

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

**JANUARY TO JUNE 2010**

# **CERRITOS COMMUNITY COLLEGE DISTRICT**

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

January 20, 2010	1
February 3, 2010	29
February 17, 2010	43
February 19, 2010 (Special)	69
March 3, 2010	70
March 17, 2010	85
April 7, 2010	103
April 21, 2010	122
May 5, 2010	136
May 19, 2010	160
June 9, 2010	196
June 23, 2010	252

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**JANUARY 20, 2010**

- I. CALL TO ORDER                    The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson, and Dr. Shin Liu. Mr. Felipe Grimaldo, Student Trustee was not present. 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 Vic Collins, Interim Director of Human Resources.
- III. APPROVAL OF MINUTES        A. It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the minutes of the regular meeting of December 9, 2009. The vote for approval was unanimous.
- IV. INSTITUTIONAL PRESENTATIONS    A. Dr. Lacy presented Masoud Alavian and Ronda Lipsohn with the Employee of the Month Outstanding Classified Employee Award for the months of November and December 2009.
- 2009 ARCC Data                    B. Dr. Chris Myers, Interim Director of Research & Planning made a presentation on 2009 Accountability Reporting for the Community Colleges (ARCC) results. He provided a brief history of ARCC and discussed ARCC objectives. He shared the 2009 ARCC system-wide indicators and college level indicators. Mr. Farmer noted that a lot of effort has been made by the college in improving basic skills and student success in general, and noted that there has been improvement in the area of basic skills.
- Project HOPE Presentation        C. Mr. Farmer shared a Project HOPE historical timeline that summarized the program from 2002 to present. Dr. Carolyn Chambers, Instructional Dean of Science, Engineering and Mathematics, stated that Project HOPE is a holistic student success program that provides academic support, expanded student services, family participation, opportunities to develop leaders and commitment to community service. She noted that there are currently 871 active students and that 130 of them are new students since July 1, 2009. She shared information on several activities that have occurred through the program this year. Dr. Cho asked if there are any plans to expand the program, and Dr. Chambers affirmed that they plan to expand to the ABC Unified School District soon. Mr. Arthur stated that students have previously commented that the program is not benefiting students to their expectations, and Dr. Chambers noted that no one has come to her personally to address those concerns. She recommended that those concerns be referred to her so that she can follow up on them. Mr. Farmer noted that a Project HOPE Strategic Plan is currently being developed. Elieth Kaulzons, Editor-in-Chief of Talon Marks, said that several individuals have stated to Talon Marks that they have unsuccessfully tried to meet with Dr. Chambers. Dr. Chambers stated that she was not aware of multiple individuals trying to meet with her and added that she is

willing to meet with them. Dr. Cho stated that there appears to be a lack of communication between the students and the college. The Board agreed that the presentation was informative and thanked Mr. Farmer and Dr. Chambers for the report.

Budget Update

- D. Dr. Albanese made a presentation on 2010-11 budget development assumptions. He indicated that the Governor identified a projected budget shortfall of \$19.9 billion covering the 2009-10 and 2010-11 fiscal years. Dr. Albanese shared a list of proposals from the Governor's Budget, including 2.2 percent enrollment growth (\$126 million), -0.38 percent COLA (-\$22.9 million), no increase in student fees, changes to categorical funding and the suspension of new competitive CalGrant awards. He then provided a 2009-10 mid-year budget report. He discussed several options for preserving programs and services at the college and shared an expenditure comparison of the unrestricted general fund and categorical state/ARRA funding. He indicated that staff will continue to provide updates on the budget at future Board meetings. Dr. Hughlett thanked Dr. Albanese and staff for the report.

V. PUBLIC PRESENTATIONS

There were no public presentations.

VI. CONSENT AGENDA

It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the consent agenda and addendum. Dr. Hughlett requested that Item VI.G be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous:

- G. Consideration of Approval of Bid #0809-12, North/South Fire Lane, as attached.

Dr. Hughlett asked what tasks will be completed as part of this project. Robert Riffle, Director of Physical Plant stated that the all-cement fire road will extend from Gridley Road to Alondra Boulevard. The project will include lighting, landscaping, irrigation and handicapped parking. The vote for approval was unanimous.

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

- *K61 Lauryl Tryptose Broth*
- *K63 EC Broth*
- *K66 Brilliant Green Bile Broth*

Donated by: *Hardy Diagnostics*  
*Ted Frakes*  
*1430 West McCoy Lane*  
*Santa Maria, CA 93455-1005*

- *Miscellaneous tools*

Donated by: *Saturn of Huntington Beach*  
*18801 Beach Blvd.*  
*Huntington Beach, CA 92648*

- B. Non-Resident Tuition Fee and Non-Resident Student Capital Outlay Fee for 2010-11, as attached.
- C. New Course Offerings, as attached.

- D. 2010 Commencement Speaker, as attached.
- E. Chancellor's Office Economic and Workforce Development Grant, as attached.
- F. RFP #0910-06, RFP for Multifunctional Document Imaging Devices and Related Support Services, as attached.
- G. This item was considered separately.
- H. Purchase Orders for the Quarter Ending December 31, 2009
 

Purchase Orders	34225 to 35051	\$4,573,903.19
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- I. Consideration of Approval of New/Amended Contracts under \$25,000
 

New Contracts	\$47,850.30	C09-1029 to C09-1047
Amended Contracts	\$21,720.00	
- J. Consideration of Approval of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending December 30, 2009
 

Payroll "A" Warrants	6,966	\$17,279,450.40
Other "B" Warrants	2,298	\$10,216,895.48
- K. Budget Extensions and Budget Transfers, as attached.

L. Contracts:

Construction  
**AMENDMENT**

1. Bayley Construction

Facilities & Purchasing Complex  
Facilities

*On October 21, 2009 the Board of Trustees awarded a contract to Bayley Construction for the Facilities & Purchasing Complex. Bayley Construction notified the District that subcontractors listed in the bid document were unable to fulfill their contract obligation. Below is the name of the original subcontractors and the new subcontractors who will replace them. No financial impact.*

<u>Subcontractor</u>	<u>Type of Work</u>	<u>Replace With</u>
Chapman Coast Roof Co.	Roofing	Letner Roofing Company
Kodsy's Construction, Inc.	Masonry	Winegardner Masonry, Inc.
Schindler Elevator	Elevator	ThyssenKrupp Elevator
Axis Fire Protection	Fire Protection	Millennium Fire Protection

2. EMAE International, Inc.

Southland Cerritos Center for Transportation Technology  
Facilities

*To amend the contract with EMAE International, Inc. to reduce the contract retention from 10% to 5%. All other terms and conditions will remain the same. The reduction of retention will affect on January 21, 2010.*

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Services  
**AMENDMENT**

3. El Camino Community College District  
Customized Training  
CITE

*To increase the contract amount from not to exceed \$25,000 to not to exceed \$75,000. The district will use El Camino College's Employment Training Panel (ETP) grant to pay for onsite, customized training provided by the District to its business clients. For period January 21, 2010 to July 31, 2010. El Camino College will pay the District up to \$250 an hour for the training that is delivered. This fee will provide funds for 100% of this project's activities with no district funds involved.*

M. Resignations Accepted by the President/Superintendent, as follows:

*Dr. Allison Yabroff, Assistant Professor, Biology (SEM Division), effective May 21, 2010*

*Dr. Chester L. Harbut, Professor, Biology (SEM Division), effective May 21, 2010*

N. Employment of Temporary Full-Time Short-Term Substitute Faculty Employee:

*Ramos, Gerardo, Instructor (Business Administration), @ B-3 (\$26,536/Semester), 5-School Month Contract, effective January 11, 2010*

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

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

VII. ADMINISTRATIVE MATTERS

A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to nominate Dr. Bob Hughlett for the 2010 CCCT Board Election. The vote for approval was unanimous.

B. It was moved by Dr. Edmiston and seconded by Dr. Hughlett to nominate Mr. Tom Jackson as the representative to the Los Angeles County School Trustees Association for 2010. The vote for approval was unanimous.

VIII. REPORTS

A. Board of Trustees

Dr. Cho encouraged members of the Board to advocate for HR 4196.

Mr. Jackson stated that the Student Leadership Conference was well-attended and well done as always. He indicated that he signed up for the Pound by Pound program. Mr. Jackson also shared several questions and concerns regarding the draft version of the Educational Master Plan. Mr. Farmer indicated that he would follow up regarding his questions.

Dr. Liu indicated that the Student Leadership Conference was excellent and she complimented Holly Bogdanovich and Nancy Bonilla for their good work. Dr. Liu also stated that the Project

HOPE program is a very resourceful program and added that there may be some miscommunication between parents, students and the college.

Dr. Hughlett stated that he continues to be impressed by the caliber of presenters at the Student Leadership Conference. He indicated that he attended the State of the County address by Supervisor Don Knabe at the Cerritos Chamber of Commerce and indicated that times are very difficult.

B. Faculty and Staff Leadership

Ms. Moore stated that while Faculty Senate has not yet met this semester, she feels there is a lot of energy on campus regarding student success.

C. President/Superintendent and Vice Presidents

Dr. Johnson stated that the One-Stop Student Center is about three-quarters through the rush for the Spring semester. He acknowledged DSPS and other categorical programs that have managed their limited resources in a very short period of time.

Dr. Albanese stated that Cerritos College has a strong spirit and added that it is a good place to work and learn. He thanked the Board for the opportunity to work at Cerritos College.

Mr. Farmer thanked Dr. Albanese for helping him and the college get through a difficult year. He stated that enrollment is slightly up. He concluded by stating that the Educational Master Plan will be presented to the Board at the February 17 Board meeting.

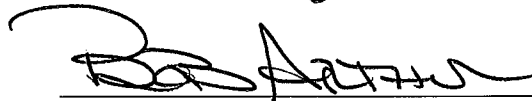
Dr. Lacy thanked Dr. Albanese for all of his hard work during this difficult time. She indicated that the college recently received \$100,000 through the Green Jobs Education Initiative. She indicated that she and Ms. Moore attended the Chancellor's Circle Luncheon on January 19. She stated that Chancellor Jack Scott and Scott Lay were at meeting and that the accreditation process was discussed. Dr. Lacy indicated that in our region, the ACCJC put twenty-three colleges on some type of sanction in the past year. She added that the Chancellor's Office and CEO Board are trying to work out these issues. She stated that the Student Leadership Conference was delightful and she also attended a productive SEM Division meeting.

- IX. CLOSED SESSION            The Board did not meet in closed session.
- X. RECONVENE                 There was no need to reconvene.
- 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, February 3, 2010 at 6:00 p.m.



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Dr. Bob Hughlett, Board President






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Bob Arthur, Board Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees

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

**REVIEWED BY:** Dr. James A. Albanese, Interim Vice President of Business Services   
 Dr. Stephen Johnson, Vice President of Student Services 

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

**DATE:** January 20, 2010

**SUBJECT:** **Consideration of Approval of Non-Resident Tuition Fee and Non-Resident Student Capital Outlay Fee for 2010-11**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the per unit non-resident tuition fee of \$183, and the per unit non-resident student capital outlay fee of \$38 for a total of \$221, effective for the Summer Session 2010 for the 2010-11 Fiscal Year.

### OVERVIEW

Education Code Section 76140 (ECS) requires each district governing board to establish the non-resident tuition fee not later than February 1<sup>ST</sup> for the succeeding fiscal year.

### ANALYSIS

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

1. The statewide current expense of education for the preceding base school year (column 1), or
2. The District current expense of education for the preceding school year divided by the District FTES of the preceding year (column 2), or
3. The above with 10% or more noncredit FTES (column 3), or
4. The fee established by, or the current expense of education, of a neighboring community college district with contiguous boundary for the preceding school year, or
5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.

The calculated statewide expense of education is \$183 per unit non-resident tuition fee. The calculated District expense of education is \$173 per unit non-resident tuition fee. The District for the past several years has utilized the statewide expense of education as the basis for non-resident tuition when that figure was higher than the District's. The fee would be effective for the Summer Session 2010 for non-resident students.

In addition, Education Code, Section 76141(a), authorizes community college districts to charge non-resident students a capital outlay fee. This portion of the Education Code was amended by AB 947 (Chapter 377, statutes 2009) to now charge this capital outlay fee to any non-resident student – except for AB540 students, who will continue to be exempt from this fee. AB 947 deleted the condition that a non-

resident student capital outlay fee will be charged only to non-residents that were citizens and residents of a foreign country.

The amount of the non-resident capital outlay fee has to be the lesser of:

1. The amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the district in the preceding fiscal year; OR
2. 50% of the 2010-11 non-resident tuition fee adopted pursuant to EC 76140 Revenue from any fee charged pursuant to this section shall be expended only for purposes of capital outlay, maintenance, and equipment.

The specified calculation for the Cerritos Community College District capital outlay fee amounts to \$38. This amount is due to the various construction projects that were completed in the 2008-09 fiscal year. Last year's approved capital outlay rate \$37.

### **FINANCIAL IMPLICATIONS**

As presented above.

Attachments

**California Community Colleges**  
**2010-11 NONRESIDENT FEES WORKSHEET**

2010-11 NONRESIDENT TUITION FEE (ECS 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2008-09 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$ 6,903,979,351	\$92,669,158	\$ _____
B. Annual Attendance FTES (Recal 2008-09)	1,313,192	18,292.18	_____
C. Average Expense of Education per FTES (A ÷ B)	\$ 5,257	\$5,066	\$ _____
D. US Consumer Price Index Factor (2 years)	x 1.043	x 1.043	_____ x 1.043
E. Average Cost per FTES for Tuition Year (C x D)	\$ 5,483	\$5,284	\$ _____
F. Average Per Unit Nonresident Cost: Semester-System (E ÷ 30 units)	\$ 183	\$176	\$ _____
<u>OR</u>			
Quarter-System (E ÷ 45 units)	\$ 122	N/A	\$ _____

**NOTE:**

**“B. Annual Attendance FTES”** includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

**Column 3** is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

The district governing board at its January 20, 2010 meeting adopted a **nonresident tuition fee** of \$ 183 per semester unit or \$ N/A per quarter unit.

Basis for adoption is (place an X in one box only):

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

**2010-11 NONRESIDENT STUDENT CAPITAL OUTLAY FEE (ECS 76141)**

For districts electing to charge a **capital outlay fee** to **ANY** nonresident student (as discussed in the memo), please compute this fee as follows:

- a. Capital Outlay expense for 2008-09: \$20,584,003
  - b. FTES for 2008-09: 18,292.18
  - c. Capital outlay expense per FTES (*line a divided by line b*) \$1,125.29
  - d. Capital Outlay Fee per unit:
    1. Per semester unit (*line c divided by 30 units*) \$38
- OR**
2. Per quarter unit (*line c divided by 45 units*) \_\_\_\_\_
- e. 2010-11 Nonresident Student Capital Outlay Fee (*the lesser of line d OR 50% of adopted 2010-11 Nonresident Tuition Fee*) \_\_\_\_\_

The district governing board at its January 20, 2010 meeting adopted a **nonresident capital outlay fee** of \$38 per semester unit or \$ N/A per quarter unit.

**Upon adoption of nonresident tuition fee by your district governing board by February 1, 2010, please submit a copy of this report by February 15, 2010 to:**

**California Community Colleges Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, CA 95811-6549 FAX (916) 323-3057**

**District**

**Cerritos College**

**Contact Person**

**Lola Rizkallah**

**Phone Number & email 562-860-2451 ext. 2266 rizkallah@cerritos.edu**

**000010**

**CALIFORNIA COMMUNITY COLLEGES**  
 2010-11 Nonresident Tuition Fee  
 Based on 2008-09 Actual Expense of Education from CCFS-311  
 (AC 0100-6700, columns 1-3)

<b>District Code</b>	<b>District</b>	<b>2008-09 Expense of Education*</b>	<b>2008-09 Total FTES**</b>	<b>2008-09 Expense Per FTES</b>
610	Allan Hancock	\$53,229,043	10,250.55	\$5,193
620	Antelope Valley Joint	\$64,388,716	13,021.05	\$4,945
910	Barstow	\$13,147,565	2,715.58	\$4,842
110	Butte-Glenn	\$75,255,661	11,993.17	\$6,275
410	Cabrillo	\$66,620,517	13,710.31	\$4,859
810	Cerritos	\$92,669,158	18,292.18	\$5,066
480	Chabot-Las Positas	\$104,539,214	18,097.53	\$5,776
920	Chaffey	\$83,061,286	15,351.99	\$5,410
820	Citrus	\$63,451,778	13,581.64	\$4,672
830	Coast	\$195,428,161	39,203.88	\$4,985
710	Compton	\$33,258,823	5,232.21	\$6,357
310	Contra Costa	\$168,743,573	30,481.07	\$5,536
970	Copper Mountain	\$12,278,563	1,615.28	\$7,602
930	Desert	\$43,969,210	9,092.28	\$4,836
720	El Camino	\$113,105,752	22,064.48	\$5,126
120	Feather River	\$13,704,146	1,933.30	\$7,088
420	Foothill-DeAnza (quarter system)	\$201,339,052	39,377.19	\$5,113
440	Gavilan	\$33,002,059	5,805.33	\$5,685
730	Glendale	\$89,846,533	19,592.24	\$4,586
20	Grossmont-Cuyamaca	\$112,966,049	21,096.84	\$5,355
450	Hartnell	\$41,942,538	7,697.22	\$5,449
30	Imperial	\$44,506,422	7,509.19	\$5,927
520	Kern	\$110,613,993	20,868.49	\$5,301
220	Lake Tahoe (quarter system)	\$14,231,116	1,984.47	\$7,171
130	Lassen	\$12,312,994	1,614.87	\$7,625
840	Long Beach	\$120,784,146	22,458.44	\$5,378
740	Los Angeles	\$609,183,601	113,647.00	\$5,360
230	Los Rios	\$297,375,428	60,465.93	\$4,918
330	Marin	\$47,411,257	4,812.24	\$9,852
140	Mendocino-Lake	\$21,739,289	3,175.99	\$6,845
530	Merced	\$56,124,359	10,469.50	\$5,361
50	Mira Costa	\$78,179,578	9,742.05	\$8,025
460	Monterey Peninsula	\$37,245,953	8,799.54	\$4,233
850	Mt. San Antonio	\$152,870,216	33,488.79	\$4,565
940	Mt. San Jacinto	\$53,267,100	11,778.75	\$4,522
240	Napa Valley	\$39,417,785	6,588.74	\$5,983
860	North Orange County	\$175,125,928	39,455.88	\$4,439
430	Ohlone	\$50,298,680	8,890.52	\$5,658

District Code	District	2008-09 Expense of Education*	2008-09 Total FTES**	2008-09 Expense Per FTES
950	Palo Verde	\$15,130,771	1,971.94	\$7,673
60	Palomar	\$115,067,857	21,665.54	\$5,311
770	Pasadena	\$127,141,954	25,812.43	\$4,926
340	Peralta	\$124,067,265	21,691.68	\$5,720
870	Rancho Santiago	\$164,116,170	36,185.66	\$4,535
160	Redwoods	\$34,114,543	5,482.19	\$6,223
880	Rio Hondo	\$77,639,818	15,702.94	\$4,944
960	Riverside	\$164,106,929	31,565.63	\$5,199
980	San Bernardino	\$79,538,442	15,412.18	\$5,161
70	San Diego	\$229,788,353	45,553.39	\$5,044
360	San Francisco	\$222,347,128	39,902.78	\$5,572
550	San Joaquin Delta	\$94,529,242	18,387.82	\$5,141
470	San Jose-Evergreen	\$92,599,423	15,787.37	\$5,865
640	San Luis Obispo County	\$53,541,459	10,206.57	\$5,246
370	San Mateo County	\$117,045,354	22,383.34	\$5,229
650	Santa Barbara	\$93,875,449	18,281.96	\$5,135
660	Santa Clarita	\$76,511,690	17,240.17	\$4,438
780	Santa Monica	\$141,740,497	28,254.20	\$5,017
560	Sequoias	\$57,600,980	10,405.07	\$5,536
170	Shasta-Tehama-Trinity	\$43,384,447	8,103.24	\$5,354
270	Sierra Jt.	\$81,099,110	16,198.55	\$5,007
180	Siskiyou Jt.	\$17,423,643	2,828.82	\$6,159
280	Solano	\$54,034,191	9,401.71	\$5,747
260	Sonoma	\$115,258,393	21,641.75	\$5,326
890	South Orange County	\$137,902,780	26,994.78	\$5,108
90	Southwestern	\$89,849,981	16,425.30	\$5,470
570	State Center	\$155,656,723	30,117.57	\$5,168
680	Ventura	\$149,949,454	29,754.48	\$5,040
990	Victor Valley	\$56,514,933	10,264.36	\$5,506
580	West Hills	\$34,624,182	5,735.13	\$6,037
690	West Kern	\$24,638,262	2,655.80	\$9,277
490	West Valley	\$103,052,862	18,272.27	\$5,640
590	Yosemite	\$110,157,333	18,412.68	\$5,983
290	Yuba	\$53,294,491	8,536.98	\$6,243
<b>Totals</b>		<b>\$6,903,979,351</b>	<b>1,313,192.01</b>	<b>\$5,257</b>

\* Expense of Education is defined in the Budget and Accounting Manual as including all General Fund expenditures, restricted and unrestricted, for all objects of expenditure 1000 through 5000 and all expenditures of activity from 0100 through 6700. For the purposes of calculating the Nonresident Tuition Fee, Expense of Education is different than the 50% Law "current expense of education".

\*\* Includes FTES for resident, nonresident, credit, noncredit and apprenticeship.

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## TECHNOLOGY

### AUTO 108

Energy and Transportation Systems

4.0 Units

Class hours: 3.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This is a theory course on the relationship between energy development and transportation systems. The course involves all aspects of current and near future energy systems and how they relate to different transportation methods. Emphasis will be on career pathways in the development and sustainability of renewable energy systems for use in transportation.

### AUTO 109

Automotive Diesel Systems

5.0 Units

Class hours: 4.0 lecture/4.0 lab

Prerequisite: None

Corequisite: None

Recommendation: Current automotive student or employed as an automotive service professional

This is a theory/practical course in automotive diesel engine repair that includes operating principles and descriptions of all components. The major emphasis will be on systems operation and diagnosis.

## HUMANITIES/SOCIAL SCIENCE

### ECON 201M

Principles of Macroeconomics

3.0 Units

Class hours: 3.0 lecture/1.0 lab hr arr

Prerequisite: MATH 80 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the MATH placement process.

Corequisite: None

Recommendation: ENGL 100 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the English placement process.

This introductory course in economics examines how scarce resources are used to produce goods and services that require choices and trade-offs. Macroeconomics looks at the health of the U.S. domestic economy and its relationship to the global economy. Unemployment, inflation, and economic growth are discussed and measured. Fiscal and monetary policies and their effectiveness are studied. The issue of why nations trade and the benefits and costs of trade and globalization are examined. This course uses economic models and mathematical calculations. This course is transferable to the CSU system. Students who have taken ECON 201 are not eligible for this course.

ECON 202M

Principles of Microeconomics

3.0 Units

Class hours: 3.0 lecture/1.0 lab hr arr



Prerequisite: MATH 80 or equivalent with a grade of Pass or "C" or higher or satisfactory completion of the MATH placement process.

Corequisite: None

Recommendation: Satisfactory completion of the English placement process or ENGL 100 or equivalent with a grade of Pass or "C" or higher.

This course emphasizes microeconomics: the study of specific markets in the economy. The course investigates the dynamics of supply and demand in competitive markets in determining prices and the quantities of goods and services produced. Consumer behavior is investigated using the concept of marginal analysis. The behavior of firms in attempting to maximize profits is studied as are the differing market structures among varying industries. This course uses economics models and mathematical analysis. This course is transferable to the CSU. Students who have taken ECON 202 are not eligible for this course.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent   
**REVIEWED BY:** Dr. Stephen Johnson, Vice President of Student Services   
**PREPARED BY:** Holly Bogdanovich, Director of Student Activities  
**DATE:** January 20, 2010  
**SUBJECT:** **Consideration of Approval of 2010 Commencement Speaker**

### RECOMMENDATION

It is recommended that the Board of Trustees approve Supervisor Don Knabe, Member of the Los Angeles County Board of Supervisors for the Fourth District, as the 2010 Commencement Speaker and an honorarium of \$500.

### OVERVIEW

Consideration of approval is requested for Supervisor Don Knabe to be the 2010 Cerritos College Commencement Speaker.

### ANALYSIS

Supervisor Knabe was first elected to the Los Angeles County Board of Supervisors in November of 1996 and was overwhelmingly re-elected in 2000, 2004 and 2008. He represents the Fourth District, which is a uniquely diverse area that is home to over two million residents and includes two of the nation's largest economic hubs. In 2007, he was appointed by the White House to serve on the President's Homeland Security Advisory Council.

Supervisor Knabe has been an ardent supporter of Cerritos College for many years. His efforts on behalf of the Cerritos College Foundation have resulted in new and continuing support for students pursuing a college education. The Supervisor's work on essential services in the community, including education, jobs, healthcare, and public safety, has earned him broad-based respect and admiration. It also positions him to address key topics of interest to our graduates, their guests, and the campus community. Supervisor Knabe is also a member of the Board of the Cerritos College Foundation.

The College Committee on Student Life enthusiastically recommends Supervisor Knabe as the 2010 Commencement Speaker.

### FINANCIAL IMPLICATIONS

An honorarium in the amount of \$500, funded by the District Commencement account, will be made available.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**REVIEWED BY:** William Farmer, Jr., Vice President /Assistant Superintendent *WCF*  
**PREPARED BY:** Nick Kremer, Executive Dean Community, Industry and Technology Education  
**DATE:** January 20, 2010  
**SUBJECT:** **Consideration of Acceptance of Chancellor's Office Economic and Workforce Development Grant**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of year two of the Responsive Training Fund for Incumbent Workers Grant in the amount of \$72,936.

### OVERVIEW

The Chancellor's Office of the California Community Colleges operates Economic Development Programs that award workforce development grants through a competitive application 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 a Responsive Training Fund grant to provide training to incumbent workers. This grant complements the mission of Cerritos College's Office of Economic Development and the Technology Division.

The request for Board approval was delayed because the state did not finalize the amount of money until November and issue an official award document until early December.



### ANALYSIS

Cerritos College will be responsible for administering the grant. This includes project development, marketing and dissemination, instructional materials development and training delivery. The term of this grant shall be from July 1, 2009 to and including June 30, 2010.

### FINANCIAL IMPLICATIONS

Cerritos College will receive \$72,936. The funds will be used to pay Cerritos College staff time and other expenses as required to meet the goals of the grant. No district general funds will be used.

**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:** January 20, 2010  
**SUBJECT:** **Consideration of Approval of RFP #0910-06, RFP for Multifunctional Document Imaging Devices and Related Support Services**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the RFP #0910-06, RFP for Multifunctional Document Imaging Devices and Related Support Services to Toshiba Business Solution.

**OVERVIEW**

On September 14 and 21, 2009, a request for proposals for multifunctional document imaging devices and related support services was advertised.

On October 20, 2009, six proposals were received.

On November 18, 2009, the ad-hoc committee conducted interviews with three (3) firms. Based upon the interviews, two finalists were selected to provide the on-site testing of different copiers. After the evaluation of the equipment in several major categories, the ad-hoc committee made its recommendation.

**ANALYSIS**

Based on the ad-hoc committee's recommendation, District staff requests that the Board approve to enter into a five year agreement with Toshiba Business Solutions to provide equipment and services for 52 copiers across the campus.

**FINANCIAL IMPLICATIONS**

The cost is 1.33 cents per copy. Funding for this project had already been budgeted, and it is coming from each department.

**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:** January 20, 2010  
**SUBJECT:** **Consideration of Approval of Bid #0809-12, North/South Fire Lane**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the bid #0809-12, North/South Fire Lane to Hanan Construction Co., Inc. as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

**OVERVIEW**

The Purchasing Department advertised the project on November 16 and November 23, 2009. The bid due date was on December 22, 2009.

**ANALYSIS**

On December 22, 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 \$1,276,000.00. Funding for this project will come from the GO Bond.

**Bid Recap #0809-12, North/South Fire Lane**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
Hanan Construction Co., Inc.	\$ 1,176,000.00	\$ 100,000.00	\$ 1,276,000.00
Spiess Construction Co., Inc.	\$ 1,217,129.00	\$ 100,000.00	\$ 1,317,129.00
Los Angeles Engineering, Inc.	\$ 1,247,900.00	\$ 100,000.00	\$ 1,347,900.00
Pub Construction, Inc.	\$ 1,280,452.00	\$ 100,000.00	\$ 1,380,452.00
Griffith Company	\$ 1,284,000.00	\$ 100,000.00	\$ 1,384,000.00
Minco Construction	\$ 1,337,700.00	\$ 100,000.00	\$ 1,437,700.00
Nile Advanced Construction, Inc.	\$ 1,372,946.00	\$ 100,000.00	\$ 1,472,946.00
DelMac Construction & Development, Inc.	\$ 1,448,000.00	\$ 100,000.00	\$ 1,548,000.00
H.A. Lewis, Inc.	\$ 1,548,000.00	\$ 100,000.00	\$ 1,648,000.00

## BUDGET TRANSFERS FOR JANUARY 20, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(1,500)
OTHER OUTGO	\$	
<hr/>		
<b>TOTAL</b>	<b>\$</b>	<b>(1,500)</b>
<hr/> <hr/>		

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	1,500
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<hr/>		
<b>TOTAL</b>	<b>\$</b>	<b>1,500</b>
<hr/> <hr/>		

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Deatpment Education Child Center Renovation

## BUDGET TRANSFERS FOR JANUARY 20, 2010

### 42.0 FUND-REVENUE BOND CONSTRUCTION FUND

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(261,029)
CAPITAL OUTLAY	\$	

#### **TOTAL**

\$ (261,029)

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	261,029

#### **TOTAL**

\$ 261,029

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

#### **Divisions/Departments/Programs:**

Central Plant/Infrastructure Project 3; Parking Lot Renovation 3; Athletic Facility/Stadium Track & Field Upgrade 3; Learning Resource Center Improvements 3; Science Bldg-Close out

## BUDGET TRANSFERS FOR JANUARY 20, 2010

### 01.0 FUND-CONTINGENCY TRANSFERS

#### FROM

ACADEMIC SALARIES	\$	(1,362,817)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(545,510)
EMPLOYEE BENEFITS	\$	(865,501)
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(2,773,828)</b>

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	2,773,828
<b>TOTAL</b>	<b>\$</b>	<b>2,773,828</b>

Number of Transfer Requests: Five ( 5 )

#### Divisions/Departments/Programs:

To close positions that were vacant as of 07/31/2009

## APPROPRIATION TRANSFER ANALYSIS FOR JANUARY 20, 2010

### Revenue

00000.0-00007-73430-8800-0000000 (39.0 Fund)	\$	(2,889)
Local-Coast Community College District		
To close revenue budget. Fund in ending balance.		
		(31,126)
00000.0-00007-74250-8800-0000000 (39.0 Fund)		
Local-Associated Builders & Contractors of Southern California		
To close revenue budget. Fund in ending balance.		
		_____
Total Additions (Reductions) of Revenue Budgets:		\$ <u><u>(34,015)</u></u>

### Expenditure

00000.0-00100-02710-4320-6941000 (39.0 Fund)	\$	8,506
Distribute "carry over" to appropriate expenditure lines		
		27,000
00000.0-00100-02710-6450-6941000 (39.0 Fund)		
Distribute "carry over" to appropriate expenditure lines		
		1,910
00000.0-00000-74100-4591-0000000 (39.0 Fund)		
To set up 2008-09 carry over budget of Citizenship		
		_____
Total Expenditure		\$ <u><u>37,416</u></u>

**000023**

**ADDENDUM**

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ll*  
**REVIEWED BY:** James A. Albanese, Interim Vice President of Business Services  
**PREPARED BY:** Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*  
**DATE:** January 20, 2010  
**SUBJECT:** **Consideration of Approval to Make Budget Extensions and Budget Transfers**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the budget extensions and budget transfers as presented.

**OVERVIEW**

Budget transfers and budget extensions are routinely processed to facilitate modifications to the adopted budget. These modifications are necessary to provide for unanticipated expenditure and revenue changes.

**ANALYSIS**

Page 1 is the Unrestricted General Fund contingency transfers totaling \$490,599.

**FINANCIAL IMPLICATIONS**

The budget extension summary reflects the net reduction of contingency funds by \$490,599.

Attachment

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Konya-Keller	Amanda	Photography	B1	48.83
Salazar	Hector	Music	B5	60.33

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hormel	James	Theatre Arts	A1	48.83
McCabe	Shannon	Humanities	A1	48.83
Santillano	Dianna	Art History/Humanities	A1	48.83
Trumpower	Joe	Art History/Humanities	A1	48.83

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Rubalcaba	Celia	Pharmacy Technician	B5	60.33

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Baker Jr.	John	English	A1	48.83
Coriarty	Raymond	English	A1	48.83
Lozada	Christian	English	A1	48.83
Lykissas	Alexandra	English	A1	48.83
Perez	Roger	English	A1	48.83
Wortman	Jennifer	English	A1	48.83

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Valcarcel	Anna	Biological Sciences	A1	48.83
White	Todd	Biological Sciences	A1	48.83

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

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Grijalva	Summer	Adult Education	A1	48.83
Reynolds	Cathy	Adult Education	A1	48.83

000025

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

Garza, Anita	Aide-General (Traffic Control Officer)	\$8.00/hr (1)	11/09/09
Gonzales, Jonathan	"	"	11/30/09
Maldonado, Moises	"	"	"
Strawn, Kristen	"	"	11/09/09
Combs, Regena	Aide-Special (Tutor)	\$8.00/hr (1)	10/25/09
Mejia, Jonathan	"	"	"
Pinsky, Sarah	"	"	"
Cortez, Jannet	Clerk	\$8.64/hr	11/25/09
McMahan, Sharon	"	"	10/25/09
Nelson, Edward	"	"	10/23/09
Ojediran, Lolawole	"	"	10/25/09
Perry, Diesaray	"	"	"
Zamora, Adrian	"	"	"
Connors, Susan	Aide-Special (Costume Technician)	\$9.56/hr	10/25/09
Afaf, El-Annan	Instructional Aide I	\$9.56/hr (1)	09/25/09
Arias, Maria	"	"	10/25/09
Barragan, Cecilia	"	"	11/25/09
Bastyr, Chris	"	"	10/26/09
Benjamin, Marian	"	"	10/25/09
Hernandez, Brisa	"	"	12/01/09
Martinez, Karen	"	"	10/25/09
Ojediran, Ayodele	"	"	"
Ramos, Raeanne	"	"	10/26/09
Robinson, Marte	"	"	10/25/09
Shin, Eric	"	"	07/01/09
Thompson, Tracy	"	"	10/26/09
Villa, Anthony	"	"	"
Zepeda-Sanchez, Consuelo	"	"	09/25/09
Bramasco, Carmen	Intermediate Clerk	\$9.56/hr	10/25/09
Jemison, Markeeta	"	"	12/07/09
Jovel, Abigail	"	"	11/01/09
Morales, Casara	"	"	12/08/09
Perry, Shawntay	"	"	10/22/09
Ponce, Geraldine	"	"	11/25/09
Flores-Lopez, Nadia	Intermediate Typist Clerk	\$9.56/hr	11/09/09
Majano, Natasha	"	"	11/02/09
Templeton, Kathryne	"	"	10/29/09

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

Blandon-Vega, Richard	Community Outreach Worker	\$9.99/hr	11/01/09
Perez, Scott	"	"	10/25/09
Ramos, Juan	"	"	10/10/09
Tingley, Tyler	"	"	10/25/09
Alvarez, Jose	Program Assistant I	\$9.99/hr	10/22/09
Carbajal, Steve	"	"	"
LeClair, Joshua	"	"	"
Foral, Jason	"	"	"
Hatch, William	"	"	10/19/09
Hernandez, Benjamin	"	"	10/22/09
Lopez, Edward	"	"	"
Martinez, Mark	"	"	10/19/09
Perez, Francisco	"	"	10/21/09
Tan, Rodney	"	"	10/22/09
Trapani, Jeremy	"	"	"
Zuniga, Jaime	"	"	"
Godinez, Evangelina	Tutoring Technician	\$9.99/hr	09/25/09
Martinez, Beatriz	"	"	10/30/09
Mosqueda, Chavonne	"	"	"
Ryan, Kelly	"	"	09/25/09
Gomez, Werner	Secretary Clerk	\$10.53/hr	12/01/09
Kim, Lynn S.	Multi-Media Production Specialist	\$13.79/hr	11/05/09
Vega, Rosa	Student Affairs Assistant	\$13.79/hr	09/01/09
Nance, Michael	Instructional Aide II	\$14.13/hr (3)	10/26/09
Wedell, Michael	"	"	08/17/09
Martinez III, Tony	Technical Director/Designer	\$14.79/hr	07/01/09
Fraps, Edward Bryant	Educational Technology Trainer	\$18.60/hr	09/25/09
Lentz, Melissa	"	"	12/02/09
Awad, William	Child Development Center Teacher Grade I	\$20.66/hr (1)	02/01/10
Poompan, Michelle	"	"	10/01/09
Carrillo, Genevieve	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	11/01/09
Barnett, Glenn	Community Education Specialist	\$29.15/hr	10/19/09
Choi, Hye-Jin	"	"	10/25/09
Crain, Diana	"	"	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

Hill, Teresa	Community Education Specialist	\$29.15/hr	09/25/09
Marez, Jose	"	"	07/01/09
Richard, Daphne Pamela	"	"	09/01/09
Walker, Joseph	"	"	07/01/09
Barron, Daniel	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	10/01/09
Berdine, Michael	"	"	10/01/09
Real, Yannick	"	"	11/10/09
Taylor, Kevin	"	"	09/01/09
Chan, Judy	Cont. Ed. Specialist (Health Ed.)	\$50.52/hr	09/01/09
Miller, Vanessa	"	"	11/16/09
Nguyen, Long	"	"	09/01/09
Raniewicz, Trisha	"	"	"
Real, Yannick	"	"	12/08/09



C. Budget Extensions and Budget Transfers, as attached.

D. Contracts:

Lease

**NEW**

1. Follett Higher Education Group

College Bookstore

Business Services

*For operation of the Cerritos College Bookstore. This ratification will result in a higher commission rate, a higher guaranteed annual income, and approximately \$179,000 in store upgrades. For period February 1, 2010 to January 31, 2015. The District will receive the following commission: 10% of all Gross Revenue up to \$5,000,000, 11% of any part of Gross Revenue over \$5,000,000 plus a guaranteed annual income of \$350,000.*

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.

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained College Coordinating Committee Minutes for December 7, 2009.

VIII. REPORTS

A. Board of Trustees

Mr. Grimaldo indicated that Club Information Day took place on January 28 and added that many students came to learn how they can get involved on campus.

Dr. Edmiston stated that he attended LACSTA's Winter Dinner Meeting on January 25 that featured leading green technology and service providers. He added that the meeting was very informative.

Mr. Jackson indicated that he also attended the LACSTA meeting and encouraged members of the Board to attend LACSTA events. Mr. Jackson indicated that he attended the CCLC Annual Legislative Conference and that the conference attendance was much lower than in previous years. He had an opportunity to meet with Senator Alan Lowenthal and Assemblymembers Warren Furutani, Tony Mendoza and Marty Block. He indicated that Assemblyman Block will be introducing legislation to allow community colleges to begin offering bachelor's degrees and he added that Assemblyman Block has been communicating with Todd Leutheuser to hear how Cerritos College is partnering with Northwood University to offer bachelor's degrees.

Dr. Liu stated that she enjoyed meeting with a group of individuals from Banciao (Taiwan). She explained that Banciao is Cerritos' sister city and the group came to visit.

Dr. Hughlett indicated that he attended the Southland Motor Car Dealers Association Dinner with Dr. Lacy on January 20. He stated that the association members hold Cerritos College in high esteem for their collaborative efforts with SMCD. A.

B. Faculty and Staff Leadership

Ms. Moore invited the Board to attend the Academic Excellence Awards on Tuesday, March 16 at 7:00 p.m.

Ms. Laughon stated that she met with Dr. Lacy on January 29 and added that CSEA appreciates the open line of communication with the President.

C. President/Superintendent and Vice Presidents

Dr. Johnson stated that an emergency evacuation drill will be held on Thursday, February 25 at 11:00 a.m. He distributed the latest edition of the Financial Aid Newsflash as well as a Re-Entry Resource Program publication. Dr. Johnson commented that while Disabled Students Programs & Services is facing severe budget cuts, there are a number of comprehensive programs and services that need to be carried out. He stated that a presentation regarding DSPS will be made at the April 21 Board meeting.

Mr. Farmer shared that the Educational Master Plan will be presented for the Board's consideration at the February 17 Board meeting. He stated that the Accreditation Follow-Up Report will be presented to the Board at the March 3 Board Meeting.

Dr. Lacy stated that she and Dr. Liu attended a very interesting State of the City Luncheon in Lakewood. She concluded that she enjoyed the Facilities/Purchasing/Warehouse Groundbreaking luncheon held earlier in the afternoon. She stated that it is going to be a beautiful building.

- IX. CLOSED SESSION                      The Board adjourned to closed session at 7:35 p.m.
- X. RECONVENE                              The Board reconvened at 7:46 p.m.
- Read Out                                 Dr. Hughlett reported that in closed session the Board of Trustees approved the employment of Mr. David El Fattal as Vice President of Business Services on Step 3 of the contract management salary schedule, effective March 1, 2010. The vote for approval was unanimous.
- XI. ADJOURNMENT                         The meeting was adjourned at 7:47 p.m.
- XII. NEXT REGULAR MEETING            The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 17, 2010 at 6:00 p.m.
- XIII. NEXT SPECIAL MEETING            The next special meeting of the Board of Trustees is scheduled for Wednesday, February 19, 2010 at 1:00 p.m.

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

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

# 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:** February 3, 2010

**SUBJECT:** **Consideration of Approval of Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Spring 2010**

## RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to nursing faculty members for work which will be performed January through May 2010 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. Spring 2010 activities include:

- Project Coordinator funded by grant at \$1250 for January through May 2010
- Project Case Manager funded by grant at \$1250 for January through May 2010
- Presentation of faculty workshops for students designed to increase retention funded by grant for January through May 2010 at \$75 per hour
- Faculty conducted NCLEX review course funded by grant for May 2010 at \$85 per hour
- Faculty Student Advisors funded by grant for January-May 2010 at \$250 per faculty member

## FINANCIAL IMPLICATIONS

Project coordination functions are performed by:

- Voorhies, Ann \$ 1250

Case management functions are performed by:

- Brooks, Kelli \$ 1250

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

- Brooks, Kelli \$ 900 student workshop presentations (12 hours)
- Cooke, Melodie \$ 300 student workshop presentations (4 hours)

- Knowlton, Mary                 \$ 900             student workshop presentations (12 hours)
- Veloz-Rendon, Lizette       \$ 900             student workshop presentation (12 hours)
- Orozco, Rebecca             \$ 900             student workshop presentation (12 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)

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 Lacy, President/Superintendent 

PREPARED BY: Dr. Jim Albanese, Interim Vice President of Business Services  
Dr. Stephen Johnson, Vice President of Student Services 

DATE: February 03, 2010

SUBJECT: **Fee Augmentations to Improve the Quality and Quantity of Services to Students**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve increases in student fees for parking and diploma replacement as indicated in the analysis section of this report.

