

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

**JULY TO DECEMBER 2009**

# **CERRITOS COMMUNITY COLLEGE DISTRICT**

## **Minutes of Board of Trustees Meetings**

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**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**JULY 15, 2009**

- I. CALL TO ORDER            The meeting was called to order at 6:00 p.m. by Mr. Bob Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Others present were the Acting President of the College, Interim Vice President of Business Services, Interim Vice President of Academic Affairs, Vice President of Student Services, Faculty Senate President and the CSEA President.
- II. PLEDGE OF ALLEGIANCE    The flag salute was led by Mr. Grimaldo.
- III. APPROVAL OF MINUTES            A. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve the minutes of the regular meeting of June 24, 2009. The vote for approval was unanimous.
- IV. INSTITUTIONAL PRESENTATIONS            A. Mr. Farmer presented Samuel Chavez and Jamie Quiroz with the Classified Employee of the Month Awards for the months of May and June 2009.
- Budget Update                            B. Dr. Albanese stated that the college received the last deferral payment for the 2008-2009 fiscal year. He indicated that the college may experience some deferrals this year. Dr. Albanese concluded by stating that there will be a fee increase for students beginning in the fall semester.
- V. PUBLIC PRESENTATIONS        There were no public presentations.
- VI. CONSENT AGENDA            It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the consent agenda and addendum. The vote for approval and/or ratification of the following items was unanimous:
- A. Provide Compensation to Ms. Avalos for her absence during the June 19 Board Meeting.
- B. Textbook Adoptions for Fall 2009, as attached.
- C. Chancellor's Office Statewide Advisory Committee Coordination Renewal 2009-2010, as attached.
- D. 2009-2010 Perkins Funds (VTEA) in the amount of \$931,850.
- E. MOU with California Manufacturing Technology Consulting (CMTC), as attached.
- F. New/Amended Contracts under \$25,000 for the Quarter Ending June 30, 2009, as follows:
- |                   |             |                      |
|-------------------|-------------|----------------------|
| New Contracts     | \$49,114.31 | C08-1084 to C08-1131 |
| Amended Contracts | \$54,279.54 |                      |

- G. General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending June 30, 2009, as follows:
- |                      |        |                 |
|----------------------|--------|-----------------|
| Payroll "A" Warrants | 7,652  | \$16,773,588.30 |
| Other "B" Warrants   | 10,225 | \$16,104,257.63 |

H. Bid #0809-13, Campus Wide Parking Lot Renovation, as attached.

I. Contracts, as follows:

Consultant

**AMENDMENT**

1. Ralph Anderson & Associates

Recruitment and Selection Process for a  
President/Superintendent  
Human Resources

*Amend the agreement with Ralph Anderson & Associates to accompany the District on site visits for the President/Superintendent search. The contract amount will be increased \$10,050 bringing the total contract to an amount not to exceed \$50,000.*

License

**NEW**

2. Nursing Data Systems

Electronic Medical Records  
Health Occupations

*To provide access to Electronic Medical Records for up to 400 Health Occupations students per year. Time period will be from August 1, 2009 to July 31, 2012. Total amount will be \$43,350 with funding from the CTE Equipment for Nursing and Allied Health Grant. No cost to the district.*

Services

**NEW**

3. California Department of Education

Preschool Education  
Health Occupations

*To provide preschool education services to children under the age of 6. For period July 1, 2009 through June 10, 2010. The district will receive \$34.38 per child not to exceed \$67,660.*

4. Ralphs Grocery Company

Retail Management  
CITE/Economic Development

*To provide up to 9 online credit courses in retail management for its employees. For period July 16, 2009 through June 20, 2014. The total amount will not exceed \$61,200. No cost to the district.*

Services

**RENEWAL**

5. Los Angeles County Department of Public Social Services

CalWORKs Program  
CalWORKs

*To financially assist Cerritos College for services to CalWORKS recipients. For period July 1, 2009 through June 30, 2012. The District will receive \$270,000 for the three-year period.*

Training  
**AMENDMENT**

6. California Manufacturing Technology Consulting (CMTC)  
CMTC 9 Training  
CITE

*To increase the CMTC 9 contract. For period April 6, 2009 through December 31, 2010. Total contract amount will be increased from \$15,000 for a total not to exceed \$150,000. CMTC will pay the college up to \$310 per hour for the training for a total amount not to exceed \$150,000. No cost to the district.*

- J. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- K. Employment of 2009 Summer Session Faculty Personnel, as attached.
- L. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VII. ADMINISTRATIVE MATTERS

- A. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to schedule a special meeting on Wednesday, August 12 at 6:00 p.m. regarding the President/Superintendent Search. The vote for approval was unanimous. It was then moved by Dr. Hughlett and seconded by Dr. Cho to schedule a special meeting Tuesday, August 18 at 6:00 p.m. regarding the Board's self-evaluation. The vote for approval was unanimous.
- B. There were no items to discuss regarding the Presidential Search Process.

VIII. REPORTS

- A. Board of Trustees  
Mr. Arthur reminded the Board that the Cerritos College Foundation Annual Golf Tournament will take place on Monday, August 3. He indicated that there are many corporate sponsors this year and thanked Bovis Lend Lease for their support.  
  
Dr. Hughlett thanked Mr. Farmer for providing up-to-date information regarding the accreditation process. He congratulated Mr. Farmer and staff for their work in getting the college removed from warning status.
- B. Faculty and Staff Leadership  
Dr. Reece thanked Mr. Farmer for his leadership and congratulated the college for being removed from warning status. He noted that several other colleges are sliding further into difficulties with the Accreditation Commission. He concluded by stating that a group has been meeting throughout the summer regarding the student success plan.  
  
Ms. Laughon congratulated the classified employees of the month. She invited everyone to attend the CSEA Barbeque on July 23 at 11:00 a.m.

C. Acting President/Superintendent and Vice Presidents

Mr. Farmer acknowledged all the hard work that employees on campus did to remove the college from warning and indicated that he was very pleased with the college's progress.

Dr. Brock stated that the college will have approximately 2,500 FTEs going forward into the next school year. She added that staff will be very busy assisting students for the upcoming fall semester.

Dr. Johnson acknowledged everyone for working hard to remove the college from warning status.

IX. CLOSED SESSION

The Board adjourned to closed session at 6:34 p.m.

X. RECONVENE

The Board reconvened at 7:20 p.m.

Read Out

Dr. Hughlett reported that in closed session the Board of Trustees approved the employment of Dr. Bryan Reece as Interim Dean of Humanities/Social Sciences on Grade 5 of the Management Salary Schedule, effective July 20, 2009, for a period not to exceed June 30, 2010. The vote for approval was unanimous.

Read Out

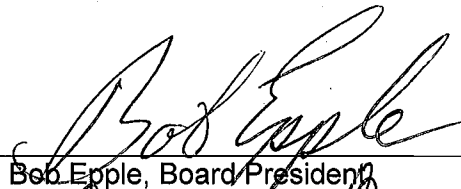
Mr. Arthur reported that in closed session the Board of Trustees took action to approve the contract for extension of employment of Dr. James A. Albanese as the Interim Vice President of Business Services/Assistant Superintendent with employment to be effective beginning August 18, 2009, for a period not to exceed August 17, 2010. The vote for approval was unanimous.

XI. ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, August 19, 2009 at 6:00 p.m.



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Bob Epple, Board President



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Carmen Avalos, Secretary

**CERRITOS COLLEGE  
TEXT ADOPTION REQUESTS FOR FALL 2009**

<b>COURSE NAME</b>	<b>COURSE NUMBER</b>	<b>TITLE OF TEXT</b>	<b>PRICE</b>	<b>PUBLISHER</b>	<b>EDITION</b>	<b>*</b>	<b>PRIOR TEXT ADOPTED</b>
History & Appreciation of Motion Pictures	TH 150	A Short History of The Movies	\$90.00	Allyn & Bacon	10 <sup>th</sup>	N	New
History & Appreciation of Motion Pictures	TH 150	The Art of Watching Films	\$60.62	McGraw Hill	7 <sup>th</sup>	N	New
Motion Picture Editing	TH 193 TH 254 TH 293	FINAL CUT PRO 6, Professional Editing in Final Cut Studio 2	\$54.99	Peach Pit Press	1 <sup>ST</sup>	N	New
Motion Picture Editing	TH 193 TH 254 TH 293	CUTTING RHYTHMS, Shaping The Film Edit	\$39.95	Focal Press-Elsevier	1 <sup>st</sup>	N	New
Storyboarding & Graphic Novel Illustration	Art 114	Character Design For Graphic Novels	\$29.95	Focal Press-Elsevier	1 <sup>st</sup>	N	New
Health of Underserved Communities	HO 100	Essentials of Health Policy and Law	\$59.95	Jones & Bartlett	1 <sup>st</sup>	N	New
Theory of Coaching	PE 103	Successful Coaching	\$39.95	Human Kinetics	3 <sup>rd</sup>	N	New
Physics	PHYS 101	Physics	\$140.00	Walker	4 <sup>th</sup>	R	Replacement
Finite Math	Math 115	Finite Mathematics	\$139.00	Pearsons	9 <sup>th</sup>	N	New

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Basic Mathematics	Math 20	Basic Mathematics	\$157.00	Cengage	7 <sup>th</sup>	N	New
Geometry	Math 70	Discovering Geometry-An Investigative Approach	\$70.00	Key Curriculum Press	4 <sup>th</sup>	R	Replacement
Intermediate Algebra	Math 80	Intermediate Algebra, The Language & Symbolism of Mathematics	\$120.00	Mc Graw-Hill	1 <sup>st</sup>	N	New
Elementary Statistics	Math 112	Elementary Statistics	\$139.00	Pearson	11 <sup>th</sup>	N	New
Elementary Algebra	Math 60	Mathematics in Action	\$120.00	Pearson	3 <sup>rd</sup>	N	New
Basic Mathematics	Math 20	Basic College Mathematics	\$135.00	Addison Wesley	8 <sup>th</sup>	N	New
Basic Mathematics	Math 20	Basic Mathematics	\$102.00	Pearson (Addison-Wesley)	2 <sup>nd</sup>	N	New
Human Anatomy	AP 200	Pictorial Anatomy of The Cat	\$25.00	University of Washington Press	Revised	R	Replacement
Intro To Biology	Bio 120	Biology The Unity & Diversity of Life	\$165.00	Brooks/Cole Cengage	Custom	N	Revised
Principles of Biology	Bio 200	A Photographic Atlas for The Biology Laboratory	\$27.00	Morton	6 <sup>th</sup>	N	New
Microbiology	Micr 200	Microbiology: An Introduction	\$130.00	Benjamin Cummings	10 <sup>th</sup>	N	New
Zoology	Zoo 120	Photo Atlas for Zoology	\$30.00	Morton	6 <sup>th</sup>	N	New
Cultural Geography	Geog 102	Human Geography: People, Place & Culture	\$134.00	Wiley	9 <sup>th</sup>	N	New
Intro To Physical Geography	Geog 101	Physical Geography; California Edition	\$140.00	Pearson	1 <sup>st</sup>	N	New

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Phlebotomy	HO 55	Phlebotomy Handbook: Blood Specimen Collection From Basic to Advanced	\$44.40	Pearson	8th	N	New
Medical Office Assisting	MA 64	ACTIVSim: Medical Assisting Clinical Simulator	\$33.50	McGraw-Hill	1 <sup>st</sup>	N	New
Medical Office Administration	MA 67	Electronic Health Records	\$39.50	McGraw-Hill	1 <sup>st</sup>	N	New
Fundamentals of Nursing	NRSG 210	Fundamentals of Nursing-The Art & Science of Nursing Care	\$89.00	Lippincott, Williams & Wilkins	6 <sup>th</sup>	N	New
Fundamentals of Nursing	NRSG 210	Taylor's Video Guide to Clinical Nursing Skills-Module 1-17	\$59.95	Lippincott, Williams & Wilkins	Latest	N	New
Medical-Surgical Nursing 4	NRSG 232	Essentials of Pathophysiology: Concepts of Altered Health States	\$80.40	Lippincott, Williams & Wilkins	2 <sup>nd</sup>	N	New
Medical-Surgical Nursing 4	NRSG 232	Study Guide to Accompany Porth's Essentials of Pathophysiology	\$24.95	Lippincott, Williams & Wilkins	2 <sup>nd</sup>	N	New
Sport Psychology	PE 253	Sport Psychology for Coaches	\$34.00	Human Kinetics	2008 Copyright	N	New
Online Weather and Climate	ESCI 106	The Atmosphere: An Introduction to Meteorology	\$117.00	Prentice Hall	11 <sup>th</sup>	N	New
Intro To Plant Science	Botany 120	A Photographic Atlas For The Botany Laboratory	\$35.00	Morton Publishing	5 <sup>th</sup>	N	New
Trigonometry	Math 140	Trigonometry: A Right Triangle Approach	\$142.00	Pearson	5 <sup>th</sup>	N	New

\*: N = New  
R = Replacement

Presented to the Board of Trustees on July 15, 2009  
Prices quoted are prices in effect on above date.

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**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Marilyn Brock, Interim Vice President of Academic Affairs *MB*  
**PREPARED BY:** Nick Kremer, Executive Dean Community, Industry and Technology Education  
**DATE:** July 15, 2009  
**SUBJECT:** **Consideration of Acceptance of Chancellor's Office Statewide Advisory Committee Coordination Renewal 2009-2010**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Cerritos College as the 2009-2010 fiscal and administrative agent for the State Chancellor's Office Research and Accountability Committee for a total of \$38,000.

**OVERVIEW**

Cerritos College has received a renewal from the Chancellor's Office to be the 2009-2010 fiscal and administrative agent for The Research and Accountability Advisory Committee. The Committee will advise the State Chancellor's Office on accountability issues in the vocational education system.

**ANALYSIS**

Cerritos College will be responsible for operating the committee. This includes organizing the meetings as well as preparing the required minutes and reports for the committee. The committee will have a minimum of four meetings and will be required to submit meeting minutes, recommendations, and reports specified in the work plan. The college will receive \$38,000. The funds will be used to pay for Cerritos College staff time, meeting expenses, committee consultants, and the travel costs of committee members who will come from colleges and businesses around the state. Funding will come from the Carl Perkins Career and Technical Education Act of 2006.

**FINANCIAL IMPLICATIONS**

The college will receive \$38,000 to support the work of this statewide committee. No general funds will be used.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President, Business Services *J.A.R.*  
**PREPARED BY:** Nick Kremer, Executive Dean Community, Industry and Technology Education  
 Tom Molyneux, Director of Economic Development  
  
**DATE:** July 15, 2009  
**SUBJECT:** **Consideration of Approval of MOU with California Manufacturing  
 Technology Consulting (CMTC)**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the signing of MOU with California Manufacturing Technology Consulting (CMTC) for fiscal year 2009-2010.

### OVERVIEW

CMTC receives federal funding to operate a Manufacturing Extension Partnership. The College in turn assists CMTC in related outreach and training activities.

### ANALYSIS

The College will provide outreach to manufacturing firms in the Southern California area. The purpose of the outreach is to make the manufacturing community aware of the services of CMTC and the College's contract education program as well as generate new contracts for training and technical services. CMTC will provide an Account Manager (at no cost to the District) who would be responsible for marketing the services of CMTC and the College. The term of this MOU shall be from July 1, 2009 through June 30, 2010.

### FINANCIAL IMPLICATIONS

The College will assist CMTC in meeting the match requirements of its federal grant from the National Institute of Standards and Technology (NIST). The College will identify up to \$7 million in match (in-kind) for the fiscal year from existing instructional expenses and the value of contracts and grants generated. No additional expenditure of general fund will be required. In return for assisting CMTC in generating the match, the College will receive \$113,000 from CMTC.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services *[Signature]*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** July 15, 2009  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF BID #0809-13, CAMPUS WIDE  
PARKING LOT RENOVATION**

### RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0809-13, Campus Wide Parking Lot Renovation to Allied Paving Company as the lowest overall responsive and responsible bidder. The project is awarded on the lowest responsible base bid. 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 May 13 and 20, 2009. The bid due date was on June 24, 2009. The explanation of units prices are as follows:

The proposal requested a unit price for any concrete wheel stops that may be broken during removal; however the unit price is for information only and not part of the base bid. The College identified wheelstops and damaged areas prior to bidding in the bid specifications. There may be unforeseen damaged areas and wheelstops not identified in the specifications. The unit priced items will not have a substantial effect on the project cost.

### ANALYSIS

On June 24, 2009, five bids were received. A summary of the bids recap is attached.

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 \$1,702,207.00. Funding for this project will come from the GO Bond.

**Bid Recap #0809-13, Campus Wide Parking Lot Renovation**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>	<b>Unit Price Remove &amp; Replace Damaged Wheelstops (price per each)</b>	<b>Unit Price Sawcut, Remove &amp; Replace 4" of Asphalt (per sq/ft)</b>
Allied Paving Company	\$ 1,452,207.00	\$ 250,000.00	\$ 1,702,207.00	\$ 55.00	\$ 8.25
D.P. Mangan Inc. dba Pave West	\$ 1,453,202.00	\$ 250,000.00	\$ 1,703,202.00	\$ 38.50	\$ 3.75
Ben's Asphalt	\$ 1,496,255.00	\$ 250,000.00	\$ 1,746,255.00	\$ 20.00	\$ 3.04
NPG Inc.	\$ 1,740,000.00	\$ 250,000.00	\$ 1,990,000.00	\$ 49.00	\$ 4.00
Palp Inc., dba Excel	\$ 1,794,649.00	\$ 250,000.00	\$ 2,044,649.00	\$ 33.00	\$ 2.30

**NOTE:** The proposal requested a unit price for any concrete wheel stops that may be broken during removal however the unit price is for information only and not part of the base bid. The proposal also requested a unit price for sawcut, removal and replacement of asphalt that may appear not suitable once the parking lots have been cleaned. This unit price is for information only and not included in the base bid.

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**COUNSELOR HOURLY - ACADEMIC AFFAIRS****Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Mendoza	Myrna	ProjectHOPE	C1	40.23

**FACULTY HOURLY - ACADEMIC AFFAIRS****Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Mendoza	Myrna	ProjectHOPE	A2	51.71

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Stahl	Christine	Theatre Arts	A4	57.46

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Stockstill	Wendy	Art History	A1	48.83

**FACULTY HOURLY - HEALTH OCCUPATIONS****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Allan	Rebecca	Speech Language Pathology Asst.	B3	54.60
Beckerleg	Nicole	Clinical Nursing	A5	60.33
Binning	Deborah	Nursing	B5	60.33
Bowman	Daniel	Pharmacy Technician	A3	54.60
Brabender	Marcelene	Dental Hygiene	B3	54.60
Brousseau	Beth	Child Development	B4	57.46
Brown	Malinda	Physical Therapist Assistant	B5	60.33
Cascalla	Hector	Clinical Nursing	A5	60.33
Chang	Betty	Clinical Nursing	B1	48.83
Corfariu	Manuela	Speech Language Pathology Asst.	A5	60.33
Coursey	Nancy	Physical Therapist Assistant	B5	60.33
Damaso	Stacy	Culinary Arts	A3	54.60
Del Valle	Lupe	Clinical Nursing	A2	51.71
Evangelista	Denise	Clinical Nursing	A2	51.71
Failor	Joleen	Dental Assisting	B5	60.33
Feist	Astrid	Child Development	B2	51.71
Florez	Alice	Nursing	B5	60.33

**FACULTY HOURLY - HEALTH OCCUPATIONS (Cont.)**

**Reemployed**

		<b>Salary</b>		
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Gallant	Audrey	Medical Assisting	B5	60.33
Garrison	Charlotte	Clinical Nursing	B5	60.33
Horvath	Lindsey	Speech Language Pathology Asst.	A4	57.46
Jarrett	Vanessa	Speech Language Pathology Asst.	B4	57.46
Jordan	Shetona	Clinical Nursing	B2	51.71
Knapp	Joni	Clinical Nursing	B5	60.33
Kusumoto	Alice	Clinical Nursing	B4	57.46
Lambie	Shelly	Clinical Nursing	B1	48.83
Layne	Jean	Child Development - Special Ed	B5	60.33
LeBlanc	Monique	Dental Hygiene	A4	57.46
Levine	Faith	Pharmacy Technician	A2	51.71
Lew	Ernest	Culinary Arts	A5	60.33
LoBue	Russell	Emergency Medical Technician	B5	60.33
Matias	Sherry	Clinical Nursing	B5	60.33
Mehr	Fariba	Dental Hygiene	B5	60.33
Millar	Diane	Dental Hygiene	B5	60.33
Moore	Debora	Clinical Nursing	B5	60.33
Nguyen	Ann	Dental Hygiene	B2	51.71
Pham	Hoa	Child Development	B4	57.46
Preston	Jeffry	Culinary Arts	B5	60.33
Quirk	Jean	Dental Assisting	B5	60.33
Roberts	Lynda	Child Development	B5	60.33
Roberts	Rene	Child Development	B5	60.33
Robinson	Esther	Nursing	B4	57.46
Rubottom	Jenese	Clinical Nursing	A5	60.33
Saucedo	Marisol	Dental Assisting	B5	60.33
Schmidt	Clifford	Medical Assisting	A3	54.60
Silva	May	Child Development	B5	60.33
Silva	Joel	Dental Assisting	A2	51.71
Simmons	Meta	Nursing	B5	60.33
Soderling	Frances	Dental Hygiene	B5	60.33
Spicer-Cadger	Deborah	Clinical Nursing	B4	57.46
Stamey	Gail	Nursing	B2	51.71
Tillman	Darlene	Speech Language Pathology Asst.	B3	54.60
Toy	Brenda	Dental Assisting	B5	60.33
Valendor	Minerva	Nursing	B2	51.71
Valenzuela	Patrice	Dental Assisting	B5	60.33
Veloz-Rendon	Lizette	Clinical Nursing	A1	48.83
Wilson	Donna	Clinical Nursing	B5	60.33
Wisinski	Kathleen	Clinical Nursing	A1	48.83

**FACULTY HOURLY - PE/ATHLETICS**

**Reemployed**

Name		Discipline	Salary	
			Placement	Rate
Alvillar	Andrew	Athletics	B1	48.83
Berney	Daniel	Dance	B5	60.33
Black	Rhea	Athletics	B5	60.33
Brooks	Jack	Coaching	A3	54.60
Cable	Brian	Athletics	B5	60.33
Calvert	Sherry	Athletics	A2	51.71
Campion	Amy	Dance	B2	51.71
Casebolt	Elizabeth	Dance	A3	54.60
Casteneda	Geraldine	Coaching	A3	54.60
Chan	Judy	Athletics	B5	60.33
Christou	Dayna	Athletics	B5	60.33
Cole	Phoenix	Athletics	B5	60.33
Coliflores	Vicmar	Athletics	A2	51.71
Davidson	Rebekah	Dance	A2	51.71
Funderburk	Michelle	Dance	A2	51.71
Goldman	John	Athletics	B5	60.33
Gonzalez	Ruben	Athletics	A5	60.33
Gould	Eric	Athletics	A2	51.71
Haddad	Maha	Dance	B5	60.33
Hammond	Jamie	Dance	B4	57.46
Johnson	Steve	Athletics	A5	60.33
Kim	Alvin	Coaching	A5	60.33
Lampe	Holly	Dance	A1	48.83
Landry	Erin	Dance	B5	60.33
Lopez	Rogelio	Dance	A4	57.46
McWhinney	Martin	Athletics	B5	60.33
Nakao	Gary	Athletics	B5	60.33
Nguyen	Long	Athletics	B2	51.71
Raniewics	Trisha	Athletics	A2	51.71
Shelkey	Rhonda	Athletics	B5	60.33
Shyne	Kennith	Athletics	A1	48.83
Sweet	Beverly	Athletics	B5	60.33
Velazquez	Teresa	Athletics	B5	60.33
Winokur	Arnold	Athletics	B5	60.33

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

**Reemployed**

Name		Discipline	Salary	
			Placement	Rate
Allen	Matthew	Mathematics	B4	57.46
Bateman	Michael	Mathematics	B5	60.33
Bell	Priscilla	Chemistry	B5	60.33
Boyle	John	Biology	B5	60.33
Castillo	Lorena	Mathematics	B5	60.33
Chamras	Sevada	Chemistry	B5	60.33
Chung	Phoebe	Mathematics	B3	54.60
Corbin	Steve	Computer & Info Sciences	B5	60.33
Daigle	Maurice	Mathematics	B5	60.33
DeKraker	Daniel	Earth Science	B5	60.33
Dellaca	Roger	Computer & Info Sciences	B5	60.33
Douglass	Thomas	Biology	B5	60.33
Dukhovny	Olga	Chemistry	B5	60.33
Dunham	John	Mathematics	A2	51.71
Engebretson	James	Computer & Info Sciences	B3	54.60
Fahmi	Ragaa	Mathematics	B5	60.33
Flores	Wilfredo	Mathematics	B5	60.33
Forbes	Junko	Mathematics	B3	54.60
Ford	Dianne	Mathematics	B5	60.33
Ford	Bradley	Computer & Info Sciences	B5	60.33
Garate	Joseph	Computer & Info Sciences	B5	60.33
Godwin	Susan	Mathematics	B5	60.33
Harris	Linda	Biology	B5	60.33
Ho	Thach	Chemistry	B5	60.33
Hoang	Arthur	Chemistry	B5	60.33
Huang	Fuze	Mathematics	B4	57.46
Hugenberger	Scott	Physics	B5	60.33
Hughes	Gale	Mathematics	B5	60.33
Igolnikov	Mark	Mathematics	B5	60.33
Jagodina	Mariana	Mathematics	B4	57.46
Johnpeer	Gary	Earth Science	B5	60.33
Johnson	Johnny	Mathematics	A4	57.46
Johnson	Kimberly	Biology	B4	57.46
Kauk	Jennifer	Biology	A2	51.71
Klinger	Lidiya	Mathematics	A3	54.60
Laredo	Nora	Computer & Info Sciences	B5	60.33
Leipzig	Victor	Biology	B5	60.33
Leon	Juan	Mathematics	A3	54.60
Lorenz	Todd	Biology	B2	51.71
Ly	Lisa	Mathematics	B5	60.33
Marcus	Ted	Chemistry	B5	60.33
Mastro	Edwin	Biology	B5	60.33
McCance	Ian	Mathematics	B5	60.33
Mera	Carlos	Physics	B5	60.33

**FACULTY HOURLY - SCIENCE, ENGINEERING & MATHEMATICS (Cont.)**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Morales	Gilbert	Biology	B5	60.33
Morcos	Tharwat	Mathematics	B5	60.33
Moussa	Nazeem	Physics	B5	60.33
Nguyen	Orchid	Mathematics	B3	54.60
Ninh	Joseph	Mathematics	B5	60.33
Pallwitz	Karla	Mathematics	B5	60.33
Palmier	Christine	Biology	B5	60.33
Pham	Ann	Mathematics	B4	57.46
Pham	Mai Anh	Mathematics	A5	60.33
Phan	Henry	Mathematics	B5	60.33
Price	Tiffany	Biology	A5	60.33
Roque	Tatiana	Mathematics	B3	54.60
Sak	Kathleen	Biology	B3	54.60
Seres	Frank	Mathematics	B5	60.33
Sterling	Merrick	Mathematics	A5	60.33
Surfas	Lesley	Earth Science	A3	54.60
Takahashi	Gloria	Biology	B5	60.33
Takeuchi	Kevin	Mathematics	A5	60.33
Tamminga	Scott	Biology	B5	60.33
Thissen	Michelle	Biology	B4	57.46
Tse	Ing-Yung	Mathematics	A2	51.71
White-Howard	Leigh	Chemistry	B5	60.33
Whitney	Donald	Computer & Info Sciences	B5	60.33
Woolever	James	Computer & Info Sciences	B5	60.33
Yang	Catalina	Mathematics	B5	60.33
Ysais	Rey	Mathematics	B5	60.33

**FACULTY HOURLY - TECHNOLOGY**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Baadkar	Shobhit	Architecture	B2	51.71
Castellanos	Ebenezer	Machine Tool Technology	B5	60.33
Castro	Willie	Automotive Mechanical Repair	B5	60.33
Fairchild	Patricia	Auto Body Repair	B1	48.83
Ferre	Brian	Auto Body Repair	B5	60.33
Gonzalez	Juan	Automotive Mechanical Repair	B5	60.33
Guerrero	Mario	Machine Tool Technology	B5	60.33
Gurrola	Carlos	Plastics	A4	57.46
Hause	Tom	Architecture	B5	60.33
Hemsworth	Richard	Machine Tool Technology	B5	60.33
Hutchison	Phillip	Auto Body Repair	B5	60.33

**FACULTY HOURLY - TECHNOLOGY (Cont.)****Reemployed**

			<b>Salary</b>	
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Jackson	Lee	Machine Tool Technology	B5	60.33
Jacobo	Cesar	Automotive Mechanical Repair	B5	60.33
Jakahi	Jason	Auto Body Repair	B4	57.46
Mabry	Robert	Machine Tool Technology	A2	51.71
Morales	Thomas	Architecture	B2	51.71
Moreland	Eddie	Automotive Mechanical Repair	B5	60.33
Ortega	Rudy	Auto Body Repair	B5	60.33
Paul	Daniel	Architecture	A5	60.33
Phinney	Peter	Architecture	A4	57.46
Ponce Jr.	Abel	Automotive Mechanical Repair	A3	54.60
Rudd	James	Auto Body Repair	B5	60.33
Senne	Stephen	Plastics	B5	60.33
Supple	Martin	Automotive Mechanical Repair	A5	60.33
Tabares	Raul	Auto Body Repair	B5	60.33
Vasilik	Rick	Automotive Mechanical Repair	B5	60.33

**COUNSELOR HOURLY - STUDENT SERVICES****Reemployed**

			<b>Salary</b>	
<b>Name</b>		<b>Assignment</b>	<b>Placement</b>	<b>Rate</b>
Aguayo	Robert	EOPS	C2	43.10
Algaze	Susan	DSP&S	C2	43.10
Castillo	Ricardo	DSP&S	C2	43.10
Castro	Griselda	CITE	C2	43.10
Chaney	Marcia	EOPS	C2	43.10
Covarrubias	Deisy	CITE	C1	40.23
Gaines	Ken	EOPS	C2	43.10
Hansch	Dan	DSP&S	C2	43.10
Hye-Jin	Choi	EOPS	C1	40.23
Salazar	Felipe	DSP&S	C1	40.23
Segura	Aurora	DSP&S	C1	40.23

**FACULTY HOURLY - STUDENT SERVICES****Reemployed**

			<b>Salary</b>	
<b>Name</b>		<b>Assignment</b>	<b>Placement</b>	<b>Rate</b>
Arroyo	Jose	DSP&S	B2	51.71
Barnett	Glenn	DSP&S	B5	60.33
Bond	Katherine	DSP&S	A1	48.83
Dong	Adrienne	DSP&S	B5	60.33
Lovell	Ray	DSP&S	B2	51.71
Ouchi	Bryan	DSP&S	B5	60.33

**FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Barrera De Contreras	Gabriela	Adult Education	B3	54.60
Blair	Robert	Adult Education	B5	60.33
Cardona	Rudy	Adult Education	B5	60.33
Casas	Ralph	Adult Education	B5	60.33
Chen	Lourdes	Adult Education	B5	60.33
Davis	Barbara	Adult Education	B5	60.33
De Jong	Henrietta	Adult Education	B5	60.33
Edrosa	Edward	Apprenticeship	B1	48.83
Esquer	Joseph	Apprenticeship	B5	60.33
Fiske	Robert	Adult Education	B5	60.33
Furgason	Dennis	Adult Education	B4	57.46
Gonzalez	Gilda	Adult Education	B5	60.33
Jefferson	Amos	Apprenticeship	A1	48.83
Kimura	Dana	Adult Education	A2	51.71
Kubiak	Paul	Adult Education	B5	60.33
Lavelle	Fredrick	Adult Education	B5	60.33
Layne	Jonathan	Adult Education	B1	48.83
Levy	Elijah	Adult Education	B5	60.33
Lopez	Alejandro	Adult Education	B1	48.83
Lozano	Jorge	Adult Education	B5	60.33
Mansell	Bonnie	Adult Education	B5	60.33
Miller	Mary	Adult Education	B5	60.33
Mondaca	Frances	Adult Education	B5	60.33
Nava	Dolores	Adult Education	B5	60.33
Nunez	Maria	Adult Education	B5	60.33
Pedroza	Art	Apprenticeship	A3	54.64
Ramos	Dolores	Adult Education	A2	51.71
Salaam	Shirley	Adult Education	B5	60.33
San Nicolas	Kathleen	Adult Education	B3	54.60
Sanchez	Sandra	Adult Education	B5	60.33
Savoy	Sharon	Adult Education	B5	60.33
Tucker	Jazmine	Adult Education	B5	60.33
Van Herk	Tracy	Adult Education	A1	48.83
Villar	Sergio	Adult Education	A5	60.33
Wyckhouse	Margaret	Adult Education	B4	57.46

**LIBRARIAN**

**Reemployed**

<b>Name</b>		<b>Salary</b>	<b>Rate</b>
		<b>Placement</b>	
Head	Anne	L2	43.10
Kam	Barbara	L2	43.10
Liong	Jocelle	L2	43.10
Nitsch	Lisa	L2	43.10
Owen	Margaret	L2	43.10
Russell	Bruce	L2	43.10
Siddiqi	Catherine	L1	40.23
Wood	Suzanne	L2	43.10

**BUSINESS EDUCATION****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Fantroy	Sharon	Business	B1	48.83

**LIBERAL ARTS****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Arguelles	Tony	English	B2	51.71
Milnich	Mark	English	B4	57.46
Simoës	Nora	English	A1	48.83

**STUDENT SERVICES****Part-Time Counselors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Castro	Griselda	CITE	C2	43.10

**FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION****Part-Time Instructors**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Knight	Raymond	Apprenticeship	B5	60.33

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, 2009 OR 175 TOTAL WORKDAYS,  
WHICHEVER OCCURS FIRST

Cos, Jessika	Aide-General (Clerical)	\$8.00/hr	05/18/09
Martinez, Martin	"	"	06/01/09
Shami, Fadel	"	"	"
Calderon-Navarro, Rachel	Aide-General (Laboratory)	\$8.00/hr	05/26/09
Hanks, Carly	Aid-Special (Tutor)	\$8.00/hr	04/25/09
Altamirano, Cesar	Clerk	\$8.64/hr	06/15/09
Bautista, Shelli	"	"	"
Garcia, Albert	"	"	"
Jones, Sharon	"	"	"
Law, Lorraine	"	"	"
Osuna, Yesenia	"	"	05/26/09
Sandoval, Ricardo	"	"	06/15/09
Shah, Kundan	"	"	"
Watson, Kathleen	"	"	"
Ruiz, Martha	Publicity Aide	\$9.07/hr	06/15/09
Clarke, Crystal	Intermediate Clerk	\$9.56/hr	02/03/09
Kwon, Lila Jean	Intermediate Typist Clerk	\$9.56/hr	05/25/09
Acuna-Gonzales, Daisy	Instructional Aide I	\$9.99/hr (2)	04/25/09
Almaraz, Rocio	"	\$9.56/hr (1)	06/01/09
Franco Vega, Guillermo	"	"	05/25/09
Gian, Christopher	"	"	06/01/09
Guerrero, Walter	"	"	05/25/09
Murray, Marlen	"	"	05/18/09
Pasa, Eudora	"	"	06/01/09
Perona, Florenca	"	"	05/27/09
Phan, Haley	"	"	05/19/09
Renteria, Celeste	"	"	05/25/09
Salinas, Cesar	"	"	06/08/09
Savea, Maria	"	"	06/01/09
Woen, Vicki	"	"	05/19/09
Rios, Maria	Tutoring Technician	\$9.99/hr	06/25/09
Williams, Randy	"	"	"
Bakke, Miranda	Aquatics Specialist	\$10.11/hr	06/03/09
Lopez, Janel	"	"	"
Mendoza, Matthew	"	"	06/11/09

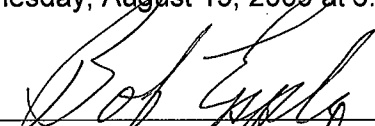
*Presented to the Board of Trustees 7/15/09*

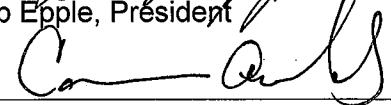
SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2009 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Peng, Natalie	Aquatics Specialist	\$10.11/hr	06/03/09
Zalewski, Kristina	"	"	"
Ayala Madrigal, Cynthia	Program Assistant I	\$9.99/hr	05/26/09
Lucero, Evelyn	"	"	06/01/09
Martinez, Sandra	"	"	"
Michel, Kristin	"	"	"
Miller, Carl	"	"	"
Nicholson, Irene	"	"	"
Singim, Patricia	"	"	05/25/09
Vega, Danny	"	"	06/01/09
Deel, Nicole	Senior Applications Analyst	\$19.05/hr	05/22/09
Montoya, Elia	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	05/01/09
Strickland, Denise	Cont. Ed. Specialist (Cultural Arts)	\$28.07/hr	06/01/09
Lopez, Alejandro	Community Education Specialist	\$29.15/hr	06/10/09
Rivera, Cynthia	Aide-Special (Interpreter IV)	\$33.50/hr	04/25/09
Dipietro-Fife, DiAnn	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	06/01/09
Mehr, Fariba	"	"	"
Millar, Diane	"	"	"

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE SPECIAL MEETING**  
**OF THE BOARD OF TRUSTEES**  
**AUGUST 12, 2009**

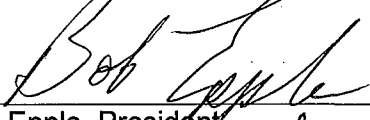
- I.     **CALL TO ORDER**                   The meeting was called to order at 6:00 p.m. by Mr. Epple, the Board President. Those present were:
- Mr. Bob Arthur                   Mr. Bob Epple  
Carmen Avalos                   Dr. Bob Hughlett  
Dr. Tina Cho                     Mr. Tom Jackson  
Dr. Ted Edmiston
- Felipe Grimaldo, Student Trustee was not present. The following members of the Presidential Search Site Visit Team were present: Craig Breit, Dr. Stephen Johnson, Lynn Laughon, Julie Mun, Jenine Nolan, David Ward and Georgia Well. The Manager of Employment Services/Diversity Officer was also present.
- II.    **PLEDGE OF ALLEGIANCE**       The flag salute was led by Dr. Ted Edmiston.
- III.   **PUBLIC PRESENTATIONS**        There were no public presentations.
- IV.    **CLOSED SESSION**             The Board adjourned to closed session at 6:01 p.m.
- V.     **RECONVENE**                    The Board reconvened to open session at 8:39 p.m.
- Read Out                             Dr. Hughlett reported that in closed session the Board of Trustees took action to begin negotiations with Dr. Linda Lacy for the position of President/Superintendent of Cerritos College. The vote for approval was 6-0. In accordance with Board Policy 2431, Ms. Avalos was unable to participate in the vote.
- VI.    **ADJOURNMENT**                The Board adjourned the meeting at 8:39 p.m.
- VII.   **NEXT MEETING**                The next regular meeting of the Board of Trustees is scheduled for Wednesday, August 19, 2009 at 6:00 p.m.

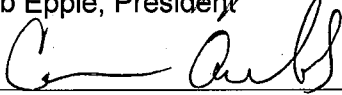
  
\_\_\_\_\_  
Bob Epple, President

  
\_\_\_\_\_  
Carmen Avalos, Secretary

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE SPECIAL MEETING**  
**OF THE BOARD OF TRUSTEES**  
**AUGUST 18, 2009**

- I. CALL TO ORDER                    The meeting was called to order at 6:03 p.m. by Mr. Epple, the Board President. Those present were:
- Mr. Bob Arthur                    Mr. Bob Epple  
Carmen Avalos                    Dr. Bob Hughlett  
Dr. Tina Cho                        Mr. Tom Jackson  
Dr. Ted Edmiston
- Felipe Grimaldo, Student Trustee was not present. The Acting President/Superintendent was also present.
- II. PLEDGE OF ALLEGIANCE        The flag salute was led by Dr. Hughlett.
- III. PUBLIC PRESENTATIONS        There were no public presentations.
- IV. ADMINISTRATIVE MATTERS      A. Mr. Epple invited discussion regarding the Board Self-Evaluation. The Board reviewed a summary of responses to statements on the Board Self-Evaluation form. There was much discussion on each topic. A summary of the Self Evaluation is on file with the Secretary to the President.
- V. ADJOURNMENT                    The Board adjourned the meeting at 8:41 p.m.
- VI. NEXT MEETING                  The next regular meeting of the Board of Trustees is scheduled for Wednesday, August 19, 2009 at 6:00 p.m.

