSEA Chapter #161's initial proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the District for the period beginning July 1, 2008, and ending June 30, 2009. Chapter #161 proposes to update all dates and timelines pertinent to this contract and the following:

ARTICLE 5: COMPENSATION

CSEA, Chapter #161 proposes the District provide a fair and equitable salary increase to be applied to each range and step of the Classified Salary Schedule.

CSEA, Chapter #161 proposes to negotiate an increase to longevity in Article 5.4.

CSEA, Chapter #161 proposes to negotiate the terms and conditions of working-out-of-class in Article 5.12

ARTICLE 6: HEALTH AND WELFARE BENEFITS

CSEA, Chapter #161 proposes the District picks up all increased cost in health and welfare benefits under Article 6.

CSEA, Chapter #161 proposes the District increase the amount paid to retirees for health benefits.

ARTICLE 14: BEREAVEMENT LEAVE

CSEA, Chapter #161 proposes changes to the terms and conditions of bereavement leave.

**CERRITOS COLLEGE
TEXT ADOPTION REQUESTS FOR Fall 2008**

| COURSE NAME | COURSE NUMBER | TITLE OF TEXT | AUTHOR | PUBLISHER | EDITION | PRICE | * | PRIOR TEXT ADOPTED |
|---------------------------------|---------------|---|-----------------------------------|-------------------------|-----------------|---------|---|--------------------|
| Computer Programming Logic | CIS 103 | Programming Logic and Design | Joyce Farrell | Cengage (Course Tech) | 5th | \$75.00 | N | New Version |
| Computer Programming Logic | CIS 103 | Java Programs to Accompany Programming Logic and Design | Jo Ann Smith | Cengage (Course Tech) | 2nd | \$45.00 | N | New Version |
| Intro To Computer Info Systems | CIS 101 | Discovering Computer Fundamentals | Shelly/Vermaat | Cengage (Course Tech) | 5 th | \$95.00 | N | New Version |
| Child Development | CD 110 | Child Development | Charlotte J. Patterson | McGraw-Hill | 1st | \$114 | R | Replace |
| Childhood Education Practicum | CDEC 164 | Childhood Education Practicum | Thelma Harms | Teacher's College Press | Revised | | R | Replace |
| Childhood Education Practicum | CDEC 164 | Childhood Education Practicum | Deb Curtis/Margie Carter | Redleaf Press | 1st | \$29.67 | R | Replace |
| Childhood Education Practicum | CDEC 112 | Learning Together with Young Children: A Curriculum Framework for Reflective Teachers | Deb Curtis/Margie Carter | Redleaf Press | 1st | \$29.67 | R | Replace |
| ECE Curriculum | CDEC 112 | Reflecting Children's Lives: A Handbook for Planning Child-Centered Curriculum | Deb Curtis/Margie Carter | Redleaf Press | 1 st | \$16.47 | N | New |
| School Age Child Care Practicum | CDSA 259 | Early Childhood Environment Rating Scale | Thelma Harms | Teacher's College Press | Revised | | R | Replace |
| School Age Child Care Practicum | CDSA 259 | Learning Together with Young Children: A Curriculum Framework for Reflective Teachers | Deb Curtis/Margie Carter | Redleaf Press | 1 st | \$29.67 | R | Replace |
| Removing Barriers to Success | NRS 5 | Pre-test Study Manual Test of Essential Academic Skills | Assessment Technologies Institute | ATI | 3 rd | \$34.95 | N | New |
| Fundamentals of Nursing | NRS 210 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |

Consent
VI.B

| | | | | | | | | |
|------------------------------------|----------|---|------------------------|-----------------------|-----------------|---------|---|---------|
| Medical-Surgical Nursing | NRSG 212 | Essentials of Pathophysiology: Concepts of Altered Health States | Porth | Lippincott | 2 nd | \$80.40 | R | New |
| Med-Surg Nursing 1 | NRSG 212 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Med-Surg Nursing 3 | NRSG 220 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Maternal-Child Nursing | NRSG 222 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Psychosocial and Community Nursing | NRSG 230 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Medical-Surgical Nursing 4 | NRSG 232 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Medical-Surgical Nursing 5 | NRSG 240 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Professional Role-Transition | NRSG 242 | Chart Smart: The A-Z Guide to Better Nursing Documentation | | Lippincott | 2 nd | \$42.10 | N | New |
| Computer Literacy | CIS 50 | Practical PC | Parsons, Oja, & Potter | Course Technology | 5 th | \$53.06 | R | Replace |
| Programming in HTML for the Web | CIS 205 | New Perspectives on HTML and XHTML and XHTML 5 th Edition, Comprehensive | Patrick Carey | Cengage (Course Tech) | 5 th | \$73.00 | R | Revised |
| Programming in HTML for the Web | CIS 205 | New Perspectives on HTML and XHTML 5 th Edition, Comprehensive | Patrick Carey | Cengage (Course Tech) | 5 th | \$73.00 | R | Revised |
| ASP.NET Programming | CIS 285A | Introduction to ASP.NET 2.0 | Kate Kalata | Course Technology | 3 rd | \$74.66 | N | New |
| Microsoft Project | CIS 202B | The Microsoft Office Project 2007 Survival Guide | Lisa Bucki | Course Technology | NA | \$24.99 | N | New |
| Moldmaking | PMT 65 | Moldmaking and Die Cast for Metal Working Trainees | John Kluz | NTMA | | \$8.95 | N | New |
| Autobody Customer Service | AB80 | Complete Idiot's Guide to Great Customer Service | Ron Karr | | | \$16.95 | N | New |

| | | | | | | | | |
|---|----------|---|-----------------------------|---------------------|-----------------|----------|---|-----|
| Tooling and Materials for New Product Development | NPD103 | Industrial Materials | Helsel, Larry David | Goodheart | 2 nd | \$77.80 | N | New |
| Tooling and Materials for New Product Development | NPD103 | Jig and Fixture Design | Hoffman, Edward | Delmar-Cengage | | \$106.95 | N | New |
| Rapid Prototyping | NPD101 | Rapid Prototyping Principles and Applications | Chua, Chee Kai, Leong, Lim | World Scientific | | \$58.00 | N | New |
| Web Page Development | CIS 160 | New Perspective on Flash CS 3 | Luis Lopez | Course Technology | 1 st | \$75.00 | N | New |
| Dynamic Web Page Scripting | CIS 163 | Sams Teach Yourself DHTML in 24 Hours | Michael Moncur | Sams Publisher | 3 rd | \$25.00 | N | New |
| Dynamic Web Page Scripting | CIS 163 | CSS: The Missing Manual | David Sawyer and Mc Farland | O'Reilley Publisher | 1 st | \$35.00 | N | New |
| Web Page Development | CIS 160 | Learning Web Mastering with Dreamweaver CS 3 | Catherine Skintik | Prentice Hall | 1 st | \$50.60 | N | New |
| Business Communication | BCOM 46 | Business English | Mary Ellen Guffy | South Western | 9 th | \$119.25 | N | New |
| Customer Service/Telephone Techniques | BCOM 60 | World of Customer Service | Pattie Odgers | South Western | 2 nd | \$62.50 | N | New |
| Business Communications | BCOM 147 | Business Communication | Krizan | South Western | 7 th | \$143.00 | N | New |
| International Business Communication | BCOM 150 | International Business Communication | Chaney | Prentice Hall | 4 th | \$90.75 | N | New |
| Job Search in the Business Field | BCOM 152 | Your Career: How To Make It Happen | Julie Griffin | South Western | 6 th | \$61.50 | N | New |
| Computers in the Medical Office | BCOT 71 | Using Computers in the Medical Office | Rutkosky | Paradigm | 2 nd | \$54.25 | N | New |
| Microsoft PowerPoint | BCOT 96 | Benchmark: PowerPoint 2007 | Rutkosky | Paradigm | 2 nd | \$60.25 | N | New |
| Microsoft Outlook | BCOT 97 | Benchmark Series: Outlook 2007 | Seguin | Paradigm | | \$62.75 | N | New |
| Microsoft Office Project for Office Professionals | BCOT 111 | Microsoft Office Project 2007 | Hoboken | Wiley | | \$61.75 | N | New |

| | | | | | | | | |
|--|------------------------------------|---|--|----------------------|-----------------|----------|---|---------|
| Microsoft Word | BCOT 112 | Benchmark Word 2007 Levels 1 & 2 | Rutkosky | Paradigm | | \$102.50 | N | New |
| Microsoft Excel | BCOT 113 | Benchmark: Excel 2007 Level 1 & 2 | Rutkosky | Paradigm | | \$102.50 | N | New |
| Introduction to Microsoft Office | BCOT 114 | Marquee: MS Office 2007 | Rutkosky | Paradigm | | \$107 | N | New |
| Desktop Publishing-Word for Windows | BCOT 116 | Advanced Microsoft Word 2007: Desktop Publishing | Arford, Burnside | Paradigm | | \$97.75 | N | New |
| Desktop Publishing- Microsoft Publisher | BCOT 117 | Microsoft Publisher 2007: Complete | Cashman, Shelly | Course Technology | | \$66.25 | N | New |
| Fundamentals of Oral Communication | SPCH 100 | Communication: Principles of Tradition and Change | Wallace, Rosenthal, Boday, Waggenpack | Kendall Hunt | 1 st | | N | New |
| Basic Mathematics | Math 20 | Applied Basic Mathematics | William Clark & Robert Brechner | Pearson | 1 st | \$95.00 | N | New |
| Pre-Algebra | Math 40 | Pre-Algebra | Martin-Gay | Pearson | 5 th | \$127 | N | New |
| Elementary Algebra | Math 60 | Beginning Algebra | Martin-Gray | Pearson | 5 th | \$128 | N | New |
| Elementary Algebra | Math 60 | Beginning Algebra | Martin-Gray | Pearson | 5 th | \$138 | R | Revised |
| Intermediate Algebra | Math 80 | Intermediate Algebra | Martin-Gray | Pearson | 5 th | \$128 | N | New |
| Intermediate Algebra Online | Math 80 | Intermediate Algebra & My Math Lab Package | Martin-Gray | Pearson | 5 th | \$105.33 | R | Revised |
| Intermediate Algebra | Math 80 | Applying Algebraic Thinking to Data | DeMarois & McGowen | Kendall Hunt | 3 rd | \$90.00 | R | Revised |
| Prob & Stats for Elementary Teachers | Math 105 | Reconceptualizing Mathematics, Part IV Reasoning about Chance & Date | Sowder & Sowder | W.H. Freeman | Preliminary | \$35.00 | N | New |
| Mathematics for Elementary Teachers | Math 110 A&B, Math 105 | Mathematics for Elementary Teachers: A Contemporary | Musser Burger Peterson | Wiley | 8 th | \$183.95 | R | Revised |
| College Algebra | Math 114 | College Algebra with Graphing Technology | Kamal Demian/Lora Carreon | Houghton Mifflin | 2 nd | \$60.00 | R | Revised |

| | | | | | | | | |
|--|----------------------|--|--------------------------------------|------------------------|------------------|----------|---|---------|
| College Algebra | Math 114 | Functions and Change A Modeling Approach to College Algebra | Crauder, Evans & Noell | Houghton Mifflin | 3 rd | \$127.96 | N | New |
| Business Calculus | Math 116 | Brief Calculus An Applied Approach | Ron Larson | Houghton Mifflin | 8 th | \$133 | R | Revised |
| Trigonometry | Math 140 | Trigonometry | Charles Mc Kegue / Mark Truner | Thompson | 6 th | \$120 | N | New |
| Pre Calculus | Math 150 | Pre-Calculus A Graphing Approach | Larson, Hostetler & Edwards | Houghton Mifflins | 5 th | \$150 | N | New |
| Pre-Calculus | Math 150 | Pre-Calculus, Enhanced Web Assign Edition | Stewart | Brooks/Cole | 5 th | \$153.95 | N | New |
| Stars, Galaxies, Universe | ASTR 102 | Stars and Galaxies | Seeds | Thomson/Brooks Cole | 6 th | \$84.95 | R | Revised |
| The Solar System | ASTR 103 | The Solar System | Seeds | Thomson/Brooks Cole | 6 th | \$77.95 | R | Revised |
| Elementary Physics | Physics 100 | College Physics | Serway, Vuille | Cengage | 8 th | \$184 | R | Revised |
| Intro Human Anatomy & Physiology | AP120 | Hole's Essentials of Human Anatomy & Physiology | Shier, Butler, & Lewis | McGraw Hill | 10 th | \$118.75 | R | Revised |
| Man & Environment | Bio 105 | Environment | Raven, Berg, and Hassenzahl | Wiley | 6 th | \$120 | R | Revised |
| Marine Bio | Bio 115 | Marine Biology | Castro | Mc Graw Hill | 7 th | \$115 | R | Revised |
| Principles of Biology | Bio 201 | Biology | Campbell and Reece | Benjamin Cummings | 8 th | \$150 | R | Revised |
| Molecular Biology & Genetics | Bio 202 | Molecular Cell Biology | Lodish | W.H. Freeman & Co. | 6 th | \$132.95 | R | Revised |
| Zoology | Zoo120 | Integrated Principles of Zoology- Custom | Hickman | Mc Graw Hill | 1 st | \$80.00 | N | New |
| Introductory Chemistry | Chem 100 | Chemistry-An introduction to General Organic and Biological Chemistry | Timberlake | Pearson | 10 th | \$120 | R | Revised |
| Elementary Chemistry | Chem 110 | Introductory Chemistry | Nivaldo J. Tro | Pearson | 3 rd | \$100 | N | New |
| General Chemistry | Chem 111 & 112 | The Study of Matter and Its Change | James E. Brady | Wiley | 5 th | | N | New |

| | | | | | | | | |
|--|--------------|---|-----------------------------|--------------------------|------------------|----------|---|---------|
| Physical Ecology | ESCI 101 | Environmental Geology | Montgomery | McGraw Hill | 8 th | \$122.81 | R | Revised |
| Oceanography Lab | ESCI 140L | Laboratory Exercises in Oceanography | Pipkin, Gorsline, et al. | W.H. Freeman & Co. | 3 rd | \$60.00 | N | New |
| Earth Science | ESCI 110 | Earth Science | Tarback & Lutgens | Pearson/Prentice Hall | 12 th | \$170 | R | Revised |
| Environmental Geography | Geog 103 | Environmental Geography-Science, Land, use , & Earth Systems | Marsh & Grossa | John Wiley & Sons | 2 nd | \$73.95 | N | New |
| Network Security Fundamentals | CIS 70L | Security + Guide to Network Security Fundamentals | Mark Ciampa | Course Technology | 1 st | \$19.76 | N | New |
| World Regional Geography | Geog 105 | Geography: Realms, Regions & Concepts | De Blij & Muller | Wiley | 13 th | \$75.00 | R | Revised |
| Geography of The Western National Parks & Monuments | Geol 204 | Parks and Plates | Robert J. Lillie | W.W. Norton & Co | 1 st | \$55.00 | N | New |
| Dinosaurs | Geol 208 | Dinosours: The Textbook | Lucas | Mc Graw Hill | 5 th | \$90.00 | N | New |
| Natural Disasters | Geol 209 | Natural Hazards and Other Disasters | Hyndman & Hyndman | Brooks Cole | 2 nd | \$116 | R | Revised |

*: N = New

R = Replacement

Presented to the Board of Trustees on May 7, 2008

Prices quoted are prices in effect on above date.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Jenine Nolan, Dean of Health Occupations *JMN*
DATE: May 7, 2008
SUBJECT: **Consideration of Acceptance of Chancellor's Office Grant -
CTE Equipment for Nursing and Allied Health Programs**

RECOMMENDATION

It is recommended that the Board of Trustees approve acceptance of the CTE Equipment Grant Agreement in the amount of \$115,431.

OVERVIEW

CTE Equipment Grant funds will be used to

- Renovate the Physical Therapist Assistant Lab
- Develop durable medical equipment (DME) curriculum in the Pharmacy Technician Program
- Update existing and purchase additional durable medical equipment utilized throughout Health Occupations curriculum and in the PTA lab

The funding period is April 1, 2008 through November 30, 2009.

ANALYSIS

The existing PTA lab is aging, not configured for maximal effectiveness of instruction, and some of the equipment is in need of updating. Additionally, within the industry, Pharmacy Technician duties have expanded to include sale of durable medical equipment; consequently, curriculum revision is necessary. Durable medical equipment is utilized extensively in the PTA lab which will be utilized by both the PTA and Pharmacy programs for mastery of skills and knowledge.

FINANCIAL IMPLICATIONS

A. **Transaction Amount** – Cerritos College will receive \$115,431 for defined project activities.

B. **Financial Implications** –

| | |
|----------------------------------|--|
| Estimated revenue – | \$115,431 |
| Estimated expenses – | \$115,431 |
| Estimated net financial impact – | \$0 |
| Source of funds – | California Community College Chancellor's Office |

C. **Grant Match** – No match required

CERRITOS COLLEGE

Consent
VI.E

TO: Board of Trustees
FROM: Dr. Noelia Vela, President/Superintendent
REVIEWED BY: William Farmer, Vice President of Academic Affairs WCF
PREPARED BY: Jenine Mescher Nolan, Dean of Health Occupations Jma
DATE: May 7, 2008
SUBJECT: Consideration of Approval of Stipends for the Capacity Building for Associate Degree Nursing Programs Grant, Spring 2008

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to faculty members for work performed January through May 2008 as stipulated in and funded by the Capacity Building for Associate Degree Nursing Programs Grant.

OVERVIEW

Grant objectives and activities, which were approved at the Cerritos College Board of Trustees meetings on June 21, 2006 and July 18, 2007 include:

- Strengthening the infrastructure to support additional students
- Evaluating and strengthening student retention
- Conducting faculty training
- Facilitating student success by developing and piloting a variety of innovative learning techniques and teaching strategies
- Implementing pre-admission diagnostic assessment testing and individualized remediation plans

ANALYSIS

To maximize student success and strengthen program infrastructure, Spring '08 activities include:

- Project coordination funded by grant at \$1500 for January through May 2008 grant activities
- Development and implementation of scenario-based learning experiences which utilize human simulators (10 – 20 hrs are required to develop each scenario. 10 hrs x \$50 = \$500 per scenario)
- Development of multidisciplinary scenarios in which students from nursing, pharmacy technology, physical therapist assistant and medical assisting interact together to role play clinical situations. (10 – 20 hrs are required to develop each scenario. 10 hrs x \$50 = \$500 per scenario).
- Presentation of student workshops designed to increase retention (\$75 per hour)
- Participation in staff development pertinent to integration and implementation of multidisciplinary scenarios into the curriculum – seminar is scheduled for May 13, 2008. (4 hrs x \$50 = \$200)

FINANCIAL IMPLICATIONS

Project coordination functions performed by:

- Voorhies, Ann \$ 1500

The following Cerritos College faculty members are to receive stipends up to the following amounts for scenario development:

- Bathke, Julie \$ 200
- Brooks, Kelli \$ 550
- Knowlton, Mary \$ 900
- Kusumoto, Alice \$ 500
- Malkin, Hal \$ 500
- Marks, Sandy \$ 200
- Riedel, Patti \$ 500
- Voorhies, Ann \$ 500

The following Cerritos College faculty members are to receive stipends for workshop presentation:

- Cooke, Melodie \$ 300 student workshop presentations (4 hours)
- Orozco, Rebecca \$ 225 student workshop presentations (3 hours)
- Veloz-Rendon, Lizette \$ 225 student workshop presentations (3 hours)

The following faculty members are eligible for a \$200 stipend for participation in staff development pertinent to integration and implementation of multidisciplinary scenarios into the curriculum. This seminar will be held May 13, 2008. Stipends will be paid at a rate of \$50 per hour of participation to individuals listed below only after each has participated in the seminar.

- Arfwedson, Chris
- Brooks, Kelli
- Cooke, Melodie
- Fobi, Charlene
- Hughes, Carol
- Knowlton, Mary
- Natividad, Rachel
- Orozco, Rebecca
- Riedel, Patti
- Stuart, Peggy
- Veloz-Rendon, Lizette
- Voorhies, Ann

Stipends will be paid after work is completed. Capacity Building for Associate Degree Nursing Programs Grant funds will be utilized for these expenditures. There is no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: William Farmer, Vice President of Academic Affairs *NCF*
PREPARED BY: Mirna Cárdenas, CTE Teacher TRAC Project Manager *M.C.*
DATE: May 7, 2008
SUBJECT: **Consideration of Approval of the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Kenneth Cook and Dora Macias. The grant was Board approved on April 18, 2007.

OVERVIEW

Cerritos College has received funding in the amount of \$264,200 from the Chancellor's Office to assist with meeting the need for high school and community college CTE Teachers by implementing teacher preparation pathways in three CTE industry sectors (automotive, welding, and woodworking).

ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities and provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty within the designated industry sectors.

As stipulated and funded by the Grant, the following tasks and activities will be carried out by the faculty listed below:

Kenneth Cook

- Participate in professional development focus group to provide feedback and evaluate the professional development sessions (6) that took place during the 2007-2008 school year.

Dora Macias

- Work closely with English 52 instructor to study and assess student progress and success based upon in class counseling intervention strategies.
- Provide written summary of findings.

FINANCIAL IMPLICATIONS

The following Cerritos College faculty is to receive a \$100 stipend for his work performed during the 2007-2008 school year: Kenneth Cook.

The following Cerritos College faculty is to receive a \$500 stipend for her work performed during the 2007-2008 school year: Dora Macias.

All funds will be provided through the CTE Teacher Preparation Pipeline Grant. No costs will be borne by the Cerritos College District.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Mirna Cárdenas, CTE Teacher TRAC Project Manager *M.C.*
DATE: May 7, 2008
SUBJECT: **Consideration of Approval to Amend the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Lydia Alvarez, Ilva Mariani, Sally Sestini, Anthony Fortner, Leonard Glick, and Frank Vega. The grant was Board approved on April 18, 2007. The original Board back-up was approved on October 17, 2007.

OVERVIEW

Cerritos College has received funding in the amount of \$264,200 from the Chancellor's Office to assist with meeting the need for high school and community college CTE Teachers by implementing teacher preparation pathways in three CTE industry sectors (automotive, welding, and woodworking).

ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities and provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty within the designated industry sectors. Part of the grant objectives are to develop a learning community [in the form of a targeted course] for students in career technical education, modify the Math 80 course to meet the needs of CTE students while keeping up with the new Associate Degree Math requirements scheduled to begin in Fall of 2009, and hold six staff development work sessions with Cerritos College faculty and Southeast Regional Occupation Program (SEROP) instructors.

As stipulated and funded by the Grant, the following new tasks and activities will be carried out by the faculty listed below:

Lydia Alvarez

- Document assignments and/or activities that were contextualized in ENG 52 course offered in Spring 2008.
- Evaluate student work (essays, assignments, portfolios, etc.) to provide feedback on the success of the ENG 52 course piloted Spring 2008 by determining student success in the course.
- Participate in faculty inquiry group to evaluate student sample work and determine success of course contextualization and develop plan for changes to course offered in Fall 2008.

Ilva Mariani and Sally Sestini

- Participate in CTE department tours to determine shared knowledge base between CTE courses (automotive technology, welding, and woodworking) and Math.

- Participate in planning and development meetings to offer a pilot Math 60 contextualized course in Fall 2008.
- Develop lessons, assignments, and methods to integrate CTE with Math.

Anthony Fortner, Leonard Glick, and Frank Vega

- Participate in professional development focus group to evaluate the six sessions that took place between Fall 2007 and Spring 2008.
- Participate in faculty inquiry group to review student sample work and evaluate success of ENG 52 targeted course offered in Spring 2008. This will include development of rubric to review student sample work.

FINANCIAL IMPLICATIONS

It is recommended approve amendment to the following stipends:

The following Cerritos College faculty are to receive a \$500 stipend for their work performed during the 2007-2008 school year: Lydia Alvarez.

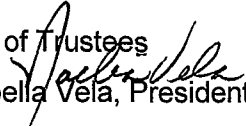

The following Cerritos College faculty are to receive a \$350 stipend for their work performed during the 2007-2008 school year: Ilva Mariani and Sally Sestini.

The following Cerritos College faculty is to receive a \$100 stipend for his work performed during the 2007-2008 school year: Anthony Fortner.

The following Cerritos College faculty are to receive a \$250 stipend for their work performed during the 2007-2008 school year: Leonard Glick and Frank Vega.

All funds will be provided through the CTE Teacher Preparation Pipeline Grant. No costs will be borne by the Cerritos College District.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noella Vela, President 
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services 
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: May 7, 2008
SUBJECT: Consideration of Approval of Bid #0708-10, Swing Space at Tech Ed

RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0708-10, Swing Space at Tech Ed to Business Contractor as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised the project on March 28 and April 4, 2008. The bid due date was on April 16, 2008.

ANALYSIS

On April 16, 2008, the Purchasing Department received 2 responses for Bid #0708-10, Swing Space at Tech Ed. The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid. Attached is the recap of the bids received.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive and responsible bid is \$92,750. Funding for this project will come from the GO Bond.

BID RECAP
BID #0708-10, SWING SPACE AT TECH ED

| COMPANY | BASE BID | ALLOWANCE | TOTAL BASE BID |
|---------------------|-----------------|------------------|-----------------------|
| Business Contractor | \$82,750.00 | \$10,000.00 | \$92,750.00 |
| DLE Construction | \$89,850.00 | \$10,000.00 | \$99,850.00 |

PRESENTED TO THE BOARD MAY 7, 2008

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: May 7, 2008
SUBJECT: **Consideration of Approval of Notice of Completion for Bid 0607-36, Student Center Carpet Replacement.**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Floor Covering Unlimited, Inc. for the Student Center Carpet Replacement at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to Floor Covering Unlimited, Inc. on June 21, 2007. As required by Public Contract Code, the District must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS

This project was completed on April 17, 2008 and in compliance with Public Contract Code. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

FINANCIAL IMPLICATIONS

The total contract amount was \$63,776.26.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: JENNEY HO
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Student Center Carpet Replacement, Bid #0607-36 contract for the doing of which was heretofore entered into on the 21st day of June, 2007 which contract was made with Floor Covering Unlimited Inc., contract number #C07-1000, as contractor; that said improvements were completed on the 17th day of April, 2008, and accepted by formal action of the governing board of said DISTRICT on the 7th day of May, 2008; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is SureTec Insurance Company.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Jo Ann Higdon
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Attachment #1
Consent
VI.J

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

District: (810) CERRITOS

Fiscal Year: 2007-2008
Quarter Ended: (Q3) Mar 31, 2008

| Line | Description | As of June 30 for the fiscal year specified | | | |
|--|---|---|-------------------|-------------------|------------------------|
| | | Actual 2004-05 | Actual 2005-06 | Actual 2006-07 | Projected 2007-2008 |
| I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 73,470,443 | 80,947,922 | 86,884,376 | 85,841,002 |
| A.2 | Other Financing Sources (Object 8900) | 0 | 0 | 0 | 0 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 73,470,443 | 80,947,922 | 86,884,376 | 85,841,002 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 74,020,749 | 77,918,915 | 82,945,128 | 90,378,780 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 2,562,350 | 1,755,274 | 1,574,318 | 1,232,962 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 76,583,099 | 79,674,189 | 84,519,446 | 91,611,742 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | -3,112,656 | 1,273,733 | 2,364,930 | -5,770,740 |
| D. | Fund Balance, Beginning | 9,946,648 | 6,833,992 | 8,555,918 | 10,751,749 |
| D.1 | Prior Year Adjustments + (-) | 0 | 448,193 | -169,099 | 95,912 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 9,946,648 | 7,282,185 | 8,386,819 | 10,847,661 |
| E. | Fund Balance, Ending (C. + D.2) | 6,833,992 | 8,555,918 | 10,751,749 | 5,076,921 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 8.9% | 10.7% | 12.7% | 5.5% |

II. Annualized Attendance FTES:

| | | | | | |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 17,167 | 16,621 | 16,580 | 16,840 |
|-----|---|--------|--------|--------|--------|

III. Total General Fund Cash Balance (Unrestricted and Restricted)

| | Description | As of the specified quarter ended for each fiscal year | | | |
|-----|--------------------------------|--|------------------|-------------------|-------------------|
| | | 2004-05 | 2005-06 | 2006-07 | 2007-2008 |
| H.1 | Cash, excluding borrowed funds | | | | 19,746,404 |
| H.2 | Cash, borrowed funds only | | | | 0 |
| H.3 | Total Cash (H.1 + H.2) | 14,567,393 | 9,516,265 | 17,555,515 | 19,746,404 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|-------------------------|---|-------------------------------|---|-------------------------------------|-------------------------------|
| I. Revenues: | | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 85,828,472 | 85,841,002 | 66,507,877 | 77.5% |
| I.2 | Other Financing Sources (Object 8900) | 0 | 0 | 0 | |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 85,828,472 | 85,841,002 | 66,507,877 | 77.5% |
| J. Expenditures: | | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 90,316,110 | 90,378,780 | 58,633,826 | 64.9% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 1,232,962 | 1,232,962 | 1,225,000 | 99.4% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 91,549,072 | 91,611,742 | 59,858,826 | 65.3% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | -5,720,600 | -5,770,740 | 6,649,051 | |
| L. | Adjusted Fund Balance, Beginning | 10,751,749 | 10,847,661 | 10,847,661 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 5,031,149 | 5,076,921 | 17,496,712 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 5.5% | 5.5% | | |

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

| Contract Period Settled (Specify) YYYY-YY | Management | | Academic | | Classified | |
|---|---------------------|------|---------------------|-----|---------------------|------|
| | Total Cost Increase | % * | Total Cost Increase | % * | Total Cost Increase | % * |
| a. SALARIES: | | | | | | |
| Year 1: 2007-08 | 234,878 | 4.5% | | | 698,251 | 4.5% |
| Year 2: | | | | | | |
| Year 3: | | | | | | |
| b. BENEFITS: | | | | | | |
| Year 1: | | | | | | |
| Year 2: | | | | | | |
| Year 3: | | | | | | |

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
Using COLA funds provided in the budget.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2007-2008
Quarter Ended: (Q3) Mar 31, 2008

District: (810) CERRITOS

Your Quarterly Data is ready for certification.
Please complete the fields below and click on the 'Certify This Quarter' button

Chief Business Officer

CBO Name: Mrs. Jo Ann Higdon

CBO Phone: Use format 999-555-1212
562-860-2451

CBO Signature: 
Date Signed:

Chief Executive Officer Name: Dr. Noelia Vela

CEO Signature:
Date Signed:

Electronic Cert Date:

District Contact Person

Name: Lola Rizkallah

Title: Director of Fiscal Services

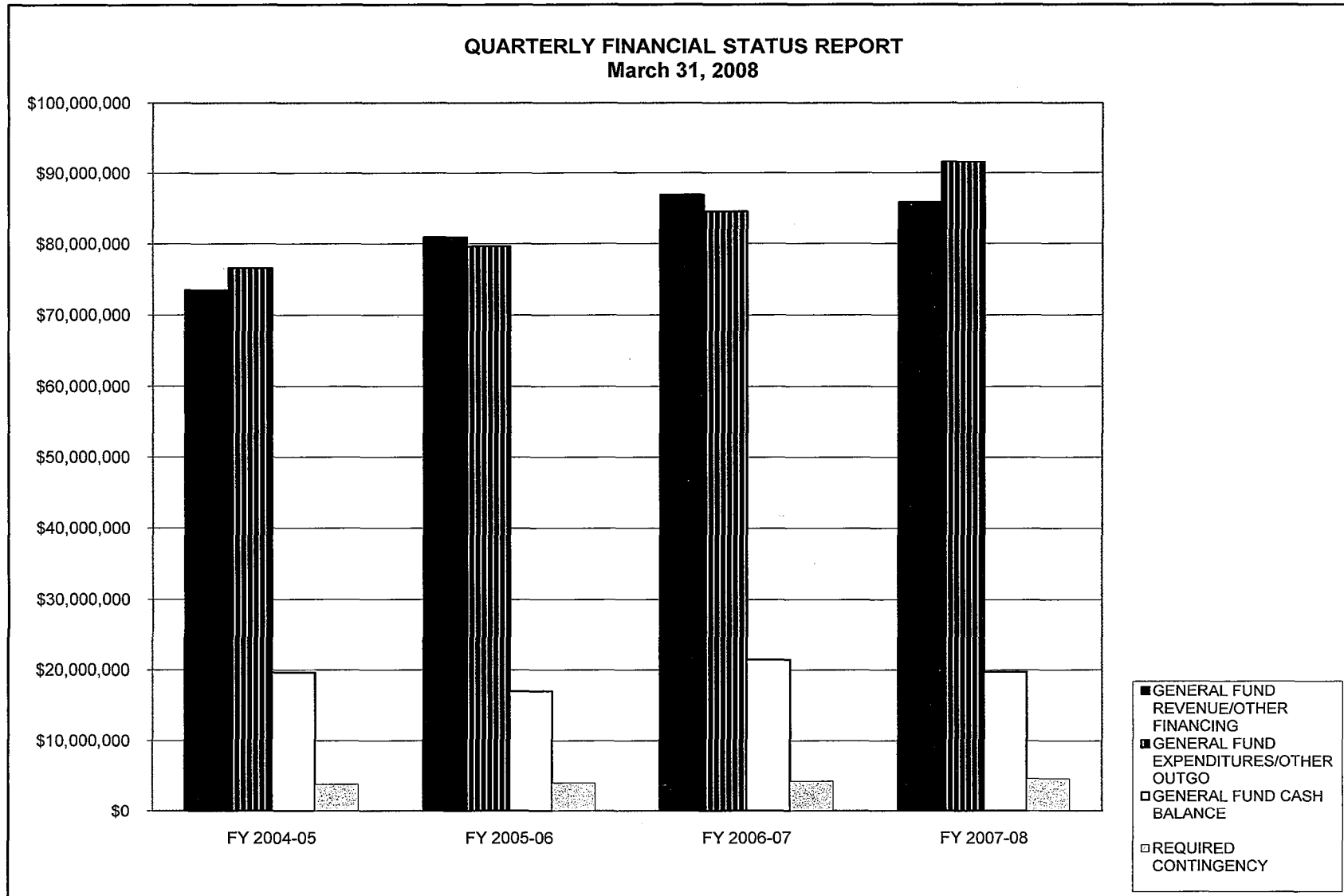
Telephone: Use format 999-555-1212
562-860-2451

Fax: Use format 999-555-1212
562-924-2800

E-Mail: rizkallah@cerritos.edu

Certify This Quarter

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@ccccc.edu
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BUDGET TRANSFERS FOR MAY 07, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|-----------------|
| ACADEMIC SALARIES | \$ | (13,700) |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (12,754) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (26,454) |
| | | |

TO

| | | |
|--|-----------|---------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 2,945 |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 23,384 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | 125 |
| | | |
| TOTAL | \$ | 26,454 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Nine (9)

Divisions/Departments/Programs:

Teacher TRAC; Science, Engineering & Math; Public Affairs; Marketing for Enrollment; Fine Arts & Communications; Humanities & Social Sciences

BUDGET TRANSFERS FOR MAY 07, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|-----------|-----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | (7,686) |
| EMPLOYEE BENEFITS | \$ | (692) |
| SUPPLIES AND MATERIALS | \$ | (9,476) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (17,854) |

TO

| | | |
|--|-----------|---------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 9,105 |
| CAPITAL OUTLAY | \$ | 8,749 |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | 17,854 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

Basic Skills 05/06 & 06/07; CAHSEE California High School Exit Exam.

BUDGET TRANSFERS FOR MAY 07, 2008

42.0 FUND-REVENUE BOND CONSTRUCTION FUND (CONTINGENCY TRANSFERS)

FROM

| | | |
|--|----|-------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | (36,888) |
| CONTINGENCY | \$ | (1,572,949) |
| | | |

| | | |
|--------------|-----------|--------------------|
| TOTAL | \$ | (1,609,837) |
| | | |

TO

| | | |
|--|----|-----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 1,609,837 |
| CAPITAL OUTLAY | \$ | |
| | | |

| | | |
|--------------|-----------|------------------|
| TOTAL | \$ | 1,609,837 |
| | | |

Transfers: To increase fund for Central Plant/Infrastructure Project

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

Athletic Facilities Modernization 2; Automotive Technology Modernization 2; General Campus Repairs 2; Bond Implementation and Administration; Central Plant/Infrastructure Project 2; Facilities, Purchasing/ Warehouse; Liberal Arts Renovation Project; Central Plant/Infrastructure Project; Fire Alarm Upgrade 2

APPROPRIATION TRANSFER ANALYSIS FOR MAY 07, 2008

| | |
|---|-------------------|
| ***00000.0-00000-73420-8629-6300000 (01.3 Fund) State-Non-Credit Matriculation | \$ 108,403 |
| To allocate income for salaries and associated fringe benefits; supplies; advertising | |
| ***00000.0-00000-74500-8629-0000000 (01.3 Fund) State-Faculty &Staff Diversity | 18,637 |
| To allocate income for contracted services; advertising | |
| ***00000.0-00007-74500-8629-0000000 (01.3 Fund) State- Faculty &Staff Diversity | 391 |
| To allocate income for contracted services; advertising | |
| ***00000.0-00000-73500-8830-0000000 (39.0 Fund) Local-El Camino Media | <u>2,500</u> |
| Services Production | |
| To allocate income for contracted services | |
| TOTAL: | \$ <u>129,931</u> |

CERRITOS COLLEGE

TO: Board of Trustees

FROM: *Noelja Vela*
Dr. Noelja Vela, President

PREPARED BY: William C. Farmer, Vice President of Academic Affairs *WCF*

REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources *DOTZ*

DATE: May 7, 2008

SUBJECT: **Consideration of Approval of Revision of the Management Job Classification and Description for the Position of Dean of the Library and Learning Resource Center**

RECOMMENDATION

It is recommended that the Board of Trustees approve revisions to the management job classification and position of Dean of the Library and Learning Resource Center (Grade 5, \$8,829 -\$10,013 per month), and attached job description.