**OVERVIEW**

The College needs to systematically address all aspects of the fiscal resources needed to provide our students with the highest quality and quantity of programs and services in these difficult times. This recommendation for increases in student parking fees are necessary. The diploma replacement fee is needed to recover printing costs. These fee changes have been approved unanimously by the Planning and Budget Committee. Support has been registered by student leaders.

**ANALYSIS**

**Student Parking Fees**

Campus Police is requesting a fee increase for student parking fees and charges. The last time the term fees were increased was summer, 2009. The parking fee increases would be effective summer, 2010.

Current Term Fee	Proposed Term Fee
\$30.00 (each, fall and spring)	\$35.00 (each, fall and spring)
\$15.00 (summer)	\$20.00 (summer)

Current Daily Charge	Proposed Daily Charge
\$2	\$2

**Diploma Replacement Fee**

Admissions and Records is requesting an increase in the diploma replacement fee. This increase is needed to recover printing costs. The diploma replacement fee will be effective March 1, 2010.

Current Fee	Proposed Fee
\$ 10.00	\$25.00

**FINANCIAL IMPLICATIONS**

The increased revenue will reduce the support required by the General Fund helping avoid deficits and at the same time improving services to students.

## BUDGET TRANSFERS FOR FEBRUARY 3, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

**FROM**

ACADEMIC SALARIES	\$	(8,547)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(2)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

**TOTAL**

\$ (8,549)

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	8,472
EMPLOYEE BENEFITS	\$	77
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

**TOTAL**

\$ 8,549

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**  
Los Angeles County Dept. Social Services

## BUDGET TRANSFERS FOR FEBRUARY 3, 2010

### 39.0 FUND-OTHER SPECIAL REVENUE FUND

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(1,100)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(1,100)</b>

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	1,100
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>1,100</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**  
Teacher Trac Contract Education

**APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 3, 2010**

Revenue		
00000.0-00000-70790-8190-0000000 (01.3 Fund)	\$	30,000
Fed-DOEd: Child and Adult Care Food Program		
Distribute budget in accordance with grant funding		
00000.0-00000-71620-8629-0000000 (01.3 Fund)		133,333
State-El Camino CCD Collaborative #2		
To allocate budget for salaries and associated fringe benefits; supplies;		
travel & conference; advertising		
00000.0-00000-75280-8629-0000000 (01.3 Fund)		(38,788)
State-Teacher Prep Pipeline #3		
Chancellor's Mid Year Cuts		
00000.0-00000-77330-8629-0000000 (01.3 Fund)		60,010
State-Statewide Strategic Initiative Hubs		
To allocate budget for salaries and associated fringe benefits; supplies;		
travel & conference; contracted services		
00000.0-00000-77350-8629-0000000 (01.3 Fund)		72,936
State-ECDV Wind Grant II 2009-2010		
To allocate budget for salaries and associated fringe benefits; supplies;		
travel & conference; contracted services		
00000.0-00000-77360-8629-0000000 (01.3 Fund)		147,061
State-ECDV Wind Grant I 2008-2009		
To allocate budget for salaries and associated fringe benefits; supplies;		
travel & conference; contracted services		
00000.0-00000-71120-8150-0000000 (01.3 Fund)		14,720
Fed-Title IV Admin Cost Allow		
To adjust revenue budget of Administrative Cost Allowance		

**000037**

**APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 3, 2010**

Revenue

00000.0-00000-71120-8150-0000000 (01.3 Fund)	\$	(1,751)
State-Title IV Administrative Cost Allowance		
To adjust revenue budget of Non-Credit Matriculation		

00000.0-00000-72220-8800-0000000 (39.0 Fund)		(215)
Local-Cerritos College Foundation Library Grant		
To close revenue budget. Revenue received and expended in 2008-09		

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Total Additions (Reductions) of Revenue Budgets:	\$	<u>417,306</u>
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Expenditure

00000.0-00000-71120-VARIOUS-6460000 (01.3 Fund)	\$	(57,161)
To set up Administrative Cost Allowance budget for 2009-10 fiscal year		

00000.0-00000-73420-VARIOUS-6300000 (01.3 Fund)		59,554
Funds available from State allocation are being dispersed into accounts for expenditure		

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Total Additions (Reductions) of Expenditure Budgets:	\$	<u>2,393</u>
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**FACULTY HOURLY - BUSINESS EDUCATION**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Moody	Leah	Accounting	B5	60.33

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Benaderet	Alison	Business Administration	A1	48.83
Elders	Robert	Paralegal	A1	48.83

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Hansen	Jessica	Theatre Arts	A1	48.83

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Heeren	Jeff	History	B1	48.83

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Buries	Janet	Psychology	A1	48.83
Costello	Chad	Psychology	A1	48.83
Ronquillo-Adachi	Jaclyn	Psychology	A1	48.83

**FACULTY HOURLY - LIBERAL ARTS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Guillen	Nelly	Foreign Language	B2	51.71
Nelson	Launa	English	B5	60.33

**FACULTY HOURLY - PE/ATHLETICS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Gaudet	Gary	Physical Education/Athletics	B5	60.33

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Ashley	Thurman	Athletics	A1	48.83
Lentz	Melissa	Physical Education/Athletics	A1	48.83

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

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Babiar	Ryan	Biology	A1	48.83
Taylor	Thomas	Biology	A1	48.83

**FACULTY HOURLY - TECHNOLOGY**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Perez	Jose	Welding	B4	57.46

**FACULTY HOURLY - STUDENT SERVICES**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Hill	Shelia	Counseling	A2	51.71

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

Milner, Wesley	Aide-General (Traffic Control Officer)	\$8.00/hr (1)	01/11/10
Angeles, Gabriela	Clerk	\$8.64/hr	12/13/09
Foster, Jessica	"	"	"
Montalvo, Kandis	"	"	"
Brooks, Eric	Instructional Aide I	\$9.56/hr (1)	01/04/10
Brown, Treallis	"	\$9.99/hr (2)	"
Deel, Nicole	"	"	"
Feliciano, Yamarie	"	\$9.56/hr (1)	12/13/09
Flores, Samantha	"	"	"
Gonzalez, Counsuelo	"	"	"
Hampton, Carl	"	\$9.99/hr (2)	01/04/10
Higgins, Lloyd	"	"	"
Lara, Maria	"	\$9.56/hr (1)	12/13/09
Lewis, Steve	"	\$10.51/hr (3)	01/04/10
Martinez, Ashley	"	\$9.56/hr (1)	12/13/09
Moreno, Anthony	"	\$9.99/hr (2)	01/04/10
Munro, Laura	"	\$9.56/hr (1)	12/13/09
Santamaria, Brenda	"	"	01/11/10
Soldan, Joe	"	\$10.51/hr (3)	01/04/10
Van Doren, Phil	"	\$9.56/hr (1)	"
Duenas, Nayeli	Intermediate Clerk	\$9.56/hr	12/18/09
Mose, Rosalyn	"	"	12/13/09
Rivera, Sandra	"	"	"
Vasquez, Karla	"	"	"
Garan, Michael	Tutoring Technician	\$9.99/hr	01/10/10
Hurtado, Emmanuel	"	"	"
Rivas, Arthur	"	"	"
Kim, Jennifer	Secretary Clerk	\$10.53/hr	01/04/10
Jovel, Abigail	Program Assistant II	\$11.34/hr	12/13/09
Carranza, Ernesto	Instructional Aid II	\$12.81/hr	01/01/10
Hernandez, Ben	Program Facilitator	\$13.79/hr	01/15/10
Miranda, Adrian	"	"	"
Serrano, William	Cont. Ed. Specialist/Cultural Arts	\$28.07/hr	01/01/10

Presented to the Board of Trustees 2/03/10

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

Greene, Chad	Community Education Specialist	\$29.15/hr	01/11/10
Schendel, Kelly	"	"	"
Seto, Cindy	Aide-Special (Interpreter V)	\$39.50/hr	01/01/10
Frausto, Marco	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	01/11/10
Greenhagen, Charles	"	"	"
Thornbury, Robert	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	01/15/10
Veloz-Rendon, Lizette	"	"	01/11/10
Wood, John	"	"	01/15/10

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**FEBRUARY 17, 2010**

- I. CALL TO ORDER                      The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, 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, Vice President of Student Services, Faculty Senate President and 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 Dr. Edmiston to approve the minutes of the regular meeting of February 3, 2010. The vote for approval was unanimous (student advisory vote: aye).
- IV. PUBLIC HEARING                  A. Dr. Hughlett opened the public hearing for Presentation of the Cerritos College Faculty Federation's (CCFF) and Cerritos Community College District's Joint Proposal for Negotiation of the Cerritos College Faculty Federation (AFT Local 6215) – District Collective Bargaining Agreement for the Period July 1, 2009 – June 30, 2010 Submitted for Official Receipt and Public Hearing. It was moved by Mr. Epple to close the public hearing. The vote for approval was unanimous.
- V. INSTITUTIONAL PRESENTATIONS  
International Students Presentation              A. Danita Kurtz, Coordinator of International Student Services gave a presentation on the International Student Center at Cerritos College. She shared data on the international student population and shared the center's long-term goals. International students Omar Anderson, Syntia Hadiningtias and Karan Dhungana each spoke of their positive experiences at the college as well.
- Employee of the Month                      B. Dr. Lacy presented Yesenia Ramirez with the Outstanding Classified Employee Award for the month of January 2010.
- VI. PUBLIC PRESENTATIONS  
Raul Boca Negra                              Raul Boca Negra spoke on behalf of the Project HOPE program. He stated that community voices have not been heard regarding the program and as a result, the program has been dismantled. He stated that measures were not taken to improve the program and added that students and parents do not trust the administration. Dr. Hughlett replied by stating that while Mr. Boca Negra is entitled to his opinion, the facts are different from what he stated. He indicated that the Board did take action to integrate the Project HOPE program with many different components at Cerritos College.
- VII. CONSENT AGENDA                  It was moved by Mr. Arthur and seconded by Mr. Jackson to approve the consent agenda. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):
- A. Grant for Bridge Program to Teacher TRAC, as attached.
- B. Extension of an Agreement with El Camino College to be a Subgrantee, as attached.

- C. Notice of Completion for Bid 0809-13, Campus Wide Parking Lot Renovation, as attached.
- D. Bid #0910-07, Ramps at Social Science Building and Football Stadium, as attached.
- E. Quarterly Fiscal Status Report for the Quarter Ending December 31, 2009, as attached.
- F. Budget Extensions and Budget Transfers, as attached.
- G. Contracts:

Services  
**RENEWAL**

- 1. BOA Architecture  
ADA Transition Services  
Facilities  
*To provide on-going ADA Transition Services as needed for the various projects on campus. The period will be through June 30, 2015. Total cost shall be based on BOA Architecture's hourly rates (plus reimbursements). Funding will come from the G.O. Bond.*
- 2. Integrated Design Services, Inc.  
Structural Engineering Services  
Facilities  
*To provide structural engineering services as needed for the various projects on campus. The renewal period will be through June 30, 2015. Total cost shall be based on Integrated Design Services, Inc. hourly rates (plus reimbursements). Funding will come from the G.O. Bond.*

- H. Resignation Accepted by the President, as follows:  
*Donna L Miller, Associate Professor, Speech (Liberal Arts Division), effective May 21, 2010*
- I. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- J. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VIII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for January 25 and February 1, 2010.
- B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending December 31, 2009.
- C. Dr. Chris Myers, Interim Director of Research & Planning gave a presentation on the Educational Master Plan. He provided an overview of the Cerritos College assessment, planning and resource allocation process, the Educational Master Plan Task Force responsibilities and membership, as well as the Educational Master Plan procedures and timeline.

- D. It was moved by Mr. Jackson and seconded by Mr. Epple to approve the Educational Master Plan. The vote for approval was unanimous (student advisory vote: aye).

IX. REPORTS

A. Board of Trustees

Dr. Cho stated that she felt that divergent perspectives should be supported and added that she felt that the comments made during the public presentation were negative and isolating.

Mr. Grimaldo stated that he has met with students regarding textbook prices. He also stated that the group has met with Pearson Education to discuss their concerns.

Dr. Hughlett stated that the Cerritos Community Family Guidance Center will be a recipient of funds raised at the Nordstrom Grand Opening Gala. He shared that the Gala will be held on Tuesday May 4 at 7:00 p.m.

B. Faculty and Staff Leadership

Ms. Moore shared that four Cerritos College students had their research accepted to the National Conferences on Undergraduate Research.

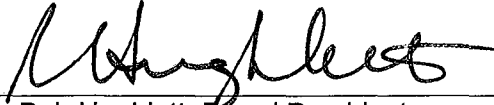
C. President/Superintendent and Vice Presidents

Dr. Johnson stated that he was the principal for a day at Artesia High School and added that it was an eye-opening and enjoyable experience.

Mr. Farmer stated that he was saddened to report that Fred Henry, retired Professor of Welding, passed away on February 7. He congratulated Donna Miller on her planned retirement. He stated that she has served over 30 years at the college and added that she is an institution at Cerritos College.

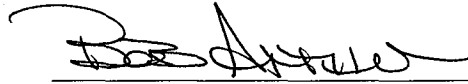
Dr. Lacy stated that she will address the CSEA leadership at the CSEA general meeting on Wednesday, February 24 at 12:00 p.m. She thanked everyone involved with the Educational Master Plan Task Force and added that the document is a good foundation for the college. She concluded by stating that she and Mr. Farmer have met with the parents of Project HOPE on five separate occasions to listen to their concerns. She added that they also held a meeting earlier in the day where everyone was introduced to Maggie Cordero, Director, Pathways Program, who will serve as the program coordinator. She stated that Ms. Cordero will be a great addition to the program and felt that the meeting ended on a positive note.

- X. CLOSED SESSION            The Board adjourned to closed session at 6:55 p.m.
- XI. RECONVENE                The Board reconvened at 7:34 p.m.
- XII. ADJOURNMENT            The meeting was adjourned at 7:35 p.m.
- XIII. NEXT SPECIAL MEETING    The next special meeting of the Board of Trustees is scheduled for Friday, February 19, 2010 at 1:00 p.m.
- XIV. NEXT REGULAR MEETING    The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 3, 2010 at 6:00 p.m.



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Dr. Bob Hughlett, Board President



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Bob Arthur, Board Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**REVIEWED BY:** Victor Collins, Interim Director of Human Resources *VC*  
**PREPARED BY:** Adriana Flores-Church, Assistant Director of Human Resources *AF*  
**DATE:** February 17, 2010  
**SUBJECT:** **Presentation of the Cerritos College Faculty Federation's (CCFF) and the Cerritos Community College District's Joint Proposal for Negotiation of the Cerritos College Faculty Federation (AFT Local 6215) – District Collective Bargaining Agreement for the Period July 1, 2009 – June 30, 2010 Submitted for Official Receipt and Public Hearing**

### RECOMMENDATION

It is recommended that:

1. The attached joint proposal from the Cerritos College Faculty Federation (CCFF), AFT Local 6215, and the Cerritos Community College District, be acknowledged for official receipt and presented for public notice/hearing pursuant to the provisions of State Government Code Section 3547.
2. The President of the Board of Trustees open the public hearing for comment. Following any comments from the public, the President of the Board of Trustees shall close the hearing.

### OVERVIEW

The current collective bargaining agreement between the CCFF and the District is in effect for the period July 1, 2009 through June 30, 2012. Article 10 of that Agreement stipulates that the attached topics of mandatory negotiations for 2009-2010 be negotiated by the parties.

### ANALYSIS

The current CCFF-District Collective Bargaining Agreement for the period July 1, 2009 through June 30, 2012 established reopener provisions for each year of the term of the agreement. The attached joint proposal for negotiations includes the agreed reopener provisions for the period July 1, 2009 through June 30, 2010.

### FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.

Attachment

# Cerritos College

## MEMORANDUM

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**TO:** Dr. Linda L. Lacy, President/Superintendent

**FROM:** Mr. Victor Collins, Interim Director of Human Resources, and Dr. Ted Stolze, Cerritos College Faculty Federation President *AF for VC.  
TWS*

**DATE:** February 8, 2010

**SUBJECT:** **Cerritos College Faculty Federation's (CCFF) and Cerritos Community College District's Joint Proposal for Negotiation of the Cerritos College Faculty Federation (AFT Local 6215) – District Collective Bargaining Agreement for the Period July 1, 2009 – June 30, 2010 Submitted for Official Receipt and Public Hearing**

The following is the Cerritos College Faculty Federation (CCFF) and the Cerritos Community College District's initial joint proposal for negotiation of the CCFF-(AFT Local 6215) – District Collective Bargaining Agreement for the period July 1, 2009 – June 30, 2010. This joint proposal is based upon the mutual agreement of the parties in addressing a number of topics during 2009-2010 collective bargaining. The topics scheduled for negotiations during 2009-2010 are addressed in Article 10 of the current agreement.

The District and the CCFF propose to maintain all provisions of the existing bargaining agreement except for amendments to existing Articles and additions as follows:

1. Transfer of mutually agreed topics from current Faculty Handbook following negotiation based upon the recommendations of a jointed District/CCFF committee. The composition of the committee would be two representatives from each party and the mediator as chair. Committee recommendations shall be submitted to the District and CCFF negotiations teams for review and drafting of contract language.
2. Temporary Part-Time Faculty Reemployment/Assignment
3. Grievance Procedures – including arbitration
4. Faculty Assignment as related to evaluation
5. Union rights – committee representation
6. Personnel files

000048

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent *ML*  
**REVIEWED BY:** William 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:** February 17, 2010  
**SUBJECT:** Acceptance of Grant for Bridge Program to Teacher Trac

### RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the WIA/ARRA (Workforce Investment Act/American Recovery and Reinvestment Act) Careers in Child Development/Management Grant from the Southeast Los Angeles County (SELACO) Workforce Investment Board in the amount of \$16,602.

### OVERVIEW

This grant is part of a partnership between SELACO, Cerritos College, South Bay Center for Community Development, California State University, Long Beach, Think Together and the Packard Foundation. The collaboration consists of replicating the Urban Teacher Fellowship program, where at risk youth are recruited and undergo intensive remedial services and an afterschool program certificate prior to entering the Teacher Trac Program at Cerritos College. This grant will provide the remedial services and orientation to a cohort of 30 students who then will enter the Teacher Trac program. The Packard Foundation is providing \$125,000 to support the delivery of the Teacher Trac program as a learning community for these students.

### ANALYSIS

The Cerritos College Pathway Programs Department will use this grant to provide the following services to a group of 30 at risk youth interested in pursuing a career in education: assessment testing in English, Math and Reading, Bridge Program (remedial English/Math/Reading to prepare students to meet the requirements of the Teacher Trac program), afterschool program certificate and a success coach to work with students.

### FINANCIAL IMPLICATIONS

Cerritos College is receiving \$16,602 to provide the above described activities. The cost will be paid by the grant. No general funds will be used.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent *LL*  
**REVIEWED BY:** William Farmer, Vice President Academic Affairs *WCF*  
**PREPARED BY:** Nick ~~Kremer~~, Executive Dean, Community, Industry and Technology Education  
Maggie Cordero, Director of Pathway Programs  
**DATE:** February 17, 2010  
**SUBJECT:** **CONSIDERATION OF APPROVAL FOR THE EXTENSION OF AN AGREEMENT WITH EL CAMINO COLLEGE TO BE A SUBGRANTEE**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the extension of an agreement with El Camino College to be a subgrantee as part of the Chancellor's Office SB 70 Career Technical Education Community Collaborative Grant. This extends the performance period through March 31, 2010.

### OVERVIEW

El Camino College and Cerritos College applied for and received the Chancellor's Office SB 70 Career Technical Education Community Collaborative Grant for \$115,000 wherein El Camino College is the fiscal agent. In order for Cerritos College to 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 CTE professional development.



### ANALYSIS

Extending the time period of the agreement allows for completion of the planned activities.

### FINANCIAL IMPLICATIONS

No additional funds are involved.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent   
**PREPARED BY:** Jenney Ho, Director of Purchasing   
**DATE:** February 17, 2010  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID  
0809-13, CAMPUS WIDE PARKING LOT RENOVATION**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Allied Paving Company for the Campus Wide Parking Lot Renovation project at Cerritos Community College District as presented.

### OVERVIEW

The District issued a contract to Allied Paving Company on July 16, 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 January 28, 2010. 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 \$1,702,207.00.

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: Campus Wide Parking Lot Renovation, Bid #0809-13 contract for the doing of which was heretofore entered into on the 16<sup>th</sup> day of July, 2009 which contract was made with Allied Paving Company, contract number #C09-1007, as contractor; that said improvements were completed on the 28<sup>th</sup> day of January, 2010, and accepted by formal action of the governing board of said DISTRICT on the 17<sup>th</sup> day of February, 2010; 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: \_\_\_\_\_  
President of Business Services

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

Place of Execution: Norwalk, California

000052

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**PREPARED BY:** Jenney Ho, Director of Purchasing *JH*  
**DATE:** February 17, 2010  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF BID #0910-07, RAMPS AT SOCIAL SCIENCE BUILDING AND FOOTBALL STADIUM**

### RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0910-07, Ramps at Social Science Building and Football Stadium to EMAE International, Inc. as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

### OVERVIEW

The Purchasing Department advertised the project on December 15 and December 22, 2009. The bid due date was on January 26, 2010.

The work will include: removal of existing concrete ramps at Social Science Building and Football Stadium, removal of existing asphalt pavement, concrete pavement, guardrails and railings, and relocation of existing light pole, installation of new guardrails, railings, new concrete ramp, asphalt concrete pavement and concrete cement pavement.

### ANALYSIS

On January 26, 2010, thirteen bids were received. The lowest bid was withdrawn due to an error was made in the computation of the bid. The second low bid was rejected as being nonresponsive for failure to include a bid bond in the bid proposal. 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 \$135,000.00. Funding for this project will come from the GO Bond.

**Bid Recap #0910-07, Ramps at Social Science Building & Football Stadium**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
MG Enterprises	\$ 77,400.00	\$ 20,000.00	\$ 97,400.00
JM Montoya Construction	\$ 114,450.64	\$ 20,000.00	\$ 134,450.64
<b>EMAE International</b>	<b>\$ 115,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 135,000.00</b>
Pointer Enterprises	\$ 123,300.00	\$ 20,000.00	\$ 143,300.00
FS Construction	\$ 128,000.00	\$ 20,000.00	\$ 148,000.00
Dessero Construction	\$ 148,600.00	\$ 20,000.00	\$ 168,600.00
DeSisto Construction	\$ 167,211.00	\$ 20,000.00	\$ 187,211.00
Magic Hammer Development	\$ 169,000.00	\$ 20,000.00	\$ 189,000.00
Malibu Pacific Tennis Courts	\$ 179,000.00	\$ 20,000.00	\$ 199,000.00
4-Con Engineering	\$ 204,000.00	\$ 20,000.00	\$ 224,000.00
Minco Construction	\$ 217,700.00	\$ 20,000.00	\$ 237,700.00
NuAge Development	\$ 289,000.00	\$ 20,000.00	\$ 309,000.00
Blazing Industrial Steel, Inc.	\$ 480,250.00	\$ 20,000.00	\$ 480,250.00

**Bid Recap #0910-07, Ramps at Social Science Building & Football Stadium**

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Blazing Industrial Steel, Inc.	\$ 480,250.00	\$ 20,000.00	\$ 480,250.00

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## CERRITOS COLLEGE

**TO:** Board of Trustees

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

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

**DATE:** February 17, 2010

**SUBJECT:** **Consideration of Approval of Quarterly Fiscal Status Report  
for the Quarter Ending December 31, 2009**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) as of December 31, 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 12/31/09 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**

**ENTER OR EDIT CURRENT DATA**

**CHANGE THE PERIOD**

**Fiscal Year: 2009-2010**

**Quarter Ended: (Q2) Dec 31, 2009**

District: (810) CERRITOS

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>Closed for edits after Mar 2, 2010</b>					
<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)	87,156,927	87,170,227	48,173,734	87,170,227
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	87,156,927	87,170,227	48,173,734	87,170,227
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	92,570,814	92,680,018	35,555,996	92,680,018
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,447	9,447	1,144	9,447
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	92,580,261	92,689,465	35,557,140	92,689,465
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-5,423,334	-5,519,238	12,616,594	-5,519,238
D.	<b>Fund Balance, Beginning</b>	11,585,566	11,585,566	11,585,566	11,585,566
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	11,585,566	11,585,566	11,585,566	11,585,566
E.	<b>Fund Balance, Ending (C. + D.2)</b>	6,162,232	6,066,328	24,202,160	6,066,328
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.7%	6.5%	68.1%	6.5%

**SAVE EDITS**

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	18,173
-----	---	--------

Amount as of the Specified

250000

Quarter Ended

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

H.1	Cash, excluding borrowed funds	31,479,238
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	31,479,238

IV. Has the district settled any employee contracts during this quarter?  Yes  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	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS

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

2000 Characters Remaining

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V. 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  No

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

[Empty text box for financial ramifications]

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  Yes  No  
Next year?  Yes  No

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 State 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.

[Empty text box for problems and actions]

1722 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS»»

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

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

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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: (Q2) Dec 31, 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:

CBO Phone:  Use format 999-555-1212

CBO Signature:

Date Signed:

Chief Executive Officer Name:  Dr. Linda Lacy

CEO Signature:  

Date Signed:

Electronic Cert Date:

District Contact Person

Name:  Lola Rizkallah

Title:  Director of Fiscal Services

Telephone:  Use format 999-555-1212

562-860-2451

Fax:  Use format 999-555-1212

562-924-2800

E-Mail:  rizkallah@cerritos.edu

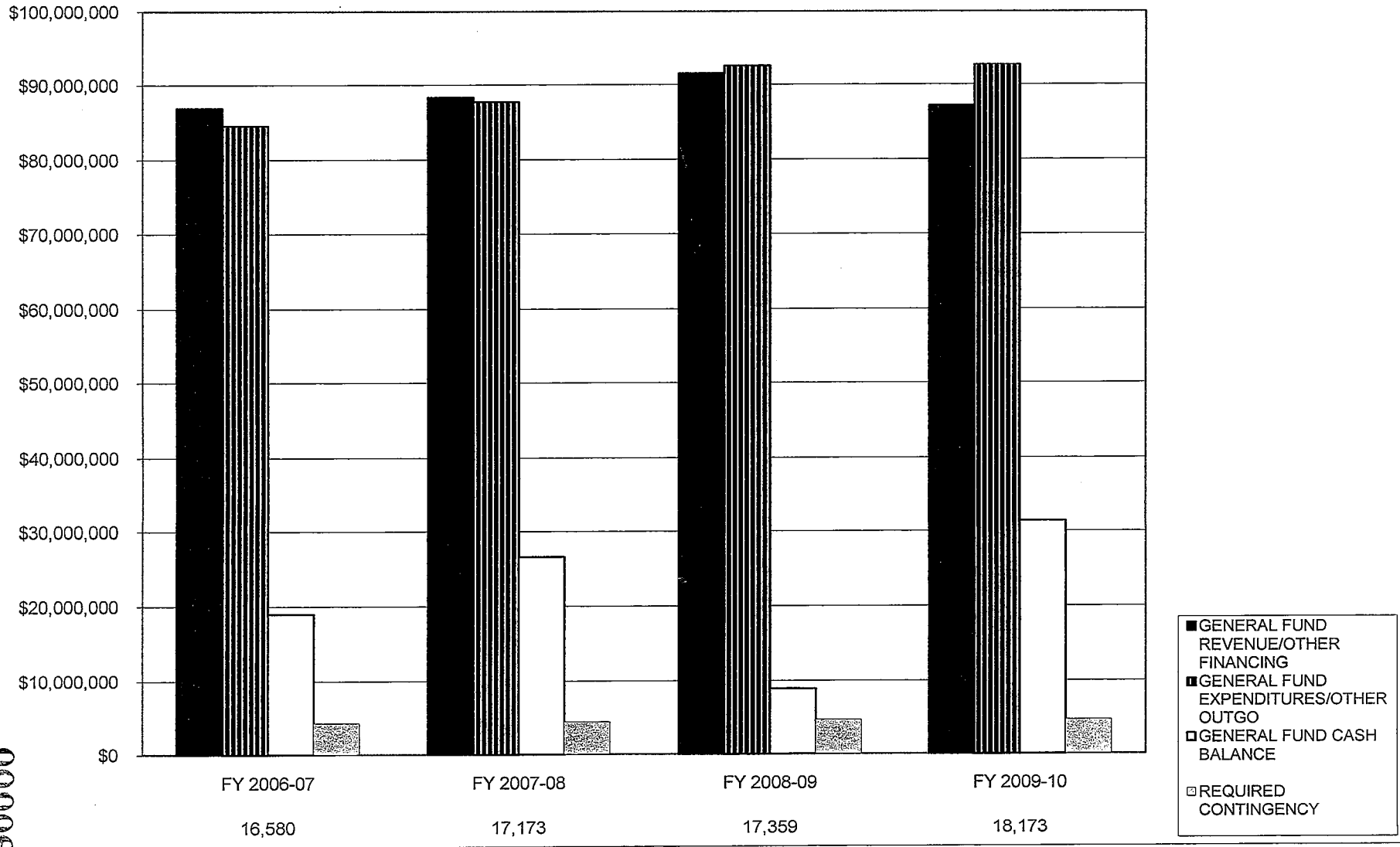
California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

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**QUARTERLY FINANCIAL STATUS REPORT**  
**December 31, 2009**



0000051

## BUDGET TRANSFERS FOR FEBRUARY 17, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	(1,200)

**TOTAL**

\$ (1,200)

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	1,200
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

**TOTAL**

\$ 1,200

**Transfers:** Between object codes

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

**Number of Transfer Requests:** - One (1)

**Divisions/Departments/Programs:**  
Teacher Prep Pipeline #3

## BUDGET TRANSFERS FOR FEBRUARY 17, 2010

### 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	\$	(28,795)
<hr/>		
<b>TOTAL</b>	<b>\$</b>	<b>(28,795)</b>
<hr/> <hr/>		

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	28,795
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	
OTHER OUTGO	\$	
<hr/>		
<b>TOTAL</b>	<b>\$</b>	<b>28,795</b>
<hr/> <hr/>		

**Transfers:** To transfers funds from contingency to augment accounts in Facilities due to rate driven increases in expenses for bus services and rents and leases.

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**  
Physical Plant

000063

**APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 17, 2010**

Revenue		
00000.0-00100-02570-8890-1956000 (01.0 Fund)	\$	1,751
Local-Science, Engineering, and Math		
To cover necessary replacement equipment		
00000.0-00007-70300-8170-0000000 (01.3 Fund)		(8,898)
Fed-VTEA Technology Prep		
To adjust revenue budget of VTEA Tech Prep in 2009-10		
00000.0-00000-73446-8620-0000000 (01.3 Fund)		114,054
State-CA High Sch Exit Exam Prep #3 (CAHSEE#3)		
Funds available are being dispersed into accounts for expenditure		
00000.0-00000-77200-8629-0000000 (01.3 Fund)		(1,063)
State-Teleconference Center		
To close budget. Carry over funds already spent in 2008-09		
00000.0-VARIOUS-70770-8620-0000000 (01.3 Fund)		182,717
State-DOEd: Prekindergarten & Family Literacy Program (PKFLP/CPKF)		
Transfer to reflect contracts for PKFL/CSPP FOR 09-10 fiscal year.		
00000.0-00000-72560-8872-6810000 (39.0 Fund)		41,811
Local-PE Summer Swim		
To set up budget of PE Summer Swim		
00000.0-00800-77500-8830-0000000 (39.0 Fund)		800
Local-Nursing Contract Education		
Establish budget lines for contract activities		
00000.0-00007-71400-8800-0000000 (39.0 Fund)		(247,195)
Local-LA Co Head Start		
To close revenue budget. Funds in ending balance		

000064

**APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 17, 2010**

Revenue

00000.0-00007-71440-8800-0000000 (39.0 Fund) \$ (84,029)

Local-Kaiser Perm Hospital LVN to RN

To close revenue budget. Funds in ending balance

00000.0-00007-77500-8800-0000000 (39.0 Fund) (250,066)

Local-Nursing Contract Education

To close revenue budget. Funds in ending balance

Total Additions (Reductions) of Revenue Budgets: \$ (250,118)

Expenditure

00000.0-VARIOUS-70770-VARIOUS-VARIOUS (01.3 Fund) \$ 177,501

DOEd: Prekindergarten & Family Literacy Program (PKELP/CPKF)

00000.0-00006-70300-5810-0900000 (01.3 Fund) (9,347)

VETA Technology Prep

To adjust budget of VTEA Tech Prep in 2009-10

00000.0-XXXXX-77500-4590-7010000 (39.0 Fund) 642,342

Nursing Contract Education

To set up carry over funds for Nursing contract Education

Total Additions (Reductions) of Expenditure Budgets: \$ 810,496

000065

**FACULTY HOURLY - BUSINESS EDUCATION**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Malan	Mark	Real Estate	A4	60.33
Snyder	Mary	Court Reporting	A3	54.60

**FACULTY HOURLY - FINE ARTS & COMMUNICATIONS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Low	Sheree	Art & Design	B5	60.33
Miller	Janet	Theatre Arts	A3	54.60
Williams	Bradford	Theatre Arts	B5	60.33

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Gonzalez	Keri	Clinical Nursing	B5	60.33

**FACULTY HOURLY - HUMANITIES/SOCIAL SCIENCES**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Sandhu	Suprea	Economics	B1	48.83

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

Canjan, Fernando M. Garcia	Aide-General (Lab)	\$8.00/hr (1)	01/15/10
Dirlam, Michael Gallardo	"	"	"
Brooks, Jack	Aide-General (Laborer)	\$8.00/hr (1)	01/25/10
Childress, Jacqueline	Aide-Special (Counselor)	\$8.00/hr (1)	01/04/10
Hernandez, Gissel	Aide-Special (Special Ed.)	\$8.00/hr (1)	01/11/10
Gamage, Sayuri	Aide-Special (Tutor)	\$8.00/hr (1)	01/11/10
Jimenez, Marcos	Clerk	\$8.64/hr	01/25/10
Mora, Anthony	"	"	"
Vega, Alejandro	"	"	"
Perry, Diesaray	Typist Clerk	\$8.64/hr	01/22/10
Clark, Candis	Instructional Aide I	\$9.56/hr (1)	01/11/10
Joson, Joseph			01/25/10
Blush, Sylvia	Community Outreach Worker	\$9.99/hr	01/25/10
Jovel, Abigail	Program Assistant I	\$9.99/hr	1/25/10
Leon, Jose	Tutorial Technician	\$9.99/hr	1/13/10
Cruz, Brian	Aquatics Specialist	\$10.11/hr	01/11/10
Espinoza, Louie	"	"	01/04/10
Spradlin, Wendy	"	"	01/11/10
Flores, Ana	Secretary Clerk	\$10.53/hr	01/11/10
Chahinian, Mary	Instructional Aide I	\$9.56/hr	10/25/09
Echeverria, Maria Teresa	"	"	01/25/10
Figueira, Kristen	"	"	01/12/10
Hernandez, Eric	"	"	01/15/10
Kim, Edward Jaehyung	"	"	07/01/09
Magsadia, Mark	"	"	01/04/10
Martinez, Francine	"	"	01/11/10
Reynoso, Rosalie	"	"	01/10/10
Wright, Carrie	"	"	01/12/10

Presented to the Board of Trustees 2/17/10

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

Bender, Linda	Instructional Aide II	\$12.81/hr (1)	01/11/10
Clare, Dennis	"	\$14.13/hr (3)	11/25/09
Crain, Diana	"	\$12.81/hr (1)	01/01/10
Yang, Tsung-Yu	"	"	02/01/10
Castillejos, Silvia	Program Facilitator	\$13.79/hr	12/13/09
Traina, Theresa	Community Education Specialist	\$29.15/hr	12/13/09
Fitzgerald, Barrett	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	12/13/09
Gray, Robert	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	01/15/10
Myer, Glen	"	"	01/11/10
Fitzgerald, Barrett	Project Specialist Technical Level I	\$75.00/hr	12/13/09

000068

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE SPECIAL MEETING**  
**OF THE BOARD OF TRUSTEES**  
**FEBRUARY 19, 2010**

- I. CALL TO ORDER            The meeting was called to order at 1:00 p.m. by Dr. Bob Hughlett, the Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Dr. Bob Hughlett, Mr. Tom Jackson, Dr. Shin Liu and Felipe Grimaldo, Student Trustee. Mr. Bob Epple was not present. The President/Superintendent and Stan Arterberry, Consultant were also present.
- II. PLEDGE OF ALLEGIANCE    The flag salute was led by Dr. Hughlett.
- III. PUBLIC PRESENTATIONS    There were no public presentations.
- IV. BOARD RETREAT
- A. Mr. Arterberry led the Board through a discussion of Board roles and responsibilities. The Board reviewed Board Policy 2715, Code of Ethics/Standards of Practice.
- B. The Board discussed their self-evaluation process. There was consensus that the President/Superintendent would review the self-evaluation instrument and recommend changes, if any, to the Board.
- V. ADJOURNMENT            The Board adjourned the meeting at 5:45 p.m.
- VI. NEXT MEETING            The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 3, 2010 at 6:00 p.m.

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

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

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**MARCH 3, 2010**

- I. CALL TO ORDER            The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Dr. Bob Hughlett, Mr. Tom Jackson, Dr. Shin Liu, 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, Vice President of Student Services, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE    The flag salute was led by Mr. Grimaldo.
- III. APPROVAL OF MINUTES
- A. It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the minutes of the regular meeting of February 17, 2010. The vote for approval was unanimous (student advisory vote: aye).
- B. It was moved by Mr. Arthur and seconded by Mr. Jackson to approve the minutes of the special meeting of February 19, 2010. The vote for approval was unanimous (student advisory vote: aye).
- IV. INSTITUTIONAL PRESENTATIONS
- Follett Bookstore Presentation
- A. Stacy Zapko, Regional Manger of Follett Higher Education Group, introduced Joey Caron, Group Vice President and Robin Lee, Bookstore Manager at Cerritos College. Mr. Caron gave a presentation regarding Follett Higher Education and the Cerritos College Bookstore. He discussed textbook strategies, challenges and sales observations. He also provided an overview of student savings from used textbooksales and buyback dollars paid to students. He discussed measures that Follett & Cerritos College are doing to promote textbook affordability as well as the Follett textbook rental program which is currently being developed. Mr. Caron also provided an overview of CaféScribe, which is a convenient method of viewing and sharing textbook notes online. Mr. Grimaldo stated that the rental program sounds interesting and thinks that it will benefit students. Ms. Moore stated that all faculty on campus are concerned about the cost of textbooks and she thanked Follett Higher Education for making a presentation to the Faculty Senate. Dr. Hughlett thanked Mr. Caron and Follett Higher Education Group for the informative presentation.
- Accreditation Report
- B. Bill Farmer, Vice President of Academic Affairs, stated that the Accreditation Progress Report summarizes progress on the two recommendations made during the April 29, 2009 follow-up site visit to Cerritos College.
- Budget Update
- C. David El Fattal, Vice President of Business Services, stated that he is thrilled to be at Cerritos College. He informed the Board that the total apportionment this year is expected to decrease by \$137,000. He indicated that there will be additional deferrals this year. Mr. El Fattal explained that the college will receive 8% of the \$2 million revenue apportionment from March by May 1. He concluded by stating that he is very thankful for the diligent planning that has enabled the college to have adequate reserves.

V. PUBLIC PRESENTATIONS

There were no public presentations.

VI. CONSENT AGENDA

It was moved by Mr. Jackson and seconded by Mr. Arthur to approve the consent agenda. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):

- A. Nominee for the 2010 CCC Classified Employees Award, as attached.
- B. Sale of Surplus and Obsolete Materials/Equipment, as attached.
- C. Resolution No. 10-01 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period March 4, 2010 through December 31, 2010, as attached.
- D. Resolution No. 10-02 Authorizing Board Members and Certain Employees of the Cerritos Community College District to Sign Documents for the Period March 4, 2010 through December 31, 2010, as attached.
- E. Institutional Membership – Municipal Equipment Maintenance Association (MEMA) and CALSTART, as attached.
- F. Budget Extensions and Budget Transfers, as attached.

G. Contracts:

Construction  
**AMENDMENT**

1. EMAE International

Southland Cerritos Center Transportation Technology Project (SCCTT)

Facilities

*EMAE International notified the District that a subcontractor listed in their bid document is unable to fulfill their contract obligation. Below is the name of the original subcontractor and the new subcontractor who will replace them. The substitution of the subcontractors will not affect the completion date of the project, or will there be additional cost.*

*Subcontractor: Henri Specialties*

*Type of Work: Toilet & Bathroom Accessories*

*Replace With: Preferred Construction Specialties*

Consultant

**NEW**

2. Dawn Person

Center for Research on Educational Access and Leadership  
Title V Coordinators

*To be the external program evaluator for the iFALCON Title V grant.*

*For period October 1, 2009 through September 30, 2014. The cost will be \$20,000 annually for a total cost of \$100,000 with funding from the Title V grant.*

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



- I. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.
- VII. ADMINISTRATIVE MATTERS
- A. As information, the Board book contained College Coordinating Committee Minutes for February 8, 2010.
  - B. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the certification of the Accreditation Progress Report. The vote for approval was unanimous (student advisory vote: aye).
- VIII. REPORTS
- A. Board of Trustees  
 Mr. Grimaldo stated that he attended the Black History Month Celebration on February 26 with Dr. Lacy and added that it was a great event. He informed the Board that student body elections will be held next month and added that he will be up for re-election.  
  
 Dr. Liu stated that although she understands that sabbatical leaves will be affected by the budget crisis this year, she fully supports sabbatical leaves and feels they are beneficial for the college.  
  
 Dr. Hughlett stated that he attended the Band Exchange Concert led by David Betancourt and added that Dr. Betancourt does a fantastic job.
  - B. Faculty and Staff Leadership  
 Ms. Moore agreed that sabbatical leaves are valued on campus.  
  
 Ms. Laughon thanked Dr. Lacy for speaking with the CSEA membership on February 24.
  - C. President/Superintendent and Vice Presidents  
 Dr. Johnson stated the Spring Festival will be held on Saturday, March 13 and invited the Board to attend the event.  
  
 Mr. Farmer thanked the Norwalk-La Mirada School Board for approving the use of the gym at Excelsior High School while the college's gym is undergoing the seismic retrofit. He also thanked the Board for nominating John Gallant for the California Community Colleges Classified Employees Award.  
  
 Mr. El Fattal stated that he has been touring the campus and meeting with deans and managers.  
  
 Dr. Lacy stated that the Legislative Analyst Office is projecting a \$40 unit fee for students. She indicated that she recently attended State of the City addresses for Santa Fe Springs and Norwalk and also enjoyed the Black History Month Celebration on February 26.

- IX. CLOSED SESSION            The Board adjourned to closed session at 6:45 p.m.
- X. RECONVENE                 The Board reconvened at 7:04 p.m.
- XI. ADJOURNMENT             The meeting was adjourned at 7:05 p.m.
- XII. NEXT REGULAR MEETING    The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 17, 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   
**REVIEWED BY:** Carl Bengston, Dean of the Library and Learning Resource Center   
**DATE:** March 3, 2010  
**SUBJECT:** **Consideration of Approval of Nominee for 2010 CCC Classified Employees Award**

## RECOMMENDATION

It is recommended by the College Committee on Outstanding Classified Employee Selection that the Board of Trustees approve the nomination of **John Gallant** for the 2010 CCC Classified Employees Award.

## OVERVIEW

This annual award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting.