  
\_\_\_\_\_  
Bob Epple, President

  
\_\_\_\_\_  
Carmen Avalos, Secretary

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**AUGUST 19, 2009**

- I. CALL TO ORDER            The meeting was called to order at 6:01 p.m. by Mr. Bob Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Dr. Tina Cho was not present. Others present were the Acting President of the College, Interim Vice President of Business Services, Interim Vice President of Academic Affairs, Vice President of Student Services, Interim Faculty Senate President and the CSEA President.
- II. PLEDGE OF ALLEGIANCE    The flag salute was led by Mr. Grimaldo.
- III. APPROVAL OF MINUTES    A. It was moved by Mr. Arthur and seconded by Mr. Jackson to approve the minutes of the regular meeting of July 15, 2009. The vote for approval was unanimous.
- IV. INSTITUTIONAL PRESENTATIONS    A. The Board presented Robin Huber with a retirement plaque acknowledging his years of dedicated service to Cerritos College.
- Retirement
- BMW Presentation            B. Steve Berklite, Instructional Dean of Technology shared information regarding a pilot program through BMW of North America. The college has two Mini E electric cars on campus which will be used for test drives. In return, Mini USA wants feedback as to how the vehicles drive in real conditions. Mr. Berklite stated that the vehicles are two of only 100 in southern California. He added that Cerritos College is the only college in the world that is part of the pilot program.
- Budget Update              C. Dr. Albanese gave a PowerPoint presentation on the information received at the Chancellor's Office Budget Workshop on August 18. He indicated that the college is faced with a workload reduction of 3.39%. He added that the overall budget will be reduced by approximately \$8.4 million. He added that overall, cash flow is in good shape this year. Dr. Hughlett asked about stimulus money for the college, and Dr. Albanese replied that the stimulus money is for one-time use toward categorical deficits.
- V. PUBLIC PRESENTATIONS    Gilbert Rangel, owner of High Level Security company, expressed a complaint regarding the bidding process at Cerritos College. He stated that he felt the process was unfair and that he was not given an opportunity to bid on a fire system project.
- VI. CONSENT AGENDA        It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the consent agenda and addendum. The vote for approval and/or ratification of the following items was unanimous:
- A. Gateways Title V Grant Stipends, as attached.
- B. Stipends for Summer Youth Employment Program Students, as attached.

- C. Acceptance of California Community College Chancellor's Office Teacher Preparation Pipeline Grant, as attached.
- D. Cerritos College Foundation Cost/Benefits to District for 2008-2009, as attached.
- E. Denial of Claim Against the District, as attached.
- F. Publicize Notice of Date, Time and Location of Public Hearing and Availability of the Cerritos Community College District Proposed 2009-10 Adopted Budget for Public Inspection, as attached.
- G. Withdraw Bid #0809-10, Facilities and Purchasing Complex, as attached.
- H. Bid #0809-14, Fire Alarm System Replacement and New Mass Notification System – Group I, as attached.
- I. Notice of Completion for Bid #0607-25, Infrastructure and Central Plant – Phase I, as attached.
- J. Notice of Completion for Bid #0708-03, Infrastructure and Central Plant – Phase II, as attached.
- K. Notice of Completion for Bid #0809-07, Social Science Building Exterior Restoration, as attached.
- L. Contracts, as follows:
  - License
  - RENEWAL**
  - 1. Foundation for California Community Colleges (FCCC)
    - ComputerLand of Silicon Valley
    - Microsoft Campus Agreement
    - Information Technology
    - For an annual license for the major Microsoft products. This renewal license agreement will cover all machines on campus, including all machines added during the agreement period. The renewal agreement also allows all full-time and part-time faculty and staff to purchase one set of deeply discounted Microsoft software for use at home through FCCC. For period October 1, 2009 through September 30, 2010. Total cost will be \$60,135.25 with funding from the Information Technology Division.*
- M. Resignations accepted by the President/Superintendent, as follows:
  - Huber, Robert C., Professor (Theatre Arts Department), effective August 14, 2009*
- N. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- O. Employment of 2009 Summer Session Faculty Personnel, as attached.

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

Added by addendum:

*Student Affairs Technician @31-2 (\$3,543.00 per month) effective August 20, 2009: Ester Rodriguez (Student Affairs)*

*Program Assistant I @25-5 (\$3,540.00 per month) effective August 31, 2009: Rebecca Pang (Adult Education)*

- Q. Classified Administrator Job Classification and Description for the Position of Clinical Supervisor-Nurse Practitioner, as attached.

VII. ADMINISTRATIVE MATTERS

- A. There were no items to discuss regarding the Presidential Search Process.

VIII. REPORTS

- A. Board of Trustees

Dr. Hughlett stated that it has been a very busy start to the semester. He thanked the employees on campus for their hard work in addressing the students' needs.

Mr. Arthur shared that the Cerritos College Foundation raised approximately \$67,000 at this year's annual golf tournament. He thanked Bovis Lend Lease and all of the sponsors that contributed to making the event a success.

Mr. Grimaldo stated that he attended the CCLC Student Trustee Workshop in San Francisco and added that he learned a lot. He added that he ran in the CCTT Student Trustee election and was first runner-up in the vote.

- B. Faculty and Staff Leadership

Ms. Moore stated that she is happy to join the Board table. She invited everyone to attend the Opening Convocation on Thursday, August 27 at 11:00 a.m., which will also serve as the official launch of the iFalcon campaign.

- C. Acting President/Superintendent and Vice Presidents

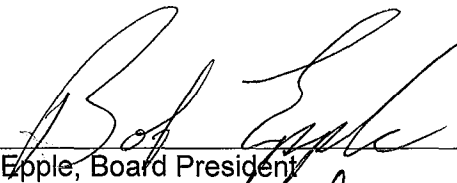
Mr. Farmer stated that the Academic Affairs staff have been managing regrettable but necessary reductions in the class schedule very effectively and added that it has been a difficult task. He indicated that Student Services staff has seen a large increase in the number of student they serve and that they are doing an excellent job despite staff reductions. He also stated that employees in the Facilities department have been working hard to improve classroom conditions and provide seating accommodations for students waiting to be served. He informed the Board that the dedication ceremony for the Aquatics Center will be held before the Board meeting on Wednesday, October 21.

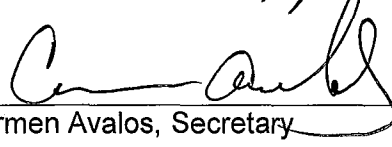
Dr. Brock informed the Board that nursing students who took a course which reviewed the state board exams received a 95% pass rate on the state board exams. Students who did not take the course still received an 85% pass rate. She stated that the paralegal program will have an accreditation site visit next week. She concluded by stating that classes have been in demand and that enrollment is very high. She thanked Student Services for all

their work and added that serving the students has been a community effort.

Dr. Johnson indicated that there has been a large increase in the number of students who receive Financial Aid. He attributed this not only to the economic downturn but also to an increase in efforts to bring about awareness to students. He shared that the Pell grant amount has been increased to \$5,350 per student and added that \$4.9 million has been disbursed to Cerritos College students so far.

- IX. CLOSED SESSION            The Board adjourned to closed session at 7:18 p.m.
- X. RECONVENE                 The Board reconvened at 7:53 p.m.
- XI. ADJOURNMENT            The meeting was adjourned at 7:53 p.m.
- XII. NEXT REGULAR MEETING    The next regular meeting of the Board of Trustees is scheduled for Wednesday, September 2, 2009 at 6:00 p.m.

  
\_\_\_\_\_  
Bob Epple, Board President

  
\_\_\_\_\_  
Carmen Avalos, Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees

**FROM:** William C. Farmer Jr., Acting President/Superintendent *WCF*

**REVIEWED BY:** M.L. Bettino, Dean of Academic Affairs *ML*

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

**DATE:** August 19, 2009

**SUBJECT:** **Consideration of Approval of Gateways Title V Grant Stipends**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payments for the named employees for their participation in the Gateways Title V Grant project for the academic year 2008-09.

### OVERVIEW

Under the Opening Academic Gateways to Science and Technical Professions for Hispanic Students Title V Grant that the college received in 2004, grant funds will be used to promote success in gateway Mathematics courses, specifically Math 20, 40, 60 and 80. During this past Spring 2009 semester, Math 20, Math 40, Math 60 and Math 80 courses were targeted to improve success and retention. The Title V Gateways website will be updated and enhanced to facilitate use by both students and instructors participating in the Title V Gateways program.

### ANALYSIS

The Mathematics Department has been very active in promoting success in Math 20, 40, 60 and Math 80 courses during this Spring semester. Numerous meetings and workshops were held in Spring 2009 and focused on using different teaching modalities to help students succeed in Math 20, 40, 60 and Math 80. These included: using tutors inside the classroom; teaching Math 20, 40, 60 and 80 as part of a learning community; teaching Math 20, 40, 60 and Math 80 in a 15-week format; and applying a variety of teaching strategies such as "hands on activities" with less lecture and more discussion. A massive effort to recruit and train student tutors was implemented in Fall 2005 and continues to be a significant component of this grant.

The following faculty taught at least one section of Math 20, 40, 60 and/or Math 80 in Spring 2009 or were the tutor recruiter and trainer as well as the website designer and were involved with the Title V Grant in Spring 2009. They are also attending workshops and faculty meetings relating to the grant. They implemented alternative teaching strategies, used Classroom Assessment Techniques, and developed original activities for Math 20, 40, 60 and Math 80. Some used tutors in the classroom, while others taught in the 9-week format or taught Math 20, 40, 60 or Math 80 in a learning community. The tutor trainer spent numerous hours to recruit and train the tutors that were used in the classroom, and had many discussions with faculty that used the tutors. The website designer facilitated the use of the website by students and faculty and made it more user friendly so that it will serve as a resource for both.

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The work was completed at the end of the Spring 2009 semester.

**FINANCIAL IMPLICATIONS**

Gateways Title V Grant funds will be utilized for this expenditure. The following faculty members from the Mathematics Department are to receive stipends as follows:

Byun, James	\$1600
Carreon, Lora	\$1600
Feldstein, Terry (tutor trainer)	\$5000
Ford, Diane	\$1600
George, Patty	\$1600
Godwin, Susan	\$1600
Mariani, Ilva (Website designer and Faculty)	\$3600
Nikdel, Mojdeh	\$1600
Pham, Ann	\$1400
Pham, Mai-Anh	\$1400
Roque, Tatiana	\$1600
Sterling, Merrick	\$1600
Torres, Maria	\$1600

REVISED

**CERRITOS COLLEGE**

**TO:** Board of Trustees

**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*

**REVIEWED BY:** Marilyn Brock, Interim Vice President of Academic Affairs

**PREPARED BY:** Nick Kremer, Executive Dean Community, Industry and Technology Education

**DATE:** August 19, 2009

**SUBJECT:** **Consideration of Approval of Stipends for the Summer Youth Employment Program Students**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve payment of stipends to the Summer Youth Employment Program students for completion of a 20-hour work readiness class related to the Summer Youth employment program in the amount of \$100 per student.

**OVERVIEW**

The Summer Youth Employment Program is supported by a grant through the Southeast Los Angeles County Workforce Investment Board (SELACO) with funding from the American Recovery and Reinvestment Act.

**ANALYSIS**

Successful completion of the work readiness class is a pre-requisite to the participants being placed in paid work experience positions. The District entered into an agreement with the Southeast Los Angeles County Workforce Investment Board (SELACO) to provide summer youth employment for up to 100 students between the ages of 18 to 24 and who meet income guidelines. The funds will support students in work experience, internships and clinical settings as well as labs and offices on campus.

**FINANCIAL IMPLICATIONS**

The following students are eligible to receive \$100 stipends. The funds will be from the American Reinvestment and Recovery Act. No district funds will be used.

Aliimatafitafi	Stephanie	Diaz	Luis
Almarez	Rocio	Doss	Jonathan
Alvarado	Marvin	Duarte	Karla
Arevalo	Dante	Egland	Markia
Berganza	Mary	Garcia	John
Bravo	Joana	Garcia	Monica
Cardosa	Analie	Garcia	Richard
Chavolla	Cindy	Gian	Cristopher
Contreras	Calvin	Gotoy	Nichole
Cuevas	Vincent	Granados	Eddie

Consideration of Approval of Stipends for the Summer Youth Employment Program Students  
August 19, 2009

Henry	Michael	Perez	Roberto
Hok	Eileen	Perez	Francisco
Hortua	Andres	Piedra	Norma
Hortua	Angie	Pimental	Lizeth
Jelks	Michael	Ramirez	Diana
Jimenez	Luis	Ramos	Martin
Jimenez	Sarah	Reed	Samuel
Johns	Lance	Rodriguez	Ricky
Johnson	Jacob	Sanchez	Gwen
Joya	Edith	Savea	Maria
Lazcon	Christian	Sepulveda	Rocio
Lizano	Abdel	Sevilla	Magali P
Maldonado	Luliana	Shami	Fadel
Martinez	Betania	Silva	Angelina
Martinez	Hector	Stewart	Amonieka
Martinez	Martin	Trejo	Erika
Mathis	Jonathon	Valdez	Wendy
Misares	Tatiana	Vasquez	Karla
Misares	Corina	Villagran	Alfredo
Mosqueda	Sylvia	Yean	Robert
Pasa	Eudora	Zamora	Erica
Pearson	Ashley		

Added by addendum:

Acosta	Brianne	Johnson	JuDawn
Alonso	Jacklyn	Johnson	Yul
Barron	Andres	Jones	Crystal
Breaux	Anthony	LaMarca	Taysha
Cole	Eric	Measkhan	Kevin
Cortes	Tatiana	Ruiz	Jesus
Espinoza	Edwin	Sevilla Garcia	Yantzi
Figueroa	Vanessa	Solorio	Erik
Henning	Markus	Spradlin	Wendy
Ilyas	Sara		

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Marilyn Brock, Interim Vice President of Academic Affairs *MB*  
**PREPARED BY:** Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*  
**DATE:** August 19, 2009  
**SUBJECT:** **Consideration of Acceptance of the California Community College Chancellor's Office 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 July 1, 2009 to June 30, 2010.

### OVERVIEW

The proposed project is intended to address the need for career technical teacher/educators at the secondary and community college level.

### ANALYSIS

The CTE Teacher TRAC teacher preparation model continues to build upon the relationships, rigor and relevance needed to recruit and prepare qualified CTE teachers. Three distinct populations are targeted in this program: high school students, college students, and incumbent workers. During the grant year, the Cerritos College CTE Teacher TRAC will conduct the following:

- Continued program awareness building through outreach, educational events and workshops in the existing career sectors: automotive, welding, and woodworking technologies;
- Program expansion within the education sector to provide for an articulated pathway in Early Childhood Education (ECE) from high school to community college to university;
- Professional development for community college and high school teachers in all four career sectors;
- Continued course contextualization of math, English and science.
- Internships and job shadowing for 32 students in the three existing career sectors.  
Establishment of 10 internships in ECE in centers which utilize the Reggio Emilia philosophy of education.
- Enhanced student development through math and science tutors, teacher mentors, one-on-one counseling, electronic portfolio development, an *Early Start Program*, a summer education academy, conferences and workshops.

Our CTE Teacher TRAC partnerships have expanded to include the University of La Verne, ABC Unified School District, Downey Unified ROP, and Head Start State Preschool, Norwalk/La Mirada School District. Continued partnerships include: California State University-Long Beach (CSULB), California State University-Los Angeles (CSULA), Southeast Regional Occupational Program (SEROP), and the Southland Motor Car Dealers Association (SMCDA).

**FINANCIAL IMPLICATIONS**

The Cerritos College Teacher TRAC Program will receive \$224,968 to continue development, enhancement, and refinement of the career technical education teacher pathway program.

## CERRITOS COLLEGE

**TO:** Board of Trustees

**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*

**PREPARED BY:** Steve Richardson, Executive Director, Foundation *SR*

**DATE:** August 19, 2009

**SUBJECT:** Consideration of Approval of Cerritos College Foundation Cost/Benefits to District for 2008-2009

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Cerritos College Foundation Cost/Benefits to District for 2008-2009 as presented.

### OVERVIEW

The Cerritos College Foundation Cost/Benefits to District for 2008-2009 is presented for approval.

### ANALYSIS

Attached is the District's invoice to the Foundation for its costs incurred by the Foundation for 2008-2009. Also attached are the Foundation's 2008-2009 Cost/Benefits Report and supporting documentation which was approved by the Cerritos College Foundation Board of Directors on July 16, 2009.

### FINANCIAL IMPLICATIONS

No financial impact

Attachments

# Cerritos College District

11110 Alondra Blvd.  
Norwalk, CA 90650  
562.860.2451 Fax 562.924.2800

# INVOICE

INVOICE NO: 286-09  
Date: July 7, 2009

To: Cerritos College Foundation  
11110 Alondra Blvd  
Norwalk, Ca 90650

DESCRIPTION		AMOUNT
	Reimbursement for Services and Facilities for 2008-09 Fiscal Year Per Master Agreement, Section V-A Board Approved April 1, 2009	\$303,607
<b>TOTAL DUE</b>		<b>\$303,607</b>

If you have any questions concerning this invoice, please call: Lola Rizkallah, 562 860-2451 ext. 2266

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2008-09 PROJECTED EXPENDITURES

CERRITOS COLLEGE FOUNDATION - LOCATION 02240

Wages & Benefits

Steve Richardson  
Janice Cole  
Rachel Samarin

	Subtotal	\$	298,838
Supplies		\$	176
Travel & Conferences		\$	-
Rents & Leases		\$	157
Maintenance Agreement/ Repair		\$	401
Equipment		\$	-
Postage		\$	4,035
Total Expenditures		<u>\$</u>	<u>303,607</u>

Wages & Benefits projected through 6/30/08

Other Expenses per LCGL012S as of 7/4/09

**Costs incurred by the District to benefit the Foundation:**

**Salaries & Fringe Benefits**

S. Richardson  
J. Cole  
R. Samarin

Sub-Total \$298,838

**Other**

Supplies \$176  
Conferences \$0  
Repairs \$401  
Rent Lease \$157  
Equipment \$0  
Postage \$4,035

Sub-Total \$4,769

**Total District Costs \$303,607**

**Monetary and Non-Monetary Benefits from the Foundation to the District:**

Program, Community, and Student Support \$297,738  
Promotion/Public Relations Support \$14,396  
Scholarships \$166,556  
Inkind Donations \$534,410  
Endowments \$6,725  
Board Volunteer Service \$9,625  
2007-2008 Gross Benefit \$1,029,450

**2008-2009 Net Benefit \$725,843**

Adjusted Carry Over from 2007-08 **\$1,925,604**

**Cumulative Net Benefit from Foundation to College \$2,651,447**

**2008-09**  
**Cerritos College Foundation**  
**Cost Benefit Report**

DESCRIPTION	AMOUNT	BALANCE
<b>PROGRAM, COMMUNITY, AND STUDENT SUPPORT:</b>		
Academic Excellence Awards	\$ 3,952.00	
Access First	\$ 265.00	
Auto Career Institute	\$ 5,084.00	
CARE Program	\$ 391.00	
Career Expo	\$ 75.00	
Child Development Conference	\$ 496.00	
Chrysler CAP Program	\$ 11,351.00	
College Access Program	\$ 12,208.00	
Cosmetology Program Student Awards	\$ 1,000.00	
Culinary Arts Program	\$ 708.00	
Dental Assisting Program	\$ 32.00	
Dental Hygiene Student Competition	\$ 2,310.00	
El Proyecto del Barrio (Economic Development)	\$ 24,803.00	
Financial Aid Student Emergency Aid Fund	\$ 4,500.00	
Fine Arts Choir Competition	\$ 2,000.00	
Health Occupations Simulation Lab	\$ 5,000.00	
Henderson Concert	\$ 38.00	
Instrumental Band Program	\$ 611.00	
IME Fellowship (Plaza Comunitarias)	\$ 2,600.00	
International Student Center	\$ 5,179.00	
Kelly Softball Field Project	\$ 4,814.00	
Library	\$ 4,667.00	
National Soccer Coaches Convention	\$ 1,347.00	
Outstanding Classified Award	\$ 500.00	
Outstanding Faculty Awards	\$ 500.00	
Physical Therapy Assistant Program	\$ 2,065.00	
Plastics	\$ 7,182.00	
Plazas Comunitarias	\$ 6,577.00	
Project HOPE	\$ 42,631.00	
Project HOPE (CA Endowment)	\$ 10,809.00	
Project HOPE (James Irvine Grant)	\$ 63,231.00	
Speech Dept. National Competition	\$ 5,820.00	
Speech Language Assistant Program	\$ 778.00	
Student Art Awards	\$ 1,000.00	
Student Health & Wellness Center Video Programs	\$ 3,000.00	
Student Tickets - South Coast Repertory	\$ 560.00	
Student Tickets - South Coast Repertory	\$ 507.00	
Student Tickets - Old Globe Theatre	\$ 300.00	
Summer Connections Program??	\$ 4,500.00	
Teacher TRAC	\$ 29,624.00	
Teacher TRAC Symposium	\$ 3,522.00	

**2008-09**  
**Cerritos College Foundation**  
**Cost Benefit Report**

DESCRIPTION	AMOUNT	BALANCE
<b>PROGRAM, COMMUNITY, AND STUDENT SUPPORT:</b>		
Transfer Center Reception	\$ 635.00	
Transfer Center University Visits	\$ 6,507.00	
Women's History Month	\$ 900.00	
Woodworking	\$ 13,159.00	
<b>TOTAL PROGRAM, COMMUNITY, AND STUDENT SUPPORT</b>		<b>\$ 297,738.00</b>
<b>PROMOTION/PUBLIC RELATIONS SUPPORT:</b>		
Newsletters	\$ 7,030.00	
Chamber Mega Mixer	\$ 5,040.00	
SCCTT Groundbreaking Ceremony	\$ 2,326.00	
<b>TOTAL PROMOTION/PUBLIC RELATIONS SUPPORT</b>		<b>\$ 14,396.00</b>
<b>SCHOLARSHIPS:</b>		
Agnes Duran Scholarship	\$ 600.00	
Albert Ostroff Scholarship	\$ 500.00	
Alice Collins Scholarship	\$ 750.00	
Alice Wang Scholarship	\$ 1,500.00	
Assistive Technology Scholarship	\$ 1,229.00	
Bellflower Noon Lions Club Scholarship	\$ 2,000.00	
Bianca Ruiz Scholarship Fund	\$ 27.00	
Broderick/CommeFord Memorial Scholarship	\$ 1,000.00	
Carmen Solis Pratt Scholarship	\$ 1,400.00	
Cassidy Family Scholarship	\$ 500.00	
Catherine Nuno Scholarship	\$ 1,000.00	
Cerritos College Retired Faculty Association Scholarship	\$ 1,000.00	
Cheryl A. Epple Memorial Scholarship	\$ 2,000.00	
College Access Scholarships	\$ 75,250.00	
D. Franklin Wright Scholarship	\$ 2,500.00	
DeLyre Scholarship	\$ 3,000.00	
DeMott Scholarship	\$ 500.00	
E. Maude West Scholarship	\$ 500.00	
Ed Bloomfield Scholarship	\$ 500.00	
Ellis Robinson Scholarship	\$ 250.00	
Ellen Carver Scholarship	\$ 750.00	
Elmer and Randy Dobson Scholarship	\$ 500.00	
English Dept. Scholarship	\$ 1,375.00	
Ernest A. Gonzalez Scholarship	\$ 250.00	
Esther L. Espinoza Teacher TRAC Scholarship	\$ 1,000.00	
Euridito Scholarship	\$ 1,500.00	
Fred Gaskin Teacher TRAC Scholarship	\$ 1,000.00	
Glorya Welch Scholarship	\$ 500.00	
Golden Girls Scholarship	\$ 750.00	

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**2008-09**  
**Cerritos College Foundation**  
**Cost Benefit Report**

DESCRIPTION	AMOUNT	BALANCE
<b>SCHOLARSHIPS:</b>		
Habib American Bank Business Scholarship	\$ 4,000.00	
Hoekzema Medical Assisting Scholarship	\$ 300.00	
Ina Zive Scholarship	\$ 1,000.00	
International Students Scholarship	\$ 7,250.00	
Jean Michael Scholarship	\$ 2,000.00	
Jeanie M.T. Yang Automotive Scholarship	\$ 1,000.00	
Joan Licari Scholarship	\$ 1,000.00	
John Boyle Scholarship	\$ 250.00	
John Moore First Step Scholarship	\$ 500.00	
John Pelloni Scholarship	\$ 1,500.00	
Juntilla SHP Scholarship	\$ 1,000.00	
Keith Hinrichsen Scholarship	\$ 2,100.00	
Kevin Hoggard Scholarship	\$ 250.00	
Marion Hyde Scholarship	\$ 3,000.00	
Nancy Kelly Scholarship	\$ 4,000.00	
Newton Werner Scholarship	\$ 100.00	
Norm Reeves Honda First Year Experience Scholarship	\$ 750.00	
Norwalk Woman's Club Scholarship	\$ 500.00	
Paige Scholar Scholarship	\$ 1,000.00	
Pat Pinder Scholarship	\$ 300.00	
Phil Rodriguez Scholarship	\$ 1,100.00	
Photography Scholarship	\$ 300.00	
Plastics Scholarship	\$ 625.00	
Project HOPE Scholarships	\$ 10,000.00	
Richard McGrath Scholarship	\$ 250.00	
Robert Collins Scholarship	\$ 2,400.00	
Robert C. Hughlett Scholarship for Students with Disabilities	\$ 3,000.00	
Sanchez de Hernandez Scholarship	\$ 500.00	
Scott Henderson Scholarship	\$ 1,000.00	
SMCDA Scholarships	\$ 4,600.00	
The Chugh Firm Accounting Scholarship	\$ 1,000.00	
The Chugh Firm Paralegal Scholarship	\$ 1,000.00	
Tom and Marie Jackson Scholarship	\$ 500.00	
USS Pelias Scholarship	\$ 500.00	
Wayne Nunnery Facilities & Purchasing Leadership Scholarship	\$ 1,500.00	
Woman's Club of Artesia-Cerritos Scholarship	\$ 2,250.00	
Yamaha Scholarship in Music	\$ 500.00	
<b>TOTAL SCHOLARSHIPS</b>		<b>\$ 166,556.00</b>

**2008-09  
Cerritos College Foundation  
Cost Benefit Report**

DESCRIPTION	AMOUNT	BALANCE
<b>INKIND DONATIONS:</b>		
A. Fucci (Woodworking)	\$ 375.00	
Jerrold Deleget (Woodworking)	\$ 1,700.00	
Best Buy (Foster Care/Kinship Program)	\$ 510.00	
Traci Ukita (CARE Program)	\$ 220.00	
Verisurf Software (Machine Technology)	\$ 528,000.00	
Joihn thill (Woodworking)	\$ 30.00	
Sharad Mulchand (Woodworking)	\$ 3,950.00	
<b>TOTAL INKIND DONATIONS</b>		<b>\$ 534,410.00</b>
<b>ENDOWMENTS:</b>		
Robert C. Hughlett Scholarship for Students w/Disabilities	\$ 3,105.00	
Cheryl Epple Scholarship	\$ 1,870.00	
Richard McGrath Schoalrship	\$ 250.00	
Paige Scholar Scholarship	\$ 1,000.00	
Nona Siegel	\$ 500.00	
<b>TOTAL ENDOWMENTS</b>		<b>\$ 6,725.00</b>
<b>Board Volunteer Service</b>		<b>\$ 9,625.00</b>
<b>Total Foundation Support to District</b>		<b>\$ 1,029,450.00</b>
As of 6/30/09		

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Acting President/Superintendent WCF  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services   
**DATE:** August 19, 2009  
**SUBJECT:** **Consideration of Denial of Claim Against the District: Melissa Parra – Personal Injury**

### RECOMMENDATION

It is recommended that this claim be denied by the Board of Trustees and turned over to our insurance administrator, Keenan & Associates.

### OVERVIEW

A claim for personal injury has been filed against the District.

### ANALYSIS

Melissa Parra has presented a claim for damages against Cerritos College. The claim alleges Cerritos College, and its agents and employees, knew or should have known of the dangerous condition of the desk and they failed to warn of and/or fix this dangerous condition. Having reviewed the claim for damages, Cerritos College's third party administrator (Keenan & Associates) recommends that the Cerritos College Board take action to "reject" the claim for damages. By rejecting the claim for damages, the claimant must file a lawsuit within 6 months or 180 days following the mailing of the rejection letter to protect the statute of limitations.

### FINANCIAL IMPLICATIONS

This claim is covered by insurance, but may affect future insurance premiums.

Page 2  
 Public Hearing  
 August 19, 2009

The Budget Calendar is as follows:

August 20 or 21, 2009\*

District publishes notice in the newspapers and the local publications announcing dates, times, and location for public inspection of the Budget.

August 26 through  
 September 2, 2009\*  
 8:00 a.m. to 4:30 p.m.

Dates the Budget is available for inspection by the public in the President's Office and the Office of the Vice President of Business Services at Cerritos College.

September 2, 2009\*

Public Hearing – Board of Trustees Regular Meeting in the “Cheryl A. Epple Board Room”.

September 2, 2009\*

Board adopts the Proposed 2009-10 Adopted Budget – Board of Trustees Regular Meeting in the “Cheryl A. Epple Board Room”.

**\* Above dates are subject to change.**

### **FINANCIAL IMPLICATIONS**

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

Attachment

**NOTICE OF PUBLIC HEARING**  
**ON THE PROPOSED 2009-10 ADOPTED BUDGET OF**  
**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**OF LOS ANGELES COUNTY**

The governing board of Cerritos Community College District will hold a public hearing on the Proposed Adopted Budget of the District for the 2009-10 year prior to final adoption as required by Title 5, Division 6, Chapter 9, Subchapter 4, Section 58301.

The Public Hearing will be held at the Cerritos Community College "Cheryl A. Epple Board Room" on September 2, 2009, at 6:00 P.M. The public is cordially invited to attend this meeting.

The Proposed Adopted Budget will be on file and available for public inspection at the following location(s) should members of the public wish to review the Budget prior to the Public Hearing.

Location: Cerritos Community College, 11110 Alondra Blvd., Norwalk – President's Office and Vice President of Business Services Office; Date/Time: Wednesday, August 26, through Wednesday, September 2, 2009 between the hours of 8:00 a.m. and 4:30 p.m.

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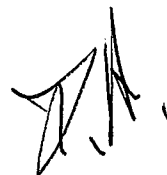
Berlanti A Rizkallah, Director of Fiscal Services

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ADDENDUM

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** August 19, 2009  
**SUBJECT:** **CONSIDERATION TO WITHDRAW BID #0809-10, FACILITIES AND PURCHASING COMPLEX**



### 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 June 19 and 26, 2009. The bid due date was on August 4, 2009.

### ANALYSIS

On August 4, 2009, twenty-nine bids were received. The lowest bidder requested to withdraw the bid due to a clerical error in the bid calculation. The staff is recommending that the bid be withdrawn and the project be re-bid at a later date.

### FINANCIAL IMPLICATIONS

None.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services *JAK*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** August 19, 2009  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF BID #0809-14, FIRE ALARM SYSTEM REPLACEMENT AND NEW MASS NOTIFICATION SYSTEM – GROUP I**

### RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0809-14, Fire Alarm System Replacement and New Mass Notification System – Group I 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 June 26 and July 3, 2009. The bid due date was on July 30, 2009.

### ANALYSIS

On July 30, 2009, nine bids were received. A summary of the bids recap is attached.

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 \$1,887,700.00. Funding for this project will come from the GO Bond.

**Bid Recap #0809-14, Fire Alarm System Replacement  
and New Mass Notification System - Group I**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
G-2000 Construction, Inc.**	\$ 1,582,000.00	\$ 150,000.00	\$ 1,732,000.00
Minco Construction	\$ 1,737,700.00	\$ 150,000.00	\$ 1,887,700.00
Angeles Contractor, Inc.	\$ 1,789,000.00	\$ 150,000.00	\$ 1,939,000.00
Kemp Bros. Construction Inc.	\$ 1,863,086.00	\$ 150,000.00	\$ 2,013,086.00
FEI Enterprises, Inc.	\$ 1,900,000.00	\$ 150,000.00	\$ 2,050,000.00
USS Cal Builders, Inc.	\$ 1,918,000.00	\$ 150,000.00	\$ 2,068,000.00
Hanan Construction Co., Inc.	\$ 2,173,000.00	\$ 150,000.00	\$ 2,323,000.00
Mel Smith Electric, Inc.	\$ 2,246,600.00	\$ 150,000.00	\$ 2,396,600.00
Jam Corporation	\$ 2,700,000.00	\$ 150,000.00	\$ 2,850,000.00

*\*\* Contractor withdrew bid*

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services *J.A.*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** August 19, 2009  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID 0607-25, INFRASTRUCTURE AND CENTRAL PLANT – PHASE I**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Minco Construction for the Infrastructure and Central Plant – Phase I at Cerritos Community College District as presented.

### OVERVIEW

The District issued a contract to Minco Construction 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 29, 2009. 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 \$10,603,697.58.

RECORDING REQUEST BY  
WHEN RECORDED MAIL TO:

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

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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: Infrastructure and Central Plant – Phase I, Bid #0607-25 contract for the doing of which was heretofore entered into on the 19<sup>th</sup> day of July, 2007 which contract was made with Minco Construction, contract number #C07-1023, as contractor; that said improvements were completed on the 29<sup>th</sup> day of June, 2009, and accepted by formal action of the governing board of said DISTRICT on the 19<sup>th</sup> day of August, 2009; 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 International Fidelity 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: \_\_\_\_\_  
Dr. Jim Albanese  
Interim Vice President of Business Services

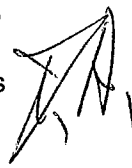
Date: \_\_\_\_\_

Place of Execution: Norwalk, California

000050

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** August 19, 2009  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID 0708-03, INFRASTRUCTURE AND CENTRAL PLANT – PHASE II**



### RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Minco Construction for the Infrastructure and Central Plant – Phase II at Cerritos Community College District as presented.

### OVERVIEW

The District issued a contract to Minco Construction on February 7, 2008. 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 29, 2009. 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 \$1,737,000.00.

RECORDING REQUEST BY  
WHEN RECORDED MAIL TO:

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

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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: Infrastructure and Central Plant – Phase II, Bid #0708-03 contract for the doing of which was heretofore entered into on the 7<sup>th</sup> day of February, 2008 which contract was made with Minco Construction, contract number #C07-1078, as contractor; that said improvements were completed on the 29<sup>th</sup> day of June, 2009, and accepted by formal action of the governing board of said DISTRICT on the 19<sup>th</sup> day of August, 2009; 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 International Fidelity 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: \_\_\_\_\_  
Dr. Jim Albanese  
Interim Vice President of Business Services

Date: \_\_\_\_\_

Place of Execution: Norwalk, California

000052

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services   
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** August 19, 2009  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID 0809-07, SOCIAL SCIENCE BUILDING EXTERIOR RESTORATION**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Best Quality Painting, Inc. for the Social Science Building Exterior Restoration at Cerritos Community College District as presented.

### OVERVIEW

The District issued a contract to Best Quality Painting, Inc. on February 19, 2009. 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 July 23, 2009. 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 \$162,300.00.