OVERVIEW

A need exists to revise the management job classification and position for the Dean of the Library and Learning Resource Center.

ANALYSIS

The position of Administrative Dean of Technology Training and Distance Education has recently become vacant. Current Dean of the Library and Learning Resource Center, John McGinnis, has assumed the duties of both his and the vacated position on an interim basis. He will retire on June 30, 2008. The recommendation to permanently combine the duties of the two positions was made by Mr. McGinnis and has the support of both Academic Affairs and Human Resources. The newly configured position is consistent with how the position is defined in many California community colleges and will improve the College's recruitment potential. The Dean of the Library and Learning Resources Center will provide responsible and complex administrative support and leadership and management of the Library, Learning Resources Center, Academic Support Center, Computer Assisted Instruction Labs, Distance Education, Education Technology courses, Instructional Media Services, Staff Development, and the Weekend College program.

Human Resources has reviewed the proposed revised job description for this position, and the salary placement is recommended to remain the same (Grade 5, \$8829-\$10,013/month), which is consistent with the internal alignment of comparable dean-level positions at Cerritos College.

FINANCIAL IMPLICATIONS

No additional cost to the District.

Attachment

Cerritos College

Position Description

| | |
|--|-----------------|
| Position: Dean of the Library and Learning Resource Center | Salary Grade: 5 |
| | |

Summary

Plans, organizes, manages and coordinates instructional programs and Library and Learning Resource Center services. Plans, develops and evaluates curriculum, programs and services that meet the needs of a highly diverse urban student population. The position also provides highly responsible and complex administrative support to the Vice President, Academic Affairs. Responsible for leadership and management of the College Library and the Learning Resources Center (LRC) in order to provide instructional services and an organized and accessible collection of print, media and electronic resources to meet the needs of students, faculty and staff. Responsible for the Academic Support Center, Computer Assisted Instruction Labs, Distance Education, Educational Technology courses, Instructional Media Services, Staff Development and Technology Training, operation and maintenance of the Teleconference Center, and Weekend College.

Distinguishing Career Features

The Dean of the Library and Learning Resource Center reports to the Vice President, Academic Affairs and is responsible for integrating and providing administrative services to a diverse student population. This position requires a demonstrated ability to direct the activities of an academic division and its related functions and services, to provide leadership over curriculum, faculty and staff, and offer excellence in delivering instructional programs and Library and Learning Resource Center services.

Essential Duties and Responsibilities

- Leads, plans, supervises, coordinates and evaluates all programs and services in the division for effectiveness, efficiency and student success.
- Provides leadership on behalf of division faculty for staff development and other learning opportunities that support effectiveness in the teaching and learning process.
- Provides leadership in new and emerging technologies in support of teaching and learning.
- Provides leadership in the development and assessment of course, program and institutional student learning outcomes.
- Prepares the schedule of classes and provides for proper staffing of classes, teaching assignments and class size. Consults with faculty to design schedules that meet the needs of students.

- Participates in strategic and long-range instructional planning for the District in accordance with Board policies, administrative procedures, and guidelines.
- Supervises curriculum and program reviews. Consults with faculty and administration for reviews of curriculum materials. Participates in technical curriculum reviews and committee processes.
- Supervises the College Library and Learning Resource Center.
- Establishes Library and LRC goals and objectives.
- Prepares and administers annual budget for the Library and LRC.
- Develops and maintains short-term and long-range plans for Library and LRC services that express the educational philosophy of the College.
- Promotes the use of the Library and LRC services and resources to students, faculty and staff.
- Prepares and makes public presentations related to Library and LRC services.
- Develops, directs, supervises and evaluates Library and LRC operations including:
 - Selection, acquisition, cataloging and processing of Library books, periodicals and other learning resources.
 - Provision of Library reference, instructional orientations and instructional courses.
 - Selection, implementation and upgrading of Library information management systems, networks and other information technologies.
 - Selection, implementation and upgrading of instructional media and computer-based instructional resources.
 - Maintenance of inventory records for materials, equipment, parts, and supplies.
 - Exploration and development for new procedures and equipment so that adequate and current equipment and materials are provided to support and supplement academic and occupational curricular offerings.
 - Coordination of displays and exhibits.
- Provides training for faculty and staff in the use of current and emerging education technologies.
- Coordinates and schedules campus faculty and staff development activities such as flex week activities, workshops, speakers and special events.

- Develops goals, plans and procedures and implements established district policies for distance education.
- Manages the distance delivery of instructional programs to insure campus-wide coordination of distance education.
- Directs and participates in the development of promotional strategies for distance learning courses, programs and projects to successfully increase enrollment.
- Provides media production and support services including audio, video, web and other media for faculty and staff.
- Schedules the provision of media and computer-based instructional resources for instructional and other needs. Oversees the selection, implementation and upgrading of educational media resources and services.
- Coordinates with other instructional deans the schedule of classes and teaching assignments for Weekend College, the Teleconference Center and distance delivered courses
- Develops and maintains liaison relationships with faculty, management and staff.
- Participates in full-time management responsibilities, including meetings and committee assignments.
- Certifies payrolls for assigned academic, classified, temporary and student hourly personnel.
- Makes schedules, assigns courses and duties, supervises faculty and staff in Library and LRC departments.
- Assists in screening, selection and recommendation for employment of Library and LRC faculty and staff.
- Evaluates Library and LRC faculty and staff.
- Determines what statistics should be kept to provide records for internal analysis and management planning and for reports needed by college and governmental agencies.
- Participates in District, regional, state and national associations, conferences, workshops, and networks in order to keep informed about current developments in the Library and LRC fields.
- Participates on committees, task forces, and special assignments.
- Administers provisions of collective bargaining agreements and manages in compliance with Board policies and administrative procedures.

- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Participates in the screening of and recommends selection of assigned personnel.
- Performs other related duties as assigned.

Qualifications

• Knowledge and Skills

The position requires specialized professional knowledge of the theories, principles, and practices associated with higher education curriculum and instruction. Requires advanced specialized knowledge of the curriculum for the assigned instructional division. Requires in-depth knowledge of matriculation regulations and articulation agreements. Requires knowledge of and skill at teaching and learning processes that enhance student success and outcomes. Requires skills in organization and management practices as applied to the analysis and evaluation of programs, policies and administrative needs. Requires a working knowledge of the budget preparation and administration process. Requires knowledge and understanding of the philosophy and objectives of the community college. Requires in-depth knowledge of the principles of functional leadership, training, and performance evaluation. Requires a working knowledge of pertinent federal and state regulations affecting curriculum and academic accreditation. Requires skill in organizing work and building, leading and managing an effective team to respond to student needs. Requires well-developed oral and written language skills to prepare reports and professional correspondence. Requires sufficient human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences. Requires knowledge of Library and LRC operations including, but not limited to, collection development, public services, technical services, distance learning, media services, tutorial services and instructional technologies such as the Internet, instructional design, web development, video production and accessibility tools and techniques. Requires proficiency with computer skills including Library information systems, word processing, spreadsheets, email, databases, and online databases. Requires knowledge of budget preparation. Requires knowledge of laws, regulations and proposed legislation relevant to Library and LRC operations.

• Abilities

Requires the ability to be a fair-minded, ethical, and honest leader with excellent interpersonal and communication (oral and written) skills. Requires the ability, courage and integrity to lead and accept responsibility. Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position. Requires the ability to be open to change and new teaching and learning methods. Requires a passion for continuous learning and self-improvement. Requires the willingness to meet change with innovation to promote and meet the college mission. Requires the ability to organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports. Requires the ability to guide and motivate others toward goal achievement. Requires the ability to direct and facilitate development of personal and team perspectives, develop and deliver training programs. Requires the ability to develop and monitor budgets and maximize financial resources. Requires understanding, sensitivity to and commitment to meeting the needs of the diverse academic,

socioeconomic, cultural, disability and ethnic background of the student, community, and employee population. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution. Requires the ability to direct and facilitate development of personal and team perspectives, develop and deliver training programs.

• **Physical Abilities**

Requires the ability to function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and view computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

• **Education and Experience**

Requires a master's degree in library science from an American Library Association accredited university, two years experience in an academic library, preferably at the community college level and one year of formal training, internship or leadership experience reasonably related to the administrative assignment.

• **Education and Experience**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

New Hires

| Name | | Assignment | Salary Placement | Rate |
|-------------|---------|-------------------|-------------------------|-------------|
| Barry | Francis | Adult Education | A1 | 45.85 |

BUSINESS EDUCATION

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-------------|------------|-----------------------------------|------------------|
| Alenikov | Teresa | Accounting | E12 |
| Balmages | Mary | Court Reporting | E14 |
| Blackmun | Eugene | Business Administration | E30 |
| Brady | Mary Ellen | Real Estate | B10 |
| Elizondo | Sandra | Business Computerized Office Tech | F14 |
| Farina | Michael | Accounting | E22 |
| Finkelstein | Hy | Business Administration | E30 |
| Fronke | Mark | Accounting | E22 |
| Livingston | Robert | Business Administration | E14 |
| Moloney | Peter | Accounting | E14 |
| Morgan | Vykki | Court Reporting | E22 |
| Moriarty | Cynthia | Business Computerized Office Tech | E22 |
| Mullin | Mary | Paralegal Education | F12 |
| Pribble | Mary | Paralegal Education | F30 |
| Schmidt | Debra | Accounting | C11 |
| Sharp | Mageya | Business Computerized Office Tech | E30 |
| Soden | Barbara | Business Computerized Office Tech | E22 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|---------|---------|-------------------------|------------------|-------|
| Chu | Alice | Accounting | B1 | 45.85 |
| Fantroy | Sharon | Business Administration | A1 | 45.85 |
| Gordon | George | Real Estate | A3 | 51.27 |
| Murray | Mimi | Court Reporting | A2 | 48.55 |
| Pou | Norma | Court Reporting | A2 | 48.55 |
| Ramos | Gerardo | Business Administration | A1 | 45.85 |

FINE ARTS & COMMUNICATIONS

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|------------|-----------|--------------|------------------|
| Betancourt | David | Music | D12 |
| Breit | Craig | Theatre Arts | B10 |
| Cameron | Richard | Journalism | B10 |
| DeMichele | Anna | Music | F12 |
| Fernandez | Chrisina | Photography | C9 |
| Hirohama | Steven | Theatre Arts | E5 |
| Hoggard | Kevin | Theatre Arts | E18 |
| Huber | Robert | Theatre Arts | F26 |
| Lopez | Christine | Music | F14 |
| MacDevitt | James | Art | C5 |
| Miller | Kirk | Art | E18 |

FINE ARTS & COMMUNICATIONS (cont.)

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-----------|-------------|--------------|------------------|
| Najarian | Hagop | Art | C9 |
| Nelson | David | Music | F26 |
| Pritchard | Gary | Music | F9 |
| Well | Georgia | Theatre Arts | E14 |
| Wilson | Christopher | Art | D12 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|------------|---------|----------------|------------------|-------|
| McLaughlin | Kathryn | Communications | A1 | 45.85 |
| Quan | Doretta | Theatre | A2 | 48.55 |

HEALTH OCCUPATIONS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|--------|-------|---------------------|------------------|-------|
| Levine | Faith | Pharmacy Technician | A1 | 45.85 |

HUMANITIES/SOCIAL SCIENCES

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-----------|----------|---------------------------|------------------|
| Abruzzese | Mark | Anthropology | C5 |
| Beale | Darryl | Psychology | F30 |
| Bellas | Monica | Anthropology | F9 |
| Duff | Kimberly | Psychology | F9 |
| Dunroe | William | Psychology | F26 |
| Duva | Mark | Psychology | F9 |
| Falcon | Dennis | Political Science | E11 |
| Fernandez | Walter | History | E14 |
| Garffaney | Todd | Psychology | D12 |
| Haas | John | History | F10 |
| Haynes | Doug | Administration of Justice | E22 |
| Holzgang | Amy | Sociology | F9 |
| Keenan | Diane | Economics | E26 |
| Lewellen | Michelle | Psychology | B8 |
| Namala | Solomon | Economics | F9 |
| Obasohan | Victor | Political Science | C11 |
| Obazuaye | Sunday | Political Science | F5 |
| Oliver | Susan | History | F13 |
| Pirtle | Dianne | Sociology | B10 |

HUMANITIES/SOCIAL SCIENCES (cont.)

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|---------------|-----------|-------------------|-------------------------|
| Reece | Bryan | Political Science | F14 |
| Rigby | Jeff | Anthropology | E14 |
| Stolze | Ted | Philosophy | F6 |
| Torres-Bower | Ana | Philosophy | E18 |
| Troup | Jacquelyn | Sociology | E14 |
| Van de Mortel | Joe | Philosophy | D12 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-------------|-----------|-------------------|-------------------------|-------------|
| Baker | Craig | Psychology | B3 | 51.27 |
| Barman | Kevin | Sociology | B1 | 45.85 |
| Bender | Linda | Anthropology | A2 | 48.55 |
| Cho | Yoon-Sung | Philosophy | B4 | 53.95 |
| Efremidze | Levan | Economics | A1 | 45.85 |
| Gaffaney | Gialisa | Political Science | A2 | 48.55 |
| Hall | Kevin | History | B1 | 45.85 |
| Hall | David | History | B5 | 56.65 |
| Kradjian | clayton | Philosophy | B5 | 56.65 |
| Larson | Mary Ann | Psychology | B5 | 56.65 |
| Marot | John | History | B2 | 48.55 |
| Miele | Richard | Sociology | B5 | 56.65 |
| Mullins | Terrence | Political Science | A2 | 48.55 |
| Nath | Janie | Psychology | A1 | 45.85 |
| Nebbia | Gerardo | Economics | B5 | 56.65 |
| Nguyen | Peter | Political Science | A2 | 48.55 |
| Nguyen | Son | History | B3 | 51.27 |
| Pakula | Jennifer | Economics | A1 | 45.85 |
| Stenstrom | Douglas | Psychology | B1 | 45.85 |
| Suh | Daniel | Sociology | A1 | 45.85 |
| Sutherland | Corine | Philosophy | B4 | 53.95 |
| Tahernia | Farshid | Economics | A3 | 51.27 |
| Valenzuela | Enrique | Political Science | B2 | 48.55 |
| White | Kenneth | Political Science | A1 | 45.85 |
| Wong | Thomas | History | B5 | 56.65 |
| Yerby | Lynn | History | A3 | 51.27 |

LIBERAL ARTS

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-------------------|-----------|------------------|------------------|
| Arce | Carlos | Foreign Language | E26 |
| Ashe | Suzanne | English | E22 |
| Belroy | Barbara | Reading | E10 |
| Berry | Patricia | ESL | E30 |
| Cabuto | Froylan | Foreign Language | D10 |
| Carney | Danielle | English | E9 |
| Chester | Robert | English | D12 |
| Clemans | Susanna | English | E18 |
| Clifford | Stephen | English | F14 |
| Codd | Geraldine | Reading | E14 |
| Coulter | Lucia | ESL | D12 |
| Crawford | Suzanne | English | C7 |
| Ernest | Roger | English | C9 |
| Fabish | David | English | E14 |
| Florescu | Mihaela | Foreign Language | F14 |
| Gaik | Frank | English | F18 |
| Gonzales | Joana | English | E13 |
| Hanks | Wendell | Speech | E30 |
| Havice | Sally | English | D12 |
| Helberg | Bonnie | Reading | D12 |
| Hoppe-Nagao | Angela | Speech | E12 |
| Horvath | Ellen | Speech | E26 |
| Hu | Philip | English | D10 |
| Jaime | Jennie | Foreign Language | B9 |
| Juntilla | Timothy | English | C11 |
| Kayser | Lance | English | E4 |
| Lavariere | Cynthia | Speech | D9 |
| Medina-Valin | Niurka | Foreign Language | F22 |
| Miller | Alice | Reading | D12 |
| Miller | Donna | Speech | D12 |
| Mixson | Frank | English | F10 |
| Mueller | Barbara | English | E13 |
| Nakamura | Diane | ESL | C11 |
| Paige | Matthew | Reading | E18 |
| Palumbo | Linda | English | F22 |
| Potter | Ingeborg | Foreign Language | E26 |
| Quaas-Berryman | Francie | English | E9 |
| Renteria | Robert | Reading | E30 |
| Rosenfeld | Kimberly | Speech | E11 |
| Serwin | Lynn | English | D11 |
| Shah-Williams | Nishi | English | C6 |
| Sparks | William | Speech | C11 |
| Stiles | Lynn | English | E18 |
| Sugihara-Cheetham | Joann | ESL | E9 |

LIBERAL ARTS (cont.)

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|---------|---------|------------|------------------|
| Swanson | Jack | English | E14 |
| Whitson | Beverly | English | E22 |
| Yeager | Martha | ESL | E14 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|-------|------------|------------------|-------|
| Armstrong | Sunny | Reading | A4 | 53.95 |
| Hall | Avery | Reading | A5 | 56.65 |

PE/ATHLETICS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|------------|-----------|------------|------------------|-------|
| Austin Jr. | James | Athletics | A2 | 48.55 |
| Brooks | Jack | Athletics | B1 | 45.85 |
| Castaneda | Geraldine | Athletics | A1 | 45.85 |
| Chatman | Rosanna | Athletics | B4 | 53.95 |
| Chawla | Neena | Athletics | B1 | 45.85 |
| Gonzalez | Ruben | Athletics | A3 | 51.27 |
| Kim | Alvin | Athletics | A3 | 51.27 |

SCIENCE, ENGINEERING & MATHEMATICS

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|--------------|-----------|---------------------------------|------------------|
| Boardman | Constance | Biology | D12 |
| Bradbury | Jeffrey | Chemistry | E14 |
| Budarin | Dmitri | Mathematics | E14 |
| Buschauer | Robert | Physics/Astronomy | F22 |
| Byun | James | Mathematics | C7 |
| Carreon | Lora | Mathematics | B5 |
| Chalmers | Graham | Mathematics | F22 |
| Conley | Angela | Mathematics | C6 |
| Demian | Kamal | Mathematics | E11 |
| Edson-Perone | Lorraine | Mathematics | E30 |
| Feldstein | Therese | Mathematics | E22 |
| Fuschetto | Susan | Computer & Information Sciences | E14 |
| George | Patty | Mathematics | E18 |
| Harbut | Chester | Biology | F26 |
| Henriques | James | Physics/Astronomy | E18 |

SCIENCE, ENGINEERING & MATHEMATICS (cont.)

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-------------|-----------|---------------------------------|------------------|
| Hohly | Margaret | Computer & Information Sciences | E30 |
| Hugen | Mark | Mathematics | C11 |
| Johnson | Wayne | Biology | E26 |
| Jordan | Wesley | Mathematics | C11 |
| Kreger | Robert | Earth Science | F14 |
| Lacy | Tor | Earth Science | D12 |
| LaZor | Clair | Computer & Information Sciences | E26 |
| Leon Jr. | Ruben | Mathematics | B10 |
| Lewandowski | Thomas | Mathematics | C11 |
| Lewandowski | Pamela | Mathematics | B9 |
| Lopez | Manuel | Mathematics | D12 |
| Lou | Zheng | Computer & Information Sciences | E14 |
| LoVetere | Crystal | Earth Science | C6 |
| Mariani | Ilva | Mathematics | C10 |
| Mata | Pilar | Mathematics | B9 |
| McFadden | William | Mathematics | E26 |
| Mellas | Dean | Computer & Information Sciences | E14 |
| Nance | Wesley | Computer & Information Sciences | E30 |
| Negrete | Bernard | Computer & Information Sciences | E22 |
| Nguyen | Phuong | Computer & Information Sciences | E18 |
| Nikdel | Mojdeh | Mathematics | F12 |
| O'Neil | Scott | Mathematics | E9 |
| Romer | Christine | Chemistry | E14 |
| Sarell | Gary | Mathematics | E22 |
| Sestini | Sally | Mathematics | E22 |
| Shimazu | Cheryl | Chemistry | E14 |
| Waldman | Linda | Chemistry | F11 |
| Walther | Robert | Biology | E22 |
| Wilson | Jack | Computer & Information Sciences | E18 |
| Worrell | Dara | Mathematics | B7 |
| Zewail | Mervat | Chemistry | F26 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|------|--------|------------|------------------|-------|
| Mera | Carlos | Physics | B5 | 56.65 |

TECHNOLOGY

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|----------|-------------------------|------------------|-------|
| Hernandez | Benjamin | Woodworking | B2 | 48.55 |
| Jackson | Lee | Machine Tool Technology | A5 | 56.65 |
| Sanchez | Carlos | Woodworking | A4 | 53.95 |

STUDENT SERVICES

Part-Time Counselors

| Name | | Discipline | Salary | |
|------------------|-----------|------------|-----------|-------|
| | | | Placement | Rate |
| Aguayo | Robert | EOPS | C1 | 37.77 |
| Anang-Kolletty | Yuhaniz | Counseling | C2 | 40.47 |
| Boudreau | Debbie | Counseling | C2 | 40.47 |
| Brambilla | Nancy | CalWORKs | C2 | 40.47 |
| Chaney | Marcia | EOPS | C1 | 37.77 |
| Choi | Hy-Jin | Counseling | C1 | 37.77 |
| Davidson | Martha | Counseling | C2 | 40.47 |
| Gaines | Ken | EOPS | C2 | 40.47 |
| Herrera | Veronica | Counseling | C1 | 37.77 |
| Hill | Shelia | Counseling | C2 | 40.47 |
| Icaro-Boiser | Rubirosa | Counseling | C2 | 40.47 |
| Kim | Jong-Wha | CalWORKs | C2 | 40.47 |
| Loera | Claudia | Counseling | C2 | 40.47 |
| Lozano | Rene | Counseling | C2 | 40.47 |
| Martinez-Weitzel | Victoria | Counseling | C1 | 37.77 |
| Pichardo | Dorali | Counseling | C1 | 37.77 |
| Pizer | Janis | CalWORKs | C2 | 40.47 |
| Salazar | Felipe | Counseling | C1 | 37.77 |
| Saucedo | Marcelino | Counseling | C2 | 40.47 |
| Thigpen | Joyce | Counseling | C2 | 40.47 |
| Toumajian | Mary Kay | Counseling | C2 | 40.47 |
| Troung | Lan | Counseling | C1 | 37.77 |
| Vega | Maria | Counseling | C2 | 40.47 |

Part-Time Instructors

| Name | | Discipline | Salary | |
|--------|--------|------------|-----------|-------|
| | | | Placement | Rate |
| Arroyo | Jose | DSPS | A1 | 45.85 |
| Hill | Shelia | Counseling | A1 | 45.85 |

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

Part-Time Instructors

| Name | | Assignment | Salary | |
|----------|----------|---------------------|-----------|-------|
| | | | Placement | Rate |
| Barry | Francis | Adult Education | A1 | 45.85 |
| Kimura | Dana | Adult Education | A1 | 45.85 |
| Layne | Jonathan | Adult Education | A1 | 45.85 |
| Shumaker | Gary | Adult Education | B2 | 48.55 |
| Valdivia | Luis | PDCA Apprenticeship | A1 | 45.85 |

FACULTY HOURLY - TECHNOLOGY TRAINING & DISTANCE EDUCATION

Part-Time Instructors

| Name | | Assignment | Salary Placement | Rate |
|-------------|---------|-------------------|-----------------------------|-------------|
| Atherton | Anthony | Tech Training | B5 | 56.65 |

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

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2007 - 2008 School Year)

| | | | |
|-------------------|-----------|-----------|----------|
| Gonzalez, Siliano | Custodian | \$9.76/hr | 03/19/08 |
| Toscaro, Ruben | " | " | 03/17/08 |

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|----------------------|----------------------------------|------------|----------|
| Gamage, Sayur | Aide-General (Lab) | \$8.00/hr | 04/04/08 |
| Lew, Eric | " | " | " |
| De La Campa, Kesia | Aide-Special (Counselor) | \$8.00/hr | 03/24/08 |
| Leung, Ryan | " | " | " |
| Nelson Jr., Don | " | " | " |
| Porter, Eugenia | " | " | " |
| Tirado Pena, Joselyn | " | " | " |
| Gonzalez, Guillermo | Instructional Aid I | \$9.56/hr | 03/17/08 |
| Higgins, Lloyd | " | " | 01/07/08 |
| Matamoros, Maria | " | " | 03/10/08 |
| Meza, Kacy, Ashley | " | " | 02/25/08 |
| Gutierrez, Sylvia | Intermediate Typist Clerk | \$9.56/hr | 03/17/08 |
| Gonzalez, Silviano | Custodian | \$9.76/hr | 03/19/08 |
| Thompson, George | " | " | 03/08/08 |
| Toscaro, Ruben | " | " | 03/17/08 |
| Rodriguez, Lissette | Community Outreach Worker | \$9.99/hr | 03/25/08 |
| Chaney, Micah | Program Assistant I | \$9.99/hr | 03/25/08 |
| Hye, Cho | " | " | " |
| Rios, Maria | " | " | " |
| Vazquez, Veronica | " | " | " |
| Young, Evelyn | Secretary Clerk | \$10.53/hr | 03/01/08 |
| Liang, Cac | Electronics Equipment Technician | \$13.79/hr | 04/07/08 |
| Castro, Laura | Student Affairs Assistant | \$13.79/hr | 03/25/08 |
| Rangel, Enrique | " | " | " |

Presented to the Board of Trustees 5/07/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|---------------------|---|-------------|----------|
| Deschamps, Lorraine | Technical Director/Designer | \$14.79/hr | 04/01/08 |
| Nicholson, Richard | Community Education Specialist | \$29.15/hr | 03/07/08 |
| Grover, Stephen | Cont. Ed. Specialist (Business Tech.) | \$50.52/hr | 03/03/08 |
| Mora, Enrique | Project Specialist (Technical) Level II | \$100.00/hr | 04/01/08 |

CERRITOS COMMUNITY COLLEGE DISTRICT

WORK CALENDAR 2008-2009 FISCAL YEAR (July 1, 2008 - June 30, 2009)

JULY

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4* | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

JANUARY

| S | M | T | W | TH | F | S |
|----|-----|----|----|----|----|----|
| | | | | 1* | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19* | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

AUGUST

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

FEBRUARY

| S | M | T | W | TH | F | S |
|----|-----|----|----|----|-----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13* | 14 |
| 15 | 16* | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |
| | | | | | | |

SEPTEMBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | 1* | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MARCH

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

OCTOBER

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

APRIL

| S | M | T | W | TH | F | S |
|----|----|----|----|----|-----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10+ | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

NOVEMBER

| S | M | T | W | TH | F | S |
|----|----|-----|----|-----|-----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11* | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27* | 28+ | 29 |
| 30 | | | | | | |

MAY

| S | M | T | W | TH | F | S |
|----|-----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25* | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

DECEMBER

| S | M | T | W | TH | F | S |
|----|-----|-----|-----|-----|-----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24+ | 25* | 26+ | 27 |
| 28 | 29+ | 30+ | 31+ | | | |

JUNE

| S | M | T | W | TH | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- * July 4 Independence Day
- * September 1 Labor Day
- * November 11 Veterans Day
- * November 27 Thanksgiving Day
- + November 28 Board Approved Holiday (Day After Thanksgiving)
- + December 24 Board Approved Holiday (In Lieu of Admission Day)
- * December 25 Christmas Day
- + December 26 Board Approved Holiday
- + December 29 Board Approved Holiday
- + December 30 Board Approved Holiday
- + December 31 Board Approved Holiday
- * January 1 New Year's Day
- * January 19 Dr. M. L. King, Jr. Day
- * February 13 Lincoln Day
- * February 16 Washington Day
- + April 10 Board Approved Holiday (Friday - Week of Spring Break)
- * May 25 Memorial Day

***Holidays by Education Code
+Holidays Approved by Board**

**Approved by
Board of Trustees:**

XX/XX/XX

**CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION #08-02**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 18-24, 2008, AS
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND THE CALIFORNIA STATE LEGISLATURE**

WHEREAS, Classified professionals provide valuable services to the students and programs of the Cerritos Community College District; and

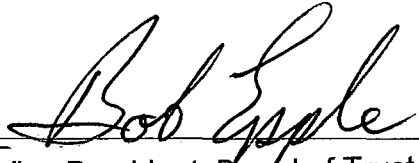
WHEREAS, Classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified professionals serve a vital role in providing for the welfare and safety of Cerritos Community College District's students; and

WHEREAS, Classified professionals employed by the Cerritos Community College District strive for excellence in all areas relative to the educational community; therefore be it

RESOLVED, That the Cerritos Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the state of California and in the Cerritos Community College District and declares the week of May 18 through May 24, 2008, as Classified School Employee Week in the Cerritos Community College District.

Adopted at a regular meeting of the Board of Trustees of the Cerritos Community College District at Norwalk, California this 7th day of May, 2008:

Signed: 
Vice President, Board of Trustees

Attest: 
Secretary to Board of Trustees

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MAY 21, 2008

- I. **CALL TO ORDER** The meeting was called to order at 6:00 p.m. by Mr. Epple the Board Vice President. Those present were:
- Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Jason Macias, Student Trustee
Mr. Bob Epple
- Mr. Bob Arthur was not present. Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. **PLEDGE OF ALLEGIANCE** The flag salute was led by Mr. Macias.
- III. **INSTITUTIONAL PRESENTATIONS** A. Dr. Vela presented Paula Massadas-Pereira with the Outstanding Classified Employee Award for the month of April 2008.
- Classified Employee of the Month
- Certificate of Appreciation B. On behalf of the Board, Mr. Epple presented a certificate of appreciation to Mr. Macias for his service as ASCC President and Student Trustee for 2007-2008.
- Developmental Education Plan C. Mr. Farmer introduced Dr. Jan Connal, Francie Quaas-Berryman and Dr. Bryan Reece. They gave a presentation on the Developmental Education Plan that was submitted to the State Chancellor's Office on May 1, 2008. There was much discussion regarding student learning, the Habits of Mind campaign, learning communities on campus and other student outreach efforts currently in progress. The Board was very appreciative of the presentation.
- IV. **PUBLIC PRESENTATIONS** Mr. Wallace invited Board members to attend Capitol Day in Sacramento, CA on June 17. He also provided copies of an episode of American Health Journal which has aired on KOCE-TV and KVCR-TV. The episode highlighted the Cerritos College nursing program.
- Mark Wallace
- V. **CONSENT AGENDA** It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the consent agenda and addendum. The vote for approval was unanimous.
- A. Approved to Provide Compensation to Mr. Arthur for his absence during the May 7 Board Meeting.
- B. Accepted gifts with letters of thanks to the following:
- 4 t-350 Manual Transmissions
Donated by: Gregory Smith, Chrysler Corporation
 CIMS: 906-00-00
 5141 Santa Ana St.
 Ontario, CA 91761
- C. Approved to Donate Bass Drum to Youth Symphony Musique Sur La Mer (a non-profit organization).
- D. Approved Chancellor's Office Grant Augmentation – Quick Start

Initiative; Southland Cerritos Transportation Career Pathways Project, as attached.

- E. Approved Faculty Stipends as Part of the Automotive Quick Start Grant, as attached.
- F. Approved Notice of Completion for Bid 0607-27, Cerritos College Soccer Field Upgrade, as attached.
- G. Approved Budget Extensions and Budget Transfers, as attached.
- H. Approved Contracts as follows:

Agreements

AMENDMENT

- 1. ABC Unified School District
Quick Start AB70 Grant
Technology

To extend the existing contract with ABC Unified School District and increase the contract amount for additional transportation costs as part of the activities of the Automotive Quick Start AB70 grant project. The renewal period is through November 30, 2008. The contract will be increased an additional \$604.00 to cover additional transportation costs. This will bring the total contract amount to \$23,604.00. Funds are provided by the Automotive Quick Start AB70 grant.

- 2. Southeast ROP
Quick Start AB70 Grant
Technology

To include a faculty stipend and add an additional project related high school class as part of the approved activities of the Automotive Quick Start AB70 grant. SEROP will receive \$1,000 for the faculty stipend and will also be reimbursed \$9,000 for the additional high school class with funding from the Automotive Quick Start AB70 grant.

Medical

RENEWAL

- 3. Lakewood Regional Medical Center
Nursing, Physical Therapist Assistant, Emergency Medical Technician, Pharmacy Technician and Speech Language Pathology Assistant Programs
Health Occupations

To continue to provide clinical/practicum experiences for the students enrolled in the nursing, physical therapist assistant, emergency medical technician, pharmacy technician and speech language pathology assistant programs. For period July 1, 2008 through July 1, 2013. No cost to the District.

Presenter

NEW

- 4. Los Angeles County Office of Education
Woodworking Event
Technology

For Anthony Fortner, a full-time District instructor to be a presenter at a special woodworking event co-hosted by LACOE. For period May 22, 2008 through June 30, 2008. The District will receive \$600.00 plus any potential taxes, benefits or related costs from LACOE to issue a stipend to Anthony Fortner for his services.

- I. Approved and/or Ratified Request for Unpaid Leave of Absence, as

follows:

Armijo, Leonard, Locker and Equipment Manager (Physical Education/Athletics), effective March 26 through June 18, 2008

- J. Approved Employment of 2008 Summer Session Faculty Personnel, as attached.
- K. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VI. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for April 28, 2008.
- B. As information, the Board book contained Associated Students Cerritos College (ASCC) Financial Report for the Period Ending March 31, 2008, as attached.
- C. As information, Board received the Status Report of Progress Made Toward the College's 2005-08 Strategic Plan.

VII. REPORTS

- A. Board of Trustees
Mr. Jackson stated that he attended many events on campus, including commencement and many graduation ceremonies. He also congratulated the college on winning three state championships this year.

Dr. Hughlett stated that he attended several events on campus and added that the Teacher TRAC ceremony was marvelous. He indicated that the Board subcommittee met with several constituent groups and added that they are compiling the information they received. He indicated that he has continued to listen and learn at the Campus Transformation Committee meetings and clarified that he does not speak at the meetings.

Mr. Epple stated that the graduation ceremonies were excellent and a great way to celebrate student success.

Mr. Macias stated that the commencement ceremony was excellent. He also informed the Board that ASCC has created a book exchange service on campus for students.

- B. Faculty and Staff Leadership
Dr. Reece stated that Faculty Senate wrapped up a good year and continued to expand the agenda for student success. He thanked the Board for an excellent conversation regarding the Developmental Education Plan.

Ms. Laughon thanked the Board and administration for the Employee Appreciation Breakfast and for their support during the Classified Awards ceremony. She added that the events during Classified Employee Week have been well-attended.

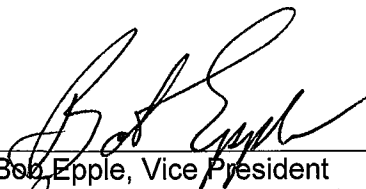
- C. President/Superintendent and Vice Presidents
Dr. Vela stated that much work was done behind the scenes to prepare the Developmental Education Plan. She stated that the numerous graduations were enjoyable and a great milestone of success. *Dr. Vela* informed the Board that the Australian Delegation

visited the campus earlier in the day. She stated that many administrators were present and several presentations were made. She added that the delegates were very interested in the information that was given to them and added that they are interested in business and industry partnership programs.

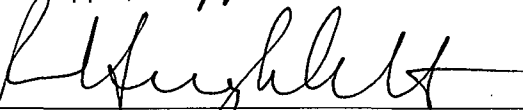
Ms. Higdon stated that she attended the Statewide CBO meeting where Arnold Bray spoke about the budget situation. She stated that there are many questions and concerns about the proposed securitizing of the state lottery. She indicated that it will be a long summer full of discussion about the budget but that no one knows what will happen. She added that the newly expanded Campus Transformation Committee has been meeting and added that the meetings have been productive and at times contentious. She stated that the CTC agrees that the proposed Fine Arts building and Theatre building should remain adjacent to each other and that they understood that the position of the proposed Theatre building cannot be changed at this time due to the risk of losing state funding. *Ms. Higdon* added that *Jenine Nolan*, Dean of Health Occupations, has indicated that although it is not her first choice, she has made a compromise to move the proposed Child Development Center to the proposed Facilities building location. The proposed Facilities building could then move down south adjacent to 166th Street on the Strawberry Field. She indicated that this leaves some flexible space in the former proposed location of the CDC building. She added that the CTC has not yet come to agreement on the purpose of that space. *Mr. Epple* requested that the Board receive FTES information related to soccer and the use of the soccer field.

Mr. Farmer thanked the Board for their interest in student learning and the Developmental Education Plan.

- | | |
|--------------------------|---|
| VIII. CLOSED SESSION | The Board adjourned to closed session at 7:48 p.m. |
| IX. RECONVENE | The Board reconvened at 8:59 p.m. |
| X. ADJOURNMENT | The meeting was adjourned at 9:00 p.m. |
| XI. NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, June 4, 2008 at 6:00 p.m. |



Bob Epple, Vice President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: William Farmer, Vice President of Academic Affairs WCF
PREPARED BY: Dr. Randy Peebles, Inst. Dean of Technology and Business RWP
DATE: May 21, 2008
SUBJECT: Consideration of Approval of Chancellor's Office Grant Augmentation – Quick Start Initiative; Southland Cerritos Transportation Career Pathways Project

RECOMMENDATION

It is recommended that the Board of Trustees approve an additional \$40,000.00 in funding from the Chancellor's Office as part of the Quick Start Initiative and move the grant timeline ending date to November 30, 2008.

OVERVIEW

The Board of Trustees reviewed and approved the Automotive Quick Start Grant at its May 17, 2006 Board meeting. The Chancellor's office is augmenting the total of this grant by providing an additional \$40,000.00, bringing the grant total to \$490,000.00 and extending the timeline through November 30, 2008.