## ANALYSIS

The College Committee on Outstanding Classified Employee Selection reviewed the list of all previous winners of the Cerritos College Classified/Confidential Employee of the Month and Employee of the Year awards and identified a short list of those individuals among them who meet all of the criteria for the annual CCC Classified Employees Award. Committee members then interviewed each of the eligible employees to gather any additional information that could be used to support a nomination. At its regular meeting on February 4, 2010, the Committee voted unanimously to forward the name of John Gallant, Administrative Secretary in Academic Affairs, to the Board of Trustees for nomination.

John has been employed by Cerritos College for over 34 years and has served the district in a variety of capacities. John has worked with 16 vice presidents over the last 28 years and has been an active participant in many campus committees and organizations. He has demonstrated leadership statewide within the California Community Colleges as well locally within the district. John has also demonstrated his leadership abilities and commitment to community service in a variety of activities outside of work. He served his country as army draftee and is a veteran of the war in Vietnam. While there are many classified employees at Cerritos College who deserve this award, John truly stands out as exception, exceeding each and every criterion for the award.

## FINANCIAL IMPLICATIONS

None

000074



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: March 4, 2010 to December 31, 2010 in accordance with governing board approval dated March 3, 2010

NOTE: Please TYPE name under signature.

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

Clerk (Secretary) of the Board

Column 1	Column 2
<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>[Signature]</u> Type: _____ President of the Board of Trustees/Education	Signature: <u>[Signature]</u> Type: David El Fattel Title: Vice President of Business Services
Signature: <u>[Signature]</u> Type: _____ Vice President of the Board of Trustees/Education	Signature: <u>[Signature]</u> Type: Berianti A Rizkallah Title: Director of Fiscal Services
Signature: <u>[Signature]</u> Type: _____ Clerk of the Board of Trustees/Education	Signature: <u>[Signature]</u> Type: Ramona Sue Payne Title: Budget Manager
Signature: <u>[Signature]</u> Type: _____ Member of the Board of Trustees/Education	Signature: <u>[Signature]</u> Type: Shawn Jones Title: Accounting Manager
Signature: <u>[Signature]</u> Type: _____ Member of the Board of Trustees/Education	Signature: <u>[Signature]</u> Type: Deanna Hart Title: Payroll Manager
Signature: _____ Type: _____ Member of the Board of Trustees/Education	
Signature: <u>[Signature]</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	_____

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: March 4, 2010 to December 31, 2010 in accordance with governing board approval dated March 3, 2010.

NOTE: Please TYPE name under signature.

Signature [Handwritten 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: <u>[Handwritten Signature]</u>	Signature: <u>[Handwritten Signature]</u>
Type: President of the Board of Trustees/Education	Type: Dr. Linda L. Lacy Title: President/Superintendent
Signature: <u>[Handwritten Signature]</u>	Signature: <u>[Handwritten Signature]</u>
Type: Vice President of the Board of Trustees/Education	Type: David El Fattel Title: Vice President of Business Services
Signature: <u>[Handwritten Signature]</u>	Signature: <u>[Handwritten Signature]</u>
Type: Clerk of the Board of Trustees/Education	Type: William C. Farmer, Jr. Title: Vice President of Academic Affairs
Signature: <u>[Handwritten Signature]</u>	Signature: <u>[Handwritten Signature]</u>
Type: Member of the Board of Trustees/Education	Type: Stephen B. Johnson Title: Vice President of Student Services/Asst Superintendent
Signature: <u>[Handwritten Signature]</u>	Signature: <u>[Handwritten Signature]</u>
Type: Member of the Board of Trustees/Education	Type: Berlanti A Rizkallah Title: Director of Fiscal Services
Signature: _____	Signature: <u>[Handwritten Signature]</u>
Type: Member of the Board of Trustees/Education	Type: Jenney Ho Title: Director of Purchasing
Signature: <u>[Handwritten Signature]</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 \_\_\_\_\_

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent   
**REVIEWED BY:** William Farmer, Vice President of Academic Affairs  
**PREPARED BY:** Steve Berklite, Instructional Dean of Technology   
**DATE:** March 3, 2010  
**SUBJECT:** **Consideration of Approval of Institutional Membership - Municipal Equipment Maintenance Association (MEMA) and CALSTART**

**RECOMMENDATION**

It is recommended that the Board of Trustees add the Municipal Equipment Maintenance Association (MEMA) and CALSTART to the approved membership and conference list in support of the automotive program.

**OVERVIEW**

The District would like to initiate a membership to both MEMA and CALSTART. The District maintains an approved listing of conferences and memberships.

**ANALYSIS**

MEMA and CALSTART serve as industry catalysts for automotive technologies. These memberships support our automotive program by allowing our students to apply for industry approved credit and recognition.

**FINANCIAL IMPLICATIONS**

The annual membership fee for MEMA is \$75 and the annual fee for CALSTART is \$1,500, both effective January 1, 2010. These memberships will be paid through our ATT grant.

000078

## BUDGET TRANSFERS FOR MARCH 3, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(220)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(1,597)
OTHER OUTGO	\$	
	<hr/>	
<b>TOTAL</b>	<b>\$</b>	<b>(1,817)</b>
	<hr/> <hr/>	

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	1,817
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
	<hr/>	
<b>TOTAL</b>	<b>\$</b>	<b>1,817</b>
	<hr/> <hr/>	

**Transfers:** Between object codes

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

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

**Divisions/Departments/Programs:**  
Chabot-Faculty Inquiry Network; DOEd: CDC Renovation

## BUDGET TRANSFERS FOR MARCH 3, 2010

### 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	\$	(6,700)

#### **TOTAL**

\$	<b>(6,700)</b>
----	----------------

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	3,500
OTHER CONTRACT EXPENSES AND SERVICES	\$	3,200
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	

#### **TOTAL**

\$	<b>6,700</b>
----	--------------

**Transfers:** To transfer funds from contingency to augment travel and conference account for Forensics and fuel account in Facilities.

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

**Divisions/Departments/Programs:**

Liberal Arts; Physical Plant

**APPROPRIATION TRANSFER ANALYSIS FOR MARCH 3, 2010**

Revenue

00000.0-00000-76600-8629-0000000 (01.3 Fund) \$ (133,259)

State-Transportation & Energy Initiative (ATTEi)

To adjust revenue of Transportation & Energy Initiative. Funding reduced

00000.0-00000-77320-8629-0000000 (01.3 Fund) (103,330)

State-Center/Applied Competitive Technology

To adjust revenue of Center/Applied Competitive Technology. Funding reduced

Total Additions (Reductions) of Revenue Budgets: \$ (236,589)

Expenditure

00000.0-00000-72740-3XXX-6190000 (01.3 Fund) \$ (135)

CTE/Chancellor's Pre-Apprenticeship

Program ended 6-30-09

00000.0-00000-75350-4590-7090000 (01.3 Fund) (188,327)

Registered Nurse (RN) Capacity Building Program

Program ended 6-30-09

00000.0-00000-76600-1425-6190000 (01.3 Fund) (14,201)

Transportation & Energy Initiative (ATTEi)

To adjust budget of Transportation & Energy Initiative. Funding reduced

00000.0-00000-77320-XXXX-6190000 (01.3 Fund) (140,350)

Center/Applied Competitive Technology

To adjust budget of Center/Applied Competitive Technology. Funding reduced

00000.0-00000-77510-3XXX-6190000 (01.3 Fund) (65)

ECDV IDRC Grant

Program ended 6-30-09

Total Additions (Reductions) of Expenditure Budgets: \$ (343,078)

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Inouye	Fang-Fang	Music	B5	60.33

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Waider	Petja	Athletics	B5	60.33

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Duncan	Christopher	Plastics	B3	54.60
Mees	Randall	Engineering Technology	A2	51.71

000082

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

CLASSIFIED EMPLOYMENT

Secretary Clerk @ 27-5 +L3 (\$4,302.89 per month, includes minimum 5% promotion) effective  
March 4, 2010:

Luz Ocampo (Facilities)

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

Shah, Sandeep	Aide-Special (Special Ed.)	\$8.00/hr	01/11/10
Ueki, Miki	"	"	"
Danielak, Joanna	Aide-Special (Tutor)	\$8.00/hr	01/25/10
Garris, Lynette	Instructional Aide I	\$9.56/hr	01/11/10
Gatani, Krishna	"	"	"
Mercado, Lourdes	"	"	01/15/10
Rojas, Cecilia	"	"	01/25/10
Buffington, Brianna	Intermediate Clerk	\$9.56/hr	02/03/10
Francis, Desiree	"	"	"
Smith, Lakeysa	"	"	"
Watson, Jacqueline	"	"	"
Contreras, Calvin	Community Outreach Worker	\$9.99/hr	01/25/10
Cuevas, Vincent	"	"	"
Fleming, Taleeda	Program Assistant I	\$9.99/hr	02/01/10
Fletes, Ana	"	"	"
Garza, Angelina	"	"	"
Leon, Jose	"	"	"
Liptrap, Edward	"	"	10/22/09
Singer, Amanda	"	"	02/01/10
Rico, Alejandro	Aquatics Specialist	\$10.11/hr	02/01/10
Garris, Lynette	Program Facilitator	\$13.79/hr	02/28/10
Maris-Gramajo, Edgar	Vocational Ed & Special Projects Assistant	\$16.41/hr	01/11/10
Bible, Danielle	Cont. Ed. Specialist (Arts & Crafts)	\$22.45/hr	01/15/10
Gutierrez, Melissa	Cont. Ed. Specialist (Cultural Arts)	\$28.07/hr	03/01/10
Supple, Martin	Community Education Specialist	\$29.15/hr	11/01/09
Villar, Sergio	"	"	01/11/10
Real, Yannick	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	01/01/10

Presented to the Board of Trustees 3/03/10

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

O'Dell, Jeffrey	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	02/28/10
Tyler, Darcy	"	"	01/25/10

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**MARCH 17, 2010**

- I. CALL TO ORDER                    The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, Board President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, and Dr. Shin Liu. Mr. Tom Jackson and Mr. Felipe Grimaldo, Student Trustee were not present. Others present were the President of the College, Vice President of Student Services, Vice President of Business Services, Faculty Senate President and CSEA President.
- II. PLEDGE OF ALLEGIANCE        The flag salute was led by Mr. David El Fattal, Vice President of Business Services.
- III. APPROVAL OF MINUTES        A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the minutes of the regular meeting of March 3, 2010. The vote for approval was unanimous.
- IV. INSTITUTIONAL PRESENTATIONS    A. Dr. Lacy presented Shelley Pesanti with the Outstanding Classified Employee of the Month Award for the month of February 2010.
- Budget Update                    B. Mr. El Fattal had no report.
- V. PUBLIC PRESENTATIONS            There were no public presentations.
- VI. CONSENT AGENDA                It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the consent agenda. Mr. Epple requested that Item VI.A 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 Mr. Epple for His Absence from the March 3 Board Meeting. The vote for approval was 5-0-1 (Mr. Epple abstained).
- B. Accepted gifts with letters of thanks to the following:
- Miscellaneous tools  
   Donated by: Cerritos Dodge Chrysler Jeep  
                  18803 Studebaker Road  
                  Cerritos, CA 90703
  - 1995 Solectria Force Electric Vehicle with Panasonic NiMH batteries  
   Donated by: Anil Paryani  
                  19610 Jeffrey Circle  
                  Cerritos, CA 90703
  - Miscellaneous Steel; I-Beams  
   Donated by: Doug Banks  
                  8820 Aviation Blvd.  
                  Inglewood, CA 90301
- C. New Course Offerings, as attached.

- D. Perkins/VTEA Grant Honorarium for the 2010 Advisory Committee Members Recognition Breakfast, as attached.
- E. Institutional Membership – Association of California Community College Teacher Education Programs (ACCCTEP), as attached.
- F. Bid #0910-03, Fencing, as attached.
- G. Bid #0910-01, Tennis Court Renovation, as attached.
- H. Budget Extensions and Budget Transfers, as attached.
- I. Contracts:

Construction  
**AMENDMENT**

- 1. Southland Motor Car Dealers Association (SMCDA)  
Southland Cerritos Center for Transportation Technology  
Business Services  
*For use of College facilities and resources such as office and classroom usage, learning resources and assigned premises within the newly constructed building known as the Southland Cerritos Center for Transportation Technologies. This is an initial agreement which commences on April 1, 2010 and terminates on March 30, 2013. The District will receive \$12,000 annually in rent payments.*

- J. Resignation Accepted by the President/Superintendent, as follows:  
*Dean Ackland, Coordinator of Student Activities (Student Activities Office), effective June 30, 2010*
- K. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2009-2010 Academic Year, as attached.
- L. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

VII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for February 22 and March 1, 2010.
- B. It was moved by Dr. Edmiston and seconded by Mr. Epple to vote for the following individuals for the CCCT Board of Directors: Louise Jaffe, Nancy Chadwick, Cy Gulassa, Isabel Barreras, Donald L. Singer, and Dr. Bob Hughlett. The vote for approval was unanimous.
- C. It was moved by Dr. Edmiston and seconded by Mr. Arthur to approve Resolution No. 10-03 in the Matter of State Funding for Community Colleges and Any Additional Increases in Student Enrollment Fees. The vote for approval was unanimous.
- D. It was moved by Mr. Arthur and seconded by Dr. Cho to approve Resolution No. 10-04 Supporting the March for California's Future. The vote for approval was unanimous.

VIII. REPORTS

- A. Board of Trustees  
Dr. Liu indicated that the Spring Festival was a very fun event.

Mr. Arthur stated that he, Dr. Hughlett, Dr. Lacy, Mark Wallace and Mr. Grimaldo attended the ACCT National Legislative Summit on March 10-12. They had an opportunity to discuss items of concern to several legislators. He concluded by stating that the Mr. Cerritos event was very good.

Dr. Hughlett stated that he was delighted to see the SMCDA contract on the agenda and that he is pleased with the partnership. He indicated that he is sad to see Dean Ackland leaving the college but wished him the best in his retirement. He stated that the Academic Excellence Awards Ceremony was excellent. He also enjoyed the Chamber Representative Breakfast on March 5. He concluded by encouraging the Board to contribute to the Foundation to help fund important activities and programs.

**B. Faculty and Staff Leadership**

Ms. Moore stated that the Academic Excellence Awards Ceremony was a great event and thanked Mary Balmages and the Academic Affairs Committee for their efforts.

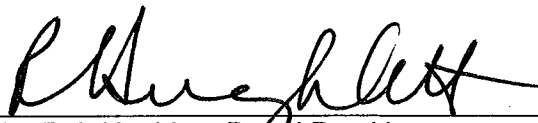
Ms. Laughon stated that the Chili Cook-Off was great and thanked Mr. Ackland for organizing a nice event.

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

Dr. Johnson stated that the Spring Festival was terrific and thanked the Public Affairs office for their additional leadership to coordinate the event. He thanked Mr. Ackland for the wonderful job he has done in many different roles on campus.

Dr. Lacy stated the ACCT National Legislative Summit went very well and added that Mr. Grimaldo had a great time meeting with legislators in Washington, DC. She added that he is very passionate about his mission of serving student veterans. She concluded by stating that her six-month anniversary at the college has just passed and while she has learned a lot while on campus, she looks forward to learning much more.

- |                           |  |
|---------------------------|--|
| IX. CLOSED SESSION        | The Board did not meet in closed session.  |
| X. RECONVENE              | There was no need to reconvene.  |
| XI. ADJOURNMENT           | The meeting was adjourned at 6:23 p.m.   |
| XII. NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 7, 2010 at 6:00 p.m. |

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

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

000087

HUMANITIES/SOCIAL SCIENCE

## PHIL 105

Philosophy of Art and Beauty

3.0 Units

Class hours: 3.0 lecture

Prerequisite: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher

Corequisite: None

Recommendation: None

This course will examine philosophical theories of aesthetics and philosophy of art by studying traditional and contemporary literary and other artistic expressions, while students are also engaged in understanding the fundamentals of philosophy.

## PHIL 108

Philosophy of the Americas

3.0 Units

Class hours: 3.0 lecture

Prerequisite: None

Corequisite: None

Recommendation: Satisfactory completion of the English Placement Process or ENGL 52 or equivalent with a grade of Pass or "C" or higher.

This course will address four general categories of philosophy scholarship (at an introductory level) relevant to the multicultural composition of the Cerritos College student population: African-American philosophy, Latin-American philosophy, Native-American philosophy, and American philosophy.

TECHNOLOGY

## EL 101

Principles of Engineering Technology

3.0 Units

Class hours: 2.0 lecture/3.0 lab

Prerequisite: None

Corequisite: None

Recommendation: None

This course introduces the student to principles of engineering technology by the use of activity-based learning, project-based learning, and problem-based learning. The student will learn about the design process, communication and documentation, engineering systems, statics and strength of materials properties of materials and materials testing, reliability, and kinematics.

## Automotive Collision Repair Verification of Completion

Provides students the opportunity to receive pay or career advancement prior to degree or full certificate completion.

**CERRITOS COLLEGE**

**TO:** Board of Trustees

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

**REVIEWED BY:** William Farmer, Jr., Vice President /Assistant Superintendent *WCF*

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

**DATE:** March 17, 2010

**SUBJECT:** **Consideration of Approval of Perkins/VTEA Grant Honorarium for the 2010 Advisory Committee Members Recognition Breakfast**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an honorarium to Kai Ryssdal in the amount of \$750.

**OVERVIEW**

Under the Carl D. Perkins Vocational and Technical Act of 2006, Perkins funds (VTEA) will be utilized to develop new occupational classes and programs in order to improve and promote vocational and technical educational programs, services, and activities.

**ANALYSIS**

The college hosts an annual breakfast to honor our vocational advisory committee members. This year's speaker will be Kai Ryssdal, Host, American Public Media's, Marketplace. Mr. Ryssdal's radio work has won first place awards from the Radio and Television News Directors Association and the national Public Radio News Directors Association.

**FINANCIAL IMPLICATIONS**

Perkins funds will be utilized for this expenditure. No district general funds will be used.

## 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:** March 17, 2010  
**SUBJECT:** **Consideration of Approval of Institutional Membership – Association of California Community College Teacher Education Programs (ACCCTEP)**

### RECOMMENDATION

It is recommended that the Board of Trustees add the Association of California Community College Teacher Education Programs (ACCCTEP) membership and conference list in support of the Teacher TRAC Program.

### OVERVIEW

The District would like to initiate a membership to ACCCTEP. The District maintains an approved listing of conference and memberships

### ANALYSIS

ACCCTEP promotes the establishment, advancement and sustainability of quality teacher education in California community colleges as an essential component of higher education.

### FINANCIAL IMPLICATIONS

The annual membership fee for two is \$100 plus \$50 for each additional person. ACCCTEP membership will be paid through our Teacher TRAC Contract Ed funds.

000090

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** March 17, 2010  
**SUBJECT:** **Consideration of Approval of Bid #0910-03, Fencing**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the bid #0910-03, Fencing to Hanan Construction Co., Inc. as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

**OVERVIEW**

The Purchasing Department advertised the project on January 8 and January 15, 2010. The bid due date was on February 24, 2010.

The work will include: installation of new fence-mounted plywood backboards at tennis courts; clean and paint existing backboards and courts fencing posts; installation of new vinyl-coated chain link fabric and all associated supports and hardware; installation of new fence-mounted signs at existing locations; installation of new full-height widescreens throughout except location surrounding walkway; installation of bi-parting cantilever sliding gate at 22' opening; installation of new single and double swing gates; demolition and removal of existing drinking fountain and irrigation valves at locations shown on plans; cap lines; installation of new Kincaid Field signage; structure and concrete footings per plans; demolition and removal of existing chain link fencing and footing; installation of new galvanized chain link fencing and concrete footings per plans; installation of new single and double swing gates; installation of new galvanized single-leaf cantilever sliding gate at the northwest corner.

**ANALYSIS**

On February 24, 2010, ten 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 \$193,000.00. Funding for this project will come from the GO Bond.

000091

**Bid Recap #0910-03, Fencing**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
Hanan Construction Co., Inc.	\$ 168,000.00	\$ 25,000.00	\$ 193,000.00
Crown Fence	\$ 173,700.00	\$ 25,000.00	\$ 198,700.00
DASH Construction Company, Inc.	\$ 18,000.00	\$ 25,000.00	\$ 205,000.00
LSC Construction	\$ 189,287.00	\$ 25,000.00	\$ 214,287.00
Pub Construction	\$ 195,942.00	\$ 25,000.00	\$ 220,942.00
Wolverine Fence Company	\$ 318,560.00	\$ 25,000.00	\$ 343,560.00
Landshapes	\$ 365,000.00	\$ 25,000.00	\$ 385,000.00
Econo Fence	\$ 370,891.00	\$ 25,000.00	\$ 395,891.00
Alcorn Fence Company	\$ 427,327.00	\$ 25,000.00	\$ 452,327.00
Harris Steel Fence Co., Inc.	\$ 509,000.00	\$ 25,000.00	\$ 534,000.00

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** March 17, 2010  
**SUBJECT:** **Consideration of Approval of Bid #0910-01, Tennis Court Renovation**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the bid #0910-01, Tennis Court Renovation to LSC 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 January 8 and January 15, 2010. The bid due date was on February 24, 2010.

The work will include: demolition and removal of existing chain link fence and plywood backboard system; removal of net post footings and installation of new net posts with sleeve in concrete foundation; preparation and patching of court surface and expansion joints; installation of new 2-color acrylic coating system over existing; installation of new tennis court play nets; removal of existing tennis court equipment, existing benches and attachments; court surface installation including game lines.

**ANALYSIS**

On February 24, 2010, six 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 \$182,805.00. Funding for this project will come from the GO Bond.

000093

**Bid Recap #0910-01, Tennis Court Renovation**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
LSC Construction	\$ 142,805.00	\$ 40,000.00	\$ 182,805.00
Trueline	\$ 158,720.00	\$ 40,000.00	\$ 198,720.00
California Surfacing	\$ 167,750.00	\$ 40,000.00	\$ 207,750.00
Malibu Pacific Tennis Courts	\$ 180,000.00	\$ 40,000.00	\$ 220,000.00
Y&M Construction	\$ 260,222.00	\$ 40,000.00	\$ 300,222.00
Pub Construction	\$ 546,129.00	\$ 40,000.00	\$ 586,129.00

**Bid Recap #0910-01, Tennis Court Renovation**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
LSC Construction	\$ 142,805.00	\$ 40,000.00	\$ 182,805.00
Trueline	\$ 158,720.00	\$ 40,000.00	\$ 198,720.00
California Surfacing	\$ 167,750.00	\$ 40,000.00	\$ 207,750.00
Malibu Pacific Tennis Courts	\$ 180,000.00	\$ 40,000.00	\$ 220,000.00
Y&M Construction	\$ 260,222.00	\$ 40,000.00	\$ 300,222.00
Pub Construction	\$ 546,129.00	\$ 40,000.00	\$ 586,129.00

## BUDGET TRANSFERS FOR MARCH 17, 2010

### 01.0 FUND-GENERAL FUND-UNRESTRICTED

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(2,177)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(2,177)</b>

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	2,177
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>2,177</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**  
Public Affairs

000095

# BUDGET TRANSFERS FOR MARCH 17, 2010

## 01.3 FUND-GENERAL FUND-RESTRICTED

### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(31,174)
CAPITAL OUTLAY	\$	(9,000)
OTHER OUTGO	\$	

<b>TOTAL</b>	<b>\$</b>	<b>(40,174)</b>
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### TO

ACADEMIC SALARIES	\$	632
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	192
SUPPLIES AND MATERIALS	\$	39,350
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

<b>TOTAL</b>	<b>\$</b>	<b>40,174</b>
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**Transfers:** Between object codes

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

**Number of Transfer Requests:** One (1)

**Divisions/Departments/Programs:**

CTE/Equipment 4 Allied Health

## BUDGET TRANSFERS FOR MARCH 17, 2010

### 42.0 FUND-REVENUE BOND CONSTRUCTION FUND

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(180,325)

#### **TOTAL**

\$	<b>(180,325)</b>
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#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	180,325
CAPITAL OUTLAY	\$	

#### **TOTAL**

\$	<b>180,325</b>
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**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Classroom/Lab/Office Complex # 1 3; Central Plant/Infrastructure Project 3; Parking Lot Renovation 3;  
Fire Alarm Upgrade 3

## APPROPRIATION TRANSFER ANALYSIS FOR MARCH 17, 2010

### Revenue

00000.0-00000-75720-8140-0000000 (01.3 Fund) \$ 28,040

Fed-Temporary Assitance for Needy Families (TANF)

To allocate income for salaries and associated fringe benefits; supplies;  
travel and conference; repair and maintenance

00000.0-00000-79000-8623-0000000 (01.3 Fund) 1

State-Disabled Student Programs and Services (DSPS)

To transfer \$1 to participate with the State Categorical Flexibility Provisions

00000.0-00000-74500-8629-0000000 (01.3 Fund) 8,208

State-Faculty & Staff Diversity (Equal Employment Opportunity)

To establish 2009-10 allocation for Faculty & Staff Diversity

Total of Revenue Budgets: 36,249

00000.0-00003-74500-8629-0000000 (01.3 Fund) 82,570

State-Faculty & Staff Diversity (Equal Employment Opportunity)

To establish 2008-09 carry over for Faculty & Staff Diversity

Total of adjusted Revenue Budgets: \$ 82,570

**FACULTY HOURLY - ACADEMIC AFFAIRS**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Aguayo	Robert	Project Hope	B2	51.71
Vega	Maria	Project Hope	B1	48.83
Villalpando	Celia	Project Hope	A1	48.83

**FACULTY HOURLY - HEALTH OCCUPATIONS**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Romero	Laura	Nursing	A1	48.83

**FACULTY HOURLY - LIBERAL ARTS**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Griffith	Adam	English	A1	48.83

**FACULTY HOURLY - TECHNOLOGY**

**New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Foral	Jason	Welding	A1	48.83

**FACULTY HOURLY - STUDENT SERVICES**

**Reemployed**

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Toumajian	Mary Kay	Teacher Trac	B2	51.71

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

VI.L

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

Sanchez, Cristina	Aide-General (Laborer)	\$8.00/hr	1/11/10
Shamariah, Derosas	"	"	"
Costillo, Jonathan	Aide-Special (Special Ed.)	\$8.00/hr	01/25/10
Heath, Eward	Aide-Special (Tutor)	\$8.00/hr	01/11/10
Chacon-Acosta, David	Instructional Aide I	\$9.56/hr	02/08/10
Chagolla, Amanda	"	"	02/15/10
Miranda, Rousana	"	"	01/11/10
Ponce, Geraldine	Program Assistant I	\$9.99/hr	02/25/10
Flores, Guillermo	Instructional Aide II	\$12.81/hr	02/15/10
Villarreal, Christian	"	"	01/01/10
Burns, Bryson	Recreational Activity Specialist	\$13.65/hr	01/25/10
Bleak, Paul	Community Education Specialist	\$29.15/hr	01/25/10

Presented to the Board of Trustees 3/17/10

**RESOLUTION NO. 10-03  
RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
CERRITOS COMMUNITY COLLEGE DISTRICT  
IN THE MATTER OF STATE FUNDING FOR COMMUNITY  
COLLEGES AND ANY ADDITIONAL INCREASES IN STUDENT ENROLLMENT FEES**

**WHEREAS**, California Community Colleges continue to experience ever growing demand for educational programs and services; and

**WHEREAS**, during the 2009-10 budget year, the State of California reduced by hundreds of millions of dollars the funds the State allocates for the operation of community colleges; and

**WHEREAS**, the California Community Colleges are the only segment of the State's higher education system for which revenue generated by student tuition and fees is not retained and controlled by the institutions whose students pay the tuition and fees; and

**WHEREAS**, all California Community College enrollment fees currently are transferred to the State General Fund to offset base revenue apportionment to the college districts; and

**WHEREAS**, Cerritos College has seen its revenue reduced by over \$8.8 million, including a \$2.8 million "workload" adjustment in instructional apportionment revenue; and

**WHEREAS**, the revenue impact has been exacerbated by the State's deferrals of payment to the local districts; and

**WHEREAS**, Cerritos College has been forced to freeze full-time positions for faculty and classified staff and eliminate numerous adult hourly positions, which negatively affects programs and services; and

**WHEREAS**, Cerritos College has been forced to cut class sections by 18 percent at a time when enrollment demand is at its highest level due to unemployment and other economic factors; and

**WHEREAS**, Cerritos College plays a vital role in the economy and welfare of the region; and

**WHEREAS**, the California Community Colleges know best how to use effectively the revenue generated by student enrollment fees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Cerritos College Board of Trustees, its President, and its staff will work with interested parties in the community and in the State to advocate for a balanced approach to resolve State budgetary problems that affect the delivery of high-quality education in our District; and

**BE IT FURTHER RESOLVED**, that the Governing Board will work with interested parties to advocate for a fair and sensible policy on student enrollment fees; and

**BE IT FURTHER RESOLVED**, that the Governing Board will advocate for local retention and control of all revenue generated by any increase in student enrollment fees and that new revenue from any increase in student enrollment fees will not offset base apportionment revenue.

**ADOPTED, SIGNED, AND APPROVED** by the Board of Trustees of the Cerritos Community College District this 17<sup>th</sup> day of March, 2010.

AYES: 6

NOES: 0

ABSENT: 1

Signed:   
President, Board of Trustees

Attest:   
Secretary to Board of Trustees

**RESOLUTION NO. 10-04  
RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
CERRITOS COMMUNITY COLLEGE DISTRICT  
SUPPORTING THE MARCH FOR CALIFORNIA'S FUTURE**

**WHEREAS**, over \$20 billion has been slashed from the California state budget over the past two budget years, and the governor has proposed still more cuts in 2010-11; and

**WHEREAS**, cuts in public education, public health services, public safety programs, and public infrastructure result in a deterioration of the vital services that the people of California need and deserve; and

**WHEREAS**, while these valued programs and services were being cut, the governor and Legislature passed tax cuts and created loopholes for corporations and the richest residents of the state; and

**WHEREAS**, the California Federation of Teachers will be leading a "March for California's Future" from Bakersfield to Sacramento starting March 5 for six weeks in order to focus public attention on the severity of the state budget crisis as well as to viable alternatives to a cuts-only approach; and

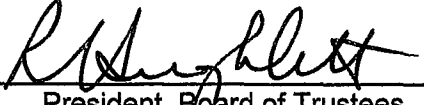
**WHEREAS**, the march will promote three themes: restore the promise of public education; a government and economy that works for all Californians; and fair budget and progressive tax policies to fund California's future.

**NOW, THEREFORE, BE IT RESOLVED**, that the Cerritos College Board of Trustees, its President, and its staff supports the March for California's Future; and

**BE IT FURTHER RESOLVED**, that the Cerritos College Board of Trustees, its President, and its staff will work with allies to advocate for the three themes of the march.

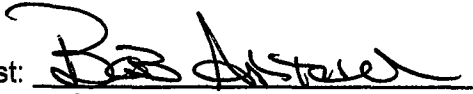
**ADOPTED, SIGNED, AND APPROVED** by the Board of Trustees of the Cerritos Community College District this 17<sup>th</sup> day of March, 2010.

AYES:           **6**

Signed:   
President, Board of Trustees

NOES:           **0**

ABSENT:       **1**

Attest:   
Secretary to Board of Trustees

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**APRIL 7, 2010**

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, 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, Vice President of Student Services, Vice President of Business Services, Faculty Senate President and a CSEA Representative.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Louis Ong, Cerritos College student and ASCC Senator.
- III. APPROVAL OF MINUTES A. It was moved by Mr. Arthur and seconded by Mr. Epple to approve the minutes of the regular meeting of March 17, 2010. The vote for approval was 6-0-1; Mr. Jackson abstained (student advisory vote: abstention).
- IV. PUBLIC HEARING A. Dr. Hughlett opened the public hearing for Presentation of Initial Proposal for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2010 - June 30, 2013 Submitted by California School Employees Association (CSEA) and its Cerritos College Chapter #161 for Official Receipt and Public Hearing, as attached. It was moved by Mr. Arthur to close the public hearing. The vote for approval was unanimous.
- V. INSTITUTIONAL PRESENTATIONS A. Dr. Linda Palumbo, English Professor introduced Alnas Zia and Nicole Routt. These students were winners of the Women's History Month Essay Contest. On behalf of the Board, Dr. Hughlett congratulated the students.  
Women's History Month Essay Winners  
Budget Update B. Mr. El Fattal had no report.
- VI. PUBLIC PRESENTATIONS There were no public presentations.
- VII. CONSENT AGENDA It was moved by Mr. Arthur and seconded by Mr. Epple to approve the consent agenda. Mr. Grimaldo requested that Item VII.A be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):  
A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to Provide Compensation to Mr. Grimaldo for His Absence from the March 17 Board Meeting. The vote for approval was unanimous (student advisory vote: abstention).  
B. Amend Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.  
C. Textbook Adoptions for Summer 2010, as attached.  
D. Bid #0910-02, Swimming Pool Demolition/Site Improvement, as attached.

E. Budget Extensions and Budget Transfers, as attached.

F. Contracts:

Classes

**AMENDMENT**

1. Independent Roofing Contractors of California (IRCC)  
Roofing Courses

**CITE**

*To extend the agreement with the Independent Roofing Contractors of California (IRCC). For period December 11, 2009 through December 10, 2010. The District will receive \$1,000.00 for each 32 hour course offered under this agreement. No cost to the District.*

Construction

**AMENDMENT**

2. Bayley Construction  
Facilities & Purchasing Complex  
Facilities

*On October 21, 2009 the Board of Trustees awarded a contract to Bayley Construction for the Facilities & Purchasing Complex. Bayley Construction notified the District that subcontractors listed in the bid document were unable to fulfill their contract obligation. Below is the name of the original subcontractors and the new subcontractors who will replace them.*

<u>Subcontractor</u>	<u>Type of Work</u>	<u>Replace With</u>
Door 1 Systems, Inc.	Overhead Colling Doors	South Coast Industrial Door
Simmons Sheet Metal Fabricators	Formed Metal Wall Panels and Sheet Metal	Tinco Sheet Metal Contractors
Alonso Painting	Painting	Bruin Painting Corporation

*There is no additional cost to the contract for the substitution of the subcontractors.*

3. Hanan Construction Co., Inc.  
North/South Fire Lane  
Facilities

*On January 20, 2010 the Board of Trustees awarded a contract to Hanan Construction Co., Inc. for the North/South Fire Lane. Hanan Construction Co., Inc. notified the District that a subcontractor listed in the bid document is unable to fulfill their contract obligation. Below is the name of the original subcontractor and the new subcontractor who will replace them.*

<u>Subcontractor</u>	<u>Type of Work</u>	<u>Replace With</u>
A Fence Company, Inc.	Fencing	Hanan Construction Co., Inc.

*There is no additional cost to the contract for the substitution of the subcontractor.*

Services

**AMENDMENT**

4. Associated Builders & Contractors (ABC)  
Apprenticeship Program

**CITE**

*To extend the agreement dated July 1, 2008 with the Associated Builders & Contractors (ABC) to continue to provide related and supplemental instruction for the Electrical Unilateral Apprenticeship Program (EUAC). For period July 1, 2010 through June 31, 2012. The revenue generated from apprenticeship funds is received by the College and shared as follows: Cerritos College 20% and ABC 80%.*

- 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.
- I. Work Calendar for the 2010-2011 Fiscal Year, as attached.

VIII. ADMINISTRATIVE MATTERS

- A. As information, the Board book contained College Coordinating Committee Minutes for March 8, 2010.

IX. REPORTS

A. Board of Trustees

Mr. Arthur stated that he attended the Norwalk City Council meeting on April 6 where Mayor Gordon Stefenhagen presented a video overview of Cerritos College's participation in the City of Norwalk's Food Drive for the Social Services Department's Food Pantry. He stated that the college's Court Reporting and Accounting programs raised over \$35,000 in food items. He indicated that he visited the new Automotive Partners building and added that he is looking forward to the ribbon-cutting ceremony. He concluded by stating that with all of the construction taking place on campus, now may be a good time to consider leasing space for a cell tower on campus.

Mr. Jackson suggested that the college disseminate information regarding construction projects on campus. He added that recent statements in *Talon Marks* imply that many students don't understand that G.O. bond construction funds are separate from the college's regular budget.

B. Faculty and Staff Leadership

Ms. Moore stated that the Faculty Senate has been engaging in productive conversations regarding student success and different strategies to support students.

C. President/Superintendent and Vice Presidents

Mr. El Fattal stated that independent auditors will be on campus during the week of April 12 as part of the pre-audit. He thanked Lee Krichmar, Director of Information Technology for all of her work and congratulated her on receiving the 2010 Chief Information Systems Officers Association (CISOA) Board Award for Campus Technology Innovator of Distinction.

Mr. Farmer stated that he felt the Accreditation follow-up visit on April 5 went well and added that the official report should be made available in June. He thanked John Gallant and the President's Office staff for coordinating the visit. Mr. Farmer indicated that he and Steve Berklite recently attended a Workforce Investment Board (WIB) meeting to discuss investing in the college's automotive program. He concluded by congratulating Cerritos College student Matthew de Casas, who received the Intercollegiate Academic Clinical Coordinators Council scholarship for the physical therapist assistant program.

Dr. Johnson acknowledged Dr. Chris Myers and the Educational Master Plan Task Force members for their hard work. He stated

that the task force had a very positive meeting with the accreditation team. He indicated that the Student Activities office is very busy this time of year with elections, the ASCC banquet and other activities. He concluded by stating that he attended the Artesia High School Challenge Day where students from the Renaissance program had an opportunity to discuss social problems for students.

Dr. Lacy stated that federal Pell grants will be increased over the next ten years with increased allocation for Hispanic serving institutions. She congratulated the women's swimming team for winning their first South Coast championship this year. She thanked Mr. Farmer for his hard work on the accreditation progress report. Dr. Lacy stated that a presentation regarding the G.O. bond has been scheduled for May 19. She added that a budget update will be given to the Board after the May Revise. Dr. Lacy congratulated Dr. Liu on receiving a programming award from Microsoft. Dr. Lacy stated that an executive summary of the Educational Master Plan is being prepared and added that a revised mission statement is nearly complete. She concluded by stating that she was a keynote speaker for Waite Middle School on April 1. She gave a presentation to 1,000 students and thanked Cheryl Thury, Toni Grijalva, Katie Mishler, Suzanne Grijalva, Diana Echeverria and Amna Jara for all of their work on organizing a successful presentation.

- |       |                      |   |
|-------|----------------------|---|
| X.    | CLOSED SESSION       | The Board adjourned to closed session at 6:29 p.m.  |
| XI.   | RECONVENE            | The Board reconvened at 7:05 p.m.   |
| XII.  | ADJOURNMENT          | The meeting was adjourned at 7:05 p.m.  |
| XIII. | NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 21, 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 *M*  
**REVIEWED BY:** Victor Collins, Interim Director of Human Resources *VC*  
**PREPARED BY:** Adriana Flores-Church, Assistant Director of Human Resources *Adriana*  
**DATE:** April 7, 2010  
**SUBJECT:** **Presentation of Initial Proposal for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2010-June 30, 2013 Submitted by California School Employees Association (CSEA) and its Cerritos College Chapter #161 for Official Receipt and Public Hearing**

### RECOMMENDATION

It is recommended that:

1. The attached initial proposal from CSEA Chapter #161 for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2010-June 30, 2013 be acknowledged for official receipt by the District and presented for public hearing pursuant to the provision of State Government code Section 3547.
2. The President of the Board of Trustees open the hearing for public comment, and after any comments from the public, the President of the Board of Trustees shall close the public hearing.

### OVERVIEW

CSEA, Chapter #161 has submitted an initial proposal to the District for negotiation of the provisions of the CSEA-District Collective Bargaining Agreement. The current agreement expires on June 30, 2010.

### ANALYSIS

Attached is the initial proposal submitted by CSEA, Chapter #161 for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2010-June 30, 2013 pursuant to the provisions of 2.4.1 and 28 of the CSEA-District Collective Bargaining Agreement.

### FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.

Attachment



# CSEA Chapter 161

## Memorandum

RECEIVED  
HUMAN RESOURCES  
CERRITOS COLLEGE

2010 MAR 25 P 3: 07

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**TO:** Victor Collins, Interim Director of Human Resources

**FROM:** Lynn Laughon, President CSEA Chapter #161

**DATE:** 3/25/10

**SUBJECT:** CSEA Chapter #161's Initial Proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the Cerritos Community College District for the period beginning July 1, 2010, and ending June 30, 2013.

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The following represents CSEA Chapter #161's initial proposal of the Collective Bargaining Agreement between CSEA Chapter #161 and the District, as per Article 2, for the period beginning July 1, 2010, and ending June 30, 2013. Chapter #161 proposes to update all dates and timelines pertinent to this contract and the following:

### **ARTICLE 2: GENERAL PROVISIONS**

2.4.1 For fiscal years 2011-2012 and 2012-2013, the District and CSEA agree to renegotiate the following: Article 5: Compensation; Article 6: Health and Welfare Benefits; and one article or topic enumerated in the scope of representation pursuant to Government Code Section 3543.2 selected by CSEA; and one article or topic enumerated in the scope of representation pursuant to Government Code Section 3543.2 selected by the District. Such negotiations shall commence between March 1, 2011 and April 30, 2011 and March 1, 2012 and April 30, 2012, respectively for the ensuing fiscal years of this agreement. If neither CSEA nor the District initiates renegotiations in accordance with the above requirements, such articles along with all other articles of the bargaining agreement shall remain in full force and effect and are not subject to further modification for the subsequent fiscal year period of the agreement. If either CSEA or the District submits a renegotiation proposal within the above specified timelines, such proposal shall be presented at a public meeting of the Board of Trustees for fulfillment of the public notice requirement pursuant to the provisions of State Government Code Section 3547, and the other party shall present its renegotiation proposal for fulfillment of this requirement at a public meeting of the Board of Trustees within 45 calendar days thereafter, except in the event of extenuating circumstances or the unavailability of a Board of Trustees meeting within such timeframe. Negotiations shall commence under this section within 30 calendar days following the fulfillment of the public notice requirements as specified above.

000108

## **ARTICLE 6: HEALTH AND WELFARE BENEFITS**

CSEA, Chapter #161 proposes that the District pick up all increased cost of health and welfare benefits under Article 6.

CSEA, Chapter #161 proposes the District increase the amount paid to retirees for health benefits.

## **ARTICLE 7: HOURS OF EMPLOYMENT**

7.1 CSEA, Chapter #161 proposes changes to the language affecting shift change notice.

7.7 CSEA, Chapter #161 proposes increasing the amount of compensatory time that may be earned by an employee.

7.16.9 CSEA, Chapter #161 proposes increasing the amount of vacation buy back.

CSEA, Chapter #161 proposes a new alternate work schedule for the summer which may be placed in article seven where appropriate.

## 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:** Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*  
**DATE:** April 7, 2010  
**SUBJECT:** **Consideration of Approval to Amend the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Anthony Atherton, Francesca Bello, James Barnes, John Bender, Jeff Bradbury, Leonard Glick, Bruce Johnson, Mike Jones, Lance Kayser, Steve Lacey, Ilva Mariani, Brian Miller, Rupert Pacheco, Dave Perkins, Martha Robles, Carlos Sanchez, Sally Sestini, Carl Stammerjohn, Mark Tait, Robert Thornbury, Frank Vega, Linda Waldman. The grant was Board approved August 19, 2009.

### OVERVIEW

Cerritos College has received funding in the amount of \$186,180 to continue development and refinement of the career technical education teacher pathway program.

### ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities and provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty within the designated industry sectors. Part of the grant objectives are to provide professional development opportunities for Cerritos College and high school faculty/instructors in an effort to enhance partnerships and analyze and review pedagogical approaches based upon teaching practices that have proven successful in academic disciplines.

As stipulated and funded by the Grant, the following new tasks and activities will be carried out by the faculty listed below:

#### **Francesca Bello**

- Review and process high school students participating in the Early Start Program during Spring 2010
- Assist in matriculating high school students to Cerritos College

#### **Martha Robles and Jeff Bradbury**

- Plan, develop and lead professional development session for Cerritos College and Southeast Regional Occupational Program (SEROP) instructors in a topic related to industrial technology and teaching strategies.
- Create materials (documents, presentation, worksheets, etc.) to provide faculty/instructors participating in professional development session.

**Ilva Mariani, Sally Sestini, Lance Kayser, and Linda Waldman**

- Participate in Faculty Inquiry Groups (FIG) with high school instructors to undertake the mutual examination of student learning and teaching practices.
- Participate in discussions to contextualize curriculum.
- Participate in discussions to develop teaching implications from reviewing student sample work.

**Anthony Atherton, James Barnes, John Bender, Leonard Glick, Bruce Johnson, Mike Jones, Steve Lacey, Brian Miller, Rupert Pacheco, Dave Perkins, Carlos Sanchez, Carl Stammerjohn, Mark Tait, Robert Thornbury, and Frank Vega**

- Mentor teaching interns during the length of a semester in the areas of teaching strategies and methodologies.
- Meet with students to discuss classroom observations and hands-on experience.
- Assist in monitoring student progress and ensuring student accountability by completing and/or approving proper documentation through log and feedback forms.

**FINANCIAL IMPLICATIONS**

It is recommended to approve stipends to the following faculty:

Anthony Atherton: \$100  
James Barnes: \$200  
Francesca Bello: \$650  
John Bender: \$200  
Jeff Bradbury: \$300  
Leonard Glick: \$200  
Bruce Johnson: \$200  
Mike Jones: \$200  
Lance Kayser: \$200  
Steve Lacey: \$100  
Ilva Mariani: \$750  
Brian Miller: \$100  
Rupert Pacheco: \$400  
Dave Perkins: \$200  
Martha Robles: \$200  
Carlos Sanchez: \$150  
Sally Sestini: \$750  
Carl Stammerjohn: \$200  
Mark Tait: \$400  
Robert Thornbury: \$100  
Frank Vega: \$200  
Linda Waldman: \$200

All funds will be provided through the CTE Teacher Preparation Pipeline Grant. No costs will be borne by the Cerritos College District.

**CERRITOS COLLEGE  
TEXT ADOPTION REQUESTS FOR Summer 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>
Philosophy of Cultural Diversity: Challenge and Change	Philosophy 104	Making Sense of Human Rights	\$31.95	Wiley-Blackwell	2 <sup>nd</sup>	N	New
Philosophy of Cultural Diversity: Challenge and Change	Philosophy 104	The Story of Stuff	\$26.00	Free Press	1 <sup>st</sup>	N	New
Introduction to Philosophy	Philosophy 100	The Big Question: A Short Introduction to Philosophy	\$95.00	Wadsworth	8 <sup>th</sup>	N	New
ASP.NET Programming	CIS 285A	ASP.NET Programming With C# & SQL Server	\$98.00	Course Technology	1 <sup>st</sup>	N	New
Web Page Development	CIS 160	Learning Web Design with CS4	\$64.00	Prentice Hall	1 <sup>st</sup>	N	New
Introduction to Programming Logic	CIS-103	Programming Logic and Design – Introductory	\$88.99	Course Technology Cengage Learning	6 <sup>th</sup>	N	New
Web Page Development	CIS 160	Flash CS4 Professional on Demand	\$30.00	QUE	1 <sup>st</sup>	N	New
Wide Area Networks	CIS 70G	Accessing the WAN, CCNA Exploration Companion Guide	\$73.25	Pearson Education & Cisco Press	1 <sup>st</sup>	N	New

\*: N = New R = Replacement

Presented to the Board of Trustees on **April 7, 2010**  
Prices quoted are prices in effect on above date.

000112

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** April 7, 2010  
**SUBJECT:** Consideration of Approval of Bid #0910-02, Swimming Pool Demolition/Site Improvement

### RECOMMENDATION

It is recommended that the Board of Trustees approve to award the bid #0910-02, Swimming Pool Demolition/Site Improvement to MG Enterprises 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 December 15 and December 22, 2009. The bid due date was on February 23, 2010.

The work will include: demolition and removal of existing pools, pool area equipment and hardscape; demolition and removal of existing Pool Equipment Building; removal of existing pool area and soccer field landscaping and irrigation systems and re-grading same areas; infill at removed pools; construction of new equipment yard including concrete slab, masonry walls and metal gates adjacent to east side of Weight Training Building; new electrical equipment and power feed to Weight Training Building; modifications to existing Weight Training Building power supply/distribution and fire alarm system; construction of new site area lighting, hardscape, landscape and irrigation systems; new power to existing parking lot lighting; revisions to power and data routing from underground bunkers UB-9 to UB-8 and Weight Training Building.

### ANALYSIS

On February 23, 2010, fifteen 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 \$822,400.00. Funding for this project will come from the GO Bond.

**Bid Recap #0910-02, Swimming Pool Demolition/Site Improvement**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
MG Enterprises	\$ 747,400.00	\$ 75,000.00	\$ 822,400.00
Hanan Construction Co., Inc.	\$ 863,000.00	\$ 75,000.00	\$ 938,000.00
SBS Corporation	\$ 889,195.00	\$ 75,000.00	\$ 964,195.00
Weeger Bros., Inc.	\$ 899,160.00	\$ 75,000.00	\$ 974,160.00
CS Legacy Construction, Inc.	\$ 907,012.00	\$ 75,000.00	\$ 982,012.00
Angeles Contractor, Inc.	\$ 931,000.00	\$ 75,000.00	\$ 1,006,000.00
DELMAC Construction & Development	\$ 981,000.00	\$ 75,000.00	\$ 1,056,000.00
New Creation Engineering & Builders Inc.	\$ 1,010,000.00	\$ 75,000.00	\$ 1,085,000.00
Nile Advanced Construction	\$ 1,058,000.00	\$ 75,000.00	\$ 1,133,000.00
Earl Corp.	\$ 1,142,241.00	\$ 75,000.00	\$ 1,217,241.00
H.A. Lewis, Inc.	\$ 1,143,000.00	\$ 75,000.00	\$ 1,218,000.00
Universal Concrete Cutting	\$ 1,147,000.00	\$ 75,000.00	\$ 1,222,000.00
DLE Construction	\$ 1,190,000.00	\$ 75,000.00	\$ 1,265,000.00
L.A. Builders, Inc.	\$ 1,197,000.00	\$ 75,000.00	\$ 1,272,000.00
Minco	\$ 1,302,000.00	\$ 75,000.00	\$ 1,377,000.00

## BUDGET TRANSFERS FOR APRIL 7, 2010

### 01.0 FUND-GENERAL FUND-UNRESTRICTED

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	1,485
CONTINGENCY	\$	
		1,485

#### **TOTAL**

Interfund Transfers Out

	\$	<b>1,485</b>
		<b>1,485</b>

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	1,212
OTHER CONTRACT EXPENSES AND SERVICES	\$	273
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
		1,485

#### **TOTAL**

	\$	<b>1,485</b>
		<b>1,485</b>

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**Transfers:** Between object codes

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

**Number of Transfer Requests:** Three ( 3 )

**Divisions/Departments/Programs:**

Fine Arts & Community; Humanities & Social Science; Science, Engineering, and Math

# BUDGET TRANSFERS FOR APRIL 7, 2010

## 01.3 FUND-GENERAL FUND-RESTRICTED

### FROM

ACADEMIC SALARIES	\$	(56,000)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(105,221)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	(20,768)

### **TOTAL**

\$	<b>(181,989)</b>
----	------------------

### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	42,337
EMPLOYEE BENEFITS	\$	35,317
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	26,905
CAPITAL OUTLAY	\$	77,430
INTERFUND TRANSFERS OUT	\$	

### **TOTAL**

\$	<b>181,989</b>
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**Transfers:** Between object codes

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

**Number of Transfer Requests:** Twelve (12)

**Divisions/Departments/Programs:**

VTEA Title 1-C; Family Literacy-WIA; HOPE; EOPS

## APPROPRIATION TRANSFER ANALYSIS FOR APRIL 7, 2010

Revenue

00000.0-00000-73760-8820-0000000 (39.0 Fund) \$ 34,557

Local-Cerritos Foundation, CCC Foundation workplace Success for Immigrants  
Cerritos College Foundation grant thru CCC Foundation for Workplace  
Success for Immigrants

00000.0-00007-70500-8800-0000000 (39.0 Fund) (2,005)

Local-Microsoft Grant  
To adjust carry over funds of Microsoft Grant.

00000.0-00007-74400-8800-0000000 (39.0 Fund) (7,266)

Local-Real Estate Exams  
To adjust carry over funds of Real Estate Exams

00000.0-00007-75700-8800-0000000 (39.0 Fund) (35,143)

Local-GAIN-Assessment Center  
To adjust carry over funds of GAIN-Assessment Center

00000.0-00000-03310-8699-6440000 (69.0 Fund) 56,372

State-Student Health Service  
To allocate income for salaries and associated fringe benefits; supplies;  
insurance; contracted services

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Total Revenue Budget \$ 46,515

000117

## APPROPRIATION TRANSFER ANALYSIS FOR APRIL 7, 2010

### Expenditure Budget

00000.0-00007-70500-4591-6190000 (39.0 Fund)	\$	(1,974)
To adjust carry over funds of Microsoft Grant		
00000.0-00000-73500-various-6420000 (39.0 Fund)		7,785
To se up 08-09 carry over of El Camino Media Services Production		
00000.0-00007-74400-4591-6010000 (39.0 Fund)		(2,289)
To adjust carry over funds of Real Estate Exams		
00000.0-00000-75700-various-6340000 (39.0 Fund)		<u>(14,475)</u>
To adjust carry over funds of GAIN-Assessment Center		
Total Expenditure Budget	\$	<u><u>(10,953)</u></u>

000118

**FACULTY HOURLY - BUSINESS EDUCATION****New Hires**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Dabbs	Erin	Paralegal	A1	48.83
Pollinger	Barbara	Paralegal	A1	48.83
Trammell	Cynthia	Paralegal	A1	48.83
Unrath	Elizabeth	Paralegal	A1	48.83

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Dipietro-Fife		Dental Hygiene	A1	48.83

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

<b>Name</b>		<b>Assignment</b>	<b>Salary Placement</b>	<b>Rate</b>
Frausto	Marco	Pre-Apprenticeship	A3	54.60
Greenhagen	Charles	Pre-Apprenticeship	B5	60.33

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

Anderson, Omar	Traffic Control Officer	\$8.00/hr	3/01/10
Contreras, Jaime	"	"	"
Taylor, Michael	"	"	"
Lee, Claudia	Aide-Special (Special Ed.)	\$8.00/hr	01/11/10
Burgwin, Michael	Aide-Special (Tutor)	\$8.00/hr	02/25/10
Hidalgo, Melissa	"	"	"
Kim, Luke	"	"	02/01/10
Johns, Lance	Typist Clerk	\$8.64/hr	03/01/10
Hightower, Jane	Instructional Aide I	\$9.56/hr	03/15/10
Jaurequi, Gavin	"	"	03/01/10
Maloney, Travis	"	"	"
Perez, Vanessa	"	"	03/15/10
Preciado, Maritza	"	"	02/24/10
Richards, Olivia	"	"	01/25/10
Rivera, Evelin	"	"	02/15/10
Silkman, Candice	"	"	02/24/10
Stephens, Sylvanes	"	"	03/02/10
Tamayo, Joyleen	"	"	03/15/10
Molina, Nelson	Intermediate Clerk	\$9.56/hr	02/25/10
Munro, Laura	"	"	"
Ryan, Kelly	Program Assistant I	\$9.99/hr	02/01/10
Diaz, Sonia	Secretary Clerk	\$10.53/hr	02/25/10
Henderson, Sharon	Program Assistant II	\$11.34/hr	02/22/10
Kasten Jr., Sergio	Job Developer	\$11.88/hr	03/24/10
Luo, Wei-Chung	Instructional Aid II	\$12.81/hr	01/25/10
Montgomery, Christopher	Recreational Activity Specialist	\$13.65/hr	02/25/10
Palmer, Elaine	Special Populations Coordinator	\$16.41/hr	02/25/10
Maris, Edgar	Cont. Ed. Specialist (Recreation)	\$16.84/hr	01/24/10
Sanchez, Michelle	Community Education Specialist	\$29.15/hr	03/16/10
Hemsworth, Richard	Cont. Ed. Specialist (Business Tech.)	\$50.52/hr	03/03/10
Supple, Martin	Cont. Ed. Specialist (Technology)	\$50.52/hr	11/01/09

Presented to the Board of Trustees 4/07/10

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**WORK CALENDAR 2010-2011 FISCAL YEAR  
(July 1, 2010 - June 30, 2011)**

**JULY**

S	M	T	W	TH	F	S
				1	2	3
4		6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JANUARY**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17		19
20		22	23	24	25	26
27	28					

**SEPTEMBER**

S	M	T	W	TH	F	S
			1	2	3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MARCH**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**OCTOBER**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21		23
24	25	26	27	28	29	30

**NOVEMBER**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10		12	13
14	15	16	17	18	19	20
21	22	23	24			27
28	29	30				

**MAY**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29		31				

**DECEMBER**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22			25
26						

**JUNE**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- \* July 5 Independence Day (Observed)
- \* September 6 Labor Day
- \* November 11 Veterans Day
- \* November 25 Thanksgiving Day
- + November 26 Board Approved Holiday (Day After Thanksgiving)
- + December 23 Board Approved Holiday (In lieu of Admissions Day)
- \* December 24 Christmas Day
- + December 27 Board Approved Holiday
- + December 28 Board Approved Holiday
- + December 29 Board Approved Holiday
- + December 30 Board Approved Holiday
- \* December 31 New Year's Day
- \* January 17 Dr. M. L. King, Jr. Day
- \* February 18 Lincoln Day
- \* February 21 Washington Day
- + April 22 Board Approved Holiday (Friday - Week of Spring Break)
- \* May 30 Memorial Day

**\*Holidays by Education Code  
+Holidays Approved by Board**

**Approved by  
Board of Trustees:**

**XX/XX/XX**

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
APRIL 21, 2010

- I. CALL TO ORDER                    The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, Board President. Those present were Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Dr. Bob Hughlett, Mr. Tom Jackson, Dr. Shin Liu and Mr. Felipe Grimaldo, Student Trustee. Mr. Bob Arthur was not present. Others present were the Vice President of Academic Affairs, Vice President of Student Services, 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. APPROVAL OF MINUTES            A. It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the minutes of the regular meeting of April 7, 2010. The vote for approval was unanimous (student advisory vote: aye).
- IV. INSTITUTIONAL PRESENTATIONS    A. Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services (DSPS), gave a presentation on the legal mandates and services offered for DSPS students. She stated that 1,081 DSPS students were served in 2008-09, which was 2.8% of the student population. She also provided an overview of the reasonable accommodations provided for students. Francisco Arias, current DSPS student, stated that the program provides a network of support and he shared his positive experience with the program. Vykki Morgan, Court Reporting Professor shared her experiences as an instructor who has worked closely with DSPS students. Dr. Aborn concluded by introducing Mary D'Etorre, Communications Services Coordinator/Supervisor, Marcia Taylor, Student Services Assistant II, Judi Holmes, Faculty Member/Specialist and Mary Hunt, Faculty Member/Specialist. There was discussion among Board members and staff regarding the importance of outreach to attract students who are in need of specialized services.
- Classified Employee of the Month        B. Mr. Farmer presented Jackie Garner with the Outstanding Classified Employee Award for the month of March 2010.
- Budget Update                            C. Mr. El Fattal had no report.
- V. PUBLIC PRESENTATIONS            Elieth Koulzons, Editor-in-Chief, Ashley Aguirre, Multimedia Editor and Samantha Robinson, Opinion Editor of *Talon Marks* shared their experiences from the 2010 Journalism Association of Community Colleges state convention on April 10. Ms. Koulzons presented the Pacesetter Award that *Talon Marks* received at the convention. She noted that this is the first time that the college newspaper has received the award. The students thanked the Board and staff for not cancelling the class that produces the print version of the newspaper. She stated that students are working hard to create a high-quality publication.
- VI. CONSENT AGENDA                    It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the consent agenda and addendum. Mr. Epple requested that Items VI.D, VI.E and VI.F be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):

- A. Textbook Adoptions for Fall 2010, as attached.
- B. Amend Career Technical Education (CTE) Teacher Preparation Pipeline Faculty Stipends, as attached.
- C. Acceptance of Education Opportunity Grant for the Woodworking Manufacturing Technology Department, as attached.
- D. It was moved by Mr. Epple and seconded by Dr. Edmiston to approve Item D, E and F:

Consideration of Approval of General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending March 31, 2010

Payroll "A" Warrants	7,360	\$18,261,744.71
Other "B" Warrants	3,239	\$13,318,505.72

Mr. Epple expressed concern regarding items D, E and F because they did not include detailed information such as individual vendors and expense types. The Board agreed that it was important to review detailed information regarding quarterly purchase orders and contracts. Mr. Farmer stated that staff will retrieve this information for the Board's review. The vote for approval of items D, E, and F was unanimous.

- E. Consideration of Approval of Purchase Orders for the Quarter Ending March 31, 2010:

Purchase Orders	35052 to 36081	\$6,211,116.22
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- F. Consideration of Approval of New/Amended Contracts under \$25,000 for the Quarter Ending March 31, 2010:

New Contracts	\$33,596.10	C09-1048 to C09-1078
Amended Contracts	\$3,826.35	

- G. Budget Extensions and Budget Transfers, as attached.

- H. Contracts:

**Construction**  
**AMENDMENT**

- 1. EMAE International, Inc.  
Classroom/Lab/Office Building  
Facilities

*EMAE International, Inc. notified the District that subcontractors listed in the bid document were unable to fulfill their contract obligation. Below is the name of the original subcontractors and the new subcontractors who will replace them.*

<u>Subcontractor</u>	<u>Type of Work</u>
Henri Specialties	Toilet Partitions & Bathroom Accessories

*The substitution of the subcontractors will not affect the completion date of the project and there is no additional cost to the contract for the substitution of the subcontractors.*

- I. Employment of Full-Time, Hourly, and/or Substitute Faculty Employee(s):

*May, Russell, Instructor (Physical Education or Health/Head Men's Basketball Coach), @ E-10 (\$78,910/annual), 10-School Month Contract, effective August 16, 2010*

- J. 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 March 22, 2010.
- B. Dr. Hughlett opened discussion regarding the first reading of Board Policy 5530 – Student Rights and Grievances.

Mr. Epple requested clarification as to why the Board of Trustees has been removed as the final step in the appeal process for grade changes. Mr. Farmer replied that the Board of Trustees has been removed as the final step in the appeal process only when there is no recommended change to the grade in question. Mr. Epple asked what necessitated the change and staff indicated that they would present further clarification to the Board.

## VIII. REPORTS

- A. Board of Trustees  
Dr. Liu stated that she enjoyed attending the Cerritos College Chamber Mega Mixer.

Mr. Jackson stated that the Chamber Mega Mixer was excellent but noted that attendance seemed to be down this year. He stated that the reduced attendance could be a sign of difficult budget times. He concluded by stating that the women's softball team has been having a phenomenal season.

Dr. Edmiston stated that he found the LACSTA Green Technology meeting on April 12 very informative.

Dr. Cho stated that she also enjoyed the LACSTA Green Technology meeting and looks forward to hearing from staff regarding the feasibility of implementing green technology options at Cerritos College.

Mr. Grimaldo stated that elections are currently underway for ASCC President and Student Trustee. He congratulated the *Talon Marks* staff for their recent award and also stated that many students are looking forward to the textbook rental program on campus.

Dr. Hughlett stated that he is looking forward to attending the Annual Advisory Committee Breakfast on April 22.

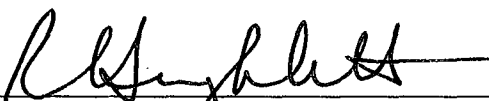
- B. Faculty and Staff Leadership  
Ms. Moore invited everyone to attend the Outstanding Faculty Awards on Thursday, April 22 at 11:00 a.m.

- C. President/Superintendent and Vice Presidents  
Dr. Johnson stated that the textbook rental program through the bookstore is currently being advertised for the fall semester. He shared a copy of the latest Financial Aid newsletter and thanked the

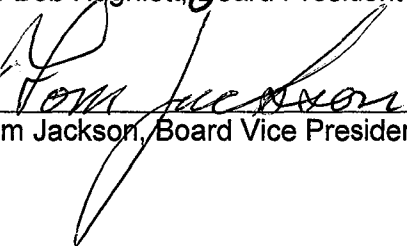
financial aid staff for their hard work. He concluded by inviting the Board to Senior Preview Day on Friday, April 23 at 8:30 a.m.

Mr. Farmer indicated that he and Dr. Lacy meet with the National Automotive Technicians Education Foundation (NATEF) accreditation team and added that the preliminary report was very positive. He concluded by acknowledging the Public Affairs staff and Culinary Arts for organizing the Chamber Mega Mixer event.

- IX. CLOSED SESSION            The Board did not adjourn to closed session.
- X. RECONVENE                 There was no need to reconvene.
- XI. ADJOURNMENT            The meeting was adjourned at 7:21 p.m.
- XII. NEXT REGULAR MEETING    The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 5, 2010 at 6:00 p.m.



Dr. Bob Hughlett, Board President



Tom Jackson, Board Vice President

**CERRITOS COLLEGE  
TEXT ADOPTION REQUESTS FOR Fall 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>
Income Tax Accounting	ACCT 250	Taxation of Individuals: 2011 Edition with Connect Plus, 2/e	\$221.25	McGraw-Hill	2/e	N	New
Marketing	BA 114	Principles of Marketing	\$29.95 (Free Online)	Flat World Knowledge	1 <sup>st</sup>	N	New
Captioning Video	CRCC 190A	The Closed Captioning Handbook	\$71.95	Elsevier	1 <sup>st</sup>	N	New
Realtime Captioning	CRCC 194A	The Closed Captioning Handbook	\$71.95	Elsevier	1 <sup>st</sup>	N	New
International Business	BA 101	International Business	\$204.75	Prentice Hall	13 <sup>th</sup>	N	New
Real Estate Practice	RE 130	California Real Estate Practice	\$50.25	Cengage	1 <sup>st</sup>	N	New
Real Estate Principles	RE 101	California Real Estate Principles	\$58.00	Cengage	9 <sup>th</sup>	N	New
CNC Mill Machining Lab	MTT 51L	CNC Control Setup For Milling and Turning	\$59.95	Industrial Press	1 <sup>st</sup>	N	New
Setup and Operation of CNC Mills	MTT 52	CNC Control Setup For Milling and Turning	\$59.95	Industrial Press	1 <sup>st</sup>	N	New
Setup and Operation of CNC Lathes	MTT 57	CNC Control Setup For Milling	\$59.95	Industrial Press	1 <sup>st</sup>	N	New
CNC Lathe Machine Lab	MTT 95L	CNC Control Setup For Milling and Turning	\$59.95	Industrial Press	1 <sup>st</sup>	N	New
CNC Shop Inspection	MTT 56	Mathematics For Machine Technology	\$129.95	Delmar	6 <sup>th</sup>	N	New
Gibbscam Milling	MTT 76	Gibbscam Tutorial	\$59.95	SDC Publications	1 <sup>st</sup>	N	New
Gibbscam Turning	MTT 77	Gibbscam Tutorial	\$59.95	SDC Publications	1 <sup>st</sup>	N	New
Virtual Gibbs Laboratory	MTT 93L	Gibbscam Tutorial	\$59.95	SDC Publications	1 <sup>st</sup>	N	New

000126

Esthetician Program	COS 54/COS 54A	Milady's Standard Esthetics; 10 <sup>th</sup> ed.	\$122.95	Cengage	10 <sup>th</sup> Hardcover	N	New
Advanced Gibbscam	MTT 177	Secrets of S-Axis Machining	\$54.95	Industrial Press	1 <sup>st</sup>	N	New
Intro to Alternative Fuels	Auto 182	Hybrid and Alternative Fuel Vehicles	\$99.00	Prentice Hall	1 <sup>st</sup>	N	New
Voice I, II, III, IV	Music 116, 117, 118, 119	The Singing Book	\$63.75	W.W. Norton & Company	2 <sup>nd</sup>	N	New
Emergency Medical Technician (Lab)	HO 9/HO 9L	Emergency Care and Transportation of the Sick and Injured	\$65.00	Jones & Bartlett	10 <sup>th</sup>	N	New
Emergency Medical Technician	HO 9/HO 9L	Emergency Care and Transportation of the Sick and Injured-Student Workbook	\$40.00	Jones & Bartlett	10 <sup>th</sup>	N	New
Professional Role Transition	N 242	California Nursing Practice Act	\$18.00	Lexis Nexis-Matthew Binder & Company, Inc.	Latest	N	New
Introduction to Operatory Procedures	DA 54	Dental Materials-Clinical Applications for Dental Assistants and Dental Hygienists	\$62.50	Saunders-Elsevier	2 <sup>nd</sup>	N	New
Introduction to Physical Therapy	PTA 110	Clinical Decision Making for PTAs	\$32.00	Jones & Bartlett	1 <sup>st</sup>	N	New
Principles of Biology	Bio 200	Biology 200 Laboratory Book	\$61.68	McGraw-Hill	Custom Edition	N	New
Math Learning Strategies	Math 5	Math Study Skills Workbook	\$32.99	Brooks/Cole-Cengage	3 <sup>rd</sup>	N	New
Physical Ecology	ESCI 101	Environmental Geology	\$132.00	McGraw-Hill	9 <sup>th</sup>	N	New
Pre-Algebra	Math 40	Pre-Algebra	\$140.00	McGraw-Hill	1 <sup>st</sup>	N	New
Pre-Algebra	Math 40	Pre-Algebra	\$149.99	Cengage	4 <sup>th</sup>	N	New
Pre-Algebra	Math 40	Pre-Algebra	\$132.00	Pearson	3 <sup>rd</sup>	N	New
Pre-Algebra	Math 40	Pre-Algebra	\$128.00	Prentice Hall	6 <sup>th</sup>	N	New
Pre-Algebra	Math 40	Pre-Algebra	\$142.00	Pearson	4 <sup>th</sup>	N	New

000127

Beginning Algebra	Math 60	Beginning Algebra	\$105.00	Prentice Hall	5 <sup>th</sup>	N	New
Elementary Algebra	Math 60	Elementary Algebra for College Students	\$147.33	Addison-Wesley (Pearson)	8 <sup>th</sup>	R	Revised
Intermediate Algebra	Math 80	Intermediate Algebra for College Students	\$148.00	Pearson/Prentice Hall	8 <sup>th</sup>	N	New
College Algebra	Math 114	A graphical Approach to College Algebra	\$147.00	Pearson	5 <sup>th</sup>	N	New
College Algebra	Math 114	College Algebra Graphs and Models	\$110.00	McGraw-Hill	3 <sup>rd</sup>	N	New
Calculus for Managerial, Biological and Social Sciences	Math 116	Applied Calculus	\$115.00	Wiley	4 <sup>th</sup>	N	New
Precalculus	Math 150	Precalculus	\$160.00	McGraw-Hill	3 <sup>rd</sup>	N	New
Stars and Galaxies	ASTR 102	Stars and Galaxies	\$103.00	Brooks/Cole Cengage	7 <sup>th</sup>	N	New
Solar Systems	ASTR 103	Solar System	\$103.00	Brooks/Cole Cengage	7 <sup>th</sup>	N	New
Oceanography	ESCI 104	Essentials of Oceanography	\$130.00	Prentice Hall	Revised	R	Revised
Physical Geography	Geography 101	Physical Geography: California 2 <sup>nd</sup> Edition	\$150.00	Pearson	2 <sup>nd</sup>	R	Revised
World Regional Geography	Geography 105	Geography: Realms Regions and Concepts	\$140.00	Wiley	14 <sup>th</sup>	N	New
Physical Geology	Geology 101	Earth-An Introductory to Physical Geology	\$121.60	Pearson	10 <sup>th</sup>	N	New
Man and Environment	Biology 105	Environment	\$126.00	Wiley	7 <sup>th</sup>	N	New
Introduction to Human Anatomy	AP 150	Human Anatomy	\$190.00	McGraw-Hill	2 <sup>nd</sup>	N	New
Introduction to Human Anatomy	AP 150 & AP 120	A Visual Guide to Human Anatomy	AP 150=\$120.00 AP 200 = \$60.00 Text is Optional	Morton	2 <sup>nd</sup>	N	New

000128

Introduction to Human Physiology	AP 151 & AP 201	A Visual Guide to Human Physiology	\$60 Text is Optional	Morton	1 <sup>st</sup>	N	New
Introduction to Human Physiology	AP 151	Human Physiology	\$180.00	McGraw-Hill	11 <sup>th</sup>	N	New
Organic Chemistry	Chem 211 & 212	Organic Chemistry with Student Solutions Manual	\$225.36	McGraw-Hill	8 <sup>th</sup>	N	New
Human Anatomy	AP 200	Human Anatomy	\$199.75	McGraw-Hill 2 <sup>nd</sup>	2 <sup>nd</sup>	N	New

\*: N = New R = Replacement

Presented to the Board of Trustees on April 21, 2010

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/Superintendent *LL*  
**REVIEWED BY:** Mr. William Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*  
**DATE:** April 21, 2010  
**SUBJECT:** **Consideration of Approval to Amend the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends**

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipend to Ceci Medina. The grant was Board approved August 19, 2009.

## **OVERVIEW**

Cerritos College has received funding in the amount of \$186,180 to continue development and refinement of the career technical education teacher pathway program.

## **ANALYSIS**

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities and provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty within the designated industry sectors. Part of the grant objectives are to provide professional development opportunities for Cerritos College and high school faculty/instructors in an effort to enhance partnerships and analyze and review pedagogical approaches based upon teaching practices that have proven successful in academic disciplines.

As stipulated and funded by the Grant, the following new tasks and activities will be carried out by the faculty listed below:

### **Ceci Medina**

- Conduct four seminars related to early childhood education teaching pathways.
- Lead reflections with teaching interns regarding their internship experience at a Reggio Emilia site.
- Transport teaching interns to and attend nine site visits.

## **FINANCIAL IMPLICATIONS**

It is recommended to approve stipend to the following faculty:

### **Ceci Medina - \$2,200**

All funds will be provided through the CTE Teacher Preparation Pipeline Grant. No costs will be borne by the Cerritos College District.

000130

# CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** William C. Farmer, Jr., Vice President of Academic Affairs  
**PREPARED BY:** Steve Berklite, Instructional Dean, Technology *SB*  
**DATE:** April 21, 2010  
**SUBJECT:** **Consideration of Acceptance of Education Opportunity Grant for the Woodworking Manufacturing Technology Department**

## RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Educational Opportunity Grant (EOG) from the American Association of Woodturners (AAW) in the amount of \$1,250.

## OVERVIEW

This grant is offered by AAW to educational institutions to expand and enrich their woodturning programs. This grant will facilitate the purchase of supplies and tools used by students in various woodturning classes required to earn a degree or certificate in the Woodworking Manufacturing Technology program. AAW is providing \$1250 to support the purchase of such supplies.

## ANALYSIS

The Cerritos College Woodworking Manufacturing Department will use this grant to purchase the following tools: lathe chucks, pin jaws, dovetail jaws, doubled-ended calipers and segmented centering systems—all items used to enhance the existing Jet mini-lathes in the program. The improvements will give students access to a professional, rather than novice, approach to woodturning.

## FINANCIAL IMPLICATIONS

Cerritos College is receiving \$1,250 to provide woodturning supplies and tools for the woodworking program. An installment for 80 % of the grant (\$1,000) will be issued initially. The final 20% of the grant (\$250) will be provided after receipts showing how the initial funds were spent are received by AAW no later than January 1, 2011.

The cost will be paid by the grant. No general funds will be used.

000131

## BUDGET TRANSFERS FOR APRIL 21, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

**FROM**

ACADEMIC SALARIES	\$	(100)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
	\$	(100)
<b>TOTAL</b>	<b>\$</b>	<b>(100)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	100
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
	\$	
<b>TOTAL</b>	<b>\$</b>	<b>100</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Bellflower USD GearUp

## APPROPRIATION TRANSFER ANALYSIS FOR APRIL 21, 2010

Revenue		
00000.0-00300-02220-8890-6120000 (01.0 Fund)	\$	25,000
Local-Library & Learning Resource Center		
To allocate income for monographs and standing orders		
00000.0-00008-70006-8697-0000000 (01.3 Fund)		2,095
State-Basic Skills from 05/06 and 06/07 for 07/08		
Changes in funding from Chancellor's Office		
00000.0-00000-75300-8629-0000000 (01.3 Fund)		130,566
State-Enrollment Growth for Assoc Degree Nursing Program		
Set up budget in accordance with grant funding and activities		
00000.0-00006-75300-8629-0000000 (01.3 Fund)		237,913
State-Enrollment Growth for Assoc Degree Nursing Program		
Set up budget in accordance with grant funding and activities		
00000.0-00000-72000-8130-0000000 (01.3 Fund)		<u>18,654</u>
Fed-Family Literacy-WIA		
Funds available within department are being moved to disperse additional grant award monies		
Total Revenue Budget	\$	<u><u>414,228</u></u>

**APPROPRIATION TRANSFER ANALYSIS FOR APRIL 21, 2010**

Expenditure Budget

00000.0-00000-75300-various-4900000 (01.3 Fund) \$ 175,979  
Enrollment Growth for Assoc Degree Nursing Program  
Set up budget in accordance with grant funding and activities

Total Expenditure Budget \$ 175,979

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

CLASSIFIED EMPLOYMENT

Student Affairs Technician @31-1 (\$3,388.00 per month contingent on continued categorical funding)  
effective April 22, 2010: Michael Gonzalez (Financial Aid)

Student Affairs Technician @31-1 (\$3,388.00 per month contingent on continued categorical funding)  
effective May 10, 2010: Lizette Gonzalez (Financial Aid)

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

Cedjo, Kurt	Aide-Special (Tutor)	\$8.00/hr	03/08/10
Villarreal, Christian	"	"	02/22/10
Valverde, Dawn*	Instructional Aide I	\$9.99/hr (2)	02/24/10
Nacua, Camille**	Intermediate Clerk	\$9.56/hr	02/25/10
Vazquez,-Rivera, Lorena*	"	"	"
Torres, Miguel	Aquatics Specialist	\$10.11/hr	03/15/10
Garris, Lynette	Instructional Aide II	\$12.81/hr	01/11/10
Castillo, Ricardo*	Community Education Specialist	\$29.15/hr	02/25/10
Morse, Julie	Aide Special (Interpreter III)	\$39.50/hr	03/25/10
Rudd, James**	Cont. Ed. Specialist (Technology)	\$50.52/hr	01/01/10

\* Categorically Funded

\*\* Specially Funded

Presented to the Board of Trustees 4/21/10

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**MAY 5, 2010**

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, 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/Superintendent, Vice President of Academic Affairs, Vice President of Student Services, 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. APPROVAL OF MINUTES A. It was moved by Mr. Jackson and seconded by Dr. Edmiston to approve the minutes of the regular meeting of April 21, 2010. The vote for approval was 6-0-1; Mr. Arthur abstained (student advisory vote: aye).
- IV. INSTITUTIONAL PRESENTATIONS  
State Scholar and Athletic Award Recipients A. Veronica Herrera, Developmental Education Counselor, introduced students Ryan Tamula, Men's Water Polo athlete, Aunjanae Denise Stovall, Women's Track and Field athlete, and Shannon Simpson, Women's Cross Country athlete. These students were recognized by the California Community College Counselors/Advisors Academic Association For Athletics (3C4A) for their educational success while participating in intercollegiate athletics.
- Sabbatical Leave Reports B. Ana Torres-Bower, Professor of Philosophy and Lynn Serwin, Associate Professor of English, gave reports to the Board on the goals they accomplished during their sabbatical leaves during the 2008-2009 school year. Dr. Hughlett thanked them for their reports.
- Budget Update C. Mr. El Fattal stated that the governor will release the May Revise Report on May 14. He indicated that further information will be shared at the May 19 Board meeting.
- V. PUBLIC PRESENTATIONS There were no public presentations.
- VI. CONSENT AGENDA It was moved by Dr. Edmiston and seconded by Mr. Epple to approve the consent agenda and addendum. Mr. Arthur requested that item VI.A be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):
- A. It was moved by Dr. Edmiston and seconded by Mr. Epple to Provide Compensation to Mr. Arthur for His Absence from the April 21 Board Meeting. The vote for approval was 6-0-1 (Mr. Arthur abstained).
- B. Accepted gifts with letters of thanks to the following:
- 2010 Jeep Wrangler  
Donated by. Chrysler Group LLC  
1000 Chrysler Drive  
Auburn Hills, MI 48326-2766

C. Budget Extensions and Budget Transfers, as attached.

D. Contracts:

Construction  
**AMENDMENT**

1. Bayley Construction  
Facilities & Purchasing Complex  
Facilities

*On October 21, 2009 the Board of Trustees awarded a contract to Bayley Construction for the Facilities & Purchasing Complex. Bayley Construction notified the District that a subcontractor listed in the bid document is unable to fulfill their contract obligation. Below is the name of the original subcontractor and the new subcontractor.*

<u>Subcontractor</u>	<u>Type of Work</u>	<u>Replace With</u>
Millennium Fire Protection Corp.	Fire Protection	Underwriters Fire Protection

*The substitution of the subcontractor will not affect the completion date of the project and there is no additional cost to the contract for the substitution of the subcontractor.*

2. Hanan Construction Co., Inc.  
North/South Fire Lane Project  
Facilities

*On January 20, 2010 the Board of Trustees awarded a contract to Hanan Construction Co., Inc. for the North/South Fire Lane. Hanan Construction Co., Inc. notified the District that a subcontractor listed in the bid document is unable to fulfill their contract obligation. Below is the name of the original subcontractor and the new subcontractor.*

<u>Subcontractor</u>	<u>Type of Work</u>	<u>Replace With</u>
A Fence Company, Inc.	Fencing	Crown Fence

*The substitution of the subcontractor will not affect the completion date of the project and there is no additional cost to the contract for the substitution of the subcontractor.*

Use of Equipment  
**AMENDMENT**

3. Weining Group  
G-Head Moulding Machine  
Technology

*To amend the agreement with the Weining Group to replace the current molding machine on loan in the woodworking department with a new G-Head Moulding machine that is more advanced and has more upgrades. The estimated value of the machine is \$51,000.00. The period of the loan is continuous until amended or revoked. Total cost will be \$9,800.00 for transportation, rigging, electrical and dust collection. The cost is being paid for through Perkins funding.*

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

*Johnson, Wayne D., Professor (Biology Department), effective May 21, 2010*

- F. Request for Unpaid Leave of Absence, as follows:
- Lacy, Tor, Earth Science Instructor (Science, Engineering and Mathematics Division), effective May 12, 2010 through May 21, 2010*
- Added by addendum:
- D'Ettorre, Mary, Communication Services Coordinator/Supervisor (DSPS), effective June 3, 2010 through July 5, 2010*
- G. Employment of Full-Time, First-Year Contract (Probationary), Hourly, and/or Substitute Faculty Employee(s):
- Added by addendum:
- Christensen, Valeria, Instructor (Physical Therapist Assistant), @ F-10 (\$81,494/annual), 10-School Month Contract, effective August 16, 2010*
- H. Continuation of Employment of Temporary Full-Time Faculty Member(s):
- Herrera, Veronica, Developmental Education Counselor @ C-4 (\$69,886.00/annually), contingent on continued categorical funding, effective July 1, 2010, for a period not to exceed June 30, 2011*
- I. Continuation of Employment of Temporary Full-Time Academic Administrator(s):
- Malig, Jannet, Director of the Advanced Transportation Technology Project @ Management Salary Schedule Grade 12, Step 3 (\$7,499.00/monthly), contingent on continued categorical funding and generated revenue, effective July 1, 2010, for a period not to exceed June 30, 2011*
- Reece, Bryan, Interim Instructional Dean of Humanities/Social Sciences @ Management Salary Schedule Grade 5, Step 4 (\$9,705.00/monthly), effective July 1, 2010, for a period not to exceed June 30, 2011*
- Tafoya, Yvette, Assistant Director of Extended Opportunities, Programs and Services (EOPS) @ Management Salary Schedule Grade 17, Step 2 (\$5,939.00/monthly), contingent on continued categorical funding and continued Title 5 requirements, effective July 1, 2010, for a period not to exceed June 30, 2011*
- J. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2009-2010 Academic Year, as attached.
- K. Employment of 2010 Summer Session Faculty Personnel, as attached.
- L. 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 April 12, 2010.

000138

- B. It was moved by Mr. Jackson and seconded by Mr. Epple to approve Board Resolution #10-05, to Recognize the Week of May 16 through May 22, 2010, as Classified School Employee Week in California, as Designated by the California School Employees Association and the California State Legislature, as attached. The vote for approval was unanimous (student advisory vote: aye).
- C. This item was pulled from the agenda.
- D. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve Revised Board Policy 1200 – Mission Statement, as attached. The vote for approval was unanimous.
- E. It was moved by Dr. Edmiston and seconded by Mr. Arthur to approve that as a Result of Financial Uncertainties, Negotiations, Legislation, and Other Factors, the Governing Board Hereby Declares that all Management; Contract Management; Confidential; Child Development Center Teachers; Short-Term, Substitute, and Student Hourly; Community Education Hourly; and/or other Unrepresented Employees' Salaries are Declared Indefinite Effective July 1, 2010 for the 2010-2011 Fiscal Year. The vote for approval was unanimous.
- F. It was moved by Mr. Arthur and seconded by Mr. Jackson to approve the Board Self-Evaluation instrument, as attached. The vote for approval was unanimous.

## VIII. REPORTS

### A. Board of Trustees

Dr. Hughlett congratulated Mr. Grimaldo on being elected as the ASCC President and Student Trustee. On behalf of the Board, he expressed his condolences for the loss of Gene Blackmun, Joyce McCone and Maria de Carmen Grimaldo. The Board agreed to close the meeting in their memory.

Mr. Jackson stated that he enjoyed the Advisory Committee Members' Recognition Breakfast on April 22 and added that Kai Ryssdal, keynote speaker did a great job. He concluded by inviting the Board to a pancake breakfast fundraiser in support of Lizeth Pimentel on Saturday, June 12 from 7:30 to 11:30 a.m.

Dr. Edmiston attended the CCLC Trustees Conference and indicated that he attended several informative sessions on topics such as student success and reducing the energy load on campus. He concluded by requesting a report on how the college is keeping up with the latest technological advances.

Dr. Cho congratulated Mr. Grimaldo on being elected as the ASCC President and Student Trustee. She also thanked Ms. Torres-Bower and Ms. Serwin for their sabbatical leave reports.

Mr. Grimaldo invited the Board to attend the Jazz and Pop Spring Concert on May 11, where the music will be dedicated to his mother's memory. He also encouraged the Board to attend the ASCC Awards Banquet on Friday, May 7.

B. Faculty and Staff Leadership

Ms. Laughon thanked the Board for recognizing Classified Employees Week. She stated that the Classified Awards Ceremony will be held on May 20 and invited the Board to attend the event. She concluded by stating that Professor Blackmun was a wonderful and engaging instructor who will be missed.

