CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES

JANUARY TO JUNE 2013

CERRITOS COMMUNITY COLLEGE DISTRICT

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES JANUARY 12, 2013

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez and Dr. Sandra Salazar. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services and Vice President of Human Resources.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Mr. Arthur.

III. PUBLIC PRESENTATIONS

There were no public presentations.

IV. ADMINISTRATIVE MATTERS

A. It was moved by Mr. Arthur and seconded by Dr. Hughlett to adopt Resolution #13-04 Opposing the Los Angeles Clean Water, Clean Beaches Initiative, as attached. The vote for approval was unanimous.

V. STUDY SESSION

A. Spencer Covert from Parker & Covert LLP gave a summary of pertinent provisions of the Ralph M. Brown Act for community college trustees. He gave examples of cases where board members violated the Brown Act by taking action outside of an open and public meeting, defined what does and does not qualify as a meeting, reviewed closed session agenda and confidentiality requirements, discussed public participation guidelines, and described recent legal updates.

B. Steve Richardson, Executive Director of Foundation and Community Advancement gave an overview of the Cerritos College Foundation including outreach efforts for prospective donors, naming opportunities, the employee giving program, scholarship information, and major annual events. The Foundation has raised an average of $1.5 million over the past five years for student scholarships and college support. The Advanced Transportation Technology and Energy Initiative (ATTEI) and Economic Development departments create relationships within the corporate community to obtain grants to offer training for students.

C. Mark Wallace, Director of Public and Governmental Relations gave an overview of the Public and Governmental Relations department. He described the roles of school relations, community relations, media relations, government relations, grant development, and web administration.

D. David El Fattal, Vice President of Business Services gave an overview of the Business Services area. He discussed its vision and the duties and responsibilities of the fiscal services, physical plant and construction services, information technology, and purchasing departments. Mr. El Fattal stated that fiduciary issues, providing financial information, managing GO Bond funds, workers' compensation, risk management, college liability issues, negotiations, litigation, and board memberships of district-related agencies also fall under the purview of Business Services. There

exploring additional energy cost reduction and recycling programs, establishing electric vehicle charging stations, and other related initiatives.

E. Dr. Mary Anne Gularte, Vice President of Human Resources gave an overview of the Human Resources department. She described the department's duties and responsibilities, and commitment in maintaining positive relationships by providing professional, transparent, quality services based on trust and respect. Dr. Gularte also provided college employee demographics.

F. Dr. JoAnna Schilling, Vice President of Academic Affairs gave an overview of the Academic Affairs area. She stated that Academic Affairs supports a comprehensive curriculum, provides general education, basic skills and career and technical education for a degree or certificate, and is dedicated to maintaining a technologically-advanced classroom environment. Dr. Schilling also explained how FTES are calculated and how the college designs efficient class schedules based on funded FTES. This area also has several projects in progress including transfer model curriculum degrees (SB 1440), Student Success Task Force recommendations (SB 1456) and block scheduling.

G. This item was postponed to the January 16 regular Board Meeting.

H. Mark Logan, Director of Purchasing gave an overview of the college's procurement process. He discussed the Purchasing department's mission statement and overarching goals and objectives, and stated that the staff are stewards of District procurement to ensure taxpayer dollars and public funds are expended wisely in accordance with statutes, codes and regulations. The department is also responsible for protecting the college against liability, fraud and inappropriate business practices. Mr. Logan described three main categories of procurement and three common sourcing strategies. He explained purchasing bid limits as defined by Public Contract Code 20651, cost savings initiatives, public projects, CUPCCAA, the college bidding and contract administration process, auditing and compliance, and public perception and ethics. There was extensive discussion regarding legal services contracts and end dates, construction change order procedures, and advertisement of bid opportunities.

VI. ADJOURNMENT

The Board adjourned in memory of Sandy Hook Elementary School victims at 11:25 p.m.

VII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, January 16, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

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CERRITOS COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES JANUARY 16, 2013

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar, and Mr. Jason Macias, Student Trustee. Dr. Bob Hughlett was not present. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Mr. Macias.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve the minutes of the organizational meeting of December 12, 2012. The vote for approval was unanimous (student advisory vote: aye).

IV. INSTITUTIONAL PRESENTATIONS

Employee of the Month

A. Dr. Lacy presented Juan Mercado with the Outstanding Classified Employee Award for the month of December 2012.

Overview of Student Services

B. While this item was not listed on the posted agenda, the Brown Act allowed for its inclusion because it is continued from a meeting held not more than five days prior to today's meeting.

Dr. Johnson presented an overview of Student Services, including the Admissions, Records & Services division, Campus Police department, Career Center and Career Counseling, Counseling Services division, Disabled Student Programs & Services division, Extended Opportunity Programs & Services department, Student Activities department, Student Health, Wellness & Veterans Services, CalWORKs, International Student Services, Leaders INvolved in Creating Change (LINC), and the Financial Aid office. There was much discussion about the LINC program, grants, Financial Aid disbursement and DREAM Act waivers.

Cerritos College Budget

C. Mr. El Fattal provided historical context of community college funding and gave a presentation on the Cerritos College budget which included state and institutional budget timelines, the budget development process, building a sustainable balanced budget, Cerritos College facts and figures, and debt financing options. Mr. El Fattal discussed the 2013-14 proposed budget and emphasized that revenues are the anchor of funding mechanisms. He provided an overview of the California Master Plan of 1960, Proposition 13, Proposition 98 and SB 361. He also discussed the 2011-12 General Apportionment. He explained that the College Planning and Budget Committee plays an important role in developing the college budget. After much discussion, Ms. Perez thanked Mr. El Fattal for his report.

V. PUBLIC PRESENTATIONS

There were no public presentations.

VI. CONSENT AGENDA

It was moved by Mr. Arthur and seconded by Mr. Drayer to approve the

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consensus. Ms. Avalos requested that items E, G, J, K, L, N and Q be considered separately. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):

E. It was moved by Ms. Avalos and seconded by Mr. Drayer to approve item E:

Resolution 13-01 to Authorize Permanent Transfers Between Funds Within the District, as attached.

Ms. Avalos asked how much of the transfer is permanent, and questioned whether or not the money is transferred back to the general fund if it's not used. Mr. El Fattal stated that the amount has already been budgeted to be transferred into the college's retiree benefit account and comes before the Board in resolution format to show the permanent transfer.

The vote for approval was unanimous (student advisory vote: aye).

G. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve item G:

Change Order #13 (Bid #0910-08), USS Cal Builders, Inc., Gymnasium Seismic Retrofit, as attached.

Steve Worley of Tilden-Coil provided an overview of the change order process. He stated that change orders often occur because of factors such as unknown situations, errors and omissions, user changes, and/or local jurisdiction or agency changes. He further explained how Tilden-Coil reviews change orders for merit. Ms. Avalos stated that the change orders seem excessive. Mr. Drayer asked if the total dollar amount of change orders was under 10 percent of the project cost and Jimmy Riordan of Tilden-Coil confirmed that the cost was under 10 percent. Dr. Lacy stated that because the project was a retrofit, there were substantially more unforeseen circumstances and DSA issues which resulted in change orders. Mr. Arthur stated that a vast majority of the other change orders were due to unknown conditions and requested changes from the college. He added that the Board has been diligent regarding this matter. Dr. Salazar requested a handout of what a multi-prime method looks like.

The vote for approval was unanimous (student advisory vote: aye).

J. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve item J:

Bid # 1213-02, Gymnasium Site Improvements Project, as attached.

Ms. Avalos requested specific details of the work to be done. Mr. Worley replied that the work will include, but is not limited to, the following: remove and replace the existing walkway running north to south, from Alondra Boulevard through Parking Lot C-2 to the north side of the gymnasium; site demolition; new site concrete, asphalt paving, masonry planter walls and waterproofing; site electrical, lighting, landscaping and irrigation; and parking resurfacing, slurry seal coat and restriping. Mr. Drayer stated that he is a visual learner and requested a visual representation of the project. Dr. Salazar

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ms like a low amount of bids received. Mr. Worley stated that there were less bids received because it is not a large project. Dr. Salazar stated that the college should advertise more to increase the amount of preapproved contractors. Mr. Drayer stated that he would not approve the item because there were no visual displays of the project. He moved to vote no on Item J; there was no second and the motion failed. The vote for approval was 5-1-0; Mr. Drayer voted no.

K. It was moved by Mr. Arthur and seconded by Ms. Perez to approve item K:

Purchase Orders for the Period of October 1, 2012 through December 31, 2012

After discussion, it was moved by Mr. Drayer and seconded by Ms. Avalos to reschedule this item to the February 6 meeting. The vote for approval was unanimous (student advisory vote: aye).

L. It was moved by Ms. Perez and seconded by Mr. Drayer to approve item L:

New/Amended Contracts under $25,000 for the Quarter Ending December 31, 2012:

New Contracts	*C12-1033 to C12-1065*	*$62,305.00*
New Contracts	*12C0001 to 12C0011*	*$17,045.00*
Amended Contracts		*$73,900.00*

After discussion, it was moved by Mr. Drayer and seconded by Ms. Avalos to reschedule this item to the February 6 meeting. The vote for approval was 5-1-0; Mr. Arthur voted no.

N. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve item N:

Budget Extensions and Budget Transfers, as attached.

Ms. Avalos inquired about the impact of the budget transfers and Mr. El Fattal stated that the transfers are a mechanism to move monies from one line item of the budget to another. The vote for approval was unanimous (student advisory vote: aye).

Q. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve item Q:

Resignation Accepted by the President/Superintendent, as follows:

Shawn Jones, Accounting Manager (Fiscal Services Department), effective January 16, 2013

Ms. Avalos stated that she is concerned about all the changes taking place in that particular department and asked if employees are unhappy. Mr. El Fattal responded that the employee received a promotion. The vote for approval was unanimous (student advisory vote: aye).

A. New Courses and Modifications to Curriculum, as attached.

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B. norarium for the 2013 Advisory Committee Members Recognition Breakfast, as attached.

C. Perkins/VTEA Grant Honorarium, as attached.

D. Perkins/VTEA Grant Stipends, as attached.

E. This item was considered separately.

F. Resolution 13-03 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2013 through December 31, 2013, as attached.

G. This item was considered separately.

H. Consideration of Approval of Notice of Completion of Bid# 1112-10, Physical Science Swing Space Renovation, as attached.

I. Consideration of Approval of Notice of Completion of Bid# 1112-05, Site Improvements – Softball Field Renovation, as attached.

J. This item was considered separately.

K. This item was considered separately.

L. This item was considered separately.

M. General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending December 31, 2012:

Payroll "A" Warrants	*6,598*	*$16,239,262.22*
Other "B" Warrants	*2,687*	*$13,210,053.72*

N. This item was considered separately.

O. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for the 2012-2013 Academic Year, as attached.

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

Revisions/additions as follows:

Administrative Clerk II Grade 24, Step 1 ($2,915.00/month) effective February 4, 2013: Raquel Lizarraga (Technology)

Q. This item was considered separately.

VII. ADMINISTRATIVE MATTERS

A. Heidi White of Vavrinek, Trine, Day and Co., LLP provided an overview of the Audited Financial Reports for the Fiscal Year Ending June 30, 2012.

B. It was moved by Mr. Arthur and seconded by Dr. Salazar to accept the Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2012. The vote for approval was unanimous (student advisory vote: aye).

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C. thur and seconded by Dr. Salazar to accept the Cerritos College Proposition 39 General Obligation Bonds for Fiscal Year Ending June 30, 2012. The vote for approval was unanimous (student advisory vote: aye).

D. It was moved by Mr. Arthur and seconded by Dr. Salazar to accept the Independent Audit Report for the Cerritos College District for Fiscal Year Ending June 30, 2012. The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve the Non-Resident Tuition Fee and Non-Resident Student Capital Outlay Fee for 2013-14, as attached. The vote for approval was unanimous (student advisory vote: aye).

F. It was moved by Mr. Arthur and seconded by Dr. Liu to approve Resolution 13-02 to Authorize the Issuance of 2012-2013 Tax and Revenue Anticipation Note (TRAN), as attached. The vote for approval was unanimous (student advisory vote: aye).

G. Contracts:
It was moved by Mr. Arthur and seconded by Mr. Drayer to approve Item G.1:

Consultant
NEW

1. Sid Lindmark, AICP
   Environmental Consulting Services
   Physical Plant & Construction Services
   To provide environmental planning and consulting services. These services are related to the 2011 Facilities Master Plan, the square footage increase, and the projected student enrollments (FTES) for 2020. This updated study is to be supplemental to a final mitigated plan. For period October 15, 2012 through June 30, 2013. The total contract sum shall be for the amount of $98,951.00; funding will be allocated from the GO Bond.

Mr. El Fattal stated that Mr. Lindmark conducted the environmental impact report for Measure CC and has institutional history. The vote for approval was unanimous (student advisory vote: aye).

It was moved by Mr. Arthur and seconded by Ms. Perez to approve item G.2:

Services
RENEWAL

2. Law Office of Atkinson, Andelson, Loya, Ruud & Romo
   Legal Services
   Business Services
   To provide legal services as requested by the District. For period June 30, 2013. The cost to the District will be based on the following rates: Senior Partners: $225 an hour; Partners/Senior Counsel: $215 an hour; Senior Associates: $215.00; Associate Attorneys: $205 an hour; Senior Paralegals: $155.00 an hour; and Paralegals: $145.00 an hour. Funding will be expended through the General Fund.

There was much discussion regarding the different attorneys that the college utilizes for different areas. Mr. Logan explained that the hiring of attorneys is subject to a non-competitive process. He

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an be terminated at any time. The vote for approval was unanimous (student advisory vote: aye).

It was moved by Mr. Arthur and seconded by Mr. Drayer to approve item G.3:

Services
RENEWAL

3. Vangent, Inc. from Pearson Government Solutions
   Financial Reporting for Hope Scholarship and Lifetime Learning Credit
   Fiscal Services
   For the purpose of reporting the mandated information to the Internal Revenue Service (IRS) regarding the Hope Scholarship and Lifetime Learning Credit for the tax year 2012. For period October 16, 2012 through October 15, 2013. The total contract sum shall be for the amount of $25,000.00; funding will be allocated from the Fiscal Services budget.

The vote for approval was unanimous (student advisory vote: aye).

H. It was moved by Ms. Perez and seconded by Mr. Drayer to nominate Dr. Shin Liu as the Annual Representative to the Los Angeles County School Trustees Association for 2013. The vote for approval was unanimous.

I. It was moved by Mr. Arthur and seconded by Dr. Salazar to approve a Board Member Compensation Increase, as attached. Mr. Arthur stated that he felt a raise is warranted and noted that the Board hasn't approved a raise since 2008. He noted that all the employees successfully completed negotiations in the past year and received additional compensation. The vote was 2-4-0; Ms. Avalos, Mr. Drayer, Ms. Perez and Dr. Salazar voted no. The item did not pass.

VIII. REPORTS

A. Board of Trustees

Mr. Arthur gave a report of his recent trip to China University with Dr. Liu and Dr. Johnson. He stated that there was no cost to the district and the trip was very worthwhile.

Mr. Drayer thanked everyone who put together the ASCC Leadership Conference and noted that it had been 32 years since he last attended.

Mr. Macias thanked everyone who attended the ASCC Leadership Conference as well as the Tostitos event in December.

Ms. Perez stated that the ASCC Fall Awards Banquet was a wonderful event.

B. Faculty and Staff Leadership

Mr. Chester welcomed the trustees and emphasized that the voice of one trustee is not the voice of the Board. He stated that this night reminds us of how much we have to learn. He asked that Board members receive broad feedback from people across campus.

Ms. Laughlin stated that she appreciates that the Board is getting to know more about the college via reports at Board meetings.

C. President/Superintendent and Vice Presidents

Dr. Johnson stated that staff have been very busy promoting financial aid awareness.

Dr. Gularte stated that she appreciates the Board's attention and willingness to hear presentations. She stated that the college is hosting several training workshops for managers on various issues and will bring updates in the future.

Dr. Schilling stated that the college currently has over 21,000 students enrolled. Very few classes were cancelled and others were added.

Mr. El Fattal stated that completion of the gymnasium is very close.

Dr. Lacy stated that the Falcon Gymnasium Grand Opening & Ribbon Cutting will be held on Friday, March 8 at 11:00 a.m. She invited the Board to attend the first basketball game in the new gym on Friday, February 1. She stated that the college will discuss workforce development issues at the upcoming CCLC Legislative Conference in Sacramento. She stated that the Cerritos College State of Education address will be on Tuesday, March 12 at 11:00 a.m. and the event will be recorded live.

IX. CLOSED SESSION — The Board adjourned to closed session at 10:25 p.m.

X. RECONVENE — The Board reconvened at 11:37 p.m.

XI. ADJOURNMENT — The Board adjourned at 11:37 p.m.

XII. NEXT REGULAR MEETING — The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 6, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of January 16, 2013

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Deletion	Business, Humanities & Social Sciences	Business Communications Verification of Completion	The Verification of Completion has never received approval from the Chancellor's Office and is being deleted.	December 13, 2012
Deletion	Business, Humanities & Social Sciences	Office Technologies Verification of Completion	The Verification of Completion has never received approval from the Chancellor's Office and is being deleted.	December 13, 2012
Deletion	Business, Humanities & Social Sciences	Microsoft Certified Applications Specialist (MCAS) Verification of Completion	The Verification of Completion has never received approval from the Chancellor's Office and is being deleted.	December 13, 2012
Deletion	Business, Humanities & Social Sciences	Medical Transcriptionist Verification of Completion	The Verification of Completion has never received approval from the Chancellor's Office and is being deleted.	December 13, 2012
Deletion	Business, Humanities & Social Sciences	Office File Clerk Verification of Completion	The Verification of Completion has never received approval from the Chancellor's Office and is being deleted.	December 13, 2012
Deletion	Business, Humanities & Social Sciences	Receptionist Verification of Completion	The Verification of Completion has never received approval from the Chancellor's Office and is being deleted.	December 13, 2012
Deletion	Business, Humanities & Social Sciences	Word Processing Certificate of Achievement	Word Processing Certificate of Achievement is being replaced with Communications in Business.	December 13, 2012
Deletion	Science, Engineering And Math	CIS 120 Web Design with Microsoft FrontPage	This course has not been offered for more than 10 years. Microsoft FrontPage is no longer supported by Microsoft. This course has been essentially replaced with CIS 160.	October 11, 2012
Inactivation	Business, Humanities &	Legal Secretary Certificate of Achievement	Legal Secretary Certificate of Achievement is being replaced with Legal Office.	December 13, 2012

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
	Social Sciences			
Inactivation	Fine Arts	JOUR 50 Editorial Board	This course no longer will work without repeatability. Course needs will be met with other curricular solutions.	October 25, 2012
Inactivation	Fine Arts	JOUR 112 Copy Editing Skills	This course has not been offered since created and it no longer fits the plans of the program.	October 25, 2012
Inactivation	Fine Arts	JOUR 120 Internet for Journalists	This course has not been offered for nearly 10 years and its fit in the program has been supplanted with the introduction of other courses.	October 25, 2012
Inactivation	Fine Arts	JOUR 122 Creating Podcasts for Media	This course has not been offered since created and its function will be supplanted with other curricular solutions.	October 25, 2012
Inactivation	Fine Arts	JOUR 171 Occupational Work Experience in Journalism	This course no longer meets the needs of the program. Course needs will be met with other curricular solutions.	October 25, 2012
Inactivation	Science, Engineering And Math	CIS 5C Business Computer Information Systems Database Module	This course has not been offered for more than 10 years.	October 11, 2012
Inactivation	Science, Engineering And Math	CIS 54A Excel for Windows Part 1	This course has not been offered for more than 10 years. Students enroll in the equivalent CIS 151 Excel for IT course, which is the equivalent to CIS 54A and CIS 54B.	October 11, 2012
Inactivation	Science, Engineering And Math	CIS 54B Excel for Windows Part 2	This course has not been offered for more than 10 years. Students enroll in the equivalent CIS 151 Excel for IT course, which is the equivalent to CIS 54A and CIS 54B.	October 11, 2012
Inactivation	Science, Engineering And Math	CIS 58 Windows for Comptia A+ Certificate Exams	This course has not been offered for more than 10 years. It was replaced with CIS 58B years ago.	October 11, 2012
Inactivation	Science, Engineering And Math	CIS 105B Microsoft Windows Mobile	This course has not been offered for more than 10 years. It will not be scheduled in the next few years due to our limited offerings during these tough economic times.	October 11, 2012

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Science, Engineering And Math	CIS 155A Microsoft Access Core Level 1	This course has not been offered for more than 10 years. Students enroll in the equivalent CIS 155 Microsoft Access course which is the equivalent to CIS 155A and CIS 155B.	October 11, 2012
Inactivation	Science, Engineering And Math	CIS 155B Microsoft Access Level 2	This course has not been offered for more than 10 years. Students enroll in the equivalent CIS 155 Microsoft Access course which is the equivalent to CIS 155A and CIS 155B.	October 11, 2012
Inactivation	Technology	MTT 58 Computer-Assisted Inspection Using Verisurf	With the recent supplies budget cut of 25 percent, the Machine Tool Technology Department is no longer able to support the multiple hardware and software configurations that were used in the lab for MTT58. We are submitting MTT68 as a lecture only class. The reduction in units reflects the focus on a single hardware platform "articulated arm" and a single software platform "Verisurf." Both the desktop articulated arms and the software are physically located in the ME2J classroom. The department is submitting this class with a new number as the reduction in units precludes the re-use of the MTT58 class number.	December 13, 2012
Inactivation	Technology	WELD 39 Welding Shop Math	The department has decided to expand upon our WELD 39 course to concentrate on the needs of our students and focus on our evolving fabrication industry. The industry is seeking employable students whom are sufficient in the practical applications as well as shop math and blueprint reading. The department will implement more in-class and homework assignments as well as problem-solving situations utilized in the fabrication industry. With the additional coursework added, we are creating a New, WELD 49. The expansion of this course will allow more class time to focus on the key elements students need to comprehend in order to succeed in the fabrication industry. The extensive detail within this course will assist in the development of various specialized skills that will help achieve student's goals and attain the necessary traits in which employers are seeking.	December 13, 2012

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Technology	WELD 50 Blueprint Reading for the Welding Trades	The department has decided to expand upon our WELD 50 course to concentrate on the needs of our students and focus on our evolving fabrication industry. The industry is seeking employable students whom are sufficient in the practical applications as well as shop math and blueprint reading. The department will implement more in class and homework assignments as well as problem solving blueprint reading techniques utilized in the fabrication industry. With the additional coursework added, we are creating a New, WELD 59. The expansion of this course will allow more class time to focus on the key elements students need to comprehend in order to succeed in the fabrication industry. The extensive detail within this course will assist in the development of various specialized skills which will help achieve students' goals and attain the necessary traits in which employers are seeking.	December 13, 2012
Modification	Business, Humanities & Social Sciences	Secretary/Administrative Assistant Certificate of Achievement	Popular title when searching for employment is Administrative Assistant/Secretary.	December 13, 2012
Modification	Fine Arts	Journalism Associate in Arts Degree	To bring AA in line with the changes that have been made within the department.	October 25, 2012
Modification	Fine Arts	Public Relations Certificate of Achievement	To bring certificate in line with the changes that have been made within the department.	October 25, 2012
Modification	Fine Arts	Journalism Certificate of Achievement	To bring certificate in line with the changes that have been made within the department.	October 25, 2012
Modification	HPEDA	PE 104A Physical Fitness Training	Approval for UC elective credit by University of California.	December 13, 2012
Modification	Liberal Arts	ENGL 239 Literature of India	Approval for UC elective credit by University of California.	December 13, 2012

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Liberal Arts	CHIN 102 Elementary Chinese	Approval for UC elective credit by University of California.	December 13, 2012
Modification	Science, Engineering And Math	Computer and Information Sciences Systems Analyst Certification of Achievement (Changing units from 40 to 30.5/31)	The CIS department reviewed its certificates and degrees with the goal of streamlining them so that students will be able to complete them in a more timely manner. Certificates typically are around 30 units and can be completed in one year if a student takes 15 units each term. The changes make it possible for students to complete the certificate in one year (two semesters) and their degree in two years (four semesters).	October 11, 2012
Modification	Science, Engineering And Math	GEOL 105L Field Methods of the Earth Sciences	Approval for UC elective credit by University of California.	December 13, 2012
Modification	Technology	Cosmetology Certificate of Achievement	The current Certificate of Achievement for Cosmetology allows the students to qualify for the Certificate of Achievement by either taking a series of classes or finishing 1600 hours in the program. This certificate is no longer compliant with Chancellor's office regulations due to the "OR" clause approved by the curriculum committee in 2010. Since course repeatability has also been curtailed, the Cosmetology department is presenting this revised certificate to become compliant with regulations and at the same time allow students to receive a certificate of achievement after successfully completing 32 to 44 units depending on when they started the program and whether they took the program in the evening or morning (or any combination thereof).	October 11, 2012
New	Business, Humanities & Social Sciences	Communications in Business Certificate of Achievement	Popular title when searching for employment associated with Microsoft Office Specialist.	December 13, 2012
New	Business, Humanities & Social Sciences	Legal Office Certificate of Achievement	Popular title when searching for employment as a legal file clerk, and legal secretary.	December 13, 2012

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Business, Humanities & Social Sciences	Medical Front Office/Secretary Certificate of Achievement	For employment as medical front office assistant, medical assistant, medical administrative secretary, and medical transcriptionist.	December 13, 2012
New	Technology	WELD 49 Welding Shop Math Units: 4.0 Class hours: 4.0 Lecture Prerequisite: None Corequisite: None Recommendation: WELD 100 or equivalent with a grade of Pass or "C" or higher or WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher.	This course is designed to familiarize the student with the shop math typical to the welding industry. Emphasis will be placed on the practical applications of measuring, measuring instruments, area, volume, fractions, decimals, and the metric system. (Not open to students with credit in WELD 39.) Formerly WELD 39.	December 13, 2012
New	Technology	WELD 56L Arc Welding 6" Pipe Certification Laboratory Units: 2.0 Class hours: 6.0 Laboratory Prerequisite: WELD 54L or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This is a course designed to refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on welding 6" ferrous pipe in the vertical fixed (5G) and 45 degree inclined (6G) positions using the Shielded Metal Arc Welding (SMAW) process.	December 13, 2012
New	Technology	WELD 58L Arc Welding 2" Pipe Certification Laboratory	This is a course to refine the student's previously acquired pipe welding skills and prepare the student to pass a certification test in pipe welding. Emphasis is placed on	December 13, 2012

000045

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Units: 2.0 Class hours: 6.0 Laboratory Prerequisite: WELD 56L or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	welding 2" ferrous pipe in the vertical fixed (5G) and 45 degree inclined (6G) positions using the Shielded Metal Arc Welding (SMAW) process.	
New	Technology	WELD 59 Blueprint Reading for the Welding Trades Units: 4.0 Class hours: 4.0 Lecture Prerequisite: None Corequisite: None Recommendation: WELD 100 or equivalent with a grade of Pass or "C" or higher or WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher.	This course is designed to enable the student to read and interpret shop and structural drawings and blueprints. Emphasis is placed on structural shape identification, nomenclature, and welding symbols. (Not open to students with credit in WELD 50.) Formerly WELD 50	December 13, 2012
New	Technology	WELD 81L Shielded Metal Arc Welding (SMAW) Specialty Laboratory Units: 1.0 Class hours: 3.0 Laboratory Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher	This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, piping, sheet metal, and construction industries.	December 13, 2012

000045

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Corequisite: None Recommendation: None		
New	Technology	WELD 82L Semiautomatic Welding Process Specialty Laboratory Units: 1.0 Class hours: 3.0 Laboratory Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This advanced level welding course is designed to further develop advanced specialized welding skills in the structural, sheet metal, and construction industries.	December 13, 2012
New	Technology	WELD 83L Gas Tungsten Arc Welding (GTAW) Specialty Laboratory Units: 1.0 Class hours: 3.0 Laboratory Prerequisite: WELD 120 or equivalent with a grade of Pass or "C" or higher or WELD 130 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This advanced level welding course is designed to further develop advanced specialized gas tungsten arc welding skills in the structural steel, piping, sheet metal, and construction industries. This is a lab-only course.	December 13, 2012
New	Technology	WELD 172L Advanced Structural Fabrication Laboratory	This is a course designed to enhance the previously acquired welding and fabrication skills and techniques commonly used within industry. Emphasis is on safety in the	December 13, 2012

000017

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Units: 1.0 Class hours: 2.0 Laboratory Prerequisite: WELD 170 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	shop environment and the use of typical fabrication shop and field equipment.	
New	Technology	WELD212L Shielded Metal Arc Welding (SMAW) Certification Laboratory Units: 2.0 Class hours: 6.0 Laboratory Prerequisite: WELD 210L or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This advanced certification laboratory is designed specifically to enhance and prepare the welding students for structural steel welding certifications using the shielded metal arc welding (SMAW) process.	December 13, 2012
New	Technology	WELD 214L Flux Cored Arc Welding (FCAW) Certification Laboratory Units: 2.0 Class hours: 6.0 Laboratory Prerequisite: WELD 210L or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This advanced certification laboratory is designed specifically to enhance and prepare the welding students for structural steel welding certifications using the Flux Cored Arc Welding (FCAW) process.	December 13, 2012
New	Technology	MTT 68	This course advances the student's skill in the development	December 13, 2012

000018

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Computer-Assisted Inspection Using Verisurf Units: 2.0 Class hours: 2.0 Lecture Prerequisite: None Corequisite: None Recommendation: None	of inspection methods for complex machined parts using Verisurf software. The student will learn the advanced aspects of dimensional metrology by using articulating arms to validate part geometry. Finally, the student will develop skills in preparing production part approval processes. Formerly MTT 58	

000075

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnn Schilling, Vice President of Academic Affairs

PREPARED BY: Carl Bengston, Dean of Library, Special Programs and Services

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Perkins/VTEA Grant Honorarium for the 2013 Advisory Committee Members Recognition Breakfast**

RECOMMENDATION

It is recommended that the Board of Trustees approve an honorarium to Dr. Jack Scott in the amount of $1,000, plus travel expenses.

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 Dr. Jack Scott, he was the 14th Chancellor of the California Community Colleges, a former state legislator and a community college administrator.

FINANCIAL IMPLICATIONS

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

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Dr. Jack Scott
Chancellor

Dr. Jack Scott began his term as the 14th Chancellor of the California Community Colleges on January 1, 2009. A former state legislator and community college administrator, Dr. Scott has demonstrated a deep commitment to California's Community Colleges and the opportunities they offer to millions of Californians each year.

A member of the State Legislature since 1996, Dr. Scott served as Chair of the Senate Committee on Education and the Senate Budget Subcommittee on Education. He authored 146 bills in the Assembly and Senate that were signed into law, including several key bills important to the community colleges. Dr. Scott was named Legislator of the Year by many organizations, including the California Federation of Teachers, Association of California Community College Administrators, and California State University.

Prior to being elected to the State Legislature, Dr. Scott was President of Pasadena City College (1987–95). The hallmark of Dr. Scott's presidency was the launch and completion of a $100 million master plan to meet the college's needs into the 21st century. Dr. Scott also served as President of Cypress College (1978–87), Dean of Instruction at Orange Coast College (1973–78), and as a teacher and administrator at Pepperdine University (1963–73).

Dr. Scott has been honored with Lifetime Achievement Awards from the Faculty Association of the California Community Colleges in 2008 and California Community Colleges in 2006, and in 1993 he received the Harry Buttimer Award, given annually to two distinguished administrators in the California Community Colleges. He was named the Alumnus of the Year at Claremont Graduate University in 2000 and at Abilene Christian University in 2003. In 1991, Dr. Scott received an honorary doctorate from Pepperdine University.

Dr. Scott is a past president of the Association of California Community College Administrators and the former chair of the Accrediting Commission of Western Association of Schools and Colleges. He is a Distinguished Professor of Higher Education at Pepperdine University and is the first person to be honored as President Emeritus of Pasadena City College.

Born and raised in Sweetwater, Texas, Dr. Scott holds a bachelor's degree from Abilene Christian University, a Master of Divinity degree from Yale University, and a Ph.D. in American history from Claremont Graduate University.

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs

PREPARED BY: Carl Bengston, Dean of Library, Special Programs and Services

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Perkins/VTEA Grant Honorarium**

RECOMMENDATION

It is recommended that the Board of Trustees approve honorariums for the guest speakers listed below.

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

As part of the effort to grow the film production program, the Fine Arts Division has been awarded special funding from the Perkins (VTEA) program to hold a series of workshops conducted by industry experts during the 2012-2013 academic year. These individuals represent all aspects of the industry and include prominent members of the industry. Some of the workshops will be held at the college and some at studio sites. These will be scheduled on an "as needed" basis.

Toby Birney	**Sam Warren**
Cinematography	**Casting**
$250 per 4 hr workshop	$250 per 4 hr workshop
$500 per 6 hr workshop	$500 per 6 hr workshop

FINANCIAL IMPLICATIONS

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

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnn Schilling, Vice President of Academic Affairs

PREPARED BY: Carl Bengston, Dean of Library, Special Programs and Services

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Perkins/VTEA Grant Stipends**

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for Kevin Taylor for 2012-2013 academic year.

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

As part of the effort to improve the Automotive Technology program, the Technology Division has been awarded special funding from the Perkins (VTEA) program. Kevin Taylor, Technology faculty member, is responsible for developing and improving the Automotive Technology program. He will receive a $2,000 stipend per semester for a total of $4,000 for the 2012-2013 academic year.

FINANCIAL IMPLICATIONS

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

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Noorali Delawalla, Director of Fiscal Services

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Resolution No. #13-01 to Authorize Permanent Transfers Between Funds Within the District**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Resolution to authorize a permanent transfer between funds within the District for Fiscal Year 2012-2013.

OVERVIEW

It is recommended by the Los Angeles County Office of Education, based on the California Community College Budget and Accounting Manual, that districts shall adopt a resolution authorizing permanent transfers of cash between District funds.

ANALYSIS

The District annually transfers $500,000.00 toward the liability of its Other Post-Employment Benefits (OPEB). In order to permanently transfer cash between any funds of the district, the Los Angeles County Office of Education requires that a resolution be on file showing Board Authorization for the year 2012-13.The District will administer the transfer between district funds as stated in the attached Resolution #13-01.

FINANCIAL IMPLICATIONS

Funding to come from the Unrestricted General Fund.

Attachment(s)

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CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 13-01

AUTHORIZING THE PERMANENT TRANSFER BETWEEN FUNDS WITHIN THE CERRITOS COMMUNITY COLLEGE DISTRICT

BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District authorizes the specific transfer as follows:

Maximum amount budgeted to be transferred between funds within the Cerritos Community College District is $500,000.00. This amount is appropriated in the 2012-2013 Adopted Budget.

BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District authorizes the permanent amount transferred between funds within the District.

PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this January 16, 2013, by the following vote:

AYES: 7

NOES: 0

ABSENT: 0

Marisa K Perez

President of the Board of Trustees of the Cerritos Community College District

ATTEST:

Secretary of the Board of Trustees of the Cerritos Community College District

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CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: David El Fattal, Vice President of Business Services

DATE: January 16, 2013

SUBJECT: Consideration of Approval of Resolution No. 13-03 Authorizing Certain Employees of the Cerritos Community College District to Approve Documents in the LACOE Financial System for the Period January 1, 2013 through December 31, 2013.

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 13-03, authorizing certain employees to approve designated documents for the Cerritos Community College District, as required, for the period January 1, 2013 through December 31, 2013.

OVERVIEW

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

ANALYSIS

The Los Angeles County Office of Education (LACOE) requires certain individuals to be authorized by the Board of Trustees to approve documents in the LACOE Financial System. It is required that a Certificate of Signatures be approved, effective January 1, 2013. Attached is the Resolution which, when complete, will authorize certain employees of the Cerritos Community College District to approve designated documents for the period January 1, 2013 through December 31, 2013.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment

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CERRITOS COMMUNITY COLLEGE DISTRICT

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

These approved signatures are valid for the period of: *January 1, 2013* to *December 31, 2013* in accordance with governing board approval dated *January 16, 2013*

NOTE: Please TYPE name under signature.
Signature_____ Clerk (Secretary) of the Board

Column 1

Signatures of Members of Governing Board

Signature:
Type: Marisa K. Perez
President of the Board of Trustees/Education

Signature:
Type: Carmen Avalos
Vice President of the Board of Trustees/Education

Signature:
Type: Dr. Sandra Salazar
Clerk of the Board of Trustees/Education

Signature:
Type: Bob Arthur
Member of the Board of Trustees

Signature:
Type: John Paul Drayer
Member of the Board of Trustees

Signature:
Type: Dr. Bob Hughlett
Member of the Board of Trustees

Signature:
Type: Dr. Shin Liu
Member of the Board of Trustees

Column 2

Signatures of Personnel and/or Members of the Governing Board authorized to approve Warrants, Orders for Salary Payment, Notices of Employment, and Contracts:

Signature:
Type: David El Fattal
Title: Vice President of Business Services

Signature:
Type: Noorali Delawalla
Title: Director of Fiscal Services

Signature:
Type: Ramona Sue Payne
Title: Budget Manager

Signature:
Type: Shawn Jones
Title: Accounting Manager

Signature:
Type: Deanna Hart
Title: Payroll Manager

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 _____

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Change Order No. 13 (Bid #0910-08), USS Cal Builders, Inc., Gymnasium Seismic Retrofit**

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order No. 13 in the amount of $42,618.00 for the Gymnasium Seismic Retrofit project.

OVERVIEW

On June 9, 2010, the Board awarded a contract to USS Cal builders, Inc. for the Gymnasium Seismic Retrofit project. Twelve change orders have been previously approved by the Board, as follows:

Change Order	Date	Amount
1	July 6, 2011	$24,174.00
2	October 5, 2011	$3,135.00
3	December 7, 2011	$125,095.00
4	December 7, 2011	$6,044.00
5	January 12, 2012	$24,800.00
6	January 12, 2012	$62,500.00
7	January 12, 2012	$24,560.00
8	March 7, 2012	$13,217.00
9	March 7, 2012	$193,541.00
10	May 2, 2012	$37,920.00
11	July 18, 2012	$19,185.00
12	August 15, 2012	$41,762.00

Public Contract Code Section 20659 requires Board approval for a change order to a public works bid.

ANALYSIS

The total cost for the attached item in Change Order No. 13 is $42,618.00. A change order, pursuant to Code, must not exceed 10% of the original contract amount approved by the Board. The original contract amount approved by the Board was $7,598,000.00. Therefore, Change Order No. 13 is in compliance with Public Contract Code Section 20659. Change Order No. 13 has been reviewed by Tilden-Coil Constructors (Construction Management); and the Vice President of Business Services. Please refer to the attachment for the item, details, and approvals of Change Order No. 13.

FINANCIAL IMPLICATIONS

The cost of Change Order No. 13 will be $42,618.00, increasing the total contract amount to $8,216,551.00. Of this amount, $6,811,507 is state funded and $1,405,044 is funded by the G.O. Bond.

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Project: **Cerritos College**
Gymnasium Seismic Retrofit
11110 Alondra Blvd
Norwalk, CA 90650

Change Order Number: 13

To: **USS Cal Builders, Inc.**
8051 Main Street
Stanton, CA 90680
P: 714-828-4882
F: 714-828-9498

Summary:

Item 13.01
Description: Provide steel backed Teflon pads in lieu of Teflon sheets at eight structural seismic connections.
Reference: Request for Information #308. USS Cal Change Order Proposal #059-R1 (amount per revisions by Tilden-Coil on Nov. 16, 2012 defining the amount justified to date).
Reason: Clarification of design was further detailed requiring additional scope of work not captured in the contract documents.
Requested by: Structural Engineer
Cost: ..... Add $ 6,496.00 ✓
Time Extension: ..... Days X M-R

Item 13.02
Description: Provide and weld steel plates to reconnect existing sheet metal panel trim to the bottom of three existing interior trusses.
Reference: Request for Information #481 and #517. USS Cal Change Order Proposal #095.
Reason: Unforeseen field condition. The top connection of the sheet metal panels was not attached with screws but was welded.
Requested by: Structural Engineer.
Cost: ..... Add $ 5,594.00 ✓
Time Extension: ..... Days X M-R

Item 13.03
Description: Additional wall framing at the mid height of the south wall in the north lobby.
Reference: Request for Information #507. Instruction Bulletin #34. USS Cal Change Order Proposal #101-R1 (amount per revisions by Tilden-Coil on Nov. 16, 2012 defining the amount justified to date).
Reason: Unforeseen field condition. The existing wall section was found to be out of plumb after opened in the field. This required additional/longer framing connections, in lieu of connections by simple clips, to tie the new wall back to the existing structure.
Requested by: Structural Engineer.
Cost: ..... Add $ 4,299.00 ✓
Time Extension: ..... Days X M-R

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Item 13.04

Description: Re-framing of the exterior soffits on the east and west sides of the Gym.
Reference: Request for Information #319. USS Cal Change Order Proposal #106-R1 (amount per revisions by Tilden-Coil on Oct. 22, 2012 defining the amount justified to date).
Reason: Unforeseen field condition. The existing soffits were not framed per the original plans of the Gymnasium and did not have adequate connections to the structure. The existing framing was not suitable for reuse to attach the new soffit lighting and finishes to the building.
Requested by: Engineer.
Cost: ..... Add $ 15,412.00
Time Extension: ..... Days 0

Item 13.05

Description: Revised/additional framing at drinking fountain alcove in the North Lobby.
Reference: Request for Information #453. USS Cal Change Order Proposal #116-R1 (amount per revisions by Tilden-Coil on Nov. 16, 2012 for the amount justified to date).
Reason: Unforeseen field condition. Existing structural steel found to be directly in the way of the new recessed chiller for the drinking fountain.
Requested by: Architect.
Cost: ..... Add $ 1,411.00
Time Extension: ..... Days 0

Item 13.06

Description: Add shutoff/service valves and filter driers to the existing HVAC compressors during reinstallation.
Reference: TCC/District Request via Email on Oct. 3, 2012. USS Cal Change Order Proposal #125.
Reason: Preventative and future ease of maintenance so the compressors and condensing units can be serviced without having to discharge an entire system. As the systems were already discharged, the valves were easily added in lieu of having to completely discharge the systems again in the future.
Requested by: District.
Cost: ..... Add $ 9,406.00
Time Extension: ..... Days 0

SUMMARY of COST:

TOTAL OF THIS CHANGE ORDER..... $42,618.00
TOTAL ADDITIONAL WORKING DAYS: ..... 0 (zero)

CONTRACT SUMMARY:

Original Contract Amount	$	7,598,000.00
Net change by previous Change Orders		575,933.00
Net sum prior to this Change Order	$	8,173,933.00
Amount of This Change Order	$	42,618.00
New Contract Sum	$	8,216,551.00
This C.O. Percentage of Change to Contract		0.6%

This Change Order is hereby executed on the _____ day of _____, 201__.

Approved By:

CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT
11110 ALONDRA BLVD.
NORWALK, CA 90650

Approved By:

USS CAL BUILDERS, INC.
MOHAMMAD QAHOUSH, PROJECT MANAGER
8051 MAIN ST.
STANTON, CA 90680

Reviewed By:

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN, PROJECT MANAGER
11110 ALONDRA BLVD.
NORWALK, CA 90650

Reviewed By:

EDS GROUP, INC.
JOHN BEARDALL, DIRECTOR – CONSTRUCTION MANAGEMENT DIVISION
1 PETERS CANYON RD., SUITE 130
IRVINE, CA 92606

USS Cal Builders signs this Change Order under full reservation of rights including but not limited to the right to submit a claim for an extension of time and for all indirect impact costs or expense caused by or resulting from this Change Order.

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: January 16, 2013

SUBJECT: **Consideration of Notice of Completion for Bid# 1112-10, Physical Science Swing Space Renovation**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for RJ Daum Construction for the Physical Science Swing Space Renovation project at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to RJ Daum Construction on March 21, 2012. 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 substantially complete on November 30, 2012. 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 $3,477,839.00 which was paid by the G.O. Bond.

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RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Physical Science Swing Space Renovation, Bid #1112-10** contract for the doing of which was heretofore entered into on the **21st day of March, 2012** which contract was made with **RJ Daum Construction**, contract number **#C11-1114**, as contractor; that said improvements were completed on the **30th day of November, 2012**, and accepted by formal action of the governing board of said DISTRICT on the **16th day of January, 2013**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **Travelers Casualty and Surety Company of America**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: January 16, 2013

SUBJECT: **Consideration of Notice of Completion for Bid# 1112-05, Site Improvements – Softball Field Renovation**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Bayley Construction for the Site Improvements – Softball Field Renovation project at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to Bayley Construction on March 7, 2012. 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 substantially complete on August 9, 2012. 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 $1,558,170.00 which was paid by the G.O. Bond.

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RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: **Site Improvements – Softball Field Renovation, Bid #1112-05** contract for the doing of which was heretofore entered into on the **7th day of March, 2012** which contract was made with **Bayley Construction**, contract number **#C11-1106**, as contractor; that said improvements were completed on the **9th day of August, 2012**, and accepted by formal action of the governing board of said DISTRICT on the **16th day of January, 2013**; 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 **Safeco Insurance Company of America**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Mr. David El Fattal, Vice President of Business Services
PREPARED BY:	Mr. Mark B. Logan, Director of Purchasing
DATE:	January 16, 2013
SUBJECT:	**Consideration of Approval of Bid #1213-02, Gymnasium Site Improvements Project**

RECOMMENDATION

It is recommended that the Board of Trustees approve the award of Bid #1213-02, Gymnasium Site Improvements Project to Dalke & Sons Construction for the Base Bid plus Alternates 1 through 3, as the lowest responsive, 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 13 and November 20, 2012. The bid due date was on December 18, 2012.

The work will include, but is not limited to, the following: remove and replace the existing walkway running north to south, from Alondra Boulevard through Parking Lot C-2 to the north side of the gymnasium; site demolition, new site concrete, asphalt paving, masonry planter walls, waterproofing, site electrical, lighting, landscaping and irrigation; parking lot shall be resurfaced, slurry seal coated, and restriped.

ANALYSIS

On December 18, 2012 four bids were received. A summary of the bids received is attached.

The recommended award was predicated on the lowest responsive, responsible bidder as stipulated in the bid.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive, responsible bid for the Base Bid and Alternates 1 through 3 is $1,074,200.00. Funding for this project will be allocated from the G.O. Bond.

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Bid Recap #1213-02, Gymnasium Site Improvements

Contractor	GSI Base Bid	GSI Allowance	GSI Total Base Bid	Alt 1 - Addt'l Temp Fencing	Alt 2 - Asphalt Overlay	Alt 3 - Slurry Seal & Restripe
Dalke & Sons Construction, Inc.	$ 922,700.00	$ 50,000.00	$ 972,700.00	$ 2,800.00	$ 72,000.00	$ 29,500.00
R. J. Daum Construction	$ 949,000.00	$ 50,000.00	$ 999,000.00	$ 5,200.00	$ 59,500.00	$ 41,000.00
Cal-City Construction, Inc.	$ 981,000.00	$ 50,000.00	$ 1,031,000.00	$ 9,900.00	$ 72,000.00	$ 26,800.00
Minako American Corporation dba Minco Construction	$ 1,087,000.00	$ 50,000.00	$ 1,137,000.00	$ 17,000.00	$ 207,000.00	$ 107,000.00

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Noorali Delawalla, Director of Fiscal Services

DATE: January 16, 2013

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

Pages 1 and 2 are the budget transfers between major account classifications for the Unrestricted and Restricted General Funds. These transfers are self-balancing and have no effect on the ending balance.

Page 3 reflects the total revenue budget of $87,185 from Federal funding for the H1B Technical Skills program. There is an expenditure budget adjustment to set up the undesignated reserve of $709,762 for 5% increase in salary and related payroll taxes for Faculty, Counselors, Librarians and a Coordinator effective Jan 1, 2013.

Page 4 is the General Fund contingency transfers totaling $709,762 for the above salary and tax adjustments.

FINANCIAL IMPLICATIONS

Additional Local expenses totaling $622,577 ($709,762 - $87,185) have been appropriated and budgeted.

Attachments

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BUDGET TRANSFERS FOR JANUARY 16, 2013

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	$	(21,040)
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(21,040)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	7,150
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	13,890
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**21,040**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Eight (8)

Divisions/Departments/Programs:
Hospitality; Student Success; Science, Engineering, and Math; Technology; Admissions, Records and Services

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BUDGET TRANSFERS FOR JANUARY 16, 2013

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	(658,712)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(658,712)**

TO		
ACADEMIC SALARIES	$	33,393
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	82,577
EMPLOYEE BENEFITS	$	16,648
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	79,168
CAPITAL OUTLAY	$	446,926
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**658,712**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
VTEA Title I-C

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APPROPRIATION TRANSFER ANALYSIS FOR JANUARY 16, 2013

Revenue Budget

00000.0-00000-71641-8190-0000000 (01.3 Fund) Federal - El Camino CCD H1B Technical Skills To adjust the budget for 2012-13	$ 87,185
Total Revenue Budget	$ 87,185

Expenditure Budget

00000.0-00000-00000-7900-0000000 (01.0 Fund) Business Services To set up the undesignated reserve to cover 5% increase in salary & related payroll taxes for Faculty, Counselors, Librarians and a Coordinator.	$ 709,762
Total Expenditure Budget	$ 709,762

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BUDGET TRANSFERS FOR JANUARY 16, 2013

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	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	(709,762)
TOTAL	$	**(709,762)**

TO		
ACADEMIC SALARIES	$	634,225
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	75,537
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**709,762**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Student Success; Academic Union Release; Library & Learning Resource Center; Adult Education, Diversity Programs; Business Ed; Fine Arts & Community; Health Occupations; Humanities & Social Science; Liberal Arts; PE & Athletics; Science, Engineering, and Math;Technology; Student Support Services; Student Activities; Counseling; Career Services; International Student Programs; Disabled Students Program Services

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent
PREPARED BY:	Dr. Adriana Flores-Church, Director of Human Resources/Risk Management
DATE:	January 16, 2013
SUBJECT:	**Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2012-2013 Academic Year**

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2012-2013 academic year and as presented on the attached list.

OVERVIEW

The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

ANALYSIS

The Office of Human Resources has received and completed the processing of employment request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resources cleared the individuals for employment.

FINANCIAL IMPLICATIONS

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

Attachment

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FACULTY: TEMPORARY PART-TIME
2012 - 2013 ACADEMIC YEAR

I. FACULTY HOURLY - BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Reemployed

Name		Discipline	Salary Placement	Rate
Hawkins	Michael	History	B2	51.71
Hupp	Scott	Real Estate	B5	60.33
Swendson	Paul	History	B5	60.33

New Hires

Name		Discipline	Salary Placement	Rate
Baudot	Leon	Real Estate	A1	48.83
Latson	Jack	History	A1	48.83
Lau	Ron	Business Administration	A1	48.83
Wilson	Demitruis	Business Administration	A1	48.83

II. FACULTY HOURLY - DISABLED STUDENT PROGRAMS & SERVICES

New Hires

Name		Discipline	Salary Placement	Rate
Russett	John	Special Education	A1	48.83

III. FACULTY HOURLY - FINE ARTS/COMMUNICATIONS

Reemployed

Name		Discipline	Salary Placement	Rate
Garner	Tracy	Art	A4	57.46
Wahlquist	Lana	Theatre Arts	B1	48.83

IV. FACULTY HOURLY - PHYSICAL EDUCATION

New Hires

Name		Discipline	Salary Placement	Rate
Artates	Evangeline	Medical Assisting	A1	48.83

V. FACULTY HOURLY - LIBERAL ARTS

Reemployed

Name		Discipline	Salary Placement	Rate
Keramati	Marjan	Reading	B1	48.83

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FACULTY: TEMPORARY PART-TIME
2012 - 2013 ACADEMIC YEAR

VI. FACULTY HOURLY - PHYSICAL EDUCATION

New Hires

Name		Discipline	Salary Placement	Rate
Levy	Melanie	Reading	A1	48.83
Peaslee	Denise	Physical Education	A1	48.83

VII. FACULTY HOURLY - SCIENCE, ENGINEERING AND MATHEMATICS

Reemployed

Name		Discipline	Salary Placement	Rate
Alves	Smita	Biology	B5	60.33
Fang	Paul	Physics	B1	48.83
Huang	Fuze	Mathematics	B5	60.33

New Hires

Name		Discipline	Salary Placement	Rate
Alexander	Shereese	Biological Sciences	A1	48.83

VIII. FACULTY HOURLY - TECHNOLOGY

Reemployed

Name		Discipline	Salary Placement	Rate
Trimble	William	Woodworking	B4	57.46

New Hires

Name		Discipline	Salary Placement	Rate
Barnes	Deborah	Cosmetology	A1	48.83
Davies	Thomas	Engineering Technology	A1	48.83
Jimmons	Charlotte	Cosmetology	a1	48.83
Wade	Marcu	Cosmetology	A1	48.83

IX. COUNSELOR HOURLY - STUDENT SERVICES

Rate

New Hires

Name		Discipline	Salary Placement	Rate
McCarthy	Tara	Financial Aid	C1	40.23

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent
PREPARED BY:	Dr. Adriana Flores-Church, Director of Human Resources/Risk Management
DATE:	January 16, 2013
SUBJECT:	**Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel**

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, and/or student hourly personnel as presented on the attached list.

OVERVIEW

The attached list of classified, short-term, substitute, and/or student hourly personnel is submitted for approval and/or ratification of employment.

ANALYSIS

The Office of Human Resources has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resources has cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

Attachment

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

I. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Name	Title	Rate	Effective
Hendrickson, Sharone*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Hughes, Areal*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Kim, Alvin Ubin**	Sports Leader	$8.00/hr	12/26/12
Jones, Morris**	Gymnasium Supervisor	$8.45/hr	12/26/12
Munoz, Mayra*	Clerk	$8.64/hr	01/01/13
Barbosa, Angela*	Financial Aid Clerk	$9.31/hr	01/01/13
Castanos, Ann*	Instructional Aide I	$9.56/hr (1)	01/02/13
Gale, Kylah	Instructional Aide I	$9.56/hr (1)	10/26/12
Galindo, Kristina*	Instructional Aide I	$9.56/hr (1)	12/01/12
Gutierrez, Anna	Instructional Aide I	$9.56/hr (1)	07/01/12
Luch, Kaitlyn*	Instructional Aide I	$9.56/hr (1)	12/03/12
Martinez Gonzalez, Gertruds*	Instructional Aide I	$9.56/hr (1)	01/01/13
Ramirez, Emma*	Instructional Aide 1	$9.56/hr (1)	01/01/13
Tupuola-Poloa, Darrell	Instructional Aide I	$10.51/hr (3)	10/25/12
Zambrano, Daisy*	Instructional Aide I	$9.56/hr (1)	12/03/12
Ayon Valenzuela, Adam*	Intermediate Clerk	$9.56/hr	11/26/12
Leon, Zomaira*	Intermediate Clerk	$9.56/hr	01/02/13
Hernandez, Sarah	Aide-Special (Registration Account Clerk)	$9.76/hr	12/04/12
Ibrahim, Mina	Custodian	$9.76/hr	01/01/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: January 16, 2013

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Sholly, William	Custodian	$9.76/hr	01/01/13
Brown II, David	Aquatics Specialist	$10.11/hr	08/21/12
Bleak, Paul*	Program Facilitator	$13.79/hr	11/25/12
Da Silva, Ana*	Student Affairs Assistant	$13.79/hr	12/01/12
Del Real, Judy*	Program Facilitator	$13.79/hr	11/25/12
Sorensen, Richard	Technical Director/Designer	$14.79/hr	12/12/12
Rodriguez, Luis*	Project Assistant	$20.00/hr	01/01/13
Matsumoto, Yukiyo	Athletic Trainer III	$20.95/hr (1)	10/25/12
Auer, Christina*	Community Education Specialist	$29.15/hr	07/10/12
Barrera De Contreras, Gabriela	Community Education Specialist	$29.15/hr	11/25/12
Figueroa, Annabelle*	Community Education Specialist	$29.15/hr	11/15/12
Greas, Mina*	Community Education Specialist	$29.15/hr	11/25/12
Robertson, Deena*	Community Education Specialist	$29.15/hr	01/01/13
Sakurai, Lester**	Community Education Specialist	$29.15/hr	12/14/12
Delorenzo, Frank*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	01/14/13
Fernando, Victor*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	12/12/12
Guerrero, Mario*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	01/01/13
Jackson, Lee*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	12/18/12
Miller, Brian*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	12/11/12
Price, Terry*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	07/21/12

* Categorically Funded
** Specially Funded

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Mr. David El Fattal, Vice President of Business Services
	Mr. Steven Richardson, Executive Director of the Cerritos College Foundation
PREPARED BY:	Noorali Delawalla, Director of Fiscal Services
DATE:	January 16, 2013
SUBJECT:	**Consideration of Receipt of Independent Audit Report for the Cerritos College Foundation for Fiscal Year Ending June 30, 2012**

RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the 2011-12 fiscal year audit report for the Cerritos College Foundation as presented by the audit firm of Vavrinek, Trine, Day & Co.

ANALYSIS

An independent audit of the Cerritos College Foundation financial records is completed annually. The independent auditors' are mandated to file this report with several local, state and federal agencies.

The report is presented to the Cerritos College Board of Trustees for receipt and acceptance.

The 2011-12 Independent audit report was received and accepted by the Cerritos College Foundation Board of Directors at their regularly scheduled meeting on November 15, 2012.

A representative from the firm of Vavrinek, Trine, Day & Co. will be available to answer any questions regarding the report.

FINANCIAL IMPLICATIONS

No financial implications.

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El-Fattal, Vice President of Business Services

PREPARED BY: Noorali Delawalla, Director of Fiscal Services

DATE: January 16, 2013

SUBJECT: **Consideration of Receipt of Independent Audit Report for the Cerritos College Proposition 39 General Obligation Bond for Fiscal Year Ending June 30, 2012**

RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the copy of the 2011-2012 fiscal year Proposition 39 General Obligation Bonds Financial Audit and Performance Audit as presented by the audit firm of Vavrinek, Trine, Day & Co.

ANALYSIS

An independent audit of the Proposition 39 General Obligation Bond is completed annually. The independent auditors' are mandated to file this report with several local, state and federal agencies. A draft copy was provided to the Citizens' Bond Oversight Committee and the final version will be provided after acceptance by the Board of Trustees.

The report is presented to the Cerritos College Board of Trustees for receipt and acceptance.

A representative from the firm of Vavrinek, Trine, Day & Co. will be available to answer any questions regarding the report.

FINANCIAL IMPLICATIONS

No financial implications.

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Noorali Delawalla, Director of Fiscal Services

DATE: January 16, 2013

SUBJECT: **Consideration of Receipt of Independent Audit Report for the Cerritos Community College District for Fiscal Year Ending June 30, 2012**

RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the 2011-2012 fiscal year Independent Audit Report of the Cerritos Community College District as presented by the audit firm of Vavrinek, Trine, Day & Co.

ANALYSIS

An independent audit of the financial records of the Cerritos Community College District is completed annually. The independent auditors' are mandated to file this report with several local, state and federal agencies. The 2011-2012 Independent Audit Report is presented to the Board of Trustees for receipt and acceptance.

A representative from the firm of Vavrinek, Trine, Day & Co. will be available to answer any questions regarding the report.

FINANCIAL IMPLICATIONS

No financial implications.

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Mr. David El Fattal, Vice President of Business Services
	Dr. Stephen Johnson, Vice President of Student Services
PREPARED BY:	Noorali Delawalla, Director of Fiscal Services
DATE:	January 16, 2013
SUBJECT:	**Consideration of Approval of Non-Resident Tuition Fee and Non-Resident Student Capital Outlay Fee for 2013-2014**

RECOMMENDATION

It is recommended that the Board of Trustees approve the per unit non-resident tuition fee of $190, and the per unit non-resident student capital outlay fee of $24 for a total of $214 effective for the 2013-14 Fiscal Year and including the 2013 Summer Session.

OVERVIEW

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

ANALYSIS

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

1. The Statewide average cost, per column 1 of the attached worksheet
2. The District average cost, per column 2
3. The District average cost with 10% or more noncredit FTES, per column 3
4. The Contiguous district: (Specify district and its fee)
5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
6. Highest Years Statewide average tuition.
7. No more than 12 Comparable States' Average Tuition.

The calculated statewide expense of education is $190 per unit non-resident tuition fee. The calculated District expense of education is $170 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 beginning the 2013 Summer Session 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.

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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 2011-12 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.

Cerritos College is utilizing option 1.

The specified calculation for the Cerritos Community College District capital outlay fee amounts to $24. This amount is based on the expenditures of the various construction projects that were completed in the 2011-12 fiscal year.

FINANCIAL IMPLICATIONS

As presented above.

Attachments

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California Community Colleges

2013-14 Nonresident Fees Worksheet

Nonresident Tuition Fee Calculations for Options 1 through 7

2013-14 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. **Expense of Education for Base Year** (2011-12 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	$6,525,620,578	$ 86,287,320	$_____
B. **Annual Attendance FTES** (Recal 2011-12)	1,182,633	17,511	_____
C. **Average Expense of Education per FTES** (A ÷ B)	$5,518	$4,928	$_____
D. **U.S. Consumer Price Index Factor** (2 years)	x 1.033	x 1.033	x 1.033
E. **Average Cost per FTES for Tuition Year** (C x D)	**$5,700**	**$5090**	$_____
F. **Average Per Unit Nonresident Cost** – Semester (*Qtr*)	**$190** (*$127*)	**$170**	$_____
G. **Highest year Statewide average** – Semester (*Qtr*)	**$190** ($127)	$_____	$_____
H. **Comparable 12 state average** – Semester (*Qtr*)	**$368** ($245)	$_____	$_____

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 for use by a district with ten percent or more noncredit FTES *(Section 76140(e)(1)(A))*. If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

Nonresident Tuition Fee Calculations for Options 6 or 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2007-08 through 2013-14 is $190 per semester unit or $127 per quarter unit (2012-13).

Option 7. The average of the nonresident tuition fees of public community colleges in 2011-12 of no less than 12 states comparable to California in cost of living is $368 per semester unit or $245 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students *(EC 76140(e)(2)*. Districts meeting one or more criteria below shall be considered in compliance with the requirements of EC 76140(e)(2). Please check all that apply:

- ☐ Revenue from nonresident tuition was less than 5% of total general fund revenue.
- ☐ Actual resident FTES was greater than funded resident FTES.
- ☐ Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- ☐ Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3.

Continue to next page ▶

◄ Continued from previous page Return to Table of Contents

The district governing board at its January 16, 2013 meeting adopted a **nonresident tuition fee** of $ 190 per semester unit or $ _____ per quarter unit.

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

x	**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.
	6. Statewide average cost, from 2009-10 ($190 per semester unit; $127 per quarter unit).
	7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

a. Capital Outlay expense for 2011-12 $12,670,997

b. FTES for 2011-12 17,511

c. Capital outlay expense per FTES *(line a divided by line b)* $724

d. Capital Outlay Fee per unit:

1. Per semester unit *(line c divided by 30 units)* $24

OR

2. Per quarter unit *(line c divided by 45 units)* _____

e. 2013-14 Nonresident Student Capital Outlay Fee (*the lesser of line d* ***OR*** *50% of adopted 2011-12 Nonresident Tuition Fee)* _____

The district governing board at its January 16, 2013 meeting adopted a **nonresident capital outlay fee** of $ 24 per semester unit or $ _____ per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2013, please submit a copy of this report by *February 15, 2013* to:

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

District: Cerritos Community College

Contact Person: Ali Delawalla

Phone Number & email: (562) 860-2451 extension 2266, ndelawalla@cerritos.edu

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CALIFORNIA COMMUNITY COLLEGES

2013-14 Nonresident Tuition Fee
Based on 2011-12 Actual Expense of Education from CCFS-311
(AC 0100-6700, columns 1-3)

District Code	District	2011-12 Expense of Education*	2011-12 Total FTES**	2011-12 Expense Per FTES
610	Allan Hancock	48,542,729	9377.68	5176.41
620	Antelope Valley Joint	58,653,759	10701.91	5480.68
910	Barstow	14,654,714	2400.27	6105.44
110	Butte-Glenn	73,002,477	11876.71	6146.69
410	Cabrillo	66,347,150	11374.06	5833.20
810	Cerritos	86,287,320	17510.62	4927.71
480	Chabot-Las Positas	98,522,198	16570.85	5945.51
920	Chaffey	77,309,444	13882.94	5568.67
820	Citrus	56,674,215	11035.36	5135.69
830	Coast	176,522,979	35253.31	5007.27
710	Compton	31,551,148	6483.95	4866.04
310	Contra Costa	158,028,228	30909.17	5112.66
970	Copper Mountain	11,423,717	1660.05	6881.55
930	Desert	43,568,695	7889.66	5522.25
720	El Camino	105,562,329	19231.22	5489.11
120	Feather River	13,234,409	1842.72	7182.00
420	Foothill-DeAnza (quarter system)	189,168,147	33531.19	5641.56
440	Gavilan	31,591,210	5217.3	6055.09
730	Glendale	81,039,375	15673.45	5170.49
20	Grossmont-Cuyamaca	105,121,727	18663.33	5632.53
450	Hartnell	39,725,374	7124.65	5575.76
30	Imperial	40,159,084	6173.76	6504.80
520	Kern	102,199,973	19131.04	5342.10
220	Lake Tahoe (quarter system)	13,687,610	1941.44	7050.24
130	Lassen	12,441,604	1916.53	6491.73
840	Long Beach	110,312,821	20084.94	5492.32
740	Los Angeles	570,243,853	106935.31	5332.61
230	Los Rios	284,493,371	53007.79	5367.01
330	Marin	46,643,041	5180.03	9004.40
140	Mendocino-Lake	21,016,882	2750.72	7640.50
530	Merced	54,542,432	9737.18	5601.46
50	Mira Costa	81,412,772	10851.78	7502.25
460	Monterey Peninsula	33,519,502	6994.65	4792.16
850	Mt. San Antonio	146,470,452	29441.59	4974.95
940	Mt. San Jacinto	52,595,557	10812.29	4864.42
240	Napa Valley	34,644,124	5650.11	6131.58

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District Code	District	2011-12 Expense of Education*	2011-12 Total FTES**	2011-12 Expense Per FTES
860	North Orange County	163,831,364	33976.29	4821.93
430	Ohlone	46,053,374	8253.47	5579.88
950	Palo Verde	13,287,862	1390.36	9557.14
60	Palomar	111,349,681	19850.24	5609.49
770	Pasadena	117,771,253	23064.16	5106.25
340	Peralta	122,932,067	19792.28	6211.11
870	Rancho Santiago	149,957,835	28108.49	5334.97
160	Redwoods	31,980,148	4732.73	6757.23
880	Rio Hondo	72,775,518	14007.33	5195.53
960	Riverside	150,868,713	26327.45	5730.47
980	San Bernardino	73,688,293	13925.45	5291.63
70	San Diego	218,576,191	40696.07	5370.94
360	San Francisco	217,557,056	34585.64	6290.39
550	San Joaquin Delta	83,861,491	16789.97	4994.74
470	San Jose-Evergreen	83,197,606	14678.31	5668.06
640	San Luis Obispo County	50,943,950	8828.43	5770.44
370	San Mateo County	120,532,722	19918.02	6051.44
650	Santa Barbara	94,690,040	17169.63	5514.97
660	Santa Clarita	70,907,800	14457.17	4904.68
780	Santa Monica	144,731,928	25627.89	5647.44
560	Sequoias	50,842,859	9255.49	5493.26
170	Shasta-Tehama-Trinity	38,761,954	7304.14	5306.85
270	Sierra Jt.	76,902,067	14840.19	5182.01
180	Siskiyou Jt.	17,651,100	2341.59	7538.08
280	Solano	49,779,175	8607.89	5782.97
260	Sonoma	101,675,054	20029.66	5076.22
890	South Orange County	140,256,208	28963.5	4842.52
90	Southwestern	89,302,223	14977.15	5962.56
570	State Center	148,475,567	26473.83	5608.39
680	Ventura	139,391,195	26873.57	5186.93
990	Victor Valley	55,103,453	9638.89	5716.78
580	West Hills	35,723,361	5324.9	6708.74
690	West Kern	21,347,109	2555.4	8353.73
490	West Valley	97,740,611	16594.19	5890.05
590	Yosemite	105,490,124	16345.51	6453.77
290	Yuba	46,769,204	7508.22	6229.07
	Totals	**$6,525,620,578**	**1,182,633.06**	**$5,518**

* "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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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Mr. David El Fattal, Vice President of Business Services
PREPARED BY:	Noorali Delawalla, Director of Fiscal Services
DATE:	January 16, 2013
SUBJECT:	**Request to Approve Resolution 13-02 to Authorize the Issuance of 2012-2013 Tax and Revenue Anticipation Note (TRAN)**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Resolution to authorize Cerritos Community College District to borrow money by issuing notes to be designated "Cerritos Community College District 2012-2013 Tax and Revenue Anticipation Notes" in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received by the District attributable to its fiscal year ending June 30, 2013 (the "Repayment Fiscal Year") for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures and the discharge of any obligation or indebtedness of the District.

OVERVIEW

A TRAN is a short-term financial instrument that allows a public agency to borrow funds to meet short-term operating obligations and cover potential cash flow shortages which may result from cash deferrals imposed by the state. A TRAN must be repaid within 12 months. An approved Board Resolution is required in order to be considered to participate in a TRAN issuance.

ANALYSIS

By authorizing the issuance of a TRAN in a principal amount not to exceed $15,000,000 under Section 53850, *et seq.*, of the Code to be designated "Cerritos Community College District, 2012-2013 Tax and Revenue Anticipation Notes," the Board of Trustees enables the District to borrow moneys, if necessary, to cover short-term cash flow needs.

FINANCIAL IMPLICATIONS

The principal amount of the Notes, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, the Repayment Fiscal Year and which are lawfully available therefor. The Notes shall be a general obligation of the District, and to the extent the Notes are not paid from the Pledged Revenues defined below, the Notes shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

Attachment(s)

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RESOLUTION NO. 13-02

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT REQUESTING THE ISSUANCE OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTES FOR THE DISTRICT BY THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES

WHEREAS, pursuant to Sections 53850 *et seq.*, of the Government Code of the State of California (the "Code") contained in Title 5, Division 2, Part 1, Chapter 4, Article 7.6 thereof, on or after the first day of any fiscal year, the Cerritos Community College District (the "District") may borrow money by issuing notes to be designated "Cerritos Community College District 2012-2013 Tax and Revenue Anticipation Notes" (the "Notes") in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys to be received by the District attributable to its fiscal year ending June 30, 2013 (the "Repayment Fiscal Year") for any purpose for which the District is authorized to expend moneys, including but not limited to current expenses, capital expenditures and the discharge of any obligation or indebtedness of the District; and

WHEREAS, Section 53853 of the Code provides that such notes may be issued by the board of supervisors of the county, the county superintendent of which has jurisdiction over the school or community college district on behalf of the school or community college district upon the authority of a resolution of the governing board of the school or community college district; and

WHEREAS, this Board of Trustees (the "Board of Trustees"), being the governing board of the District, desires the assistance of the Board of Supervisors of the County of Los Angeles (the "County Board") in connection with the issuance of the Notes; and

WHEREAS, pursuant to the Code, the Notes shall be payable no more than 13 months after the date of issue and the Notes shall be payable only from revenue received or accrued during the fiscal year in which the Notes were issued; and

WHEREAS, pursuant to Section 53856 of the Code, the District may pledge any taxes, income, revenue, cash receipts or other moneys deposited in inactive or term deposits, excepting funds of the District otherwise restricted, to the repayment of the Notes, which shall be issued as a general obligation of the District, and to the extent not paid from the taxes, income, revenue, cash receipts and other moneys of the District pledged for the payment thereof, shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as required by Section 53857 of the Code; and

WHEREAS, the Notes to be issued hereunder in Fiscal Year 2012-2013 when added to the interest payable thereon, may not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including but not limited to revenue from state and federal governments), cash receipts and other moneys of the District which will be available for the payment of principal of the Notes and the interest thereon, as required by Section 53858 of the Code; and

WHEREAS, it may be in the best interests of the District to participate in a Los Angeles County Schools Pooled Financing 2012-2013 Tax and Revenue Anticipation Notes

Program (the "Pooled Program") in order to achieve the highest possible rating, the lowest possible interest rate for the Notes and savings in costs of issuance and to improve the marketability of the Notes, and, accordingly, for the Treasurer and Tax Collector of the County of Los Angeles (the "Treasurer and Tax Collector") to provide for the execution and delivery of participation certificates ("Participation Certificates"), evidencing proportionate interests in the Notes for sale to the general public on a pooled basis with the tax and revenue anticipation notes of other school districts and/or community college districts located within the County of Los Angeles (the "County"); and

WHEREAS, the Los Angeles County Office of Education has approved the selection of underwriters who will purchase any Notes issued under the Pooled Program (the "Pooled Program Notes") and the selection of Bond Counsel who will provide the approving opinion on the Notes, and the Board of Trustees desires to have any Pooled Program Notes or, in the alternative, to have its individual Notes purchased by such underwriters upon such terms as may be approved by an Authorized Officer (as defined in Section 7 below) of the District;

NOW, THEREFORE, this Board of Trustees hereby determines and resolves as follows:

Section 1. Findings and Determinations. All of the recitals set forth herein are true and correct and this Board of Trustees so finds and determines.

Section 2. Authorization of Issuance of Notes; Terms of the Notes. This Board of Trustees hereby authorizes the issuance of its Notes in a principal amount not to exceed **$15,000,000** under Section 53850, *et seq.*, of the Code to be designated "Cerritos Community College District, 2012-2013 Tax and Revenue Anticipation Notes," the principal amount to be set forth in the Purchase Contract (hereinafter defined) and the Notes. The Notes are to be numbered from one consecutively upward in order of issuance, to be in denominations of $5,000 or any integral multiples thereof, to be dated the date of delivery thereof; to mature (without option of prior redemption) not more than 13 months after their date of issue and to bear interest, payable on the date of maturity (the "Maturity Date") and, if the Maturity Date for such Notes is more than 12 months from the date of issuance, on a date not more than 12 months after their date issuance and on the Maturity Date, all as determined by the Treasurer and Tax Collector and provided for in the Notes, computed on the basis of a 360-day year consisting of twelve 30-day months, at the interest rate or rates determined at the time of sale thereof but not in excess of the maximum rate permitted by law. The Notes may be issued for purchase by the Pooled Program whereby the District and certain other school districts and community college districts (collectively, with respect to any one series of Participation Certificates, the "Participants") located within the County will simultaneously issue tax and revenue anticipation notes to secure Participation Certificates evidencing proportionate and undivided interests in the Notes and the tax and revenue anticipation notes of the other Participants as provided in Section 7 below.