ANALYSIS

The approved Quick Start program was initiated to expand and replicate a successful Automotive Career Institute (ACI) training model for high school students piloted in September 2005. We are currently continuing to meet project goals

FINANCIAL IMPLICATIONS

The college will receive an additional \$40,000.00 in funding to continue meeting original project goals.

There is no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Dr. Randy Peebles, Inst. Dean of Technology and Business *RPP*
DATE: May 21, 2008
SUBJECT: **CONSIDERATION OF APPROVAL TO PAY FACULTY STIPENDS AS PART OF THE AUTOMOTIVE QUICK START GRANT**

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for the following full-time faculty members: Kevin Taylor, Tony Baron, Richard Aragon, James Rudd, Frank Vega, Leonard Glick, Israel Andrade and Jon Bender. These are in the amount of \$1800.00 for workshops offered during the Summer 2008 semester as part of our Quick Start funded grant activities.

OVERVIEW

The Board of Trustees reviewed and approved the Automotive Quick Start Grant at its May 17, 2006 Board meeting. As a required grant objective, our instructional staff will participate in "Articulation Work Teams" to develop articulation in cooperation with Gahr High School, Artesia High School, Norwalk High School and Bellflower High School, as well as other potential high schools that will be included. A faculty stipend of \$1800.00 will be paid to the above listed faculty members for summer workshops offered during the summer 2008 term, which is an added project instructional activity.

ANALYSIS

These grant-related activities by our faculty are supporting our partnerships with high school districts. This directly supports potential future enrollments in career programs at Cerritos College. This work will not conflict with teaching assignments. There is no cost to district. \$14,000 has been allocated from the grant budget for this use.

FINANCIAL IMPLICATIONS

The following full-time Certified Cerritos College employees are to receive stipends for work performed summer 2008:

| | | |
|-----------------------|---|-----------|
| Kevin Taylor | - | \$1800.00 |
| Tony Baron | - | \$1800.00 |
| James Rudd | - | \$1800.00 |
| Richard Aragon | - | \$1800.00 |
| Frank Vega | - | \$1800.00 |
| Leonard Glick | - | \$1800.00 |
| Israel Andrade | - | \$1800.00 |
| Jon Bender | - | \$1800.00 |

Quick Start AB70 grant funds will be utilized for these expenditures.

There is no cost to the District.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: JENNEY HO
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Cerritos College Soccer Field Upgrade, Bid #0607-27 contract for the doing of which was heretofore entered into on the 19th day of July, 2007 which contract was made with America West Landscape, Inc., contract number #C07-1013, as contractor; that said improvements were completed on the 5th day of May, 2008, and accepted by formal action of the governing board of said DISTRICT on the 21st day of May, 2008; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is First National Insurance Company of America.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Jo Ann Higdon
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

BUDGET TRANSFERS FOR MAY 21, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|-----------|------------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (169,948) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (169,948) |
| | | |

TO

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | 99,024 |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 10,990 |
| EMPLOYEE BENEFITS | \$ | 2,196 |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 57,738 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | 169,948 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Six (6)

Divisions/Departments/Programs:

Basic Skills from 05/06 and 06/07 for 07/08; CalWORKS

BUDGET TRANSFERS FOR MAY 21, 2008

41.0 FUND-CAPITAL OUTLAY PROJECTS FUND

FROM

| | | |
|--|----|-----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | (104,324) |

TOTAL

| | |
|----|------------------|
| \$ | (104,324) |
|----|------------------|

TO

| | | |
|--|----|---------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | 104,324 |

TOTAL

| | |
|----|----------------|
| \$ | 104,324 |
|----|----------------|

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

District, Capital Outlay

BUDGET TRANSFERS FOR MAY 21, 2008

69.0-STUDENT HEALTH SERVICES FUND

FROM

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (4,800) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (4,800) |
| | | |

TO

| | | |
|--|-----------|--------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 500 |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 4,300 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | 4,800 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:

Student Health Services

APPROPRIATION TRANSFER ANALYSIS FOR MAY 17, 2008

| | | |
|--|----|----------------|
| ***00000.0-00000-00000-8611-0000000 (01.0 Fund) State-Apprenticeship | \$ | 131,772 |
| To allocate income for salaries and associated fringe benefits; supplies; contracted services | | |
| ***00000.0-00000-70607-8981-0000000 (41.0 Fund) Local-District Match | | 104,324 |
| 06-07 Scheduled Maintenance | | |
| To set up remaining District Match of 06-07 Scheduled Maintenance | | |
| ***00000.0-00000-70708-8690-0000000 (41.0 Fund) State-07-08 | | <u>295</u> |
| Scheduled Maintenance | | |
| To allocate income for repairs and maintenance | | |
| TOTAL: | \$ | <u>236,391</u> |

BUSINESS EDUCATION**Part-Time Instructors**

| Name | | Discipline | Salary Placement | Rate |
|-------------|-------|-------------------|-------------------------|-------------|
| Stradley | David | Paralegal | A1 | 45.85 |

HUMANITIES/SOCIAL SCIENCES**Part-Time Instructors**

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-------------------|-------------------------|-------------|
| Brady | Michael | Philosophy | A1 | 45.85 |
| Ferguson | Melissa | Psychology | A1 | 45.85 |
| Gillis | Cara | Philosophy | B2 | 48.55 |
| Ramirez | Adriana | History | A1 | 45.85 |

LIBERAL ARTS**Part-Time Instructors**

| Name | | Discipline | Salary Placement | Rate |
|-------------|---------|-------------------|-------------------------|-------------|
| Colson | Michael | English | A1 | 45.85 |

PE/ATHLETICS**Full-Time Instructors**

| Name | | Discipline | Salary Placement |
|-------------|----------|--------------------|-------------------------|
| Abing | Joseph | Athletics | E14 |
| Artiaga | Benjamin | Athletics | B3 |
| Bueno | Ni | Athletics | F5 |
| Cain | Gary | Athletics | E18 |
| Caines | Thomas | Athletics | E13 |
| Edwards | Carrie | Fitness | F11 |
| Gaylord | Kenneth | Athletics | C11 |
| Grosfeld | Stephen | Athletics | D12 |
| Jensen | Deborah | Athletics | E14 |
| Macias | Sergio | Athletics | D8 |
| Mazzotta | Frank | Athletics | E30 |
| McPherson | Michael | Health Education | D12 |
| Murray | Kodee | Athletics | D12 |
| Prindle | Jeanine | Physical Education | E30 |
| Sanderson | Janet | Dance | D12 |
| Welliver | Karen | Athletics | E18 |
| Wells | Douglas | Athletics | E18 |

SCIENCE, ENGINEERING & MATHEMATICS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|--------|------|------------|------------------|-------|
| Lorenz | Todd | Biology | A1 | 45.85 |

STUDENT SERVICES

Full-Time Counselors

| Name | | Discipline | Salary Placement |
|------|-----------|------------|------------------|
| Page | Elizabeth | DSPS | B10 |

Part-Time Counselors

| Name | | Discipline | Salary Placement | Rate |
|---------|--------|------------|------------------|-------|
| Hansch | Dan | DSPS | C2 | 40.47 |
| Salazar | Felipe | DSPS | C1 | 37.77 |

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|----------|---------|------------|------------------|
| Garriot | Donald | DSPS | C10 |
| Holmes | Judi | DSPS | E9 |
| Hunt | Mary | DSPS | E6 |
| Nakasone | Harriet | DSPS | E30 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|----------|------------|------------------|-------|
| Toumajian | Mary Kay | Counseling | A1 | 45.85 |

FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

Part-Time Instructors

| Name | | Assignment | Salary Placement | Rate |
|--------|--------|------------------|------------------|-------|
| Garcia | Joseph | Adult Educations | A1 | 45.85 |

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

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|-----------------------------|---------------------------------|------------|----------|
| Gomez, Jose de Jesus | Aide-General (Lab) | \$8.00/hr | 04/21/08 |
| Ruiz, Edward | Aide-Special (Counselor) | \$8.00/hr | 03/24/08 |
| Neupane, Kaubin | Aide-Special (Tutor) | \$8.00/hr | 04/18/08 |
| Barot, Alok | " | " | 03/13/08 |
| Coulter, Sherri | Outreach Worker | \$9.07/hr | 03/25/08 |
| De Leon, Vanessa | " | " | " |
| Gallardo, Gloria | " | " | " |
| Lindsay, Jody | " | " | " |
| Montes, Susana | " | " | " |
| Murillo, Veronica | " | " | " |
| Rivera, Jose | " | " | " |
| Rodriguez, Xenia | " | " | " |
| Sanchez, Gwen | " | " | " |
| Villareal De La Cruz, Melvi | " | " | " |
| Lewis, Steve | Instructional Aide I | \$9.56/hr | 01/07/08 |
| Nambo, Helen | " | " | 03/13/08 |
| Navarro, Noe | " | " | " |
| Owen, Kelly | " | " | 03/12/08 |
| Gomez, Stephanie | Intermediate Clerk | \$9.56/hr | 04/15/08 |
| Del Real, Judy | Intermediate Typist Clerk | \$9.56/hr | 03/25/08 |
| Uluivuda, Mata | Program Assistant I | \$9.99/hr | 04/03/08 |
| Hall, Asja | Secretary Clerk | \$10.53/hr | 03/26/08 |
| Owen, Kelly | " | " | 04/23/08 |
| Padilla, Debra | Lead Registration Account Clerk | \$11.06/hr | 04/25/08 |
| Candelario, Manuel | Program Assistant II | \$11.34/hr | 04/01/08 |
| Esparza, Janel | " | " | 04/25/08 |
| Hope, Gregory | " | " | 04/01/08 |
| Mishler, Katherine | " | " | 03/25/08 |
| Morada, Gabriella | " | " | 04/03/08 |

Presented to the Board of Trustees 5/21/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|--------------------|--|------------|----------|
| Garcia, Priscila | Fine Arts Specialist | \$11.77/hr | 03/25/08 |
| Wood, Robin | Technical Director/Designer | \$14.79/hr | 03/01/08 |
| Bradbury, Jefferey | Community Education Specialist | \$29.15/hr | 10/01/07 |
| Hill, Sheila | " | " | 01/0708 |
| Rivera, Cynthia | Aide-Special (Interpreter Level IV) | \$33.50/hr | 03/03/08 |
| Alvarado, Luz | Cont. Ed. Specialist (Business Tech.) | \$50.52/hr | 03/25/08 |
| Blackmun III, Gene | " | " | 02/28/08 |
| Gonzalez, Sergio | " | " | 03/25/08 |
| Sebastian, Ilona | " | " | 04/01/08 |
| Wilson, Esther | " | " | 01/01/08 |
| Fitzgerald, Barret | Project Specialist (Technical) Level I | \$75.00/hr | 04/01/08 |
| Howlett, Richard | " | " | " |

ASSOCIATED STUDENTS-CERRITOS COLLEGE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
For the Period July 1, 2007 - March 31, 2008

| | Associated Students Fund | | Students Clubs & Trust Fund (250's) | Scholarship & Loans Fund (275's) |
|--|-----------------------------|-----------------------|--|-------------------------------------|
| | BUDGET | ACTUAL | ACTUAL | ACTUAL |
| REVENUES | | | | |
| College Services Fee (400-01-001) | 245,000.00 | 245,050.00 | | |
| Student Store (400-01-002) | 287,500.00 | 206,250.00 | | |
| Football (400-02-001) | 6,400.00 | 6,482.00 | | |
| Basketball (400-02-002) | 1,000.00 | 488.00 | | |
| Student Activities (400-03-001) | 1,000.00 | 370.00 | | |
| Newspaper Advertising (400-03-002) | 4,000.00 | 4,000.00 | | |
| Other Income (400-03-005) | 6,000.00 | 4,000.00 | | |
| Interest Income (400-03-007) | 6,000.00 | 7,099.73 | | |
| Vending Commission (North County & Pepsi) (400-04-002) | 87,000.00 | 87,000.00 | | |
| Electronic Games (400-04-003) | 16,000.00 | 9,530.75 | | |
| Food Court Income (400-04-004) | 91,000.00 | 65,623.16 | | |
| Elbow Rooms Commission (400-04-005) | 52,000.00 | 38,268.14 | | |
| Fine Arts/Theatre (400-05-001) | 8,000.00 | 3,000.00 | | |
| Fine Arts/Music (400-05-002) | 1,000.00 | 0.00 | | |
| ASCC Undistributed Reserves (400-05-003) | 45,000.00 | 0.00 | | |
| Receipts | | | 344,521.06 | 36,779.51 |
| TOTAL REVENUES | 856,900.00 | 677,161.78 | 0.79 344,521.06 | 36,779.51 |
| EXPENDITURES | | | | |
| Student Government Program (600-01-000 to 600-01-999) | 209,100.00 | 151,898.89 | | |
| Instructional Programs (600-02-000 to 600-02-999) | 200,500.00 | 94,705.44 | | |
| Special Operations (600-03-000 to 600-03-999) | 193,200.00 | 77,137.85 | | |
| Intercollegiate Athletics Program (600-04-000 to 600-04-999) | 183,850.00 | 151,609.94 | | |
| Student Services (600-05-000 to 600-05-999) | 70,250.00 | 34,634.55 | | |
| Adjust for restatements | 0.00 | 0.00 | | |
| Disbursements | | | 393,240.96 | 36,379.51 |
| TOTAL EXPENDITURES | 856,900.00 | 509,986.67 | 0.60 393,240.96 | 36,379.51 |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | | 167,175.11 | -48,719.90 | 400.00 |
| BEGINNING FUND BALANCE, JULY 1, 2007 | | 1,138,285.29 * | 507,538.47 * | 95,961.39 ** |
| ENDING FUND BALANCE, MARCH 31, 2008 | | 1,305,460.40 | 458,818.57 | 96,361.39 |

* Per audited financial statements

** Including Adjustment of Add'l \$16,837.21

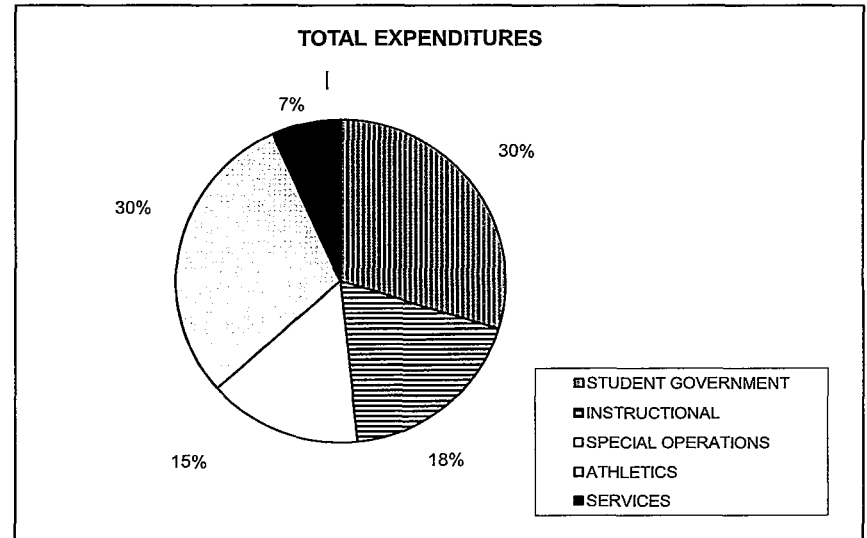
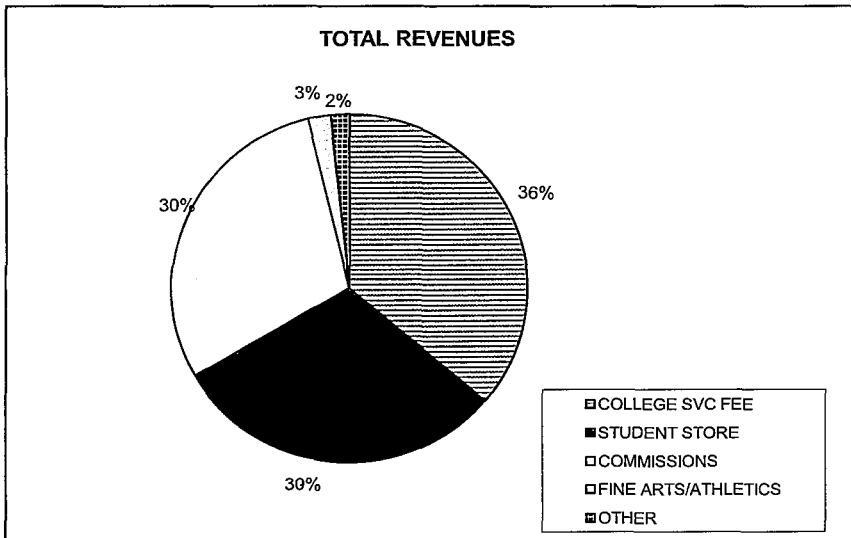
lr: 4/23/08

ASSOCIATED STUDENTS-CERRITOS COLLEGE

BUDGET SUMMARY

MARCH 31, 2008

| | | | | | |
|----------------------------|----|----------------|----------------------------|----|----------------|
| COLLEGE SVC FEE | \$ | 245,050 | STUDENT GOVERNMENT | \$ | 151,899 |
| STUDENT STORE | | 206,250 | INSTRUCTIONAL | | 94,705 |
| COMMISSIONS | | 200,422 | SPECIAL OPERATIONS | | 77,138 |
| FINE ARTS/ATHLETICS | | 13,970 | ATHLETICS | | 151,610 |
| OTHER | | 11,470 | SERVICES | | 34,635 |
| TOTAL REVENUES | \$ | 677,162 | ADJ FOR RESTATEMENT | | 0 |
| | | | TOTAL EXPENDITURES | \$ | 509,987 |



CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
JUNE 4, 2008

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Jason Macias, Student Trustee
- Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Macias.
- III. APPROVAL OF MINUTES A. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the special meeting of April 9, 2008. The vote for approval was unanimous.
- B. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the regular meeting of April 16, 2008. The vote for approval was unanimous.
- C. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the regular meeting of May 7, 2008. The vote for approval was 5-0-2; Mr. Arthur and Dr. Cho abstained.
- D. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the regular meeting of May 21, 2008. The vote for approval was 6-0-1; Mr. Arthur abstained.
- IV. INSTITUTIONAL PRESENTATIONS A. The Board of Trustees presented Joleen Failor and Dr. Preston Hampton with retirement plaques acknowledging their years of dedicated service to Cerritos College.
- B. Dr. Dan Smith, Dean of Health, Physical Education and Athletics informed the Board that the Women's Track and Field Team and the Women's Softball Team both won the state championships this year. Dr. Smith introduced Director of Track & Field Doug Wells, Women's Track & Field Head Coach Michael Allen as well as Women's Softball Head Coach Kodee Murray. Team members from both teams were present at the Board meeting as well. On behalf of the Board, Mr. Arthur congratulated both teams on their spectacular accomplishments.
- Recognition of Cerritos College Women's Track & Field and Softball Teams
- V. PUBLIC PRESENTATIONS Ms. Paez, President of the Parents for Project HOPE, asked that the Board address issues pertaining to Project HOPE. She stated that the Board's lack of action shows that they are not interested in student success or the education of their children. She provided cards to the Board requesting support for Project HOPE.
- Antoineta Paez
- VI. CONSENT AGENDA It was moved by Dr. Edmiston and seconded by Dr. Hughlett to approve the consent agenda and addendum. Mr. Arthur asked that item A. be held for separate consideration. The vote for approval was unanimous.

- A. It was moved by Dr. Edmiston and seconded by Dr. Hughlett to approve item A:

Provide Compensation to Mr. Arthur for his absence during the May 21 Board Meeting

The vote was 6-0-1; Mr. Arthur abstained.

- B. Accepted gifts with letters of thanks to the following:

- 7000 pounds of miscellaneous steel

Donated by: Chad Jackson
Construction Consulting Lab
4751 W. State St
Ontario, CA 91762

- C. Approved New Course Offerings, as attached.

- D. Approved to Extend the Term of Chancellor's Office Grant – Economic and Workforce Development Grant – Management Development Consortium Project for the Retail/Grocery Industry Project from June 30, 2008 to November 30, 2008, as attached.

- E. Approved Bid #0708-12, Infrastructure & Central Plant, Phase III, as attached.

- F. Approved Budget Extensions and Budget Transfers, as attached.

- G. Approved Contracts as follows:

Agreements

AMENDMENT

1. Bellflower Unified School District
Automotive Quick Start AB70 Grant
Technology

To re-allocate funds originally allocated for bus transportation but will now be used for the purchase of instructional equipment. The period will be extended through December 31, 2008. The amount of the funds being re-allocated is \$6,284.00. There is no change to the original contract amount. All funding is provided by the Automotive Quick Start AB70 grant.

RENEWAL

2. Norwalk-La Mirada Unified School District
America Reads & America Counts
Student Support Services

To continue our America Reads & America Counts programs. For period July 1, 2008 through June 30, 2009. No cost to the district.

NEW

3. American Diabetes Association
Diabetes, Heart Disease & Stroke Education
Student Health Services

To present education and awareness information about Diabetes, Heart Disease and Stroke to the Cerritos College campus students, faculty and staff. For period July 1, 2008 through June 30, 2009. No cost to the District.

4. American Red Cross – Rio Hondo Chapter
Adult CPR and First Aid Courses
Student Health Services
To obtain certified instructors for Adult CPR and first aid workshops for students, staff and faculty. For period July 1, 2008 through June 30, 2009. No cost to the District.
5. BeAware Foundation
Breast Awareness Courses
Student Health Services
To present Breast Awareness education workshops to Cerritos College students, staff and faculty. For period July 1, 2008 through June 30, 2009. No cost to the district.
6. Southern California Region of The American Red Cross Blood Services
Blood Drives
Student Health Center
To provide blood drives at the Cerritos college campus. For period July 1, 2008 through June 30, 2009. No cost to the District.
7. UCLA School of Nursing
Student Placements
Student Health Services
To provide graduate students short-term placements for clinical observation hours required for program completion. For period July 1, 2008 through June 30, 2009. No cost to the District.
8. Santa Monica College
Transportation Courses
Technology
To develop a second transportation course for Santa Monica College with the assistance of the Business and Science departments at Santa Monica College. For period June 5, 2008 through December 31, 2008. The District will receive \$10,000.00 for their services.

Medical

NEW

9. La Habra City School District
Speech Language Pathology Assistant Program
Health Occupations
To provide clinical/practicum experiences for students enrolled in the speech language pathology assistant program. For period March 19, 2008 through June 30, 2010. No cost to the District.

RENEWAL

10. Children's Hospital of Orange County
Child Development, Emergency Medical Technician, Medical Assisting, Pharmacy Technician, Physical Therapist, and Speech Language Pathology Assistant Programs
Health Occupations
To provide clinical/practicum experiences for students enrolled in the above named programs. For period May 1, 2008 through May 1, 2010. No cost to the District.
11. Downey Regional Medical Center
Nursing, Emergency Medical Technician, Pharmacy Technician, Physical Therapist, and Speech Language Pathology Assistant Programs
To provide clinical/practicum experiences for students enrolled in the

above named programs. For period August 1, 2008 through August 1, 2011. No cost to the District.

Services

AMENDMENT

12. CPD Advertising & Design, Inc.

Marketing Support for Quick Start AB 70 Grant

Technology

To extend the term of the agreement with CPD Advertising & Design, Inc. for marketing support for the Quick Start AB70 grant through November 30, 2008.

13. Pivot Point International, Inc.

Salon Success Module

Technology

To add the new module "Salon Success" to the existing materials list contracted from Pivot Point used for instructional purposes. For period June 5, 2008 through June 30, 2010. Total cost will be a one-time initiation fee of \$250.00 with funds being provided from the Cosmetology department enterprise account.

RENEWAL

14. Chicago Harv's

15. Frantone's Pizza & Spaghetti Villa

16. Oh No Tokyo

17. S&B Foods

18. Cotti Foods (Taco Bell)

19. Zebra Café

Food Court Vendors

Purchasing

To renew the agreements with the six (6) named food court vendors July 1, 2008 through June 30, 2009. No cost to the District.

Training

NEW

20. Hexagon Metrology

PC-DMIS Software Training

CITE/Economic Development

To provide (5) days of PC-DMIS Software Training in support of the Boeing Mentor Protégé project. For period July 1, 2008 through September 30, 2009. Total cost is not to exceed \$15,000.00. The funds are being provided by the US Air force through a contract with The Boeing Company. No District funds are involved.

Use of Facilities

NEW

21. Children's Center of Antelope Valley

PS-MAPP Parenting Classes

Health Occupations

For the use of facilities of the Children's Center of Antelope Valley to provide 11 PS-MAPP parenting classes for potential foster parents. For period July 12, 2008 through August 16, 2008. Total cost will be \$1,050.00 with funding from the MAPP program budget. No cost to the District.

H. Approved and/or Ratified Resignation(s) Accepted by the President/Superintendent, as follows:

Hampton, Preston, Counselor (Counseling Services) effective June 30, 2008

- I. Approved Employment of 2008 Summer Session Faculty Personnel, as attached.
- J. Approved Request for Change in Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483, as attached.
- K. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for May 5, 2008.
- B. As information, the Board book contained the Citizens' Bond Oversight Committee Chair's Report to the Board of Trustees per Committee Bylaws, Section 3.3 (a) and (b), as attached.
- C. As information, the Board considered the First Reading of Board Policy 4106 – Nursing Programs. There was no discussion.
- D. As information, the Board considered Additions/Revisions to Board Policies – BP 3518, BP 4025, BP 4100, BP 4220, BP 4231, BP 4235, BP 4240, BP 4260, BP 5040 and BP 5050. Mr. Epple requested a future agenda item to consider delegating authority to the President to make minor corrective changes to reference code numbers in Board policies.
- E. It was moved by Mr. Epple and seconded by Dr. Hughlett to approve the Cerritos College's Five-Year Construction Plan (5YCP), as attached. Ms. Higdon stated that some of the final project proposals must be submitted by July 1. She indicated that one of the changes in the 5YCP is the potential relocation of the Child Development Center to the proposed Facilities building location. The proposed Facilities building will then move down south adjacent to 166th Street on the Strawberry Field. She noted that the acreage of the Strawberry Fields will be reduced. Ms. Higdon also indicated that the Campus Transformation Committee has not yet come to agreement on the purpose of space in the former CDC building location, which is currently the old soccer field. Mr. Jackson asked if the diminished space will continue be worthwhile for the lessee of the Strawberry Field and Ms. Higdon stated that while the space is still considered acceptable to the lessee, the college's potential for future income to utilize that plot of land at some point in the future may be diminished. After discussion, the vote for approval was unanimous.

VIII. REPORTS

- A. Board of Trustees
Dr. Cho indicated that she would like to discuss Project HOPE and additional funding options at a future Board meeting.

Dr. Hughlett stated that he was troubled by some of the information he read in the CSEA Compensation and Classification survey results.

Ms. Avalos agreed with Dr. Cho's comment that she would like to discuss Project HOPE and additional funding options.

B. Faculty and Staff Leadership

Dr. Reece distributed information regarding Faculty Senate 2007-2008 accomplishments as well as an update on the agenda for student success.

C. President/Superintendent and Vice Presidents

Dr. Vela provided an update on the budget and stated that it seems there is decreasing support for the governor's proposal to securitize the lottery. She stated that a signed budget may not be complete until September. She also indicated that several individuals will be participating in the Capitol Days event and added that it is important to advocate for the community college budget with elected officials. She added that in light of the budget situation, the college has asked managers to be prudent with expenditures.

Ms. Higdon stated that the current budget situation emphasizes the importance of the reserves. She indicated that there will be agenda items to allow borrowing between interfund balances as well as to allow temporary borrowing from the county at the next Board meeting. She concluded by informing the Board that there may be an agenda item regarding a bid for the Aquatic Center Project at the next Board meeting.

IX. CLOSED SESSION

The Board adjourned to closed session at 7:00 p.m.

X. RECONVENE

The Board reconvened at 8:09 p.m.

Read Out

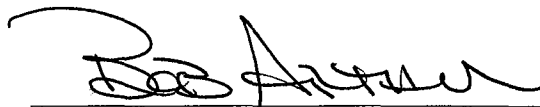
Dr. Edmiston stated that in closed session the Board of Trustees approved the extension of employment of Kim Westby as Acting Dean of Student Support Services on Grade 5, Step 2 of the Management Salary Schedule (\$9,111.00 per month) effective July 1, 2008 for a period not to exceed October 31, 2008.

XI. ADJOURNMENT

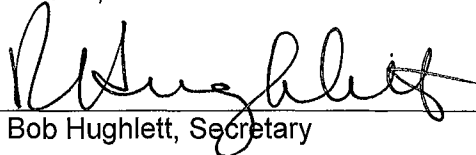
The meeting was adjourned at 8:10 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, June 18, 2008 at 5:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

BUSINESS EDUCATION

BCOT 119

Business Virtual Office Technologies

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course introduces the student to the world of the virtual office. Topics include the evolution of the virtual office, becoming part of the virtual office, and creating/setting up a virtual office to support a business. Related topics on communication and business operations via technological office components are explored. This course is a requirement of the Business Computerized Office Technologies Department's Virtual Office Assistant Verification of Completion certificate program.

New Certificate

Virtual Business Office Technologies Verification of Completion

This Verification of Completion prepares students to create and run a Virtual Office business, as well as to prepare the students to act as an entrepreneur specializing in administrative services provided to clients in a virtual business environment.

ADULT EDUCATION

AED 36.02

Introduction to the Building Trades and Construction Industry

0.0 Unit

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to introduce students to the wide spectrum of careers that are available in the Building Trades and Construction industry. The students will receive the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Constructor sector. This course will integrate academic and technical preparation, with an emphasis on career awareness, career exploration and skill preparation.

AED 36.03

Basic Reading Skills for the Building Trades and Construction Industry

0.0 Unit

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. This course is designed to develop reading skills that can be applied to the various building and construction trades.

AED 36.04

Basic Math Skills for the Building Trades and Construction Industry

0.0 Unit

Class hours: 2.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop mathematical skills that can be applied to the building trades and construction industry through practice and application.

AED 36.05

Introduction to Basic Welding for the Building Trades and Construction Industry

0.0 Unit

Class hours: 1.0 lecture/3.0 lab

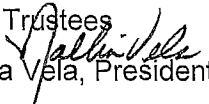


Prerequisite: None

Corequisite: None

Recommendation: None

This course is intended to provide students with the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction industry. The course will train students in gas welding, as well as any combination of arc welding processes, thus allowing them to be able to weld metal parts and layout materials, as specified by diagrams, blueprints, or written specifications. Students will also be trained on how to safely use different tools and equipment designed for metal fabrication.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President 
REVIEWED BY: William Farmer, Vice President of Academic Affairs 
PREPARED BY: Dr. Randy Peebles, Instructional Dean of Business & Technology 
DATE: June 4, 2008
SUBJECT: **Consideration to extend the term of Chancellor's Office Grant – Economic and Workforce Development Grant – Management Development Consortium Project for the Retail / Grocery Industry Project from June 30, 2008 to November 30, 2008**

RECOMMENDATION

It is recommended that the Board of Trustees approve extending the term of the \$414,221.00 grant award from the California Community College's Chancellor's Office Economic and Workforce Development Program - Responsive Training Fund for Incumbent Workers Initiative for the "Management Development Consortium Project for the Retail / Grocery Industry". The original period of the project was June 30, 2007 through June 30, 2008. We would like to extend the term through November 30, 2008. The California Community College Chancellor's Office has approved this extension.

OVERVIEW

This grant is funded by the California Community Colleges Economic and Workforce Development grants for the Responsive Training Fund for Incumbent Workers. This is part of SB-70 state funding. This project is entitled: "Management Development Consortium Project for the Retail/Grocery Industry". This twelve - month project will focus on intensive and focused development of new materials to be used to support expanded online and hybrid offerings of ten Business Administration courses approved as the Retail Management Certificate of Achievement. This is a 30-unit approved certificate in the Cerritos College catalog. This project has commitments from six participating grocery corporations in California and the two major supporting grocery trade associations. Existing full-time and part-time faculty will be assigned specific tasks to create or enhance instructional materials for use in these designated courses. The scheduling of these ten courses will be increased starting this fall term and then significantly in the Spring 2008 term. The program enrollments are expected to increase by 50% this academic year and then double for the following 2008/2009 academic year. Focused marketing and recruitment efforts will begin this July to enhance Fall 2007 enrollments in the program using grant funds. College technology infrastructure will also be enhanced to provide students access to video streaming of "movie" type presentations as part of the course work materials. Jan Connal will provide assistance and coordination regarding project evaluation and will be paid a stipend of \$ 2000.00. Randy Peebles will direct the project, Bob Livingston will coordinate, and no new full-time staff will be hired as a result of this grant.

ANALYSIS

This funded project will support new training and related support activities (including student recruitment) with project partners. These partners include: Albertsons, California Grocers Association (CGA), Northgate Gonzalez Markets, Northwood University, Ralph's / Food4Less, Safeway Corporation, Smart & Final, Stater Bros and Western Association of Food Chain Companies (WAFC).

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noella Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services *JRH*
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: June 4, 2008
SUBJECT: Consideration of Approval of Bid #0708-12, Infrastructure & Central Plant, Phase III

RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0708-12, Infrastructure & Central Plant, Phase III to Minco Construction as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

OVERVIEW

The Purchasing Department advertised the project on April 14 & 21, 2008. The bid due date was on May 15, 2008.

ANALYSIS

On May 15, 2008, two bids were received and as follows:

Minco Construction - \$4,977,000
Mel Smith Electric – 6,262,000

The recommended award was predicated on the lowest overall responsive and responsible bidder as stipulated in the bid.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive and responsible bid is \$4,977,000. Funding for this project will come from the GO Bond.

BUDGET TRANSFERS FOR JUNE 04, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|------------------|
| ACADEMIC SALARIES | \$ | (109,408) |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (3,617) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | (113,025) |

TO

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 109,408 |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 3,617 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | 113,025 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Four (4)

Divisions/Departments/Programs:

Humanities & Social Sciences; Student Support Services; Fine Arts and Community

BUDGET TRANSFERS FOR JUNE 04, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|-----------|-----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | (11,174) |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (11,174) |
| | | |

TO

| | | |
|--|-----------|---------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 6,824 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | 4,350 |
| | | |
| TOTAL | \$ | 11,174 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
 Extended Opportunity Program Services

APPROPRIATION TRANSFER ANALYSIS FOR JUNE 04, 2008

| | |
|--|-------------------|
| ***00000.0-00708-70006-8697-0000000 (01.3 Fund) State-Basic Skills for 05/06 and 06/07 for 07/08 To allocate income for Basic Skills | \$ 295,113 |
| ***00000.0-00006-71200-8622-0000000 (01.3 Fund) State-Extended Opportunity Program Services To allocate income for payments to or for students | 8,343 |
| ***00000.0-00000-75370-8629-7090000 (01.3 Fund) State- CTE Equipment for Allied Health To allocate income for salaries and associated fringe benefits; supplies; travel & conference; contracted services; equipment | 115,431 |
| ***00000.0-00008-75900-8190-1305700 (01.3 Fund) Fed-Foster & Kinship Care Education To allocate income for salary and associated fringe benefits | 5,000 |
| ***00000.0-00000-77600-8120-0000000 (01.3 Fund) Fed- Title V Grant To allocate income for salaries and associated fringe benefits; supplies; travel & conference; contracted services; equipment; payments to or for students | <u>206,765</u> |
| TOTAL: | <u>\$ 630,652</u> |

BUSINESS EDUCATION

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|------|-----------|-------------------------|------------------|-------|
| The | Christina | Business Administration | A1 | 45.85 |

FINE ARTS & COMMUNICATIONS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-------|---------|--------------|------------------|-------|
| Hartl | Forrest | Theatre Arts | B2 | 48.55 |

HEALTH OCCUPATIONS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|--------|-------------------|------------------|-------|
| Brousseau | Beth | Child Development | B3 | 51.27 |
| Krause | Judith | Child Development | B1 | 45.85 |

HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|---------|------------|------------------|-------|
| Monge | Michael | Philosophy | A1 | 45.85 |
| Sennett | Richard | History | A1 | 45.85 |
| Westbrook | Nathan | Psychology | A1 | 45.85 |

LIBERAL ARTS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|----------|-----------|------------------|------------------|-------|
| Arguelle | Tony | English | B1 | 45.85 |
| Cole | Stephanie | English | B5 | 56.65 |
| Dobrian | Fred | Foreign Language | B2 | 48.55 |
| Huberg | Trinia | Speech | A1 | 45.85 |
| Milnich | Mark | English | B3 | 51.27 |
| Riccio | Linda | English | B5 | 56.65 |
| Tashima | John | English | A1 | 45.85 |
| Williams | Roberta | Reading | A1 | 45.85 |
| Yingst | John | Foreign Language | B1 | 45.85 |

PE/ATHLETICS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-------|----------|------------|------------------|-------|
| Laut | Donald | Athletics | A1 | 45.85 |
| Parks | Clifford | Athletics | A1 | 45.85 |
| Ruiz | Raul | Athletics | A1 | 45.85 |

SCIENCE, ENGINEERING & MATHEMATICS

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|---------|-----|-------------|------------------|
| Parsons | Sue | Mathematics | D12 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|------|------|------------|------------------|-------|
| Syed | Erum | Biology | A1 | 45.85 |

TECHNOLOGY

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|--------|---------|-------------|------------------|-------|
| Baker | Deborah | Cosmetology | B1 | 45.85 |
| Nelson | Richard | Plastics | B5 | 56.65 |

STUDENT SERVICES

Part-Time Counselors

| Name | | Discipline | Salary Placement | Rate |
|----------|---------|------------|------------------|-------|
| Algaze | Susan | DSPS | C1 | 37.77 |
| Castillo | Ricardo | DSPS | C1 | 37.77 |
| Hansch | Dan | DSPS | C2 | 40.47 |

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|---------|----------|------------|------------------|-------|
| Barnett | Glenn | DSPS | B5 | 56.65 |
| d'Arcy | Kim | DSPS | A1 | 45.85 |
| Dong | Adrienne | DSPS | B5 | 56.65 |
| Ouchi | Bryan | DSPS | B5 | 56.65 |

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: Daniel O'Rourke, Acting Director of Human Resources *DOR*
PREPARED BY: Adriana Flores-Church, Assistant Director of Human Resources *Adriana*
DATE: June 4, 2008
SUBJECT: **Consideration of Approval of Request for Change in Reduced Workload Prior to Retirement Pursuant to the Provisions of Board Policy 7215-7215.3 and Education Code Section 87483**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for change in reduced workload prior to retirement from 60% to 50% for Dr. Gerald Stein effective for a period of four academic years beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2012, pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483.