RECORDING REQUEST BY  
WHEN RECORDED MAIL TO:

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

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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: Social Science Building Exterior Restoration, Bid #0809-07 contract for the doing of which was heretofore entered into on the 19<sup>th</sup> day of February, 2009 which contract was made with Best Quality Painting, Inc., contract number #C08-1074, as contractor; that said improvements were completed on the 23<sup>rd</sup> day of July, 2009, and accepted by formal action of the governing board of said DISTRICT on the 19<sup>th</sup> day of August, 2009; 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: \_\_\_\_\_  
Dr. Jim Albanese  
Interim Vice President of Business Services

Date: \_\_\_\_\_

Place of Execution: Norwalk, California

000054

## FACULTY HOURLY - BUSINESS EDUCATION

## Reemployed

Name		Discipline	Salary Placement	Rate
Acheson	Michael	Business Administration	B4	57.46
Alenikov	Michael	Real Estate	B4	57.46
Anaya	Jose	Business Administration	A4	57.46
Arredondo	Rafael	Insurance	A2	51.71
Baber	James	Business Administration	B5	60.33
Berdine	Michael	Business Administration	B3	54.60
Bird	William	Real Estate	A3	54.60
Blackmun III	Eugene	Business Administration	B5	60.33
Byrne	Gloria	Computerized Office Technology	B5	60.33
Cadavid	Anthony	Business Administration	B1	48.83
Carranza	Jaime	Real Estate	B5	60.33
Chiaravalloti	Susan	Court Reporting	B3	54.60
Cicino	Monte	Real Estate	A5	60.33
Cline	Margaret	Court Reporting	B1	48.83
Cooper	Johnny	Paralegal	B5	60.33
Cooper	Johnny	Computerized Office Technology	B5	60.33
Cordts	Arthur	Insurance	B2	51.71
Davis	Patricia	Accounting	A2	51.71
Davis	Richard	Computerized Office Technology	B5	60.33
Davis	Rodney	Accounting	B5	60.33
Doles	Robert	Paralegal	B1	48.83
Elam	Christine	Business Administration	B5	60.33
Epperson	Jocelyn	Court Reporting	A4	57.46
Fantroy	Sharon	Business Administration	B2	51.71
Filer	Anthony	Paralegal	B5	60.33
Gallagher	Mary	Court Reporting	B5	60.33
Garza	Javier	Business Administration	B3	54.60
Goldman	Gene	Paralegal	B5	60.33
Gordon	George	Real Estate	A5	60.33
Grafton	Cindy	Court Reporting	B5	60.33
Greene	Neal	Business Administration	A2	51.71
Guevara	Yamil	Business Administration	A4	57.46
Hill	Carment	Real Estate	B2	51.71
Hupp	Scott	Real Estate	A5	60.33
Jamieson	Ronald	Accounting	B5	60.33
Kim	Rick	Paralegal	B1	48.83
Kisling	Kenneth	Accounting	B4	57.46
Kroll	Stephen	Accounting	B5	60.33
Lantz	Karen	Computerized Office Technology	B5	60.33
Lee	Ya-Ling	Accounting	B5	60.33
Livingston	Barbara	Business Administration	B4	57.46
Lucero	Terrence	Accounting	B5	60.33
Maline	Rama	Paralegal	A3	54.60
Means	Randall	Accounting	B5	60.33

**FACULTY HOURLY - BUSINESS EDUCATION (Cont.)**

<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Merrill	Kenneth	Real Estate	A5	60.33
Murphy	Daniel	Paralegal	A5	60.33
Nagao	Denise	Court Reporting	B3	54.60
Ortiz	Margarita	Court Reporting	B3	54.60
Pou	Norma	Court Reporting	A4	57.46
Pulvers	Karen	Court Reporting	B4	57.46
Ramos	Gerardo	Business Administration	B2	51.71
Ravenscroft	Carrie	Court Reporting	A3	54.60
Reizner	Bernard	Accounting	B5	60.33
Schaeffer	Susan	Court Reporting	A2	51.71
Shanteler	Kathryne	Court Reporting	A3	54.60
Sheng	Stacie	Court Reporting	A2	51.71
Shopfner	Joyce	Computerized Office Technology	B5	60.33
Smith	Neal	Accounting	A4	57.46
Somoano	Rachel	Court Reporting	A2	51.71
Stamos	Christopher	Accounting	B5	60.33
Stradley	David	Paralegal	A3	54.60
Thaler	Timothy	Accounting	A4	57.46
Whitson	Stephen	Accounting	A4	57.46

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Salary</b>	<b>Rate</b>
Besaglieri	Andrea	Art & Design	B5		60.33
Carroll	Donald	Music	B5		60.33
Chen	Johanna	Music	B5		60.33
DaSilva	Paul	Music	B5		60.33
Delgado	Jasmine	Art & Design	B1		48.83
Doyle	John	Art & Design	B5		60.33
DuPlessis	Daniel	Art & Design	B3		54.60
Emmett	Karen	Photography	B5		60.33
Flanders	Mark	Photography	B5		60.33
Geckler	Megan	Art & Design	B5		60.33
Gresham	Ann	Music	B5		60.33
Grigoriev	Igor	Music	B5		60.33
Grollman	Jim	Theatre Arts	B5		60.33
Gutierrez	Charles	Music	B4		57.46
Guzak	Rebecca	Art & Design	B5		60.33
Hartl	Forrest	Theatre Arts	B3		54.60
Huxley	Dawn	Art & Design	A2		51.71
Immel	Conrad	Music	B5		60.33
Isaacs	David	Music	B3		54.60
Kauk	Melissa	Art & Design	A2		51.71
Kidd	Thomas	Art & Design	A4		57.46

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS (Cont.)**

Name		Discipline	Salary	
			Placement	Rate
Kubiak	Paul	Music	B5	60.33
Leach	Larry	Journalism	A2	51.71
Lee	Sung Ae	Music	B5	60.33
Marr	John	Music	B5	60.33
Medina	Anthony	Art & Design	B5	60.33
Mello	Chris	Music	A3	54.60
Nelson	Mark	Photography	B5	60.33
Packwood	Eleanor	Theatre Arts	B2	51.71
Pearson	Patrick	Theatre Arts	A2	51.71
Piotrowski	Casey	Theatre Arts	B5	60.33
Santos	Ron	Photography	B5	60.33
Schreiner	Gregory	Music	B5	60.33
Schwenkmeyer	Karen	Photography	B5	60.33
Simmons	James	Music	A3	54.60
Skaar	Susan	Photography	B5	60.33
Swanson	Jessica	Art & Design	B4	57.46
Szeto	Dominic	Art & Design	B1	48.83
Teran	Sergio	Art & Design	A3	54.60
Torres	Martin	Music	B5	60.33
Tsai	Tammy	Music	B5	60.33
Velazquez	Sal	Theatre Arts	B5	60.33
Wagstaff	Jerrin	Art & Design	A3	54.60
Walton	Etta	Theatre Arts	B5	60.33
Ward	David	Theatre Arts	B5	60.33
Weiss	Tracey	Art & Design	A5	60.33
Zamora	John	Theatre Arts	B5	60.33

**New Hires**

Name		Discipline	Salary	
			Placement	Rate
McMills	Anne	Theatre Arts	A1	48.83
Sneed	Holly	Theatre Arts	A1	48.83

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**Reemployed**

Name		Discipline	Salary	
			Placement	Rate
Blevins	Diane	Speech Pathology Assistant	B1	48.83
Sarbo	Linda	Dental Hygiene	B1	48.83

**New Hires**

Name		Discipline	Salary	
			Placement	Rate
Christensen	Valeria	Physical Therapy Assistance	A1	48.83
Ortiz	Carrie	Speech Pathology Assistant	A1	48.83

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Barman	Kevin	Sociology	B3	54.60
Barrett	Erin	Psychology	A3	54.60
Beck	Karen	Psychology	B5	60.33
Bender	Linda	Anthropology	A4	57.46
Cail	Jessica	Psychology	B2	51.71
Castillo	Carlos	Philosophy	A3	54.60
Channey	Van	Political Science	A2	51.71
Cho	Yoon-Sung	Philosophy	B5	60.33
Cummins	Megan	Economics	A2	51.71
Der-Mesropian	Emma	Sociology	B5	60.33
Domingo	Aldwin	Psychology	A4	57.46
Durdella	Nathan	Political Science	B2	51.71
Engquist	Martin	Administration of Justice	B5	60.33
Ferguson	Melissa	Psychology	A3	54.60
Ferreira	Maria	Sociology	B5	60.33
Fonti	Allison	Elementary Teacher Education	A1	48.83
Francis	Tami	Education	A1	48.83
Gaffaney	Gialisa	Political Science	B3	54.60
Gerdes	Kirsetn	Philosophy	A2	51.71
Hall	David	History	B5	60.33
Jimenez	Fernando	Administration of Justice	A3	54.60
Kelsey	David	Philosophy	B1	48.83
Kradjian	Clayton	Philosophy	B5	60.33
Larson	Mary Ann	Psychology	B5	60.33
Lopez	Anthony	Psychology	B5	60.33
Maldonado	Christian	Interdisciplinary Studies	B3	54.60
Marot	John	History	B4	57.46
Miele	Richard	Sociology	B5	60.33
Minsky	Larry	Sociology	B2	51.71
Monge	Michael	Philosophy	A2	51.71
Mories	Alberto	Anthropology	B1	48.83
Mullins	Terrance	Political Science	A4	57.46
Nath	Janie	Psychology	B2	51.71
Nebbia	Gerardo	Economics	B5	60.33
Nguyen	Son	History	B5	60.33
Oguri	Kaoru	Anthropology	B2	51.71
Pakula	Jennifer	Economics	A2	51.71
Pesanti	Keri	Psychology	B5	60.33
Phillips	Kim	Sociology	A5	60.33
Ramirez	Adriana	History	B2	51.71
Rickman	Tracy	Administration of Justice	B3	54.60
Rutkoski	Tracy	Elementary Teacher Education	A1	48.83
Sandoval	Carlos	Psychology	B4	57.46
Sedgwick	Emily	Philosophy	B5	60.33

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES (Cont.)**

Name		Discipline	Salary	
			Placement	Rate
Sliff	Robert	Philosophy	B5	60.30
Spence	Robin	History	A2	51.71
Spooner	Gregory	Philosophy	B5	60.33
Steele	Donette	Psychology	B5	60.33
Suh	Daniel	Sociology	B2	51.71
Sutherland	Corine	Philosophy	B5	60.33
Swendson	Paul	History	B4	57.46
Tahernia	Farshid	Economics	A5	60.33
Valenzuela	Enrique	Political Science	B4	57.46
Walthall	Johanna	Psychology	A2	51.71
Waszak	Leon	History	B5	60.33
White	Kenneth	Political Science	A3	54.60
Wong	Thomas	History	B5	60.33
Ysais	Michelle	Sociology	A4	57.46

**FACULTY HOURLY - LIBERAL ARTS****Reemployed**

Name		Discipline	Salary	
			Placement	Rate
Asis	Brian	English	A2	51.71
Bailey	Kathryn	Foreign Language	B2	51.71
Baker	John	English	A4	57.46
Bergan	Robert	Foreign Language	B5	60.33
Campos	Danielle	English	B2	51.71
Cantrell	Daniel	Speech	B3	54.60
Carey	Jamie	English	A4	57.46
Carney	Christopher	English	B5	60.33
Cheatham	Teresa	English	A5	60.33
Crachiolo	Sarah	Speech	B2	51.71
Cuesta	Yolanda	Foreign Language	B5	60.33
Daly	George	English	B5	60.33
Digiovanni	Sybil	Reading	B1	48.83
Dobrian	Fred	Foreign Language	B4	57.46
Dongell	Robert	English	B5	60.33
Ersig-Marcus	Christine	Speech	B5	60.33
Evans	Max	English	B1	48.83
Fernandez	Juan	English	A2	51.71
Fischer	Anna	ESL	B5	60.33
Flores-Salcido	Dahlia	Reading	B5	60.33
Gigliotti	Dana	Reading	B4	57.46
Givens	Lori	English	A4	57.46
Givhan	Jennifer	English	B1	48.83
Green	Chad	English	A2	51.71
Gutierrez	Kimberly	English	A1	48.83
Gutierrez	Aron	English	A3	54.60

**FACULTY HOURLY - LIBERAL ARTS (Cont.)**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hall	Avery	Reading	B5	60.33
Hamilton	Kieko	Foreign Language	B5	60.33
Hanniff	Brooke	Speech	A4	57.46
Harmon	James	English	A5	60.33
Harper	Paula	Foreign Language	B5	60.33
Hector	Jeremy	English	A4	57.46
Hsiao	John	English	B2	51.71
Jarrett	Vanessa	Speech	B4	57.46
Kane	John	Reading	B5	60.33
Klein	Benjamin	English	A5	60.33
Koven	Marlene	Foreign Language	B5	60.33
Kronbeck	Mandy	English	A3	54.60
Krulic	James	English	B5	60.33
LaPorta	Michelle	English	A5	60.33
Lechman	Donald	English	B5	60.33
Levenshus	Joshua	Speech	B2	51.71
Lovejoy	Nicole	English	A4	57.46
Magabo	Susan	Reading	A3	54.60
Majam-Finch	Danielle	ESL	B5	60.33
Manross	Debra	Speech	B3	54.60
Manzullo	Michael	English	B5	60.33
Martinez	Suzanne	English	A4	57.46
Mata	Chimene	English	A5	60.33
McLaughlin	Patrick	Reading	B5	60.33
Michelotti	Andrea	Foreign Language	B3	54.60
Mochizuki	Steve	Foreign Language	B5	60.33
Nave	Marquis	English	A4	57.46
Nicolas	Jean-Pierre	Foreign Language	B2	51.71
Nikolaou	Ursula	Foreign Language	B5	60.33
Peralta	Trudy	English	B5	60.33
Persaud	Philip	English	B2	51.71
Pham	Viethang	English	B2	51.71
Rodriguez	Anna	ESL	A2	51.71
Roffel	Frank	English	B2	51.71
Sanchez	David	Foreign Language	A5	60.33
Savard	Hale	English	A2	51.71
Schendel	Kelly	English	B1	48.83
Siegel	Allan	English	B5	60.33
Sirota	Louanne	English	A1	48.83
Smith	Sean	English	A5	60.33
Solis	Alexia	English	B1	48.83
Spradlin	Nancy	English	B5	60.33
Stavast	John	English	A5	60.33
Sutton	Robbie	Foreign Language	B4	57.46
Tan	Kimberly	Speech	B3	54.60
Tashima	John	English	B2	51.71
Tilley	Gerald	Reading	B5	60.33

**FACULTY HOURLY - LIBERAL ARTS (Cont.)**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Tracy	Lucia	Reading	A2	51.71
Tucker	Jazmine	Reading	B5	60.33
Vanciu	Alina	English	B1	48.83
Wagner	Helene	Speech	B5	60.33
Walker	Danielle	Speech	B5	60.33
Walsh	Wendy	English	A5	60.33
Warken	Tom	English	B5	60.33
Williams	Roberta	Reading	A2	51.71
Yang	Ruixie	Reading	A5	60.33
Yingst	Sylvia	Foreign Language	A5	60.33
Zumaeta	Haydee	Foreign Language	B4	57.46

**FACULTY HOURLY - PE/ATHLETICS****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Myer	Glen	Coaching	B5	60.33

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Lopez	Marco	Chemistry	A2	51.71
Rodriguez	Richard	Chemistry	A2	51.71

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Boxx	Gayle	Biology	A1	48.83

**FACULTY HOURLY - TECHNOLOGY****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Aguirre	Anna	Cosmetology	A2	51.71
Aplanalp	Jane	Cosmetology	B5	60.33
Atherton	Anthony	Woodworking	B5	60.33
Baker	Deborah	Cosmetology	A3	54.60
Barnes	James	Welding	A2	51.71
Becerra	Mardell	Cosmetology	A2	51.71
Bettencourt	Madeline	Cosmetology	A2	51.71
Christian	Suzette	Cosmetology	A2	51.71

**FACULTY HOURLY - TECHNOLOGY (Cont.)**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Driskell	James	Woodworking	B5	60.33
Eisenmann	Kevin	Plastics	B1	48.83
Gray Jr.	Robert	Woodworking	B5	60.33
Hagenbach	Darleen	Auto Body Repair	B5	60.33
Henry	Lauren	Cosmetology	B5	60.33
Henry	Fred	Welding	B5	60.33
Krause	Peter	Woodworking	A4	57.46
Mendoza	Luis	Plastics	B5	60.33
Miller	Roxanne	Cosmetology	B3	54.60
Miller	Brian	Woodworking	B5	60.33
Mortensen	Erik	Woodworking	B5	60.33
O'Farrell	Fergus	Plastics	B3	54.60
Ouwehand	Michael	Woodworking	A5	60.33
Perkins	David	Welding	B5	60.33
Rock	Eugene	Cosmetology	B4	57.46
Sanchez	Carlos	Woodworking	B5	60.33
Thornbourn	Robert	Woodworking	B5	60.33
Tomaselli	Nancy	Cosmetology	B5	60.33
Vernier	John	Woodworking	B3	54.60
Wood	John	Woodworking	B5	60.33

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Stever	Eugene	Engineering Design Technology	A1	48.83

**COUNSELOR HOURLY - STUDENT SERVICES****Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Anang-Kolletty	Yuhaniz	Counseling	C2	43.10
Boudreau	Debbie	Counseling	C2	43.10
Choi	Hye-jin	Counseling	C1	40.23
Davidson	Martha	Counseling	C2	43.10
Guerrero Cantor	Jamila	DSP&S	C1	40.23
Hill	Shelia	Counseling	C2	43.10
Icaro-Boiser	Rubirosa	Counseling	C2	43.10
Loera	Claudia	Counseling	C2	43.10
Lozano	Rene	Counseling	C2	43.10
Saucedo	Marcelino	Counseling	C2	43.10
Thigpen	Joyce	Counseling	C2	43.10
Toumajian	Mary Kay	Counseling	C2	43.10
Vega	Maria	Counseling	C2	43.10
Villalpando	Celia	Counseling	C1	40.23
Wiggins	Lynell	Counseling	C1	40.23

**FACULTY HOURLY - STUDENT SERVICES**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Garcia Jr.	Tomas	DSP&S	A1	48.83

**FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Hyatt-Solomina	Yelena	Adult Education	A1	48.83
Jackson	Michael	Adult Education	A1	48.83

**BUSINESS EDUCATION****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Schaeffer	Susan	Court Reporting	A1	48.83
Shanteler	Kathryne	Court Reporting	A2	51.71
Sheng	Stacie	Court Reporting	A1	48.83
Somoano	Rachel	Court Reporting	A1	48.83

**HUMANITIES/SOCIAL SCIENCES****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Adkins	Paris	Anthropology	A1	48.83

**LIBERAL ARTS****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hall	Avery	Reading	B5	60.33
Jolly	Jeffry	English	B5	60.33
Nave	Marquis	English	A3	54.60
Webb	Travis	English	A1	48.83
Yang	Ruixie	Reading	B4	57.46

**PE/ATHLETICS****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Austin	James	Athletics	A3	54.60

**SCIENCE, ENGINEERING & MATHEMATICS****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Rodriguez	Richard	Chemistry	A1	48.83

**STUDENT SERVICES**

**Part-Time Counselors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Guerrero Cantor	Jamila	DSP&S	C1	40.23

**Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Garcia Jr	Tomas	DSP&S	A1	48.83

**FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**

**Part-Time Instructors**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Hyatt Solomina	Yelena	Adult Education	A1	48.83

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, 2009 OR 175 TOTAL WORKDAYS,  
WHICHEVER OCCURS FIRST

Beach, Nicholas	Aide-General (Traffic Control Officer)	\$8.00/hr	06/24/09
Garcia, Andres	"	"	06/01/09
Mehr, Farshad	"	"	06/17/09
Neff, Steve	"	"	"
Nunes, Jesse	"	"	06/24/09
Castro, J. Antonio	Clerk	\$8.64/hr	06/15/09
Morrison, Danielle	"	"	"
Aliimatafitafi, Stephanie	Assessment Clerk	\$9.56/hr	06/01/09
Gotoy, Nichole	"	"	"
Garcia, Monica	Instructional Aide I	\$9.56/hr	06/01/09
Villagran, Alfredo	"	"	"
Lopez, Antonio	Program Assistant I	\$9.99/hr	06/01/09
Silva, Angelina	Aquatics Specialist	\$10.11/hr	06/11/09
Hortua, Julio	Secretary Clerk	\$10.53/hr	06/01/09
Vega, Edith	"	"	04/27/09
Perez, Francisco	Instructional Media Production Specialist	\$16.41/hr	06/20/09
Perez, Roberto	"	"	"
Fraps, Bryant	Educational Technology Trainer	\$18.60/hr	02/15/09
Tucker, Jazmine	Community Education Specialist	\$29.15/hr	05/25/09
Chavez, Jesse	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	06/22/09
Kim, Joo Seong	"	"	06/01/09
DiPietro-Fife, Diann	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	06/08/09

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) – (2009 – 2010 School Year)

Acosta, Carlos	Custodian	\$9.76/hr	07/01/09
Born, Jon	"	"	"
Buenviaje, Michelle	"	"	"
Gasca, Arturo	"	"	"
Gonzalez, Silviano	"	"	"
Guevara, Susan	"	"	"
Gutierrez, Jaime	"	"	"

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) – (2009 – 2010 School Year)

Born, Jon	Gardener/Groundskeeper	\$9.99/hr	07/01/09
Gasca, Arturo	"	"	"
Montoro, Diana	Child Development Center Teacher (Grade I)	\$25.10/hr (5)	07/01/09
Sevilla, Daissy Zendejas	Child Development Center Teacher (Grade II)	\$22.78/hr (2)	07/01/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Renatividad, Buhay	Aide-General (Clerical)	\$8.00/hr	07/01/09
Cos, Jessika	"	"	"
Ellis, Kelly	"	"	"
Aguado, Michael	Aide-General (Lab)	\$8.00/hr	07/01/09
Beltran, Johavi	"	"	"
Calderon-Navarro, Rachel	"	"	"
De Mata, Melissa	"	"	"
Diaz, Luis	"	"	"
Duong, Andy	"	"	"
Gamage, Sayur	"	"	"
Gilbert, Gianni	"	"	"
Gomez, Jose	"	"	"
Hadiningtias, Syntia	"	"	"
Cuevas, Vincent	Aide-General (Laborer)	\$8.00/hr	07/01/09
Amezcuca, Denise	Aide-General (Traffic Control Officer)	\$8.00/hr	07/01/09
Beach, Nicholas	"	"	"
Becerra, Juana	"	"	"
Bermudez, Edna	"	"	"
Castro, Eduardo	"	"	"
Frazier, Dayvon	"	"	"
Garcia, Andres	"	"	"
Angulo, Melissa	Aide-Special (Counselor)	\$8.00/hr (1)	07/01/09
Cadenas, Marlon	"	"	"
De La Campa, Kesia	"	"	"
Fuimaono, Shaun	"	"	"
Gallardo, Alma	"	\$8.20/hr (3)	"
Garcia, Richard	"	\$8.00/hr (1)	"
Garcia, Steve	"	\$8.20/hr (3)	"
Gonzales, Diana	"	\$8.00/hr (2)	"
Gonzalez Guerrero, Esmeralda	"	\$8.20/hr (3)	"
Gutierrez, Silvia	"	\$8.00/hr (2)	"
Jimenez, Marcos	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Chavez Raygoza, Yeraldine	Aide-Special (Special Ed.)	\$8.00/hr (2)	07/01/09
Corona, Mary	"	"	"
Gonzalez, Barbara	"	\$8.00/hr (1)	"
Bavarsad, Ernest	Aide-Special (Tutor)	\$8.20/hr (3)	07/01/09
Cheng, Angela	"	\$8.00/hr (2)	"
Desai, Parth	"	"	"
Dhungana, Karan	"	\$8.00/hr (2)	07/01/09
Dous, Sahar	"	"	"
Flores, Benjamin	"	"	"
Garcia, Maria	"	\$8.20/hr (3)	"
Gayed, Samuel	"	\$8.00/hr (2)	"
Hanks, Carly	"	"	"
Hernandez, Sonia	File Clerk	\$8.00/hr (2)	07/01/09
Aguilar, Wendy	Clerk	\$8.64/hr	07/01/09
Alejo, Rosa	"	"	"
Alpenia, Elaine	"	"	"
Altamirano, Cesar	"	"	"
Araujo, Jose	"	"	"
Augustus, Mashera	"	"	"
Bautista, Shelli	"	"	"
Bernal, Miguel	"	"	"
Cahuantzi, Karina	"	"	"
Castillo, Jonathan	"	"	"
Castro, J. Antonio	"	"	"
Duarte, Luis	"	"	"
Estrada, Janet	"	"	"
Favela, Samuel Gutierrez	"	"	"
Garcia, Albert	"	"	"
Garcia, Yesenia	"	"	"
Gomez, Isabel	"	"	"
Gonzalez, Barbara	"	"	"
Hernandez, Dezire	"	"	"
Johns, Lance	"	"	"
Blandon-Vega, Richard	Typist Clerk	\$8.64/hr	07/01/09
Hanna, Veronica	"	"	"
Contreras, Calvin	Aide-Special (Costume Technician)	\$9.07/hr	07/01/09
Castaneda, Hilda	Aide-Special (Outreach Worker)	\$9.56/hr (2)	07/01/09
Childress, Jacqueline	"	"	"
Echeverria, Diana	"	\$9.99/hr (3)	"
Flores, Christopher	"	"	"
Garcia, Giovanni	"	\$9.56/hr (2)	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Bagley, Barbara	PBX Operator/Receptionist	\$9.07/hr	07/01/09
Brown, Carolyn	"	"	"
Brazel, Jackie	"	"	"
Alejo, Rosa	Financial Aid Clerk	\$9.31/hr	07/01/09
Alvarez, Anthony	"	"	"
Esparza, Jose	"	"	"
Feliciano, Kenia	"	"	"
Gonzalez, Ruben	"	"	"
Mathis, Jonathan	"	"	"
Aliimatafitafi, Stephanie	Assessment Clerk	\$9.56/hr	07/01/09
Gotoy, Nichole	"	"	"
Acuna-Gonzalez, Daisy	Instructional Aide I	\$9.99/hr (2)	07/01/09
Almaraz, Rocio	"	\$9.56/hr (1)	"
Alvarado, Marvin	"	"	"
Arambula, Adam	"	"	"
Arevalo Diaz, Dante	"	"	"
Bakke, Miranda	"	"	"
Bavarsad, Ernest	"	\$9.99/hr (2)	"
Castaneda, Geraldine	"	\$9.56/hr (1)	"
Castro, Sheryll	"	"	"
Chao, Syh-Shinan	"	\$9.99/hr (2)	"
Colln, Connie	"	\$10.51/hr (3)	"
Cordova, Edmund	"	\$9.99/hr (2)	"
Cowens, Elliott	"	"	"
Devora, Kimmi	"	"	"
Dhungana, Karan	"	\$9.56/hr (1)	07/06/09
Dominguez, Art	"	\$9.99/hr (2)	07/01/09
Esperza, Jose	"	\$9.56/hr (1)	"
Flores, Guillermo	"	\$10.51/hr (3)	"
Garcia, Monica	"	\$9.56/hr (1)	"
Gian, Christopher	"	"	"
Gonzalez, Guillermo	"	\$10.51/hr (3)	"
Goodlink, James	"	"	"
Guerrero, Anthony	"	\$9.99/hr (2)	"
Guerrero, Walter	"	\$9.56/hr (1)	"
Heredia, Anthony	"	\$10.51/hr (3)	"
Andrade, Andrea	Intermediate Clerk	\$9.56/hr	07/01/09
Anene, Vivian	"	"	"
Ayala, Guadalupe	"	"	"
Briones, Milleth	"	"	"
Candelario, Manuel	"	"	"
Gonzalez, Pricilla	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Akabike, Andrea	Intermediate Typist Clerk	\$9.56/hr	07/01/09
Arriaga, Sergio	"	"	"
Clarke, Crystal	"	"	"
Dempsey, Kasey	"	"	"
Gallardo, Alma	"	"	"
Garner, Rodneisha	"	"	"
Gochez, Janine	"	"	"
Gomez, Werner	"	"	"
Gutierrez, Silvia	"	"	"
Hernandez, Fernando	"	"	"
Hernandez, Jessica	"	"	"
Cortez, Rocio	Student Activities Clerk	\$9.56/hr	07/01/09
Bello, Rosalinda	Admissions and Records Assistant	\$9.76/hr	07/01/09
Burton, Rachel	"	"	"
Barba, Edna	Aide-Special (Reg. Account Clerk)	\$10.25/hr (2)	07/01/09
Boss, Brian	"	\$10.77/hr (3)	"
Favela, Samuel Gutierrez	"	\$10.25/hr (2)	"
Hall, Dannia	"	\$10.77/hr (3)	"
Acosta, Carlos	Custodian	\$9.76/hr	07/01/09
Born, Jon	"	"	"
Brown, DeAndre	"	"	"
Buenviaje, Michelle	"	"	"
Gaska, Arturo	"	"	"
Gonzalez, Silvano	"	"	"
Guevara, Susan	"	"	"
Gutierrez, Jaime	"	"	"
Blandon-Vega, Richard	Community Outreach Worker	\$9.99/hr	07/01/09
Born, Jon	Gardener/Groundskeeper	\$9.99/hr	07/01/09
Gasca, Arturo	"	"	"
Alvarez, Den	Program Assistant I	\$9.99/hr	07/01/09
Ayala-Madriral, Cynthia	"	"	"
Ball, Lisa	"	"	"
Bansberg, Nicole	"	"	"
Cho, Hye	"	"	"
Espinoza, Osnaya	"	"	"
Gutierrez, Yvette	"	"	"
Castelo, Elizabeth	Senior Typist Clerk	\$9.99/hr	07/01/09
Chapman, Wayne	Sports Publicist	\$9.99/hr	07/01/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Amaya, Elizabeth	Tutoring Technician	\$9.99/hr	07/01/09
Braams, Marlyn	"	"	"
Cho, Hye	"	"	"
Cuarenta, Vanessa	"	"	"
Bakke, Miranda	Aquatics Specialist	\$10.11/hr	07/01/09
Chiaromonte, Angela	"	"	"
Guerrero, Christopher	"	"	"
Heredia, Anthony	"	"	"
Gronert, Nolan	Campus Security Officer	\$10.53/hr	07/01/09
Avalos, Lizet	Secretary Clerk	\$10.53/hr	07/01/09
Berganza, Mary	"	"	"
Chavolla, Cindy	"	"	"
Diaz, Sonia	"	"	"
Egland, Markia	"	"	"
Hortua, Angie	"	"	"
Alvarez Macias, Jose	Account Technician II	\$10.77/hr	07/01/09
Del Real, Judy	Program Assistant II	\$11.34/hr	07/01/09
Flores, Mirella	"	"	"
Gallardo, Alma	"	"	"
Gardner, Marisa	"	"	"
Hortua, Andres	"	"	"
Avila, Viridian	Student Affairs Technician	\$11.60/hr	07/01/09
Acosta, Brianne	Sports Specialist	\$11.77/hr	07/01/09
Heredia, Anthony	"	"	"
Hernandez, Dennis	"	"	"
Benavidez, Nadia	Account Technician III	\$11.88/hr	07/01/09
Garcia, Peter	Job Developer	\$11.88/hr	07/01/09
Awad, William	Instructional Aide II	\$12.81/hr (1)	07/01/09
Chatman, Rosanna	"	"	"
Clare, Dennis	"	\$14.13/hr (3)	"
Diaz, Eric	"	"	"
Flores, Guillermo	"	\$12.81/hr (1)	07/06/09
Garcia, Laura	"	"	08/17/09
Gonzalez, Anthony	"	"	07/01/09
Gray, Crystal	"	"	"
Hernandez, Ben	"	\$14.13/hr (3)	"
Borge, Mauricio	Instructional System Technician	\$12.84/hr	07/01/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Corrales, Alida	Certified Medical Assistant	\$16.00/hr (3)	07/01/09
Hackert, Amber	"	"	"
Ferguson, Shelley	Administrative Secretary	\$13.13/hr	07/01/09
Barrett, Andrea	Banquet Chef	\$13.13/hr	07/01/09
Arriaga, Sergio	EOPS/VEA Assistant	\$13.79/hr	07/01/09
Diaz, Diana	"	"	"
Escalera, Zayra	"	"	"
Castillejos, Silvia	Program Facilitator	\$13.79/hr	07/01/09
Cervantes, Romulo	"	"	"
Antiquera, Carlo	Student Affairs Assistant	\$13.79/hr	07/01/09
Gonzalez, Lizette	"	"	"
Gonzalez, Michael	"	"	"
Flores, Christopher	Technical Director/Designer	\$14.79/hr	07/01/09
Gallardo, Alma	Coordinator of School Relations	\$15.81/hr	07/01/09
Perez, Francisco	Instructional Media Production Specialist	\$16.41/hr	07/01/09
Bleak, Paul	Vocational Education and Special Projects Assistant	\$16.41/hr	07/15/09
Perez, Roberto	"	"	07/01/09
David, Maria	Senior Technical Support Specialist	\$16.80/hr	07/01/09
Diaz, Rafael	"	"	"
Grande, Thomas	"	"	"
Fraps, Edward Bryant	Educational Technology Trainer	\$18.60/hr	07/01/09
Peel, Nicole	Senior Applications Analyst	\$19.05/hr	07/01/09
Hernandez, Edwin	Aide-Special (Interpreter I)	\$19.50/hr	07/01/09
Cervantes, Romulo	Network Administrator	\$19.51/hr	07/01/09
Montoro, Diana	Child Development Center Teacher (Grade I)	\$25.10/hr (5)	07/01/09
Pintado, Crystal	Child Development Center Teacher (Grade II)	\$22.78/hr (2)	07/01/09
Popiel de Cazaux, Reena	"	"	"
Sevilla, Daissy Zendejas	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Gonzalez, Debra	Child Development Center Teacher (Grade III)	\$27.68/hr (5)	07/01/09
Feist, Astrid	Child Development Center Teacher (Grade IV)	\$29.05/hr (5)	07/01/09
Martuccio, Leticia	"	"	"
Alderette, Xavier	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	07/01/09
Calderon, David	"	"	"
Eckhart, Sherry	"	"	"
Gordon, Derek	"	"	"
Dobrian, Fred	Aide-Special (Interpreter III)	\$26.50/hr	07/01/09
Banks, Earle	Cont. Ed. Specialist (Cultural Arts)	\$28.07/hr	07/01/09
Bender, Heidi	"	"	"
Benoun, Joseph	"	"	"
Ceballos, Janae	"	"	"
Cervantes, Sylvia	"	"	"
Duardo, David	"	"	"
Edmonds, June	"	"	"
Edquist, Alicia	"	"	"
Gomez, Werner	"	"	"
Gonzalez, Anthony	"	"	"
Hernandez, Raymond	"	"	"
Algaze, Susan	Community Education Specialist	\$29.15/hr	07/01/09
Arroyo, Jose	"	"	"
Auer, Christina	"	"	"
Baker, Virginia	"	"	"
Castillo, Ricardo	"	"	"
Clemans, Susanna	"	"	"
Crawford, Suzanne	"	"	"
Eggie, Dave	"	"	"
Feist, Astrid	"	"	"
Gift, Norene	"	"	"
Guerra, Sherri	"	"	"
Allen, Bernice	Aide-Special (Interpreter IV)	\$33.50/hr	07/01/09
Barker, Ava	"	"	"
Arnwine, Lenora	Aide-Special (Interpreter V)	\$39.50/hr	07/01/09
Chae Kim, Enid	"	"	"
Chavez, Selma	"	"	"
Csiszer, Pauline	"	"	"
Dryjanski, Janet	"	"	"
Grady, Jerry	"	"	"
Bennett, Tenele	Interpreter Certified	\$41.00/hr	07/01/09
Foster, Marjorie	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Ackland, Dean	Cont. Ed. Specialist (Business Tech)	\$50.52/hr	07/01/09
Blackmun III, Eugene	"	"	"
Cain, Gary	"	"	"
Garza, Javier	"	"	"
Gonzalez, Sergio	"	"	"
Anthony, Kay Marie	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	07/01/09
Binning, Deborah	"	"	"
Cisneros, Carol	"	"	"
Baron, Tony	Project Specialist (Technical) Level I	\$75.00/hr	07/01/09
Breman, Timothy	"	"	"
Fitzgerald, Barrett	"	"	"
Gurrola, Carlos	"	"	"
Gereau, Servando	Project Specialist (Technical) Level II	\$100.00/hr	07/01/09
Guerrero, Maria	"	"	"
Gurrola, Carlos	"	"	"

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent WCF  
**REVIEWED BY:** Victor Collins, Interim Director of Human Resources  
**PREPARED BY:** Dr. Stephen Johnson, Vice President of Student Services  
**DATE:** August 19, 2009  
**SUBJECT:** **Consideration of Approval of New Classified Manager Job Classification and Position of Clinical Supervisor-Nurse Practitioner in Student Health Services**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the establishment of the specially-funded management job classification and position of Clinical Supervisor-Nurse Practitioner in Student Health Services (Grade 14, \$6,540- \$7,406 per month).

### OVERVIEW

The need exists to establish a new management job classification and position for a Clinical Supervisor-Nurse Practitioner in Student Health Services. Student Health Services funds will be used to fund 100% of the salary and benefits for this specially-funded position. Student Health Services is entirely self-supporting and receives no support from the college general fund.

### ANALYSIS

The establishment of this position is necessary to provide management of the clinical functions of Student Health Services. The position reports to the Coordinator of Student Health Services. The position meets State of California Code requirements for provision of the set of clinical services provided by Student Health Services. The position duties include that it oversees and orders additional patient assessments; authorizes prescriptions for the classes and types of medications FDA-approved to be written by nurse practitioners; authorizes patient therapeutic plans; orders referrals to other health professionals including mental health services providers; and provides for the daily direction of clinical services. It is the medical conduit between daily clinical operations and the visiting physicians and the supervising physician of the department. Human Resources has reviewed the proposed job description for this position and the recommended salary range placement is consistent with the internal alignment of positions on the management salary schedule. This position will be specially and fully funded through the Student Health Services budget. The establishment of this position is recommended by Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services, and Dr. Stephen Johnson, Vice President of Student Services.

### FINANCIAL IMPLICATIONS

There will be no impact on the general fund.

Attachment

000075

**CERRITOS COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** Clinical Supervisor-Nurse Practitioner

**DATE APPROVED:**

**GRADE:** 14 (Management Salary Schedule)

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**DEFINITION**

Under the direction of the Coordinator of Student Health Services, manage the Student Health Services (SHS) clinic operations and provide clinical services to patients under District protocols and guidance set forth by the State Board of Registered Nursing and developed in conjunction with a supervising physician.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Manage the delivery of clinical services on a day-to-day basis including oversight of the clinical staff per guidelines and Physician orders/protocols.
- Perform advanced nursing level physical examinations such as, but not limited to, OB/GYN; clinical assessments, including immunizations; TB screening, skin testing, and interpretation; lab screenings and interpretation; and formulating plans of treatment and preventive health measures within the established standardized nursing procedures and clinic protocols, and where applicable, physician authorized.
- Perform medical assessments, interpret diagnostic data, determine diagnosis and develop treatment plans for acute, episodic illnesses, injuries, etc. in accordance with established, physician-approved and standardized nursing procedures and guidelines.
- Provide appropriate education for prevention, health maintenance and treatment compliance, make referrals as necessary; and provide follow up. Provide instructions to patients, orally and in writing, regarding findings, plan of care, instructions for self-care and follow-up recommendations.
- Discuss applicable cases with physician and other health professionals to prepare comprehensive patient plans of care.
- Participate in inventory, ordering, and maintenance of clinic supplies, equipment and pharmaceuticals.
- Dispense medications as appropriate according to Student Health Services Department, State Business and Professions Code, and State Board of Registered Nursing standardized dispensing procedures, protocols, guidelines, and regulations.
- Provide crisis intervention, evaluation, and referral to college or community counselors, or other mental health resources.
- Initiate, develop and maintain confidential, complete medical records and forms for Student Health Services patients.
- Assist the Coordinator of Student Health Services on issues of health promotion, disease prevention, and safety and health advocacy that may include classroom presentations, resource material development, organizing outreach activities, committee membership, or staff and faculty presentation.
- Provide patient education, assist in distribution and development of health promotion materials.
- Participate with members of staff in implementing student health outreach programs that respond to identified needs while serving as a resource for the campus community on issues of health promotion, disease prevention and safety and health advocacy.
- Participate in communicable disease control and management.
- Supervises and evaluates assigned personnel.

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- Assist the Coordinator in planning, developing, and implementing a comprehensive program for Student Health Services, including current standard of practice in medicine, nursing, and staff management, and licensed lab and hazardous waste management.
- Assist in monitoring clinic for effectiveness, applicability and safety through ongoing quality improvement and program review activities.
- Assist in writing proposals and grants for special program funding.
- Perform other related duties as required and/or assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Current standards of practice, including State and Federal laws and regulations that apply to the provision of health care such as the Nurse Practice Act, HIPAA and Universal Precaution standards.
- Community health principles including: communicable disease epidemiology, prevention and control per the local and state public health departments and the U.S. Centers for Disease Control.
- Crisis intervention, drug and alcohol addiction/use, eating disorders.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- State and Federal health and safety laws and regulations, including applicable provisions of the State of California Business and Professions Code.

### **Ability to:**

- Work cooperatively with, have understanding of, sensitivity to, and respect for, the diverse academic, socioeconomic, ethnic, culture, disability, religious and sexual orientation populations among community college students, faculty and staff.
- Perform physical examinations and diagnose illness.
- Assess physical and mental status of patients.
- Make decisions regarding appropriate care for patients and need for contacting a physician.
- Provide appropriate emergency response and crisis intervention.
- Understand technical and medical terminology.
- Communicate effectively individually and in groups with a diverse population in meeting health related needs and about a variety of health related topics.
- Make appropriate referrals and facilitate access to both private providers and community health resources.
- Maintain records and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and work within scope of authority/practice and under Physician guidelines/protocols.

### **Education, Training and Experience:**

- Master's degree in nursing; or Bachelor's degree in nursing and Master's degree in related field.
- Possession of a valid California Board of Registered Nursing license to practice as a Registered Nurse and a Nurse Practitioner with a specialty in family or adult care.
- Possession of a valid California drug or device furnishing number issued by the Board of registered Nursing and current federal DEA number.
- Current, valid CPR and AED certification.
- A minimum of three years of experience in an acute health care setting, facility or private practice.

## **PHYSICAL CONDITIONS**

Requires ambulatory ability to walk and stand for extended periods of time. Requires the hand-eye coordination and manipulative skills to perform precise examinations, tests, and treatments to patients.

Requires the ability to perform occasional lifting and moving of light to moderately heavy (less than 50 pounds) objects. Requires visual acuity to read and observe patient symptoms. Requires auditory ability to carry on conversation with a group and to carry on conversations in person and over the phone.

**WORKING CONDITIONS**

Work is performed in a clinic exam room and office environment where health and safety considerations exist from exposure to communicable diseases, blood borne pathogens, and infection.

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**SEPTEMBER 2, 2009**

- I. CALL TO ORDER                    The meeting was called to order at 6:00 p.m. by Mr. Bob Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Others present were the Acting President of the College, Acting Vice President of Business Services, Interim Vice President of Academic Affairs, Vice President of Student Services, Faculty Senate President and the CSEA President.
- II. PLEDGE OF ALLEGIANCE        The flag salute was led by Mr. Grimaldo.
- III. CLOSED SESSION                The Board adjourned to closed session at 6:01 p.m.
- IV. RECONVENE                      The Board reconvened at 6:15 p.m.
- Read Out                              Dr. Hughlett reported that in closed session the Board of Trustees approved the contract to hire Dr. Linda L. Lacy as President/Superintendent of Cerritos College effective September 14, 2009 through August 31, 2012. The vote for approval was unanimous.
- V. APPROVAL OF MINUTES            A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the minutes of the special meeting of August 12, 2009. The vote for approval was unanimous.
- B. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the minutes of the special meeting of August 18, 2009. The vote for approval was unanimous.
- C. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the minutes of the regular meeting of August 19, 2009. The vote for approval was 6-0-1; Dr. Cho abstained.
- VI. INSTITUTIONAL PRESENTATIONS    A. Mr. Farmer presented Elizabeth Rodriguez with the Outstanding Employee of the Month Classified Employee Award for the month of July 2009.
- Environmental Scan Report        B. Dr. Chris Myers, Interim Director of Research & Planning, gave a presentation which included data on student demographics, English assessment test results, student persistence and completion and transfer rates. The presentation also included data from the Environmental Scan that was recently conducted. There was discussion regarding the possible implications of recent trends in these areas. The Board expressed interest in receiving additional information regarding students who benefit from financial aid on campus.

C. Dr. Jim Albanese, Interim Vice President of Business Services, gave a presentation on the 2009-10 budget. He provided information on the workload adjustment and stated that it is not likely that mid-year cuts will be made to the budget. He indicated that general and categorical funds at the college are reduced this year by a total amount of \$8.8 million. There was much discussion among the Board regarding the budget and its impact on the college.

VII. PUBLIC HEARING

Mr. Epple opened the Public Hearing for Presentation of the Proposed Adopted Budget for 2009-10. Mr. Epple asked for questions or comments. Hearing none, the public hearing was closed.

VIII. PUBLIC PRESENTATIONS

Nancy Montgomery, Coordinator of Student Health Services, shared information on the "Pound by Pound Challenge" program being offered to students and employees on campus. She stated that the program is funded through a grant that the college received. Ms. Montgomery stated that the program addresses obesity and weight management on campus. She stated that there are approximately 350 participants in the program who receive free services such as consultation with dieticians and physical exams. Ms. Montgomery also shared information on other campaigns underway on campus such as a drug, alcohol and sexual consent awareness campaign and an H1N1 virus awareness campaign.

IX. CONSENT AGENDA

It was moved by Dr. Hughlett and seconded by Mr. Jackson to approve the consent agenda and addendum. The vote for approval and/or ratification of the following items was unanimous:

A. Agreement with El Camino College to be a Subgrantee for \$133,333 (CTE Community Collaborative Grant II), as attached.

B. Amendment to Agreement with El Camino College (CTE Community Collaborative Grant I), as attached.

C. Stipends for Faculty Participating in Basic Skills Projects for 2008-2009, as attached.

D. Notice of Completion for Bid 0607-24, Tennis Court Substation Relocation, as attached.

E. Contracts, as follows:

Programs

**NEW**

- 1. California Department of Education
  - Preschool Program
  - Health Occupations

*To accept funding for children enrolled in the Preschool Program. For period July 1, 2009 through June 30, 2010. The District will receive \$369,035 from the California Department of Education for the program.*

F. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.