The principal of and interest on the Notes shall be payable in lawful money of the United States of America at the office of the Treasurer and Tax Collector if such Notes are issued for purchase by the Pooled Program. The Treasurer and Tax Collector is hereby requested to act as a trustee, fiscal agent, dissemination agent and/or presentation agent (the "Fiscal Agent") in connection with the Notes and the Participation Certificates related thereto, and the County may appoint an agent or other third party to perform any or all of such duties.

If the Notes are not issued for purchase by the Pooled Program, the principal of and interest on the Notes shall be payable to the registered owner thereof upon surrender of the Note at the principal office of The Bank of New York Mellon Trust Company, N.A., as certificate agent (the "Certificate Agent") as provided in the Trust Agreement (the "Trust Agreement") to be entered into by and between the County and the Certificate Agent.

Section 3. Form of Notes. The Notes shall be issued in fully registered form, and shall be substantially in the form attached hereto as Exhibit A and by this reference incorporated herein or with appropriate modifications to such form as the Treasurer and Tax Collector may determine and approve. There shall be delivered with the Notes a legal opinion of Hawkins Delafield & Wood LLP, or such other counsel as the Los Angeles County Office of Education may appoint, as bond counsel ("Bond Counsel") respecting the validity of said Notes and the exclusion from gross income of the interest thereon for federal income tax purposes and the exemption of interest thereon from present State of California personal income taxes.

Section 4. Deposit of Note Proceeds; No Arbitrage. The proceeds of sale of the Notes (net of costs of issuance) shall be deposited in or to the credit of the general fund of the District or otherwise as directed by the Authorized Officer to be withdrawn and expended for any lawful purpose for which the District is authorized to expend moneys, including, but not limited to, current expenses, capital expenditures and the discharge of any obligations or indebtedness of the District. The District hereby covenants that it will comply with the requirements of the Tax Certificate to be executed by the District with respect to the Notes and any other instructions requested by or otherwise provided by Bond Counsel.

Section 5. Payment of Notes.

(A) Source of Payment. The principal amount of the Notes, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, the Repayment Fiscal Year and which are lawfully available therefor. The Notes shall be a general obligation of the District, and to the extent the Notes are not paid from the Pledged Revenues defined below, the Notes shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

(B) Pledged Revenues. As security for the payment of the principal of and interest on the Notes, the District hereby pledges from the first unrestricted revenues received by the District (such pledged amounts being hereinafter called the "Pledged Revenues"), the amounts as fully described in the Purchase Contract and Notes. The term "unrestricted revenues" shall mean taxes, income, revenue, cash receipts, and other money of the District as provided in Section 53856 of the Code, which are intended as receipts for the general fund of the District and which are generally available for the payment of current expenses and other obligations of the District. The principal of the Notes and the interest thereon shall be a first lien and charge against and shall be payable from the moneys received by the District from such Pledged Revenues, as provided by law. Any tax and revenue anticipation notes issued subsequent to the Notes (the "Subordinated Notes") shall be payable from and secured by a lien on unrestricted revenues received or attributable to Fiscal Year 2012-13 on a basis junior and subordinate in all respects to the lien on the unrestricted revenues received or attributable to Fiscal Year 2012-13 of the Notes authorized under Section 2 of

this District Resolution. The Subordinated Notes shall not mature prior to the Notes or be subject to redemption prior to the maturity of the Notes. No deposit to any account established for the payment of principal of and interest on the Subordinated Notes shall be permitted prior to the deposit in full of each monthly set-aside requirement in the Repayment Fund for the Notes pursuant to Section 5 hereof.

In order to effect the pledge referred to in the preceding paragraph, the District agrees to the establishment of the Repayment Fund (hereinafter defined) and the District agrees to cause to be deposited, and shall request specific amounts from the District's funds on deposit with the Treasurer and Tax Collector for such purpose, directly therein the first unrestricted revenues received by the District in the amounts and on the dates set forth in the Trust Agreement if such Notes are issued for purchase by the Pooled Program or in the Notes if such Notes are issued on a stand-alone basis (each individual month a "Repayment Month" and collectively, the "Repayment Months") and any amount thereafter attributable to the Repayment Fiscal Year, until the amount on deposit in such fund, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date (as specified in the Purchase Contract and Notes) is equal to the principal of and interest due on the Notes at maturity as specified in the Purchase Contract and the Notes; provided, however, that nothing herein shall prohibit or restrict the District from depositing moneys into the Repayment Fund in advance of a Repayment Month.

The District shall and does hereby authorize and instruct that, in the event that there have been insufficient Pledged Revenues received by the District by the third Business Day prior to the last Business Day (as defined in the Trust Agreement) of any Repayment Month (the "Pledge Date") to permit the deposit into the Repayment Fund of the full amount of the Pledged Revenues required to be deposited with respect to such Pledge Date, the Auditor-Controller shall collect the amount of any deficiency for deposit in the Repayment Fund in such amount as may be directed by the Treasurer and Tax Collector from any other unrestricted moneys of the District lawfully available for the payment of the principal of the Notes and the interest thereon on such Pledge Date or thereafter on a daily basis when and as such Pledged Revenues and unrestricted moneys are received by the District or for the account of the District and shall deposit said moneys with the Treasurer and Tax Collector for credit directly to the Repayment Fund.

None of the Pledged Revenues shall be available for the payment of principal of and interest due on any tax and revenue anticipation notes attributable to any Participant other than the District, and the District acknowledges and agrees that by participation in the Pooled Program or by issuing its Notes on a stand-alone basis, it shall not be entitled to any payment of principal of and interest on the Notes from the moneys of any Participant other than the District.

(C) Intercept Procedure. In accordance with Section 5(B) hereof and to effect the pledge contained in this resolution (the "District Resolution"), the District shall and does hereby authorize and instruct the Los Angeles County Auditor-Controller (the "Auditor-Controller") to intercept Pledged Revenues as set forth in Notes and the Trust Agreement, and place such amounts on deposit each Repayment Month with the Treasurer and Tax Collector directly in the Repayment Fund held by the Fiscal Agent with a designation to the Certificate Agent of the amounts to be credited for the District. Upon such deposit, such funds will not be available to the District.

(D) Deposit of Pledged Revenues in Repayment Fund. The Pledged Revenues shall be held by the County in a separate and special fund designated as the "Cerritos Community College District, 2012-2013 Tax and Revenue Anticipation Notes Repayment Fund" (herein called the "Repayment Fund") and the County will administer the Pledged Revenues through and including the Maturity Date of the Notes and apply such funds as directed in this District Resolution. Any moneys deposited in the Repayment Fund shall be for the sole benefit of the owners of the Notes and until the Notes and all interest thereon are paid, or until provision has been made for the payment of the principal of the Notes and all interest thereon in accordance with their terms, the moneys in the Repayment Fund shall be applied only for the purposes for which the Repayment Fund is created. The Treasurer and Tax Collector is directed to deposit all Pledged Revenues subject to deposit as provided in this Section 5(D) when and as received directly into the Repayment Fund, without further instruction by the District. From the dates of receipt by the Treasurer and Tax Collector of any of the Pledged Revenues subject to such deposit, the District shall have no right, title or interest therein.

(E) Disbursement and Investment of Moneys in Repayment Fund. All Pledged Revenues shall be deposited into the Repayment Fund upon receipt. After such date as the amount of Pledged Revenues on deposit in the Repayment Fund shall be sufficient to pay in full the principal of and interest on the Notes, when due, any moneys in excess of such amount remaining in or accruing to the Repayment Fund shall be transferred to the general fund of the District or otherwise as directed by the Authorized Officer. On the Maturity Date of the Notes, the moneys in the Repayment Fund shall be used, to the extent necessary, to pay the principal of and interest on the Notes.

Moneys in the Repayment Fund, to the greatest extent possible, shall be invested in Permitted Investments (as defined in the Trust Agreement) as directed by the Treasurer and Tax Collector or by the Authorized Officer in consultation with the Los Angeles County Office of Education. The Treasurer and Tax Collector (who is hereby designated as agent of the District for these purposes) is hereby requested to invest and/or to direct the investment of the proceeds of the Notes and the Participation Certificates and any other funds held under the Trust Agreement in accordance with the Trust Agreement and County policy governing the investment of such funds.

(F) Defaults in the Repayment of the Notes. If the Notes are not paid when due or are paid in whole or in part by a draw under or claim upon a form of credit support for the Notes or a series of Participation Certificates ("Credit Enhancement") which draw or claim is not fully reimbursed on such date, they shall become Defaulted Notes (as defined in the Trust Agreement), and the unpaid portion thereof (or the portion thereof with respect to which Credit Enhancement applies for which reimbursement on a draw or claim has not been fully made) shall be deemed outstanding and shall continue to bear interest at the default rate specified in the Trust Agreement (the "Default Rate"). If the Notes are not secured by Credit Enhancement in whole or in part and are not fully paid at maturity, the unpaid portion thereof (or the portion thereof to which no Credit Enhancement applies which is unpaid), including the respective series of Participation Certificates, shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate. In each case set forth in the preceding two sentences, the obligation of the District with respect to such Defaulted Notes or unpaid Notes shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be

liable thereon except to the extent of any available revenues attributable to the Repayment Fiscal Year as provided in Section 5(B) above.

Section 6. Execution of Notes. The District hereby requests the Treasurer and Tax Collector, or his designated deputy, and the appropriate officers of the County Board to execute the Notes by their manual or facsimile signatures and to affix a facsimile of the seal of the County thereon. Said officers shall be authorized to cause the blank spaces thereof to be filled in prior to initial delivery as may be appropriate. The District's approval of the information set forth therein shall be conclusively evidenced by the execution of the District's Note by the Treasurer and Tax Collector.

Section 7. Approval of Sale of Notes. This Board of Trustees hereby delegates to the President or Chairperson, as applicable, of the Board of Trustees, to the Superintendent, Assistant Superintendent for Fiscal Services, Business Manager or Chief Business Officer of the District, as the case may be, or such other authorized person (each, an "Authorized Officer"), the right, on behalf of the District, to elect to have the District participate in the Pooled Program or to have the Notes issued on a stand-alone basis. Such election shall be conclusively evidenced by the execution of the District's Note by the Treasurer and Tax Collector. In case any officer whose signature shall appear on any Notes shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. The Treasurer and Tax Collector shall, within the limitations set forth below, be authorized and directed, on behalf of the District, to enter into a contract of purchase (the "Purchase Contract") with the Underwriters (hereinafter defined) for the purchase of the Notes and the respective series of Participation Certificates. In connection with the Pooled Program, the Los Angeles County Office of Education, with the concurrence of this District, has appointed RBC Capital Markets, LLC, as representative of itself and any co-underwriter the Los Angeles County Office of Education may appoint as underwriters (collectively, the "Underwriters")

The tax and revenue anticipation notes of the Pooled Program shall be deposited into a trust to be established under and pursuant to the Trust Agreement, creating a trust estate, which shall contain the Notes and the tax and revenue anticipation notes of the other Participants in such series, if any. The Notes, if such Notes are issued on a stand-alone basis, shall be deposited into a trust to be established under and pursuant to the Trust Agreement, creating a trust estate, which shall contain the Notes. It is hereby recognized, acknowledged and agreed that the Certificate Agent appointed pursuant to the Trust Agreement may execute and deliver a Series of Participation Certificates on behalf of the District and the other Participants of such Series, each representing the proportional, undivided ownership interest of the registered owner thereof in the Notes of the Pooled Program related to such Series of Participation Certificates. The District agrees to recognize each registered owner of the related Series of Participation Certificates as the beneficial owner of its Notes to the extent of such registered owner's proportional, undivided interest in the Notes. The Authorized Officer is hereby authorized to execute and deliver any documents and to take such other action as may be necessary or proper to carry out the interest of the provisions hereof. The participation by the District in the Pooled Program and the execution and delivery of a Series of Participation Certificates under the Trust Agreement shall not cause the District to be liable for payments of principal of or interest on the tax and revenue anticipation notes attributable to any other Participant.

Section 8. Authorization and Approval of Preliminary Official Statement and Official Statement. The Underwriters are hereby authorized to prepare a Preliminary Official Statement and an Official Statement relating to the Notes and the Pooled Program. Each Authorized Officer is hereby authorized and directed to provide to the Underwriters such information relating to the District as the Underwriters shall reasonably request in connection with the preparation of and for inclusion in the Preliminary Official Statement and the Official Statement. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement, except for certain omissions permitted by Rule 15c2-12 of the Securities and Exchange Commission (the "SEC") promulgated under the Securities Exchange Act of 1934, as amended (the "Rule"), is hereby deemed "final" within the meaning of the Rule; provided that no representation is made by the District as to the information contained in the Preliminary Official Statement relating to the other Participants or any municipal bond insurer.

If, at any time prior to the execution of the Purchase Contract by the County, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriters. If, at any time subsequent to the execution of the Purchase Contract by the County and prior to the "end of the underwriting period" (as defined in the Rule), any event occurs as a result of which the information contained in the Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriters. If, in the opinion of the Underwriters, such event requires the preparation and distribution of a supplement or amendment to the Preliminary Official Statement or Official Statement, the District shall prepare and furnish to the Underwriters, at the expense of the District, such number of copies of the supplement or amendment to the Preliminary Official Statement or Official Statement, as applicable, in form and substance mutually agreed upon by the District and the Underwriters, as the Underwriters may reasonably request.

Section 9. Representations and Warranties.

(A) The District is a validly existing school district or community college district under the Constitution and laws of the State, with the right and power to execute, deliver and perform its obligations under this District Resolution.

(B) The performance of the District's obligations under this District Resolution and compliance with the provisions hereof by the District do not and will not conflict with or constitute on the part of the District a breach of, or a default under, the Constitution of the State, any existing law, charter, ordinance, regulation, decree, order or resolution, or any agreement, indenture, mortgage, lease or other instrument, to which the District is subject or by which it is bound.

(C) No action, suit, proceeding or investigation is pending or threatened against the District in any court or before any governmental authority seeking to restrain or enjoin the execution or delivery of or in any way contesting or affecting the validity of this District Resolution or the receipt or application of the Pledged Revenues pledged to pay the Notes or contesting the powers of the District to participate in the financing represented by the Participation Certificates.

(D) The maximum aggregate principal amount of the Notes, when added to the interest payable thereon, shall not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including but not limited to revenue from the State and federal governments), cash receipts and other moneys of the District which will be available for the payment of the Notes and interest thereon as required by Section 53858 of the Act.

(E) The District, for the purpose of evidencing compliance with the provisions of Section 42133 of the California Education Code, has not filed its Fiscal Year 2011-12 or Fiscal Year 2012-13 interim financial reports with a qualified or negative certification pursuant to Education Code Section 42131(a)(1) and the Superintendent of Schools has not classified the District's interim financial reports for such fiscal year to be qualified or negative pursuant to Education Code Section 42131(a)(2); provided, however, that if the District has a qualified or negative certification with respect to its interim financial reports for such fiscal year, the District shall provide to Bond Counsel the written determination by the County Superintendent of Schools that the repayment of the Note is probable pursuant to Section 42133 of the Education Code.

(F) The District has funded and will continue to fund its Reserve for Economic Uncertainties for Fiscal Year 2012-13 in at least the minimum amount recommended by the State Superintendent of Public Instruction and Los Angeles County Office of Education.

Section 10. Continuing Disclosure.

(A) As required by the Rule, the District covenants with the beneficial owners of the Notes and the related Series of Participation Certificates that it will, and hereby authorizes its appropriate officers and employees to provide or cause to be provided, in a timely manner not in excess of ten (10) Business Days after the occurrence of such Listed Event (hereinafter defined), for the benefit of the beneficial owners of the Notes and the related Series of Participation Certificates, notice of any of the following Listed Events to the MSRB through its EMMA System with respect to its Notes:

(1) principal and interest payment delinquencies.

(2) non-payment related defaults, if material.

(3) modifications to rights of holders, if material.

(4) Bond calls, if material and tender offers.

(5) defeasances.

(6) rating changes with respect to the related Series of Participation Certificates.

(7) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (Internal Revenue Service Form 5701-TEB) or other material notices of determinations with respect to the tax status of the Notes and the related Series of Participation Certificates, or other material events affecting the tax status of the Notes and the related Series of Participation Certificates.

(8) unscheduled draws on the debt service reserves reflecting financial difficulties.

(9) unscheduled draws on the credit enhancements reflecting financial difficulties.

(10) release, substitution or sale of property securing repayment of the Notes and the related Series of Participation Certificates, if material.

(11) bankruptcy, insolvency, receivership or similar event of the District (such event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under State or federal law in which a court or government authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District);

(12) substitution of credit or liquidity providers, or their failure to perform with respect to its Note and the related Series of Participation Certificates;

(13) the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and

(14) appointment of a successor or additional Certificate Agent or the change of name of a Certificate Agent, if material.

Unless otherwise required by the MSRB or the SEC, all notices, documents and information provided to the MSRB shall be provided to the EMMA System (hereinafter defined), the current internet address of which is http://emma.msrb.org. All notices, documents and information provided to the MSRB shall be provided in an electronic format as prescribed by the MSRB and shall be accompanied by identifying information as prescribed by the MSRB.

Notwithstanding any other provision herein, failure of the District to perform in accordance with this Section 10(A) shall not constitute a default under this District Resolution and may be enforced only as provided in this Section 10.

(B) Each Listed Event Notice shall be so captioned and shall prominently state the title, date and CUSIP numbers of the affected Participation Certificates and the Participant or Participants for which such Listed Event is applicable.

(C) Except as otherwise described in the Official Statement, the District represents that in the last five years, it has not failed to comply in any material respect with any previous undertaking in a written contract or agreement specified in paragraph (b)(5)(i) of the Rule.

(D) (1) This Section 10 may be amended by the District without the consent of the holders of the Notes and the related Series of Participation Certificates (except to the extent required under clause (d)(ii) below), if all of the following conditions are satisfied: (a) such amendment is made in connection with a change in circumstances that arises from a change in legal (including regulatory) requirements, a change in law (including rules or regulations) or in interpretations thereof, or a change in the identity, nature or status of the District or the type of business conducted thereby; (b) this Section 10 as so amended would have complied with the requirements of the Rule as of the date of this District Resolution, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; (c) the District shall have delivered to the County and the Certificate Agent an opinion of Bond Counsel, addressed to the District, the County and the Certificate Agent, to the same effect as set forth in clause (b) above; (d) either (i) the District shall have delivered to the County and the Certificate Agent an opinion of Bond Counsel or a determination by an entity, in each case unaffiliated with the District (such as Bond Counsel, the County or the Certificate Agent), addressed to the District, the County and the Certificate Agent, to the effect that the amendment does not materially impair the interests of the holders of the Notes and the related Series of Participation Certificates or (ii) the holders of the Notes and the related Series of Participation Certificates consent to the amendment to this Section 10 pursuant to the same procedures as are otherwise required for amendments to this District Resolution with consent of holders of the Notes and the related Series of Participation Certificates pursuant to this District Resolution as in effect at the time of the amendment, and (e) the District shall have delivered copies of such opinion(s) and amendment to the EMMA System.

(2) This Section 10 may be amended and any provision of this Section 10 may be waived, by written agreement of the parties, without the consent of the holders of the Notes and the related Series of Participation Certificates, if all of the following conditions are satisfied: (a) an amendment to the Rule is adopted, or a new or modified official interpretation of the Rule is issued, after the effective date of this District Resolution which is applicable to Section 10 of this District Resolution, (b) the District shall have delivered to the County and the Certificate Agent an opinion of Bond Counsel, addressed to the District, the County and the Certificate Agent, to the effect that performance by the District, the County and the Certificate Agent under this Section as so amended will not result in a violation of the Rule and (c) the District shall have delivered copies of such opinion and amendment to the EMMA System.

(3) This Section 10 may be amended, without the consent of the holders of the Notes and the related Series of Participation Certificates, if each of the following conditions are satisfied: (a) the District shall have delivered to the Certificate Agent an opinion of Bond Counsel, addressed to the District and the Certificate Agent, to the effect that the amendment is permitted by rule, order or other official pronouncement, or is consistent with any interpretive advice or no-action positions of staff of the SEC, and (b) the Certificate Agent shall have delivered copies of such opinion and amendment to the EMMA System.

(E) (1) The provisions of this Section 10 shall inure solely to the benefit of the holders from time to time of the Notes and the related Series of Participation Certificates, except that beneficial owners of the Notes and the related Series of Participation Certificates shall be third-party beneficiaries of this Section 10.

(2) Except as provided in this Section 10(E)(2), the provisions of this Section 10 shall create no rights in any person or entity. The obligations of the District to comply with the provisions of this Section 10 shall be enforceable in the case of enforcement of obligations to provide notices, by any Registered Owner of outstanding Participation Certificates, or by the Fiscal Agent and Certificate Agent on behalf of the Registered Owners of outstanding Participation Certificates; *provided, however*, that the Fiscal Agent and Certificate Agent shall not be required to take any enforcement action except at the direction of the Registered Owners of not less than a majority in aggregate principal amount of the related Series of Participation Certificates at the time outstanding who shall have provided the Certificate Agent with adequate security and indemnity. The Registered Owners', Fiscal Agent's and Certificate Agent's rights to enforce the provisions of this Section 10 shall be limited solely to a right, by action in mandamus or for specific performance, to compel performance of the District's obligations under this Section. In consideration of the third-party beneficiary status of beneficial owners of Participation Certificates pursuant to Section 10(E)(1) of this Section, beneficial owners shall be deemed to be Registered Owners of Participation Certificates for purposes of this Section 10(E).

(F) For the purposes of this District Resolution, unless the context otherwise requires, the terms defined in this Section 10(F) shall, for all purposes of this District Resolution, have the meanings specified herein:

"Bond Counsel" means an attorney or firm of attorneys of nationally recognized standing in matters pertaining to the validity of, and tax-exempt nature of interest on, obligations issued by states and their political subdivisions.

"Business Day" means any day of the year other than Saturday or Sunday or any day on which banks in New York, New York or Los Angeles, California are not authorized or obligated by law or executive order to close and on which the New York Stock Exchange is not closed.

"EMMA System" means the MSRB's Electronic Municipal Market Access system or any other repository so designated by the MSRB or the SEC.

"Listed Event" means any of the events with respect to the Notes, set forth in Section 10(A) above.

"Listed Event Notice" means a notice of a Listed Event.

"MSRB" means the Municipal Securities Rulemaking Board established pursuant to Section 15B(b)(1) of the Securities Exchange Act of 1934, or any successor thereto or to the functions of the MSRB contemplated herein.

"Register" means the book or book of registration kept by the Registrar in which are maintained the names and addresses and principal amounts registered to each Registered Owner.

"Registered Owner" means the Person in whose name a Participation Certificate is registered on the Register.

"Registrar" means the Certificate Agent, or a substitute Registrar.

"SEC" means the Securities and Exchange Commission of the United States of America.

Section 11. Delivery of Notes. The proper officers of the County Board are hereby requested to deliver the Notes to the Treasurer and Tax Collector upon payment therefor in accordance herewith and in accordance with the terms of the Purchase Contract executed in connection with the Notes or the Participation Certificates, as appropriate, and the Trust Agreement. All actions heretofore taken by the officers and agents of the District and the County Board with respect to the Notes are hereby approved, confirmed and ratified, and the officers of the District and the County Board are hereby authorized and directed to do any and all things and take any and all actions including but not limited to those described herein, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Notes in accordance with this District Resolution and any resolutions hereafter adopted by this Board of Trustees.

Section 12. Non-Negotiability of Notes. In the event that the Authorized Officer shall elect to issue the District's Notes within the Pooled Program, such Notes shall be deposited with the Certificate Agent and maintained in trust until their scheduled maturity and payment in full. The Notes shall not be transferable or assignable by the Certificate Agent. Notwithstanding the foregoing, in the event that the Notes should be lost, stolen, destroyed or mutilated prior to their stated maturity, the District shall cause to be issued a new Note or Notes of the same tenor, term and maturity as the original to replace the same upon such reasonable terms and conditions, including the payment of costs and the posting of a surety bond, as may from time to time be determined and prescribed by the Authorized Officer in consultation with the Los Angeles County Office of Education.

Section 13. Authorization for Credit Enhancement. This Board of Trustees acknowledges and agrees that the District shall be obligated to pay the District's *pro rata* share of the cost or the cost, respectively, of any Credit Enhancement required for the Pooled Program or the District in the event the District issues its Notes on a stand-alone basis, respectively, and this Board of Trustees specifically finds and determines that the acquisition of such Credit Enhancement will benefit the District by reducing the interest cost associated with the Notes. The Authorized Officer is hereby authorized and directed to execute such reimbursement or other financing agreement as may be necessary in order to obtain said Credit Enhancement for the District's participation in the Pooled Program or for the District if the Notes are issued on a stand-alone basis, and the District agrees to perform its obligations pursuant to such reimbursement or other financing agreement.

Section 14. Authorization to Attest. Any Authorized Officer or the Clerk of the Board of Trustees, or designee thereof, is hereby authorized and directed to attest to the signature of any other Authorized Officer, whenever required or advisable for the transactions contemplated by this District Resolution. Each Authorized Officer is authorized and directed to execute and attest such further documents, instruments and certificates as may be deemed necessary or advisable by Bond Counsel in order to accomplish the purposes of this District Resolution.

Section 15. Further Actions Authorized. It is hereby covenanted that the District, and its appropriate officials, have duly taken all proceedings necessary to be taken by them, and will take any additional proceedings necessary to be taken by them, for the levy, collection and enforcement of the taxes and other revenues pledged under this District Resolution in accordance with the law and for carrying out the provisions of this District Resolution. The Authorized Officers, and other officers and staff of the District are hereby directed to take such further action as may be necessary to carry out the intent and purpose of this District Resolution and to execute and deliver any and all agreements, certificates and other documents that they or Bond Counsel may deem necessary or advisable to effectuate the purposes of this District Resolution without further approval of this Board of Trustees.

Section 16. Costs and Expenses. The District covenants and agrees to pay its *pro rata* share of the costs and expenses incurred in connection with the execution and delivery of the Notes, the Participation Certificates and the administration of the Pooled Program, in the event that its Authorized Officer should elect to issue the Notes.

Section 17. Indemnification of Certificate Agent. The District shall indemnify, to the extent permitted by law, the Certificate Agent and its officers, directors, agents and employees for losses, costs, expenses (including, without limitation, legal fees and expenses), suits, damages, judgments and liabilities incurred by the Certificate Agent under this District Resolution and the Trust Agreement not resulting from the Certificate Agent's own gross negligence or willful misconduct.

Section 18. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Notes or in any other document mentioned herein, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 5 hereof and the County is not liable for payment on the Notes or any other obligation of the District hereunder.

Section 19. Effective Date. This Resolution shall become effective upon its adoption by the Board of Trustees.

PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this January 16, 2013, by the following vote:

AYES: 7

NOES: 0

ABSENT: 0

President of the Board of Trustees of the Cerritos Community College District

ATTEST:

Secretary of the Board of Trustees of the Cerritos Community College District

EXHIBIT A

FORM OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTE

CERRITOS COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA
2012-2013 TAX AND REVENUE ANTICIPATION NOTE

No. R-1 Maturity Date: _____, 20__

Principal Amount: $_____ Interest Rate: ____%

FOR VALUE RECEIVED, the CERRITOS COMMUNITY COLLEGE DISTRICT (the "District"), County of Los Angeles, State of California, acknowledges itself indebted to and promises to pay to the [TREASURER AND TAX COLLECTOR OF THE COUNTY OF LOS ANGELES][Registered Owner] the Principal Amount stated above in lawful money of the United States of America, on the Maturity Date stated above, together with interest thereon at the Interest Rate stated above, calculated on the basis of a 360-day year of twelve 30-day months, in like lawful money of the United States of America from the date hereof until maturity. The principal of and interest due at maturity on this Note shall be payable only upon surrender of this Note as the Note shall fall due.

It is hereby certified, recited and declared that this Note is made, executed and given pursuant to and by authority of a resolution duly passed and adopted by the Board of Trustees of the District, and of a resolution duly passed and adopted by the Board of Supervisors of the County of Los Angeles, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5, of the California Government Code, and that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of this Note have existed, happened and been performed in regular and due time, form and manner as required by law, and that this Note, together with all other indebtedness and obligations of the District, does not exceed any limit prescribed by the Constitution or laws of the State of California.

The Principal Amount of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District during, or are attributable to, Fiscal Year 2012-2013 and which are lawfully available therefor. The District has pledged certain unrestricted revenues the ("Pledged Revenues") to the payment of principal of the Notes and interest thereon on the dates and in the amounts set forth in the Trust Agreement, dated as of _____ 1, 2013 by and between the County of Los Angeles and The Bank of New York Mellon Trust Company, N.A., as Certificate Agent, as security for the Notes. The Notes shall be a general obligation of the District, and to the extent the Notes are not paid from the Pledged Revenues, the Notes shall be paid with interest thereon from any other moneys of the District lawfully available therefor, as provided herein and by law.

In the event of the nonpayment of this Note on the Maturity Date hereof, the balance due shall accrue interest at a default rate of one and one-half percent (1.5%) per annum above the next Business Day, 1-Year Treasury Constant Maturities yield in Federal Reserve Statistical Release H-15 (or successor publication) and the first Business Day of each month thereafter until paid in full. Such interest to be calculated based on a 360-day year of twelve 30-day months.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Note to be executed by its Chair and by the Treasurer and Tax Collector of the County of Los Angeles and countersigned by the Executive Officer-Clerk of the Board of Supervisors, or their duly designated deputies, which signatures may be facsimile signatures (provided that one of such signatures must be manually affixed) and has caused a facsimile of its official seal to be printed hereon this ___ day of _____ 2013.

By: _____
Chair

By: _____
Treasurer and Tax Collector

Countersigned:

By: _____
Executive Officer-Clerk of
the Board of Supervisors

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ASSIGNMENT

For value received, the undersigned do(es) hereby sell, assign and transfer unto The Bank of New York Mellon Trust Company, N.A., acting as Certificate Agent, the within Note and do(es) hereby irrevocably constitute and appoint _____ as the undersigned's attorney to transfer such Note on the registration books of the Certificate Agent, with full power of substitution in the premises.

TREASURER AND TAX COLLECTOR OF THE COUNTY OF LOS ANGELES

Dated: _____, 20__

_____

Note: The signature(s) to this Assignment must correspond with the name(s) as written on the face of the within Certificate in every particular, without alteration or enlargement or any change whatsoever.

Social Security Number,
Taxpayer Identification Number
or other Identifying Number of Assignee:

_____

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Contracts**

RECOMMENDATION

It is recommended that the Board of Trustees approve the contracts and/or amendments as submitted below.

OVERVIEW

The District annually contracts with various individuals, commercial firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

ANALYSIS

CONSULTANT -- NEW

1. **SID LINDMARK, AICP**
   ENVIRONMENTAL CONSULTING SERVICES
   Requested by: David C. Moore, Director of Physical Plant & Construction Services

Purpose: To enter into an agreement with Sid Lindmark, AICP to provide environmental planning and consulting services. These services are related to the 2011 Facilities Master Plan, the square footage increase, and the projected student enrollments (FTES) for 2020. This updated study is to be supplemental to a final mitigated plan.
Period: The time period will be from October 15, 2012 through June 30, 2013.
Financial Implications: The total contract sum shall be for the amount of $98,951.00; funding will be allocated from the GO Bond.

SERVICES – RENEWAL

2. **LAW OFFICES OF ATKINSON, ANDELSON, LOYA, RUUD & ROMO**
   LEGAL SERVICES
   Requested by: David El Fattal, Vice President of Business Services

Purpose: To enter into an agreement with Atkinson, Andelson, Loya, Ruud and Romo to provide legal services as requested by the District.
Period: The time period will be September 1, 2012 through June 30, 2013.
Financial Implications: The cost to the District will be based on the following rates: Senior Partners: $225 an hour; Partners/Senior Counsel: $215 an hour; Senior Associates: $215.00; Associate Attorneys: $205 an hour; Senior Paralegals: $155.00 an hour; and Paralegals: $145.00 an hour. Funding will be expended through the General Fund.

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3. **VANGENT, INC. – FROM PEARSON GOVERNMENT SOLUTIONS**
   FINANCIAL REPORTING FOR HOPE SCHOLARSHIP AND LIFETIME LEARNING CREDIT
   Requested by: Noorali Delawalla, Director of Fiscal Services

Purpose: To renew the agreement with Vangent, Inc. for the purpose of reporting the mandated information to the Internal Revenue Service (IRS) regarding the Hope Scholarship and Lifetime Learning Credit for the tax year 2012. The Taxpayer Relief Act of 1997 made tax credit available to individuals who paid tuition to postsecondary institutions. The law mandates that schools provide financial information to both students and the IRS.
Period: The time period will be from October 16, 2012 through October 15, 2013.
Financial Implications: The total contract sum shall be for the amount of $25,000.00; funding will be allocated from the Fiscal Services budget.

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CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: January 16, 2013

SUBJECT: **Consideration of Election of Annual Representative to the Los Angeles County School Trustees Association for 2013**

RECOMMENDATION

It is recommended that the Board of Trustees elect an Annual Representative to the Los Angeles County School Trustees Association for 2013.

OVERVIEW

The Los Angeles County School Trustees Association is an organization of school board members created in 1937 by the County Superintendent of Schools. About 90 percent of the 93 school and community college districts in Los Angeles County, as well as the County Board of Education, are members of LACSTA.

Under the auspices of the Los Angeles County Office of Education, LACSTA provides school board members with training, information and networking opportunities. LACSTA also cooperates with the California School Boards Association and other organizations for the betterment of education.

ANALYSIS

On an annual basis, Cerritos College designates a Board representative to the Los Angeles County School Trustees Association. The role of the representative is to:

a. vote on all Association matters
b. communicate between the Executive Board, the Association, and the local Board

Attached is a LACSTA calendar for 2013.

FINANCIAL IMPLICATIONS

No financial impact.

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Draft / Revised
LACSTA Calendar
January 03, 2013 – June 30, 2013

Thursday January 3, 2013	**Executive Board Conference Call**	• Proposed Amended Bylaws		
Wednesday January 30, 2013 Time: 6:00 pm	**Association Meeting** Location: Los Angeles City College 855 N. Vermont Ave Los Angeles, 90029	• Select Nominating Committee • 60 Days Prior to May 1	• Scott	
Last week of Jan 2013 Time: TBD	**Association Event** Location: TBD	• Establish a Nominating Committee for Board Elections • Michelle Rhee – Students First? • Mark Ridley Thomas? Dr. John Jackson (Scott)	• Janet • Micah	
Saturday March 9, 2013 Time: TBD	**Education Workshop/CSBA Educational Summit** Location: Arcadia	• Networking Opportunities • Honor Districts Achievements • Highlight Membership Co-sponsor---Leg. Mixer	• Gilbert	
Day April ___, 2013 Time: 6:00 pm	**Association Meeting / Mixer** Location: TBD		• Micah	
Day May ___, 2013 Time: 6:00 pm	**Association Meeting** Location: TBD	• Meets to Approve Ballot • Elect New Board	• Micah	
Day June ___, 2013 Time: 6:00 pm	**Executive Board Meeting** Location: TBD	• Financial Report Actuals/Budget • Calendar First Meeting of 2013-2014/Proposed Calendar of Events	• Scott • Janet	

C/0000

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CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: January 16, 2013

SUBJECT: **Consideration of Approval of Board Member Compensation Increase**

RECOMMENDATION

It is recommended that the Board of Trustees consider a 5% increase of the compensation of individual Board Members effective January 1, 2013 based on the present $510.50 monthly rate of compensation.

OVERVIEW

Education Code section 35120(e) authorizes the Governing Board, on an annual basis, to increase the compensation of individual Board Members in an amount not to exceed 5% based on the present monthly rate of compensation. Any increase shall be effective upon approval by the Governing Board. The Board may consider additional annual increases of 5% on an annual basis. The Cerritos College Board considers this item at each organizational meeting.

ANALYSIS

At the December 10, 2008 Board meeting, the Board approved a 5% Board member compensation increase effective the first day of the month following successful completion of 2008-09 compensation negotiations with all employee groups. The 5% increase was made effective on January 1, 2010.

In December 2010, the Board unanimously voted no and did not approve a compensation increase effective January 1, 2011.

In December 2011, the Board tabled this item until negotiations with employee groups were completed. The Board did not receive a compensation increase in 2012.

The fiscal impact of a positive vote will result in a 5% increase to the annual compensation of individual Board members ($510.50 x .05 = $25.53; $510.50 + $25.53 = $536.03 total monthly compensation).

FINANCIAL IMPLICATIONS

The annual cost of the increase is $2,450.88 which will come from the General Fund.

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
FEBRUARY 6, 2013

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Ms. Avalos.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve the minutes of the special meeting of January 12, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. PUBLIC PRESENTATIONS
Linda Hobbs

Linda Hobbs, Cerritos College student, expressed her concerns regarding reductions in student services despite grant monies awarded to the college. She shared handouts with the Board.

V. INSTITUTIONAL PRESENTATIONS

A. Dr. Lacy presented Celia Vargas, Cerritos College student, with a certificate of appreciation for a heroic act. On Veterans Day, she and her sister were at the Desert Hills Outlet Mall in Morongo Valley when her sister pointed out an elderly man who had collapsed. Celia sprang into action and assisted another person in performing CPR when they determined the man had no pulse. After several minutes of CPR, they checked again and found a pulse. Without Celia's quick action the man would not have regained a pulse and may have died before the paramedics could arrive on the scene.

B. Mary Dowell gave an overview of community college boards, board members, administrators and creating an ethical mindset. She discussed the concept of ethics, the importance of Accreditation, and basic values of honesty, truthfulness, respect, responsibility, fairness, compassion and public service. She discussed ethical dilemmas, provided an overview of Conflict of Interest Laws and stated that as a general rule, a public officer or employee may not make contracts in which he or she is financially interested. Ms. Dowell also discussed government transparency, fair processes and the college's Code of Ethics. There was much discussion from the Board regarding conflict of interest, micromanagement and the importance of a partnership between the CEO and Board. Ms. Perez thanked Ms. Dowell for her presentation.

C. David Casnocha provided a brief history on general obligation bonds and discussed different types of bonds. He discussed Resolution 12-14 "Resolution of the Board of Trustees of the Cerritos Community College District Ordering an Election, and Establishing Specifications of the Election Order" in detail. There was discussion regarding the tax base and CAB bonds. Rod Carter and Christina Long of RBC Capital then provided an in-depth analysis of the college's Election of 2004 Tax Rate and District GO

Bond Debt and Refunding. He also discussed capital appreciation bonds and explained that legislators are looking into restricting abuse of CABs such as what occurred at Poway Unified School District. He stated that Cerritos College has a very good credit rating and that its financial situation is very good. After much discussion, Ms. Perez thanked him and Mr. Casnocha for their presentations.

D. Dr. Lacy provided an overview of the 2004 GO Bond Measure CC projects and the additional projects that the college was able to complete with the remaining funds. She stated that projects identified in the Facilities Master Plan will be completed under the 2012 GO Bond Measure G and staff will prepare more information for the Board in upcoming months. After much discussion, Ms. Perez thanked Dr. Lacy for her report.

VI. CONSENT AGENDA

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

A. Consideration of Approval of Notice of Completion of Bid #0910-08, Gymnasium Seismic Retrofit, as attached.

B. Purchase Orders for the Period of October 1, 2012 through December 31, 2012.

C. New/Amended Contracts under $25,000 for the Quarter Ending December 31, 2012.

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

Nguyen, Orchid, Instructor (Mathematics), at Column B, Step 3 ($5,572.60/Month), 5-School Month Contract, effective January 28, 2013

VII. ADMINISTRATIVE MATTERS

A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Resolution #13-05 Approving Amended and Restated Bylaws for the Cerritos Community College District Citizens' Bond Oversight Committee, as attached. The vote for approval was unanimous (student advisory vote: aye).

B. No action was taken regarding the consideration of approval of a nominee for the 2013 CCCT Board Election.

VIII. REPORTS

A. Board of Trustees

Dr. Hughlett stated that he enjoyed the New Student Welcome for international students and added that it is startling to hear what some students have gone through to gain a college education. He also congratulated Andrea Jones on her upcoming marriage.

All of the recently elected trustees stated that the CCLC Effective Trustee Workshop was informative and helpful.

Ms. Avalos encouraged the Board to attend either the swearing-in ceremony for Assemblymember Cristina Garcia on Saturday, February 9 at 11:00 a.m. or a meeting with the Assemblymember

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on Saturday, February 16 at 10:00 a.m.

Mr. Arthur stated that he led the City of Norwalk's 42nd Annual Mayor's Prayer Breakfast yesterday morning. He informed the Board that Helen Brown, Norwalk resident and committed volunteer, had a severe accident prior to the event and unfortunately passed away. He stated that she will be sorely missed. Mr. Arthur indicated the CCLC Legislative Conference was a positive event and added that meeting with newly elected representatives was important and productive.

Mr. Drayer stated that the college means a lot to him and that he wants to hear from everyone on how the Board can improve the college. He also invited everyone to attend the Bellflower BRAVO Awards tomorrow.

Ms. Perez thanked everyone for the wonderful learning experience thus far. She stated that tonight's presentations were interesting and informative. She also stated that the CCLC Board Chair workshop on January 26 was very informative.

B. Faculty and Staff Leadership

Mr. Chester expressed his condolences regarding the passing of Wes Jordan, Associate Professor of Mathematics. He stated that online evaluations and Rosters+ continue to be topics of discussion. He concluded by stating that people are paying close attention to the climate on campus.

C. President/Superintendent and Vice Presidents

Dr. Johnson shared handouts from the Counseling department regarding productivity, service delivery methods and transfer degree initiatives.

Dr. Gularte expressed appreciation to Ms. Laughon and CSEA for positive and collaborative negotiations.

Dr. Lacy stated that there is a large number of pending community college related bills; staff is paying close attention to issues such as AB 41 Statewide Facilities Bond, non-resident tuition for veterans, a Prop 39 funding earmark and parcel taxes. She stated that the college will prepare letters of support or resolutions as needed and will keep the Board informed. She stated that she and Dr. Schilling attended a Pepperdine University Roundtable Discussion to receive an update on federal issues. She concluded by requesting that tonight's meeting be adjourned in memory of Wes Jordan.

IX. CLOSED SESSION There was no closed session.

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X. RECONVENE

XI. ADJOURNMENT

The Board adjourned in memory of Wes Jordan, Associate Professor of Mathematics at 9:59 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 20, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Mr. David El Fattal, Vice President of Business Services
PREPARED BY:	Mr. Mark B. Logan, Director of Purchasing
DATE:	February 6, 2013
SUBJECT:	**Consideration of Notice of Completion for Bid #0910-08, Gymnasium Seismic Retrofit**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for USS Cal Builders, Inc. for the Gymnasium Seismic Retrofit project at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to USS Cal Builders on June 9, 2010. 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 substantially complete on January 25, 2013. 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 is currently $8,216,551.00, which includes change order numbers 1 through 13. Additional proposed change orders and claims are under review and will be brought before the board for approval/denial, if necessary.

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RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §3093 of the Civil code of the State of California, that the **CERRITOS COMMUNITY COLLEGE DISTRICT**, of Los Angeles County, as owner of the property known as **Cerritos Community College**, located at **11110 Alondra Boulevard, Norwalk, California**, caused improvements to be made to the property to wit: Gymnasium Seismic Retrofit, **Bid #0910-08** contract for the doing of which was heretofore entered into on the **9th day of June, 2010** which contract was made with **USS Cal Builders, Inc.**, contract number **#C09-1118**, as contractor; that said improvements were completed on the **25th day of January, 2013**, and accepted by formal action of the governing board of said DISTRICT on the **6th day of February, 2013**; 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 **Safeco Insurance Company of America**.

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
PREPARED BY:	Mr. David El Fattal, Vice President of Business Services
DATE:	February 6, 2013
SUBJECT:	**Consideration of Approval of Resolution # 13-05 Approving Amended and Restated Bylaws for the Cerritos Community College District Citizens' Oversight Committee**

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #13-05 Approving Amended and Restated Bylaws for the Cerritos Community College District Citizens' Bond Oversight Committee.

OVERVIEW

On March 4, 2004 (Measure CC) and November 6, 2012 (Measure G) Cerritos College was successful in obtaining authorization from the District's voters to issue general obligation bonds. The proposed Amended and Restated Bylaws will provide oversight responsibility by a single committee for both Measure CC and Measure G. In addition, Section 5.4 of the proposed bylaws have been amended to reflect recent legislation which provides that committee members may serve no more than three consecutive terms.

ANALYSIS

The general obligation bond elections of 2004 and 2012 were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bond Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop. 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop. 39. By adopting Resolution #13-05, the Board of Trustees confirms that the Citizens' Bond Oversight Committee initially established for the 2004 Measure shall have the duties and rights set forth in these Bylaws with oversight responsibility as described over both Measure CC and Measure G.

FINANCIAL IMPLICATIONS

No financial impact.

Attachments: Resolution No. 13-05
Citizens' Bond Oversight Committee Bylaws – Amended and Restated Laws
Directory of Citizens' Bond Oversight Committee Members

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CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 13-05

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR THE CERRITOS COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE

WHEREAS, the Board of Trustees of the Cerritos Community College District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012; and

WHEREAS, notice of the Bond Election was duly given; and on November 6, 2012 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of $350,000,000 ("Measure G"); and

WHEREAS, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure G were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of Trustees of the District previously has established independent citizens' bond oversight committee (the "Committee") in connection with issuance of bonds under its 2004 Measure approved by the voters on March 2, 2004 (the "2004 Measure"); and

WHEREAS, the Board of Trustees has previously approved Bylaws governing such Committee for its 2004 Measure bond election and now desires to combine the 2004 Measure and the Measure G oversight responsibilities into the existing Citizens' Oversight Committee by adopting Amended and Restated Bylaws which govern the activities of the Committee.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. Authorization. Each of the 2004 Measure and Measure G were authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIIIA of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. Bylaws. The Committee shall operate pursuant to the Board approved Amended and Restated Bylaws. The Committee shall have only those responsibilities granted to them in the Act, in the resolutions calling for the election for the 2004 Measure, the Measure G and in the Amended and Restated Bylaws. The Amended and Restated Bylaws, as submitted herewith and attached hereto, are hereby approved. The previous Bylaws related to the District's 2004 Measure are rescinded and no further in force and effect.

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ADOPTED, SIGNED AND APPROVED this 6th day of February, 2013.

BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT

President

ATTEST:

Secretary

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STATE OF CALIFORNIA)
)ss
LOS ANGELES COUNTY)

I, Dr. Sandra Salazar, do hereby certify that the foregoing Resolution No. 13-05 was duly adopted by the Board of Trustees of the Cerritos Community College District at a meeting thereof held on 6th day of February, 2013 and that it was so adopted by the following vote:

AYES: 7

NOES: 0

ABSENT: 0

ABSTENTIONS: 0

By: _____
Secretary

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CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
AMENDED AND RESTATED BYLAWS

Section 1. Committee Established. The Cerritos Community College District (the "District") was successful at the election conducted on March 4, 2004 (the "2004 Election") in obtaining authorization from the District's voters to issue up to $210,000,000 aggregate principal amount of the District's general obligation bonds ("2004 Measure CC"). The Cerritos Community College District (the "District") was successful at the election conducted on November 6, 2012 (the "2012 Election"), in obtaining authorization from the District's voters to issue up to $350,000,000 aggregate principal amount of the District's general obligation bonds (the "2012 Measure G"). The 2004 Election and the 2012 Election are hereinafter referred to as (the "Elections"). The 2004 Measure CC and the 2012 Measure G are hereinafter referred to as (the "Measures"). The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Cerritos Community College District (the "Board") hereby confirms that the Citizens' Bond Oversight Committee (the "Committee") initially established for the 2004 Measure shall have the duties and rights set forth in these Bylaws with oversight responsibility over both Measure CC and Measure G. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Section 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measures; and (b) no bond proceeds were used for any inappropriate teacher or administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the President/Superintendent. Either the Board or the President/Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of construction contracts,

(ii) Approval of construction change orders,

(iii) Appropriation of construction funds,

(iv) Handling of all legal matters,

(v) Approval of construction plans and schedules,

(vi) Approval of scheduled maintenance plans, and

(vii) Approval of the sale of bonds.

3.5 Measures Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be made by the sole discretion of the President/Superintendent.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion although the Committee shall hear reports on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The appointment or reappointment of qualified applicants to serve on the Committee.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Prop. 39 (Article XIIIA of the California Constitution).

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's President/Superintendent.

(c) Review copies of scheduled maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2002 Measure Committee shall remain on the Committee and may serve for new terms as described herein.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website; (b) appropriate local groups will be solicited for applications; (c) the President/Superintendent will review the applications; and (d) the President/Superintendent will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the Cerritos Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds of the Measures may be made to provide District support of the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as chair for more than two consecutive years.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

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CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Cerritos Community College District.

- COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

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Cerritos College
Citizens' Bond Oversight Committee

Member	Representing	Beginning Date/Term	Term Expires	Committee Position
Mary Jane McIntosh	Bona-Fide Taxpayers Association	December 2009* Reelected May 2011	December 2011 **May 2013**	Chair
John Moore	Senior Citizen's Organization	June 2009* Reelected May 2011	**May 2013**	Vice Chair
Joseph Derthick	Business Organization	October 2010* Reelected October 2012	October 2014	Member
Lisa Anna Rapp	Community Member	August 2011	August 2013	Member
Lola Rizkallah	Community Member	December 2011	December 2013	Member
Justin McIntyre	Student	December 2011	December 2013	Member
George Gordon	Support Organization (Foundation)	June 2009* Reelected May 2011	**May 2013**	Member

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
FEBRUARY 13, 2013

I. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Ms. Carmen Avalos, Board Vice President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Dr. Sandra Salazar and Jason Macias, Student Trustee. Ms. Marisa Perez was not present. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources and Faculty Senate President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Sandra Salazar.

III. PUBLIC PRESENTATIONS

There were no public presentations.

IV. STUDY SESSION

Cerritos College Accreditation Update

A. Dr. Frank Mixson, Accreditation Faculty Co-Chair provided an Accreditation update. He described the purpose of Accreditation and the four major Standards. In spring 2012, more than 50 faculty, managers and staff began developing outlines to address 140 subsections and over 575 questions for the institutional self evaluation. Dr. Mixson also gave overviews of the timeline for the spring 2014 Accreditation site team visit and recent ACCJC actions and trends in major areas. There are four possible commission actions after the site team visit; reaffirm Accreditation, issue warning, impose probation and order show cause. He expects that the college's Accreditation status will be reaffirmed. Ms. Avalos thanked Dr. Mixson for his presentation.

Student Success Initiatives: Review of Progress

B. Dr. Reece provided an update of Cerritos College student success initiatives and described the "7 Circles" of the Strategic Plan; student engagement, teaching practices, academic infrastructure, instructional programs, support services, resource management, and campus leadership. He gave an overview of notable improvements in ARCC measures, and success and retention rates college wide, by college mission areas and by divisions and departments. He stated that nearly all race and ethnicity groups are improving and that women tend to outperform men with both genders showing improvement. Dr. Reece shared data regarding writing, math and reading readiness for incoming students that indicate little improvement. This indicates that student success isn't increasing because entering students have higher level skills, success is occurring at Cerritos College because it has been focused on student success for the past seven years. The college needs to accelerate this trend and keep it moving forward by implementing the 7 Circles into all college units, with the assistance and support of campus leadership and the Board. Ms. Avalos thanked Dr. Reece for his presentation.

Strategic Plan and College Goals

C. Dr. Schilling provided an update on the college's Strategic Plan and College Goals. She described the culture shift in higher education, the challenges students face, and how Cerritos College is addressing those challenges with its plan and goals. In the past, the laissez-faire principle or "hands off" approach was prevalent in

higher education. Community colleges have moved away from this approach and Dr. Schilling stated that according to results from the Research & Planning Group for California Community Colleges (RP Group) study, students are more likely to succeed when they are directed, focused, nurtured, engaged, connected, and valued. She shared data on basic skills levels and transfer level percentages and stated that the California Community Colleges Chancellor's Office appointed a Student Success Task Force in January 2011 to develop a strategic blueprint to help community college students succeed. In January 2012, the California Community Colleges Board of Governors approved the Task Force recommendations. She stated that the 7 Circles were developed after discussion and feedback from the spring 2012 Strategic Planning Retreat, and the college goals were modeled after the 7 Circles. Dr. Schilling emphasized the importance of celebrating student success, early intervention and continuous assessment of student needs. She described the biggest challenges for the college and the Board to avoid derailing of progress and to reshape conversation. After extensive discussion regarding the importance of effective enrollment management practices and strategic planning, Ms. Avalos thanked Dr. Schilling for her informative and helpful presentation.

V. CLOSED SESSION

The Board adjourned to closed session at 8:22 p.m.

VI. RECONVENE

The Board reconvened at 9:05 p.m.

Read Out

Mr. Arthur reported that in closed session the Board of Trustees took action to deny a request for an unpaid leave of absence and approved the non-renewal of an academic employment contract for Employee 1010431. The Board of Trustees authorized the Vice President of Human Resources/Assistant Superintendent to provide notice to the employee prior to March 5, 2013. The vote for approval was unanimous.

VII. ADJOURNMENT

The Board adjourned in memory of civilians Monica Quan and Keith Lawrence, Riverside Police Officer Michael Crain, and San Bernardino County Sheriff's Deputy Jeremiah MacKay at 9:05 p.m.

VIII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, February 20, 2013 at 6:30 p.m.

Carmen Avalos, Board Vice President

Dr. Sandra Salazar, Board Secretary

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CERRITOS [illegible]EGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES FEBRUARY 20, 2013

I. CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources, Faculty Senate President and a CSEA representative.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Mr. Drayer.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the minutes of the regular meeting of January 16, 2013. The vote for approval was 6-0-1; Dr. Hughlett abstained (student advisory vote: aye).

B. It was moved by Mr. Drayer and seconded by Mr. Arthur to approve the minutes of the regular meeting of February 6, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. PUBLIC PRESENTATIONS

There were no public presentations.

V. INSTITUTIONAL PRESENTATIONS

ACCJC Recommendations Regarding Boards

A. Dr. John Nixon, ACCJC Associate Vice President gave a presentation about Accreditation and the roles and responsibilities of trustees. He gave an overview of the purposes, process and Standards for Accreditation. Regional Accreditation provides quality assurance to the public that an institution is achieving its mission, gives credibility to degrees and credentials awarded to students, and stimulates institutional improvement through evaluation, planning and implementation. It is also a requirement for any public institution to receive federal funding. Dr. Nixon provided a summary of the comprehensive review process and described the role and duties of ACCJC commissioners. He stated that it is essential for an institution to conduct ongoing internal quality review and quality improvement processes to determine whether it is achieving its mission. Dr. Nixon shared data about the number of colleges on sanction from January 2009 through January 2014 and noted that the only category with an increase in frequency was deficiencies in the Board.

Dr. Nixon stated that trustees must provide mission-directed leadership and ensure high performance of the Board and the college. The Board establishes the college mission and from that mission, staff develops strategic goals and methods of achieving them. The Board sets policies (the "what") and delegates responsibility to implement and administer (the "how") those policies to the CEO without interference and holds him/her accountable for the operation of the college.

Dr. Nixon explained that trustees must act as a whole through coherent action and direction, and not as individuals with separate

elopment programs and new trustee orientations, self-evaluation and assessment processes, and code of ethics are established to ensure a climate of trust and respect. He stated that the only entity with the power to regulate inappropriate trustee conduct is the Board. Dr. Nixon also discussed the importance of a positive partnership between the Board and the President/Superintendent.

The Board thanked Dr. Nixon for his presentation.

VI. CONSENT AGENDA

It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the consent agenda. Mr. Drayer requested that item G be considered separately. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):

G. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve item G:

Budget Extensions and Budget Transfers, as attached.

Mr. Drayer asked for the definitions of budget extensions and budget transfers. Ali Delawalla, Director of Fiscal Services explained that budget extensions are necessary to allocate new revenue to existing budgets. Budget transfers are reappropriations of existing funds from one account to another. The vote for approval was unanimous (student advisory vote: aye).

A. Provide Compensation to Board Member for Absence from a Board Meeting, as attached.

B. New Course Offerings and Modifications to Curriculum, as attached.

C. Economic and Workforce Development Responsive Training Fund Grant, as attached.

D. Faculty Stipends for Workshop Facilitation and Development of Directed Learning Activities, as attached.

E. Faculty Stipends for Center for Teaching Excellence Workshops, as attached.

F. Consideration of Approval of Notice of Completion for Bid #1112-13, Physical Science Swing Space AV/IT, as attached.

G. This item was considered separately.

H. Contracts:

Services
NEW

1. City College of San Francisco
   Responsive Training Fund Green Dealerships Grant
   Center for Advanced Transportation Technology
   To enter into an agreement with City College of San Francisco to fulfill requirements as partner and sub-grantee for the Responsive Training Fund (RTF) Green Dealerships Grant. The District was awarded a grant from the California Community College Chancellor's Office of

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Development. As sub-grantee, City College of San Francisco will survey dealerships, collect data, enhance and review curriculum, redesign courses, train instructors, and market specified courses offered at Cerritos College. For period November 15, 2012 through January 31, 2014. Total cost not to exceed $185,000.00 with funding to come from the EWD RTF Green Dealerships Grant.

I. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2012-2013 Academic Year, as attached.

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

K. Request for Unpaid Leave of Absence, as attached.

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for December 3, 2012 and January 28, 2013.

B. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the Quarterly Fiscal Status Report for the Quarter Ending December 31, 2012, as attached. The vote for approval was unanimous (student advisory vote: aye).

C. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Community Education Specialist/Kids College Short-Term Hourly Positions, as attached. The vote for approval was unanimous (student advisory vote: aye).

VIII. REPORTS

A. Board of Trustees

Dr. Hughlett stated that he attended the Chinese New Year Celebration on February 16 at the Cerritos Senior Center. Dr. Jim Chang and Cindy Yen Chen, long-time supporters of Cerritos College, were honored at the event.

Dr. Liu stated that she is working with Dr. Johnson, the San Diego State University Confucius Institute and Rio Hondo College to host the International Cultural Event scheduled for Thursday, March 21 at 7:00 p.m. in the Student Center. A group of top-ranked artists from China will be performing and she encouraged everybody to attend.

Ms. Avalos stated that she attended the February 19 Downey Unified School District Board of Education meeting with Mr. Drayer and Assemblymember Cristina Garcia. There was substantive dialogue about state funding for K-12 education, Adult Education and community colleges at the meeting. Ms. Avalos stated that many local areas are holding elections and shared that there is a South Gate City Council Candidate Forum scheduled for Monday, February 25 from 6:30 p.m. to 8:30 p.m. in the South Gate Municipal Auditorium. The forum will be hosted by the League of Womens Voters and Patch.com, and televised by Time Warner.

Dr. Salazar stated that she attended Assemblymember Garcia's swearing-in celebration on February 9 with Dr. Lacy, Mr. Drayer and Ms. Avalos.

he, Dr. Hughlett and Steve Richardson attended the Cerritos Chamber State of the County Luncheon on February 14. Supervisor Don Knabe was a presenter at the event. Mr. Arthur also stated that prior to the luncheon, he was approached by James Watson from Komputers 4 R Kids. Mr. Watson thanked him profusely for receiving surplussed computers from Cerritos College and sent him a thank you letter for the college.

Mr. Drayer proudly displayed his Cerritos College diploma. He stated that he attended the February 19 DUSD Board of Education meeting and that he worked closely with Dr. Wendy Doty, retiring DUSD Superintendent, to realign district voting areas. He noted that Dr. John Garcia, who will begin serving as the DUSD superintendent in April, grew up just four blocks away from him.

B. Faculty and Staff Leadership

Mr. Chester stated that he appreciated Dr. Nixon's presentation and that he hopes the trustees paid close attention. He asked Dr. Nixon about a trustee's action to appoint a designee to attend Faculty Senate meetings and they both agreed it was inappropriate. Mr. Chester requested that the Board address this matter as it is responsible for regulating its members.

Mr. Kyllingstad stated that Dr. Nixon's presentation was very informative.

C. President/Superintendent and Vice Presidents

Dr. Johnson distributed copies of Counseling workshop schedules for spring and summer, which are also posted online.

Dr. Gularte stated that Human Resources is working with college units to align staffing with the Strategic Plan in order to better meet the college's goals and focus on students and their success. Professional development for employees is a topic for review and several management training sessions have been conducted this semester.

Dr. Schilling stated that she appreciated the opportunity to present information about the Strategic Plan, College Goals and student success to the Board on February 13. She distributed information about the workshop offered by the California Community Colleges' Success Network (3CSN) and RP Group regarding successful completion agenda programs that is scheduled for Friday, February 22 in LC 155 (Teleconference Center). Dr. Schilling also stated that the college recently hosted a workshop regarding open source materials.

Mr. El Fattal stated that the Board approved a resolution on January 16 to authorize the issuance of a $15 million tax and revenue anticipation note (TRAN). The college will receive this amount on March 1, providing much needed funds to help offset upcoming cash deferrals imposed by the state. Mr. El Fattal briefed the Board on the monthly budget update they received.

Dr. Lacy stated the term "scorecard" will become more common as it refers to the new performance reporting system not previously available in the ARCC. She will be attending the Bellflower State of

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hursday, February 21 and will give the welcome at the Black History Program event on Friday, February 22. Dr. Lacy congratulated Cerritos College students Vannaren Long and Amanda Perez for being recognized as members of the 2013 Phi Theta Kappa All-California Academic Team. She also stated that the National League for Nursing Accrediting Commission conducted a site visit last week and the team was very complimentary of the college's nursing program. Dr. Lacy concluded her report by stating that Paul Steenhausen from the Legislative Analyst's Office will be visiting the college on Wednesday, March 6.

IX. CLOSED SESSION — The Board adjourned to closed session at 9:04 p.m.

X. RECONVENE — The Board reconvened at 9:31 p.m.

Read Out — Dr. Hughlett reported that in closed session the Board of Trustees approved the employment of Thomas H. Gallivan as Captain, Campus Police Services on Grade 28, Step 5 of the Management and Confidential Salary Schedule ($7,579.00 per month), effective February 25, 2013. The vote for approval was unanimous.

Read Out — Mr. Drayer reported that in closed session the Board of Trustees approved an amendment to the contract for employment of Dr. Stephen B. Johnson as Vice President of Student Services/Assistant Superintendent to extend the term of employment from June 30, 2013 to June 30, 2015. The vote for approval was unanimous.

XI. ADJOURNMENT — The Board adjourned at 9:32 p.m.

XII. NEXT REGULAR MEETING — The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 6, 2013 at 6:30 p.m.

Marisa K Perez

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: February 20, 2013

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

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. Bob Hughlett's absence and that he be compensated for the regular meeting of January 16, 2013.

OVERVIEW

Trustees may be compensated for absences from scheduled Board meetings if the reason for absence is jury duty, school business, hardship acceptable to the Board, and illness.

ANALYSIS

Dr. Hughlett missed the regular meeting of January 16, 2013 due to illness.

FINANCIAL IMPLICATIONS

No financial impact.

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs/Assistant Superintendent

DATE: February 20, 2013

SUBJECT: **Consideration of Approval of New Courses Offerings and Modifications to Curriculum**

RECOMMENDATION

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

OVERVIEW

The attached modifications require approval by the Board of Trustees.

ANALYSIS

All modifications were approved at Curriculum Committee meetings as indicated in the attached document.

FINANCIAL IMPLICATIONS

None.

Attachment

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of February 20, 2013

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	ENGL 72 Introduction to College Writing and Reasoning Units: 5.0 Class hours: 5.0 Lecture/1.0 Lab Prerequisite: An English Placement score in ENGL 20 or ENGL 52 or the completion of ENGL 15 or ENGL 20 with a grade of Pass or "C" or higher. Corequisite: None Recommendation: None	As an alternative to the English 20 and English 52 sequence, this accelerated course develops the student's ability to write essays to varying length and complexity effectively through the writing process. Essay projects integrate critical thinking, analytical reading, multiple modes of college writing, and beginnings of library research in preparation for English 100.	January 24, 2013
New	Liberal Arts	ESL 4 ESL Grammar, Reading and Writing 4 Units: 4.0 Class hours: 4.0 Lecture/1.0 Lab Prerequisite: Qualifying score on the ESL placement test for ESL 4 or completion of ESL 3 with a grade of Pass or "C" or higher. Corequisite: None Recommendation: None	This is a high-intermediate course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of intermediate-level grammar and introduces students to critical reading and writing at the paragraph level. Capitalization rules, punctuation, and sentence variety will also be taught along with continued emphasis and practice in listening and speaking and an academic context.	January 24, 2013
New	Liberal Arts	ESL 5 Grammar, Reading, and Writing 5 Units: 4.0	This is a low-advanced course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of advanced-level grammar, critical reading and thinking, paragraph and short	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Class hours: 4.0 Lecture/1.0 Lab Prerequisite: Qualifying score on the ESL placement test for ESL 5 or completion of ESL 4 with a grade of "C" or higher Corequisite: None Recommendation: None	essay writing. Punctuation rules, sentence variety, and academic vocabulary will also be taught along with continued emphasis and practice in listening and speaking in an academic context.	
New	Liberal Arts	ESL 37 TOEFL Preparation Course Units: 3.0 Class hours: 3.0 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course is intended to prepare students for the TOEFL (Test of English as a Foreign Language) test, which is a requirement for international students entering a North American college or university. The test measures proficiency and academic skills of non-native English speakers at the university level. Students will review and master each of the language skills on the test to perform academic tasks in listening, speaking, reading, and writing. Students will also learn test-taking strategies and take TOEFL simulation tests to gain experience and confidence leading to better test results. Although this is a comprehensive study course for the exam, it will help prepare all English language learners for taking college and university-level courses.	January 24, 2013
New	Liberal Arts	SPCH 236A Forensics Activity 1 Units: 3.0 Class hours: 3.0 Lecture/1.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Provides training and supervised preparation for participating in collegiate competitive and non-competitive speech activities, such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at one or more forensics tournaments (held on weekends).	January 24, 2013
New	Liberal Arts	SPCH 236B Forensics Activity 2	Provides intermediate training and supervised preparation for participating in collegiate competitive speech activities, such	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Units: 3.0 Class hours: 3.0 Lecture/1.0 Lab Prerequisite: SPCH 236A or equivalent with a grade of Pass of "C" or higher Corequisite: None Recommendation: None	as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends).	
New	Liberal Arts	SPCH 236C Forensics Activity 3 Units: 3.0 Class hours: 3.0 Lecture/1.0 Lab Prerequisite: SPCH 236B or equivalent with a grade of Pass or "C" or higher	Provides advanced training and supervised preparation for participating in collegiate competitive speech activities, such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at two or more forensics tournaments (held on weekends).	January 24, 2013
New	Liberal Arts	SPCH 236D Forensics Activity 4 Units: 3.0 Class hours: 3.0 Lecture/1.0 Lab Prerequisite: SPCH 236C or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	Provides advanced training and supervised preparation for participating in collegiate competitive speech activities such as debate, public speaking and oral performance of literature. Requires coaching hours outside of the classroom and participation in interscholastic competition at three or more forensics tournaments (held on weekends).	January 24, 2013
New	Technology	WELD 260L Gas Tungsten Arc Welding (GTAW) Aerospace Certification Laboratory Units: 2.0 Class hours: 4.0 Laboratory Prerequisite: WELD 250L or	This is an advanced welding course using the Gas Tungsten Arc Welding (GTAW) process. This course is designed to develop the skills needed to be successful within the aerospace industry. Emphasis is placed on GTAW of various types and thickness of materials commonly used in the aerospace industry.	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		equivalent with a grade of Pass or "C" or higher. Corequisite: None Recommendation: None		
Modification	Fine Arts	ART 188 Design for Desktop Publishing	Title and Description change.	January 24, 2013
Modification	Health Physical Education and Athletics	PE 104 Introduction to Kinesiology	Approved for UC elective credit by University of California.	January 24, 1013
Modification	Liberal Arts	Speech Certificate of Completion	Deletion of the original forensics courses and implementation of new forensics curriculum.	January 24, 2013
Modification	Liberal Arts	Communication Studies Transfer AA Degree	Deletion of the original forensics courses and implementation of new forensics curriculum.	January 24, 2013
Modification	Business, Humanities and Social Sciences	AJ 102 Concepts of Criminal Law	Changes were made pursuant to recommendations by the C-ID committee to match the state descriptor.	January 24, 2013
Modification	Business, Humanities, and Social Sciences	AJ 105 Community Relations	Changes were made pursuant to recommendations by the C-ID committee to match the state descriptor.	January 24, 2013
Modification	Business, Humanities, and Social Sciences	AJ 107 Introduction to Corrections, Probation and Parole	Changes were made pursuant to recommendations by the C-ID committee to match the state descriptor.	January 24, 2013
Modification	Business, Humanities, and Social	AJ 220 Criminal Investigation	Changes were made pursuant to commendations by the C-ID committee to match the state descriptor.	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
	Sciences			
Modification	Business, Humanities, and Social Sciences	PSYC 241 Introduction to Psychobiology	Students who met the prerequisite are likely to receive a satisfactory grade in the target course.	January 24, 2013
Modification	Technology	WELD 240L Intermediate Gas Tungsten Arc Welding Laboratory	The Welding Department is revising many of our laboratory classes to adjust to the rapidly changing industry, as well as the need of the students. The department has altered this course and adjusted the laboratory assignments to enhance student success. The assigned projects will allow the student maximum lab time in preparation for various Gas Tungsten Arc Welding (GTAW) applications. The primary focus for this course is to learn and develop the necessary welding skills using the GTAW process in order to stay competitive within this ever changing industry. Special emphasis is placed on welding a variety of ferrous and non-ferrous metals in various positions and thickness. Upon completion of the course, students will become more valuable and marketable in the very competitive Gas Tungsten Arc Welding industry.	January 24, 2013
Modification	Technology	WELD 250L Advanced Gas Tungsten Arc Welding Applications	The Welding Department is revising many of our laboratory classes to adjust to the rapidly changing industry, as well as the need of the students. The department has altered this course and adjusted the laboratory assignments to enhance student success. The assigned projects will allow the student maximum lab time in preparation for various Gas Tungsten Arc Welding (GTAW) applications. The primary focus for this course is to learn and develop the necessary welding skills using the GTAW process in order to stay competitive within this ever changing industry. Special emphasis is placed on welding a variety of ferrous and non-ferrous metals in various positions and thickness, as well as focusing on welding the root bead for high pressure pipe welding applications. Upon completion of the course, students will	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
			become more valuable and marketable in the very competitive Gas Tungsten Arc Welding industry. Complete Catalog Description	
Deletion	Health, Physical Education and Athletics	PE 100 Introduction to Physical Education and Sport	This course was replaced by Introduction to Kinesiology.	January 24, 2013
Deletion	Health Physical Education and Athletics	PE 113 Professional Activities for Co-Ed Sports I	This course has not been taught in over 15 years and has been replaced by other newer courses.	January 24, 2013
Deletion	Liberal Arts	SPCH 236 Forensics for One Tournament	Creating new forensic curriculum to be in compliance with potential repeatability issues and eliminating the TBA portion of forensics. Further, the new curriculum will provide sequential courses that will allow students to move forward and explore forensics topics in more depth than the current curriculum which does not allow for true identification of returning students. The new curriculum will allow for clear guidelines and expectations of students who are participating at different levels of forensics competition.	January 24, 2013
Deletion	Liberal Arts	SPCH 237 Forensics for Two Tournaments	Creating new forensic curriculum to be in compliance with potential repeatability issues and eliminating the TBA portion of forensics. Further, the new curriculum will provide sequential courses that will allow students to move forward and explore forensics topics in more depth than the current curriculum which does not allow for true identification of returning students. The new curriculum will allow for clear guidelines and expectations of students who are participating at different levels of forensics competition.	January 24, 2013
Deletion	Liberal Arts	SPCH 238 Forensics for Three Tournaments	Creating new forensic curriculum to be in compliance with potential repeatability issues and eliminating the TBA portion of forensics. Further, the new curriculum will provide	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
			sequential courses that will allow students to move forward and explore forensics topics in more depth than the current curriculum which does not allow for true identification of returning students. The new curriculum will allow for clear guidelines and expectations of students who are participating at different levels of forensics competition.	
Deletion	Liberal Arts	SPCH 239 Forensic Workshop	Creating new forensic curriculum to be in compliance with potential repeatability issues and eliminating the TBA portion of forensics. Further, the new curriculum will provide sequential courses that will allow students to move forward and explore forensics topics in more depth than the current curriculum which does not allow for true identification of returning students. The new curriculum will allow for clear guidelines and expectations of students who are participating at different levels of forensics competition.	January 24, 2013
Inactivation	Fine Arts	ART 144 Jewelry/Metalsmithing	This course hasn't been taught in the last five years and no longer meets the needs of the program.	January 24, 2013
Inactivation	Fine Arts	ART 145 Jewelry Casting and Molds	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 160 Life Sculpture	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 163 The Techniques of Sculpture	This course hasn't been taught in the last five years and no longer meets the need of the program	January 24, 2013
Inactivation	Fine Arts	ART 180 Calligraphy I	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 181 Calligraphy II	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24,2013
Inactivation	Fine Arts	ART 183 Introduction to Illustration	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Fine Arts	ART 183A Commercial Brush Lettering	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 183B Copperplate Calligraphy	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 189L Computer Graphics Lab	This course hasn't been taught in the last five years and no longer meets the need of the program	January 24, 2013
Inactivation	Fine Arts	ART 190 Animation Principles	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 194 Multimedia Design	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 197 Digital Painting	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 3012
Inactivation	Fine Arts	ART 198 Motion Graphics	This course hasn't been taught in the last five years and no longer meets the need of the program	January 24, 2013
Inactivation	Fine Arts	ART 237 Life Painting	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 238 Special Studies in Painting	This course hasn't been taught in the last five years and no longer meets the need of the program	January 24, 2013
Inactivation	Fine Arts	ART 239 Portrait Painting	This course hasn't been taught in the last five years and no longer meets the need of the program	January 24, 2013
Inactivation	Fine Arts	ART 246 Jewelry Design Fabrication	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 248 Hollow Forming Jewelry Processes	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Fine Arts	ART 264 Sculpture-Stonecarving	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Fine Arts	ART 287A Letter Arts	This course hasn't been taught in the last five years and no longer meets the need of the program	January 24, 2013
Inactivation	Fine Arts	ART 278B Roman Calligraphy	This course hasn't been taught in the last five years and no longer meets the need of the program.	January 24, 2013
Inactivation	Liberal Arts	ENGL 15 Beginning Writing for Native English Speakers	This course will now be offered through AED.	January 24, 2013
Inactivation	Liberal Arts	ESL 1 ESL Grammar, Reading and Writing	A version of this course will now be offered through AED.	January 24, 2013
Inactivation	Liberal Arts	ESL 2 ESL Grammar, Reading, and Writing	A version of this course will now be offered through AED.	January 24, 2013
Inactivation	Liberal Arts	ESL 100 ESL Advanced Writing and Grammar	Since several changes need implementation for ESL 100, including the title, course number, transfer code, basic skills status, and its CB21 coding, inactivating it is necessary. The new course, ESL 4, will replace the former ESL 100. Although the course outline for ESL 4 will remain the same as ESL 100, the title, course number, transfer code, basic skills status, and its CB21 coding will be different.	January 24, 2013
Inactivation	Liberal Arts	ESL 200 ESL Advanced Writing and Grammar	Since several changes need implementation for ESL 200, including the title, course number, transfer code, basic skills status, and its CB21 coding, inactivating it is necessary. The new course, ESL 5, will replace the current ESL 200. Although the course outline for ESL 5 will remain the same as ESL 200, the title, course number, transfer code, basic skills status, and its CB21 coding will be different.	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Liberal Arts	SPCH 31 Communication Disorders	This course has not been taught in several years and there are no plans to teach it in the near future.	January 24, 2013
Inactivation	Technology	WMT 154 Introduction to Cabinet Installation	This course was written in 2004 and has never been offered for two reasons: 1) the topic is covered in other classes (WMT 151, 153, 250, 252, and sometimes 268), and 2) the logistics of running the class are very difficult to create: it requires a large number of existing cabinets and a place in which to install them. This may occur on a job site, but is virtually impossible to do in a school setting.	January 24, 2013
Inactivation	Technology	WMT 171 Introduction to Wooden Boat Building	This course has not been taught in over 12 years, partly due to lack of demand and mainly due to the lack of an instructor. It has some relevancy to furniture making in its use of curves and wood bending, but not enough to offer the course in the foreseeable future. It has no relevancy to cabinetmaking.	January 24, 2013
Inactivation	Technology	WMT 241 Special Topics in Handtools	WMT 241, Special Topics in Handtools, was introduced in 2008. Between 2008 and 2012, it was offered four times; three different topics were covered. With the upcoming loss of course repeatability, it will be necessary to break WMT 241 into multiple classes in order to offer students the various topics. Therefore, we are deactivating the WMT 241 and creating four new courses.	January 24, 2013
Inactivation	Technology	WMT 251 Advanced Faceframe Cabinetmaking	This course is the third in a series of courses covering faceframe cabinetmaking. While the topics are relevant, they are above and beyond what is necessary for a student to become a professional cabinetmaker. In addition, there has never been enough demand for the class in order to fill it and it was removed from the cabinetmaking certificate/degree requirements several years ago.	January 24, 2013
Inactivation	Technology	WMT 253 Advanced 32Mm System of Cabinetmaking	This course is the third in a series of courses covering 32mm-system cabinetmaking. While the topics are relevant, they are above and beyond what is necessary for a student to become a professional cabinetmaker. In addition, there	January 24, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
			has never been enough demand for the class in order to fill it and it was removed from the cabinetmaking certificate/ degree requirements several years ago.	
Inactivation	Technology	WMT 281 Advanced Computer Operations for Cabinetmaking and Design	This course is the advanced counterpart of WMT 181, covering Cabinet Vision software for cabinet design, and has not been offered in at least eight years. We have found that WMT 181 covers enough of the software program to preclude the need for WMT 281.	January 24, 2013

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Steve Richardson, Executive Director of Foundation & Community Advancement

PREPARED BY: Jannet Malig, Director of Advanced Transportation Technologies Project

DATE: February 20, 2013

SUBJECT: **Consideration of Approval of Economic and Workforce Development Responsive Training Fund Grant**

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Economic and Workforce Development Responsive Training Fund grant, Energy Efficiency Standards – Automotive Dealerships in the amount of $316,497 for the time period November 15, 2012 through January 31, 2014.