OVERVIEW

Dr. Gerald Stein, Full-Time Instructor (Paralegal Education), has submitted the attached request for change in reduced workload prior to retirement.

ANALYSIS

Dr. Gerald Stein is currently on a 60% assignment in the Reduced Workload Prior to Retirement Program, and he has requested a change in his reduced workload prior to retirement pursuant to the provisions of Board Policy 7215-7215.3 and Education Code Section 87483 (copies attached). His request is for a change from 60% to a 50% workload for a period of four academic years beginning at the start of the Fall Semester 2008 and ending at the conclusion of the Spring Semester 2012. This request was received in Human Resources on May 16, 2008, and it has been reviewed and approved by: Dr. Randy Peebles, Instructional Dean of Technology and Business, Mr. William C. Farmer, Jr., Vice President of Academic Affairs/Assistant Superintendent, and myself.

Dr. Stein's request has been included among other considerations in projecting the instructional staffing needs for the Paralegal Education Department. It is anticipated that Dr. Stein's 50% assignment combined with the configuration of Fall and Spring semester class schedules, and part-time faculty assignments will provide sufficient staffing of course offerings to meet student instructional needs in this discipline.

FINANCIAL IMPLICATIONS

No additional financial impact. This is budgeted in the General Fund.

Attachment

Cerritos Community College District

**Application for Reduced Workload Prior to Retirement
for Academic Employees**

NOTE: THIS IS AN AMENDED APPLICATION

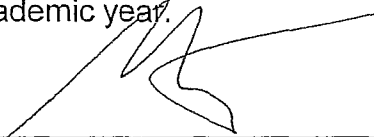
Name GERALD I. STEIN

Division BUSINESS

In accordance with Board Policies Numbers 7215 through 7215.3, I hereby request that my present reduced workload assignment be further reduced to 50% from my present 60% reduced workload assignment, beginning the academic year 2008—2009 (beginning Fall 2008) and continuing for the remaining period of four (4) year(s) per the reduced workload assignment previously approved by the Board of Trustees on September 20, 2006.

(1-5)

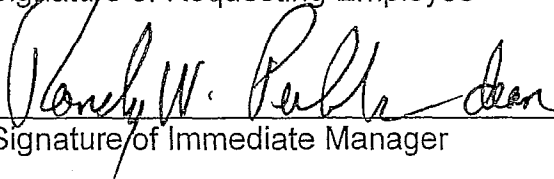
It is my understanding that I will be required to retire at the end of the 2011—2012 academic year.



Signature of Requesting Employee

May 14, 2008

Date



Signature of Immediate Manager

5-14-08

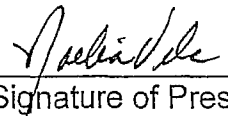
Date



Signature of Appropriate Vice President

5-14-08

Date



Signature of President-Superintendent

5-15-08

Date

Approved by the Board of Trustees: _____
Date

Applications for reduced workload must be submitted to the appropriate Vice President prior to February 1 of the academic year preceding the beginning of the reduced workload assignment.

Presented to the Board of Trustees: June 4, 2008

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

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS
PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS,
WHICHEVER OCCURS FIRST

| | | | |
|---------------|--------------------------|-----------|----------|
| Pena, Johanna | Aide-Special (Counselor) | \$8.00/hr | 04/18/08 |
|---------------|--------------------------|-----------|----------|

Approved by the Citizens' Bond Oversight Committee

Citizens' Bond Oversight Committee Report

On March 2, 2004, the voters in the Cerritos Community College District approved Measure CC, a \$210 million General Obligation Bond for Cerritos College. One of the key elements of Measure CC was the establishment of a Bond Oversight Committee, composed of seven (7) interested community members who were appointed by the District's Board of Trustees. The committee represents a cross section of the Cerritos College District.

The Citizens' Bond Oversight Committee for the Cerritos College District is pleased to present its Third Annual Report as required by Proposition 39, the legislative authority of Measure CC. It is the Committee's responsibility to oversee the expenditures of bond funds to assure the voters that bond proceeds are expended for the purposes set forth in the ballot measure.

As chair of this committee, I can assure you that the staff at the College is working diligently to ensure that every Measure CC dollar is spent efficiently on those projects that are most vital to the mission of the District - serving the community by building futures through learning.

The Citizens' Bond Oversight Committee members verify that expenditures of Measure CC Bond proceeds have been properly made, and only for projects identified in the Bond Measure. At our meetings, we review and discuss progress reports related to bond projects in various stages of development, expenditure of bond funds, as well as plans and financial projections. The committee has been impressed with the College's highly organized planning, attention to detail, and diligence of staff to assure the most efficient expenditure of bond funds.

The Central Plant/Infrastructure project is approximately 50% complete for Phase I. Phase II has just started construction, and Phase III will be under construction this summer. All Phases of the Central Plant/Infrastructure project have a projected completion date of December 2008. The Tennis Court Modernization project is on hold pending further discussions at the Campus Transformation Committee. Improvements have been made to a field area. Several projects are in the planning / bidding process including the Aquatic Center, Automotive Technology Modernization as well as the planning for the new Auto Tech Building, the Classroom, Lab, Office Complex, Liberal Arts Replacement project and the Facilities, Purchasing/Warehouse building.

As a requirement of the Bond Measure, the independent auditing firm of Vavrinek, Trine, Day & Co., LLP (new auditing firm) was retained by the District to perform Annual Financial and Performance Audits. To date, audits have been performed covering the period from July 1, 2004 through June 30, 2007 and the auditors made presentations to the Citizens' Bond Oversight Committee at the last meeting in November 2007. The District received a clean audit and the most positive report possible was issued by the auditing firm.

These are some of the many positive changes that are enabling Cerritos College to continue to provide an opportunity for a first class education for the citizens in our community. Information on past and future meetings and the on-going bond projects can be found at Cerritos College's website (www.cerritos.edu/measurecc). The new and improved website provides vast information about the current Facility Master Plan and the projects in progress. We welcome all members of the public to our meetings.

Sincerely,

Donna Jones, Chair
Citizens' Bond Oversight Committee

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: June 4, 2008
SUBJECT: Information Item: First Reading: Board Policy 4106 – Nursing Programs

RECOMMENDATION

It is recommended that the Board of Trustees review and discuss Board Policy 4106 – Nursing Programs during this first reading, as distributed to the Board on May 28.

OVERVIEW

Cerritos College is in the process of updating and aligning the District's Board Policies with the recommended policies developed through the legal firm of Liebert Cassidy & Whitmore in conjunction with the Community College League of California (CCLC). Cerritos College is one of 59 districts throughout the state who are members of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

The Community College League of California and the League's Legal Counsel (Liebert Cassidy Whitmore) recommended that all community colleges add a Board Policy 4106 per SB 139, AB 1559, and SB 1309 which address the critical shortage of nurses in California and discuss (SB 139) that a district is prohibited from requiring a student who has already earned a baccalaureate degree or higher from a regionally accredited institution of higher education to complete any additional general education requirements. The district is authorized to require any prospective student to provide criminal record clearance. The changes are included in the "Board Policy and Administrative Procedure Update #14."

ANALYSIS

The Cerritos College Board Policy Manual is being updated to align with the statewide CCLC recommended Board Policy Manual.

The College Coordinating Committee has conducted a thorough review of BP 4106 to ensure accuracy with current District practices and to afford all constituent groups an opportunity for input. This policy is now ready for review by the Board of Trustees.

FINANCIAL IMPLICATIONS

No financial impact.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
DATE: June 4, 2008
SUBJECT: Information Item: First Reading: Additions/Revisions to Board Policies – BP 3518, BP 4025, BP 4100, BP 4220, BP 4231, BP 4235, BP 4240, BP 4260, BP 5040 and BP 5050.

RECOMMENDATION

It is recommended that the Board of Trustees review and discuss these revised Board Policies during this first reading, as distributed to the Board on May 28.

OVERVIEW

The Community College League of California and the League's Legal Counsel (Liebert Cassidy Whitmore) recommended that all community colleges make revisions to the following Board Policies based upon updates to laws and regulations. The changes were included in the "Board Policy and Administrative Procedure Update #14". Revisions were required for the following policies: BP 3518 (Child Abuse Reporting), BP 4025 (Philosophy and Criteria for Associate Degree and General Education), BP 4100 (Graduation Requirements for Degrees and Certificates of Achievement), BP 4220 (Standards of Scholarship), BP 4231 (Grace Practices and Grade Changes), BP 4235 (Credit by Examination), BP 4240 (Academic Renewal), BP 4260 (Prerequisites and Co-requisites), BP 5040 (Student Records and Directory Information) and BP 5050 (Matriculation). The Board will be asked to make revisions to Board policies from time to time based on update bulletins sent by the Community College League of California.

ANALYSIS

Board Policy 3518 titled Child Abuse Reporting was adopted by the Cerritos College Board of Trustees on November 7, 2007. The recommended revisions to this policy reflect the deletion of the reference to Welfare and Institutions Code Section 600 as this section no longer exists and addition of a reference to Penal Code Section 601. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 4025 titled Philosophy and Criteria for Associate Degree and General Education was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect the deletion of the reference to Title 5 Section 55805 and addition of a reference to Title 5 Section 55061. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 4100 titled Graduation Requirements for Degrees and Certificates of Achievement was adopted by the Cerritos College Board of Trustees on August 15, 2007 and revised on February 20, 2008. The recommended revisions to this policy reflect the deletion to Title 5 Sections 55070 & 55800 et seq. and addition of a reference to Title 5 Sections 55060 et seq. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 4220 titled Standards of Scholarship was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect the deletion of references to Title 5 Sections 55750 et seq. and addition of references to Title 5 Sections 55020 et

seq., 55030 et seq., and 55040 et seq. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 4231 titled Grade Practices and Grade Changes was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect additional language to emphasize the importance of grade records security on all college campuses and a change in the title to become "Grade Practices, Grade Changes, and Security of Grade Records". This policy was reviewed by the College Coordinating Committee on May 19, 2008.

Board Policy 4235 titled Credit by Examination was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect the deletion of a reference to Title 5 Section 55753 and addition of a reference to Title 5 Section 55050. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 4240 titled Academic Renewal was adopted by the Cerritos College Board of Trustees on August 15, 2007. The recommended revisions to this policy reflect the deletion of references to Title 5 Sections 55764 & 55765 and the addition of a reference to Title 5 Section 55044. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 4260 titled Prerequisites and Co-requisites was adopted by the Cerritos College Board of Trustees on August 15, 2007 and revised on February 20, 2008. The recommended revisions to this policy reflect the deletion of a reference to Title 5 Section 55200 and the addition of references to Title 5 Sections 55000 & 55003. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

Board Policy 5040 titled Student Records and Directory Information was adopted by the Cerritos College Board of Trustees on May 16, 2007. The recommended revisions to this policy reflect a change in the title to become "Student Records, Directory Information, and Privacy" and the addition of a statement to ensure the implementation of appropriate safeguards to maintain the privacy of student records. This policy was reviewed by the College Coordinating Committee on April 21, 2008.

Board Policy 5050 titled Matriculation was adopted by the Cerritos College Board of Trustees on May 16, 2007. The recommended revision to this policy reflects the addition of "et seq." to the Title 5 Section 55500 reference. This policy was reviewed by the College Coordinating Committee on April 14, 2008.

The College Coordinating Committee has conducted a thorough review of these policies to ensure accuracy with current District practices and to afford all constituent groups an opportunity for input. These revised policies are now ready for review by the Board of Trustees.

FINANCIAL IMPLICATIONS

No financial impact.

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Noelia Vela, President *Noelia Vela*

REVIEWED BY: Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*

PREPARED BY: Robert Riffle, Director of Physical Plant *RR*

DATE: June 4, 2008

SUBJECT: **Consideration of Approval of Cerritos College's Five-Year Construction Plan (5YCP)**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Cerritos College's 2008/09-2014/15 Five-Year Construction Plan and Submittals of IPPs and FPPs.

OVERVIEW

The Five-Year Construction Plan (5YCP) is an annual summary of current and proposed major capital outlay projects (regardless of funding source) and is mandated by Education Code. It is a snapshot of current and future capital projects and communicates to the State the District's plans and needs.

ANALYSIS

The District's 5YCP lists projects, anticipated time schedules, justification for the project's given condition, capacity adequacy, cost efficiency, and the source of funding. All anticipated projects (regardless of funding source) must be included on this list. All "in progress" projects must be included on this list. All pending IPPs and FPPs must be included on this list. The list serves two purposes: 1) establishes the basis to justify the projects for which Initial Project Proposals (IPPs) and/or Final Project Proposals (FPPs) are being prepared and, 2) provides the State Chancellor's Office with an understanding of the overall need for each project.

This 5YCP was developed in conjunction with tBP using the best available information at this time.

The District is submitting Final Project Proposals (FPPs) for the following:

1. Child Development Center (CDC)
2. Fine Arts Building Replacement

It is important to note that the CDC FPP designates a location which differs from the 2007 Board approved Master Plan. The Campus Transformation Committee (CTC) is recommending to the Board that CDC be relocated to the site designated for the Facilities/Warehouse building and that the Facilities/Warehouse building be shifted directly south towards 166th. This is a unanimous recommendation from CTC (with one abstention). If approved, this would reduce the amount of acreage of the Strawberry Fields from approximately 7.2 to 5.2.

The District is submitting Initial Project Proposals (IPPs) for the following:

1. Health Sciences Building Renovation
2. Physical Education Building Renovation

FINANCIAL IMPLICATIONS

No financial impact to the unrestricted general fund. Funding is provided by a variety of State Capital Outlay and local bond funds.

District Projects Priority Order
Cerritos CCD

REVISED

| No. | Project | Occupancy | Source | Schedule of Funds | | | | | | |
|-----|--|--------------|------------------|-------------------|--------------|-------------|-----------|-----------|-----------|-----------|
| | | | | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | 2014/2015 |
| 1 | Swiming Pool | | Cerritos College | | | | | | | |
| | 0 | 2008/2009 | NonState | | | | | | | |
| | | \$7,000,000 | | | | | | | | |
| 2 | Auto Tech Complex #28 | | Cerritos College | | | | | | | |
| | | 2009/2010 | NonState | (C) | | | | | | |
| | | \$12,000,000 | | \$10,500,000 | | | | | | |
| 3 | Classroom / Lab / Office 1 | | Cerritos College | | | | | | | |
| | -1,926 | 2009/2010 | NonState | (C) | (E) | | | | | |
| | | \$17,125,000 | | \$15,500,000 | \$500,000 | | | | | |
| 4 | Social Science Building #22 Renovatio | | Cerritos College | | | | | | | |
| | | 2009/2010 | NonState | (C) | | | | | | |
| | | \$2,400,000 | | \$2,000,000 | | | | | | |
| 5 | Gymnasium Seismic Retrofit | | Cerritos College | | | | | | | |
| | | 2010/2011 | State | (C) | | | | | | |
| | | \$10,588,000 | | \$9,678,000 | | | | | | |
| 6 | Liberal Arts Building #9 Replacement | | Cerritos College | | | | | | | |
| | | 2010/2011 | NonState | (P)(W) | (C) | | | | | |
| | | \$15,400,000 | | \$2,772,000 | \$12,628,000 | | | | | |
| 7 | Facilities, Purchasing, Warehouse Facili | | Cerritos College | | | | | | | |
| | -4,479 | 2010/2011 | NonState | (P)(W) | (C)(E) | | | | | |
| | | \$6,744,000 | | \$494,000 | \$6,250,000 | | | | | |
| 8 | Instructional Support Center | | Cerritos College | | | | | | | |
| | | 2011/2012 | NonState | | (C)(P)(W) | | | | | |
| | | \$500,000 | | | \$500,000 | | | | | |
| 9 | Burnight Center #21 Replacement | | Cerritos College | | | | | | | |
| | 610 | 2011/2012 | State | (C)(P)(W) | | | | | | |
| | | \$30,034,000 | | \$30,034,000 | | | | | | |
| | | \$3,981,000 | NonState | \$3,981,000 | | | | | | |
| 10 | Classroom Lab Office 2 | | Cerritos College | | | | | | | |
| | 10,393 | 2012/2013 | NonState | (P)(W) | (C) | (E) | | | | |
| | | \$19,850,000 | | \$1,422,000 | \$17,954,000 | \$474,000 | | | | |
| 11 | Student Services Consolidation | | Cerritos College | | | | | | | |
| | | 2012/2013 | NonState | (P) | (W) | (C) | | | | |
| | | \$4,183,000 | | \$83,000 | \$100,000 | \$4,000,000 | | | | |
| 12 | Library/LRC Building #10 Renovation | | Cerritos College | | | | | | | |
| | | 2012/2013 | NonState | | (P)(W) | (C) | | | | |
| | | \$750,000 | | | \$75,000 | \$675,000 | | | | |
| 13 | Fine Arts Center #2 Replacement | | Cerritos College | | | | | | | |
| | | 2013/2014 | State | | (C)(E)(P)(W) | | | | | |
| | | \$25,449,000 | | | \$25,449,000 | | | | | |
| | | \$3,318,000 | NonState | | \$3,318,000 | | | | | |
| 14 | New Child Development Center | | Cerritos College | | | | | | | |
| | 17,011 | 2013/2014 | State | | (C)(E)(P)(W) | | | | | |
| | | \$12,853,000 | | | \$12,853,000 | | | | | |

District Projects Priority Order

Cerritos CCD

| No. | Project | Occupancy | Source | Schedule of Funds | | | | | | |
|-----|-------------------------------------|--------------|------------------|-------------------|-----------|-----------|--------------|-------------|-----------|-----------|
| | | | | 2008/2009 | 2009/2010 | 2010/2011 | 2011/2012 | 2012/2013 | 2013/2014 | 2014/2015 |
| 15 | Health Sciences Bldg #26 Renovation | 2014/2015 | Cerritos College | | | | (C)(P)(W) | | | |
| | | \$15,320,000 | State | | | | \$15,320,000 | | | |
| | | \$1,703,000 | NonState | | | | \$1,703,000 | | | |
| 16 | Physical Education Renov/Repl | 2014/2015 | Cerritos College | | | | (C)(P)(W) | | | |
| | | \$6,930,000 | State | | | | \$6,930,000 | | | |
| | | \$770,000 | NonState | | | | \$770,000 | | | |
| 17 | Health & Wellness Complex | 2014/2015 | Cerritos College | | | | (P)(W) | (C) | | |
| | | \$4,450,000 | NonState | | | | \$600,000 | \$3,850,000 | | |
| 18 | Field House | 2014/2015 | Cerritos College | | | | (P)(W) | (C) | | |
| | | \$3,000,000 | NonState | | | | \$300,000 | \$2,700,000 | | |

CERRITOS COMMUNITY COLLEGE DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
JUNE 18, 2008

- I. CALL TO ORDER The meeting was called to order at 5:03 p.m. by Mr. Arthur the Board President. Those present were:
- Mr. Bob Arthur Mr. Bob Epple
Ms. Carmen Avalos Dr. Bob Hughlett
Dr. Tina Cho Mr. Tom Jackson
Dr. Ted Edmiston Jason Macias, Student Trustee
- Others present were the President of the College, Vice President of Business Services, Vice President of Academic Affairs, Vice President of Student Services, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Macias.
- III. STUDY SESSION Ms. Higdon and Ms. Lola Rizkallah made a presentation on the 2008-09
Presentation: 2008-09 proposed tentative budget. After discussion and questions from the
Tentative Budget – Jo Ann Board, Mr. Arthur thanked them for the presentation.
Higdon and Lola Rizkallah
- IV. APPROVAL OF A. It was moved by Dr. Hughlett and seconded by Mr. Jackson to
MINUTES approve the minutes of the regular meeting of June 4, 2008. The
vote for approval was unanimous.
- V. INSTITUTIONAL A. Dr. Vela presented Anita Rios with the Outstanding Classified
PRESENTATIONS Employee Award for the month of May 2008.
Employee of the Month
- VI. PUBLIC HEARING A. Mr. Arthur opened the Public Hearing for Presentation of Initial
Proposal for Renegotiation of Items for the 2008-2009 Fiscal Year
Submitted by Cerritos Community College District for Negotiations
with California School Employees Association (CSEA) and its
Cerritos College Chapter #161 for Official Receipt and Public
Notice/Hearing (attachment). There were no requests for comment.
It was moved by Dr. Hughlett and seconded by Dr. Edmiston to
close the public hearing. The vote to close the public hearing was
unanimous.
- VII. PUBLIC PRESENTATIONS Several parents, faculty members, community members, current and
Ruben Espejel (on behalf of former students spoke regarding the Project HOPE program. They
Congresswoman Linda shared many stories of students who successfully participated in the
Sánchez), Margot Cisneros, program and advanced in their educational and professional endeavors.
Teresa Ramirez, Julio Individuals also spoke of the need to retain the position of Title V Project
Romero, Mirella Flores, Director. They urged the Board to continue providing the same quality of
Georgina Elizalde, Zulema services through the Project HOPE program.
Carrillo, Antoineta Paez,
Valdimir Diaz-Ochoa, Alvaro
Espinoza and Walter
Fernandez
- VIII. CONSENT AGENDA It was moved by Mr. Epple and seconded by Dr. Hughlett to approve the
consent agenda and addendum. Mr. Jackson asked that item M. be held
for separate consideration. The vote for approval was unanimous.

- M. It was moved by Mr. Jackson and seconded by Mr. Epple to approve item M:

Consideration of Approval of Employment of Full-Time First-Year Contract (Probationary), Hourly, and/or Substitute Faculty Employee(s):

Added by addendum:

Teplitzky, Jesse A., Instructor – PE/Health (Head Coach – Men's Basketball), @ B-3 (\$50,772/annual), 10-School Month Contract, effective August 18, 2008

Mr. Jackson inquired about the selection process and applicant pool that resulted in this selection. Mr. Farmer stated that three finalists were selected for the second- and third-level interviews. He explained that the third-level interviews included the President of the College, the chair of the screening committee and himself and added that a consensus was reached on the selection of the final candidate. The vote for approval was 4-3-0; Mr. Jackson, Dr. Hughlett and Mr. Arthur voted no.

- A. Accepted gifts with letters of thanks to the following:

- 1700 pounds of miscellaneous steel

- 480 pounds of miscellaneous stainless steel

Donated by: Michael Aviles, Branch Manager
Praxair Dist. Inc.
2677 Signal Parkway
Signal Hill, CA 90755

- Essential tools

Donated by: Doyle Delph, Educational Donations Coordinator
General Motors Corporation
Phillips Buick Pontiac Mazda
24888 Alicia Parkway
Laguna Hills, CA 92653

- B. Accepted the Chancellor's Office of the California Community College Teacher Preparation Pipeline Grant, as attached.
- C. Approved Notice of Completion for Bid 0708-01, Learning Resource Center Carpet Replacement, as attached.
- D. Approved to Withdraw Bid #0708-14, Aquatic Center Project, as attached.
- E. Approved Resolution #08-06 Membership and Conference List for 2008-2009, as attached.
- F. Approved to Authorize the Los Angeles County Superintendent of Schools to Make Budget Appropriation Transfers as needed at the Close of the School Year 2007-08 per Education Code 85201, as attached.
- G. Approved Resolution #08-03 to Authorize Temporary Interfund Cash Borrowing for the District for Fiscal Year 2008-09, as attached.
- H. Approved Cash Borrowing Resolution #08-05 for Temporary Transfers from the Los Angeles County Treasurer , as attached.

- I. Approved Resolution #08-04 District Appropriations Limit for 2008-09 per Article XIII-B of the California Constitution (GANN LIMIT), as attached.
- J. Approved Budget Extensions and Budget Transfers, as attached.
- K. Approved Contracts as follows:

Consultant
AMENDMENT

1. Name Correction

From: Dr. Donald Coan
To: Survey Research Consulting
Teacher TRAC

Amended to reflect the correct name of Survey Research Consulting instead of the name of the consultant Dr. Donald Coan. All other terms of the contract remain the same. For period March 24, 2008 to May 1, 2008.

Classes

NEW

2. Catherine Meghan Terrones

Youth Yoga Classes
Community Education

To provide instruction for not-for-credit, fee-based continuing education youth classes in the subject area of Yoga. For period June 20, 2008 through June 19, 2010. Mrs. Terrones will receive 30% of the total enrollment fees collected per class.

3. Ralphs Grocery Company

BA 50 Math for Business & Finance Classes
CITE/Economic Development

To provide BA 50 Math for Business and Finance for their employees. For period June 19, 2008 through December 31, 2008. The course will be provided for a fee of \$3,600 for up to 20 employees. Ralphs will pay \$180 for each additional student for a maximum of 35 students up to \$6,300.

RENEWAL

4. Otero Educational Services

Youth Mathematics and Study Skills Classes
Community Education

To provide instruction for not-for-credit, fee-based continuing education youth classes in the subject area of mathematics and study skills. For period July 1, 2008 through June 30, 2010. Otero Educational Services will receive \$560 for an 18-hour workshop and \$620 for a 20-hour workshop. Additionally, Otero Educational Services will receive \$2,100 as a one-time fee for developing math books for seven different summer youth math classes.

Lease

RENEWAL

5. Follett Higher Education Group

College Bookstore
Business Services

For operation of the Cerritos College Bookstore. All other terms and conditions will remain the same. For period July 1, 2008 through June 30, 2009. The District will receive the following commission rate:

- 8 percent of all Gross Revenue less than \$4,000,000.00
- 8.5 percent of any Gross Revenue over \$4,000,000.00 but less

than \$5,000,000.00

- 9.5 percent of any Gross Revenue over \$5,000,000.00
- Guaranteed minimum annual income of \$275,000.00

6. Manassaro Farms

Lease of Real Property for Agricultural Use

Purchasing

For the lease of vacant real property for agricultural purposes. Beginning July 1, 2008, the District will reduce the leased acres to Manassaro Farms from approximately 7.2 acres to approximately 5.2 acres for purpose of building construction. The District shall have the option to further reduce the acres by up to 2.0 acres or terminate the lease should the District determine that the property is needed for the District's purposes. For period July 1, 2008 through June 30, 2009. The new calculated monthly fee for 5.2 acres will be \$1,586.

License

RENEWAL

7. Association of Classroom Teacher Testers

CELSA Site License

Career Services

For the CELSA site license. For period July 1, 2008 through June 30, 2009. Total cost will be \$723.94 with funding from Counseling Services.

8. The College Entrance Examination Board

Accuplacer Online License

Career Services

For the Accuplacer Online System. For period July 1, 2008 through June 30, 2009. Total cost is budgeted at \$30,000.00 with funding from Counseling Services.

Medical

RENEWAL

9. Artesia Christian Home

Nursing Program

Health Occupations

To continue to offer clinical/practicum experiences for students enrolled in the nursing program. For period August 14, 2008 through August 14, 2010. No cost to the District.

10. Los Alamitos Medical Center

Emergency Medical Technician, Nursing, Pharmacy Technician, and Physical Therapist Assistant Programs

Health Occupations

To continue to offer clinical/practicum experiences for students enrolled in the emergency medical technician, nursing, pharmacy technician and physical therapist assistant programs. For period May 1, 2008 through May 1, 2013. No cost to the District.

11. Wells House Hospice Program

Nursing Program

Health Occupations

To continue to offer clinical/practicum experiences for students enrolled in the nursing program. For period August 14, 2008 through August 14, 2010. No cost to the District.

Services

AMENDMENT

12. College of the Canyons (CACT)

CNC Training Course

CITE/Economic Development

Under this amendment, COC will provide an additional 200-hour Computer Numeric Control Machining set-up training course to El Proyecto clients at COC campus. For period May 8, 2008 through December 30, 2008. These services will be provided for an amount not to exceed \$30,000 and the total amount of the contract will not exceed \$120,000. No cost to the district.

13. Associated Builders & Contractors (ABC)

**Apprenticeship Program
CITE/Adult Education**

For the ABC apprenticeship program. For period July 1, 2008 through June 30, 2010. The revenue generated from apprenticeship funds is received by the College and shared as follows: Cerritos College 20% and ABC 80%.

RENEWAL

14. Bellflower Unified School District

**GEAR UP Project
Public Affairs**

To continue to provide services in support of their GEAR UP project grant. The three-year term will close out the life of the grant. For period July 1, 2008 through September 30, 2011. The District will receive \$196,954.00 for its services.

15. Coach America (Coach USA)

**Charter Recliner Bus Service
Purchasing**

To provide bus services for student field trips and athletic events. Due to fuel/energy costs, the rates increase as follows:

| Recliner Bus Service | 47 Pax | 55 Pax |
|---|-----------------|-----------------|
| <i>Minimum Rate for 5 hours (47 bus capacity)</i> | \$505.00 | \$575.00 |
| <i>Over the Road Rate (Based on 24 hour period)</i> | \$895.00 | \$945.00 |
| <i>Rate per additional hours if needed</i> | \$97.00 | \$97.00 |
| <i>Rate per mile</i> | \$4.00 | \$4.00 |

For period July 1, 2008 through June 30, 2009. Funding for the bus service will come from the Facilities Department.

16. The California Career Information System

**Eureka Career Search System Agreement
Career Services**

For the Eureka Career Search System. For period July 1, 2008 through June 30, 2009. Total cost is \$2,328.46 with funding from Counseling Services.

17. Los Angeles County Office of Education

**PeopleSoft Financial Systems
Fiscal Services**

Renewed annual agreement Financial Systems. The county provides data processing of the A&B Warrants and financial systems services, including the Purchasing Module. For period July 1, 2008 through June 30, 2009. Total cost will be \$81,372.62 and funds are allocated in the 2008-09 budget for this expenditure.

Training

NEW

18. Michael R. Jones

Learning Disability Assessment Training

DSPS

To provide eight hours of Learning Disability Assessment Training for the Wechsler Adult Intelligence Scale, and eight hours of Learning Disability Assessment Training for the Woodcock-Johnson Tests of Cognitive Abilities. For period June 19, 2008 through June 30, 2009. Mr. Jones will receive \$160.00 per hour for the training and reviewing of scores with funding from DSPS.

19. Rick Plescia

Kurzweil 3000

DSPS

To provide training to faculty and staff to develop the knowledge and skills to successfully implement Kurzweil 3000 into each instructor's curriculum. For period June 19, 2008 through June 30, 2009. Total cost is \$4,365.00 with funding from DSPS.

Use of Facilities

RENEWAL

20. Northwood University

Educational Training

Technology

For use of the College facilities and resources, such as office and classroom usage, phone usage, copier usage, etc. For period July 1, 2008 through June 30, 2010. The District will continue to receive \$6,000 per academic year for office space and all additional related expenses incurred for Northwood operations on our campus will be reimbursed to the District.

Workshops

NEW

21. Energy Medicine Wheel

Holistic Health Workshops

Community Education

To provide instruction for not-for-credit, fee-based continuing education classes on an as needed basis in the subject area of Holistic Health. For period July 1, 2008 through June 30, 2010. Energy Medicine Wheel will receive 40% of the total enrollment fees collected per workshop.

RENEWAL

22. Christine Stahl Steinkamp

Makeup Artistry Workshops

Community Education

To provide not-for-credit fee-based workshops for Community Education on an as needed basis in the topic area of makeup artistry. For period July 1, 2008 through June 30, 2010. Mrs. Stahl Steinkamp will receive \$260 for an 8-hour workshop, \$525 for a 16-hour workshop, \$640 for 20-hour workshops and \$775 for 24-hour workshops.

23. Vincent Van Groenou

Cartooning & Illustration for Children

Community Education

To provide not-for-credit fee-based workshops for Community Education on an as needed basis in Cartooning and Illustration for children. For period July 1, 2008 through June 30, 2010. Mr. Van Groenou will receive \$260 per 9-hr workshop, \$560 per 18-hour workshop and \$620 per 20-hr workshop.

Added by addendum:

Consultant

NEW

24. Sameer Dani

Consultant for PeopleSoft Applicants

Business Services

To rewrite the 320 Apportionment Report for PeopleSoft Version 9. For period June 19, 2008 through June 30, 2009. Total cost will be \$23,000 plus travel expenses not to exceed \$2,000. There will be no impact to the District's unrestricted general fund.

- L. Approved and/or Ratified Resignation(s) Accepted by the President/Superintendent, as follows:

Greer, Sally, Emeritus Assistant (Adult Education & Diversity Programs) effective June 19, 2008

- M. This item was considered separately.

- N. Approved Employment of 2008 Summer Session Faculty Personnel, as attached.

- O. Approved and/or Ratified Request for Unpaid Leave of Absence, as follows:

Quintero, Elizabeth, Program Assistant I (Science, Engineering and Mathematics) effective July 1, 2008 through July 31, 2008

Rodriguez, Monique Nicole, Intermediate Typist Clerk, effective July 7, 2008 through August 11, 2008

Added by addendum:

Nabulsi, Abir, Intermediate Typist Clerk (Liberal Arts), effective July 21, 2008 through August 15, 2008

Ybanez, Regina D., Job Placement Technician II (CalWORKS), effective July 1, 2008 through October 6, 2008

Isai, Linda, Program Facilitator (Economic Development), effective July 28, 2008 through October 20, 2008

- P. Approved and/or Ratified Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

IX. ADMINISTRATIVE MATTERS

- A. It was moved by Dr. Hughlett and seconded by Mr. Epple to Adopt Revised Board Policy 2430 – Delegation of Authority to President/Superintendent and Board Policy 2410 – Policy and Administrative Procedure. The vote for approval was unanimous.

- B. It was moved by Mr. Epple and seconded by Dr. Cho to Adopt Board Policy 4106 – Nursing Programs. The vote for approval was unanimous.

- C. It was moved by Mr. Jackson and seconded by Mr. Epple to approve Additions/Revisions to Board Policies – BP 3518, BP 4025, BP 4100, BP 4220, BP 4231, BP 4235, BP 4240, BP 4260, BP 5040 and BP 5050. The vote for approval was unanimous.

- D. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the Tentative Budget for the 2008-09 Fiscal Year. The vote for approval was unanimous.
- E. Mr. Arthur opened discussion regarding item E., Consideration of Recommendation for Continuing Project HOPE in 2008-09.

Mr. Macias spoke in support of the program. There was much discussion amongst the Board regarding the staff's recommendation (attached). Dr. Hughlett discussed the possibility of a mainstream approach to offer services currently provided by the program. Ms. Avalos acknowledged the program for providing critical services to first-generation students. She also discussed the past practice, due to budget constraints, of assigning one person to oversee two divisions/programs with a stipend compensation. She suggested that the Board consider that option as an avenue to enable Graciela Vasquez to continue administering the program. Mr. Farmer provided a summary of the recommendation for continuing the program. Mr. Jackson motioned to table Item E. to a time certain and Dr. Hughlett seconded the motion. Mr. Farmer clarified that the item is to approve expenditures of previously unexpended funds for Project HOPE students through June 30, 2009. Mr. Jackson withdrew his motion to table the Item to a time certain and Dr. Hughlett seconded. Mr. Jackson then motioned to approve expenditures of previously approved funds that remain unexpended for the purpose of providing services and activities for Project HOPE students through June 30, 2009. Dr. Hughlett seconded the motion and vote for approval was unanimous. Dr. Hughlett then motioned to establish a task force to identify and recommend for institutionalization critical elements of Project HOPE into existing programs and services of the College. Mr. Jackson seconded the motion and the vote for approval was unanimous.

X. REPORTS

A. Board of Trustees

Dr. Hughlett stated that he attended the Capitol Days event with Mark Wallace, Dr. Edmiston and Mr. Macias in Sacramento. He stated that they met with a number of local representatives and that it was time well spent. He stated that the bond measure for capital funding is under duress. He shared materials to be distributed to the Board. He added that he read a news story about the new study, "Improving College Readiness of Community College Students" and added that the suggestions are in alignment with the college's agenda for student success.

Dr. Edmiston stated that several issues were discussed at the study session with the League in Sacramento, including concerns surrounding COLA, which may be very low or nonexistent next year. He added that the college has a good relationship with the Lieutenant Governor.

Mr. Macias stated that he enjoyed participating in the Capitol Days event and added that it was an interesting look into politics.

Mr. Epple stated that the special meeting scheduled for Friday, June 20 was established because the Board expected a vacancy but there is no longer a vacancy. He stated that a meeting on the

subject would be premature. After discussion, Mr. Epple made a motion to postpone the June 20 Special Board meeting. Dr. Cho seconded the motion. The vote for approval was 5-2-0; Mr. Arthur and Mr. Jackson voted no.

B. Faculty and Staff Leadership

Dr. Reece stated that Faculty Senate should have discussed the future of Project HOPE earlier in the year and added that Faculty Senate would like to participate in the task force. He shared a copy of the memo adopted by the Senate in May that would have pertained to the special meeting on Friday.

C. President/Superintendent and Vice Presidents

Ms. Higdon stated that the college has been approached by a vendor to establish a cell site on campus. She stated that there will be an item to consider this at the July 16 Board meeting.