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

Added by addendum:

*Intermediate Typist Clerk @23-3 (\$3,083.00 per month) effective September 8, 2009: Nancy Mirabella (Child Development Center)*

*Intermediate Typist Clerk @23-3 (\$3,083.00 per month) effective September 8, 2009: Stephanie Heddon (Health Occupations)*

*Intermediate Typist Clerk @23-5 (\$3,379.00 per month) effective September 3, 2009: Stephanie Barlow (Business Education)*

X. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for May 11, 2009.
- B. Mr. Epple opened discussion regarding the consideration of nomination of members for membership to the Los Angeles County Committee on School District Organization (County Committee) for the election to be held October 2009. No action was taken.
- C. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the Adopted Budget for the 2009-10 Fiscal Year. The vote for approval was unanimous.

XI. REPORTS

- A. Board of Trustees  
Mr. Epple noted that this was Dr. Brock's final Board meeting as Interim Vice President of Academic Affairs and thanked her for all of her hard work.
- Ms. Avalos stated that the city of South Gate has a 50% dropout rate and added that a resolution was adopted last week to restructure the education system in the city. She said that she is watching the developments in the city and that it will be interesting to see what happens.
- Dr. Hughlett stated that the renovated parking lots on campus look excellent. He also commented that the Web Standards Committee continues to do an excellent job addressing accessibility issues online for individuals with disabilities.
- Mr. Arthur thanked Dr. Brock and Mr. Farmer for their efforts at the college. He welcomed Dr. Lacy to the college as well.
- Mr. Jackson also thanked Dr. Brock and Mr. Farmer for their service at the college. He added that he is looking forward to working with Dr. Lacy.
- Mr. Grimaldo stated that today was Club Information Day on campus. He added that as President of the Student Veterans' Club, he was pleased to see an outstanding turnout at the event.
- B. Faculty and Staff Leadership  
Ms. Moore welcomed Dr. Lacy to the campus. She stated that the college was awarded a five-year Title V grant for the iFalcon campaign. She thanked Dr. Stephen Clifford, Dr. Bryan Reece, Cheryl Shimazu and Francie Quaas-Berryman for their hard work in writing the grant.

Ms. Laughon welcomed Dr. Lacy on behalf of the classified staff. She concluded by thanking Mr. Farmer and Dr. Brock.

C. President/Superintendent and Vice Presidents

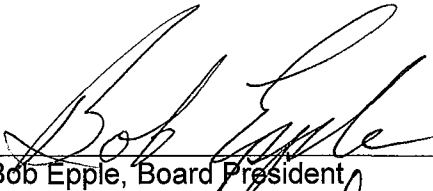
Dr. Lacy thanked the Board and the hiring committee for their confidence.


Mr. Farmer stated that he is looking forward to working with Dr. Lacy. He thanked the Board for its support during his term as Acting President.

Dr. Brock provided several updates regarding campus activities. She stated that the current head count is at 22,907, which is down 3.6% from Fall of last year. She informed the Board that the pool is now open and added that the first water polo match will be held on Friday, September 4 at 3:00 p.m. She stated that Russ May is the new basketball coach and that the new Dental Stimulation Lab is up and running on campus. Dr. Brock indicated that the Project HOPE program has moved to the Science building and they have experienced increasing student participation in the program. She concluded by stating that it was great to work at Cerritos College once again.

Dr. Johnson thanked Ms. Montgomery for her report on the activities occurring in Student Health Services. He welcomed Dr. Lacy and thanked Dr. Brock for her outstanding work.

- |                          |   |
|--------------------------|---|
| XII. CLOSED SESSION      | The Board adjourned to closed session at 7:27 p.m.  |
| XIII. RECONVENE          | The Board reconvened at 8:50 p.m.   |
| XIV. ADJOURNMENT         | The meeting was adjourned at 8:50 p.m.  |
| XV. NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, September 16, 2009 at 6:00 p.m. |

  
\_\_\_\_\_  
Bob Epple, Board President

  
\_\_\_\_\_  
Carmen Avalos, Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees

**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*

**REVIEWED BY:** Marilyn Brock, Interim Vice President of Academic Affairs *MB*

**PREPARED BY:** Nick Kremer, Executive Dean, Community, Industry and Technology Education  
Maggie Cordero, Director of Pathway Programs

**DATE:** September 2, 2009

**SUBJECT:** **Consideration of Approval of an Agreement with El Camino College to be a Subgrantee for \$133,333.**

### RECOMMENDATION

It is recommended that the Board of Trustees approve an agreement with El Camino College as part of the Chancellor's Office SB 70 Career Technical Education Community Collaborative Grant II wherein Cerritos College would receive \$133,333.00 in order to pursue the activities described below. The time period of the agreement will be February 1, 2009 to August 30, 2010.

### OVERVIEW

El Camino College and Cerritos College applied for and received the Chancellor's Office SB 70 Career Technical Education Community Collaborative Grant II wherein El Camino College is the fiscal agent. Cerritos College will provide career exploration development for 7<sup>th</sup> and 8<sup>th</sup> graders, further develop and strengthen the high school to college career technical education programs within the campus, provide teacher and faculty externships in business and labor, and provide CTE professional development. This is phase two of a multi-year project.

### ANALYSIS

Through the Pathway Programs Department and the continued collaboration between Cerritos College and the feeder school districts, the grant provides that the pre-apprenticeship program will be solidified and a pre-engineering focus will be developed by developing curriculum in Solidworks, robotics and the inclusion of Project Lead the Way in one or more high school. In addition, career exploration fairs will introduce students to CTE careers and provide a linkage to the K-12 district CTE academies. Lastly, there will be an opportunity for faculty externships and professional development.

### FINANCIAL IMPLICATIONS

Cerritos College is receiving \$133,333.00 to provide the above described activities. The cost will be paid by the subcontract that is part of the grant. There has been a delay in finalizing the contract with El Camino in preparation for submittal to the Board. No funds have been expended from the grant pending Board approval. No general funds will be used.



CERRITOS COLLEGE

TO: Board of Trustees

FROM: William C Farmer Jr., Acting President/Superintendent *WCF*

REVIEWED BY: Marilyn Brock, Interim Vice President of Academic Affairs *MB*

PREPARED BY: Francie Quaas-Berryman, Developmental Education Coordinator

DATE: September 2, 2009

SUBJECT: **Consideration of Approval of Stipends for Faculty  
Participating in Basic Skills Projects for 2008-2009**

RECOMMENDATION

It is recommended that the Board of Trustees approve payments for the named employees for their participation in Basic Skills/Developmental Education projects for the academic year 2008-09

OVERVIEW AND ANALYSIS

Basic Skills/Developmental Education supported a variety of projects during the 2008-2009 academic year. The projects were designed to improve student success in developmental education courses by engaging faculty in ongoing dialogue about teaching and learning and the implications this has in the classroom.

FINANCIAL IMPLICATIONS

Developmental Education funds will be utilized for this expenditure. No District general funds will be used. The following faculty members are to receive stipends as follows:

Sally Sestini	\$1000.00
Mary Clarke	\$500.00
Mark Hugen	\$500.00
Dara Worrel	\$500.00
Mojdeh Nikdel	\$500.00
Ilva Mariani	\$500.00

# CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services *[Signature]*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** September 2, 2009  
**SUBJECT:** **Consideration of Approval of Notice of Completion for Bid 0607-24, Tennis Court Substation Relocation**

## RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for American Electric Company for the Tennis Court Substation Relocation at Cerritos Community College District as presented.

## OVERVIEW

The District issued a contract to American Electric Company on June 7, 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 August 11, 2009. 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 \$842,700.00

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: Tennis Court Substation Relocation, Bid #0607-24 contract for the doing of which was heretofore entered into on the 7<sup>th</sup> day of June, 2009 which contract was made with American Electric Company, contract number #C06-1126, as contractor; that said improvements were completed on the 11<sup>th</sup> day of August, 2009, and accepted by formal action of the governing board of said DISTRICT on the 2<sup>nd</sup> day of September, 2009; 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 Insurance Company of the West.

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: \_\_\_\_\_  
Dr. Jim Albanese  
Interim Vice President of Business Services

Date: \_\_\_\_\_

Place of Execution: Norwalk, California

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**FACULTY HOURLY - BUSINESS EDUCATION****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Lumsdaine	Jennifer	Paralegal	B1	48.83
McLean	Dana	Court Reporting	B2	51.71

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Constancio	Diana	Court Reporting	A1	48.83
Pons	Debra	Court Reporting	A1	48.83
Sawday	Jennifer	Paralegal	A1	48.83

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Castler	Gary	Theatre Arts	B1	48.83
Dimond	Theresa	Music	B5	60.33

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hammerwold	Walter	Journalism	A1	48.83

**FACULTY HOURLY - HEALTH OCCUPATIONS****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Burnham	Cynthia	Clinical Nursing	B5	60.33
Holmes	Carolyn	Nursing	B5	60.33

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Parcasio	Lovella	Clinical Nursing	A1	48.83
Smith	Shawna	Clinical Nursing	A1	48.83

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Adkins	Paris	Anthropology	A1	48.83

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Susskind	Joshua	Psychology	A1	48.83
Senestraro	Darin	Philosophy	A1	48.83
Nguyen	Theresa	Interdisciplinary Studies	A1	48.83

**FACULTY HOURLY - LIBERAL ARTS****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Chang	Chiaohao	Foreign Language	A2	51.71
Class	Alicia	ESL	A5	60.33
McManus	Grace	ESL	B5	60.33
Moyer	Sarah	ESL	B5	60.33
Webb	Travis	English	B1	48.83

**FACULTY HOURLY - PE/ATHLETICS****New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Toal	Shane	Athletics	A1	48.83

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
El Abyad	Abdelwahab	Mathematics	B3	54.60
Nguidmjou	Emmanuel	Mathematics	A3	54.60

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Okbamichael	Mussie	Earth Science	A1	48.83

**FACULTY HOURLY - TECHNOLOGY**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Kooiman	Brent	Auto Body Repair	B5	60.33
Maluso	Patrick	Plastics	B2	51.71

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hennig	Bruce	Woodworking	A1	48.83
O'Dell	Jeffery	Woodworking	A1	48.83

**COUNSELOR HOURLY - STUDENT SERVICES**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Kim	Jon-Wha	CalWORKs	C2	43.10
Pizer	Janis	CalWORKs	C2	43.10

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, 2009 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Anatalio, Joshua	Aquatics Specialist	\$10.11/hr	06/11/09
Madruga, Thomas	"	"	"

SUBSTITUTE HOURLY EMPLOYMENT (AS NEEDED) - (2009 - 2010 School Year)

Soto, Leticia	Campus Police Dispatcher Clerk	\$8.64/hr	07/01/09
Hernandez, Zoraida	Custodian	\$9.76/hr	07/01/09
Lee, Frank	"	"	"
Lopez, Martin	"	"	"
Rios, Jose	"	"	"
Ramirez, Maria	"	"	"
Rodriguez, Orlando	"	"	"
Santos, Jose	"	"	"
Saucedo, Denise	"	"	"
Saude, Isaura	"	"	"
Lopez, Martin	Gardener/Groundskeeper	\$9.99/hr	07/01/09
Wade, Charles	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Duong, Andy	Aide-General (Clerical)	\$8.00/hr	07/01/09
Ibarra, Fernando	"	"	"
Jett, Dorna	"	"	"
Kochems, Brian	"	"	"
Martinez, Martin	"	"	"
Metz, Christopher	"	"	"
Passi, Amanda	"	"	"
Regan, Danielle	"	"	"
Rodriguez, Jean	"	"	"
Sanchez, Pauline	"	"	"
San Juan, Diana	"	"	"
San Juan, Mario	"	"	"
Shami, Fadel	"	"	"
Viray, Kristen	"	"	"
Westad, Karen	"	"	"
Xu, Hongmel	"	"	"

Presented to the Board of Trustees 9/02/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Gonzalez, Aaron	Aide-General (Lab)	\$8.00/hr	07/01/09
Lew, Eric Chih-Ting	"	"	"
Loayza, Diana	"	"	"
Loayza, Irene	"	"	"
Mathews, Ashaka	"	"	"
Orozco, Josue	"	"	"
Perera, Mahawaduge	"	"	"
Siereke, Henry	"	"	"
Valenzuela, Juan	"	"	"
White, Lauren	"	"	"

Amezcuca, Denise	Aide-General (Traffic Control Officer)	\$8.00/hr	07/01/09
Jorkin, Kenneth	"	"	"
Karunaratne, Dhanapala	"	"	"
Kidwell, Cassandra	"	"	"
Mehr, Farshad	"	"	"
Montealegre, John	"	"	"
Murillo, Frank	"	"	"
Nunes, Jesse	"	"	"
Nunez, Salvador	"	"	"
Ochoa, Katerin	"	"	"
Parr, Richard	"	"	"
Pavelski, Charles	"	"	"
Price, Drue	"	"	"
Thakkar, Dhruva	"	"	"
Walle, Andres	"	"	"
Zavala, Martha	"	"	"

Barroga, Jurizz	Aide-Special (Counselor)	\$8.00/hr	07/01/09
Garcia, Richard	"	"	"
Jaurequi, Gavin	"	"	"
Lee, Audwin	"	"	"
Maloney, Travis	"	"	"
Marmolejo, Ruben	"	"	"
Mercado, Rocio	"	"	"
Mora, Anthony	"	"	"
Pena, Johanna	"	"	"
Rodriguez, Edgar	"	"	"
Ruiz, Edward	"	"	"
Soriano-Landeros, Arnuldo	"	"	"
Tirado, Joselyn	"	"	"
Umana, Yesenia	"	"	"
Valdez, Jaquelin	"	"	"
Vasquez, Karla	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Lee, Peter	Aide-Special (Special Education)	\$8.00/hr (1)	07/01/09
Madrigal, Yessenia	"	"	"
Mares, Luis	"	"	"
Mey, Chakriya	"	"	"
Nga, Yannick	"	\$8.20/hr (3)	"
Phillips, Brittney	"	"	"
Punchihewa, Rangani	"	\$8.00/hr (1)	"
Ramanayaka, Charith	"	"	"
Roca, Rey Paolo	"	\$8.00/hr (2)	"
Salazar, Melissa	"	"	"
Shah, Kundan	"	"	"
Spencer, Aura	"	"	"
Tate, Kristal	"	\$8.00/hr (1)	"
Kim, Woo Joong	Aide-Special (Tutor)	\$8.00/hr (2)	07/01/09
Kim, Woo Suk	"	"	"
Lee, Chiang	"	"	"
Lee, Shing Wun	"	\$8.20/hr (3)	"
McKay, Wade	"	"	"
Muljono, Calvin	"	\$8.00/hr (1)	"
Ochoa, Rolando	"	\$8.00/hr (2)	"
Orozco, Josue	"	\$8.30/hr (3)	"
Parton, Richard	"	"	"
Paudel, Uttam	"	\$8.00/hr (2)	"
Romero, Charles	"	\$8.20/hr (3)	"
Shah, Dushyant	"	\$8.00/hr (2)	"
Sieng, Kosal	"	"	"
Snipes, Daniel	"	"	"
Stever, Eugene	"	\$8.20/hr (3)	"
Tawadrous, Paul	"	\$8.00/hr (2)	"
Wangsa, Evelyn	"	\$8.00/hr (1)	"
Sandoval, Daphne	Cashier-Clerk	\$8.64/hr	08/17/09
Andrade, Andrea	Clerk	\$8.64/hr	07/01/09
Herrera, Mayra	"	"	"
Jones, Sharon	"	"	"
Jovel, Abigail	"	"	"
Keo, Allen	"	"	"
Law, Lorraine	"	"	"
Lawton, Brandie	"	"	"
Leyva, Crystina	"	"	"
Martinez, Rosemary	"	"	"
Meza, Marisol	"	"	"
Molina, Nelson	"	"	"
Morales, Danielle	"	"	"
Moreno, Mary Helen	"	"	"
Morrison, Danielle	"	"	"

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Osuna, Yesenia	Clerk	\$8.64/hr	07/01/09
Palacios, Keila	"	"	"
Ponce, Geraldine	"	"	"
Ramirez, Amanda	"	"	"
Ross, Rosina	"	"	"
Rousseva, Jivka	"	"	"
Sahunta, Meena	"	"	"
Sandoval, Ricardo	"	"	"
Shah, Kundan	"	"	"
Valencia, Cynthia	"	"	"
Vargas, Jeanette	"	"	"
Watson, Kathleen	"	"	"
Zamora, Peggy	"	"	"
Bautista, Osbaldo	Typist Clerk	\$8.64/hr	07/01/09
Kotb, Ehab	"	"	"
Kwon, Lila	"	"	"
Mitchum, Lauren	"	"	"
Moreno, Mary Helen	"	"	"
Spankie, Dana	"	"	"
La Marca, Taysha	Aide-Special (Costume Technician)	\$9.99/hr (3)	08/01/09
Ramirez, Patricia	"	"	07/01/09
Kim, David	Aide-Special (Outreach Worker)	\$9.56/hr (2)	07/01/09
Lindsay, Jody	"	"	"
Maloney, Travis	"	"	"
Morales, Monica	"	"	"
Munoz, Alexandria	"	"	"
Murillo, Veronica	"	"	"
Ricard, Melissa	"	"	"
Rivera, Jose	"	"	"
Rodriguez, Xenia	"	"	"
Sanchez, Gwen	"	"	"
Santa Ines, Mark	"	"	"
Leal, Virgie	PBX Operator/Receptionist	\$9.07/hr	07/01/09
Pace, Caron	"	"	"
Rodriguez, Matthew	Publicity Aide	\$9.07/hr	07/01/09
Rodriguez, Michelle	"	"	"
Ruiz, Martha	"	"	"
Diaz, Luis	Financial Aid Clerk	\$9.31/hr	07/01/09
Horton, Anabel	"	"	"
Jelks, Michael	"	"	"
Montelongo, Denise	"	"	"
Montes, Remberto	"	"	"
Nelson, Brandy	"	"	"

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Barry, Terrell	Instructional Aide I	\$9.56/hr (1)	08/25/09
Chambers, Jim	"	\$9.99/hr (2)	07/01/09
Duarte, Karla	"	\$9.56/hr (1)	09/01/09
Equihua, Ana	"	\$10.51/hr (3)	07/01/09
Farol, Ronald	"	\$9.99/hr (2)	"
Franco Vega, Guillermo	"	\$9.56/hr (1)	"
Garcia, John	"	\$10.51/hr (3)	"
Gomez, Isabel	"	\$9.56/hr (1)	08/25/09
Gutierrez, Silvia	"	"	07/01/09
Guzman, Michael	"	"	08/25/09
Harrison, Gaile	"	\$10.51/hr (3)	07/01/09
Headlee, Krystal	"	\$9.56/hr (1)	08/25/09
Heath, Edward	"	\$10.51/hr (3)	07/01/09
Hernandez, Lillian	"	"	"
Hooper, Brandy	"	\$9.56/hr (1)	08/25/09
Horton, Anabelle	"	"	07/01/09
Ibarra, Hilario	"	"	08/25/09
Isas, Jacqueline	"	"	07/01/09
Ishibashi, Tammi	"	\$10.51/hr (3)	"
Javier, Anna	"	"	"
Kilis, Jeanette	"	"	"
Kim, Hee Yeong	"	\$9.56/hr (1)	"
Kim, Michael	"	\$9.99/hr (2)	"
Kwon, Jessica	"	\$9.56/hr (1)	"
Sanchez, Susan	"	\$10.51/hr (3)	08/17/09
Lee, Krystal	"	\$9.99/hr (2)	07/01/09
Lewis, Regina	"	\$9.56/hr (1)	"
Lin, Bruce	"	\$10.51/hr (3)	"
Looper, Darryn	"	\$9.56/hr (1)	"
Lopez, Jenice	"	"	"
Ly, An	"	\$10.51/hr (3)	"
Malvaez, Leticia	"	\$9.99/hr (2)	"
Martinez, Renee	"	\$9.56/hr (1)	"
Mc Laughlin, David	"	"	08/17/09
Melillo, Thomas	"	\$10.51/hr (3)	07/01/09
Mendizabal, Andres	"	\$9.99/hr (2)	"
Montoya, Rocio	"	\$9.56/hr (1)	"
Moore, Jonathan	"	"	"
Mosqueda, Chavonne	"	"	"
Murray, Marlen	"	"	"
Namahoe, Alyson	"	\$10.51/hr (3)	07/02/09
Nambo, Helen	"	\$9.99/hr (2)	07/01/09
Navarro, Noe	"	"	"
Ocampo, Caroline	"	\$9.56/hr (1)	08/25/09
Ojeda, Vanessa	"	"	07/01/09
Pachecano-Fernandez, Lucero	"	\$9.99/hr (2)	"
Park, Jason	"	\$10.51/hr (3)	"
Pasa, Eudora	"	\$9.56/hr (1)	"
Paudel, Uttam	"	"	07/06/09
Perona, Florencia	"	"	07/01/09
Phan, Haley	"	"	"

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Piedra, Norma	Instructional Aide I	\$9.56/hr (1)	07/01/09
Piotrowski, Casey	"	\$10.51/hr (3)	"
Porter, Eugenia	"	\$9.56/hr (1)	"
Powell, Laura	"	\$10.51/hr (3)	"
Punchihewa, Rangani	"	\$9.56/hr (1)	"
Quiroz, Nancy	"	"	08/25/09
Ramirez, Ana	"	\$10.51/hr (3)	07/01/09
Ramirez, Diana	"	\$9.56/hr (1)	"
Renteria, Celeste	"	"	"
Renteria, Stephanie	"	"	"
Rodas, Francisco	"	"	08/25/09
Rodriguez, Anthony	"	"	07/01/09
Rodriguez, Melanie	"	"	"
Rodriguez, Natalie	"	"	"
Rodriguez, Priscilla	"	\$9.99/hr (2)	"
Ruiz, Chanette	"	\$9.56/hr (1)	08/25/09
Ruiz, Ricardo	"	\$10.51/hr (3)	07/01/09
Salazar, Corrina	"	\$9.56/hr (1)	"
Sanchez, Gwen	"	"	"
Sandoval, Jaime	"	\$10.51/hr (3)	"
Savea, Maria	"	\$9.56/hr (1)	"
Sayasouk, Amanda	"	"	"
Schulhof, Edward	"	"	"
Shah, Harsh	"	\$10.51/hr (3)	"
Shah, Pankaj	"	\$9.56/hr (1)	"
Sheibe, Kimberly	"	\$9.99/hr (2)	"
Silva, Angelina	"	\$9.56/hr (1)	"
Singim, Patricia	"	\$10.51/hr (3)	"
Vander Sluis, Vern	"	"	"
Taylor, Michael	"	"	"
Terriquez, Yvonne	"	"	"
Vargas, Rosario	"	\$9.56/hr (1)	08/25/09
Vazquez, Denise	"	"	07/01/09
Vera, Valerie	"	"	"
Villagraw, Alfredo	"	"	"
Wilson, Lloyd	"	\$10.51/hr (3)	07/01/09
Woen, Vicky	"	\$9.56/hr (1)	"
Zogheib, Tania	"	"	"
Zubiri, Arlene	"	"	"
Clarke, Crystal	Intermediate Clerk	\$9.56/hr	07/01/09
Cortez, Rocio	"	"	"
Jimenez, Sarah	"	"	"
Maris-Gramajo, Edgar	"	"	"
Mitchum, Lauren	"	"	"
Moreno, Kristena	"	"	"
Nguyen, Ha	"	"	"
Ramirez, Diana	"	"	"
Salazar, Alejandra	"	"	"
Salazar, Nancy	"	"	"

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Sandoval, Dafne	Intermediate Clerk	\$9.56/hr	07/01/09
Santana, Nancy	"	"	"
Santos, Ana	"	"	"
Templeton, Kathryne	"	"	"
Vazquez-Rivera, Lorena	"	"	"
Aguirre, Brenda	Intermediate Typist Clerk	\$9.56/hr	07/01/09
Granados, Eddie	"	"	"
Leveston, Joseph	"	"	"
Lotspeich, William	"	"	"
Medina, Maria	"	"	"
Miramontes, Marianne	"	"	"
Morada, Gabriella	"	"	"
Murray, Dean	"	"	"
Rodriguez, Edgar	"	"	"
Salazar, Nancy	"	"	"
Salinas, Cesar	"	"	"
Williams, Nicole	"	"	"
Nelson, Linda	Student Activities Clerk	\$9.56/hr	07/01/09
Orr, Nellie	"	"	"
Orr, Roger	"	"	"
Powers, Patricia	"	"	"
Reyes, Dolores	"	"	"
Salazar, Alejandra	"	"	"
Santos, Ana	"	"	"
Santana, Nancy	"	"	"
Thiel, Joan	"	"	"
Vazquez-Rivera, Lorena	"	"	"
Walczak, Elizabeth	"	"	"
Carranza, Quinn	Aide-Special (Registration Account Clerk)	\$10.25/hr (2)	07/01/09
Littrell, Christina	"	\$10.77/hr (3)	"
Pena, Bethany	"	\$10.25/hr (2)	"
Hernandez, Zoraida	Custodian	\$9.76/hr	07/01/09
Lee, Frank	"	"	"
Lopez, Martin	"	"	"
Ramirez, Maria	"	"	"
Rios, Jose	"	"	"
Rodriguez, Orlando	"	"	"
Santos, Jose	"	"	"
Saucedo, Denise	"	"	"
Saude, Isaura	"	"	"
Garcia, Magali Sevilla	Community Outreach Worker	\$9.99/hr	07/01/09
Kennedy, Christina	"	"	"
Mathews, Ashaka	"	"	"
Moore, Mary	"	"	"
Ramos, Martin	"	"	"

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Ruiz, Gustavo	Community Outreach Worker	\$9.99/hr	07/01/09
Villalovos, Mary Jane	"	"	"
Lopez, Martin	Gardener/Groundskeeper	\$9.99/hr	07/01/09
Wade, Charles	"	"	"
Luna, John	Library Technical Clerk	\$9.99/hr	07/01/09
Walker, Earlene	"	"	"
Flores, Guillermo	Program Assistant I	\$9.99/hr	08/05/09
Keireyshawn, Daniels	"	"	08/01/09
Lopez, Antonio	"	"	07/01/09
Lucero, Evelyn	"	"	"
Martinez, Sandra	"	"	"
Michel, Kristin	"	"	"
Miller, Carl	"	"	"
Nicholson, Irene	"	"	"
Paz, George	"	"	"
Santa Ines, Mark	"	"	"
Singim, Patricia	"	"	"
Vega, Danny	"	"	"
Wagner, Melissa	"	"	"
Jones III, Danrich	Sports Publicist	\$9.99/hr	07/01/09
Francisco, Anna	Tutorial Technician	\$9.99/hr	07/01/09
Kim, Jennie	"	"	"
Pina, Maria	"	"	"
Rios, Maria	"	"	"
Rodriguez, Barbara	"	"	"
Velez, Rodolfo	"	"	"
Williams, Randy	"	"	"
Anatalio, Joshua	Aquatics Specialist	\$10.11/hr	07/01/09
Ibarra, Cristal	"	"	"
Llamas, Benjamin	"	"	"
Lopez, Jenel	"	"	"
Mattear, Quintin	"	"	"
Mendoza, Matthew	"	"	"
Peng, Natalie	"	"	"
Salgado, Luis	"	"	"
Silva, Angelina	"	"	"
Tebbutt, Cori	"	"	"
Zalewski, Kristina	"	"	"
Neff, Steven	Campus Security Officer	\$10.53/hr	07/01/09
Valle, Jonathan	"	"	"
Meraz, Rosa	Division Secretary Clerk	\$10.53/hr	07/01/09

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Boss, Jonathan	Secretary Clerk	\$10.53/hr	07/01/09
De Luna, Reyna	"	"	"
Hortua, Julio	"	"	"
Hortua, Leonel	"	"	"
Ieremia, Kim	"	"	"
Jones, Crystal	"	"	08/01/09
Martinez, Hector	"	"	07/01/09
Avalos, Lizeth	"	"	"
Punchihewa, Rangani	"	"	"
Rosales, Sergio	Account Technician II	\$10.77/hr	07/01/09
Iacovelli, Connie	Program Assistant II	\$11.34/hr	07/01/09
Mays, Lavene	"	"	"
Mishler, Katherine	"	"	"
Morada, Gabriella	"	"	"
Odrich, Eileen	"	"	"
Pena, Johanna	"	"	"
Rodriguez, Edgar	"	"	"
Joya, Edith	Secretary	\$11.34/hr	07/01/09
Punchihewa, Rangani	"	"	"
Salazar, Felicitas	"	"	"
Valencia, Ulysses	Student Affairs Technician	\$11.60/hr	07/01/09
Valladares, Cuxan	"	"	"
Vega, Rosa	"	"	"
Caggiano, Dennis	Sports Specialist	\$11.77/hr	07/01/09
Joson, Joseph	"	"	"
Medico, Audrey	"	"	"
Spradlin, Wendy	"	"	"
Martinez, Betania	Document Services Coordinator	\$11.88/hr	07/01/09
Villar, Sergio	Job Developer	\$11.88/hr	07/01/09
Try, Kim Beau	Science Laboratory Tech (Biology)	\$11.88/hr	07/01/09
Sakrekov, Isaac	Senior Computer Operator	\$11.88/hr	07/01/09
Markey, Yolanda	Student Services Assistant	\$11.88/hr	07/01/09
Rodriguez, Ricky	Automotive Maintenance Technician	\$11.89/hr	07/01/09
Littrell, Sharon	Aide-Special (Lead Registration Account Clerk)	\$12.19/hr (3)	07/01/09
Hernandez, Ricardo	Instructional Media Maintenance Person	\$12.50/hr	07/01/09

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Tomblin, Pamela	Aide-Special (Speech & Language Instructional Aide)	\$12.81/hr (1)	07/01/09
Boss, Brian	Instructional Aide II	\$12.81/hr (1)	07/01/09
Kominski, James	"	"	07/02/09
Krause, Peter	"	\$14.13/hr (3)	07/01/09
Lee, James	"	\$12.81/hr (1)	07/06/09
Lee, Shing Wun	"	\$14.13/hr (3)	07/01/09
Lizarraga, Raquel	"	\$12.81/hr (1)	"
Lopez, Bonnie	"	"	08/17/09
Lopez, Rafael	"	"	07/01/09
Lopez, Sandra	"	\$14.13/hr (3)	"
Martin, Michael	"	\$13.45/hr (2)	"
Melillo, Thomas	"	\$12.81/hr (1)	07/06/09
Millard, Samuel	"	"	07/01/09
Montoro, Diana	"	\$13.45/hr (2)	"
Nance, Michael	"	\$14.13/hr (3)	"
Nunez, Johnny	"	\$12.81/hr (1)	"
Oum, Kirivuth	"	\$14.13/hr (3)	"
Poompan, Michelle	"	\$12.81/hr (1)	"
Ramirez, Hector	"	"	07/06/09
Rich, William	"	"	07/01/09
Roca, Rey Paolo	"	"	"
Rosales, Armando	"	\$14.13/hr (3)	"
Rueda, German	"	\$12.81/hr (1)	07/01/09
Sanchez, Jessica	"	"	"
Schulhof, Edward	"	"	07/06/09
Shuleiman, Reema	"	\$13.45/hr (2)	07/01/09
Taylor, Kevin	"	\$12.81/hr (1)	"
Tharp, Casey	"	"	"
Wadhvani, Shobha	"	"	"
Werstiuk, Karen	"	\$14.13/hr (3)	"
Alonso, Jaqueline	Administrative Secretary	\$13.13/hr	08/01/09
Lopez, Jesusita	Banquet Chef	\$13.13/hr	07/01/09
McLaughlin, David	"	"	"
Padilla, Debra	Recreational Activity Specialist	\$13.65/hr	07/01/09
Kristinat, Katrina	Development Assistant	\$13.79/hr	07/01/09
Ruiz, Jennifer	EOPS/VEA Assistant	\$13.79/hr	07/01/09
Kim, Lynn	Multimedia Production Specialist	\$13.79/hr	07/01/09
Gonzalez, Aaron	Program Facilitator	\$13.79/hr	07/01/09
Hibbard, Mary	"	"	"
Loayza, Diana	"	"	"
Lopez, Alejandro	"	"	"

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McLennan, Erica	Program Facilitator	\$13.79/hr	07/01/09
O'Neil, Jeannie	"	"	"
Rios, Rebecca	"	"	"
Rojas de Mejia, Mary	"	"	"
Sarabia, Dominic	"	"	"
Vander Linden, Daneille	"	"	"
Zavala, Jose	"	"	"
Lopez, Leodmiro	Student Affairs Assistant	\$13.79/hr	07/01/09
Martinez, Yuriria	"	"	"
Palmer, Elaine	"	"	"
Perez, Fabiola	"	"	"
Salazar, Deanna	"	"	"
Valencia, Ulysses	"	"	"
Trakulthai, Terrayut	Welder	\$13.79/hr	07/01/09
Quan, Doretta	Technical Director/Designer	\$14.79/hr	07/01/09
Wood, Robin	"	"	"
Perla, Soria	Coordinator of School Relations	\$15.81/hr	07/01/09
Maris-Gramajo, Edgar	Special Populations Coordinator	\$16.41/hr	07/01/09
Walle, Lissette	"	"	"
Bleak, Paul	Vocational Education and Special Projects Assistant	\$16.41/hr	08/05/09
Lizano, Abdel	Senior Technical Support Specialist	\$16.80/hr	07/01/09
Liang, Cac	Senior Electronic Systems Technician	\$17.61/hr	07/01/09
Parks, Cliff	Senior Applications Analyst	\$19.05/hr	07/01/09
Hulett, Olivia	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	07/01/09
Leon, Maria	"	"	"
Montoya, Elia	"	"	"
Rotnem, Erica	"	"	"
Shin, Ann	"	"	"
Smiley, George	"	"	"
Vargas-Santamaria, Wilmer	"	"	"
Zambrano, Jennifer	"	"	"
Nieves, Laura	Aide-Special (Interpreter Level II)	\$23.00/hr	07/01/09
Padilla, Sara	"	"	"
Lagman, Alex	Music Conservatory Specialist	\$24.36/hr	07/01/09

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Hill, Tamara	Aid-Special (Interpreter Level III)	\$26.50/hr	07/01/09
Kam, Edward	"	"	"
Lopez, Erika	"	"	"
McKeough, Lexie	"	"	"
Newmaster, Charity	"	"	"
Padilla, Mireya	"	"	"
Partida, Gilbert	"	"	"
Tanner, Desiree	"	"	"
Farrell, Steven	Cont. Ed. Specialist (Cultural Arts)	\$28.07/hr	07/01/09
Hurzeler, Cynthia	"	"	"
Jernigan, Bryan	"	"	"
Lew, Ernest	"	"	"
Kato, Mark	"	"	"
Marroquin, Sonia	"	"	"
McMillen, Lana	"	"	"
Moore, Terry	"	"	"
O'Connell, Jalon	"	"	"
Perez, Judy	"	"	"
Slager, Robert	"	"	"
Strickland, Denise	"	"	"
Wissa, Farid	"	"	"
Sullivan, Monica	"	"	"
Ye, Liang	"	"	"
Cruz, Shanon	Community Education Specialist	\$29.15/hr	07/15/09
Follett, Kay	"	"	07/01/09
Hibbard, Mary	"	"	"
Holmes, Peter	"	"	"
Johnson, Dewayne	"	"	"
Kayise, Mandla	"	"	"
Kordich, Winifred	"	"	"
L'Angelle, Mitch	"	"	07/15/09
Layne, Jean	"	"	07/01/09
Love-Queen, Cheryl	"	"	"
McCord, Mildred	"	"	"
McFarland, Lillian Monica	"	"	"
Medina, Carol	"	"	"
Moreau, Christina	"	"	"
Moreland, Eddie	"	"	"
Myer, Glen James	"	"	"
Neiman, Julia	"	"	"
Norville, Ebony	"	"	"
Nutt, Karen	"	"	"
O'Neil, Jeannie	"	"	"
Pepito, Marissa	"	"	08/17/09
Quesada, Alfred	"	"	07/01/09
Reid, Denise	"	"	"
Rogan, Christine	"	"	"

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Smith, TaWanna	Community Education Specialist	\$29.15/hr	07/01/09
Sodetani, Martha	"	"	"
Torres, Maria De La Luz	"	"	"
Traina, Theresa	"	"	"
Villafane, Migdalia	"	"	"
Wisinski, Kathleen	"	"	"
Komulaine, Julie	Aide-Special (Interpreter IV)	\$33.50/hr	07/01/09
Nielson, Jack	"	"	"
Pearce, Denine	"	"	"
Serrano, Lena	"	"	"
Seto, Cindy	"	"	"
White, Bruce	"	"	"
Hill, Tamara	Aide-Special (Interpreter V)	\$39.50/hr	08/01/09
Nelson, Janine	"	"	07/01/09
O'Malley, Tom	"	"	"
Sias, Jolene	"	"	"
Williams, Gloria	"	"	"
Becerra, Mardell	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	08/17/09
Kim, Seong Joo	"	"	07/01/09
Lazor, Clair Gene	"	"	08/01/09
Livingston, Barbara	"	"	07/01/09
Moreland, Eddie	"	"	"
Ponce, Abel	"	"	"
Price, Terry	"	"	08/01/09
Stotelmyre, Theodore	"	"	07/01/09
Taira, Kenneth	"	"	"
Villar, Sergio	"	"	"
Wilson, Esther	"	"	08/17/09
Hipolito, Rosela	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	07/01/09
Olive, Yvonne	"	"	"
Quirk, Jean	"	"	"
Saucedo, Marisol	"	"	09/01/09
Jacobson, Stanley	Project Specialist (Technical) Level I	\$75.00/hr	07/01/09
Koze, John	"	"	"
McFaul, Jason	"	"	"
Ramos, Gerardo	"	"	"
Taylor, Kevin	"	"	"
Stotelmyre, Ted	Project Special (Technical) Level II	\$100.00/hr	07/01/09
Price, Terry	"	"	"

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** William C. Farmer, Jr., Acting President/Superintendent *WCF*  
**REVIEWED BY:** James A. Albanese, Interim Vice President of Business Services *JAA*  
**PREPARED BY:** Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*  
**DATE:** September 2, 2009  
**SUBJECT:** Consideration of Approval of the Adopted Budget for the 2009-10 Fiscal Year

### RECOMMENDATION

The Board of Trustees approve the Adopted Budget for the 2009-10 Fiscal Year.

### OVERVIEW

Adopted Budget approval is required by the Board of Trustees and submitted to the Chancellor's Office and the Los Angeles County Office of Education by September 15, 2009.

### ANALYSIS

#### GENERAL FUND-UNRESTRICTED (FUND 01.0)

The staff attended the Chancellor's Office Budget Workshop on August 18, 2009. There are no COLA, Stability/Restoration or Growth funds projected. Reduced workload resulted in a loss of \$2.8 million in State funds. Marginal revenue reflects an additional loss of \$0.6 million in local interest earnings. Marginal expenditures of \$2.1 million bring the total reduction to \$5.5 million.

This budget reflects higher expenditures than revenue by \$5.9 million but the District is applying reduction options that were identified in the last fiscal year to close the gap by June 30, 2010.

#### GENERAL FUND-RESTRICTED CATEGORICAL (FUND 01.3)

In our planning we are anticipating reductions based on pending detailed information and guidelines from the State. We have not received this information as of 8/20/09.

### FINANCIAL IMPLICATIONS

Due to the seriousness of the fiscal condition of the state which will result in further reduction or elimination of revenue, revisions to the Adopted Budget will be posted and presented to the Board as we receive more information.

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**SEPTEMBER 16, 2009**

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, the Board Vice President. Those present were Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Mr. Bob Epple and Mr. Bob Arthur were not present. Others present were the President of the College, Vice President of Academic Affairs, Vice President of Student Services, Faculty Senate President and the CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Jason Balandra, Cerritos College student.
- III. APPROVAL OF MINUTES A. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the regular meeting of September 2, 2009. The vote for approval was unanimous (student advisory vote: Aye).
- IV. INSTITUTIONAL PRESENTATIONS  
Employee of the Month A. Dr. Hughlett indicated that this presentation will be rescheduled to a future Board meeting.  
Financial Aid Presentation B. Kim Westby, Dean of Student Support Services gave a presentation regarding financial aid at Cerritos College. She indicated that 15,492 students at the college received a Board of Governors fee waiver in 2008-09. She also stated that 8,723 students received approximately \$17 million in Pell grant funds. Jason Balandra and Daniel Delgado, students at Cerritos College, shared their success stories that were made possible through financial aid.  
Counseling Presentation C. Dr. Renée DeLong Chomiak, Dean of Counseling Services provided an overview of services offered by the Cerritos College Counseling division. She also shared a chart that displayed a breakdown of the different ways the Counseling division met with approximately 11,000 students during Fall 2009 registration.
- V. PUBLIC PRESENTATIONS Heriberta Gonzalez, President of the Parents for Project HOPE, spoke on behalf of a group of parents. She indicated that approximately six months ago, they were promised the institutionalization of Project HOPE, which included the designation of \$57,000 in the college budget. She requested that information be provided that confirms that the project is institutionalized. She also expressed concern that funds provided through other entities such as the office of Congresswoman Linda Sánchez and the Irvine Foundation do not give certainty that Project HOPE is moving toward institutionalization.
- VI. CONSENT AGENDA It was moved by Dr. Cho and seconded by Mr. Jackson to approve the consent agenda and addendum (student advisory vote: Aye). The vote for approval and/or ratification of the following items was unanimous:
- A. Gateways Title V Grant Stipends, as attached.