OVERVIEW

Cerritos College will serve as the fiscal agent for this project. Cerritos College, in conjunction with the City College of San Francisco, will provide green technology and energy efficiency training to incumbent workers at automotive dealerships in the northern and southern regions of the state.

ANALYSIS

The specific goals of this project will be undertaken through a two-point strategy. Initially, project staff will need to adapt an existing model for energy-efficiency training to a new audience of end-users; that is, those outside of the construction field. This will require industry-partner coordination to facilitate the specific needs of the automotive sector at the dealership level. Secondly, the revised curriculum will need to be piloted to incumbent workers and evaluated for content appropriateness and applicability in serving a more general audience. Upon evaluation, courses will be redeveloped, as appropriate, and a model will be in place which can be replicated to a broader audience, including other incumbent workers or students who wish to enter green career technical occupations.

It is projected that approximately 100-125 incumbent workers will be trained through this 15-month project. Incumbent workers will be recruited through dealer members of the three partnering dealer associations. In Southern California, SMCDA has 76 franchise dealers in its membership and GLANCDA has 130 franchise dealers in its membership. In Northern California, SVADA has 61 franchise dealer members. It is anticipated that 2-3 individuals from each participating dealership will undertake energy-efficiency training. This will provide a model for curriculum development of energy-efficiency training to a broader population of end users, including students; particularly those who seek training in green job growth sectors.

Instructional Salaries	$13,800
Non-Instructional Salaries	$28,600
Employee Benefits	$12,424
Supplies and Materials	$7,000
Other Operating Expenses and Services	$242,500
Indirect Cost	$12,173
Total Grant Awarded:	$316,497

FINANCIAL IMPLICATIONS

There will be no cost to the District.

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Bryan Reece, Dean, Academic Success and Institutional Effectiveness

PREPARED BY: Dr. Francie Quaas-Berryman, Developmental Ed. Coordinator

DATE: February 20, 2013

SUBJECT: **Consideration of Approval of Faculty Stipends for Workshop Facilitation and for Development of Directed Learning Activities during the Spring 2013 Semester.**

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for Facilitation of the Teaching and Learning Modules, facilitation of CTX workshops, and development of Directed Learning Activities (DLAs) during the spring 2013 semester.

OVERVIEW

The College Committee on Developmental Education has sponsored several projects that support the long-term plan developed in response to the California Basic Skills Initiative.

ANALYSIS

During the spring 2013 semester, faculty will participate in the on-going development of Directed Learning Activities (DLAs), innovative curriculum that will delivered in the Success Center. Faculty will also facilitate the three 9-week modules that make up the Teaching and Learning Certificate Program, and faculty will facilitate workshops offered through the newly established Center for Teaching Excellence (CTX).

FINANCIAL IMPLICATIONS

No general funds will be used for this stipend. Basic Skills Initiative funds will be utilized for this expenditure. The following faculty members will earn stipends not to exceed the amounts listed below:

Bartikofsky, Irving	$100	Lopez, Monica	$1000
Belroy, Barbara	$450	Lovejoy, Nicole	$1000
Cagnolatti, Damon	$1000	Lykissas, Alexandra	$1600
Cole, Erin	$600	Moyer, Sarah	$300
Fischer, Anna	$750	Robertson, Charles	$100
Flores-Salcido, Dahlia	$1000	Simmons, Samantha	$750
Greene, Chad	$1000	Spradlin, Nancy	$1500
Grigorieff, Annette	$300	Tashima, John	$1500
Herrera, Veronica	$1000		

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Bryan Reece, Dean, Academic Success and Institutional Effectiveness

PREPARED BY: Dr. David Betancourt, Center for Teaching Excellence Coordinator

DATE: February 20, 2013

SUBJECT: **Consideration of Approval Stipends for Center for Teaching Excellence Workshops Taking Place Spring 2013**

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for Center for Teaching Excellence Workshops taking place Spring 2013.

OVERVIEW

The Center for Teaching Excellence has been charged with supporting the College Strategic Goals in three of its seven areas:

Goal 1: (Student Engagement) Engaged students are invested in their education and take responsibility for their success. Cerritos College will provide relevant services, activities, and programs that inspire student engagement

Goal 2: (Teaching Practices) Cerritos College will promote effective teaching practices informed by pedagogical expertise, collaboration, reflective self-assessment, and integration of classroom technology to facilitate student engagement and achievement of educational goals.

Goal 7: (Campus Leadership) Cerritos College will continuously improve the quality of leadership through education, assessment, and collaboration that will empower employees to foster student success.

ANALYSIS

During the Spring 2013 semester, between January 14, 2013 and May 24, 2013, faculty will participate in conducting workshops that will be delivered in the Center for Teaching Excellence.

FINANCIAL IMPLICATIONS

Funds from the Center for Teaching Excellence budget will be utilized for this expenditure. The following presenters are to receive stipends:

Timothy Juntilla	$100
Stephanie Rosenblatt	$100
Charles Robertson	$100
Crystal Kirch	$600
Susan Fuschetto	$100
Michelle Lewellen	$100
Veronica Herrera	$100

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CERRITOS COLLEGE

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Mr. David El Fattal, Vice President of Business Services
PREPARED BY:	Mr. Mark B. Logan, Director of Purchasing
DATE:	February 20, 2013
SUBJECT:	**Consideration of Notice of Completion for Bid# 1112-13, Physical Science Swing Space AV/IT**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Notice of Completion for Western Audio Visual for the Physical Science Swing Space AV/IT project at Cerritos Community College District as presented.

OVERVIEW

The District issued a contract to Western Audio Visual on July 18, 2012. 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 substantially complete on December 3, 2012. 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 $426,196.53 which was paid by the G.O. Bond.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVE, pursuant to the provisions of Section §9200 – §9208 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: Physical Science Swing Space AV/IT, **Bid #1112-13** contract for the doing of which was heretofore entered into on the **18th day of July , 2012** which contract was made with **Western Audio Visual**, contract number **#C12-1014**, as contractor; that said improvements were completed on the **3rd day of December , 2012**, and accepted by formal action of the governing board of said DISTRICT on the **20th day of February, 2013**; that title to said property is vested in the **CERRITOS COMMUNITY COLLEGE DISTRICT** of Los Angeles County, California; that the surety for the above named contractor is **SureTec Insurance Company.**

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Noorali Delawalla, Director of Fiscal Services

DATE: February 20, 2013

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

Pages 1 and 2 are the budget transfers between major account classifications for the Unrestricted and Restricted General Funds. These transfers are self-balancing and have no effect on the ending balance.

Page 3 is the General Fund contingency transfers totaling $173,545. This reduces the health and welfare budget which resulted from lowering of the medical insurance cap effective January 1, 2013, due to the Faculty bargaining unit agreement. This budget reduction adds to savings from health and welfare concession of Management, Confidential and the Board of Trustees that are already reflected in the current budget.

Page 4 reflects the total revenue budget of $126,484 from Federal, State and Local funding. There is an expenditure budget adjustment to set up diploma revenue from 2011-12.

FINANCIAL IMPLICATIONS

Additional Federal, State and Local revenue totaling $125,309 ($126,484 - $1,175) have been appropriated and budgeted.

Attachments

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BUDGET TRANSFERS FOR FEBRUARY 20, 2013

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	(3,036)
EMPLOYEE BENEFITS	$	(2,264)
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	(45,441)
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(50,741)**

TO		
ACADEMIC SALARIES	$	23,806
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	5,531
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	21,404
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**50,741**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Eleven (11)

Divisions/Departments/Programs:
Academic Affairs; Library & Learning Resource Center; Science, Engineering, and Math; Technology; Student Support Services

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BUDGET TRANSFERS FOR FEBRUARY 20, 2013

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	(249,550)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(249,550)**

TO		
ACADEMIC SALARIES	$	102,600
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	60,450
EMPLOYEE BENEFITS	$	19,228
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	63,872
CAPITAL OUTLAY	$	3,400
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**249,550**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:
Basic Skills; Title IV Administrative Cost Allowance

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BUDGET TRANSFERS FOR FEBRUARY 20, 2013

01.0 FUND - CONTINGENCY TRANSFERS

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	(173,545)
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(173,545)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
CONTINGENCY	$	173,545
TOTAL	$	**173,545**

Transfers: To reduce the health and welfare budget which resulted from lowering of the medical insurance cap effective January 1, 2013, due to the Faculty bargaining unit agreement.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
Business Education; Fine Arts & Community; Health Occupations; Humanities & Social Sciences; Liberal Arts; Physical Education & Athletics; Science, Engineering, and Math; Child Development Center; Technology

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APPROPRIATION TRANSFER ANALYSIS FOR FEBRUARY 20, 2013

Revenue Budget

00000.0-00300-02220-8890-6120000 (01.0 Fund) Local - Library & Learning Resource Center To allocate income for photocopier supplies.	$	15,000
00000.0-00400-02220-8890-6120000 (01.0 Fund) Local - Library & Learning Resource Center To allocate income for media films.		135
00000.0-00000-70008-8820-0000000 (01.3 Fund) Local - Next General Learning Challenges Grant To set up budget for 2012-13 for academic stipend, adult hourlies and associated fringe benefits.		11,744
00000.0-00000-71120-8150-0000000 (01.3 Fund) Federal - Title IV Administrative Cost Allowance To set up allocation for 2012-13 for adult hourlies and associated fringe benefits, consulting services, travel, contracted services, advertising, non capitalized equipment, membership.		99,605
Total Revenue Budget	$	126,484

Expenditure Budget

00000.0-00000-03100-4590-6450000 (01.0 Fund) Student Services To set up revenue received from fees for additional copies of diplomas from 2011-12.	$	1,175
Total Expenditure Budget	$	1,175

TO:	Board of Trustees
FROM:	Dr. Linda L. Lacy, President/Superintendent
REVIEWED BY:	Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent
PREPARED BY:	Dr. Adriana Flores-Church, Director of Human Resources/Risk Management
DATE:	February 20, 2013
SUBJECT:	**Consideration of Approval of Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2012-2013 Academic Year**

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of temporary and/or substitute hourly faculty personnel as needed for the 2012-2013 academic year and as presented on the attached list.

OVERVIEW

The attached list of Temporary and/or Substitute Hourly Faculty Personnel is submitted for approval of employment.

ANALYSIS

The Office of Human Resources has received and completed the processing of employment request forms for the employment of temporary and/or substitute hourly faculty personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resources cleared the individuals for employment.

FINANCIAL IMPLICATIONS

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

Attachment

FACULTY PART-TIME
2012 - 2013 ACADEMIC YEAR

I. FACULTY HOURLY - ACADEMIC AFFAIRS

Reemployed

Name		Discipline	Salary Placement	Rate
Loera	Claudia	Counselor - Teacher Trac	C2	43.10

II. FACULTY HOURLY - BUSINESS EDUCATION/HUMANITIES/SOCIAL SCIENCES

Reemployed

Name		Discipline	Salary Placement	Rate
Ferguson	Melissa	Psychology	B5	60.33

New Hires

Name		Assignment	Salary Placement	Rate
Deering	Mark	Philosophy	A1	48.83
Deluna	Daniel	History	A1	48.83
Granillo	Linda	Education	A1	48.83
Tsuhako	Joy	Sociology	A1	48.83
Vincent	Matthew	Psychology	A1	48.83

III. FACULTY HOURLY - COMMUNITY, INDUSTRY & TECHNOLOGY EDUCATION

New Hires

Name		Assignment	Salary Placement	Rate
Ortiz	Luis	Adult Education	A1	48.83

IV. FACULTY HOURLY - FINE ARTS/COMMUNICATIONS

Reemployed

Name		Discipline	Salary Placement	Rate
Piotrowski	Casey	Theatre Arts	B5	60.33
Salazar	Hector	Music	B5	60.33
Stahl	Christine	Theatre Arts	B4	57.46
Williams	Brad	Theatre Arts	B5	60.33

New Hires

Name		Discipline	Salary Placement	Salary Rate
Board	Nathan	Music	A1	48.83
Bunn	Anita	Photography	A1	48.83
Chenette	Claire	Music	A1	48.83
Tsuno	Devon	Art	A1	48.83

V. FACULTY HOURLY - HEALTH OCCUPATIONS

Reemployed

Name		Discipline	Salary Placement	Salary Rate
Rogers	Elsa	Clinical Nursing	B1	48.83
Spicer-Cadger	Deborah	Clinical Nursing	B5	60.33

VI. FACULTY HOURLY - LIBERAL ARTS

Reemployed

Name		Discipline	Salary Placement	Salary Rate
Vanciu	Alina	English	B4	57.46

New Hires

Name		Discipline	Salary Placement	Salary Rate
Olague	Mark	English	A2	51.71

VII. FACULTY HOURLY - PHYSICAL EDUCATION/ATHLETICS

New Hires

Name		Discipline	Salary Placement	Salary Rate
Garcia	Mecedes	Physical Education	A1	48.83

VIII. FACULTY HOURLY - SCIENCE, ENGINEERING AND MATHEMATICS

New Hires

Name		Discipline	Salary Placement	Salary Rate
Cheung	Kwun	Physics	A1	48.83
Komine	Justine	Physics	A1	48.83

IX. FACULTY HOURLY - TECHNOLOGY

Reemployed

Name		Assignment	Salary Placement	Salary Rate
Duncan	Christopher	Plastics	B4	57.46
Koford	Brian	Woodworking	B5	60.33

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent

PREPARED BY: Dr. Adriana Flores-Church, Director of Human Resources/Risk Management

DATE: February 20, 2013

SUBJECT: **Consideration of Approval and/or Ratification of Employment of Classified, Short-Term, Substitute, and/or Student Hourly Personnel**

RECOMMENDATION

It is recommended that the Board of Trustees approve and/or ratify the employment of classified, short-term, substitute, and/or student hourly personnel as presented on the attached list.

OVERVIEW

The attached list of classified, short-term, substitute, and/or student hourly personnel is submitted for approval and/or ratification of employment.

ANALYSIS

The Office of Human Resources has received and completed the processing of Employment Request forms for the employment of classified, short-term, substitute, and/or student hourly personnel as indicated on the attached list.

All requirements for employment processing have been completed and the Office of Human Resources has cleared the individuals for employment.

FINANCIAL IMPLICATIONS

No additional financial effect. This is budgeted in the General Fund. Some positions are Categorically or Specially funded as indicated.

Attachment

EMPLOYMENT OF C[Return to Table of Contents]TERM, SUBSTITUTE, AND/OR S[illegible]ERSONNEL

I. Classified Employment

Administrative Secretary II, Grade 34 Step 4 + L2, ($4,637.00 per month) effective February 11, 2013:
Nora Laredo (Academic Affairs)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Cano - Lanuza, Jose*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Flores, Estella*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Montalvo, Cecilia*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Oladipupo, Brittany*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Taylor, Jessica*	Aide-Special (Special Education)	$8.00/hr (1)	01/14/13
Cruz, Israel Jr.*	Aide-Special (Tutor)	$8.00/hr (1)	01/17/13
Huang, David*	Aide-Special (Tutor)	$8.00/hr (1)	01/17/13
Dussault, Victoria*	Clerk	$8.64/hr	08/25/12
Cuevas, Saul	Instructional Aide I	$9.56/hr (1)	01/14/13
Dunston, Karlina*	Instructional Aide I	$9.56/hr (1)	01/02/13
Huang, David*	Instructional Aide I	$9.56/hr (1)	01/17/13
Paulsen, Brittany*	Instructional Aide I	$9.56/hr (1)	01/02/13
Peng, Natalie	Instructional Aide I	$9.56/hr (1)	01/02/13
Moran, Susan*	Intermediate Clerk	$9.56/hr	01/25/13
Munguia, Monica*	Intermediate Clerk	$9.56/hr	01/02/13
Alpenia, Elaine	Student Activities Clerk	$9.56/hr	01/01/13
Medallo, Aljen	Student Activities Clerk	$9.56/hr	01/07/13
Nelson, Linda	Student Activities Clerk	$9.56/hr	01/01/13
Powers, Patricia	Student Activities Clerk	$9.56/hr	01/01/13
Quick, Kay	Student Activities Clerk	$9.56/hr	01/01/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: February 20, 2013

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Reyes, Dolores	St	$9.56/hr	01/01/13
Thiel, Joan	Student Activities Clerk	$9.56/hr	01/01/13
Walczak, Elizabeth	Student Activities Clerk	$9.56/hr	01/01/13
Berber, Jorge	Custodian	$9.76/hr	07/01/12
Peng, Natalie	Aquatics Specialist	$10.11/hr	01/14/13
Vela, Yuriria	Aquatics Specialist	$10.11/hr	01/14/13
Neff, Steven	Campus Security Officer	$10.53/hr	07/01/12
Price, Drue	Campus Security Officer	$10.53/hr	07/01/12
Lay, Phally**	Division Secretary Clerk	$10.53/hr	01/02/13
Celestine, Allegra	Secretary	$11.34/hr	01/14/13
Adnan, Hajra*	Instructional Aide II	$12.81/hr (1)	07/01/12
Avila, Analicia	Instructional Aide II	$12.81/hr (1)	01/01/13
Jones, Morris	Instructional Aide II	$12.81/hr (1)	01/01/13
Mullins, Caitlin	Instructional Aide II	$12.81/hr (1)	11/25/12
Ozan, Daniel	Instructional Aide II	$12.81/hr (1)	01/01/13
Wang, Jin	Instructional Aide II	$12.81/hr (1)	09/25/12
Villalta-Solis, Joshua**	Recreational Activity Specialist	$13.65/hr	12/18/12
Hernandez, Benjamin**	Program Facilitator	$13.79/hr	07/01/12
Rojas De Mejia, Mary**	Program Facilitator	$13.79/hr	01/07/13
Mullins, Caitlin	Special Populations Coordinator	$16.41/hr	01/28/13
Puente, Miriam*	Cont. Ed. Specialist (Recreation)	$16.84/hr	12/18/12
Carrillo, Rosa	Community Education Specialist	$29.15/hr	01/14/13
Crum, Anjanette	Community Education Specialist	$29.15/hr	01/14/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: February 20, 2013

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George, Patty	C[illegible]list	$29.15/hr	01/14/13
Griffin, April	Community Education Specialist	$29.15/hr	01/14/13
Hill, Shelia	Community Education Specialist	$29.15/hr	01/14/13
Hurtado, Henrietta	Community Education Specialist	$29.15/hr	01/14/13
Mariani, Ilva	Community Education Specialist	$29.15/hr	01/14/13
Mata, Pilar	Community Education Specialist	$29.15/hr	01/14/13
McLaughlin, Patrick	Community Education Specialist	$29.15/hr	01/14/13
Mondaca, Frances**	Community Education Specialist	$29.15/hr	01/14/13
Nunez, Maria**	Community Education Specialist	$29.15/hr	01/14/13
Pereira, Paula	Community Education Specialist	$29.15/hr	01/14/13
Sanchez, Marisol**	Community Education Specialist	$29.15/hr	01/14/13
Sanchez, Sandra**	Community Education Specialist	$29.15/hr	01/14/13
San Nicolas, Kathleen**	Community Education Specialist	$29.15/hr	01/14/13
Shah-Williams, Nishi	Community Education Specialist	$29.15/hr	01/14/13
Tucker, Jazmine**	Community Education Specialist	$29.15/hr	01/14/13
Tunnell, Claudia E. Leguizamon **	Community Education Specialist	$29.15/hr	01/14/13
Greenberg, Lauren*	ASL Interpreter – Instruction Support	$41.00/hr	11/10/12
Castro, Kevin	ASL Interpreter – Instruction Support	$41.00/hr	01/14/13
Baird, Erin	Interpreter Certified	$41.00/hr	01/01/13
Chrisco, Tiffanie	Interpreter Certified	$41.00/hr	02/01/13
Gonzales, David*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	01/14/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: February 20, 2013

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent

PREPARED BY: Dr. Adriana Flores-Church, Director of Human Resources/Risk Management

DATE: February 20, 2013

SUBJECT: **Consideration of Approval and/or Ratification of Request for Unpaid Leave of Absence: Dr. Jaclyn Ronquillo-Adachi, Instructor (Psychology Department)**

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. Jaclyn Ronquillo-Adachi's request for a 100% unpaid leave of absence due to child bonding reasons for the period of February 15, 2013, through May 24, 2013.

OVERVIEW

Dr. Jaclyn Ronquillo-Adachi, Instructor (Psychology Department) has requested a 100% unpaid leave of absence due to child bonding reasons.

ANALYSIS

Dr. Ronquillo-Adachi has submitted a request for a 100% unpaid leave of absence due to child bonding reasons for the period February 15, 2013, through May 24, 2013. Ms. Rachel Mason, Instructional Dean of Business/Humanities/Social Science, and Dr. Joanna Schilling, Vice President of Academic Affairs/Assistant Superintendent, have reviewed and recommended approval of Dr. Ronquillo-Adachi's leave request.

FINANCIAL IMPLICATIONS

No additional cost.

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Noorali Delawalla, Director of Fiscal Services

DATE: February 20, 2013

SUBJECT: **Consideration of Approval of Quarterly Fiscal Status Report for the Quarter Ending December 31, 2012**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Quarterly Report (CCFS-311Q) as of December 31, 2012. This report represents a snapshot of our financial situation as of December 31, 2012. Our unrestricted fund financial situation as of December 31, 2012 is as follows: Our Year-to-Date Actuals cash receipts exceed current year expenditures by $4,961,900 and the ending cash balance excluding borrowed funds in the Unrestricted General Fund was a positive $11,233,901.

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 (Attachment #1). The Board of Trustees must review and approve this form at a regular meeting.

Section I shows a multi-year trend of Unrestricted General Fund Revenue, Expenditure and Fund Balance.

Section II shows a multi-year trend of Annualized Attendance Full Time Equivalent Student (FTES).

Section III Total General Fund Cash Balance (Unrestricted and Restricted) compares actual cash flow over a four-year period. This information can be useful in predicting possible cash flow problems.

Section IV compares year-to-date revenues received versus expenditures.

Section V provides the Chancellor's Office with information relative to the status of negotiations.

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 addresses any fiscal problems that the District faces in the current and subsequent year.

Attachment #2 is a graph showing "required contingency" versus "actual general fund cash balance".

FINANCIAL IMPLICATIONS

As presented above.

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CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (810) CERRITOS

Quarter Ended: (Q2) Dec 31, 2012

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

Line	Description	As of June 30 for the fiscal year specified: Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,600,539	86,724,775	80,793,064	82,357,516
A.2	Other Financing Sources (Object 8900)	0	0	0	191,248
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	86,600,539	86,724,775	80,793,064	82,548,764
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	80,537,484	82,742,081	79,830,325	84,237,946
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,997,028	5,917,324	700,941	508,747
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	86,534,512	88,659,405	80,531,266	84,746,693
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	66,027	-1,934,630	261,798	-2,197,929
D.	**Fund Balance, Beginning**	11,585,566	11,651,593	9,716,963	9,978,761
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	11,585,566	11,651,593	9,716,963	9,978,761
E.	**Fund Balance, Ending (C. + D.2)**	11,651,593	9,716,963	9,978,761	7,780,832
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.5%	11%	12.4%	9.2%

II. Annualized Attendance FTES:

G.1	**Annualized FTES (excluding apprentice and non-resident)**	18,076	17,562	17,132	16,079

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

		As of the specified quarter ended for each fiscal year: 2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		28,076,372	22,001,376	11,233,901
H.2	Cash, borrowed funds only		0	0	5,200,000
H.3	Total Cash (H.1+ H.2)	31,479,238	28,076,372	22,001,376	16,433,901

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	76,488,149	82,357,516	40,123,331	48.7%
I.2	Other Financing Sources (Object 8900)	0	0	191,248	
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	76,488,149	82,357,516	40,314,579	49%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	83,527,808	84,237,946	35,350,617	42%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	508,747	508,747	2,062	0.4%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	84,036,555	84,746,693	35,352,679	41.7%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	-7,548,406	-2,389,177	4,961,900	
L	Adjusted Fund Balance, Beginning	9,978,761	9,978,761	9,978,761	
L.1	**Fund Balance, Ending (~~C+J~~ (K+L))**	2,430,355	7,589,584	14,940,661	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	2.9%	9%		

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V. Has the district settled any employee contracts durir

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2012-13			636,375		195,000			
Year 2: 2013-14			824,242		195,000			
Year 3: 2014-15			859,787		195,000			
b. BENEFITS:								
Year 1: 2012-13			78,656		25,000			
Year 2: 2013-14			101,876		25,000			
Year 3: 2014-15			106,270		25,000			

** 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.

The District agreed to provide the Faculty Bargaining Unit a 5% increase effective January 1, 2013 and an additional 2% increase effective July 1, 2013 in exchange for eliminating the pro-rata pay rate for teaching summer assignments. In conjunction, the faculty bargaining unit agreed to a reduced annual CAP on Health and Welfare benefits from $24,208 to $18,420. This premium sharing outcome will result in savings of $194,000 in 2012-13 and ongoing annual savings of $366,000 in subsequent years. Due to the successful passage of Proposition 30, workload restoration of $653,000 annually will be utilized to offset the salary increase.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? **YES**

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

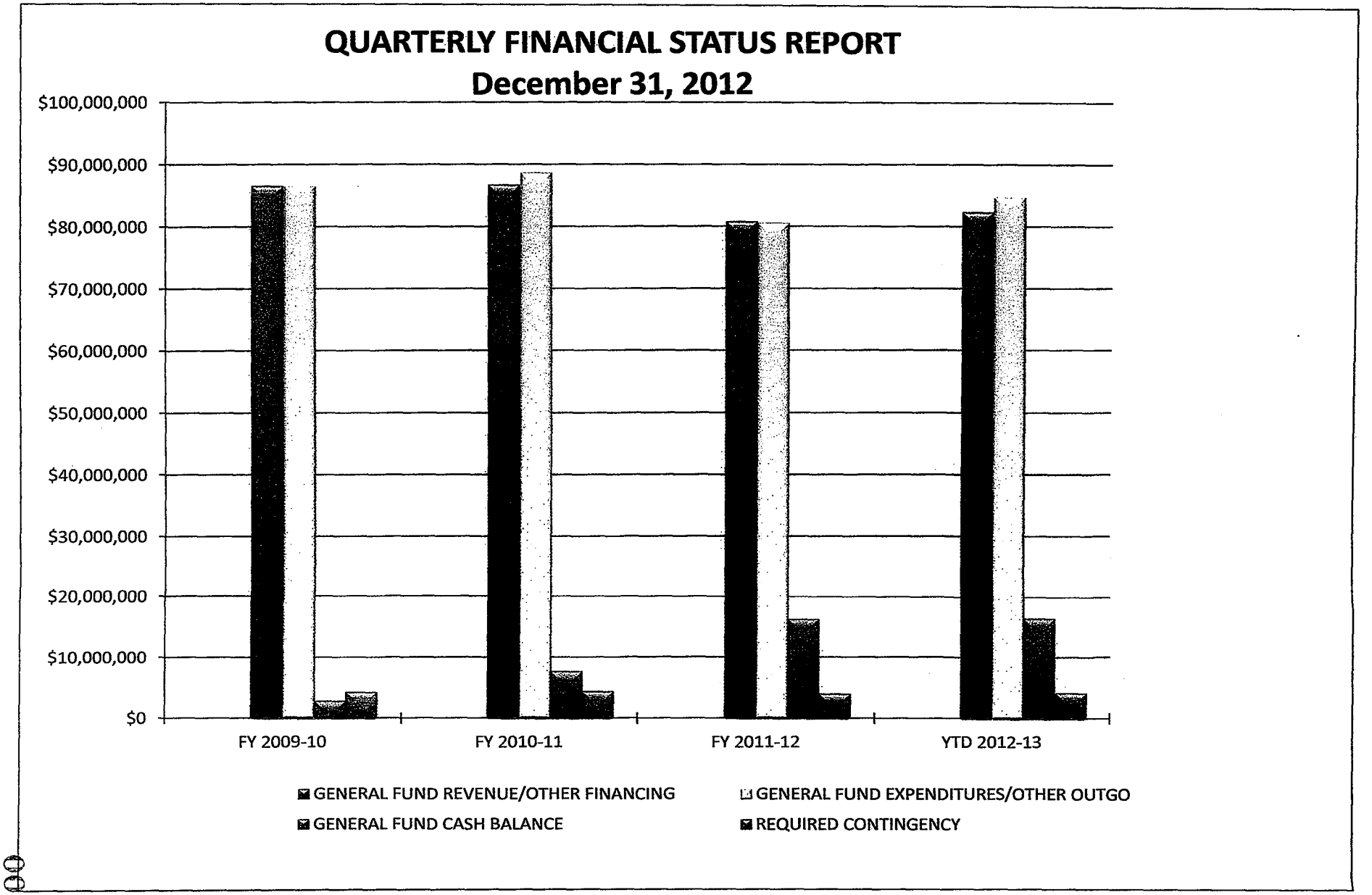
The successful passage of Proposition 30 resulted in additional revenue of $5,215,314 plus $653,919 in workload restoration to our General Apportionment Revenue.

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

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

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Attachment # 2



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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent

PREPARED BY: Dr. Adriana Flores-Church, Director of Human Resources/Risk Management

DATE: February 20, 2013

SUBJECT: **Consideration of Approval of Community Education Specialist/Kids College Short-Term Hourly Positions**

RECOMMENDATION

It is recommended that the Board of Trustees approve implementation of three Community Education specialist/Kids College Short-Term Hourly positions.

OVERVIEW

The Director of Community Education recommends implementation of these three Community Education Specialist/Kids College Short-Term Hourly positions to employ short-term hourly personnel according to their level of experience in the field. The Vice President of Academic Affairs/Assistant Superintendent, and the Vice President of Human Resources/Assistant Superintendent, reviewed and recommended approval of these positions.

ANALYSIS

Cerritos College Community Education department currently employs short-term hourly personnel to teach a variety of not for credit workshops and classes to members of the community. The recommended inclusion of the three Community Education/Kids College positions are three distinct short-term hourly classifications requiring different educational expertise and level of experience in the Kids College Program. Short-term hourly personnel hired into these positions will be required to meet the minimum requirements.

FINANCIAL IMPLICATIONS

Funding comes from the short-term hourly budget already allocated to the Division.

Attachment

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CERRITOS COMMUNITY COLLEGE DISTRICT
Community Education Specialist I, II, III

REQUEST: The Director of Community Education recommends implementation of three additional Community Education Specialist short-term hourly positions, to employ short-term hourly personnel according to their educational expertise and level of experience working in the Kids College Program.

ANALYSIS: Cerritos College Community Education currently employs short-term hourly personnel to teach a variety of not for credit workshops and classes to members of our community. The recommended inclusion of three additional titles (Community Education Specialist I/Kids College, Community Education Specialist II/Kids College, and Community Education Specialist III/Kids College) as well as the job descriptions (examples of duties and Education and Experience) for all three Community Education Specialist positions are being requested to be added. These positions are distinct short-term hourly classifications based on educational expertise and level of experience in the Kids College Program (see attached). Short-term hourly hired for these positions will be required to meet the minimum requirements.

FINANCIAL IMPLICATIONS: Community Education is 100% funded by the registration dollars generated by the classes run by the department – there are no general funds or categorical funding for this department. Because our department is fully self-funded, there is no effect on the general fund.

CLASSIFICATION:	HOURLY RATE:
COMMUNITY EDUCATION SPECIALIST I/KIDS COLLEGE	$29.15
COMMUNITY EDUCATION SPECIALIST II /KIDS COLLEGE	$32.00
COMMUNITY EDUCATION SPECIALIST III/KIDS COLLEGE	$35.00

EXAMPLES OF DUTIES:

COMMUNITY EDUCATION SPECIALIST I/KIDS COLLEGE: Responsible for leading a not for credit workshop or class offered through Community Education. Duties include: preparing lesson plan for class/workshop, teaching the topic to the students registered on the day of the class, preparing all handouts for students, taking roll of students on the day of the class, accepting any same-day registrations from walk-in students (if space is available in the class), giving evaluations to students upon the end of the class or workshop, and turning in all materials (registrations, roster, evaluations) to the Community Education office upon completion of the class.

COMMUNITY EDUCATION SPECIALIST II/KIDS COLLEGE: All of the duties listed above for Community Education Specialist I/Kids College apply, as well as the additional following responsibilities: marketing of their workshops/classes in the community, so as to have increased enrollment into their classes.

COMMUNITY EDUCATION SPECIALIST III/ KIDS COLLEGE: All of the duties listed above for Community Education Specialist I/Kids College and Community Education Specialist II/Kids College apply, as well as the additional following responsibilities: train and/or mentor new instructors who will be teaching not for credit classes for Community Education.

EMPLOYMENT STANDARDS: EDUCATION AND EXPERIENCE

COMMUNITY EDUCATION SPECIALIST I/KIDS COLLEGE: An expert in the field they will be teaching. Definition of an expert in this case is someone with a high level of knowledge in their topic area (which they could demonstrate to the facilitator and/or director of Community Education). If the subject to be taught is an academic subject (e.g., math tutoring for kids, creative writing), the instructor needs to have a minimum of a Bachelor's degree in the field they will be teaching. They also need a minimum of two years of experience in the field in which they will be leading a kids' class or workshop.

COMMUNITY EDUCATION SPECIALIST II/KIDS COLLEGE: The minimum education and experience listed above for Community Education Specialist I/Kids College applies here, with these additional requirements: the instructor must be a credentialed teacher, which means holding a Bachelor's degree as well as a teaching credential. They must also have taught for a minimum of three years for Cerritos College Community Education.

COMMUNITY EDUCATION SPECIALIST III/KIDS COLLEGE: The minimum education and experience listed above for Community Education Specialist I/Kids College and Community Education Specialist II/Kids College applies here, with these additional requirements: The instructor must also have taught for a minimum of six years for Cerritos College Community Education.

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MARCH 6, 2013

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Hughlett.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the minutes of the special meeting of February 13, 2013. The vote for approval was 6-0-1; Ms. Perez abstained (student advisory vote: aye).

B. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the minutes of the regular meeting of February 20, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. PUBLIC PRESENTATIONS

There were no public presentations.

V. INSTITUTIONAL PRESENTATIONS
Employee of the Month

A. Dr. Lacy presented Kenneth "Rocky" Born with the Outstanding Classified Employee Award for the month of January 2013.

B. Maggie Cordero, Director of Pathway Programs/Project HOPE stated that Pathway Programs was awarded an Edison Grant in Fall 2012, which is sponsoring the Pathway Programs Robotics Club. She stated that the Robotics Club began in October and Julio Guzman, an instructor at Bellflower High School, teaches middle school students representing all of our local school districts. She stated that the following students placed in the Skills USA competition held on February 2, 2013:

1st Place	2nd Place	3rd Place
Mohammed Siddiqui	Jalen Nicolas	Xavier Valencia
Aadil Kher	John Nicolas	Jason Gonzalez

In addition, the top two teams have advanced to the State Skills USA Competition to be held in April in San Diego. The students will be competing in the high school category. The Board acknowledged the students for a job well done.

VI. CONSENT AGENDA

It was moved by Dr. Hughlett 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. Provide Compensation to Board Member for Absence from a Board Meeting, as attached.

B. Conference Request for Travel Outside the United States – Osaka, Japan, as attached.

C. Nominee for California Community College Classified Employee Awards, as attached.

D. Faculty Stipends through Assessment, Remediation and Retention for Registered Nursing Programs Grant, as attached.

E. Acceptance of Gifts, as attached.

F. Budget Extensions and Budget Transfers, as attached.

G. Contracts:

Services

NEW

1. Southland Motor Car Dealers Association (SMCDA)
   Partnership with Dealerships on Energy Efficient Needs
   Center for Advanced Transportation Technology
   To provide assistance to the District's Responsive Training Fund (RTF) Green Dealerships Grant Program Director to assist in the facilitation of partnerships with regional dealerships and dealer associations to evaluate the viability of energy efficiency training. For period November 15, 2012 through December 31, 2014. The District was awarded a RTF Green Dealerships Grant in the amount of $316,497.00. The total contract sum to SMCDA shall be for the not-to-exceed amount of $52,000.00 and will be allocated from the grant funds received.

H. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2012-2013 Academic Year, as attached.

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

J. Resignation Accepted by the President/Superintendent, as follows:

Added by addendum:

Brett Wheeler, Instructor (Business Ed/Humanities/Social Sciences Division), effective May 24, 2013

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for February 11, 2013.

B. As information, the Board book contained Associated Students Cerritos College (ASCC) Financial Report for the Period Ending June 30, 2012.

C. As information, the Board book contained Associated Students Cerritos College (ASCC) Financial Report for the Period Ending September 30, 2012.

D. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Resolution 13-06 to Adopt the Values and Guiding Principles of Public Procurement, as attached. Mark Logan, Director of Purchasing, provided an update on activities going on in Purchasing and stated that the resolution was being brought to the Board for consideration during "Purchasing Month." The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Bid #1213-04, Fire Alarm Group 4, as attached. The vote for approval was unanimous (student advisory vote: aye).

F. Ms. Perez opened discussion regarding the President/Superintendent's 2012-2013 Goals. Dr. Lacy indicated that there was a request by the Board to agendize this item to discuss the Early College pilot program. There was discussion about different aspects of the program, including the goals and recruitment process.

VIII. REPORTS

A. Board of Trustees

Dr. Liu stated that the Dagu Chinese cultural event will take place on Thursday, March 21 at 5:00 p.m. and invited everyone to attend and enjoy the show.

Dr. Hughlett stated that he attended several community events recently. He requested that further discussion regarding past Accreditation findings be agendized at a future meeting.

Mr. Macias stated that the Student Health Fee may increase from $16 to $19. He added that there has also been discussion of a $5 technology fee for students.

B. Faculty and Staff Leadership

Mr. Chester stated that Faculty Senate discussed the important yet difficult topic of the role of the classroom instructor in active shooter scenarios. He also stated that Faculty Senate has been discussing the possibility of a part-time faculty member at its table.

C. President/Superintendent and Vice Presidents

Dr. Johnson acknowledged the individuals on campus who have been working hard to ensure the Dagu event is a success. He stated that the Black History Event on February 22 was a very nice event. He concluded by thanking the Board for selecting a Captain of Campus Police Services.

Dr. Gularte stated that she along with the other vice presidents serve in various capacities throughout the state. She recently went to a State Chancellor's Office Consultation Council meeting where she shared information about Cerritos College and discussed key issues such as the Governor's budget, online learning, veterans' programs and military credit for service.

Dr. Schilling shared Teacher TRAC handouts that are being distributed at parent nights throughout the district. She thanked Mark Wallace for organizing a meeting with Paul Steenhausen, principal fiscal & policy analyst, Higher Education Section of the

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California Legislative Analyst's Office (LAO) and added that it was a very productive day.

Mr. El Fattal stated that staff is awaiting details on the impact of sequestration throughout the state.

Dr. Lacy stated that out of 2,189 bills presented, approximately 200 will have an impact on colleges. She stated that Proposition 39 is still very unclear as to how funds will be distributed. The college is paying close attention to the issue, as well as AB 283 which proposed a property tax backfill. She concluded by stating that she is looking forward to the Hall of Fame Awards and Dinner ceremony on Thursday, March 7.

IX. CLOSED SESSION

The Board adjourned to closed session at 7:20 p.m.

X. RECONVENE

The Board reconvened at 7:54 p.m.

Read Out

Dr. Liu reported that in closed session, the Board of Trustees authorized the Vice President of Human Resources/Assistant Superintendent to enter into a Memorandum of Understanding between the District and the California School Employees Association, Chapter 161, as presented in closed session, regarding bargaining unit members' Health and Welfare Benefits for Calendar Years 2013, 2014, and 2015. The vote for approval was unanimous.

XI. ADJOURNMENT

The Board adjourned at 7:55 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, March 20, 2013 at 6:30 p.m.

Marisa K Perez

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: March 6, 2013

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

RECOMMENDATION

It is recommended that the Board of Trustees approve Ms. Marisa Perez's absence and that she be compensated for the special meeting of February 13, 2013.

OVERVIEW

Trustees may be compensated for absences from scheduled Board meetings if the reason for absence is jury duty, school business, hardship acceptable to the Board, and illness.

ANALYSIS

Ms. Perez missed the special meeting of February 13, 2013 due to illness.

FINANCIAL IMPLICATIONS

No financial impact.

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: March 6, 2013

SUBJECT: **Consideration of Approval of Conference Request for Travel Outside the United States – Osaka, Japan**

RECOMMENDATION

It is recommended that the Board of Trustees approve a conference request for Dr. JoAnna Schilling, Vice President of Academic Affairs, to travel to Osaka, Japan from March 27 through April 5, 2013.

OVERVIEW

Board Policy 6900 – Travel states that all travel outside the United States requires approval by the Board of Trustees before the travel event takes place. The request must be accompanied by a complete explanation of the college business purpose to be served.

ANALYSIS

For the past five years, Cerritos College has had a close relationship with Osaka Jikei colleges in Japan. A group of Osaka Jikei students come to Cerritos each summer to take part in our Sports Medicine Program. The experience provides their students, and ours, with a more global perspective of education and medical advancement.

This spring Dr. JoAnna Schilling, Vice President of Academic Affairs, has been invited to represent Cerritos College at three Osaka Jikei graduation ceremonies with the purpose of enhancing the partnership between our colleges and emphasizing the importance of global cooperation in higher education.

FINANCIAL IMPLICATIONS

The cost for this conference will be paid for by the Osaka-Jikei College. There will be no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Carl Bengston, Dean of the Library and Special Programs

DATE: March 6, 2013

SUBJECT: **Consideration of Approval of Nominee for 2013 California Community College Classified Employee of the Year Awards**

RECOMMENDATION

It is recommended by the College Committee on Outstanding Classified Employee Selection that the Board of Trustees approve the nomination of Janice Cole for the 2013 California Community College Classified Employee of the Year Awards.

OVERVIEW

These annual awards honor 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 15th 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 California Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored with a cash award and plaque at the May Board of Governors meeting.

ANALYSIS

The College Committee on Outstanding Classified Employee Selection reviewed the list of previous winners from the Cerritos College Classified/Confidential Employee of the Month and Employee of the Year awards as well as other classified staff, and identified a short list of those individuals who best meet all of the criteria for the annual California Community Colleges Classified Employee of the Year Awards. Committee members then interviewed each of the candidates to gather additional information that could be used to support a nomination. At a special meeting on February 7, 2013, the Committee voted unanimously to forward the name of Janice Cole, College Foundation Secretary, to the Board of Trustees for nomination.

Janice is a graduate of Cerritos College and has been employed by the District since 1975, when she joined the classified staff as a full-time employee with the College Foundation in the Community Education Department. Janice continued her employment with the Foundation when it separated from Community Education in 1995, bringing her total years of service to date to 38 and placing her second on the District's classified employee seniority list. Her accomplishments and successes as a Cerritos College classified employee include coordinating and organizing for the past 28 years the annual Foundation Golf Tournament, the newly formed Hall of Fame, and Academic Excellence Awards Ceremony. Janice's history of service to the District extends beyond the college and into her community. She is a Women's Ministry Leader in her Bellflower church and uses her organizational skills to support a variety of charitable events and activities. She has also been an active member of the Lakewood/Long Beach chapter of the Autism Society. While there are many classified employees at Cerritos College who deserve this award, Janice truly stands out as exceptional, exceeding each and every criterion.

FINANCIAL IMPLICATIONS

None

COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

Name of Nominee: **Janice Cole** **38** years of service with the District

Note: Minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

1. **Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

   The mission of the California Community Colleges Board of Governors and the Chancellor's Office is to empower the community colleges through leadership, advocacy and support. The central mission of Cerritos College is to provide students with the map and the means to make their educational aspirations a reality.

   Janice Cole plays an important role in accomplishing that mission. She serves as the College Foundation Secretary has been an integral member of the Foundation Office staff for 38 years. Although she works behind the scenes in the Foundation, Janice is extremely proud of our students who have received scholarships. She is passionate about encouraging our students to pursue their educational goals and make better lives for themselves. Janice's professionalism, attention to detail, and positive attitude reflect her commitment and dedication to the success of our students and represent what's best about Cerritos College's classified staff and the California Community Colleges.

   The Cerritos College Foundation, a non-profit organization, serves as a charitable vehicle for the community, individuals, and alumni to assist with financial support of Cerritos College beyond that which state funding supports. It is the belief of the Foundation that the growth of Cerritos College must be fostered and supported for the institution to keep its rightful place as one of the finest community colleges in California. Janice shares that belief and has dedicated her career and herself to that end.

2. **Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** *Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.*

   After graduating from Bellflower High School, Janice enrolled as a student at Cerritos College. She graduated with an Associates of Arts degree in 1972. After graduating from Cerritos College, she was employed as a full-time classified employee in the Norwalk-La Mirada Unified School District for two years. She returned to Cerritos College in February 1975 where she was hired as a full-time classified employee in the Community Education Department which included the Foundation. The Foundation became a separated entity in 1995.

   Janice is the primary contact for the Foundation Office. She is responsible for maintaining every aspect of the financial systems for the Foundation. She takes pride in her work and has fostered a good working relationship with her colleagues. She is well respected by the campus staff and community. Janice's concern for the well-being of students and others is exemplary. Her conscientiousness about detail, history, finances and more serves everyone well, as do her insights, fairness, reliability, kindness, and commitment to excellence. She is always at least one step ahead of the requirements and is ready in an instant to support others. In addition, her personal attributes which include loyalty, honesty, and integrity are universally recognized and to be commended. She handles even the most chaotic situations with grace.

3. **Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.** *Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.*

Over the years, Janice's job has evolved. Her current job title is College Foundation Secretary and she maintains every aspect of the financial systems for the Foundation. Last year, the Cerritos College Foundation awarded $205,234 in academic and need-based scholarships to deserving students, and provided $1,135,465 to support various academic programs at the college. The Foundation Board of Directors meets every other month. Several members that serve on this board were recruited through her connections in the community. She provides administrative support to the Board of Directors and is the treasurer of the board. She has assisted with implementation of various capital campaigns including the Employee Giving Program, Southland/Cerritos College Center for Transportation Technologies, and Naming of Opportunities. She assists with the preparation of the Foundation Focus Newsletter.

In addition, she has been instrumental in coordinating and organizing the annual Foundation Golf Tournament for the past 28 years, the newly formed annual Hall of Fame and Academic Excellence Awards Ceremony. Other events that she previously organized and provided assistance for include the Community Education sponsored concerts and themed dinners, Monte Carlo Night, the annual Mega Mixer, 40th Anniversay Celebration, 50th Anniversary Gala, and Time Capsule Event to name a few.

Janice is respected campus wide and collaborates with different departments in various capacities. She has a wealth of knowledge and her opinion is valued by her colleagues. Janice has served on college shared governance committees, participated in Women's History Month events, participated in Crisis and Intervention Response (CAIR) training, has served on Accreditation subcommittees and is a member on two Hall of Fame selection subcommittees.

4. **Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** *Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.*

Janice is a product of and contributor to the community. She has been an active member in the Calvary Bellflower church for 44 years. She has served in the choir and as a Sunday School teacher. She has also served as the Women's Ministry Leader since 2006. She oversees a team of 8 women. The main purpose of the Women's Ministry is to create events that connect women with each other and the church so that they will become fully devoted. Its leadership team is firmly committed to encouraging and helping women to achieve their full potential. She is instrumental in organizing various charitable events and activities which include monthly breakfast for the homeless neighbors, the Annual Christmas Tea and Auction, and the Annual Women's Retreat. The monies raised from various fundraisers are used for missionary work around the world and given as scholarships to help woman with their needs. She has touched and made a difference in many women's lives. Over the years, Janice has also been an active participant in activities of the Autism Society (Long Beach/Lakewood Chapter).

5. **Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.**

Janice Cole has served Cerritos College for 38 years with distinction. She has always maintained an optimistic, friendly, warm, and good-humored outlook throughout her tenure at the college. She has played many roles in and contributed greatly to the evolution of Cerritos College.

Janice has touched many lives with her genuine interest in student success and pride in the institution. Those who have had the privilege of working beside her continue to strive to maintain her standard of excellence. Her unwavering commitment and dedication to the college is noteworthy. While there are many classified employees at Cerritos College who deserve this award, Janice truly stands out as exceptional, exceeding each and every criterion for this award.

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 15, TO:
(Note: If March 15 falls on a Saturday or Sunday, the deadline is the following Monday.)

California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, 4th Floor
Sacramento, California 95811-6549

* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

Marisa K Perez
Signature of Board of Trustees President

Marisa Perez
(Print Name)

Cerritos Community College District
Name of Community College District

COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor 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 15th 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. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee Janice Cole Date March 6, 2013

College Foundation Secretary
Job Title of Nominee

Cerritos College (Foundation Office), 11110 Alondra Boulevard, Norwalk, California 90650
Address, City, Zip Code

(562) 860-2451, extension 2526
Telephone

Cerritos Community College District
College District

Cerritos College 11110 Alondra Boulevard, Norwalk, California 90650
Address City Zip Code

Dr. Linda L. Lacy — (562) 860-2451, extension 2204
Name of District Chancellor/College President — Telephone

Disqualification warning: It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

Signature Required.

Signature of Nominator — (562) 860-2451, extension 2413 Contact Telephone Number — Carl Bengston (Print Name)

Cerritos College 11110 Alondra Boulevard, Norwalk, California 90650
Mailing Address City Zip Code

INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Linda Lacy, President/Superintendent

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs

PREPARED BY: Sandra Marks, Instructional Dean of Health Occupations

DATE: March 6, 2013

SUBJECT: **Consideration of Approval of Faculty Stipends through Assessment, Remediation and Retention for Registered Nursing Programs Grant**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends to nursing faculty members for work which will be performed January 15, 2013 – May 30, 2013 as stipulated in and funded by the Assessment, Remediation 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 an Assessment/Remediation Case Manager to assist students who do not meet the cut score on the pre-admission TEAS V assessment test in order to achieve readiness for the nursing program (this is a grant requirement)
- Provide support services, review courses, faculty workshops. software, and clinical simulation to support both clinical and didactic practice
- Provide resources to graduates to promote success on NCLEX-RN licensure examination

ANALYSIS

To maximize student success and strengthen retention, Spring 2013 activities will include scenarios and simulations designed to enhance clinical judgment and critical thinking. The Simulation Specialist is grant funded at $50 per hour for January through May 2013. Faculty workshops in Medication Calculation, Medical Spanish and Nursing Orientation Prep at $75 per hour will be offered. Faculty conducted NCLEX Review courses to maximize student success in passing the examination. The NCLEX Review course is grant funded for the Spring 2013 semester at $85 per hour for 40 hours.

To maximize remediation for pre-nursing students who are eligible for admission to the program but did not achieve the cut score on the TEAS V exam, the program will provide an Assessment/Remediation Case Manager. The Case Manager provides ongoing assessment and guidance for students who require remediation. The Case Manager analyzes individual test scores and meets with students to prepare an individualized remediation plan to assist students prepare for retesting and entry into the program.

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FINANCIAL IMPLICATIONS

Assessment/Remediation Case Manager and TEAS V testing functions are performed by:

- Kelli Brooks $3,000

Simulation Specialist 4 hrs/week for 15 weeks during the semester performed by:

- Alice Kusumoto $3,000

Faculty Workshops:

- Melodie Cooke $150
- Rebecca Orozco $150
- Rachel Natividad $300
- Lizette Veloz-Rendon $1,800

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

- Patty Riedel $680 (8 hours)
- Kelli Brooks $680 (8 hours)
- Rebecca Orozco $1,360 (16 hours)
- Keri Gonzales $680 (8 hours)

Stipends will be paid as work is completed. The Assessment, Remediation and Retention for Registered Nursing Programs Grant will be utilized for these expenditures. There is no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services DEF

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: March 6, 2013

SUBJECT: **Consideration of Acceptance of Gifts**

RECOMMENDATION

It is recommended that the gifts below be accepted on behalf of the College.

ANALYSIS

The following items have been received by the College as donations:

For use in the Machine Tool Technology Department:

- Aluminum Stock Remnants: 1,860 pounds

  Donated by: Weber Metals
  16706 Garfield Avenue
  Paramount, CA 90723

The estimated value of the above item is $1,300.00.

For use in the Woodworking Manufacturing Technology Department:

- Lumber: 100 board feet of 8/4 Beech, rough sawn

  Donated by: Strata Forest Products
  436 West Rialto Avenue
  Rialto, CA 92376

The estimated value of the above item is $325.00.

- Laminated Wood Panels: (15) 4 x 8 x 1-3/16" and (30) 4 x 10 x 1-3/16"
- Tables with Bases

  Donated by: Valentine Woodworks
  2761 Moore Avenue
  Fullerton, CA 92833

The estimated value of the above items is $3,875.00.

FINANCIAL IMPLICATIONS:

There is no cost to the District for the acceptance of these gifts.

BUDGET TRANSFERS FOR MARCH 6, 2013

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	(3,189)
CAPITAL OUTLAY	$	(7,000)
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(10,189)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	10,189
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**10,189**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Four (4)

Divisions/Departments/Programs:
Liberal Arts; Technology; Public Affairs

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BUDGET TRANSFERS FOR MARCH 6, 2013

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	(505,309)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
TOTAL	$	**(505,309)**

TO		
ACADEMIC SALARIES	$	202,597
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	131,557
EMPLOYEE BENEFITS	$	2,760
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	151,865
CAPITAL OUTLAY	$	12,770
PAYMENTS TO OR FOR STUDENTS	$	3,760
TOTAL	$	**505,309**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Twenty-one (21)

Divisions/Departments/Programs:
CTE Transitions; CalWORKS; Temporary Assistance for Needy Families; Advanced Transportation and Energy Initiative; Automotive Strategic HUBS Grant; Collaborative #4 Project with El Camino College as Fiscal Agent; El Camino H1B Federal Project; Non Credit Matriculation; Independent Living Program; Foster and Kinship Care Education; Partnering for Safety & Performance - Model Approach to Partnerships in Parenting Training; Title V- iFalcon; DOEd: Prekindergarten & Family Literacy Program; DOEd: General Childcare and Development Programs; DOEd: Child and Adult Care Food Program; Board Financial/ Assistance Program

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BUDGET TRANSFERS FOR MARCH 6, 2013

39.0 FUND - OTHER SPECIAL REVENUE FUND

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	(258,500)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(258,500)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	100,000
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	158,500
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**258,500**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
CITE Contract Ed

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BUDGET TRANSFERS FOR MARCH 6, 2013

41.0 FUND - CAPITAL OUTLAY PROJECTS FUND

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	(122,976)
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(122,976)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	1,186
OTHER CONTRACT EXPENSES AND SERVICES	$	121,790
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**122,976**

Transfers: Between object codes

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:
Construction Augmentation; Carry Over Capitalized Outlay Equipment; Technology Needs

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APPROPRIATION TRANSFER ANALYSIS FOR MARCH 6, 2013

Revenue Budget

00000.0-00000-71670-8629-0000000 (01.3 Fund) State - North Orange County Community College District - JDIF Close grant which ended in 06-30-12.	$	(65,638)
00000.0-00000-72600-8629-6190000 (01.3 Fund) State - CalWORKS Allocation was augmented for 2012-13. Budget was set up for adult hourly.		25,849
00000.0-00000-72610-8140-0000000 (01.3 Fund) Federal - Los Angeles County Deaprtment Social Services Set up budget for 2012-13 for adult hourly, counselor part time and its associated fringe benefit; non instructional supply.		90,000
00000.0-00000-75720-8140-0000000 (01.3 Fund) Federal - Temporary Assistance for Needy Families Allocation was augmented for 2012-13. Budget was set up for adult hourly.		7,631
00000.0-00000-75300-8629-0000000 (01.3 Fund) State - Enrollment Growth for Associated Degree Nursing Program Set up budget for 2012-13 for academic part time, academic stipend pay, adult hourly, instructional aide and its associated fringe benefit; supply; travel; finger printing; non capitalized equipment		335,000
00000.0-00100-76600-8629-0000000 (01.3 Fund) State - Advanced Transportation and Energy Initiative Set up budget for 2012-13 for administrative salary and its associated fringe benefit; supply. This project was extended untill 12/31/2012.		54,279
00000.0-00000-76601-8629-0000000 (01.3 Fund) State - Automotive Responsive Training Partnership Set up budget for 2012-13 for adult hourly and its associated fringe benefit; supply; mileage; contracted services; non capitalized equipment. This project was extended until 12/31/2012.		33,806

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APPROPRIATION TRANSFER ANALYSIS FOR MARCH 6, 2013

Revenue Budget

00000.0-00100-76602-8629-0000000 (01.3 Fund) State - Automotive Strategic HUBS Grant Allocation was augmented for 2012-13. Budget was set up for contracted services	$	15,000
00000.0-00000-70770-8620-0000000 (01.3 Fund) State - DOEd: Prekindergarten & Family Literacy Program Adjust budget for 2012-13. Allocated in supply.		(2,669)
00000.0-00000-70780-8620-0000000 (01.3 Fund) State - DOEd: General Childcare and Development Programs Adjust budget for 2012-13. Allocated in supply.		(5,522)
00000.0-00000-70790-8190-0000000 (01.3 Fund) Federal - DOEd: Child and Adult Care Food Program Increase budget to match projection in 2012-13. Allocated in instructional aide.		19,725
00000.0-00000-71631-8629-0000000 (01.3 Fund) State - Collaborative #4 Project with El Camino College as Fiscal Agent Increase budget for 2012-13. Allocated in academic part time and its associated fringe benefit; supply; travel; contracted services; finger printing.		109,072
00000.0-00000-71632-8629-0000000 (01.3 Fund) State - Collaborative # 5 Project with El Camino College as Fiscal Agent Set up budget for 2012-13 for administrative salary, classified, adult hourly, counselor part time and its associated fringe benefit; supply; travel; contracted services.		131,843
00000.0-00000-73420-8629-0000000 (01.3 Fund) State - Non Credit Matriculation Increase budget for 2012-13. Allocated in counselors part time and its associated fringe benefit.		3,303
00000.0-00000-75264-8890-0000000 (01.3 Fund) Local - Kaiser Foundation with our Foundation office as Fiscal Agent Set up budget for 2012-13 for adult hourly and its associated fringe benefit.		18,950

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APPROPRIATION TRANSFER ANALYSIS FOR MARCH 6, 2013

Revenue Budget

00000.0-00000-75800-8629-0000000 (01.3 Fund) State - Independent Living Program Increase budget for 2012-13. Allocated in administrative and adult hourly salary.	$	6,480
00000.0-00000-75900-8190-0000000 (01.3 Fund) Federal - Foster & Kinship Care Education Adjust budget for 2012-13. Allocated in adult hourly salary.		17,676
00000.0-00100-77670-8120-0000000 (01.3 Fund) Federal - Title V - iFalcon Set up budget for Year three as of 09/30/2012. Allocated in academic, classified and its associated fringe benefit; supply; contracted services.		85,192
00000.0-00000-77670-8120-0000000 (01.3 Fund) Federal - Title V - iFalcon Set up carry over budget of Year Three to Year Four in 2012-13. Allocated in academic salary and its associated fringe benefit; consulting; contracted services; advertising.		141,151
00000.0-00000-72560-8872-0000000 (39.0 Fund) Local - Physical Education Summer Swim Set up budget for 2012-13 for adult hourly and its associated fringe benefit.		33,677
Total Revenue Budget	$	1,054,805

FACUL ART-TIME
2012 - 2013 ACADEMIC YEAR

I. FACULTY HOURLY - BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Reemployed

Name		Discipline	Salary Placement	Rate
Sawday	Jennifer	Paralegal/Law	A4	57.46
Snyder	Mary	Court Reporting	B5	60.33

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EMPLOYMENT OF CL[illegible]TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Child Development Center Instructional Associate (Part-Time) Grade 3, Step 1 ($1,134.41/month) effective March 7, 2013:
Natalie Sandoval (Child Development Center)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Brodowski, Nolan*	Aide Special (Special Education)	$8.00/hr (1)	01/24/13
Romero Cardenas, Itzel	Aide-General (Laboratory)	$8.00/hr (1)	02/06/13
Castro, Jacqueline*	Clerk	$8.64/hr	02/01/13
Wade, Nija*	Clerk	$8.64/hr	01/25/13
Deth, Freada	Instructional Aide I	$9.56/hr (1)	01/14/13
Lavold, Katie*	Insturctional Aide I	$9.56/hr (1)	01/28/13
Padilla, Fanny*	Instructional Aide I	$9.56/hr (1)	12/17/12
Martinez, Claudia*	Intermediate Clerk	$9.56/hr	01/25/13
Moran, Susan	Intermediate Clerk	$9.56/hr	01/22/13
Remigio, Natalie*	Intermediate Clerk	$9.56/hr	01/02/13
Bonilla Tercero, Hengel	Custodian	$9.76/hr	07/01/12
Ruiz, Jenifer	Community Outreach Worker	$9.99/hr	02/06/13
Juliano, Olivia	Aquatics Specialist	$10.11/hr	01/14/13
Bleak, Paul*	Program Facilitator	$13.79/hr	02/25/13
Flores, Chris	Technical Director/Designer	$14.79/hr	02/06/13
Martinez III, Tony	Technical Director/Designer	$14.79/hr	02/06/13

* Categorically Funded
** Specially Funded

Woodward, Wenying	Cont. Ed. Specialist (Arts & Crafts)	$22.45/hr	02/06/13
Kim, Kyounghee	Cont. Ed. Specialist (Arts & Crafts)	$22.45/hr	02/06/13
Palmer, Diane**	Cont. Ed. Specialist (Cultural Arts)	$28.07/hr	01/25/13
Nunez, Norberto*	Community Education Specialist	$29.15/hr	01/14/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: March 6, 2013

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: March 6, 2013

SUBJECT: **Consideration of Approval of Resolution No. 13-06 to Adopt the Values and Guiding Principles of Public Procurement**

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 13-06 approving the District's support and adoption of the Values and Guiding Principles of Public Procurement during "Purchasing Month."

OVERVIEW

The National Institute of Governmental Purchasing (NIGP), in collaboration with key stakeholder organizations, has developed the Values and Guiding Principles of Public Procurement. The Values and Guiding Principles provide a foundation for the standards of practice for public procurement. These Values and Guiding Principles include *Accountability*, *Ethics*, *Impartiality*, *Professionalism*, *Service*, and *Transparency*.

ANALYSIS

The District's Purchasing Department, in its continuing effort to ensure best practices are followed, has evaluated various models and best practices to further expand upon the department's newly revised mission statement. Purchasing concludes that the Values and Guiding Principles attached hereto support the District's mission and add value to the college and the surrounding community by promoting, among other qualities, integrity, ethics, and transparency. Therefore, Purchasing is requesting the District formally adopt the Values and Guiding Principles during the month of March, also known as "Purchasing Month," to commemorate the department's support and adoption of these Values and Guiding Principles.

FINANCIAL IMPLICATIONS

No financial impact.

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT APPROVING THE ADOPTION OF THE VALUES AND GUIDING PRINCIPLES OF PUBLIC PROCUREMENT

WHEREAS, the Cerritos College Purchasing Department is committed to providing high caliber strategic educational and operational support for all departments within the college; and

WHEREAS, the Purchasing Department recognizes, supports, and practices the Values and Guiding Principles of Public Procurement established, in collaboration with key stakeholder organizations, by the National Institute of Governmental Purchasing (NIGP) as fundamental tenants of the public procurement profession; and

WHEREAS, these Values and Guiding Principles include *Accountability*, *Ethics*, *Impartiality*, *Professionalism*, *Service*, and *Transparency*, as more fully detailed on the attached exhibit; and

WHEREAS, these Values and Guiding Principles are based on three pillars: public trust, public service, and justice; and

WHEREAS, these Values and Guiding Principles establish fundamental norms, rules and ethics that represent what is desirable and affirmative for the public procurement profession and are consistent with the mission of the college; and

WHEREAS, the Cerritos College Purchasing Department has adopted these Values and Guiding Principles as its own standard for public procurement and best practice for all of its business units consisting of Purchasing, Warehouse, and Communications operations; and

WHEREAS, The month of March is known as "Purchasing Month" and aids to further expand awareness of the purchasing professionals' role to public officials, the general public, business and corporate leaders, and is celebrated around the world.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District hereby supports and approves the adoption of the Values and Guiding Principles as the standard for public procurement for the Cerritos College Purchasing Department, and hereby recognizes and congratulates the Purchasing Department during National Purchasing Month and commends their ongoing efforts to maintain public trust and uphold the highest level of standards.

ADOPTED, SIGNED, AND APPROVED by the Board of Trustees of the Cerritos Community College District this 6th day of March, 2013.

AYES: 7

NOES: 0

ABSENT: 0

Marisa Perez
President of the Board of Trustees of the Cerritos Community College District

Attested to:

Secretary of the Board of Trustees of the Cerritos Community College District

Values and Guiding Principles of Public Procurement

Accountability

Taking ownership and being responsible to stakeholders for our actions...essential to preserve the public trust and protect the public interest.

Principles:

- Apply sound business judgment.
- Be knowledgeable of and abide by all applicable laws and regulations.
- Be responsible stewards of public funds.
- Maximize competition to the greatest extent practicable.
- Practice due diligence.
- Promote effective, economic, and efficient acquisition.
- Support economic, social, and sustainable communities.
- Use procurement strategies to optimize value to stakeholders.

Ethics

Acting in a manner true to these values...essential to preserve the public's trust.

Principles:

- Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- Maintain consistency in all processes and actions.
- Meet the ethical standards of the profession.

Impartiality

Unbiased decision-making and action...essential to ensure fairness for the public good.

Principles:

- Be open, fair, impartial, and non-discriminatory in all processes.
- Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- Use sound professional judgment within established legal frameworks to balance competing interests among stakeholders.

Professionalism

Upholding high standards of job performance and ethical behavior...essential to balance diverse public interests.

Principles:

- Be led by those with education, experience, and professional certification in public procurement.
- Continually contribute value to the organization.
- Continually develop as a profession through education, mentorship, innovation, and partnerships.
- Develop, support, and promote the highest professional standards in order to serve the public good.
- Seek continuous improvement through on-going training, education, and skill enhancement.

Service

Obligation to assist stakeholders...essential to support the public good.

Principles:

- Be a crucial resource and strategic partner within the organization and community.
- Develop and maintain relationships with stakeholders.
- Develop collaborative partnerships to meet public needs.
- Maintain a customer-service focus while meeting the needs, and protecting the interests, of the organization and the public.

Transparency

Easily accessible and understandable policies and processes...essential to demonstrate responsible use of public funds.

Principles:

- Exercise discretion in the release of confidential information.
- Maintain current and complete policies, procedures, and records.
- Provide open access to competitive opportunities.
- Provide timely access to procurement policies, procedures, and records.

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Bid Recap # 1213-04, Fire Alarm Group 4

Contractor	Fire Alarm Group 4 Base Bid	Fire Alarm Group 4 Allowance	Fire Alarm Group 4 Total Base Bid	Alt 1 - Fire Watch
RDM Electric	$ 662,000.00	$ 25,000.00	$ 687,000.00	$ 30,500.00
Rancho Pacific Electric, Inc.	$ 663,400.00	$ 25,000.00	$ 688,400.00	$ 4,500.00
Brewster Electric	$ 709,250.00	$ 25,000.00	$ 734,250.00	$ 10,000.00
Minako America Corporation dba Minco Construction	$ 1,014,000.00	$ 25,000.00	$ 1,039,000.00	$ 15,000.00

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Administrative
VII.E

CERRITOS COMMUNITY COLLEGE DISTRICT

REVISED

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES MARCH 20, 2013

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Liu.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the minutes of the regular meeting of March 6, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. INSTITUTIONAL PRESENTATIONS

Employee of the Month

A. Dr. Lacy presented Danny Luna with the Outstanding Classified Employee Award for the month of February 2013.

Analysis of Measure CC Bond Program

B. Deborah Shepley of HMC Architects presented a high level overview of the current Facilities Master Plan. She stated that all community colleges are required to have a comprehensive facilities master plan and that the purpose is to develop recommendations for site and facilities improvements and to inform the public of the college's intentions. She provided an overview of the shared governance process that was utilized by Cerritos College to develop the plan. There were several questions from the Board, including questions regarding space for online classes, Measure CC versus Measure G bond construction projects, parking and sustainable design.

Mr. El Fattal then provided a brief history of the relationship between Bovis Lend Lease, Inc. and Cerritos College, a brief history of the relationship between Tilden-Coil Constructors and Cerritos College, including the executed agreement, a Bond program summary and a brief history of Measure CC projects. There was extensive discussion by the Board regarding the various topics. Ms. Avalos requested information on why a specific subcontractor was hired for construction of the Liberal Arts/DSPS building and requested a future agenda item to discuss best practices of the selection of contractors. The Board also requested more information regarding the college's labor compliance program. Ms. Perez thanked the presenters and added that the information was very helpful.

Draft Proposal of Construction Outreach Program

C. Dayne Brassard, Executive Vice President of Tilden-Coil Constructors discussed a proposed outreach program for local and minority prime contractors. He discussed the purpose, target area, strategies, and oversight. Ms. Perez emphasized the importance of reaching out to local communities so that local businesses thrive. Dr. Hughlett clarified that the outreach program is to increase the amount of minority and local business participation, yet the college is still obligated to move forward with the lowest bid. The Board requested that the item be brought forward at a future meeting for consideration.

V. PUBLIC PRESENTATIONS

There were no public presentations.

VI. CONSENT AGENDA

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

A. Conference Request for Travel Outside the United States – Reggio Emilia, Italy, as attached.

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

C. Perkins/VTEA Grant Honorarium, as attached.

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

E. Notice of Completion for Bid #1011-12, Gymnasium Seismic Retrofit Fire Sprinkler, as attached.

F. Budget Transfers, as attached.

G. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2012-2013 Academic Year, as attached.

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

I. Resignation Accepted by the President/Superintendent, as follows:

None

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for February 25, 2013.

B. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve the following contract:

Services
AMENDMENT

1. HMC Architects
   Learning Resource Center Roof Replacement and Closeout Services
   Physical Plant & Construction Services
   To provide architectural services for the Learning Resource Center roof replacement and additional closeout services for existing DSA project numbers that must be certified before the Phase II plan review. The contract term remains unchanged as open-term and ongoing until project completion. The cost will be $145,600.00 plus reimbursable expenses (e.g., printing, plotting, delivery, or additional services, etc.), as approved by District's Representative. Funding to be allocated from the GO Bond.

The vote for approval was unanimous (student advisory vote: aye).

C. It was moved by Mr. Arthur and seconded by Dr. Liu to approve Change Order No. 1 (Bid #1112-02, Category 03), JT Wimsatt Contracting Co., Inc., Liberal Arts/DSPS Building, as attached. The vote for approval was unanimous (student advisory vote: aye).

D. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Change Order No. 1 (Bid #1112-02, Category, 12), Riccardi Floor Covering, Inc., Liberal Arts/DSPS Building, as attached. The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Dr. Hughlett and seconded by Mr. Drayer to approve Change Order No. 1 (Bid #1112-02, Category 20), RDM Electric, Liberal Arts/DSPS Building, as attached. The vote for approval was unanimous (student advisory vote: aye).

F. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Change Order No. 1 (Bid #1112-13), Western Audio Visual, Physical Science Swing Space – AV/IT, as attached. The vote for approval was unanimous (student advisory vote: aye).

G. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Resolution No. 13-07 to Designate Certain Products, Brands and Services, Public Contract Code Section 3400, as attached. The vote for approval was unanimous (student advisory vote: aye).

H. It was moved by Dr. Hughlett and seconded by Mr. Drayer to approve Resolution No. 13-08 Donation of Electronic Equipment and Miscellaneous Materials, as attached. The vote for approval was unanimous (student advisory vote: aye).

I. Ms. Perez opened discussion regarding the consideration of approval of special counsel services with Meyers Nave, as attached. Dr. Salazar stated that she requested this agenda item and stated that she has been concerned that the college engages

[redacted]ot be in compliance with the law. She requested that legal counsel attend Board meetings in closed session to ensure that the college is behaving within the parameters. She stated that she researched and found the firm Meyers Nave and added that Maribel Medina has unique expertise that she would bring to the Board. She gave a brief overview of Ms. Medina's qualifications. She also stated that she is concerned that the college spent over a million dollars in legal fees with no oversight. She stated that the last RFP for legal services was in 2007, and while she inquired about a new RFP for legal services in December, this particular issue is time sensitive. She stated that the firm came highly recommended and added that she has no preexisting relationship with Meyers Nave nor Attorney Maribel Medina.

Ms. Avalos expressed her concern regarding the item. She stated that Accreditation focuses on the role of the Board and scrutinizes whether or not the Board is embroiled in the day-to-day operations of the college. She stated that this item may be cause for concern. She also expressed concern regarding the attorney's rate and added that the Board has not done its due diligence to show voters that this is the best option for the price. She also stated that everything needs to be considered in an open and transparent fashion.

Mr. Drayer stated that the Board would get a more objective evaluation from an outside firm that has expertise in this area and added that he hopes the firm would be considered. He also asked if the Board would have an opportunity to evaluate all of the college's current legal firms.

Dr. Hughlett stated that the Board did not receive much information regarding the firm. He expressed his concerns regarding micromanaging by the Board. He shared an article from the Whittier Daily News that spoke of the law firm and attorney in question with regard to potential issues with Brown Act violations in another school district.

There was consensus among several members of the Board that it would be a good idea to develop an RFP for legal services.

It was moved by Dr. Salazar and seconded by Mr. Drayer to approve an agreement with Meyers Nave subject to negotiation of rates and return it back for Board approval.

Mr. Arthur stated that the proposal should have been vetted throughout various committees on campus and brought forward to the Board for approval.

Mr. Chester expressed his concern regarding the lack of transparency. Dr. Hughlett requested a roll call vote, as follows:

Mr. Arthur – no
Ms. Avalos – no
Mr. Drayer – no
Dr. Hughlett – no
Dr. Liu – no
Ms. Perez – no
Dr. Salazar – yes

The motion did not pass.

J. It was moved by Ms. Perez and seconded by Ms. Avalos to nominate Adrienne Grey, Cy Gulassa, Louise Jaffe, Isabel Barerras, Susan M. Keith, Jerry D. Hart and Linda S. Wah for the CCCT Board of Directors – 2013. The vote for approval was unanimous (student advisory vote: aye).

VIII. REPORTS

A. Board of Trustees

Mr. Macias stated that ASCC elections will take place in the next few weeks.

Mr. Drayer stated that he met with Assemblymember Cristina Garcia last Friday and discussed CAB bonds. He stated that he attended an event for the Young Senator Program with Ron Calderon and added that he congratulated them during the ceremony.

Mr. Arthur remarked that the Cerritos College State of Education address was a great event and that the K-12 Partners in Education Breakfast was a beneficial meeting, as always.

Ms. Avalos invited the Board to attend the mayoral transition for the City of South Gate on Tuesday, April 9 at 6:30 p.m.

Dr. Liu invited everyone to attend the Dagu performance on Thursday, March 21 at 7:00 p.m.

Ms. Perez stated that she enjoyed the ASCC Spring Festival days and was amazed by the amount of student involvement.

Dr. Hughlett commented that the State of Education address was spectacular and the best he's seen at the college. He stated that the Hall of Fame dinner and program was great.

B. Faculty and Staff Leadership

Mr. Chester stated that the Academic Excellence Award Ceremony and Outstanding Faculty Awards Ceremony are coming up. He stated that there have been comments regarding statements in the Faculty Senate and clarified that meetings are tape recorded and it is pretty hard to misrepresent what anyone said. He added that Michelle Lewellen ensures the minutes are accurate. He stated that Faculty Senate continues to discuss campus safety issues. He concluded by saying that people are paying close attention to what is being done and said around campus and the campus is very conscious of vulnerabilities with regard to Accreditation. Ms. Perez requested that an agenda item regarding Board protocol be discussed at the April 3 Board meeting.

Ms. Laughon stated that she appreciates that the new Board is getting to know the campus. She gave a brief history of the CSEA agreement with the college. She asked that the Board remember the classified staff when times are good because they have shared in the sacrifice due to budget concerns. She concluded by stating that the three-year contract expires this year and CSEA is working to sunshine with the district in late April or early May.

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C. President/Superintendent and Vice Presidents

Dr. Gularte stated that the Mr. Cerritos event was fun and informed the Board that ethics training will be coming up in spring for campus leadership.

Dr. Schilling stated that a video of the State of Education address will be posted online.

Mr. El Fattal stated that he will be sharing important information regarding the 2012-13 budget at the April 3 Board meeting.

Dr. Lacy stated that the Assembly budget committee rejected the Adult Education shift, which was probably a good thing considering the way the bill was written.

IX. CLOSED SESSION — The Board adjourned to closed session at 10:51 p.m.

X. RECONVENE — The Board reconvened at 11:30 p.m.

Read Out — Mr. Arthur reported that in closed session, the Board of Trustees affirmed the administrative determination and deny the student's appeal. As a result, the student will be notified of the Board's decision and of his right to appeal to the Office of the Chancellor of the California Community Colleges. The vote was 5-0-2; Mr. Drayer and Dr. Salazar abstained.

XI. ADJOURNMENT — The Board adjourned at 11:31 p.m.

XII. NEXT REGULAR MEETING — The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 3, 2013 at 6:30 p.m.

Marisa K. Perez

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Linda Lacy, President/Superintendent

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs

PREPARED BY: Sandra Marks, Instructional Dean of Health Occupations

DATE: **March 20, 2013**

SUBJECT: **Consideration of Approval of Conference Request for Travel Outside the United States – Reggio Emilia, Italy**

RECOMMENDATION

It is recommended that the Board of Trustees approve a conference request for Angela Beck, full-time faculty member in the Health Occupations division and Amy Blandford, full-time lead teacher in the Child Development Center (CDC) to travel to Reggio Emilia, Italy from April 14 through April 19, 2013.

OVERVIEW

Board Policy 6900 – Travel states that all travel outside the United States requires approval by the Board of Trustees before the travel event takes place. The request must be accompanied by a complete explanation of the college business purpose to be served.

ANALYSIS

A one week international conference to be held at the Loris Malaguzzi International Center in Reggio Emilia, Italy will feature presentations by pedagogistas, atelieristas (studio teacher), and teachers on the principles of the educational project of the Preschools and Infant-toddler Centres Isttituzione of the Municipality of Reggio Emilia. The international study groups' aim is to provide a deeper knowledge of the Reggio Approach through a direct experience (visits to the preschools) strongly connected with the Infant Toddler Centres and Preschools of Reggio Emilia including social, cultural and political context.

Educators of Reggio Emilia emphasize the importance of understanding their community in order to understand their schools. Immersion into the culture is a third teacher of the conference. By experiencing the constructivist approach on a first hand basis, the teachers will be able to strengthen their support to the Cerritos College student in learning the pedagogy (taught in our Child Development courses with CDEC 113 core content Reggio Emilia inspired) and applying the principles more efficiently in our CDC through care of the children and as a Laboratory School for the Cerritos College students.

FINANCIAL IMPLICATIONS

The cost for this conference will be covered by grant money and the individual participants. There will be no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Joanna Schilling, Vice President of Academic Affairs

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

DATE: March 20, 2013

SUBJECT: **Consideration of Approval of the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Faculty Stipends**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Olga Andrade, Angela Beck, Sylvia Bello-Gardner, Julie Davis, Daniel DeKraker, Lorraine Gersitz, Kolleen Higgins, Lance Kayser, Ian McCance, Mike Medina, Michelle Navarro, Victor Obasohan, and Jennifer Palma. The grant was Board approved on December 12, 2012.

OVERVIEW

Cerritos College has received funding in the amount of $120,000 from the Chancellor's Office to assist with the preparation of teachers in the automotive, welding, woodworking, and education (elementary, secondary, and post-secondary) career sectors.

ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities, provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty.

As stipulated and funded by the Grant, the tasks and activities described below will be carried out as follows:

Common Core Standards Faculty Inquiry Group (FIG) Participants:

- Design a learning module (assignments and activities) that deepens the Teacher TRAC students' understanding of the Common Core Standards in their discipline.
- Participate in a minimum of 4 working sessions to assess the work.
- Modify modules based on assessment outcomes.

Integrative Workshop Series Presenters:

- Develop and lead presentation to Cerritos College faculty regarding integration/contextualization.
- Assist with planning and set-up for workshops.

FINANCIAL IMPLICATIONS

It is recommended to approve a $375 stipend for the following faculty: Olga Andrade, Angela Beck, Sylvia Bello-Gardner, Julie Davis, Daniel DeKraker, Lorraine Gersitz, Kolleen Higgins, Lance Kayser, Ian McCance, Mike Medina, Michelle Navarro, Victor Obasohan, and Jennifer Palma.

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

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs

PREPARED BY: Carl Bengston, Dean of Library, Special Programs and Services

DATE: March 20, 2013

SUBJECT: **Consideration of Approval of Perkins/VTEA Grant Honorarium**

RECOMMENDATION

It is recommended that the Board of Trustees approve honorariums for the guest speakers listed below.

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

As part of the effort to grow the film production program, the Fine Arts Division has been awarded special funding from the Perkins (VTEA) program to hold a series of workshops conducted by industry experts during the 2012-2013 academic year. These individuals represent all aspects of the industry and include prominent members of the industry. Some of the workshops will be held at the college and some at studio sites. These will be scheduled on an "as needed" basis.

John Honore **Cinematography** $250 per 4 hr workshop $500 per 6 hr workshop	**Scot Byrd** **Visual FX** $250 per 4 hr workshop $500 per 6 hr workshop	**Richard Chritz** **Interactive Designer** $250 per 4 hr workshop $500 per 6 hr workshop
Kat Dillon **Production** $250 per 4 hr workshop $500 per 6 hr workshop	**George Fisher** **Choreographer** $250 per 4 hr workshop $500 per 6 hr workshop	**Kurt Gauger** **Art Director/Prop. Master** $250 per 4 hr workshop $500 per 6 hr workshop
Avi Karshmer **TV Ads** $250 per 4 hr workshop $500 per 6 hr workshop	**Philip Owens** **Film Editor** $250 per 4 hr workshop $500 per 6 hr workshop	**Greg Robinson** **Location Scout** $250 per 4 hr workshop $500 per 6 hr workshop

FINANCIAL IMPLICATIONS

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

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: MARCH 20, 2013

Quantity	Description	CC #'s	Serial #'s
1 PALLET	MISC OFFICE SUPPLIES		
6	MOVIE SCREENS		
2	WHITE BOARDS		
1	BLACK BOARD		
5	BOOK CASES		
9	METAL DESKS		
1	TAYLOR-DUNN CART MODEL# 11020		
8	AIRTRACKS	020906, 020907, 017685, 017688, 017689, 020905, 020902, 017690	
5	MAGAZINE RACKS		
8	COMPUTER CARTS		
1	WOLF GAS RANGE		
4	AUTOMOTIVE PAINT CABINETS		
3	COUCHES		
2	ENGINE STANDS		
1	GLASS DISPLAY CASE		
26	4-DRAWER FILE CABINET	773, 16851, 22746, 11105, 13783, 2036, 1338, 22750	
5	2-DRAWER FILE CABINET		
1	DIGITAL SCALE		
4	2-DOOR STORAGE CABINET		
8	TABLES		
2	PORTABLE TV STAND		
Quantity	**Description**	**CC #'s**	**Serial #'s**
1	MITER SAW MODEL# DW705		

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DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: MARCH 20, 2013

1	12 INCH RYOBI DRILL PRESS		
1	SHEET METAL STRAIGHTENER		
8	SCIENCE BALANCES (SCALES)	47524, 47523, 49284	
1	PRECISION SHAPE CUTTING MACHINE MODEL: GAGE 2000	029770	0499-1600
1	AUTOMOTIVE FUEL TESTER SYSTEM	39597	9747A1458
48	CHAIRS		
3	MEDICATION CARTS		
1	MOBILE PARTITION		
9	STANCHIONS		

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 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: **Gymnasium Seismic Retrofit Fire Sprinkler, Bid # 1011-12** contract for the doing of which was heretofore entered into on the **10th day of August 2011** which contract was made with **Link-Nilsen Corporation**, contract number **C11-1108**, as contractor; that said improvements were completed on the **24th day of January, 2013**, and accepted by formal action of the governing board of said DISTRICT on the **20th day of March, 2013**; 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 **Fidelity and Deposit Company of Maryland.**

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

BUDGET TRANSFERS FOR MARCH 20, 2013

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	(23,000)
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(23,000)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	23,000
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**23,000**

Transfers: The purpose of this transfer is to reallocate unspent salary budget to supplies and materials to cover the purchase of Laboratory supplies for Science, Engineering and Math Lab.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
This transfer was requested by the Science, Engineering, and Math Department.

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BUDGET TRANSFERS FOR MARCH 20, 2013

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	(11,500)
EMPLOYEE BENEFITS	$	(1,950)
SUPPLIES AND MATERIALS	$	(3,550)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(17,000)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	17,000
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**17,000**

Transfers: The purpose of this transfer is to realign the CTE Transitions budget to facilitate program needs at the direction of CTE program administrator, and to realign the Child and Adult Care Food Program budget to cover contracted services provided by Culinary Arts.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:
This transfer originated from requests by the CTE department and Child Development Center. This transfer impacts the following: CTE Transitions; DOEd: Child and Adult Care Food Program

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BUDGET TRANSFERS FOR MARCH 20, 2013

01.0 FUND - CONTINGENCY TRANSFERS

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	(45,000)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(45,000)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	15,000
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
CONTINGENCY	$	30,000
TOTAL	$	**45,000**

Transfers: The purpose of this transfer is to reallocate and reduce the budget of Academic Affairs according to spending patterns including a reduction of catalog expenditures. This item also transfers $30,000 to the general fund contingency account due to a reduction of expenditures.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: One (1)

Divisions/Departments/Programs:
This transfer was requested by Academic Affairs

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FACULTY PART-TIME
2012 - 2013 ACADEMIC YEAR

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I. FACULTY HOURLY - PHYSICAL EDUCATION/ATHLETICS

New Hires

Name		Discipline	Salary Placement	Rate
Ozan	Daniel	Athletics	A1	48.83

II. FACULTY HOURLY - TECHNOLOGY

New Hires

Name		Discipline	Salary Placement	Rate
De Lorenzo	Frank	Engineering Design Technology	A1	48.83

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

I. Classified Employment

Administrative Secretary II Grade 34, Step 3 + L1 ($4,219.95/month) effective March 21, 2013:
Leanna Collings (Science, Engineering, and Mathematics)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Rodriguez, Sergio*	Instructional Aide I	$9.56/hr (1)	02/01/13
Soto, Paola*	Instructional Aide I	$9.56/hr (1)	01/25/13
Apodaca, Sara*	Intermediate Clerk	$9.56/hr	01/02/13
Vizuete, Jonathan*	Intermediate Clerk	$9.56/hr	01/25/13
Epps, Brian	Custodian	$9.76/hr	02/21/13
Gonzalez, Silviano	Custodian	$9.76/hr	02/25/13
Gutierrez, Luis O.*	Community Outreach Worker	$9.99/hr	02/06/13
Marroquin, Evanni*	Program Assistant I	$9.99/hr	10/15/12
Allen, Phillip W.	Gardener/Groundkeeper	$9.99/hr	02/25/13
Sandoval, Ernest	Gardener/Groundkeeper	$9.99/hr	02/25/13
Higgins, Lloyd	Instructional Aide I	$10.51/hr (3)	01/02/13
Cornejo, Valerie*	Secretary	$11.34/hr	01/02/13
Franco, Melissa*	Secretary	$11.34/hr	03/01/13
Gude, Valerie*	Instructional Aide II	$12.81/hr	01/02/13
Keebler, Megan	Instructional Aide II	$12.81/hr	01/25/13
Markey, Marissa*	Instructional Aide II	$12.81/hr	02/11/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: March 20, 2013

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Rendon, William	Instructional Aide II	$12.81/hr	01/25/13
Alvarado, Anabel	Cont. Ed. Specialist (Arts & Crafts)	$22.45/hr	02/06/13
Nave, Marquis	Community Ed. Specialist	$29.15/hr	01/14/13
Sodetani, Martha*	Community Ed. Specialist	$29.15/hr	01/25/13
Chrisco, Tiffanie	ASL Interpreter – Instruction Support	$41.00/hr	02/01/13
Micic, Miodrag*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	01/25/13

* Categorically Funded
** Specially Funded

Project: Cerritos College
Liberal Arts/DSPS Building
11110 Alondra Blvd
Norwalk, CA 90650

Bid Category # 03
Concrete
Change Order Number: 01
Date: November 15, 2012

To: JT Wimsatt Contracting Co., Inc.
28064 Avenue Stanford, Unit B
Valencia, CA 91355

SUMMARY OF CHANGES:

Item 1.01

Description: Pursuant to Bulletin # 03, furnish and Install fourteen "ring" type bike racks at two locations. This change is inclusive of new concrete flatwork (approximately 400 square feet total) at both locations.

Reason: Requested by Owner
Requested by: Owner
Cost:
Bid Category 03 – JT Wimsatt - Concrete ..... $ 14,752.00
Total Add **$14,752.00**
Time Extension: ..... 0 days

Item 2.01

Description: Pursuant to DSA approved Field Change Directive # 03, this change is to furnish and install the following scope for the added Trash Enclosure, south of the new Liberal Arts/DSPS Building.

- Excavation of footings
- Form and install concrete slab including reinforcing steel
- Form and install concrete curb/stem wall for CMU
- Install steel reinforcing for CMU blocks
- Install CMU trash enclosure
- Includes equipment and cleanup.

This Change Scope of Work does not include the following: Exterior Plaster, Steel Gates, Paint. These are to be performed by the other Prime Contractors and submitted under a separate change order.

Reason: Requested by Owner
Requested by: Owner
Cost:
Bid Category 03 – JT Wimsatt - Concrete ..... $ 12,529.00
Total Add **$12,529.00**
Time Extension: ..... 0 days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....$27,281.00
TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	2,920,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	2,920,000.00
Amount of Change Order No. 1	$	27,281.00
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	2,947,281.00
Percentage of Change to Contract		0.93%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on 11th of February, ~~2012.~~ 2013

Approved By:

Cerritos College-Board of Trustees
11110 Alondra Blvd
Norwalk, CA 90650

CERRITOS COLLEGE
DAVID C. MOORE, DIRECTOR OF THE PHYSICAL PLANT
11051 166TH ST.
CERRITOS, CA 90650

Approved By:

JT Wimsatt Contracting, Co. Inc.
~~Josh Blanken~~, Project Manager Mike Taylor
28064 AVENUE STANFORD, UNIT B
VALENCIA, CA 91355

Reviewed By:

TILDEN-COIL CONSTRUCTORS, INC.
~~DENI R. VALDERRAMA~~, PROJECT MANAGER Jeff Carreon
3612 MISSION INN AVE
RIVERSIDE, CA 92501

Reviewed By:

2/19/13
tBP Architects
WILLIS FISHER, ARCHITECT
4611 TELLER AVE
NEWPORT BEACH, CA 92660-4201

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Project: Cerritos College
Liberal Arts/DSPS Building
11110 Alondra Blvd
Norwalk, CA 90650

Bid Category # 12
Flooring
Change Order Number: 01
Date: November 1, 2012

To: Riccardi Floor Covering, Inc.
780 E. Francis Unit H
Ontario, CA 91761

SUMMARY OF CHANGES:

Item 1.01

Description: Revise patterns for VCT and carpet as identified in Bulletin # 2 as requested by the DSPS deparment in order to accommodate the vision and low vision impaired. Includes changing Room 154 from VCT to carpet and Room 130 from VCT to Carpet. Installation of VCT and Carpet shall be per the DSA approved Specifications and Contract Drawings.

Reason: Requested by Owner
Requested by: Owner
Cost:

Bid Category 12 – Riccardi Floor Covering, Inc. ..... $ 587.00

Total Add **$587.00**
Time Extension: .....0 days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... $587.00
TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	171,900.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	171,900.00
Amount of Change Order No. 1	$	587.00
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	172,487.00
Percentage of Change to Contract		0.34%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on _____ of _____, 2012.

Approved By:

Cerritos College-Board of Trustees
11110 Alondra Blvd
Norwalk, CA 90650

CERRITOS COLLEGE
DAVID C. MOORE, DIRECTOR OF THE PHYSICAL PLANT
11051 166TH ST.
CERRITOS, CA 90650

Approved By:

Riccardi Floor Covering
John Riccardi
780 E. FRANCIS UNIT H
ONTARIO, CA 91761

Reviewed By:

TILDEN-COIL CONSTRUCTORS, INC.
~~DENI R. VALDERRAMA~~, PROJECT MANAGER JEFF CARREON
3612 MISSION INN AVE
RIVERSIDE, CA 92501

Reviewed By:

2/19/13

tBP Architects
WILLIS FISHER, ARCHITECT
4611 TELLER AVE
NEWPORT BEACH, CA 92660-4201

Project: Cerritos College
Liberal Arts/DSPS Building
11110 Alondra Blvd
Norwalk, CA 90650

Bid Category # 20
Electrical
Change Order Number: 01
Date: October 1, 2012

To: RDM Electric
13867 Redwood Ave.
Chino, CA 91710

SUMMARY OF CHANGES:

Item 1.01

Description: Omit the electrical infrastructure for deleted electrically controlled flush valves/faucets for rooms 121, 122, 124, 161, 162, 218, 219, 249, and 250. Includes credit for the conduit, junction boxes and wiring. Flush valves and faucets have been revised from a hard wired connection to a battery operated. The equipment revision will be performed by another Prime Contractor and the costs/delta will be submitted under a separate change order.

Reason: Requested by Owner
Requested by: Owner
Cost:

Bid Category 20 – RDM Electric ..... $ (5,393.00)

Total Deduct ..... **$(5,393.00)**
Time Extension: ..... 0 days

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SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....$(5,393.00)
TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	1,988,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	1,988,000.00
Amount of Change Order No. 1	$	(5,393.00)
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	1,982,607.00
Percentage of Change to Contract		-0.27%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on _____ of _____, 2012.

Approved By:

Cerritos College-Board of Trustees
11110 Alondra Blvd
Norwalk, CA 90650

Approved By:

RDM Electric Co. Inc..
Anthony Gerdes
13867 Redwood Ave.
Chino, CA 91710

CERRITOS COLLEGE
DAVID C. MOORE, DIRECTOR OF THE PHYSICAL PLANT
11051 166TH ST.
CERRITOS, CA 90650

Reviewed By:

TILDEN-COIL CONSTRUCTORS, INC.
~~**DENI R. VALDERRAMA,**~~ **PROJECT MANAGER** JEFF CARREÓN
3612 MISSION INN AVE
RIVERSIDE, CA 92501

Reviewed By:

2/19/13
tBP Architects
~~**NICK VERDINA**~~ WILLIS FISHER
4611 TELLER AVE
NEWPORT BEACH, CA 92660-4201

Project: **Cerritos College**
Physical Science Swing Space – AV/IT
11110 Alondra Blvd
Norwalk, CA 90650

Change Order Number: 01
Date: January 28, 2013
Contract # C12-1014

To: **Western Audio Visual**
1576 N. Batavia St., Suite 2
Orange, CA 92867
Phone: 714-637-7272
Fax: 714-637-7330

SUMMARY OF CHANGES:

Item 1.01
Description: Deduct unused allowance funds
Reason: Contract is complete
Requested by: Owner

Deduct Unused Contract Allowance: .....($6,323.34)

Time Extension: .....(0) Work days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER..... .....$(6,323.34)
TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	432,519.87
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	432,519.87
Amount of Change Order No. 1	$	(6,323.34)
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	426,196.53
Percentage of Change to Contract		-1.5%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on _____ of _____, 2013

Approved By:

_____

CERRITOS COLLEGE-BOARD OF TRUSTEES

Approved By:

_____

WESTERN AUDIO VISUAL
SHELBY TOAL
1576 N. Batavia St., Suite 2
Orange, CA 92867

Reviewed By:

_____

CERRITOS COLLEGE
DAVID C. MOORE
DIRECTOR OF PHYSICAL PLANT
11110 ALONDRA BOULEVARD
NORWALK, CA 90650

Reviewed By:

_____

CERRITOS COLLEGE-DIRECTOR OF
MARK B. LOGAN
DIRECTOR OF PURCHASING
11110 ALONDRA BOULEVARD
NORWALK, CA 90650

Reviewed By:

_____

TILDEN-COIL CONSTRUCTORS, INC.
JIMMY RIORDAN, PROJECT MANAGER
11110 ALONDRA BLVD.
NORWALK, CA 90650

Reviewed By:

_____

PLANNET CONSULTING LLC
RICHARD STRATFORD
2850 SATURN STREET, SUITE 100
BREA, CA 92821

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services DEF

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: March 20, 2013

SUBJECT: **Consideration of Approval of Resolution No. 13-07 Approval to Designate Certain Products, Brands and Services, Public Contract Code Section 3400**

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 13-07 approving the District's designation of proprietary National Sign & Marketing Corporation and its subsidiary companies' (e.g., VISCO) products, brands, software, and/or services for electronic marquee campus signage, as described herein and in the attached resolution, pursuant to California Public Contract Code Section 3400.

OVERVIEW

Under California Public Contract Code Section 3400(c), the District may make a finding designating certain materials, products, things, or services by specific brand or trade name for the purpose of matching other products in use on a particular public improvement either completed or in the course of completion.

The District has two electronic marquee signs on campus that are National Sign & Marketing Corporation (National Sign) products. One sign is located on the southeastern corner of Studebaker and Alondra and was furnished and installed approximately in the early 1980s. In approximately 2007, the sign was updated by Student Activities using the same manufacturer, National Sign. The signage information is managed by Public Affairs through the use of proprietary software furnished by National Sign's support and maintenance company, Visual Information Systems Company (VISCO).

Another sign was furnished and installed in approximately 2008 by National Sign and is located in the main quad. The sign was procured through Associate Students of Cerritos College (ASCC) funds. The signage information is managed by Student Activities through the use of proprietary software furnished by VISCO.

As a part of the renovation of the Falcon Gymnasium and surrounding area, the District is currently in design to provide and install a double sided electronic marquee to replace the existing sign in the parking lot where the gym is located.

ANALYSIS

District staff have determined that National Signs' products have demonstrated reliability, durability, and quality. District Facilities staff and the District's program management company, Tilden Coil Constructors (TCC), in consultation with other professional consultants, have undertaken considerable research into these products and brand. In order to facilitate the use of the most reliable, dependable, cost efficient, and feasible products and services throughout the campus, District staff and TCC have

determined that it needed to establish a uniform, complete and compatible campus electronic marquee signage standard for the reasons in the attached resolution.

District staff have determined that it is in the District's best interests to designate the National Signs and its subsidiary companies' (e.g., VISCO) products, brands, and/or services described in the resolution for use in future District projects so as to establish a uniform district-wide electronic marquee campus signage standard, thereby avoiding incompatibility of products and replacement and maintenance problems. This resolution would be to designate proprietary National Signs and its subsidiary companies' (e.g., VISCO) products, brands, and/or services for campus signage for five years.

By the attached resolution, District staff requests the Board of Trustees approval to require and specify the use of the certain materials, products, things, or services on district projects as described in the resolution.

FINANCIAL IMPLICATIONS

No financial impact.

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CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 13-07

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT DESIGNATING CERTAIN PRODUCTS, BRANDS, OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400

WHEREAS, pursuant to Public Contract Code Section 3400(c) the Cerritos Community College District ("District") may make a finding(s) designating certain materials, products, things, or services by specific brand or trade name for the statutorily enumerated purposes; and

WHEREAS, the District's staff have reviewed the District's current facilities, general contracts, plans, and specifications in order to evaluate the District's need to establish uniform, complete and compatible electronic marquee campus signage District-wide in order to facilitate the use of the most reliable, dependable, cost efficient, and feasible products throughout the District; and

WHEREAS, this resolution would be to designate proprietary National Sign & Marketing Corporation ("National Sign") and its subsidiary companies' (e.g., VISCO) products, brands and/or services for campus signage for five years ; and

WHEREAS, the uniform standard will allow the District to ensure that the electronic marquee campus signage utilized on all future District projects match the existing campus signage in use, as permitted pursuant to Public Contract Code Section 3400(c)(2); and

WHEREAS, District staff have been trained in the use of the existing software that supports the existing electronic marquee campus signage of the same brand and manufacturer; and

WHEREAS, District staff have determined that proprietary National Sign and its subsidiary companies' (e.g., VISCO) products, brands, and services will permit congruency with the use and maintenance of the signage; and

WHEREAS, based on the above described review and Public Contract Code Section 3400(c)(2), the Board of Trustees has determined that the District must require and specify the use of certain proprietary National Sign and its subsidiary companies' (e.g., VISCO) products, things, or services on District projects.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District as follows:

Section 1. The above recitals are true and correct.

Section 2. The District, pursuant to Public Contract Code Section 3400, intends to establish uniform, complete, and compatible electronic marquee campus signage standard specifications District-wide in order to facilitate the use of the most reliable, dependable, cost efficient, and feasible products throughout the District.

Section 3. The District has found it necessary to establish a uniform electronic marquee campus signage standard in order to avoid incompatibility issues, as well as durability and reliability issues, and costs associated with experimenting and replacing incompatible products and to avoid the waste of District funds associated with addressing incompatible components.

Section 4. The District and its consultants have undertaken considerable research into the products/brands of campus signage systems. District staff have been trained in the use of the existing software that supports existing electronic marquee campus signage of the same brand and manufacturer.

Section 5. District staff has determined that the existing electronic marquee campus signage has demonstrated reliability, durability, and quality.

Section 6. Pursuant to Public Contract Code Section 3400(c)(2), the District's Board of Trustees hereby designates the certain products/brands of National Signs and its subsidiary companies' (e.g., VISCO) for the District's use in future projects so as to establish one complete uniform District-wide electronic marquee campus signage standard, thus, avoiding incompatibility of products, as well as replacement and maintenance problems.

Section 7. The designation of certain proprietary National Signs and its subsidiary companies' products, brands, and services of campus signage products shall be effective for five years from the date of this Resolution.

Section 8. At the end of the five year period, District staff will review the products/brands and evaluate whether re-adoption or discontinued use of the designated proprietary National Signs and its subsidiary companies' products and services is appropriate, including presenting a recommendation to the Superintendent/President or his/her designee. The Superintendent/President or his/her designee shall then consider District staff's recommendations and either re-approve or discontinue the designation of the products/brands contained herein and/or approve additional/replacement products/brands.

Section 9. The Superintendent/President or his/her designee shall present changes, if any, for its ratification.

ADOPTED, SIGNED, AND APPROVED by the Board of Trustees of the Cerritos Community College District this 20th day of March, 2013.

AYES: 7

NOES: 0

ABSENT: 0

President of the Board of Trustees of the
Cerritos Community College District

Attested to:

Secretary of the Board of Trustees of the
Cerritos Community College District

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 13-08

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT APPROVING THE DONATION OF SURPLUS PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

WHEREAS, the Cerritos Community College District ("District) is the owner of the property described as electronic equipment and miscellaneous material listed on the attached Exhibit A; and

WHEREAS, each item of property listed is not satisfactory or is no longer suitable for District use due to a change in program or technology, and may be donated or otherwise disposed of; and

WHEREAS, pursuant to California Education Code section 81452 et. seq., this Resolution must be adopted by unanimous vote of those members present to be valid; and

WHEREAS, pursuant to California Education Code section 81452 (c), the property may be donated to a charitable organization deemed appropriate by the Board of Trustees; and

WHEREAS, the District has identified a non-profit 501(c)(3), Komputers 4 R Kids, as a public charity and state licensed collector of surplus electronics who provides internships to District students and provides repurposed computers to K-12 school districts; and

WHEREAS, the Board of Trustees has deemed Komputers 4 R Kids as a suitable charitable organization that is in the District's best interest; and

WHEREAS, in accordance with the District's Board Policy 6550, this Resolution delegates authority to the Superintendent/President, or her designee, to donate or otherwise dispose of the property listed on Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq., conditioned upon the District receiving payment for any valuable waste that is not repurposed for school district or student use.

NOW THEREFORE, the Board of Trustees of the Cerritos Community College District hereby resolves as follows:

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. The Board of Trustees approves delegated authority to the District's Superintendent/President, or her designee, to donate or otherwise dispose of the property listed on the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq., conditioned upon the District receiving payment for any valuable waste that is not repurposed for school district or student use

Section 3. That this delegation of authority shall be valid for the donation of the property listed on the attached Exhibit A, or until rescinded by the Board of Trustees.

Section 4. That this Resolution No. 13-08 shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 20th day of March 2013, by the following vote:

AYES: 7

NOES: 0

ABSTENTIONS: 0

Marisak Perez

President of the Board of Trustees of the Cerritos Community College District

Attested to:

Clerk of the Board of Trustees of the Cerritos Community College District

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DONATION OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL – KOMPUTERS 4 R KIDS

BOARD MEETING DATE: MARCH 20, 2013

Quantity	Description	CC #'s	Serial #'s
4	DESKTOP SCANNERS MODEL# HP3670, HPC9850A	39973, 39972, 39971	
2	TYPEWRITERS	05446	
2 PALLETS	MISC ELECTRONIC / AUDIO VISUAL (VCRs, DVD PLAYERS, PROJECTORS, TAPE PLAYERS)	030302, 020294, 47931, 014222 024727, 024726, 024783, 46286 017228, 019640, 014564 023632, 40550, 017227, 029778 025012, 018394, 014243 023690, FED00086, 014391	
138	COMPUTER MONITORS		
18	COMPUTER SWITCHES	37660, 37659, 37658, 37657 37656, 37661	
119	COMPUTER TOWERS	37444, 39444, 38086, 39290 38292, 38103, 38192, 38317 38332, 38212, 36863, 38901 37486, 38162, 38092, 38068 39632, 39319, 39006, 38079 37816, 38419, 38040, 38060 38067, 38104, 38062, 38521 38299, 38285, 38150, 38066 38065, 40978, 38071, 39314 39409, 38312, 38151, 38029 38523, 38511, 38541, 38537 38538, 38536, 38524, 38519 38509, 38522, 38532, 38513 38529, 38527, 38508, 38534 37046, 38226, 37098, 37458 37206, 39335, 38434, 38429 38982, 37885, 36999, 39625 38112, 38093, 38209, 38227 41308, 38967, 38191, 37426 41305, 37343, 38289, 37092 38346, 36803, 38259, 39029 39007, 38435, 38258, 38326 38114, 38481, 37421, 39619 38076, 39427, 37483, 38037 38274, 38031, 38074, 38506 38531, 38518, 38540, 38905 38516, 38440, 38533, 38535 38520, 38539, 38528, 38510 38526, 38484, 38525	

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DONATION OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL – KOMPUTERS 4 R KIDS

BOARD MEETING DATE: MARCH 20, 2013

Quantity	Description	CC #'s	Serial #'s
32	DESKTOP PRINTERS MODEL# HP 4500N, 4000, 6P, 6L	026685, 029886, 0207018 026713, 021942, 027388, 030454	
3	COMPUTER SERVERS	35792, 37799, 37798	
17	AUDIO VISUAL CARTS	021267, 021793, 023640, 06881, 10288	
8	TVs MISC MODELS: PANASONIC, TOSHIBA, ETC.	030303, 021266, FED00011 019278, 018116	
2 PALLETS	MISC COMPUTER ACCESSORIES (SPEAKERS, MOUSE, KEYBOARDS, CABLES)		
10	IMACS	37724, 37762, 37723, 37725 37751, 37748, 37749, 37722 37750, 37753	
5	APPLE COMPUTERS	41240, 41233, 35149, 41241 40492	
34	LAPTOP COMPUTERS MISC MODELS: HP, COMPAQ 9110, COMPAQ 6120	41269, 41325, 41323, 41715 41331, 41327, 41326, 41035 40419, 40429, 40302, 40417 030394, 40440, 40442, 40438 40436, 40416 40414,41328 41329, 41322, 41324, 41037	CND4190WQP, CND41914P1 CND4190XQR, CND4190WLM CND4190WSP, CND4190WJP CND4190WK7, CND4190WKF CND4190WRK, TP8MDKCBPF

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Linda Lacy, President/Superintendent

DATE: March 20, 2013

SUBJECT: **Consideration of Approval of Special Counsel Services with Meyers Nave**

RECOMMENDATION

This item was prepared at the request of a Board member to enter into an agreement with Meyers Nave for special counsel services.

ANALYSIS

The purpose of the agreement is for Meyers Nave to provide legal services as requested by the District. The period will be from April 1, 2013 to April 1, 2014.

FINANCIAL IMPLICATIONS

The cost to the district will be based on attached rates. Funding will be expended through the General Fund.

Attachment

uite 1700
Los Angeles, California 90071
tel (213) 626-2906
fax (213) 626-0215
www.meyersnave.com

Maribel S. Medina
Attorney at Law
mmedina@meyersnave.com

meyers | nave

March 11, 2013

FEE PROPOSAL

General Legal Services	Hourly Rate
Principal and Senior Of Counsel	$305 per hour
Of Counsel	$295 per hour
Associate	$275 per hour
Paralegal	$150 per hour
Board Meeting Attendance	$250 per hour
Special Legal Services	**Hourly Rate**
Environmental/Real Estate Legal Services	$275-$350 per hour
Land Use Matters	$275-$350 per hour
Litigation/Administrative Hearing Legal Services	$275-$350 per hour
Labor Relations and Employment Legal Services	$275-$350 per hour
Bond Counsel Legal Services	$275-$390 per hour
Paralegal	$150 per hour

EXPENSES

We propose an overhead charge of 4 percent on monthly invoices in which individual itemization is impractical for office support services, including word processing, duplication, facsimile, delivery charges or postage. We will bill for any third-party expenses, such as expert witness fees, deposition and court reporter fees, and electronic legal research. For mileage, we charge at the actual IRS rate from our Los Angeles office.

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CERRITOS EGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES APRIL 3, 2013

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Dean of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Vice President of Human Resources, Faculty Senate President and a CSEA representative.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Salazar.

III. APPROVAL OF MINUTES

A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the revised minutes of the regular meeting of March 20, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. INSTITUTIONAL PRESENTATIONS

CA Community Colleges Chief Information Systems Officers Association (CISOA) Technology Excellence Award

A. Lee Krichmar, Director of Information Technology and Deborah Ludford, CISOA President presented the 2013 CISOA Technology Excellence Award to Mario Morales, Senior Electronics Systems Technician.

2012-13 Budget Update

B. David El Fattal, Vice President of Business Services, provided an update on the 2012-13 budget.

V. PUBLIC PRESENTATIONS

Ryan Morris, Cerritos College student, stated that as a result of the passage of Proposition 30, he had hoped that the college would add more classes during the summer sessions and noticed that was not the case. He stated that he and many students work and attend school and require the courses in the summer to accomplish goals and transfer. He concluded by thanking the Board for doing all that they can and added that the students appreciate it.

VI. CONSENT AGENDA

It was moved by Dr. Hughlett 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. Acceptance of Gifts, as attached.

B. New Courses and Modifications to Curriculum, as attached.

C. Economic and Workforce Development Career Technical Education Strategic Hubs Grant, as attached.

D. Employment of Temporary and/or Substitute Hourly Faculty Personnel, as needed for 2012-2013 Academic Year, as attached.

E. 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. Hughlett to approve Tilden-Coil Constructors, Inc. to Facilitate an Outreach Program for Local and Minority Prime Contractors, as attached. The vote for approval was unanimous.

B. Ms. Perez opened discussion regarding the Citizens' Bond Oversight Committee Membership, as attached. She stated that a vacancy will occur after May 2013. She asked the Board to forward recommendations to fill the vacancy, which is for an individual who is active in a support organization for the college, such as a foundation.

C. Ms. Perez opened discussion regarding Previous Accrediting Commission for Community and Junior Colleges (ACCJC) Recommendations Concerning the Cerritos College Board of Trustees, as attached. Dr. Hughlett indicated that he had requested this agenda item because he recalled issues in the 1990s that were damaging to the college's Accreditation status. He stated that when the Board begins to bypass procedural protocols established by the college, the institution runs the risks of facing issues pertaining to micromanaging. He shared a statement from a 1994 letter from the ACCJC to former President Fred Gaskin, which stated:

> "...This skepticism has been reinforced by individual Board members publicly meeting with groups such as students, classified and faculty and allegedly encouraging them to directly contact individual Board members with their concerns, rather than directing them to utilize established college processes and procedures, thus allowing the institution's leadership to address issues in the 'appropriate forum'. It should also be noted that allegedly some constituent leaders have publicly encouraged their colleagues to involve Board members directly with their concerns."

There was further discussion among the Board and Dr. Lacy encouraged the Board members to read through Accreditation Standard IV.B.

D. Ms. Perez opened discussion regarding Board Protocol. Topics as requested by Dr. Lacy and the Board included Administrative Procedure 2430 (Delegation of Authority to President/Superintendent) and the processes utilized to develop Board agendas; disseminating some information to the Board via reports rather than informational presentations at Board meetings; presenting less information at the Board table; how the President of the college informs the Board of information requests made by Board members; Board Policy 2715 (Code of Ethics/Standards of Practice); and a discussion regarding Mr. Chester's recent comments regarding the campus climate and a representative attending Faculty Senate meetings who was appointed by a Board member. There was an extended discussion among Board members and staff regarding the topics presented.

VIII. REPORTS

A. Board of Trustees

Mr. Macias stated that the Business Club/Phi Beta Lambda will be matching up against all of the colleges and universities across the

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place, they will go to a national tournament in Anaheim.

Mr. Drayer stated that he enjoyed the Women's Day presentations by students. He thanked Ms. Sally Havice for organizing the March 21 "Women in Politics and Government" panel, in which Dr. Salazar and Ms. Avalos participated.

Mr. Arthur stated that the Academic Excellence Awards will take place tomorrow and added that it will be a wonderful event.

Dr. Salazar and Ms. Avalos thanked Ms. Havice for organizing the "Women in Politics and Government" panel.

Dr. Hughlett stated that he enjoyed reading the essay submissions for Women's History Month.

Dr. Liu stated that she is proud of Mr. Morales for receiving the 2013 CISOA Technology Excellence Award.

Ms. Perez stated that she received positive feedback regarding the K-12 Partners in Education breakfast and added that representatives are impressed by the wealth of information provided by the college. She also stated that she attended the City of Lakewood transitional ceremony last week and presented a certificate to outgoing mayor Diane DuBois.

Ms. Avalos invited the Board to attend the swearing-in ceremony and mayoral transition for the City of South Gate on Tuesday, April 9 at 6:30 p.m.

B. Faculty and Staff Leadership

Mr. Chester stated that Faculty Senate is discussing first day procedures and what needs to be included in the first day that is not instructional. He stated that the proposed technology fee is a continued topic of discussion. Mr. Chester stated that he reported to Faculty Senate that if they are unhappy with his leadership, he will resign. He also stated that if he hears another question about homophobic allegations, he will urge the person stating the allegation to get a lawyer. He added that kind of talk needs to stop. He concluded by stating that he was asked to report perceptions on campus during the discussion of Board protocol and added that he has tried to be diplomatic.

C. President/Superintendent and Vice Presidents

Dr. Lacy gave a detailed report on summer school offerings at the college. She stated that the college will restore more courses as soon as it is able to do so. She provided an overview of how the college determines course offerings and also discussed the financial implications of the elimination of pro rata pay. She concluded by stating that a draft Request for Qualifications (RFQ) for legal services will be presented to the Board at the April 17 regular meeting.

IX. CLOSED SESSION — The Board did not adjourn to closed session.

X. RECONVENE

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XI. ADJOURNMENT

The Board adjourned at 9:27 p.m.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 17, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: April 3, 2013

SUBJECT: **Consideration of Acceptance of Gifts**

RECOMMENDATION

It is recommended that the gifts below be accepted on behalf of the College.

ANALYSIS

The following item has been received by the College as a donation:

For use in the Machine Tool Technology Department:

- Everett Chop Saw 16" Diameter
- Scherr Timko Vertical Comparator

Donated by: Golden State Engineering
15338 Garfield Avenue
Paramount, CA 90723

The estimated value of the above items is $2,000.00. The items will be used in the Technology Division for the Machine Tool Technology Department.

FINANCIAL IMPLICATIONS

There is no cost to the District for the acceptance of these gifts.

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of April 3, 2013

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Counseling	COUN 101A Orientation to College Units: 0.5 Class hours: 0.5 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course is designed to introduce first-time college students to services offered at Cerritos College; the history and mission of the system of higher education in California; policies and procedures that affect students at Cerritos College; and educational planning, including major and general education requirements and course sequencing. As part of the course, students may tour the Cerritos College campus, acquainting themselves with the location and function of various offices and service providers. Each student will produce a short term educational plan specific to his or her educational goal. This course is offered on a pass/no pass basis only.	February 14, 201
New	Counseling	COUN 101B Educational Planning Units: 0.5 Class hours: 0.5 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course is designed to broaden continuing students' understanding of the history and mission of the system of higher education in California, with particular emphasis on the role of the community college; policies and procedures that affect students at Cerritos College; and long-term educational planning including basic transfer requirements for the California State University and the University of California systems. Each student will produce a long-term educational plan specific to his or her educational goal. This course is offered on a pass/no pass basis only.	February 14, 201
New	Counseling	COUN 101C Navigating the Transfer Process Units: 1.0 Class hours: 1.0 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course provides an introduction to the transfer process for those students who plan to transfer to a college or university to complete a baccalaureate degree. Topics include the value of pursuing higher education, selection of a transfer institution, transfer requirements, admission procedures, and requirements for majors. This course is offered on a pass/no pass basis only.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	ESL 120 Preparation for College Writing for Non-Native English Speakers Units: 5.0 Class hours: 5.0 Lecture/1.0 Lab Prerequisite: Completion of the English as a Second Language placement process with a qualifying score for ESL 120 or completion of ESL 5 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This is an advanced ESL writing course designed to improve academic reading, writing, grammar, listening, and speaking skills of non-native English speakers in preparation for college classes. Students continue to use the writing process as a means of developing ideas into clear, correct, and effective writing. Critical reading, summarizing, and expository essay writing are taught with teaching methods that facilitate comprehension for English language learners.	February 14, 201
New	Liberal Arts	ESL 152 Introduction to College Composition for Non-Native English Speakers Units: 5.0 Class hours: 5.0 Lecture/1.0 Lab Prerequisite: Completion of the English as a Second Language placement process with a qualifying score for ESL 152 or completion of ESL 120 or equivalent with a grade of Pass or "C" or higher. Corequisite: None Recommendation: None	This course is designed to prepare non-native English speakers for college-level writing and for entrance into English 100. Students develop the ability to write clearly, effectively and correctly, using standard American English. Students write a series of compositions that integrate critical reading and thinking, the writing process, and library research. Students continue to develop listening comprehension, speaking skills, grammar, sentence structure, and vocabulary to facilitate second language acquisition.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Dat
New	Library	LIBR 50 Introduction to the College Library Units: 0.5 Class hours: 0.5 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course is designed to introduce students to services and resources offered at Cerritos College Library. It offers students with no or minimal library exposure an opportunity to learn vocabulary and skills necessary to use a college library. This course is offered on a credit/no credit basis only.	February 14, 201
New	Library	LIBR 101 Advanced Library Resources Units: 1.0 Class hours: 1.0 Lecture/1.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Advanced research strategies are introduced. This includes narrowing a topic, keyword selection, advanced Boolean operators, and database truncation techniques.	February 14, 201
New	Technology	MTT 60 Advanced Machine Tool Concepts Units: 2.0 Class hours: 2.0 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course is designed to augment the student's knowledge of conventional and automated process techniques. Coursework includes developing advanced skills in lathe and mill setup, materials science, and learning process planning.	February 14, 201
New	Technology	MTT 62 Fixture Tooling Units: 2.0 Class hours: 2.0 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course teaches planning, design, and fabrication methods for fixturing in the machine shop. It includes decision-making, machine planning, cutter selection, tolerancing, rest areas, clamping, blueprint interpretation, and design.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Technology	MTT 71 MasterCam Multi-Axis Milling Units: 2.0 Class hours: 2.0 Lecture Prerequisite: MTT 278 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This course advances the student's skill in the programming of 4 and 5 axis milling machines using MasterCAM. Students will also learn to program Curve, Swarf, Flow, Multi, and Port surfaces and solids. Basic collision control strategies and rotary axis machining are fully incorporated into this class.	February 14, 201
New Course	Technology	MTT 170 Computer Numerical Control Programming Units: 2.0 Class hours: 2.0 Lecture Prerequisite: None Corequisite: MTT 52 or equivalent with a grade of Pass or "C" or higher or MTT 57 or equivalent with a grade of Pass or "C" or higher or MTT 100 or equivalent with a grade of Pass or "C" or higher. Recommendation: None	This course includes numerical control programming as applied to machine tools. Students will develop Computer Numerical Control (CNC) machine tool programs used to make manufactured parts.	February 14, 201
New Course	Fine Arts	TH 126A Wigs and Hair for Theatre – I Units: 3.0 Class hours: 2.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course provides basic instruction for the styling, care, and maintenance of hard and soft front wigs. Instruction on preparing the actor's hair to wear wigs is included. Hairstyling emphasis is on Twentieth Century hairstyles. Hair ventilating techniques used in wig making is also covered.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Dat
New Course	Fine Arts	TH 126B Wigs and Hair for Theatre – II Units: 3.0 Class hours: 2.0 Lecture/2.0 Lab Prerequisite: TH 126 Corequisite: None Recommendation: None	This course provides instruction in advanced hair and wig styling, hair punching, and wig making for the theater. Hairstyling emphasis is on fantasy and large, historical, pre-Twentieth Century hairstyles that require cage and foan foundations. Instruction on ventilating wig fronts is included.	February 14, 201
New Course	Technology	WMT 221 Advanced Handtools-Handplanes Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher. Corequisite: None Recommendation: None	In this course, students will explore advanced topics in woodworking with handtools, specifically, handplanes. Topics will include the use of handplanes in creating furniture projects, making wooden handplanes, tuning and using metal and wood handplanes, and building and using tools and fixtures related to handplanes.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Technology	WMT 222 Advanced Handtools – Joinery Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	In this course, students will explore advanced topics in woodworking with handtools, specifically, joinery used in furniture construction. Topics will include laying out and creating the following joinery: mortise and tenon (blind, through, and wedged), half lap, and dovetail, among others. The use of handtools to augment machine use will be emphasized.	February 14, 201
New Course	Technology	WMT 223 Advanced Handtools – Layout Tool Units: 2.0 Class hours: 1.0 Lecture/2.0 Lab Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	In this course, students will explore advanced topics in woodworking with handtools, specifically, layout tools. Tools covered will include squares, straightedges, marking and cutting gauges, marking knives, and sliding t-bevels, among others. Construction of straightedges, squares, and marking gauges will be included.	February 14, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Technology	WMT 224 Advanced Handtools – Dovetails Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: WMT 201 or equivalent with a grade of Pass or "C" or higher and WMT 101 or equivalent with a grade of Pass or "C" or higher or WMT 151 or equivalent with a grade of Pass or "C" or higher.	In this course, students will explore advanced topics in woodworking with handtools, specifically, dovetails. Topics will include the laying out and creation of various types of dovetails, including through, half-blind, full-blind, oundstooth, mitered-edge, angled, and compound-angled. Tools used in creating dovetails, including saws and layout tools, will also be covered.	February 14, 201
New Course	Science, Engineering, and Mathematics	CIS 162 HTML and CSS Units: 3.5 Class hours: 3.0 Lecture/2.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course will cover HTML (HyperText Markup Language) and CSS (Cascading Style Sheets) to develop Web pages. Students will learn how to specify the multimedia content of a Web page using HTML tags, and to lay out and format the Web page using CSS styles. An introduction to JavaScript and other Web client development technologies will also be included to create dynamic elements.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Science, Engineering, and Mathematics	CIS 170P Introduction to Ethical Hacking Units: 3.5 Class hours: 3.0 Lecture/2.0 Lab Prerequisite: None Corequisite: None Recommendation: CIS 170A with a grade of Pass or "C" or higher or knowledge of networking concepts or related work experience.	This course introduces students to ethical hacking, which is used to help organizations to identify weaknesses in their information infrastructure and take preemptive measures against malicious attacks. Ethical hackers have to be bound by legal limits and high ethical standards in information security. Students will learn both common hacking techniques and countermeasures to protect information assets.	February 28, 201
New Course	Science, Engineering, and Mathematics	CIS 170R Computer and Digital Forensics Units: 3.5 Class hours: 3.0 Lecture/2.0 Lab Prerequisite: None Corequisite: None Recommendation: CIS 58A with a grade of Pass or "C" or higher or knowledge of computer operating systems or related work experience	This course covers both theoretical concepts and practical skills in digital forensics. Students will learn various techniques and processes in detecting, collecting, preserving and analyzing digital evidence in the event of cyberattacks, or in cases of law enforcement investigations. This course is part of the cybersecurity program.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Science, Engineering, and Mathematics	CIS 170S Network Defense Units: 3.5 Class hours: 3.0 Lecture/2.0 Lab Prerequisite: None Corequisite: None Recommendation: CIS 170A with a grade of Pass or "C" or higher or a knowledge of networking concepts or related work experience	This course introduces students to concepts and tools in network defense. It covers protocol analyzers, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), firewalls, Virtual Private Networks (VPN), Network Address Translation (NAT), proxy servers and the latest network defense tools. This course is part of the cybersecurity certificate program.	February 28, 201
New Course	HPEDA	DANC 108C Dance, Modern Advanced Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Students will study advanced level modern dance skills with an emphasis placed on learning the vocabulary and techniques of the main classical modern dance techniques including, but not limited to, Martha Graham, Lester Horton, Jose Limon, and Merce Cunningham.	February 28, 201
New Course	HPEDA	DANC 112 Dance, Contemporary Modern Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Students will study current contemporary modern dance skills with an emphasis placed on recognizing the vocabulary and influences of the primary contemporary modern dance techniques. Studies will include, but not be limited to release based technique, counter technique, and inversion techniques.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	DANC 130A Beginning Choreography Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Students will study the basic elements of dance composition as well as learn about well-known choreographers and their work. The study will include the selection of movement appropriate to the meaning of a dance, the arrangements of movement in space, the use of tempo, and the overall design of the dance and its staging.	February 28, 201
New Course	HPEDA	DANC 130B Intermediate Choreography Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Students will study choreographic techniques and styles used in dance composition as well as research current choreographers and their work. The study will include the structure and phrasing of movement appropriate to the meaning of a dance. The intermediate studies will include the use of compositional structures and choreographic tools used to manipulate movement phrases for formal concert presentations on the proscenium stage and their overall effect on the dance.	February 28, 201
New Course	HPEDA	DANC 150 Rehearsal for Formal Dance Concerts Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation:	Students will study professional level standards of dance rehearsal etiquette and choreographic retention while experiencing the development of a concert dance piece over an extended rehearsal period.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	DANC 151 Rehearsal For Informal Dance Showcases Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Students will study appropriate rehearsal etiquette for the development of an informal concert dance piece.	February 28, 201
New Course	Health Occupations	NRSG 57LB Intermediate Nursing Skills Lab Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: NRSG 220 or NRSG 222 Recommendation: None	This course is designed to reinforce basic skills and facilitate learning of second semester intravenous therapy and medication administration concepts and skills for adults, children, and infants through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.	February 28, 201
New Course	Health Occupations	NRSG 57LC Advanced Intermediate Nursing Skills Lab Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: NRSG 230 or NRSG 232 Recommendation: None	This course is designed to reinforce prior learning and facilitate student learning of third semester advanced intermediate parenteral therapy, central line, and assessment skills and concepts through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Health Occupations	NRSG 57D Advanced Nursing Skills Lab Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: NRSG 240 or NRSG 242 Recommendation: None	This course is designed to reinforce prior learning and facilitate student learning of fourth semester advanced parenteral therapy medication administration, intravenous access, and assessment skills and concepts through individualized and peer-, group-, and computer-mediated instruction. This course is offered on a pass/no pass basis only.	February 28, 201
New Course	Health Occupations	PHAR 55 Pharmacy Introduction Units: 1.5 Class hours: 1.5 Lecture Prerequisite: None Corequisite: PHAR 56L Recommendation: None	This introductory course is designed to provide the student with an overview of the pharmacy profession and the role of the pharmacist, pharmacy technician, and pharmacy clerk in all pharmacy settings. Students will be introduced to pharmacy law and will learn how to read and process prescriptions. This course is not open to students who have received credit for PHAR 60. (Formerly PHAR 60)	February 28, 201
New Course	Health Occupations	PHAR 56 Pharmacy Skills Lab Introduction Units: 0.5 Class hours: 0.5 Lecture/1.0 Lab Prerequisite: None Corequisite: PHAR 55 Recommendation: None	This course is designed to provide the student with hands-on experience working with a computerized Pharmacy Management System in the retail setting. This course is not open to students who have received credit for PHAR 60L. (Formerly PHAR 60L)	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	Health Occupations	PHAR 57 Pharmacy Operations I Units: 1.0 Class hours: 1.0 Lecture/0.5 Lab Prerequisite: PHAR 55 ore equivalent with a grade of Pass or "C" or higher or concurrent enrollment Corequisite: None Recommendation: None	This course is designed for the student to develop the interpersonal communication skills needed to work in a pharmacy setting dealing with patients, pharmacists, and co-workers. Students will also develop a basic understanding of hospital distribution systems and medication order transcription. This course not open to students who have received credit for PHAR 62. (Formerly PHAR 62)	February 28, 201
New Course	HPED	PE 128 Restorative Yoga Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course will emphasize a style of yoga that will allow the body to experience total relaxation in various postures. Various props will be used to allow passive stretching.	February 28, 201
New Course	HPEDA	PE 129 Pilates Conditioning for Dancers Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide a sports specific physical and mental conditioning program from the aspiring dancer or athlete involving exercises based on the Pilates technique. These exercises are designed to increase dance and sports specific body functioning and alignment by increasing awareness, flexibility, and muscular strength.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 150C Swimming, Advanced Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	Intensive drill in backstroke, sidestroke, breaststroke, and crawl; fundamentals of diving and water polo.	February 28, 201
New Course	HPEDA	PE 150D Swimming, Novice Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course will offer introduction to the fundamentals of swimming strokes, elementary diving, and water safety for the novice.	February 28, 201
New Course	HPEDA	PE 159C Tennis, Advanced Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to develop the student's understanding and skill of advanced fundamentals of volleyball by instruction and practice in forearm passing, setting, hitting, overhand serve, team blocking, offensive and defensive play in practice setting and team play.	February 28, 201
New Course	HPEDA	PE 159D Tennis, Introduction Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to introduce students to the basic fundamentals of tennis by instruction and practice in fundamental movement skills, grips, forehand, backhand, and serve.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 162 Jogging Basics Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed specifically for non-runners and those who are in need of building a general fitness foundation. A preliminary training regiment will be utilized in order to achieve improvements and stability while going through the learning process.	February 28, 201
New Course	HPEDA	PE 172C Volleyball, Advanced Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to develop the student's understanding and skill of advanced fundamentals of volleyball by instruction and practice in forearm passing, setting, hitting, overhand serve, team blocking, offensive play, and defensive play in practice setting and team play.	February 28, 201
New Course	HPEDA	PE 172D Volleyball, Introduction Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to introduce students to the basic fundamentals of volleyball by instruction and practice in fundamental movement skills, passing, setting, hitting, and serving	February 28, 201
New Course	HPEDA	PE 176C Basketball, Intermediate Units: 2.0 Class hours: 1.0 Lecture/3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course provides team competitive play situations in order to increase students' skills, knowledge, and strategy.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 176D Basketball for the Novice Units: 1.0 Class hours: 0.5 Lecture/1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course will include instruction and practice in shooting, lay-ups, dribbling, passing, footwork, defensive stance, and basic rules. This course may be taken one time.	February 28, 201
New Course	HPEDA	PE 203 Theory of Coaching Softball Units: 2.0 Class hours: 2.0 Lecture Prerequisite: None Corequisite: None Recommendation: None	This course includes the study of the various aspects of coaching softball. Topics include organizing the program, developing skills, offensive and defensive play strategies, and conditioning techniques. This course will assist coaches for youth league, high school, and college level teams.	
New Course	HPEDA	PE 200 LA Baseball, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 200 LB Baseball, Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Dat
New Course	HPEDA	PE 200 LC Baseball, Men Off- Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to develop the student in the off season for intercollegiate competition in baseball. Skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 202 LA Basketball, Men, Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 202 LB Basketball, Men, Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 202 LC Basketball, Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 204 LA Basketball, Women, Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 205 LB Basketball, Women, Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 204 LC Basketball, Women, Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 204 LD Basketball, Women, Off-Season Intercollegiate Units: 0.5 Class hours: 1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in basketball for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 206 LA Cross Country Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 206 LB Cross Country Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 206 LC Cross Country Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 208 LA Cross Country Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 208 LB Cross Country Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 208 LC Cross Country Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	The course is designed to provide off season training for intercollegiate competition in cross country running. Conditioning, skills, technique, proper warm-up exercises and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 210 LA Football, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 210 LB Football, Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 210 LC Football, Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in football. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 217 LA Soccer, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 217 LB Soccer Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 217 LC Soccer, Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 219 LA Soccer, Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 219 LB Soccer, Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 219 LC Softball, Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in soccer. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 221 LA Softball, Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 221 LB Softball, Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 221 LC Softball, Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in softball. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 223 LA Swimming Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.	February 28, 201
New Course	HPEDA	PE 223 LB Swimming, Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 223 LC Swimming Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.	February 28, 201
New Course	HPEDA	PE 225 LA Swimming, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized	February 28, 201
New Course	HPEDA	PE 225 LB Swimming, Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized	February 28, 201
New Course	HPEDA	PE 225 LC Swimming, Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for men. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 225 LD Swimming, Men Off-Season Intercollegiate Units: 0.5 Class hours: 1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in swimming for women. Conditioning, skills, techniques, swim strategy, and sportsmanship will be emphasized	February 28, 201
New Course	HPEDA	PE 227 LA Tennis, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 227 LB Tennis Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 227 LC Tennis Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 227 LD Tennis Men Off-Season Intercollegiate Units: 0.50 Class hours: 1.5Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 229 LA Tennis, Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course		PE 229 LB Tennis, Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 229 LC Tennis, Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for women. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 229 LD Tennis, Women Off-Season Intercollegiate Units: .05 Class hours: 1.5Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in tennis for men. Conditioning, skills, techniques, court strategy, and rules of play will be emphasized.	February 28, 201
New Course	HPEDA	PE 231 LA Track and Field, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 231 LB Track and Field, Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 231 LC Track and Field, Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in track and field for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 233 LA Track and Field, Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation:	This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 233 LB Track and Field, Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 233 LC Track and Field, Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in track and field for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 235 LA Volleyball, Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 235 LB Volleyball, Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 235 LC Volleyball, Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in volleyball for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 239 LA Water Polo Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 239 LB Water Polo Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 239 LC Water Polo Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for men. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 241 LA Water Polo Women Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 241 LB Water Polo Women Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 241C Water Polo Women Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Course	HPEDA	PE 241 LD Water Polo Women Off-Season Intercollegiate Units: 0.50 Class hours: 1.5 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in water polo for women. Individual skill techniques, good sportsmanship, team play, and strategy will be emphasized.	February 28, 201
New Course	HPEDA	PE 243 LA Wrestling, Men Off-Season Intercollegiate Units: 1.0 Class hours: 3.0 Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.	February 28, 201
New Course	HPEDA	PE 243 LB Wrestling, Men Off-Season Intercollegiate Units: 2.0 Class hours: 6.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.	February 28, 201
New Course	HPEDA	PE 243 LC Wrestling, Men Off-Season Intercollegiate Units: 3.0 Class hours: 9.0 Lab Prerequisite: None Corequisite: None Recommendation: None	This course is designed to provide off-season training for intercollegiate competition in wrestling. Individual skills, proper conditioning, and warm-up exercises will be emphasized.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New Certificate	Technology	Automotive Refinishing Certificate	The overall objective of this program is to prepare students for entry-level positions at collision repair centers as painter's helpers, and give them additional skills and knowledge to advanced quickly and become a top performer.	February 28, 201
New Certificate	Technology	Automotive Damage Appraisal and Management	The overall objective of this certificate option is to prepare students for entry-level positions at insurance companies as automotive damage appraisers and at collision repair centers as assistant appraisers/estimators, parts specialists, production assistants, assistant managers, claims auditors, and claims specialists.	February 28, 201
New AA Degree	Business, Humanities, Social Sciences	Religious Studies	New certificate refining students' basic understanding of secular, religious, and philosophical elements of religious experiences across cultures.	February 28, 201
New Certificate	Business, Humanities, Social Sciences	Religious Studies	New degree refining students' basic understanding of secular, religious, and philosophical elements of religious experiences across cultures.	February 28, 201
Modification	Technology	MTT 170 Computer Numerical Control Programming	With the recent supplies budget cut of 25%, the Machine Tool Technology department is no longer able to support the cost of the simulation software used in the machine tool technology lab and used for MTT 170. We are therefore updating the curriculum to reflect the changes.	February 14, 201
Modification	Technology	MTT 60 Advanced Machine Tool Concepts	MTT 60 is designed to augment the student's knowledge of conventional and automated process techniques. Knowledge of practical machining is important and the student who is taking any of the three hands-on machining classes offered at Cerritos College will be able to relate better to the concepts of setup and safety elated to advanced machining.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Technology	MTT 62 Fixture Tooling	MTT 62 is designed to teach planning, design, and fabrication methods for fixturing in the machine shop. Knowledge of practical machining is important and the student who is taking any of the three hands-on machining classes offered at Cerritos College will be able to relate better to the concepts of setup and safety elated to fixture tooling.	February 14, 201
Modification	Business, Humanities, and Social Sciences	PSYC 271 Abnormal Psychology	In order to obtain C-ID approval	February 14, 201
Modification	Business, Humanities, and Social Science	WS 204 Women in American History	The recommendation was changed to match all other history courses.	February 14, 201
Modification	Health Occupations	DH 120 Preventive Dentistry II	HO 152 – Nutrition is already a prerequisite for admission to the Dental Hygiene program; therefore, having it as a prerequisite for this course is redundant.	January 24, 2013
Modification	Health Occupations	SLP 240 Childhood Field Experience	The title of this course is changing because the accrediting state board of Speech Language Pathology & Audiology does not distinguish between clinical hours obtained with specific age groups. This allows the placement of students in either adult or child clinical settings.	February 14, 201
Modification	Health Occupations	SLP 245 Adult Field Experience	The title of this course is changing because the accrediting state board of Speech Language Pathology & Audiology does not distinguish between clinical hours obtained with specific age groups. This allows the placement of students in either adult or child clinical settings.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Library	LIBR 100 Introduction to Library Resources	LIBR 100 emphasizes the use of library methods and materials that will enable students to locate information for course-related study and research. This course is of special value to those students intending to transfer to four-year institutions.	February 14, 201
Modification	Technology	Plastics/Composites Manufacturing Technology Certificate of Achievement	The Plastics/Composites Manufacturing Technology program has surveyed both its students and its advisory committee and has come to the conclusion that changes needed to be made to the certificate.	February 14, 201
Modification	Technology	Welding Technology Arch Welding Gas Tungsten Arc Welding Pipe Welding Welding Fabrication and Layout Certificate	The Welding Department is currently restructuring and or developing new courses to refine the previous existing certificate options.	February 14, 201
Modification	Technology	Machinist Option Numerical Control Machine Operator Option Numerical Control Tool Programmer Option Tool and Die Maker Option Certificate of Achievement	Minor changes were made to the Machine Tool Technology certificates.	February 14, 201
Modification	Technology	Woodworking Manufacturing Technologies – Cabinetmaking Certificate	The revisions are being made accurately reflect the skills most commonly required to make a living as a cabinetmaker and to lower the elective unit count requirement to a more reasonable level.	February 14, 201
Modification	Technology	Woodworking Manufacturing Technologies – Furniture Making Certificate	The revisions are being made to more accurately reflect the skills most commonly required to make a living as a furniture maker and to lower the elective unit count requirement to a more reasonable level.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Dat
Modification	Technology	Woodworking Manufacturing Technologies Certificate	The Woodworking Manufacturing Technologies Certificate is used by students planning to tech woodworking at the middle or high school level. The revisions are being made to more accurately reflect the skills typically required for that pursuit.	February 14, 201
Modification	Business, Humanities and Social Sciences	Real Estate Certificate of Achievement	The change will update and match the Department of Real Estate requirements.	February 14, 201
Modification	Business, Humanities and Social Sciences	California Real Estate Certificate State Requirements	The change will update and match the Department of Real Estate requirements.	February 14, 201
Modification	Business, Humanities, and Social Sciences	International Studies: Global Politics/Diplomacy Certificate	The change will match the revised curriculum	February 14, 201
Modification	Business, Humanities, and Social Sciences	International Studies: Global Politics/Diplomacy A.A. Degree	This change will match the revised curriculum	February 14, 201
Modification	Health Occupations	Speech-Language Pathology Assistant Certificate	Intermediate Sign Language was deleted as a required course because intermediate sign language skills are not generally needed in the workplace. Beginning Sign Language will sufficiently meet the students' needs for sign language skills to communicate with clients and their families during their internships and when they are employed.	February 14, 201
Modification	Health Occupations	NRSG 47 Nursing Skills Lab	Due to changes in Title 5, NRSG 47 can no longer be repeated, so the department has broken this class into four separate courses that are leveled for each semester and reflect a progression of nursing skills from beginning to advanced.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Health Occupations	Child Development/Early Childhood Certificate	This revision is necessary to comply with the TMC for Child Development Early Childhood, this Certificate needs to decrease to 24 units.	February 28, 201
Modification	Health Occupations	Child Development/Preschool Director	Because of anticipated approval of the TMC for Child Development Early Childhood, this Certificate needs to be adjusted.	February 28, 201
Modification	Science, Engineering, and Mathematics	CIS 70A Networking Fundamentals	The course number change is recommended for the transferability and articulation of the course.	February 28, 201
Modification	Science, Engineering, and Mathematics	CIS 70B Network + Certification	The course number change is recommended for the transferability and articulation of the course.	February 28, 201
Modification	Science, Engineering, and Mathematics	CIS 70D Introduction to TCP/IP	The course number change is recommended for the transferability and articulation of the course. The course number of the recommended course also needs to be updated.	February 28, 201
Modification	Science, Engineering, and Mathematics	CIS 70E Router Configurations and Protocol	The course number change is recommended for the transferability and articulation of the course. The course number of the prerequisite also needs to be updated.	February 28, 201
Modification	Science, Engineering, and Mathematics	CIS 70F Advanced Switching and Routing	The course number change is recommended for the transferability and articulation of the course. The course number of the prerequisite also needs to be updated.	February 28, 201
Modification	Science, Engineering, and Mathematics	CIS 70G Wide Area Networks	The course number change is recommended for the transferability and articulation of the course. The course number of the prerequisite also needs to be updated. The typo in the first sentence of the description needs to be corrected as written above.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	Science, Engineering, and Mathematics	CIS 70L Cybersecurity Fundamentals	The change is recommended for the transferability and articulation of the course. The course number of the recommendation also needs to be updated.	February 28, 201
Modification	HPEDA	PE 150B Swimming, Intermediate/ Advanced	Department renumbering occurring to address repeatability changes at the state level. A new course was created for the advanced level	February 28, 201
Modification	HPEDA	PE 159B Tennis Intermediate/ Advanced	Department renumbering occurring to address repeatability changes at the state level. A new course was created for Advanced Tennis.	February 28, 201
Modification	HPEDA	PE 172B Volleyball Intermediate/ Advanced	Department renumbering occurring to address repeatability changes at the state level. A new course was created for advanced volleyball.	February 28, 201
Modification	HPEDA	PE 200 Baseball	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 202 Basketball – Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 204 Basketball, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 206 Cross Country, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 208 Cross Country, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 210 Football, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 217 Soccer, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 219 Soccer, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	HPEDA	PE 221 Softball, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 223 Swimming, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 225 Swimming, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 227 Tennis, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 229 Tennis, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 231 Track and Field, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 233 Track and Field, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 235 Volleyball, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 239 Water Polo, Men	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 241 Water Polo, Women	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 243 Wrestling	Change required to comply with Title 5 changes to allow for repeatability of Athletic courses.	February 28, 201
Modification	HPEDA	PE 114 Intro to Kinesiology	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 107 Intro to Athletic Training	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 141 Fitness and Wellness	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	HPEDA	PE 105 Student Athletes in Society	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 106 Women in Sports	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 101A Sport Officiating for Football	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 101B Sport Officiating for Men's and Women's Basketball	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 102A Sports Officiating for Baseball	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 102B Sports Officiating for Men's and Women's Track and Field	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 103 Theory of Coaching	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 109 Theory of Coaching Baseball	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 110 Theory of Track and Field	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 112 Theory of Football	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 253 Sports Psychology	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 254 Measurement and Interpretation of Fitness	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Modification	HPEDA	PE 255 Programs and Principles of Conditioning	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 260 Athletic Injury Assessment and Reconditioning	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 261 Athletic Injury Taping, Bandaging, and Immobilization	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 265 Leadership Theory and Practice for the Fitness Professional	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 271A Occupational Work Experience for Athletic Training	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 271B Occupational Work Experience in Fitness	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 298 Directed Studies	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	HPEDA	PE 299 Directed Studies	Change required to comply with Title 5 changes to Physical Education lecture courses.	February 28, 201
Modification	Science, Engineering, and Mathematics	Networking Technicians/Operators Degree/Certificate	To make the certificate more relevant to the current job market, a different name is needed. So are the updated course requirements necessary to match the knowledge and skills essential to such job positions.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Dat
Modification	Science, Engineering, and Mathematics	Microcomputer Specialist Degree/Certificate	The CIS department reviewed all of its courses and is deleting/inactivating 28 courses. It is now revising the certificates/degrees by removing the deleted/inactive courses. Also, it is submitting corrections to the catalog.	February 28, 201
Modification	Science, Engineering and Mathematics	Computer and Information Sciences IBM AS/400 Specialist Degree/Certificate	The CIS department reviewed all of its courses and is deleting/inactivating 28 courses. It is now revising the certificates/degrees by removing the deleted/inactive courses. Title of degree/certificate is being changed. Corrections to the catalog are also being made.	February 28, 201
Modification	Science, Engineering and Mathematics	Programmer	To make the certificate more relevant to current required programming skills. The course requirements are also updated to match the knowledge and skills essential in the programming field	February 28, 201
Modification	Health Occupations	Pharmacy Technician	The class hours/units and sequence has been change to allow students to complete the program in a more timely manner.	February 28, 201
Modification	HPEDA	Exercise Science: Athletic Trainer	To add the word Aide back into the title as it was inadvertently removed on the state inventory list. It is important to include this word to accurately reflect what we are training students to be able to do.	February 28, 201
Reactivate	Technology	Industrial Arts Education	To comply with current Chancellor's Office requirements, the Associates in Arts for Industrial Arts has a generic curriculum not particular to one university. The change in units is a direct result of two courses, PMT 100 and WMT 101, having raised their units.	February 14, 201
Reactivate	Technology	Industrial Technology – Automated Manufacturing Certificate of Achievement	The certificate was deactivated when the electronics department was discontinued. The creation of the Engineering Technology classes ET 105 and ET 92L is allowing the department to reactivate this certificate of achievement. MTT 180 and MTT 51 were added to ensure a minimum of 18 units for this certificate update.	February 14, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivation	Fine Arts	ART 50 Chinese Brush Painting	This course hasn't been taught in the last five years and no longer meets the needs of the program	February 14, 201
Inactivation	Business, Humanities, and Social Science	PSYC 139 Issues in Psychology	This course hasn't been taught in the last five years and no longer meets the need of the program.	February 14, 201
Inactivate	Health Occupations	CDIA 73 Educational Paraprofessional Occupational Work Experience	The Certificate of Achievement for Educational Paraprofessional is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDIA 74 Educational Paraprofessional Occupational Work Experience	The Certificate of Achievement for Educational Paraprofessional is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDIA 90 Introduction to Elementary and Secondary Classroom Experience	The Certificate of Achievement for Educational Paraprofessional is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDIA 99 Educational Paraprofessional Practicum	The Certificate of Achievement for Educational Paraprofessional is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDSA 152 School-Age Child Care Supervision and Administration	The Certificate of Achievement for School-Age Child Care is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDSA 155 School-Age Child Care Activities	The Certificate of Achievement for School-Age Child Care is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDSA 259 School-Age Child Care Practicum	The Certificate of Achievement for School-Age Child Care is being inactivated; this course will no longer be offered.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivate	Health Occupations	CDSA 298 Directed Studies	The Certificate of Achievement for School-Age Child Care is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	CDSA 299 Directed Studies	The Certificate of Achievement for School-Age Child Care is being inactivated; this course will no longer be offered.	February 28, 201
Inactivate	Health Occupations	School-Age Child Care Certificate of Achievement	This certificate did not appear on the Chancellor's Office Inventory of Programs and it was withdrawn before publication in the 2012/2013 Cerritos College catalog. This certificate is not required by industry for employment.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 52 Data Processing Mathematics	This course has not been offered for more than 10 years.	February 28, 201
Deletion	Science, Engineering and Mathematics	CIS 56 Micro Disk Operating Systems	This course has not been offered for more than 10 years. It was replaced with CIS 58A.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 80 Programming in Access	This course has not been offered for more than 6 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 85 Unix Productivity Tools	This course has not been offered for more than 10 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 121 Internet for Information System/Information Technology	This course has not been offered for more than 10 years.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivate	Science, Engineering and Mathematics	CIS 125 Javascript for Programmers	This course has not been offered for more than 8 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 140 Query/400	This course has not been offered for more than 8 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 152 Programming in Excel in VBA	This course has not been offered for more than 6 years.	February 28, 201
Deletion	Science, Engineering and Mathematics	CIS 171 Visual Basic Programming	This course has not been offered for more than 10 years	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 175 RPG Programming	This course has not been offered for more than 10 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 176 Cobol Programming	This course has not been offered for over 10 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 178 Programming for Fortran	This course has not been offered for over 10 years.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Inactivate	Science, Engineering and Mathematics	CIS 206 XML Web Application Development	This course was replaced by CIS 285A.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 221 Advanced Visual Basic	This course has not been offered for more than 10 years	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 222 Advanced RPG Programming	This course has not been offered for more than 10 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 223B Building iSeries/400 Web Applications with ILE RPG	This course has not been offered for more than 10 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 223 Visualage RPG Programming	This course has not been offered for more than 10 years.	February 28, 201
Inactivate	Science, Engineering and Mathematics	CIS 224 Advanced Cobol Programming	This course has not been offered for more than 10 years.	February 28, 201
Deletion	Science, Engineering and Mathematics	CIS 284 CGI and Perl Programming	This course has not been offered for more than 10 years.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Deletion	Science, Engineering and Mathematics	CIS 285 Active Server pages Programming	This course was replaced by CIS 285A.	February 28, 201
Deletion	HPEDA	DANC 130 Choreography	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. The classes will no longer be needed or offered.	February 28, 201
Inactivate	Health Occupations	Infant Toddler Teacher Certificate of Achievement	This certification is no longer required by industry for employment.	February 28, 201
Inactivate	Health Occupations	Educational Paraprofessional Certificate of Achievement	This certificate is no longer required by industry for employment	February 28, 201
Inactivate	Health Occupations	Child Development/Special Education Certificate of Achievement	Tis certification is no longer required by industry for employment	February 28, 201
Inactivate	Health Occupations	PHAR 47 Pharmacy Clerk Clinical Experience	PHAR 47 was part of the Pharmacy Clerk Verification of Completion which is being deleted.	February 28, 201
Deletion	Health Occupations	PHAR 60 Pharmacy Introduction	The Chancellor's Office requires that a course be submitted as "new" if changes to the hours and/or units are requested. The department wanted to make these changes to PHAR 60 and has submitted a new course, PHAR 55 to accomplish this.	February 28, 201
Deletion	Health Occupations	PHAR 60L Pharmacy Skills Lab Introduction	The Chancellor's Office requires that a course be submitted as "new" if changes to the hours and/or units are requested. The department wanted to make these changes to PHAR 60L and has submitted a new course, PHAR 56L to accomplish this.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Deletion	Health Occupations	PHAR 62 Pharmacy Operations I	The Chancellor's Office requires that a course be submitted as "new" if changes to the hours and/or units are requested. The department wanted to make these changes to PHAR 62 and has submitted a new course, PHAR 57 to accomplish this.	February 28, 201
Deletion	HPEDA	PE 201 Baseball Off-Season Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 207 Cross Country Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 218 Soccer Pre-Season Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 222 Softball Pre-Season Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 228 Tennis Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 234 Track & Field Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 236 Volleyball Pre-Season Conditioning	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 238 Wrestling Off Season Training	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
Deletion	HPEDA	PE 100 Introduction to Physical Education and Sports	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 108 Professional Activities for Men's Sports 1	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Deletion	HPEDA	PE 113 Professional Activities for Co-Ed Sports 1	In accordance to the Chancellor's office new courses were designed for our off-season intercollegiate classes. These classes will no longer be needed or offered.	February 28, 201
Inactivate	Counseling	COUN 20 Self-Awareness Towards Education Readiness	Course is being inactivated.	February 28, 201

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CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Steve Richardson, Executive Director of Foundation & Community Advancement

PREPARED BY: Jannet Malig, Director of Advanced Transportation Technologies Project

DATE: April 3, 2013

SUBJECT: **Consideration of Approval of Economic and Workforce Development Career Technical Education Strategic Hubs Grant**

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Economic and Workforce Development Career Technical Education Strategic Hubs Grant, which has been awarded in the amount of $150,000 for the time period of November 15, 2012 through January 31, 2014.