C. President/Superintendent and Vice Presidents

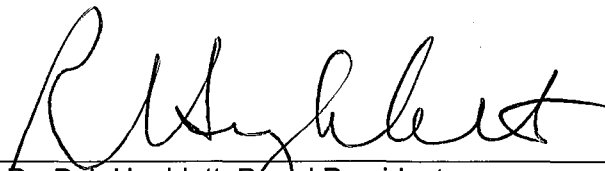
Dr. Johnson stated that the Norwalk City Council approved an ordinance to add tow-away zones across the street from the college. He stated that the college will be informing students of this ordinance. He also stated that campus parking is ample and students are strongly encouraged to park on campus.

Mr. Farmer indicated that he enjoyed the Nursing Pinning Ceremony on Friday, April 30. He thanked Jenine Nolan and Charlene Fobi for their continued efforts to provide increased enrollment availability for nursing students. He indicated that he also attended the Scholars' Honors Program Graduation Ceremony and acknowledged Tim Juntilla for his wonderful work with the program. He concluded by stating that he attended the Project HOPE Graduation Banquet and added that Maggie Cordero and Dr. Carolyn Chambers did a wonderful job.

Mr. El Fattal indicated that the Citizens' Bond Oversight Committee will meet on May 10 and added that the committee chair's annual report will be given to the Board at the May 19 Board meeting.

Dr. Lacy stated that the college is currently watching legislative progress for veterans earmarks and the Keep Our Educators Working Act. She informed the Board that quarterly reports regarding purchase orders and contracts will now be sent to the Board electronically.

- |      |                      |  |
|------|----------------------|--|
| IX.  | CLOSED SESSION       | The Board adjourned to closed session at 7:25 p.m.   |
| X.   | RECONVENE            | The Board reconvened at 8:35 p.m.  |
| XI.  | ADJOURNMENT          | The meeting was adjourned in memory of Gene Blackmun, Joyce McCone and Maria de Carmen Grimaldo at 8:35 p.m. |
| XII. | NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 19, 2010 at 6:00 p.m.      |

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

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

## BUDGET TRANSFERS FOR MAY 5, 2010

### 01.0 FUND-GENERAL FUND-UNRESTRICTED

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(1,575)
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	
	<hr/>	

#### **TOTAL**

	\$	<b>(1,575)</b>
	<hr/> <hr/>	

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	1,575
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
	<hr/>	

#### **TOTAL**

	\$	<b>1,575</b>
	<hr/> <hr/>	

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Research & Planning

# BUDGET TRANSFERS FOR MAY 5, 2010

## 01.3 FUND-GENERAL FUND-RESTRICTED

### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(1,550)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
		<hr/>
<b>TOTAL</b>	<b>\$</b>	<b>(1,550)</b>
		<hr/> <hr/>

### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	1,550
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
		<hr/>
<b>TOTAL</b>	<b>\$</b>	<b>1,550</b>
		<hr/> <hr/>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Faculty & Staff Diversity (Equal Employment Opportunity)

# BUDGET TRANSFERS FOR MAY 5, 2010

## 39.0 FUND-OTHER SPECIAL REVENUE FUND

### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(10,000)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(10,000)</b>

### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	10,000
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>10,000</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Parking

**APPROPRIATION TRANSFER ANALYSIS FOR MAY 5, 2010**

Revenue

00000.0-00000-70005-8160-0000000 (01.3 Fund) \$ 1,974

Fed-Veterans Affairs

To allocate income for conferences

00000.0-00000-71120-8150-6460000 (01.3 Fund) 12,020

Fed-Title IV Admin Cost Allowance

To allocate income for salaries and associated fringe benefits; supplies; travel  
and conference; repairs and maintenance; contracted services; advertising

Total Revenue Budget \$ 13,994

**FACULTY HOURLY - LIBERAL ARTS**

**Reemployed**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Haney	Bernadette	English	B4	57.46

**BUSINESS EDUCATION****Full-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>
Alenikov	Teresa	Accounting	E14
Balmages	Mary	Court Reporting	E18
Blackmun	Eugene	Business Administration	E30
Brady	Mary Ellen	Real Estate	E14
Elizondo	Sandra	Computerized Office Technology	F18
Farina	Michael	Accounting	E26
Finkelstein	Hy	Business Administration	E30
Fronke	Mark	Accounting	E26
Livingston	Robert	Business Administration	E18
Moloney	Peter	Accounting	E14
Morgan	Vykki	Court Reporting	E26
Moriarty	Cynthia	Business Administration	E26
Pribble	Mary	Paralegal Education	F30
Schmidt	Debra	Accounting	C11
Sharp	Mageya	Computerized Office Technology	E30
Soden	Barbara	Computerized Office Technology	E22

**FINE ARTS & COMMUNICATIONS****Full-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>
Betancourt	David	Music	F14
Breit	Craig	Theatre Arts	B10
Cameron	Rich	Journalism	B10
Fernandez	Christina	Photography	C11
Hirohama	Steven	Theatre Arts	E7
Hoggard	Kevin	Theatre Arts	E22
Lopez	Christine	Music	F18
MacDevitt	James	Art	C7
Miller	Kirk	Art	E22
Nelson	David	Music	F30
Pritchard	Gary	Music	F11
Watanabe-Lonsbury	Susan	Theatre Arts	E18
Well	Georgia	Theatre Arts	E14

**Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Kauk	Melissa	Art & Design	A2	51.71
Konya-Keller	Amanda	Photography	B1	48.83
Ward	Dave	Theatre Arts	B5	60.33

## LIBERAL ARTS

### Part-Time Instructors

Name		Discipline	Salary Placement	Rate
DiGiovanni	Sybill	Reading	B1	48.83
Griegorieff	Annette	Reading	A1	48.83
Kane	John	Reading	B5	60.33
Yang	Ruixue	Reading	A5	60.33

## PE/ATHLETICS

### Full-Time Instructors

Name		Discipline	Salary Placement
Abing	Joseph	Athletics	E14
Artiaga	Benjamin	Athletics	B5
Bueno	Ni	Health Education	F7
Caines	Thomas	Athletics	E14
Edwards	Carrie	Fitness	F13
Gaylord	Kenneth	Athletics	C11
Grosfeld	Stephen	Athletics	D12
Jensen	Deborah	Athletics	E18
Macias	Sergio	Athletics	D10
Mazzotta	Frank	Athletics	E30
McPherson	Michael	Health Education	D12
Murray	Kodee	Athletics	D12
Prindle	Jeanine	Physical Education	E30
Sanderson	Janet	Dance	E14
Welliver	Karen	Athletics	E22
Wells	Douglas	Athletics	E18

### Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Goldman	John	Athletics	B5	60.33
Gonzalez	Ruben	Athletics	A5	60.33
Gould	Eric	Athletics	A2	51.71
Lopez	Rogelio	Dance	A4	57.46
May	Russell	Athletics	B5	60.33
Nakao	Gary	Athletics	B5	60.33
Prindle	Donna	Athletics	B5	60.33
Ranewicz	Trisha	Athletics	A2	51.71
Velazquez-Ortega	Maria	Athletics	B5	60.33

## TECHNOLOGY

### Full-Time Instructors

Name		Discipline	Salary Placement
Aragon	Richard	Automotive Mechanical Repair	E14
Asperen	Robert	Automotive Collision Repair	B10
Baron	Tony	Automotive Mechanical Repair	E30
Bender	Jon	Automotive Mechanical Repair	E30
Chavez	Erlinda	Cosmetology	E18
Fortner	Anthony	Woodworking	E18
Glick	Leonard	Automotive Mechanical Repair	E13
Hiranandani	Jayananda	Engineering Design Technology	E26
Johnson	Bruce	Welding	E30
Johnson	Jeanne	Cosmetology	E30
Motruk	Nina	Cosmetology	E18
Pacheco	Rupert	Welding	E14
Price	Terry	Plastics Manufacturing Technology	E30
Real	Yannick	Machine Tool Technology	F18
Robertson	Charles	Automotive Collision Repair	E22
Rother	Edward	Architecture	F30
Smith	Felicia	Cosmetology	E13
Stammerjohn	Carl	Woodworking	E10
Taylor	Kevin	Automotive Mechanical Repair	E22
Vega	Frank	Automotive Mechanical Repair	E13
White	Brenda	Cosmetology	E22
Wissa	Farid	Engineering Design Technology	E30

### Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Aguirre	Anna	Cosmetology	A2	51.71
Aplanalp	Jane	Cosmetology	B5	60.33
Atherton	Anthony	Woodworking	B5	60.33
Baker	Deborah	Cosmetology	A3	54.60
Bernal	Crystal	Cosmetology	A1	48.83
Bettencourt	Madeline	Cosmetology	A2	51.71
Ferre	Brian	Automotive Collision Repair	B5	60.33
Henry	Lauren	Cosmetology	B5	60.33
Miller-Harbert	Roxanne	Cosmetology	B3	54.60
Mortensen	Erik	Woodworking	B5	60.33
Rock	Eugene	Cosmetology	B4	57.46

## STUDENT SERVICES

### Part-Time Counselors

Name		Discipline	Salary Placement	Rate
Guerrero-Cantor	Jamila	DSP&S	C1	40.23

## FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

### Full-Time Instructors

Name		Discipline	Salary Placement
Robles	Martha	VESL	A8

## LIBRARIAN

### Part-Time Librarians

Name			Salary Placement	Rate
Augugliaro	Mary	Library	L1	40.23
Harris	Vivian	Library	L1	40.23
Liong	Jocelle	Library	L2	43.10
Nitsch	Lisa	Library	L2	43.10
Owen	Margaret	Library	L2	43.10
Pereira	Paula	Library	L1	40.23
Reeve	Mellanie	Library	L1	40.23
Russell	Bruce	Library	L2	43.10
Siddiqi	Cathy	Library	L1	40.23
Vogel	Karen	Library	L1	40.23
Wood	Suanne	Library	L2	43.10

### Full-Time Instructors

Name			Salary Placement
Alexander	Cynthia	Library	F12

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

**Full-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>
Robles	Martha	VESL	A8

**LIBRARIAN**

**Part-Time Librarians**

<b>Name</b>			<b>Salary Placement</b>	<b>Rate</b>
Augugliaro	Mary	Library	L1	40.23
Harris	Vivian	Library	L1	40.23
Liong	Jocelle	Library	L2	43.10
Nitsch	Lisa	Library	L2	43.10
Owen	Margaret	Library	L2	43.10
Pereira	Paula	Library	L1	40.23
Reeve	Mellanie	Library	L1	40.23
Russell	Bruce	Library	L2	43.10
Siddiqi	Cathy	Library	L1	40.23
Vogel	Karen	Library	L1	40.23
Wood	Suanne	Library	L2	43.10

**Full-Time Instructors**

<b>Name</b>			<b>Salary Placement</b>
Alexander	Cynthia	Library	F12

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

Martinez, Rochelle**	Aide-General (Traffic Control Officer)	\$8.00/hr	3/01/10
Jimenez, Marcos*	Financial Aid clerk	\$9.31/hr	3/25/10
Mora, Anthony*	"	"	"
Vega, Alejandro*	"	"	"
Franco, Beth*	Instructional Aide I	\$9.56/hr (1)	03/29/10
Del Real, Judy*	Program Assistant II	\$11.34/hr	03/25/10
Alvillar, Andrew**	Sports Supervisor	\$14.12/hr	05/15/10
Juarez, Jeannette**	Vocational Education and Specialist Project Assistant	\$16.41/hr	03/29/10
Grafton, Cynthia**	Community Education Specialist	\$29.15/hr	06/01/10
Ravencraft, Carrie**	"	"	"
Guerrero, Mario**	Cont. Ed. Specialist (Business Ed.)	\$50.52/hr	05/01/10

\* Categorically Funded

\*\* Specially Funded

Presented to the Board of Trustees 5/05/10

**CERRITOS COMMUNITY COLLEGE DISTRICT  
RESOLUTION #10-05**

**RESOLUTION RECOGNIZING THE WEEK OF MAY 16-22, 2010, AS  
CLASSIFIED SCHOOL EMPLOYEE WEEK IN CALIFORNIA, AS  
DESIGNATED BY THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND THE CALIFORNIA STATE LEGISLATURE**

WHEREAS, Classified professionals provide valuable services to the students and programs of the Cerritos Community College District; and

WHEREAS, Classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified professionals serve a vital role in providing for the welfare and safety of Cerritos Community College District's students; and

WHEREAS, Classified professionals employed by the Cerritos Community College District strive for excellence in all areas relative to the educational community; therefore be it

RESOLVED, That the Cerritos Community College District hereby recognizes and wishes to honor the contribution of classified professionals to quality education in the state of California and in the Cerritos Community College District and declares the week of May 16 through May 22, 2010, as Classified School Employee Week in the Cerritos Community College District.

Adopted at a regular meeting of the Board of Trustees of the Cerritos Community College District at Norwalk, California this 5th day of May, 2010:

Signed:   
\_\_\_\_\_  
President, Board of Trustees

Attest:   
\_\_\_\_\_  
Secretary to Board of Trustees

**Cerritos Community College District Policy**

**No. 1200**

**The District**

1 **BP 1200 MISSION**

2 **Reference:**

3 Accreditation Standard I

4 ~~The Cerritos Community College District mission is to serve the community by building~~  
5 ~~futures through learning. Cerritos College is an open access institution committed to~~  
6 ~~providing high quality, academically rigorous instruction in a comprehensive curriculum~~  
7 ~~that respects the diversity represented in our student body and our region.~~

8 With student learning as the paramount destination, Cerritos College guides students  
9 with the map and the means to make their educational aspirations a reality. The college  
10 takes pride in offering open access education for associate degrees, transfer, career  
11 technical training, basic skills, and lifelong learning. Creating career pathways and  
12 opportunities for self-enrichment that benefit the economic vitality of its unique,  
13 multicultural community, Cerritos College values diversity and employs learning  
14 programs and student services that underscore student success. Faculty, staff,  
15 administrators, and students partner to promote relevance in today's global community  
16 by nurturing intellectual curiosity and applauding academic excellence.

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

24 The mission is evaluated and revised on a regular basis. To maintain consistency with  
25 the District's accreditation cycle and to ensure that the review process is aligned with  
26 the strategic planning cycle, the review and revision process of the District's mission is  
27 scheduled every six years. The current mission statement was adopted on ~~March 18,~~  
28 ~~2009~~ May 5, 2010.

29 Office of Primary Responsibility: President/Superintendent

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**Date Adopted: October 17, 2007**

**Dates Revised: March 18, 2009,**

*(Replaces Cerritos College Policy 1001)*

000153

## Board Self-Evaluation

**Exit this survey**

### 1. Default Section

The purpose of the annual board self-evaluation is the improvement of performance of the board as a whole. It is intended to stimulate discussion and clarification of the board's function within the community college district, to help assess its effectiveness, to help reach agreement on operating procedures, to identify and help resolve differences of opinion among individual trustees, to help the board reach agreement on board goals for the coming year and to maintain its positive and pro-active role at Cerritos College.

Please select your responses to the questions below. A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

**\* 1. Name:**

### 2. Mission and Planning

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

Board members are knowledgeable about the culture, history, and values of the district.

The board regularly reviews the mission and purposes of the institution.

The board spends adequate time discussing future needs and direction of the district.

The board assures that there is an effective planning process and is appropriately involved in the process.

The board assures that district plans are responsive to community needs.

The board has adopted and monitors the implementation of the district's strategic, educational and facilities master plans.

The board sets annual goals or priorities in conjunction with the CEO and monitors progress toward them.

Comments:

000154

VII.F

**3. Policy Role**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

The board clearly understands its policy role and differentiates its role from those of the CEO and college staff.

The board assures that the district complies with relevant laws, regulations and accreditation standards.

The board's policy manual is up-to-date and comprehensive.

The board relies on board policy in making decisions and in guiding the work of the district.

Comments:

**4. Board-CEO Relations**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

The board maintains a positive working relationship with the CEO.

The board clearly delegates the administration of the district to the CEO.

The board sets and communicates clear expectations for CEO performance.

The board regularly evaluates CEO performance.

The board periodically reviews the CEO contract to assure appropriate support and compensation.

Comments:

000155

**5. Community Relations & Advocacy**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

Board members act on behalf of the public and citizens in the district when making decisions.

Board members are active in community affairs

The board advocates on behalf of the district to local, state, and federal governments.

The board actively supports the district's foundation(s) and fundraising efforts.

Comments:

**6. Educational Programs and Quality**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

The board is knowledgeable about the district's programs and services.

The board is knowledgeable about the educational and workforce training needs in the community.

The board has established expectations or standards that enable it to monitor the quality and effectiveness of the educational program.

The board regularly receives and reviews reports on institutional effectiveness.

The board is appropriately involved in the accreditation process.

The board understands and protects academic freedom.

Comments:

000156

**7. Fiduciary Role**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

The board assures that the budget reflects priorities in the district's plans.

Board policies assure effective fiscal management and internal controls.

The board regularly receives and reviews reports on the financial status of the institution.

The board reviews the annual audit and monitors responses to recommendations.

The board adopts and monitors the implementation of a facilities master plan.

The board has provided appropriate direction for seeking external funding.

The board maintains an adequate financial reserve.

Comments:

**8. Human Resources and Staff Relations**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

The board's human resources policies provide for fair and equitable treatment of staff.

The board has established and follows clear parameters for collective bargaining.

The board has and follows protocols regarding communication with college employees.

Board members refrain from attempting to manage employee work.

The board expects and supports faculty, staff, and student participation in college decision-making.

00157

Comments:

**9. Board Leadership**

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

The board understands its roles and responsibilities.

The board expresses its authority only as a unit.

Board members understand that they have no legal authority outside board meetings.

The board regularly reviews its code of ethics or standards of practice and has a policy on addressing violations of the code.

Board members uphold and comply with the board's code of ethics.

Board members avoid conflicts of interest and the perception of such conflicts.

Board members annually file a statement of economic interests.

Once a decision is made, board members uphold the decision of the board.

Board discussions and relationships reflect a climate of trust and respect.

Comments:

**10. Board Meetings**

Strongly Agree   Agree   Neutral   Disagree   Strongly Disagree

Board meetings are conducted in an orderly, efficient manner.

Board meetings and study sessions provide sufficient opportunity to explore key issues.

000158

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

Agenda items provide sufficient information to enable good board decision-making.

Agendas are delivered to allow sufficient time for study in advance of meeting.

The board understands and adheres to the Brown Act.

The board maintains confidentiality of privileged information.

Comments:

[Empty text box for comments]

**11. Board Education**

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

New members participate in a comprehensive orientation to the board and district.

Board members participate in trustee development activities.

The board evaluation process helps the board enhance its performance.

The Board measures its accomplishments against board goals.

Comments:

[Empty text box for comments]

Done

000159



Students also stated that Dr. Mullin is an asset at a time when the paralegal program is at a crossroads. Several students also pointed out that Dr. Mullin's successful efforts to obtain ABA accreditation at Cerritos College were vital to the success of the program.

Michael Seeds

Michael Seeds spoke on behalf of Rick Peterson, a Cerritos College employee. He stated that recent actions toward Mr. Peterson constituted a HIPAA violation and that he would initiate legal recourse. He concluded by requesting that Mr. Peterson be allowed to return to full duty without retaliation.

VII. 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:

- A. Accepted gifts with letters of thanks to the following:
  - Castle Model TSM-11 Bench Model Pocket Cutter  
Donated by: Nelson's Cabinets, Inc.  
2860 Seaboard Lane  
Long Beach, CA 90805
- B. Stipends for Faculty Participating in the iFalcon Title V Faculty Inquiry Groups for the 2010 Academic Year, as attached.
- C. Stipends for Faculty Participating in the Basic Skills Projects for the 2009-2010 Academic Year, as attached.
- D. Notice of Completion for Bid 0809-09, Social Science Interior Carpet Replacement, as attached.
- E. Notice of Completion for Bid 0607-20, Pre-Packaged Equipment for Central Plant, as attached.
- F. Bid #0910-10, Physical Science and Technology Building, AV/Data, as attached.
- G. Quarterly Fiscal Status Report for the Quarter Ending March 31, 2010, as attached.
- H. Budget Extensions and Budget Transfers, as attached.
- I. Contracts:

**Construction  
AMENDMENT**

- 1. Hanan Construction Co., Inc.  
Fencing  
Facilities

*On March 17, 2010 the Board of Trustees awarded a contract to Hanan Construction Co., Inc. for the Fencing project. Hanan Construction Co., Inc. notified the District that a subcontractor listed in the bid document is unable to fulfill their contract obligation. Below is the name of the original subcontractor and the new subcontractor who will replace them.*

<u>Subcontractor</u>	<u>Type of Work</u>	<u>Replace With</u>
A Fence Company, Inc.	Fencing	Crown Fence

*The substitution of the subcontractor will not affect the completion date of the project. There is no additional cost to the contract for the substitution of the subcontractor.*

Services

**RENEWAL**

2. Frantone's Pizza & Spaghetti Villa
3. Pax Union, Inc. (Oh! No! Tokyo)
4. S&B Foods, Inc.
5. Zebra Café

Food Court Vendors

Purchasing

*To renew the agreements with the four (4) named food court vendors.*

*The renewal period will be from July 1, 2010 through June 30, 2011.*

*No cost to the District.*

Training

**AMENDMENT**

6. Yosemite Community College District  
Agency for the Child Development Training Consortium  
Health Occupations

*To accept an immediate one-time only augmentation and accept additional contingency funding. The period will be through June 30, 2010. The District will receive an immediate one-time augmentation of \$7,500 and additional contingency funding not-to-exceed \$12,500. The additional funding will increase the total contract to \$27,500-\$40,000.*

- J. Employment of 2010 Summer Session Faculty Personnel, as attached.
- K. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.
- A. As information, the Board book contained College Coordinating Committee Minutes for April 19, 2010 and May 3, 2010.
- B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending March 31, 2010.
- C. Dr. Hughlett opened discussion regarding the first reading of Additions/Revisions to the Board Policy 2720 – Communications Among Board Members, Board Policy 5550 – Time, Place, and Manner, and Board Policy 6700 – Civic Center and Other Facilities Use. There were no comments.
- D. Dr. Hughlett opened discussion regarding the first reading of Board Policy 2105 – Student Trustee and Board Policy 2435 – Evaluation of President/Superintendent. Mr. Epple requested that a slight modification be made regarding the ASCC election procedure. Staff agreed to make the change and bring a revised version of the policy to the June 9 Board meeting.
- E. As information, the Board book contained the Citizens' Bond Oversight Committee Chair's Report to the Board of Trustees per Committee Bylaws, Section 3.3 (a) and (b).

VIII. ADMINISTRATIVE MATTERS

- F. Mr. El Fattal and Robert Riffle, Director of Physical Plant, gave a report on the Measure CC master plan and an implementation plan update. Mr. El Fattal stated that the dollar amount remaining for issuance is \$82.8 million and \$20.25 million remains to be spent. They provided an overview of the Facilities Master Plan and the current Implementation Plan for campus projects. Dr. Hughlett thanked Mr. El Fattal and Mr. Riffle for a clear and concise presentation.

## IX. REPORTS

### A. Board of Trustees

Mr. Epple stated that the Cerritos College commencement ceremony was nice and he congratulated Andrea Jones on her graduation.

Mr. Arthur agreed that commencement was enjoyable. He congratulated Ms. Jones and concluded by stating that he liked the new projector in the Board Room.

Mr. Jackson stated that all of the activities in May were very enjoyable and added that it has been a busy month.

Dr. Edmiston stated that the Media Awards Night was an interesting and great event.

Dr. Cho stated that she enjoyed the Project HOPE and Teacher TRAC ceremonies.

Dr. Hughlett stated that commencement was great and well-attended.

### B. Faculty and Staff Leadership

Ms. Moore indicated that she had a good time at commencement.

Ms. Carmen Garcia stated that she enjoyed the presentations at the Board meeting. She invited everyone to attend the Outstanding Classified Awards Ceremony and Employee Appreciation Luncheon on May 20. She also invited everyone to participate in the CSEA-sponsored activities on campus throughout the week.

### C. President/Superintendent and Vice Presidents

Dr. Johnson thanked Holly Bogdanovich and staff for putting together another successful commencement ceremony. He also acknowledged Yvette Tafoya for her dedication to recognizing students at the EOPS graduation ceremony.

Mr. Farmer stated that commencement was wonderful and added that he is looking forward to the Outstanding Classified Awards Ceremony, where John Gallant will be the master of ceremonies.

Mr. El Fattal stated that he enjoyed commencement.

Dr. Lacy stated that the college signed a transfer agreement with Brandman University and added that will be beneficial to students. She stated that CSEA Employee Appreciation Week has been wonderful and added that classified employees are greatly appreciated on campus. She stated that she will be assisting in serving food at the Employee Appreciation Luncheon. She concluded by saying that commencement was wonderful and added that it has been a great first year at Cerritos College.

- X. CLOSED SESSION The Board adjourned to closed session at 7:51 p.m.
- XI. RECONVENE The Board reconvened at 8:31 p.m.
- XII. ADJOURNMENT The meeting was adjourned at 8:31 p.m.
- XIII. NEXT REGULAR MEETING The next regular meeting of the Board of Trustees is scheduled for Wednesday, June 9, 2010 at 6:00 p.m.



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Dr. Bob Hughlett, Board President



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Bob Arthur, Board Secretary

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** Victor Collins, Interim Director of Human Resources *VC*  
**PREPARED BY:** Adriana Flores-Church, Assistant Director of Human Resources *AF*  
**DATE:** May 19, 2010  
**SUBJECT:** **Presentation of Initial Proposal for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2010-June 30, 2013 Submitted by Cerritos Community College District for Negotiations with California School Employees Association (CSEA) and its Cerritos College Chapter #161 for Official Receipt and Public Notice/Hearing**

### RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District for negotiation with CSEA Chapter #161 for the CSEA-District Collective Bargaining Agreement for the period July 1, 2010 - June 30, 2013, be acknowledged for official receipt and presented for public notice/hearing pursuant to the provisions of State Government Code Section 3547.
2. The President of the Board of Trustees open the hearing for public comment, and after any comments from the public, the President of the Board of Trustees shall close the hearing.

### OVERVIEW

The District submits the attached initial proposal for negotiations of a successor agreement with CSEA, Chapter #161, pursuant to the provisions of the existing CSEA-District Collective Bargaining Agreement. The current Agreement expires on June 30, 2010.

### ANALYSIS

Attached is the initial proposal submitted by the District for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2010-June 30, 2013 pursuant to the provisions of the current CSEA-District Collective Bargaining Agreement. CSEA's initial proposal to the District for negotiation of the new collective bargaining agreement was presented to the Board of Trustees with a public notice/hearing conducted at the April 7, 2010 Board Meeting.

### FINANCIAL IMPLICATIONS

Financial impact is contingent on the results of negotiations.

Attachment



## MEMORANDUM

Human Resources

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**DATE:** May 4, 2010

**TO:** Lynn Laughon, President CSEA Chapter #161

**FROM:** Victor R. Collins, Interim Director of Human Resources *one*

**RE:** **Initial Proposal for Negotiation of the Collective Bargaining Agreement Between California School Employees Association (CSEA), Chapter #161 and the Cerritos Community College District for the period July 1, 2010-June 30, 2013**

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The following is the District's initial proposal for negotiation of the Collective Bargaining Agreement between CSEA, Chapter #161 and the District for the period July 1, 2010-June 30, 2013. The District is interested in maintaining all provisions of the existing bargaining agreement except for amendments to the following:

**1. Article 2.4.1 – General Provisions**

Amend this Article to provide for the renegotiation of items, as specified under the provisions of this Article, for each of the ensuing fiscal years (2011-2012 and 2012-2013) of a bargaining agreement in effect for the three-year period July 1, 2010-June 30, 2013.

**2. Article 5 – Compensation**

Amendments to do the following:

- Determine salary provisions for classified bargaining unit employees.
- Indicate fiscal year periods 2010-2011, 2011-2012, and 2012-2013, in appropriate sections of this article for a bargaining agreement in effect for the three-year period July 1, 2010-June 30, 2013.

**3. Article 6 – Health and Welfare Benefits**

Determine and specify provisions for District health and welfare benefit plans for eligible bargaining unit employees and retirees.

**4. Article 7 – Hours of Employment**

Amend Article 7.13 to determine and specify a Schedule of Paid Holidays for a bargaining agreement in effect for the three-year period July 1, 2010-June 30, 2013 (fiscal years: 2010-2011, 2011-2012, and 2012-2013).

**5. Article 28 – Term of Agreement**

Amend this article to provide for a bargaining agreement in effect for the three-year period July 1, 2010-June 30, 2013.

**6. Appendices**

Update appendices as appropriate

The District reserves the right to open any Article of the Collective Bargaining Agreement in response to CSEA proposals within negotiations and/or necessitated by financial conditions of the District.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**REVIEWED BY:** William C. Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Ms. Lynn Serwin, Associate Professor of English iFalcon Co-coordinator Title V Grant and Dr. Stephen Clifford, Professor of English/iFALCON co-coordinator Title V Grant *SPC*  
**DATE:** May 19, 2010  
**SUBJECT:** **Consideration of Approval of Stipends for Faculty participating in the iFalcon Title V Faculty Inquiry Groups for the 2010 academic year.**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payments for the named employees for their participation in the iFalcon Title V grant project for the academic year of 2010.

### OVERVIEW

The iFALCON Title V Grant has sponsored several professional development activities in the first year of its five-year grant.

### ANALYSIS

During 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 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 integrating iFalcon into the classroom.

### FINANCIAL IMPLICATIONS

No general funds will be used for these stipends. iFalcon Title V grant funds will be utilized for this expenditure. Upon completion of their FIG portfolios as stipulated in their FIG contracts, the following faculty members are to receive stipends as follows:

Bello-Gardner, Sylvia	\$500	Kayser, Lance	\$500
Betancourt, David	\$1,000	Lopez, Monica	\$500
Bourdeau, Debbie	\$500	Lovejoy, Niki	\$1,000
Dimond, Theresa	\$500	Mariani, Ilva	\$500
Duff, Kimberley	\$500	Parsons, Sue	\$1,000
Edwards, Carrie	\$500	Romero, Virginia	\$500
Greene, Chad	\$500	Rosenfeld, Kimberly	\$1,000
Hanniff, Brooke	\$1,000	Sampson, Lynda	\$500
Herrera, Veronica	\$500	Savard, Hale	\$500
Hsiao, John	\$1,000	Thigpen, Joyce	\$500
Hunt, Mary	\$500	Toumajian, Mary Kay	\$500
Hurtado, Henrietta	\$1,000	Young, David	\$500
Isaacs, David	\$500		

# 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:** May 19, 2010

**SUBJECT:** **Consideration of Approval of Stipends for Faculty Participating in the Basic Skills Projects for 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 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, developing a website for the math department to assist student learning, math tutoring for student athletes as well as various other basic skills math classes, 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:

Arellano-Lavariere, Cynthia	\$500.00
Byun, James	\$900.00
Carreon, Lora	\$3,000.00
Codd, Geraldine	\$500.00
Conley, Angela	\$1,500.00
Duff, Kimberley	\$500.00
Dunham, John	\$900.00
Ersig-Marcus, Christine	\$500.00
Evans, Max	\$500.00
Fabish, David	\$1,000.00
Feldstein, Therese	\$4,750.00
Fischer, Anna	\$500.00

George, Patty	\$3500.00
Greene, Chad	\$500.00
Hanniff, Brooke	\$500.00
Helberg, Bonnie	\$500.00
Hoppe-Nagao, Angela	\$500.00
Hsiao, John	\$1,500.00
Kayser, Lance	\$1,000.00
Keenan, Diane	\$1,000.00
Kronbeck, Mandy	\$500.00
Lopez, Manuel	\$900.00
Lovejoy, Niki	\$500.00
Majam-Finch, Danielle	\$500.00
Mariani, Ilva	\$6500.00
McCance, Ian	\$900.00
Nikdel, Mojdeh	\$6500.00
Oliver, Susan	\$500.00
O'Neil, Scott	\$900.00
Palumbo, Linda	\$1,000.00
Pham, Anh-Mai	\$900.00
Roque, Tatiana	\$900.00
Schendel, Kelly	\$1,000.00
Sestini, Sally	\$900.00
Spradlin, Nancy	\$500.00
Sterling, Merrick	\$1,200.00
Tashima, John	\$500.00
Torres, Maria	\$1,300.00
Torres-Bower, Ana	\$500.00
Worrel, Dara	\$900.00

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** May 19, 2010  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID 0809-09, SOCIAL SCIENCE INTERIOR CARPET REPLACEMENT**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Notice of Completion for Reliable Floor Covering, Inc. for the Social Science Interior Carpet Replacement project at Cerritos Community College District as presented.

**OVERVIEW**

The District issued a contract to Reliable Floor Covering, Inc. on May 7, 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 May 4, 2010. 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 \$234,648.00.

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 Interior Carpet Replacement, Bid #0809-09 contract for the doing of which was heretofore entered into on the 7<sup>th</sup> day of May, 2009 which contract was made with Reliable Floor Covering, Inc., contract number #C08-1114, as contractor; that said improvements were completed on the 4<sup>th</sup> day of May, 2010, and accepted by formal action of the governing board of said DISTRICT on the 19<sup>th</sup> day of May, 2010; 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 Indemnity Company of California.

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: \_\_\_\_\_

David El Fattal  
Vice President of Business Services

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

Place of Execution: Norwalk, California

000172

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** May 19, 2010  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF NOTICE OF COMPLETION FOR BID  
0607-20, PRE-PACKAGED EQUIPMENT FOR CENTRAL PLANT**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Notice of Completion for Southern California Trane for the Pre-Packaged Equipment for Central Plant project at Cerritos Community College District as presented.

**OVERVIEW**

The District issued a contract to Southern California Trane 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 May 3, 2010. 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 \$3,876,450.00.

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: Pre-Packaged Equipment for Central Plant, Bid #0607-20 contract for the doing of which was heretofore entered into on the 7<sup>th</sup> day of June, 2007 which contract was made with Southern California Trane, contract number #C07-1004, as contractor; that said improvements were completed on the 3<sup>rd</sup> day of May, 2010, and accepted by formal action of the governing board of said DISTRICT on the 19<sup>th</sup> day of May, 2010; 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 National Union Fire Insurance Company of Pittsburgh, PA.

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: \_\_\_\_\_  
David El Fattal  
Vice President of Business Services

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

Place of Execution: Norwalk, California

000174

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** May 19, 2010  
**SUBJECT:** **Consideration of Approval of Bid #0910-10, Physical Science and Technology Building, AV/DATA**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the Bid #0910-10, Physical Science and Technology Building, AV/DATA to Western Audio Visual as the lowest overall responsive and responsible bidder. Board approval is contingent upon there being no bid protests during the applicable protest time period. Board approval is also contingent upon contractor providing acceptable insurance and bonding.

**OVERVIEW**

The Purchasing Department advertised the project on March 24 and March 31, 2010. The bid due date was on April 27, 2010.

The work will include: network data cabling, audio visual equipment, installation, testing and training.

**ANALYSIS**

On April 27, 2010, three 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 \$544,058.33. Funding for this project will come from the GO Bond.

000175

**Bid Recap #0910-10, CLO-1, AV/DATA**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
Western Audio Visual	\$ 444,058.33	\$ 100,000.00	\$ 544,058.33
Digital Networks Group, Inc.	\$ 517,225.97	\$ 100,000.00	\$ 617,225.97
Minco Construction	\$ 637,000.00	\$ 100,000.00	\$ 737,000.00

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD**

**Fiscal Year: 2009-2010**

**Quarter Ended: (Q3) Mar 31, 2010**

**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	87,171,978
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	87,171,978
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	82,945,128	86,032,575	85,176,975	90,434,035
B.2	Other Outgo (Objects 7100, 7200; 7300, 7400, 7500, 7600)	1,574,318	1,684,132	7,341,213	2,334,447
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	84,519,446	87,716,707	92,518,188	92,768,482
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	2,364,930	600,132	-1,060,545	-5,596,504
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	5,989,062
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.7%	14.4%	12.5%	6.5%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	16,580	17,173	17,359	17,957
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**As of the specified quarter ended for each fiscal year**

III. Total General Fund Cash Balance (Unrestricted and Restricted)	2006-07	2007-08	2008-09	2009-2010

000177

VII.G

H.1	Cash, excluding borrowed funds		19,746,404	15,390,912	13,233,523
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	17,555,515	19,746,404	15,390,912	13,233,523

**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	87,171,978	56,267,431	64.5%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>87,156,927</b>	<b>87,171,978</b>	<b>56,267,431</b>	<b>64.5%</b>
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	92,570,814	90,434,035	59,284,555	65.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,447	9,447	4,198	44.4%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>92,580,261</b>	<b>90,443,482</b>	<b>59,288,753</b>	<b>65.6%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-5,423,334</b>	<b>-3,271,504</b>	<b>-3,021,322</b>	
L	Adjusted Fund Balance, Beginning	11,585,566	11,585,566	11,585,566	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>6,162,232</b>	<b>8,314,062</b>	<b>8,564,244</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.7%	9.2%		

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

000178

	<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 State cuts in categorical funding, it will be more difficult balancing revenue and expenditures.  
 Next year: With continued decline in State revenue, we are anticipating more difficulty for next year.

621000

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2009-2010

Quarter Ended: (Q3) Mar 31, 2010

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: Mr. David El Fattal

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

CBO Signature: 

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

Chief Executive Officer Name: Dr. Linda Lacy

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

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

Electronic Cert Date: \_\_\_\_\_

**District Contact Person**

Name: Lola Rizkallah

Title: Director of Fiscal Services

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

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

E-Mail: lolarizkallah@cerritos.edu

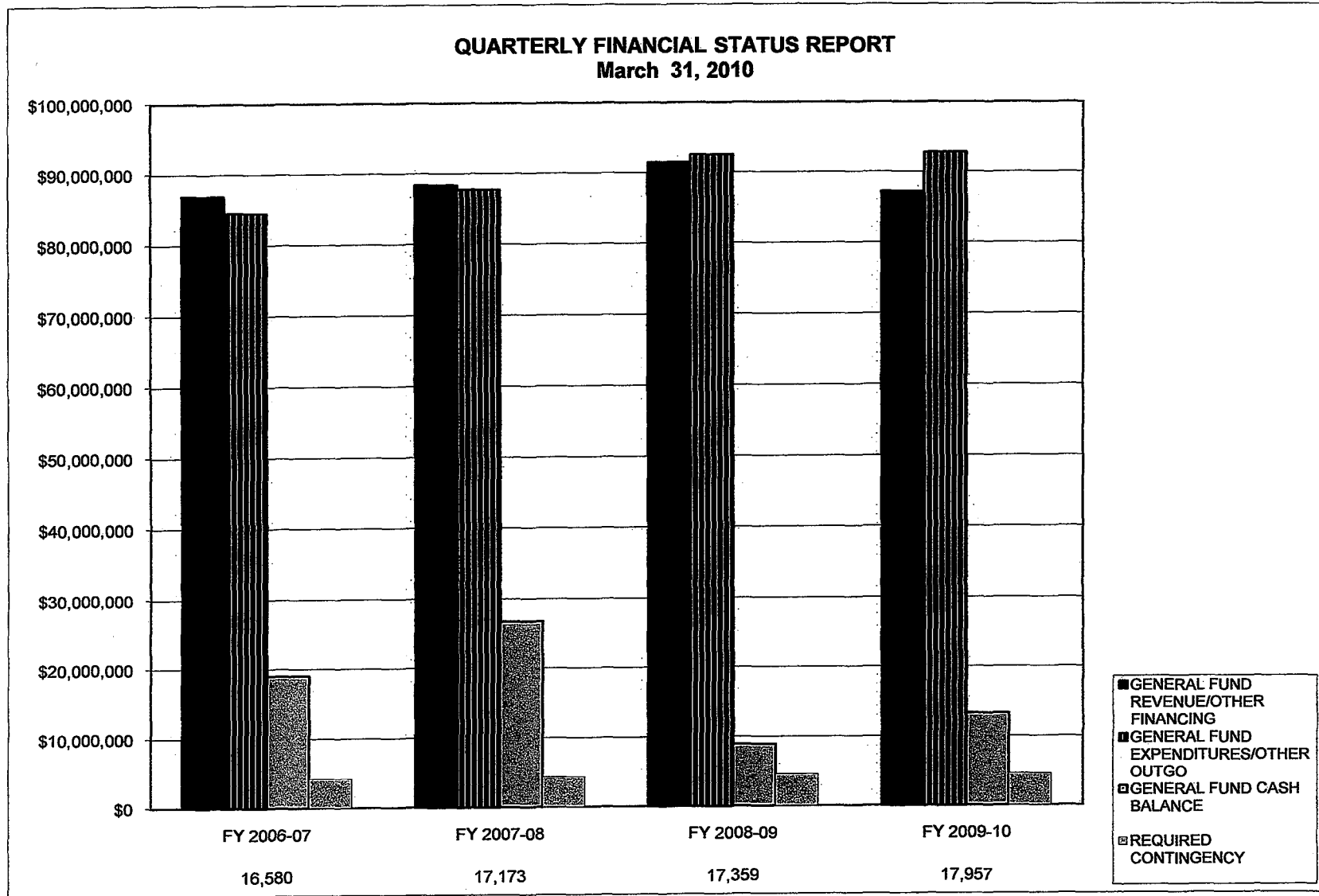
**Certify This Quarter**

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

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

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000150



000181

### BUDGET TRANSFERS FOR MAY 19, 2010

#### 01.0 FUND-GENERAL FUND-UNRESTRICTED

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(2,400)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	

<b>TOTAL</b>	<b>\$</b>	<b>(2,400)</b>
--------------	-----------	----------------

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	2,400
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

<b>TOTAL</b>	<b>\$</b>	<b>2,400</b>
--------------	-----------	--------------

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**  
Technology

# BUDGET TRANSFERS FOR MAY 19, 2010

## 01.3 FUND-GENERAL FUND-RESTRICTED

### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(1,500)
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(1,500)</b>

### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	1,500
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
<b>TOTAL</b>	<b>\$</b>	<b>1,500</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Family Literacy-WIA

## BUDGET TRANSFERS FOR MAY 19, 2010

### 42.0 FUND-REVENUE BOND CONSTRUCTION FUND

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	(87,353)

#### **TOTAL**

\$	<b>(87,353)</b>
----	-----------------

#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	87,353
CAPITAL OUTLAY	\$	

#### **TOTAL**

\$	<b>87,353</b>
----	---------------

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Classroom/Lab/Office Complex #1; Central Plant/Infrastructure Project 3; Parking Lot Renovation;  
Fire Alarm Upgrade; Parking Lots - New

**APPROPRIATION TRANSFER ANALYSIS FOR MAY 19, 2010**

**Revenue**

00000.0-00300-02220-8890-6120000 (01.0 Fund) \$ 1,500  
Local-Library and Learning Resource Center  
To allocate budget for supplies

00000.0-00007-74790-8800-0000000 (39.0 Fund) (3,565)  
Local-Technology Training Distance Education Contract Ed  
To close carry over funds of Technology Training Distance  
Education Contract Ed. Funds are in the Ending Balance.