- B. Stipends for the Summer Youth Employment Program Students, as attached.
- C. Resolution No. 09-11 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period September 17, 2009 through December 31, 2009, as attached.
- D. Resignation(s) Accepted by the President/Superintendent, as follows:

*Maria C. Castellanos, Program Assistant II (EOPS/Student Support Services), effective August 26, 2009*

Added by addendum:

*Diane Nakamura, Assistant Professor (ESL Department), effective December 18, 2009*

*Miguel Ayerdis, Gardener/Groundskeeper (Facilities), effective September 15, 2009*

- E. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- F. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

Added by addendum:

*Campus Police Dispatcher Clerk (40% Weekend Position) @19-1 (\$1,030.00 per month) effective 9/19/09: Charron Cleveland (Campus Police)*

*Campus Police Dispatcher Clerk (40% Weekend Position) @19-3 (\$1,126.40 per month) effective 9/19/09: Leticia Soto (Campus Police)*

VII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for August 24, 2009.
- B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2009.
- C. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the Quarterly Fiscal Status Report for the quarter ending June 30, 2009. The vote for approval was unanimous (student advisory vote: Aye).

VIII. REPORTS

- A. Board of Trustees  
Mr. Grimaldo indicated that the first ASCC Senate meeting of the year was held today and added that 37 senators were present. He stated that September 17 is Constitution Day and encouraged everyone to wear red, white and blue colors.  
  
Ms. Avalos welcomed Dr. Lacy and shared that today is Mexican Independence Day.

Dr. Cho welcomed Dr. Lacy and thanked Mr. Farmer for his work as Acting President. She thanked Ms. Westby and Dr. DeLong Chomiak for their excellent presentations. She informed the Board that mental health services in the state have been severely affected by the current budget situation.

Mr. Jackson indicated that he has been enjoying the Cerritos College football games.

Dr. Hughlett applauded David Betancourt and his ensemble for an excellent performance at the 9/11 event in the City of Cerritos. He added that Dr. Betancourt is well-known throughout the city. He extended a formal welcome to Dr. Lacy. He concluded by stating that he will not be present at the October 7 Board meeting.

**B. Faculty and Staff Leadership**

Ms. Moore welcomed Dr. Lacy and added that she appreciates all of her efforts to visit the campus.

Ms. Laughon echoed Ms. Moore's comments and added that she is looking forward to meeting with Dr. Lacy on Thursday, September 17.

**C. President/Superintendent and Vice Presidents**

Dr. Lacy indicated that the college received some clarification from the state regarding ARRA funds, which equate to \$37 million. She stated that her first days on campus have been wonderful and added that she has been listening to many individuals on campus. She added that she will be setting strong goals. She concluded by thanking Ms. Westby for bringing the students to the Board meeting and added that their voices need to be heard.

Mr. Farmer indicated that he visited Washington, DC to speak at the Congressional Hispanic Caucus Institute Leadership Conference about Project HOPE. He stated that he was invited by Congresswoman Linda Sánchez and added that it was a very successful event. He shared that the \$57,000 allocation for the Project HOPE program is in the college's budget and he will ensure that the parents are informed.

Dr. Johnson stated that he and several managers of categorical programs on campus attended the State Controller's Office workshop on ARRA funds. He stated that it was informative and added that the campus is ready to receive the funds. He concluded by thanking Ms. Westby and Dr. DeLong Chomiak for their presentations.

**IX. CLOSED SESSION**

The Board adjourned to closed session at 7:08 p.m.

**X. RECONVENE**

The Board reconvened at 7:56 p.m.

**Read Out**

Dr. Edmiston reported that in closed session the Board of Trustees approved the employment of Yvette Tafoya as Interim EOPS Assistant Director on Grade 17, Step 1 of the Management Salary Schedule (\$5,775 per month) effective September 17, 2009 for a period not to exceed June 30, 2010. The vote for approval was unanimous.

XI. ADJOURNMENT

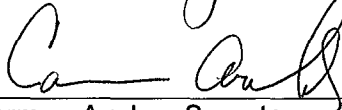
The meeting was adjourned at 7:57 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, October 7, 2009 at 6:00 p.m.



Dr. Bob Hughlett, Board Vice President



Carmen Avalos, Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL (by WCF)*  
**REVIEWED BY:** M.L. Bettino, Dean of Academic Affairs *✓*  
**PREPARED BY:** Dr. Carolyn Chambers, SEM Instructional Dean *Carolyn Chambers*  
**DATE:** September 16, 2009  
**SUBJECT:** **Consideration of Approval of Gateways Title V Grant Stipends**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payments for the named employees for their participation in the Gateways Title V Grant project for the Fall 2009 semester.

### OVERVIEW

The Title V Gateways Project, shared by CSU Dominguez Hills and Cerritos College, is in its fifth and final year. Throughout the Project, Sally Sestini has served as the Project Activity Director. In this role, she is responsible for planning and implementing all activities for the grant that occur on the Cerritos College campus. Mary Clarke has served as the Project Faculty Coordinator on the Cerritos College campus. In her role, she is responsible for coordinating all participating Title V faculty events.

### ANALYSIS

From August 17 through September 30, 2009, Ms. Sestini will complete the following tasks on behalf of the Project:

- 1) Evaluating and cataloging all of the Gateways resources collected from Spring 2005 through Summer 2009.
- 2) Coordinating with the Project Evaluator (Jan Connal) and Principal Investigator at CSUDH to develop the Final Evaluation Report and Recommendations for the Cerritos College Gateways Project.
- 3) Creating an electronic "Best Practices" notebook of activities developed and created by Title V faculty participants from Spring 2005 – Summer 2009.
- 4) Coordinating with the Project Website Designer, (Ilva Mariani) to finalize the Project website.
- 5) Coordinating with the Gateways tutor trainer (Terry Feldstein) to create a "Best Practices" notebook of techniques for using tutors in the mathematics classroom.
- 6) Planning, organizing and facilitating the final meeting of Title V participants.
- 7) Managing the Gateways budget
- 8) Coordinating with the Principal Investigator to submit the final reports for the grant.

From August 17, 2009 through September 30, 2009, Ms. Clarke will work with Ms Sestini on the following tasks on behalf of the Project:

- 1) Assimilate workshop materials collected and developed for Title V Faculty Workshops into an electronic form.
- 2) Create an electronic "Best Practices" notebook of activities developed and created by Title V faculty participants from Spring 2005 – Summer 2009.
- 3) Coordinate with the Project Website Designer, (Ilva Mariani) to finalize the Project website.
- 4) Coordinate with the Gateways tutor trainer (Terry Feldstein) to create a "Best Practices" notebook of techniques for using tutors in the mathematics classroom.
- 5) Help plan and organize the final meeting of Title V participants.

**FINANCIAL IMPLICATIONS**

Gateways Title V Grant funds will be utilized for this expenditure. Following the guidelines of the grant, the following faculty members from the Mathematics Department are to receive stipends as follows:

Mary Clarke	\$ 3000
Sally Sestini	\$ 7000

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy., President/Superintendent *L.L.L. (by WCF)*  
**REVIEWED BY:** William C. Farmer, Jr., Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Nick Kremer, Executive Dean Community, Industry and Technology Education  
Maggie Cordero, Director of Pathway Programs  
**DATE:** September 16, 2009  
**SUBJECT:** **Consideration of Approval of Stipends for the Summer Youth Employment Program Students**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payment of \$100 stipends to Summer Youth Employment Program participants for completion of a 20-hour work readiness class related to the Summer Youth employment program.

### OVERVIEW

The Work Readiness class prepares students to enter employment situations on and off campus.

### ANALYSIS

Those students who successfully completed the class were eligible for placement in paid internships both on and off campus. The paid internships were supported by a grant from the Southeast Los Angeles County Workforce Investment Board (SELACO).

### FINANCIAL IMPLICATIONS

The following students completed the work readiness class in August and are eligible to receive \$100 stipends. The funds will be paid from the Economic Development enterprise funds with no cost to the district general fund.

Alvarado David  
Olivares Jessica  
Tacu Amado

CERRITOS COMMUNITY COLLEGE DISTRICT

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

These approved signatures are valid for the period of: September 17, 2009 to December 31, 2009 in accordance with governing board approval dated September 16, 2009.

NOTE: Please TYPE name under signature.

Signature

Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	<u>Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</u>
Signature: _____ Type: _____ President of the Board of Trustees/Education	Signature: <u></u> Type: Dr. Linda L. Lacy Title: President/Superintendent
Signature: <u></u> Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: William C. Farmer, Jr. Title: Vice President of Academic Affairs/Asst. Superintendent
Signature: <u></u> Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Dr. James A. Albanese Title: Interim Vice President of Business Services
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Dr. Stephen B. Johnson Title: Vice President of Student Services/Asst. Superintendent
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Berlanti A. Rizkallah Title: Director of Fiscal Services
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Jenney Ho Title: Director of Purchasing

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

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

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

- On Orders of Payment \_\_\_\_\_
- "A" Warrants \_\_\_\_\_
- "B" Warrants \_\_\_\_\_
- On Notice of Employment \_\_\_\_\_
- On Contracts \_\_\_\_\_

**FACULTY HOURLY - BUSINESS EDUCATION**

**New Hires**

<b>Name</b>			<b>Salary</b>	
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Enriquez	Dora	Court Reporting	A1	48.83
Hooper	Carolyn	Court Reporting	A1	48.83

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**New Hires**

<b>Name</b>			<b>Salary</b>	
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Castro	Sheryll	Pharmacy Technician	A1	48.83
Macwan	Angelina	Clinical Nursing	A1	48.83

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES**

**New Hires**

<b>Name</b>			<b>Salary</b>	
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Laguna	Steve	Political Science	A1	48.83

**FACULTY HOURLY - LIBERAL ARTS**

**New Hires**

<b>Name</b>			<b>Salary</b>	
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Andersen	Anne	Reading	A1	48.83
Douglas	Jeffrey	English	A1	48.83
Grogorieff	Annette	Reading	A1	48.83
O'Grady	Jennifer	English	A1	48.83
Smith	Harold	Reading	A1	48.83

**FACULTY HOURLY - PE/ATHLETICS**

**Reemployed**

<b>Name</b>			<b>Salary</b>	
<b>Name</b>		<b>Discipline</b>	<b>Placement</b>	<b>Rate</b>
Chatman	Rosanna	Athletics	B5	60.33
May	Russell	Athletics	B5	60.33
Murvin	William	Athletics	B5	60.33
Schulist	Mark	Athletics	B5	60.33

**FACULTY HOURLY - TECHNOLOGY**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Heller	David	Plastics	A1	48.83
Moraga	Pete	Engineering Design Technology	B5	60.33
Rainville	Lori	Cosmetology	B1	48.83

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Bernal	Crystal	Cosmetology	A1	48.83
Gregory	Angela	Cosmetology	A1	48.83

**FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Hague	Sultan	Adult Education	B4	57.46

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, 2009 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Garcia, John	Assessment Clerk	\$9.56/hr	06/01/09
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SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Fazeli, Bijan	Aide-General (Clerical)	\$8.00/hr	07/01/09
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Gerl, Caleb	Aide-General (Laborer)	\$8.00/hr	08/17/09
Reed, Samuel	"	"	07/01/09

Escobedo, Yasmin	Aide-Special (Counselor)	\$8.00/hr	07/01/09
Garcia, Eduardo	"	"	"
Giron, Barbara Stefan	"	"	"
Henry, Michael	"	"	"
Manzanilla, Bryon	"	"	"
Mendez, Jonathan	"	"	"
Mora, Carlos	"	"	"
Moran, Susan	"	"	"
Muniz, Anai	"	"	"
Nelson Jr., Don	"	"	"
Novoa-Vargas, Alejandra	"	"	"
Olivera, Karla	"	"	"
Padilla, Karina	"	"	"
Ramirez, Erik	"	"	"
Ramos, Fabiola	"	"	"
Rivas, Estephanie	"	"	"
Rodriguez Lopez, Ana	"	"	"
Saunders, Cairo	"	"	"
Sitan, Christina	"	"	"
Vasquez, Paula	"	"	"
Vega, Alejandro	"	"	"
Velarde, Nancy	"	"	"
Velasquez, Hugo	"	"	"

del Villar, Eisha	Aide-Special (Special Education)	\$8.00/hr (1)	08/17/09
Tiow, Regina	"	"	07/01/09

Jimenez, Luis	Clerk	\$8.64/hr	07/01/09
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Horton, Anabelle	Financial Aid Clerk	\$9.31/hr	07/01/09
Jelks, Michael	"	"	"

Garcia, John	Assessment Clerk	\$9.56/hr	07/01/09
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Presented to the Board of Trustees 9/16/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Ballogg, Margarete	Instructional Aide I	\$10.51/hr (3)	07/01/09
Bravo, Joana	"	\$9.56/hr (1)	"
Do, Dennis	"	"	08/01/09
Tanuvasa, Derek	"	"	"
Duarte, Karla	"	"	07/01/09
Flores, Guillermo	"	\$10.51/hr (3)	"
Flores-Barragon, Luis	"	"	"
Gian, Christopher	"	\$9.56/hr (1)	08/17/09
Hernandez, Delone	"	\$10.51/hr (3)	07/01/09
Jalali, Ali	"	"	"
Madrigal, Cynthia	"	\$9.56/hr (1)	08/17/09
Maldonado, Luliana	"	"	07/01/09
Menjivar, Erik	"	"	08/18/09
Piedra, Norma	"	"	09/01/09
Villa, Brenda	"	\$10.51/hr (3)	07/01/09
Wang, Theresa	"	\$9.56/hr (1)	08/17/09
Orellana, Daniel	"	\$10.51/hr (3)	07/01/09
Trejo, Erika	"	\$9.56/hr (1)	07/01/09
Zamora, Erica	"	"	"
Misares, Tatiana	Intermediate Typist Clerk	\$9.56/hr	07/01/09
Lopez, Rafael	Aide-Special (Registration Account Clerk)	\$9.76/hr (1)	08/24/09
Pearson, Ashley	Community Outreach Worker	\$9.99/hr	07/29/09
Stewart, Amonieka	"	"	07/01/09
Cho, Hye	Program Assistant I	\$9.99/hr	08/24/09
Flores, Guillermo	"	"	08/25/09
Michel, Kristin	"	"	08/24/09
Badali, Ashley	Aquatics Specialist	\$10.11/hr	07/01/09
Guevarra, Robert	"	"	"
Lopez, Jenel	"	"	"
Madruga, Tomas	"	"	"
Villalobos, Miguel	"	"	08/17/09
Alvarado, David	Secretary Clerk	\$10.53/hr	08/19/09
Clement Johnson, Yul	"	"	07/25/09
Espinola, Edwin	"	"	08/01/09
Gomez, Werner	"	"	08/24/09
Johnson, Ju'Dawn	"	"	07/25/09
Misares, Corina	"	"	07/01/09
Mosqueda, Silvia	"	"	"
Olivares, Jessica	"	"	08/17/09
Sepulveda, Rocio	"	"	07/01/09
Wang, Teresa	"	"	"

000116

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Yean, Robert	Program Assistant II	\$11.34/hr	07/01/09
Durbin, Shari	Secretary	\$11.34/hr	07/01/09
Johnson, Jacob	EOPS Compliance Technician	\$11.60/hr	07/01/09
Breaux, Anthony	Document Services Coordinator	\$11.88/hr	08/01/09
Garcia, Yantzi Sivilla	"	"	"
Lazcon, Christian	"	"	07/01/09
Vieira Cardoso, Analie	"	"	"
Hok, Eileen	Science Laboratory Tech (Biology)	\$11.88/hr	07/01/09
Barron, Andres	Instructional Media Maintenance Person	\$12.50/hr	08/01/09
Measkhan, Kevin	"	"	"
Brown, Malinda	Instructional Aide II	\$14.13/hr (3)	08/17/09
Montealegre, John	"	\$12.81/hr (1)	"
Bruce, Rachel	Program Facilitator	\$13.79/hr	07/01/09
Humphrey, Brandon	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	07/01/09
Suleiman, Reema	Child Development Center Teacher Level III	\$23.91/hr (2)	07/01/09
Frandsen, Janna	Cont. Ed. Specialist (Cultural Arts)	\$28.07/hr	07/01/09
Gregory, Angela	"	"	"
Loherke, James	"	"	07/20/09
Cardenas, Mirna	Community Education Specialist	\$29.15/hr	08/05/09
Francis, Tami	"	"	07/01/09
Kim, Jong-Wha	"	"	08/10/09
Pizer, Janis	"	"	"
Ramsaur, Hal Steve	"	"	08/19/09
Supple, Martin	"	"	07/01/09
Blake-Holden, Ty	Aide-Special (Interpreter V)	\$39.50/hr	07/01/09
Pacheco, Rupert	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	07/01/09
Rudd, James	"	"	"
Tait, Mark	"	"	"
De Sevilla, Angel	Project Special (Technical) Level II	\$100.00/hr	07/01/09

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL (by WCF)*  
**REVIEWED BY:** James A. Albanese, Interim Vice President of Business Services  
**PREPARED BY:** Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*  
**DATE:** September 16, 2009  
**SUBJECT:** **Consideration of Approval of Quarterly Fiscal Status Report  
For the Quarter Ending June 30, 2009**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) as of June 30, 2009.

**OVERVIEW**

Title 5 of the California Code of Regulations (CCR), Section 58310, requires California Community College Districts to report quarterly on their financial condition and to indicate any material events that occurred during the quarter.

**ANALYSIS**

In compliance with the above regulation, the District has completed form CCFS-311Q from the State Chancellor's Office (please see Attachment #1). The Board of Trustees must review and approve this form at a regular meeting.

Section I compares Unrestricted General Fund Revenue, Expenditure and Fund Balance three prior years with the current actual year. It allows analysis by the Chancellor's Office of fluctuations in revenue, expenditures and fund balance.

Section II compares three prior years with the current year for Annualized Attendance Full Time Equivalent Student (FTES).

Section III Total General Fund Cash Balance (Unrestricted and Restricted) indicates actual cash flow for the same period of years pinpointed to specific quarters. This information, when compared to actual quarterly income, can be useful in predicting possible cash flow problems.

Section IV compares unrestricted actual income and expenditures year-to-date for the quarter ending 06/30/09 to budget. This helps to gauge the reality of budgeted income and expenditures to what is actually occurring. It also tells the Chancellor's Office if the revenues being received are occurring at the same levels as expenditures are occurring. The same section provides the Chancellor's Office with information relative to the status of negotiations and any extraordinary events that could affect the fiscal stability of the district.

Section V reflects any salary increases granted to the classified, confidential, academic and management groups.

Section VI reflects the issuance of any Tax and Revenue Anticipation Notes (TRANS), Certificates of Participation (COPS) or General Obligation Bonds (GO Bonds).

Section VII discloses any fiscal problems that the District must address in the current year and the following year.

A graph accompanies the Quarterly Report. The graph shows "required contingency" versus "actual general fund cash balance" (please see Attachment #2).

**FINANCIAL IMPLICATIONS:**

As presented above.

Attachments

Attachment #1

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

Quarter Ended: (Q4) Jun 30, 2009

District: (810) CERRITOS

As of June 30 for the fiscal year specified

Line	Description	Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	80,947,922	86,884,376	88,316,839	91,457,643
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	80,947,922	86,884,376	88,316,839	91,457,643
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	77,918,915	82,945,128	86,032,575	85,176,976
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,755,274	1,574,318	1,684,132	7,341,213
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	79,674,189	84,519,446	87,716,707	92,518,189
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	1,273,733	2,364,930	600,132	-1,060,546
D.	<b>Fund Balance, Beginning</b>	6,833,992	8,555,918	10,751,749	12,646,111
D.1	Prior Year Adjustments + (-)	448,193	-169,099	1,294,230	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	7,282,185	8,386,819	12,045,979	12,646,111
E.	<b>Fund Balance, Ending (C. + D.2)</b>	8,555,918	10,751,749	12,646,111	11,585,565
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.7%	12.7%	14.4%	12.5%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	16,621	16,580	17,173	17,359
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

As of the specified quarter ended for each fiscal year

2005-06	2006-07	2007-08	2008-2009
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H.1	Cash, excluding borrowed funds			16,049,828	8,909,052
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1+ H.2)	7,946,420	18,673,647	16,049,828	8,909,052

**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.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	87,578,797	89,070,178	91,457,643	102.7%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	87,578,797	89,070,178	91,457,643	102.7%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	91,737,511	88,372,745	85,176,976	96.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,232,962	7,007,962	7,341,213	104.8%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	92,970,473	95,380,707	92,518,189	97%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-5,391,676	-6,310,529	-1,060,546	
L.	Adjusted Fund Balance, Beginning	12,646,111	12,646,111	12,646,111	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	7,254,435	6,335,582	11,585,565	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.8%	6.6%		

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	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								

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	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.)? YES

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

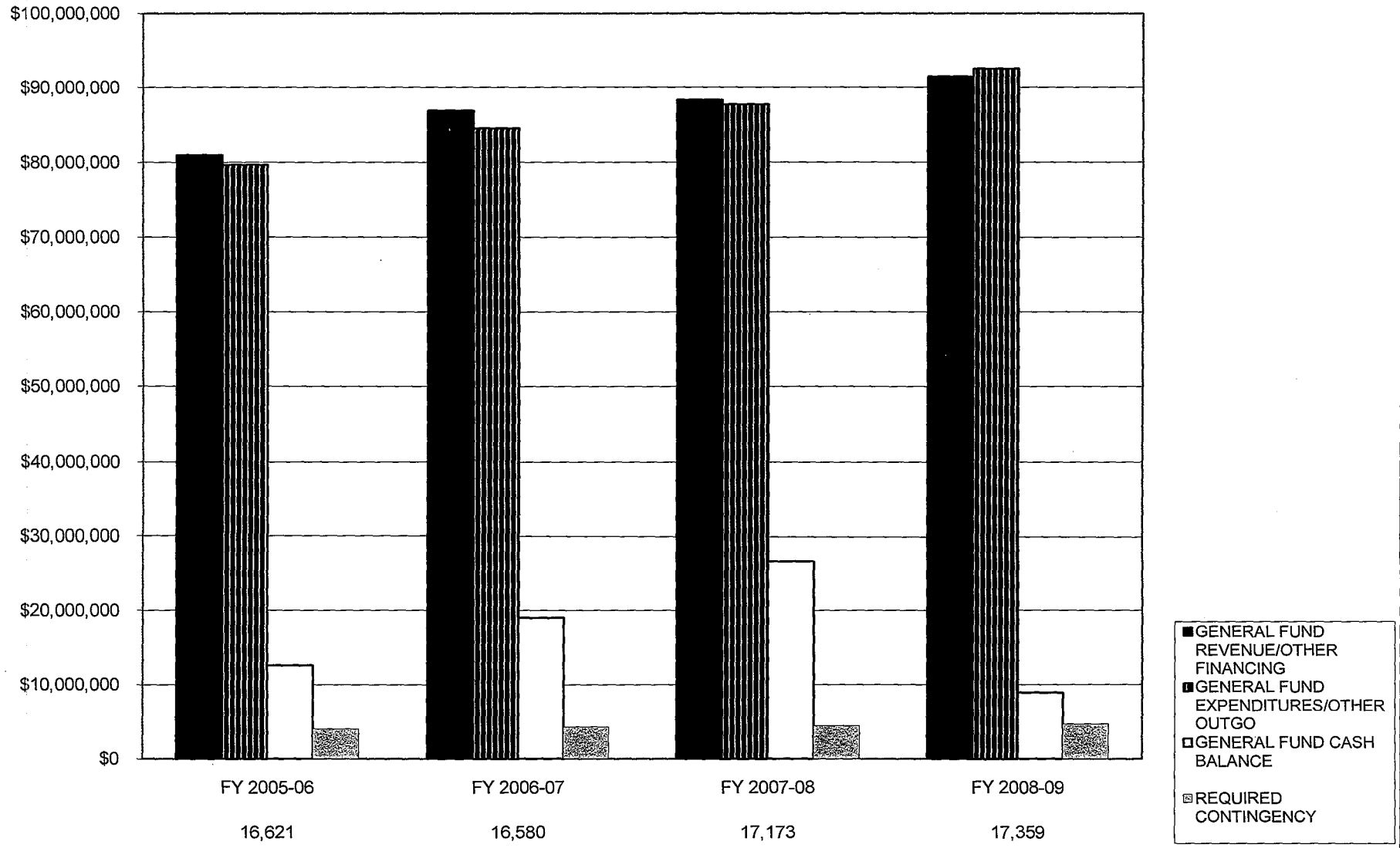
District issued GO Bond Series 2009C for \$55,000,000

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.)

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**QUARTERLY FINANCIAL STATUS REPORT**  
**June 30, 2009**



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CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

Quarter Ended: (Q4) Jun 30, 2009

District: (810) CERRITOS

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Dr. James Albanese

CBO Phone: 562-860-2451

CBO Signature: 

Date Signed: \_\_\_\_\_

Chief Executive Officer Name: Dr. Linda L. Lacy

CEO Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Electronic Cert Date: 09/03/2009

District Contact Person

Name: Lola Rizkallah

Title: Director of Fiscal Services

Telephone: 562-860-2451

Fax: 562-924-2800

E-Mail: rizkallah@cerritos.edu

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [atalig@ccccc.edu](mailto:atalig@ccccc.edu) or Glen Campora (916)323-6899 [gcampora@ccccc.edu](mailto:gcampora@ccccc.edu)

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**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**OCTOBER 7, 2009**

- I. CALL TO ORDER                      The meeting was called to order at 6:00 p.m. by Ms. Carmen Avalos, the Board Secretary. Those present were Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Mr. Bob Epple and Dr. Bob Hughlett were not present. Others present were the President of the College, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and the CSEA 1<sup>st</sup> Vice President.
- II. PLEDGE OF ALLEGIANCE      The flag salute was led by David Coda, Cerritos College student and US Navy Reservist.
- III. APPROVAL OF MINUTES              A. It was moved by Mr. Jackson and seconded by Dr. Cho to approve the minutes of the regular meeting of September 16, 2009. The vote for approval was 4-0-1; Mr. Arthur abstained (student advisory vote: Aye).
- IV. INSTITUTIONAL PRESENTATIONS      A. Dr. Lacy presented Mary Lou Mota with the Outstanding Classified Employee of the Month
- Budget Update                      B. Dr. Albanese shared a spreadsheet of the latest information received regarding categorical funding and ARRA funds being received. He noted that under federal law, ARRA state stabilization funds are for general purpose. He stated that the administration recommends that these funds be distributed to categorical programs severely affected by budget cuts. He indicated that it will be a challenge for categorical programs to adjust to the reduced budget.
- V. PUBLIC PRESENTATIONS              Heriberta Gonzalez, President of the Parents for Project HOPE expressed concern regarding the institutionalization of Project HOPE. She requested copies of paperwork that shows the program has been institutionalized and has been included in the college's budget.
- Heriberta Gonzalez
- Lloyd Lewis                              Lloyd Lewis, Cerritos College student spoke regarding the modernization of the Auto Technology complex. He requested that the Board postpone the approval of the modernization project because it is an inconvenience to students. He added that the construction will affect the courses they had signed up for at the beginning of the semester. He stated that many instructors informed students of the modernization only in the past few days.
- Joyce Yun                                Joyce Yun, community member addressed the Board regarding parking lot C-4 on campus. She shared her concerns about the engineering of the parking lot and added that cars are often backed up onto Alondra Blvd. She also stated that she was yelled at by a faculty member in parking lot C-4 and that she was very upset by it.
- VI. CONSENT AGENDA                      It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the consent agenda and addendum (student advisory vote: Aye). Mr. Arthur requested that Item A be held for separate consideration and Dr.

Cho requested that Item E be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous:

- A. It was moved by Dr. Edmiston and seconded by Mr. Arthur to approve Item A:

Provide Compensation to Board Members Arthur and Epple for Absences from the September 16 Board Meeting

The vote for approval was 4-0-1; Mr. Arthur abstained.

- E. It was moved by Dr. Edmiston and seconded by Mr. Arthur to approve item E:

Bid #0809-04, Auto Technology Complex Modernization and Addition

Dr. Cho stated that she feels the modernization process and specific details regarding the modernization of the building should be discussed at a later time to ensure that student needs are met. Robert Riffle, Director of Physical Plant, stated that the modernization process for the Auto Technology complex has been very lengthy. He indicated that the division has been very involved in the decision-making process, and although they realize it will be an intensive process, they feel that it is a workable situation for students and staff. He added that students will still meet in the building during modernization. He then provided an overview of specific projects that the modernization and addition will cover. Dr. Albanese recommended that the board approve the lowest responsive and responsible bid. The vote for approval was 4-1-0; Dr. Cho voted no.

- A. This item was considered separately.
- B. Accepted gifts with letters of thanks to the following:
- 2005 Ford Escape Hybrid  
*Donated by:* Ford Motor Company – LA Training Center  
14923 E. Desman Road  
La Mirada, CA 90638
- C. Title V Grant Award for iFALCON/Habits of Mind Campaign, as attached.
- D. Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.
- E. This item was considered separately.
- F. Resignation(s) Accepted by the President/Superintendent, as follows:
- Mary Knowlton, Assistant Professor (Nursing Department), effective May 21, 2010*
- G. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.

- H. 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 August 31, September 14 and September 21, 2009.
- VIII. REPORTS
- A. Board of Trustees  
 Ms. Avalos commended the Cerritos College radio station WPMD and added that their Spanish broadcasting program is very good.
- Mr. Grimaldo shared that Homecoming court elections took place today. He added that everyone is looking forward to the Homecoming festivities.
- B. Faculty and Staff Leadership  
 Ms. Moore indicated that the Faculty Senate recently elected Angela Hoppe-Nagao as Vice President. She concluded by stating that Dr. Bryan Reece and Dr. Stephen Clifford are presenting the iFALCON/Habits of Mind campaign at the Student Success Conference this week.
- C. President/Superintendent and Vice Presidents  
 Dr. Lacy informed the Board that the college is currently seeking to fill a position on the Citizens' Bond Oversight Committee for a community member. She shared that on September 28, HSBC Bank donated \$5,000 to the college. Dr. Lacy indicated that she attended the Cerritos College Retired Faculty Association and added that it was a great event. She also attended the Teacher TRAC NSF Grant Celebration on September 30. She concluded by stating that the Pharmacy Technology program received notice that its accreditation was extended to 2011.
- IX. CLOSED SESSION
- The Board adjourned to closed session at 6:44 p.m.
- X. RECONVENE
- The Board reconvened at 8:04 p.m.
- Read Out
- Mr. Jackson reported that in closed session the Board of Trustees ratified the provision of a notice of lay-off effective October 26, 2009 to a classified manager. The vote for approval was unanimous.
- Read Out
- Mr. Jackson reported 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 20, 2011 to June 30, 2012. The vote for approval was unanimous.
- Read Out
- Mr. Jackson reported 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, 2011 to June 30, 2012. The vote for approval was unanimous.
- Read Out
- Mr. Arthur reported that in closed session the Board of Trustees took action to terminate a classified employee effective September 17, 2009 and to place that employee on the 39-month re-employment list. The

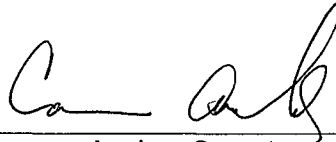
vote for approval was unanimous.

XI. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

XII. NEXT REGULAR  
MEETING

The next regular meeting of the Board of Trustees is scheduled for  
Wednesday, October 21, 2009 at 6:00 p.m.



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Carmen Avalos, Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees

**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*

**REVIEWED BY:** Mr. William Farmer, Vice President of Academic Affairs *WCF*

**PREPARED BY:** Dr. Stephen Clifford, Professor, English/iFALCON Co-Coordinator  
Ms. Lynn Serwin, Associate Professor, English/iFALCON Co-Coordinator  
Dr. Bryan Reece, Interim Dean, Humanities/Social Sciences

**DATE:** October 7, 2009

**SUBJECT:** **Consideration of Approval of Title V Grant Award for iFALCON/Habits of Mind Campaign**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the iFALCON/Habits of Mind project as submitted to the U.S. Department of Education for a Title V (Strengthening Institutions—Hispanic Serving Programs) grant. The college received notification from the U.S. Department of Education that its Title V grant application has been successful. The college will be awarded \$514,163 annually, beginning October 1, 2009, for a period of five years concluding, September 30, 2014.

### OVERVIEW

The college piloted the iFALCON/Habits of Mind campaign and its website ([www.cerritos.edu/ifalcon](http://www.cerritos.edu/ifalcon)) in January 2009, after several semesters of research and preparation. The response to the pilot program, from both the campus and the broader academic community, has been extraordinarily positive. The college applied for the federal grant in June 2009 based on the initial successes of the pilot and on a desire to provide more support and training to faculty, staff, and students on campus.

### ANALYSIS

Habits of Mind (HOM) concepts will be infused throughout the curriculum and student services by implementing four activity strategies: Strategies to Help Students Develop the Six Habits of Mind; Faculty and Staff Development to Support HOM for Student Success; Infusing HOM Across the Developmental Education Program; and Coordination of Institutional Services and Programs to Support the HOM Initiative. Outcomes to be measured include improved retention, progression, and completion (whether certificate/degree completion or transfer vs. state- and peer-college baseline rates in Developmental Education).

### FINANCIAL IMPLICATIONS

Cerritos College will receive \$514,163 annually for the described activities. Its goal will be to build the infrastructure of a sustainable academic support program at Cerritos College, and to ensure that upon completion of the Title V grant, the program is fully sustainable by the college. Post-grant systems and procedures created in the grant project will be developed by modeling successful student support programs on campus, such as Teacher TRAC and Scholars' Honors.

# CERRITOS COLLEGE

**TO:** Board of Trustees

**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*

**REVIEWED BY:** William Farmer, Vice President of Academic Affairs *WCF*

**PREPARED BY:** Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*

**DATE:** October 7, 2009

**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 Lydia Alvarez, Jeff Bradbury, Anthony Fortner, Susan Gradin, Dora Macias, Ilva Mariani, Rupert Pacheco, and Frank Vega. The grant was Board approved on August 19, 2009.

## OVERVIEW

Cerritos College has received funding in the amount of \$224,968 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 (welding, woodworking, and automotive technology) and Early Childhood Education (ECE).

## 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. The faculty are an integral part of the development and success of the program.

As stipulated and funded by the grant, the following tasks and activities will be carried out by industrial technology resource faculty members, Anthony Fortner, Rupert Pacheco, and Frank Vega (woodworking, welding, and automotive technology):

1. Serve as main liaison for their department and CTE Teacher TRAC.
2. Participate in student professional development activities (e.g., conferences, workshops, etc.) and in other program meetings and activities.
3. Assist with internship/mentorship program development, student placement, and recruitment of participating faculty and provide input on marketing, outreach, and evaluation activities.
4. Meet with CTE Project Coordinator on a consistent basis.

As stipulated and funded by the grant, the following tasks and activities will be carried out by Child Development resource faculty member, Susan Gradin:

1. Serve as main liaison for her department and Teacher TRAC.
2. Assist in developing a pathway for ECE by aligning curriculum from Cerritos College to the Bachelor of Science program at the University of La Verne and other universities.
3. Assist in internship program development, recruitment, student placement and evaluation activities.
4. Assist in tutoring service development and in monitoring progress.

5. Participate in student professional development activities (e.g., conferences, seminars, etc.)
6. Meet with Teacher TRAC Director and CTE Project Coordinator on a consistent basis.

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 are contextualized in one ENG 52 course offered in Fall 2009 and Spring 2010.
- Evaluate student work (essays, assignments, portfolios, etc.) to provide feedback on the success of the ENG 52 course by determining student success in the course.
- Work closely with Academic Counselor to study and assess student progress and success rates based upon in-class counseling intervention.
- Provide written summary of findings.

**Jeff Bradbury**

- Participate in meetings with individual CTE faculty to determine shared knowledge base between CTE courses (woodworking, welding, and automotive technology) and chemistry.
- Participate in planning and development meetings to offer a pilot Chemistry 100 contextualized course in Spring 2010.
- Develop lessons, assignments, and methods to integrate CTE with chemistry.

**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.

**Ilva Mariani**

- Develop lessons, assignments, and methods to integrate CTE with Math.
- Pilot Math 60 course during Fall 2009.
- Evaluate student work to provide feedback on success of Math 60 course by determining student success in course.
- Provide written summary of findings.



**FINANCIAL IMPLICATIONS**

Approval is recommended for stipends to the following faculty:

Lydia Alvarez: \$1000  
Jeff Bradbury: \$1000  
Anthony Fortner: \$1000  
Susan Gradin: \$1000  
Dora Macias: \$750  
Ilva Mariani: \$1000  
Rupert Pacheco: \$1000  
Frank Vega: \$1000

The CTE Teacher Preparation Pipeline Chancellor's Grant will be used for these expenditures.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent   
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services   
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** October 7, 2009  
**SUBJECT:** **Consideration of Approval of Bid #0809-04, Auto Technology Complex Modernization and Addition**

### RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0809-04, Auto Technology Complex Modernization and Addition to EMAE International 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 June 26 and July 3, 2009. The bid due date was on September 2, 2009.

### ANALYSIS

On September 2, 2009, fourteen bids were received. A summary of the bids recap is attached.

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 \$5,218,600.00. Funding for this project will come from the GO Bond.