OVERVIEW

Under this grant Cerritos College will work to identify and develop Career Technical Education Advanced Transportation Technology and Energy (ATTE) program pathways and/or make modifications to existing pathways in Advanced Transportation and Renewable Energy programs.

ANALYSIS

The primary target Career Technical Education disciplines will be those in technology/energy and green economy sectors as identified by the Employment Training Administration which are aligned to technical education programs at Cerritos College. These target areas will include transportation, manufacturing, green construction, and energy efficiency.

As a Hub, the ATTE will provide needs assessments of existing gaps in Career Technical Education curriculum at both the secondary and post-secondary level, based upon industry needs. ATTE will provide appropriate linkages to Career Technical Education green academies, and articulate programs to college technical curriculum. The ATTE Hub will coordinate existing Engineering Technology pathway programs currently utilized by ROPs, high schools and the college pathway program to facilitate program efficiency and efficacy. Assessment of programs will be undertaken by appropriate Career Technical Education faculty to insure articulation to college programs. The budget for the grant will be broken down as follows:

Instructional Salaries	$ 26,658
Employee Benefits	7,465
Supplies and Materials	15,000
Other Operating Expenses and Services	84,848
Capital Outlay	10,260
Indirect Cost	5,769
Total Grant Awarded:	$150,000

FINANCIAL IMPLICATIONS

There will be no cost to the District.

FACULTY PART-TIME
2012 - 2013 ACADEMIC YEAR

I. FACULTY HOURLY - BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

New Hires

Name		Discipline	Salary Placement	Rate
Hunt	Ryan	History	A1	48.83
McGovern	Donna	Accounting	A1	48.83

II. FACULTY HOURLY - HEALTH OCCUPATIONS

New Hires

Name		Discipline	Salary Placement	Rate
Bucho	Patricia	Medical Assisting	A1	48.83

III. FACULTY HOURLY - TECHNOLOGY

New Hires

Name		Discipline	Salary Placement	Rate
Losch	Jessica	Engineering Design Technology	A1	48.83

EMPLOYMENT OF C[Return to Table of Contents]-TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Custodian, Grade 23, Step 1 ($2,846.00/month) effective April 8, 2013:
Alfred Rodriguez (Facilities)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Ortiz, Daisy*	Aide-General (Clerical)	$8.00/hr (1)	03/18/13
Ares, Elyse	Instructional Aide I	$9.56/hr (1)	02/11/13
Littleford, Anna*	Instructional Aide I	$9.56/hr (1)	02/19/13
Rivera, Edwin	Instructional Aide I	$9.56/hr (1)	03/13/13
Saut, Terra	Instructional Aide I	$9.56/hr (1)	02/25/13
Delgado, Alma*	Intermediate Clerk	$9.56/hr	03/14/13
Henderson, Claudell	Custodian	$9.76/hr	02/07/13
Alcala, Nydia*	Program Assistant I	$9.99/hr	02/27/13
Alsaiyad, Rachel*	Program Assistant I	$9.99/hr	02/26/13
Collins, Londa	Program Assistant I	$9.99/hr	03/01/13
Zuniga, Mark	Aquatics Specialist	$10.11/hr	01/14/13
Brookes, Robert	Instructional Aide II	$12.81/hr (1)	03/01/13
Palafox, Anay*	Instructional Aide II	$12.81/hr (1)	03/18/13
Rodriguez, Priscilla*	Instructional Aide II	$12.81/hr (1)	02/22/13
Vergara, Raymundo	Instructional Aide II	$12.81/hr (1)	03/13/13
Huang, Ruth*	Instructional Aide II	$13.45/hr (2)	02/22/13
Mahmood, Zanjbeel*	Instructional Aide II	$13.45/hr (2)	02/22/13
Sorin, Cierra*	Instructional Aide II	$13.45/hr (2)	02/22/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: April 3, 2013

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Bleak, Paul*	Pr	$13.79/hr	02/21/13
Piotrowski, Casey**	Program Facilitator	$13.79/hr	03/01/13
Flores, Chris	Technical Director/Designer	$14.79/hr	03/01/13
Johnson, Cameron	Technical Director/Designer	$14.79/hr	03/01/13
Martinez, Tony	Technical Director/Designer	$14.79/hr	03/01/13
Perez, Scott	Technical Director/Designer	$14.79/hr	03/01/13
Sorensen, Richard	Technical Director/Designer	$14.79/hr	03/01/13
Battung, Genevieve	Community Education Specialist	$29.15/hr	01/14/13
Velasco, Monique	Community Education Specialist	$29.15/hr	01/14/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: April 3, 2013

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: April 3, 2013

SUBJECT: **Consideration of Approval for Tilden-Coil Constructors, Inc. to Facilitate an Outreach Program for Local and Minority Prime Contractors**

RECOMMENDATION

It is recommended that the Board of Trustees authorize Tilden-Coil Constructors, Inc. to facilitate an outreach program for local and minority prime contractors.

OVERVIEW

At the March 20 regular Board meeting, Dayne Brassard, Executive Vice President of Tilden-Coil Constructors, Inc. gave a presentation regarding a proposed construction outreach program for local and minority prime contractors. The purpose of the program is to increase the amount of local and minority business participation in Measure G projects.

ANALYSIS

For purposes of the outreach program, "local" is defined by the communities served by Cerritos College, which are Artesia, Bellflower, Bell Gardens, Cerritos, Downey, Hawaiian Gardens, La Mirada, Lakewood, Long Beach, Norwalk, Paramount, Santa Fe Springs, South Gate and Signal Hill. "Minority" is defined as a business certified in any of the following:

- Small Business Enterprise (SBE)
- Disadvantaged Business Enterprise (DBE)
- Minority Business Enterprise (MBE)
- Women's Business Enterprise (WBE)
- Disabled Veteran Business Enterprise (DVBE)

The context of this outreach plan is within the Construction Management Multi-Prime delivery method, as utilized for projects under bond programs. This delivery method also yields a high level of Local and Minority participation compared to more traditional construction delivery methods. Strategies will include a specific outreach website, outreach events, work with minority advocates, work with local Chambers, project outreach campaigns, educational workshops, prequalification process, small project outreach, targeted bid packages, third tier suppliers and vendors and construction manager general conditions.

FINANCIAL IMPLICATIONS

None.

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: April 3, 2013

SUBJECT: **Discussion of Citizens' Bond Oversight Committee Membership**

RECOMMENDATION

This item is for discussion purposes only.

OVERVIEW

Attached is the current roster for the Cerritos College Citizens' Bond Oversight Committee. The terms have been updated in accordance with the committee bylaws approved by the Board on February 6, 2013.

One committee member term expires in May 2013 and a new member will need to be appointed. The position represents a Support Organization (Foundation). Section 5.1 outlines committee membership as the following:

5.1 Number.
The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

Section 5.5 of the bylaws outlines the appointment process:

5.5 Appointment.
Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website; (b) appropriate local groups will be solicited for applications; (c) the President/Superintendent will review the applications; and (d) the President/Superintendent will make recommendations to the Board.

FINANCIAL IMPLICATIONS

None.

Attachment

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Cerritos College
Citizens' Bond Oversight Committee

Member	Representing	Beginning Date/Term	Term Expires	Committee Position
Mary Jane McIntosh	Bona-Fide Taxpayers Association	December 2009* Reelected May 2011	December 2011 May 2015	Chair
John Moore	Senior Citizen's Organization	June 2009* Reelected May 2011	May 2015	Vice Chair
Joseph Derthick	Business Organization	October 2010* Reelected October 2012	October 2014	Member
Lisa Ann Rapp	Community Member	August 2011	August 2013	Member
Lola Rizkallah	Community Member	December 2011	December 2013	Member
Justin McIntyre	Student	December 2011	December 2013	Member
George Gordon	Support Organization (Foundation)	June 2009* Reelected May 2011	**May 2013**	Member

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CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
AMENDED AND RESTATED BYLAWS

Section 1. Committee Established. The Cerritos Community College District (the "District") was successful at the election conducted on March 4, 2004 (the "2004 Election") in obtaining authorization from the District's voters to issue up to $210,000,000 aggregate principal amount of the District's general obligation bonds ("2004 Measure CC"). The Cerritos Community College District (the "District") was successful at the election conducted on November 6, 2012 (the "2012 Election"), in obtaining authorization from the District's voters to issue up to $350,000,000 aggregate principal amount of the District's general obligation bonds (the "2012 Measure G"). The 2004 Election and the 2012 Election are hereinafter referred to as (the "Elections"). The 2004 Measure CC and the 2012 Measure G are hereinafter referred to as (the "Measures"). The Elections were each conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Cerritos Community College District (the "Board") hereby confirms that the Citizens' Bond Oversight Committee (the "Committee") initially established for the 2004 Measure shall have the duties and rights set forth in these Bylaws with oversight responsibility over both Measure CC and Measure G. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and scheduled maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Section 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 Review Expenditures. The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in Measures; and (b) no bond proceeds were used for any inappropriate teacher or administrative salaries or other operating expenses, in accordance with Attorney General Opinion 04-110 issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the President/Superintendent. Either the Board or the President/Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of construction contracts,

(ii) Approval of construction change orders,

(iii) Appropriation of construction funds,

(iv) Handling of all legal matters,

(v) Approval of construction plans and schedules,

(vi) Approval of scheduled maintenance plans, and

(vii) Approval of the sale of bonds.

3.5 Measures Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects shall be made by the sole discretion of the President/Superintendent.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion although the Committee shall hear reports on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The appointment or reappointment of qualified applicants to serve on the Committee.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Prop. 39 (Article XIIIA of the California Constitution).

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's President/Superintendent.

(c) Review copies of scheduled maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. Members of the Committee are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original 2004 Measure Committee shall remain on the Committee and may serve for new terms as described herein.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District shall advertise for members in accordance with its customary practices, including through local newspapers and the District website; (b) appropriate local groups will be solicited for applications; (c) the President/Superintendent will review the applications; and (d) the President/Superintendent will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The District shall seek to fill vacancies within 90 days.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; and (c) the Committee and its members shall have the right to request and receive only copies of reports and records relating to the Measures projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year, including an annual organizational meeting, but may not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the Cerritos Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds of the Measures may be made to provide District support of the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Committee shall elect the Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. No person shall serve as chair for more than two consecutive years.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all the proceeds of the Measures.

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CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds; or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Cerritos Community College District.

- COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: April 3, 2013

SUBJECT: **Discussion of Previous Accrediting Commission for Community and Junior Colleges (ACCJC) Recommendations Concerning the Cerritos College Board of Trustees**

RECOMMENDATION

This item is for discussion purposes only.

OVERVIEW

At the March 6 regular board meeting, a Board member requested that an agenda item be brought forward to discuss previous Recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC or Commission) concerning the Cerritos College Board of Trustees.

The Commission accredits associate degree granting institutions in the Western region of the U.S. ACCJC operates under the corporate entity the Western Association of Schools and Colleges (WASC). The ACCJC is authorized to operate by the U.S. Department of Education through the Higher Education Opportunity Act of 2008.

Accreditation is a voluntary system of self regulation developed to evaluate overall educational quality and institutional effectiveness The Commission works to assure the general public that an accredited institution has clearly defined objectives appropriate to higher education, has established conditions under which those higher education objectives can be achieved, appears in fact to be accomplishing its objectives substantially, is organized, staffed and supported so as to accomplish its higher education objectives, and demonstrates that it meets Accreditation Standards.

ANALYSIS

Accreditation Standard IV.B addresses Board and Administrative Organization and is published in the Accreditation Reference Handbook as attached. Below is a brief history of Commission Recommendations regarding the Board.

June 1993 – June 1995

The Commission issued a warning to Cerritos College and requested evidence of progress in "clarification and definition of the Board of Trustees' role and practices" by March 1994. The evaluation report concluded that "[t]he Board has not made significant progress toward being a Board that sets broad institutional policy and delegates the Chief Administrative Officer the responsibility to administer the policies," and "[t]he Board appears to continue to be involved in the administrative process to the point that the District's professional administrative staff is immobilized because directions are flowing downward without sufficient input from the campus."

As a result of the conclusions, the Commission recommended that the board develop "...a clear and understandable process to facilitate communications on campus. The emphasis should be on having all requests processed through the appropriate administrative channels. The Board should refrain from taking action on any issue that has not been processed through the appropriate review process, [and]

the Board should resist being involved in the administration of the District and strongly support the decision making process which allows for campus input."

In March 1994, the college submitted evidence of the major developments since the 1993 visit. Developments pertaining to the Board included progress in clarification and definition of the Board of Trustees appropriate role and practices. However, in a letter dated June 22, 1994, the Commission chose not to lift the Warning status it imposed in June 1993, stating that "[t]here remain too many concerns over the adequacy and durability of change." The Commission made Recommendations that "[t]he Board needs to consistently adhere to its own established policies and procedures, in order to mitigate the skepticism as to its sincerity in addressing the past practices of micro-managing and being involved in the day-to-day operations of the institution; [t]he Board should adhere to its new hiring policy in terms of its involvement in the hiring process; [and] the Board should invite an outside consultant to assist in developing guidelines and procedures for appropriate boardsmanship and protocol in regard to their stewardship."

In March 1995, the college submitted evidence that a majority of the members understood the appropriate role of the Board and have no desire to manage the college, the Board had adhered to its new hiring policy, and the Board had conducted retreats for the purpose of improving boardsmanship. As a result, the Commission removed the college's Warning status at its meeting in June 1995.

April 1996 – June 1996

The college submitted its 1996 Self Evaluation to the Commission. In June 1996, the Commission reaffirmed the college's accreditation status. In its Evaluation Report, the Commission recommended the following: "Although progress has been made, the Board of Trustees needs to further clarify its role as being focused on policy rather than internal operations. This clarification then needs to be clearly reflected in all of its actions as a Board. In addition, the Board needs to develop and implement a self-evaluation process and a greatly strengthened Code of Ethics, [and] the respective roles of the Board, the Academic Senate and the College Council in the decision-making processes of the College need to be clarified and communicated to all constituent groups." The Commission further concluded the following:

> "The Board of Trustees appears to the Team to be excessively involved in the internal operations of the College. This involvement permeates the institution and appears to contribute to an ongoing atmosphere of faculty, staff and administrators looking over their shoulders, second-guessing Board opinion and, at times, motivates the direct lobbying by internal constituents to gain support for a specific issue. The role of the Board of Trustees in the governance system of the College needs to be respected and practiced by all constituencies."

November 1998 – January 1999

The college submitted its Midterm Report to the Commission. In January 1999, the Commission accepted the report and in the Midterm Visit Report, the Commission stated that the Board "...is making progress towards being a policy Board. The Board recently adopted an Ethics Policy for Board members and a Trustee Self-Evaluation policy and procedure."

April 2001 – June 2002

The college submitted its 2002 Self Evaluation to the Commission. The Commission reaffirmed the college's accreditation status. In its Evaluation Report, the Commission stated that "[a]lthough it is not always evident on the surface, there is clearly an underlying tension that impacts all of the constituencies. This tension was observed among members of the Board of Trustees; between the Board and the President; and between the President and members of the College Coordinating Committee. The team is aware that this tension, if unresolved, may threaten the future wellbeing of the institution." The Commission recommended that "...the leadership of all the college governance groups, including the

Board of Trustees, work together to clarify, document, and communicate the processes used for campus decision-making in such areas as planning and the allocation of resources."

January 2008 – June 2009

The college submitted its Self Evaluation to the Commission. In June 2008, the Commission issued a warning to Cerritos College and requested that the college correct deficiencies as presented. No Recommendations were made regarding the Board, and the following statement was included in the Commission's Evaluation Report:

> "The Board is appropriately responsible for college policies and also hires and evaluates the college president. The Board acts as a whole and is independent from outside agencies. Board policies are consistent with the stated college mission, but that statement alone does not identify the population served nor does it reflect commitment to student learning. This issue was addressed in the Eligibility Requirements, Standard IA, and Recommendation 1. The Board has ultimate authority over educational quality as well as legal and financial matters. However, not all of the members of the Board seemed well informed about college programs and their quality. A formal new-member orientation did not seem to be in place. It is suggested that the Board enhance its system of study sessions and retreats so that Board members are better informed about the college's programs and better able to ensure the quality, integrity, and accountability of the college. The operating procedures of the Board are specified in its policies, and it acts in accord with those policies and evaluates them regularly. Prior to 2007, the Board's policies and procedures had not been reviewed and updated for more than a decade. The policies with respect to human resources have not as yet been updated. The Board regularly evaluates itself and has a code of ethics. Several of the Board members were quite well informed about the accreditation process.
>
> The Board appropriately delegates authority to the college president. Effectiveness of the president's leadership was discussed in Standard IVA and is reflected in Recommendations 2 and 8. The team concluded that constituent groups do not see the Board as acknowledging the campus's low morale and are looking to the Board to ensure that the president provides the leadership for the college to resolve issues of communication and collegiality. The team suggests that the Board take a strong role to ensure that all parties on campus affirm the integrity of the college and its leadership and act quickly and effectively—particularly on Recommendations 2 and 8."

Following the Commission's actions, the college submitted a follow-up Report in March 2009. As a result of the report and evaluation team visit, the Commission took action to accept the report, remove the college from Warning status, and required that the college complete a follow-up report by March 2010. This report was submitted by the college and was accepted by the Commission in June 2010.

FINANCIAL IMPLICATIONS

None.

Attachment

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/ systems clearly define the organizational roles of the district/system and the colleges.[7]

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

   a. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.

   b. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.

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

   d. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

   e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

   f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

   g. The governing board's self evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.

   h. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.

   i. The governing board is informed about and involved in the accreditation process.

   j. The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.

      In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

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2. The president has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

   a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.

   b. The president guides institutional improvement of the teaching and learning environment by the following:

      - establishing a collegial process that sets values, goals, and priorities;
      - ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions;
      - ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and
      - establishing procedures to evaluate overall institutional planning and implementation efforts.

   c. The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.

   d. The president effectively controls budget and expenditures.

   e. The president works and communicates effectively with the communities served by the institution.

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES APRIL 12, 2013

I.	CALL TO ORDER	The meeting was called to order at 3:45 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Shin Liu, and Ms. Marisa Perez.
II.	PLEDGE OF ALLEGIANCE	The flag salute was led by Ms. Perez.
III.	PUBLIC PRESENTATIONS	There were no public presentations.
IV.	STUDY SESSION Campus Walking Tour	A. Steve Worley of Tilden-Coil Constructors, Inc. and David Moore, Directory of Physical Plant guided a tour of campus construction projects.
V.	ADJOURNMENT	The Board adjourned at 5:16 p.m.
VI.	NEXT REGULAR MEETING	The next regular meeting of the Board of Trustees is scheduled for Wednesday, April 17, 2013 at 6:30 p.m.

Marisa K. Perez

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
APRIL 17, 2013

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Business Services, Vice President of Student Services, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Mr. Macias.

III. CLOSED SESSION

The Board adjourned to closed session at 6:32 p.m. and reconvened at 7:19 p.m.

Read Out

Mr. Arthur reported that in closed session the Board of Trustees approved to deny student grade grievance #0713936 because it was not established that the grade was the result of mistake, fraud, bad faith or incompetence. The vote for approval was 5-0-1 (Dr. Salazar was absent).

IV. APPROVAL OF MINUTES

A. It was moved by Mr. Arthur and seconded by Dr. Liu to approve the minutes of the regular meeting of April 3, 2013. The vote for approval was unanimous (student advisory vote: aye).

V. INSTITUTIONAL PRESENTATIONS
Employee of the Month

A. Dr. Lacy presented Miguel Arias with the Outstanding Classified Employee Award for the month of March 2013.

Employee of the Month Team Award

B. Dr. Lacy presented Rocky Born, Robert Contreras, David Krebs, Bob Lee and John Reeves with the Outstanding Employee Team Award.

Analysis of Measure G Bond Program

C. Mr. El Fattal presented a Tentative Measure G Construction Schedule and project summaries for the proposed projects. He emphasized that the information was a rough order of magnitude. After discussion, Ms. Perez thanked him for his presentation.

ARCC Data and Student Success

D. Kay Nguyen, Director of Research & Planning, gave a presentation on ARCC 2.0. She discussed recent changes and score card metrics. Dr. Bryan Reece, Dean of Academic Success and Institutional Effectiveness, discussed the various indicators that demonstrate the college is improving in course success. He also stated that the college is improving because of the focus on campus leadership, student engagement, teaching practices, academic infrastructure, instructional programs, support services and resource management (The 7 Circles). He explained the 6-year student cohort and stated that when there is turmoil amongst the college community, students don't perform as well and when the college comes together for students, the college succeeds and student success improves. Dr. Schilling then discussed several steps that the college is taking to continue improvement, such as

improved basic skills sequence, improved CTE basic skills sequence, developing Completion pathways, incentive student behavior, focused student guidance, and improved programs and services communication. After discussion, Ms. Perez thanked the group for their presentation.

Overview of Labor Compliance Program

E. Charla Smith, President of CS & Associates, provided an overview of the labor compliance program at Cerritos College. She indicated that CS & Associates routinely compares site visit reports and daily logs with certified payroll records to ensure compliance. She also indicated that monthly reports are provided to the college and project manager. She distributed a worksheet of back wages collected through routine audits, worker complaints and formal enforcement actions. There was discussion amongst the Board and Dr. Salazar requested that the Board receive routine updates in the form of a spreadsheet. Ms. Perez thanked Ms. Smith for her presentation.

VI. PUBLIC PRESENTATIONS

Dr. Monica Bellas

Dr. Bellas, Professor of Anthropology, stated that she is appalled by the blatant lies about Bob Chester and Cerritos College as published by Brian Hews and Randy Economy in the Los Cerritos Community News, which made it appear that Mr. Chester stated the college is a homophobic institution when he said no such thing. Dr. Bellas stated that many employees are concerned with Mr. Drayer's actions on and off campus, such as his self-promotion as a whistleblower. Dr. Bellas stated that Mr. Drayer's actions and comments are a direct reflection of the college community, which will have a negative impact on the college's Accreditation status, as will the actions and comments of all trustees.

Dr. Sue ElHessen

Dr. ElHessen, community member, stated that Mr. Drayer had asked her to help out and come to Faculty Senate to bridge a communication gap and she was happy to do so. She stated that there has been a lot of discussion and debate on the topic, but her intentions were very clear in regards to helping the college grow and make it more transparent with regard to communication between the faculty and Board.

Michelle Lewellen

Ms. Lewellen, Psychology Chair and Secretary of the Faculty Senate, stated that Mr. Chester was elected by faculty and that faculty have the right to elect their own leadership. The Senate continues to be in full support of Mr. Chester. She stated that Faculty Senate has recently had to discuss issues that detract from student success. She stated that under the leadership of Mr. Chester, the Senate has done great things to improve student success and move the college forward. She encouraged everyone to read the minutes from their meetings to see the good work that they do.

Traci Ukita

Ms. Ukita, Counselor/Assistant Professor and member of Faculty Senate, voiced her support of Mr. Chester. She stated that the misleading article in a local paper has led to him being unfairly maligned. She stated that Mr. Chester has an ability to connect to people across campus and that he takes his role seriously. She stated that the college is important to him and that it has been obvious to her that by reporting the campus climate, Mr. Chester is doing his due diligence as a campus leader.

Jack Swanson

Mr. Swanson, English Professor and Secretary of CCFF, reread Mr. Chester's comment from the last Board meeting and added that it was an abundantly clear statement that was passed off to a newspaper and misused as an opportunity to malign him. He stated that being a whistleblower can be a good thing but a whistleblower will not find much at Cerritos College. He acknowledged the work of Dr. Reece, Ms. Debra Moore and Mr. Chester for keeping the faculty unified through difficult financial times. He also acknowledged the administration and student trustee for their hard work as well. He stated that the students come to the college with honorable intentions; articles like the one in the Los Cerritos Community News maligns them and denigrates the institution.

Dr. Timothy Juntilla

Dr. Juntilla, Associate Professor of English and Director of the Scholars' Honors Program, stated that it's unfortunate to be here today to discuss issues that are affecting the wellbeing of the institution. He stated that the college does not hold the new Board members responsible for the past, but it is their duty to understand it and make sure that current practices do not repeat past mistakes. He welcomed the new Board members and invited them to work with the college to accomplish goals. He asked them to set aside personal feelings and not be party to something that damages the reputation of the institution. Dr. Juntilla also stated that political language being used on campus can be troubling when its meaning is not explained. He also asked them to respect students and student leaders. Dr. Juntilla stated that we don't bully students on this campus and that behavior needs to stop. He concluded by stating that while there is a steep learning curve to being a Cerritos College trustee, no one is keeping a score card or expecting them to accomplish great things before acclimating on campus. He encouraged the Board to partner with the campus to move forward in a positive direction.

Austin Garrido

Mr. Garrido, Cerritos College student and Vice President of the Queer Straight Alliance (QSA), stated that he used to have friends that were not always supportive of him. When he joined QSA he found a great community of friends and added that the whole campus itself is supportive. He stated that he feels at home with QSA and Cerritos College and that the college is not homophobic.

Angie Gonzales

Mr. Garrido read an email on behalf of Ms. Gonzales, Cerritos College Student and Vice President of the QSA. It stated that the recent article saying that Cerritos College is a homophobic institution was unwarranted. All of the school's hard work was shut down and high schools will now see the college as a disgrace. QSA has many events and outreach programs. The school has always given her support when needed. The letter concluded by stating that the college is in no way homophobic.

Enrique Aranda

Mr. Aranda, Cerritos College alum, stated that as a student he was taught the importance of self-determination, community organizing, and above all, understanding and respecting diversity as a means of social change. He quoted a resolution from the Community College Board of Governors promoting diversity and ensuring quality education for all of California's people. Mr. Aranda also quoted Education Code 87630. He stated that it's interesting to hear about academic freedom and freedom

of speech but that he has been indirectly censored by Dr. Lacy by his remarks on Facebook and other social media. He also stated that it is disturbing that there is a Board that governs and a President that manages, yet the Faculty Senate President is not accountable, subordinate, or a direct report of the President. Mr. Aranda also stated that some trustees forget that the community is their constituency, not the college faculty or Senate. He stated that he was appalled to hear what happened at the last Board meeting when the Faculty Senate President went on a racist, offensive tirade with words of exclusion. He asked how the individual will be sanctioned and added that he thought maybe community members didn't need to be mobilized, but now thinks otherwise when the college has paid cheerleaders as faculty and students. He concluded by stating that there seems to be a challenge at the college in understanding diversity.

Debra Moore

Ms. Moore, Professor, stated that she and Dr. Lacy worked well together when she was Faculty Senate President. She addressed the LGBTQ environment on campus by stating that there are a wide range of views in the community and that the college is committed to treating people fairly. She summarized events and training activities on campus that show that the college is sensitive to the LGBTQ environment. She stated that she is gay and has worked with many people on campus, including Mr. Chester, and feels she has always been treated well and that the college is committed to making sure all members of the community feel welcome, respected and safe. Ms. Moore stated that Mr. Chester has the Faculty Senate's support and hopes that Dr. Lacy and her executive team stay at the college for a long time because they are doing a lot of good work.

Dr. Stephen Clifford

Dr. Clifford, chair of the English department, read a letter on behalf of Professor Froylan Cabuto, chair of the Modern Languages department. Mr. Cabuto is an openly gay professor who has been employed since 2000. He disapproved of recent inaccurate comments about the school and indicated that it is inappropriate to think of the school as homophobic. He has never felt that he was treated unequally. He is part of the Falcon Leadership Academy created by Dr. Lacy and can't imagine working somewhere else. Mr. Cabuto is a social activist, which includes gay rights activism. He created a short film on anti-gay bullying and the college helped him with the production of the firm. The film project was presented on campus in a symposium and it was a success. He stated that at the symposium, Mr. Chester spoke in support of zero tolerance for bullying of any kind. He invited new Board members to get to know the college better and learn about its successes and challenges.

Alexander Vazquez

Mr. Vazquez, Cerritos College student, talked about his experiences with the college and Mr. Chester. He stated that Mr. Chester has been very helpful to him. He talked about his personal life and struggles as a gay man who is trying to make a difference. He stated that he wouldn't be in school today if not for those who supported and encouraged him. He stated that he is reaching out to people to improve the services for the LGBTQIA community to promote diversity and help the community thrive.

Daniel Gomez

Mr. Gomez, ASCC Commissioner of Athletics, congratulated the new Board members and added that it's refreshing to see faces from his

community. He stated that change is a good thing as long as it leads to growth. He stated that the college needs to mend this rift. He also stated that he is one of many student leaders present who represent all the students who couldn't be here and added that the students he represents are the same students that the Board represents. He concluded by stating that everyone has the same intentions at heart and everyone should work together to promote student success.

Lance Makinano

Mr. Makinano, ASCC President and Student Trustee-Elect, spoke about the published article that he and students feel is defaming and damaging to the college. He spoke on behalf of students and introduced several students present in the audience. He reiterated that the institution does not support homophobic or discriminatory behavior. He added that he fully supports the Faculty Senate President. He stated that the one-sided article damages the collective work of the institution. He asked how the college can move forward to repair the college's reputation.

Aldo Lopez

Mr. Lopez, ASCC Vice President, spoke about the article that was written and the positive actions that the campus had taken before the article was written. He stated that a Safe Ally training project has been in progress and he has signed a promise that as a straight male, he will protect LGBTQ individuals and give them the support they need to succeed. He is part of the Safe Zone committee on campus. He encouraged the Board to visit the ASCC office and thanked Ms. Avalos for attending a meeting. He concluded by stating that if any Board member can't align their goals with that of the students, they should question why they are on the Board.

Dr. Ted Stolze

Dr. Stolze, Assistant Professor of Philosophy and former CCFF President, stated that he has been bowled over by the students' presentations. He welcomed the new Board members. He urged the Board to collaborate with all campus constituencies in order to move forward. He stated that criticism can be seen as a necessary part of creative tension that can promote critical reflection and moral progress. He stated that this is an opportune moment to recognize the faculty union by inviting a CCFF representative on the Board and reaffirm the college's commitment to academic freedom.

Dr. Solomon Namala

Dr. Namala, Associate Professor of Economics and CCFF President, thanked the trustees and Dr. Lacy for offering 100 more FTES for summer. He thanked Dr. Salazar for hearing this issue on behalf of students and faculty. He asked that the Board consider adding more sections and support services for the summer. He stated that in the first six months of the fiscal year, the college has realized a surplus of $5 million and with pro rata pay gone, the district's cost to add sections will be less than last year. He stated that there is a potential for higher revenues next year as well. Dr. Namala also asked for the Board's support with regard to the retirement incentive. He concluded by stating that the title of the article that was published was a misrepresentation of Mr. Chester's statements. He added that things were said at that meeting that were hurtful and do not promote reconciliation.

John Paul Drayer

Mr. Drayer spoke as a private citizen regarding Measure G. He stated that he was involved in student government as a student at Cerritos College. He stated that with regard to Measure G, his community was

faced with several tax measures on the November ballot. He also stated that a group he was in defeated a tax measure by 13 votes in the past. He stated that many people in his neighborhood have lost their homes and jobs, and seven or eight tax measures on the Bellflower ballot was far too many. As a candidate, he was concerned that the college was not doing things legally and correctly and was in violation of civil rights that he had fought for. He stated that he felt some things were not proper, the college lost the lawsuit and was doing something illegal, adding that there needs to be a legal review. He stated that there were problems with the contractor for Measure CC, projects were not finished, and there was not a full accounting review until recently. He stated that he represented all the people against Measure G to give a voice to the voiceless. Mr. Drayer apologized if people misunderstood what he wants to do and added that he is in support of improving the college. He stated that Measure G was passed by the voters but he requested a full legal review of what happened based on information that was later given to him. He referenced a legal opinion by the State Chancellor's Office from August 6, 2012.

Dr. Lacy clarified the legal opinion from the Chancellor's Office. She stated that Mr. Drayer is referencing page 1 of a 4-page document, which describes Associated Student Organizations (ASOs) that are funded by district funds, which the college does not have. She stated that the ASO at Cerritos College uses privately raised funds. She referenced page 2 of the legal opinion, which answers the question, "Can an ASO use its own privately raised funds for this purpose?" She read from the legal opinion, which states, "Yes... [p]ursuant to Education Code section 72670, an ASO is an auxiliary organization and the Attorney General has determined that because an auxiliary organization is a private entity, its use of its own privately raised funds is not subject to the prohibition against the use of "public funds" for political purposes. This conclusion is not changed by the fact that districts have the power to oversee organization funds."

VII. CONSENT AGENDA

It was moved by Dr. Hughlett 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. Acceptance of Gift, as attached.

B. 2013 Commencement Speaker – Dr. Gary Smuts, as attached.

C. Notice of Completion for Bid #1011-01, Social Science Interior Upgrades, as attached.

D. Contracts:
Services
NEW

1. Field Ironworkers Apprenticeship and Training Program
Local Education Agency for the Apprenticeship Program
Adult Education & Diversity Programs
This agreement replaces the previous agreement established to develop related and supplemental instruction and training for the Ironworkers Apprenticeship Program, provide and approve curriculum, training and approval of instructors, and enrollment and attendance records maintenance. This particular agreement with the Field

Ironworkers has been ongoing since 1984 or longer and will replace the previous agreement that expired on March 16, 2012. For period March 17, 2012 through June 30, 2014. The total contract sum shall not exceed $209,734.00, based upon RSI hours generated for the program. Funding for this contract is provided by monies received from the Apprenticeship Program Division within the California Community Colleges Chancellor's Office to fully support the program.

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

F. Resignation Accepted by the President, as follows:

Brett Fiske, Groundskeeper (Facilities Department), effective March 29, 2013

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for March 11, 2013.

B. It was moved by Mr. Arthur and seconded by Mr. Drayer to approve Change Order No. 1 (Bid #1213-01), Rancho Pacific Electric, Inc., Fire Alarm Group 3, as attached. The vote for approval was unanimous (student advisory vote: aye).

C. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve to Implement the Supplementary Retirement Plan (SRP) to Eligible Employees of the District, as attached. The vote for approval was unanimous (student advisory vote: aye).

D. It was moved by Dr. Hughlett and seconded by Mr. Drayer to Amend the Agreement for Program and Construction Management Services – Tilden-Coil Constructors, Inc., as attached. The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Mr. Drayer and seconded by Dr. Salazar to Discuss a Request for Qualifications (RFQ) for Legal Services, as attached. Dr. Hughlett indicated that he didn't have time to review the information that was presented at the Board table with regard to this item, and moved to reschedule the item to the next regular Board meeting. The motion was seconded by Mr. Arthur and the roll call vote was as follows.

Mr. Arthur – yes
Ms. Avalos – no
Mr. Drayer – no
Dr. Hughlett – yes
Dr. Liu – yes
Ms. Perez – no
Dr. Salazar – no

The motion did not pass.

There was an extended discussion regarding the draft RFQ that was presented. After discussion, Mr. Logan indicated that he would revise the draft RFQ by incorporating feedback from the Board. The revised item will be brought forward at the May 1 regular meeting.

F. Ms. Perez opened a discussion of term limits as requested by Mr.

Drayer. Mr. Drayer stated that he is in favor in term limits and cited several examples of local and state government agencies that have term limits. He asked for the Board's feedback regarding the issue.

IX. REPORTS

A. Board of Trustees

Dr. Hughlett stated that everyone did an excellent job at the Academic Excellence Awards and added that he thoroughly enjoyed it.

Dr. Liu stated that she has created an app for Cerritos College and encouraged everyone to download it.

Ms. Avalos encouraged everyone to attend Assemblymember Anthony Rendon's District Office Open House on April 18.

Dr. Salazar stated that a couple of Board members have been questioning why there is no CCFF representation at the dais. She distributed a request to agendize an item for the May 1 Board meeting to invite the President (or designee) of the CCFF to participate at the Board of Trustees table for all meetings, effective May 15, 2013. She stated that she feels it is very important and it is supported by Ms. Avalos and Ms. Perez. She also requested a report on options for broadcasting all Board of Trustees meetings, including a local public access cable station, live stream on the college's website and YouTube, and utilizing Film and Journalism students in the effort.

Mr. Macias reiterated what was said in the public comments and added that we should be moving forward as a campus. He also emphasized that Board actions reflect the entire community it serves. He stated that the college is very supportive of its students, regardless of sexual orientation and that diversity is very important. He also stated that the majority of the communication is directed toward one individual and as a solution, the Board should take action to prevent a Board member from inappropriate behavior such as harassing students. Mr. Macias stated that the new student trustee will begin his term at the first meeting in June and hopes that the Board will give him full support.

Ms. Perez stated that she, Dr. Lacy and staff met with individuals from the city of Hawaiian Gardens to talk about the college and ways to continue partnership. She stated that she in the process of scheduling a Board retreat and that she is interested in organizing a joint meeting between the Board and members of the ASCC.

B. Faculty and Staff Leadership

Mr. Chester stated that he supports Mr. Macias' comments.

Ms. Laughon stated that she hopes the college can move forward instead of demonizing new Board members. She stated that educating the Board is a positive step when Board members do something inappropriate. She stated that change is hard but we look forward to it.

C. President/Superintendent and Vice Presidents

Dr. Johnson acknowledged the candidates who ran for ASCC President/Vice President and Student Trustee.

Mr. El Fattal clarified that while Mr. Drayer said there was never any accountability for Measure CC, that information is inaccurate. He stated that there has been and continues to be full financial accountability and project accountability through the Citizens' Bond Oversight Committee, which meets regularly. He also clarified that Dr. Namala stated the college has a $5 million surplus based on the second quarter 311Q which was as of December 31, 2012; however, that surplus was accurate only for that day. The third quarter 311Q shows a negative balance of $11.6 million.

Dr. Schilling stated that her trip to Osaka, Japan was a great learning experience. She informed the Board that the Pathway Programs Robotics Club won gold at the SkillsUSA State Competition and will be competing at the national championship in June.

Dr. Lacy stated that AB 67 proposes a freeze in tuition for the next four years and will update the Board as developments occur. She stated that she attended the Southern CEO Conference and heard information from Chancellor Brice Harris and Scott Lay. She concluded by congratulating Jeanine Prindle, who was recently inducted into the California Community College Athletic Association (CCCAA) Hall of Fame.

X. CLOSED SESSION — The Board did not adjourn to closed session.

XI. RECONVENE

XII. ADJOURNMENT — The Board adjourned at 12:36 a.m.

XIII. NEXT REGULAR MEETING — The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 1, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: April 17, 2013

SUBJECT: **Consideration of Acceptance of Gift**

RECOMMENDATION

It is recommended that the gift below be accepted on behalf of the College.

ANALYSIS

The following item has been received by the College as a donation:

For use in the Automotive Mechanical Repair Department:

- 2007 Chevy Tahoe (VIN – 1GNFC13027R353078)

  Donated by: Jim Monroe
  Community Chevrolet
  200 W. Olive
  Burbank, CA 91502

The estimated value of the above item is $11,000.00.

FINANCIAL IMPLICATIONS

There is no cost to the District for the acceptance of this gift.

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Dr. Stephen Johnson, Vice President of Student Services

DATE: April 17, 2013

SUBJECT: **Consideration of Approval of 2013 Commencement Speaker – Dr. Gary Smuts**

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. Gary Smuts, ABC Unified School District Superintendent (retired), as the 2013 Commencement Speaker and an honorarium of $500.

OVERVIEW

Consideration of approval is requested for Dr. Gary Smuts to be the 2013 Cerritos College Commencement Speaker.

ANALYSIS

Dr. Gary Smuts brings his long-term knowledge of the college and community, deep interest in the success of students, and progressive action orientation to each of his educational leadership endeavors. His work in the ABC Unified School District included social studies teacher, assistant principal at Gahr High School, principal at Cerritos High School, coaching football and track, assistant superintendent, and superintendent. Dr. Smuts was named California Superintendent of the Year in 2009 by the Association of California School Administrators. His earlier roles with Cerritos College included student, football player, forensics team member, and justice on the student Supreme Court. He was a recipient of the Bronze Falcon. More recently, he served the college as the campaign manager of the successful Measure G capital bond campaign to continue to update the campus. Dr. Smuts was inducted into the Cerritos College Hall of Fame this year as the Distinguished Alumnus.

The College Committee on Student Life enthusiastically recommends Dr. Smuts as the 2013 Commencement Speaker.

FINANCIAL IMPLICATIONS

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

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 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 Upgrades, Bid # 1011-01** contract for the doing of which was heretofore entered into on the **8th day of December, 2010** which contract was made with **Tek-Up Construction, Inc.**, contract number **C10-1060A**, as contractor; that said improvements were completed on the **4th day of February, 2012**, and accepted by formal action of the governing board of said DISTRICT on the **17th day of April, 2013**; 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 **Ullico Casualty 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:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

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EMPLOYMENT OF C[illegible]TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Custodian, Grade 23, Step 1 ($2,846.00/month) effective April 18, 2013:
James Mensah (Facilities)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2014, or 175 total workdays, whichever occurs first

Salazar, Angelina*	Intermediate Clerk	$9.56/hr	07/01/13
Franco, Melissa*	Secretary	$11.34/hr	07/01/13
Diaz, Sonia*	Program Facilitator	$13.79/hr	07/01/13
Hortua, Leonel*	Program Facilitator	$13.79/hr	07/01/13
Mullins, Caitlin	Special Populations Coordinator	$16.41/hr	07/01/13
Auer, Christina*	Community Education Specialist	$29.15/hr	07/01/13
Figueroa, Anabelle*	Community Education Specialist	$29.15/hr	07/01/13
Marquez, Dolores Alvidrez*	Community Education Specialist	$29.15/hr	07/01/13
Nutt, Karen*	Community Education Specialist	$29.15/hr	07/01/13
O'Neil, Jeannie*	Community Education Specialist	$29.15/hr	07/01/13
Quesada, Alfred*	Community Education Specialist	$29.15/hr	07/01/13
Quesada, Deanna*	Community Education Specialist	$29.15/hr	07/01/13
Robertson, Deena*	Community Education Specialist	$29.15/hr	07/01/13
Rojas, Ignacio*	Community Education Specialist	$29.15/hr	07/01/13
Smith, Tawanna*	Community Education Specialist	$29.15/hr	07/01/13
Sodetani, Martha*	Community Education Specialist	$29.15/hr	07/01/13
Williams, Shereal*	Community Education Specialist	$29.15/hr	07/01/13

III. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

De Hernandez, Gloria*	Aide-Special (Special Education)	$8.00/hr (1)	04/03/13

* Categorically Funded
** Specially Funded

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Nguyen, Ha Hoang Khanh*	Aid[illegible]n)	$8.00/hr (1)	03/13/13
Acosta, Marcelino*	Instructional Aide I	$9.56/hr (1)	04/03/13
Perkins, Angel	Instructional Aide I	$9.56/hr (1)	03/27/13
Taylor, Krystal*	Instructional Aide I	$9.56/hr (1)	03/18/13
Torres, Diana*	Intermediate Clerk	$9.56/hr	04/01/13
McGriggs, Kijane*	Intermediate Typist Clerk	$9.56/hr	03/25/13
Villalovos, Mary Jane	Community Outreach Worker	$9.99/hr	03/25/13
Grijalva, Suzanne*	Program Assistant I	$9.99/hr	03/19/13
Raygoza Arroyo, Roxana*	Job Developer	$11.88/hr	04/01/13
Rodarte, David*	Instructional Aide II	$12.81/hr	03/25/13
Terrazas, Alexander**	Instructional Aide II	$12.81/hr	03/01/13
Kennedy, Christina	Technical Director/Designer	$14.79/hr	03/01/13
Tsuno, Devon	Technical Director/Designer	$14.79/hr	03/25/13
Villalovos, Mary Jane	Technical Director/Designer	$14.79/hr	03/25/13

* Categorically Funded
** Specially Funded

Project: Cerritos College
Fire Alarm Group 3

Change Order Number: 01

Contract # 12P001

To: Rancho Pacific Electric, Inc.
12182 Santa Margarita Ct
Rancho Cucamonga, CA 91739
Phone: 909.476.1022
Fax: 909.476.1188

Date: March 18, 2013

SUMMARY OF CHANGES:

Item 1.01

Description: Sawcut, remove asphalt section, pothole to expose existing conduit to determine where break in the conduit exists. Backfill, compact and patch back asphalt.

Reason: During installation of new fiber line, unable to pull new cable through existing conduit. Unable to locate break in conduit.

Benefit: Conduit pathway needed for new fiber line

Requested by: Unknown Condition / Owner

Change Amount: ..... $ 2,738.00

Time Extension: .....0 Work days

Item 1.02

Description:
1. Provide 1 ¼" phone conduit with data cable from the existing data room located under the home side bleacher and extend to coach's office located behind the concession area.
2. Provide 2" conduit from the existing data room located under the center section of the home side bleacher and extend to the electrical room located at the south end of the home side bleacher.

Reason:
1. The storage room behind the concession area had been converted to a coach's office and the College wanted to add a phone / data line.
2. During the installation of the fiber line, the existing conduit was blocked, upon review through pothole (performed under item 1.01 above), the break was unable to be located. It was determined that a new conduit pathway was required and less expensive than to continue locating the conduit break.

Benefit:
1. Provide phone and data capability for coach's room
2. Conduit pathway needed for new fiber line

Requested by:
1. Owner request
2. Unknown Condition / Owner

Original Change Amount: $26,928.00
Contract Allowance: $25,000.00
Change Amount: ..... $ 1,928.00

Time Extension: .....0 Work days

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Item 1.03

Description: Install conduit and fiber line from the Social Science-1st floor data room to the fire alarm control panel located in the Social Science basement. This scope work was performed during the 3rd work shift, 10pm to 6am.

Reason: The new fiber line providing connectivity to the Field House fire alarm panel is not compatible with the existing fiber line providing connectivity to the Santa Barbara and Student Health buildings. Additional conduit and fiber was required to extend into the Social Science basement to the existing fire alarm panel, to convert the connectivity to allow the entire fire alarm system to communicate.

Benefit: Providing an operable system

Requested by: Unknown / Owner

Change Amount: $28,286.00

Time Extension: ..... 15 Work days

Item 1.04

Description: Replace fiber optic patch cord from data rack to the fire alarm control panel in the Student Health building. This also includes post fiber testing for connectivity.

Reason: The existing fiber patch cord was not operating properly and required to be replaced to allow the new fire alarm control panel to properly communicate through the campus' existing fiber backbone system.

Benefit: Providing an operable system

Requested by: Unknown Condition / Owner

Change Amount: $864.00

Time Extension: ..... 0 Work days

Item 1.05

Description: Replace fiber optic patch cord from data rack to the fire alarm control panel in the Santa Barbara building. This also includes post fiber testing for connectivity.

Reason: The fiber patch cord was not operating properly and required to be replaced to allow the new fire alarm control panel to properly communicate through the campus' existing fiber backbone system.

Benefit: Providing an operable system

Requested by: Unknown Condition / Owner

Change Amount: $1,474.00

Time Extension: ..... 0 Work days

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SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER $35,290.00
TOTAL ADDITIONAL WORKING DAYS ..... Days: 15

CONTRACT SUMMARY:

Original Contract Amount	$	504,000.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	504,000.00
Amount of Change Order No. 1	$	35,290.00
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	539,290.00
Percentage of Change to Contract		7.0%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on _____ of _____, 2013.

Approved By:

_____
(SIGNATURE & DATE)
CERRITOS COLLEGE-BOARD OF TRUSTEES

Requested By:

(SIGNATURE & DATE)
RANCHO PACIFIC ELECTRIC
DAVID ROBINSON
12182 Santa Margarita Ct
Rancho Cucamonga, CA 91739

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE) 4-1-13
CERRITOS COLLEGE
MARK LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

3/21/13
(SIGNATURE & DATE)
MDC ENGINEERS, INC.
~~B.A. SATYA~~
THOMAS W LAW

Reviewed By:

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
STEVE R. WORLEY

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Dr. Mary Anne Gularte, Vice President of Human Resources/ Assistant Superintendent

DATE: April 17, 2013

SUBJECT: **Consideration of Approval to Implement the Supplementary Retirement Plan (SRP) to Eligible Employees of the District**

RECOMMENDATION

It is recommended that the Board of Trustees authorize the District to approve and implement the Supplementary Retirement Plan (SRP) to eligible employees of the District who submitted SRP enrollment documents and meet eligibility requirements.

OVERVIEW

On behalf of the District, Public Agency Retirement Services (PARS) developed a retirement incentive program, pursuant to Board authorization (Board Resolution 12-16), that was offered to eligible employees of the District. This program is considered a Supplementary Retirement Plan that supplements the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS), and qualifies under the relevant sections of Section 403(b) of the Internal Revenue Code.

ANALYSIS

In developing this Supplementary Retirement Plan, PARS staff reviewed and analyzed District data including employee demographics, bargaining unit language, existing health care plans, and more. Throughout the analysis process, District staff worked with PARS staff to ensure that plan assumptions and the resulting cost savings projections were reasonable based on the particular circumstances of Cerritos College.

The recommended Plan provides each eligible employee eighty percent (80%) of final pay as an incentive to resign from District employment. Eligible employees must complete the 2012-2013 academic year for their position, and the age and years of service eligibility requirements are as follows:

Faculty and Educational Administrators (certificated management) (STRS) - age 55 with 5 years of District service, or age 50 with 30 years of District service on the date of resignation.

Classified Staff (non-management), Confidential Staff, and Classified Administrators (PERS) - age 50 with 5 years of District service on the date of resignation.

Table 1 shows the number of employees who submitted SRP enrollment documents and Table 2 illustrates the projected fiscal effect over a five-year period.

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80% of Final Pay
2012-2013 Retirements

Employee Group	Number of Employees Eligible for PARS SRP	Number of Eligible Employees Who Submitted PARS SRP Enrollment Documents	Percentage Retirements of Those Eligible for PARS SRP
Faculty	107	14	13.08%
Educational Administrators (Certificated Management)	8	1	12.50%
Classified Staff (Non-Management)	117	11	9.40%
Confidential Staff	5	1	20.00%
Classified Administrators Management	7	1	14.29%
Total	***244***	***28***	***11.48%***

Projected Fiscal Effect*

Employee Group	Projected Savings in Year 1 2013-2014	Projected Savings over 3 years 2015-2016	Projected Savings over 5 years 2017-2018
Faculty (100% Replacement)	$974,385 (Full adjunct replacement in Yr 1)	$882,243	$707,400
Educational Administrator (Certificated Management) (100% Replacement)	($15,222)	($59,306)	($107,186)
Classified Staff (Non-Management) (91% Replacement)	$65,450	$127,674	$110,472
Confidential Staff (100% Replacement)	$1,847	($1,591)	($13,872)
Classified Administrators Management (50% Replacement)	$72,540	$209,124	$350,905
Total	***$1,099,000***	***$1,158,144***	***$1,047,719***

**Savings are net of all program costs*

FINANCIAL IMPLICATIONS

Upon implementation of the Plan, the cost to the District will equal five and one-half percent (5.5%) of all premiums made by the District on behalf of participants in the subject Plan. The dollar savings to the District identified in the Plan are inclusive of this fee.

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: David El Fattal, Vice President of Business Services

DATE: April 17, 2013

SUBJECT: **Consideration of Approval of Amendment to the Agreement for Program and Construction Management Services – Tilden-Coil Constructors, Inc.**

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment No. 1 to the Agreement for Program and Construction Management Services between Cerritos Community College District and Tilden-Coil Constructors, Inc. This amendment would: 1) extend the term an additional three (3) years, with an option to renew for two (2) additional one-year terms upon mutual agreement; and, 2) allow for increased scope of work related to the Measure G bond program at an additional annual cost not to exceed $165,156 (i.e., $13,763 monthly). This amendment would revise the monthly Program Management fee to an amount not to exceed $67,930 from the current monthly fee of $54,167.

OVERVIEW

Effective December 15, 2010, Cerritos College contracted with Tilden-Coil Constructors, Inc. for Program Management/Construction Management (PM/CM) services related to the Measure CC bond program. As a pre-cursor to contracting with Tilden-Coil, a Request for Proposal (RFP) selection committee of 10 college employees reviewed and analyzed eight vendor proposals from which four short-listed contender firms were interviewed. A competitive RFP process was utilized due to the complexity and dollar value associated with awarding a contract for PM/CM services. The RFP process concluded with Tilden-Coil being identified as the best qualified firm, and thereby, most advantageous firm to provide PM/CM services for the District's construction program. Approximately two years and eight months remain on the current Agreement which expires on December 14, 2015. The existing Agreement reflects that the fee for Program Management Services shall not exceed a lump sum contract price of $3,250,000 (i.e., $54,167 monthly) as a negotiated take-over amount agreed to by both parties, and the fee for Construction Management services shall not exceed 4.9% of project construction costs for any assigned project. This amendment would increase the monthly program management expenditure by $13,763 from $54,167 to an updated monthly expenditure not to exceed $67,930, an annual cost not to exceed $165,156, in order to increase the scope of work to include Measure G bond program projects in the near-term and for future years.

ANALYSIS

Measure G was approved by voters of the District on November 6, 2012. While Measure CC projects continue to be underway, the college is now also moving into a phase of comprehensive planning, design, and construction of Measure G projects such as the health and wellness complex, field house, performing arts center, and renovation projects. This pre-construction type work includes activities such as developing rough order of magnitude (ROM) project estimates, developing budget estimates of soft and hard costs for individual projects, working with District procurement staff in the preparation and management of requests for proposals, updating bid documentation, managing and coordinating design activities with architects and District end-user groups, etc. Since December 2010, Tilden-Coil has established an excellent reputation within the college for its work on campus projects. Moreover, the firm has become a valued component of the District's building program and, in addition, has developed an

intimate knowledge and understanding of the college's operations, processes, and expectations, as well as a full understanding of the overall bond program. Approval of this amendment will serve to immediately heighten the present favorable momentum of the building program and concurrently enable the District to continue to save money, strengthen effectiveness, and create greater efficiencies. Since 2010, Tilden-Coil has been an exemplary supplier and a valued contributor to the District's ongoing mission of continuous improvement in its building program. In part, Tilden-Coil has achieved this status by quickly learning the unique demands and culture of the District, and developing a commensurate and growing knowledge-base that integrates this essential information with the firm's strong expertise in program and construction management. Maintaining this continuity of leadership is important in terms of operational efficiency, and for providing strong momentum in continuing to effectively advance the building program for students and the communities served by the District.

FINANCIAL IMPLICATIONS

The cost of this amendment will not exceed $165,156 annually to be funded by the GO bond program.

Attachment

PROGRAM MANAGEMENT
MEASURE CC

December 15, 2010 through December 14, 2015

Description	Quantity	Unit Cost	Total
Program Manager	260 weeks (5 years)	$ 6,000	$ 1,560,000
Project Engineer	260 weeks (5 years)	$ 2,968	$ 771,680
Project Administrative Assistant	260 weeks (5 years)	$ 2,139	$ 556,161
Overhead expenses/materials	Lump Sum	$ 362,159	$ 362,159
		Not to Exceed - Total Program Fee	$ 3,250,000
		Monthly	$ 54,167
		Annual	$ 650,004

PROGRAM MANAGEMENT
MEASURE CC & MEASURE G TRANSITION PERIOD

December 15, 2010 through April 17, 2013, extended through December 14, 2015

Description	Quantity	Unit Cost	Total
Program Manager	260 weeks (5 years)	$ 6,000	$ 1,560,000
Project Engineer	260 weeks (5 years)	$ 2,968	$ 771,680
Project Administrative Assistant	260 weeks (5 years)	$ 2,139	$ 556,161
Overhead expenses/materials	Lump Sum	$ 362,159	$ 362,159
Project Engineer (transition period)	139 weeks (2years 8mo)	$ 3,080	$ 428,120
		Not to Exceed - Total Program Fee	$ 3,678,120
		Monthly	$ 67,545
		Annual	$ 810,540

PROGRAM MANAGEMENT
MEASURE G & MEASURE CC COMBINED

December 15, 2015 through December 14, 2018

Description	Quantity	Unit Cost	Total
Program Manager	156 weeks (3 years)	$ 4,320	$ 673,920
Project Engineer	156 weeks (3 years)	$ 3,320	$ 517,920
Project Engineer	156 weeks (3 years)	$ 3,080	$ 480,480
Project Administrative Assistant	156 weeks (3 years)	$ 2,852	$ 444,927
Overhead expenses/materials	Lump Sum	$ 328,250	$ 328,250
		Not to Exceed - Total Program Fee	$ 2,445,497
		Monthly	$ 67,930
		Annual	$ 815,160

The tables above illustrate the fee schedule and assigned Tilden-Coil employees under three scenarios. The top table "Measure CC" represents the existing Agreement with Tilden Coil. The middle table "Measure CC and Measure G Transition Period" represents the existing Agreement plus the addition of a transition period project engineer to advance the Measure G program–this addition in personnel and associated cost assumes an effective date of April 17, 2013 through the duration of the existing Agreement. The bottom table "Measure G and Measure CC Combined" represents a renegotiated cost structure which would take place during the proposed three-year contract extension presently being considered–this cost structure would also apply to any of the two possible additional one-year terms. Adding the incremental cost of just a single engineer at not more than $165,156 annually eliminates the need to contract separately for an entire Measure G programming team, which results in significant cost savings to the District (savings example: $54,167 - $13,763= $40,404 monthly, or $484,848 annually).

- For ease of reading and comparison, the monthly, annual, and not to exceed total fees in each table above round to the nearest dollar.

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FIRST AMENDMENT TO AGREEMENT FOR PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

THIS FIRST AMENDMENT TO AGREEMENT FOR PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES ("Amendment") is entered into by and between the Cerritos Community College District ("District") and Tilden-Coil Constructors, Inc. ("CM") to amend the AGREEMENT FOR PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES entered into by the parties on December 15, 2010 ("Agreement").

In case of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained herein, the terms and conditions herein shall control. Except as set forth below, all provisions of the Agreement remain unchanged and in full force and effect.

BACKGROUND

WHEREAS, District and CM desire to enter into this Amendment to extend the term of the Agreement, and increase the compensation amount to reflect an expanded scope of work, as indicated herein;

WHEREAS, the expanded scope of work detailed herein is necessary to include projects funded by the District's Bond Measure G ("Measure G"), which was approved by the voters of the District on November 6, 2012; and

WHEREAS, in order to complete the expanded scope of work the term of the Agreement will need to be extended and the Contract Price for the CM's performance and completion of the Basic Services of the Building Program will need to be increased, both as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Paragraph 1.3: Replace "the Measure CC Citizen's Oversight Committee" with "the District's Citizens' Bond Oversight Committee" to reflect the fact that there is a single Citizens' Bond Oversight Committee with oversight responsibility for both Measure CC and Measure G.

2. Paragraph 2.1: Replace current subsection (iii) with the following: "(iii) the availability of funding under Measure CC, Measure G and the Projects to be completed utilizing Measure CC, and Measure G proceeds".

3. Paragraph 2.3.1: Insert "Measure G funds" after the first reference to Measure CC funds.

4. Paragraph 2.7: Remove references to "Measure CC" from the Paragraph.

5. Paragraph 8.1.1: Revise the existing Paragraph to insert the following after "CM's performance": "attributed to Measure CC Projects".

6. Paragraph 8.1.1.1: Add a new Sub-Paragraph to read:

Measure G Building Program – Transition Period. The Contract Price for the CM's performance attributed to Measure G Projects and completion of Basic Services shall be a fixed price amount consisting of Thirteen Thousand Seven Hundred Sixty Three Dollars ($13,763.00) per month for additional staff required for the thirty two (32) month period beginning on April 17, 2013, and ending December 14, 2015 ("Transition Period");

Measure CC and Measure G Building Program. The Contract Price for the CM's performance attributed to Measure CC Projects and Measure G Projects and completion of Basic Services shall be a fixed price combined amount consisting of Sixty Seven Thousand Nine Hundred Thirty Dollars ($67,930.00) per month for the period beginning on December 15, 2015, and ending December 14, 2018. This Contract Price shall continue to be paid by the District on a monthly basis if, as provided for in Paragraph 10.1 below, the parties mutually agree to extend the Agreement for additional one (1) year terms.

7. Paragraph 8.1.2: Insert "general conditions expenses (for Multiple Prime projects)" after "Riverside and Orange". Replace "Contract Price" with "fee" in the last sentence of the Paragraph.

8. Paragraph 10.1: The Term of the Agreement is extended for an additional three (3) years from December 15, 2015, to December 14, 2018. Thereafter, the parties may mutually agree to extend the Agreement for two (2) additional one (1) year terms.

In all other respects, the Agreement is reaffirmed.

This Amendment is effective as of the later of April 17, 2013, or the date fully executed by both parties after approval by the District's Governing Board ("Effective Date").

Cerritos Community College District	Tilden-Coil Constructors, Inc.
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Dannis Woliver Kelley

By: _____

Name: _____

Title: _____

Date: _____

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: David El Fattal, Vice President of Business Services

DATE: April 17, 2013

SUBJECT: **Consideration of Approval of Request for Qualifications (RFQ) for Legal Services**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Request for Qualifications (RFQ) for Legal Services, as attached.

OVERVIEW

Cerritos College is seeking proposals from individuals or legal firms with community college experience and expertise to provide General Counsel Legal Services. The requirements are further described in Section 2 – Scope of Work and Technical Specifications in the attached document.

It is the intent of the college to receive responses to the RFQ and conduct individual interviews in order to select a firm which, in the opinion of the college, is best suited to perform the work. The purpose of this RFQ, therefore, is to provide the college with the information necessary in order to select this firm.

ANALYSIS

Upon approval by the Board of Trustees, staff will release the RFQ and advertise in trade journals or newspapers as appropriate. Proposals will be due on May 9, 2013; an RFQ Evaluation Committee will then review proposals and interview short listed firms. The evaluation committee will then forward its recommendations to the Board of Trustees, who will then interview the finalists. It is anticipated that the Board will consider selection of a firm at its regular meeting of June 19, 2013.

A detailed list of project specific dates is described in Section 1.3 of the attached document.

FINANCIAL IMPLICATIONS

Advertising costs will come from the General Fund.

Attachments

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RFQ No. 12C0056
Legal Services - General Counsel
TIMELINE

Event	Compressed Schedule	
Board Review of Draft RFQ	April 17, 2013	
Release RFQ	April 18, 2013	
Last day for offerors to submit questions	**April 25, 2013**	
Last day for District to respond to questions	May 3, 2013	
Proposals due	**May 9, 2013**	
Pre-screen proposals for responsiveness	May 10, 2013	
RFQ Evaluation Committee (EC) Kick-off meeting	May 13, 2013	5:00 p.m.
EC reviews proposals	May 13 - 17, 2013 (5 working days; 7 calendar days)	
EC submits evaluation sheets	**May 17, 2013**	
EC meeting to determine short-listed firms to interview	May 21, 2013	6:00 p.m.
Firm interviews	May 28 - 30, 2013	5:00 - 8:00 p.m.
EC meeting to determine final firm(s) selected	May 30, 2013	8:00 p.m.
Board agenda item placeholder due	**June 4, 2013**	
Board Interview of final firm(s) selected	**June 19, 2013**	**6:00 p.m.**
Regular Board Meeting	**June 19, 2013**	**8:30 p.m.**

Dates EC members need to meet on campus

Bold Critical dates

Red Important

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REQUEST FOR QUALIFICATIONS (RFQ)

FOR

RFQ No. 12C0056

LEGAL SERVICES – GENERAL COUNSEL

APRIL 18, 2013

CERRITOS COMMUNITY COLLEGE DISTRICT
PURCHASING DEPARTMENT
11110 ALONDRA BOULEVARD
NORWALK, CA 90650-6203

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REQUEST FOR QUALIFICATIONS (RFQ) NO. 12C0056

LEGAL SERVICES – GENERAL COUNSEL

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Exhibit D - Additions, Deletions, and/or Exceptions

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Exhibit F - Submittal Checklist

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NOTICE TO OFFERORS

Proposals for **RFQ No. 12C0056, Legal Services – General Counsel**, as described herein, will be accepted by Cerritos Community College District (District), **until 2:00 P.M., May 9, 2013**. Any changes to this RFQ are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the District's copy shall prevail. All addenda and notices related to this solicitation will be posted by the District on Purchasing's website at www.cerritos.edu/purchasing. In the event this RFQ is obtained through any means other than the District's distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFQ document.

To assure consideration, all proposals shall be made on the RFQ Forms included or as directed. To facilitate the evaluation process **one (1) original AND eleven (11) copies of the proposal shall be provided**. All proposals shall be written in ink or typed on 8½" x 11" paper. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the proposal.

Delivered proposals shall be enclosed and sealed in an envelope or container clearly marked **RFQ No. 12C0056, Legal Services – General Counsel** and addressed to Cerritos Community College District, Purchasing Department. **Proposals may be delivered in one of the following methods:**

- **Hand delivered to:**
  Cerritos Community College District
  Purchasing Department
  Attention: Director of Purchasing
  11051 166th Street
  Cerritos, CA 90703

- **U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:**
  Cerritos Community College District
  Purchasing Department
  Attention: Director of Purchasing
  11110 Alondra Boulevard
  Norwalk, CA 90650-6203

EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

PROPOSALS DELIVERED TO OTHER THAN THE ABOVE STATED ADDRESS WILL BE REJECTED AND RETURNED TO THE OFFEROR UNOPENED. It is the Offeror's sole responsibility to ensure that his/her proposal, inclusive of any or all addenda, is received to the proper place at the proper time. Postmarks will not validate proposals which arrive after the deadline date/time listed above. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the Offeror unopened.