XI. CLOSED SESSION

The Board adjourned to closed session at 7:18 p.m.

XII. RECONVENE

The Board reconvened at 8:11 p.m.

Read Out

Ms. Avalos stated that in closed session the Board of Trustees approved the employment of Maggie Cordero in the 100% categorically funded position of Director of Pathway Programs on Grade 11 of the Management Salary Schedule, effective July 1, 2008 with continued employment beyond June 30, 2009 contingent on continued funding of this position. The vote for approval was unanimous.

Read Out

Dr. Edmiston stated that in closed session the Board of Trustees approved the employment of Rachel G. Mason as Instructional Dean of Business on Grade 5 of the Management Salary Schedule, effective July 28, 2008. The vote for approval was unanimous.

Read Out

Mr. Epple stated that in closed session the Board of Trustees approved the reassignment of Graciela Vasquez to the position of Director of Adult Education/Diversity Programs on a full-time basis on Grade 11 of the Management Salary Schedule effective July 1, 2008. The vote for approval was unanimous.

Read Out

Mr. Jackson stated that in closed session the Board of Trustees approved an amendment to the contract for employment of William C. Farmer Jr. as Vice President of Academic Affairs/Assistant Superintendent to extend the term of employment from June 20, 2010 to June 30, 2011. The vote for approval was 4-3-0.

Read Out

Dr. Cho stated that in closed session the Board of Trustees approved an amendment to the contract for employment of Daniel M. O'Rourke as Acting Director of Human Resources to extend the term of employment from June 30, 2009 to June 30, 2010. The vote for approval was 4-3-0.

Read Out

Dr. Cho stated that in closed session the Board of Trustees approved an amendment to the contract for employment of Jo Ann Higdon as Vice President of Business Services/Assistant Superintendent to extend the term of employment from June 30, 2010 to June 30, 2011. The vote for approval was 4-3-0.

Read Out

Dr. Cho stated that in closed session the Board of Trustees approved an amendment to the contract for employment of Dr. Stephen B. Johnson as Vice President of Student Services/Assistant Superintendent to extend the term of employment from June 30, 2010 to June 30, 2011. The vote for approval was 4-3-0.

Read Out

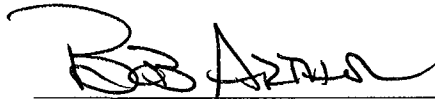
Dr. Hughlett stated that in closed session the Board of Trustees (1) approved the ratification of the Cerritos College Faculty Federation (CCFF) – District Collective Bargaining Agreement for the period July 1, 2007 through June 30, 2009 in accordance with the changes to the agreement as presented in the attached memorandum and pursuant to the tentative agreement between the CCFF and the District dated June 3, 2008 including a 4.53% increase to the full-time faculty salary schedule effective July 1, 2007 for 11 and 12-school month employees and effective August 13, 2007 for 10-school month employees, and a 6.5% increase to the temporary part-time and/or substitute hourly faculty salary schedules effective August 13, 2007, (2) Authorized the President/Superintendent to prepare the new CCFF-District Collective Bargaining Agreement with the approved changes in accordance with tentative agreement dated June 3, 2008 for execution by the Cerritos College Faculty Federation and the District and (3) Approved the attached memorandum of understanding dated June 3, 2008 between the District and the Cerritos College Faculty Federation regarding the study of a compressed Academic Calendar. The vote for approval was unanimous.

XIII. ADJOURNMENT

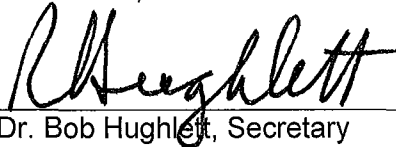
The meeting was adjourned at 8:16 p.m.

XIV. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, July 16, 2008 at 6:00 p.m.



Bob Arthur, President



Dr. Bob Hughlett, Secretary

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
PREPARED BY: Daniel O'Rourke, Acting Director of Human Resources *DOTR*
DATE: June 18, 2008
SUBJECT: **Presentation of Initial Proposal for Renegotiation of Items for the 2008-2009 Fiscal Year Submitted by Cerritos Community College District for Negotiations with California School Employees Association (CSEA) and its Cerritos College Chapter #161 for Official Receipt and Public Notice/Hearing**

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District for renegotiation of items for the 2008-2009 fiscal year with CSEA, Chapter #161, be acknowledged for official receipt and presented for public notice/hearing pursuant to the provisions of State Government Code Section 3547.
2. The President of the Board of Trustees open the hearing for public comment, and after any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

The District submits the attached initial proposal for renegotiation of items for the 2008-2009 fiscal year with CSEA, Chapter #161, pursuant to the provisions of the existing CSEA-District Collective Bargaining Agreement.

ANALYSIS

Attached is the initial proposal submitted by the District for renegotiation of items for the 2008-2009 fiscal year, pursuant to the provisions of Articles 2.4.1 and 28 of the CSEA-District Collective Bargaining Agreement. CSEA's initial proposal to the District for 2008-2009 renegotiations was presented to the Board of Trustees for public notice/hearing at the May 7, 2008 Board Meeting.

FINANCIAL IMPLICATIONS

Financial impact is contingent on the results of negotiations.

Attachment

CERRITOS COLLEGE

MEMORANDUM

TO: CSEA, Chapter #161
FROM: District's Negotiation Team
DATE: June 18, 2008
SUBJECT: District's Initial Proposal for Renegotiation of Items Between California School Employees Association (CSEA), Chapter #161 and the Cerritos Community College District for the 2008-2009 Fiscal Year.

The District's initial proposal for renegotiation of items for the CSEA-District Collective Bargaining Agreement for the 2008-2009 fiscal year is as follows:

1. ARTICLE 5 – COMPENSATION:
Determine salaries for classified bargaining unit employees effective July 1, 2008
2. ARTICLE 6 – HEALTH AND WELFARE BENEFITS:
Determine and specify provisions for District health and welfare benefit plans for eligible bargaining unit employees and retirees.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President *Noelia Vela*
REVIEWED BY: William Farmer, Vice President of Academic Affairs *WCF*
PREPARED BY: Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*
DATE: June 18, 2008
SUBJECT: **Consideration of Acceptance of the Chancellor's Office of the California Community College Teacher Preparation Pipeline Grant**

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the California Community College Chancellor's Office Teacher Preparation Pipeline Grant, which will run from June 1, 2008 to May 31, 2009.

OVERVIEW

The proposed project is intended to address the need for career technical teacher/educators at the secondary and community college level.

ANALYSIS

The identified project is for continued development and refinement of a CTE Teacher Pipeline preparation grant awarded last program year. The Teacher TRAC Pipeline Project has successfully developed six pathways for CTE teacher preparation for prospective high school and community college teachers in three career sectors: automotive, welding, woodworking. During the pilot year many lessons were learned which formed the basis for this year's application. A primary focus for 2008-2009 program funding will be in the areas of expanded professional development, continued course contextualization, and recruitment of industry professionals.

In order to develop a successful model of CTE Teacher Preparation that fosters the methods of shared teaching and learning and targets three distinct populations, continued development and refinement are needed in the following component areas:

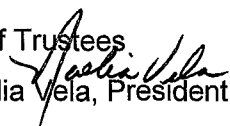

- Development and Refinement of Contextualized Curriculum
- Professional Development
- Marketing and Recruitment
- Counseling/Student Development
- Support Structure and Partnerships

Our partners in this endeavor are the Southeast Regional Occupational Program (SEROP), California State University-Long Beach (CSULB), California State University-Los Angeles (CSULA), the Southland Motor Car Dealers Association (SMCDA), the Partnership for Quality Education, and the Community College Regional Collaborative.

FINANCIAL IMPLICATIONS

The Cerritos College Teacher TRAC Program will receive \$198,891 to continue development and refinement of the career technical education teacher pathway program.

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President 
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services 
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: June 18, 2008
SUBJECT: **Consideration of Approval of Notice of Completion for Bid 0708-01,
Learning Resource Center Carpet Replacement**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Moore Flooring Inc. for the Learning Resource Center Carpet Replacement at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to Moore Flooring Inc. on July 19, 2007. As required by Public Contract Code, the District must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS

This project was completed on June 2, 2008 and in compliance with Public Contract Code. A Notice of Completion needs to be approved by the Board of Trustees and filed with the County Recorder.

FINANCIAL IMPLICATIONS

The total contract amount was \$399,888.00.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: JENNEY HO
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

**NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT**

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the CERRITOS COMMUNITY COLLEGE DISTRICT, of Los Angeles County, as owner of the property known as Cerritos Community College, located at 11110 Alondra Boulevard, Norwalk, California, caused improvements to be made to the property to wit: Learning Resource Center Carpet Replacement, Bid #0708-01 contract for the doing of which was heretofore entered into on the 19th day of July, 2007 which contract was made with Moore Flooring Inc., contract number #C07-1025, as contractor; that said improvements were completed on the 2nd day of June, 2008, and accepted by formal action of the governing board of said DISTRICT on the 18th day of June, 2008; that title to said property is vested in the CERRITOS COMMUNITY COLLEGE DISTRICT of Los Angeles County, California; that the surety for the above named contractor is Developers Surety and Indemnity Company.

I certify or declare under penalty of perjury that the foregoing is true and correct.

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS
ANGELES COUNTY, CALIFORNIA

By: _____
Jo Ann Higdon
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President
REVIEWED BY: Jo Ann Higdon, Vice President of Business Services
PREPARED BY: Jenney Ho, Director of Purchasing
DATE: June 18, 2007
SUBJECT: Consideration to Withdraw Bid #0708-14, Aquatic Center Project

RECOMMENDATION

It is recommended that the Board of Trustees allow the bid to be withdrawn by the lowest bidder, and staff will re-bid the project at a later date.

OVERVIEW

The Purchasing Department advertised the project on April 28 and May 5, 2008. The bid due date was on June 4, 2008.

ANALYSIS

On June 4, 2008, the Purchasing Department received 2 responses for Bid #0708-14, Aquatic Center Project. The lowest bidder requested to withdraw the bid due to a clerical error in their bid calculation. Staff has confirmed their clerical error. The next low bidder is over the estimated construction budget. The staff is recommending that the bid be withdrawn and the project be re-bid at a later date.

FINANCIAL IMPLICATIONS

None.

CERRITOS COLLEGE
RESOLUTION NO. 08-06

WHEREAS, it is the judgment of this Board that the attendance of members of the Governing Board, administration, faculty, staff members, and students of Cerritos College at certain conferences and conventions is for the benefit of the District,

BE IT THEREFORE RESOLVED THAT members of the Governing Board, administration and other employees as listed herein be authorized to attend the conferences or conventions of their respective associations during the school year 2008-2009, and

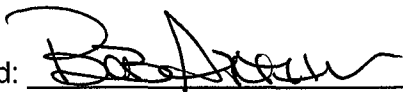
BE IT FURTHER RESOLVED THAT the method of travel (when the distance from the college is greater than 135 miles one way) is recommended to be by commercial airline, round trip air-fare shall be via the fastest most economical, most direct route. If less than 135 miles, the reimbursement allowance shall be at the United States Internal Revenue Service standard mileage rate that is in effect as of January 1 of each year for the entire calendar year. The mileage reimbursement to the destination shall not exceed airline fare, and

BE IT FURTHER RESOLVED THAT all conferences and conventions listed herein are subject to administrative approval in advance and are authorized only within funds specifically allocated in the 2008-2009 Adopted Budget, in categorical project funds, and

BE IT FURTHER RESOLVED THAT the attached list of conferences and conventions be approved for each attendance at times and places as called.

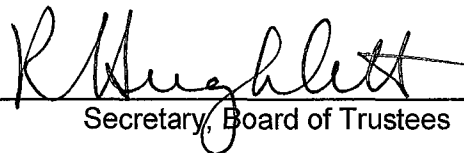
June 18, 2008

AYES: 7

Signed: 
President, Board of Trustees

NOES: 0

ABSENT: 0

Attest: 
Secretary, Board of Trustees

CERRITOS COLLEGE
2008-2009 MEMBERSHIP & CONFERENCE LIST
Resolution Number 08 - 06
Board Approved June 18, 2008

Managers, faculty, staff, and students as recommended by the appropriate Vice President and approved by President/Superintendent.

1. Academic Financial Services Association (AFSA)
2. Academic Senate of California Community Colleges
3. Accommodations for Deaf & Hard of Hearing Conference
4. Accounting Educators
5. Accrediting Commission for Community and Junior Colleges
6. Administration of Justice Program at Cal State Universities (Advisory Committee): Fullerton, Los Angeles and Long Beach
7. ADTECH, Inc.
8. Advanced Transportation Technologies Initiative (ATTI) Electric Car Conferences and Seminars
9. Affirmative Action, Diversity & Equity Consortium (ADDEC-SR)
10. Affirmative Action Workshops and Conferences
11. African-American Achievement Conference
12. African-American Women's Conference
13. Air and Waste Management Association
14. Air Association for Institutional Research
15. Air Pollution/Commuter Workshops
16. Alliance Conference
17. Alliance for Community College Innovation (ACCI)
18. Alliance of Schools for Cooperative Insurance Programs (ASCIP)
19. Allied Social Science Association
20. Alpha Gamma Sigma Honor Society - Meetings and Conferences
21. American Academy of Environmental Engineers
22. American Academy of Religion
23. American Academy of Sport Medicine
24. American Alliance for Health, Physical Education, Recreation, and Dance
25. American Anthropological Association
26. American Arbitration Association
27. American Association for Advancement of Science
28. American Association for Women in Community Colleges (AAWCC)
29. American Association of Collegiate Registrars and Admissions Officers
30. American Association of Community College Administrators (AACCA)

31. American Association of Community Colleges (AACC)
32. American Association of Health, Physical Education, Recreation, and Dance (AAHPERD)
33. American Association of Higher Education
34. American Association of Paralegal Educators
35. American Association of Philosophy Teachers
36. American Association of Physics Teachers
37. American Association of School Librarians
38. American Association of Sex Educators, Counselors and Therapists
39. American Association of Teachers of French
40. American Association of Teachers of Spanish and Portuguese
41. American Association of University Women (AAUW)
42. American Association of Women in Community and Junior Colleges (AAWCJC)
43. American Bar Association
44. American Bar Association Conferences
45. American Business Communications Association
46. American Chemical Society
47. American Choral Directors' Association
48. American College Dance Festival
49. American College Health Association
50. American College of Sports Medicine (ACSM)
51. American College Personnel Association (ACPA)
52. American College Testing Conferences and Workshops (ACT)
53. American College Theater Festival Regional and National Finals
54. American Conference of Academic Deans
55. American Council for Teachers of Foreign Language
56. American Council on Education
57. American Council on Exercise
58. American Council on International Intercultural Education (ACIIE)
59. American Counseling Association
60. American Criminal Justice Association
61. American Deafness and Rehabilitation Association (ADARA)
62. American Dental Association (ADA)
63. American Educational Research Association (AERA)
64. American Football Coaches Association National Convention
65. American Heart Association

66. American Historical Association
67. American Institute of Aeronautics and Astronautics (AIAA)
68. American Institute of Biological Sciences
69. American Institute of Chemical Engineers
70. American Institute of Design and Drafting
71. American Institute of Graphic Arts
72. American Library Association
73. American Management Association
74. American Mathematical Association of Two Year Colleges (AMATYC)
75. American Nuclear Society
76. American Orthopsychiatric Association
77. American Philosophical Association
78. American Physical Therapy Association (APTA)
79. American Political Science Association
80. American Production and Inventory Control Society Association (APICS)
81. American Psychological Association
82. American Psychological Society
83. American Society for Information Science
84. American Society for Manufacturing Engineers (ASME)
85. American Society for Metals (ASM)
86. American Society for Microbiology General Meeting
87. American Society for Personnel Administration
88. American Society for Quality Control
89. American Society for Training and Development (ASTD)
90. American Society of Agricultural Engineers
91. American Society of Civil Engineers
92. American Society of Engineering Education
93. American Society of Heating, Refrigerating and Air Conditioning Engineers
94. American Society of Industrial Security (ASKS)
95. American Society of Mechanical Engineers
96. American Society of Non-Destructive Testing (ASNT)
97. American Sociological Association
98. American Speech and Hearing Association
99. American Technical Education Association (ATEA)
100. American Trial Lawyers Association

101. American Welding Society (AWS)
102. Americans with Disabilities Act/Access Compliance
103. Architects and Engineers Conference
104. Arroyo Seco Library Network
105. Art Direction and Design in Orange and Los Angeles County
106. Art Directors of Los Angeles Association Shows
107. Articulation Meetings
108. Asian Americans in Higher Education
109. Associate Degree Nursing Directors of Southern California
110. Associated Builders and Contractors Apprenticeship Committee and Meetings
111. Associated Cosmetology Teachers
112. Association for Adult Continuing Education
113. Association for Applied Sport Psychology
114. Association for Advancement of Medical Electronics
115. Association for California College Tutorial Learning Assistance
116. Association for Career and Technical Education (ACTE)
117. Association for Computing Machinery's Special Interest Group in Computer Graphics (SIGGRAPH)
118. Association for Development of Computer-Based Instructional Systems (ADCIS)
119. Association for Educational Communications and Technology (AECT)
120. Association for Education in Journalism and Mass Communications
121. Association for Improvement of Community College Teaching (AICCT)
122. Association for Institutional Research
123. Association for Multi-images
124. Association for Student Judicial Affairs
125. Association for the Study of Higher Education (ASHE)
126. Association of American Geographers
127. Association of California Community College Administrators (ACCCA)
128. Association of Chief Business Officials of California Community College Districts (ACBO)
129. Association of Chief Human Resources and Affirmative Action Officers
130. Association of College and Research Librarians
131. Association of Community and Continuing Education
132. Association of Community College Trustees
133. Association of Educators in Journalism (AEJ)
134. Association of Governing Boards of Universities and Colleges (AGB)

135. Association of Higher Education and Disability (AHED)
136. Association of Instructional Administrators (AIA)
137. Association of International Educators Conferences, Workshops, and Seminars (NAFSA)
138. Association of Low Revenue Base Colleges
139. Association of Mexican-American Educators
140. Association of Physical Plant Administrators of Universities and Colleges (APPA)
141. Association of School Business Officials of United States and Canada
142. Association of Woodworking and Furniture Suppliers Conference (AWFS)
143. Athletic Coaches and Training Clinics
144. Autobody Trade and Technical Show
145. Automotive Collision Repair and Refinishing Instructors Coalition
146. Automotive Engine Rebuilders Association
147. Automotive Manufacturers Service Training
148. Automotive Trade and Technical Show
149. Bay Area Bilingual Education League
150. Berkshire Conference on the History of Women
151. Beta Phi Gamma
152. Biofeedback Society of America
153. Biofeedback Society of California
154. Biology Seminars and Workshops
155. Black Caucus of the American Library Association
156. Black Women's Leadership Conference
157. Board of Governors of California Community Colleges
158. Body Service Educational Program (BSEP) Conferences and Seminars
159. Book Expo America
160. Broadcast Education Association
161. Business Industrial Workshops or Seminars
162. Cable Users Symposium
163. California Academic and Research Librarians (CARL)
164. California Advocates for Re-Entry Education (CARE)
165. California Alliance for Advanced Transportation Systems (CAATS)
166. California Allied Council of Cosmetology Meetings
167. California Apprenticeship Council (CAC)
168. California Art Educators Association
169. California Articulation Conference - Transfer Center

170. California Association for Construction Technology Education (CACTE)
171. California Association for Counseling and Development
172. California Association for Drug Free Youth
173. California Association for Health, Physical Education, Recreation and Dance
174. California Association for Institutional Research (CAIR)
175. California Association for Local Economic Development (CALED)
176. California Association for Neurologically Handicapped Children
177. California Association for Postsecondary Education and Disabilities – Local & State (CAPED)
178. California Association of Administration of Justice Educators
179. California Association of Bilingual Educators
180. California Association of Chemistry Teachers
181. California Association of College Evaluators
182. California Association of College Stores
183. California Association of Community College Registrars and Admissions Officers (CACCRAO)
184. California Association of Community Colleges (CACC)
185. California Association of Counseling and Development Latina Leadership Network
186. California Association of Marriage and Family Therapists
187. California Association of Public Information Officers
188. California Association of Public Purchasing Officers (CAPPO)
189. California Association of Public Schools for Court Reporting
190. California Association of Real Estate Teachers (CARET)
191. California Association of School Business Officials (CASBO)
192. California Association of School Psychologists
193. California Association of Student Financial Aid Administrators (CASFAA)
194. California Association of Teachers of English
195. California Association of Teachers of English to Speakers of Other Languages
196. California Association of Vocational Administrators (CAVA)
197. California Association of Women Administrators and Counselors (CAWAC)
198. California Association of Work Experience Educators (CAWEE)
199. California Autobody Association/Autobody Expo
200. California Automotive Teachers Association
201. California Business Education Association (CBEA)
202. California Career Development Association
203. California College Health Nurse Association

204. California College Personnel Association
205. California Colleges for International Education (CCIE)
206. California Community College Activity Administrators Association
207. California Community College Administrators of Occupational Education
208. California Community College Annual Anthropology Teachers Conference
209. California Community College Assessment Association
210. California Community College Athletic Association (CCCAA)
211. California Community College Athletic Directors Association
212. California Community College Center for Cooperative Education
213. California Community College Chief Executive Officers Association
214. California Community College Chief Instructional Officers Association
215. California Community Colleges Chief Student Services Admin Association
216. California Community College Council/Staff Development
217. California Community College Counselors Association (CCCCA)
218. California Community College Economic Development Network (ED/Net)
219. California Community College Extended Opportunity Program and Services Association
220. California Community College Football Coaches Association (State Meeting) Hall of Fame Induction
221. California Community College Information Systems Officers Association (CCCISOA)
222. California Community College Music Educators Association
223. California Community College Police Chiefs Association
224. California Community College Public Relations Conference
225. California Community College Quality Consortium
226. California Community College Real Estate Education and Research Advisory Committee (CCCREERAC)
227. California Community College Student Affairs Association
228. California Community College Student Financial Aid Administrators Association (CCCSFAAA)
229. California Community College Student Government Association
230. California Community College Trustees
231. California Community College Women Volleyball Coaches Association (CCCWVCA)
232. California Community Colleges Athletic/Academic Advisory for Athletics
233. California Community Colleges Bilingual Education and Language Minorities
234. California Community Colleges Chief Student Services Administrators Association (CCCCSSAA)
235. California Community Colleges Disabled Students Programs and Services Activities
236. California Community Colleges Learning Resources Advisory Committee

- 237. California Community Colleges Matriculation Activities and Workshops
- 238. California Community Colleges Office of the Chancellor
- 239. California Community Colleges Risk Management Association
- 240. California Community Foundation
- 241. California Community Swimming and Water Polo Coaches Association
- 242. California Contract Cities Association Seminars
- 243. California Cosmetology Association
- 244. California Council for Adult Education
- 245. California Council of Architectural Education
- 246. California Council of Electronics Instructors
- 247. California Council of Fine Arts
- 248. California Council on Criminal Justice (CCCJ)
- 249. California Court Reporters Association – Conferences, Workshops, and Seminars
- 250. California Division of Apprenticeship Standards
- 251. California Education Computer Consortium
- 252. California Educational Computing Association
- 253. California Educational Theater Association
- 254. California English/Language Arts Framework
- 255. California Foreign Language Teachers Association
- 256. California Foundation for Improvement of Employer-Employee Relations (CFIER)
- 257. California Geographical Society
- 258. California Humanities Association
- 259. California Industrial Technical Education Association (CITEA)
- 260. California Industrial Technical Education Consortium (CITEC)
- 261. California Intercollegiate Press Association
- 262. California Journalism Education Coalition
- 263. California Law Enforcement Telecommunications System (CLETS)
- 264. California Legislative Conference
- 265. California Librarians Black Caucus
- 266. California Library Association
- 267. California Mathematics Council (CMC)
- 268. California Medical Instrumentation Association
- 269. California Newspaper Publishers Association
- 270. California Organization of Associate Degree Nursing (COADN)
- 271. California Placement Association

272. California Postsecondary Education Commission
273. California Restaurant Association
274. California School Boards Association
275. California School Library Association
276. California School Nursing Meetings/Seminars
277. California Sociological Association
278. California Speech Association
279. California Speech Communication Association
280. California State Athletic Championships
281. California State Athletic Directors Association
282. California State Board of Licensed Contractors
283. California State Department of Education Los Angeles Area Extended Opportunity Programs and Services (EOPS) Region VII and VIII
284. California State Department of Education Meetings
285. California State Legislative Sessions, Hearings, Committee Meetings and Workshops
286. California State Library
287. California State Psychology Association
288. California State Rehabilitation Conferences
289. California State University Conference on Disabilities
290. California State University Conference on Literature and Writing
291. California State University Counselor Conferences
292. California State University Department of Technology
293. California State University Long Beach Foundation Workshops
294. California Statewide Movimiento Estudiantil Chicanos De Aztlan (MECHA) Conference
295. California Student Aid Commission (CSAC)
296. California Student Association of Community Colleges (CALSACC)
297. California Studies – Envisioning California
298. California Teachers Association Great Teachers Seminar
299. California Teachers Association Meetings and Workshops
300. California Uniform Construction Cost Accounting Act Educational Workshops
301. California Women in Higher Education
302. CalWORKs Conferences, Workshops, and Seminars
303. Campus Police/Parking Seminars and Workshops
304. Career Education Conference
305. Careertrack Seminars
306. Casa ESL/Citizenship Organization Workshops

307. Center for Creative Photography
308. Center for Critical Thinking and Moral Critique
309. Center for Leadership Development
310. Centers for Applied Competitive Technologies (CACT)
311. Cerritos Area Trustees and Administrators Association
312. Cerritos College Intercollegiate Athletic Events/Meetings
313. Cerritos College Students Leadership Conference
314. Cerritos Performing Arts Association
315. Certified Shorthand Reporters Exam
316. Chair Academy
317. Chamber of Commerce – Bellflower
318. Chamber of Commerce – Cerritos
319. Chamber of Commerce – Downey
320. Chamber of Commerce – Hawaiian Gardens
321. Chamber of Commerce – La Mirada
322. Chamber of Commerce – Lakewood
323. Chamber of Commerce – Norwalk
324. Chamber of Commerce – Palmdale
325. Chamber of Commerce - Paramount
326. Chamber of Commerce – Santa Fe Springs
327. Chamber of Commerce – South Gate
328. Chamber of Commerce – U.S. Hispanic
329. Chemistry Seminars and Workshops
330. Chicano and Latino Youth Leadership Conference
331. Chicano/Latino Intersegmental Convocation Conference
332. Chief Information Systems Officers Association (CISOA)
333. Chief Instructional Officers Board Meeting (CIO)
334. Chief Student Services Officers Meetings (CSSO)
335. Chrysler Training Sessions and Conferences
336. Ciber Conferences and Workshops
337. CIMTECH
338. Cities in College District (Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada, Norwalk) Various Functions
339. Coastal Zone Management Conference
340. Coastline Conference for Women
341. Collaborative Applied Technology Education Center (ATEC) Conferences and

Meetings

- 342. College and Universities Systems Exchange (CAUSE)
- 343. College Art Association Conference
- 344. College Entrance Examination Board (CEEB)
- 345. College Media Advisers/Associated Collegiate Press
- 346. CollegeNet Conferences
- 347. College Placement Council
- 348. College Reading and Learning Association
- 349. College Reading/Tutorial Association
- 350. College Survival/Study Skills Workshop
- 351. Collegiate Stores Corporation
- 352. COMDEX Workshops and Conferences
- 353. Community College Business Officers (CCBO)
- 354. Community College Consortium Affirmative Action
- 355. Community College Counselor Institute - Ensuring Transfer Success
- 356. Community College Counselors, Coordinators, and Directors of Women's Centers
- 357. Community College Development Initiatives
- 358. Community College Economic Education
- 359. Community College Educators of New Californians (CCENC)
- 360. Community College Educators of Older Adults
- 361. Community College Facility Coalition (CCFC)
- 362. Community College Foundation
- 363. Community College Humanities Association
- 364. Community College Humanities Faculty Forum
- 365. Community College League of California (CCLC)
- 366. Community College League of California – Commission on Athletics (COA)
- 367. Community College Media Association Workshops
- 368. Community College Occupational Programs Systems Evaluation (COPES)
- 369. Community College Public Relations Organization
- 370. Community College Social Science Association
- 371. Community Education Conferences and Workshops
- 372. Community Family Guidance Center
- 373. Comparative and International Education Society Conference
- 374. Composites Fabricator Association Conference (CFA)
- 375. Computer Aided Acquisition and Logistic Support Exposition

376. Computer-Using Educators (State and Local Meetings)
377. Computers and Reading/Learning Difficulties
378. Computers and the Disabled
379. Computers in Art Design, Research and Education
380. Computing Machinery's Special Interest Group in Computer Graphics (SIGGRAPH)
381. Computing Workshops and Seminars
382. Conference of Community College Instructors (CCCI) - Annual Meeting
383. Conference on College Communication and Composition
384. Conference on Student Success Courses
385. Conference on the Teaching of Philosophy
386. Conference on Visual Literacy
387. Conference on Writing Assessment (National Testing Network in Writing)
388. Conferences, Meetings, and Retreats for Attendance by the Members of the Board of Trustees
389. Conferences, Meetings, and Retreats for Attendance by Members of the President's Cabinet as Approved by the President/Superintendent
390. Conferences, Meetings, and Retreats for Attendance by the President/Superintendent
391. Cosmetology Business America
392. Cosmetology Manufacturers Service Training Seminars
393. Cosmetology Trade and Technical Shows
394. Costume Society Symposium
395. Council for Adult and Experimental Learning Conference (CAELC)
396. Council for Higher Education Accreditation
397. Council for Resource Development
398. Council for the Advancement and Support of Education
399. Council for the Study of Community Colleges (CSCC)
400. Council of Chief Librarians of California Community Colleges
401. Council of the Arts (National Arts Council)
402. Counseling In-Service Workshops
403. County and State Referral Agencies Meetings
404. County Superintendent of Schools Meetings
405. Critical Thinking Conference
406. Culinary Arts' Educators and Administrators Conferences, Workshops, and Seminars
407. Dallas Cowboys Professional Football Team
408. Data Research Associates (DRA) Users Group
409. Database Marketing

- 410. Defense Manufacturing Conference (DMC)
- 411. Dental Assistant and Dental Hygiene Educators Conferences, Workshops, and Seminars
- 412. Department of Consumer Affairs
- 413. Department of Education Title IV Training and Workshops
- 414. Department of Public Social Services (DPSS)
- 415. Department of Rehabilitation - Handicapped Program
- 416. Deposition Reporters Association (DRA)
- 417. Design Engineer Show and Conference
- 418. Digital Equipment Corporation User Group/Society
- 419. Directors Conference - Transfer Center
- 420. Directors of Educational Technology/California Higher Education (DET/CHE)
- 421. Division Managers Conference, Southern California - Chancellor's Office
- 422. Downey Historical Society
- 423. Drug Education/Prevention
- 424. Early Childhood Educators and Administrators Conferences, Workshops and Seminars
- 425. Earth Science Seminars and Workshops
- 426. Economic Development Conferences, Meetings and Workshops
- 427. Education Council for Technology in Learning (ECTL)
- 428. Education Mandated Cost Network
- 429. EDUCOM Conferences
- 430. Electronic Music Midwest (EMM)
- 431. Emergency Preparedness Commission Seminar
- 432. Employers and Job Placement Directors Conferences
- 433. Employment Development Department
- 434. Employment Training Panel
- 435. Energy Education Conferences
- 436. Energy Research and Development Administration Conferences and Meetings
- 437. Engineering Liaison Committee
- 438. English Council of California Two Year Colleges
- 439. Equipment Repair Workshops
- 440. Ericsson User Group -Telephone System
- 441. Escape Technology – Software User Group
- 442. Ethnic Coalition Conference
- 443. Ethnic Minority Conference

444. Eureka Professional Development Conference
445. Extended Opportunity Program Conferences/Regional Workshops and Retreats/Student Conferences
446. Faculty Association of California Community Colleges
447. Faculty Development In-Service Workshops/Meetings
448. Federal Affairs Workshop for Community Colleges
449. Federal Bureau of Investigation (FBI) National Academy Training Session
450. Federal Title III Conferences and Workshops
451. Feminist Majority Foundation
452. Financial Aid In-Service Workshops
453. Financial Aid Scholarship Meetings, Trainings, Workshops and Conferences
454. First Line Instructional Management Conference
455. First Year Experience Conference
456. Fiscal Standards/Reporting and Accountability Committees
457. Fitness Association of America
458. Ford Training Sessions and Conferences
459. Foreign Language Alliance
460. Foster and Kinship Care Educators and Administrators Conferences, Workshops, Trainings & Seminars
461. Four County Reading Conference
462. Fund Raising Conferences and Workshops
463. Funds for Instructional Improvement
464. Furniture Manufacturing Association
465. Gateway Cities Partnership
466. General Motors ASEP College Association
467. General Motors Training Session
468. Geological Society of America
469. Governor's Committee on Employment of the Handicapped (State and Local Meetings)
470. Governor's Conference for Women in Business
471. Great Teachers Seminar
472. Guaranteed Student Loan Workshops
473. Hazardous Waste/Toxic Chemicals Workshops and Seminars
474. Health Education and Welfare Veterans Cost of Instruction Program
475. Health Education Workshops and Seminars
476. Health Services Association
477. Hewlett-Packard Users In-Service Seminars

478. High Tech Center Training
479. Higher Education User Group (HEUG)
480. Hispanic Association of Colleges and Universities (HACU)
481. Hispanic Outreach Task Force
482. Hispanic Women Conference
483. Historical Society Conference
484. Holguin Users Group
485. Honors Transfer Council
486. Humanities in Two Year Colleges
487. IBM Academic Computing Conference
488. IBM/CIM Trade and Technical Meetings and Conferences
489. I-CAR Industry Training Alliance
490. Independent Roofing Contractors of California Apprenticeship Committee and Meetings
491. Indie Music Conference
492. Industrial Relations Research Association
493. Institute for Chicano Studies
494. Institute for International Programs
495. Institute for the Management of Lifelong Education (MLE) (Harvard Graduate School of Education)
496. Institute of Electrical and Electronics Engineers
497. Institute of Industrial Engineers
498. Institute of Woodworking Education (IWE)
499. Institute on Staff Development
500. Institute on the Teaching of Psychology
501. Institutional Advancement Conferences and Workshops
502. Instrument Society of America
503. Integrated Thematic Instruction (ITI) Conference
504. Intelcom
505. Intelligent Transportation Society of America
506. International Association General Motors Automotive Service Educational Program (IAGMASEP)
507. Inter Operability (INTEROP)
508. Intercollegiate Broadcast System (IBS)
509. Intercultural Communication Education Association (ICE)
510. International Association General Motors Auto Education Program (IAGMASEP)
511. International Association of Jazz Educators

512. International Career Development Conference in Partnership with the California Career Conference (ICDC/CCC)
513. International Conference on College Teaching and Learning
514. International Dance and Exercise Association
515. International Learning Conference
516. International Nurses Association for Clinical Simulation and Learning
517. International Society for Performance and Instruction
518. International Society of Welding Educators (ISWE)
519. Interscience Conference on Antimicrobial Agents and Chemotherapy (ICAAC)
520. Intersegmental Coordinating Council Transfer and Articulation Conference
521. Iron Workers Joint Apprenticeship Committees and Meetings
522. Job Training Partnership Act Conferences, Workshops, and Meetings
523. Joint Educational Transit
524. Journal of the National Collegiate Honors Council (JNCHC)
525. Journalism Association of Community Colleges (State and Southern Section)
526. Keenan and Associates School Seminars
527. Key Productivity Center Workshops
528. Kiwanis Service Organization
529. Korean American Coalition (KAC)
530. Lambda Alpha Epsilon National Fraternity (American Criminal Justice Association/Police Student Conference, National and Regional)
531. Latina Leadership Network (LLN)
532. Latino Immigrant Conference
533. Latino Intersegmental Convocations Conference (LICC)
534. Latino Summit for Education Reform
535. League for Innovation in Community Colleges
536. Learning Alternatives and Distance Learning
537. Learning, Assessment, Retention Consortium (LARC)
538. Learning Communities Workshops/Conferences
539. Liberal Arts Instructional Computing Conference
540. Liberal Arts Seminars and Workshops
541. Library Automation Seminars
542. Library of California (LOC)
543. Lifelong Learning Educators Resource Network (LERN)
544. Linguistic Society of America
545. Literacy Conference

546. Literary Women Conference
547. Los Angeles Admissions and Records Association
548. Los Angeles County Community Colleges Calworks Consortium (LAC5)
549. Los Angeles County Community College Counselors Meeting Area VI
550. Los Angeles County Office of Education Meetings
551. Los Angeles County Office of Education Multicultural Steering Committee
552. Los Angeles County Schools In-Service Meetings
553. Los Angeles County Schools Trustees Association
554. Los Angeles County Sheriff's Department Training Officer School
555. Los Angeles General Shorthand Reporters Association
556. Los Angeles Regionalized Insurance Services Authority (LARISA)
557. Los Angeles Video Show
558. MacWorld Conference & Expo
559. Mail Managers Network Meetings
560. Management Lifelong Education
561. Mathematics Seminars and Workshops
562. Medical Assistant Educators and Administrators Conferences, Workshops, and Seminars
563. Metallurgical Society
564. Metropolitan Cooperative Library System (MCLS)
565. Microsoft Developer Network (MSDN) Academic Alliance Program
566. Microsoft IT Academy Program
567. Microsoft Working Connections Conference and Meetings
568. Midsize Enterprise Summit
569. Minority and Diverse Student Conference
570. Minority Student Today
571. Mission Football Conference
572. Modern and Classical Language Association of Southern California
573. Mountain Pacific Association of Colleges and Employers (MPACE)
574. Multimedia and Audio Visual Seminars and Workshops
575. Multilingual/Multicultural Conference
576. Music Association of California Community Colleges (MACCC)
577. Music Educators National Conference
578. Music Library Association
579. Music Library Association - Southern California Chapter
580. National Academic Advising Association