NAME	BASE BID	ALLOWANCE 1	ALLOWANCE 2	Total + Allow.	Alternate 1	Alternate 2	Total + allow.+ Alt.
*MacKone Development	\$ 4,529,000.00	\$ 300,000	\$ 3,600	\$ 4,832,600.00	\$ 40,000.00	\$ 19,000.00	\$ 4,891,600.00
*Bayley Construction	\$ 4,879,436.00	\$ 300,000	\$ 3,600	\$ 5,183,036.00	\$ 20,000.00	\$ 15,000.00	\$ 5,218,036.00
→ Emae International	\$ 4,875,000.00	\$ 300,000	\$ 3,600	\$ 5,178,600.00	\$ 20,000.00	\$ 20,000.00	\$ 5,218,600.00
ACC Contractors	\$ 4,875,000.00	\$ 300,000	\$ 3,600	\$ 5,178,600.00	\$ 80,000.00	\$ 23,000.00	\$ 5,281,600.00
AWI Builders, Inc.	\$ 4,999,911.00	\$ 300,000	\$ 3,600	\$ 5,303,511.00	\$ 40,000.00	\$ 20,000.00	\$ 5,363,511.00
G-2000 Construction	\$ 5,199,000.00	\$ 300,000	\$ 3,600	\$ 5,502,600.00	\$ 20,000.00	\$ 22,000.00	\$ 5,544,600.00
Tovey/Shultz Construction	\$ 5,340,000.00	\$ 300,000	\$ 3,600	\$ 5,643,600.00	\$ 22,000.00	\$ 22,500.00	\$ 5,688,100.00
USS Cal Builders	\$ 5,392,000.00	\$ 300,000	\$ 3,600	\$ 5,695,600.00	\$ 46,000.00	\$ 59,000.00	\$ 5,800,600.00
United Contractors Co.	\$ 5,621,616.00	\$ 300,000	\$ 3,600	\$ 5,925,216.00	\$ 32,500.00	\$ 33,600.00	\$ 5,991,316.00
Gonzales Construction	\$ 5,899,818.00	\$ 300,000	\$ 3,600	\$ 6,203,418.00	\$ 50,000.00	\$ 25,000.00	\$ 6,278,418.00
L.A. Builders	\$ 6,246,000.00	\$ 300,000	\$ 3,600	\$ 6,549,600.00	\$ 100,000.00	\$ 45,000.00	\$ 6,694,600.00
Morillo Construction	\$ 6,500,000.00	\$ 300,000	\$ 3,600	\$ 6,803,600.00	\$ 35,200.00	\$ 24,600.00	\$ 6,863,400.00
SBS Corporation	\$ 6,577,985.00	\$ 300,000	\$ 3,600	\$ 6,881,585.00	\$ 11,700.00	\$ 24,570.00	\$ 6,917,855.00
Minco Construction	\$ 6,777,000.00	\$ 300,000	\$ 3,600	\$ 7,080,600.00	\$ 677,700.00	\$ 87,700.00	\$ 7,846,000.00

\* Non-Responsive

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**COUNSELOR HOURLY - ACADEMIC AFFAIRS**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Ochoa	Lorena	Project HOPE	C1	40.23

**FACULTY HOURLY - BUSINESS EDUCATION**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hall	Kathleen	Court Reporting	B5	60.33

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Sykes	Carolyn	Music	A1	48.83
Russell	Bruce	Music	A4	57.46
Lopez	David	Music	B2	51.71
Hallback	Alan	Music	A5	60.33
Hart	Victoria	Music	B2	51.71
Dillon	Rhonda	Music	B5	60.33

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Nowicki	Dale	Administration of Justice	A2	51.71

**FACULTY HOURLY - PE/ATHLETICS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Ortiz	Tito	Physical Education	B5	60.33
Maue	Dana	Dance	A3	54.60
Rawles	Dennis	Dance	B5	60.33
Prindle	Donna	Physical Education	B5	60.33
Murray	Orlin	Physical Education	B5	60.30

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

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Trinh	Thanh	Mathematics	A1	48.83

**FACULTY HOURLY - TECHNOLOGY**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Botma	Scott	Cosmetology	A1	48.83

**COUNSELOR HOURLY - STUDENT SERVICES**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Anang-Kollety	Yuhaniz	Counseling	C2	43.10
Boudreau	Debbie	Counseling	C2	43.10
Choi	Hye-Jin	Counseling	C1	40.23
Davidson	Martha	Counseling	C2	43.10
Gaines	Ken	Counseling	C2	43.10
Hill	Sheila	Counseling	C2	43.10
Icaro-Boiser	Rubirosa	Counseling	C2	43.10
Thigpen	Joyce	Counseling	C2	43.10
Wiggins	Lynell	Counseling	C1	40.23

**FACULTY HOURLY - STUDENT SERVICES**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Thigpen	Joyce	Counseling	B5	60.33
Boudreau	Debbie	Counseling	A3	54.60

**FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Polo	Carol	Pathway Programs CAHSEE	A3	54.60

**FACULTY HOURLY - TECHNOLOGY TRAINING & DISTANCE EDUCATION**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Sullivan	Daniel	AED	B3	54.60

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, 2010 OR 175 TOTAL WORKDAYS,  
WHICHEVER OCCURS FIRST

Chu, Denysia	Aide-Special (Special Ed.)	\$8.00/hr	08/17/09
Angulo, Melissa	Clerk	\$8.64/hr	08/25/09
Baez, Michael	"	"	"
Balandra, Jason	"	"	"
Castillo, Ruby	"	"	"
Jimenez, Marcos	"	"	"
Lovsteen, Brenda	"	"	"
Maldonado, Mayra	"	"	"
Mendez, Jonathan	"	"	"
Mora, Carlos	"	"	"
Moran, Susan	"	"	"
Muniz, Anai	"	"	"
Novoa, Alejandra	"	"	"
Olivera, Karla	"	"	"
Quinonez, Judith	"	"	"
Saunders, Cairo	"	"	"
Sitan, Christina	"	"	"
Vazquez, Paula	"	"	"
Vega, Alejandro	"	"	"
Velarde, Nancy	"	"	"
Zamora, Peggy	"	"	"
Alvarado, Joanna	Financial Aide Clerk	\$9.31/hr	08/25/09
Marlon, Cadenas	"	"	"
Ramirez, Erik	"	"	"
Fabiola, Ramos	"	"	"
Alvarez, Carissa	Instructional Aide I	\$9.56/hr (1)	08/25/09
Cortes, Tatiana	"	"	07/27/09
Escobar, Oscar	"	"	08/25/09
Figueroa, Vanessa	"	"	08/24/09
Flores, Mirta	"	"	08/25/09
Lopez, Patricia	"	"	08/17/09
Lopez, Tania	"	"	08/25/09
Pedroza, Robert	"	\$10.51/hr (3)	07/01/09
Perez, Hillary	"	\$9.56/hr (1)	08/01/09
Valencia, Monique	"	"	08/25/09
Velez, Juan	"	\$9.99/hr (2)	08/17/09
Vergara, Erika	"	\$9.56/hr (1)	08/25/09
Ramirez, Roberto	"	\$10.51/hr (3)	07/01/09

Presented to the Board of Trustees 10/07/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Giron, Barbara	Intermediate Clerk	\$9.56/hr	08/25/09
Swett, Natalie	"	"	"
Padilla, Karina	"	"	"
Cole, Eric	Secretary Clerk	\$10.53/hr	08/24/09
Henning, Markus	"	"	08/01/09
Ilyas, Sara	"	"	08/17/09
Valdez, Wendy	"	"	07/01/09
Walker, Joseph	"	"	08/25/09
Solorio, Erik	Assistant Buyer	\$11.02/hr	08/13/09

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**OCTOBER 21, 2009**

- I. CALL TO ORDER                    The meeting was called to order at 6:15 p.m. by Dr. Bob Hughlett, the Board Vice President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Mr. Bob Epple was not present. Others present were the President of the College, Vice President of Academic Affairs, Interim Vice President of Business Services, Faculty Senate President and the CSEA President.
- II. PLEDGE OF ALLEGIANCE        The flag salute was led by Mr. Grimaldo.
- III. CLOSED SESSION            A.    The Board adjourned to closed session at 6:20 p.m.
- IV. APPROVAL OF MINUTES        A.    It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the minutes of the regular meeting of October 7, 2009. The vote for approval was 5-0-1; Dr. Hughlett abstained (student advisory vote: Aye).
- V. INSTITUTIONAL PRESENTATIONS    A.    Dr. Lacy presented Adriana Leguizamon with the Outstanding Classified Employee Award for the month of September 2009.
- Employee of the Month
- iFALCON/Habits of Mind            B.    Dr. Bryan Reece and Dr. Stephen Clifford gave a presentation on the iFALCON/Habits of Mind campaign. Dr. Reece explained that the campaign was initiated when faculty expressed the need for a focus on building student success. Dr. Clifford provided an overview of the iFALCON website and the activities that will be conducted through the Title V grant that was awarded from the U.S. Department of Education.
- Budget Update                    C.    Dr. Albanese had no items to report.
- VI. PUBLIC PRESENTATIONS        There were no public presentations.
- VII. CONSENT AGENDA            It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the consent agenda and addendum (student advisory vote: Aye). The vote for approval and/or ratification of the following items was unanimous:
- A.    Provided Compensation to Board Member Epple for His Absence from the October 7 Board Meeting.
- B.    New Course Offering, as attached.
- C.    Acceptance of Chancellor's Office Grant – American Recovery and Reinvestment Act (ARRA) Phase II Funds for Allied Health Programs, as attached.
- D.    Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Fall 2009, as attached.

- E. Bid #0910-05, Facilities and Purchasing Complex, as attached.
- F. Contracts, as follows:

Training  
**NEW**

- 1. California Manufacturing Technology Consulting  
Training Program  
CITE

*To use CMTC expertise to provide training to Cerritos College clients. The training will be held at the company sites. For period October 22, 2009 through September 30, 2014. Cerritos College will pay CMTC on an as needed basis for a total amount not to exceed \$100,000. Payment will be made from training contract funds.*

**RENEWAL**

- 2. Motorcycle Rider Training (MCRT)  
California Motorcyclist Safety Program  
CITE/Community Education

*To coordinate the California Motorcyclist Safety Program for the Community Education department. For period January 1, 2010 through December 31, 2014. The contractor will receive 62% of the fees collected for the basic rider courses (BRC) and the Additional Riding Practice course (ARP) and 60% for the experienced rider courses (ERC) held through this department. Additionally, MCRT will be paid the 62% for students who do not show up for the ERC classes (no payment made for BRC or ARP no-shows). Community Education is a financially self-supporting program.*

- G. Resignation(s) Accepted by the President/Superintendent, as follows:

*Tisha-Stephanie Tovar, Program Assistant II (Community Education/CITE), effective October 10, 2009*

Added by addendum:

*Alison Guest-Griffith, Instructor (Art Department), effective August 14, 2009*

- H. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- I. Denied of Request for Unpaid Leave of Absence, as attached.
- J. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.
- K. Revised of a Job Classification for an Educational Administrator, as attached.

VIII. ADMINISTRATIVE  
MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for September 28 and October 5, 2009.

IX. REPORTS

A. Board of Trustees

Dr. Cho stated that Mike Jones, woodworking instructor, gave a great presentation to the Cerritos Optimist Club.

Mr. Jackson stated that the K-12 Partners in Education Breakfast has grown immensely since its inception and he encouraged all Board members to attend the event.

Dr. Edmiston stated that LACSTA training will be held on Saturday, October 24.

Dr. Hughlett indicated that the K-12 Partners in Education Breakfast on Tuesday, October 13 was a great meeting and added that productive discussion took place.

Mr. Grimaldo stated that he looks forward to seeing everyone at the Homecoming game on Saturday, October 24. He stated that Homecoming elections are taking place today and tomorrow.

B. Faculty and Staff Leadership

Ms. Moore invited the Board to attend an All Campus Meeting on Thursday, October 29 at 11:00 a.m. to hear about and discuss the Student Success Plan.

Ms. Laughon stated that the 2008-09 CSEA contract will be voted on by members on November 10 and added that she hopes members will ratify the contract. Ms. Laughon concluded by stating that CSEA sunshined the 2009-10 proposal in May and that the District has now agreed to sit at the table for negotiations. She added that CSEA is looking forward to meeting with the District and moving through the process quickly.

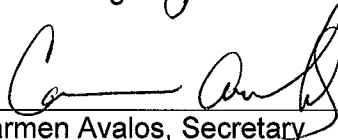
C. President/Superintendent and Vice Presidents

Dr. Lacy stated that with regard to budget requests for the next fiscal year, the term is "restoration" for COLA, enrollment growth and categorical funds. She noted that a current watch item is the Local Voter Control and Government Accountability Act. Dr. Lacy stated that the new Cerritos College website is quite an improvement. She asked that feedback and suggestions be sent to Mark Wallace. Dr. Lacy attended College Night and added that it was a well-attended and wonderful event. She stated that she has met with the Parents of Project HOPE and added that it was a productive meeting. She concluded by stating that she attended her first Mock Rally and added that it was quite an entertaining event.

- X. CLOSED SESSION                    The Board adjourned to closed session at 7:17 p.m.
- XI. RECONVENE                        The Board reconvened at 7:36 p.m.
- XII. ADJOURNMENT                    The meeting was adjourned at 7:36 p.m.
- XIII. NEXT REGULAR MEETING      The next regular meeting of the Board of Trustees is scheduled for Wednesday, November 4, 2009 at 6:00 p.m.



Dr. Bob Hughlett, Vice President



Carmen Avalos, Secretary

TECHNOLOGY

ARCH 114  
Green Architecture and LEED  
3.0 Units  
Class hours: 3.0 lecture  
Prerequisite: None  
Corequisite: None  
Recommendation: None

This course is an introduction to sustainable architecture. Exercises emphasize the development of basic skills used in the design of environmentally friendly architectural projects. Focus is on the investigation of the relationship between planetary concerns, energy, indoor air quality, site selection, building orientation, and alternative construction techniques.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent *LL*  
**REVIEWED BY:** William Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Jenine Mescher Nolan, Dean of Health Occupations *JMN*  
**DATE:** October 21, 2009  
**SUBJECT:** **Consideration of Acceptance of Chancellor's Office Grant - American Recovery and Reinvestment Act (ARRA) Phase II Funds for Allied Health Programs**

### RECOMMENDATION

It is recommended that the Board of Trustees approve acceptance of the American Recovery and Reinvestment Act (ARRA) Phase II Funds for Allied Health Programs grant in the amount of \$237,824.

### OVERVIEW

American Recovery and Reinvestment Act (ARRA) Phase II Funds for Allied Health Programs will address the regional need for more professional health care workers by expanding enrollment capacity of the Cerritos College Pharmacy Technician Program. The funding period is July 14, 2009 through June 30, 2011.

### ANALYSIS

Grant objectives and activities include:

- Upgrade Pharmacy Technology equipment and faculty knowledge/skill base
- Enroll 90 additional students in Pharmacy Technology programs from August 2009 to June 2011
- Design and implement retention strategies
- Provide support services
- Assist students to successfully obtain licensure and complete the Pharmacy Technician Certification Board
- Establish an emergency support fund for students to assist in times of financial crisis
- Evaluate effectiveness of the program
- Document effective practices
- Disseminate project outcomes, materials and products generated
- Leverage federal WIA/Economic Stimulus funds with industry, foundation and/or college funds

### FINANCIAL IMPLICATIONS

**A. Transaction Amount** – Cerritos College will receive \$237,824 for defined project activities.

**B. Financial Implications** –

Estimated revenue – \$237,824

Estimated expenses – \$237,824

Estimated net financial impact – \$0

Source of funds – California Community College Chancellor's Office

000144

**C. Grant Match – 1:1 match required.**

The following resources are utilized to meet the grant match requirement:

- Affiliating agency pharmacist's time/salary to complete one-on-one orientation of students in externship sites
- Skills Lab Coordinator salary
- Aventis Pharmaceutical donation as seed money for student emergency fund
- Industry partner, Pacific Pharmacy, software donation

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent *LL*  
**REVIEWED BY:** William Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Jenine Mescher Nolan, Dean of Health Occupations *JMN*  
**DATE:** October 21, 2009  
**SUBJECT:** **Consideration of Approval of Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Fall 2009**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to nursing faculty members for work performed September through December 2009 as stipulated in and funded by the Enrollment Growth and Retention for Registered Nursing Programs Grant.

### OVERVIEW

Grant objectives and activities include:

- Provide a retention program for students enrolled in the Registered Nursing Associate Degree program
- Provide support services, review courses, software, videos and clinical simulation to support both clinical and didactic practice
- Assist graduating students to prepare for the National Council Licensure Exam (NCLEX)

### ANALYSIS

To maximize student success, strengthen retention, and increase NCLEX pass rates. Fall 2009 activities include:

- Project Coordinator funded by grant at \$1250 for September through December 2009
- Project Case Manager funded by grant at \$1250 for September through December 2009
- Presentation of faculty workshops for students designed to increase retention funded by grant for September through December 2009 at \$75 per hour
- Faculty conduct NCLEX review course funded by grant for December 2009 at \$85 per hour
- Faculty Student Advisors funded by grant for September-December 2009 at \$250 per faculty member
- Creation of Acute Care Hospital Chart Review video funded by grant for \$1200

### FINANCIAL IMPLICATIONS

Project coordination functions are performed by:

- Voorhies, Ann \$1250

Case management functions are performed by:

- Mary Knowlton \$1250

000146

The following Cerritos College faculty members are to receive stipends for workshop presentation:

- Brooks, Kelli \$ 600 student workshop presentations (8 hours)
- Cooke, Melodie \$ 300 student workshop presentations (4 hours)
- Knowlton, Mary \$ 600 student workshop presentations (8 hours)
- Veloz-Rendon, Lizette \$ 600 student workshop presentation (8 hours)
- Orozco, Rebecca \$ 300 student workshop presentation (4 hours)

The following faculty members are eligible for a \$250 stipend for Faculty Advisor activities in which faculty meet with students individually to identify students at risk who need referral to the Retention Specialist, support services and to provide ongoing individualized student support.

- Brooks, Kelli \$ 250
- Cooke, Melodie \$ 250
- Fobi, Charlene \$ 250
- Knowlton, Mary \$ 250
- Natividad, Rachel \$ 250
- Orozco, Rebecca \$ 250
- Riedel, Patti \$ 250
- Stuart, Peggy \$ 250
- Veloz-Rendon, Lizette \$ 250
- Voorhies, Ann \$ 250
- Carol Caminiti \$ 250

The following faculty members are to receive stipends for the NCLEX Review course:


- Carolyn Holmes \$1785 (21 hours)
- Debbie Binning \$ 425 (5 hours)
- Rebecca Orozco \$ 510 (6 hours)
- Keri Gonzales \$ 680 (8 hours)


Creation and taping of an Acute Care Hospital Chart Review video in which students are instructed in how to navigate through hospital charts and find relevant patient data.

- Rachel Natividad \$1200

Stipends will be paid after work is completed. Enrollment Growth and Retention for Registered Nursing Programs Grant will be utilized for these expenditures. There is no cost to the District.

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent   
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** October 21, 2009  
**SUBJECT:** **Consideration of Approval of Bid #0910-05, Facilities and Purchasing Complex**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the bid #0910-05, Facilities & Purchasing Complex to Bayley 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 August 26 and September 2, 2009. The bid due date was on October 1, 2009.

**ANALYSIS**

On October 1, 2009, thirty-two bids were received. A summary of the bids recap is attached.

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 \$6,093,000.00. Funding for this project will come from the GO Bond.

**Bid Recap #0910-05, Facilities & Purchasing Complex**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
*United Contractors Company	\$ 5,842,000.00	\$ 150,000.00	\$ 5,992,000.00
Bayley Construction	\$ 5,943,000.00	\$ 150,000.00	\$ 6,093,000.00
Great West Contractors	\$ 5,950,000.00	\$ 150,000.00	\$ 6,100,000.00
L.A. Contractors Corp.	\$ 5,957,000.00	\$ 150,000.00	\$ 6,107,000.00
Western Alta Construction	\$ 5,988,766.00	\$ 150,000.00	\$ 6,138,766.00
The Richardson Group	\$ 6,070,705.00	\$ 150,000.00	\$ 6,220,705.00
Woodcliff Corporation	\$ 6,076,000.00	\$ 150,000.00	\$ 6,226,000.00
Delmac Construction & Development	\$ 6,148,000.00	\$ 150,000.00	\$ 6,298,000.00
Mackone Development	\$ 6,154,000.00	\$ 150,000.00	\$ 6,304,000.00
Gonzales Construction	\$ 6,212,450.00	\$ 150,000.00	\$ 6,362,450.00
Construct One Corp.	\$ 6,226,783.00	\$ 150,000.00	\$ 6,376,783.00
USS Cal Builders	\$ 6,235,000.00	\$ 150,000.00	\$ 6,385,000.00
G-2000 Construction	\$ 6,239,000.00	\$ 150,000.00	\$ 6,389,000.00
Bernards	\$ 6,275,000.00	\$ 150,000.00	\$ 6,425,000.00
J.D. Diffenbaugh	\$ 6,306,000.00	\$ 150,000.00	\$ 6,456,000.00
ACC Contractors, Inc.	\$ 6,450,000.00	\$ 150,000.00	\$ 6,600,000.00
FEI Enterprises	\$ 6,450,000.00	\$ 150,000.00	\$ 6,600,000.00
AWI Builders	\$ 6,499,911.00	\$ 150,000.00	\$ 6,649,911.00
Oakview Constructors	\$ 6,518,000.00	\$ 150,000.00	\$ 6,668,000.00
NSA Construction	\$ 6,550,000.00	\$ 150,000.00	\$ 6,700,000.00
EMAE International	\$ 6,577,444.00	\$ 150,000.00	\$ 6,727,444.00
Morillo Construction	\$ 6,580,000.00	\$ 150,000.00	\$ 6,730,000.00
Meadows Construction	\$ 6,628,053.00	\$ 150,000.00	\$ 6,778,053.00
Harik Construction	\$ 6,647,000.00	\$ 150,000.00	\$ 6,797,000.00
Tadros & Youssef Construction	\$ 6,700,000.00	\$ 150,000.00	\$ 6,850,000.00
Hanan Construction	\$ 6,700,000.00	\$ 150,000.00	\$ 6,850,000.00
L.A. Builders	\$ 6,700,000.00	\$ 150,000.00	\$ 6,850,000.00
Angeles Contractor	\$ 6,781,000.00	\$ 150,000.00	\$ 6,931,000.00
CTP Construction Inc.	\$ 6,888,000.00	\$ 150,000.00	\$ 7,038,000.00
PacWest Corp.	\$ 6,897,000.00	\$ 150,000.00	\$ 7,047,000.00
MCEC Inc.	\$ 6,900,000.00	\$ 150,000.00	\$ 7,050,000.00
N&W Construction	\$ 7,174,000.00	\$ 150,000.00	\$ 7,324,000.00

*\*Non-responsive*

**FACULTY HOURLY - HEALTH OCCUPATIONS****Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Piorkowski	Marijean	Physical Therapist Assistant	B5	60.33

**FACULTY HOURLY - LIBERAL ARTS****New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Chang, Chiu Chin S.		Foreign Language	A1	48.83

**FACULTY HOURLY - TECHNOLOGY TRAINING & DISTANCE EDUCATION****Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Kristinat	Laurie	Educational Technology	A4	57.46
Rodriguez	Catherine	Educational Technology	B3	54.60

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent  
**REVIEWED BY:** Victor Collins, Interim Director of Human Resources *VC*  
**PREPARED BY:** Adriana Flores-Church, Assistant Director of Human Resources *Adriana*  
**DATE:** October 21, 2009  
**SUBJECT:** **Consideration of Denial for Unpaid Leave of Absence: Suzanne Heapy, Secretary Clerk (C.I.T.E.)**

### RECOMMENDATION

It is recommended that the Board of Trustees deny Ms. Suzanne Heapy's request for a 25% unpaid leave of absence due to personal business reasons for the period November 2, 2009 through April 30, 2010.

### OVERVIEW

Suzanne Heapy, Secretary Clerk (C.I.T.E.) has requested a 25% unpaid leave of absence due to personal business reasons. Ms. Heapy has already been on 25% unpaid personal business leave of absence for twelve calendar months.

### ANALYSIS

Ms. Heapy was on 25% unpaid leave of absence due to personal business reasons from November 3, 2008 to April 30, 2009. Ms. Heapy extended her 25% unpaid leave by submitting a second request, which was also approved, from May 1, 2009 to October 31, 2009. Ms. Heapy has now submitted the attached request for an additional extension of a 25% unpaid leave of absence due to personal business reasons for the period November 2, 2009 through April 30, 2010.

Article 18.1 of the collective bargaining agreement between California School Employees Association (CSEA), Chapter #161 and the Cerritos Community College District provides that unit employees may be granted an unpaid personal business leave of absence for a maximum of twelve (12) calendar months. Ms. Heapy has already taken twelve calendar months of 25% unpaid leave of absence due to personal business reasons. Therefore, Administration does not recommend approval of this request.

Mr. Nick Kremer, Executive Dean, C.I.T.E. have reviewed and recommended approval of Ms. Heapy's leave request. Mr. William Farmer, VP of Academic Affairs, have reviewed and recommended to deny Ms. Heapy's leave request.

### FINANCIAL IMPLICATIONS

No financial impact.

Attachment

**Request For Unpaid Leave Of Absence**

(Classified Bargaining Unit Employees)

HUMAN RESOURCES  
CERRITOS COLLEGE

Employee Name: Suzanne Heapy

2009 SEP 25 A 11: 20

Division/Department: CITE

I hereby request an **Unpaid Leave of Absence** for the following period:

from November 2, 2009 through April 30, 2010

Reason for Unpaid Leave of Absence: 25% unpaid leave - personal reason

Suzanne Heapy  
Signature of Employee

9/24/09  
Date

**Immediate Manager Recommendation**

Approve  Disapprove

Nick Kremer  
Name of Immediate Manager

[Signature]  
Signature of Immediate Manager

9-25-09  
Date

**Administrative Recommendation**

Approve  Disapprove

Name of Appropriate Vice President or President

William C. Farmer Jr  
Signature of Appropriate Vice President or President

10-12-09  
Date

★ ★ ★ ★ ★

Request must be submitted in advance of the **Unpaid Leave of Absence**. For **Unpaid Leave of Absence** in excess of five workdays, Board of Trustees' approval also is required.

PRESENTED TO THE BOARD OF TRUSTEES: 10/21/09

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, 2010 OR 175 TOTAL WORKDAYS,  
WHICHEVER OCCURS FIRST

Acosta, Andres	Aide-General (Lab)	\$8.00/hr	08/17/09
Ngo, Van Ngoc	"	"	08/24/09
Sharipova, Nigora	"	"	07/01/09
Estrada, Alfonso	Aide-General (Laborer)	\$8.00/hr	08/17/09
Kennedy, Christina	"	"	09/09/09
Umana, Yesenia	Aide-Special (Counselor)	\$8.00/hr	08/25/09
Gamage, Sayuri	Aide-Special (Special Ed.)	\$8.00/hr	08/17/09
Mose, Rosalyn	"	"	"
Chehata, Mohammed	Aide-Special (Tutor)	\$8.00/hr	08/25/09
Garcia, Peter	"	"	09/25/09
Ignacio, Gleen	"	"	08/25/09
Kim, Hee Yeong	"	"	"
LaPorte, Eugenie	"	"	"
Makary, Abigail	"	"	"
Perez, Frederick	"	"	"
Quach, Phuong	"	"	09/14/09
Tanama, Harry	"	"	08/25/09
Vergara, Raymundo	"	"	09/14/09
Wright, Yolanda	"	"	08/25/09
Ortega, Jeffrey	Filing Clerk	\$8.00/hr	07/01/09
Alonso-Hernandez, Manuel	Clerk	\$8.64/hr	08/25/09
Anyango, Diana	"	"	"
Barragan, Cecilia	"	"	"
Brown-Thompson, Damisha	"	"	09/25/09
Hernandez, Sarah	"	"	08/25/09
Jarmon, Carlotta	"	"	"
Jung, Carl	"	"	"
Larroque, Christopher	"	"	"
Miramontes, Jonathan	"	"	09/25/09
Montano, Danny	"	"	08/25/09
Mora, Anthony	"	"	"
Novac, Alexandra	"	"	"
Ponce, Jesse	"	"	09/25/09
Tisby, Cherelle	"	"	08/25/09
Garcia, Laura	Dispensary Clerk	\$8.64/hr	07/02/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Templeton, Kathryne	Typist Clerk	\$8.64/hr	08/26/09
Ruiz, Martha	Publicity Aide	\$9.07/hr	08/25/09
Hickenbottom, Ryan	Financial Aid Clerk	\$9.31/hr	09/25/09
Arellano, Javier Jr.	Instructional Aide I	\$10.51/hr (3)	07/01/09
Avellaneda, Raul	"	"	08/01/09
Bourret, Michelle	"	\$9.56/hr (1)	07/01/09
Chung, Ka Ram	"	"	08/25/09
Cortes, Tatiana	"	"	07/27/09
Dupree, Roxianne	"	"	08/25/09
Gaitan, Omar	"	"	07/25/09
Garibay, Elizabeth	"	"	09/25/09
Gonzalez, Gabriela	"	\$10.51/hr (3)	07/01/09
Heath, Edward	"	"	08/17/09
Kusumoto, Kyle	"	\$9.56/hr (1)	"
Lefebvre, Alicia	"	"	08/25/09
Lopez, Lillian	"	"	08/25/09
Montgomery, Christopher	"	"	09/18/09
Moraga, Darlene	"	"	09/25/09
Patronas, Sofia	"	"	07/25/09
Phillips, Tamara	"	"	08/25/09
Pickett, Jennifer	"	\$10.51/hr (3)	07/01/09
Ramirez, Roberto	"	"	08/01/09
Reynaga, Maria	"	\$9.56/hr (1)	08/25/09
Ruiz, Raul	"	\$9.99/hr (2)	08/17/09
San Juan, Mario	"	"	"
Silva, Candice	"	\$9.56/hr (1)	07/01/09
Tompkins, Taniece	"	"	08/25/09
Tria, Jefferson	"	"	08/17/09
Umana, Yesenia	"	"	08/25/09
Vazquez, Melina	"	\$9.99/hr (2)	07/01/09
Andrade, Andrea	Intermediate Clerk	\$9.56/hr	08/25/09
Delgadillo, Daniel	"	"	09/25/09
Escobar, Osvaldo	"	"	08/25/09
Lawton, Brandie	"	"	09/25/09
Querrero, Brenda	"	"	"
Vargas, Jeannette	"	"	"
Villagran, Alfredo	"	"	08/17/09
Villagran, Alfredo	"	"	09/24/09
Barrera, Elizabeth	Intermediate Typist Clerk	\$9.56/hr	07/01/09
Escobar, Osvaldo	"	"	09/01/09
Ferguson, Shelley	"	"	08/25/09
Gonzales, Diana	"	"	10/01/09
Vasquez, Karla	"	"	"

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SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Mastron, Joseph	Program Assistant I	\$9.99/hr	09/01/09
Baccus, Cory	Aquatics Specialist	\$10.11/hr	08/18/09
Canizales, Jonathan	"	"	"
Egland, Markia	Secretary Clerk	\$10.53/hr	08/25/09
Garcia, Magali	"	"	09/11/09
Allen, Michael	Instructional Aide II	\$14.13/hr (3)	07/01/09
Garris, Lynette	"	\$12.81/hr (1)	"
Leslie, Eugene	"	"	"
Orellana, Daniel	"	"	07/17/09
Stover, Sara	"	"	09/09/09
Trinh, Thanh	"	\$14.13/hr (3)	07/01/09
Burns, Bryson	Cont. Ed. Specialist (Recreation)	\$16.84/hr	09/01/09
Marchetta, Richard	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	07/01/09
Revelle, Rebecca	"	"	"
Van Aken, Earl	"	"	"
Layne, Jonathan	Cont. Ed. Specialist (Cultural Arts)	\$28.07/hr	07/01/09
Conley, Angela	Community Education Specialist	\$29.15/hr	08/17/09
Bello-Gardner, Sylvia	"	"	"
Boudreau, Debbie	"	"	"
Breit, Craig	"	"	"
Casillas, Rocio	"	"	"
Crawford, Suzanne	"	"	"
Cruz, Shanon	"	"	09/25/09
Ernest, Roger	"	"	08/17/09
Fabish, David	"	"	"
Gaffaney, Todd	"	"	"
George, Patty	"	"	"
Gersitz, Lorraine	"	"	"
Givhan, Jennifer	"	"	"
Gonzalez, Gilda	"	"	07/01/09
Harmon, James	"	"	"
Helberg, Bonnie	"	"	"
Hutchison, Cheryl	"	"	09/25/09
Kronbeck, Mandy	"	"	08/17/09
Lopez, Manuel	"	"	"
Mariani, Ilva	"	"	"
Moore, Debra	"	"	"
Piotrowski, Casey	"	"	"
Segura, Aurora	"	"	07/01/09
Stiles, Lynn	"	"	08/17/09

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SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Macias, Dora	Community Education Specialist	\$29.15/hr	08/17/09
Tashima, John	"	"	"
Whitson, Beverly	"	"	"
Young, David	"	"	"
Carter, Anthony	Cont. Ed. Specialist (Business Tech)	\$50.52	08/20/09
Christian, Mary	Cont. Ed. Specialist (Health Occ.)	\$50.52	08/25/09
Hiveley, Rachel	"	"	07/01/09
Miller, Vanessa	"	"	"
Taylor, Kevin	Cont. Ed. Specialist (Technology)	\$50.52	07/02/09

Cerritos College

Position Description

Position: Director, Research and Planning	Salary Range: 8

**Summary**

Plans, organizes, manages, and integrates institutional research supporting strategic planning processes, development and measurement of performance outcomes, institutional and academic planning, and other indicators of institutional effectiveness. Ensures the development and maintenance of up-to-date information databases to support demographic, enrollment, strategic planning, special programs, and institutional performance research, processes, and decisions.

**Distinguishing Career Features**

The Director of Research and Planning reports to the Vice President, Academic Affairs and is responsible for institutional research and decision support.

**Essential Duties and Responsibilities**

- Plans, directs, organizes, performs, integrates, and evaluates the services and research activities of the department including, but not limited to institutional and faculty research, strategic planning, and performance measurement.
- Directs and performs research studies that support short and long range planning, evaluation, accreditation, and policy.
- Directs and conducts an array of research to identify and assess the District's short and long-range institutional needs and opportunities. Collects, prepares and maintains statistical information and establishes the appropriate quantitative and qualitative research design and statistical tools to be used in research and decision support.
- Directs and participates in research for institutional accountability measures and key performance indicators. Works with administrators and external agencies to identify and monitor outcomes and measures.
- Provides data and analytical support to processes that review programs, performance, accreditation, and compliance.
- Researches trends in community-based demographics and economics, trends in education and a variety of other information used to support decisions.
- Directs the design and conduct of validation studies for existing and new curricula, programs, and other services that enhance student success.
- Assists with, or directs the development of, surveys conducted by the college and directs or performs analysis and preparation of reports based on these surveys.
- Directs and coordinates institutional research information reporting to other institutions and agencies (e.g., IPEDS, ARCC).

- Audits and releases information about college student enrollment, faculty, student and staff characteristics.
- Provides support to the college strategic planning process as well as other college planning processes.
- Serves as member of the College Committee on Planning and Budget and other college committees, task forces and special assignments as appropriate. Publishes research outcomes that can be integrated into planning and decision-making processes.
- Develops and monitors budgets and maximizes financial resources.
- Monitors data integrity.
- Coordinates the development and maintains an expanded Data Warehouse for research, planning, and development.
- Supervises, motivates, trains, and evaluates assigned personnel to provide high quality of service.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Administers provisions of collective bargaining agreements and manages in compliance with Board policies and administrative procedures.
- Prepares recommendations and/or contracts as appropriate and submits them for Board of Trustees consideration.
- Anticipates, prevents, and resolves conflicts and problems under areas of supervision.
- Participates in community, state, and national organizations and meetings.
- Participates in the screening of and recommends selection of assigned personnel.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires advanced specialized knowledge of current principles and procedures of social science or higher education research planning, design, methodology, and analysis; principles, theories, techniques and methods of inferential and descriptive statistics; computerized information systems used in research such as statistical analysis, word processing, database management, spreadsheets, graphics, and telecommunications. Requires a comprehensive knowledge of student outcomes assessment and measures of institutional effectiveness. Requires knowledge of legislative and educational oversight body processes, requirements, and trends. Requires knowledge of effective management practices and continuous quality improvement. Requires in-depth knowledge of, and skill at using a full range of office productivity computer software as well as computer-aided

statistical applications and educational modeling. Requires knowledge of relational database concepts, including logical and physical data layout, programming and report writing tools. Requires knowledge and understanding of the philosophy and objectives of the community college. 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.

▪ **Abilities**

Requires the ability to establish, manage and evaluate departmental goals, objectives and annual performance plans. Requires the ability to design research studies for use in education and social environments. 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 apply, interpret, and draw conclusions using advanced statistical concepts. Requires the ability to prepare complex, compelling proposals and reports, multi-media presentations, and empirical findings, forecasts, and recommendations to large audiences with diverse backgrounds. Requires ability to exercise critical judgment and creativity, establish priorities for, plan, and organize a variety of work assignments and the ability to provide leadership and supervision to staff in a Research and Planning Department. Requires the ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills, and the courage and integrity to lead and accept responsibilities. Requires understanding of, sensitivity to and commitment to meeting the needs of the individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds. 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 the other core values of the institution.

▪ **Physical Abilities**

The position requires the ability to function indoors in an office environment engaged in work of a primarily sedentary nature and move to work locations on and off-campus. Requires the ability to sit at a desk for extended periods of time to accomplish work and to retrieve work materials. Requires manual and finger dexterity to use a personal computer keyboard and pointing device and other common office equipment. Requires visual acuity to read and recognize printed materials, and view computer screens. Requires speech and hearing ability to project voice to a large audience, carry on telephone conversations, hear and grasp verbal communications and equipment prompts. Requires the ability to work during off-hours.

▪ **Education and Experience**

The position requires a Master's degree in a social science, mathematics, statistics, business, economics, research, or other related field, or the equivalent and two years of experience conducting research, analyzing data, and presenting findings

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**NOVEMBER 4, 2009**

- I. **CALL TO ORDER** The meeting was called to order at 6:00 p.m. by Bob Epple, the Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee. Others present were the President of the College, Vice President of Academic Affairs, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and a CSEA Representative.
- II. **PLEDGE OF ALLEGIANCE** The flag salute was led by Mr. Grimaldo.
- III. **APPROVAL OF MINUTES** A. It was moved by Mr. Jackson and seconded by Mr. Arthur to approve the minutes of the regular meeting of October 21, 2009. The vote for approval was 6-0-1; Mr. Epple abstained (student advisory vote: Aye).
- IV. **INSTITUTIONAL PRESENTATIONS** A. Steve Berklite, Instructional Dean of Technology, gave a presentation regarding the Automotive Partners building. He provided an overview of the renovation phases and completion dates. Todd Leutheuser, Program Center Manager of Northwood University, also provided an overview of the services offered by Northwood University at Cerritos College. He explained that Northwood offers two bachelor's degrees through their program at the college and added that they will also be located in the Automotive Partners building once construction is complete.
- Budget Update B. Dr. Albanese stated that the budget shortfall burden at Cerritos College for 2009-10 is approximately \$8.4 million. He stated that the Planning and Budget committee is weighing options for preserving programs and service to students, staff and community for the budget year. He also shared expenditure comparisons of the Unrestricted General Fund for the quarter ending September 30, 2009 compared to the quarter ending September 30, 2008. Dr. Albanese added that he will share more comparative data during future Board meetings.
- V. **PUBLIC PRESENTATIONS** Rosa Alejo, a member of Parents of Project HOPE, expressed concern regarding the CG50 class that parents were previously able to enroll in. She stated that it's frustrating that she and her daughter can't enroll in the class to receive important information.
- Rosa Alejo
- Claudia and Jessica Aguilera Claudia and Jessica Aguilera stated that representatives from Project HOPE visited Jessica's school and promoted the CG50 class. She stated that her immigration status was questioned when she turned in her application and that they could not meet with anyone for assistance. Ms. Jessica Aguilera stated that she felt she was treated unfairly by Cerritos College.
- Joyce Yun Joyce Yun stated that she feels that citations have been improperly given in Parking Lot C-4. She requested that the college refund the money to students and their families.

VI. CONSENT AGENDA

It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the consent agenda and addendum (student advisory vote: Aye). Mr. Epple requested that Items A and E be held for separate consideration and Dr. Hughlett requested that Item C be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous:

A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to Provide Compensation to Board Member Epple for His Absence from the October 21 Board Meeting. The vote for approval was 6-0-1 (Mr. Epple abstained).

C. It was moved by Dr. Hughlett and seconded by Dr. Edmiston to approve Item C:

Acceptance of Department of Education Grant – Court Reporting Closed Captioning, as attached.

Dr. Hughlett stated that this grant demonstrates that lobbying efforts can have very successful outcomes. The vote for approval was unanimous.

E. It was moved by Mr. Epple and seconded by Mr. Arthur to approve Item E:

Sale of Surplus and Obsolete Materials/Equipment, as attached.

Mr. Epple requested that in the future, the list of obsolete materials/equipment include more information on the determination of the value of the items. The vote for approval was unanimous.

B. Textbook Adoptions for Spring 2010, as attached.

C. This item was considered separately.

D. Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.

E. This item was considered separately.

F. Purchase Orders for the Quarter ending September 30, 2009

Purchase Orders	28548 to 34224	\$6,509,834.51
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G. New/Amended Contracts under \$25,000

New Contracts	\$33,710.00	C09-1000 to C09-1029
Amended Contracts	\$59,159.09	

H. General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending September 30, 2009

Payroll "A" Warrants	7,280	\$15,598,159.26
Other "B" Warrants	6,174	\$15,894,718.45

I. Quarterly Fiscal Status Report For the Quarter Ending September 30, 2009, as attached.

J. Budget Extensions and Budget Transfers, as attached.

K. Contracts:

Services  
**RENEWAL**

1. Vangent, Inc. – From Pearson Government Solutions  
Hope Scholarship and Lifetime Learning Credit  
Fiscal Services

*To report the mandated information to the Internal Revenue Service regarding the Hope Scholarship and Lifetime Learning Credit for the tax year 2009. Total cost is approximately \$25,000 with funding from the Fiscal Services budget.*

Training  
**AMENDMENT**

2. The Biz Visions Group  
Management Training  
CITE

*To provide an additional three groups of 35-hour Management training for employees at HAAS Automation. For period November 5, 2009 through July 1, 2010. This is a financial self-supporting program with no district funds involved.*

L. Resignation(s) Accepted by the President/Superintendent, as follows:

*Victor Childress, Pool Maintenance Technician (Facilities), effective December 26, 2009*

Added by addendum:

*Glenda M. Kornbau, Secretary Clerk (Facilities), effective December 29, 2009*

M. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.

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

Added by addendum:

*Interim Financial Aid Specialist @36-4 (\$4,364.00 per month) effective November 5, 2009; Juan Carrillo (Financial Aid)*

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for October 12, 2009.

VIII. REPORTS

A. Board of Trustees

Mr. Jackson stated that the Homecoming activities were outstanding and thanked the student body.

Dr. Hughlett stated that the Culinary Arts "Taste of France" special menu was excellent and added that the students should be proud. He concluded by stating that Supervisor Don Knabe gave the State of the County Address on November 4. He added that it was a well-attended event and that Cerritos College was prominently noted.

Mr. Grimaldo invited the Board to attend the Veteran's Day Ceremony on November 10 in Falcon Square.

B. Faculty and Staff Leadership

Ms. Moore indicated that she had a great time at the Homecoming game.