Proposals may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFQ prior to the scheduled closing time for receipt of proposals. Proposals not withdrawn must remain as a firm proposal for a period of 90 days following the last day to submit proposals.

Proposals shall be signed by an authorized individual or officer of the Offeror submitting the proposal. If Offeror is a corporation, the proposal and any attachment thereto shall be executed by either the chairman of the board, president, or vice president, and if a different individual, also by the secretary, chief financial officer, or assistant treasurer.

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Section 1 – Project Introduction and Overview

1.1 General Overview

Cerritos Community College District ("District") is a two-year public community college and is one of the five largest community colleges in Los Angeles County. Founded in 1955 the college has an average enrollment of approximately 22,000 credited students annually and is accredited by the Western Association of Schools and Colleges. Additional accreditations include: American Dental Association (Dental Hygiene Program), National League for Nursing Accreditation Commission, Inc. (Nursing Program), American Society of Health-System Pharmacists (Pharmacy Technician Training Program), American Physical Therapy Association (Physical Therapist Assistant Program), and National Automotive Technicians Education Foundation (Automotive Mechanical Repair Programs).

The District is a single-campus district located in Los Angeles County serving the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Four districts serving high school students are contained in these communities. They are the ABC Unified School District (USD), Bellflower USD, Downey USD, and Norwalk-La Mirada USD.

The District's primary funding source is based upon apportionment received from the State of California. The primary basis of this apportionment is the calculation of Full-Time Equivalent Students (FTES). During the 2011-12 fiscal year, actual FTES was 17,192, with the State funding approximately 15,731 FTES.

The District is governed by an independent seven member Board of Trustees who are elected to represent established trustee areas within the District. The District's affairs are administered by the Superintendent/President, who is appointed by the Board of Trustees.

1.2 Purpose of Request for Qualifications

The District is seeking proposals from individuals or legal firms with community college experience and expertise to provide General Counsel Legal Services. The requirements are further described in Section 2 – Scope of Work and Technical Specifications.

The terms and conditions contained herein constitute the full and complete understanding of the parties. However, should your firm request additional contractual terms and conditions for consideration, such requests must be clearly identified on Exhibit D and submitted at the time of proposals. No additional terms and conditions will be accepted following receipt of proposals, and the District will consider such additional contractual terms and conditions as part of its evaluation process.

It is the intent of the District to receive responses to the RFQ and, if appropriate, conduct individual interviews in order to select a firm which, in the opinion of the District, is best suited to perform the work. The purpose of this RFQ, therefore, is to provide the District with the information necessary in order to select this firm. Following receipt of proposals the District may, at its discretion, elect to shortlist to a select few to participate in the interview stage of the selection process.

Notwithstanding other provisions of this RFQ, Offeror is hereby advised that this RFQ is an informal solicitation of proposals only. It is not intended, nor is it to be construed as engaging in formal competitive bidding pursuant to any statute, ordinance, policy, or regulation.

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1.3 Project Specific Dates

The following table identifies the estimated dates/time frame for receipt, evaluation, and award of this work. Please note the following key dates when preparing your response to this RFQ.

Description	Date
Release of RFQ	April 17, 2013
Last day for offerors to submit questions	April 25, 2013
Last day for District to respond to questions	May 3, 2013
PROPOSAL DUE	May 9, 2013 at 2:00 P.M.
Firm Interviews by RFQ Evaluation Committee	May 28-30, 2013
Firm Interviews by Cerritos College Board of Trustees	June 19, 2013
Award	June 19, 2013
Approximate Start Date	TBD

1.4 Selection Process and Proposal Evaluation

The process to be used to make a recommendation for Proposer selection will be as follows:

a. The District will review and evaluate all responsive proposals received to develop a short list of firms who will be evaluated further. Incomplete proposal(s) may be rejected as non-responsive.

b. An Evaluation Team will conduct oral interviews of short listed firms. The District may request short listed firms to make an oral/visual presentation in connection with the oral interview.

c. Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. When evaluating best and final offers the previous criteria will be used as well as the following additional criteria:

i. The Best and Final proposal is amended as instructed in discussions and Best and Final instructions.

ii. The proposed amendments are responsive, reliable, and produce the outcome expressed by District.

1.5 EVALUATION CRITERIA

Offerors submitting proposals are advised that all responsive proposals will be evaluated to determine the firm(s) best able to meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the criteria listed below:

a. **Responsiveness.** Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFQ.

b. **Experience.** Previous experience of the firm working for a community college as well as that of the individual(s) community college experience of those personnel assigned to work with the District.

c. **Qualifications.** Qualifications of the firm, financial and otherwise, to provide the District with these services for the required period of time; provide appropriate staffing; provide necessary resources; and show a history of demonstrated competence.

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d. **Ability.** District's assessment of the firm's abilities to meet and satisfy the needs of the District, taking into consideration additional services or expertise offered that exceed the requirements, or the firm's inability to meet some of the requirements of the specifications.

e. **Additional Services.** The firm's affiliations, professional memberships, professional and staff training programs for District personnel, publications, paid and unpaid internship opportunities to District students, and other contributions and their relevance and appropriateness to the District.

f. **References.** Information obtained by the District from firm's references and other clients.

g. **Costs.** Fees and costs for services to be provided.

1.6 AWARD OF CONTRACT

The District may make such investigations as it deems necessary to determine the ability of the Offeror to provide the service as specified, and the Offeror shall furnish to the District, as is commercially reasonable, all such information and data for this purpose. The District may discuss or negotiate with one or more firms prior to award.

The District reserves the right to reject any or all proposals, either separately or as a whole, any item or items, to waive informalities, technical defects and minor irregularities in proposals received, and to select the proposal(s) deemed most advantageous to the District, and is not to be bound to accept the lowest price. Should the District elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.

The District reserves the right to withhold award of contract for a period of ninety (90) days following RFQ opening. All proposals received are considered firm for that 90 day period.

Awards will be made to the most advantageous Offer(s) to the District, taking into consideration the factors outlined in this RFQ. Awards may be made to more than one (1) firm based on their area(s) of expertise. Therefore, multiple awards may be made by the Board of Trustees in order to obtain the services deemed necessary. The Board of Trustees decision shall be final and is non-contestable as this RFQ is not a formal competitive solicitation, as noted above in Item 1.2.

Upon approval and acceptance by District, a purchase order or contract will be issued to the successful Offeror and shall be deemed to result in a binding contract incorporating the solicitation, proposal, and terms and conditions contained herein without further action required by either party. Items are to be furnished as described in the RFQ and in strict conformity with all instructions, conditions, specifications, and provisions in the complete contract, as defined by this clause or any related integrated agreement.

Section 2 – Scope of Work and Technical Specifications

The services requested may include, but are not necessarily limited to, the following:

2.1. Advise the Board of Trustees, the Superintendent/President of the College, and Administrators on legal issues, as more fully detailed in Item 2.4 below.

2.2. Inform the President and/or designee of changes in the laws that would affect the existing District Board Policy and/or require new District Board Policy.

2.3. Conduct workshops and seminars in areas of general concern, such as Equal Employment Opportunity, Non-Discrimination, Sexual Harassment Prevention and Awareness, etc.

2.4. Legal advice, guidance, and/or representation of the District in litigation on any or all matters as directed by administration or the Board of Trustees. The legal services may include, but are not limited to the following areas of expertise as it specifically pertains to California community colleges:

a) Board Policies
b) Bond Counsel Services
c) Brown Act
d) Civil Rights, Discrimination, and Harassment
e) Construction Litigation
f) Education Law
g) Employment Law
h) Employee Benefit Trust
i) Environmental Law
j) General Counsel
k) General School District matters as encountered in District operations.
l) Governing Board Liability
m) Insurance Contracts
n) Intergovernmental Agreements
o) Labor Relations
p) Labor Law
q) OSHA and other safety regulations and matters
r) Personal Injury
s) Personnel and Employee Relations
t) Protests
u) Public Elected Officials Liability
v) Public Procurement
w) Public Purchase and Lease Contracts
x) Public Records Act
y) Real Estate Acquisitions/Disposals, Easements, Leases and other contracts involving interest in real property matters

DRAFT

z) Retaliation

aa) Review and Interpretation of Statutes, Rules, etc.

bb) Torts (including premises liability, personal injury, and defamation)

cc) Vendor Actions

dd) Worker's Compensation

2.5. Regular accounting and billing for services and expenses shall be required.

DRAFT

Section 3 –Proposal Requirements

3.1 Proposal Format and Content

The emphasis of Offeror's proposal should be on responding to the requirements set forth in the Request for Proposal. Therefore, the proposal should be organized and indexed in the format listed below and include a detailed description of the approach and methodology proposed for the services to be provided with all necessary information for the District to effectively evaluate the Proposal. Within each section of their proposal, offerors should address the items in the order in which they appear in this RFQ.

All forms provided in the RFQ shall be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses shall occur only in the envelope containing the original proposal with the RFQ Price Form.

Any proposal that does not adhere to these requirements may be deemed nonresponsive and rejected on that basis.

Format

I. LETTER OF INTEREST

I.A. Identify the submitting organization; if a joint venture, Offeror shall list all individuals or firms that will be used in the delivery of services;

I.B. A listing of all principals of the firm;

I.C. Identify the name and title of the person authorized by the organization to contractually obligate the organization;

I.D. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;

I.E. Identify the names, titles and telephone numbers of persons to be contacted for clarification;

I.F. Explicitly indicate acceptance of the terms and conditions as stated in this RFQ;

I.G. Be signed by the person authorized to contractually obligate the organization;, and

I.H. Acknowledge receipt of any and all addenda to this RFQ. The signed addenda shall be placed behind the Letter of Interest.

II. RESPONSE TO MANDATORY REQUIREMENTS

II.A. Brief History of the firm

II.B. A listing of resources of the local office (e.g., number of partners, associates, clerical staff, etc.)

II.C. Professional memberships, certifications, licenses, (especially as related to community college education and employee relations) for key individuals assigned to the District

II.D. A summary of professional or staff training educational programs for District personnel

II.E. Offeror must present a proposed method of satisfying the requirements as specified in the Scope of Work; the narrative must directly reference the Scope of Work;

II.F. Resumes of personnel that will be assigned to the District;

II.G. Company's experience and qualifications for similar types of engagements; this summary must include your firm's experience in each of the above areas of specialty listed above in the Scope of Works and Technical Specifications;

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II.H. A listing of education law cases and outcomes handled by the firm through mediation, arbitration, or litigation.

II.I. Company financial statements – five (5) years (Income Statement, Balance Sheet & Statement of Cash Flows);

II.J. A detailed statement which indicates that the firm has a clear understanding of the services to be provided. Proposer shall list any subject matter or area (as related to the scope of work) and the Proposer's unique qualifications and/or experience as it pertains to serving community colleges which will benefit the District in the listed subject matter or area. Proposer shall list any subject matter or area (as related to the scope of work) in which the Proposer is not offering to represent the District.

III. FEE PROPOSAL

III.A. Offeror will include a fee proposal specifically reflecting the method of determining charges for work performed; and include hourly rates for the following

i. Principal
ii. Senior Partner
iii. Partner
iv. Senior Associate
v. Mid-Level Associate
vi. Associate
vii. Of Counsel Attorney
viii. Graduate Legal Assistant
ix. Law Clerk
x. Paralegal Staff
xi. Travel

III.B. Offeror shall include other necessary costs and expenses, to include, but not limited to the following:

i. Hourly rate for telephone consultation
ii. Cost for fax transmission/receiving
iii. Cost per hour for court litigation and administrative proceedings
iv. Cost per hour for attendance at the Board of Trustees meetings (evening)
v. Hourly rate for travel time (Is time charged from portal to portal?)

III.C. Offeror shall indicate how Offeror's fees are charged (i.e., 10-minute increments, quarter hour increments, fixed fee, per transmission, etc.)

III.D. Fees for the first year are to be fixed. Offeror shall submit proposed price increases, if any, for four (4) additional years in addition to the one-year contract term that may be awarded pursuant to this RFQ;

III.E. A listing of any other types of services generating a cost to the District and not included in the fees shown on the proposal are to be included, plus a formula or explanation on how these additional costs will be determined and billed to the District

IV. CONFIDENTIALITY AGREEMENT (Exhibit A)

IV.A. Offeror shall complete, sign, date, and include with its proposal the Confidentiality Agreement attached to this RFQ.

V. CERTIFICATE OF NON-DISCRIMINATION (Exhibit B)

V.A. Offeror shall complete, sign, date, and include with its proposal the Certificate of Non-Discrimination attached to this RFQ

VI. NON-COLLUSION AFFIDAVIT (Exhibit C)

VI.A. Offeror shall complete, sign, date, and include with its proposal the Non-Collusion Affidavit attached to this RFQ.

VII. ADDITIONS, DELETIONS AND/OR EXCEPTIONS (Exhibit D)

VII.A. If Offeror wishes to add, delete and/or take exception to any of the terms of this RFQ, they must be stated on the "Additions, Deletions and/or Exceptions" form provided in this RFQ;

VIII. REFERENCES FORM (Exhibit E)

VIII.A. A minimum of three (3) verifiable public agency references from a California community college district, of similar scope shall be listed on the "References" sheet provided in this RFQ; this list may include current and former clients (with reason for cancellation if applicable) all of whom are able to comment on the Offeror's related experience;

IX. ADDITIONAL MATERIAL (optional)

IX.A. Offerors may include other materials that they feel may improve the quality of their responses and/or are pertinent to this RFQ.

IX.B. Offerors are encouraged to include letters of reference and/or testimonials in their proposal

Offerors are encouraged to review all prices prior to proposal submittal, as withdrawal or correction may not be permitted after the proposal has been opened. Prices quoted shall include any and all miscellaneous fees and costs. The cost for developing the proposal is the sole responsibility of the Offeror. All proposals submitted become the property of the District.

All proposals shall be signed and the title and firm name indicated. A proposal by a corporation shall be signed by an authorized officer, employee, or agent with his or her title.

An Offeror deviating from specifications must specify any and all deviation(s) on Exhibit D. Failure to note said exceptions shall be interpreted to convey that the Offeror shall propose to perform in the manner described and/or specified in this solicitation. If exception(s) are taken or alternatives offered, complete descriptions must be shown separately.

Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Offeror as such. It may then be protected and treated with confidentiality only to the extent permitted by state law.

3.2. Request for Clarification/Information (RFC/RFI)

Questions regarding the meaning of the Scope of Work, Technical Requirements, or other pre-proposal documents shall be directed to Mark B. Logan at mlogan@cerritos.edu or faxed to 562-467-5020. To be given consideration, request(s) must be in writing and received by the date listed on the RFQ Events Schedule for "Last day for offerors to submit questions". Any and all such interpretations and any supplemental instructions will be posted Purchasing's website at www.cerritos.edu/purchasing not later than the date fixed as "Last Day for District to answer questions". All addenda so issued shall become part of the contract documents. **Under no circumstances may the Offeror contact administrators, members of the evaluation team, or members of the Board of Trustees. If a prior relationship exists between Offeror and District, Offeror may only discuss legal matters for which the firm is contracted. Failure to comply with this provision will deem Offeror's proposal non-responsive.**

3.3. Addenda

The effect of all addenda to the RFQ documents shall be considered in the proposal, and said addenda shall be made part of the RFQ documents and shall be returned with them. Before submitting a proposal each offeror shall ascertain whether or not any addenda have been issued. Failure to include any such addenda in Offeror's proposal may render the proposal invalid and result in its rejection. **Offerors are primarily and ultimately responsible for ensuring that they have received any and all Addenda**. To this end, each Offeror should access Purchasing's website at www.cerritos.edu/purchasing to verify that he/she has received all Addenda issued, if any.

3.4. Request for Qualifications (RFQ) Submittals

In the case of Request for Qualifications (RFQs), it should be noted that the documents submitted by prospective offerors are informal sealed proposals and not competitive sealed bids. By their nature, proposals will include a number of variables that will vary based on the complexity of the service addressed within the proposal.

When proposals are opened, prices and other information will not be made public until the proposal is awarded. There shall be no disclosure of any Offeror's information to competing offerors prior to the award of any contract pursuant to this RFQ. At that time, the executed contract and proposals will become public information. Accordingly, each proposal should be submitted on the Offeror's most favorable terms from a price and technical standpoint.

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EXHIBIT A

CONFIDENTIALITY AGREEMENT

The undersigned, a duly authorized officer of

_____
(Type or print complete legal name of firm),

does hereby represent, warrant, and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

Date: _____

_____
Name of Offeror

By: _____
Authorized Officer

SAMPLE

EXHIBIT B

CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY OFFEROR AND SUBMITTED WITH PROPOSAL

Offeror hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2013.

OFFEROR

_____

(Type or print complete legal name of firm)

BY

_____

(Signature)

Name

_____

(Type or print)

Title

_____

Address

_____

City _____ State _____ Zip _____

DRAFT

EXHIBIT C

NON-COLLUSION AFFIDAVIT

TO BE EXECUTED BY OFFEROR AND SUBMITTED WITH PROPOSAL

(Name) _____, being first duly sworn, disposes and says that he or she is

(Title)_____ of

(Company)_____,
the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced any other proposer to put in a false or sham proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

IN WITNESS WHEREOF, the undersigned has executed this Non-collusion Affidavit

this _____ day of _____, 2013.

OFFEROR

_____
(Type or print complete legal name of firm)

BY

_____
(Signature)

Name _____
(Type or print)

Title _____

Address _____

City _____ **State** _____ **Zip** _____

EXHIBIT D

ADDITIONS, DELETIONS, AND/OR EXCEPTIONS

Please state any and all Additions, Deletions, and/or Exceptions that you are taking to any portion of this RFQ. If not addressed below, then District interprets such as that the Offeror will adhere to all terms and conditions listed.



EXHIBIT E

REFERENCES

Offeror shall provide a minimum of three (3) Customer References with three (3) or more years experience with the Offeror. Local and similar size contract references are preferred.

REFERENCE #1	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

REFERENCE #2	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

REFERENCE #3	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

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EXHIBIT F

SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Offeror's proposal. It is only intended as a guide. It is the Offeror's responsibility to read the RFQ thoroughly and comply with all requirements.

All proposals should include, but are not limited to, the following forms:

- ☐ **LETTER OF INTEREST** – all requested information included, including acknowledgement of all addenda, and signed by authorized representative
- ☐ **RESPONSE TO MANDATORY REQUIREMENTS** – include narrative, resumes, experience and qualifications, and five (5) years of financial statements
- ☐ **FEE PROPOSAL** – all requested information included, including hourly rates, billable hours, increments, and other expenses that may be incurred by the District
- ☐ **EXHIBIT A – Confidentiality Agreement** – completed and signed by authorized representative
- ☐ **EXHIBIT B – Certification of Non-Discrimination** – completed and signed by authorized representative
- ☐ **EXHIBIT C – Non-Collusion Affidavit** – completed and signed by authorized representative
- ☐ **EXHIBIT D - Additions, Deletions and/or Exceptions** - if none, write "NONE" and submit
- ☐ **EXHIBIT E - References** – complete as requested
- ☐ **Addenda (if any)** – be sure all addenda are completed, signed, and submitted with proposal

000325

CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MAY 1, 2013

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Ms. Marisa Perez, Board President. Those present were Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Mr. Bob Arthur was not present. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Business Services, Vice President of Human Resources, Faculty Senate President and the CSEA President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Ms. Avalos.

III. APPROVAL OF MINUTES

A. It was moved by Mr. Drayer and seconded by Dr. Hughlett to approve the minutes of the special meeting of April 12, 2013. The vote for approval was unanimous (student advisory vote: aye).

B. It was moved by Mr. Drayer and seconded by Dr. Hughlett to approve the minutes of the regular meeting of April 17, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. INSTITUTIONAL PRESENTATIONS

Recognition of Vannaren Long, Recipient of the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship

A. Timothy Juntilla, Associate Professor and the Director of Scholars' Honors Program, introduced Vannaren Long, recipient of the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. He stated that it is the largest private scholarship for community college students in the country and provides up to $30,000 per year for three years. Out of 769 nominations, Mr. Long was one of 73 scholarship recipients. Mr. Long, a resident of Long Beach, will be transferring to UC Berkeley majoring in Nuclear Engineering. Mr. Long thanked Jim Henriquez, Professor of Physics, and Mr. Juntilla for providing mentorship and support.

Recognition of Cerritos College Forensics Team

B. April Griffin, Instructor and Director of Forensics/Speech, introduced several members of the Forensic team and thanked the Board for recognizing their hard work throughout the school year. She stated that the team has won many awards and the number of team members continues to grow.

Women's History Month Essay Winners

C. Dr. Linda Palumbo, Professor (English) introduced the 2013 Women's History Month Essay Contest Winners. Their essays can be found online.

Phi Beta Lambda Competition Results

D. Jerry Ramos, Instructor (Business Administration), stated that Phi Beta Lambda (PBL) has been active on campus since 1960. He indicated that it is a business club but students majoring in any subject area are welcome to join. He stated that PBL competes locally and nationwide against 2-year, 4-year, and 6-year institutions and have placed in several competitions. He introduced several students and thanked the Board for its support.

"Spilling Milk" Club and LGBTQIA Awareness

E. Alexander Vazquez, Cerritos College Student, discussed his goal of starting a club that will help raise social awareness for the Lesbian Gay Bisexual and Transgender movement. He shared an overview

of endeavors that he plans to undertake with the help of others, including an LGBT history month, National Coming Out Day, Day of Silence, and an inclusionary awareness building program for faculty. He concluded by stating that he is appreciative of all the support he has received on campus and outside of campus. He also implored everyone to help him in raising awareness.

Bidding Processes

F. This item was rescheduled to the May 15 regular meeting.

V. PUBLIC PRESENTATIONS

Timothy Juntilla

Mr. Juntilla shared the accomplishments of several Cerritos College students at the National Council on Undergraduate Research (NCUR). He stated that the conference is mainly geared toward seniors at four-year universities who participate in research which makes them more competitive for graduate school. Mr. Juntilla stated that as a result of the mentoring of Cerritos College faculty and hard work of the students, the Scholars' Honors Program has been participating in the conference since 2008. He shared information on presentations that were given by students Samantha D. Chavez, Amanda Perez and Cierra R. Sorin, and added that students did a phenomenal job.

Dr. Stephen Clifford

Dr. Clifford, chair of the English department, announced recipients of the iFALCON scholarship, as follows: Focus Scholarship winner - Thao Tran, Biology-Chemistry; Advance Scholarship winner - Benjamin Nwakanma, Biology; and Link Up Scholarship winner - Ariel Gomez, Economics. He thanked the scholarship judges, who were Mr. Bob Arthur, Board Member; Anna Fischer, Staff member Student Success Division; Professor Lynn Serwin, Faculty member and iFALCON Co-Coordinator; Jessica Hirani, student and Vice President of iFALCON Club; and Juan Ramirez, student and Secretary of iFALCON Club.

Antonieta Paez

Ms. Paez stated that she has a long history as a student leader and community activist at the college and in Norwalk and South Gate. She stated that the Faculty Senate President is allowed to organize for their own interests, which is working against the community. She concluded by stating that the community expects Ms. Perez and Dr. Lacy to listen to them and learn how to work with them.

Pablo Rios

Mr. Rios, Cerritos College alumni, stated that he is representing the city of Norwalk. He expressed his concerns with Mr. Chester and his unprofessional comments toward diversity, equality and democracy. He also expressed his concerns regarding core class availability, which is essential for transferring to a four-year university.

David Sanchez

Mr. Sanchez stated that he feels there has been some racism channeled toward the Mexican-American and Latino community. He stated that the college should have more teachers with parity to the population. He stated that the Faculty Senate is controlling and is there for self-interest and for the union. He added that they are keeping teachers out and keeping out the need for parity to match the number of the Mexican-American and Latino population. He also stated that raising college tuition will lock out a lot of students and added that people tend to forget that this is a community college, not a university or private interest group. Mr. Sanchez also stated that the college needs to be more community oriented toward the needs of Mexican-American and Latino students and the needs of students overall and encouraged the Board to

find ways to open doors of communication.

Enrique Aranda

Mr. Aranda stated that because the college is under siege by the Faculty Senate president and an administration that feels unaccountable for their practice of racist micro-agressions and questionable leadership, a community coalition has been formed. He stated that the stakeholders who live and work in the greater communities of the college district demand accountability. He stated that while witnessing mobilization directed by Mr. Chester at the last Board meeting, he questioned why students were willing to defend his mistakes and not stand up to the powers that be. To that, he inquired about the compensation package of the student trustee. He asked that the administration explore creating a community advisory group to advise the Board on how to work with the community. He stated that one cannot mention shared governance by excluding the community. He stated that the coalition also requests a report back on how Mr. Chester has been sanctioned properly by the college president. He suggested cultural sensitivity classes and a public apology as a start. Mr. Aranda also asked that the Board author a resolution opposing AB 955. He concluded by asking that the Board and college president meet with the "Right to the College" coalition and find ways of exploring true ways of shared governance and how to actively inform and engage the community on issues of education, equity, joint use of facilities and the GO bond construction program.

Jim Ruiz

Mr. Ruiz stated that he is with the coalition and doesn't believe that the college is a place to express the type of opinions that were expressed at a past Board meeting. He stated that students look to people at the college for leadership and it is critical to remember that this is not the place for such an opinion and added that it is a place for diversity. He challenged the trustees to protect the community desire that put them in office. He stated that the coalition would advise the trustees as to how to better serve the students and the faculty.

Jami Trinidad

Ms. Trinidad stated that she is with the coalition and is concerned about the college's commitment and accountability to community members. She stated that she was disappointed to learn about the college's transfer rates and the average amount of time it takes a student to earn a degree. She stated that the faculty and administration do not reflect the diversity and culture of the community and students. She also stated that she opposes AB 955 and added that the college cannot ask students to continue to shoulder the burden of California's budget problems. She stated that she used to take classes at the college in the summer for self-fulfillment and it's impossible to do so when it's becoming over $200 per unit. She also asked that the college explore a community advisory board.

VI. CONSENT AGENDA

It was moved by Dr. Hughlett and seconded by Dr. Salazar to approve the consent agenda. Dr. Salazar requested that Item A. be held for separate consideration. Mr. Drayer requested that Item 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 Dr. Hughlett and seconded by Mr. Drayer to approve Affirming Rights and Compensation for Student Member of Board of Trustees, as attached.

Dr. Lacy indicated that there was a request for more information on this item. She shared the following information:

Description of Trustee Benefit	Monthly	Annual
Stipend	$510.50	$6,126.00
Cost of benefits - using medical cap	$1,723.17	$20,678.00
Cost of benefits - using cash-in-lieu cap	$1,372.73	$16,472.80

Annual cost of stipend + medical benefits $26,804.00

Annual cost of stipend + cash-in-lieu $22,598.80

Note: The Student Trustee receives the same compensation as all other trustees.

Other Benefits for Student Trustee:

-Attends Student Trustee Workshop and/or other conferences as budget allows ($938 per year, same as all other trustees)

-Has staff parking permit (the student trustee must pay for student permit)

See the 2011 CCLC Statewide Student Board Member Survey, which can be found online at:
http://www.ccleague.org/files/public/TS_StudentBrdMbrs2011.pdf

Mr. Drayer moved to provide the student with a free staff parking permit. Dr. Hughlett seconded the motion and the vote for approval was unanimous. The vote to approve Item A. was unanimous.

H. It was moved by Dr. Hughlett and seconded by Mr. Drayer to approve Item H:

New/Amended Contracts Under $25,000 for the Quarter Ending March 31, 2013 (Corresponding materials are provided online):

New Contracts	12C0011 to 12C0056	$ 90,670.00
Amended Contracts		$ 3,826.35

Mr. Drayer asked about the practice of listing contracts under $25,000 as contract numbers on the agenda. Staff will research his question. The vote for approval was unanimous (student advisory vote: aye).

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

C. Perkins/VTEA Grant Honorarium, as attached.

D. Stipend for the Contract of Services for Meitetsu Travel U.S.A. Corporation, as attached.

E. Faculty Stipends from the Department of Education Hispanic-Serving Institutions' Science, Technology, Engineering, and Math Grant for the Digital Technology Faculty Workgroup, as attached.

F. Notice of Completion for Bid #1112-07, Gymnasium Seismic Retrofit AV/IT, as attached.

G. Purchase Orders for the Period of January 1, 2013 through March 31, 2013 (Corresponding materials are provided online).

H. This item was considered separately.

I. Budget Extensions and Budget Transfers, as attached.

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

K. Consideration of Approval of Employment of Full-Time, First-Year Contract (Probationary):

Duvall, Laura, Instructor (Psychology), Column B, Step 3 ($55,726.00/annual), 10-School Month Contract, effective August 19, 2013

VII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for April 8, 2013.

B. As information, the Board book contained the Associated Students Cerritos College (ASCC) Financial Report for the Period Ending December 31, 2012.

C. Mr. El Fattal provided a brief update on broadcasting options for meetings of the Cerritos College Board of Trustees. He stated that staff continues to research various options for broadcasting both online and through cable television. He discussed infrastructure issues pertaining to the college and the audiovisual equipment needs.

D. It was moved by Dr. Hughlett and seconded by Dr. Liu to approve a contract:

Services

AMENDMENT

1. IDS Group, Inc.
   Gymnasium Seismic Retrofit
   Business Services
   IDS Group, Inc. ("IDS") was contracted to provide structural engineering services as part of the retrofit for the gymnasium seismic retrofit project for a contract sum of $963,400.00. The contract has been amended two times to increase the contract sum and extend the services through February 28, 2013, as noted below:

Amendment	Date	Amount
1	September 8, 2011	$194,550.00
2	September 5, 2012	$145,000.00

The scope of work detailed on the construction drawings approved by DSA is substantially complete. At the District's request, IDS is needed to provide additional services to advance the project through December 31, 2013 on an as-needed basis. The term of the contract will be extended to December 31, 2013. The cost for the additional services shall not exceed $100,000.00, increasing the total contract sum to $1,402,950.00; funding will be allocated from local bonds.

Mr. El Fattal provided a brief overview of the services offered by IDS Group, Inc. There was a discussion of the gymnasium seismic retrofit project and an explanation of terms pertaining to construction projects. The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Mr. Drayer and seconded by Dr. Salazar to approve Board Resolution #13-09 to Recognize the Week of May 19-25, 2013, as Classified School Employee Week in California School Employees Association and the California State Legislature, as attached. The vote for approval was unanimous (student advisory vote: aye).

F. It was moved by Dr. Hughlett and seconded by Dr. Salazar 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, 2013, for the 2013-2014 Fiscal Year. The vote for approval was unanimous (student advisory vote: aye).

G. It was moved by Mr. Drayer and seconded by Ms. Avalos to approve to invite the President (or designee) of the Cerritos College Faculty Federation (CCFF) to participate at the Board Table for All Meetings, effective May 15, 2013. The vote for approval was unanimous.

H. It was moved by Ms. Perez and seconded by Ms. Avalos to postpone the Consideration of Approval of Request for Qualifications (RFQ) for Legal Services to the May 15 Board meeting.

VIII. REPORTS

A. Board of Trustees
This item was not discussed.

B. Faculty and Staff Leadership
This item was not discussed.

C. President/Superintendent and Vice Presidents
This item was not discussed.

IX. CLOSED SESSION

The Board adjourned to closed session at 8:29 p.m.

X. RECONVENE

The Board reconvened at 10:27 p.m.

Read Out

Dr. Hughlett reported that in closed session, the Board of Trustees took action to ratify the notice of separation to an educational administrator (#1010431), effective January 28, 2013. The vote for approval was unanimous (Mr. Arthur was absent).

Read Out

Dr. Liu reported that in closed session, the Board of Trustees took action to ratify the notice of separation to a classified manager (#1010961), effective April 2, 2013. The vote for approval was 5-1-0 (Mr. Arthur was absent).

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XI. ADJOURNMENT

The Board adjourned at 10:29 p.m. in memory of Mrs. Joan Quaglio, Aunt of Mr. Bob Arthur.

XII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, May 15, 2013 at 6:30 p.m.

XIII. NEXT SPECIAL MEETING

The next special meeting of the Board of Trustees is scheduled for Wednesday, May 17, 2013 at 2:00 p.m. (Board Retreat)

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

DATE: May 1, 2013

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 Board Policy 2105 to allow student trustees to make and second motions, cast an advisory vote, and receive compensation in accordance with Education Code Section 72023.5 and 72024, for the 2012-2013 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

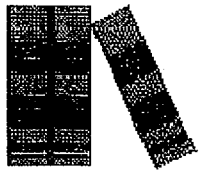
It has been the policy of the Board of Trustees to allow student trustees to make and second motions and to exercise their right to an advisory vote. It has also been the policy of the Board to grant compensation to student trustees, up to the amount prescribed in Education Code Section 72024.

Pursuant to Education Code Section 72023.5 (b), these rights must be periodically reaffirmed by the Board.

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.

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72024. **(a) (1)** In any community college district 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 9of the Elections Code.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Joanna Schilling, Vice President of Academic Affairs

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

DATE: May 1, 2013

SUBJECT: **Consideration of Approval of the Career Technical Education (CTE) Teacher Preparation Pipeline Grant Stipends**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of CTE Teacher Preparation Pipeline Grant stipends to Jeff Bradbury, Leonard Glick, Mike Medina, Jeff O'Dell, Rick Vaslik and Linda Waldman. The grant was Board approved on December 12, 2012.

OVERVIEW

Cerritos College has received funding in the amount of $120,000 from the Chancellor's Office to assist with the preparation of teachers in the automotive, welding, woodworking, and education (elementary, secondary, and post-secondary) career sectors.

ANALYSIS

The funds from the CTE Teacher Preparation Pipeline Grant are designated to develop CTE teacher pathways and curriculum, establish student development activities, provide individualized counseling services, develop program marketing and recruitment materials/activities, develop support structures and partnerships, and provide staff development opportunities for faculty.

As stipulated and funded by the Grant, the tasks and activities described below will be carried out as follows:

CTE Faculty Inquiry Group (FIG) Participants:

- Design and assess a CTE learning module and participate in a minimum of 3 staff development work sessions with instructors from the Southeast Regional Occupational Program (SEROP), ABC Unified and Norwalk-La Mirada Unified School Districts.

CTE Student Internship Integrative Workshop Series Presenter:

Create materials for and lead professional development sessions for Cerritos College Student Interns in a topics related to industrial technology and teaching strategies.

High School Demonstration Workshop Presenters:

- Create materials, set-up and host two workshops for the Spring Teacher TRAC Pathway High School Event

FINANCIAL IMPLICATIONS

It is recommended to approve a $300 stipend for Jeff Bradbury, Rick Vaslik and Linda Waldman and a $150 stipend for Leonard Glick, Mike Medina, and Jeff O'Dell.

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

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs

PREPARED BY: Carl Bengston, Dean of Library, Special Programs and Services

DATE: May 1, 2013

SUBJECT: **Consideration of Approval of Perkins/VTEA Grant Honorarium**

RECOMMENDATION

It is recommended that the Board of Trustees approve honorariums for the guest speakers listed below.

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

As part of the effort to grow the Theatre program, the Fine Arts Division has been awarded special funding from the Perkins (VTEA) program to hold a series of workshops conducted by industry experts during the 2012-2013 academic year. These individuals represent all aspects of the industry and include prominent members of the industry. Some of the workshops will be held at the college and some at studio sites. These will be scheduled on an "as needed" basis.

Tim Leach
Mold Maker for SFX Shop
$250 per 4 hr workshop
$500 per 6 hr workshop

Rick Guyer
Wig Making and Styling
$250 per 4 hr workshop
$500 per 6 hr workshop

Victoria Wood
Wig maker for Film
$250 per 4 hr workshop
$500 per 6 hr workshop

Ned Neidhart
Wig Making
$250 per 4 hr workshop
$500 per 6 hr workshop

FINANCIAL IMPLICATIONS

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

CERRITOS COLLEGE

TO: Board of Trustees

FROM: Dr. Linda Lacy, President/Superintendent

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs

PREPARED BY: Sandra Marks, Instructional Dean of Health Occupations

DATE: May 1, 2013

SUBJECT: **Consideration of Approval of Stipend for the Contract of Services for Meitetsu Travel U.S.A. Corporation**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of a stipend to a culinary arts faculty member for work performed March 12, 2013 as stipulated in, and funded by, the Contract of Services for the Meitetsu Travel U.S.A. Corporation.

OVERVIEW

The District approved a contract between the Culinary Arts Department and Meitetsu Travel U.S.A. Corporation. The contractor agreed to pay the Culinary Arts Program to prepare a lunch and provide a workshop for a group of students traveling from Japan. The workshop included a demonstration of the preparation of a dessert item.

ANALYSIS

The Culinary Arts Department completed all of the requirements of the contract and payment (stipend) to the instructor who provided the work for this event is now due.

FINANCIAL IMPLICATIONS

All monies have been received from the Meitetsu Travel U.S.A. Corp and are ready for disbursement to:

- Amanda Aiton $ 750 (which will include payroll taxes)

Full payment has been received from Meitetsu Travel, U.S.A. Corporation and will be utilized for this expenditure. There is no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Joanna Schilling, Vice President of Academic Affairs

PREPARED BY: Dr. Carolyn Chambers, Dean of Science, Engineering, and Mathematics

DATE: May 1. 2013

SUBJECT: **Consideration of Approval of Faculty Stipends from the Department of Education Hispanic-Serving Institutions' Science, Technology, Engineering, and Math Grant for the Digital Technology Faculty Workgroup**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of STEM Grant stipends to Cynthia Alexander, Jeff Bradbury, Lora Carreon, Angie Conley, Dan DeKraker, Patty George, Manuel Lopez, Ilva Mariani, Ian McCance, Michele Navarro, and Mojdeh Nikdel. The grant was Board approved on December 7, 2011..

OVERVIEW

Cerritos College has received funding in the amount of $3.54 million from the Department of Education to promote academic success in the STEM disciplines and focus on degree completion and university transfer. This will be accomplished through a variety of activities, including a summer program for incoming students, expanded tutoring and supplemental instruction, expanded counseling and career information, support for early math assessment and completion of basic skills math courses, personnel and equipment in the Math Success Center, development of stronger university articulation, expansion of student research opportunities, and faculty development opportunities.

ANALYSIS

Academic success for students includes information, communications, and technology literacy skills that reflect the ability to access and evaluate information critically and competently, as well as managing the flow of information from a wide variety of sources. Further, success includes the ability to use technology as a tool to research, organize, evaluate and communicate information. To help students acquire these skills, a STEM Digital Technology Faculty Workgroup carried out the activities and tasks listed below to begin to successfully align technologies with content and pedagogy and develop the ability to creatively use technologies to meet specific learning needs.

- Participate in a minimum of 4 working sessions to explore the use of iPads in the classroom
- Write a review of an iPad Application including its use in the classroom and pros and cons
- Collect, investigate and share educational digital applications used by current students

FINANCIAL IMPLICATIONS

It is recommended to approve a $300 stipend for the following faculty: Cynthia Alexander, Jeff Bradbury, Lora Carreon, Angie Conley, Dan DeKraker, Patty George, Manuel Lopez, Ilva Mariani, Ian McCance, Michele Navarro, and Mojdeh Nikdel.

The STEM Grant will be used for these expenditures.

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 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: **Gymnasium Seismic Retrofit AV/IT, Bid #1112-07** contract for the doing of which was heretofore entered into on the **2nd of May, 2012** which contract was made with **Spinitar**, contract number **C11-1168**, as contractor; that said improvements were completed on the **5th of April, 2013**, and accepted by formal action of the governing board of said DISTRICT on the **1st of May, 2013**; 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 **Westchester Fire Insurance Company.**

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

CERRITOS COMMUNITY COLLEGE DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA

By:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

BUDGET TRANSFERS FOR MAY 1, 2013

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	(67,163)
EMPLOYEE BENEFITS	$	(11,810)
SUPPLIES AND MATERIALS	$	(27,493)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(106,466)**

TO		
ACADEMIC SALARIES	$	70,660
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	27,683
CAPITAL OUTLAY	$	8,123
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**106,466**

Transfers: The purpose of these transfers is to cover adult hourly in Student Success Center; consultant cost for John Mullen in Academic Affairs for "Attendance Accounting Seminar"; supplies needed for Forensics and Scholars' Honors Program; Stanley security in Technology; reallocating Salary & Benefits to Director of Student Program Services as requested by Dr. Johnson; scanner and printer for International Student Programs; office chair in Campus Police.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Eleven (11)

Divisions/Departments/Programs:

These transfers were requested by Student Success Center; Academic Affairs; Liberal Arts; Science, Engineering, and Math; Technology; International Student Programs; Campus Police; Admissions, Records and Services.

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BUDGET TRANSFERS FOR MAY 1, 2013

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	$	
PAYMENTS TO OR FOR STUDENTS	$	(14,925)
CONTINGENCY	$	
TOTAL	$	**(14,925)**

TO		
ACADEMIC SALARIES	$	752
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	8,803
EMPLOYEE BENEFITS	$	2,419
SUPPLIES AND MATERIALS	$	2,951
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**14,925**

Transfers: The purpose of these transfers is to adjust budget to reflect anticipated expenditures for faculty, adult hourly salary and fringe benefits, classroom materials, supplies, and grants.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Three (3)

Divisions/Departments/Programs:
These transfers were requested by the managers in charge of the Extended Opportunity Program Services (EOPS); Cooperative Agency Resources Education program (CARE); One Time Block grant SB1133 program.

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APPROPRIATION TRANSFER ANALYSIS FOR MAY 1, 2013

Revenue Budget

00000.0-00000-02560-8885-0801000 (01.0 Fund) Local - Physical Education and Athletics Utilize audit fee for adult hourly, instructional supply.	$	3,270
00000.0-00000-71200-8622-0000000 (01.3 Fund) State - Extended Opportunity Program Services An increase in the final allocation for 2012-2013. Adjustment for part time counselor.	$	23,182
00000.0-00000-71200-8622-0000000 (01.3 Fund) State - Extended Opportunity Program Services Grant awarded and allocated to Student Aid.	$	1,393
00000.0-00000-72800-8629-0000000 (01.3 Fund) State - Cooperative Agency Resources Education An increase in the final allocation for 2012-2013. Adjustment for travel, meal voucher for student.	$	3,076
00000.0-00000-72800-8629-0000000 (01.3 Fund) State - Cooperative Agency Resources Education Grant awarded and allocated to Student Aid.	$	2,328
00000.0-00000-73320-8680-0000000 (01.3 Fund) State - Student Health Services - Family Pact Allocate supply for Veterans Resource Center, Adult Education, and Fitness Lab; coats for Leaders Involved in Creating Change (LINC) student; fee for Medical Billing Technologies.	$	30,575
Total Revenue Budget	$	63,824

EMPLOYMENT OF CL TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

I. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2014, or 175 total workdays, whichever occurs first

Camacho, Mario	Instructional Aide I	$9.56/hr (1)	07/01/13
Dussault, Victoria	Instructional Aide I	$9.56/hr (1)	07/01/13
Rosales, Diana	Instructional Aide I	$9.56/hr (1)	07/01/13
Byrne Davis, Midnight	Instructional Aide I	$9.99/hr (2)	07/01/13
Gutierrez, Anna	Instructional Aide I	$9.99/hr (2)	07/01/13
Jett, Dorna	Instructional Aide I	$9.99/hr (2)	07/01/13
Perez, Carolina	Instructional Aide I	$9.99/hr (2)	07/01/13
Pineda, Karen	Instructional Aide I	$9.99/hr (2)	07/01/13
Xu, Hongmei	Instructional Aide I	$9.99/hr (2)	07/01/13
Cortez, Jannet Montiel*	Intermediate Clerk	$9.56/hr	07/01/13
Luna, John	Instructional Aide II	$13.45/hr (2)	07/01/13
Zwiep, Marlene	Administrative Secretary I (Substitute)	$19.26/hr (1)	07/01/13

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Alvarez, Jasmine*	Outreach Worker	$9.07/hr (1)	03/25/13
Cox, Siam-Lu*	Outreach Worker	$9.07/hr (1)	03/25/13
Gomez, Daniel*	Outreach Worker	$9.07/hr (1)	03/25/13
Hamric, Alexandria*	Outreach Worker	$9.07/hr (1)	03/25/13
Navarro, Jazmine*	Outreach Worker	$9.07/hr (1)	03/25/13
Caldwell, Matthew	Instructional Aide I	$9.56/hr (1)	04/08/13
Drulias, Dennis	Instructional Aide I	$9.56/hr (1)	03/01/13
Thomas, Dave	Instructional Aide I	$9.56/hr (1)	04/01/13

* Categorically Funded
** Specially Funded

Giron, Amber*	Int	$9.56/hr	04/01/13

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Nelson, Edward	Student Activities Clerk	$9.56/hr	04/10/13
Steele, John	Student Activities Clerk	$9.56/hr	04/10/13
Calderon, Mark	Custodian	$9.76/hr	03/19/13
Hill, Matthew	Custodian	$9.76/hr	04/01/13
Caguioa, Abner*	Program Assistant I	$9.99/hr	03/25/13
Hampton, Carl	Instructional Aide II	$12.81/hr (1)	03/18/13
Jones, Morris	Recreational Activity Specialist	$13.65/hr	04/01/13
Ozan, Daniel	Recreational Activity Specialist	$13.65/hr	04/01/13
Zwiep, Marlene	Administrative Secretary I (Substitute)	$19.26/hr (1)	04/16/13
Ortiz, Margaita	Interpreter Certified	$41.00/hr	04/01/13

* Categorically Funded
** Specially Funded

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CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION #13-09

RESOLUTION RECOGNIZING THE WEEK OF MAY 19-25, 2013, 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 19 through May 25, 2013, 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 1st day of May, 2013:

Signed: Marisa K. Perez
President, Board of Trustees

Attest:
Secretary to Board of Trustees

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
MAY 15, 2013

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Ms. Marisa Perez, Board President. Those present were Mr. Bob Arthur, Ms. Carmen Avalos, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Jason Macias, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Business Services, Vice President of Human Resources, Faculty Senate President, the CSEA President and the CCFF President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Liu.

III. APPROVAL OF MINUTES

A. It was moved by Dr. Hughlett and seconded by Dr. Liu to approve the minutes of the regular meeting of May 1, 2013. The vote for approval was 6-0-1; Mr. Arthur abstained (student advisory vote: aye).

IV. INSTITUTIONAL PRESENTATIONS

Psi Beta Chapter and Psychology Club

A. Dr. Kimberley Duff, Professor of Psychology stated that a group of 16 Cerritos College students recently presented research at the annual convention of the Western Psychological Association in Reno, Nevada. She introduced a group of students who provided an overview of their research projects.

Classified Employee of the Month

B. Dr. Lacy presented Alfred Rodriguez with the Outstanding Classified Employee Award for the month of April 2013.

Certificate of Appreciation

C. Dr. Lacy presented Jason Macias with a Certificate of Appreciation for his leadership as the Student Trustee for 2012-2013.

Public Works Bidding Process and Best Practices

D. Mark Logan, Director of Purchasing, and Steve Worley, Project Executive at Tilden-Coil Constructors, Inc. gave a presentation on the public works bidding process and best practices. Mr. Logan provided a review of statutes, codes and regulations, hierarchy of laws and governance, a definition of public projects, an overview of CUPCCAA, and the bidding and contract administration process. Mr. Worley discussed the formal bidding prequalification process.

Budget Update

E. David El Fattal, Vice President of Business Services provided a list of the highlights from the May Revise for the 2013-14 fiscal year.

Apprenticeship Program

F. This item was rescheduled to the June 5 regular meeting.

V. PUBLIC HEARING

A. As information, the board received the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2013-June 30, 2015, and Notification of a Public Hearing at the June 5 Regular Board Meeting, as attached.

B. Ms. Perez opened the public hearing for Intention of Cerritos Community College District to Establish Uses of the Education Protection Account (EPA) Proceeds Resulting from Proposition 30, as attached. It was moved by Dr. Hughlett and seconded by Mr. Arthur to close the public hearing. The vote for approval was unanimous.

VI. PUBLIC PRESENTATIONS
Dr. Linda Palumbo, Ja'net Danielo, Vanessa Vega

Dr. Palumbo and Ja'net Danielo, English Instructor introduced Vanessa Vega, co-president of the Literature Club and founder of the Endeavor Award for outstanding student writing. She introduced award recipients J.F. Palma, Shadday Rivera, Giogio Sampilo and Alexander Vazquez.

Roger Ernest

Mr. Ernest, English Instructor, prepared a personal facilities planning committee report regarding the old Liberal Arts building, new Liberal Arts building and FAC – Math/CIS building. He recommended several changes to the proposed plans on the buildings and shared blueprints of the new Liberal Arts building.

Dr. Bob Livingston

Dr. Livingston, Professor of Business Administration, provided a brief history of the Retail Management program at the college and shared its recent successes for students and industry partners.

Dr. Barry Yousling

Dr. Yousling, Cerritos College student and community member, thanked the board for serving in the positions they occupy. He encouraged the board to be a more positive force for the students. He concluded by thanking Dr. Lacy and Dr. Johnson for their guidance to ASCC Senate and Cabinet and added that they have been encouraging and supportive.

VII. CONSENT AGENDA

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

A. Provide Compensation to Board Member Arthur for Absence from the May 1 Board Meeting, as Stipulated in Board Policy 2725 and Education Code 72024. The vote for approval was 6-0-1; Mr. Arthur abstained (student advisory vote: aye).

I. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Budget Extensions and Budget Transfers, as attached. Dr. Salazar requested clarification on this item as it seemed to be related to Administrative Item VIII.E. Mr. El Fattal stated that Proposition 30 does not provide the college with a lot of extra funding but it is making up for money that the college would not have received due to spending cuts. He stated that a revenue budget transfer must occur from State General Apportionment to Education Protection Account (EPA) under recently approved Proposition 30. The vote for approval was unanimous (student advisory vote: aye).

B. Stipends for Faculty Participating in iFALCON Faculty Inquiry Projects for Student-Centered Classroom Activities for Student Success, as attached.

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C. Stipends for Faculty Training for the Retail Management Grant Training Program, as attached.

D. Notice of Completion for Bid #1213-01, Fire Alarm Group 3, as attached.

E. Resolution No. 13-10 Donation of Electronic Equipment and Miscellaneous Materials, as attached.

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

G. Quarterly Fiscal Status Report for the Quarter Ending March 31, 2013, as attached.

H. General Fund, Special Reserve Funds, Restricted Funds, Financial Aid Fund, and Payroll Clearance Fund Warrants for the Quarter Ending March 31, 2013

Payroll "A" Warrants	*6,446*	*$16,218,931.13*
Other "B" Warrants	*3,236*	*$10,736,458.59*

I. This item was considered separately.

J. Resignation Accepted by the President – Ms. Marianne Grosvenor, Research Analyst (Research and Planning Department), effective April 23, 2013.

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

L. Employment of 2013 Summer Session Faculty Personnel, as attached.

VIII. ADMINISTRATIVE MATTERS

A. As information, the Board book contained Coordinating Committee Minutes for April 22, 2013.

B. Ms. Perez opened discussion regarding the Revisions to Board Policy 5030 – Fees, as attached. There was discussion regarding charging a proposed technology fee to students and the item will be brought forward for a second reading and consideration of adoption at the June 5 regular meeting.

C. Mr. El Fattal provided a brief update on broadcasting options for meetings of the Cerritos College Board of Trustees. He stated that staff has been researching an online broadcasting system and considering the audiovisual needs that will be required. Mr. Arthur requested a demo of the product once it is ultimately brought forward to the board. Mr. El Fattal stated that a recommendation will be brought forward before the end of summer.

D. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the following contracts:

Services

NEW

1. Associated Builders and Contractors, Inc.
   Electrical Apprenticeship Program
   Adult Education

This agreement replaces the previous agreement and is for the purpose of developing related and supplemental instruction and training for the Associated Builders and Contractors Apprenticeship Program, provide and approve curriculum, training and approval of instructors and enrollment, and attendance records maintenance. For period July 1, 2012 through June 30, 2014. The total contract sum amount shall be for the Not-to-Exceed amount of $75,811.00, based upon Related Supplemental Instruction (RSI) hours generated for the program. Funding for this contract is provided by monies received from the Apprenticeship Program Division within the California Community Colleges Chancellor's Office to fully support the program.

Services
AMENDMENT

2. HHG Higher Education Consulting
   External Evaluation Services for HSI-STEM Grant
   Science, Engineering and Math Division
   To amend the agreement with HHG Higher Education Consulting which provides external comprehensive project evaluation services for the Hispanic Serving Institution (HSI)-STEM Grant, provides support services to Project Director, leads participating staff with cohort identification and student outcome tracking over the 5-year period of the grant, to include travel and associated costs. The original contract sum approved was for $12,000 per year for a five-year term ($60,000 total). This amendment would increase the contract sum for Years 2 through 5 by an additional $8,000 per year ($32,000 total), for a revised not-to-exceed amount of $20,000 per year for Years 2 through 5 for additional services and reimbursable expenses to provide services for the HSI-STEM Grant.

3. Straight Talk
   General Counseling Services for Students
   Student Health Services
   To amend the agreement with Straight Talk which provides general counseling services for Cerritos College students, as well as, training and supervision of marriage and family therapist interns. The total amount of the amendment shall be $11,025.00 with the total revised contract amount not-to-exceed $34,025.00; funding will be allocated from Student Health Services.

Lease
RENEWAL

4. Tract 349 Mutual Water Co.
   Lease of Water Rights
   Purchasing (see additional attached information)
   For the lease of 147 acres of the District's Water Rights. Tract 349 Mutual Water Co. has leased the aforementioned water rights since 1997. For period July 1, 2013 through June 30, 2014. The total amount the District will receive shall be $17,640.00 for use of the water rights. The unrestricted funds will be deposited to the General Fund.

E. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Resolution No. 13-11 to Approve the Use of the Education Protection Account Proceeds Resulting From the Passage of Proposition 30, as attached. The vote for approval was unanimous.

F. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Enter into Contract with Audit Firm Christy White Associates to Conduct Independent Audit Services, as attached. The vote for approval was unanimous.

G. It was moved by Dr. Hughlett and seconded by Mr. Drayer to approve a Request for Qualifications (RFQ) for Legal Services. The board considered different sections of the document as follows:

- It was moved by Mr. Drayer and seconded by Ms. Avalos to approve section 1.5, as attached.
- It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve section 2.2, as attached.

The vote for approval of the document was unanimous and attached is the final version of the RFQ.

H. Ms. Avalos opened discussion regarding a Special Legal Counsel Agreement. Ms. Perez stated that she recommends that the Board of Trustees retain the law firm AlvaradoSmith as special legal counsel, as attached. She stated that after the last board meeting it became clear to her that she needs more information and greater disclosure on staff recommendations that are made to the board. She stated that it is her expectation that special counsel will help achieve more detailed board agendas and reports. She requested that special counsel also review existing legal contracts in order to reduce costs and minimize duplication, and report to the board promptly with recommendations on how to proceed to ensure the college is getting the best deals from its legal firms. Ms. Perez stated that AlvaradoSmith came highly recommended by neighboring districts. Dr. Lacy stated that she continues to have reservations about one attorney overseeing other attorneys and stated that based on a conversation that she had with Ms. Avalos and Ms. Perez, she would support the recommendation if it is going to be moving in a positive direction. Mr. Ruben Smith, Managing Shareholder of AlvaradoSmith, introduced himself and provided an overview of the services provided by the firm.

Dr. Hughlett stated that it is bad practice to go through the procedures of hiring someone who has not been vetted by the organization itself. He stated that Spencer Covert sent an email stating that he could provide the same services that are being requested in this item and that there has been no comparison of firms. He added that a discussion of whether or not the board needs to have a special counsel would be a very healthy conversation to have. Dr. Liu stated that the college should follow the process for the RFQ for legal services that was just approved. Mr. Arthur asked where the money is going to be budgeted and was concerned that the item was not vetted through any shared governance groups on campus. He stated that while he is not opposed to special legal counsel to assist the Board of Trustees and the administration as it relates to potential or pending litigation with relation to construction projects, he would not support this item. Mr. Drayer stated that he cannot support an agreement period of six months and suggested an agreement period of three months instead. Dr. Salazar stated that the RFQ for general counsel is a very transparent process but added that it will take months to go through the process. She stated that she sees the urgency of this item and added that it is a move in a positive direction that is temporary in nature. Ms. Perez stated that if they would have gone through an RFQ process, everyone would have gotten the same

materials that were in the board book, including a proposal and references. Dr. Hughlett indicated that he felt the board is rushing to judgment much too fast and is at the height of micromanaging at this stage. Ms. Avalos stated that nothing is different with this item other than the request came from the board member and it was presented to Dr. Lacy and the board instead of going to a committee. She also stated that there were some concerns about cost, but pointed out that the rates for several other attorneys that the college utilizes are comparable or higher. She stated that everything presented was transparent. Ms. Perez stated that every member of the Coordinating Committee and Faculty Senate were present and encouraged them to comment on the item. Ms. Avalos moved that the Board of Trustees retain the law firm of AlvaradoSmith as special legal counsel from May 15, 2013 through August 30, 2013, with a possibility of going to six months if need be, at a cost not to exceed $50,000, with guidance to Dr. Lacy to negotiate certain portions in the agreement that would better serve the college. Mr. Drayer seconded the motion and the roll call vote was as follows:

Mr. Arthur – no
Ms. Avalos – yes
Mr. Drayer – yes
Dr. Hughlett – no
Dr. Liu – no
Ms. Perez – yes
Dr. Salazar – yes

The motion passed.

IX. REPORTS

A. Board of Trustees

Dr. Hughlett recognized the students who were in attendance throughout the entire board meeting and stated that the ASCC Awards Banquet was a great evening. He congratulated Dr. Lacy for receiving a proclamation from the students.

Dr. Liu stated that she attended several awards ceremonies and is happy for the students.

Mr. Arthur thanked Mr. Macias for his service as trustee and added that he is looking forward to working with Lance Makinano.

Mr. Drayer congratulated the new ASCC President.

Mr. Macias stated that the students presented a resolution to Dr. Lacy. He stated that Dr. Lacy and Dr. Johnson are always open to meeting with students and added that the students receive a lot of support. He thanked the students who have been attending the board meetings and added that they are true student leaders who are active across the state.

Ms. Perez stated that she is looking forward to having her son participate in Community Education classes this summer.

B. Faculty and Staff Leadership

Mr. Chester provided a brief summary of items being discussed in Faculty Senate. He welcomed Dr. Namala and stated that he was sorry to see Mr. Macias mentioned in the paper.

Dr. Namala thanked the board for inviting CCFF to the board table. He stated that it is nice to have a faculty voice in terms of wages and working conditions, which complements the Faculty Senate. He concluded by stating that he hopes the college can move forward collaboratively.

Ms. Laughon thanked the board for recognizing Classified School Employees Week and stated that there are many events that will be taking place May 20 through May 23.

C. President/Superintendent and Vice Presidents

Dr. Johnson shared the latest copy of the "Financial Aid News Flash". He stated that Commencement will be on Saturday, May 18 and stated that the ASCC Awards Banquet was extraordinary.

Dr. Gularte welcomed Dr. Namala and thanked Mr. Macias for being a great trustee.

Dr. Schilling acknowledged the students for attending the board meeting. She stated that there is a lot of celebration taking place on campus at this time of year.

Dr. Lacy stated that the interest rates for subsidized loans will increase beginning July 1 unless legislative action is taken. She stated that there is currently a movement to offer bachelor degrees at community colleges for certain majors. She also stated that the state facilities bond is likely not moving forward in 2014. She informed the board that a resolution opposing AB 955 will be brought forward at the June 5 meeting. She concluded by stating that the Citizens' Bond Oversight Committee had a productive meeting on May 13.

X. CLOSED SESSION — The Board adjourned to closed session at 9:09 p.m., prior to consideration of item VII. Approval and/or Ratification of Consent Agenda Items.

XI. RECONVENE — The Board reconvened at 10:20 p.m.

XII. ADJOURNMENT — The Board adjourned at 12:08 a.m.

XIII. NEXT REGULAR MEETING — The next regular meeting of the Board of Trustees is scheduled for Wednesday, June 5, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent

DATE: May 15, 2013

SUBJECT: **Receive the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2013-June 30, 2015, and Notification of a Public Hearing at the June 5 Regular Board Meeting**

RECOMMENDATION

It is recommended that the District receive the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2013-June 30, 2015, and that a public hearing in accordance with State Government Code section 3547 be scheduled for the June 5 regular Board meeting.

OVERVIEW

In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer and, thereafter, shall be public record. The CSEA, Chapter #161, hereby presents its initial proposal to the Cerritos Community College District. Pursuant to Board Policy (BP) 2610 and Administrative Procedure (AP) 2610, CSEA, Chapter #161, has submitted an initial proposal to the District for negotiation of the provisions of the CSEA-District Collective Bargaining Agreement. This proposal shall be available for public review in the President/Superintendent's Office from May 16 through June 5 and the public shall have an opportunity to respond to this proposal during a public hearing at the June 5 regular Board meeting.

ANALYSIS

The attached initial proposal was submitted by CSEA, Chapter #161, for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2013-June 30, 2015, pursuant to the provisions of Article 2.4.1 and Article 28 of the CSEA-District Collective Bargaining Agreement. Per AP 2610, the public shall have an opportunity to respond to the CESA initial proposal at a subsequent Board meeting. A public hearing will be placed on the June 5 regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board, at either the June 5 meeting or a subsequent meeting, shall discuss and acknowledge official receipt of CSEA's initial proposal.

FINANCIAL IMPLICATIONS

Financial implications are contingent on the results of negotiations.

Attachment

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CSEA Chapter 161

Memorandum

2013 APR 24 P

TO: Dr. Mary Anne Gularte, Vice President of Human Resources

FROM: Lynn Laughon, President CSEA Chapter #161

DATE: April 24, 2013

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, 2013, and ending June 30, 2015.

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, 2013, and ending June 30, 2015. CSEA Chapter #161 proposes to update all dates and timelines pertinent to this contract and the following:

ARTICLE 5: COMPENSATION

CSEA, Chapter #161 proposes that any Cost of Living Adjustment received from the state be applied to the salary schedule and that the CSEA Bargaining unit receives any salary increase that any other bargaining group at Cerritos College receives.

CSEA, Chapter #161 proposes that in lieu of a salary increase that one additional floating holiday be added to Article 7.20

ARTICLE 6: HEALTH AND WELFARE BENEFITS

CSEA, Chapter #161 proposes that the District increase its contribution to retiree medical to $250.00 monthly

CSEA Proposes to increase the maximum District contribution toward medical insurance premiums in 2015 to $21,000.00

ARTICLE 7: HOURS OF E

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CSEA, Chapter #161 proposes to change the language in Article 7.12.1 as follows:

Swing Shift: When hours of work regularly assigned exceed 4:30 p.m. ~~by more than three hours~~ **by three hours or more**.....

CSEA, Chapter #161 proposes to add Caesar Chavez Day to the schedule of paid holidays in Article 7.13

CSEA, Chapter #161 proposes that an additional workweek schedule be added to this article as follows:

four - 9 hour days per week for a total of 36 hours per week for which unit members would be compensated the same as a forty hour work week. Overtime would not be begin until after forty hours are worked in any week.

CSEA, Chapter #161 proposes that an additional workweek schedule, exclusive to Campus Police officers, be added to this article as follows:

3/12 alternate work schedule. Within an 80 hour pay period, employees working the 3/12 work schedule would work three-twelve hour days in the first week, three-twelve hour days in the second week with an eight hour shift in one of the two weeks. The eight hour shift will be split, with four hours accounted to each work week in the pay period at regular time. Overtime will not begin until after forty hours are accounted in any work week.

ARTICLE 12: SICK LEAVE

CSEA, Chapter #161 proposes that 24 hours of Family Illness leave be added to Article 12.1

ARTICLE 14: BEREVEMENT LEAVE

14.1 The District agrees to grant necessary leave of absence with pay at the unit employee's regular rate not to exceed ~~three (3) days, or~~ five (5) days ~~if 200 or more miles of one-way travel from the campus is required, on account of the death of any member of the immediate family of a unit employee.~~ Members of the immediate family shall mean the father, mother, brother, sister, wife, husband, child, grandchild, stepfather, stepmother, stepson, stepdaughter, **aunt, uncle**, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandfather of the spouse, grandmother of the spouse, foster parents in lieu of father or mother, foster children, and former legal guardian or legal ward living in the immediate household.

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NEW ARTICLE: DISCIPLINE

CSEA, Chapter #161 proposes adding an article that outlines progressive discipline procedures.

NOTICE OF PUBLIC HEARING ON INTENTION OF CERRITOS COMMUNITY COLLEGE DISTRICT TO ESTABLISH USES OF THE EDUCATION PROTECTION ACCOUNT (EPA) PROCEEDS RESULTING FROM PROPOSITION 30

NOTICE IS HEREBY GIVEN of the intention of the Board of Trustees ("Board") of the Cerritos Community College District ("College") to establish uses of the Education Protection Account proceeds as required by Article XII, Section 36 of the California Constitution.

The time and place set for the public hearing on the intention of the Board of the College to establish uses of the Education Protection Account proceeds is **May 15, 2013 at 6:30 p.m.**, or as soon thereafter as practicable, at Cerritos College, Cheryl A. Epple Board Room, 11110 Alondra Blvd., Norwalk, CA 90650. At such time, the testimony of all interested persons for or against the proposed finding will be heard. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularities and defects on the basis of which the objection is made. Any written protest shall be filed with the Clerk of the College on or before the time set for the hearing. The College may waive any irregularities in the form or content of any written notice and at the hearing may correct minor defects in the proceedings. Written protests may be withdrawn, in writing, at any time before the conclusion of the hearing.

The public hearing will take place as a part of a regular Board of Trustees meeting.

Please contact the President's Office at (562) 860-2451 x2204 for more information.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY: Ms. Lynn Serwin, Professor of English iFalcon Co-coordinator Title V Grant

DATE: May 15, 2013

SUBJECT: **Consideration of Approval of Stipends for Faculty participating in iFALCON Faculty Inquiry Projects for Student-Centered Classroom Activities for Student Success**

RECOMMENDATION

It is recommended that the Board of Trustees approve payments for the named employees for their participation in the iFALCON Faculty Inquiry Projects for Student-Centered Classroom Activities for Student Success in Spring 2013.

OVERVIEW

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

ANALYSIS

Through discussion with other faculty members at three mandatory meetings during the semester, participants develop a research question pertaining to creating a student-centered classroom or improving student success. Faculty participate in brainstorming sessions to refine or expand research questions, ultimately leading to developing an instrument for assessment. Faculty develop assignments/curriculum/project(s) to assess the application of their research in student work. Faculty then revise the instrument/curriculum based on analysis of the student work and other FIP discussions. Ultimately, faculty will become knowledgeable of practical ways in which students are practicing the desired outcome.

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 the project on May 24, 2013, the following faculty members are to receive $300 stipends as follows: Ja'net Danielo, Elaine Folayan, Susan Fuschetto, Irma Hernandez, Ben Klein, Minadora Moldoveanu, Martha Robles, and Thomas Taylor.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs, Superintendent

PREPARED BY: Dr. Marilyn Brock, ACT-On Grant Administrator

DATE: May 15, 2013

SUBJECT: **Consideration of Approval of Stipends for Faculty Training for the Retail Management Grant Training Program**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment for stipends to the retail management/business administration faculty for work which will be performed June 1, 2013 as stipulated in and funded by the ACT-On (Alaska California Texas – Oregon) DOL (Department of Labor) grant. This is a four year grant awarded to Cerritos College October 2012.

OVERVIEW

Grant objectives and activities include:

- Provide faculty training leading to the revision of the curriculum
- Stacking and latticing the curriculum in the retail management program
- Developing online training modules for retail management classes
- Working with industry and college partners to provide training opportunities for current, new and unemployed workers

ANALYSIS

To maximize grant dollars it is important to bring faculty along with the new curriculum validated by industry for workers in the retail food industry. Increasing competencies for instructors using TalonNet and teaching online classes in the curriculum will foster student success and greater student involvement in the curriculum. Faculty attending the all day Saturday workshop will be paid $300.00 per person for the day. At the end of the day they will have set up their summer classes on TalonNet, learned new techniques for engaging students in their courses, listened to a presentation by industry experts on curriculum design and developed techniques for engaging students in their classes.

FINANCIAL IMPLICATIONS

Stipends will be paid to the people listed below following their attendance and participation in the one day training session. There is no cost to the District. All costs are grant funded.

27 Part-time Stipends	
Mike Acheson	$300.00
Jim Baber	$300.00
Scott Brown	$300.00
John Ciraulo	$300.00
Rhian Donadelle	$300.00
Christine Elam	$300.00
Sharon Fantroy	$300.00
Javier Garza	$300.00

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Richard Ghidella	$300.00
George Gordon	$300.00
John Grady	$300.00
Petros Keshishyan	$300.00
Karen Lantz	$300.00
Barbara Konzem-Livingston	$300.00
Ron Lau	$300.00
Bobbette Loreano	$300.00
Ron Paquette	$300.00
Kevin Stevenson	$300.00
Raquishela Stewart	$300.00
Marc Titel	$300.00
Barbara VanDine	$300.00
Demetrius Wilson	$300.00
Scott Hupp	$300.00
Carmen Hill	$300.00
William Bird	$300.00
Jaime Carranza	$300.00
Leon Baudot	$300.00

3 Full-time Stipends

Mary Ellen Brady	$300.00
Jerry Ramos	$300.00
Cynthia Moriarty	$300.00

1 Full-time Stipends

Cynthia Alexander (presenter)	$400.00

RECORDING REQUEST BY
WHEN RECORDED MAIL TO:

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CERRITOS COMMUNITY COLLEGE
DISTRICT, ATTENTION: MARK B. LOGAN
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650

SPACE ABOVE THIS LINE RESERVED
FOR RECORDER'S USE

TITLE(S)

NOTICE OF COMPLETION
CERRITOS COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Section §9200 – §9208 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: **Fire Alarm Group 3, Bid # 1213-01** contract for the doing of which was heretofore entered into on the **7th day of November, 2012** which contract was made with **Rancho Pacific Electric, Inc.**, contract number **12P001**, as contractor; that said improvements were completed on the **24th day of March, 2013**, and accepted by formal action of the governing board of said DISTRICT on the **15th day of May, 2013**; 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 **Great American 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:_____
David El Fattal
Vice President of Business Services

Date: _____

Place of Execution: Norwalk, California

CERRITOS COMMUNITY COLLEGE DISTRICT

RESOLUTION NO 13-10

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CERRITOS COMMUNITY COLLEGE DISTRICT APPROVING THE DONATION OF SURPLUS PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

WHEREAS, the Cerritos Community College District ("District) is the owner of the property described as electronic equipment and miscellaneous material listed on the attached Exhibit A; and

WHEREAS, each item of property listed is not satisfactory or is no longer suitable for District use due to a change in program or technology, and may be donated or otherwise disposed of; and

WHEREAS, pursuant to California Education Code section 81452 et. seq., this Resolution must be adopted by unanimous vote of those members present to be valid; and

WHEREAS, pursuant to California Education Code section 81452 (c), the property may be donated to a charitable organization deemed appropriate by the Board of Trustees; and

WHEREAS, the District has identified a non-profit 501(c)(3), Komputers 4 R Kids, as a public charity and state licensed collector of surplus electronics who provides internships to District students and provides repurposed computers to K-12 school districts; and

WHEREAS, the Board of Trustees has deemed Komputers 4 R Kids as a suitable charitable organization that is in the District's best interest; and

WHEREAS, in accordance with the District's Board Policy 6550, this Resolution delegates authority to the Superintendent/President, or her designee, to donate or otherwise dispose of the property listed on Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq., conditioned upon the District receiving payment for any valuable waste that is not repurposed for school district or student use.

NOW THEREFORE, the Board of Trustees of the Cerritos Community College District hereby resolves as follows:

Section 1. The Board of Trustees finds and determines that all of the recitals set forth above are adopted as true and correct.

Section 2. The Board of Trustees approves delegated authority to the District's Superintendent/President, or her designee, to donate or otherwise dispose of the property listed on the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code section 81452 et. seq., conditioned upon the District receiving payment for any valuable waste that is not repurposed for school district or student use

Section 3. That this delegation of authority shall be valid for the donation of the property listed on the attached Exhibit A, or until rescinded by the Board of Trustees.

Section 4. That this Resolution No. 13-10 shall take effect immediately upon its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 15th day of May, 2013, by the following vote:

AYES: 7

NOES: 0

ABSTENTIONS: 0

Marshall Perez

President of the Board of Trustees of the Cerritos Community College District

Attested to:

Clerk of the Board of Trustees of the Cerritos Community College District

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DONATION OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL – KOMPUTERS 4 R KIDS

BOARD MEETING DATE: MAY 15, 2013

Quantity	Description	CC #'s	Serial #'s
76	HP 7600 COMPUTER TOWERS	38028, 38499, 38160, 38498, 38256, 38488, 35504, 38407, 38791, 36838, 38294, 38041, 38217, 38240, 38398, 36631, 38382, 38196, 38412, 38202, 41292, 37057, 38026, 38216, 38096, 38343, 38447, 38249, 37009, 38200, 36227, 38023, 38097, 38083, 41302, 38152, 38400, 38363, 38231, 38135, 38421, 38015, 38108, 38373, 38283, 38245, 38237, 38102, 38476, 38072, 39615, 38090, 37757, 38308, 38038, 38296, 37893, 38350, 38495, 38069, 38098, 38436, 39626, 38089, 38376, 38316, 41291, 38146, 38288, 38214, 38390, 38365, 38043, 38380, 38106	N/A
50	MONITORS MODELS: HP1740, VE175, VIEWSONIC V6810	40387	N/A
9	DESKTOP PRINTERS MODEL#: HP2200, 6L, 4250	02840, 41594, 027398, 028404; N/A	N/A
2	OVERHEAD PROJECTORS	N/A	N/A
1	FAX MACHINE	N/A	N/A
3	FUJITSU SCANNERS MODEL #: M4097	36079, 36080	N/A
2	BROTHER TYPEWRITERS	N/A	N/A
1	HITACHI LAPTOP MODEL #: M1200	022656	N/A
4	IMACS	39030, 37693, 41118	W86460ZYVUV
1	PANASONIC TV MODEL #: C1321	N/A	N/A
1	HP SERVER	37802	N/A
1 Pallet	MISC COMPUTER ACCESSORIES (KEYBOARDS, CABLES, SPEAKERS, ETC.)	N/A	N/A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIAL

BOARD MEETING DATE: MAY 15, 2013

Quantity	Description	CC #'s	Serial #'s
2	Paint Cabinets	N/A	N/A
4	Metal Work Benches	N/A	N/A
1	Washer Recycler	N/A	N/A
8	Chairs	N/A	N/A
5	Tables	N/A	N/A
1	Computer Cart	N/A	N/A
2	Baxter IV Pumps	41448; N/A	N/A
1	Blood Pressure Simulator Arm	N/A	N/A
4	Paper Shredders	N/A	N/A

California Community Colleges
Chancellor's Office

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

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (810) CERRITOS

Quarter Ended: (Q3) Mar 31, 2013

Your Quarterly Data is Certified for this quarter.