581. National Art Educators Association (NAEA)
582. National Association of Academic Advisors for Athletics (N4A)
583. National Association of Community College Teacher Education Programs (NACCTEP)
584. National Association for College Admission Counseling (NACAC)
585. National Association for Equal Opportunity Education
586. National Association for the Education of Young Children (NAEYC)
587. National Association of Broadcasters
588. National Association of Campus Activities
589. National Association of Chicano Studies
590. National Association of College Automotive Teachers
591. National Association of College Auxiliary Services (NACAS)
592. National Association of College Stores
593. National Association of Colleges and Employers (NACE)
594. National Association of College/University Business Officers (NACUBO)
595. National Association of Community College Teacher Education Programs (NACCTEP)
596. National Association of Developmental Education
597. National Association of Geology Teachers
598. National Association of Jazz Educators
599. National Association of Latino Elected and Appointed Officials (NALEO)
600. National Association of Learning Resources Network (LERN)
601. National Association of Legal Assisting
602. National Association of Minority Students
603. National Association of Scholars
604. National Association of Science Teachers
605. National Association of Student Financial Aid Administrators (NASFAA)
606. National Association of Student Personnel Administrators (NASPA)
607. National Association of Teachers of Singing
608. National Association of Two-Year College Athletic Administrators (NATYCAA)
609. National Association of Veterans Program Administrators (NAVPA)
610. National Athletic Trainers Association Conference
611. National Athletics Directors Association Conference
612. National Automotive Conference
613. National Automotive Congress Exposition
614. National Business Education Association
615. National Career Development Association

616. National Ceramics Educators Association
617. National Coalition of Advanced Technology Center (NCATC)
618. National Collegiate Athletic Association Conferences/Meetings (NCAA)
619. National Collegiate Honors Council
620. National Communication Association
621. National Community College Hispanic Council
622. National Computer Graphics Association
623. National Conference of Christians and Jews (NCCJ)
624. National Conference on Race and Ethnicity
625. National Conference on Race & Ethnicity in American Higher Education (NCORE)
626. National Conference on Student Retention
627. National Cosmetology Association
628. National Council for Occupational Education
629. National Council for Research and Planning (NCRP)
630. National Council for Resource Development
631. National Council for the Social Studies
632. National Council for Workforce Education (NCWE)
633. National Council of College Publications Advisors and Associated Collegiate Press
634. National Council of Community College Business Officials
635. National Council of Marketing and Public Relations (NCMPR)
636. National Council of Teachers of English
637. National Council of Teachers of Mathematics
638. National Council on Black American Affairs
639. National Council on Community Services & Continuing Education
640. National Council on Racial and Ethnic Relations
641. National Council on Student Development (NCSD)
642. National Court Reporters Association Conferences, Workshops, and Seminars
643. National Design Engineering Show and Conference
644. National Education Association
645. National Educational Computing Conference (NECC)
646. National Electronic Packaging Conference (NEPCON)
647. National Endowment for the Humanities
648. National Federation of Legal Assistants
649. National Fire Codes
650. National Fire Protection Association (NFPA)

651. National Fitness Conference
652. National Hairdressers and Cosmetologists Association
653. National Head Start Association Conferences and Workshops
654. National Hot Rod Association (NHRA)
655. National Institute for Automotive Service Excellence (ASE)
656. National Institute of Ceramic Engineers
657. National Institute of Governmental Purchasing
658. National Institute of Staff and Organizational Development (NISOD)
659. National Institute for Leadership Development (NILD)
660. National Kitchen and Bath Association
661. National League for Nursing (NLN)
662. National Learning Communities Fellows Institute
663. National Mentoring Association
664. National Network of Hispanic Women
665. National Notary Association
666. National Organization for Competency Assurance (NOCA)
667. National Organization of Associate Degree Nursing (NOADN)
668. National Organization of Women
669. National Orientation Directors Association
670. National Paralegal Society Conference
671. National Parks and Recreation Society
672. National Restaurant Association (NRA)
673. National School Public Relations Association (NSPRA)
674. National Social Science Association
675. National Society of Fund Raising Executives
676. National Society of Professional Engineers
677. National Strength and Conditioning Association (NSCA) Conference
678. National Student Clearinghouse
679. National Tech Prep Network Conference
680. National Track Clinic
681. National Wellness Conference
682. National Women's Studies Association
683. Network of California Community College Foundations
684. New Majority Administrators Seminar (NEWMAS)
685. NIDA Frontiers in Addition Conference

- 686. North American Building Material Distribution Association (NBMDA)
- 687. North American Society for Psychology of Sport and Physical Activity (NASPSA)
- 688. Norwalk Coordinating Council
- 689. Nursing Educators and Administrators Conferences, Workshops, and Seminars
- 690. Occupational Therapy Assistant Conferences, Workshops, and Seminars
- 691. Office Automation Workshop and Seminars
- 692. Old Eastern Conference Business Officials (OECBO)
- 693. On Course Training/Workshops
- 694. On-Line Computer Library Center (OCLC)
- 695. On-Line Course Workshops
- 696. Oracle Academic Initiative (OAI)
- 697. Orange County Advertising Federation (OCAF)
- 698. Orange County/Long Beach Consortium for Nursing
- 699. Organization of American Historians
- 700. Organizational Excellence (Clemson University)
- 701. Organizations for the Disabled (Local, State and National Meetings)
- 702. Pacific Association of Collegiate Registrars and Admissions Officers
- 703. Pacific Coast College Health Association
- 704. Pacific Sociological Association
- 705. Pacific Southwest Business Law Association
- 706. Pacific Southwest Collegiate Forensics Association Coaches Meetings, Speech Seminars, Tournaments, and Championships
- 707. Peace Officers Association Seminars
- 708. Peace Officers Research Association of California (PORAC)
- 709. Peace Officers Standards and Training (POST) Seminars
- 710. PeopleSoft Conferences and Workshops
- 711. PeopleSoft Higher Education User Group
- 712. Pepperdine University Community College Advisory Council
- 713. Performance Racing Industry Trade Show
- 714. Personnel Administrators Association of California Community Colleges Meetings
- 715. Personnel and Industrial Relations Association
- 716. Pharmacy Technician Educators and Administrators Conferences, Workshops, and Seminars
- 717. Pharmacy Technician Educators Council (PTEC)
- 718. Phi Beta Lambda State and National Business Competitions and Conferences
- 719. Phil Ro Pi National Speech Tournament

- 720. Photo Marketing Association
- 721. Photo Methods Conference
- 722. Physical Plant and Facilities Workshops and Seminars
- 723. Physical Science Seminars and Workshops
- 724. Physical Therapist Assistant Educators and Administrators Conferences, Workshops and Seminars
- 725. Plastics Education Conference
- 726. Police Chiefs Association
- 727. Population Reference Bureau
- 728. Presidential Summit
- 729. Product Development and Management Association (PDMA)
- 730. Professional Development Seminars
- 731. Professional Mail Service Management Seminar
- 732. Professional Organization for Women in Education and Re-Entry Meetings (POWER)
- 733. Professional Symposiums International
- 734. Project Development Conferences and Seminars
- 735. Public Education Providers of Traffic Safety Programs
- 736. Public Education Providers of Traffic Violators School (PEPTVS)
- 737. Public Employment Relations Board Conferences (PERB)
- 738. Public Information Officers of Los Angeles/Riverside/Orange/San Bernardino Counties Region
- 739. Public Relations Association of Southern California Colleges (PRASCC)
- 740. Public Relations Society of America/Los Angeles Chapter (PRSA)
- 741. Publicity Club of Los Angeles
- 742. Puente Project Conferences
- 743. Race, Gender, and Marginality in Modern Literature and Film
- 744. Rancho Los Amigos Management Conference
- 745. RAPS Association of Public Schools
- 746. Raza Advocates for Californians in Higher Education
- 747. Real Estate Instructors Conference
- 748. Recording for the Blind and Dyslexic
- 749. Recruitment/Retention In-Service Workshops
- 750. Redkin Laboratories Seminar
- 751. Region VIII Calworks Policy Seminars, Workshops and Meetings
- 752. Region VIII EOPS Policy Seminar and Workshops
- 753. Regional and Vocational Education Council (RAVE)

- 754. Regional Classified Spring Conference
- 755. Regional Consortium on College Teaching and Learning
- 756. Regional P.E. Articulation Meetings
- 757. Registry for Interpreters for the Deaf (RID)
- 758. Representative Association of Public Schools
- 759. Research and Planning Group
- 760. Research and Plumbing Group
- 761. Robert K. Greenleaf International Conference for Servant Leadership
- 762. Rose Institute Statewide Conference on Re-Districting, the Census, and Representation
- 763. Rotary Club of Bellflower
- 764. Rotary Club of Cerritos
- 765. Rotary Club of Downey
- 766. Rotary Club of Lakewood
- 767. Rotary Club of Norwalk
- 768. Rotary Service Organization
- 769. Safety Congress and Maintenance Institute International Truck Show
- 770. Sakai Educational Partnership Project (SEPP)
- 771. Sallie Mae Financial Aid Advisory Council
- 772. San Diego Community College Auxiliary Organization
- 773. Schools Alliance for Workers' Compensation Excess Self-Funded Joint Powers Authority (SAWCEX II)
- 774. School Employers Association
- 775. Schools Excess Liability Fund (SELF)
- 776. School Services of California
- 777. Second Language Research Forum
- 778. SERTOMA (Service to Mankind)
- 779. Sexual Harassment Workshops and Conferences
- 780. Small Business Administration Conference on Women
- 781. Small College Computing Symposium
- 782. Social Science Instructional Computing Conference
- 783. Social Science Seminars and Workshops
- 784. Society for Advancement of Management/American Management Association
- 785. Society for Advancement of Materials and Processing Engineers (SAMPE)
- 786. Society for Anthropology in the Community Colleges
- 787. Society for Behavioral Medicine (SBM)

- 788. Society for Human Resource Management (SHRM)
- 789. Society for Music Theory
- 790. Society for the Advancement of Material and Process Engineering
- 791. Society of Aerospace Engineers (SAE)
- 792. Society of American Archaeology National Meeting
- 793. Society of Automotive Engineers
- 794. Society of Collision Repair Specialists
- 795. Society of Fire Protection Engineers
- 796. Society of Logistics Engineers National Conference
- 797. Society of Manufacturing Engineers (SME)
- 798. Society of Photography Educators National Conference and regional conferences
- 799. Society of Plastics Engineers (SPE)
- 800. Society of Plastics Industry (SPI)
- 801. Solar Energy Symposium
- 802. Soroptomist Service Organization
- 803. South Coast Conference Meeting
- 804. South Coast Higher Education Council
- 805. Southeast Chief of Police Association
- 806. Southern California Academy of Sciences
- 807. Southern California Act Advisory Council (Annual Area Education Conference)
- 808. Southern California Air Quality Management District (AQMD) Seminars and Workshops
- 809. Southern California Anvil Users Group
- 810. Southern California Association of College Stores
- 811. Southern California Broadcasters Association (SCBA)
- 812. Southern California Community College District Employment Relations Consortium
- 813. Southern California Community College Districts Self-Funded Insurance Agency
- 814. Southern California Community Colleges Inter-Collegiate Athletic Council
- 815. Southern California Community Information Exchange Consortium
- 816. Southern California Consortium for Community College Television
- 817. Southern California Council for Teachers of English
- 818. Southern California Educational Theater Association
- 819. Southern California Intersegmental Articulation Council
- 820. Southern California Metropolitan Career Guidance Consortium
- 821. Southern California On-Line Users Group
- 822. Southern California Regional Transit Training Consortium College (SCRTTC)

- 926. Woodworking Machinery and Furniture and Supply Fair
- 927. Woodworking Machinery Distributors Association
- 928. Woodworking Machine Industry Association
- 929. Workforce Investment Act (WIA)
- 930. Workshops on Undergraduate Teaching
- 931. Worksite Literacy
- 932. World Piano Pedagogy Conference (WPPC)
- 933. Writing Center Conference
- 934. Youth to Youth Conference
- 935. Zellerback Annual Report Show
- 936.
- 937.
- 938.
- 939.
- 940.
- 941.
- 942.

YEAR-END APPROPRIATION TRANSFERS
Community College Districts

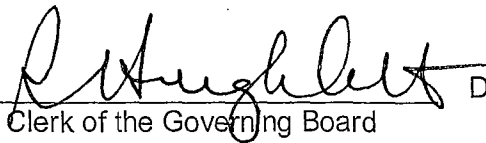
TO: Los Angeles County Office of Education
Division of School Financial Services
Accounting Section – EC 2ND Floor

FROM: CERRITOS Community College District

SUBJECT: AUTHORIZATION TO MAKE APPROPRIATION TRANSFERS

Our governing board hereby authorizes the county superintendent of schools to make appropriate transfers necessary at the close of the school year 2007-08, to permit payment of obligations of the district incurred during such school year.

Signature


Clerk of the Governing Board

Date: JUNE 18, 2008

- Attachment to:
Bul. No. 418
SFS-A66-2007-08

Los Angeles County Office of Education
Division of School Financial Services

Cerritos Community
~~College District~~ School District

RESOLUTION-#08-03

TEMPORARY INTERFUND CASH BORROWING

WHEREAS, Special Emergency Session Assembly Bill X 34, signed February 16, 2008, relieved the State of California from distributing the July Advance Apportionment payment to School Districts until the end of September 2008.

WHEREAS, The District may temporarily find that they do not have enough cash to meet their fiscal obligations in the general or other operating funds due to the shortage of funds created by the deferral of the July apportionment payment or the lack of an authorizing State Adopted budget which delays the release of other state funds normally received during this period.

WHEREAS, The district may temporarily borrow, as identified under Education Code 42603, cash from any fund of the district.

NOW THEREFORE, The Governing Board hereby approves this blanket resolution to authorize the use of an aggregate cash balance in all district funds if the need arises. The maximum amount that is allowable in the borrowing would be \$10,000,000 (indicate the maximum amount allowed to be borrowed, if any).

Passed and adopted on June 18, 2008 (date), at a regular meeting of the Governing Board by the following vote:

Ayes: 7
Noes: 0
Absent: 0

I certify the the foregoing Resolution was duly introduced, passed and adopted as stated.



President, Governing Board

Los Angeles County Office of Education
Division of School Financial Services

CASH BORROWING RESOLUTION-#08-05

Temporary Transfers from the Los Angeles County Treasury

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasury, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$ 15,000,000
2. For Fiscal Year; 2008-09
3. Shall not exceed 85 percent of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be replaced from revenues accruing to the district before any other obligation of the district is met from such revenue.

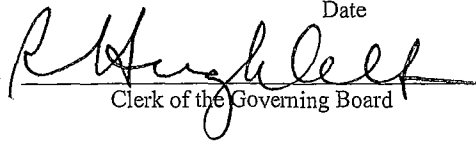
NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Cerritos Community College School District hereby requests the Treasurer to make temporary transfers of funds.

Certification of the Clerk of the Board

The Agenda with this item for action was posted as required by law.

This resolution was adopted by the governing board on: June 18, 2008
Date

Signature:


Clerk of the Governing Board

CERRITOS COLLEGE

RESOLUTION #08-04

DISTRICT APPROPRIATIONS LIMIT FOR 2008-09

WHEREAS, ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA as approved by the voters in November, 1979 requires the establishment of Appropriations Limit on "Proceeds of Taxes" revenues for public agencies, including community college district, beginning with the Fiscal Year, and

WHEREAS, each district is required to determine and adopt each Appropriations Limit for 2008-09 Fiscal Year, as a legislative act, and

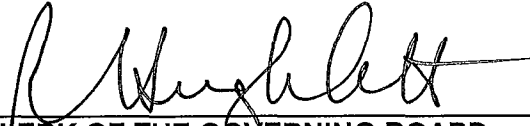
WHEREAS, this community college district's Appropriations Limit have been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code.

BE IT THEREFORE RESOLVED, as a legislative act of this governing board, that the purposes of Article XIII B, there is to hereby established this district's "Appropriations Limit" of \$126,100,545 for the 2008-09 Fiscal Year.

DATE: June 18, 2008

MOTION: Mr. Epple

SECOND: Dr. Hughlett



**CLERK OF THE GOVERNING BOARD
CERRITOS COMMUNITY COLLEGE BOARD OF TRUSTEES**

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2008-2009

DISTRICT NAME: Cerritos College _____ DATE: 6/18/08 _____

I. 2008-2009 APPROPRIATIONS LIMIT:

| | | | |
|----|---|---------|----------------------|
| A. | 2007-2008 Appropriations Limit | | <u>\$115,951,896</u> |
| B. | 2008-09 Price Factor: 1.0429 | | |
| C. | Population factor: | | |
| | 1. 2006/2007 Second Period Actual FTES 16,429.18 _____ | | |
| | 2. 2007/2008 Second Period Actual FTES 17,132.17 _____ | | |
| | 3. 2007/2008 Population change factor 1.042789 _____ (line C.2. divided by line C.1.) | | |
| D. | 2007-2008 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.) | | \$126,100,545... |
| E. | Adjustments to increase limit: | | |
| | 1. Transfers in of financial responsibility | \$..... | |
| | 2. Temporary voter approved increases | _____ | |
| | 3. Total adjustments - increase | | _____ |
| | Sub-Total | | \$..... |
| F. | Adjustments to decrease limit: | | |
| | 1. Transfers out of financial responsibility | \$..... | |
| | 2. Lapses of voter approved increases | _____ | |
| | 3. Total adjustments - decrease | | < _____ > |
| G. | 2008-2009 Appropriations Limit | | <u>\$126,100,545</u> |

II. 2008-2009 APPROPRIATIONS SUBJECT TO LIMIT:

| | | | |
|----|---|--|---------------------|
| A. | State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) | | \$70,039,313 |
| B. | State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.) | | 67,514 |
| C. | Local Property taxes | | 7,364,933 |
| D. | Estimated excess Debt Service taxes | | |
| E. | Estimated Parcel taxes, Square Foot taxes, etc. | | |
| F. | Interest on proceeds of taxes | | 500,000 |
| G. | Local appropriations from taxes for unreimbursed State, court, and federal mandates | | < 688,901 > |
| H. | 2008-2009 Appropriations Subject to Limit | | <u>\$77,282,859</u> |

BUDGET TRANSFERS FOR JUNE 18, 2008

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (3,958) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | (3,958) |
| | | |

TO

| | | |
|--|-----------|--------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 3,958 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| | | |
| TOTAL | \$ | 3,958 |
| | | |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Three (3)

Divisions/Departments/Programs:
Public Affairs; Health Occupations; Innovation Center

BUDGET TRANSFERS FOR JUNE 18, 2008

01.3 FUND-GENERAL FUND-RESTRICTED

FROM

| | | |
|--|----|----------|
| ACADEMIC SALARIES | \$ | (14,402) |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | (52,800) |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |

TOTAL

| | | |
|--|----|-----------------|
| | \$ | (67,202) |
|--|----|-----------------|

TO

| | | |
|--|----|--------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | 22,202 |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | 45,000 |
| OTHER OUTGO | \$ | |

TOTAL

| | | |
|--|----|---------------|
| | \$ | 67,202 |
|--|----|---------------|

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Three (3)

Divisions/Departments/Programs:

One Time Block Grant; CTE/Chancellor's Pre-Apprenticeship; California High School Exit Prep #1

APPROPRIATION TRANSFER ANALYSIS FOR JUNE 18, 2008

| | |
|---|--------------------|
| ***00000.0-00100-02530-8877-1XXXXXX (01.0 Fund) Local-Health Occupations To allocate income for lab material fees | \$ 60,017 |
| ***00000.0-00006-76500-8690-1305700 (01.3 Fund) State-Kinship Education Prep & Support To adjust budget | (18,488) |
| ***00000.0-00000-70770-8620-0000000 (01.3 Fund) State-Prekindergarten & Family Literacy Program To allocate income for supplies; repair & maintenance | 8,959 |
| ***00000.0-00000-74100-8890-0000000 (01.3 Fund) Local-Citizenship Project To move budget from Fund 01.3 to Fund 39.0 | (1,797) |
| ***00000.0-00000-75260-8620-0000000 (01.3 Fund) State-Teacher Prep Pipeline CTE To allocate income for telephone | 169 |
| ***00000.0-00000-77630-8620-0000000 (01.3 Fund) State-Mental Health Career Technical Education To adjust budget | (75,017) |
| ***00000.0-00007-74100-8885-0000000 (39.0 Fund) Local-Citizenship Project To move budget from Fund 01.3 to Fund 39.0 | <u>1,797</u> |
| TOTAL: | <u>\$ (24,360)</u> |

BUDGET TRANSFERS FOR JUNE 18, 2008

ADDENDUM

01.0 FUND-GENERAL FUND-UNRESTRICTED

FROM

| | | |
|--|-----------|------------------|
| ACADEMIC SALARIES | \$ | (81,291) |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | (192,066) |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (1,180) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |
| CONTINGENCY | \$ | |
| TOTAL | \$ | (274,537) |

TO

| | | |
|--|-----------|----------------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | 272,508 |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 2,029 |
| CAPITAL OUTLAY | \$ | |
| OTHER OUTGO | \$ | |
| TOTAL | \$ | 274,537 |

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Six (6)

Divisions/Departments/Programs:

Child Development Center; Faculty Senate; Student Support Services; Hospitality; Fiscal Services;
Business Services

BUDGET TRANSFERS FOR JUNE 18, 2008

ADDENDUM

39.0 FUND-OTHER SPECIAL REVENUE FUND

FROM

| | | |
|--|----|----------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | |
| EMPLOYEE BENEFITS | \$ | |
| SUPPLIES AND MATERIALS | \$ | (87,227) |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | |
| CAPITAL OUTLAY | \$ | |

TOTAL

\$ **(87,227)**

TO

| | | |
|--|----|--------|
| ACADEMIC SALARIES | \$ | |
| CLASSIFIED AND OTHER NON-ACADEMIC SALARIES | \$ | 10,186 |
| EMPLOYEE BENEFITS | \$ | 9,576 |
| SUPPLIES AND MATERIALS | \$ | |
| OTHER CONTRACT EXPENSES AND SERVICES | \$ | 27,040 |
| CAPITAL OUTLAY | \$ | 40,105 |
| OTHER OUTGO | \$ | 320 |

TOTAL

\$ **87,227**

Transfers: Between object codes

Self Balancing: No effect on ending balance

Number of Transfer Requests: Three (3)

Divisions/Departments/Programs:

CITE Contract Ed; Community Education; Associated Builders & Contractors of Southern California

APPROPRIATION TRANSFER ANALYSIS FOR JUNE 18, 2008

ADDENDUM

| | | |
|---|----|---------|
| ***00000.0-00XXX-77330-8629-0000000 (01.3 Fund) State-Statewide Strategic Initiative Hubs To allocate income for salaries and associated fringe benefits; supplies; memberships & dues; equipment; advertising | \$ | 213,093 |
| ***00000.0-00000-77340-8629-0000000 (01.3 Fund) State-7 th & 8 th Grader Career Exploration To allocate income for salaries and associated fringe benefits; supplies; travel & conference; membership & due; travel & conference; equipment; payments to or for students | | 143,199 |
| ***00000.0-0XXXX-77000-8831-0000000 (39.0 Fund) Local-CITE Contract Ed To allocate income for salaries and associated fringe benefits; supplies; contracted services; travel & conference; equipment | | 712,325 |
| ***00000.0-00000-77500-8830-0000000 (39.0 Fund) Local-Mt SAC 24 Month ADN Program To allocate income for salaries and associated fringe benefits; supplies; text books | | 63,383 |
| ***00000.0-00000-77700-8831-0000000 (39.0 Fund) Local-Lockheed Martin To allocate income for salaries and associated fringe benefits; supplies; contracted services; travel & conference; equipment; telephone | | 221,700 |
| ***00000.0-00008-70700-8890-6960000 (01.3 Fund) Local-Child Development Training Consortium To allocate income for other payments to or for students | | 3,750 |
| ***00000.0-00000-70750-88XX-6920000 (01.3 Fund) Local-Los Angeles Universal Preschool To allocate income for salaries | | 7,000 |
| ***00000.0-00000-71100-8629-0000000 (01.3 Fund) State-Board Financial/Assistance Program To allocate income for supplies | | 1,500 |
| ***00000.0-00008-71120-8150-0000000 (01.3 Fund) Local-Title IV Admin Cost Allowance To allocate income for salaries | | 82 |

| | |
|---|-------------------------|
| ***00000.0-00000-76510-8690-0000000 (01.3 Fund) State-Model Approach to Partnership In Parenting Training To allocate income for two additional classes | 16,200 |
| ***00000.0-00000-76650-8629-0000000 (01.3 Fund) State-Quickstart Partnership & Advanced Transportation To allocate income for salaries and associated fringe benefits; supplies; travel & conference; mileage; contracted services; advertising; equipment | 314,848 |
| ***00000.0-00007-79000-8623-0000000 (01.3 Fund) State-Disabled Student Programs & Services To allocate income for equipment | 47,527 |
| ***00000.0-00007-71800-8629-0000000 (74.0 Fund) State-Cal Grant To allocate income for Student Aid | <u>44,968</u> |
| TOTAL: | <u><u>2,388,208</u></u> |

BUSINESS EDUCATION

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|--------|-------------------------|------------------|-------|
| Arredondo | Rafael | Business Administration | A1 | 45.85 |

HEALTH OCCUPATIONS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|----------------|---------|------------|------------------|-------|
| Flores-Salcido | Dahlia | Reading | A4 | 53.95 |
| Holmes | Carolyn | Nursing | B5 | 56.65 |

HUMANITIES/SOCIAL SCIENCES

Full-Time Instructors

| Name | | Discipline | Salary Placement |
|-------------|---------|---------------------------|------------------|
| Satterfield | Phillip | Administration of Justice | E14 |

PE/ATHLETICS

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-------|-------|------------|------------------|-------|
| Wicks | James | Athletics | A1 | 45.85 |

TECHNOLOGY

Part-Time Instructors

| Name | | Discipline | Salary Placement | Rate |
|-----------|--------|------------------------------|------------------|-------|
| Andrade | Israel | Automotive Mechanical Repair | B2 | 48.55 |
| Biser | Nicole | Cosmetology | A1 | 45.85 |
| O'Farrell | Fergus | Plastics | B2 | 48.55 |
| Wilson | Esther | Cosmetology | B3 | 51.27 |

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

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) – 2007 - 2008 School Year)

| | | | |
|-----------------|-----------|-----------|----------|
| Aguilar, Edward | Custodian | \$9.76/hr | 04/28/08 |
| Guevara, Susan | " | " | 04/23/08 |
| Lee, Frank | " | " | 04/22/08 |

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|--------------------------|----------------------------|-----------|----------|
| Buhay, Renatividad | Aide-General (Clerical) | \$8.00/hr | 05/19/08 |
| Ellis, Kelly | " | " | 05/01/08 |
| Metz, Christopher | " | " | 05/19/08 |
| Lee, James | Aide-General (Laborer) | \$8.00/hr | 01/03/08 |
| | " | " | |
| Gonzalez, Barbara | Aide-Special (Special Ed.) | \$8.00/hr | 04/24/08 |
| Badal, Sean | Aide-Special (Tutor) | \$8.00/hr | 04/28/08 |
| Andrade, Andrea | Clerk | \$8.64/hr | 05/05/08 |
| Carranza, Quinn | " | " | 04/25/08 |
| Favela, Samuel Gutierrez | " | " | " |
| Kasten, Sergio | " | " | " |
| Sahunta, Meena | " | " | " |
| Banuelos, Patricia | Typist Clerk | \$8.64/hr | 05/19/08 |
| Cooks, Charlena | " | " | 06/02/08 |
| Lopez, Megalis | " | " | 05/27/08 |
| Miranda, Katherine | " | " | 05/19/08 |
| Moreno, Mary Helen | " | " | 06/02/08 |
| Echeverria, Diana | Outreach Worker | \$9.07/hr | 03/25/08 |
| Mishler, Katherine | " | " | " |
| Gonzalez, Ruben | Financial Aid clerk | \$9.31/hr | 04/24/08 |
| Hernandez, Carina | " | " | 04/25/08 |
| Travis, Jacinda | " | " | " |
| Makery, Michael | Instructional Aide I | \$9.56/hr | 04/14/08 |
| Malvaez, Leticia | " | " | 05/19/08 |
| Martinez, Renee | " | " | " |
| Ramirez, Hector | " | " | 04/28/08 |

Presented to the Board of Trustees 6/18/08

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2008 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

| | | | |
|---------------------------|--|-------------|----------|
| Dawson, Sherice | Intermediate Clerk | \$9.56/hr | 04/25/08 |
| Zamora, Peggy | " | " | 05/25/08 |
| Diaz, Sonia | Intermediate Typist Clerk | \$9.56/hr | 05/25/08 |
| Aguilar, Edward | Custodian | \$9.76/hr | 04/28/08 |
| Brown, DeAndre | " | " | 04/25/08 |
| Guevara, Susan | " | " | 04/23/08 |
| Lee, Frank | " | " | 04/22/08 |
| Rodriguez, Lissette | Community Outreach Worker | \$9.99/hr | 04/23/08 |
| Lightfoot, Nara | Secretary Clerk | \$10.53/hr | 04/09/08 |
| Alvarez Macias, Jose | Account Technician II | \$10.77/hr | 04/25/08 |
| Esparza, Andrew | Program Assistant I | \$9.99/hr | 05/13/08 |
| Kim, Steven | Senior Computer Operator | \$11.88/hr | 05/01/08 |
| Rich, William | " | " | 05/20/08 |
| Glover, Rick | Instructional Aide II | \$12.81/hr | 04/01/08 |
| Martinez, Tony Robert III | Technical Director/Designer | \$14.79/hr | 01/07/08 |
| Bleak, Paul | Vocational Education and Special Projects Assistant | \$16.41/hr | 06/01/08 |
| Wilson, Nicoluis | Cont. Ed Specialist (Arts & Crafts) | \$22.45/hr | 02/25/08 |
| Zabrano, Jennifer | " | " | 04/21/08 |
| Cardenas, Mirna | Community Education Specialist | \$29.15/hr | 06/01/08 |
| Nicholson, Richard | " | " | " |
| Thomas, Clark | Cont. Ed. Specialist (Business Tech.) | \$50.52/hr | 02/01/08 |
| Miller, Vanessa | Cont. Ed. Specialist (Health Occ.) | \$50.52/hr | 05/01/08 |
| Malis, Mike | Project Specialist (Technical) Level I | \$75.00/hr | 04/25/08 |
| De Sevilla, Angel | Project Specialist (Technical) Level II | \$100.00/hr | 04/21/08 |

Board of Trustees

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

3 **References:**

4 Education Code, Sections 70902(d) and 72400;
5 Accreditation Standards IV.B.1.j and IV.B.2

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

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

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

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

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

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

- 34 The President/Superintendent shall act as the professional advisor to the Board in
35 policy formation.
- 36 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007
*(Replaces former Cerritos College Policies
1010, 1011, and 2004)*

Board of Trustees

1 BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE

2 References:

- 3 Education Code, Section 70902;
- 4 Accreditation Standard IV.B.1.b and e

5 The Board of Trustees shall be the policy-forming body of the Cerritos Community
6 College District and, with the recommendation and assistance of the
7 President/Superintendent, shall establish District policies governing the operation of the
8 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
11 have been written to be consistent with provisions of law, but do not encompass all laws
12 relating to District activities. All District employees are expected to know of and observe
13 all 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
16 authority to make minor corrections such as legal reference updates and non-
17 substantive revisions to the Board Policies to ensure they remain accurate. The Board
18 shall review the policies on a regularly scheduled basis to be completed no later than
19 one year prior to the regularly scheduled accreditation site visit. Additional changes will
20 be recommended to the Board 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
24 be revised as deemed necessary by the President/Superintendent.

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

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

31 Office of Primary Responsibility: President/Superintendent

Date Adopted: December 12, 2007
*(Replaces former Cerritos College Policy
1009)*

Proposed Cerritos Community College District Policy CCLC No. 4106

Academic Affairs

1 **BP 4106 NURSING PROGRAMS**

2 **References:**

3 Education Code Sections 66055.8, 66055.9, 70101, 70106, 70120, 70124,
4 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and
5 92645;
6 Title 5 Sections 55060, et seq.;
7 Health and Safety Code Section 128050

8 Nursing students who have already earned a baccalaureate or higher degree from a
9 regionally accredited institution of higher learning are not required to complete any
10 general education requirements. Instead, these students only need to complete the
11 coursework necessary for licensing as a registered nurse.

12 The District shall utilize published criteria when screening students for admission to the
13 nursing program.

14 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted:

*(This is a new policy recommended by the CC
League and the League's legal counsel)*

General Institution

1 **BP 3518 CHILD ABUSE AND NEGLECT REPORTING**

2 **References:**

3 Penal Code sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a,
4 and 11164-11174.3 ("Child Abuse and Neglect Reporting Act");
5 Welfare and Institutions Code sections 300, 305, 318, and ~~600~~ 601;
6 Family Code -sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

7 The President/Superintendent shall establish procedures for mandated reporters to
8 report suspected abuse or neglect of children to the appropriate agency. (A "child" is a
9 person under the age of 18 years. (Penal Code section 11165))

10 Offices of Primary Responsibility: Vice President, Student Services
11 Human Resources

Date Adopted: November 7, 2007

Academic Affairs

**BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE
AND GENERAL EDUCATION****References:**

Title 5, Section ~~55805~~ 55061;
Accreditation Standard II.A.3

Cerritos College shall offer an array of general education coursework to students so that they may learn concepts and methods of inquiry that have breadth, depth, and relevance to their lives. The general education curriculum includes coursework from the liberal arts, humanities, science, mathematics, arts, and social sciences disciplines. Possession of knowledge from these disciplines will contribute to personal growth, professional development, and citizenship by increasing students' awareness of the past, present, and future and by developing their creative, adaptive, and critical thinking abilities. The general education curriculum will provide students with opportunities to:

- Develop a lifestyle that will enhance physical and mental health and wellness;
- Develop logical and cogent arguments, reaching conclusions that are based on comprehensive inquiry;
- Adapt and apply technology to facilitate the acquisition and effective use of information;
- Communicate clearly and proficiently through both oral and written expression;
- Enhance the appreciation of artistic offerings;
- Become informed citizens and problem-solvers to deal with current and future societal issues;
- Appreciate the contributions of different cultures, eras, and traditions to the human experience; and
- Develop an appreciation for the value of ethics, integrity, honesty, self-management, and the welfare of others.

The President/Superintendent shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Faculty Senate involvement.

30 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

1 **BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND**
2 **CERTIFICATES OF ACHIEVEMENT**

3 **References:**

4 Education Code, Section 70902(b)(3);
5 Title 5, Sections 55060 et seq. ~~55070 and 55800 et seq.~~

6 The District grants the degrees of Associate in Arts to those students who have
7 completed the subject requirements for graduation and who have maintained at least a
8 2.0 average in subjects attempted. Students must also complete the general education
9 residency and competency requirements set forth in Title 5 regulations.

10 Students may be awarded Certificates of Achievement upon successful completion of a
11 minimum of 18 or more semester units of degree-applicable coursework designed as a
12 pattern of learning experiences designed to develop certain capabilities that may be
13 oriented to career or general education. If approved by the State Chancellor's Office,
14 Certificates of Achievement may also be awarded for completion of a pattern of study
15 containing 12 to 17 units.

16 The President/Superintendent shall establish procedures to determine degree and
17 certificate requirements that include appropriate involvement of the local curriculum
18 committee. The procedures shall assure that graduation requirements are published in
19 the College Catalog and included in other resources that are convenient for students.

20 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Date Revised: February 20, 2008

Academic Affairs

1 **BP 4220 STANDARDS OF SCHOLARSHIP**

2 **References:**

3 Education Code, Section 70902(b)(3);

4 Title 5, Sections ~~55750 et seq.~~, 55020 et seq., 55030 et seq., and 55040 et seq.

5 The President/Superintendent shall establish procedures that establish standards of
6 scholarship consistent with the provisions of Title 5, Sections ~~55750 et seq.~~ 55020 et
7 seq., 55030 et seq., 55040 et seq., and Board Policy.

8 The procedures shall address: grading practices, academic record symbols, grade point
9 average, credit by examination, academic and progress probation, academic and
10 progress dismissal, academic renewal, course repetition, limits on remedial coursework,
11 and grade changes.

12 The procedures shall be published in the College Catalog.

13 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

BP 4231 GRADE PRACTICES, AND GRADE CHANGES, AND SECURITY OF GRADE RECORDS

References:

Education Code, Sections 70902, 76224, and 76232;
Title 5, Section 55025 55760

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

~~The President/Superintendent shall establish procedures regarding grade practices and grade changes.~~

The President/Superintendent shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud, or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized alteration of grade records and/or compromise of the integrity and/or content of grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Practices and Grade Changes, BP/AP 5040 titled Student Records and Directory Information, and AP 5530 titled Student Rights and Grievances.

Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007
(Replaces former Cerritos College Policy 4106)

1 **BP 4235 CREDIT BY EXAMINATION**

2 **Reference:**

3 Title 5, Section ~~55753~~ 55050

4 Credit may be earned by students who satisfactorily pass authorized examinations. The
5 President/Superintendent shall establish administrative procedures to implement this
6 Board Policy.

7 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

(Replaces former Cerritos College Policy 3012)

Academic Affairs

1 **BP 4240 ACADEMIC RENEWAL**

2 **Reference:**

3 Title 5, Section 55764 55044

4 Previously recorded substandard academic performance may be disregarded if it is not
5 reflective of a student's current demonstrated ability. The President/Superintendent
6 shall establish procedures that provide for academic renewal.