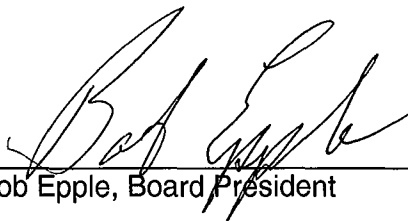
C. President/Superintendent and Vice Presidents

Dr. Johnson indicated that the Pound by Pound program has been very successful and added that several participants have had their diabetic medications reduced or eliminated. He shared the latest Financial Aid Bulletin with the Board. Dr. Johnson indicated that Mary Hunt, DSPS Specialist, received the Professional Recognition Award at the CAPED conference. He also stated that Chris Sugiyama, Counselor, was awarded the 1<sup>st</sup> annual POWER award sponsored by the RP Group & Academic Senate for California Community Colleges for her work on student learning outcomes.

Mr. Farmer informed the Board that the Student Success Plan will be brought to the Board at the December 9 Board meeting. He also stated that the ARCC Report will be given at the January 2010 regular Board meeting.

Dr. Lacy stated that she attended a Southeast Regional Occupation Program meeting with representatives from Bellflower Unified School District and ABC Unified School District and added that it was a productive meeting. She informed the Board that the California Community Colleges Board of Governors will consider providing relief on the 50% Law as it pertains to recovery funds. Dr. Lacy concluded by stating that she will be attending the CCLC Annual Convention and CEO meeting.

- |      |                      |  |
|------|----------------------|--|
| IX.  | CLOSED SESSION       | The Board adjourned to closed session at 7:31 p.m.   |
| X.   | RECONVENE            | The Board reconvened at 7:44 p.m.  |
|      | Read Out             | Dr. Hughlett reported that in closed session the Board of Trustees took action to ratify the Tentative Agreement between the District and CCFF Representatives. The vote for approval was unanimous. |
| XI.  | ADJOURNMENT          | The meeting was adjourned at 7:45 p.m.   |
| XII. | NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, December 9, 2009 at 6:00 p.m.  |

  
\_\_\_\_\_  
Bob Epple, Board President

**CERRITOS COLLEGE**  
**TEXT ADOPTION REQUESTS FOR Spring 2010**

<b>COURSE NAME</b>	<b>COURSE NUMBER</b>	<b>TITLE OF TEXT</b>	<b>PRICE</b>	<b>PUBLISHER</b>	<b>EDITION</b>	<b>*</b>	<b>PRIOR TEXT ADOPTED</b>
Introduction To Twentieth Century Philosophy	Philosophy 201	Commonwealth	\$35.00	Harvard University Press	1 <sup>st</sup>	N	New
Introduction To Twentieth Century Philosophy	Philosophy 201	Existentialism	\$14.95	Oneworld	1 <sup>st</sup>	N	New
Introduction To Philosophy	Philosophy 101	World Ethics and Climate Change	\$29.95	Edinburgh University Press	1 <sup>st</sup>	N	New
Physical Therapy Aspects of Growth & Dev	PTA 128	Pediatric Physical Therapy	\$57.50	Lippincott	4 <sup>th</sup>	N	New
Medical-Surgical Nursing 5	NRSG 240	Study Guide to Accompany Porth's Essentials of Pathology	\$24.95	Lippincott, William & Wilkins	2 <sup>nd</sup>	N	New
Principles of Community Oral Health	DH 249	Community Oral Health Practice for the Dental Hygienist	\$46.97	Elsevier	2 <sup>nd</sup>	N	New
Medical-Surgical Nursing 5	NRSG 240	Essentials of Pathophysiology: Concepts of Altered Health States	\$80.40	Lippincott, Williams & Wilkins	2 <sup>nd</sup>	N	New
Special Topic in Application SW Dev.	CIS 189D	Murach's JavaScript and DOM Scripting	\$60.00	Murach	1 <sup>st</sup>	N	New
Speed Building	CRCC162 ABCD	Skill Building	\$109.25	Prentice Hall	3 <sup>rd</sup>	N	New

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Speed Building	CRCC164 ABCD	The Professional Reporter	\$58.75	Professional Education	Latest	N	New
Speed Building	CRCC164 ABCD	Speed Building	\$130.00	Prentice Hall	Latest	N	New
Managing Cultural Diversity	BA 104	Managing Diversity	\$90.75	Pearson	8 <sup>th</sup>	R	Replacement
Business Management	BA 115	Principles of Management	\$44.00	Flatworld Knowledge	1	N	New
Fundamentals of Business	BA 100	Exploring Business	\$44.00	Flatworld Knowledge	1	N	New
Human Relations in Business	BA 107	Organizational Behavior	\$42.00	Flatworld Knowledge	1	N	New
Elementary Statistics	Math 112	Elementary Statistics, A Brief Version	\$110.00	McGraw-Hill	5 <sup>th</sup>	N	New
History of Geology	Geology 201	Evolution of The Earth	\$118.00	McGraw-Hill	8 <sup>th</sup>	N	New
Object Oriented Programming in C++	CIS 280	C++ Programming: Program Design Including Data Structures, 4 <sup>th</sup> Edition	\$119.50	Cengage Learning (Course Technology)	4 <sup>th</sup>	N	New
Intermediate Algebra	Math 80	My Math Lab & Mathematics In Action: Algebraic, Graphical & Trigonometry Problem Solving	\$135.00	Pearson-Addison Wesley	3 <sup>rd</sup>	N	New
Physical Geology	Geol 101	Custom Laboratory Program/Physical Geology Laboratory Activities	\$33.30	Pearson	1 <sup>st</sup>	N	New
Project Management for IT	CIS 202A	Information Technology Project Management	\$85.99	Cengage/Course Technology	6 <sup>th</sup>	N	New
Computer Graphics in Art & Design	Art 186	Adobe Illustrator CS4 Digital Classroom	\$49.99	Wiley Publishing	1 <sup>st</sup>	N	New

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Advanced Editing	TH 293	Focal Easy Guide to DVD Studio Pro 3	\$30.95	Elsevier	1 <sup>st</sup>	N	New
Advanced Editing	TH 293	Sound For Digital Video	\$46.95	Elsevier	1 <sup>st</sup>	N	New
Advance Editing	TH 293	The Video Editor's Guide to Soundtrack Pro	\$44.95	Elsevier	1 <sup>st</sup>	N	New
Cinematography	TH 158	Motion Picture and Video Lighting	\$44.95	Elsevier	1 <sup>st</sup>	N	New
Motion Picture Production	TH 153	Practical DV Filmmaking	\$29.95	Elsevier	1 <sup>st</sup>	N	New
Motion Picture Production	TH 153	The Director's Idea	\$35.95	Elsevier	1 <sup>st</sup>	N	New
Motion Picture Production	TH 153	The Power of Visual Storytelling	\$39.95	Elsevier	1 <sup>st</sup>	N	New
Intro To Face Frame Cabinetmaking	WMT 151	Bob Lang's The Complete Kitchen Cabinetmaker	\$22.95	Cambium	Latest	N	New
Architectural Millwork	WMT 155	Trim Made Simple	\$21.95	Taunton	Latest	N	New
Polychromatic & Closed Form Turning	WMT 218	The Art of Segmented Turning	\$25.95	Linden	Latest	N	New
Woodturning Lab	WMT 219L	The Art of Segmented Wood Turning	\$25.95	Linden	Latest	N	New
Furniture Design	WMT 130	Woodworker's Guide to Furniture Design	\$99.00	F&W	Latest	N	New
The Workbench Class	WMT 211	Workbenches	\$29.99	F&W	Latest	N	New
Automotive Engines	Auto 110	Auto Engines Technology & Workbook	\$80.00	GW	Latest	N	New
Automotive Engines GM ASEP Only	Auto 111	General Motors Fundamental Curriculum Series: Auto Engines	\$30.00	Delmar	Latest	N	New
Automotive Engines	Auto 111	GM Fundamentals Curriculum Series: Automotive Engines	\$89.50	Pearson	Latest	N	New
Automotive Engines – GM ASEP Only	Auto 111	GM Fundamental Curriculum Series: Automotive Engines	\$89.50	Pearson	Latest	N	New

Automotive Customer Relations	Auto 195	Automotive Service Management: Total Customer Relationship Management	\$30.00	Delmar	Latest	N	New
Automotive Drivetrain Transmission & Axles-GM ASEP Only	Auto 121	GM Fundamental Curriculum Series: Manual Transmissions and Transaxles	\$89.50	Pearson	Latest	N	New
Automotive Alignment, Brake & Steering	Auto 151	GM Fundamental Curriculum Series: Automotive Steering, Suspension and Alignment	\$89.50	Pearson	Latest	N	New
Automotive Alignment, Brake & Steering	Auto 151	GM Fundamental Curriculum Series: Automotive Steering, Suspension and Alignment	\$89.50	Pearson	Latest	N	New
Automotive Electricity – GM ASEP Only	Auto 161	GM Fundamental Curriculum Series: Automotive Electricity and Electronics	\$89.50	Pearson	Latest	N	New
Automotive Air Conditioning – GM ASEP Only	Auto 179	GM Fundamental Curriculum Series: Automotive Heating and Air Conditioning	\$86.50	Pearson	Latest	N	New
Electronic Engine Management Systems	Auto 180	Today's Technician: Automotive Fuels and Emissions	\$137.50	Cengage	1 <sup>st</sup>	N	New
Electronics Engine Management Systems – GM ASEP Only	Auto 181	GM Fundamental Curriculum Series: Automotive Engine Performance	\$89.50	Pearson	Latest	N	New
Diagnostic Engine Performance	Auto 280	Today's Technician: Automotive Engine Performance	\$137.50	Cengage	1 <sup>st</sup>	N	New

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Automotive Technology Principles, Diagnosis, & Service & Worktext Package	Auto 1	Engine Maintenance	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 2	Fuel Systems	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 3	Lubrication and Cooling	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 4	Electrical Systems	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 5	Brakes and Suspension	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 6	Transmission and Drive Train	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New

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Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 7	Air Conditioning and Heating	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 100	Automotive Maintenance and Operating	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New
Auto Technology Principles, Diagnosis, & Service & Worktext Package	Auto 151	Automotive Alignment Brake and Suspension	\$145.00	Prentice Hall	3 <sup>rd</sup>	N	New

\*: N = New R = Replacement

Presented to the Board of Trustees on November 4, 2009

Prices quoted are prices in effect on above date.

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## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President *LL*  
**REVIEWED BY:** Mr. William Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Vykki Morgan, Professor, Court Reporting/New Captioning Grant Coordinator *VM*  
**DATE:** November 4, 2009  
**SUBJECT:** **Consideration of Acceptance of Department of Education Grant—Court Reporting Closed Captioning**

### RECOMMENDATION

It is recommended that the Board of Trustees approve acceptance of Department of Education funds for the Court Reporting Department's closed captioning program in the amount of \$95,000.

### OVERVIEW

Cerritos College submitted an application through the office of Congresswoman Grace Napolitano for funding that would allow the Court Reporting program to expand into closed captioning as another career option for its students. Cerritos College will use its Congressionally-directed grant of \$95,000 to establish a training center (the first and only in Southern California) designed to ease the shortage of qualified captioners proficient at producing accurate captions for audio and video presentations.

### ANALYSIS

Goals and objectives include adding new courses and certificates in captioning; developing a recruitment plan; developing a marketing plan; obtaining captioning software and equipment; gathering resources for the department; creating a distance education component; establishing scholarships to support students entering the program; and disseminating program outcomes to local, state, and national audiences.

Outcomes to be measured include: completing curriculum development, offering courses, along with student evaluations to determine effectiveness of material and usefulness of equipment and software; successful outreach to local high schools, ROP, other community colleges, local/regional court reporting associations, and other new venues; acquisition of software, equipment and resources for captioning; creation of at least one scholarship fund; and disseminating program outcomes and publishing at least one article in an industry journal.

### FINANCIAL IMPLICATIONS

Cerritos College will receive \$95,000 for the period 08/01/2009 to 07/31/2010 for the described activities. This grant will be conducted at no cost to the District. As part of this grant, Vykki Morgan, Project Manager, will be receiving two stipend payments in the amount of \$3,500 per stipend.

## CERRITOS COLLEGE

**TO:** Board of Trustees

**FROM:** Dr. Linda L. Lacy, President Superintendent *ML*

**REVIEWED BY:** Mr. William Farmer, Vice President of Academic Affairs *WCF*

**PREPARED BY:** Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*

**DATE:** November 4, 2009

**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 Leonard Glick, Peter Krause, Carlos Sanchez, Mike Jones, Carl Stammerjohn, John Wood, Frank Vega, Anthony Fortner, Rupert Pacheco, and Richard Vasilik. The grant was approved by the Board on August 19, 2009.

### OVERVIEW

Cerritos College has received funding in the amount of \$224,968 to continue development and refinement of the career technical education teacher pathway program.

### ANALYSIS

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. A primary focus for 2009-2010 program funding is in the areas of expanded professional development, structuring teaching internship component, continued course contextualization, and recruitment of industry professionals. Professional development activities and academic support are important to the success of this program and the students we serve.

As stipulated and funded by the Grant, the following will be carried out by our faculty participating in staff development activities:

1. Participate in six staff development work sessions with instructors from the Southeast Regional Occupational Program (SEROP).
2. Participate in activities focusing on teaching and learning pedagogy, curriculum modification, and instructional techniques.

### FINANCIAL IMPLICATIONS

The following Cerritos College faculty are to receive a \$750 stipend for their work performed during the 2009-2010 school year: Leonard Glick, Peter Krause, Carlos Sanchez, Mike Jones, Carl Stammerjohn, John Wood, Frank Vega, Anthony Fortner, Rupert Pacheco, and Richard Vasilik.

The CTE Teacher Preparation Pipeline Chancellor's Grant will be used for these expenditures.

CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT

ITEM	QTY	DESCRIPTION
1	1 EACH	TELEVISION
2	1 EACH	VCR
3	1 EACH	MONITOR
4	2 EACH	TV/VCR COMBO
5	1 EACH	12" TV
6	1 EACH	VCR
7	2 EACH	MINI DISC PLAYER RECORDERS
8	1 EACH	HP LASER JET 3380
9	1 EACH	HP BUSINESS INKJET 2280
10	1 EACH	VIEWSONIC VIEW PANEL V6175
11	1 EACH	HP DESKJET 845C
12	1 EACH	PANAFAX UF-332 FAX MACHINE
13	1 EACH	HP 1200 PRINTER
14	1 EACH	RCA DVD PLAYER
15	1 EACH	WIN DVD PLAYER
16	1 EACH	SAE TWO AM/FM TUNER
17	1 EACH	FISHER AMP
18	1 EACH	RCA AM/FM STEREO RECEIVER
19	1 EACH	TECHNICS 5-CD
20	1 EACH	TECHNICS STEREO CASSETTE DECK
21	1 EACH	ZENITH VHS PLAYER
22	1 EACH	PANASONIC VCR PLAYER
23	1 EACH	PANASONIC VCR PLAYER
24	1 EACH	RCA DUAL CASSETTE PLAYER
25	1 EACH	YAMAHA DOUBLE CASSETTE DECK
26	1 EACH	PANASONIC VCR
27	1 EACH	SONY CASSETTE DECK
28	1 EACH	RCA STERO CASSETTE DECK
29	34 EACH	CALCULATORS
30	1 LOT	ERICSON PHONES
31	20 EACH	PREMIER DESK PHONES
32	1 EACH	DIGITAL ALPHA SERVER
33	1 EACH	CANON REBEL DIGITAL CAMERA
34	1 EACH	SIGMA LENS 28-90MM
35	1 EACH	SIGMA LENS 28-105MM
36	1 EACH	AEGIS 40GB HD PORTABLE
37	1 EACH	SIGMA LENS 70-300MM
38	1 EACH	MANFROTTO MONOPOD
39	1 EACH	HEWLETT PACKARD LASER JET 5P
40	1 EACH	MONITOR
41	1 EACH	MONITOR
42	1 EACH	FAX MACHINE
43	1 EACH	TYPEWRITER
44	1 EACH	MICROWAVE OVEN
45	1 EACH	MINI MICROSCOPE POLA START
46	1 EACH	NUCLEAR CHICAGO EXTMETER
47	1 EACH	XEROX COPY MACHINE
48	1 EACH	A/C MACHINE
49	1 EACH	SCALE
50	4 EACH	TV
51	3 EACH	SHREDDER
52	1 EACH	DVD PLAYER
53	1 EACH	BATTERY CHARGER

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**CERRITOS COLLEGE SURPLUS PROPERTY AND/OR OBSOLETE MATERIALS/EQUIPMENT**

54	1 EACH	LARGE FAN
55	1 EACH	TRANSMISSION ADAPTOR CABINET
56	3 EACH	SUN BLADE 100
57	12 EACH	TABLES
58	8 EACH	FILE CABINETS
59	4 EACH	COUCHES
60	10 EACH	CHAIRS
61	3 EACH	TV ON AV CARTS
62	6 EACH	AV CARTS
63	6 EACH	DESKS
64	4 EACH	BOOKCASES

Attachment 1

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2009-2010

Quarter Ended: (Q1) Sep 30, 2009

District: (810) CERRITOS

As of June 30 for the fiscal year specified

Line	Description	Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,884,376	88,316,839	91,457,643	87,156,927
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	86,884,376	88,316,839	91,457,643	87,156,927
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	82,945,128	86,032,575	85,176,975	92,570,814
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,574,318	1,684,132	7,341,213	9,447
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	84,519,446	87,716,707	92,518,188	92,580,261
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	2,364,930	600,132	-1,060,545	-5,423,334
D.	<b>Fund Balance, Beginning</b>	8,555,918	10,751,749	12,646,111	11,585,566
D.1	Prior Year Adjustments + (-)	-169,099	1,294,230	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	8,386,819	12,045,979	12,646,111	11,585,566
E.	<b>Fund Balance, Ending (C. + D.2)</b>	10,751,749	12,646,111	11,585,566	6,162,232
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.7%	14.4%	12.5%	6.7%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	16,580	17,173	17,359	17,359
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

As of the specified quarter ended for each fiscal year  
2006-07      2007-08      2008-09      2009-2010

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H.1	Cash, excluding borrowed funds			1,878,168	18,760,621
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1+ H.2)	21,431,188		1,878,168	18,760,621

**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)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	87,156,927	87,156,927	30,964,411	35.5%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	87,156,927	87,156,927	30,964,411	35.5%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	92,570,814	92,570,814	13,930,992	15%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,447	9,447	582	6.2%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	92,580,261	92,580,261	13,931,574	15%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-5,423,334	-5,423,334	17,032,837	
L.	Adjusted Fund Balance, Beginning	11,585,566	11,585,566	11,585,566	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	6,162,232	6,162,232	28,618,403	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.7%	6.7%		

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	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								

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	<b>Year 3:</b>							
<b>b. BENEFITS:</b>								
	<b>Year 1:</b>							
	<b>Year 2:</b>							
	<b>Year 3:</b>							

\* 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? YES  
Next year? YES

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

This Year: We are aggressively addressing the shortfall in State revenue. With the cuts in categorical funding it will be more difficult balancing revenue and expenditures.  
 Next Year: With continued declining in State revenue, we are anticipating more difficulty for next year.

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# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD 

Fiscal Year: 2009-2010  
Quarter Ended: (Q1) Sep 30, 2009

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:

Use format 999-555-1212

CBO Phone:

CBO Signature:

Date Signed:

Chief Executive Officer Name:

CEO Signature:

Date Signed:

Electronic Cert Date:

### District Contact Person

Name:

Title:

Telephone:

Fax:

E-Mail:

**Certify This Quarter**

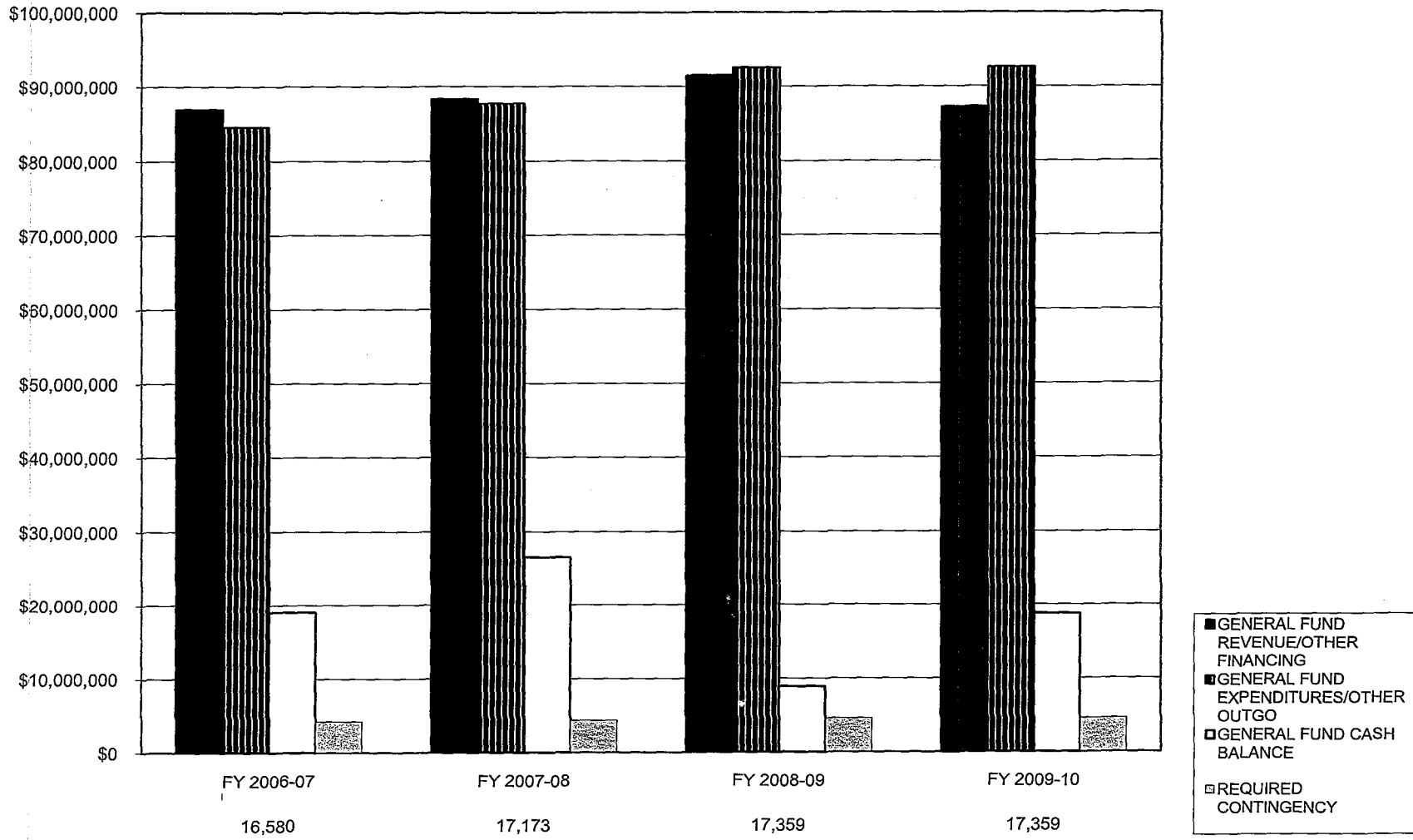
California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Glen Campora (916)323-6899 [gcampora@cccco.edu](mailto:gcampora@cccco.edu)

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**QUARTERLY FINANCIAL STATUS REPORT**  
**September 30, 2009**



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# BUDGET TRANSFERS FOR NOVEMBER 4, 2009

## 01.0 FUND-GENERAL FUND-UNRESTRICTED

### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(20,595)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	

### TOTAL

\$	(20,595)
----	----------

### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	20,595
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

### TOTAL

\$	20,595
----	--------

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** Two ( 2 )

**Divisions/Departments/Programs:**  
Technology; Career Services

# BUDGET TRANSFERS FOR NOVEMBER 4, 2009

## 01.3 FUND-GENERAL FUND-RESTRICTED

### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(4,436)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(25,546)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(29,982)</b>

### TO

ACADEMIC SALARIES	\$	900
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	101
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	28,981
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>29,982</b>

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** Four ( 4 )

**Divisions/Departments/Programs:**

CTE/Equipment for Allied Health; Temporary Assistance for Needy Families ; Telecommunication;  
Technology; Infrastructure

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## BUDGET TRANSFERS FOR NOVEMBER 4, 2009

### 39.0 FUND-OTHER SPECIAL REVENUE FUND

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(206,880)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(206,880)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	13,650
EMPLOYEE BENEFITS	\$	1,250
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	191,800
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	180
<b>TOTAL</b>	<b>\$</b>	<b>206,880</b>

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** Six ( 6 )

**Divisions/Departments/Programs:**

Teacher Trac Contract Education; CA American Fire Sprinkler Association; Welding Certification; Parking

## APPROPRIATION TRANSFER ANALYSIS FOR NOVEMBER 4, 2009

### Revenue

00000.0-00300-02220-8890-6120000 (01.0 Fund) Local-Library & Learning Resource Center To allocate income for supplies; periodicals	\$ 13,300
00000.0-00000-70007-8890-0000000 (01.3 Fund) Local-Chabot-Faculty Inquiry Network To allocate income for salaries and associated fringe benefits; supplies	11,571
00000.0-00004-71200-8622-0000000 (01.3 Fund) State-Extended Opportunity Program Services To allocate income for salaries and associated fringe benefits; advertising; payment to or for students	48,249
00000.0-00000-72000-8130-0000000 (01.3 Fund) Fed-Family Literacy-WIA To allocate income for salaries and associated fringe benefits; textbooks; supplies; travel & conference; advertising	28,876
00000.0-00000-75280-8629-0000000 (01.3 Fund) State-Teacher Prep Pipeline #3 To allocate income for salaries and associated fringe benefits; supplies; consulting services; conference & travel; contracted services; advertising; payment to or for students; administrative allowance	224,968
00000.0-00210-70050-8190-0000000 (01.3 Fund) Fed-Bellflower USD GearUP To allocate income for salaries and associated fringe benefits; supplies; travel & conference	65,953
00000.0-00209-70050-8190-0000000 (01.3 Fund) Fed-Bellflower USD GearUP To allocate income for salaries and associated fringe benefits; supplies; travel & conference	25,805

## APPROPRIATION TRANSFER ANALYSIS FOR NOVEMBER 4, 2009

00000.0-00000-70400-8130-0000000 (01.3 Fund)	\$	260,302
Fed-Summer Youth Work Program		
To allocate income for salaries and associated fringe benefits; student aid; payment to or for students; repairs and maintenance; administrative allowance		
00000.0-00000-70760-8620-0000000 (01.3 Fund)		20,000
State-Dept of Ed Children Center Renovation		
To allocate income for contracted services; equipment		
00000.0-00007-70800-8120-0000000 (01.3 Fund)		481,111
Fed-Federal Work-Study		
To allocate income for salaries; administrative allowance		
00000.0-00000-71610-8629-0000000 (01.3 Fund)		120,122
State-EL Camino Community College Collaborative #1		
To allocate income for salaries and associated fringe benefits; supplies; travel & conference; advertising; mileage; administrative allowance		
00000.0-00000-76510-81900-0000000 (01.3 Fund)		11,553
Fed-Model Approach to Partnership in Parenting Training		
To allocate income for fringe benefits; supplies; mileage; advertising		
00000.0-00000-72610-8890-0000000 (01.3 Fund)		(24,436)
Local-Los Angeles County Department of Public Social Services		
To set-up the renewal of L.A. County Department of Public Social Services		
00000.0-00000-75250-8190-0000000 (01.3 Fund)		(58,576)
Fed-NSF Grant-Teaching Secondary School Scholar Partnership		
Budget Adjustment		
00000.0-00000-75260-8620-0000000 (01.3 Fund)		(357,608)
State-Teacher Prep Pipeline		
Program ended in 2007-2008		

## APPROPRIATION TRANSFER ANALYSIS FOR NOVEMBER 4, 2009

00000.0-00000-75370-8620-0000000 (01.3 Fund)	\$	(44,364)
State-CTE/equipment for Allied Health		
To adjust revenue and expenditure budget		
00000.0-00000-72400-8629-0000000 (01.3 Fund)		(361,216)
State-06-07 Career Tech Trailer Bill		
Program ended 2007-2008		
00000.0-00000-74830-8830-0000000 (01.3 Fund)		(730)
Local-Hexcel		
Program ended 2007-2008		
00000.0-00000-75190-8890-0000000 (01.3 Fund)		(49,084)
Local-Carnegie Grant		
Program ended 2007-2008		
00000.0-00000-75410-8830-0000000 (01.3 Fund)		(479)
Local-JPTA-Welding		
Program ended 2007-2008		
00000.0-00000-74100-88900-0000000 (01.3 Fund)		(1,797)
Local-Citizenship Project		
To close Citizenship Project in Fund 01.3		
00000.0-00000-75800-86290-0000000 (01.3 Fund)		17,200
State-Independent Living Project		
To allocate income for salaries and associated fringe benefits; supplies		
00000.0-02100-77000-8831-0000000 (39.0 Fund)		100,000
Local-CITE-Contract Ed		
To allocate income for supplies; travel and conference; rents and leases; repairs & maintenance; contracted services; advertising; payments to or for students		
Total Revenue	\$	530,720

## APPROPRIATION TRANSFER ANALYSIS FOR NOVEMBER 4, 2009

Expenditure	
00000.0-00000-72610-various-6300000/6190000 (01.3 Fund)	\$ 90,000
Los Angeles County Department of Public Social Services	
Increase expenditure budget in order to bring Budget to 09-10 allocation	
00000.0-00000-75250-various-6310000/6190000 (01.3 Fund)	40,515
NSF Grant-Teaching Secondary School Scholar Partnership	
Carry-over 2009-2010	
00000.0-00000-75260-various-4900000/6190000 (01.3 Fund)	(181,174)
Teacher Prep Pipeline	
Program ended in 2007-2008	
00000.0-00000-75370-4550-7090000 (01.3 Fund)	(40,614)
CITE/Equipment for Allied Health	
To adjust revenue and expenditure budget	
00000.0-00000-74500-4590-6720000 (01.3 Fund)	(44,374)
Faculty & Staff Diversity (Equal Employment Opportunity)	
Budget adjustment	
00000.0-00000-70006-various-various (01.3 Fund)	782,041
Basic Skills from 05/06 and 06/07 for 07/08	
To set up carry over	
00000.0-03400-72600-various-6190000 (01.3 Fund)	(140)
CalWORKS	
Budget adjustment	

APPROPRIATION TRANSFER ANALYSIS FOR NOVEMBER 4, 2009

00000.0-00105-77310-4590-6010000 (01.3 Fund)	\$	(522)
Telecommunication Technology Infrastructure		
Budget adjustment		
00000.0-00000-75800-various-1305700 (01.3 Fund)		9,199
Independent Living Program		
Budget adjustment		
Total Expenditure	\$	<u>654,931</u>

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Piorkowski	Marijean	Physical Therapist Assistant	B5	60.33

**FACULTY HOURLY - LIBERAL ARTS**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Chang, Chiu Chin S.		Foreign Language	A1	48.83

**FACULTY HOURLY - TECHNOLOGY TRAINING & DISTANCE EDUCATION**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Kristinat	Laurie	Educational Technology	A4	57.46
Rodriguez	Catherine	Educational Technology	B3	54.60

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, 2010 OR 175 TOTAL WORKDAYS,  
WHICHEVER OCCURS FIRST

Neupane, Kaubin	Aide -Special (Tutor)	\$8.00/hr	07/01/09
Regalado, Louis	"	"	08/25/09
Alejo, Rosa	Financial Aide Clerk	\$9.31/hr	09/25/09
Aguirre, Brenda	Instructional Aide I	\$10.51/hr (3)	09/05/09
Arevalo Diaz, Dante	"	\$9.56/hr (1)	09/01/09
Elias, Gloria	"	"	09/25/09
Lee, Chen Yi	"	"	08/17/09
Lekavich, Christopher	"	\$10.51/hr (3)	08/01/09
Neupane, Kaubin	"	\$9.56/hr (1)	07/06/09
Nunez, Ricardo	"	"	09/25/09
Stockwell, Melissa	"	\$10.51/hr (3)	07/01/09
Roca, Rey	Secretary Clerk	\$10.53/hr	09/25/09
Tacu, Amado	"	"	08/24/09
Austin Jr, James	Instructional Aide II	\$12.81/hr	07/25/09
Mc Fail, James	Technical Director/Designer	\$14.79/hr	09/25/09
Segura, Juvencio	"	"	"
Lopez, Rafael	Cont. Ed. Specialist (Recreation)	\$16.84/hr	09/01/09
Montgomery, Christopher	"	"	08/25/09
Libal, Angela	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	07/01/09
Spencer, Traci	Aide -Special (Interpreter Level II)	\$23.00/hr	09/16/09
Bradbury, Jeffery	Community Education Specialist	\$29/15/hr	07/01/09
Mascardo, Maria	"	"	08/25/09
Price, Tiffany	"	"	07/01/09
Robertson, Deena	"	"	"
Rodriguez, Richard	"	"	"
Ng, Hazel	Cont. Ed. Specialist (Health Occ.)	\$50.52	08/25/09

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**DECEMBER 9, 2009**

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Bob Epple, the 2009 Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson, Dr. Shin Liu and Mr. Felipe Grimaldo, Student Trustee. Others present were the President of the College, Vice President of Academic Affairs, Interim Vice President of Business Services, Vice President of Student Services, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Mr. Grimaldo.
- III. INSTALLATION OF RE-ELECTED BOARD MEMBERS Dr. Lacy administered the Oath of Office to re-elected Board Members Mr. Bob Epple and Dr. Bob Hughlett.
- IV. INSTALLATION OF NEWLY ELECTED BOARD MEMBER Dr. Lacy administered the Oath of Office to newly elected Board Member Dr. Shin Liu.
- V. PRESENTATION OF APPRECIATION AND RECOGNITION OF SERVICE Mr. Epple made a presentation to Ms. Carmen Avalos recognizing her years of service as a member of the Board of Trustees. On behalf of the Board, Mr. Epple presented Ms. Avalos with a plaque of appreciation.
- VI. ORGANIZATIONAL MEETING  
*President*
- A. Election of Officers
- Mr. Epple opened nominations for President of the Board of Trustees for 2010. It was moved by Mr. Arthur and seconded by Dr. Edmiston to nominate Dr. Hughlett to the office of President of the Board. It was moved by Mr. Jackson to close the nominations. The vote was unanimous to elect Dr. Hughlett as President of the Board of Trustees for 2010. On behalf of the Board, Dr. Hughlett recognized Mr. Epple for his leadership as Board President during 2009.
- Vice President*
- Dr. Hughlett opened nominations for Vice President of the Board of Trustees for 2010. It was moved by Mr. Arthur and seconded by Dr. Edmiston to nominate Mr. Jackson to the office of Vice President of the Board. It was moved by Mr. Epple to close the nominations. The vote was unanimous to elect Mr. Jackson as Vice President of the Board of Trustees for 2010.
- Secretary*
- Dr. Hughlett opened nominations for Secretary of the Board of Trustees for 2010. It was moved by Dr. Edmiston and seconded by Mr. Epple to nominate Mr. Arthur to the office of Secretary of the Board. It was moved by Mr. Epple to close the nominations. The vote was unanimous to elect Mr. Arthur as Secretary of the Board of Trustees for 2010.
- B. Regular Meeting Dates
- It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the regular meeting dates for 2010 as attached. Dr. Hughlett requested that the June 2 Board meeting be rescheduled to June 9 and the June 16 Board meeting be rescheduled to June 23. The vote for approval as amended was unanimous.

- VII. APPROVAL OF MINUTES
- A. It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the minutes of the regular meeting of November 4, 2009. The vote for approval was unanimous (student advisory vote: Aye).
- VIII. INSTITUTIONAL PRESENTATIONS  
Employee of the Month
- Retirement
- A. Dr. Lacy presented Rachel Samarin with the Outstanding Classified Employee Award for the month of October 2009.
- B. The Board of Trustees presented Vic Childress, Diane Nakamura and Glenda Kornbau with retirement plaques acknowledging their years of dedicated service to Cerritos College.
- IX. AUDIT REPORT
- A. Chris Chitlik of Vavrinek, Trine, Day and Co., LLP provided an overview of the Audited Financial Reports for the year Ending June 30, 2009.
- B. It was moved by Mr. Jackson and seconded by Mr. Epple to accept the Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2009. The vote for approval was unanimous (student advisory vote: Aye).
- C. It was moved by Mr. Jackson and seconded by Mr. Epple to accept the Independent Audit Report for the Cerritos College Proposition 39 General Obligation Bonds for Fiscal Year Ending June 30, 2009. The vote for approval was unanimous (student advisory vote: Aye).
- D. It was moved by Mr. Jackson and seconded by Mr. Epple to accept the Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2009. The vote for approval was unanimous (student advisory vote: Aye).
- X. PUBLIC PRESENTATIONS  
Ben Reyes
- Ben Reyes was accompanied by several students who spoke regarding the Project HOPE program. Mr. Reyes stated that the administration continues to disregard the needs of the Latino community and that students are not reaching the level of success needed to contribute to society. He concluded by stating that the institutionalization of Project HOPE has fallen short in its goals.
- XI. CONSENT AGENDA
- It was moved by Dr. Edmiston and seconded by Mr. Epple to approve the consent agenda and addendum (student advisory vote: Aye). The vote for approval and/or ratification of the following items was unanimous:
- A. Accepted gifts with letters of thanks to the following:
- (14) Koss Multi-Media Stereophones Model SB45
  - (23) Labtec Elite-825 Headphones
- Donated by:* Matt Stibal  
Gateway Business Bank
- B. New Course Offering, as attached.
- C. Chancellor's Office Economic and Workforce Development Grant Renewal, as attached.

- D. Stipends for Faculty Participating in the Basic Skills Projects for the Fall Semester of the 2009-2010 Academic Year, as attached.
- E. Notice of Completion for Bid 0708-16, Aquatic Center Project, as attached.
- F. Resolution No. 09-12 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period January 1, 2010 through December 31, 2010, as attached.
- G. Resolution No. 09-13 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2010 through December 31, 2010, as attached.
- H. Resolution No. 09-14 Authorizing the Vice President of Business Services, or Designee, to Execute/Amend Small Contracts Under \$25,000, as attached.
- I. Budget Extensions and Budget Transfers, as attached.
- J. Contracts:
  - Consultant  
**NEW**
  - 1. Dowden & Associates  
Title V Consultant  
Academic Affairs  
*To serve as a grant consultant to the iFALCON Title V grant upon successful funding as an advisor to the grant team in federal reporting and grant management. For period October 1, 2009 through September 30, 2014. Dowden & Associates will receive \$150,000 with funding from the grant budget.*
  - Training  
**NEW**
  - 2. California Manufacturing Technology Consulting (CMTC)  
Training to Companies  
CITE  
*To allow the college to provide training to CMTC clients. For period December 10, 2009 through November 1, 2011. The training will be paid for by Employment Training Panel funds administered by CMTC.*
- K. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- L. Request for Unpaid Leave of Absence, as follows:
  - Dara Worrel, Assistant Professor (Mathematics Department), for the period January 11, 2010 through May 21, 2010
- M. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

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XII. ADMINISTRATIVE MATTERS

- N. New Classified Manager Job Classification and Position of Captain, Campus Police Services, as attached.
- A. As information, the Board book contained College Coordinating Committee Minutes for October 19, November 2 and November 16, 2009.
- B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending September 30, 2009.
- C. The Board book contained information regarding a Board Member Compensation Increase, as attached.
- D. It was moved by Mr. Epple and seconded by Mr. Arthur to approve the Citizens' Bond Oversight Committee Membership, as attached. The vote for approval was unanimous (student advisory vote: Aye).
- E. Dr. Bryan Reece, Interim Dean of Humanities and Social Sciences, gave a presentation on the Student Success Plan, which was presented and approved by the Faculty Senate on November 17. The presentation included background information on the Plan, the learning environment at the college as well as goals and objectives of the Plan.

XIII. REPORTS

- A. Board of Trustees

Dr. Cho stated that the Nursing Pinning and Candle Lighting Ceremony was a great event. She indicated that she attended the art sale on campus and saw a great display of work. She congratulated the re-elected and new Board members and added that Ms. Avalos has been an asset to the Board.

Mr. Jackson welcomed Dr. Liu to the Board.

Dr. Liu indicated that she is very excited to be a member of the Board and added that she is looking forward to serving the community.

Mr. Epple thanked Dr. Edmiston and family for their assistance with his re-election campaign. He also thanked the faculty, staff and Board for all of their support during his illness.

Dr. Hughlett congratulated the re-elected and new Board members. He stated that he attended the City of Downey Mayoral Transition and added that the event was well-attended.

Dr. Edmiston welcomed the new and returning Board members.

Mr. Grimaldo welcomed Dr. Liu to the Board. He shared that the ASCC Awards Banquet will be held on Friday, December 11 at 6:30 p.m.
- B. Faculty and Staff Leadership

Ms. Laughon thanked Ms. Avalos for her hard work and dedication as a Board member.