Chief Business Officer		**District Contact Person**	
CBO Name:	David El Fattal	**Name:**	Ali Delawalla
CBO Phone:	562-860-2451	**Title:**	Director of Fiscal Services
CBO Signature:		**Telephone:**	562-860-2451
Date Signed:	4/24/13		
Chief Executive Officer Name:	Dr. Linda Lacy	**Fax:**	562-924-2800
CEO Signature:		**E-Mail:**	ndelawalla@cerritos.edu
Date Signed:	4/26/2013		
Electronic Cert Date:	04/25/2013		

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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California Community Colleges Chancellor's Office

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

District: (810) CERRITOS

Quarter Ended: (Q3) Mar 31, 2013

Line	Description	As of June 30 for the fiscal year specified: Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I.	**Unrestricted General Fund Revenue, Expenditure and Fund Balance:**				
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	86,600,539	86,724,775	80,793,064	81,392,658
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	86,600,539	86,724,775	80,793,064	81,392,658
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	80,537,484	82,742,081	79,830,325	81,354,231
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,997,028	5,917,324	700,941	508,747
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	86,534,512	88,659,405	80,531,266	81,862,978
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	66,027	-1,934,630	261,798	-470,320
D.	**Fund Balance, Beginning**	11,585,566	11,651,593	9,716,963	9,978,761
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	11,585,566	11,651,593	9,716,963	9,978,761
E.	**Fund Balance, Ending (C. + D.2)**	11,651,593	9,716,963	9,978,761	9,508,441
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.5%	11%	12.4%	11.6%
II.	**Annualized Attendance FTES:**				
G.1	**Annualized FTES (excluding apprentice and non-resident)**	18,076	17,562	17,132	16,079

		As of the specified quarter ended for each fiscal year: 2009-10	2010-11	2011-12	2012-2013
III.	**Total General Fund Cash Balance (Unrestricted and Restricted)**				
H.1	Cash, excluding borrowed funds		15,110,285	42,743	2,857,557
H.2	Cash, borrowed funds only		0	0	15,000,000
H.3	Total Cash (H.1+ H.2)	13,233,523	15,110,285	42,743	17,857,557

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
IV.	**Unrestricted General Fund Revenue, Expenditure and Fund Balance:**				
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	76,488,149	82,357,516	44,823,919	54.4%
I.2	Other Financing Sources (Object 8900)	0	0	191,248	
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	76,488,149	82,357,516	45,015,167	54.7%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	83,527,808	84,080,711	56,566,087	67.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	508,747	508,747	8,210	1.6%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	84,036,555	84,589,458	56,574,297	66.9%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	-7,548,406	-2,231,942	-11,559,130	
L	Adjusted Fund Balance, Beginning	9,978,761	9,978,761	9,978,761	
L.1	**Fund Balance, Ending (~~C+L~~)** (K+L)	2,430,355	7,746,819	-1,580,369	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	2.9%	9.2%		

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

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

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

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

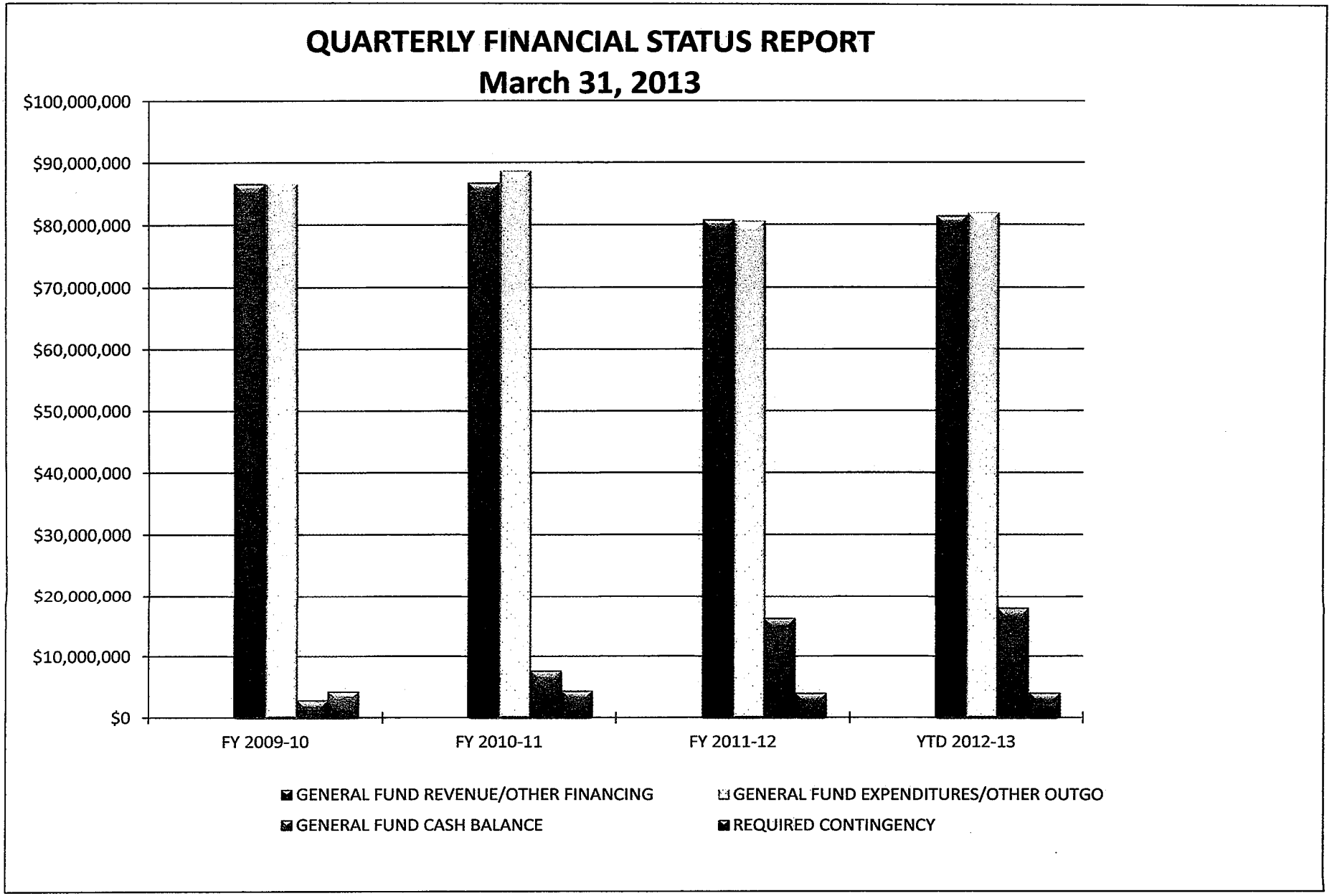
VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)
District issued $15,000,000 TRANs thru Los Angeles County Office of Education pool.

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

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

Attachment #2



BUDGET TRANSFERS FOR MAY 15, 2013

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	$	(4,300)
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(4,300)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	1,300
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	3,000
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**4,300**

Transfers: The purpose of these transfers is to purchase dolly rack, printer, book cases, and office supplies in Purchasing; conference attendance in Admissions, Records and Services.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

These transfers were requested by Admissions, Records and Services; Purchasing.

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APPROPRIATION TRANSFER ANALYSIS FOR MAY 15, 2013

Revenue Budget

00000.0-00000-00000-8630-0000000 (01.0 Fund) State - Education Protection Account	$	12,521,267
Transfer revenue from State General Apportionment to Education Protection Account (EPA) under recently approved Proposition 30. Revenue for EPA funds are unrestricted and the Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. A recommendation to utilize the funds to partially fund instructional salaries and benefits is presented in Board Item VIII.E.		
00000.0-00000-72000-8130-0000000 (01.3 Fund) Federal - Workforce Investment Act - Family Literacy / ESL The final allocation for 2012-2013 was reduced. Adjustments are set for non instructional supplies; textbooks.	$	(26,627)
00000.0-00000-72001-8130-0000000 (01.3 Fund) Federal - Workforce Investment Act - GED To set up 2012-13 allocation to academic hourly, adult hourly and its associated fringe benefits; travel.	$	26,627
00000.0-00000-75900-8190-0000000 (01.3 Fund) Federal - Foster & Kinship Care Education An increase in the final allocation for 2012-2013. Adjustments are set for adult hourly and its associated fringe benefits; rents and leases; repairs & maintenance.	$	2,972
Total Revenue Budget	$	12,524,239

000373

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

I. Classified Employment

Custodian, Grade 23, Step 1 ($2,846.00/month) effective June 3, 2013:
Maria Balcazar (Facilities)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Navarro Soria, Soledad*	Aide-Special (Counselor)	$8.00/hr (1)	03/25/13
Nino De Rivera, Sarahi*	Aide-Special (Counselor)	$8.00/hr (1)	03/25/13
Stone, Breanna*	Aide-Special (Counselor)	$8.00/hr (1)	03/25/13
Ta, Thanh Hien Thi*	Aide-Special (Special Education)	$8.00/hr (1)	05/01/13
Ramirez, Alexander Jesus	Typist Clerk	$8.64/hr	05/01/13
Alcantar, Ashley*	Financial Aid Clerk	$9.31/hr	03/25/13
Allen, Angela*	Financial Aid Clerk	$9.31/hr	03/25/13
Alvarez, Anthony*	Financial Aid Clerk	$9.31/hr	03/25/13
Barbosa, Angela*	Financial Aid Clerk	$9.31/hr	03/25/13
Barragan, Jesus*	Financial Aid Clerk	$9.31/hr	03/25/13
Cadenas, Marlon*	Financial Aid Clerk	$9.31/hr	03/25/13
Feliciano, Kenia*	Financial Aid Clerk	$9.31/hr	03/25/13
Jackson, Shardae*	Financial Aid Clerk	$9.31/hr	03/25/13
Johnson, Davion*	Financial Aid Clerk	$9.31/hr	03/25/13
Mora, Anthony*	Financial Aid Clerk	$9.31/hr	03/25/13
Perez, Marvin*	Financial Aid Clerk	$9.31/hr	03/25/13
Vega, Alejandro*	Financial Aid Clerk	$9.31/hr	03/25/13
Roberts, Nancy*	Instructional Aide I	$9.56/hr (1)	05/16/13
Chin, Marlene*	Intermediate Clerk	$9.56/hr	04/10/13
Cuahutle, Isela*	Intermediate Clerk	$9.56/hr	04/22/13

* Categorically Funded
** Specially Funded

Jimenez, Bryan	Student Activities Clerk	$9.56/hr	04/17/13
Korn, Donald	Custodian	$9.76/hr	04/01/13
DeWinstanley II, Kenneth	Aquatics Specialist	$10.11/hr	04/07/13
Alvarado, Joanna*	Student Affairs Technician	$11.60/hr	03/25/13
Gonzalez, Ruben Andrew*	Student Affairs Technician	$11.60/hr	03/25/13
Salazar, Deanna*	Student Affairs Technician	$11.60/hr	03/25/13
Valladares, Cuxan*	Student Affairs Technician	$11.60/hr	03/25/13
Vega, Rosa*	Student Affairs Technician	$11.60/hr	03/25/13
Abdoun, Kenza*	Instructional Aide II	$12.81/hr (1)	03/18/13
Collins, Londa	Instructional Aide II	$12.81/hr	03/01/13
Horton, Anabelle*	Student Affairs Assistant	$13.79/hr	03/25/13
Martinez, Alan*	Student Affairs Assistant	$13.79/hr	03/25/13
Mejia, Jenny Elizabeth*	Student Affairs Assistant	$13.79/hr	03/25/13
Gonzalez, Juan*	Continuing Education Specialist/Business Technology	$50.52/hr	04/01/13

III. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2014, or 175 total workdays, whichever occurs first

Reyes Perez, Haide*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Alcantar, Ashley*	Financial Aid Clerk	$9.31/hr	07/01/13
Barbosa, Angela*	Financial Aid Clerk	$9.31/hr	07/01/13
Barragan, Jesus*	Financial Aid Clerk	$9.31/hr	07/01/13
Cadenas, Marlon*	Financial Aid Clerk	$9.31/hr	07/01/13
Feliciano, Kenia*	Financial Aid Clerk	$9.31/hr	07/01/13
Jackson, Shardae*	Financial Aid Clerk	$9.31/hr	07/01/13
Johnson, Davion*	Financial Aid Clerk	$9.31/hr	07/01/13

* Categorically Funded
** Specially Funded

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Navarro Soria, Soledad*	Fir	$9.31/hr	07/01/13
Perez, Marvin*	Financial Aid Clerk	$9.31/hr	07/01/13
Nino De Rivera, Sarahi*	Financial Aid Clerk	$9.31/hr	07/01/13
Vega, Alejandro*	Financial Aid Clerk	$9.31/hr	07/01/13
Cuevas Valverde, Selene*	Intermediate Clerk	$9.56/hr	07/01/13
Diaz, Tommy*	Intermediate Clerk	$9.56/hr	07/01/13
Giron, Amber*	Intermediate Clerk	$9.56/hr	07/01/13
Valladares, Cuxan*	Student Affairs Technician	$11.60/hr	07/01/13
Vega, Rosa*	Student Affairs Technician	$11.60/hr	07/01/13
Raygoza Arroyo, Roxana*	Job Developer	$11.88/hr	07/01/13
Rojas De Mejia, Mary**	Program Facilitator	$13.79/hr	08/19/13
Gonzalez, Ruben Andrew*	Student Affairs Assistant	$13.79/hr	07/01/13
Mejia, Jenny Elizabeth*	Student Affairs Assistant	$13.79/hr	07/01/13
Salazar, Deanna*	Student Affairs Assistant	$13.79/hr	07/01/13
Mondaca, Frances**	Community Education Specialist	$29.15/hr	07/01/13
Nunez, Maria**	Community Education Specialist	$29.15/hr	07/01/13
Nunez, Norberto**	Community Education Specialist	$29.15/hr	07/01/13
Sanchez, Marisol**	Community Education Specialist	$29.15/hr	07/01/13
Sanchez, Sandra**	Community Education Specialist	$29.15/hr	07/01/13
Tucker, Jazmine**	Community Education Specialist	$29.15/hr	07/01/13
Tunnell, Claudia L.**	Community Education Specialist	$29.15/hr	07/01/13

* Categorically Funded
** Specially Funded

Presented to the Board of Trustees: May 15, 2013

2013 SUMMER[illegible]Y PERSONNEL

REVISED

I. ACADEMIC AFFAIRS

Full-Time Instructors

Name		Discipline	Salary Placement
Andrade	Olga	Child Development	E10
Cheatham	Teresa	English	C6
Conley	Angela	Mathematics	D11
Henriques	James	Physics	E14

II. BUSINESS ED/HUMANITIES/SOCIAL SCIENCES

Full-Time Instructors

Name		Discipline	Salary Placement
Abbruzzese	Mark	Anthropology	C10
Alenikov	Teresa	Accounting/Finance	E14
Bellas	Monica	Anthropology	F14
Brady	Mary Ellen	Real Estate	E18
Collins	John	Administration of Justice	E14
Duff	Kimberley	Psychology	F14
Falcon	Dennis	Political Science	E14
Farina	Michael	Accounting/Finance	E26
Fronke	Mark	Accounting/Finance	E26
Haas	John	History	F14
Haynes	Doug	Administration of Justice	E30
Holzgang	Amy	Sociology	F14
Lewellen	Michelle	Psychology	B10
Livingston	Robert	Business Administration	F18
Moloney	Peter	Accounting/Finance	E18
Morgan	Vikki	Court Reporting	E30
Moriarty	Cynthia	Business Administration	E30
Mullins	Terrance	Political Science	B4
Namala	Solomon	Economics	F14
Obasohan	Victor	Political Science	C11
Obazuaye	Sunday	Political Science	F10
Pirtle	Dianne	Sociology	B10
Ramos	Gerardo	Business Administration	B5
Rigby	Jeff	Anthropology	E22

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2013 SUMMER [illegible]Y PERSONNEL

Ronquillo-Adachi	Jaclyn	Psychology	F5
Schmidt	Debra	Accounting/Finance	C11
Sharp	Mageya	Business Computerized Office Tech	E30
Soden	Barbara	Business Computerized Office Tech	E26
Stolze	Ted	Philosophy	F11
Torres-Bower	Ana	Philosophy	E26
Troup	Jacquelyn	Sociology	E22
Van De Mortel	Joseph	Philosophy	E14

III. FACULTY HOURLY - COMMUNITY, INDUSTRY and TECHNOLOGY EDUCATION

Full-Time Instructors

Name		Discipline	Salary Placement
Robles	Marta	Adult Education	E11

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Barrera De Contreras	Gabriela	Adult Education	B5	60.33
Mondaca	Frances	Adult Education	B5	60.33
Nava	Dolores	Adult Education	B5	60.33
Nunez	Norberto	Adult Education	B2	51.71
Nunez	Maria	Adult Education	B5	60.33
Perez	Carlos	Adult Education	B2	51.71
Ramos	Maria	Adult Education	B2	51.71
Rios	Hugo	Adult Education	A3	54.60
San Nicolas	Kathleen	Adult Education	B5	60.33
Sanchez	Sandra	Adult Education	B5	60.33
Sanchez	Marisol	Adult Education	A3	54.60
Tucker	Jazmine	Adult Education	B5	60.33

IV. FINE ARTS AND COMMUNICATIONS

Full-Time Instructors

Name		Discipline	Salary Placement
Betancourt	David	Music	F18
Breit	Craig	Theatre Arts	B10
Cameron	Richard	Journalism	B10
Fernandez	Christina	Photography	C11
Hirohama	Steven	Theatre Arts	E10
Lopez	Christine	Music	F18
MacDevitt	James	Art	C10
Maz	Andrew	Music	F3
Miller	Kirk	Art	E22
Watanabe	Susan	Theatre Arts	E22
Wison	Christopher	Art	E14

V. HEALTH OCCUPATIONS

Full-Time Instructors

Name		Discipline	Salary Placement
Brooks	Kelli	Nursing	E14
Carroll	Dani	Dental Hygiene	E18
Casas	Ralph	Pharmacy	F26
Cooke	Melodie	Nursing	E13
Cosio	Lydia	Dental Assisting	E14
Gradin	Susan	Child Development/Early Childhood	E14
Krayer	Adelle	Dental Hygiene	E18
Loera	Diane	Dental Hygiene	E14
Makarem	Nasiba	Pharmacy	F11
Veloz-Rendon	Lizette	Nursing	E11
Wedell	Donna	Dental Assisting	E18

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
DiPietro-Fife	DiAnn	Dental Hygiene	B3	54.60
Munoz	Elizabeth	Dental Hygiene	A3	54.60
Nguyen	Ann	Dental Hygiene	B5	60.33

VI. LIBERAL ARTS

Full-Time Instructors

Name		Discipline	Salary Placement
Alvarez	Lydia	English	B10
Arce	Carlos	Foreign Language	E30
Ashe	Suzanne	English	E26
Belroy	Barbara	Reading	E14
Cabuto	Froylan	Foreign Language	D12
Cagnolatti	Damon	English	B4
Cheatham	Teresa	English	C6
Codd	Geraldine	Reading	E22
Coulter	Lucia	ESL	D12
Florescu	Mihaela	Foreign Language	F18
Gonzales	Joana Mootz	English	E18
Greene	Chad	English	C5
Havice	Sally	English	D12
Helberg	Bonnie	Reading	D12
Higgins	Kolleen	English	C4
Hoppe-Nagao	Angela	Speech	E14
Hu	Philip	English	E14
Junitlla	Timothy	English	D12
Kayser	Lance	English	E9
Kelly	Edward	Foreign Language	A9
LaVariere	Cynthia	Speech	F14
Miller	Alice	Reading	D12
Paige	Matthew	Reading	E22
Potter	Ingeborg	Foreign Language	E30
Rosenfeld	Kimberly	Speech	E14
Shah-Williams	Nishi	English	C11
Sparks	William	Speech	D12

2013 SUMMER Y PERSONNEL

Stiles	Lynn	English	E22
Swanson	Jack	English	E22
Whitson	Beverly	English	E26
Zhou	Yiran	Foreign Language	E5

VII. PHYSICAL EDUCATION

Full-Time Instructors

Name		Discipline	Salary Placement
Abing	Joseph	Athletics	E18
Artiaga	Benny	Athletics	C8
Bueno	Ni	Health Educattion	F10
Caines	Thomas	Athletics	E18
Clauss	Dan	Athletics	D10
Davidson	Rebekah	Dance	D3
Edwards	Carrie	Fitness	F14
Gaylord	Kenny	Athletics	C11
Grosfeld	Stephen	Athletics	D12
Jensen	Debbie	Athletics	E18
Macias	Sergio	Athletics	D12
May	Russell	Physical Education	E12
Mazzotta	Frank	Athletics	E30
McPherson	Michael	Health Educattion	D12
Richardson	Christopher	Physical Education/Athletics	D5
Sanderson	Janet	Dance	E18
Welliver	Karen	Athletics	E22

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Gonzalez	Ruben	Athletics	B5	60.33
Gould	Eric	Athletics	A5	60.33
Nakao	Gary	Athletics	B5	60.33
Velazquez	Maria	Physical Education/Athletics	B5	60.33

VIII. SCIENCE, ENGINEERING AND MATHEMATICS

Full-Time Instructors

Name		Discipline	Salary Placement
Beyene	Aemiro	Mathematics	C8
Boardman	Constance	Biological Sciences	E13
Bradbury	Jeffery	Chemistry	E18
Buschauer	Robert	Physics/Astronomy	F26
Byun	Eui Won	Mathematics	C11
Carreon	Lora	Mathematics	B10
Chalmers	Graham	Mathematics	F30
Cordova	Ernesto	Mathematics	B10
DeKraker	Daniel	Earth Science	C11
Demian	Kamal	Mathematics	E14
Fuschetto	Susan	Computer & Information Sciences	E22
George	Patty	Mathematics	E22
Henriques	James	Physics/Astronomy	E14
Hugen	Mark	Mathematics	C11
Lacy	Tor	Earth Science	E14
Lazor	Clair	Computer & Information Sciences	E30
Leon	Ruben	Mathematics	B10
LePere	Susan	Biological Sciences	B10
Lewandowski	Thomas	Mathematics	D12
Lopez	Manuel	Mathematics	D12
Lou	Rena	Chemistry	E8
Lou	Zheng	Computer & Information Sciences	E22
LoVetere	Crystal	Earth Science	F11
Negrete	Bernard	Computer & Information Sciences	E26
Nguyen	Phuong	Computer & Information Sciences	E22
Nikdel	Mojdeh	Mathematics	F14
O'Neil	Scott	Mathematics	E14
Rojas	Santos	Biological Sciences	F3
Romer	Christine	Chemistry	E18
Sestini	Sally	Mathematics	E26
Shimazu	Cheryl	Chemistry	E18
Szabo	Thad	Physics/Astronomy	F7
Tydell	Carol	Biological Sciences	F12
Waldman	Linda	Chemistry	F14

2013 SUMME[illegible]Y PERSONNEL

Wilson	Jack	Computer & Information Sciences	E22
Zewail	Mervat	Chemistry	F30

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Dukhovny	Olga	Chemistry	B5	60.33
Hugenberger	Scott	Physics	B5	60.33
Lazarus	Laura	Chemistry	B1	48.83
McNulty	Susan	Biological Sciences	B1	48.83
Mera	Carlos	Physics	B5	60.33
Nguyen	Orchid	Mathematics	B5	60.33
Ortiz	Lorena	Mathematics	B5	60.33
Sterling	Merrick	Mathematics	B5	60.33
Surfas	Lesley	Earth Science	B5	60.33
White	Todd	Biological Sciences	A3	54.60

IV. TECHNOLOGY

Full-Time Instructors

Name		Discipline	Salary Placement
Baron	Tony	Automotive Mechanical Repair	E30
Bender	Jon	Automotive Mechanical Repair	E30
Bettencourt	Madeline	Cosmetology	E3
Fortner	Tony	Woodworking	E22
Glick	Leonard	Automotive Mechanical Repair	E14
Hiranandani	Jaya	Engineering Design Technology	E30
Medina	Michael	Welding	D11
Micic	Miodrag	Engineering Design Technology	B3
Motruk	Nina	Cosmetology	E18
Mulleary	Joseph	Automotive Mechanical Repair	D3
Novinski	Pat	Cosmetology	E18
Pacheco	Rupert	Welding	E18
Price	Terry	Plastics Mfg Technology	E30
Robertson	Charles	Automotive Collision Repair	E26
Rother	Edward	Architecture	F30
Smith	Felicia	Cosmetology	E14
Stammerjohn	Carl	Woodworking	E13
Tait	Mark	Welding	E18

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2013 SUMMER [illegible] PERSONNEL

Taylor	Kevin	Automotive Mechanical Repair	E22
Vega	Frank	Automotive Mechanical Repair	E14

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Aguirre	Anna	Cosmetology	A5	60.33
Baker	Deborah	Cosmetology	B5	60.33
Barnes	James	Machine Tool Technology	B4	57.46
Brown	Keshia	Cosmetology	A2	51.71
Deseo	Ralph	Cosmetology	B2	51.71
Jackson	Lee	Machine Tool Technology	B5	60.33
Long	Judith	Cosmetology	B1	48.83
Rock	Eugene	Cosmetology	B5	60.33
Sanchez	Carlos	Woodworking	B5	60.33

X. COUNSELOR HOURLY - STUDENT SERVICES

Full-Time Instructors/Counselor

Name		Discipline	Salary Placement
Bartikofsky	Irving	DSP&S	E10
Garriott	Donald	DSP&S	C11
Holmes	Judi	DSP&S	E12
Hunt	Mary	DSP&S	E9
La Vigne	Steven	DSP&S	E10
Page	Elizabeth	DSP&S	B10

Part-Time Counselors

Name		Assignment	Salary Placement	Rate
Algaze	Susan	DSP&S	C2	43.10
Castro	Griselda	Adult Education	C2	43.10
Kim	Jong Wha	CalWORKs	C2	43.10
Macias	Dora	CalWORKs	C2	43.10
Pizer	Janis	CalWORKs	C2	43.10
Segura	Aurora	DSP&S	C2	43.10
Toumaijian	Mary Kay	Counseling	C2	43.10

XI. LIBRARY/LEARNING RESOURCE CENTER/EDUCATIONAL TECHNOLOGY PROGRAM

Full-Time Instructor/Librarian

Name			Salary Placement
Alexander	Cynthia	Tech Training and Distance Education	F14
Pereira	Paula	Library	B4

Part-Time Librarian

Name			Salary Placement	Rate
Augugliaro	Mary	Library	L2	43.10
Liong	Jocelle	Library	L2	43.10
Mitchell	Valencia	Library	L2	43.10
Owen	Margaret	Library	L2	43.10
Russell	Bruce	Library	L2	43.10
Sampson	Lynda	Library	L2	43.10
Schenk	Lauren	Library	L1	40.23
Siddiqi	Catherine	Library	L2	43.10
Vogel	Karen	Library	L2	43.10
Wallace	Mara	Library	L1	40.23
Wood	Suzanne	Library	L2	43.10

CERRITOS COLLEGE
Inter-Office Communication

TO: Board of Trustees

FROM: David El Fattal, Vice President of Business Services

PREPARED BY: Mark B. Logan, Director of Purchasing

DATE: May 15, 2013

SUBJECT: **Contract History of Leasing of Water Rights**

OVERVIEW

Since 1965, Cerritos College holds water pumping rights for 147 acre-feet under the Central Basin Municipal Water District. Tract 349 Mutual Water Co. was established in 1912 and has leased the District's allowed pumping allocation of 147 acre-feet under the current contract since July 1, 2010. The current agreement has been amended two (2) times. District staff are requesting the contract be amended a third time for one (1) additional year at the current rental rate. Details of the current contract and amendments to present day are detailed below.

Contract No. C09-1067 dated July 1, 2010
Lessee: Tract 349 Mutual Water Co.
Start Date: July 1, 2010
End Date: June 30, 2011
Rent: $19,110 ($130/acre)
Description: 147 acres of allowed pumping allocation

Amendment No. 1
Start Date: July 1, 2011
End Date: June 30, 2012
Rent: $19,110 ($130/acre)

Amendment No. 2
Start Date: July 1, 2012
End Date: June 30, 2013
Rent: $17,640 ($120/acre)

Amendment No. 3 [**PROPOSED** at 5/15/13 Board Meeting]
Start Date: July 1, 2013
End Date: June 30, 2014
Rent: $17,640 ($120/acre)

ADDITIONAL INFORMATION:

On April 3, 2013 the District's Purchasing department received a letter dated March 22, 2013 from Tract 349 Mutual Water Co. requesting that the lease of 147 acre-feet of the District's water rights be extended one (1) additional year under the current contract for the same annual rental rate of $17,640 as was agreed the previous fiscal year. Upon further review, Purchasing identified the

contract under consideration and determined that the existing contract expires June 30, 2013 per Amendment No. 2. Subsequent conversations with Zsolt Farkas, Controller/Administrator of Tract 349 Mutual Water Co., revealed that should the District desire to continue the lease of the water rights without interruption of the current revenue stream, then the Lessee and/or District would need to file with the Department of Water Resources, Southern District, a recordation of continued lease agreement prior to the end of the lease term (i.e., June 30, 2013).

To ensure continuance of annual revenue to the college, and due to the time constraints of the pending lease end date of June 30, 2013, it was determined to be in the best interest of the college to extend the lease one (1) additional year through Amendment No. 3 with the intent to re-establish a bid during fiscal year 2013 -2014. The last known bid occurred in 2004. Past practice has been that the Purchasing department would contact water departments of local cities and other potential lessee prospects, but these entities were either not interested, or they offered far below the existing rental rate provided under the current contract. Below is a brief summary of the history of the leasing of the District's water rights prior to the current contract dated July 1, 2010.

CONTRACT CHRONOLOGY FROM JULY 1, 1996 THROUGH JUNE 30, 2010:

PERIOD: JULY 1, 1996 THROUGH JUNE 30, 1998

Bid No. 9596-20 was released to solicit responses to leasing of the District's water rights Tract 349 Mutual Water Co. was sole bidder and was awarded Contract No. 96-094 as noted below.

Contract No. 96-094 dated July 1, 1996
Lessee: Tract 349 Mutual Water Co.
Start Date: July 1, 1996
End Date: June 30, 1997
Rent: $22,344 ($152/acre)
Description: 147 acres of allowed pumping allocation

Amendment No. 1
Start Date: July 1, 1997
End Date: June 30, 1998
Rent: $22,656.72 ($154.13/acre)

Amendment No. 2
Start Date: July 1, 1998
End Date: June 30, 1999
Rent: $22,928.70 ($155.98/acre)

PERIOD: JULY 1, 1999 THROUGH JUNE 30, 2004

Bid No. 9899-9, Lease of Water Rights was conducted in 1999. The Purchasing department sent out 26 invitations to bid and received two responses; Tract 349 Mutual Water Co was the highest bidder. The District approved award of the contract to Tract 349 Mutual Water Co. at the April 6, 1999 Board Meeting.

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CONTRACT #99-055 dated July 1, 1999
Lessee: Tract 349 Mutual Water Co.
Start Date: July 1, 1999
End Date: June 30, 2000
Rent: $31,605.00 ($215/acre)
Description: 147 acres of allowed pumping allocation

Amendment No. 1
Start Date: July 1, 2000
End Date: June 30, 2001
Rent: $32,395.13 ($220.38/acre)

Amendment No. 2
Start Date: July 1, 2001
End Date: June 30, 2002
Rent: $33,528.96 ($228.09/acre)

Amendment No. 3
Start Date: July 1, 2002
End Date: June 30, 2003
Rent: $34,601.89 ($235.39/acre)

Amendment No. 4
Start Date: July 1, 2003
End Date: June 30, 2004
Rent: $35,639.54 ($242.45/acre)

PERIOD: JULY 1, 2004 THROUGH JUNE 30, 2005

During this period there were no interested parties willing to lease the water rights and no revenue was generated.

PERIOD: JULY 1, 2005 THROUGH JUNE 30, 2010

Bid No. 0405-07, Lease of Cerritos College's Water Rights was released December 13, 2004. The Purchasing department sent out 21 invitations to bid and received one response – Tract 349 Mutual Water Co. The District approved award of contract to Tract 349 Mutual Water Co. during the January 19, 2005 Board Meeting.

Contract No. C04-1097 dated July 1, 2005
Lessee: Tract 349 Mutual Water Co.
Start Date: July 1, 2005
End Date: June 30, 2006
Rent: $29,400 ($200/acre)
Description: 147 acres of allowed pumping allocation

Amendment No. 1
Start Date: July 1, 2006
End Date: June 30, 2007
Rent: $30,780 ($209.39/acre)

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Amendment No. 2
Start Date: July 1, 2007
End Date: June 30, 2008
Rent: $31,857 ($216.71/acre)

Amendment No. 3
Start Date: July 1, 2008
End Date: June 30, 2009
Rent: $20,580 ($140/acre)

Contract No. C08-1084 dated July 1, 2009
Lessee: Tract 349 Mutual Water Co.
Start Date: July 1, 2009
End Date: June 30, 2010
Rent: $20,580 ($140/acre)
Description: 147 acres of allowed pumping allocation

CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 13-11
RESOLUTION OF THE BOARD OF TRUSTEES OF CERRITOS COLLEGE APPROVING EDUCATION PROTECTION ACT (PROPOSITION 30) FUNDING USES FOR CERRITOS COLLEGE FOR FISCAL YEAR 2012-13

WHEREAS, the voters approved Proposition 30 on November 6, 2012; and

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012; and

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f); and

WHEREAS, before June 30th of each year, the State Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year; and

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year; and

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts; and

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government; and

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction; and

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account and how that money was spent; and

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution; and

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determination on how the money will be spent shall be made in open session of a public meeting of the governing board of Cerritos Community College District; **AND**

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Cerritos Community College District has determined to spend the monies received from the Education Protection Act to partially fund instructional salaries and benefits.

PASSED AND ADOPTED by the Board of Trustees of Cerritos College at a regular meeting held on May 15, 2013, by the following vote:

AYES: 7

NOES: 0

ABSENT: 0

Signed: Manuel L. Perez
President, Board of Trustees

Attest: _____
Secretary to Board of Trustees

I, Sandra Salazar, MD, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Trustees of the Cerritos Community College District at the regular meeting on May 15, 2013 which resolution is on file in the office of said Board.

DATED: May 15, 2013

SIGNED: _____
Dr. Sandra Salazar, MD
Secretary/Clerk

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Mr. David El Fattal, Vice President of Business Services DEF

PREPARED BY: Mr. Mark B. Logan, Director of Purchasing

DATE: May 15, 2013

SUBJECT: **Consideration of Approval to Enter into Contract with Audit Firm Christy White Associates to Conduct Independent Audit Services**

RECOMMENDATION

It is recommended that the Board of Trustees award and authorize the District to enter into contract with Christy White Associates to conduct the District's annual independent audit and provide additional accounting/auditing services for Fiscal Year (FY) 12/13 and FY 13/14, with the option of three (3) one-year renewals for FY 14/15, FY 15/16, and FY 16/17.

OVERVIEW

The District's current independent auditor, Vavrinek, Trine, Day & Co., has conducted auditing services for the District, G.O. Bond and Foundation from FY 06/07 through FY 11/12. It is an industry-wide community college best practice to review and compare the pricing and services for contracting of audit firms every six years. On March 19, 2013 the District released Request for Proposals (RFP) No. 12C0027, Independent Audit Services for the District's annual audit. The scope of services includes, but is not limited to, an annual audit of all funds and accounts under the jurisdiction and control of the District, as well as the annual audits of both Measure CC and Measure G under Proposition 39. Pursuant to Education Code 81644, the District's intent was to award a contract pursuant to the RFP for up to a five-year term consisting of a two-year annual contract with the option of 3 one-year renewals. In addition to public advertisement in a newspaper of general circulation, additional outreach efforts included contacting all audit firms on a list provided by the California Community Colleges Chancellor's Office (CCCCO), a list provided by the Los Angeles County Office of Education (LACOE), and auditors from the District's vendor list.

ANALYSIS

Through the RFP process six companies submitted proposals by the submittal deadline of April 8, 2013. In addition, two companies submitted "no submittal" response letters. The District's evaluation committee, which consisted of five employees, reviewed and analyzed the proposals. The five employees were:

- One administrator from the Fiscal Services department
- One administrator from the Business Services department
- One classified employee from the Purchasing department
- One administrator from the Purchasing department
- One faculty member from the Business Services division

The interview committee determined Christy White Associates to be the most qualified to provide the aforementioned services. Christy White Associates is a women majority owned small business registered with the Small Business Administration, number 6FKX8. The engagement team leaders will be John Dominguez, CPA, CFE, and Ben Leavitt, CPA, CFE; both professionals are Certified Public Accountants as well as Certified Fraud Examiners. Upon completion of the District's due diligence review, the District finds that contracting with Christy White Associates to provide independent audit services for FY 12/13 and 13/14, with the option of three (3) one year renewals for FY 14/15, 15/16, and 16/17 is in the best interest of the District.

FINANCIAL IMPLICATIONS

The fixed price cost of the independent audit services are detailed below and funding shall be allocated from the Fiscal Services department within the General Fund and the appropriate GO Bond. With regard to the Measure CC & G Audit, if there is less than $1,000,000 in construction expenditures from the Measure G bond program in any fiscal year, the fixed fee will be discounted by 40% for that fiscal year.

PROPOSED FISCAL YEAR FIXED PRICE					
	INITIAL TERM		OPTIONAL RENEWAL TERMS		
Audit Requirements	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017
1) District Annual Audit (Fixed-Price):	$52,040	$53,081	$54,143	$55,226	$56,329
2) Optional Services (Fixed-Price)					
▪ Cerritos Foundation Audit:	$9,040	$9,221	$9,406	$9,594	$9,786
▪ Measure CC & G Audit Note: Separate audit reports will be provided for each measure. If there is less than $1,000,000 in construction expenditures from the Measure G bond program in any fiscal year, the fixed fee will be discounted by 40% for that fiscal year.	$14,280	$14,567	$14,858	$15,155	$15,459
3) Hourly Rates for Additional Audit Services as Required*	PROPOSED HOURLY RATES:				
▪ Partner:	$180	No change	No change	No change	No change
▪ Manager:	$140	No change	No change	No change	No change
▪ Supervising/Senior Staff:	$120	No change	No change	No change	No change
▪ Junior Staff:	$80	No change	No change	No change	No change
▪ Clerical:	$40	No change	No change	No change	No change

* Annual independent audits do not often require additional audit services. However, when necessary, additional audit services extend the auditors' work above and beyond the requirements within the California Community Colleges Contracted District Audit Manual. For example, additional auditing services typically arise as a result of the district communicating specific concerns about a particular program, or fraud, which require an in-depth review and analysis.

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

RFQ No. 12C0056

LEGAL SERVICES – GENERAL COUNSEL

MAY 28, 2013

CERRITOS COMMUNITY COLLEGE DISTRICT
PURCHASING DEPARTMENT
11110 ALONDRA BOULEVARD
NORWALK, CA 90650-6203

REQUEST FOR QUALIFICATIONS (RFQ) NO. 12C0056

LEGAL SERVICES – GENERAL COUNSEL

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NOTICE TO OFFERORS

Proposals for **RFQ No. 12C0056, Legal Services – General Counsel**, as described herein, will be accepted by Cerritos Community College District (District), **until 2:00 P.M., *May 25, 2013***. Any changes to this RFQ are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the District's copy shall prevail. All addenda and notices related to this solicitation will be posted by the District on Purchasing's website at www.cerritos.edu/purchasing. In the event this RFQ is obtained through any means other than the District's distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFQ document.

To assure consideration, all proposals shall be made on the RFQ Forms included or as directed. To facilitate the evaluation process **one (1) original AND eleven (11) copies of the proposal shall be provided**. All proposals shall be written in ink or typed on 8½" x 11" paper, 12 point Arial font with 1" page margins on all sides. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the proposal.

Delivered proposals shall be enclosed and sealed in an envelope or container clearly marked **RFQ No. 12C0056, Legal Services – General Counsel** and addressed to Cerritos Community College District, Purchasing Department. **Proposals may be delivered in one of the following methods:**

- **Hand delivered to:**
  Cerritos Community College District
  Purchasing Department
  Attention: Director of Purchasing
  11051 166th Street
  Cerritos, CA 90703

- **U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:**
  Cerritos Community College District
  Purchasing Department
  Attention: Director of Purchasing
  11110 Alondra Boulevard
  Norwalk, CA 90650-6203

EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

PROPOSALS DELIVERED TO OTHER THAN THE ABOVE STATED ADDRESS WILL BE REJECTED AND RETURNED TO THE OFFEROR UNOPENED. It is the Offeror's sole responsibility to ensure that his/her proposal, inclusive of any or all addenda, is received to the proper place at the proper time. Postmarks will not validate proposals which arrive after the deadline date/time listed above. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the Offeror unopened.

Proposals may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFQ prior to the scheduled closing time for receipt of proposals. Proposals not withdrawn must remain as a firm proposal for a period of 90 days following the last day to submit proposals.

Proposals shall be signed by an authorized individual or officer of the Offeror submitting the proposal. If Offeror is a corporation, the proposal and any attachment thereto shall be executed by either the chairman of the board,

president, or vice president, and if a different individual, also by the secretary, chief financial officer, or assistant treasurer.

Section 1 – Project Introduction and Overview

1.1 General Overview

Cerritos Community College District ("District") is a two-year public community college and is one of the five largest community colleges in Los Angeles County. Founded in 1955 the college has an average enrollment of approximately 22,000 credited students annually and is accredited by the Western Association of Schools and Colleges. Additional accreditations include: American Dental Association (Dental Hygiene Program), National League for Nursing Accreditation Commission, Inc. (Nursing Program), American Society of Health-System Pharmacists (Pharmacy Technician Training Program), American Physical Therapy Association (Physical Therapist Assistant Program), and National Automotive Technicians Education Foundation (Automotive Mechanical Repair Programs).

The District is a single-campus district located in Los Angeles County serving the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Four districts serving high school students are contained in these communities. They are the ABC Unified School District (USD), Bellflower USD, Downey USD, and Norwalk-La Mirada USD.

The District's primary funding source is based upon apportionment received from the State of California. The primary basis of this apportionment is the calculation of Full-Time Equivalent Students (FTES). During the 2011-12 fiscal year, actual FTES was 17,192, with the State funding approximately 15,731 FTES.

The District is governed by an independent seven member Board of Trustees who are elected to represent established trustee areas within the District. The District's affairs are administered by the President/Superintendent, who is appointed by the Board of Trustees.

1.2 Purpose of Request for Qualifications

The District is seeking proposals from individuals or legal firms with community college experience and expertise to provide General Counsel Legal Services. The requirements are further described in Section 2 – Scope of Work and Technical Specifications.

The terms and conditions contained herein constitute the full and complete understanding of the parties. However, should your firm request additional contractual terms and conditions for consideration, such requests must be clearly identified on Exhibit D and submitted at the time of proposals. No additional terms and conditions will be accepted following receipt of proposals, and the District will consider such additional contractual terms and conditions as part of its evaluation process.

It is the intent of the District to receive responses to the RFQ and, if appropriate, conduct individual interviews in order to select a firm which, in the opinion of the District, is best suited to perform the work. The purpose of this RFQ, therefore, is to provide the District with the information necessary in order to select this firm. Following receipt of proposals the District may, at its discretion, elect to shortlist up to five (5) firms to participate in the interview stage of the selection process. The Board of Trustees reserves the right to reject all submitted proposals.

Notwithstanding other provisions of this RFQ, Offeror is hereby advised that this RFQ is an informal solicitation of proposals only. It is not intended, nor is it to be construed as engaging in formal competitive bidding pursuant to any statute, ordinance, policy, or regulation.

1.3 Project Specific Dates

The following table identifies the estimated dates/time frame for receipt, evaluation, and award of this work. Please note the following key dates when preparing your response to this RFQ.

Description	Date
Release of RFQ	*May 28, 2013*
Last day for offerors to submit questions	*June 11, 2013*
Last day for District to respond to questions	*June 18, 2013*
PROPOSAL DUE	*June 25, 2013 - 2:00 P.M.*
Proposals Reviewed by Director of Purchasing and Ranked by the Evaluation Committee	*June 26, 2013*
RFQ Evaluation Committee Meeting	*June 27, 2103*
Notification of Invitations to Proposers for Interviews	*July 18, 2013*
Firm Interviews by RFQ Evaluation Committee	*July 22-25, 2013*
Firm Interviews by Cerritos College Board of Trustees	*August 14, 2013*
Award	*August 14, 2013*
Approximate Start Date	*TBD*

The dates referenced above are subject to change upon written notice.

1.4 Selection Process and Proposal Evaluation

The process to be used to make a recommendation for Proposer selection will be as follows:

a. The District will review and evaluate all responsive proposals received to develop a short list of firms who will be evaluated further. Incomplete proposal(s) may be rejected as non-responsive.

b. An Evaluation Team will conduct oral interviews of short listed firms. The District may request short listed firms to make an oral/visual presentation in connection with the oral interview.

c. Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. When evaluating best and final offers the previous criteria will be used as well as the following additional criteria:

i. The Best and Final proposal is amended as instructed in discussions and Best and Final instructions.

ii. The proposed amendments are responsive, reliable, and produce the outcome expressed by District.

1.5 EVALUATION CRITERIA

Offerors submitting proposals are advised that all responsive proposals will be evaluated to determine the firm(s) best able to meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the criteria listed below:

a. Responsiveness. Responsiveness of the proposal in clearly stating and understanding the scope of work, and in meeting the requirements of the RFQ.

b. Experience. Previous experience of the firm working for a community college as well as that of the individual(s) community college experience of those personnel assigned to work with the District.

c. Qualifications. Qualifications of the firm, financial and otherwise, to provide the District with these services for the required period of time; provide appropriate staffing; provide necessary resources; and show a history of demonstrated competence.

d. Ability. District's assessment of the firm's abilities to meet and satisfy the needs of the District, taking into consideration additional services or expertise offered that exceed the requirements, or the firm's inability to meet some of the requirements of the specifications.

e. Additional Services. The firm's affiliations, professional memberships, professional and staff training programs for District personnel, publications, paid and unpaid internship opportunities to District students, and other contributions and their relevance and appropriateness to the District, including the firm's commitment to diversity (e.g., within the firm, working with diverse student populations, etc.), and experience working with a community college boards.

f. References. Information obtained by the District from firm's references and other clients.

g. Costs. Fees and costs for services to be provided.

h. **Additions/Deletions/Exceptions.** Proposers additions, deletions and/or exceptions to any of the terms of this RFQ.

The weighted matrix for the above-referenced criteria shall be as follows:

Criteria	Points Allotted
Responsiveness of proposal to RFQ	10
Experience, professional qualifications, and ability	40
Additional services	5
References	15
Costs	25
Additions, Deletions, and/or Exceptions (Exhibit D)	5
Total Points	**100**

1.6 AWARD OF CONTRACT

The District may make such investigations as it deems necessary to determine the ability of the Offeror to provide the service as specified, and the Offeror shall furnish to the District, as is commercially reasonable, all such information and data for this purpose. The District may discuss or negotiate with one or more firms prior to award.

The District reserves the right to reject any or all proposals, either separately or as a whole, any item or items, to waive informalities, technical defects and minor irregularities in proposals received; and to select the proposal(s) deemed most advantageous to the District, and is not to be bound to accept the lowest price. Should the District elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy.

The District reserves the right to withhold award of contract for a period of ninety (90) days following RFQ opening. All proposals received are considered firm for that 90 day period.

An evaluation committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFQ and formulate a recommendation. However, while a numerical rating system may be used to assist the evaluation committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFQ.

Awards will be made to the most advantageous Offer(s) to the District, taking into consideration the factors outlined in this RFQ. Awards may be made to more than one (1) firm based on their area(s) of expertise. Therefore, multiple awards may be made by the Board of Trustees in order to obtain the services deemed necessary. The Board of Trustees decision shall be final and is non-contestable as this RFQ is not a formal competitive solicitation, as noted above in Item 1.2.

Upon approval and acceptance by District, a purchase order or contract will be issued to the successful Offeror and shall be deemed to result in a binding contract incorporating the solicitation, proposal, and terms and conditions contained herein without further action required by either party. Items are to be furnished as described in the RFQ and in strict conformity with all instructions, conditions, specifications, and provisions in the complete contract, as defined by this clause or any related integrated agreement.

Section 2 – Scope of Work and Technical Specifications

The services requested may include, but are not necessarily limited to, the following:

2.1. Advise the Board of Trustees, the President/Superintendent of the College, and Administrators on legal issues, as more fully detailed in Item 2.5 below.

2.2. Attend regularly scheduled and special board meetings as requested or required by the President/Superintendent or Board President.

a) NOTE: The District's meeting schedule is located at the following file path on the District's website: http://cms.cerritos.edu/board/meeting-schedule.htm. Special Meetings are added on an as-needed basis and could occur on any given day/month/time.

2.3. Inform the President/Superintendent and/or designee of changes in the laws that would affect the existing District Board Policy and/or require new District Board Policy.

2.4. Conduct workshops and seminars in areas of general concern, such as Equal Employment Opportunity, Non-Discrimination, Sexual Harassment Prevention and Awareness, etc.

2.5. Legal advice, guidance, and/or representation of the District in litigation on any or all matters as directed by administration or the Board of Trustees. The legal services may include, but are not limited to the following areas of expertise as it specifically pertains to California community colleges:

a) Board Policies
b) Bond Counsel Services
c) Brown Act
d) Civil Rights, Discrimination, and Harassment
e) Construction Litigation
f) Education Law
g) Employment Law
h) Employee Benefit Trust
i) Environmental Law
j) General Counsel
k) General School District matters as encountered in District operations.
l) Governing Board Liability
m) Insurance Contracts
n) Intergovernmental Agreements
o) Labor Relations
p) Labor Law
q) OSHA and other safety regulations and matters
r) Personal Injury
s) Personnel and Employee Relations
t) Protests

u) Public Elected Officials Liability

v) Public Procurement

w) Public Purchase and Lease Contracts

x) Public Records Act

y) Real Estate Acquisitions/Disposals, Easements, Leases and other contracts involving interest in real property matters

z) Retaliation

aa) Review and Interpretation of Statutes, Rules, etc.

bb) Torts (including premises liability, personal injury, and defamation)

cc) Vendor Actions

dd) Worker's Compensation

2.6. Regular accounting and billing for services and expenses shall be required.

Section 3 –Proposal Requirements

3.1 Proposal Format and Content

The emphasis of Offeror's proposal should be on responding to the requirements set forth in the Request for Proposal. Therefore, the proposal should be organized and indexed in the format listed below and include a detailed description of the approach and methodology proposed for the services to be provided with all necessary information for the District to effectively evaluate the Proposal. Within each section of their proposal, Offerors should address the items in the order in which they appear in this RFQ.

All forms provided in the RFQ shall be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses shall occur only in the envelope containing the original proposal with the RFQ Price Form.

Additionaly, as stated in the **Notice to Proposers on page three (3)** of this RFQ to assure consideration, all proposals shall be made on the RFQ Forms included or as directed. To facilitate the evaluation process **one (1) original AND eleven (11) copies of the proposal shall be provided**. All proposals shall be written in ink or typed on 8½" x 11" paper, 12 point Arial font with 1" page margins on all sides. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the proposal.

Any proposal that does not adhere to these requirements may be deemed nonresponsive and rejected on that basis.

Format

I. LETTER OF INTEREST

I.A. Identify the submitting organization; if a joint venture, Offeror shall list all individuals or firms that will be used in the delivery of services;

I.B. A listing of all principals of the firm;

I.C. Identify the name and title of the person authorized by the organization to contractually obligate the organization;

I.D. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;

I.E. Identify the names, titles and telephone numbers of persons to be contacted for clarification;

I.F. Explicitly indicate acceptance of the terms and conditions as stated in this RFQ;

I.G. Be signed by the person authorized to contractually obligate the organization;, and

I.H. Acknowledge receipt of any and all addenda to this RFQ. The signed addenda shall be placed behind the Letter of Interest.

II. RESPONSE TO MANDATORY REQUIREMENTS

II.A. Brief History of the firm

II.B. A listing of resources of the local office (e.g., number of partners, associates, clerical staff, etc.)

II.C. Professional memberships, certifications, licenses, (especially as related to community college education and employee relations) for key individuals assigned to the District

II.D. A summary of professional or staff training educational programs for District personnel

II.E. Offeror must present a proposed method of satisfying the requirements as specified in the Scope of Work; the narrative must directly reference the Scope of Work;

II.F. Resumes of personnel that will be assigned to the District;

II.G. Company's experience and qualifications for similar types of engagements; this summary must include your firm's experience in each of the above areas of specialty listed above in the Scope of Works and Technical Specifications;

II.H. A listing of education law cases and outcomes handled by the firm through mediation, arbitration, or litigation.

II.I. Company financial statements – five (5) years (Income Statement, Balance Sheet & Statement of Cash Flows);

II.J. A detailed statement which indicates that the firm has a clear understanding of the services to be provided. Proposer shall list any subject matter or area (as related to the scope of work) and the Proposer's unique qualifications and/or experience as it pertains to serving community colleges which will benefit the District in the listed subject matter or area. Proposer shall list any subject matter or area (as related to the scope of work) in which the Proposer is not offering to represent the District.

III. FEE PROPOSAL

III.A. Offeror will include a fee proposal specifically reflecting the method of determining charges for work performed; and include hourly rates for the following

i. Principal
ii. Senior Partner
iii. Partner
iv. Senior Associate
v. Mid-Level Associate
vi. Associate
vii. Of Counsel Attorney
viii. Graduate Legal Assistant
ix. Law Clerk
x. Paralegal Staff
xi. Travel

III.B. Offeror shall include other necessary costs and expenses, to include, but not limited to the following:

i. Hourly rate for telephone consultation
ii. Cost for fax transmission/receiving
iii. Cost per hour for court litigation and administrative proceedings
iv. Cost per hour for attendance at the Board of Trustees meetings (evening)
v. Hourly rate for travel time (Is time charged from portal to portal?)

III.C. Offeror shall indicate how Offeror's fees are charged (i.e., 10-minute increments, quarter hour increments, fixed fee, per transmission, etc.)

III.D. Fees for the first year are to be fixed. Offeror shall submit proposed price increases, if any, for four (4) additional years in addition to the one-year contract term that may be awarded pursuant to this RFQ;

III.E. A listing of any other types of services generating a cost to the District and not included in the fees shown on the proposal are to be included, plus a formula or explanation on how these additional costs will be determined and billed to the District

IV. CONFIDENTIALITY AGREEMENT (Exhibit A)

IV.A. Offeror shall complete, sign, date, and include with its proposal the Confidentiality Agreement attached to this RFQ.

V. CERTIFICATE OF NON-DISCRIMINATION (Exhibit B)

V.A. Offeror shall complete, sign, date, and include with its proposal the Certificate of Non-Discrimination attached to this RFQ

VI. NON-COLLUSION AFFIDAVIT (Exhibit C)

VI.A. Offeror shall complete, sign, date, and include with its proposal the Non-Collusion Affidavit attached to this RFQ.

VII. ADDITIONS, DELETIONS AND/OR EXCEPTIONS (Exhibit D)

VII.A. If Offeror wishes to add, delete and/or take exception to any of the terms of this RFQ, they must be stated on the "Additions, Deletions and/or Exceptions" form provided in this RFQ;

VIII. REFERENCES FORM (Exhibit E)

VIII.A A minimum of three (3) verifiable public agency references from a California community college district, of similar scope shall be listed on the "References" sheet provided in this RFQ; this list may include current and former clients (with reason for cancellation if applicable) all of whom are able to comment on the Offeror's related experience;

IX. ADDITIONAL MATERIAL (optional)

IX.A. Offerors may include other materials that they feel may improve the quality of their responses and/or are pertinent to this RFQ.

IX.B. Offerors are encouraged to include letters of reference and/or testimonials in their proposal

Offerors are encouraged to review all prices prior to proposal submittal, as withdrawal or correction may not be permitted after the proposal has been opened. Prices quoted shall include any and all miscellaneous fees and costs. The cost for developing the proposal is the sole responsibility of the Offeror. All proposals submitted become the property of the District.

All proposals shall be signed and the title and firm name indicated. A proposal by a corporation shall be signed by an authorized officer, employee, or agent with his or her title.

An Offeror deviating from specifications must specify any and all deviation(s) on Exhibit D. Failure to note said exceptions shall be interpreted to convey that the Offeror shall propose to perform in the manner described and/or specified in this solicitation. If exception(s) are taken or alternatives offered, complete descriptions must be shown separately.

Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Offeror as such. It may then be protected and treated with confidentiality only to the extent permitted by state law.

3.2. Request for Clarification/Information (RFC/RFI)

Questions regarding the meaning of the Scope of Work, Technical Requirements, or other pre-proposal documents shall be directed to Mark B. Logan at mlogan@cerritos.edu or faxed to 562-467-5020. To be given consideration, request(s) must be in writing and received by the date listed on the RFQ Events Schedule for "Last day for offerors to submit questions". Any and all such interpretations and any supplemental instructions will be posted Purchasing's website at www.cerritos.edu/purchasing not later than the date fixed as "Last Day for District to answer questions". All addenda so issued shall become part of the contract documents. **Under no circumstances may the Offeror contact administrators, members of the evaluation team, or members of the Board of Trustees. If a prior relationship exists between Offeror and District, Offeror may only discuss legal matters for which the firm is contracted. Failure to comply with this provision will deem Offeror's proposal non-responsive.**

3.3. Addenda

The effect of all addenda to the RFQ documents shall be considered in the proposal, and said addenda shall be made part of the RFQ documents and shall be returned with them. Before submitting a proposal each offeror shall ascertain whether or not any addenda have been issued. Failure to include any such addenda in Offeror's proposal may render the proposal invalid and result in its rejection. **Offerors are primarily and ultimately responsible for ensuring that they have received any and all Addenda**. To this end, each Offeror should access Purchasing's website at www.cerritos.edu/purchasing to verify that he/she has received all Addenda issued, if any.

3.4. Request for Qualifications (RFQ) Submittals

In the case of Request for Qualifications (RFQs), it should be noted that the documents submitted by prospective offerors are informal sealed proposals and not competitive sealed bids. By their nature, proposals will include a number of variables that will vary based on the complexity of the service addressed within the proposal.

When proposals are opened, prices and other information will not be made public until the proposal is awarded. There shall be no disclosure of any Offeror's information to competing Offerors prior to the award of any contract pursuant to this RFQ. At that time, the executed contract and proposals will become public information. Accordingly, each proposal should be submitted on the Offeror's most favorable terms from a price and technical standpoint.

EXHIBIT A

CONFIDENTIALITY AGREEMENT

The undersigned, a duly authorized officer of

_____
(Type or print complete legal name of firm),

does hereby represent, warrant, and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

Date: _____

_____
Name of Offeror

By: _____
Authorized Officer

EXHIBIT B

CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY OFFEROR AND SUBMITTED WITH PROPOSAL

Offeror hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2013.

OFFEROR

_____
(Type or print complete legal name of firm)

BY

_____
(Signature)

Name

_____
(Type or print)

Title

_____

Address

_____

City _____ State _____ Zip _____

EXHIBIT C

NON-COLLUSION AFFIDAVIT

TO BE EXECUTED BY OFFEROR AND SUBMITTED WITH PROPOSAL

(Name) _____, being first duly sworn, disposes and says that he or she is

(Title)_____of

(Company)_____,
the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced any other proposer to put in a false or sham proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

IN WITNESS WHEREOF, the undersigned has executed this Non-collusion Affidavit

this _____ day of _____, 2013.

OFFEROR

_____
(Type or print complete legal name of firm)

BY

_____
(Signature)

Name _____
(Type or print)

Title _____

Address _____

City _____ **State** _____ **Zip** _____

_____

EXHIBIT D

ADDITIONS, DELETIONS, AND/OR EXCEPTIONS

Please state any and all Additions, Deletions, and/or Exceptions that you are taking to any portion of this RFQ. If not addressed below, then District interprets such as that the Offeror will adhere to all terms and conditions listed.

EXHIBIT E

REFERENCES	
Offeror shall provide a minimum of three (3) Customer References with three (3) or more years experience with the Offeror. Local and similar size contract references are preferred.	
REFERENCE #1	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #2	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #3	
NAME OF COLLEGE	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

EXHIBIT F

SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Offeror's proposal. It is only intended as a guide. It is the Offeror's responsibility to read the RFQ thoroughly and comply with all requirements.

All proposals should include, but are not limited to, the following forms:

- ☐ **LETTER OF INTEREST** – all requested information included, including acknowledgement of all addenda, and signed by authorized representative
- ☐ **RESPONSE TO MANDATORY REQUIREMENTS** – include narrative, resumes, experience and qualifications, and five (5) years of financial statements
- ☐ **FEE PROPOSAL** – all requested information included, including hourly rates, billable hours, increments, and other expenses that may be incurred by the District
- ☐ **EXHIBIT A – Confidentiality Agreement** – completed and signed by authorized representative
- ☐ **EXHIBIT B – Certification of Non-Discrimination** – completed and signed by authorized representative
- ☐ **EXHIBIT C – Non-Collusion Affidavit** – completed and signed by authorized representative
- ☐ **EXHIBIT D - Additions, Deletions and/or Exceptions** - if none, write "NONE" and submit
- ☐ **EXHIBIT E - References** – complete as requested
- ☐ **Addenda (if any)** – be sure all addenda are completed, signed, and submitted with proposal

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Marisa Perez, Board President

DATE: May 15, 2013

SUBJECT: Consideration of Approval of Special Legal Counsel Agreement

RECOMMENDATION

It is recommended that the Board of Trustees retain the law firm of AlvaradoSmith, as Special Legal Counsel based on the Statement of Qualification submitted and authorize President Dr. Linda Lacy to execute the attached retainer agreement.

OVERVIEW
The District periodically contracts with various individuals, legal firms, and other governmental agencies for the purpose of procuring or providing a variety of services.

LEGAL SERVICES — NEW
1. ALVARADOSMITH, A PROFESSIONAL CORPORATION

At the request of the Board President and growing concerns from Board Members voiced in prior open session Board meetings.

Purpose: The District wishes to enter into an agreement with AlvaradoSmith, A Professional Corporation, for the purpose of serving as Special Legal Counsel to the Board of Trustees of Cerritos Community College.

Presently, the Board is without legal counsel at Board meetings or in closed session matters. The purpose in retaining special legal counsel is to assist the Board in making more informed decisions on legal matters, including a better understanding of the districts existing legal agreements and cost. Additionally, they will provide guidance regarding Brown Act requirements (relating to what matters may be discussed in open and closed session), and to handle matters as may be requested by the Board from time to time.

Period: The agreement will be for a six month period, commencing immediately. The time period will be from May 15, 2013 through November 15, 2013.

Financial Implications: The total contract sum amount shall be for the Not-to-Exceed amount of $100,000.00, based upon related work product and generated from other firms rates for similar services. Funding for this contract is provided by monies from the college's general fund account or accounts utilized by the district for similar services.

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ALVARADOSMITH
A PROFESSIONAL CORPORATION

STATEMENT OF QUALIFICATIONS FOR ATTORNEY SERVICES



Submitted to:
Cerritos Community College District
11110 Alondra Boulevard
Norwalk, CA 90650-6203

ALVARADOSMITH
A PROFESSIONAL CORPORATION
INCLUDING PROFESSIONAL CORPORATIONS

1 MacArthur Place
Suite 200
Santa Ana, California 92707
Phone: 714.852.6800
Fax: 714.852.6899
www.AlvaradoSmith.com

Los Angeles
213.229.2400

San Francisco
415.624.8665

Raymond G. Alvarado,
Retired

Board of Trustees
Cerritos Community College District
11110 Alondra Boulevard
Norwalk, CA 90650-6203

Re: **STATEMENT OF QUALIFICATIONS FOR ATTORNEY SERVICES**

Dear Cerritos Community College Board of Trustees:

AlvaradoSmith (the "Firm") is pleased to provide a Statement of Qualifications ("SOQ") to Cerritos Community College District (the "District") through this Letter of Transmittal. The Firm has demonstrated significant experience in advising public entities – including K-12 school districts, community college districts, and city governments – on a wide range of issues, and has distinguished itself in the legal community by adhering to the highest standards of excellence in providing legal services

The Firm understands the extent of attorney services required by the District may include serving as legal counsel to the Board of Trustees and Superintendent/President of the college (the 'Board'), to advise on Brown Act matters, serve the Board at all Board regular and special meetings, work closely with District staff on the preparation of agenda reports and matters as directed by the Board, and to handle projects as requested by Board and/or the College Superintendent/President. The Firm is quite versed in representing college districts and other public-sector clients in a wide range of employment, land use, construction, eminent domain, contract, real estate, environmental, financial, administrative, and litigation matters. The Firm is also ready to assist the District in bond disclosure counsel, civil rights, real property, CEQA, public bidding, and service agreements. The Firm also has experience assisting in board relations, facility board retreats, streamlining legal services and related projects.

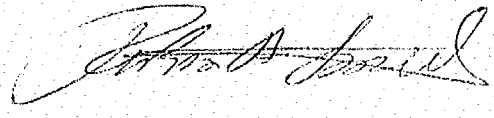
The Firm is committed to providing the District with high quality, comprehensive and creative legal services in an efficient and cost-effective manner. Over the last 20 years, the Firm has provided its public-sector clients with a solid track record of accomplishments in a wide range of transactional legal areas, litigation, and services.

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Attached is our submission which gives an overview of the Firm's practice areas and the qualification of some of its attorneys. On behalf of AlvaradoSmith, we thank you for this opportunity to submit this proposal and look forward to meeting with you in the near future.

Sincerely,

AlvaradoSmith,
A Professional Corporation



Ruben A. Smith, Esq.

Enclosure

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ABOUT ALVARADOSMITH

AlvaradoSmith is a full-service law firm that provides legal services to public agencies, municipalities, emerging businesses, mid-sized companies, and Fortune 1000 corporations through a diverse group of highly-qualified attorneys. AlvaradoSmith is a professional corporation with offices in Los Angeles, Orange County, and San Francisco.

With demonstrated expertise in today's complex business and financial environment, AlvaradoSmith delivers unmatched value to its clients by utilizing state-of-the-art technology and ingenuity created by diversity and inclusion. This combination allows our attorneys to deliver innovative solutions and results that best meet our clients' needs.

Attorneys at AlvaradoSmith handle business, corporate, employment, real estate, environmental and financial institution matters for public and private sector clients throughout several major industries including, infrastructure, banking, energy, education, and technology. With three office locations throughout California and affiliated firms throughout Latin America, AlvaradoSmith has the ability to provide comprehensive legal services to both domestic and multinational corporations on a local, national, and international level.

AlvaradoSmith's attorneys have been educated at several of the nation's highest ranking law schools, including Boalt Hall, Georgetown, NYU, UCLA, USC and Yale. Many have distinguished themselves by serving in judicial, presidential and legislative positions and are ex-patriates of larger law firms who in their pursuit for excellence, joined AlvaradoSmith to provide practical services in a quality driven and diverse environment.

AlvaradoSmith's slogan: "Excellence in practice. Diversity in people." resonates at its core. As a National Minority Supplier Development Council certified law firm, AlvaradoSmith is one of the nation's largest minority-owned and operated law firms. AlvaradoSmith has built its practice on the talents and diverse backgrounds of its attorneys and is dedicated to its culture of creativity, quality, and value.

For the past **20 years** AlvaradoSmith and its attorneys have earned a reputation amongst clients and industry leaders as a leading law firm in its commitment to clients and the communities in which they practice.

Los Angeles	Orange County	San Francisco
633 W. 5th Street	1 MacArthur Place	235 Pine Street
Suite 1100	Suite 200	Suite 1200
Los Angeles, CA 90071	Santa Ana, CA 92707	San Francisco, CA 94104
Tel: (213) 229-2400	Tel: (714) 852-6800	Tel: (415) 624-8665
Fax: (213) 229-2499	Fax: (714) 852-6899	Fax: (415) 391-1751

WWW.ALVARADOSMITH.COM

EXPERIENCE AND QUALIFICATIONS

The Firm has significant experience in advising municipalities and other public entities on a wide range of issues, and has distinguished itself in the legal community by adhering to the highest standards of excellence in providing legal services. In addition to the day to day issues faced by public entities, the Firm has handled a number of high profile matters that have resulted in finding creative solutions which include enacting legislation and filing litigation to recover millions of dollars for several of our public entity clients.

With over 50 attorneys in 3 offices, the Firm practices within the following groups:

- Real Property, Environmental & Natural Resources Advice & Litigation
- Construction Law
- Public Law and Municipal Governance
- Business, Commercial and Complex Litigation
- Financial Institution Litigation
- Real Estate & Land Use Transactions
- Business & Corporate Transactions
- Employment Counseling & Litigation
- Probate, Trusts and Estates
- International Law Practice – Latin America and Asia
- Intellectual Property
- Insurance Coverage & Professional Liability Defense
- Information Technology

The Firm has a significant number of qualified attorneys with in-depth expertise representing school districts and is capable of handling a significant volume of work for the District. The Firm has represented Long Beach City College District, the University of California at Los Angeles, Rancho Santiago Community College District, Coast Community College District, Santa Ana Unified School District, Los Angeles Unified School District, Alhambra Unified School District, Pomona Unified School District, Redlands Unified School District, Regents of the University of California, University of Guadalajara Foundation/USA and the San Bernardino City Unified School District. The Firm acted as General Counsel to the Board of Rancho Santiago Community College District and has acted as General Counsel for the Santa Ana Unified District for approximately 5 years and the Alhambra School District for approximately 2 years.

Because of the number of community college districts, unified school districts and other public entities that the Firm has represented in the past and continues to represent, the Firm has created forms and documents and has established the necessary procedures to allow the Firm to immediately begin providing exceptional legal service that meets and exceeds all of the Firm's

professional obligations to the District. This also enables the Firm to provide consistent advice to clients such as the District. Of course, the Firm's attorneys assigned to any specific project will thoroughly review all project-specific documents and interview relevant District personnel involved in those projects at the outset of the Firm's representation of the District with respect to any such project in order to gain a complete factual understanding of the issues surrounding that project.

Below please find a brief description of the Firm's specialized areas for school districts and other public entity clients:

The Brown Act and Public Records. The Firm has substantial experience in advising school districts, cities, and other public entities in connection with the Brown Act. The Firm has also advised and assisted in responding to numerous Public Records Act requests. We are also well versed in Elections Code provisions affecting school districts and other public entities. In addition, the Firm has substantial experience in advising school districts, cities, and other public entities in matters involving conflict of interest issues and bidding requirements and specifications. The Firm regularly responds to a variety of requests made pursuant to California's Public Record Act, as codified under Government Code Section 6250, et seq. The Firm regularly advises clients on documents which are covered and protected against disclosure. The Firm recognizes the sensitivity involved in responding to such requests and regularly advises clients in a thoughtful and comprehensive approach aimed at balancing statutory compliance on the one hand, and confidentiality protections, on the other hand.

Bond Disclosure Counsel. The Firm has acted as Bond Disclosure Counsel for the Long Beach City College District, the Rancho Santiago Community College District and the Santa Ana Unified School District. The Firm also acted as Co-Bond Counsel to the City of San Diego and the Redevelopment Agency of the City of San Diego. The Firm's attorneys have experience in structuring public finance for various projects. The Firm has represented Santa Ana Unified School District, as general counsel, in connection with a $17,000,000 Certificates of Participation issuance and $145,000,000 bond issuance for the construction of 13 elementary schools and 2 high schools.

The California Environmental Quality Act (CEQA). The Firm's environmental law attorneys regularly provide environmental regulatory counseling; representation in local, state, and federal administrative proceedings; and the complete representation of private and public clientele in all areas of environmental, zoning, and land use in state and federal trial and appellate courts. Specifically, the Firm represents interests in NEPA and CEQA issues, local permitting issues, habitat and wetlands issues, municipal law and governmental finance issues, Clean Air Act and Clean Water Act issues, as well as the state counterparts to such, endangered species issues, and eminent domain and inverse condemnation issues, including constitutional restrictions pertaining to land use issues.

In connection with the redevelopment of the U.S. Marine Corps Air Station in Tustin, California, the Firm represented Santa Ana Unified School District in its efforts to obtain a portion of a closed military base for use as school campuses, ultimately negotiating a settlement with the City of Tustin which netted our client a payment of $60 Million from that City.

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Construction Law. Construction projects are among the most complex transactions any business can undertake. The mix of financial, environmental, regulatory and operational issues is unique for each project in every geographic area. Our Construction Law attorneys represent federal agencies, state agencies, cities, special districts, and private entities on a broad array of construction matters regionally and across much of the country. Our broad expertise covers legal matters involving airports, power plants, hospitals, schools, renewable energy projects, pipelines, water systems, refineries, stadiums, bridges, highways, manufacturing plants, hazardous waste sites, commercial and office buildings. We successfully handle construction matters from their inception through the appellate process, if required. Our experience covers the gamut of construction-related land use, transactional, and litigation needs. Specifically, we have extensive experience that includes: RFP preparation/response, private and public contract preparation, bid disputes, siting, permitting, CEQA/NEPA compliance, design, construction management and engineering issues, expansion, and retrofitting.

Our dedicated staff of Construction Law attorneys assists public and private clients on complex construction matters through all states of drafting, claims support, trials, and alternative dispute resolution. Each of our Construction Law attorneys have significant experience providing legal assistance within the full gamut of construction law transactions relating to residential, commercial, and industrial construction.