00000.0-00000-06319-8820-0000000 (41.0 Fund) 250,000  
Local-Automotive Partners Bldg Donations  
To set up additional funds of Auto Partners Building

**Total of Revenue Budget** 247,935

**Expenditure**

00000.0-00000-02350-4550-3057000 (39.0 Fund) 45,359  
Cosmetology  
To set up additional funds of Cosmetology to be equal with  
revenue budget

00000.0-00000-74790-4590-0000000 (39.0 Fund) 389  
Technology Training Distance Education Contract Ed  
To adjust carry over funds of Technology Training Distance  
Education Contract Ed

**Total of Expenditure Budget** \$ 45,748

**HEALTH OCCUPATIONS****Full-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>
Braun	Sharon	Child Development	E18
Brooks	Kelli	Nursing	E13
Carroll	Dani	Dental Hygiene	E14
Gradin	Susan	Child Development	E12
Krayer	Adelle	Dental Hygiene	E18
Malkin	Hal	Pharmacy	E14
Marine	Rebecca	Child Development	E22
Marks	Sandra	Medical Assisting	E22
Medina	Ceci	Child Development	E22
Natividad	Rachel	Nursing	E12
Ninomiya	Kathy	Dental Hygiene	E26
Orozco	Rebecca	Nursing	E11
Wedell	Donna	Dental Assisting	E14

**Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	
Bowman	Daniel	Pharmacy Technician	A3	54.60
Dipietro-Fife	DiAnn	Dental Hygiene	A1	48.83
Mehr	Fariba	Dental Hygiene	B5	60.33
Nguyen	Ann	Dental Hygiene	B2	51.71
Rubalcaba	Celia	Pharmacy Technician	B5	60.33
Weinberg Levine	Faith	Pharmacy Technician	A2	51.71

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>
Abbruzzese	Mark	Anthropology	C7
Bellas	Monica	Anthropology	F11
Collins	John	Administration of Justice	E13
Duff	Kimberley	Psychology	F11
Duva	Mark	Psychology	F11
Falcon	Dennis	Political Science	E13
Fernandez	Walter	History	E14
Gaffaney	Todd	Psychology	D12
Haas	John	History	F12
Haynes	Doug	Administration of Justice	E26
Holzgang	Amy	Sociology	F11
Jarrett	George	History	E8
Keenan	Diane	Economics	E26
Lewellen	Michelle	Psychology	B10
Namala	Solomin	Economics	F11
Obasohan	Victor	Political Science	C11
Obazuaye	Sunday	Political Science	F7
Oliver	Susan	History	F14
Pirtle	Dianne	Sociology	B10
Rigby	Jeff	Anthropology	E18

Satterfield	Phillip	Administration of Justice	E18
Stolze	Ted	Philosophy	F8
Torres-Bower	Ana	Philosophy	E22
Troup	Jackie	Sociology	E18
Van De Mortel	Joseph	Philosophy	E14

**LIBERAL ARTS**

**Full-Time Instructors**

Name		Discipline	Salary Placement
Arce	Carlos	Foreign Language	E26
Belroy	Barbara	Reading	E12
Berry	Patricia	ESL	E30
Cabuto	Froylan	Foreign Language	D12
Carney	Danielle	English	E11
Chester	Robert	English	E14
Clemans	Susanna	English	E22
Clifford	Stephen	English	F14
Codd	Geraldine	Reading	E18
Coulter	Lucia	ESL	D12
Crawford	Suzanne	English	D9
Ernest	Roger	English	C11
Fabish	David	English	E14
Florescu	Mihaela	Foreign Language	F18
Gaik	Frank	English	F22
Mootz Gonzales	Joana	English	E14
Hanks	Wendell	Speech	E30
Havice	Sally	English	D12
Helberg	Bonnie	Reading	D12
Hoppe-Nagao	Angela	Speech	E14
Hu	Phillip	English	D12
Jaime	Jennie	Foreign Language	B10
Juntilla	Timothy	English	D12
Kayser	Lance	English	E6
Lavariere	Cynthia	Speech	F11
Medina-Valin	Niurka	Foreign Language	F26
Miller	Alice	Reading	D12
Mixson	Frank	English	F12
Mueller	Barbara	English	E14

**SCIENCE, ENGINEERING & MATHEMATICS**

**Full-Time Instructors**

Name		Discipline	Salary Placement
Boardman	Constance	Biology	D12
Bradbury	Jeffery	Chemistry	E14
Budarin	Dmitri	Mathematics	E14
Buschauer	Robert	Physics/Astronomy	F26
Byun	James	Mathematics	C9
Carreon	Lora	Mathematics	B7
Chalmers	Graham	Mathematics	F26
Cordova	Ernesto	Mathematics	B10
Demian	Kamal	Mathematics	E13

Feldstein	Therese	Mathematics	E26
Fuschetto	Susan	Computer & Information Sciences	E18
George	Patty	Mathematics	E18
Henriques	James	Physics/Astronomy	E22
Hohly	Margaret	Computer & Information Sciences	E30
Hugen	Mark	Mathematics	C11
Jordan	Wesley	Mathematics	C11
Kreger	Robert	Earth Science	F18
LaZor	Clair	Computer & Information Sciences	E30
Leon Jr.	Ruben	Mathematics	B10

**SCIENCE, ENGINEERING & MATHEMATICS (cont.)**

**Full-Time Instructors**

Name		Discipline	Salary Placement
LePere	Susan	Biology	B10
Lewandowski	Pamela	Mathematics	B10
Lewandowski	Thomas	Mathematics	D12
Lo Vetere	Crystal	Earth Science	D8
Lopez	Manuel	Mathematics	D12
Lou	Zheng	Computer & Information Sciences	E18
McFadden	William	Mathematics	E26
Nance	Wesley	Computer & Information Sciences	E30
Negrete	Bernard	Computer & Information Sciences	E22
Nguyen	Phuong	Computer & Information Sciences	E18
Nikdel	Mojdeh	Mathematics	F14
O'Neil	Scott	Mathematics	E11
Romer	Christine	Chemistry	E18
Shimazu	Cheryl	Chemistry	E18
Torres	Maria	Mathematics	C3
Walther	Robert	Biology	E26
Wilson	Jack	Computer & Information Sciences	E18
Worrel	Dara	Mathematics	B9
Zewail	Mervat	Chemistry	F30

**Part-Time Instructors**

Name		Discipline	Salary Placement	Rate
McCance	Ian	Mathematics	B5	60.33
Mera	Carlos	Physics	B5	60.33

**TECHNOLOGY**

**Part-Time Instructors**

Name		Discipline	Salary Placement	Rate
Perez	Jose	Welding	B4	57.46
Sanchez	Carlos	Woodworking	B5	60.33

**STUDENT SERVICES**

**Part-Time Counselors**

<b>Name</b>			<b>Discipline</b>	<b>Salary</b>	
				<b>Placement</b>	<b>Rate</b>
Castro	Griselda		Adult Education	C2	43.10
Covarrubias	Deisy		Adult Education	C1	40.23
Kim	Jong-Wha		CalWORKs	C2	43.10
Pizer	Janis		CalWORKs	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>
Barrera De Contreras	Gabriela	Adult Education	B3	54.60
Blair	Robert	Adult Education	B5	60.33
Cardona	Rudy	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
Fiske	Robert	Adult Education	B5	60.33
Furgason	Dennis	Adult Education	B4	57.46
Gonzalez	Gilda	Adult Education	B5	60.33
Hyatt-Solomina	Yelena	Adult Education	A1	48.83
Jackson	Michael	Adult Education	A1	48.83
Kimura	Dana	Adult Education	A2	51.71
Kubiak	Paul	Adult Education	B5	60.33
La Velle	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
Salaam	Shirley	Adult Education	B5	60.33
San Nicholas	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

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

VII.K

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

Hernandez, Cynthia	Aid-General (Lab)	\$8.00/hr	04/19/10
Rivas, Anna Ximena	"	"	"
Novatin, Gwladys*	Aide Special (Special Ed.)	\$8.00/hr	03/22/10
Arrendondo, Livier*	Intermediate Clerk	\$9.56/hr	04/12/10
Gonzalez, Claudia*	"	"	04/13/10
Florian, Fleur*	"	"	04/23/10
Lay, Phally*	"	"	04/12/10
Martinez, Rosairo*	"	"	04/13/10
Romero, Valerie*	"	"	04/12/10
Sandoval, Lili*	"	"	04/13/10
Velasquez, Natasha*	"	"	"
De La Campa, Kesia	Intermediate Typist Clerk	\$9.56/hr	04/01/10
Sorensen, Richard	Community Outreach Worker	\$9.99/hr	04/15/10
Kristinat, Katrina*	Development Assistant	\$13.79/hr	04/25/10
Komulaine, Julie	Aide-Special (Interpreter V)	\$39.50/hr	04/25/10
Trinh, Thanh*	Community Education Specialist	\$29.15/hr	04/01/10

\* Categorically Funded

\*\* Specially Funded

Presented to the Board of Trustees 5/19/10

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** Mr. David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Lola Rizkallah, Director of Fiscal Services *Lola Rizkallah*  
**DATE:** May 19, 2010  
**SUBJECT:** Information Item: Associated Students Cerritos College (ASCC) Financial Report for the Period Ending March 31, 2010

**RECOMMENDATION**

This item is presented for information only.

**OVERVIEW**

The ASCC Financial Report for the period ending March 31, 2010 is included in this Board Report.

**ANALYSIS**

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

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

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

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

2009-10 revenue was budgeted at \$856,900; income received (including receivable and due from other funds) is \$620,911.34 as of March 31, 2010.

2009-10 expenditures were budgeted at \$856,900; amounts actually expended were \$471,991.58 as of March 31, 2010. Funds for disbursement are budgeted to support a variety of activities.

**FINANCIAL IMPLICATIONS:**

As presented above.

Attachments

000192

**ASSOCIATED STUDENTS-CERRITOS COLLEGE  
COMBINED BALANCE SHEET  
March 31, 2010**

	<u>Associated Students Fund</u>	<u>Students Clubs &amp; Trust Fund</u>	<u>Scholarship &amp; Loans Fund</u>	<u>Combined</u>
<b><u>ASSETS</u></b>				
<b>Cash On Hand And In Banks</b>				
Bank of America - ASCC	\$ 127,476	\$ -	\$ -	127,476
Bank of America - Trust		609,452	12,451	621,903
<b>Investments</b>				
Los Angeles County Treasurer (109-00-000)	172,001			172,001
California Nat'l Bank CDs (CLOSED)			-	0
<b>Petty Cash &amp; Change Funds</b>				
ASCC Account (104-00-000)	750			750
<b>ASCC Accounts Receivable</b>	68,750			68,750
<b>ASCC Prepaid Expenses</b>	0			0
<b>Due From Other Funds</b>	1,271,920			1,271,920
<b>Clearing Account</b>	0			0
<b>TOTAL ASSETS</b>	<u>1,640,897</u>	<u>609,452</u>	<u>12,451</u>	<u>2,262,800</u>
<b><u>LIABILITIES AND FUND BALANCE</u></b>				
<b>Accounts Payable</b>	\$ (1,259)	\$ 10,001	\$ -	\$ 8,743
<b>Due To Other Funds</b>	0	\$ -		\$ -
<b>Amounts Held For Others</b>		599,451	12,451	611,902
<b>TOTAL LIABILITIES</b>	<u>-1,259</u>	<u>609,452</u>	<u>12,451</u>	<u>620,645</u>
<b>FUND BALANCE</b>				
Designated for Special Purpose	1,642,155			1,642,155
<b>TOTAL FUND BALANCE</b>	<u>1,642,155</u>			<u>1,642,155</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<u>1,640,897</u>	<u>609,452</u>	<u>12,451</u>	<u>2,262,800</u>

lr: 5/3/10

**ASSOCIATED STUDENTS-CERRITOS COLLEGE**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**For the Period July 1, 2009 - March 31, 2010**

	<u>Associated Students Fund</u>		<u>Students Clubs &amp; Trust Fund (250's)</u>	<u>Scholarship &amp; Loans Fund (275's)</u>
	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES</b>				
College Services Fee (400-01-001)	245,000.00	170,000.00		
Student Store (400-01-002)	287,500.00	206,250.00		
Football (400-02-001)	6,400.00	8,385.00		
Basketball (400-02-002)	1,000.00	385.00		
Student Activities (400-03-001)	1,000.00	0.00		
Newspaper Advertising (400-03-002)	4,000.00	4,000.00		
Other Income (400-03-005)	6,000.00	2,000.00		
Interest Income (400-03-007)	6,000.00	13,364.24		
Vending Commission (North County & Pepsi) (400-04-002)	87,000.00	87,000.00		
Electronic Games (400-04-003)	16,000.00	7,998.50		
Food Court Income (400-04-004)	91,000.00	78,765.63		
Elbow Rooms Commission (400-04-005)	52,000.00	39,762.97		
Fine Arts/Theatre (400-05-001)	8,000.00	3,000.00		
Fine Arts/Music (400-05-002)	1,000.00	0.00		
ASCC Undistributed Reserves (400-05-003)	45,000.00	0.00		
Receipts			637,392.63	91,204.50
<b>TOTAL REVENUES</b>	<b>856,900.00</b>	<b>620,911.34</b>	<b>637,392.63</b>	<b>91,204.50</b>
<b>EXPENDITURES</b>				
Student Government Program (600-01-000 to 600-01-999)	209,100.00	178,752.33		
Instructional Programs (600-02-000 to 600-02-999)	200,500.00	94,221.64		
Special Operations (600-03-000 to 600-03-999)	193,200.00	43,981.33		
Intercollegiate Athletics Program (600-04-000 to 600-04-999)	183,850.00	132,687.29		
Student Services (600-05-000 to 600-05-999)	70,250.00	22,348.99		
Adjust for restatements	0.00	0.00		
Disbursements			514,871.24	188,599.83
<b>TOTAL EXPENDITURES</b>	<b>856,900.00</b>	<b>471,991.58</b>	<b>514,871.24</b>	<b>188,599.83</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>		<b>148,919.76</b>	<b>122,521.39</b>	<b>-97,395.33</b>
<b>BEGINNING FUND BALANCE, JULY 1, 2009</b>		<b>1,493,235.68 *</b>	<b>476,929.95 *</b>	<b>109,846.00 *</b>
<b>ENDING FUND BALANCE, MARCH 31, 2010</b>		<b>1,642,155.44</b>	<b>599,451.34</b>	<b>12,450.67</b>

\* Per audited financial statements  
 Ir: 5/3/10

461000

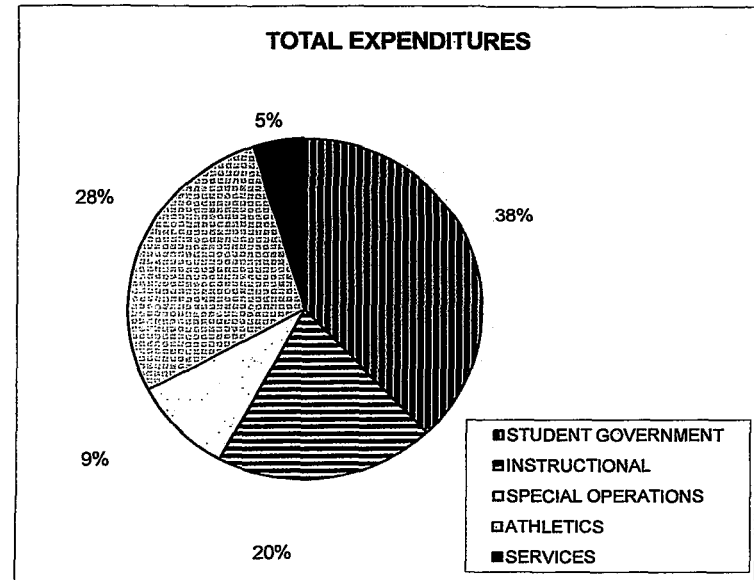
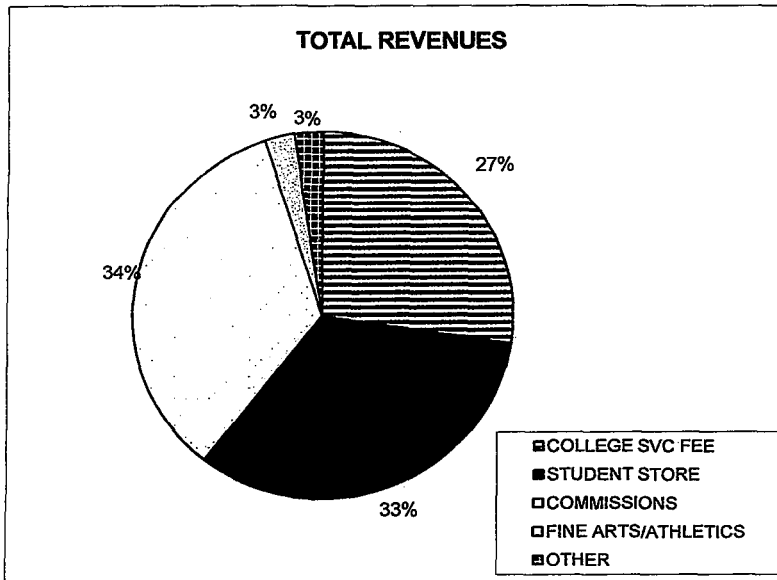
**ASSOCIATED STUDENTS-CERRITOS COLLEGE**

**ACTUALS SUMMARY**

**MARCH 31, 2010**

<b>COLLEGE SVC FEE</b>	\$	<b>170,000</b>
<b>STUDENT STORE</b>		<b>206,250</b>
<b>COMMISSIONS</b>		<b>213,527</b>
<b>FINE ARTS/ATHLETICS</b>		<b>15,770</b>
<b>OTHER</b>		<b>15,364</b>
<b>TOTAL REVENUES</b>	\$	<b>620,911</b>

<b>STUDENT GOVERNMENT</b>	\$	<b>178,752</b>
<b>INSTRUCTIONAL</b>		<b>94,222</b>
<b>SPECIAL OPERATIONS</b>		<b>43,981</b>
<b>ATHLETICS</b>		<b>132,687</b>
<b>SERVICES</b>		<b>22,349</b>
<b>ADJ FOR RESTATEMENT</b>		<b>0</b>
<b>TOTAL EXPENDITURES</b>	\$	<b>471,992</b>



lr. 2/2/10

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**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**JUNE 9, 2010**

- I. CALL TO ORDER The meeting was called to order at 6:00 p.m. by Tom Jackson, Board Vice President. Those present were Mr. Bob Arthur, Dr. Tina Cho, Dr. Ted Edmiston, Mr. Bob Epple, Mr. Tom Jackson, Dr. Shin Liu and Mr. Felipe Grimaldo, Student Trustee. Dr. Bob Hughlett was not present. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Faculty Senate President and the CSEA President.
- II. PLEDGE OF ALLEGIANCE The flag salute was led by Salvador Zavala, Cerritos College student.
- III. APPROVAL OF MINUTES
- A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the minutes of the regular meeting of May 19, 2010. The vote for approval was 5-0-1; Dr. Liu abstained (student advisory vote: abstain).
- IV. INSTITUTIONAL PRESENTATIONS  
2010-11 Student Board Member
- Renaissance Pleasure Faire's Costume Competition Winners
- Budget Update
- A. Mr. Jackson administered the Oath of Office to Student Trustee Felipe Grimaldo, who will serve through June 2011.
- B. Susan Watanabe, professor of Theatre Arts, introduced Alba Bermudez, who won first place in the Adult Peasant Category and Patricia Ramirez, who won second place in the Adult Nobility Category at the Renaissance Pleasure Faire on May 16. On behalf of the Board, Mr. Jackson congratulated the students.
- C. Mr. El Fattal indicated that the 2010-11 tentative budget will be presented to the Board at the June 23 Board meeting. He thanked Lola Rizkallah and staff members in the Fiscal Services office who have been working hard to prepare budget documents.
- V. PUBLIC PRESENTATIONS
- Chris Markowski, Jason Tyson and Jennifer Tyson expressed their support for a Veteran's Resource Center on campus. Mr. Markowski stated that in the past two years, 1,400 veterans have been assisted by the Financial Aid office at Cerritos College. He also stated that since August, 523,000 veterans have received educational benefits at the national level. The students indicated that the space for the center has been located and that they are looking at ways to establish financial support for the project. Mr. Tyson indicated that he is currently seeking support from the U.S. Department of Veterans Affairs, the Red Cross and Salvation Army for the resource center.
- VI. CONSENT AGENDA
- It was moved by Mr. Arthur and seconded by Mr. Grimaldo to approve the consent agenda and addendum. Mr. Grimaldo requested that item VI.A be held and Mr. Epple requested that item VI.H be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):
- A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to Provide Compensation to Dr. Liu and Mr. Grimaldo for their Absence from the May 19 Board Meeting. The vote for approval was 5-0-1 (Dr. Liu and Mr. Grimaldo abstained).

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

Affirming Rights and Compensation for Student Member of Board of Trustees, as attached.

Mr. Epple moved that the backup for the agenda be revised to reflect a reference to Education Code 72024. The text of EC 72024 is attached. Dr. Edmiston seconded and the vote for approval as amended was unanimous (student advisory vote: aye).

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

- Shimpo Potter's Wheel  
Donated by: Joe Pellitteri  
8275 Galaxy Circle  
Buena Park, CA 90620
- 2008 Chrysler 300C  
Donated by: Chrysler  
4400 Purks Drive  
Auburn Hills, MI 48371
- Four (4) Transmissions  
Donated by: Mitsubishi Motors North America, Inc.  
6400 Katella Avenue  
Cypress, CA 90630-5204

- C. Textbook Adoptions for Fall 2010, as attached.

- D. Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Summer 2010, as attached.

- E. Stipends for the Faculty Inquiry Network Project, as attached.

- F. Teacher TRAC Program Faculty Stipends, as attached.

- G. Amend the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends, as attached.

- H. This item was considered separately.

- I. Bid #0910-08, Gymnasium Seismic Retrofit, as attached.

- J. Bid #0910-11, Fire Alarm System Replacement and New Mass Notification System – Group II, as attached.

- K. Increase on the eLumen Assessment Software Contract, as attached.

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

M. Contracts:

Construction  
**AMENDMENT**

1. Hanan Construction Co., Inc.  
Fencing  
Facilities

*On March 17, 2010 the Board of Trustees awarded a contract to Hanan Construction Co., Inc. for the Fencing project. The agreement was originally approved using GO Bond funds, but funding will now come from State Scheduled Maintenance/Capital Outlay funds and approval needs to be amended.*

License  
**RENEWAL**

2. The College Entrance Examination Board  
Accuplacer Online  
Career Services

*For the Accuplacer Online System. This service provides the reading and writing assessments for students. For period July 1, 2010 through June 30, 2011. Total cost depends on the number of students tested. The individual cost is \$1.75. The budgeted total is \$40,000.00. Funding will come from the Counseling Division.*

Services  
**AMENDMENT**

3. Coach America (Coach USA)  
Charter Recliner Bus Service  
Purchasing

*To provide bus services for student field trips and athletic events. For period July 1, 2010 through June 30, 2011. Rates will remain the same and funding for the bus service will come from the Facilities Department.*

4. North County Vending  
Vending Machine Services  
Purchasing

*To supersede their existing agreement for vending service on campus. The term of the contract shall be five years effective July 1, 2010 and ending June 30, 2015. The District will receive a commission rate at 20% of gross sales with a minimum guarantee of \$22,000 per year. All commissions will go to the Associated Students Cerritos College.*

N. Psychology Local Standards, as attached.

O. Resignation(s) Accepted by the President, as follows:

*Kline, Gayle, Account Technician III (CITE Department), effective September 14, 2010*

*Martuccio, Leticia, Child Development Teacher (Child Development Center), effective May 28, 2010*

*Edson-Perone, Lorraine, Professor (Mathematics Department), effective June 1, 2010*

- P. Employment of Temporary One-Year Full-Time Faculty Employees, as follows:

*Tydell, Carol, Instructor (Anatomy & Physiology) @ F-10 (\$81,494.00/annually), 10-School Month Contract, effective August 16, 2010, for a period not to exceed May 20, 2011*

*Green, Chad, Instructor (English), @ B-3 (\$53,072.00/annual), 10-School Month Contract, effective August 16, 2010, for a period not to exceed May 20, 2011*

*Ronquillo-Adachi, Jaclyn, Instructor (Psychology), @ E-3 (\$60,824.00/annual), 10-School Month Contract, effective August 16, 2010, for a period not to exceed May 20, 2011*

- Q. Employment of 2010 Summer Session Faculty Personnel, as attached.

- R. Unpaid Leave of Absence, as follows:

*Mootz Gonzales, Joana, English Instructor (Liberal Arts Division), effective August 16, 2010 through December 16, 2010*

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

## VII. ADMINISTRATIVE MATTERS

- A. It was moved by Mr. Arthur and seconded by Dr. Edmiston to adopt Board Policy 2720 – Communications Among Board Members, Board Policy 5550 – Time, Place, and Manner, and Board Policy 6700 – Civic Center and Other Facilities Use. The vote for approval was unanimous (student advisory vote: aye).

- B. It was moved by Dr. Edmiston and seconded by Mr. Arthur to approve the Reorganization of Child Development Center and Salary Schedule for Child Development Center Positions. Dr. Lacy explained that the reorganization proposes many revised job classifications that clearly define responsibilities. Vic Collins, Interim Director of Human Resources, acknowledged Jenine Nolan and Debra Ward for securing many grants and additional funding resources for the CDC. The vote for approval was unanimous (student advisory vote: aye).

- C. Mr. Jackson opened discussion regarding the Board Self-Evaluation. He indicated that members of the Board completed the self-evaluation survey and welcomed comments from the public. The survey results are posted online and the public may send comments to the President's Office.

## VIII. REPORTS

- A. Board of Trustees  
Dr. Liu indicated that she was interviewed by Chinese TV station LA 18 on June 2 and stated that it was a good opportunity to reach out to the community to share information about Cerritos College. She thanked Mr. El Fattal, Lola Rizkallah, Aya Abelon and Mark Wallace for their assistance.

Mr. Arthur invited everyone to attend the Norwalk Relay for Life event on Saturday, June 12 at 9:00 a.m.

Dr. Cho indicated that she will be absent from the June 23 Board

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meeting.

Mr. Grimaldo stated that the iTri triathlon held on campus was a great event.

Mr. Jackson invited everyone to attend the pancake breakfast fundraiser in support of Lizeth Pimentel. He stated that there will be many door prizes and added that the community has been very supportive.

B. Faculty and Staff Leadership

C. President/Superintendent and Vice Presidents


Mr. Farmer congratulated the dance program students who had an opportunity to perform at the John F. Kennedy Center in Washington, DC. for the American National College Dance Festival. He acknowledged Janet Sanderson and the dance program for their hard work.

Mr. El Fattal stated that new fencing is being constructed in the Physical Education area and added that demolition of the old pool will begin shortly. He added that the gym seismic retrofit will be underway this summer as well.

Dr. Lacy indicated that there are currently 8,000 students enrolled in the summer session. She stated that Senate Bill 1143 would have changed the community college funding formula and destroyed equalization. Fortunately, the bill was defeated in the assembly committee and stated that community college advocates played an important role in defeating the bill. She concluded by stating that she attended the Track & Field Banquet where many athletes were recognized for an outstanding season.

- |      |                      |  |
|------|----------------------|--|
| IX.  | CLOSED SESSION       | The Board adjourned to closed session at 6:34 p.m. prior to agenda item VII.C.                           |
| X.   | RECONVENE            | The Board reconvened at 6:55 p.m. to continue the open session agenda.                                   |
| XI.  | ADJOURNMENT          | The meeting was adjourned at 7:08 p.m.   |
| XII. | NEXT REGULAR MEETING | The next regular meeting of the Board of Trustees is scheduled for Wednesday, June 23, 2010 at 6:00 p.m. |

  
\_\_\_\_\_  
Tom Jackson, Board Vice President

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

**CERRITOS COLLEGE**  
**TEXT ADOPTION REQUESTS FOR Fall 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>
Real Estate Practice	RE 130	Real Estate Practice	\$60.00	Cengage	1 <sup>st</sup>	N	New
Success in College & Career	COUN 200	Student Success Toolbox	\$19.00	Pacific Crest <a href="http://www.pcrest.com">www.pcrest.com</a>	1 <sup>st</sup>	N	New
Success in Career & College	COUN 200	Foundations of Learning	\$76.00	Pacific Crest <a href="http://www.pcrest.com">www.pcrest.com</a>	4 <sup>th</sup>	N	New
Real Estate Principles	RE 101	California Real Estate Principles	\$60.00	Cengage	9 <sup>th</sup>	N	New
Advertising	BA 110	Launch! Advertising & Promotion in Real Time	FREE	Flat World Knowledge	1 <sup>st</sup>	N	New
Sales	BA 120	The Power of Selling	FREE	Flat World Knowledge	1 <sup>st</sup>	N	New
Television Production	TH 156	Television Production	\$64.95	FOCAL PRESS	14 <sup>th</sup>	N	New
Intermediate Algebra I & II	Math 80, 80A & 80B	Intermediate Algebra	\$156.50	Pearson	3 <sup>rd</sup>	N	New
College Algebra	Math 114	College Algebra Graphs & Models	\$110.00	McGraw Hill	3 <sup>rd</sup>	N	New
Microbiology	MICR 200	Microbiology: Laboratory Theory & Applications	\$64.95	Morton	3 <sup>rd</sup>	N	New
2D CAD For Architects	ARCH 123	Architectural Drafting Using AUTOCAD 2010	\$82.64	Goodheart-Wilcox	6 <sup>th</sup>	N	New
Network+ Certification	CIS 70B	N10-004 Network+ (2009)	\$89.00	LabSim/Testout	1 <sup>st</sup>	N	New
PC Core hardware A+ Certification	CIS 58B	220-701 A+ Essential (2009)	\$89.00	LabSim/Testout	1 <sup>st</sup>	N	New
Network Security Fundamentals	CIS 70L	SY0-201 Security+ (2008)	\$89.00	LabSim/Testout	1 <sup>st</sup>	N	New

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V.I.C

PC Operating System A+ Certification	CIS 58A	220-701 A+ Essential (2009)	\$89.00	LabSim/Testout	1 <sup>st</sup>	N	New
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\*: N = New R = Replacement

Presented to the Board of Trustees on **June 9, 2010**  
 Prices quoted are prices in effect on above date.

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# 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:** June 9, 2010

**SUBJECT:** **Consideration of Approval of Stipends for the Enrollment Growth and Retention for Registered Nursing Programs Grant Summer 2010**

## RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to nursing faculty members for work which will be performed June through August 2010 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

## ANALYSIS

To maximize student success and strengthen retention, Summer 2010 activities will include presentation of workshops designed to increase retention. These activities are grant funded for June through August 2010 at \$75 per hour.

## FINANCIAL IMPLICATIONS

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

- |                         |         |                                |            |
|-------------------------|---------|--------------------------------|------------|
| • Brooks, Kelli         | \$ 2100 | student workshop presentations | (28 hours) |
| • Veloz-Rendon, Lizette | \$ 600  | student workshop presentation  | (8 hours)  |
| • Orozco, Rebecca       | \$ 300  | student workshop presentation  | (4 hours)  |
| • Rachel Natividad      | \$ 1500 | student workshop presentation  | (20 hours) |
| • Carol Caminiti        | \$ 1200 | student workshop presentations | (16 hours) |

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.

TO: Board of Trustees

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

PREPARED BY: Mr. William C. Farmer, Jr., Vice President of Academic Affairs *WCF*

DATE: June 9, 2010

SUBJECT: Consideration of Approval of Stipends for the Faculty Inquiry Network Project

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve payment of stipends for faculty members participating in Year Two of the Faculty Inquiry Network (FIN). The Year Two FIN team includes Jan Connal, Lydia Alvarez, Marvelina Barcelo, Roger Ernest, Niki Lovejoy, Ilva Mariani, Veronica Herrera, Virginia Romero, and David Young.

### **OVERVIEW**

The Board of Trustees approved a Memo of Understanding with the Chabot-Las Positas CCCD on February 4<sup>th</sup>, 2009 allowing the District to participate in the development of a statewide Faculty Inquiry Network. The Network's purpose is to create and share evidence-based knowledge about teaching and learning practices for improving developmental education outcomes. Financial support for the Network is provided by a 2-year grant from the Hewlett Foundation.

### **ANALYSIS**

Project Year Two extends the first year's discoveries by engaging additional faculty in a focused inquiry process; the Principal Investigator coordinates and studies the impact of embedding specific classroom routines into a variety of classrooms. The routines stem from the Project's initial findings and are designed to move students from a following stance to an exploring one. The project develops an observation protocol, interview protocols and classroom perception surveys. Data for the study is drawn from systematic classroom observations, classroom surveys, student observer focus groups, faculty participant surveys, personal (faculty) narratives, and final course grades. As part of the campus inquiry work, authentic and visible multimedia representations around teaching and learning inquiry findings are developed. Findings and representations from the study will be shared locally and across the Faculty Inquiry Network.

### **FINANCIAL IMPLICATIONS**

The following Cerritos College employees are to receive the following stipends: Jan Connal (Project Coordinator and Principal Investigator) \$9500; Lydia Alvarez, Roger Ernest, Niki Lovejoy, Ilva Mariani, Veronica Herrera, Virginia Romero, and David Young for an amount not to exceed \$700 each; and Marvelina Barcelo \$500.

The funding for participation in the Faculty Inquiry Network is provided by a grant from the Hewlett Foundation, coordinated by the Chabot-Las Positas CCCD.

There is no cost to the District.

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda Lacy, President *LL*  
**REVIEWED BY:** William Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Sue Parsons, Director of Teacher TRAC and Learning Communities *SP*  
**DATE:** June 9, 2010  
**SUBJECT:** Consideration of Approval of Teacher TRAC Program Faculty Stipends

### RECOMMENDATION

It is recommended that the Board of Trustees approve a \$400 stipend for Angela Beck, Susan Gradin, Lynn Stiles, and Beverly Whitson as part of the Teacher TRAC Faculty Development Program. There is no cost to the District.

### OVERVIEW

Teacher TRAC program faculty are a cornerstone of the program. They strive to keep current with content, credential changes, teaching standards, pedagogy, and technology. Program faculty are actively involved in deepening their knowledge of the California Content and Professional Teaching Standards which requires the careful examination of teaching practices, student learning, and classroom assessment.

### ANALYSIS

Four Faculty will enhance their experience with K-12 content standards and will work on the following tasks during the 2009-2010 year:

- To produce in collaboration with the other members of the Standards Faculty Inquiry Group (FIG), an improved or new learning module (assignments and activities) that deepens the Teacher TRAC students' understanding of the California Content or Teaching Standards in their discipline, and employ a rubric to assess the student's knowledge and understanding of the respective content or teaching standards.
- To collect, organize, and post on Talonnet, an updated learning module, rubric and samples of Teacher TRAC student work that improves the learning process and the building of knowledge and understanding of the California Content or Teaching Standards in their discipline.

### FINANCIAL IMPLICATIONS

The following Cerritos College faculty are to receive a \$400 stipend for their work performed during the 2009-2010 school year: Angela Beck, Susan Gradin, Lynn Stiles, and Beverly Whitson.

The Teacher TRAC Contract Education Funds will be used for these expenditures.

## 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:** June 9, 2010  
**SUBJECT:** **Consideration of Approval to Amend the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends**

### RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Anthony Baron and Robert Gray. The grant was Board approved August 19, 2009.

### OVERVIEW

Cerritos College has received funding in the amount of \$186,180 to continue development and refinement of the career technical education teacher pathway program.

### ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities and provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty within the designated industry sectors. Part of the grant objectives are to provide professional development opportunities for Cerritos College and high school faculty/instructors in an effort to enhance partnerships and analyze and review pedagogical approaches based upon teaching practices that have proven successful in academic disciplines.

As stipulated and funded by the Grant, the following new tasks and activities will be carried out by the faculty listed below:

#### **Anthony Baron and Robert Gray**

- Mentor teaching interns during the length of a semester in the areas of teaching strategies and methodologies.
- Meet with students to discuss classroom observations and hands-on experience.
- Assist in monitoring student progress and ensuring student accountability by completing and/or approving proper documentation through log and feedback forms.

### FINANCIAL IMPLICATIONS

It is recommended to approve stipends to the following faculty:

**Tony Baron: \$100**  
**Robert Gray: \$100**

All funds will be provided through the CTE Teacher Preparation Pipeline Grant. No costs will be borne by the Cerritos College District.

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## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent  
**DATE:** June 9, 2010  
**SUBJECT:** **Consideration of Affirming Rights and Compensation for Student Member of Board of Trustees**

### **RECOMMENDATION**

It is recommended that the Board of Trustees reaffirm its existing policy of allowing student trustees to make and second motions, receive compensation, and attend closed sessions at the discretion of the governing board in accordance with Education Code Section 72023.5 and 72024, for the 2010-2011 school year.

### **OVERVIEW**

Pursuant to Education Code Section 72023.5, certain rights of student trustees must be periodically reaffirmed by the Board of Trustees.

### **ANALYSIS**

It has been the policy of the Board of Trustees to allow student trustees to make and second motions and to exercise their right to an advisory vote. This policy was originally approved on August 4, 1993. It has also been the policy of the Board to grant compensation to student trustees, up to the amount prescribed in Education Code Section 72024.

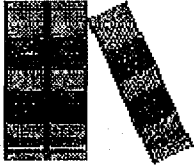
Pursuant to Education Code Section 72023.5 (b), these rights must be periodically reaffirmed by the Board.

It should be noted that under Education Code Section 72023.5 (2), the Board may also grant student board members the right to attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the Board.

### **FINANCIAL IMPLICATIONS**

No additional financial impact. The General Fund budget already includes the Student Trustee compensation.

Attachment



# CALIFORNIA EDUCATION CODE

## CHAPTER 1. GENERAL PROVISIONS

### Article 3. Organization of District Boards

**72023.5. (a)** The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students who are residents of California as determined pursuant to Part 41 (commencing with Section 68000). These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board.

The students selected to serve on the governing board, in addition to being residents of California as determined pursuant to Part 41 (commencing with Section 68000), shall be enrolled in a community college of the district and shall be chosen, and shall be recalled, by the students enrolled in the community colleges of the district in accordance with procedures prescribed by the governing board. A student member shall be required throughout the term of his or her appointment to be enrolled in a community college of the district for at least five semester units, or its equivalent, and shall meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district. The term of the student members shall be one year commencing on June 1 of each year.

The nonvoting student members appointed pursuant to this section shall be entitled to mileage allowance to the same extent as regular members, but are not entitled to the compensation prescribed by Section 72425.

A nonvoting student member shall be seated with the members of the governing board and shall be recognized as a full member of the board at the meetings, including receiving all materials presented to the board members and participating in the questioning of witnesses and the discussion of issues.

The nonvoting student member shall not be included in determining the vote required to carry any measure before the board.

The nonvoting student member shall not be liable for any acts of the governing board.

**(b)** Notwithstanding subdivision (a), the student member or members selected to serve on the governing board of a community college district pursuant to subdivision (a) may do any of the following:

- (1) Make and second motions at the discretion of the governing board.
- (2) Attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the governing board.
- (3) Receive compensation, at the discretion of the governing board, up to the amount prescribed by Section 72425.
- (4) Serve a term of one year commencing on May 15 of each year, at the discretion of the governing board.

**(c)** It is the intent of the Legislature that any decision or action, including any contract entered into pursuant thereto, upon the motion or second of a motion of a student member, shall be fully legal and enforceable against the district or any party thereto.

**(d)** The governing board of each community college district that affords the student member or members of the board any of the privileges enumerated in subdivision (b) shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

**72024. (a) (1)** In any community college district that is not located in a city and county, and in which the full-time equivalent students (FTES) for the prior college year exceeded 60,000, the governing board may prescribe, as compensation for the services of each member of the board who actually attends all meetings held by the board, a sum not to exceed one thousand five hundred dollars (\$1,500) in any month.

**(2)** In any community college district in which the FTES for the prior college year was 60,000 or less, but more than 25,000, each member of the governing board of the district who actually attends all meetings held by the board may receive as compensation for his or her services a sum not to exceed seven hundred fifty dollars (\$750) in any month.

**(3)** In any community college district in which the FTES for the prior college year was 25,000 or less, but more than 10,000, each member of the governing board of the district who actually attends all meetings held may receive as compensation for his or her services a sum not to exceed four hundred dollars (\$400) in any month.

**(4)** In any community college district in which the FTES for the prior college year was 10,000 or less, but more than 1,000, each member of the governing board of the district who actually attends all meetings held by the board may receive as compensation for his or her services a sum not to exceed two hundred forty dollars (\$240) in any month.

**(5)** In any community college district in which the FTES for the prior college year was 1,000 or less, but more than 150, each member of the governing board of the district who actually attends all meetings held by the board may receive as compensation for his or her services a sum not to exceed one hundred twenty dollars (\$120) in any month.

**(b)** Any member of a governing board who does not attend all meetings held by the board in any month may receive, as compensation for his or her services, an amount not greater than a pro rata share of the number of meetings actually attended based upon the maximum compensation authorized by this subdivision.

**(c)** The compensation of members of the governing board of a community college district newly organized or reorganized shall be governed by subdivision (a). For this purpose, the total FTES in all of the community colleges of the district in the college year in which the organization or reorganization became effective shall be deemed to be the FTES in the district for the prior college year.

**(d)** A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. The compensation shall be a charge against the funds of the district.

**(e)** On an annual basis, the governing board may increase the compensation of individual board members beyond the limits delineated in this section, in an amount not to exceed 5 percent based on the present monthly rate of compensation. Any increase made pursuant to this section shall be effective upon approval by the governing board. The action may be rejected by a majority of the voters in that district voting in a referendum established for that purpose, as prescribed by Chapter 2 (commencing with Section 9100) of Division 9 of the Elections Code.

**Bid Recap #0910-08, Gymnasium Seismic Retrofit**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>	
<b>**AWI Builders, Inc.</b>	\$ 5,999,911.00	\$ 250,000.00	\$ 6,249,911.00	<b>**Withdrew Bid</b>
<b>USS Cal Builders, Inc.</b>	\$ 7,348,000.00	\$ 250,000.00	\$ 7,598,000.00	<b>Lowest Bid</b>
Metro Builders & Engineers Group Ltd.	\$ 7,421,711.00	\$ 250,000.00	\$ 7,671,711.00	
Great West Contractors Inc.	\$ 7,570,000.00	\$ 250,000.00	\$ 7,820,000.00	
PW Construction, Inc.	\$ 7,586,000.00	\$ 250,000.00	\$ 7,836,000.00	
Bayley Construction	\$ 7,595,000.00	\$ 250,000.00	\$ 7,845,000.00	
L.A. Builders	\$ 7,600,000.00	\$ 250,000.00	\$ 7,850,000.00	
SMC Construction	\$ 7,674,041.00	\$ 250,000.00	\$ 7,924,041.00	
NSA Construction Group, Inc.	\$ 7,798,000.00	\$ 250,000.00	\$ 8,048,000.00	
Jaynes Corporation	\$ 7,800,000.00	\$ 250,000.00	\$ 8,050,000.00	
R.C. Construction Services	\$ 7,926,800.00	\$ 250,000.00	\$ 8,176,800.00	
Morillo Construction, Inc.	\$ 7,980,000.00	\$ 250,000.00	\$ 8,230,000.00	
Mackone Development, Inc.	\$ 8,149,000.00	\$ 250,000.00	\$ 8,399,000.00	
ACC Contractors, Inc.	\$ 8,200,000.00	\$ 250,000.00	\$ 8,450,000.00	
G2K Construction, Inc.	\$ 8,344,000.00	\$ 250,000.00	\$ 8,594,000.00	
Tower General Contractors	\$ 8,468,965.00	\$ 250,000.00	\$ 8,718,965.00	
EMMA Corporation	\$ 8,780,000.00	\$ 250,000.00	\$ 9,030,000.00	

**Bid Recap #0910-11, Fire Alarm System Replacement & New Mass Notification System - Group II**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
FEI Enterprises	\$ 688,000.00	\$ 75,000.00	\$ 763,000.00
Minco Construction	\$ 725,000.00	\$ 75,000.00	\$ 800,000.00
Technion Contractors	\$ 1,242,100.00	\$ 75,000.00	\$ 1,317,800.00

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**REVIEWED BY:** William C. Farmer, Vice President of Academic Affairs *WCF*  
**PREPARED BY:** Francie Quaas-Berryman, Developmental Education Coordinator  
**DATE:** June 9, 2010  
**SUBJECT:** **Consideration of Approval of Increase on the eLumen Assessment Software Contract.**

### RECOMMENDATION

It is recommended that the Board of Trustees approve the increase to the contract of the eLumen Assessment software license.