7 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Academic Affairs

1 **BP 4260 PREREQUISITES AND CO-REQUISITES**

2 **Reference:**

3 Title 5, Section 55000 and 55003

4 The President/Superintendent is authorized to establish prerequisites, co-requisites,
5 and recommendations on preparation for courses in the curriculum. All such
6 prerequisites, co-requisites, and recommendations shall be established in accordance
7 with the standards set out in Title 5. Any prerequisites, co-requisites, or
8 recommendations shall be necessary and appropriate for achieving success in the
9 class. The procedures shall include the method in which a prerequisite or co-requisite
10 may be challenged by a student on grounds permitted by law. Prerequisites, co-
11 requisites, and recommendations shall be published in District publications available to
12 students.

13 Office of Primary Responsibility: Vice President, Academic Affairs

Date Adopted: August 15, 2007

Date Revised: February 20, 2008

Student Services

**BP 5040 STUDENT RECORDS, AND DIRECTORY INFORMATION,
AND PRIVACY**

References:

Education Code, Sections 76200 et seq.;
Title 5, Sections 54600 et seq.

Each student enrolled shall have a permanent record containing his/her academic history.

The President/Superintendent shall establish procedures to assure that student records are maintained in compliance with applicable state and federal laws relating to the privacy of student records.

The President/Superintendent may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable state and federal laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information may include:

- Name
- Major field of study
- Class level
- Dates of attendance

- 29 • Degrees and awards received
- 30 • Participation in officially recognized activities and sports
- 31 • Weight and height of members of athletic teams, and previous education
- 32 institutions attended
- 33 Office of Primary Responsibility: Vice President, Student Services
- 34 Also see Procedure 5040 titled Student Records and Directory Information

Date Adopted: May 16, 2007

(Replaces current Cerritos CCD Policy 4103)

Student Services

1 **BP 5050 MATRICULATION**

2 **References:**

3 Education Code, Sections 78210 et seq.;

4 Title 5, Sections 55500 et seq.

5 The District shall provide matriculation services to students for the purpose of furthering
6 equality of educational opportunity and academic success. The purpose of
7 matriculation is to provide students with the information to establish realistic educational
8 goals.

9 Office of Primary Responsibility: Vice President, Student Services

10 Also see Procedure 5050 titled Matriculation

Date Adopted: May 16, 2007

(Replaces current Cerritos CCD Policy 4505)

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President/Superintendent *Noelia Vela*
REVIEWED BY: Mrs. Jo Ann Higdon, Vice President of Business Services *Jo Ann Higdon*
PREPARED BY: Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*
DATE: June 18, 2008
SUBJECT: Consideration of Approval of the Tentative Budget for the 2008-09 Fiscal Year

RECOMMENDATION

It is recommended that the Board of Trustees approve the Tentative Budget for the 2008-09 Fiscal Year.

OVERVIEW

The Tentative Budget must be approved by the Board of Trustees and submitted to the Chancellor's Office and the Los Angeles County Office of Education by July 1, 2008 in order to be able to continue to produce payroll and vendor warrants until the State Budget has been adopted. The Cerritos College Adopted Budget is scheduled for Board Approval on September 3, 2008.

ANALYSIS

The following Revenue and Expenditure Assumptions are used to develop the 2008-09 Tentative Budget.

GENERAL FUND-UNRESTRICTED (FUND 01.0)

The District will continue to refine the revenue calculations based on funded FTES and make additional adjustments to expenditures so that a budget will be presented for adoption on September 3, 2008.

NET BEGINNING BALANCE

The Unrestricted General Fund Net Beginning Balance: \$10,315,872.

REVENUES

- A. Total revenue is projected at \$87,630,069 which includes a deficit due to property tax shortfall of (-\$1,355,461). Of this amount, \$7,364,933 is expected from local property taxes, \$3,707,573 from enrollment fees, and \$69,089,173 from the State General apportionment.
- B. Currently there is no Cost of Living Adjustment (COLA) projected.
- C. Currently there are no Stability funds or Settle Up funds projected.
- D. Unrestricted Lottery revenue is projected at \$2,072,004.
- E. Other State revenue includes Apprenticeship at \$950,140 and adjunct faculty salary reserve at \$788,495.
- F. Other local income include Non-Resident Tuition & International Non-Resident Tuition budgeted at \$1,893,116.
- G. Currently there is no projection for enrollment growth funding.
- H. Currently there is no Basic Skills revenue projected.

EXPENDITURES

When comparing the projected expenditures to the prior years' budget and/or actuals, the following items are of note:

- A. Normal column and step advancement for faculty and staff in accordance with existing salary schedules totaling approximately \$500,000
- B. Election – Remove \$200,000 from the budget
- C. Utilities – Additional \$450,000 estimates
- D. Health & Welfare Benefits – Additional \$400,000 estimate
- E. Accreditation Site Visit – Remove \$120,000
- F. Information Technology Maintenance Agreement - Additional \$276,000

ESTIMATED ENDING BALANCE

State Mandated Reserves at 5%: \$4,640,214

Designated Reserves as follows:

- A. Technology Needs (Phase I only) \$500,000
- B. Construction Augmentations \$200,000
- C. GASB 45 – Retirees Health Benefit Fund \$500,000
- D. Self-Insurance Fund \$25,000
- E. Economic Uncertainties \$400,000

Please see Attachment #1

GENERAL FUND-RESTRICTED CATEGORICAL (FUND 01.3)

Included in the Adopted Budget are categorical programs that are on-going such as VTEA, Tech Prep, Federal Work Study, Title V, Matriculation, Non Credit Matriculation, Associate Degree Nursing and Center for Applied Competitive Technology. Since we do not have any new information yet, we are rolling over prior year's budgets. These and other restricted program budgets will be adjusted as notices of actual funding allocations are received throughout the year.

Highlights of categorical or restricted programs include, but are not limited to the following:

- A. VTEA: \$1,083,201
- B. Federal Work Study: \$356,408
- C. Matriculation: \$1,034,338
- D. Center for Applied Competitive Technology: \$205,000
- E. Disabled Students Program and Services: \$1,452,535
- F. Extended Opportunity Program Services: \$812,944
- G. Advanced Transportation Center: \$234,929
- H. Teacher Prep Pipeline CTE: \$357,608
- I. CalWORKS: \$406,629
- J. Board Financial Assistance Program: \$667,395

Please see Attachment # 2

SPECIAL RESERVE FUNDS

The budgets for the Special Reserve Funds are as follows:

1. Certificates of Participation Funding for Capital Outlay Projects (Fund 29.0)

This fund is designated to provide COPS money for major technology and construction/remodeling projects on campus. In 2007-08 the fund was used for PeopleSoft conversion to version 9.

Please see Attachment # 3

2. Special Revenue Fund (Fund 39.0)

This fund was established to account for financial activities of Community Education, Contract Education, Cosmetology, Parking and Culinary Arts programs.

Please see Attachment # 4

3. Avalon at Cerritos Senior Project (Fund 39.1)

This fund was established to account for income generated from ground lease payments received as a result of the senior care project. Funds have been designated to be used exclusively for activities related to student success.

Please see Attachment # 5

4. Capital Outlay (Fund 41.0)

This fund was established to account for State Scheduled Maintenance, Hazardous Material Removal, and Construction projects. Other activities include District Match for Instructional Equipment, Library Materials and Physical Plant, Technology Needs, and Construction Augmentations.

Please see Attachment # 6

5. Revenue & Construction Fund – GO Bond (Fund 42.0)

This fund was established to track all projects generated by the GO Bond funds.

Please see Attachment # 7

6. Self-Insurance Fund (Fund 61.0)

This fund was established in 2004-05 to provide for expenses such as deductible of insurance policies.

Please see Attachment # 8

7. Student Health Services Fund (Fund 69.0)

This fund was established to capture the income and expenditures generated by the Student Health Services Program. This is a self-supporting program. It is estimated that \$769,000 will be generated in income.

Please see Attachment # 9

8. Retiree Health Benefit Fund (Fund 69.1)

This fund was established in 2004-05 to initialize the funding of the District's liability for future payment of employees retirement health benefits.

Please see Attachment # 10

9. Student Financial Aid Fund (Fund 74.0)

Funds budgeted include PELL, SEOG, CAL Grants and Nursing Grants and Academic Competitiveness Grant.

Please see Attachment # 11

FINANCIAL IMPLICATIONS

As presented above.

Attachments

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

GENERAL FUND - UNRESTRICTED SUMMARY (FUND 01.0)

| | 2007-08 ADOPTED BUDGET | 2007-08 PRELIM DRAFT P-2 SIMULATION BUDGET | 2007-08 REVENUE/ EXPENSES AS OF 4/30/2008 | 2008-09 PROPOSED TENTATIVE BUDGET |
|---|------------------------------|---|--|--|
| NET BEGINNING BALANCE | \$10,751,749 | \$10,847,661 A) | \$10,847,661 | \$10,315,872 |
| INCOME | | | | |
| FEDERAL | \$0 | \$0 | \$16,500 | \$0 |
| STATE | | | | |
| APPORTIONMENT | \$62,629,143 | \$64,656,377 | \$57,420,976 | \$70,444,634 |
| DEFICIT DUE TO PROPERTY TAX SHORTFALL | | (\$1,355,461) | | (\$1,355,461) |
| 07-08 COLA @ 4.53% | \$3,306,900 | \$3,430,518 | | \$0 |
| 08-09 COLA | \$0 | \$0 | | \$0 |
| STABILITY / RESTORATION | \$0 | \$2,357,739 | | \$0 |
| GROWTH | \$0 | \$0 | | \$0 |
| LOTTERY | \$2,072,004 | \$2,072,004 | \$1,909,428 | \$2,072,004 |
| OTHER STATE | \$1,910,148 | \$1,910,148 | \$2,035,750 | \$1,910,148 |
| LOCAL | | | | |
| TAXES | \$7,805,601 | \$7,364,933 | \$4,217,358 | \$7,364,933 |
| ENROLL FEE | \$4,618,438 | \$3,707,573 | \$3,925,415 | \$3,707,573 |
| OTHER LOCAL | \$3,486,238 | \$3,461,238 | \$3,351,399 | \$3,486,238 |
| INCOMING TRANSFERS | \$0 | \$0 | \$0 | \$0 |
| TOTAL INCOME | \$85,828,472 | \$87,605,069 | \$72,876,826 | \$87,630,069 |
| NET BEGINNING BALANCE & INCOME | \$96,580,221 | \$98,452,730 | \$83,724,487 | \$97,945,941 |
| EXPENDITURES | | | | |
| CERTIFICATED SALARIES | \$40,425,428 | \$40,212,973 | \$28,532,731 | \$42,932,703 |
| CLASSIFIED SALARIES | \$18,519,268 | \$17,668,037 | \$12,791,269 | \$19,723,503 |
| STAFF BENEFITS | \$16,852,687 | \$16,590,495 | \$12,225,811 | \$17,185,054 |
| BOOKS & SUPPLIES | \$1,651,373 | \$1,659,112 | \$1,255,578 | \$1,642,696 |
| SERVICES & OPERATIONS | \$7,821,968 | \$7,828,671 | \$6,620,863 | \$8,290,728 |
| CAPITAL OUTLAY | \$949,991 | \$950,595 | \$318,262 | \$1,008,131 |
| OTHER OUTGO | \$7,962 | \$1,232,962 | \$1,225,229 | \$7,962 |
| ADJUNCT FACULTY SALARY RESERVE | \$788,495 | \$788,495 | \$788,495 | \$788,495 |
| 07-08 COLA HOLDING @ 4.53% | \$3,306,900 | \$3,430,518 | \$3,430,518 | \$0 |
| PLANNED SAVINGS | | (\$2,225,000) | \$0 | \$0 |
| | \$90,324,072 | \$88,136,858 | \$67,188,756 | \$91,579,272 |
| RESERVES | | | | |
| STATE MANDATED @ 5% | \$4,577,454 | \$4,577,454 | \$4,577,454 | \$4,640,214 |
| DESIGNATED: | | | | |
| DISTRICT MATCH FOR INST., LIB. & PHY. PLANT | \$0 | \$0 | \$0 | \$0 |
| TECHNOLOGY NEEDS | \$500,000 | \$0 | \$0 | \$500,000 |
| CONSTRUCTION AUGMENTATIONS | \$200,000 | \$0 | \$0 | \$200,000 |
| GASB 45 RETIREE HEALTH BENEFIT FUND | \$500,000 | \$0 | \$0 | \$500,000 |
| SELF-INSURANCE FUND | \$25,000 | \$0 | \$0 | \$25,000 |
| ECONOMIC UNCERTAINTIES | \$400,000 | \$400,000 | \$400,000 | \$400,000 |
| STATE SETTLE UP FUNDS | \$0 | \$0 | \$0 | \$0 |
| UNDESIGNATED RESERVE | \$53,695 | \$5,338,418 | \$11,558,277 | \$101,455 |
| TOTAL RESERVES | \$6,256,149 | \$10,315,872 | \$16,535,731 B) | \$6,366,669 |
| TOTAL EXPENSES & ENDING BALANCE | \$96,580,221 | \$98,452,730 | \$83,724,487 | \$97,945,941 |
| ENDING BALANCE AS % OF EXPENDITURE | 5.50% | 11.70% | | 5.54% |

A) Adjustment to Beginning Balance

B) Prior to year end, expenditures do not represent total obligations-payrolls are lagging behind

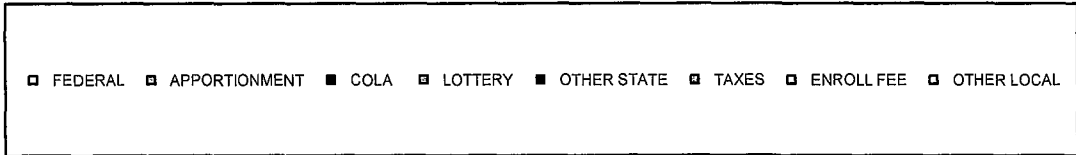
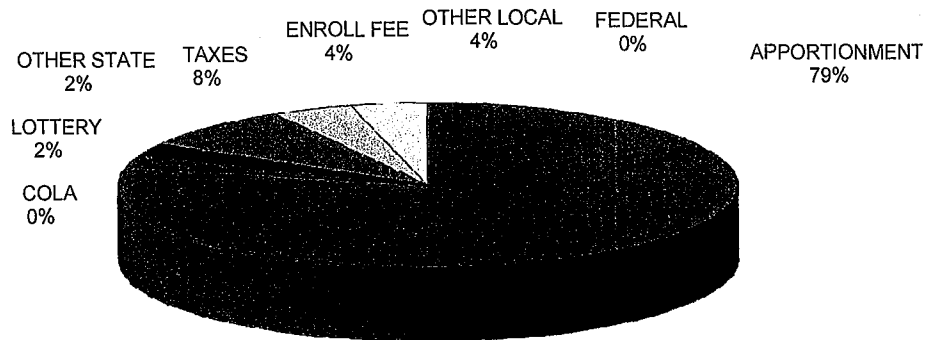
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CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
GENERAL FUND - UNRESTRICTED SUMMARY (FUND 01.0)

PROJECTED REVENUE

| | |
|---------------|---------------------|
| FEDERAL | \$0 |
| APPORTIONMENT | \$69,089,173 |
| COLA | \$0 |
| LOTTERY | \$2,072,004 |
| OTHER STATE | \$1,910,148 |
| TAXES | \$7,364,933 |
| ENROLL FEE | \$3,707,573 |
| OTHER LOCAL | <u>\$3,486,238</u> |
| | \$87,630,069 |

GENERAL FUND REVENUE

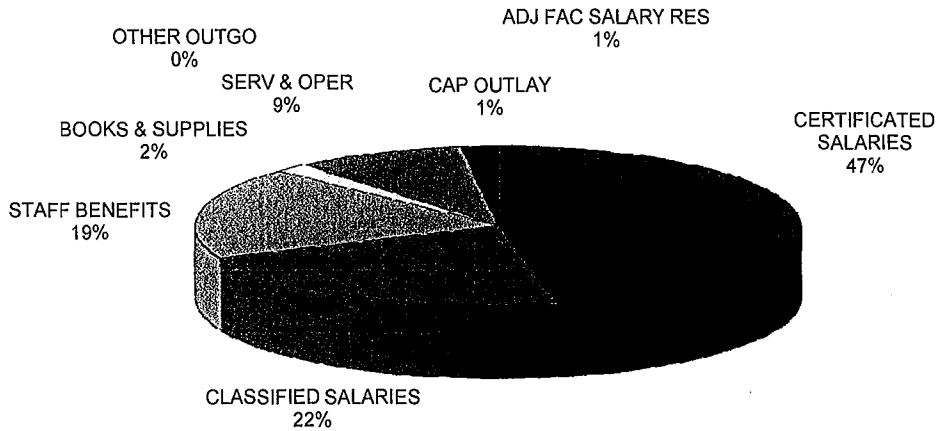


CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
GENERAL FUND - UNRESTRICTED SUMMARY (FUND 01.0)

PROJECTED EXPENDITURES

| | |
|--------------------------------|---------------------|
| CERTIFICATED SALARIES | \$42,932,703 |
| CLASSIFIED SALARIES | \$19,723,503 |
| STAFF BENEFITS | \$17,185,054 |
| BOOKS & SUPPLIES | \$1,642,696 |
| SERVICES & OPERATIONS | \$8,290,728 |
| CAPITAL OUTLAY | \$1,008,131 |
| OTHER OUTGO | \$7,962 |
| ADJUNCT FACULTY SALARY RESERVE | \$788,495 |
| 08-09 COLA | \$0 |
| PLANNED SAVINGS | \$0 |
| | <hr/> |
| | \$91,579,272 |

GENERAL FUND EXPENDITURES



| | | |
|----------------------------------|-------------------------|------------------|
| ■ CERTIFICATED SALARIES | ■ CLASSIFIED SALARIES | ■ STAFF BENEFITS |
| ■ BOOKS & SUPPLIES | ■ SERVICES & OPERATIONS | ■ CAPITAL OUTLAY |
| ■ ADJUNCT FACULTY SALARY RESERVE | ■ 08-09 COLA | |

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

GENERAL FUND - RESTRICTED SUMMARY (FUND 01.3)

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$1,887,213 | \$1,887,213 | \$1,887,213 | \$1,887,213 |
| INCOME | | | | |
| FEDERAL | \$1,697,842 | \$1,947,694 | \$382,198 | \$1,697,842 |
| STATE | | | | |
| DSPS | \$1,452,535 | \$1,452,535 | \$1,508,229 | \$1,452,535 |
| EOPS | \$812,944 | \$1,101,289 | \$795,378 | \$812,944 |
| MATRICULATION | \$1,034,338 | \$1,034,338 | \$809,238 | \$1,034,338 |
| OTHER STATE | \$7,333,718 | \$7,476,214 | \$5,288,047 | \$7,333,718 |
| LOCAL | | | | |
| OTHER LOCAL | \$386,044 | \$510,045 | \$580,038 | \$386,044 |
| TOTAL INCOME | \$12,717,421 | \$13,522,115 | \$9,363,128 | \$12,717,421 |
| NET BEGINNING BALANCE & INCOME | \$14,604,634 | \$15,409,328 | \$11,250,341 | \$14,604,634 |
| EXPENDITURES | | | | |
| CERTIFICATED SALARIES | \$1,648,362 | \$1,846,618 | \$1,881,280 | \$1,253,855 |
| CLASSIFIED SALARIES | \$2,541,016 | \$3,114,407 | \$2,722,875 | \$2,138,886 |
| STAFF BENEFITS | \$978,030 | \$1,118,838 | \$925,301 | \$1,150,022 |
| BOOKS & SUPPLIES | \$5,618,115 | \$4,225,530 | \$597,603 | \$5,618,115 |
| SERVICES & OPERATIONS | \$597,560 | \$1,288,406 | \$966,947 | \$597,560 |
| CAPITAL OUTLAY | \$1,017,748 | \$1,466,593 | \$1,208,262 | \$1,017,748 |
| OTHER OUTGO | \$316,590 | \$461,723 | \$359,755 | \$316,590 |
| TOTAL EXPENDITURES | \$12,717,421 | \$13,522,115 | \$8,662,023 | \$12,092,776 |
| ENDING BALANCE | \$1,887,213 | \$1,887,213 | \$2,588,318 | \$2,511,858 |
| TOTAL EXPENSES & ENDING BALANCE | \$14,604,634 | \$15,409,328 | \$11,250,341 | \$14,604,634 |

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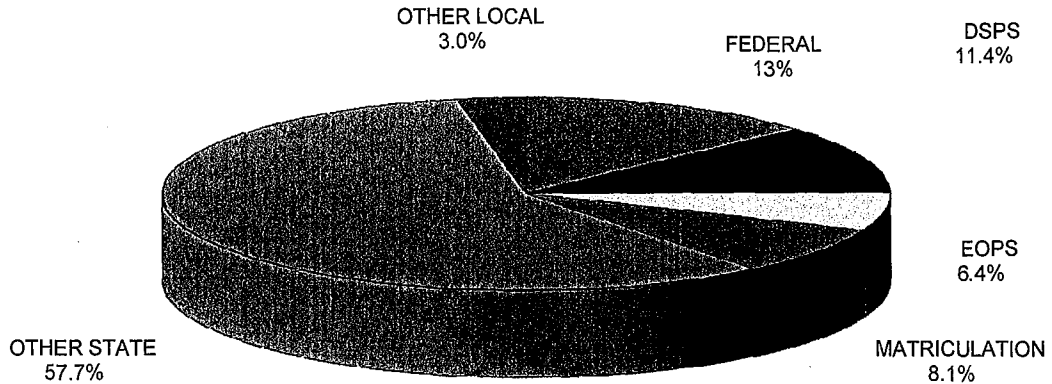
CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET
GENERAL FUND - RESTRICTED SUMMARY (FUND 01.3)

PROJECTED REVENUE

| | |
|---------------|--------------|
| FEDERAL | \$1,697,842 |
| DSPS | \$1,452,535 |
| EOPS | \$812,944 |
| MATRICULATION | \$1,034,338 |
| OTHER STATE | \$7,333,718 |
| OTHER LOCAL | \$386,044 |
| | <hr/> |
| | \$12,717,421 |

GENERAL FUND - RESTRICTED REVENUE



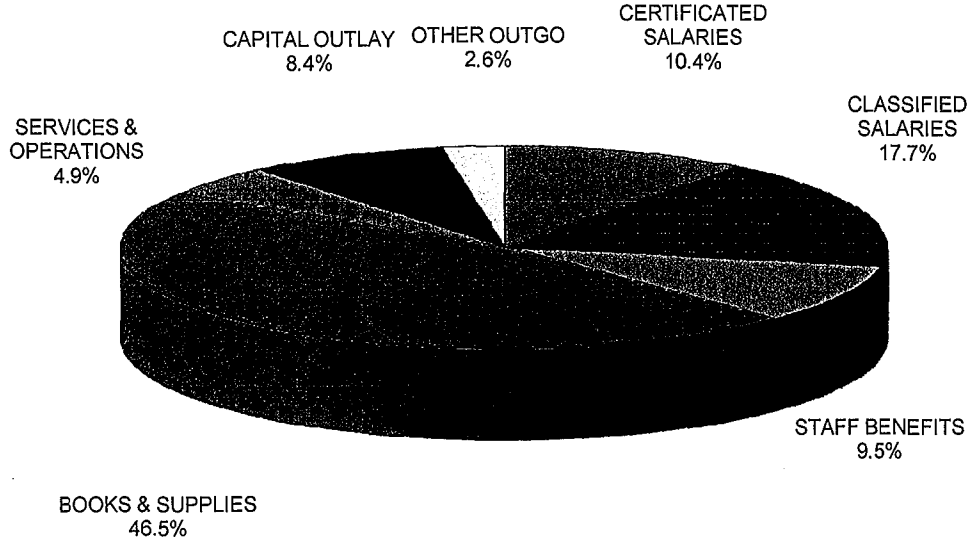
■ FEDERAL ■ DSPS □ EOPS □ MATRICULATION □ OTHER STATE □ OTHER LOCAL

CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
GENERAL FUND - RESTRICTED SUMMARY (FUND 01.3)

PROJECTED EXPENDITURES

| | |
|-----------------------|---------------------|
| CERTIFICATED SALARIES | \$1,253,855 |
| CLASSIFIED SALARIES | \$2,138,886 |
| STAFF BENEFITS | \$1,150,022 |
| BOOKS & SUPPLIES | \$5,618,115 |
| SERVICES & OPERATIONS | \$597,560 |
| CAPITAL OUTLAY | \$1,017,748 |
| OTHER OUTGO | \$316,590 |
| | \$12,092,776 |

GENERAL FUND - RESTRICTED EXPENDITURES



| | | |
|-------------------------|-------------------------|------------------|
| ■ CERTIFICATED SALARIES | ■ CLASSIFIED SALARIES | ■ STAFF BENEFITS |
| ■ BOOKS & SUPPLIES | ■ SERVICES & OPERATIONS | ■ CAPITAL OUTLAY |
| ■ OTHER OUTGO | | |

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

OTHER DEBT SERVICE FUND - COPS (FUND 29.0)

CERTIFICATES OF PARTICIPATION FUNDING FOR CAPITAL OUTLAY PROJECTS

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|---------------------------------|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$633,717 | \$633,717 | \$633,717 | \$8,012 |
| INCOME & TRANSFERS IN | | | | |
| INTEREST | \$0 | \$0 | \$21,454 | \$0 |
| PROCEEDS FROM COPS | \$0 | \$0 | \$0 | \$0 |
| TRANSFERS IN | \$0 | \$0 | \$0 | \$0 |
| TOTAL INCOME | \$0 | \$0 | \$21,454 | \$0 |
| NET BEGINNING BALANCE & INCOME | \$633,717 | \$633,717 | \$655,171 | \$8,012 |
| EXPENDITURES | | | | |
| EXPENDITURES | \$625,705 | \$625,705 | \$510,553 | \$8,012 |
| OTHER DEBT SVC | \$0 | \$0 | \$0 | \$0 |
| TOTAL EXPENDITURES | \$625,705 | \$625,705 | \$510,553 | \$8,012 |
| ENDING BALANCE | \$8,012 | \$8,012 | \$144,618 | \$0 |
| TOTAL EXPENSES & ENDING BALANCE | \$633,717 | \$633,717 | \$655,171 | \$8,012 |

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CERRITOS COMMUNITY COLLEGE DISTRICT

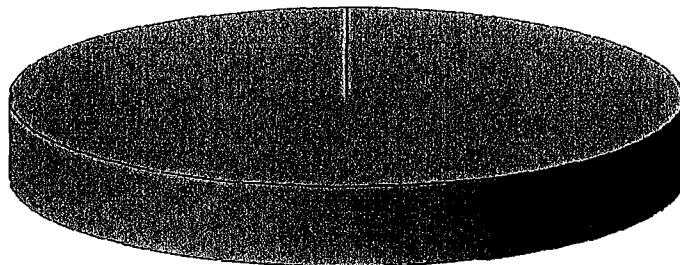
**2008-09 PROPOSED TENTATIVE BUDGET
OTHER DEBT SERVICE FUND - COPS (FUND 29.0)
CERTIFICATES OF PARTICIPATION FUNDING FOR CAPITAL OUTLAY PROJECTS**

PROJECTED REVENUE

| | |
|------------------------------|----------------|
| NET BEGINNING BALANCE | \$8,012 |
| INTEREST | \$0 |
| | <hr/> |
| | \$8,012 |

CERTIFICATE OF PARTICIPATION REVENUE

NET BEGINNING
BALANCE
100%



NET BEGINNING BALANCE

CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
OTHER DEBT SERVICE FUND - COPS (FUND 29.0)
CERTIFICATES OF PARTICIPATION FUNDING FOR CAPITAL OUTLAY PROJECTS

PROJECTED EXPENDITURES

| | |
|---------------------|-----------------------|
| EXPENDITURES | <u>\$8,012</u> |
| | \$8,012 |

CERTIFICATES OF PARTICIPATION EXPENDITURES



EXPENDITURES
100%



CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

OTHER SPECIAL REVENUE FUND SUMMARY (FUND 39.0)

COMMUNITY EDUCATION, CONTRACT EDUCATION, COSMETOLOGY, CULINARY ARTS AND PARKING

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$2,193,871 | \$2,193,871 | \$2,193,871 | \$2,193,871 |
| INCOME | | | | |
| COMMUNITY EDUCATION | \$2,085,141 | \$2,085,141 | \$879,773 | \$2,085,141 |
| CONTRACT EDUCATION | \$1,272,350 | \$1,276,350 | \$608,893 | \$1,272,350 |
| COSMETOLOGY | \$197,746 | \$197,746 | \$157,535 | \$197,746 |
| CULINARY ARTS | \$196,270 | \$196,270 | \$123,966 | \$196,270 |
| PARKING | \$1,955,644 | \$1,955,644 | \$863,015 | \$1,955,644 |
| TOTAL INCOME | \$5,707,151 | \$5,711,151 | \$2,633,182 | \$5,707,151 |
| NET BEGINNING BALANCE & INCOME | \$7,901,022 | \$7,905,022 | \$4,827,053 | \$7,901,022 |
| EXPENDITURES | | | | |
| COMMUNITY EDUCATION | \$2,085,141 | \$2,085,141 | \$1,144,484 | \$1,928,920 |
| CONTRACT EDUCATION | \$1,272,350 | \$1,276,350 | \$796,901 | \$1,481,189 |
| COSMETOLOGY | \$197,746 | \$197,746 | \$164,044 | \$152,197 |
| CULINARY ARTS | \$196,270 | \$196,270 | \$126,706 | \$188,608 |
| PARKING | \$1,955,644 | \$1,955,644 | \$869,572 | \$2,005,141 |
| TOTAL EXPENDITURES | \$5,707,151 | \$5,711,151 | \$3,101,707 | \$5,756,055 |
| ENDING BALANCE | \$2,193,871 | \$2,193,871 | \$1,725,346 | \$2,144,967 |
| TOTAL EXPENSES & ENDING BALANCE | \$7,901,022 | \$7,905,022 | \$4,827,053 | \$7,901,022 |

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CERRITOS COMMUNITY COLLEGE DISTRICT

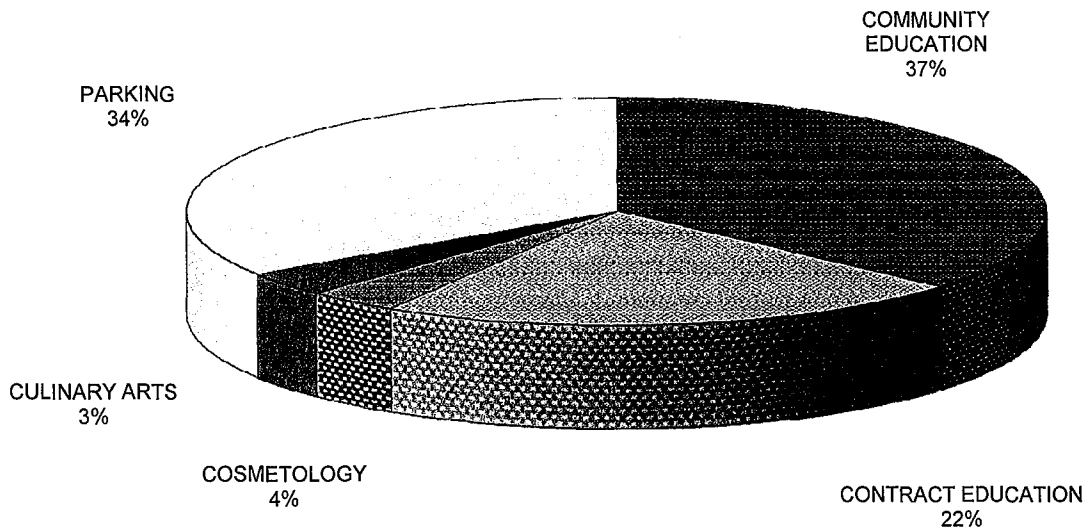
2008-09 PROPOSED TENTATIVE BUDGET
OTHER SPECIAL REVENUE FUND SUMMARY (FUND 39.0)
COMMUNITY EDUCATION, CONTRACT EDUCATION, COSMETOLOGY, CULINARY ARTS AND PARKING

PROJECTED REVENUE

| | |
|---------------------|-------------|
| COMMUNITY EDUCATION | \$2,085,141 |
| CONTRACT EDUCATION | \$1,272,350 |
| COSMETOLOGY | \$197,746 |
| CULINARY ARTS | \$196,270 |
| PARKING | \$1,955,644 |
| | <hr/> |
| | \$5,707,151 |

SPECIAL REVENUE FUND

REVENUE



■ COMMUNITY EDUCATION ■ CONTRACT EDUCATION ■ COSMETOLOGY ■ CULINARY ARTS ■ PARKING

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

OTHER SPECIAL REVENUE FUND SUMMARY (FUND 39.0)

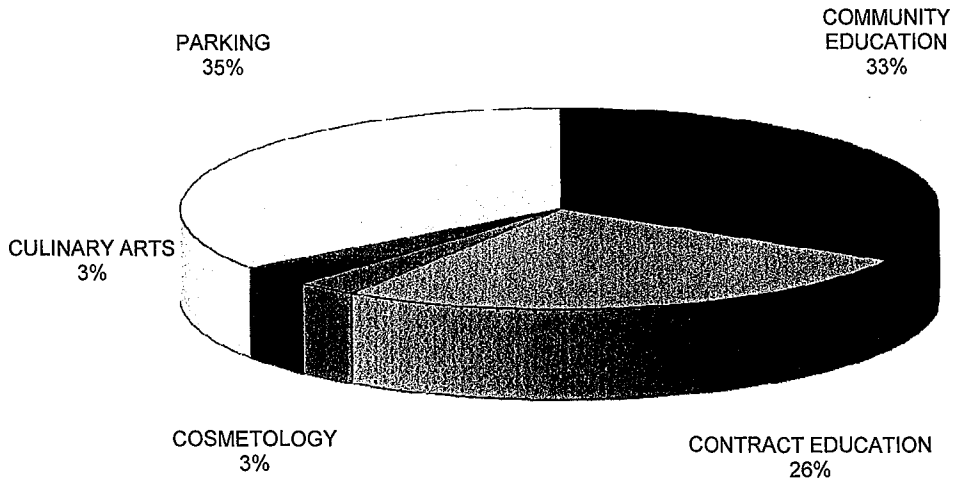
COMMUNITY EDUCATION, CONTRACT EDUCATION, COSMETOLOGY, CULINARY ARTS AND PARKING

PROJECTED EXPENDITURES

| | |
|---------------------|-------------|
| COMMUNITY EDUCATION | \$1,928,920 |
| CONTRACT EDUCATION | \$1,481,189 |
| COSMETOLOGY | \$152,197 |
| CULINARY ARTS | \$188,608 |
| PARKING | \$2,005,141 |
| | <hr/> |
| | \$5,756,055 |

SPECIAL REVENUE FUND

EXPENDITURES



■ COMMUNITY EDUCATION □ CONTRACT EDUCATION ▣ COSMETOLOGY ▤ CULINARY ARTS □ PARKING

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

OTHER SPECIAL REVENUE FUND SUMMARY (FUND 39.1)

AVALON AT CERRITOS SENIOR CARE PROJECT

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|---------------------------------|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$1,567,846 | \$1,567,846 | \$1,567,846 | \$1,567,846 |
| INCOME | | | | |
| INTEREST | \$0 | \$0 | \$65,804 | \$0 |
| GROUND LEASE | \$330,667 | \$330,667 | \$539,283 | \$380,267 |
| TOTAL INCOME | \$330,667 | \$330,667 | \$605,087 | \$380,267 |
| NET BEGINNING BALANCE & INCOME | \$1,898,513 | \$1,898,513 | \$2,172,933 | \$1,948,113 |
| EXPENDITURES | | | | |
| SAKAI r-SMART | \$77,161 | \$116,661 | \$0 | \$28,000 |
| LIBRARY INFORMATION SYSTEM | \$880 | \$53,177 | \$11,226 | \$52,297 |
| E-CLASSROOMS | \$39,116 | \$0 | \$0 | \$0 |
| CERRITOS COLLEGE TITLE V | \$0 | \$340,000 | \$114,461 | \$0 |
| TOTAL EXPENDITURES | \$117,157 | \$509,838 | \$125,687 | \$80,297 |
| ENDING BALANCE | \$1,781,356 | \$1,388,675 | \$2,047,246 | \$1,867,816 |
| TOTAL EXPENSES & ENDING BALANCE | \$1,898,513 | \$1,898,513 | \$2,172,933 | \$1,948,113 |

Expenditures will be designated by the Board for student success

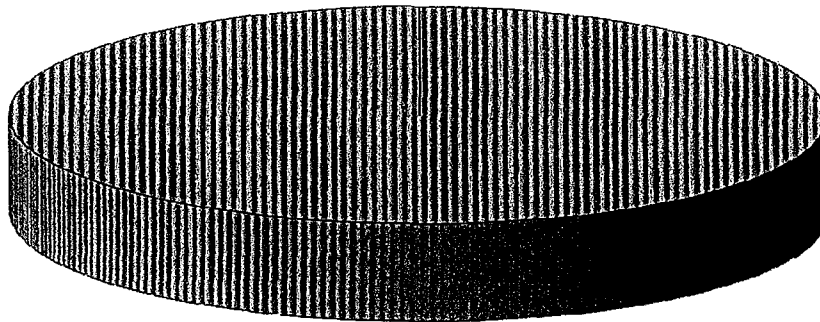
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CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
OTHER SPECIAL REVENUE FUND SUMMARY (FUND 39.1)
AVALON AT CERRITOS SENIOR CARE PROJECT