C. President/Superintendent and Vice Presidents

Mr. Farmer shared that presentations will be made in January 2010 regarding ARCC data and Project HOPE.

Dr. Lacy acknowledged Doug Wells, who was named the Men's Track and Field Coach of the Year by the California Community College Cross Country & Track Coaches Association. She indicated that everyone is waiting to hear about updated budget information in January.

XIV. CLOSED SESSION

The Board adjourned to closed session at 7:30 p.m.

XV. RECONVENE

The Board reconvened at 8:04 p.m.

Read Out

Mr. Arthur reported that in closed session the Board of Trustees approved the employment of Deborah Binning as Clinical Supervisor – Nurse Practitioner on Grade 14, Step 2, of the Management Salary Schedule, effective December 10, 2009. The vote for approval was unanimous.

Read Out

Mr. Jackson reported that in closed session the Board of Trustees directed administration to enter in a contract for continued employment with Dr. Christopher Myers for the position of the Interim Director of Research and Planning effective December 1, 2009. The vote for approval was unanimous.

Read Out

Mr. Eppe reported that in closed session the Board of Trustees approved the attached tentative agreement dated November 24, 2009 between the district and the California School Employees Association (CSEA) Chapter #161 regarding health and welfare benefits for the 2010 calendar year. The vote for approval was unanimous.

Read Out

Dr. Liu reported that in closed session the Board of Trustees 1. Approved the amendments to Article 6: Health and Welfare benefits, of the CSEA-District collective bargaining agreement effective the 2009-2010 fiscal year as presented in the attached tentative agreement, and 2. Authorized the President/Superintendent to prepare the amendments to these articles in the agreement in accordance with the approved revision as agreed to by CSEA Chapter #161 and the District. The vote for approval was unanimous.

XVI. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

XVII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, January 20, 2010 at 6:00 p.m.

  
\_\_\_\_\_  
Dr. Bob Hughlett, Board President

  
\_\_\_\_\_  
Bob Arthur, Board Secretary

# CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**DATE:** December 9, 2009  
**SUBJECT:** Consideration of Regular Meeting Dates of the Cerritos Community College District Board of Trustees

## RECOMMENDATION

It is recommended that the dates listed below be approved for the 2010 regular Board meetings.

## OVERVIEW

Education Code Section 72002 requires every community college board to hold monthly meetings at such times as may be provided in the rules and regulations adopted by them. Meetings are scheduled to start at 6:00 p.m. unless otherwise noted.

## ANALYSIS

The following dates for regular and study session meetings are suggested for 2010:

January 20, 2010	April 7, 2010	June 12, 2010♦	September 15, 2010
February 3, 2010	April 21, 2010	June 16, 2010	October 6, 2010
February 17, 2010	May 5, 2010	July 7, 2010	October 20, 2010
March 3, 2010	May 19, 2010	August 4, 2010	November 3, 2010
March 17, 2010	June 2, 2010	September 1, 2010	December 8, 2010

♦ Study Session for President's Evaluation and Board Self-Evaluation (8:30 a.m.)

## FINANCIAL IMPLICATIONS

No financial implication.

FINE ARTS/COMMUNICATIONS

JOUR 107

College Newspaper

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: JOUR 101 or equivalent with a grade of Pass or "C" or higher or concurrent enrollment, and satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

This course focuses on writing and producing student news publications using the school newspaper, the *Talon Marks* and its online version, *talonmarks.com*, as a practical laboratory. Students research, write, and edit articles for the two publications; take photographs and create graphic illustrations; develop multimedia stories; and produce the print and online publications for distribution to a college-wide audience. Ethics and legal aspects of communication are also covered. This course may be taken a maximum of 4 times. Pass/No Pass option is available for non-journalism majors.

BUSINESS EDUCATION

CRCC 119AEF

CAT Dictionary Build

2.5 Units

Class hours: 2.0 lecture/2.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 141 or equivalent with a grade of Pass or "C" or higher.

The A portion of this course introduces students to the Computer-Aided Transcription (CAT) process and includes some history of CAT and computer terminology. Students will build a basic CAT dictionary of approximately 15,000 words. The E portion of this course is for building a medical dictionary. The F portion of this course is for building a legal dictionary. Students may work in the court reporting lab or be required to have an electronic stenotype machine and CAT software available for their use. This course may be taken a maximum of 3 times.

CRCC 119BCD

Computer-Aided Transcription

2.5 Units

Class hours: 2.0 lecture/2.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 119A or CRCC 119AEF and CRCC 143 or equivalent with a grade of Pass or "C" or higher.

This course is designed to prepare students for using computer-aided transcription to transcribe their court reporting assignments and tests. The B portion of this course takes students through dictionary preparation for transcript production. The C portion of this course takes students through transcript production. The D portion of this course takes students into realtime and working out conflicts that may arise in realtime translation. All portions take students through scoping, editing, transcribing, spell checking, formatting, dictionary maintenance, and printing of

documents using CAT (Computer-Aided Transcription) software, the stenotype machine, and the computer. This course may be taken a maximum of 3 times.

#### CRCC 137A

##### Beginning CAT Software

1.0 Unit

Class hours: 1.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course will give court reporters and court reporting students an introduction to the use of court reporting computer-aided transcription (CAT) software. Students will learn how to use CAT software in the CAT process of producing transcripts and writing realtime. This course is for students just beginning to use CAT software. Students may use the CAT software of their choice, but the main applications being addressed are ProCAT and CATalyst. This course may be taken a maximum of 4 times.

#### CRCC 137B

##### Intermediate CAT Software

1.0 Unit

Class hours: 1.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 137A or equivalent with a grade of Pass or "C" or higher.

This course will give court reporters and court reporting students who are already using the basic functions of CAT software for court reporting computer-aided transcription (CAT) an introduction to some of the more advanced function capabilities of the software. Students may use the CAT software of their choice, but the main applications being addressed are ProCAT and CATalyst. This course may be taken a maximum of 4 times.

#### CRCC 190A

##### Captioning Video Introduction

2.0 Units

Class hours: 2.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course is designed to be an introduction to the field of non-live post-production or offline captioning and caption editing. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of the process of captioning. This course will expose students to types, methods, and styles of captioning, text editing, language mechanics, presentation rate, and special considerations for non-hearing viewers. Students will also participate in some captioning script preparation and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may also use their Stenotype machines for script creation. This course may be taken a maximum of 2 times.

CRCC 190B  
Captioning Video Laws and Requirements  
1.0 Units

Class hours: 1.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 190A or equivalent with a grade of Pass or "C" or higher.

This course is designed to give students interested in post-production captioning and accessibility requirements an understanding of the Federal Communications Commission laws, along with other laws and mandates pertaining to providing captioning of audio/video material. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of accessibility requirements relating to audio/video media. This course will also introduce basic video production terminology and equipment. Students will participate in some captioning script preparation and application of caption files to media and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may also use their Stenotype machines for script creation. This course may be taken a maximum of 2 times.

CRCC 190C  
Captioning Video for the Web and Video Production  
2.0 Units

Class hours: 2.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 190A, CRCC 190B or equivalent with a grade of Pass or "C" or higher.

This course is designed to give post-production/offline captioning students, as well as students just interested in captioning their own videos, an introductory knowledge of video production as it relates to the field of captioning. Students will gain a general knowledge of the various types of media formats that require captioning and a general introduction to caption editing software, including both proprietary and free software, available for captioning. Federal mandates require educational audio and video media be captioned for accessibility and this course addresses an overview of video production in relation to creating and applying captions to audio and video media. Preparing and applying captions to popular video and audio Web hosts will also be covered. Students will participate in some captioning script preparation and application of caption files to media and should be able to accurately type 35 words per minute on the computer keyboard. Stenotype students may use their Stenotype machines for script creation. This course may be taken a maximum of 2 times.

CRCC 194A  
Realtime Captioning Level 1  
2.0 Units

Class hours: 2.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 193A and CRCC 193B or equivalent with a grade of Pass or "C" or higher.

This course is designed for the court reporting student who is ready to begin active study in the fields of Communication Access Realtime Translation (CART) and broadcast captioning.

Course overview will include the history of captioning, the captioning consumer, captioning defined, the legal environment of captioning, and an introduction to concepts of television production. Students should be at 140 words per minute on the stenotype machine and have a functional realtime dictionary in computer-aided transcription (CAT) software. Students will begin to build captioning dictionaries. May be taken concurrently with CRCC 194B, CRCC 194C, and CRCC 194D. This course may be taken a maximum of 2 times.

#### CRCC 194B

Realtime Captioning Level 2

2.0 Units

Class hours: 2.0 lecture/1.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 193A, CRCC 193B, and CRCC 194A or equivalent with a grade of Pass or "C" or higher.

This course is designed for the court reporting student who is studying the fields of Communication Access Realtime Translation (CART) and broadcast captioning. This course is designed to give students an understanding of all equipment pertaining to the production of captioning, including software and hardware. Student should be at 140 words per minute on the Stenotype machine and will continue captioning dictionary build of specialty terms. May be taken concurrently with CRCC 194A, CRCC 194C, and CRCC 194D. This course may be taken a maximum of 2 times.

#### CRCC 194C

Realtime Captioning Level 3

3.0 Units

Class hours: 3.0 lecture/2.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 194A, CRCC 194B, CRCC 193A, and CRCC 193B or equivalent with a grade of Pass or "C" or higher.

This course is designed to expose the Communication Access Realtime Translation (CART) or captioning student through actual practical applications to the psychological aspects of on-air captioning and CART reporting. This course includes simulated assignments in captioning CART and broadcast video/audio, as well as instruction on captioning methodologies. Students should be at 170 words per minute on the Stenotype machine and will continue dictionary building of captioning specialty terms. May be taken concurrently with CRCC 194A, CRCC 194B, and CRCC 194D. This course may be taken a maximum of 2 times.

#### CRCC 194D

Realtime Captioning Level 4

3.0 Units

Class hours: 3.0 lecture/2.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 194A, CRCC 194B, CRCC 194C, CRCC 193A, and CRCC 193B or equivalent with a grade of Pass or "C" or higher.

This course is designed to expose the Communication Access Realtime Translation (CART) or captioning student to advanced practical applications of on-air captioning and will also cover troubleshooting issues for the live captioner, as well as professional development and certification preparation. This course also covers CART reporting methodology, requirements, certification preparation, and completion of CART and broadcast captioning practicum assignments. Students should be at 180 words per minute on the Stenotype machine and will continue dictionary building of specialty terms. May be taken concurrently with CRCC 194A, CRCC 194B, and CRCC 194C. This course may be taken a maximum of 2 times.

#### CRCC 195

Realtime Captioning Level 5

3.0 Units

Class hours: 2.0 lecture/4.0 lab

Prerequisite: None

Corequisite: None

Recommendation: CRCC 194A, CRCC 194B, CRCC 194C, and CRCC 194D or equivalent with a grade of Pass or "C" or higher.

This course is designed to be a hand-on finishing class for captioning and Communication Access Realtime Translation (CART) students and incorporates actually using steno skills and equipment and captioning software and hardware to complete captioning assignments in a simulated or professional environment. This course requires completion of CART and broadcast captioning practicum assignments and includes field trips so students may observe the captioning process in action. Students should be at 190 words or higher per minute on the Stenotype machine. This course may be taken a maximum of 2 times.

#### Captioning Post-Production Certificate

The Captioning Post-Production Certificate is designed for students who will work with television networks, government, and educational programs to accurately and proficiently provide real-time captions for audio and video presentations, thereby giving access to the deaf and hearing-impaired populations. This program complements the existing court reporting program by expanding career opportunities for prospective and incumbent court reporters to enter the field of captioning.

#### CSR Exam Qualifying Candidate Certificate

The CSR Exam Qualifying Candidate Certificate is designed for students who have successfully completed the academic hours and machine shorthand speed tests required by the Court Reporters Board of California to be eligible to sit for the CSR exam. CSR Exam Qualifying Candidates are prepared for employment in the court reporting field and have verifiable proof of their readiness to enter the field.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** William Farmer, Jr., Vice President /Assistant Superintendent *WJF*  
**PREPARED BY:** Nick Kremer, Executive Dean Community, Industry and Technology Education  
**DATE:** December 9, 2009  
**SUBJECT:** Consideration of Acceptance of Chancellor's Office Economic and Workforce Development Grant Renewal

### RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the 2009-2010 Economic and Workforce Development Grant Renewal for a Statewide Strategic Initiative Hubs (HUBS) project in the amount of \$66,274.

### OVERVIEW

The Chancellor's Office of the California Community College operates Economic Development Programs that award workforce development grants through a competitive grant process. The purpose of these grants is to advance the state's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

Cerritos College was awarded an Economic Development Program HUBS grant. The purpose of the grant is to support regional initiatives such as green manufacturing. This grant complements the mission of Cerritos College's Office of Economic Development and the Technology Division.

### ANALYSIS

Cerritos College will be responsible for administering the grant. The term of this grant shall be from July 1, 2009 to June 30, 2010.

### FINANCIAL IMPLICATIONS

Cerritos College will receive \$66,274. The funds will be used to pay Cerritos College staff time and other expenses as required to meet the goals of the grant.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** William C. Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Francie Quaas-Berryman, Developmental Education Coordinator  
**DATE:** December 9, 2009  
**SUBJECT:** **Consideration of Approval of Stipends for Faculty Participating in the Basic Skills Projects for the Fall Semester of the 2009-2010 Academic Year**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payments for the named employees for their participation in the Basic Skills/Developmental Education projects for the academic year of 2009-2010.

### OVERVIEW

The College Committee on Developmental Education has sponsored several grants and projects in support of the five-year plan developed as part of the California Basic Skills Initiative.

### ANALYSIS


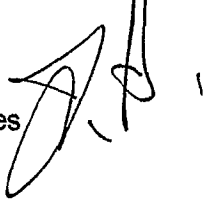
During the fall semester of the 2009-2010 academic year, faculty participated in a variety of projects designed to better prepare faculty to meet the needs of students with developmental skills as well as integrate the iFalcon project into the college culture and further campus work on Faculty Inquiry Groups. Innovative projects included continued workshops for adjunct faculty in English exploring a variety of instructional strategies for active learning, faculty training for specialized populations of students, and Faculty Inquiry Groups focusing on building a strengths-based campus, and integrating iFalcon into the classroom.

### FINANCIAL IMPLICATIONS

No General funds will be used for these stipends. Basic Skills Initiative funds will be utilized for this expenditure. The Following faculty members are to receive stipends as follows:

Bello-Gardner, Sylvia	\$500	Hunt, Mary	\$500	Romero, Virginia	\$500
Betancourt, David	\$1,000	Hurtado, Henrietta	\$1,000	Rosenfeld, Kimberly	\$1,000
Boudreau, Debbie	\$500	Ing-Yurz, Li Tea	\$500	Sampson, Lynda	\$500
Carreon, Lora	\$500	Isaacs, David	\$500	Saucedo, Marcelino	\$500
Choi, Hye Jin (Esther)	\$500	Jarrett, George	\$500	Savard, Hale	\$500
Conley, Angela	\$500	Johaso, John	\$500	Sirota, Luanne	\$500
Dimond, Theresa A.	\$500	Kayser, Lance	\$500	Spradlin, Nancy	\$500
Duff, Kimberley	\$500	Keenan, Diane	\$500	Sterling, Merviele	\$500
Edwards, Carrie	\$500	Leora, Claudia	\$500	Tashima, John	\$500
Evans, Max	\$500	Lewellen, Michelle	\$1,000	Tharwat, Marcos	\$500
Fabish, David	\$500	Lovejoy, Niki	\$2,000	Thigpen, Joyce J.	\$500
Feist, Astrid	\$500	Mariani, Ilva	\$500	Toumajian, Mary Kay	\$500
George, Patty	\$500	Marine, Rebecca	\$500	Trinh, Thanh	\$500
Greene, Chad	\$500	Moore, Debra	\$500	Troup, Jacquelyn	\$500
Hanniff, Brooke	\$1,000	Mullin, Masy	\$500	Wagner, Helene	\$500
Harmon, James	\$500	Nikdel, Mojdeh	\$500	Young, David	\$500
Herrera, Veronica	\$500	Parsons, Sue	\$1,000		
Hsiao, John	\$500	Pham, Ann	\$500		

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent   
**REVIEWED BY:** Dr. Jim Albanese, Interim Vice President of Business Services   
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** December 9, 2009  
**SUBJECT:** **Consideration of Approval of Notice of Completion for Bid 0708-16, Aquatic Center Project**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Notice of Completion for SMC Construction Company for the Aquatic Center Project at Cerritos Community College District as presented.

**OVERVIEW**

The District issued a contract to SMC Construction Company on July 17, 2008. 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 November 24, 2009. 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 \$5,036,000.00.

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: Aquatic Center Project, Bid #0708-16 contract for the doing of which was heretofore entered into on the 17<sup>th</sup> day of July, 2008 which contract was made with SMC Construction Company, contract number #C08-1009, as contractor; that said improvements were completed on the 24<sup>th</sup> day of November, 2009, and accepted by formal action of the governing board of said DISTRICT on the 9<sup>th</sup> day of December, 2009; 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 Hartford Fire 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: \_\_\_\_\_  
Dr. Jim Albanese  
Interim Vice President of Business Services

Date: \_\_\_\_\_

Place of Execution: Norwalk, California

000203

CERRITOS COMMUNITY COLLEGE DISTRICT

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

These approved signatures are valid for the period of: January 1, 2010 to December 31, 2010 in accordance with governing board approval dated December 9, 2009.

NOTE: Please TYPE name under signature.

Signature [Handwritten Signature]

Clerk (Secretary) of the Board

Table with 2 columns: Column 1 (Signatures of Members of Governing Board) and Column 2 (Signatures of Personnel and/or Members of the Governing Board authorized to sign Warrants, Orders for Salary Payment, Notices of Employment, and Contracts). Includes handwritten signatures and typed names/titles for various board members and staff.

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

Table mapping K-12 District numbers to Community College District numbers.

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

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

CERRITOS COMMUNITY COLLEGE DISTRICT

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

These approved signatures are valid for the period of: January 1, 2010 to December 31, 2010 in accordance with governing board approval dated December 9, 2009

NOTE: Please TYPE name under signature.

Signature   
Clerk (Secretary) of the Board

<u>Column 1</u>	<u>Column 2</u>
<u>Signatures of Members of Governing Board</u>	<u>Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:</u>
Signature: <u></u> Type: _____ President of the Board of Trustees/Education	Signature: _____ Type: James A. Albanese Title: Interim Vice President of Business Services
Signature: <u></u> Type: _____ Vice President of the Board of Trustees/Education	Signature: _____ Type: Berlanti A. Rizkallah Title: Director of Fiscal Services
Signature: <u></u> Type: _____ Clerk of the Board of Trustees/Education	Signature: _____ Type: Ramona Sue Payne Title: Budget Manager
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Shawn Jones Title: Accounting Manager
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	Signature: _____ Type: Deanna Hart Title: Interim Payroll Manager
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	
Signature: <u></u> Type: _____ Member of the Board of Trustees/Education	

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

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

LACOE Resolution-Signature Authority-List of names. word

Number of signatures required:

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

RESOLUTION #09-14

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT REGARDING CONTRACTUAL AGREEMENTS (AND AMENDMENTS TO AGREEMENTS) UNDER \$25,000

WHEREAS, Cerritos Community College District is interested in streamlining administrative processes and reducing the staff costs for these processes; and

WHEREAS, all contractual agreements (and amendments to agreements) with organizations external to the college are agendized and brought before the Board for approval; and

WHEREAS, this practice consumes considerable staff time in the Purchasing Department, the Vice Presidents' Office, the Coordinating Committee, as well as other District Departments; and

WHEREAS, staff time associated with processing small contracts (and amendments to agreements) under \$25,000 would be minimized by authorizing the Vice President of Business Services, or designee, to execute these small contracts; and

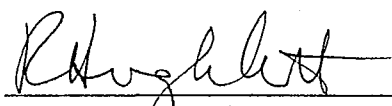
NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby authorizes the Vice President of Business Services, or designee, to execute contractual agreements under \$25,000 (and amendments to agreements) except public construction contracts shall be limited to expenditures involving less than \$15,000. In accordance with the provisions of Education Code § 81655, no contract made pursuant to such authorization shall be valid until the same has been ratified by the Board of Trustees.

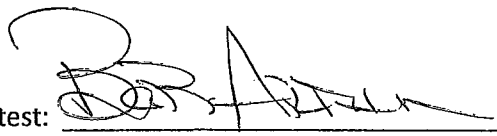
THIS RESOLUTION IS HEREBY APPROVED AND ADOPTED by the Board of Trustees of the Cerritos Community College District for this authority from January through December, 2010, this 9<sup>th</sup> day of December, 2009, by the following vote:

AYES: 7

NOES: 0

ABSENT: 0

Signed:   
President, Board of Trustees

Attest:   
Secretary, Board of Trustees

**BUDGET TRANSFERS FOR DECEMBER 9, 2009**

**01.0 FUND-GENERAL FUND-UNRESTRICTED**

**FROM**

ACADEMIC SALARIES	\$	(98,439)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(900)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(99,339)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	98,439
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	900
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>99,339</b>

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** Three ( 3 )

**Divisions/Departments/Programs:**  
Humanities & Social Science; Business Education; P E & Athletics

## BUDGET TRANSFERS FOR DECEMBER 9, 2009

### 39.0 FUND-OTHER SPECIAL REVENUE FUND

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(20,388)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(20,388)</b>

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	10,000
EMPLOYEE BENEFITS	\$	888
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	6,000
CAPITAL OUTLAY	\$	3,500
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>20,388</b>

**Transfers:** Between object codes

**Self Balancing:** No effect on ending balance

**Number of Transfer Requests:** Two ( 2 )

**Divisions/Departments/Programs:**

GAIN-Assessment Center; Associated Builders & Contractors of Southern California

## BUDGET TRANSFERS FOR DECEMBER 9, 2009

### 01.0 FUND-CONTINGENCY TRANSFERS

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	(82,000)

**TOTAL**

\$ (82,000)

**TO**

ACADEMIC SALARIES	\$	28,800
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	14,303
EMPLOYEE BENEFITS	\$	9,419
SUPPLIES AND MATERIALS	\$	4,478
OTHER CONTRACT EXPENSES AND SERVICES	\$	25,000
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	

**TOTAL**

\$ 82,000

**Number of Transfer Requests:** Two ( 2 )

**Divisions/Departments/Programs:**

To transfer funds from contingency to SEM to institutionalize Project Hope and to augment the budget for assessment due to increase in costs by test providers and number of students

## APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

### Beginning Balance

00000-0-00000-00000-7900-0000000 (01.0 Fund)	\$	3,788,294
Contingency		
To set up 2009-2010 beginning balance of Unrestricted Fund 01.0		
Total Beginning Balance	\$	<u>3,788,294</u>

## APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

### Revenue

00000.0-00000-77650-8120-0000000 (01.3 Fund)	\$	238,000
Fed-Hope		
To allocate income for salaries and associated fringe benefits; supplies		
Local-Prekindergarten & Family Literacy Program		20,000
To allocate income for salaries and associated fringe benefits; postage; payment to or for students		
00000.0-00000-75340-8190-0000000 (01.3 Fund)		237,824
Fed-ARRA-Pharmacy Tech		
To allocate income for salaries and associated fringe benefits; supplies; travel & conference; equipment		
00000.0-00000-70000-8890-0000000 (01.3 Fund)		(20,348)
Local-Donations		
To close revenue budget. Funds in ending balance		
00000.0-various-70750-8871-6920000 (01.3 Fund)		22,480
Local-Los Angeles Universal Preschool		
Transfer to reflect child development contracts from LAUP/First Five for Fiscal Year 2009-2010		
00000.0-00000-70700-8890-6960000 (01.3 Fund)		(587)
Local-Child Development Training Consortium		
To close revenue budget. Revenue received and expensed in 08-09		
00000.0-00000-71000-8653-0000000 (01.3 Fund)		(91,084)
State- On-Going State Allocation-Instructional Equipment		
To close revenue budget. Funds in ending balance		

## APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

00000.0-00000-71110-8653-0000000 (01.3 Fund)	\$	(200,727)
State-One Time Block Grant		
To close revenue budget. Funds in ending balance		
00000.0-00000-71130-8653-0000000 (01.3 Fund)		(325,356)
State-Lottery Prop 20 Restricted		
To close revenue budget. Funds in ending balance.		
00000.0-00000-71140-8653-0000000 (01.3 Fund)		(496,671)
State-06-07 One Time AB 1802 Instructional Equipment & Lib		
To close revenue budget. Funds in ending balance		
00000.0-00000-73822-8830-0000000 (01.3 Fund)		(4,035)
Local-Universal Foundation China Project		
To close revenue budget. Funds in ending balance		
00000.0-00000-74710-8830-0000000 (01.3 Fund)		(3,803)
Local-Paramount U S D		
To close revenue budget. Funds in ending balance		
00000.0-00006-76500-8690-1305700 (01.3 Fund)		(58,896)
State-Kinship Education, Prep & Support (KEPS)		
To close revenue budget. Funds in ending balance		
00000.0-00100-70200-8170-0000000 (01.3 Fund)		28,275
Fed-VTEA Title 1-C		
To set up 2008-09 claimable of VTEA		
00000.0-00000-70780-8620-0000000 (01.3 Fund)		67,660
State-General Childcare & Development Programs		
Transfer to reflect Child Development Contracts from State Dept of ED. for 2009-2010		

## APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

00000.0-00000-70200-8170-0000000 (01.3 Fund)	\$	(270)
Fed-VTEA Title 1-C		
To adjust revenue budget of VTEA in 2009-2010		
00000.0-00000-7342-8629-0000000 (01.3 Fund)		40,395
State-Non-Credit Matriculation		
To adjust revenue budget of Non Credit Matriculation in 2009-2010		
00000.0-00000-7651-8690-0000000 (01.3 Fund)		(37,666)
State-Model Approach to Partnership in Parenting Training (MAPP)		
To close revenue budget. Funds in ending balance		
00000.0-00000-7651-8190-0000000 (01.3 Fund)		(11,553)
Fed-Model Approach to Partnership in Parenting Training (MAPP)		
To close revenue budget. Funds in ending balance		
00000.0-00000-06319-8820-0000000 (41.0 Fund)		250,000
Local-Automotive Partners Bldg Donations		
To set up funds of Auto Partners Building		
00000.0-various-02750-8890-0000000 (71.0 Fund)		276,973
Local-ASCC Scholarships		
ASCC scholarships in 2009-10		
Total Additions (Reductions) of Revenue Budgets:	\$	(69,389)

## APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

### Expenditure

00000.0-00000-70000-4591-6190000 (01.3 Fund)	\$	(495)
Donations		
To adjust 08-09 carry over funds		
00000.0-00000-70005-various-6480000 (01.3 Fund)		1,634
Veterans Affairs		
To adjust 08-09 carry over funds		
00000.0-00000-71000-4591-6190000 (01.3 Fund)		719,508
On-going State Allocation-Instructional Equipment		
To adjust 2008-09 carry over funds		
00000.0-00007-71110-4591-6320000 (01.3 Fund)		97,357
One Time Block Grant		
To adjust 2008-09 carry over funds		
00000.0-00000-71130-4590-4900000 (01.3 Fund)		213,035
Lottery Prop 20 Restricted		
To adjust 2008-09 carry over funds		
00000.0-00000-73445-various-various (01.3 Fund)		(170,204)
Ca High Sch Exit Exam Prep # 2 (CAHSEE #2)		
Program ended in 2008-09		
00000.0-00000-73822-4591-6190000 (01.3 Fund)		(2,472)
Universal Foundation China Project		
To adjust 2008-09 carry over funds		

APPROPRIATION TRANSFER ANALYSIS FOR DECEMBER 9, 2009

00000.0-00000-70200-4590-6190000 (01.3 Fund)	\$	52,230
VTEA Title 1-C		
To adjust expenditure budget of VTEA in 2009-1020		
00000.0-various-76500-4590-1305700 (01.3 Fund)		(7,357)
Kinship Education, Prep & Support (KEPS)		
To adjust 2008-09 carry over funds		
00000.0-00000-02330-various-various (01.0 Fund)		(486,096)
Apprenticeship		
Budget is being reduced, due to budget cuts.		
Total Expenditure	\$	<u>417,140</u>

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Slay	Kevin	Theatre Arts	A1	48.83

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hornack	Rhonda	Clinical Nursing	B3	54.60
Pilarca	Arlene	Clinical Nursing	A4	57.46
Shaw	Alberta	Clinical Nursing	A4	57.46

**FACULTY HOURLY - LIBERAL ARTS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Cano	Andrea	ESL	A2	51.71
Simoes	Nora	English	B1	48.83

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

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Sir	Donna	Biological Sciences	A1	48.83

**FACULTY HOURLY - TECHNOLOGY**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Lacy	Steve	Woodworking	B5	60.33

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, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Garcia, Richard	Aide-Special (Counselor)	\$8.00/hr (1)	09/25/09
Villaruel, Maria	Aide-Special (Special Education)	\$8.00/hr (1)	10/05/09
Mose, Rosalyn	Aide-Special (Tutor)	\$8.00/hr (1)	09/25/09
Noordman, Lindsey	"	"	"
Pham, Christina	"	"	"
Moreno, Mary Helen	Clerk	\$8.64/hr	10/14/09
Castro Martinez, Fabiola	Instructional Aide I	\$10.51/hr (3)	07/01/09
Stockham, Kara	"	\$9.56/hr (1)	10/26/09
Villagran, Alfredo	"	"	09/01/09
Jovel, Abigail	Intermediate Clerk	\$9.56/hr	08/25/09
Mitchum, Lauren	Intermediate Typist Clerk	\$9.56/hr	10/14/09
Hudson, Robert	Custodian	\$9.76/hr	10/12/09
Stone, Van Eric	"	"	"
Chadbourne, Arthur	Program Assistant I	\$9.99/hr	10/14/09
Fitzpatrick, John	"	"	10/06/09
Huggins, Sean	"	"	10/14/09
Salib, Joseph	"	"	10/06/09
Salazar, Corrina	Secretary Clerk	\$10.53/hr	10/01/09
Lizarraga, Raquel	Instructional Aide II	\$12.81/hr (1)	10/01/09
Miranda, Adrian	"	\$14.13/hr (3)	07/01/09
Santiago, Giovanni	"	"	"
Valencia, Ulysses	Student Affairs Assistant	\$13.79/hr	08/25/09
Vega, Rosa	"	"	"
Pintado, Crystal	Child Development Center Teacher Grade II	\$22.78 (2)hr	07/01/09
Sevilla, Daissy	"	"	09/01/09
Carreon, Lora	Community Education Specialist	\$29.15/hr	08/17/09
Edwards, Pamela	"	"	10/01/09
Moreland, Eddie	"	"	"
Nikdel, Mojdeh	"	"	08/17/09
Supple, Martin	"	"	10/01/09

Presented to the Board of Trustees 12/09/09

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

McSherry, Marilou	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	10/15/09
Moreland, Eddie	"	"	10/01/09
Rudd, James	"	"	"
Supple, Martin	"	"	"
Taylor, Kevin	"	"	"

Cerritos College

Position Description

Position: Captain, Campus Police Services	Salary Grade: 17

**Summary**

Plans, organizes, and supervises campus police services, serving as the department administrator/manager in the absence of the Chief of Campus Police Services.

**Distinguishing Career Features**

Reports to the Chief, Campus Police Services and is responsible for day-to-day supervision of departmental activities and special functions as assigned. The position requires management competency to assist the Chief in law enforcement and crime prevention work. Assures Department compliance with California P.O.S.T., federal, state, and District requirements, policies, procedures, regulations, and laws.

**Essential Duties and Responsibilities**

- Participate and assist the Chief to plan, coordinate and administer the development of Campus Police Services operations, and policies and procedures.
- Coordinate, develop, prepare and present periodic reports and external audits for California P.O.S.T., C.L.E.T.S., the Departments of Education and Justice; and District emergency preparedness including SEMS, NIMS, and CERT as well as other groups and or organizations.
- Plan, design and implement work schedules and staff development activities of assigned personnel in order to provide security and police services to the College community and facilities.
- Participate in the planning, development, implementation and management of the Campus Police Services department budget as assigned.
- Prepare, supervise, and direct work schedules; conduct inspections for conformance to dress and uniform codes.
- Plan, coordinate, and supervise surveillance, patrol, dispatch, and office clerical activities. Authorizes expenditures, staffing adjustments, and makes appropriate administrative decisions regarding department operations.
- Assign, monitor, and evaluate work performance of subordinate staff. Plan, coordinate, and conduct evaluations and disciplinary action.
- Supervise the parking and traffic control programs including ensuring adequate patrolling of parking lots, roadways, and pedestrian walkways. Oversees and issues citations for parking and motor vehicle violations.
- As assigned, performs the duties and responsibilities of the Chief of Campus Police Services in the absence of, or in coordination with, the Chief.
- Participate in the administration and compliance with collective bargaining agreements, Board Policies, Administrative Procedures, and the Campus Police Services Department Policy Manual.
- Respond to crime and accident scenes. Supervises and participates in investigations.

- Oversee collection and preservation of evidence and disseminates criminal intelligence to other agencies.
- Participate in the screening of and recommends selection of assigned personnel.
- Assist with, plans, and oversees or facilitates training programs on the various campus police activities. Assists in coordinating police activities with other campus organization units and with outside agencies.
- Represent the College and/or department at designated campus, community and law enforcement activities and events.
- Respond to requests for information and complaints. Follows up with response, referral, or other written communication.
- Participate in establishing and maintaining community partnerships, attending events and interacting with community organizations. Perform the duties of a watch commander of Campus Police Services Officers as assigned.
- Participate on committees, task forces, and in special assignments.
- Supervise, motivate, train, and evaluate assigned personnel to provide high quality of service.
- Ensure accuracy of print and online publications related to the area of responsibility.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

### **Qualifications**

- **Knowledge and Skills**

The position requires professional knowledge of the principles, practices, and procedures of modern public safety administration, organization, and operation. Requires working knowledge of the principles and practices of campus and community policing programs, public safety procedures and emergency response planning. Requires working knowledge of investigation procedures. Requires in-depth knowledge of the pertinent federal, state, local and District laws and ordinances including applicable sections of the California Penal Code, Education Code, Motor Vehicle Code, Health and Safety Code, Business and Professions Code, and laws related to the area of responsibility. Requires knowledge of current social, political and economic trends, and operating issues affecting community colleges. Requires knowledge and understanding of the philosophy and objectives of the community college. Requires knowledge of the principles and practices of supervision, training, performance evaluation, and personnel management. Requires knowledge of and skill in the use and care of police equipment. Requires knowledge of first aid techniques. Requires well-developed oral and written language skills to prepare reports and professional correspondence, give testimony in a court of law, to make presentations and conduct trainings. Requires sufficient business math skill to prepare and administer budgets and statistics. Requires skill at using a personal computer to access information and prepare reports. Requires sufficient human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

- **Abilities**

Requires the ability to plan, organize, coordinate and supervise assigned activities within the department in a manner conducive to full performance and high morale. Requires the

ability to analyze problems, identify solutions, anticipate consequences of proposed actions, and implement recommendations in support of goals. Requires the ability to implement annual performance plans. Requires the ability to meet and deal tactfully and professionally with the campus and community. Requires the ability to interpret and apply federal, state, California P.O.S.T. and local policies, procedures, laws, and regulations. 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 work constructively to resolve conflict and develop a consensus. Requires the ability to assume command by acting quickly and calmly in emergencies. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the College. Requires understanding of, sensitivity to and commitment to meeting the needs of individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds. 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 the other core values of the institution.

▪ **Physical Abilities**

Incumbent must be able to work inside and outdoors engaged in work primarily of a moderately active nature, and meet physical suitability requirements. Requires the ability to maintain physical fitness in order to apprehend and restrain fleeing suspects, accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity (correctable 20/20 vision and color recognition) to observe continuous activity and read printed materials. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires hand-eye-body coordination to restrain a human suspect. Requires speaking ability to project voice over distances and background noise. Requires the ability to work any shift in a 24-hour operation and perform work on days not normally assigned.

▪ **Education and Experience**

The position requires an associate's degree with major course work in Criminal Justice, Business or Public Administration, Police Science or a related field and five years of experience in law enforcement with two years in a management or supervisory position.

▪ **Licenses and Certificates**

Requires a valid California driver's license. Requires valid First-Aid and CPR certificates. Requires possession of a current Supervisor Certificate issued by California P.O.S.T. . As a condition of employment, Management Certificate must be attained within one year of appointment to the position if not held at the time of employment.


▪ **Pre-Employment Requirements**

Meet background and character qualifications for this position pursuant to the provisions of California State Government Code Section 1031(d), and in accordance with standards established by California P.O.S.T. Satisfactorily pass physical and psychological examinations pursuant to the provisions of California State Government Code Section 1031(f), and in accordance with standards established by California P.O.S.T.

**Working Conditions**

Work is performed indoors and outdoors where safety considerations exist from hostile situations.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent   
**DATE:** December 9, 2009  
**SUBJECT:** Information Item: Board Member Compensation Increase

### RECOMMENDATION

This item is presented for information only.

### OVERVIEW

Education Code section 35120(e) authorizes the Governing Board, on an annual basis, to increase the compensation of individual Board Members in an amount not to exceed 5% based on the present monthly rate of compensation. The Board may consider additional increases of 5% on an annual basis.


### ANALYSIS

At the December 10, 2008 Board meeting, the Board approved a 5% Board member compensation increase effective the first day of the month following successful completion of 2008-09 compensation negotiations with all employee groups. The 2008-09 CCFF contract was ratified by the Board on November 4, 2009. The 2008-09 CSEA contract is on the Board agenda for consideration at the December 9, 2009 Board meeting.

### FINANCIAL IMPLICATIONS

The fiscal impact of the compensation increase will result in a 5% increase to the annual compensation of individual Board members ( $\$486.20 \times .05 = \$24.31$ ;  $\$486.20 + \$24.31 = \$510.51$  total monthly compensation). The annual cost of the increase is \$2,333.76 which will come from the General Fund.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent   
**DATE:** December 9, 2009  
**SUBJECT:** **Consideration of Approval of Citizens' Bond Oversight Committee Membership**

### RECOMMENDATION

It is recommended that the Board approve the membership of Mary Jane McIntosh as a community member effective December 10, 2009.

### OVERVIEW

According to the adopted Citizens' Bond Oversight Committee Bylaws, the Board of Trustees must approve the membership to this committee. The committee consists of a minimum of seven (7) members: one student enrolled and active in a community college support group, such as student government; one member active in a business organization representing the business community located in the District; one member active in a senior citizen's organization; one member active in a bona-fide taxpayers association; one member active in a support organization for the college, such as a foundation; and two members of the community-at-large.

### ANALYSIS

There is a vacancy on the Citizens' Bond Oversight Committee for a community-at-large member. Ms. Mary Jane McIntosh is interested in serving as a community-at-large member. She resides in the community and is very active in the city of Norwalk. Currently she is a member of the Norwalk Tank Farm Restoration Advisory Board, Norwalk Chamber of Commerce, Norwalk Coordinating Council Committee, and American Legion Auxiliary. She previously served as a member of the Norwalk-La Mirada Unified School District Measure S Bond Committee.

### FINANCIAL IMPLICATIONS

No financial impact.

## CERRITOS COLLEGE

TO: Board of Trustees  
FROM: Dr. Linda L. Lacy, President *LL*  
PREPARED BY: William C. Farmer Jr., Vice President of Academic Affairs *WCF*  
DATE: December 9, 2009  
SUBJECT: Information Item: Student Success Plan

**RECOMMENDATION**

This item is presented for information only.

**OVERVIEW**

After the 2008 presentation of ARCC data for Cerritos College, the Board of Trustees challenged staff to develop initiatives and strategies that would improve student success. Under the leadership of the Faculty Senate, a student success plan was developed and presented to a wide variety of constituent groups and to the campus as a whole for feedback and input. It was adopted by the Faculty Senate and by the Coordinating Committee.

**ANALYSIS**

The Student Success Plan establishes a comprehensive model for measuring and affecting student success. ARCC and SLO data are principally used to *measure* student success while a strategy for improving the College learning environment has been designed to *improve* student success. The learning environment strategy relies on a five-pronged approach focusing on improvements in (1) student engagement, (2) teaching practices, (3) student (support) services, (4) academic infrastructure (buildings, classrooms, technology, etc.), and (5) instructional programs. The Student Success Committee (a shared governance committee), will oversee the plan and coordinate efforts of its and other initiatives regarding student success to help the College avoid duplication of efforts. The Committee will also guide the development of seven reports, some annually and some every other year about different aspects of Cerritos College. In addition, it will be responsible for a campus-wide state of education address each year.

**FINANCIAL IMPLICATIONS**

There are no additional financial implications involved in the development of this plan and the creation of a Student Success Committee to oversee its implementation.