### OVERVIEW

By 2012 all community colleges accredited by the Accrediting Commission for Community and Junior Colleges must have achieved the required level of proficiency in the implementation of Student Learning Outcomes (SLOs) for courses, programs, certificates, and degrees.

### ANALYSIS

Cerritos College began developing and implementing its Student Learning Outcomes Assessment Cycle (SLOAC) in 2005. The Commission has recommended (Recommendation 4 included in the Summary of Evaluation Report, March 2008) that the college not only assess student achievement of the course-level SLOs, but also identify and assess SLOs for programs, certificates, and degrees. The Developmental Education Plan calls for a technology-supported system to fully implement the Developmental Education program's SLO assessment activities. This contract was created after Board approval on April 15, 2009, but did not include the renewal fees for the second and third years.

### FINANCIAL IMPLICATIONS

No General funds will be used for this contract increase. The renewal fees are a combined total of \$25,200.00. BSI Categorical Funds will be used for this contract increase.

## BUDGET TRANSFERS FOR JUNE 9, 2010

### 01.0 FUND-GENERAL FUND-UNRESTRICTED

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(1,295)
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
CONTINGENCY	\$	
		<hr/>
<b>TOTAL</b>	<b>\$</b>	<b>(1,295)</b>

Interfund Transfers Out

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	1,295
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
		<hr/>
<b>TOTAL</b>	<b>\$</b>	<b>1,295</b>

**Transfers:** Between object codes

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

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

**Divisions/Departments/Programs:**

Technology; Student Activities

## BUDGET TRANSFERS FOR JUNE 9, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(16,230)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(38,756)
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(54,986)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	7,983
SUPPLIES AND MATERIALS	\$	4,987
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	42,016
INTERFUND TRANSFERS OUT	\$	
<b>TOTAL</b>	<b>\$</b>	<b>54,986</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Three ( 3 )

**Divisions/Departments/Programs:**

Chabot-Faculty Inquiry Network-FIN; CalWorks; Temporary Assistance for Needy Families

## BUDGET TRANSFERS FOR JUNE 9, 2010

### 69.0 FUND-STUDENT HEALTH SERVICE FUND

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(5,000)
CAPITAL OUTLAY	\$	

**TOTAL**

	\$	(5,000)

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	5,000
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	

**TOTAL**

	\$	5,000

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**  
Student Health Services

## APPROPRIATION TRANSFER ANALYSIS FOR JUNE 9, 2010

### Revenue

00000.0-00000-02100-8693-4900000 (01.0 Fund) State-Academic Affairs To adjust part time faculty allocation per March revision of 09-10 Apportionment Schedule	\$ (376,396)
00000.0-00300-02220-8890-6120000 (01.0 Fund) Local-Library & Learning Resource Center To allocate budget for Periodicals	1,316
00000.0-00000-70006-8697-0000000 (01.3 Fund) State-Basic Skills To allocate budget for salaries and associated fringe benefits, supplies, personal and consulting services	242,930
00000.0-00007-70800-8120-0000000 (01.3 Fund) Fed-FWS (Federal Work-Study) To adjust authorized budget of Federal Work Study for 09-10	(328,944)
00000.0-00006-71100-8629-0000000 (01.3 Fund) State-BFAP (Board Financial/Assistance Program) To allocate budget for salaries and associated fringe benefits, supplies, advertising	145,969
00000.0-00000-71200-8622-0000000 (01.3 Fund) State-EOPS (Extended Opportunity Program Services) To adjust budget to reflect the 09-10 EOPS allocation	(162,673)
00000.0-00000-72600-8625-6190000 (01.3 Fund) State-CalWORKS To adjust budget to match 09-10 CalWORKS allocation	(76,875)
00000.0-00000-72800-8629-0000000 (01.3 Fund) State-CARE (Cooperative Agency Resources Education) To adjust budget to reflect the 09-10 CARE allocation	(3,620)

## APPROPRIATION TRANSFER ANALYSIS FOR JUNE 9, 2010

Revenue

00000.0-00000-73400-8629-0000000 (01.3 Fund)	\$	(500,563)
State-Matriculation		
To adjust budget to reflect 09-10 Matriculation allocation		
00000.0-00000-75900-8190-1305700 (01.3 Fund)		12,026
Fed-FKCE (Foster & Kinship Care Education)		
To adjust budget to reflect 09-10 FKCE allocation		
00000.0-00000-79000-8623-0000000 (01.3 Fund)		(369,250)
State-DSPS (Disabled Student Programs and Services)		
To adjust budget to reflect 09-10 DSPS allocation		
00000.0-02800-78300-8150-0000000 (74.0 Fund)		6,572
Fed-SDS-Student Nursing Grant		
To establish revenue and expense lines for ARRA funds in SEOG		
00000.0-00010-78400-8150-0000000 (74.0 Fund)		15,000,000
Fed-Pell Grant		
To allocate Pell Grant for student aid		
00000.0-00000-78500-8150-0000000 (74.0 Fund)		<u>50,000</u>
Fed-Academic Competitiveness Grant		
To allocate Academic Competitiveness Grant for student aid		
<b>Total of Revenue Budget</b>	<b>\$</b>	<b><u><u>13,640,492</u></u></b>

## APPROPRIATION TRANSFER ANALYSIS FOR JUNE 9, 2010

### Expenditure

00000.0-00000-02100-1397-4900000 (01.0 Fund)	\$	(340,913)
Academic Affairs		
To adjust part time faculty allocation per March Revision of 09-10 Apportionment Schedule		
00000.0-00000-70800-4590-7000000 (01.3 Fund)		(15,664)
FWS (Federal Work-Study)		
To adjust authorized budget of Federal Work Study for 09-10		
00000.0-00000-71100-various-various (01.3 Fund)		185,774
BFAP (Board Financial/Assistance Program)		
To reflect increase to budget		
00000.0-00000-71200-various-various (01.3 Fund)		(160,798)
EOPS (Extended Opportunity Program Services)		
To adjust budget expenditure to reflect 09-10 EOP allocation		
00000.0-00000-72800-various-various (01.3 Fund)		(3,249)
CARE (Cooperative Agency Resources Education)		
To adjust budget expenditure to reflect 09-10 CARE allocation		
00000.0-00000-73400-various-various (01.3 Fund)		(80,402)
Matriculation		
To decrease 09-10 allocation of Matriculation		

## APPROPRIATION TRANSFER ANALYSIS FOR JUNE 9, 2010

### Expenditure

00000.0-00000-75900-various-various (01.3 Fund) \$ 12,820

FKCE-Foster & Kinship Care Education

To adjust expenditure budget according to the 09-10 budget allocation

00000.0-00000-79000-various-various (01.3 Fund) (461,950)

DSPS (Disabled Student Programs and Services)

To decrease DSPS to 09-10 allocated

Total of Expenditure Budget \$ (864,382)

# CERRITOS COLLEGE

**TO:** Board of Trustees

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

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

**PREPARED BY:** *DM* Debra Moore, Faculty Senate President, and  
Adriana Flores-Church, Assistant Director of Human Resources *AF*

**DATE:** June 9, 2010

**SUBJECT:** **Consideration of Approval of Psychology Local Standards**

## RECOMMENDATION

It is recommended that the Board of Trustees approve the Psychology Local Standards as developed by the faculty and approved by the Faculty Senate and the Hiring Standards Committee.

## OVERVIEW

Education Code §87356 requires the Board of Governors to adopt regulations to establish minimum qualifications for service as a community college faculty member. Subsection (b) of §87357 requires the Board to issue a list of disciplines that is to be distributed to the districts "for use in applying the minimum qualifications for service." Section 4 (s) (4) of AB 1725 states that "colleges may establish criteria for hiring which go well beyond the minimum qualifications set by regulation." Therefore, the faculty may adopt local hiring standards which are higher than the State mandated minimum qualifications.

The faculty in the Psychology department developed and recommended adoption of local hiring standards for their discipline.

## ANALYSIS

The Hiring Standards Committee reviewed the recommendations made by the faculty in the Psychology department. On April 20, 2010, the Hiring Standards Committee approved the Psychology local hiring standards recommendation and placed it on the May 11, 2010 Faculty Senate agenda. The Faculty Senate approved the Psychology Local Standards as presented. The attached Psychology Local Standards document is submitted for approval.

## FINANCIAL IMPLICATIONS

No additional financial impact.

Attachment



11110 Alondra Blvd.  
Norwalk, CA 90650  
(562) 860-2451  
www.cerritos.edu

**Minimum Qualifications  
& Local Standards**


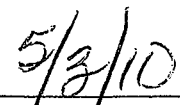
HUMAN RESOURCES  
GERRITOS COLLEGE

Discipline <b>PSYCHOLOGY</b>	Date <b>MAY -4 P 1:22 2010 4/22/10</b>
Department Chair <b>Rita Michelle Lewellen</b>	
Division Dean <b>Bryan Reece</b>	

The minimum qualifications serve as a statewide benchmark for promoting professionalism and rigor within the academic disciplines in the community colleges and a guideline for decisions regarding the suitability for employment in the system. The information below reflects the statewide minimum qualifications for persons to be considered qualified to teach full-time or part-time in the discipline. *NOTE: Minimum Qualifications and Local Standards are determined for disciplines, not for courses or subject areas within disciplines.*

SECTION A	
Discipline	State Minimum Qualifications

SECTION B	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	
Local Standards (these qualifications are more rigorous than those listed by the State Minimum Qualifications and therefore, may limit your applicant pool.)	
<b>Master's or PhD in psychology OR the equivalent</b>	

SECTION C	
The Faculty in the department, in consultation with the Division Dean, reviewed the information above and concurred that:	
<input type="checkbox"/> State Minimum Qualifications were sufficient	
<input checked="" type="checkbox"/> Keep/add Local Standards as stated above (attach additional information as necessary). Request will be reviewed according to the Local Standard Procedures established by the Faculty Senate.	
 Department Chair Signature	 Date

HR USE ONLY	
Hiring Standards Committee	HSC Chair
Faculty Senate	Board of Trustees
4/20/10	<i>Valencia Mitchell</i>
5/11/10	

**FINE ARTS & COMMUNICATIONS**

**Part-Time Instructors**

Name		Discipline	Salary	
			Placement	Rate
Castler	Gary	Theatre	B1	48.83
Hartl	Forrest	Theatre	B3	54.60
Leach	Larry	Journalism	A2	51.71

**HEALTH OCCUPATIONS**

**Full-Time Instructors**

Name		Discipline	Salary	
			Placement	
Loera	Diane	Dental Hygiene	E12	

**Part-Time Instructors**

Name		Discipline	Salary	
			Placement	Rate
Flores-Salcido	Dahlia	Nursing (Reading Skills)	B5	60.33
Silva	May	Child Development	B5	60.33

**STUDENT SERVICES**

**Part-Time Counselors**

Name		Discipline	Salary	
			Placement	Rate
Choi	Hye-Jin	EOPS	C1	40.23
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
Hill	Shelia	Counseling	C2	43.10
Icaro	Rubiroso	Counseling	C2	43.10
Loera	Claudia	Counseling	C2	43.10
Lozano	Rene	Counseling	C2	43.10
Salazar	Felipe	Counseling	C1	40.23
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

**Part-Time Instructors**

Name		Discipline	Salary	
			Placement	Rate
Boudreau	Debbie	Teacher Trac	A3	54.60
Thigpen	Joyce	Teacher Trac	B5	60.33
Toumajian	Mary Kay	Teacher Trac	B2	51.71

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

**Part-Time Instructors**

Name		Assignment	Salary	
			Placement	Rate
Reynolds	Cathy	Adult Education	A1	48.83

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

CLASSIFIED EMPLOYMENT

Pool Maintenance Technician @32-1 (\$3,465.00 per month) effective July 1, 2010:  
Glen Myer (Facilities)

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

Alvarado, Joanna*	Financial Aid Clerk	\$9.31/hr	05/25/10
Cadenas, Marlon*	"	"	04/24/10
Martinez, Ashley*	"	"	04/25/10
Anguiano, Dulce*	Intermediate Clerk	\$9.56/hr	05/06/10
Crespin, Priscilla*	"	"	"
Franco, Melissa*	"	"	"
Herrera, Mayra*	"	"	05/25/10
Jimenez, Norma*	"	"	03/25/10
Ledesma, Alberto*	"	"	05/07/10
Rodriguez, Monica*	"	"	05/06/10
Rodriguez, Noemi*	"	"	"
Sotelo, Stephanie*	"	"	"
Santiago, Santiago*	"	"	"
Vargas, Adriana*	"	"	04/13/10
Torres, Carlos	Custodian	\$9.76/hr	01/25/10
Bourret, Michelle*	Program Assistant I	\$9.99/hr	05/03/10
Mellone, Eugene*	"	"	02/01/10
Ruiz, Martha*	Secretary Clerk	\$10.53/hr	05/25/10
Castro, Eduardo	Community Service Officer	\$10.93/hr	05/24/10
Gonzalez, Ruben*	Student Affairs Technician	\$11.60/hr	04/25/10
Horton, Anabelle*	"	"	"
Chavez, Sara*	Special Populations Coordinator	\$16.41/hr	05/03/10
Mercado, Lourdes**	Banquet Chef	\$13.13/hr	04/19/10
Shin, Yong**	Cont. Ed. Specialist/Recreation	\$16.84/hr	06/01/10
Barrera De Contreras, Gabriela**	Cont. Ed. Specialist Cultural Arts	\$28.07/hr	06/15/10
Biri, Mariah**	"	"	"
Durazo Caro, Carlos**	"	"	06/18/10

\* Categorically Funded

\*\* Specially Funded

Presented to the Board of Trustees 6/09/10

**SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2011 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST**

Morse, Julie*	Community Education Specialist	\$29.15/hr	01/22/10
Sanchez, Marisol*	"	"	05/17/10
Buhay, Renatidad	Aide-General (Clerical)	\$8.00/hr (2)	07/01/10
Fernando, Ibarra	"	\$8:00/hr (3)	"
Jett, Dorna	"	"	"
Rodriguez, Jean	"	\$8.00/hr (2)	"
San Juan, Diana	"	\$8.00/hr (3)	"
San Juan, Mario	"	"	"
Westad, Karen	"	"	"
Xu, Hongmei	"	"	"
Palacios, Keila	Tutor	\$8.00/hr (3)	07/01/10
Aliimatafitafi, Stephanie	Typist Clerk	\$8.64/hr	07/01/10
Bautista, Osbaldo	"	"	"
Gotoy, Nichole	"	"	"
Hanna, Veronia	"	"	"
Kwon, Lila Jean*	"	"	"
Spankie, Dana	"	"	"
Jaurequi, Gavin*	Instructional Aide I	\$9.99/hr (2)	07/01/10
Lin, Chun-Hong	"	\$10.51/hr (3)	"
Ly, An	"	"	"
Rodriguez, Melanie	"	\$9.99/hr (2)	"
Barrera, Elizabeth*	Intermediate Typist Clerk	\$9.56/hr	07/01/10
Richards, Olivia*	"	"	"
Duron, Renee	Community Outreach Worker	\$9.99/hr	07/01/10
Luna, John	Library Technical Clerk	\$9.99/hr	07/01/10
Castello, Elizabeth	Senior Typist Clerk	\$9.99/hr	07/01/10
Pena, Johanna*	Program Assistant II	\$11.34/hr	07/01/10
Templeton, Kathryn*	"	"	"
Borge, Mauricio	Instructional System Technician	\$11.60/hr	07/01/10
Nance, Michael	Instructional Aide II	\$14/13 (3)	07/01/10
Kim, Lynn-Steven	Multimedia Production Specialist	\$13.79/hr	07/01/10
Sakrekov, Isaac	"	"	"
Diaz, Rafael	Senior Technical Support Specialist	\$16.80/hr	07/01/10
Grande, Thomas	"	"	"
Spencer, Traci	Aide-Special (Interpreter II)	\$23.00/hr	07/01/10

**SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2011 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST**

Dobrian, Fred	Aide-Special (Interpreter III)	\$26.50/hr	07/01/10
Kam, Edward	"	"	"
Lopez, Erika	"	"	"
McKeough, Lexie	"	"	"
Newmaster, Charity	"	"	"
Nieves, Laura	"	"	07/10/10
Padilla, Mireya	"	"	07/01/10
Padilla, Sarah	"	"	"
Partida, Gilbert	"	"	"
Tanner, Desiree	"	"	"
Castillo, Ricardo*	Community Education Specialist	\$29.15/hr	07/01/10
Grafton, Cindy Renee**	"	"	"
Holmes, Judi*	"	"	"
Nakasone, Harriet*	"	"	"
Allen, Bernice	Aide-Special (Interpreter IV)	\$33.50/hr	07/01/10
Barker, Ava	"	"	"
Nielson, Jack	"	"	"
Pearce, Denine	"	"	"
Serrano, Lena	"	"	"
Seto, Cindy	"	"	"
White, Bruce	"	"	"
Arnwine, Lenora	Aide-Special (Interpreter V)	\$39.50/hr	07/01/10
Blake-Holden, Ty	"	"	"
Chavez, Selma	"	"	"
Csiszer, Pauline	"	"	"
Dryjanski, Janet	"	"	"
Fontan, Faith	"	"	"
Hill, Tamara	"	"	"
Kim, Enid	"	"	"
Komulaine, Julie	"	"	"
Morse, Julie	"	"	"
Nelson, Janine	"	"	"
O'Malley, Tom	"	"	"
Bennett, Tenele	Interpreter Certified	\$41.00/hr	07/01/10
Foster, Marjorie	"	"	"

**Board of Trustees****1 BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS****2 Reference:****3 Government Code, Section 54952.2**

**4 Members of the Board of Trustees shall not communicate among themselves by the use**  
**5 of any form of communication (e.g., personal intermediaries, e-mail, or other**  
**6 technological device) in order to reach a collective concurrence regarding any item that**  
**7 is within the subject matter jurisdiction of the Board of Trustees. In addition, no other**  
**8 person shall make serial communications to Board Members for the purpose of**  
**9 reaching a collective concurrence.**

**10 Office of Primary Responsibility: President/Superintendent**

---

**Date Adopted: December 12, 2007****Date Revised:**

**Student Services**

1 **BP 5550 SPEECH: TIME, PLACE, AND MANNER**

2 **References:**

3 Education Code, Sections 66301 and 76120

4 Students, employees, and members of the public shall be free to exercise their rights of  
5 free expression, subject to the requirements of this policy.

6  
7 Property and facilities owned and/or operated by the District are non-public forums  
8 except for those paved pedestrian areas that are generally available for use by  
9 students, employees, or the public and that are designated public forums available for  
10 the exercise of expression. The President/Superintendent shall enact such  
11 administrative procedures as are necessary to reasonably regulate the time, place, and  
12 manner of the exercise of free expression in the designated public forums.

13 The administrative procedures promulgated by the President/Superintendent shall not  
14 prohibit the right of students to exercise free expression, including but not limited to the  
15 use of bulletin boards and posting areas ~~designated for such use~~, the distribution of  
16 printed materials or petitions in those paved pedestrian parts of District-owned or  
17 operated property designated as areas generally available to students and the public,  
18 and the wearing of buttons, badges, or other insignia.

19 ~~Students shall be free to exercise their rights of free expression, subject to the~~  
20 ~~requirements of this policy.~~

21 The District's commitment to foster and protect the rights to free speech and expression  
22 and to accommodate such on its property extends only to speech and expression  
23 protected by the United States Constitution or the constitution of the State of California.  
24 Conduct or expression which is unlawful, defamatory, or obscene, according to current  
25 legal standards, or which so incites others as to create a clear and present danger of  
26 the commission of unlawful acts on District property or the violation of Board policies or  
27 administrative procedures, or the substantial disruption of the orderly operation of the  
28 College, is prohibited.

29 Nothing in this policy shall prohibit the regulation of hate violence, so long as the  
30 regulation conforms to the requirements of the First Amendment to the United States  
31 Constitution, and of Section 2 of Article 1 of the California Constitution. Students,  
32 employees, and members of the public may be disciplined and/or held criminally or  
33 otherwise legally liable for harassment, threats, or intimidation, ~~or hate violence~~ unless  
34 such speech is constitutionally protected speech.

35 ~~The District reserves the right to modify or revoke its designations of areas generally~~  
36 ~~open to students and the public and to revise its regulations pertaining to the use of its~~  
37 ~~property.~~

38 Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted: June 6, 2007**

**Date Revised:**

*(Replaces former Cerritos CCD Policy 4805)*

**Business Services**

**BP 6700 CIVIC CENTER AND OTHER FACILITIES USE**

**References:**

Education Code, Sections 82537 and 82542

There is a Civic Center at the Cerritos Community College District. Use of the Civic Center shall be granted as provided by law. The President/Superintendent shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

**General Statement**

It is the District's policy to permit and encourage the use of College facilities by groups and organizations whose purposes and objectives contribute to the development and welfare of the community. The Governing Board recognizes that there are costs involved in non-college use of facilities and that charges are necessary so that college monies will not be used in support of non-college activities.

The President/Superintendent shall be responsible for the supervision of the use of District property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

The administrative procedures shall reflect the requirements of applicable law, including Education Code, Section 82537 regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property for purposes and/or activities that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or on any basis prohibited by law.

Use of the District's Civic Center will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they

35 reside" (Education Code Section 82537(a)). In granting permission to use the Civic  
36 Center, the District will not discriminate on the basis of viewpoint with regard to  
37 organizations engaging in expressive activities on the topics and subject matters  
38 articulated above.

39 Office of Primary Responsibility: Vice President, Business Services

40 Also see AP 6700 titled Civic Center and Other Facilities Use as well as BP/AP 3410  
41 titled Nondiscrimination and BP/AP 5550 titled Speech: Time, Place, and Manner.

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**Date Adopted: March 21, 2007**

**Date Revised:**

*(Replaces former Cerritos CCD Policy 5100.1)*

**CERRITOS COLLEGE**

**TO:** Board of Trustees

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

**REVIEWED BY:** Victor Collins, Interim Director of Human Resources *VC*

**PREPARED BY:** Jenine Nolan, Instructional Dean of Health Occupations and *JN by Ca*  
 Cynthia Convey, Manager of Employment Services/  
 Faculty and Staff Diversity Officer *Ca*

**DATE:** June 9, 2010

**SUBJECT:** Reorganization of Child Development Center and Consideration of Approval of Salary Schedule for Child Development Center Positions

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached salary schedule (Attachment 4) for Child Development Center employees for the reorganization of that area.

**OVERVIEW**

The need exists to establish new job classifications and a salary schedule for the positions in the Child Development Center. Grants and parent-paid fees will be used to fund a portion of the change in operating costs.

**ANALYSIS**

In recent years, the operation of the Child Development Center (CDC) which is a lab school for several campus programs has been growing and undergoing change. The CDC has expanded with the assistance of small increases to parent fees, categorical funding and a number of grants. Costs to the District general fund decreased beginning in the 06-07 fiscal year. (See CDC Financial History in Attachment 1)

The Dean and CDC manager identified a number of practices which were impeding the effectiveness of its operation, including:

- The absence of lead teachers places a burden on the Director that leads to lack of direction and/or consistency at the classroom level.
- The Center employs a large and varying number of staff working on an hourly basis which presents difficulties in consistent scheduling, managing and training of staff. This also makes it difficult to maintain state-mandated child to adult ratios in the CDC.
- The Director performs a number of tasks that are at the level of office support positions.

The District employed the Compensation Center, LLC to conduct an organization and classification study of the Child Development Center. The Compensation Center, LLC conducted a thorough study which included a salary study for the salaries of similar positions in other single-campus community college districts with lab schools and rendered a report. The report recommended the attached organizational structure (Attachment 2); the attached job descriptions (Attachment 3); and the attached salary schedule (Attachment 4).

The District proposes to implement this organizational structure. Two of the clerical positions are in the CSEA bargaining unit and the District will continue to use the CSEA job descriptions for those clerical positions. The new job descriptions will replace prior CDC teaching job descriptions and hourly job

titles that do not have job descriptions. Some of the positions will be announced as categorically funded positions.

There are currently 2.5 CDC teachers and one Director working in the CDC who are permanent employees of the District. The Director's position will remain unchanged. The CDC teachers will be eligible to compete for the Lead Teacher positions if they choose or will be assigned to new CDC teaching positions. Hourly employees will be allowed to compete for positions for which they are qualified.

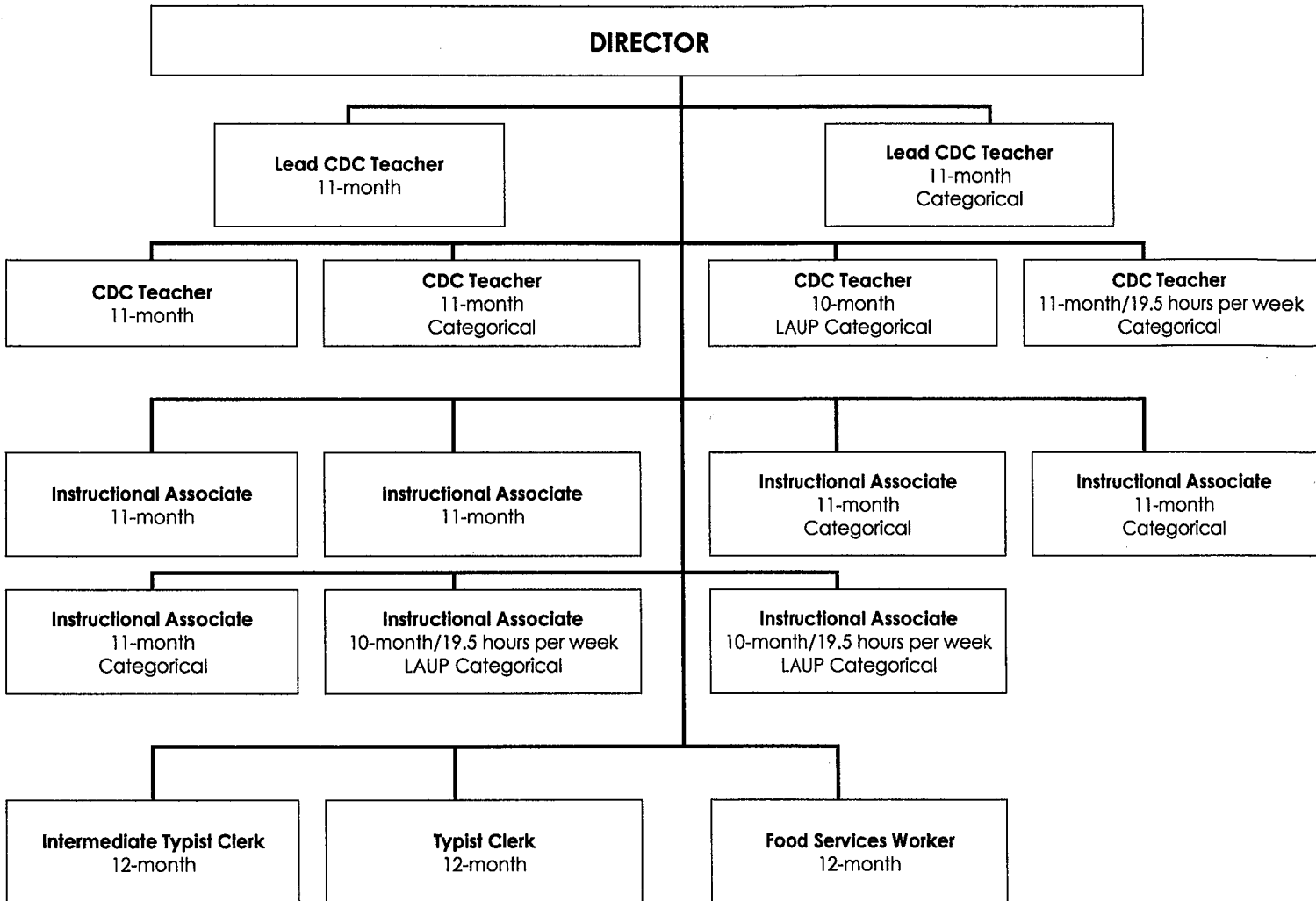
This organizational structure will stabilize the employees in the CDC; allow for more consistency in operation and effectiveness from classroom to classroom; and higher standards of care for the children.

### **FINANCIAL IMPLICATIONS**

The annual operating costs for the 09-10 fiscal year are still uncertain. The projected annual District (general fund) operating cost for the CDC in 2010-11 (Attachment 5) with the new organizational structure over the 2008-09 District (general fund) operating cost will increase \$22,908.00.

CDC Financial History																	
Year	Fees	Income			Expenditures			Difference			Annual Operating Cost				%		
		SY	Summer	Grants	SY	Summer	Grants	SY	Summer	Grants	CDC	District	Grants	Total	CDC	District	Grant
00-01	2.00	132711	10168		235366	5355		(102655)	4831		142879	97842		240721	0.59	0.41	
01-02	2.25	162652	12213		333506	6382		(170854)	5831		174865	165023		339888	0.51	0.49	
02-03	2.50	185251	0		327862	0		(142611)	0		185251	142611		327862	0.57	0.43	
03-04	2.75	221244			383397			(162153)			221244	162153		383397	0.58	0.42	
04-05	3.00	197759			426501			(228742)			197759	228742		426501	0.46	0.54	
05-06	4.00	221776			396290			(174514)			221776	174514		396290	0.56	0.44	
06-07	4.50	231250	168977		301947	168232		(70697)	745		231250	70697	168232	470179	0.49	0.15	0.36
07-08	4.50	261813	396289		337266	387776		(75453)	8513		261813	75453	387776	725042	0.36	0.10	0.54
08-09	4.50	206680	568313		297833	568213		(91153)	100		206679	91153	568213	866045	0.24	0.10	0.66
SY = School Year																	
Fees = per hr per child																	

# Cerritos College Child Development Center (CDC) Proposed Organizational Chart



**CERRITOS COMMUNITY COLLEGE DISTRICT**

**PROPOSED JOB DESCRIPTION**

**CLASSIFICATION:** Lead Child Development Center Teacher

**DATE APPROVED:**

**GRADE:** 1

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**DEFINITION**

Under general supervision from the Center Director, this position serves as a lead teacher at the Child Development Center. Leads, oversees, and participates in the early care and education, health, and safety of young children at the Child Development Center. Plans and implements developmentally appropriate experiences and projects for an assigned group of children that focuses on an emergent curriculum inspired by the Reggio Emilia approach that promotes scientific inquiry, communication, literacy, social-emotional, cognitive and creative development.

Positions at this level are distinguished by the level of responsibility assumed and the complexity of duties assigned. Lead teachers perform the most difficult and responsible types of duties assigned within this position including the provision of lead oversight of Child Development Teachers, substitutes, practicum students and volunteers, as well as, assisting the Director of the Child Development Center in the administration of the Center; in such areas as scheduling to ensure maintenance of licensing requirements for child/adult ratios and assuming responsibility for the Center and its staff in the absence of the Director.

**EXAMPLES OF DUTIES**

1. Plans, prepares, and implements an emergent curriculum according to the specific age and development of each individual child; prepares a daily lesson plan of possibilities that outlines the child's interest and learning activities, goals, and objectives.
2. Leads, plans, trains, and reviews the work of teachers, instructional associates, substitutes, practicum students, and volunteers assigned to their group; daily assignments, breaks, lunches, meetings, and special events.
3. Modifies the indoor and outdoor classroom environments to meet the needs of individual children with concern for their interests, special talents, and individual style and pace of learning.
4. Supervises planned activities in a classroom and outdoor setting; works with groups of children in a variety of activities in a warm and positive manner while maintaining order and positive guidance.
5. Supervises family style meals including breakfast, lunch, and snack.
6. Provides a quiet and peaceful atmosphere for children to nap.
7. Arranges the classroom environment according to the Early Childhood Environmental Rating Scale (ECERS) and the principles and practices of the Reggio Emilia approach; collaborates and creates on-going documentation panels for children's projects.

8. Maintains a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; assists with performing general housekeeping and laundry duties as required.
9. Assists with the general hygiene of the children including toilet training, diaper changing, and other activities requiring contact with bodily fluids.
10. Observes and documents each individual child's growth and development on a continuous basis; documents each child's growth and development through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child.
11. Maintains appropriate records and completes assigned paperwork and reports in an accurate and timely manner; maintains complete attendance reports; monitors and oversees practicum students sign-in and out sheets.
12. Monitors and oversees the practicum student's experiences with children at the Center.
13. Communicates with parents and staff to develop positive, reciprocal relationships; conducts formal parent/teacher conferences twice a year to discuss assessments; conducts other conferences as needed.
14. Attends and participates in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; incorporates new developments as appropriate.
15. Participates in monthly staff meetings and weekly group documentation/co-inquiry meetings; acts as a member of a team during any Child Development Department or Center special event.
16. Assess children using the PED's assessment tool; identifies and refers children with special needs to parents and the Child Development Center Director; includes children with special needs into the classroom.
17. Submits requests for instructional supplies; keeps an inventory of the instructional supplies in their classroom; distributes supplies in the classroom; stores additional items for future use.
18. Documents and posts daily, a "Daily Reflection" that relates to their group of children's experiences and projects; publishes a monthly classroom newsletter for parents.
19. Provides lead supervision and mentoring to practicum students, student workers, short-term employees, parents, and volunteers assigned to the Center.
20. Assumes responsibility for the Child Development Center and its staff in the absence of the Director.
21. Provides Child Development Center orientations to new parents and new practicum students.
22. Serves as liaison to the Child Development Center Director; conveys problems and concerns from staff and parents to the Director.

23. Maintains playground inspections and a maintenance checklist; reports all needed equipment repair and potential safety hazards.
24. Conducts tours for groups of visitors including high school and other special interest groups.
25. Performs related duties as required.

### **EMPLOYMENT STANDARDS**

**Education and Experience** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

BA Degree with 24 units in ECE/CD (including core courses) and 3 units of Administration OR BA or MA Degree with 24 units in ECE/CD (including core courses) and 6 units of Administration and 2 units of adult supervision.

#### **Experience:**

Three years experience working in a licensed child development program as a teacher of infants or preschoolers.

#### **License or Certificate:**

Possession of a Child Development Master Teacher/or Site Supervisor Permit issued by the California Commission on Teacher Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Possession of a Mandated Child Abuse Reporter Certificate.

#### **Knowledge and Abilities**

##### **Knowledge of:**

- Concepts in early childhood education
- Principles and applications of child development theory
- Principles and applications of the Reggio Emilia Philosophy
- Basic child psychology and development
- Principles and practices of curriculum planning
- Age appropriate activities, emergent curriculum and the project approach
- Methods and techniques of instructional program development
- Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential
- Socialization techniques
- Health and safety requirements of children
- Potential safety issues within a group care setting; appropriate safety precautions and procedures
- Methods of observing, evaluating, and recording child behavior
- Child development assessment techniques
- Principles of basic first aid and CPR
- Basic nutritional requirements for young children
- Principles and procedures of record keeping

- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center
- English usage, grammar, spelling, punctuation, and vocabulary
- Operations, services, and activities of a Child Development Center
- Basic early childhood center management principles and practices
- Work organization principles and practices
- Principles of lead supervision and training

**Ability to:**

- Plan, prepare, and implement daily, weekly, and monthly emergent curriculum web.
- Define and interpret curriculum goals and objectives.
- Develop and implement developmentally appropriate practices according to the needs of the children and Center policy.
- Instruct and supervise children of various ages involved in Child Development Center activities.
- Develop and maintain effective relationships with preschool and, students, parents, and staff.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Observe, evaluate, and record child development.
- Recognize and define present and potential behavioral and learning problems of children.
- Apply appropriate disciplinary action.
- Maintain records and prepare reports.
- Prepare for and conduct parent conferences.
- Serve as a mentor teacher to students enrolled in the Early Childhood Development program.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead, organize, and review the work of other adults.
- Interpret, explain, and enforce Center policies and procedures.
- Apply and ensure adherence to pertinent rules and regulations governing the operation of a Child Development Center.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a Child Development Center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of

weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**PROPOSED JOB DESCRIPTION**

**CLASSIFICATION:** Child Development Center Teacher

**DATE APPROVED:**

**GRADE:** 2

---

**DEFINITION**

Under general supervision of the Lead Teacher, this position assumes responsibility for the early care and education, health, and safety of young children enrolled in the Child Development Center. Plans and implements developmentally appropriate experiences and projects for assigned children that focuses on an emergent curriculum inspired by the Reggio Emilia approach to education that promotes scientific inquiry, communication, literacy, social, emotional, cognitive that promotes learning of language, communication, emergent literacy, social-emotional, cognitive and creative development.

CDC teachers at the this level are fully aware of the operating procedures and policies of the Center and are expected to perform duties with minimal direction and immediate supervision. CDC teachers in this position serve as Teacher in an assigned group with full responsibility for the education, health, and safety of young children in the assigned classroom.

**EXAMPLES OF DUTIES**

1. Plans, prepares, and implements program and experiences in support of the curriculum according to the specific age and development of each individual child; prepares a daily plan of possibilities that outlines the child's interest and learning activities, goals, and objectives.
2. Modifies the indoor and outdoor classroom environments to meet the needs of individual children with concern for their interests, special talents, and individual style and pace of learning.
3. Supervises planned experiences in a classroom and outdoor setting; works with groups of children in a variety of activities in a warm and positive manner while maintaining order and positive guidance.
4. Supervises family style meals including breakfast, lunch, and snack.
5. Provides a quiet and peaceful atmosphere for children to nap.
6. Arranges classroom environment according to the Early Childhood Environmental Rating Scale (ECERS) and the principles and practices of the Reggio Emilia approach; creates on-going documentation panels for projects.
7. Maintains a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; assists with performing general housekeeping and laundry duties as required.
8. Assists with the general hygiene of the children including toilet training, diaper changing, and other activities requiring contact with bodily fluids.

9. Observes and documents each individual child's growth and development on a continuous basis; documents each child's growth and development through pictures, anecdotal notes, and sample work; implements state required Desired Result Development Profile (DRDP) Assessment for each child.
10. Maintains appropriate records and completes assigned paperwork and reports in an accurate and timely manner; maintains complete attendance reports; monitors and oversees practicum students sign-in and out sheets.
11. Monitors and oversees practicum student experiences with children.
12. Communicates with parents and staff to develop positive, reciprocal relationships; conducts formal parent/teacher conferences twice a year to discuss assessments; conducts other conferences as needed.
13. Attends and participates in professional group meetings, conferences, and workshops; maintains awareness of new trends and developments in the field of early childhood education; incorporates new developments as appropriate.
14. Participates in monthly staff meetings and weekly documentation meetings; acts as a member of a team during any Child Development Department or Center special event.
15. Assists the Master Teacher with the PED's assessment tool; includes children with special needs into the classroom; provides for inclusive practices.
16. Assist the Master Teacher in the preparation of instructional supply needs; maintain supplies and stores any additional items for future use.
17. Collaborates and assists the Master Teacher in preparing a "Daily Reflection" that relates to their group of children's activities and projects; assist in publishing a monthly classroom newsletter for parents.
18. Performs related duties as required.

### **EMPLOYMENT STANDARDS**

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

24 units of ECE/CD (including core courses) and 16 general education units OR 24 units of ECE/CD (including core courses) and 16 general education units and 6 specialized units and 2 units of adult supervision OR an AA degree or 60 units with 24 units of ECE/CD units (including core courses) and 3 units of ECE Administration.

#### **Experience:**

Two years experience working in a licensed child development program as a teacher of infants or preschoolers.

#### **License or Certificate:**

Possession of a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Possession of a Mandated Child Abuse Reporter Certificate.

**Knowledge and Abilities –**

**Knowledge of:**

- Concepts in early childhood education
- Principles and applications of child development theory
- Principles and applications of the Reggio Emilia Philosophy
- Basic child psychology and development
- Principles and practices of curriculum planning
- Age appropriate methods and techniques of instructions
- The methods and strategies of the project and emergent curriculum approach
- Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential
- Socialization techniques
- Health and safety requirements of children
- Potential safety issues within a group care setting; appropriate safety precautions and procedures
- Methods of observing, evaluating, and recording child behavior
- Child development assessment techniques
- Principles of basic first aid and CPR
- Basic nutritional requirements for young children
- Principles and procedures of record keeping
- Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center
- English usage, grammar, spelling, punctuation, and vocabulary
- Basic principles of report preparation

**Ability to:**

- Plan, prepare, and implement daily, weekly, and monthly curriculum.
- Define and interpret curriculum goals and objectives.
- Develop and implement instructional and recreational activities according to the needs of the children and Center policy.
- Instruct and supervise children of various ages involved in Child Development Center activities.
- Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Observe, evaluate, and record child development.
- Recognize and define present and potential behavioral and learning problems of children.
- Apply appropriate disciplinary action.
- Maintain records and prepare reports.
- Prepare for and conduct parent conferences.
- Serve as a mentor teacher to students enrolled in the Early Childhood Development program.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**PROPOSED JOB DESCRIPTION**

**CLASSIFICATION:** Child Development Center Instructional Associate **DATE APPROVED:**

**GRADE:** 3

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**DEFINITION**

Under general supervision, assists in the early childhood care and education, health, and safety of young children enrolled in the Child Development Center (CDC) programs. Participates in the implementation of developmentally appropriate programs for assigned children that focuses on emergent curriculum inspired by the Reggio Emilia approach that promotes scientific inquiry, communication, literacy, social-emotional, cognitive and creative development.

This position assists the Teachers and Lead Teachers in providing child development services and activities at the Child Development Center. Work is usually supervised while in progress. Exceptions or changes in procedures are explained in detail as they arise. CDC Instructional Associates serve in an Assistant Teacher capacity and may be asked to assist different Teachers as needed.

**EXAMPLES OF DUTIES**

1. Assists the CDC Teacher and Lead Teacher in supervising planned experiences in a classroom and outdoor setting; works with groups of children in a variety of activities in a warm and positive manner.
2. Assists the CDC Teacher and Lead Teacher in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following CDC policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.
3. Performs activities related to the general hygiene of the children including toilet training, diaper changing, and other activities requiring contact with bodily fluids.
4. Supervises children at family style meals including breakfast, lunch, and snack.
5. Prepares the room for children to nap and assists in providing a quiet and peaceful atmosphere for them during naptime.
6. Assists in preparing for special events, parent meetings and parent orientations.
7. Observes each individual child's growth and development on a continuous basis and reports to teacher; assists in the documentation of each child's growth and development by taking pictures, recording anecdotal notes, and collaborating with other staff.
8. Maintains appropriate records and completes assigned paperwork in an accurate and timely manner; assists in the preparation of assigned reports and meal counts.
9. Communicates with parents and staff to develop positive, reciprocal relationships; communicates with parents about children's health and development as well as daily routines.