PROJECTED REVENUE

| | |
|--------------|------------------|
| GROUND LEASE | <u>\$380,267</u> |
| | \$380,267 |

AVALON AT CERRITOS SENIOR CARE PROJECT
REVENUE



□ GROUND LEASE
100%

□ GROUND LEASE

CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
OTHER SPECIAL REVENUE FUND SUMMARY (FUND 39.1)
AVALON AT CERRITOS SENIOR CARE PROJECT

PROJECTED EXPENDITURES

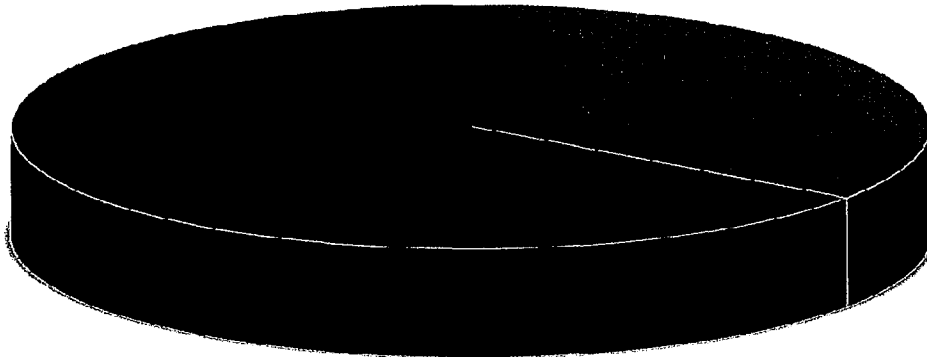
| | |
|-----------------------------------|------------------------|
| SAKAI r-SMART | \$28,000 |
| LIBRARY INFORMATION SYSTEM | <u>\$52,297</u> |
| | \$80,297 |

AVALON AT CERRITOS SENIOR CARE PROJECT

EXPENDITURES

LIBRARY
INFORMATION
SYSTEM
65%

SAKAI r-SMART
35%



■ SAKAI r-SMART

■ LIBRARY INFORMATION SYSTEM

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

CAPITAL OUTLAY PROJECTS FUND (FUND 41.0)

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$6,263,259 | \$6,263,259 | \$6,263,259 | \$6,263,259 |
| INCOME & TRANSFERS IN | | | | |
| STATE CLAIMS / INCOME | \$0 | \$1,190,455 | \$237,293 | \$10,425,668 |
| INTEREST | \$0 | \$0 | \$232,995 | \$0 |
| LOCAL INCOME | \$0 | \$0 | \$0 | \$0 |
| TRANSFERS IN / DISTRICT MATCH | \$700,000 | \$700,000 | \$700,000 | \$700,000 |
| TOTAL INCOME | \$700,000 | \$1,890,455 | \$1,170,288 | \$11,125,668 |
| NET BEGINNING BALANCE & INCOME | \$6,963,259 | \$8,153,714 | \$7,433,547 | \$17,388,927 |
| EXPENDITURES | | | | |
| ENERGY CONSERVATION | \$7,514 | \$7,514 | \$0 | \$0 |
| SEISMIC RETROFIT-GYM | \$0 | \$910,000 | \$118,332 | \$10,425,668 |
| SCHEDULED MAINTENANCE | \$810,562 | \$1,091,017 | \$643,215 | \$448,097 |
| LOCAL PROJECTS/FUNDS | \$4,254,571 | \$4,254,571 | \$468,229 | \$4,493,856 |
| TRANSFERS OUT/DISTRICT MATCH | \$0 | \$104,324 | \$104,324 | \$0 |
| TOTAL EXPENDITURES | \$5,072,647 | \$6,367,426 | \$1,334,100 | \$15,367,621 |
| ENDING BALANCE | \$1,890,612 | \$1,786,288 | \$6,099,447 | \$2,021,306 |
| TOTAL EXPENDITURES & ENDING BALANCE | \$6,963,259 | \$8,153,714 | \$7,433,547 | \$17,388,927 |

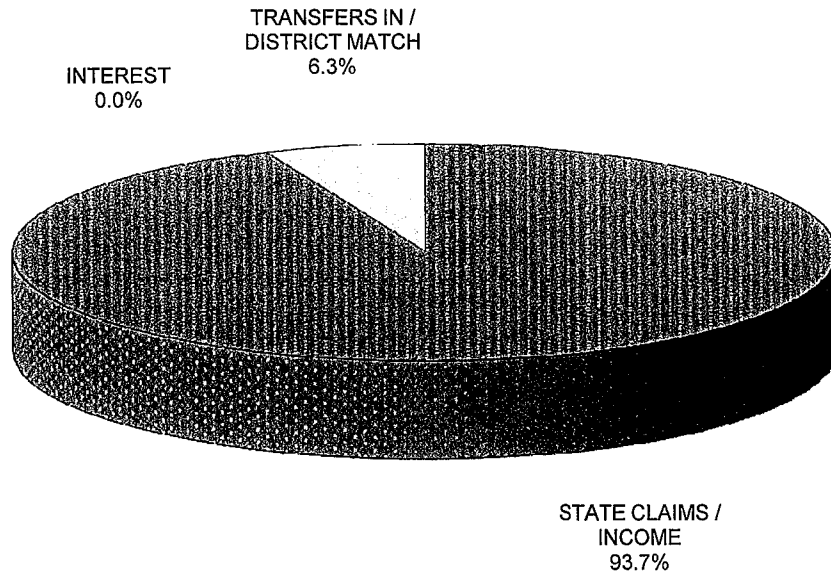
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CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
CAPITAL OUTLAY PROJECTS FUND (FUND 41.0)

PROJECTED REVENUE

| | |
|-------------------------------|---------------------|
| STATE CLAIMS / INCOME | \$10,425,668 |
| INTEREST | \$0 |
| TRANSFERS IN / DISTRICT MATCH | <u>\$700,000</u> |
| | \$11,125,668 |

CAPITAL OUTLAY REVENUE



■ STATE CLAIMS / INCOME

■ INTEREST

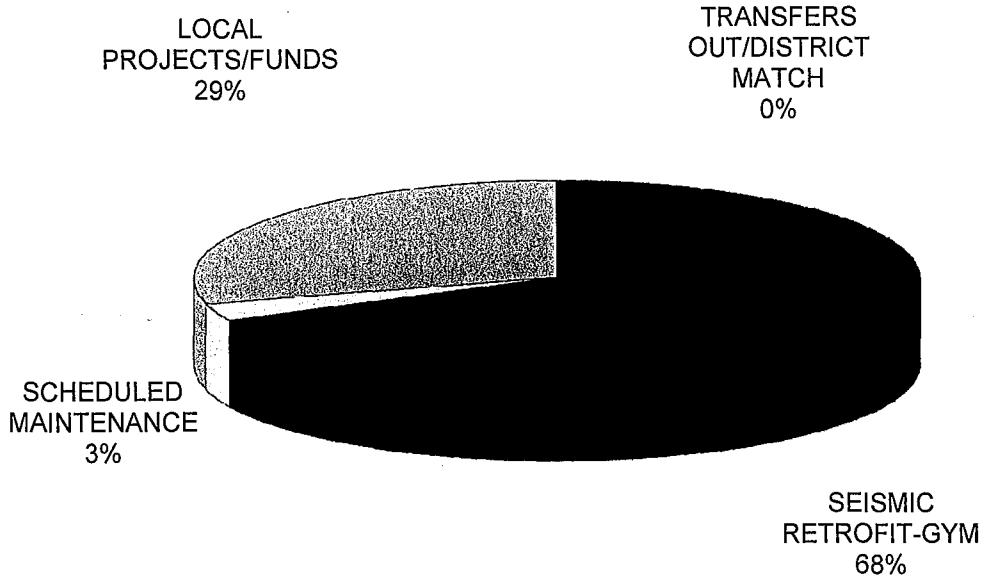
■ TRANSFERS IN / DISTRICT MATCH

CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
CAPITAL OUTLAY PROJECTS FUND (FUND 41.0)

PROJECTED EXPENDITURES

| | |
|------------------------------|--------------|
| SEISMIC RETROFIT-GYM | \$10,425,668 |
| SCHEDULED MAINTENANCE | \$448,097 |
| LOCAL PROJECTS/FUNDS | \$4,493,856 |
| TRANSFERS OUT/DISTRICT MATCH | <u>\$0</u> |
| | \$15,367,621 |

CAPITAL OUTLAY PROJECTS EXPENDITURES



■ SEISMIC RETROFIT-GYM □ SCHEDULED MAINTENANCE □ LOCAL PROJECTS/FUNDS ■ TRANSFERS OUT/DISTRICT MATCH

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

REVENUE AND CONSTRUCTION FUND (FUND 42.0)

GENERAL OBLIGATION BOND FUND

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 * PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$42,604,262 | \$42,604,262 | \$42,604,260 | \$28,000,000 |
| INCOME | | | | |
| INTEREST | \$0 | \$0 | \$1,498,718 | \$750,000 |
| TOTAL INCOME | \$0 | \$0 | \$1,498,718 | \$750,000 |
| NET BEGINNING BALANCE & INCOME | \$42,604,262 | \$42,604,262 | \$44,102,978 | \$28,750,000 |
| EXPENDITURES | | | | |
| PEOPLESOFT | \$530,504 | \$530,504 | \$31,834 | \$200,000 |
| ON-GOING ARCHITECT SRVS/PROF RPTS | \$153,000 | \$298,680 | \$132,424 | \$80,000 |
| CAMPUS-WIDE CONSULTING SRVS | \$1,863,174 | \$171,350 | \$30,774 | \$160,000 |
| ATHLETIC FACILITY MODERNIZATION | \$711,260 | \$398,662 | \$373,556 | \$0 |
| CONSTRUCTION MANAGEMENT | \$2,000,199 | \$2,000,199 | \$900,296 | \$1,625,000 |
| TENNIS COURT MODERNIZATION | \$450,250 | \$136,072 | \$7,870 | \$450,000 |
| SOCCER FIELD RENOVATION | \$600,271 | \$600,271 | \$432,745 | \$0 |
| PARKING LOT RENOVATION | \$840,000 | \$840,000 | \$40,190 | \$0 |
| AQUATIC CENTER | \$1,350,873 | \$1,350,873 | \$10,940 | \$5,750,000 |
| AUTOMOTIVE TECHNOLOGY MODERNIZATION | \$802,883 | \$483,402 | \$58,987 | \$1,850,000 |
| NEW AUTOMOTIVE TECHNOLOGY BUILDING | \$501,000 | \$501,000 | \$239,045 | \$650,000 |
| GENERAL CAMPUS PROJECTS | \$374,408 | \$9,793 | \$9,793 | \$650,000 |
| FIRE ALARM UPGRADES | \$270,000 | \$270,671 | \$33,071 | \$180,000 |
| GEOTECHNICAL SERVICES | \$100,000 | \$100,000 | \$0 | \$0 |
| MATERIALS TESTING AND INSPECTION | \$300,000 | \$300,000 | \$109,000 | \$0 |
| HAZARDOUS MATERIALS AND INSPECTION | \$300,000 | \$300,000 | \$18,681 | \$0 |
| BOND IMPLEMENTATION AND ADMINISTRATION | \$38,994 | \$46,181 | \$35,342 | \$0 |
| CLASSROOM/LAB/OFFICE COMPLEX # 1 | \$2,020,660 | \$2,020,660 | \$622,034 | \$6,400,000 |
| CENTRAL PLANT/INFRASTRUCTURE PROJECT | \$10,752,571 | \$15,107,181 | \$8,370,851 | \$5,783,322 |
| FACILITIES/PURCHASING/WAREHOUSE BLDG | \$225,000 | \$442,000 | \$8,619 | \$2,900,000 |
| LIBERAL ARTS PROJECT | \$433,154 | \$433,819 | \$67,016 | \$710,000 |
| SOCIAL SCIENCE RENOVATION | \$125,000 | \$125,000 | \$14,893 | \$400,000 |
| SWING SPACE | \$0 | \$0 | \$0 | \$73,332 |
| DEMOLITION | \$0 | \$0 | \$0 | \$200,000 |
| TOTAL EXPENDITURES | \$24,743,201 | \$26,466,318 | \$11,547,961 | \$28,061,654 |
| | \$17,861,061 | \$16,137,944 | \$32,555,017 | \$688,346 |
| TOTAL EXPENSES & ENDING BALANCE | \$42,604,262 | \$42,604,262 | \$44,102,978 | \$28,750,000 |

* Budget for 2008-09 only. Does not include prior year budget/expenditures

lr: 6/3/08

CERRITOS COMMUNITY COLLEGE DISTRICT

**2008-09 PROPOSED TENTATIVE BUDGET
REVENUE AND CONSTRUCTION FUND (FUND 42.0)
GENERAL OBLIGATION BOND FUND**

PROJECTED REVENUE

| | |
|--------------------------|----------------------------|
| BEGINNING BALANCE | <u>\$28,000,000</u> |
| | \$28,000,000 |

GENERAL OBLIGATION BOND FUND



■ BEGINNING BALANCE
100%

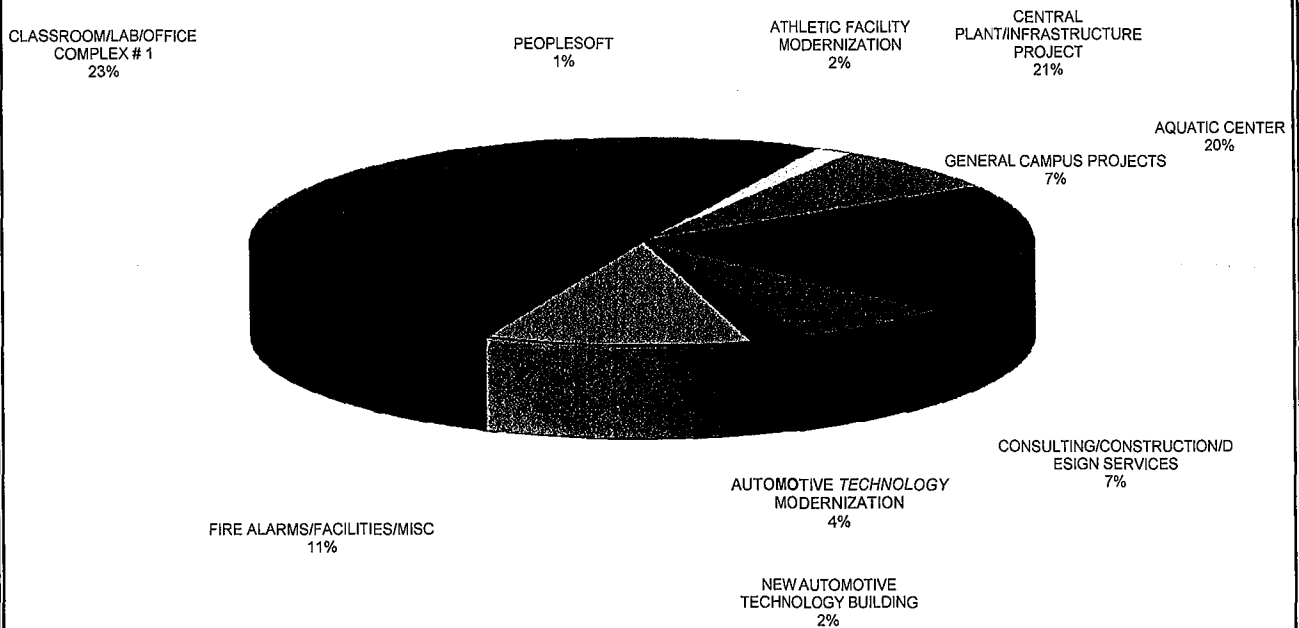
■ BEGINNING BALANCE

**CERRITOS COMMUNITY COLLEGE DISTRICT
 2008-09 PROPOSED TENTATIVE BUDGET
 REVENUE AND CONSTRUCTION FUND (FUND 42.0)
 GENERAL OBLIGATION BOND FUND**

PROJECTED EXPENDITURES

| | |
|---|---------------------|
| PEOPLESOFT | \$200,000 |
| CONSULTING/CONSTRUCTION/DESIGN SERVICES | \$1,865,000 |
| ATHLETIC FACILITY MODERNIZATION | \$450,000 |
| GENERAL CAMPUS PROJECTS | \$2,033,332 |
| AQUATIC CENTER | \$5,750,000 |
| AUTOMOTIVE TECHNOLOGY MODERNIZATION | \$1,850,000 |
| NEW AUTOMOTIVE TECHNOLOGY BUILDING | \$650,000 |
| FIRE ALARMS/FACILITIES/MISC | \$3,080,000 |
| CLASSROOM/LAB/OFFICE COMPLEX # 1 | \$6,400,000 |
| CENTRAL PLANT/INFRASTRUCTURE PROJECT | \$5,783,322 |
| | <hr/> |
| | \$28,061,654 |

GENERAL OBLIGATION BOND FUND EXPENDITURES



| | |
|--------------------------------------|---|
| ■ PEOPLESOFT | ■ CONSULTING/CONSTRUCTION/DESIGN SERVICES |
| □ ATHLETIC FACILITY MODERNIZATION | □ GENERAL CAMPUS PROJECTS |
| ■ AQUATIC CENTER | □ AUTOMOTIVE TECHNOLOGY MODERNIZATION |
| ■ NEW AUTOMOTIVE TECHNOLOGY BUILDING | □ FIRE ALARMS/FACILITIES/MISC |
| ■ CLASSROOM/LAB/OFFICE COMPLEX # 1 | |

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

SELF-INSURANCE FUND SUMMARY (FUND 61.0)

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|---------------------------------|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$577,727 | \$577,727 | \$577,727 | \$577,727 |
| INCOME | | | | |
| INTEREST | \$0 | \$0 | \$25,106 | \$0 |
| LOCAL INCOME | \$0 | \$0 | \$288,203 * | \$0 |
| TRANSFERS IN | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| TOTAL INCOME | \$25,000 | \$25,000 | \$338,309 | \$25,000 |
| NET BEGINNING BALANCE & INCOME | \$602,727 | \$602,727 | \$916,036 | \$602,727 |
| EXPENDITURES | \$25,000 | \$25,000 | \$4,136 | \$25,000 |
| ENDING BALANCE | \$577,727 | \$577,727 | \$911,900 | \$577,727 |
| TOTAL EXPENSES & ENDING BALANCE | \$602,727 | \$602,727 | \$916,036 | \$602,727 |

* Rebate from ASCIP

CERRITOS COMMUNITY COLLEGE DISTRICT

**2008-09 PROPOSED TENTATIVE BUDGET
SELF-INSURANCE FUND SUMMARY (FUND 61.0)**

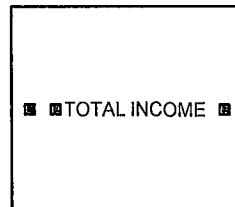
PROJECTED REVENUE

| | |
|---------------------|----------------------------------|
| TOTAL INCOME | <u> \$25,000</u> |
| | \$25,000 |

**SELF-INSURANCE FUND
REVENUE**



■ TOTAL INCOME
100%



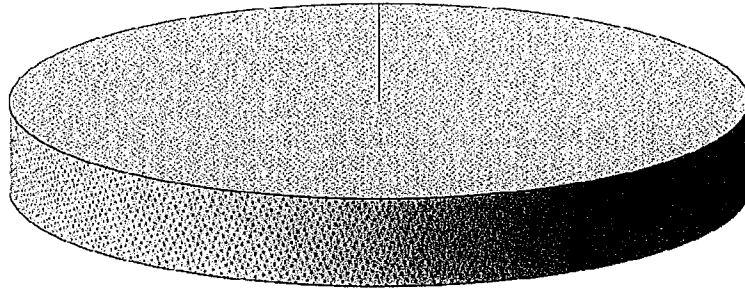
CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
SELF-INSURANCE FUND SUMMARY (FUND 61.0)

PROJECTED EXPENDITURES

| | |
|---------------------|------------------------|
| EXPENDITURES | <u>\$25,000</u> |
| | \$25,000 |

SELF-INSURANCE FUND

EXPENDITURES



□ EXPENDITURES

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

STUDENT HEALTH SERVICES FUND (FUND 69.0)

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE * | \$1,178,511 * | \$1,178,511 | \$1,178,511 | \$1,178,511 |
| INCOME | | | | |
| INTEREST | \$15,000 | \$15,000 | \$30,775 | \$15,000 |
| HEALTH FEES | \$754,000 | \$754,000 | \$645,356 | \$754,000 |
| TOTAL INCOME | \$769,000 | \$769,000 | \$676,131 | \$769,000 |
| NET BEGINNING BALANCE & INCOME | \$1,947,511 | \$1,947,511 | \$1,854,642 | \$1,947,511 |
| EXPENDITURES | | | | |
| CERTIFICATED SALARIES | \$0 | \$0 | \$5,527 | \$0 |
| CLASSIFIED SALARIES | \$430,000 | \$430,000 | \$278,363 | \$430,000 |
| STAFF BENEFITS | \$149,000 | \$149,000 | \$77,372 | \$149,000 |
| BOOKS & SUPPLIES | \$83,000 | \$83,000 | \$51,459 | \$83,000 |
| SERVICES & OPERATIONS | \$97,000 | \$97,000 | \$146,373 | \$97,000 |
| CAPITAL OUTLAY | \$10,000 | \$10,000 | \$6,471 | \$10,000 |
| TOTAL EXPENDITURES | \$769,000 | \$769,000 | \$565,565 | \$769,000 |
| ENDING BALANCE | \$1,178,511 | \$1,178,511 | \$1,289,077 | \$1,178,511 |
| TOTAL EXPENSES & ENDING BALANCE | \$1,947,511 | \$1,947,511 | \$1,854,642 | \$1,947,511 |

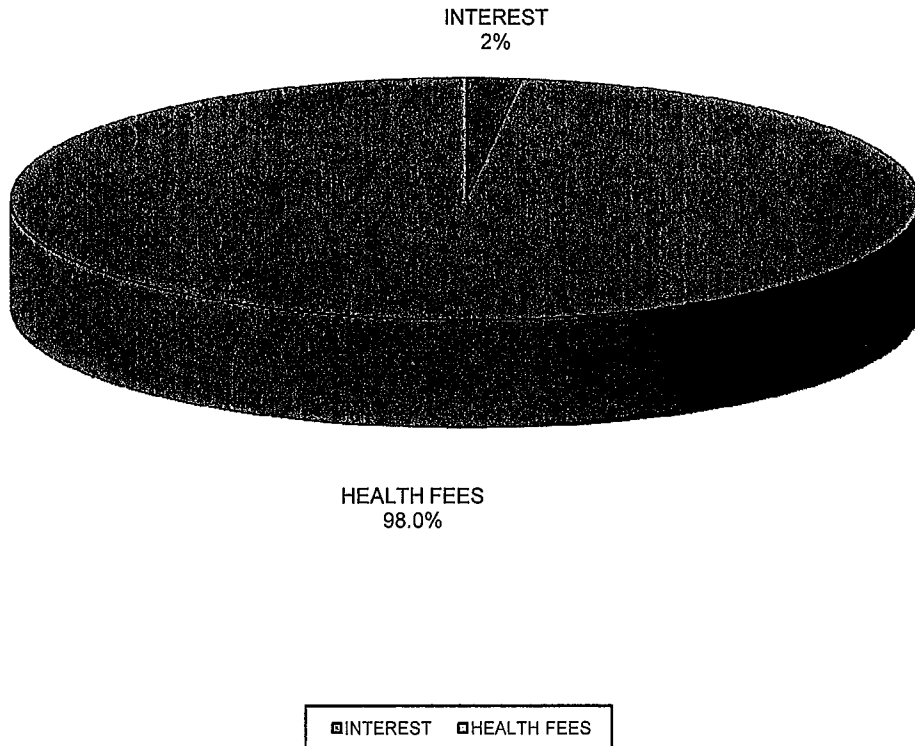
* In accordance with Governmental Accounting Standards the beginning balance includes the cost of the Student Health Services building at \$445,365 as an asset (need to adjust amount)

CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
STUDENT HEALTH SERVICES FUND (FUND 69.0)

PROJECTED REVENUE

| | |
|-------------|------------------|
| INTEREST | \$15,000 |
| HEALTH FEES | <u>\$754,000</u> |
| | \$769,000 |

STUDENT HEALTH SERVICES REVENUE

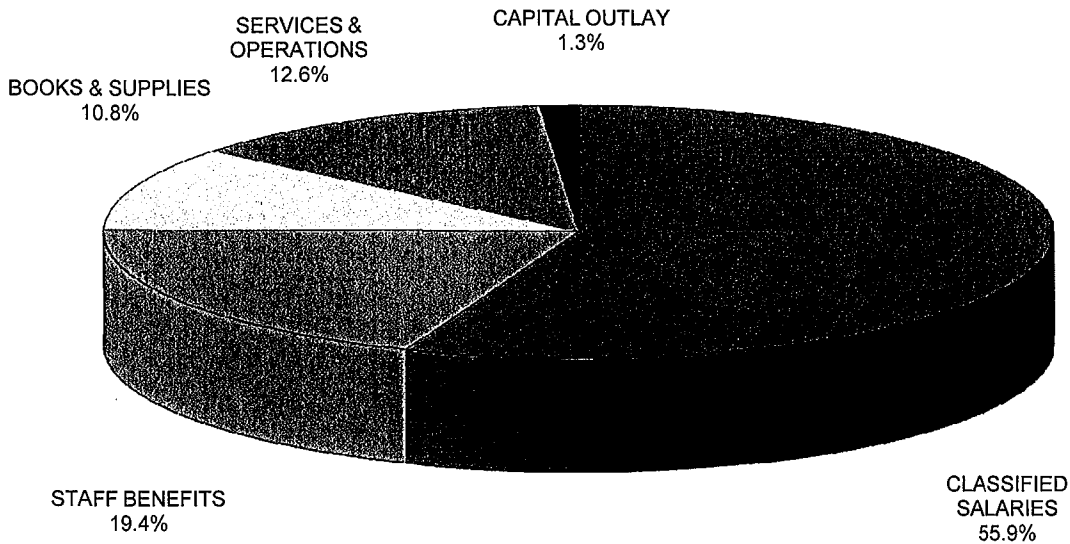


**CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
STUDENT HEALTH SERVICES FUND (FUND 69.0)**

PROJECTED EXPENDITURES

| | |
|----------------------------------|------------------|
| CLASSIFIED SALARIES | \$430,000 |
| STAFF BENEFITS | \$149,000 |
| BOOKS & SUPPLIES | \$83,000 |
| SERVICES & OPERATIONS | \$97,000 |
| CAPITAL OUTLAY | \$10,000 |
| | <hr/> |
| | \$769,000 |

STUDENT HEALTH SERVICES EXPENDITURES



CLASSIFIED SALARIES
 STAFF BENEFITS
 BOOKS & SUPPLIES
 SERVICES & OPERATIONS
 CAPITAL OUTLAY

CERRITOS COMMUNITY COLLEGE DISTRICT

ATTACHMENT # 10

2008-09 PROPOSED TENTATIVE BUDGET

RETIREE HEALTH BENEFIT FUND SUMMARY (FUND 69.1)

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$1,606,926 | \$1,606,926 | \$1,606,926 | \$2,106,926 |
| INCOME | | | | |
| INTEREST | \$0 | \$0 | \$66,211 | \$0 |
| TRANSFERS IN | \$500,000 | \$500,000 | \$500,000 | \$500,000 |
| TOTAL INCOME | \$500,000 | \$500,000 | \$566,211 | \$500,000 |
| NET BEGINNING BALANCE & INCOME | \$2,106,926 | \$2,106,926 | \$2,173,137 | \$2,606,926 |
| EXPENDITURES | \$0 | \$0 | \$0 | \$0 |
| ENDING BALANCE | \$2,106,926 | \$2,106,926 | \$2,173,137 | \$2,606,926 |
| TOTAL EXPENSES & ENDING BALANCE | \$2,106,926 | \$2,106,926 | \$2,173,137 | \$2,606,926 |

lr: 5/7/08

CERRITOS COMMUNITY COLLEGE DISTRICT

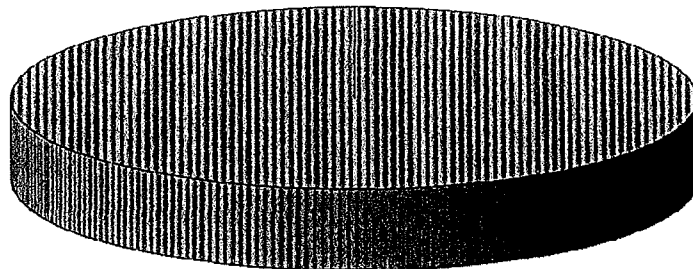
2008-09 PROPOSED TENTATIVE BUDGET
RETIREE HEALTH BENEFIT FUND SUMMARY (FUND 69.1)

PROJECTED REVENUE

| | |
|--------------|------------------|
| TRANSFERS IN | <u>\$500,000</u> |
| | \$500,000 |

RETIREE HEALTH BENEFIT FUND

REVENUE



▣ TRANSFERS IN
100%

▣

▣ TRANSFERS IN

▣

CERRITOS COMMUNITY COLLEGE DISTRICT

2008-09 PROPOSED TENTATIVE BUDGET

STUDENT FINANCIAL AID FUND SUMMARY (FUND 74.0)

| | 2007-08 ADOPTED BUDGET | 2007-08 REVISED BUDGET | 2007-08 REV/EXP AS OF 4/30/08 | 2008-09 PROPOSED TENTATIVE BUDGET |
|--|------------------------------|------------------------------|-------------------------------------|--|
| NET BEGINNING BALANCE | \$70,323 | \$70,323 | \$70,323 | \$70,323 |
| INCOME | | | | |
| PELL GRANT | \$12,000,000 | \$12,000,000 | \$12,230,995 | \$12,000,000 |
| SEOG | \$342,954 | \$342,954 | \$317,813 | \$342,954 |
| CAL GRANTS | \$1,500,000 | \$1,500,000 | \$1,499,663 | \$1,500,000 |
| NURSING GRANTS | \$213,819 | \$213,819 | \$161,650 | \$213,819 |
| ACADEMIC COMPETITIVENESS GRANT | \$40,000 | \$40,000 | \$80,560 | \$40,000 |
| INTEREST | \$0 | \$0 | \$28,120 | \$0 |
| TOTAL INCOME | \$14,096,773 | \$14,096,773 | \$14,318,801 | \$14,096,773 |
| NET BEGINNING BALANCE & INCOME | \$14,167,096 | \$14,167,096 | \$14,389,124 | \$14,167,096 |
| EXPENDITURES | | | | |
| STUDENT FINANCIAL AID* | \$14,096,773 | \$14,096,773 | \$14,256,001 | \$14,096,773 |
| TOTAL EXPENDITURES | \$14,096,773 | \$14,096,773 | \$14,256,001 | \$14,096,773 |
| ENDING BALANCE | \$70,323 | \$70,323 | \$133,123 | \$70,323 |
| TOTAL EXPENSES & ENDING BALANCE | \$14,167,096 | \$14,167,096 | \$14,389,124 | \$14,167,096 |

*Books & Supplies are now classified under Student Financial Aid

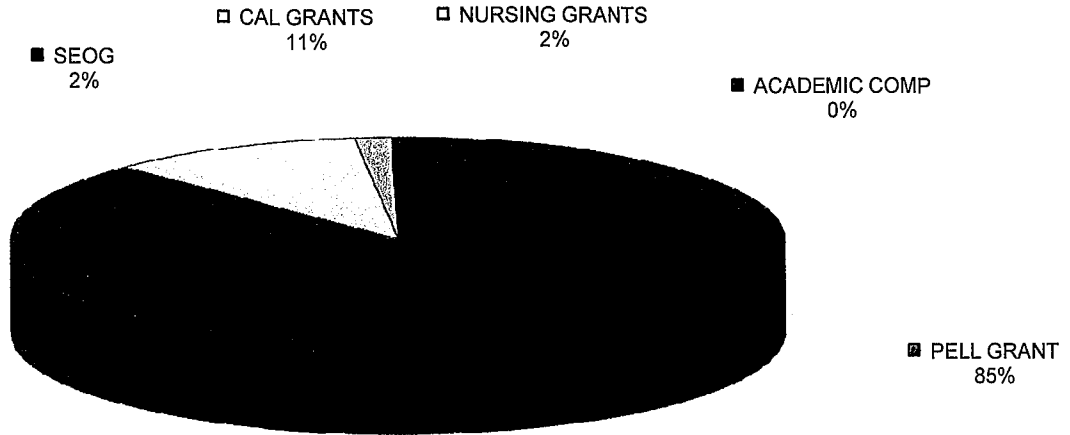
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CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
STUDENT FINANCIAL AID FUND SUMMARY (FUND 74.0)

PROJECTED REVENUE

| | |
|----------------|--------------|
| PELL GRANT | \$12,000,000 |
| SEOG | \$342,954 |
| CAL GRANTS | \$1,500,000 |
| NURSING GRANTS | \$213,819 |
| ACADEMIC COMP | \$40,000 |
| | \$14,096,773 |

STUDENT FINANCIAL AID FUND REVENUE



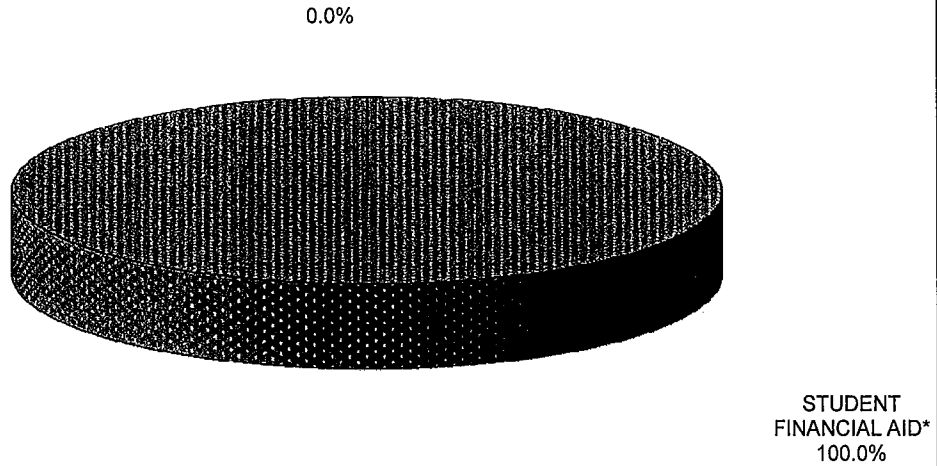
PELL GRANT
 SEOG
 CAL GRANTS
 NURSING GRANTS
 ACADEMIC COMP

CERRITOS COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED TENTATIVE BUDGET
STUDENT FINANCIAL AID FUND SUMMARY (FUND 74.0)

PROJECTED EXPENDITURES


| | |
|-------------------------------|----------------------------|
| STUDENT FINANCIAL AID* | <u>\$14,096,773</u> |
| | \$14,096,773 |

STUDENT FINANCIAL AID FUND EXPENDITURES



▣ STUDENT FINANCIAL AID*

CERRITOS COLLEGE

TO: Board of Trustees
FROM: Dr. Noelia Vela, President 
PREPARED BY: William C. Farmer Jr., Vice President of Academic Affairs *WCF*
DATE: June 18, 2008
SUBJECT: Consideration of Recommendation for Continuing Project HOPE in 2008-09

RECOMMENDATION

It is recommended that the Board of Trustees approve expenditures of previously approved funds that remain unexpended for the purpose of providing services and activities for Project HOPE students through June 30, 2009.

OVERVIEW

At the October 17, 2007 Board of Trustees meeting, the Board approved a one-time allocation of \$340,000 from the ground lease of Avalon at Cerritos for the continuation of the Project HOPE program for one year. As a result of funds being made available through other grant sources, unexpended funds remain from the allocation.

ANALYSIS

For five years from 2002-2007, Project HOPE was supported through a Title V grant from the U.S. Department of Education. In 2007-08, its sixth year, the Board of Trustees approved a \$340,000 one-time allocation for Project HOPE from the Cerritos College Avalon Fund. It was hoped that by July 2008, funding for future years of Project HOPE would have been secured from key major grants and/or foundations. Unfortunately, that has not happened.

Project HOPE has received considerable money for scholarships but very little funding that can be used for operational expenses to fund a director, a clerical assistant, and a counselor, the three full-time positions in the original grant. Grant proposals have been submitted to the Irvine Foundation and the Pacific Care Foundation for continued funding, but the Irvine Foundation will not make a decision until June 17 at the earliest. Moreover, it will not fund operational costs. The Pacific Care Foundation will not act until later (it has not said when a decision will be made) and it too is unlikely to fund operational costs for Project HOPE.

The college needs to institutionalize Project HOPE without incurring high administrative costs given the uncertainty of funding for the administrative portion of the grants being applied for. Therefore, it is recommended that, effective July 1, 2008, Project HOPE remain under the supervision of Academic Affairs and report directly to the Dean of Academic Affairs in 2008-09. The college will use limited unexpended funds in the Project HOPE budget to retain the Program Assistant II on a one-year temporary basis and hire part-time counselors to work with Project HOPE students.

Services to students that will be maintained through this structure include the following:

- (1) Recruitment and enrollment into the program
- (2) Tutoring
- (3) Counseling
- (4) Student internships
- (5) Parent workshops

- (6) Services and activities for the community, such as student participation in community health fairs
- (7) Access to scholarships managed by the foundation for Project HOPE

The benefits of this plan are that it (1) focuses on and preserves key services to students, (2) communicates to our community and to prospective donors that the college is committed to building a pipeline of individuals prepared to enter the health professions, and (3) maintains the flexibility to expand the program if and when new resources become available.

FINANCIAL IMPLICATIONS

This plan would require no new funds.