**Attachment 3 (C)**

**000244**

10. Participates in staff meetings.
11. Performs related duties as required.

### **EMPLOYMENT STANDARDS**

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

Completion of the twelfth grade and 12 units in college level course work in early childhood education, child development, education, or a related field, or the equivalent.

#### **Experience:**

Six months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.

#### **License or Certificate:**

Possession of or eligibility to obtain a Child Development Associate Teacher Permit issued by the California Commission on Teaching Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

Possession of a Mandated Child Abuse Reporter Certificate.

#### **Knowledge and Abilities – Knowledge of:**

- Basic concepts in early childhood education
- Basic principles and applications of child development theory
- Basic socialization techniques
- Health and safety requirements of children
  
- Potential safety issues within a group care setting; appropriate safety precautions and procedures
- Basic methods of observing, evaluating, and recording child behavior
- Principles of basic first aid and CPR
- Principles and procedures of record keeping
- English usage, grammar, spelling, punctuation, and vocabulary

#### **Ability to:**

- Assist in the instruction and supervision of children of various ages involved in Child Development Center activities.
- Develop and maintain effective relationships with preschool children, students, parents, and staff.
- Participate in observing, evaluating, and recording child development.
- Maintain assigned records.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a child development center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction

**CERRITOS COMMUNITY COLLEGE DISTRICT**

**PROPOSED JOB DESCRIPTION**

**CLASSIFICATION:** Child Development Center  
Food Service Specialist  
**GRADE:** 4

**DATE APPROVED:**

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**DEFINITION**

Under general supervision of the Center Director, this position performs a variety of duties related to the food service operations of the Child Development Center including menu preparation, food delivery, and kitchen clean-up. Oversees staff assisting with food service.

**EXAMPLES OF DUTIES**

1. Following established requirements and CACFP standards, plans monthly menus and prepares meal as necessary.
2. Trains assigned employees and student helpers in their areas of work including proper food service methods, procedures, and techniques.
3. Operates the use, care, and operation of food service equipment.
4. Maintains and/or ensures work areas are maintained in a sanitary manner; supervises and participates in the cleaning of kitchen equipment and utensils.
5. Coordinates the set-up and delivery of food and beverages to the various classrooms.
6. Maintains inventory of food and supplies; places orders; checks received goods against requisitions and invoices; inspects foods for standards of quality; stores inventory properly.
7. Shops for groceries, supplies, and equipment that cannot be delivered; documents purchases according to established procedures.
8. Maintains a variety of records and reports; prepares and maintains meal count sheets; prepares and maintains daily production reports and transport records.
9. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
10. Provides assistance to Child Development Center staff in the conduct of projects or activities related to the food service program.
11. Provides in-service training to Child Development Center teachers related to the food program.
12. Participates in training and staff development activities including those mandated by CACFP food program.
13. Performs a variety of general clerical duties.
14. Performs related duties as required.

**EMPLOYMENT STANDARDS**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Completion of the twelfth grade or the equivalent.

**Experience:**

One year of experience in food preparation and/or food service.

**License or Certificate:**

Possession of, or ability to obtain, valid Food Handlers permit

Possession of an appropriate, valid driver's license and driving record which meets District standards.

**Knowledge and Abilities****Knowledge of:**

- Operations, services, and activities of a CACFP food service program
- Meal production planning principles and practices
- Methods of assembling, preparing and serving foods in large quantities
- Standard kitchen utensils, equipment, and appliances
- Occupational hazards and standard safety practices
- Principles and procedures of record keeping and filing
- Principles of basic report preparation
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
- Basic bookkeeping and inventory control

**Ability to:**

- Perform a variety of tasks involved in the efficient operation of the Child Development Center food service program including food preparation, food delivery, and kitchen clean-up services and activities.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures
- Read, write, and calculate recipes
- Operate and clean food service utensils and equipment in a safe and efficient manner
- Inventory and order products
- Plan and organize work to meet changing priorities and deadlines
- Work effectively under rush conditions
- Assemble, prepare, and serve a variety of food items in large quantities in a sanitary manner
- Perform routine arithmetical calculations
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Perform light manual work
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications
- Understand and follow oral and written directions

- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a kitchen or cafeteria setting; exposure to sharp knives and slicers and other food service equipment and machinery; exposure to heat and hot surfaces.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a kitchen or cafeteria setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; dexterity of hands and fingers to operate food service equipment; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Cerritos Community College District  
Child Development Center Salary Schedule  
Effective Date: June 10, 2010**

Grade	Step 1		Step 2		Step 3		Step 4		Step 5	
1	3,886	(22.42)	4,069	(23.47)	4,260	(24.58)	4,460	(25.73)	4,670	(26.94)
2	3,248	(18.74)	3,400	(19.62)	3,560	(20.54)	3,727	(21.50)	3,903	(22.51)
3	2,327	(13.43)	2,436	(14.06)	2,551	(14.72)	2,671	(15.41)	2,796	(16.13)
4	2,094	(12.08)	2,193	(12.65)	2,296	(13.25)	2,404	(13.87)	2,517	(14.52)

**Longevity Steps**

Grade	Step L1		Step L2		Step L3		Step L4		Step L5	
01L	4,903	(28.29)	5,149	(29.70)	5,406	(31.19)	5,676	(32.75)	5,960	(34.39)
02L	4,098	(23.64)	4,303	(24.82)	4,518	(26.06)	4,744	(27.37)	4,981	(28.74)
03L	2,936	(16.94)	3,083	(17.79)	3,237	(18.68)	3,399	(19.61)	3,569	(20.59)
04L	2,643	(15.25)	2,775	(16.01)	2,914	(16.81)	3,059	(17.65)	3,212	(18.53)

**Child Development Center Classifications and Salary Grade Placement**

<u>Job Class Code</u>	<u>Job Classification</u>	<u>Grade</u>
xxxx	Child Development Center Lead Teacher	1
xxxx	Child Development Center Teacher	2
xxxx	Child Development Center Instructional Associate	3
xxxx	Child Development Center Food Service Specialist	4

Attachment 4

Approved by the Board of Trustees: 6/10/10

Salary amounts on this schedule are monthly rates with equivalent hourly rates indicated in parentheses.

000250

	Dist 02700	LAUP 70750	CSPP 70770	Gen 70780	Food 70790
<b>PROJECTED TOTAL OPERATING COST 2010-2011</b>	<b>289,061</b>	<b>221,586</b>	<b>372,225</b>	<b>69,222</b>	<b>25,000</b>
<b>Income Grant Contracts</b>	<b>0</b>	<b>207,363</b>	<b>369,035</b>	<b>67,000</b>	<b>25,000</b>
<b>Materials Grant</b>	<b>0</b>	<b>0</b>	<b>771</b>	<b>0</b>	<b>0</b>
<b>Support Grant</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>0</b>
<b>Income Parent Fees</b>	<b>175,000</b>	<b>14,400</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>
	<b>175,000</b>	<b>221,763</b>	<b>375,306</b>	<b>70,000</b>	<b>25,000</b>
Expenditures less Income	(114,061)	177	3,081	778	0

**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
**JUNE 23, 2010**

- I. CALL TO ORDER           The meeting was called to order at 6:00 p.m. by Dr. Bob Hughlett, Board President. Those present were Mr. Bob Arthur, Dr. Ted Edmiston, Mr. Dr. Bob Hughlett, Mr. Tom Jackson, Dr. Shin Liu and Mr. Felipe Grimaldo, Student Trustee. Mr. Bob Epple and Dr. Tina Cho were not present. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Student Services, 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. APPROVAL OF MINUTES    A. It was moved by Dr. Edmiston and seconded by Mr. Jackson to approve the minutes of the regular meeting of June 9, 2010. The vote for approval was 4-0-1; Dr. Hughlett abstained (student advisory vote: aye).
- IV. INSTITUTIONAL PRESENTATIONS   A. Dr. Lacy presented Kristen Towhid with the Outstanding Classified Employee of the Month
- Retirement                B. The Board presented Lorraine Edson-Perone with a retirement plaque acknowledging her years of dedicated service to Cerritos College.
- V. PUBLIC PRESENTATIONS       Nidia Notario, Cerritos College student, stated that students need to receive support to succeed in college. She stated that Cerritos College has wonderful teachers and urged the Board to consider providing funds for additional tutoring services in the area of advanced mathematics.
- VI. CONSENT AGENDA         It was moved by Mr. Arthur and seconded by Mr. Grimaldo to approve the consent agenda and addendum. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):
- A. Bid #0910-14, Alondra Blvd. Drop-Off, as attached.
- B. Cash Borrowing Resolution No. #10-06 for Temporary Transfers from the Los Angeles County Treasurer, as attached.
- C. Resolution #10-07 to Authorize Temporary Interfund Cash Borrowing for the District for Fiscal Year 2010-11, as attached.
- D. Resolution #10-08 District Appropriations Limit for 2010-11 per Article XIII-B of the California Constitution (GANN LIMIT) , as attached.
- E. Authorize the Los Angeles County Superintendent of Schools to Make Budget Appropriation Transfers as Needed at the Close of the School Year 2009-10 per Education Code 85201, as attached.

- F. Authorize District Administration to Negotiate and Enter into an Agreement for Electricity Services for the Cerritos Community College District, as attached.
- G. Budget Extensions and Budget Transfers, as attached.
- H. Contracts:

Services  
**RENEWAL**

- 1. Los Angeles County Office of Education  
Financial Systems  
Fiscal Services  
*To renew the annual agreement with the Los Angeles County Office of Education for Financial Systems. For period July 1, 2010 through June 30, 2011. Total cost will be \$92,342.16. Funds are allocated in the 2010-11 budget for this expenditure.*

Training  
**NEW**

- 2. El Camino Community College District  
Customized Training  
CITE  
*To use their Employment Training Panel (ETP) funds for Cerritos College to provide onsite, customized training to business clients. For period July 31, 2010 through June 30, 2011. The District will receive up to \$250 an hour for the training for a total not to exceed income amount of \$75,000.*
- 3. San Diego Community College District  
Training Program with South Coast Air Quality Management Technology  
*To work with South Coast Air Quality Management to develop and implement a community college curriculum-based certificate and/or credit program to address present and ongoing technician training needs throughout the region for purposes of advancing clean technology. The District's ATTE Center will design, develop and implement training curriculum in five critical areas: heavy-duty vehicles, alternative fuel technology, renewable energy, high-voltage technology and smog technician training. For period June 1, 2010 through November 30, 2011. The District will receive \$75,000.00 for its services.*

Added by addendum:

Use of Facilities  
**NEW**

- 4. Norwalk-La Mirada Unified School District  
Use of Excelsior Boys and Girls Gymnasium  
Health, Physical Education & Athletics  
*For use of the boys and girls gymnasium at Excelsior Adult School to accommodate student programs while our gymnasium is undergoing seismic retrofitting and renovation. For period July 1, 2010 through June 30, 2011. Total cost will not exceed \$79,950 plus custodial costs with funding from the GO bond.*

- I. Resignation(s) Accepted by the President, as follows:
- Stein, Gerald I., Paralegal Education Professor (Business Education Division), effective July 1, 2010*
- Kim, Young Kyoung Kim, Research Analyst (Research and Planning), effective June 30, 2010*
- Binning, Deborah, Clinical Supervisor-Nurse Practitioner (Student Health Services), effective May 31, 2010*
- J. Consideration of Approval of Employment of Full-Time, First-Year Contract (Probationary), Hourly, and/or Substitute Faculty Employee(s):
- Added by addendum:
- Henderson, Scottie, Instructor (Biology), @ F-3 (\$63,408/annual), 10-School Month Contract, effective August 16, 2010*
- K. Consideration of Approval of Employment of Temporary One-Year Full-Time Faculty Employee(s):
- Added by addendum:
- Herrera, Veronica, Counselor @ C-4 (\$69,886.80/annual), 12-School Month Contract, effective July 1, 2010*
- Wiggins, Lynell, Counselor @ B-4 (\$66,787.20/annual), 12-School Month Contract, effective July 1, 2010*
- L. Employment of 2010 Summer Session Faculty Personnel, as attached.
- M. Unpaid Leave of Absence, as follows:
- Harmon, Jeanne, Program Assistant I (International Student Center), for the period June 8, 2010 through July 30, 2010*
- N. Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.
- Added by addendum:
- Refuse Disposal Custodian @24-4 (\$3,300.00 per month) effective June 28, 2010: Donnie Hawkins (Facilities)*
- O. Consideration of Ratification of Approval of Temporary Out-of-Classification Work Assignment
- Student Services Assistant I, temporary out-of-classification assignment @ 28-5 (\$3,791.00 per month) effective June 14, 2010 and for a period not to exceed June 30, 2011: Rocio Gutierrez (Admissions & Records)*

VII. ADMINISTRATIVE MATTERS

- A. It was moved by Mr. Arthur and seconded by Mr. Jackson to adopt Board Policy 2105 – Student Trustee and Board Policy 2435 – Evaluation of President/Superintendent. The vote for approval was unanimous (student advisory vote: aye).

- B. Mr. El Fattal made a presentation on the 2010-11 proposed tentative budget. After much discussion and questions from the Board, Dr. Hughlett thanked him for the presentation.
- C. It was moved by Mr. Arthur and seconded by Dr. Edmiston to approve the Tentative Budget for the 2010-11 Fiscal Year, as attached. The vote for approval was unanimous.

VIII. REPORTS

- A. Board of Trustees  
Dr. Edmiston stated that he attended a LACSTA meeting on June 22 and said that there was much conversation regarding the difficult situation that educational institutions are facing. He stated that Cerritos College is paying close attention but that the community could be more informed by the college.

Mr. Jackson stated that the Pancake Fundraiser for Lizeth Pimentel on June 12 was successful and thanked everyone for their support.

- B. Faculty and Staff Leadership  
Ms. Laughon thanked Mr. and Mrs. Tom Jackson for providing support to Ms. Pimentel and her family during this difficult time.

- C. President/Superintendent and Vice Presidents  
Dr. Johnson indicated that the Financial Aid Office has been working to increase the number of students who apply for financial aid and to ensure that they apply earlier. He stated that 4,000 students have already been packaged for next year and he acknowledged Kim Westby and staff in the Financial Aid office for their hard work.

Mr. Farmer indicated that the summer session currently has 4,460 FTES and added that the college is currently meeting its enrollment goals. He concluded by stating that a math and science academy for students from the Norwalk-La Mirada Unified School District will be held next week.

Dr. Lacy stated that 8,000 students are currently being served in the summer session. She congratulated the new faculty members approved by the Board and stated that once the hiring process is complete, the college will have hired nine new faculty members this year. She stated that the Quarterly Chamber of Commerce breakfast held at the college was a success and added that the representatives continue to provide good feedback to the college. She concluded by stating that SB 1440, a Measure to Ease Transition from Community College to CSU, is currently moving its way forward.

IX. CLOSED SESSION                      The Board adjourned to closed session at 7:00 p.m.

X. RECONVENE                              The Board reconvened at 8:35 p.m.

Read Out                                      Mr. Arthur reported that in closed session the Board of Trustees approved the employment of Kay Nguyen as Director, Research and Planning on Grade 08, Step 1 of the Management Salary Schedule (\$8,066 per month), effective July 12, 2010. The vote for approval was unanimous.

Read Out

Dr. Hughlett reported that in closed session the Board conducted its prescribed yearly evaluation of Dr. Lacy. They rated her performance as very satisfactory and approved the following actions:

1. Extended Dr. Lacy's employment agreement for an additional year, through June 30, 2013.
2. Approved the equivalent of a Step advancement on the Contract Management Employees Salary Schedule for Dr. Lacy.

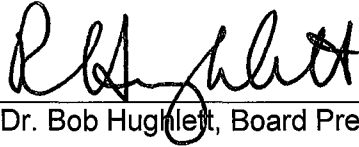
Dr. Hughlett added that the first action retains a 3-year employment agreement duration comparable to senior administrators of the District; the second action is comparable to increases granted to all employees after serving the prescribed service to annually move on their respective Salary Schedule. The vote for approval was unanimous.

XI. ADJOURNMENT

The meeting was adjourned at 8:36 p.m.

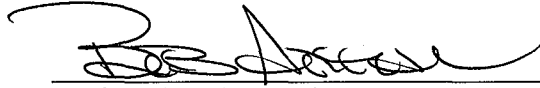
XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, July 7, 2010 at 6:00 p.m.



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Dr. Bob Hughlett, Board President



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Bob Arthur, Board Secretary

**CERRITOS COLLEGE**

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *LL*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Jenney Ho, Director of Purchasing  
**DATE:** June 23, 2010  
**SUBJECT:** **CONSIDERATION OF APPROVAL OF BID #0910-14, ALONDRA BLVD.  
DROP-OFF**

**RECOMMENDATION**

It is recommended that the Board of Trustees approve to award the bid #0910-14, Alondra Blvd. Drop-Off to Allied Paving Company 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 May 12 and May 19, 2010. The bid due date was on June 10, 2010.

The work will include: removal of existing concrete pavement, sidewalk, curb & gutter, drainage, swale and bollards, includes installation of new commercial driveway approach, sidewalk, accessible ramps, curb and gutter, bollards, swale, drainage, planter, irrigation, flood lights, electrical conduits and pull boxes.

**ANALYSIS**

On June 10, 2010, three 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 \$297,000.00. Funding for this project will come from the GO Bond.

000257

**Bid Recap #0910-14, Alondra Blvd. Drop Off**

<b>Contractor</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Total Base Bid</b>
Allied Paving Company	\$ 247,000.00	\$ 50,000.00	\$ 297,000.00
Y & M Construction, Inc.	\$ 439,806.00	\$ 50,000.00	\$ 489,806.00
USS Cal Builders, Inc.	\$ 442,000.00	\$ 50,000.00	\$ 492,000.00

**CASH BORROWING RESOLUTION-#10-06**

**Temporary Transfers from the School Pools Fund maintained by the  
Los Angeles County Treasurer**

**Cerritos Community College** District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer (Treasurer), and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$ 72,000,000
2. For Fiscal Year; 2010-11
3. Shall not exceed 85 percent of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the district before any other obligation of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Cerritos Community College District hereby requests the Treasurer to make temporary transfers of funds.

**Certification of the Clerk of the Board**

The agenda with this item for action was posted as required by law.

This resolution was adopted by the Governing board on: June 23, 2010

Date

Signature: 

Clerk of the Governing Board

# CASH BORROWING RESOLUTION-#10-07

## Temporary Inter-fund Cash Borrowing

### Cerritos Community College District

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$ 15,000,000
2. For Fiscal Year; 2010-11
3. Amount Shall not exceed 75 percent of moneys held in any fund..
4. Funds Borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Cerritos Community College District hereby authorize the borrowing of cash between all of the district funds.

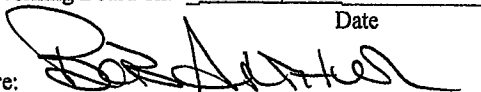
#### Certification of the Clerk of the Board

The agenda with this item for action was posted as required by law.

This resolution was adopted by the Governing Board on: June 23, 2010

Date

Signature:



Clerk of the Governing Board

# CERRITOS COLLEGE

## RESOLUTION #10-08

### DISTRICT APPROPRIATIONS LIMIT FOR 2010-11

**WHEREAS,** ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA as approved by the voters in November, 1979 requires the establishment of Appropriations Limit on "Proceeds of Taxes" revenues for public agencies, including community college district, beginning with the Fiscal Year, and

**WHEREAS,** each district is required to determine and adopt each Appropriations Limit for 2010-11 Fiscal Year, as a legislative act, and

**WHEREAS,** this community college district's Appropriations Limit have been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code.

**BE IT THEREFORE RESOLVED,** as a legislative act of this governing board, that the purposes of Article XIII B, is to hereby establish this district's "Appropriations Limit" of \$129,614,149 for the 2010-11 Fiscal Year.

**DATE:** June 23, 2010

**MOTION:** Arthur

**SECOND:** Grimaldo




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**CLERK OF THE GOVERNING BOARD  
CERRITOS COMMUNITY COLLEGE BOARD OF TRUSTEES**

CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
2010-11

DISTRICT NAME: Cerritos College

DATE: 6/23/10

**I. 2010-11 APPROPRIATIONS LIMIT:**

A. 2009-10 Appropriations Limit		<u>\$136,339,810</u>
B. 2010-11 Price Factor: .9746		
C. Population factor:		
1. 2008-09 Second Period Actual FTES	18,408.98	
2. 2009-10 Second Period Actual FTES	17,956.97	
3. 2010-11 Population change factor (line C.2. divided by line C.1.)	0.9754462	
D. 2009-10 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$129,614,149
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	\$ .....	
2. Temporary voter approved increases	_____	
3. Total adjustments - increase		_____
Sub-Total		\$ .....
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	\$ .....	
2. Lapses of voter approved increases	_____	
3. Total adjustments - decrease		< _____ >
G. 2010-11 Appropriations Limit		<u>\$129,614,149</u>

**II. 2010-11 APPROPRIATIONS SUBJECT TO LIMIT:**

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		\$67,239,876
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		\$62,581
C. Local Property taxes		\$8,937,137
D. Estimated excess Debt Service taxes		.....
E. Estimated Parcel taxes, Square Foot taxes, etc.		.....
F. Interest on proceeds of taxes		\$100,000
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		<\$751,374 >
H. 2010-11 Appropriations Subject to Limit		<u>\$75,588,220</u>

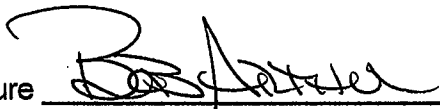
**YEAR-END APPROPRIATION TRANSFERS**  
Community College Districts

TO: Los Angeles County Office of Education  
Division of School Financial Services  
Accounting Section – EC 2<sup>ND</sup> Floor

FROM: CERRITOS Community College District

SUBJECT: AUTHORIZATION TO MAKE APPROPRIATION TRANSFERS

Our Board of Trustees hereby authorizes the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2009-10 school year to permit the payment of obligations of the district incurred during such school year.

Signature  Date: 06/23/ 2010  
Clerk of the Board of Trustees

Attachment to:  
Bul. No. 368  
SFS-A70-2008-09

## CERRITOS COLLEGE

**TO:** Board of Trustees  
**FROM:** Dr. Linda L. Lacy, President/Superintendent *ML*  
**REVIEWED BY:** David El Fattal, Vice President of Business Services *DEF*  
**PREPARED BY:** Robert K. Riffle, Director of Physical Plant *OKR*  
**DATE:** June 23, 2010  
**SUBJECT:** **Consideration of Approval to Authorize District Administration to Negotiate and enter into an Agreement for Electricity Services for the Cerritos Community College District**

### RECOMMENDATION

It is recommended that the Board of Trustees authorize the Vice President, Business Services to enter into an agreement on or about July 1, 2010 with one of the following direct access suppliers of electricity for the best negotiated rate per kWh. The potential suppliers are: 1) the City of Cerritos; 2) Constellation Energy; 3) Sempra Energy Solutions; or, 4) Southern California Edison.

### OVERVIEW

Energy deregulation was established in 1998, and since that time Cerritos College has participated in purchasing its electricity as a commodity through the deregulated process. District staff is presently working with the Community College League of California to ascertain best terms including pricing and duration.

### ANALYSIS

Our present electricity supplier contract expires on July 31, 2010. Energy providers are currently proposing rates to the District for consideration. Therefore, District staff requires authority from the Board of Trustees to negotiate and execute a new electricity service contract.

### FISCAL IMPLICATIONS

Our current direct access rate with Sempra Energy Solutions is .07220 per kWh. Authority to negotiate the best price available is imperative in order to contain costs to the greatest extent possible in today's difficult fiscal environment.

## BUDGET TRANSFERS FOR JUNE 23, 2010

### 1.0 FUND-GENERAL FUND-UNRESTRICTED

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(25,443)
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
CONTINGENCY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(25,443)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	10,943
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	14,500
INTERFUND TRANSFERS OUT	\$	
<b>TOTAL</b>	<b>\$</b>	<b>25,443</b>

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Three ( 3 )

**Divisions/Departments/Programs:**

Admissions & Registration, Physical Plant, Technology

## BUDGET TRANSFERS FOR JUNE 23, 2010

### 01.3 FUND-GENERAL FUND-RESTRICTED

**FROM**

ACADEMIC SALARIES	\$	(23,124)
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(12,250)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
<b>TOTAL</b>	<b>\$</b>	<b>(35,374)</b>

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	16,281
EMPLOYEE BENEFITS	\$	7,703
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	190
CAPITAL OUTLAY	\$	11,200
INTERFUND TRANSFERS OUT	\$	
<b>TOTAL</b>	<b>\$</b>	<b>35,374</b>

**Transfers:** Between object codes

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

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

**Divisions/Departments/Programs:**

Bellflower USD GearUp, Enrollment Growth for Assoc Degree Nursing Program,  
ARRA-Pharmacy Tech

## BUDGET TRANSFERS FOR JUNE 23, 2010

### 39.0 FUND-OTHER SPECIAL REVENUE FUND

#### FROM

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(4,025)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	

<b>TOTAL</b>	<b>\$</b>	<b>(4,025)</b>
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#### TO

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	206
EMPLOYEE BENEFITS	\$	19
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	3,800
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	

<b>TOTAL</b>	<b>\$</b>	<b>4,025</b>
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**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**

Culinary Arts

# BUDGET TRANSFERS FOR JUNE 23, 2010

## 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	\$	(75,746)
<b>TOTAL</b>	<b>\$</b>	<b>(75,746)</b>

### TO

ACADEMIC SALARIES	\$	60,000
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	15,746
CAPITAL OUTLAY	\$	
CONTINGENCY	\$	
<b>TOTAL</b>	<b>\$</b>	<b>75,746</b>

**Transfer:** To transfer funds to cover the DSPS \$60,000 budget short fall, the remaining President search and Accreditation expenses.

**Number of Transfer Requests:** Three ( 3 )

**Divisions/Departments/Programs:**

Disabled Students Program, Board of Trustees, Accreditation

## APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010

### Revenue

00000.0-00000-00000-8190-0000000 (01.0 Fund)	\$	422,412
Fed-Business Services		
To allocate the Federal ARRA funds within Fund 01.0 for the one time backfill		
00000.0-00000-76510-8190-0000000 (01.3 Fund)		78,000
Fed-Model Approach to Partnership in Parenting Training (MAPP)		
To allocate budget for salaries and associated fringe benefits, supplies, mileage, rents & leases, contracted services, advertising		
00000.0-00100-75720-8140-0000000 (01.3 Fund)		60,006
Fed-Temporary Assistance for Needy Families (TANF)		
To allocate budget for salaries and associated fringe benefits		
00000.0-00000-70401-8130-0000000 (01.3 Fund)		<u>16,000</u>
Fed-WIA Child Development		
To allocate budget for salaries and associated fringe benefits, supplies, administrative allowance, contracted services		
Total of Revenue Budget	\$	<u><u>576,418</u></u>

### Expenditure

00000.0-00000-76510-4550-13057000 (01.3 Fund)		<u>(17,890)</u>
Model Approach to Partnership in Parenting Training (MAPP)		
To adjust budget to reflect 09-10 MAPP allocation		
Total of Expenditure Budget	\$	<u><u>(17,890)</u></u>

**BUDGET TRANSFERS FOR JUNE 23, 2010  
ADDENDUM**

**01.0 FUND-GENERAL FUND-UNRESTRICTED**

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	(7,000)
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
INTERFUND TRANSFERS OUT	\$	
CONTINGENCY	\$	
	<hr/>	
<b>TOTAL</b>	<b>\$</b>	<b>(7,000)</b>
	<hr/> <hr/>	

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	7,000
INTERFUND TRANSFERS OUT	\$	
	<hr/>	
<b>TOTAL</b>	<b>\$</b>	<b>7,000</b>
	<hr/> <hr/>	

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**  
Fine Arts & Community

**BUDGET TRANSFERS FOR JUNE 23, 2010  
ADDENDUM**

**42.0 FUND-REVENUE BOND CONSTRUCTION FUND**

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	(1,986,173)
CAPITAL OUTLAY	\$	
	<hr/>	
<b>TOTAL</b>	\$	<b>(1,986,173)</b>
	<hr/> <hr/>	

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	441,626
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	1,544,547
	<hr/>	
<b>TOTAL</b>	\$	<b>1,986,173</b>
	<hr/> <hr/>	

**Transfers:** Between object codes

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

**Number of Transfer Requests:** Three ( 3 )

**Divisions/Departments/Programs:**

Bond Implementation Series, Soccer Field Renovation, New Automotive Technology Building, Social Science Renovation Project, Aquatic Center - Design, Automotive Technology Modernization, General Campus Repairs, Physical Science & Tech Bldg (Classroom/Lab/Office Complex #1), Central Plant /Infrastructure Project, Parking Lot Renovation, Parking Lots - New, Swing Space

**BUDGET TRANSFERS FOR JUNE 23, 2010  
ADDENDUM**

**39.0 FUND-OTHER SPECIAL REVENUE FUND**

**FROM**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	(28,000)
EMPLOYEE BENEFITS	\$	
SUPPLIES AND MATERIALS	\$	
OTHER CONTRACT EXPENSES AND SERVICES	\$	
CAPITAL OUTLAY	\$	
	<hr/>	
<b>TOTAL</b>	\$	<b>(28,000)</b>
	<hr/> <hr/>	

**TO**

ACADEMIC SALARIES	\$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	\$	
EMPLOYEE BENEFITS	\$	4,000
SUPPLIES AND MATERIALS	\$	3,200
OTHER CONTRACT EXPENSES AND SERVICES	\$	20,800
CAPITAL OUTLAY	\$	
OTHER OUTGO	\$	
	<hr/>	
<b>TOTAL</b>	\$	<b>28,000</b>
	<hr/> <hr/>	

**Transfers:** Between object codes

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

**Number of Transfer Requests:** One ( 1 )

**Divisions/Departments/Programs:**  
Community Education

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

Revenue Budget

00000.0-00210-70050-8190-0000000 (01.3 Fund)	\$	(304)
Fed-Bellflower USD GearUp		
Reduce the budget set up to correctly reflect funding		
00000.0-00000-70750-8871-6920000 (01.3 Fund)		(20,543)
Local-Los Angeles Universal Preschool		
To adjust 09-10 budget for LAUP funding		
00000.0-various-70770-8620-0000000 (01.3 Fund)		1,705
State-Prekindergarten & Family Literacy Program (PKFLP/CPKF)		
Received an additional contract grant		
00000.0-00600-71610-8629-0000000 (01.3 Fund)		36,445
State-El Camino CCD Collaborative #1		
Increase budget to reflect funding		
00000.0-00000-71620-8629-0000000 (01.3 Fund)		33,334
State-El Camino CCD Collaborative #2		
Increase budget to reflect funding		
00000.0-00000-73420-8629-0000000 (01.3 Fund)		1
State-Non-Credit Matriculation		
Budget adjustment		
00000.0-00000-76000-8890-0000000 (01.3 Fund)		1,000
Local-EOG Woodworking Mnfg Tech		
To set up budget of EOG Woodworking Manufacturing Tech		
00000.0-00000-77640-8120-0000000 (01.3 Fund)		95,000
Fed-Court Reporting/Captioning		
To set up budget of Court Reporting		
00000.0-00000-77670-8120-0000000 (01.3 Fund)		514,163
Fed-Title V - iFalcon		
To set up budget of iFalcon		

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

Revenue Budget

00000.0-00100-70750-8890-0000000 (01.3 Fund)	\$	6,195
Local-Los Angeles Universal Preschool		
To set up budget of Los Angeles Universal Preschool		
00000.0-00100-70750-8890-6920000 (01.3 Fund)		(15,200)
Local-Los Angeles Universal Preschool		
To eliminate previous income parent fee		
00000.0-00000-71120-8150-0000000 (01.3 Fund)		(95)
Fed-Title IV Admin Cost Allow		
To close 08-09 carry over of Title IV Admin Cost Allowance		
00000.0-00000-72500-8629-0000000 (01.3 Fund)		14,944
State-Faculty & Staff Development		
To set up revenue budget of Faculty & Staff Development		
00000.0-00000-74500-8629-0000000 (01.3 Fund)		2
State-Faculty & Staff Diversity (Equal Employment Opportunity		
To adjust budget of Faculty & Staff Diversity in 09-10		
00000.0-00005-77310-8629-0000000 (01.3 Fund)		47,619
State-TTIP (Telecommunication Technology Infrastructure)		
To set up revenue budget of Telecommunication Technology Infrastructure		
00000.0-00000-77620-8190-0000000 (01.3 Fund)		92,160
Fed-CSU Dominguez Hills Title V (math)		
To set up revenue budget of CSU Dominguez Hills Title V in 09-10		
00000.0-00000-02350-8840-0000000 (39.0 Fund)		77,254
Local-Cosmetology		
To increase budget of Cosmetology for 09-10 for income received		
00000.0-00000-73500-8830-0000000 (39.0 Fund)		1,630
Local-El Camino Media Services Production		
To set up budget of El Camino Media Services Production for income received		

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

Revenue Budget

00000.0-00000-74100-8885-0000000 (39.0 Fund)	\$	460
Local-Citizenship Project		
To set up budget of Citizenship Project in 09-10 per income received		
00000.0-00000-74700-8831-0000000 (39.0 Fund)		7,500
Local-Plaza Comunitaria		
To set up budget for Plaza Comunitaria for 09-10		
00000.0-00000-02310-8872-6820000 (39.0 Fund)		(412,374)
Local-Community Education		
To reduce revenue budget of Community Education for 09-10		
00000.0-00000-74250-8830-0000000 (39.0 Fund)		22,620
Local-Associated Builders & Contractors of Southern California		
To set up budget for Associated Builders & Contractors of So Cal		
00000.0-00000-74320-8800-0000000 (39.0 Fund)		(126,723)
Local-Technology Contract Ed		
To close revenue budget of Technology Contract Ed. Fund in ending balance		
00000.0-00007-74750-8800-0000000 (39.0 Fund)		(449)
Local-Roofing Contract		
To close revenue budget of Roofing Contract. Fund in ending balance		
00000.0-00000-74790-various-0000000 (39.0 Fund)		3,500
Local-Technology Training Distance Education Contract Ed		
To set up revenue budget of Technology Training Distance Education Contract Ed for 09-10 income received.		
00000.0-00000-75120-8831-0000000 (39.0 Fund)		(616)
Local-S.E.R.O.P. Plastic		
To close carry over budget of SEROP Plastic. Budget was merged to Technology Contract ED		

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

Revenue Budget

00000.0-00007-77400-8800-0000000 (39.0 Fund)	\$	(145,327)
Local-Teacher Trac Contract Education		
To adjust carry over budget of Teacher Trac Contract Edu. Fund in ending balance		
00000.0-00007-77700-8800-0000000 (39.0 Fund)		(33,884)
Local-Lockheed Martin (LMAK)		
To close revenue budget of Lockheed Martin. Fund in ending balance		
00000.0-00007-79800-8800-0000000 (39.0 Fund)		(585,644)
Local-Parking		
To reduce revenue budget of Parking in 09-10		
00000.0-00004-71800-86290-0000000 (74.0 Fund)		833
State-Cal Grant		
To set up 08-09 deferred income of Cal Grant		
00000.0-00004-78200-8150-0000000 (74.0 Fund)		8,980
Fed-SEOG (Federal Supplemental Education Opportunity Grant)		
To set up 08-09 deferred income of SEOG		
Total Revenue Budget	\$	<u><u>(375,814)</u></u>

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

**Expenditure Budget**

00000.0-00000-70220-various-6190000 (01.3 Fund)	\$	3,996
VTEA State Lead		
To adjust expenditure budget of VTEA State Lead		
00000.0-00000-70750-4550-6940000 (01.3 Fund)		100
Los Angeles Universal Preschool		
To adjust expenditure budget of Los Angeles Universal Preschool		
00000.0-00000-77620-various-various (01.3 Fund)		(58,192)
CSU Dominguez Hills Title V		
To adjust expenditure budget of CSU Dominguez Hills Title V		
00000.0-00000-02710-4550-6941000 (39.0 Fund)		7,662
Culinary Arts		
To increase expenditure budget of Culinary Arts in 09-10		
00000.0-00000-74250-4550-6190000 (39.0 Fund)		43,649
Associated Builders & Contractors of Southern California		
To set up budget of Associated Builders & Contractors of So Cal		
00000.0-00000-74320-4590-6190000 (39.0 Fund)		16,950
Technology Contract Ed		
To adjust 08-09 carry over budget of Technology Contract Ed		
00000.0-00006-74600-4590-6190000 (39.0 Fund)		2,227
Economic Development Testing		
To adjust 08-09 carry over budget of Economic Development Testing		

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

**Expenditure Budget**

00000.0-00005-74750-4590-6190000 (39.0 Fund)	\$	4,000
Roofing Contract		
To set up 08-09 carry over budget of Roofing Contract		
00000.0-00000-74790-various-6780000 (39.0 Fund)		(79,929)
Technology Training Distance Education Contract Ed		
To reduce expenditure budget of Tech Training Distance Education Contract Edu		
00000.0-00000-74800-5810-6190000 (39.0 Fund)		22,264
CA American Fire Sprinkler Assoc		
To increase expenditure budget of CA American Fire Sprinkler Assoc		
00000.0-00000-75130-2312-7010000 (39.0 Fund)		(2,112)
Welding Certification		
To reduce expenditure budget of Welding Certification		
00000.0-00000-77400-4590-6190000 (39.0 Fund)		(31,147)
Teacher Trac Contract Education		
To adjust carry over budget of Teacher Trac Contract Education		
00000.0-00000-75400-various-6190000 (39.0 Fund)		1,497
EDD Trade Act		
To increase expenditure budget of EDD Trade Act in 09-10		
00000.0-00000-77000-4590-6190000 (39.0 Fund)		198,297
CITE Contract Ed		
To increase expenditure budget of CITE Contract Ed		

**APPROPRIATION TRANSFER ANALYSIS FOR JUNE 23, 2010  
(ADDENDUM)**

Expenditure Budget

00000.0-00000-77700-4590-6190000 (39.0 Fund)	\$	48,059
Lockheed Martin (LMAK)		
To adjust 08-09 carry over budget of Lockheed Martin (LMAK)		

00000.0-various-79800-variuos-various (39.0 Fund)		<u>398,397</u>
Parking		
To increase expenditure budget of Parking in 09-10		

<b>Total Expenditure Budget</b>	<b>\$</b>	<b><u><u>575,718</u></u></b>
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**ACADEMIC AFFAIRS****Full-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	
Piotrowski	Casey	Teacher Trac	B5	60.33
Tashima	John	Teacher Trac	B2	51.71

**FINE ARTS & COMMUNICATIONS****Part-Time Instructors**

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

**HEALTH OCCUPATIONS****Full-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	
Natividad	Rachel	Nursing	E12	

**Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	
Holmes	Carolyn	Nursing	B5	60.33
Veloz-Rendon	Lizette	Clinical Nursing	A1	48.83

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

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Casteneda	Geraldine	Athletics	A3	54.60
Winokur	Arnold	Athletics	B5	60.33

**TECHNOLOGY****Part-Time Instructors**

<b>Name</b>		<b>Discipline</b>	<b>Salary Placement</b>	<b>Rate</b>
Cooper	Par Graciela	Cosmetology	A1	48.83
Fischer	Maria	Cosmetology	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, 2010 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Aliimatafitafi, Stephanie	Typist Clerk	\$8.64/hr	5/24/10
Gotoy, Nichole	"	"	"
Hernandez, Fernando*	Instructional Aide I	\$9.56/hr(1)	5/17/10
Kim, Luke*	"	"	4/24/10
Barrera, Elizabeth*	Intermediate Typist Clerk	\$9.56/hr	4/28/10
Francis Tami*	Community Education Specialist	29.15/hr	4/25/10

SHORT-TERM HOURLY EMPLOYMENT (AS NEEDED), VARIABLE HOURS PER DAY & DAYS PER WEEK, FOR A PERIOD NOT TO EXCEED JUNE 30, 2011 OR 175 TOTAL WORKDAYS, WHICHEVER OCCURS FIRST

Flores, Ana**	Secretary Clerk	\$10.53/hr	7/01/10
Garcia, Magali**	"	"	"
Lizarraga, Raquel**	Instructional Aide II	\$12.81/hr	7/01/10
Burns, Bryson**	Recreational Activity Specialist	\$13.65/hr	7/01/10
Del Real, Judy**	Program Facilitator	\$13.79/hr	7/01/10
Odrich, Eileen**	"	"	"
Gallardo, Alma*	Coordinator of School Relations	\$15.81/hr	7/01/10
Bleak, Paul**	Vocational Ed. & Special Projects Assistant	\$16.41/hr	7/01/10
Corrales, Alida**	Certified Medical Assistant	\$16.00/hr(3)	7/01/10
Hackert, Amber**	"	"	"
Anthony, Kay**	Cont. Ed. Specialist (Health Occ.)	\$50.52/hr	7/01/10
Chan, Judy**	"	"	"
Christian, Mary Jean**	"	"	"
Myer, Glen**	"	"	"
Ng, Hazel**	"	"	"
Nguyen, Long**	"	"	"
Olive, Yvonne**	"	"	"
Raniewicz, Trisha**	"	"	"

\* Categorically Funded

\*\* Specially Funded

Presented to the Board of Trustees 6/23/10

**Board of Trustees****1 BP 2105 STUDENT TRUSTEE****2 References:**

3 Education Code, Sections 72023.5 and 72024

**4 I. Membership**

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

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

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

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

**17 II. Elections**

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

- 19 • be a resident of California;
- 20 • have and maintain enrollment as a student in at least five units at Cerritos  
21 College, except during summer sessions when the individual's enrolled unit load  
22 from the immediately prior spring semester shall be used; and
- 23 • have and maintain at least a 2.00 term and cumulative grade point average  
24 (GPA) at Cerritos College.

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

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

32 Regulations and procedures for administering elections, including eligibility confirmation,  
33 campaigning and running for office, and conduct of the elections shall be as  
34 provided in the duly adopted governing documents of the Associated Students of  
35 Cerritos College (ASCC), unless provided for in District board policy or administrative  
36 procedures.

**Board of Trustees**

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

2 **Reference:**

3 Accreditation Standard IV.B.1

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

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

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

13 Office of Primary Responsibility: President/Superintendent

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**Date Adopted:**

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services *DEF*

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

DATE: June 23, 2010

SUBJECT: **Consideration of Approval of the Tentative Budget for the 2010-11 Fiscal Year**

**RECOMMENDATION**

The Board of Trustees approve the Tentative Budget for the 2010-11 Fiscal Year.

**OVERVIEW**

Tentative Budget approval is required by the Board of Trustees by July 1, 2010 in order for the Los Angeles County Office of Education to be able to continue payroll and vendor warrants. The Adopted Budget is scheduled to be presented to the Board on September 15, 2010.

**ANALYSIS**

The 2010-11 Tentative Budget depicts the College's estimates of its resources and expenditures for the upcoming fiscal year. In developing this report, critical assumptions were made about key issues that may or may not become reality. Key assumptions are based upon Governor Schwarzenegger's "May Revise" as well as facts and detailed analyses concerning local issues such as the total number of personnel, cost of step and column, health & welfare increases, reductions in categorical programs, etc. All assumptions reflect the best known internal and external information that is available at the time of budget preparation. The College updates its assumptions, budget and projections throughout the year.

**FINANCIAL IMPLICATIONS**

The information presented in this Tentative Budget does not reflect changes to the Governor's May Revise that are presently being considered and discussed by the state legislature. When the State adopts its budget at some time in the future, the college will make relevant changes to its own budget based on the new information that becomes available.