Intellectual Property. The Firm has provided, a wide array of intellectual property services for various public entities including Long Beach City College District and Coast Community College District. Our representation of these public entities included drafting cease and desist letters, advising on Fair Use and the Technology, Education and Copyright Harmonization Act (the "TEACH Act"), and addressing cyber-squatting issues. Further, the Firm has negotiated settlements involving copyright infringement claims.

For example, at Coast Community College District, the Firm prepared materials for the College's use in educating instructors on the acceptable use of copyrighted materials under the Fair Use exception, as well as the TEACH Act.

Additionally the Firm handles trademark portfolios for many national and international clients. This includes handling all filings as well as monitoring for infringement and handling trademark licensing. With respect to copyrights, the Firm has obtained copyright protection for clients on works of authorship ranging from computer software, works of art, audio-visual works and architectural works to the more routine literary works. While protection under the U.S. copyright law arises immediately upon creation and "fixation" of the work in physical form, the Firm routinely advises clients on the multiple advantages of copyright registration such as the right to statutory damages and attorneys' fees. In addition, the Firm counsels website operators on their rights under the Digital Millennium Copyright Act and other copyright laws. Furthermore, the Firm handles state trademark registration matters.

Personnel and Employment Law. AlvaradoSmith attorneys have experience in both "preventative medicine" and "damage control". Having counseled in employment matters for more than 20 years, our attorneys know how employment law problems arise, how they can be prevented, and what can be done to minimize the harm when litigation ensues. The perspectives gained by more than 20 years of trying employment law cases allows us to quickly identify

issues and anticipate tactics of opposing counsel so as to efficiently focus on how best to resolve the matter in a cost effective way.

The Firm has extensive expertise in providing advice and representation in employment litigation matters in the public sector in matters alleging race, gender, disability and age discrimination, wrongful termination, improper testing eligibility practices, improper failure to promote, breach of contract, wage and hour claims, trade secret litigation and related tort claims such as defamation and intentional infliction of emotional distress.

Likewise, as to the Americans with Disability Act and the related FEHA statues under state law, the Firm advises its clients on compliance issues and litigating claims. This includes analysis and counseling on issues of the existence of a covered "disability", reasonableness of accommodations for disabilities and review of the employee's ability to perform "essential job functions." When litigation arises, the Firm has litigated and successfully resolved numerous ADA and FEHA related disability claims.

Intergovernmental Relations. As part of its municipal law practice the Firm has developed sound relationships with other local agencies in a number of different settings. These relationships extend to issues involving city vs. county, and city vs. special districts (i.e., water, transportation, AQMD, etc.), city vs. public utilities (telephone, electrical and gas), and city v. school districts (K-12, community college districts). Typically, the Firm is asked to review intergovernmental contractual matters involving real estate matters (utility relocation issues, cellular tower applications, etc.) and/or contracts involving joint funding of projects often through the public works department.

Public Contracts and Franchises. Firm attorneys are well versed in public bidding laws and procedures and the various exceptions to public bidding requirements. Our experience includes having completely redrafted a client's municipal code chapter of ordinances governing its public purchase and bidding system. We have also supervised the process of overhauling and rewriting the public bidding documents and construction contracts for one of the largest unified school districts in California. We routinely advise public entity clients on how to structure bid invitations and bid documents so as to avoid bid protests, and we represent those clients when bid protests occur. We have negotiated and drafted for our public entity clients almost every type of contract used by public sector entities, including those which can be awarded without public bids.

Real Estate and Real Property Law. The Firm's real estate attorneys have significant experience representing school districts in connection with the acquisition, disposition, financing and leasing of a broad array of real estate projects, including acquisition by negotiated price, acquisition by eminent domain, and joint use and public/private ventures. We have represented clients in buying and selling industrial and commercial real estate for prices ranging from $100 million to over $1 billion dollars. We represent landlords and tenants in all manner of lease transactions. We also represent borrowers and lenders in negotiating, preparing and modifying loan documents for loans secured by office, retail, industrial and other commercial properties. In the course of the Firm's decades-long representation of city governments, K-12 school districts, community college districts, water districts, transportation authorities and other special districts, the Firm has developed unsurpassed expertise in navigating the various state laws and

regulations with which cities and other public entities must comply when acquiring, using, leasing and disposing of real property.

Litigation Experience. The Firm's litigation attorneys have extensive experience in the areas of business and real estate litigation, creditors' rights, employment law litigation, public utilities law, administrative and regulatory matters, public finance, bankruptcy, and automotive and franchise law.

Our litigation department handles both routine and complex litigation matters in State and Federal Courts pertaining to all areas of business litigation, including director and officer liability cases, receiverships, foreclosure actions, bankruptcy matters, personal guaranty litigation, negotiable instruments litigation and real and personal property litigation. The Firm is also expert in asserting and responding to "one-form of action", "security first" and "anti-deficiency" defenses. In addition, the Firm's attorneys have substantial experience in real estate, environmental and construction defect litigation matters. The Firm's attorneys also have expertise in Alternative Dispute Resolution and related arbitration and mediation procedures. The Firm's attorneys successfully mediated multi-million dollar disputes involving a construction defect claim for the Orange County Transportation Authority and a high-rise building lease conflict for the City of San Diego. More recently, the Firm successfully represented the Regents of California and UCLA in a public bidding dispute with employment law related issues.

Our litigators have handled a wide variety of administrative and regulatory matters. The Firm represents public and private entities in an array of real estate, land use, redevelopment, affordable housing, eminent domain, environmental, transportation, civil rights, regulatory, bankruptcy and administrative law matters.

The Firm represents institutional creditors in all aspects of bankruptcy, creditors' rights litigation, loan workouts and financial institutions' litigation, including the prosecution of lender liability litigation and the resolution of disputes involving real and personal property secured transactions. The Firm's bankruptcy attorneys have handled a variety of cases in the bankruptcy and district courts involving key issues from creditor, debtor and trustee perspectives, and have litigated preference, fraudulent conveyance, dischargeability and stay relief actions. In addition, the Firm's bankruptcy attorneys have represented various parties in contested plan confirmation proceedings. The Firm is experienced in handling Chapter 11 reorganization issues in business cases, including the litigation of cash collateral issues, the evaluation of applications to employ professionals, the prosecution and defense of consolidation motions, the evaluation and presentation of executory contract issues, the litigation of jurisdictional issues and the evaluation of environmental issues in the bankruptcy setting. The Firm's bankruptcy attorneys also have experience in handling a variety of routine Chapter 7 and Chapter 13 matters, including the efficient and economical prosecution from the creditor's perspective in Chapter 13 plan confirmation proceedings. The Firm represented the Santa Ana Unified School District with respect to the Orange County Bankruptcy.

In-service training the firm can provide. The Firm routinely provides consulting and in-house training services to its clients on various matters, including but not limited to wage and hour, family and medical care leave, discrimination, sexual/race harassment, disability, employment

discipline, workplace violence, and drafting personnel policies and procedures, areas of eminent domain, real property acquisition requirements, compliance with the DTSC's requirements relative to the preparation of Preliminary Endangerment Assessments, and compliance with CEQA. Some of the seminars that we present are designed to give a broad overview of the subject matter. Others are more narrowly tailored to help our clients avoid specific, common errors, such as a seminar we conducted regarding eminent domain notice requirements and service issues, which were aimed at helping the client, avoid delays in obtaining access and possession orders.

The Firm is able to provide in-house ethics training involving Brown Act compliance requirements, AB1234 ethics training, instruction on the proper preparation of a Form 700 disclosure statement, and the ethical and fiduciary obligations imposed on councilmembers to preserve confidential information acquired in closed session meetings.

The Firm is recognized as an Approved Provider of California Minimum Continuing Legal Education ("MCLE") credit by the State Bar of California to provide continuing education seminars to attorneys throughout the State; in connection with that certification, the Firm hosts a monthly presentation on a variety of legal topics, geared towards attorneys but open to Firm clients as well. These presentations include:

- Brown Act Compliance Issues
- California Government Code Section 1090
- Analyzing Litigation Guarantees and Title Reports
- Electronic Discovery -- Objections and Relevancy
- Understanding Auditors' Requests for Information and Ethical Issues Affecting the Attorney's Response

Clients of the Firm are welcome to join attorneys at each presentation. Presentations generally last one (1) hour and are held the last Monday of each month at noon.

REFERENCES

Eloy Ortiz Oakley
Superintendent-President
Long Beach City College
4901 East Carson Street
Long Beach CA 90808
T (562) 938-4111

Dr. Raul Rodriguez
President
Rancho Santiago Community College District
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Santa Ana, California 92706-1640
T (714) 480-7450

Bill Kerwin
Coast Community College District
Risk Services Manager
1370 Adams Avenue
Costa Mesa, CA 92626
T (714) 438-4800

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2323 N. Broadway
Santa Ana, California 92706-1640
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Kevin Reed
General Counsel - Office of Legal Affairs
Univ. of California, Los Angeles
UCLA Wilshire Center
Box 951632, Suite 420
Los Angeles, CA 90095-1632
T (310) 794-3138

Kenneth Yglesias
Former Chancellor
Coast Community College District
6411 Dogwood Dr.
Huntington Beach, CA 92648
T (714) 969-7171

Dr. Eddie Hernandez, Jr.
Former Chancellor
Rancho Santiago Community College
State of California School Facilities
Administration
1130 K Street, Suite 400
Sacramento, CA 95814
T (916) 327-0881

Dr. William Vega
Former Chancellor
Coast Community College District
Now Professor at Cal State Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840-2201
T(562) 985-2447

Dr. Al Mijares
Orange County Superintendent of Schools
Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92626
T (714) 966-4000

CERRITOS COMMUNITY COLLEGE DISTRICT TEAM

The Firm employs a host of talented attorneys with a wide range of municipal and public sector experience. We envision the following individuals as providing the bulk of the representation to the District. The Firm proposes **Ruben A. Smith**, as principal contact for the District. Mr. Smith has previously served as the General Counsel for the Santa Ana Unified School District and Rancho Santiago Community College District, and currently acting as Special Legal Counsel to Rancho Santiago Community College District. Mr. Smith will be assisted by **Craig D. Hardwick**. Other "key personnel" include **Erica M. Diaz, Mary Michelena Monroe** and **Jerry**

J. Ruiz. Profiles for each of these attorneys follow as **Attachment A**. Additional attorneys of the Firm are available as may be appropriate.

ATTACHMENT A
ATTORNEY PROFILES



Ruben A. Smith
Managing Shareholder
Admitted to California Bar in 1985
27 Years of practice
With AlvaradoSmith since 1993

Ruben A Smith is the Managing Shareholder of the Firm. He represents clients in a wide range of public law matters, commercial, financial and transactional matters.

Mr. Smith has extensive experience representing public entities, having represented various universities, community colleges, school districts, and charter schools since the early 1990s, including the Long Beach City College District, Rancho Santiago Community College District, and Coast Community College District. For five years Mr. Smith served as the General Counsel for Santa Ana Unified School District. Mr. Smith has extensive experience representing public and private entities and financial institutions in an array of real estate, land use, environmental, redevelopment, affordable housing, transportation, general corporate and regulatory matters.

Mr. Smith previously served in the White House as Staff Assistant to the Special Assistant to the President for Hispanic Affairs and has worked for various clients drafting legislation for municipalities and the State of California.

Specialization

- Municipality and School District Representation
- Transactional
- Real Estate, Land Use and Environmental
- Land Use and Planning Law
- The Brown Act
- Conflict of Interest Law
- Intergovernmental Relations
- Elections Law
- Parliamentary Procedure

Education

- J.D., Yale Law School, 1984
- M.P.A. with honors, in Inter-Governmental Management, University of Southern California
- B.S., with honors, in Public Affairs, University of Southern California, 1979
- Extra-Mural Studies Modern Britain, University of Cambridge, England, Summer, 1978



Craig D. Hardwick
Shareholder
Admitted to California Bar in 1985
26 Years of practice
With AlvaradoSmith since 1997

Craig D. Hardwick is a Shareholder in the Firm's Santa Ana office and Chair of the Real Estate & Land Use Transaction's Group. Mr. Hardwick has served as special real estate council to various K-12 school districts and community college districts since the late 1990's. In that capacity he has negotiated and prepared agreements for the purchase and development of school sites and for the disposition of surplus property, joint-use agreements with other governmental entities, construction contracts, architectural services agreements, construction management contracts, and public works bidding packages. He has advised school districts as to the Ralph M. Brown Act, the California Public Records Act, the California Environmental Quality Act, and general requirements imposed by the California Education Code. He specializes in all aspects of transactional real estate law, with an emphasis on acquisition, construction, leasing and financing. He also has extensive experience in corporate, partnership and general transactional matters, zoning and land use restrictions, and development entitlements.

Mr. Hardwick has represented property developers, institutional lenders, government entities, and commercial landlords and tenants. His practice includes negotiating and preparing agreements for, and advising clients concerning: real property purchase agreements; office, retail, industrial and other commercial leases; loan agreements and loan modification agreements; development agreements, vesting tentative maps, subdivision maps, lot line adjustments, development permits, and other land use matters; construction contracts; formation of corporations, partnerships and limited liability companies; real property management agreements; stock purchase agreements; and asset purchase agreements.

Mr. Hardwick has handled such diverse transactions as the purchase and sale of office buildings, industrial parks, warehouses, factories, oil refineries, gas stations, hotels, radio stations, and high school campuses; private placement offerings for the financing of a marina, restaurants and residential communities; and the coordination of leasing activities for regional malls, fast food companies and major public utilities. He has successfully represented clients in county Assessment Appeals Board hearings, helped prepare Environmental Impact Reports, and presented seminars to clients and industry groups on various aspects of real property law.

Specialization

- Municipality and School District Representation
- Transactional Real Estate
- Corporate Formation, Governance and Transactions
- Representation of Banks and Financial Institutions
- Contract Law

Education

- J.D., University of Southern California Law School, 1985
- B.A. in Economics, University of California at Los Angeles, 1981

Mary Michelena Monroe
Shareholder
Admitted to California Bar in 1989
24 Years of practice
With AlvaradoSmith since 2012



Mary Michelena Monroe is a Shareholder in the firm's Los Angeles office and is a member of the Business, Commercial & Complex Litigation Practice Group and the Employment Counseling & Litigation Practice Group. Ms. Monroe has extensive experience in complex business and products liability litigation in state and federal courts. Her employment law experience includes employee termination and issues relating to sexual, racial, age and ADA discrimination and harassment, and hostile work environment. She has prepared cases for trial and arbitration, including successfully writing and arguing numerous dispositive motions, directing all phases of discovery, preparing witnesses and experts for deposition and trial and conducting jury research.

Ms. Monroe has served as a faculty member for the National Institute for Trial Advocacy, teaching both the Southern California Deposition Training Program and Advanced Trial Techniques Program. Ms. Monroe received her Juris Doctorate from Loyola Law School. While in law school, Ms. Monroe was selected to compete on the International Moot Court Team and was awarded the American Jurisprudence Award for excellence in Trial Advocacy.

Specialization

- Municipality and School District Representation
- Complex Business Litigation
- Real Property Litigation
- Product Liability Litigation
- Toxic Tort Litigation
- Personnel and Employment Law
- Municipal Tort Law
- Litigation Experience

Education

- J.D., Loyola Law School, 1989
- B.A., University of California, Los Angeles, 1986



Jerry J. Ruiz
Shareholder
Admitted to California Bar in 1980
32 Years of practice
With AlvaradoSmith since 2008

Jerry J. Ruiz is a Shareholder of the Firm's Los Angeles office and Co-Chair of the Real Estate and Land Use practice group. He represents institutional, corporate and individual clients in real estate and business transactions.

Mr. Ruiz has represented financial institutions in various corporate real estate transactions involving the sale/lease-back of a major urban office building and the acquisition of de novo branch sites along the US-Mexico border, in addition to documenting equity investments under the federal Community Reinvestment Act (CRA) benefiting low- and moderate-income (LMI) communities. He also represented a private health foundation in its funding of "program related investments" to promote fundamental improvements in the health status of Californians in fourteen targeted LMI communities throughout the state. Mr. Ruiz handled the negotiation and documentation of a long-term ground lease of a municipal park to a UK-based developer of all-weather sports facilities. Additionally, he has represented an institutional client in leasing research and development facilities in Southern California and the disposition of its former headquarters offices.

Prior to joining the Firm, Mr. Ruiz practiced law for more than 11 years as senior in-house counsel for a Fortune 50 diversified financial services institution and served for more than three years as the bank's senior community development manager responsible for developing sustainable "double bottom line" relationships with affordable housing developers, small business economic development organizations, charter schools, faith-based institutions and community and advocacy groups in the greater Los Angeles metropolitan area. Mr. Ruiz began his legal career as Deputy Legislative Counsel in the Office of the Legislative Counsel in Sacramento, California and drafted legislation and opinions involving K-12 and community college financing issues.

Mr. Ruiz holds a lifetime teaching credential in Law issued by the California Community Colleges Chancellors Office. He also is the current president of the UC Santa Cruz Alumni Association.

Specialization

- Municipality and School District Representation
- Commercial
- Transactional
- Real Estate Law

Education

- J.D., University of California, Berkeley (Boalt Hall) School of Law, 1980
- B.A., Economics, University of California, Santa Cruz, 1977



Erica M. Diaz
Associate
Admitted to California Bar in 2008
5 Years of practice
With AlvaradoSmith since 2008

Erica M. Diaz is an Associate in the Firm's Santa Ana office and member of the Firm's Transactional Department. Her primary areas of practice are real estate, corporate, and intellectual property.

Ms. Diaz advises clients in entity formation, reorganization and management issues. She also negotiates and drafts a variety of contracts and agreements including employment agreements, vendor contracts, construction contracts, licensing agreements, and purchase agreements. She routinely represents clients in the purchase and sale of real property assets. Ms. Diaz reviews and prepares title and zoning analyses for real estate transactions. She represents clients in county and city assessment appeal board hearings.

Ms. Diaz assists clients in obtaining federal, state and local government licenses and represents clients in license enforcement matters for a variety of businesses, including the food and beverage and financial services industries. In addition, she advises clients on trademark matters and assists in obtaining trademarks on a state, federal, and international level.

Specialization

- Municipality and School District Representation
- Business & Corporate Transactions
- Intellectual Property
- Real Estate & Land Use Transactions

Education

- J.D., Chapman University School of Law, 2008
- B.A., in Speech Communications: Rhetorical Studies, California State University, Long Beach, 2003

ATTACHMENT B
RATE SCHEDULE

Hourly Rates.

Hourly Rates (Billed at .10 minute increments)	
Shareholders	$295 - $340
Associates	$265
Paralegal	$100
Special Services	For attending Board Meetings the Firm will bill Mr. Smith's time at the discounted rate of $215 per hour. For all other work, his time will be billed at $295.

Reimbursable Expenses.

Reimbursable Costs	
Mileage	The Firm will not charge for mileage for local travel.
Reproduction Charges	$0.10 per page

Training Costs. The Firm will provide in-services training to the District at no cost.

Systems and methods utilized to provide services in a cost effective manner. The Firm's attorneys discuss fees at the outset of each matter and as work progresses to ensure that the Firm provides high quality legal services to its clients in an efficient and cost-effective manner. Matters are carefully evaluated before work commences to avoid waste and inefficiency. Each attorney takes particular pride in the Firm's commitment to understanding and evaluating its clients' operations in order to better provide efficient, cost-effective and quality legal services. As noted above, the Firm provides monthly itemized statements to its clients, which can easily be used to create quarterly reports for the District. The Firm is also experienced in, and capable of, advocating and defending the District's interests by way of alternative dispute resolution, such as arbitration and/or mediation ("ADR"), especially when ADR might be more cost-effective than the courts.

The Firm can audit all of the District's risk management cases to determine patterns of losses occurring in risk management area and develop safety programs to prevent or limit recurring liability cases. The Firm can develop guidelines for resolving disputes as quickly as possible to avoid future liability and reduce legal costs. The Firm will aggressively manage liability claims made against the District, which will also limit damages and legal costs. We have developed policies and procedures for other public entities to substantially reduce their risk management exposure.

As Special Legal Counsel, the Firm will report directly to the Board of Trustees, with the President and Vice President of the Board leading the discussion in consultation with the Board for added scope of work as need be.

It is understood that one of the special projects is to immediately review the District's existing agreements with its specialty law firms. The Firm's review shall provide the Board of Trustees with a better understanding of the District's existing legal agreements and costs, including, but not limited to the following outcomes:

a) Determine whether or not there is duplication in the services currently provided;

b) Generate recommendations in which the District may reduce its costs for legal services; and

c) Work with administration to provide additional information on agenda bills to assist the Board's decision-making process.

The District has the right to extend this contract should the need arise to do so at the discretion of the Board of Trustees.

Budget

The precise scope of the Firm's potential services relate to three (3) primary areas. First, gaining familiarity with the District's internal policies and procedures and attending meetings with executive management as appropriate to gain a sufficient understanding of the particularized issues pending before the Board of Trustees. The Firm has budgeted an amount not to exceed $5,000 over the course of a six (6) month period.

Secondly, the Firm has budgeted an amount of $30,000 to prepare for and attend Board meetings over the course of a six (6) month period. This breaks down to approximately $5,000 per month. The time spent can be considerably less, however, depending on the scope of services actually provided.

Finally, the Firm has budgeted the sum of $65,000 for as-needed legal services to work on special projects as may be requested by the Board or Superintendent from time to time. As General Counsel we will monitor the expenses on a monthly basis as to not exceed a total of $100,000 for this agreement without prior approval from the Board.

While some firms bill in increments of ¼ hours, the Firm bills its time in increments of .10 minutes, representing greater efficiencies to the District.

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ALVARADOSMITH
A PROFESSIONAL CORPORATION
INCLUDING PROFESSIONAL CORPORATIONS

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Fax: 714.852.6899
www.AlvaradoSmith.com

Ruben A. Smith
rsmith@AlvaradoSmith.com

Los Angeles
213.229.2400

San Francisco
415.624.8665

Raymond G. Alvarado,
Retired

May 15,2013

Dr. Linda L. Lacy
President/Superintendent
Cerritos Community College District
11110 Alondra Boulevard
Norwalk, CA 90650-6203

Re: Legal Representation
Proposed Client: Cerritos Community College District
Proposed Matter: Statement of Qualification for Attorneys Services

Dear Dr. Lacy:

DRAFT

The purpose of this letter is to confirm the terms upon which AlvaradoSmith, a Professional Corporation ("Firm" or "we") will provide legal services to Cerritos Community College ("College") if retained by the Board of Trustees ("Board"). This letter shall expire by its own terms if not signed, dated and received by the Firm within fifteen (15) calendar days from the date of this letter.

1. **Scope of Representation**. The Firm will provide legal services to the Board of Trustees in connection with its Board meetings, to facilitate legal review by the Board, and to undertake such matters as the Board may direct from time to time ("Services").

2. **The Retainer**. The Firm's policy requires that we obtain a retainer from you prior to commencing any Services. As a courtesy to the College and the Board, the Firm is waiving this requirement. If requested by the Firm, you agree to provide us with one or more additional retainers, the amount of which will be based on anticipated fees and expenses.

If a retainer is required later, the Firm shall deposit the retainer into its client trust account and then apply it to amounts invoiced. You agree to replenish the amount withdrawn within thirty (30) days after receipt of an invoice from the Firm and to pay any additional amounts then due. The Firm will return any unused portion of the retainer upon completion of the Services. Any amounts in excess of the retainer will be billed to you.

3. **Fees and Billing Policy**. I, as a shareholder of the Firm, will be primarily responsible for your representation. I will be assisted by one or more of my partners or associates. From time to

time, other Firm attorneys or paralegals may work on your matters when appropriate and cost-effective.

Our legal fees are based on how much time is spent on your matter and by whom it is spent. Time is charged in minimum units of tenths (1/10) hours. The standard hourly rates for our other attorneys range from $240 to $580. However, as a courtesy to the Cerritos Community College District, our discounted rates for matters that we handle for you are set forth in the accompanying Statement of Qualifications For Attorney Services, which is incorporated herein by reference. From time to time the Firm reviews and may increase hourly rates, generally to take into account annual CPI increases between 2-5%. We will give you advance notice should hourly rates be increased.

Invoices for out-of-pocket expenses, including without limitation, parking and other local travel expenses, computerized legal services, outsourced photocopying and other reproduction costs, clerical staff overtime, long-distance telephone charges, deposition transcripts, expert witness fees, courier and messenger services, and postage, will be billed monthly at the actual cost incurred by us. If required in the course of representing you, you also agree to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by our personnel. In-office photocopying is billed at 10¢ per page, 50¢ for in-house color printing, no charge for facsimiles, and personal automobile mileage at 51¢ per mile if required to travel to locations other than the College site. The Firm will not bill for mileage to the College. Firm policy prevents us from advancing money on behalf of clients for out-of-pocket costs attendant to the Services. You must pay for any out-of-pocket costs required in connection with your matter directly as such costs are incurred.

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The Firm will bill you for its services and expenses monthly. You agree to pay the Firm's statements upon presentation. Each statement is delinquent if not paid within thirty (30) days from its date. Any amount not paid within sixty (60) days of the invoice date shall accrue interest at the rate of ten percent (10%) per year. If any statement is not paid promptly, we reserve the right to discontinue performing services. If you have questions concerning your statement at any time, please do not hesitate to contact me for clarification.

If you are ordered to pay costs or attorney fees incurred by another party, you will be responsible for that payment. Conversely, if any such fees or costs are paid to the Firm, we will credit such amount against what you owe the Firm. In the event a recovery is obtained or transaction is completed, you hereby grant the Firm a lien on the proceeds obtained in the amount of all unpaid attorney fees and costs advanced on all Services or other matters handled by the Firm on your behalf.

4. **Conflicts of Interest**. Based on our discussions with you, we have not identified any conflicts of interest which we believe would legally prevent us from performing the Services. In

the event any potential conflict is subsequently identified, we will take appropriate steps to attempt to resolve any issues. In the event that such a conflict cannot be resolved, we will confer with you regarding your alternatives.

5. **Cooperation**. You agree to fully respond to any inquiries we make, provide written materials or documents in a timely manner, and otherwise provide us with any and all information necessary for the prosecution and/or defense of litigation matters that we handle on your behalf and for the resolution of transactional matters that we handle on your behalf. Failure to provide such information could prejudice your interests in such litigation and transactional matters and may ultimately reduce the effectiveness of our representation.

6. **Responsibility for Fees**. If more than one individual or entity retains the Firm pursuant to this agreement, each individual or entity is jointly and severally responsible for all fees and costs accruing hereunder, regardless of whether the Firm bills or accepts payment in accordance with an apportionment agreement entered into by the client(s).

7. **Insurance Coverage Issues**. At your instruction, we will cooperate with your insurance carrier and insurance professionals by providing information regarding your claim and copies of your billings. Unless otherwise specifically agreed to by the Firm in writing, insurance coverage and payment issues are expressly your responsibility. Accordingly, we will bill our fees and costs directly to you, and payment will be due from you on a current basis, regardless of whether your carrier eventually reimburses you.

8. **No Guaranty.** The Firm does not and cannot guarantee any particular result. Unless otherwise agreed in this agreement, we cannot predict the total amount of our fees. You acknowledge that the Firm has made no promises about the outcome of your matter, including the costs and expenses, and opinions offered or budgets provided by the Firm do not constitute guaranties.

9. **Termination**. The law gives you the right to terminate the Firm at any time. Similarly, subject to the Firm giving you reasonable notice for you to arrange alternative counsel, we have the right to discontinue work on pending matters or terminate our attorney-client relationship at any time (i) that a statement remains due and unpaid sixty (60) days after it has been sent, (ii) when we believe that our relationship with you violates ethical principles and standards, or (iii) termination of the relationship is required or permitted by law.

All files and/or documents retained at the Firm relating to your representation are now and will remain your property ("Client Files") except for the Firm's internal and/or administrative documents, such as attorney work sheets and time sheets. You may have access to your Client Files upon reasonable advance notice, and upon termination of our representation, you may withdraw your Client Files with prior written notice. The Firm reserves the right to

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photocopy your Client Files at your expense. Subject to our applicable legal and ethical obligations, the Firm will retain your Client Files for 12 months following the cessation of our representation on this matter, or such other period of time as the Firm deems appropriate. At that time, the Firm will make reasonable efforts to contact you to determine if you want your Client Files. If you do not respond, or the Firm cannot locate you, the Firm will destroy your Client Files pursuant to our legal and ethical obligations. In the event you choose to change representation to any attorney outside this Firm, a written notice authorizing the transfer of your Client Files must be submitted. We reserve the right to retain photocopies of any of your Client Files.

10. **Lien**. You hereby grant the Firm a lien on any and all claims or causes of action that are the subject of the representation under this agreement. The lien will be for any sums owing to the Firm at the conclusion of services performed. The lien will attach to any recovery you may obtain, whether by arbitration award, judgment, settlement or otherwise. The effect of such a lien is that the Firm may be able to compel payment of fees and costs from any such funds recovered on behalf of you even if the Firm has been discharged before the end of the case. Because a lien may affect your property rights, you may seek the advice of an independent attorney of your choice before agreeing to such a lien. By initialing this paragraph, you represent and agree that you have had a reasonable opportunity to consult such an independent attorney and – whether or not you have chosen to consult such an independent attorney – you agree that the Firm will have a lien as specified above.

_____ (Client Initial Here) _____ (Firm Initial Here)

11. **Dispute Resolution**. In the event you become dissatisfied with any aspect of our relationship, we encourage you to bring such concerns to our attention immediately. If we are unable to resolve any dispute to our mutual satisfaction, the Firm will first comply with any mandatory dispute resolution procedures that may apply to any such dispute. This means that if the dispute involves fees that we have charged you, we will first bring our claim before the Mandatory Fee Arbitration Committee in Los Angeles County, California, in accordance with the State Bar Rules for Mandatory Fee Arbitration.

If we are unable to resolve any dispute, regardless of its nature, and after mandatory dispute resolution procedures have been waived or exhausted (including but not limited to, Mandatory Fee Arbitration), the parties shall submit such dispute to final and binding arbitration in Los Angeles County, California before the Judicial Arbitration and Mediation Service (JAMS) pursuant to its Commercial Arbitration Rules, unless the parties agree in writing to a different arbitration method or forum. You acknowledge and agree that in arbitration there is no right to a trial by jury, and the arbitrator's legal and factual determinations are generally not subject to appellate review.

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ALVARADOSMITH

The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. Arbitration shall be in accordance with the laws of the State of California. Unless otherwise provided by law, reasonable attorneys' fees and costs incurred in connection with any such arbitration, litigation or dispute shall be awarded to the prevailing party. The Firm is hereby advising you that if you have questions concerning the advisability of arbitration, you should seek independent legal counsel prior to signing this agreement.

12. **Conclusion**. If the arrangements described in this letter are acceptable to you, please sign one copy of this letter where indicated and return it to me in the enclosed envelope. The duplicate original copy is for your files.

We appreciate the confidence you have in the firm and look forward to serving you.

Sincerely,

ALVARADOSMITH
A Professional Corporation

Ruben A. Smith

DRAFT

RAS:cec
Enclosures

Agreed to and accepted this _____ day of May, 2013

CERRITOS COMMUNITY COLLEGE DISTRICT

By:_____
Name: Dr. Linda L. Lacy
Title: President/Superintendent

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES JUNE 5, 2013

I. CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Ms. Carmen Avalos, Board Vice President. Those present were Ms. Carmen Avalos, Mr. Bob Arthur, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez (arrived late), Dr. Sandra Salazar and Mr. Lance Makinano, Student Trustee. Others present were the President/Superintendent, Dean of Academic Affairs, Vice President of Student Services, Vice President of Business Services, Vice President of Human Resources, Faculty Senate President, CSEA President and CCFF President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Salazar.

III. APPROVAL OF MINUTES

A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the minutes of the regular meeting of May 15, 2013. The vote for approval was unanimous.

IV. INSTITUTIONAL PRESENTATIONS

Installation of 2013-14 Student Board Member

A. Dr. Lacy administered the Oath of Office to incoming Student Member Lance Makinano, who will serve through June 2014.

Apprenticeship Program

B. Graciela Vasquez, Director of Adult Education/Diversity Programs, gave a presentation on the apprenticeship programs offered through Field IronWorkers, Associated Builders and Contractors, and the Painting and Decorating Contractors of America apprenticeship agencies. She provided an overview of the partnership between the apprenticeship agencies, the Department of Labor and Cerritos College as the Lead Educational Agency.

V. PUBLIC HEARING

A. Ms. Avalos opened the public hearing for Presentation of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for Negotiation of the CSEA-District Collective Bargaining Agreement for the Period July 1, 2013-June 30, 2015, as attached. It was moved by Dr. Hughlett to close the public hearing. The vote for approval was unanimous.

VI. PUBLIC PRESENTATIONS

Timothy Juntilla

Mr. Juntilla, Associate Professor of English and Director of the Scholars' Honors Program, provided an update on Fall 2013 transfers. He stated that Cerritos College transfer students have done well this year and that Scholars' Honors Program students have done exceptionally well. He shared the latest transfer rates to UC Berkeley, UC Irvine and UCLA.

Joe Zermeno

Mr. Zermeno, Cerritos College alumni, questioned why the band instructor is allowed to play during the football games instead of allowing the cheer and pep squads to perform their role and promote school spirit at the college. He stated that the role of the cheerleader/yell leader is to lead the crowd in organized cheers and chants but the band leader is always banding and it seems as though the cheerleaders have no control of the crowd due to the fact that they don't have a microphone.

VII. CONSENT AGENDA

It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the consent agenda. Dr. Salazar requested that Items D, H, and I be held for separate consideration. Ms. Avalos requested that Item E. be held for separate consideration. The vote for approval and/or ratification of the following items was unanimous (student advisory vote: aye):

D. It was moved by Mr. Arthur and seconded by Dr. Hughlett to Authorize the Los Angeles County Superintendent of Schools to Make Budget Appropriation Transfers as Needed at the Close of the School year 2012-13 per Education Code 85201, as attached. Dr. Salazar asked for clarification regarding the purpose of the item. Mr. El Fattal clarified that when the year-end approaches and the books are being closed, adjustments may need to be made within various accounts. These adjustments can be made by the Los Angeles County Office of Education (LACOE) if the District so authorizes. The adjustments are minor due to overages and shortages in the various accounts by major object code classifications. The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Resolution No. #13-14 to Authorize Temporary Interfund Cash Borrowing for the District for Fiscal Year 2013-2014, as attached. Ms. Avalos asked for clarification regarding this item. Mr. El Fattal explained that the District may temporarily find that it does not have enough cash to meet its fiscal obligations in the general or other operating funds due to the shortage of funds created by deferrals or reductions of revenue by the State, or the lack of an authorizing State Adopted Budget which delays the release of other state funds. After a brief discussion the vote for approval was unanimous (student advisory vote: aye).

H. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Employment of an Academic Administrator:

Pritchard, Gary, Instructional Dean, Fine Arts/Communications, Management and Confidential Employees Salary Schedule, Grade 42, Step 2 ($10,858.00/monthly), effective July 1, 2013

Dr. Salazar asked for direction from Mr. Ruben Smith, special legal counsel, asking why approval of some contracts are in open session opposed to closed session. She stated that the board packet did not include a summary of the selection process and additional information was received on Monday, June 3. Mr. Smith stated that the board should request additional information if they are not prepared to vote. Dr. Lacy stated that contract employees are considered in closed session. She also clarified that the additional information was sent on Monday at Mr. Drayer's request and that type of information is not usually sent to the board. Dr. Lacy stated that the applicant's resume was sent to the board as information and the college's hiring processes are available online. She also stated that it is the duty of the college president to make recommendations to the board regarding the hiring of employees. Dr. Salazar stated that she knows the board's role in the process but feels that the additional information was very useful and added

that if the board is going to give final approval, they should be informed and should not just approve hires based on a recommendation without knowing the background of the process. Mr. Drayer thanked Dr. Gularte for helping him to understand the process, and Dr. Gularte stated that she is willing to meet with anyone to help them better understand the process. Dr. Salazar requested a one page summary of the selection process in the future and added that she would also like to see the names of all committee members. Ms. Avalos stated that it is important to see how many individuals applied from within the college and externally. She also questioned why the college goes through the selection process only to select the person who is currently serving in the position. The vote for approval was unanimous (student advisory vote: aye).

I. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Continuation of Employment of Temporary Full-Time Academic Administrator(s):

Malig, Jannet, Director of the Advanced Transportation Technologies Project, Management and Confidential Employees Salary Schedule, Grade 29, Step 6 ($8,092.00/monthly), contingent upon continued categorical funding and generated revenue, effective July 1, 2013, for a period not to exceed June 30, 2014

Tafoya, Yvette, Extended Opportunities, Programs, and Services (EOPS) Assistant Director, Management and Confidential Employees Salary Schedule, Grade 32, Step 2 ($7,832.00/monthly), contingent upon continued categorical funding and continued Title 5 requirements, effective July 1, 2013, for a period not to exceed June 30, 2014

Dr. Lacy stated that this is a routine item to consider continuation employment of categorically funded administrators who have worked at the college for many years. Ms. Avalos stated that this item requires more information in the future. The vote for approval was unanimous (student advisory vote: aye).

A. New Courses and Modifications to Curriculum, as attached.

B. Stipends for the Assessment, Remediation and Retention for Associate Degree Nursing/Registered Nursing Program Grant Summer 2013, as attached.

C. Conference Request for Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services, to Travel Outside the United States at no Cost to the District – Innsbruck, Austria, as attached.

D. This item was considered separately.

E. This item was considered separately.

F. Consideration of Approval of Contracts With:
Services
AMENDMENT

1. The Community College Foundation
   Partnering for Safety and Permanence – Model Approach to Partnership in Parenting Training Services (PS-MAPP)
   Requested by: Adult Education and Diversity Programs
   TCCF wishes to amend/extend the current agreement with the District for an additional two (2), thirty-three (33) hour training series for the PS-MAPP program, which will generate an additional $15,000 in revenue bringing the total revenue to $45,000 for the current term ending July 31, 2013. The extended time period resultant from this amendment will be from August 1, 2013 through January 31, 2014.

2. El Camino Community College District
   Advanced Manufacturing Training
   Requested by: Community Advancement Department
   El Camino wishes to amend the agreement with the District to increase the contract sum by an additional $32,000 to provide additional classes/training in Advanced Manufacturing, for a total revised Not-to-Exceed contract amount of $157,000.00.

3. Yosemite Community College District
   Agency for the Child Development Training Consortium
   Requested by: Health Occupations Department
   Yosemite Community College District, as lead agency for the Consortium, wishes to amend the agreement and have the District add additional course units for an additional fee of $5,100 which will bring the total revised contract amount to $26,500.

G. Resignations Accepted by the President, as follows:

PARS Supplementary Retirement Plan Participants, as attached.

Michael Wisniewski, Multimedia Production Specialist I (Student Success Center), effective June 1, 2013

H. This item was considered separately.

I. This item was considered separately.

J. Unpaid Leave of Absence, as follows:

Ms. Alice Kusumoto, Skills Lab Coordinator (Health Occupations Division), effective May 15, 2013 through July 26, 2013

Ms. Mary D'Ettorre, Communication Services Coordinator (Disabled Student Programs and Services), effective June 5, 2013 through June 28, 2013

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

L. Employment of 2013 Summer Session Faculty Personnel, as attached.

M. Work Calendar for the 2013-2014 Fiscal Year for Classified Bargaining Unit, Management, and Confidential Employees, as attached.

N. Change from Local Standards to State Minimum Qualifications for Engineering Support as Requested by the Faculty in the Department and approved by the Hiring Standards Committee and Faculty Senate, as attached.

VIII. ADMINISTRATIVE MATTERS

A. 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).

B. It was moved by Mr. Arthur and seconded by Dr. Hughlett to adopt Revised Board Policy 5030 – Fees, as attached. Ms. Avalos questioned if by approving this item, the board would also approve the fee. Dr. Lacy confirmed that approval of this item would result in the approval of the proposed permissive optional technology fee. Ms. Avalos asked if bond monies could pay for the proposed uses of this fee and Dr. Lacy responded that uses of this fee are for operational expenses for which bond monies cannot be used. Mr. Makinano and several student leaders provided an overview of the process in which the student body approved charging the proposed technology fee, including consideration and approval by both ASCC Senate and Cabinet. Dr. Johnson stated that fee waivers for this optional fee would be provided online and information would be provided in the schedule of classes. Ms. Perez stated that she does not support this item, adding that it will generate a very small amount of money that the college should be able to be fund through general fund monies. Dr. Hughlett stated that the college has a shared governance process that has led to the development of the fee and added that he supports the process and supports the fee.

It was moved by Mr. Drayer to postpone this item until after the 2013-14 college budget is approved. Ms. Avalos seconded the motion and the roll call vote was as follows:

Mr. Arthur – no
Ms. Avalos – yes
Mr. Drayer – yes
Dr. Hughlett – no
Dr. Liu – no
Ms. Perez – yes
Dr. Salazar – yes

The motion passed.

C. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Resolution #13-15 District Appropriations Limit for 2013-14 per Article XIII-B of the California Constitution (Gann Limit), Which Requires the Board of Trustees to Adopt the Appropriation Limit on "Proceeds of Taxes" Revenues for Public Agencies, as attached. The vote for approval was unanimous.

D. It was moved by Dr. Hughlett and seconded by Dr. Liu to approve Resolution #13-16 in Opposition of Assembly Bill (AB) 955, as attached. The vote for approval was unanimous.

E. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Resolution #13-17 in Support of S. 897 and H.R. 1979, as attached. The vote for approval was unanimous.

F. It was moved by Mr. Arthur and seconded by Mr. Arthur to approve Fee Changes for Services to Students, as attached. Mr. Makinano provided an overview of the process in which the student body approved the fee changes. Richard Bukowiecki, Chief of Campus Police and Nancy Montgomery, Associate Dean of Student Health, Wellness and Veterans Services both provided overviews of the services that their respective areas offer. After discussion, the vote for approval was unanimous.

G. Ms. Perez opened discussion regarding the Board Self Evaluation in Accordance with Board Policy 2745. The board discussed the summary of responses. Ms. Perez indicated that she, Dr. Salazar and Ms. Avalos have requested that an agenda item be brought forward to the June 19 board meeting to request that Dr. Lacy work with the Board President to draft goals for the Board of Trustees by July 31, 2013; schedule a Board study session to discuss and approve goals for the Board of Trustees by August 31, 2013; develop a new evaluation survey, which will be used by the Board of Trustees in its annual self evaluation, by September 30, 2013; and make the respective changes in Board Policy 2745 to reflect this process. The survey results are posted online and the public may send comments to the President's Office.

IX. REPORTS

A. Board of Trustees
This item was not discussed.

B. Faculty and Staff Leadership
This item was not discussed.

C. President/Superintendent and Vice Presidents
This item was not discussed.

X. CLOSED SESSION

The Board adjourned to closed session at 8:40 p.m., prior to discussing Items IX.A-IX.C.

XI. RECONVENE

The Board reconvened at 11:24 p.m.

Read Out

Ms. Perez stated that the Board of Trustees conducted Dr. Lacy's annual evaluation for 2012-13.

XII. ADJOURNMENT

The Board adjourned at 11:25 p.m.

XIII. NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled for Wednesday, June 19, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Mary Anne Gularte, Vice President of Human Resources/Assistant Superintendent

PREPARED BY: Dr. Adriana Flores-Church, Director of Human Resources/Risk Management

DATE: June 5, 2013

SUBJECT: **Presentation of the Initial Proposal of the California School Employees Association (CSEA), Chapter #161, to the Cerritos Community College District for July 1, 2013-June 30, 2015; and Public Comment**

RECOMMENDATION

It is recommended that the District receive the attached initial proposal from CSEA Chapter #161, for negotiation of the CSEA District Collective Bargaining Agreement for the period July 1, 2013-June 30, 2015, for public hearing in accordance with State Government Code section 3547.

OVERVIEW

In accordance with Government Code section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer. The initial bargaining proposal of CSEA, Chapter #161, was first made public at the May 15, 2013 meeting of the Board of Trustees and is hereby returned to this agenda for public discussion.

ANALYSIS

The attached initial proposal was submitted by CSEA, Chapter #161, for negotiation of the CSEA-District Collective Bargaining Agreement for the period July 1, 2013-June 30, 2015, pursuant to the provisions of Article 2.4.1 and Article 28 of the CSEA-District Collective Bargaining Agreement for public review at the May 15, 2013 meeting of the Board of Trustees. Per the District's Administrative Procedure 2610, the public shall have an opportunity to respond to the CSEA initial proposal. A public hearing item has been placed on the June 5 regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board shall acknowledge official receipt of CSEA's initial proposal.

FINANCIAL IMPLICATIONS

The financial implications are contingent on the results of negotiations.

Attachment

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CSEA Chapter 161

Memorandum

2013 APR 24 P

TO: Dr. Mary Anne Gularte, Vice President of Human Resources

FROM: Lynn Laughon, President CSEA Chapter #161

DATE: April 24, 2013

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, 2013, and ending June 30, 2015.

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, 2013, and ending June 30, 2015. CSEA Chapter #161 proposes to update all dates and timelines pertinent to this contract and the following:

ARTICLE 5: COMPENSATION

CSEA, Chapter #161 proposes that any Cost of Living Adjustment received from the state be applied to the salary schedule and that the CSEA Bargaining unit receives any salary increase that any other bargaining group at Cerritos College receives.

CSEA, Chapter #161 proposes that in lieu of a salary increase that one additional floating holiday be added to Article 7.20

ARTICLE 6: HEALTH AND WELFARE BENEFITS

CSEA, Chapter #161 proposes that the District increase its contribution to retiree medical to $250.00 monthly

CSEA Proposes to increase the maximum District contribution toward medical insurance premiums in 2015 to $21,000.00

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ARTICLE 7: HOURS OF EMPLOYMENT

CSEA, Chapter #161 proposes to change the language in Article 7.12.1 as follows:

Swing Shift: When hours of work regularly assigned exceed 4:30 p.m. ~~by more than three hours~~ **by three hours or more**.....

CSEA, Chapter #161 proposes to add Caesar Chavez Day to the schedule of paid holidays in Article 7.13

CSEA, Chapter #161 proposes that an additional workweek schedule be added to this article as follows:

four - 9 hour days per week for a total of 36 hours per week for which unit members would be compensated the same as a forty hour work week. Overtime would not be begin until after forty hours are worked in any week.

CSEA, Chapter #161 proposes that an additional workweek schedule, exclusive to Campus Police officers, be added to this article as follows:

3/12 alternate work schedule. Within an 80 hour pay period, employees working the 3/12 work schedule would work three-twelve hour days in the first week, three-twelve hour days in the second week with an eight hour shift in one of the two weeks. The eight hour shift will be split, with four hours accounted to each work week in the pay period at regular time. Overtime will not begin until after forty hours are accounted in any work week.

ARTICLE 12: SICK LEAVE

CSEA, Chapter #161 proposes that 24 hours of Family Illness leave be added to Article 12.1

ARTICLE 14: BEREVEMENT LEAVE

14.1 The District agrees to grant necessary leave of absence with pay at the unit employee's regular rate not to exceed ~~three (3) days, or~~ five (5) days ~~if 200 or more miles of one-way travel from the campus is required, on account of the death of any member of the immediate family of a unit employee.~~ Members of the immediate family shall mean the father, mother, brother, sister, wife, husband, child, grandchild, stepfather, stepmother, stepson, stepdaughter, **aunt, uncle,** mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandfather of the spouse, grandmother of the spouse, foster parents in lieu of father or mother, foster children, and former legal guardian or legal ward living in the immediate household.

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NEW ARTICLE: DISCIPLINE

CSEA, Chapter #161 proposes adding an article that outlines progressive discipline procedures.

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 5, 2013

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Liberal Arts	ENGL 250 Advanced Creative Portfolio Units: 3.0 Class hours: 3.0 Lecture Prerequisite: ENGL 240, ENGL 241 or FILM 241 with a grade of Pass or "C" or higher Corequisite: None Recommendation: None	This course offers preparation for the world of professional writing. Students will focus on one literary genre-poetry, short fiction, the novel, creative nonfiction, screenplay or play-and produce a substantial body of work. Students will receive both oral and written reviews from the instructor and from fellow students in a supportive workshop format. Students will prepare a portfolio of professional work in their chosen genre; they will write reviews and critiques; and they will participate in the production of a small-magazine and public performance event.	April 25, 2013
Modification	Business, Humanities, Social Science	HIST 220 – History of the Americas	UC is requiring it.	April 11, 2013
Modification	Business, Humanities, Social Science	HIST 221 – History of the Americas	UC is requiring it.	April 11, 2013
Modification	Fine Arts	Computer Animation Certificate of Achievement	Revision is needed to align courses with other courses in the Art & Design program.	April 11, 2013
Modification	Fine Arts	Film Production Degree	Addition of FILM 114. Course was intended to be included originally, but was withheld pending Chancellor's Office approved of this new course.	April 11, 2013
Inactivate	Fine Arts	Motion Graphics Certificate of Achievement	Inactivation of Certificate as courses necessary for the certificate are no longer being taught in the Art & Design programs.	April 11, 2013

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs/ Assistant Superintendent

PREPARED BY: Sandra Marks, Instructional Dean of Health Occupations

DATE: June 5, 2013

SUBJECT: **Consideration of Approval of Stipends for the Assessment, Remediation and Retention for ADN/RN (Associate Degree Nursing/Registered Nurse) Program Grant Summer 2013**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of a stipend to a nursing faculty member for work which will be performed June 1 through August 1, 2013 as stipulated in and funded by the Assessment, Remediation and Retention for Registered Nursing Programs Grant.

OVERVIEW

Grant objectives and activities include:

- Provide a TEAS (Test of Essential Academic Skills) V Remediation Workshop to assist students who do not meet the cut score on the pre-admission TEAS V assessment test in order to achieve readiness for the nursing program (this is a grant requirement); and
- Provide instruction, resources and practice exams to facilitate passing the examination on retest so students may enter the Associate Degree Nursing program.

ANALYSIS

As a condition of the grant, the nursing program must administer the TEAS V examination as an assessment of basic skills to eligible applicants who have been selected to enter the program. Those students who fail to meet the cut score of 62%, determined by the Chancellor's Office, must be provided remediation and support services to prepare them to retest for entry into the program. To maximize remediation for pre-nursing students who are eligible for admission to the program, but did not achieve the cut score on the TEAS V exam, the nursing program will provide a series of Remediation TEAS V Workshops. These workshops will assist those students to prepare for retesting and entry into the program. The TEAS V Remediation Workshops are grant funded at $85 per hour for a total of 28 hours.

FINANCIAL IMPLICATIONS

Full-time stipend for one faculty Health Occupations instructor:

- Melodie Cooke: $2,380

The stipend will be paid upon completion of work. Assessment, Remediation and Retention for Registered Nursing Programs Grant will be utilized for these expenditures. There is no cost to the District.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. Stephen Johnson, Vice President of Student Services/Assistant Superintendent

PREPARED BY: Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services

DATE: June 5, 2013

SUBJECT: **Consideration of Approval of Conference Request for Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services, to Travel Outside the United States at No Cost to the District – Innsbruck, Austria**

RECOMMENDATION

It is recommended that the Board of Trustees approve a conference request for Dr. Lucinda Aborn, Dean of Disabled Student Programs and Services, to travel to Innsbruck, Austria, from July 21 through July 26, 2013.

OVERVIEW

Board Policy 6900 – Travel states that all travel outside the United States requires approval by the Board of Trustees before the travel event takes place. The request must be accompanied by a complete explanation of the college business and purpose to be served.

ANALYSIS

The International Conference on Higher Education and Disability is a five-day conference to be held in Innsbruck, Austria, and hosted by University of Innsbruck. The conference brings leaders from disability services around the world, to share best practices in academic accommodations, assistive technology, diversity of learning styles, and universal design practices. Dr. Aborn has been requested to present a paper on "California Transition to Higher Education for Deaf and Hard of Hearing Students". The presentation is based on a collaborative research study conducted on behalf of the California Department of Education, California Department of Rehabilitation, and Gallaudet University. Cerritos College will benefit from best practices for students with disabilities and gain international recognition from Dr. Aborn's participation.

FINANCIAL IMPLICATIONS

The cost for this conference will be covered by the individual participant. There will be no cost to the District.

YEAR-END APPROPRIATION TRANSFERS
Community College Districts

TO: Los Angeles County Office of Education
Division of School Financial Services
Accounting Section – EC 2ND Floor

FROM: Cerritos Community College District

SUBJECT: AUTHORIZATION TO MAKE APPROPRIATION TRANSFERS

Our Board of Trustees hereby authorizes the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2012-13 school year to permit the payment of obligations of the district incurred during such school year.

Signature _____ Date: 6/5/13, 2013
Clerk of the Board of Trustees

Attachment to:
Bul. No. 368
SFS-A70-2008-09

CASH BORROWING RESOLUTION - #13-14

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: $ 20,000,000
2. For Fiscal Year; 2013-14
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 5, 2013
Date

Signature: _____
Clerk of the Governing Board

Attachment No. 2
Info Bul. No. 295
SFS-A42-2008-09

In order to be able to temporarily borrow cash from any fund of the district, on an as-needed basis, the Los Angeles County Office of Education requires that a resolution be on file showing Board Authorization for the year 2013-14.

The District will abide by the guidelines to temporarily borrow between district funds as stated in the attached resolution #13-14.

FINANCIAL IMPLICATIONS

Maximum amount of cash borrowing between district funds is set at $20,000,000.

Attachment

PARS Supplementary Retirement Plan (SRP)

Resignation/SRP Participant List

Faculty Members	Department
Arfwedson, Christine	Nursing
Balmages, Mary	Court Reporting
Braun, Sharon	Child Dev/Early Childhood
Burns, Marla Sue	English
Clemans, Susanna	English
Ernest, Roger	English
Hoggard, Kevin	Theater Arts
Keenan, Diane	Economics
Medina-Valin, Niurka	Foreign Languages
Ninomiya, Kathlyn	Dental Hygiene
Pribble, Mary	Paralegal Education
Prindle, Jeanine	Physical Education
Sarell, Gary	Mathematics
Well, Georgia	Theater Arts

Confidential Employee	Department
Thompson, Beverly	Human Resources

Classified Employees	Department
Cary, Joan	Admissions & Records
Engebretson, James	Information Technology
Gomez, Christine	Community Education
Hardjadinata, Anna	Payroll
Korn, Luanne	Health Occupations
Ladmirault, Barbara	Admissions & Records
Lopez, Elena	Student Support Services
Luna, Daniel	Facilities
Sweet, Beverly	Physical Education/Athletics
Valenzuela Acosta, Sylvia	Community Education
Valles, Lisha	Admissions & Records

Educational Administrator	Department
Convey, Cynthia	Human Resources

Classified Administrator	Department
Wallace, Mark	Public Affairs

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

I. Classified Employment

Groundskeeper, Grade 25, Step 1 ($2,981.00/month) effective June 10, 2013:
Daniel Benedetti (Facilities)

Admissions & Records Technician I, Grade 28, Step 1 ($3,194.00/month) effective June 6, 2013:
Dannia Hall (Admissions & Records)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Arline, Roche*	Cashier-Clerk	$8.64/hr	04/22/13
Bustamante, Daisy*	Cashier-Clerk	$8.64/hr	04/22/13
Ferrer, Marlene*	Cashier-Clerk	$8.64/hr	04/22/13
Sotelo, Myrna*	Cashier-Clerk	$8.64/hr	04/22/13
Zamora, Brenda*	Cashier-Clerk	$8.64/hr	04/22/13
Gonzalez, Stephanie	Typist Clerk	$8.64/hr	05/08/13
Nwakanma, Benjamin*	Financial Aide Clerk	$9.31/hr	04/25/13
Armstrong, Nicholas	Instructional Aide I	$9.56/hr (1)	04/01/13
Martinez, Grecia*	Intermediate Clerk	$9.56/hr	04/25/13
Lawton, Brandie**	Intermediate Typist Clerk	$9.56/hr	05/15/13
Valencia, Kaylyn**	Student Activities Clerk	$9.56/hr	06/24/13
Renteria, Mario**	Community Outreach Worker	$9.99/hr	06/24/13
Ruiz, Andrew**	Community Outreach Worker	$9.99/hr	06/24/13
Salazar, Maria**	Community Outreach Worker	$9.99/hr	06/24/13
Stovall, Aunjanae**	Community Outreach Worker	$9.99/hr	06/24/13
Quintero, Beatrice**	Community Outreach Worker	$9.99/hr	06/24/13
Parish III, Albert	Gardener/Groundskeeper	$9.99/hr	04/25/13

* Categorically Funded
** Specially Funded

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[illegible]	[illegible]	$10.53/hr	06/24/13
Gomez, Ana**	Secretary Clerk	$10.53/hr	06/25/13
Vargas, Jeannette**	Secretary Clerk	$10.53/hr	05/15/13
Garcia, Jesus Jr. **	User Support Coordinator	$11.88/hr	06/24/13
Ocean, Alejandra*	Instructional Aide II	$12.81/hr (1)	05/02/13
Cuevas Valverde, Selene*	Program Facilitator	$13.79/hr	04/24/13
Diaz, Tommy*	Program Facilitator	$13.79/hr	04/24/13
Odrich, Eileen*	Vocational Ed. Special Projects Assistant	$16.41/hr	05/25/13
Lopez, Alejandro**	Community Education Specialist	$29.15/hr	04/15/13
Somoano, Rachel**	Community Education Specialist	$29.15/hr	05/25/13
Micic, Miodrag*	Cont. Ed. Specialist (Business Tech.)	$50.52/hr	05/01/13
Anaya, Jose**	Project Specialist (Technical) Level I	$75.00/hr	04/10/13

III. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2014, or 175 total workdays, whichever occurs first

Anguiano, Jeanette*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Bustos M. Del Campo, Patricia*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Callejas, Leslie*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Camacho, Johana*	Aide Special (Counselor)	$8.00/hr (1)	07/01/13
Carreiro, Alissa*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Chavez, Louis*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Delgado, Maria De Jesus*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Delgado, Yasmin*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Esquivias, Diana*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Francis, Paula*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Martinez-Orozco, Karina*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Morales, Lidia*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Oseguera, Patricia*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13

* Categorically Funded
** Specially Funded

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Pesina, Victor*	[illegible]	$8.00/hr (1)	07/01/13
Prieto, Celine*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Romero-Rodriguez, Lizzette*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Sandoval, Vanessa*	Aide-Special (Counselor)	$8.00/hr (1)	07/01/13
Arline, Roche M.*	Cashier-Clerk	$8.64/hr	07/01/13
Bustamante, Daisy*	Cashier-Clerk	$8.64/hr	07/01/13
Ferrer, Marlene*	Cashier-Clerk	$8.64/hr	07/01/13
Sotelo, Myrna*	Cashier-Clerk	$8.64/hr	07/01/13
Zamora, Brenda*	Cashier-Clerk	$8.64/hr	07/01/13
Cruz, Daisy	Instructional Aide I	$9.56/hr (1)	07/01/13
Montoya, Maria	Intermediate Clerk	$9.56/hr	07/01/13
Sanchez, Melissa	Program Assistant I	$9.99/hr	07/01/13
Cuevas, Andrew*	Instructional Aide II	$12.81 (1)	07/01/13
Lee, Che Song*	Instructional Aide II	$12.81 (1)	07/01/13
Ochoa, Michael*	Instructional Aide II	$12.81 (1)	07/01/13
Zuber, Brennan*	Instructional Aide II	$12.81 (1)	07/01/13
Bleak, Paul A.	Program Facilitator	$13.79/hr	07/01/13
Cuevas Valverde, Selene*	Program Facilitator	$13.79/hr	07/01/13
Del Real, Judy	Program Facilitator	$13.79/hr	07/01/13
Odrich, Eileen	Program Facilitator	$13.79/hr	07/01/13
Bourret, Michelle*	Community Education Specialist	$29.15/hr	07/01/13
Layne, Jean*	Community Education Specialist	$29.15/hr	07/01/13
Chrisco, Tiffanie	ASL Interpreter - Instruction Support	$41.00/hr	07/01/13
Dunn, Paula	ASL Interpreter - Instruction Support	$41.00/hr	07/01/13
Greenberg, Lauren	ASL Interpreter - Instruction Support	$41.00/hr	07/01/13
O'Malley, Thomas	ASL Interpreter - Instruction Support	$41.00/hr	07/01/13

* Categorically Funded
** Specially Funded

I. BUSINESS EDUCATION/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Acheson	Michael	Business Administration	B5	60.33
Baber	James	Business Administration	B5	60.33
Beck	Karen	Psychology	B5	60.33
Brown	Scott	Business Administration	A3	54.60
Ciraulo	John	Business Administration	B2	51.71
Donadelle	Rhian	Business Administration	A2	51.71
Elam	Christine	Business Administration	B5	60.33
Fantroy	Sharon	Business Administration	B5	60.33
Garza	Javier	Business Administration	B5	60.33
Ghidella	Richard	Business Administration	A3	54.60
Gordon	George	Business Administration	B5	60.33
Grady	John	Business Administration	A3	54.60
Keshishyan	Petros	Business Administration	A3	54.60
Lantz	Karen	Computerized Office Technology	B5	60.33
Larson	Mary Ann	Psychology	B5	60.33
Lau	Ron	Business Administration	A1	48.83
Laureano	Bobette	Business Administration	A1	48.83
Paquette	Ronald	Business Administration	B1	48.83
Ramirez	Adriana	History	B5	60.33
Stevenson	Kevin	Business Administration	A3	54.60
Stewart	Raquishela	Business Administration	B1	48.83
Van Dine	Barbara	Business Administration	A2	51.71
Waszak	Leon	History	B5	60.33
Wilson	Demetrius	Business Administration	A1	48.83

II. COMMUNITY, INDUSTRY, AND TECHNOLOGY EDUCATION

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Bonakdar	Mehrdad	Adult Education	B1	48.83
Edrosa	Ed	Apprenticeship	B1	48.83
Esquer	Joe	Apprenticeship	B5	60.33
Ford	Diane	Adult Education	B5	60.33
Jones	Anthony	Apprenticeship	A1	48.83
Ortiz	Luis	Adult Education	A1	48.83
Pedroza	Art	Apprenticeship	B3	54.60

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III. FINE ARTS/COMMUNICATIONS

Part-Time Instructors

Name		Discipline	Salary Placement	Salary Rate
Hammerwold	Walter	Journalism	A4	57.46
Schwenkmeyer	Karen	Photography	B5	60.33
Ward	David	Theatre Arts	B5	60.33

IV. LIBERAL ARTS

Part-Time Instructors

Name		Discipline	Salary Placement	Salary Rate
Ary	Nichole	Speech	A2	51.71
Asis	Brian	English	B4	57.46
Baker	John	English	B5	60.33
Berry	Patricia	ESL	B5	60.33
Cole	Erin	English	B1	48.83
Combs	Michelle	English	A1	48.83
Dongell	Robert	English	B5	60.33
Folayan	Elaine	English	B1	48.83
Grigorieff	Annette	Reading	A4	57.46
Hanniff	Brooke	Speech	B5	60.33
Hua	Linda	English	B1	48.83
Lefebvre	Lyndsey	English	A3	54.60
Lykissas	Alexandra	English	B3	54.60
Nave	Marquis	English	B5	60.33
Nelson	Kevin	English	A2	51.71
Nishimura	Mark	English	B1	48.83
Olague	Mark	English	A2	51.71
Rios	Rebecca	English	A3	54.60
Smith	Harold	Reading	A4	57.46
Vanciu	Alina	English	B4	57.46
Warken	Thomas	English	B5	60.33
Westaway	Christa	English	B1	48.83
Yoneshige	Hope	English	B5	60.33

V. TECHNOLOGY

Part-Time Instructors

Name		Discipline	Salary Placement	Salary Rate
Barnes	Deborah	Cosmetology	A1	48.83
Wade	Marcu	Cosmetology	A1	48.83

VI. COUNSELOR HOURLY - STUDENT SERVICES

Part-Time Counselors

Name		Assignment	Salary Placement	Rate
Anang	Yuhaniz	Counseling	C2	43.10
Azolyan	Mariam	Counseling	C1	40.23
Boudreau	Debbie	Counseling	C2	43.10
Davidson	Martha	Counseling	C2	43.10
Loera	Claudia	Counseling	C2	43.10
Lozano	Rene	Counseling	C2	43.10
Mussiaro	Chau Aimee	International Student Services	C1	40.23
Wiggins	Lynell	Counseling	C2	43.10
Young	David	Career Services	C2	43.10

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Cerritos College

2013-2014 Work Calendar

DRAFT

July, 2013						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August, 2013						
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September, 2013						
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29	30					

October, 2013						
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13	14	15	16	17	18	19
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27	28	29	30	31		

November, 2013						
S	M	T	W	TH	F	S
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24	25	26	27	28	29	30

December, 2013						
S	M	T	W	TH	F	S
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22	23	24	25	26	27	28
29	30	31				

January, 2014						
S	M	T	W	TH	F	S
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February, 2014						
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23	24	25	26	27	28	

March, 2014						
S	M	T	W	TH	F	S
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30	31					

April, 2014						
S	M	T	W	TH	F	S
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27	28	29	30			

May, 2014						
S	M	T	W	TH	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June, 2014						
S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*Board Approved Holiday

Holidays

Jul 4	Independence Day
Sep 2	Labor Day
Nov 11	Veteran's Day
Nov 28	Thanksgiving Day
Nov 29	Board Approved Holiday (Friday after Thanksgiving)
Dec 24	Board Approved Holiday
Dec 25	Christmas Day
Dec 26	Board Approved Holiday
Dec 27	Board Approved Holiday
Dec 30	Board Approved Holiday
Dec 31	Board Approved Holiday
Jan 1	New Year's Day
Jan 20	Martin Luther King, Jr. Day
Feb 14	Lincoln Day
Feb 17	Washington Day
Mar 21	Board Approved Holiday (Friday of Spring Recess)
May 26	Memorial Day

Adopted by the Board of Trustees

Date: _____

Cerritos College

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY: Dr. Adriana Flores-Church, Director of Human Resources/Risk Management and Mr. Robert Chester, Faculty Senate President

DATE: June 5, 2013

SUBJECT: **Consideration of Approval of Change from Local Standards to State Minimum Qualifications for Engineering Support as Requested by the Faculty in the Department and Approved by the Hiring Standards Committee and the Faculty Senate**

RECOMMENDATION

It is recommended that the Board of Trustees approve the change from local standards to State minimum qualifications for Engineering Support as requested by the faculty in the department and approved by the Hiring Standards Committee and the Faculty Senate.

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 Cerritos College Board of Trustees previously approved the local standards for Engineering Support as requested by the faculty in the department in June 2009.

ANALYSIS

The State minimum qualifications for Engineering Support are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience. In 2009, the faculty in the department requested, which was subsequently approved by the Board, local standards which were higher than the State minimum qualifications. The local standards are Bachelor's degree or higher in engineering technology and two years of experience, or associate in Arts degree in Engineering Design Technology and six years of experience or the equivalent. The criteria established as a local standard limited the number of qualified applicants for jobs in the Engineering Support department. Faculty had the opportunity to review their discipline's qualifications and made recommendations to return to the State minimum qualifications.

The Hiring Standards Committee reviewed the recommendations made by the Dean and the faculty in the department. On March 19, 2013, the Hiring Standards Committee approved the change from local standards to the State minimum qualifications and placed it on the May 7, 2013, Faculty Senate agenda. The Faculty Senate discussed and approved the change unanimously. The request to change from local standards to State minimum qualifications for Engineering Support is submitted for approval.

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FINANCIAL IMPLICATIONS

No additional financial impact.

Attachment

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Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
(562) 860-2451
www.cerritos.edu

Minimum Qualifications & Local Standards

Department ENGINEERING SUPPORT (Surveying, engineering aides)	Date 3/8/13
Department Chair Jayananda H. Herananda	
Division Dean	

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
Engineering Support	Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

SECTION-B

☐ New ☑ Existing

Local Standards *(these qualifications are more rigorous than those listed by the State Minimum Qualifications and therefore, may limit your applicant pool.)*

Bachelor's degree or higher in engineering technology and two years of experience OR Associate in Arts degree in engineering design technology and six years of experience OR the equivalent.

SECTION-C

The Faculty in the department, in consultation with the Division Dean, reviewed the information above and concurred that:

☑ State Minimum Qualifications were sufficient

☐ 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.

Jayananda H. Herananda 3/8/13

Department Chair Signature Date

HR USE ONLY

Hiring Standards Committee review date: 3/19/13	Board of Trustees approval date:
Faculty Senate review date: 5/7/13	

Cerritos Community College District Policy **No. 5030**

Student Services

BP 5030 FEES

References:
Education Code, Sections 76300 et seq. and references cited below

The Board of Trustees authorizes the following fees. The President/ Superintendent shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the District catalog.

Enrollment Fee:
Education Code, Section 76300

Each student shall be charged a fee for enrolling in credit courses as required by law.

Auditing Fees:
Education Code, Section 76370

Persons auditing a course shall be charged a fee as provided for in law and as adopted by the Board of Trustees. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee:
Education Code, Section 76355

All students shall be charged the health fee equally, including full and part-time students, provided for in law and as adopted by the Board of Trustees. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect shall be considered for exemption of this fee.

Parking Fee:
Education Code, Section 76360

The parking fee for students and employees shall be set as provided for in law and as adopted by the Board of Trustees.

Instructional Materials and Instructional Materials Fees:
Education Code, Section 76365; Title 5, Sections 59400 et seq.

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

In addition, students may be required to pay instructional materials fees which are delineated in the class schedule.

Physical Education Facilities Fees:
Education Code, Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Activities Fee:
Student Fee Handbook of 2012, Section 4.3

A student activities fee may be charged to credit students each semester and/or session for the purpose of providing support for student programs and activities. A waiver of this fee shall be made available to students.

Technology Fee:
Student Fee Handbook of 2012, Section 4.15

A student technology fee may be charged to credit students each semester and/or session for the purpose of providing support for and access to technology in classrooms, laboratories, and other student learning facilities and environments. A waiver of this fee shall be made available to students.

Transcript Fees:
Education Code, Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The President/Superintendent is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of

students' records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee:
Education Code, Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the President/Superintendent. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

Office of Primary Responsibility: Vice President, Student Services

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Date Adopted: June 6, 2007
Date Revised: June 5, 2013

CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 13-15
RESOLUTION OF THE BOARD OF TRUSTEES OF CERRITOS COLLEGE DISTRICT APPROPRIATIONS LIMIT FOR 2013-14

WHEREAS, **ARTICLE XIIIB 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 districts, beginning with the Fiscal Year, and

WHEREAS, each district is required to determine and adopt each Appropriations Limit for 2013-14 Fiscal Year, as a legislative act, and

WHEREAS, this community college district's Appropriations Limit has been calculated in accordance with Article XIIIB of the State Constitution and Division 9 of Title I of the Government Code.

NOW THEREFORE, BE IT RESOLVED that as a legislative act of this governing board, that the purposes of Article XIIIB, is to hereby establish this district's "Appropriations Limit" of $130,205,567 for the 2013-14 Fiscal Year.

PASSED AND ADOPTED by the Board of Trustees of Cerritos College at a regular meeting held on June 5, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Signed: Marisa Perez
President, Board of Trustees

Attest: _____
Secretary, Board of Trustees

CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 13-16
RESOLUTION OF THE BOARD OF TRUSTEES OF CERRITOS COLLEGE IN OPPOSITION OF ASSEMBLY BILL 955 WHICH PROPOSES A TWO-TIERED FEE SYSTEM OF COURSE OFFERINGS

WHEREAS, the Cerritos Community College District operates Cerritos College which serves the southeast portion of Los Angeles County, serving the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate; and

WHEREAS, Cerritos College serves over 21,000 students from throughout the region and has over 1,100 full- and part-time employees; and

WHEREAS, because of reductions and deferrals in funding by the state for community colleges, Cerritos College has had to cut nearly $14 million of its annual operating budget in order to meet the state reduced workload requirements which equal a loss of approximately 1,485 FTES or over 6,000 class sections per year in the last five budget years; and

WHEREAS, recognizing the reduction in our ability to serve students, businesses, and industry partners in our region, the Cerritos College Board of Trustees is committed to maintaining as many classes and services as possible; and

WHEREAS, to provide some relief for students seeking credit courses, Assembly Bill 955 introduced by Assemblymember Das Williams would authorize community college districts to establish and maintain an extension program that would be added to summer and winter intersessions allowing students to pay the cost of education for credit courses they have been unable to get in the regular credit program; and

WHEREAS, the Cerritos College Board of Trustees recognizes that AB 955 creates a two-tiered fee system of course offerings which runs contrary to the history and tradition of our community college system providing equal access to all students; and

WHEREAS, AB 955 does not restore revenues that have been cut by the state and puts community colleges in competition with private universities and colleges that offer tuition based lower division courses.

NOW THEREFORE, BE IT RESOLVED that the Cerritos College Board of Trustees opposes Assembly Bill 955 and urges our state legislators to oppose the bill.

PASSED AND ADOPTED by the Board of Trustees of Cerritos College at a regular meeting held on June 5, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Signed: Marisa Perez
President, Board of Trustees

Attest: _____
Secretary, Board of Trustees

CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 13-17
RESOLUTION OF THE BOARD OF TRUSTEES OF CERRITOS COLLEGE IN SUPPORT OF S. 897 AND H.R. 1979 WHICH PROPOSE TO SUSPEND THE INCREASE OF SUBSIDIZED STUDENT LOAN INTEREST RATES FOR A YEAR

WHEREAS, the Cerritos Community College District operates Cerritos College which serves the southeast portion of Los Angeles County, serving the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate; and

WHEREAS, the Cerritos College serves over 21,000 community college students per semester and over 1,000 of our students receive student financial aid loans; and

WHEREAS, the Cerritos College Board of Trustees is keenly aware of the role that financial aid plays in the lives of our students and their families; financial aid provides the means for students to attend college and earn degrees or transfer to four-year colleges and universities and ultimately join the economy in jobs throughout the region; and

WHEREAS, the Cerritos College Board of Trustees is concerned about the near doubling of interest rates for Federal subsidized student loans that will occur on July 1, 2013 if federal legislation isn't adopted to suspend the increases; and

WHEREAS, S. 897 authored by Senator Elizabeth Warren of Massachusetts, was introduced on May 14, 2013, to prevent the doubling of the interest rate for Federal subsidized student loans for the 2013-14 academic year.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District strongly supports S. 897 and its companion bill in the House of Representatives H.R. 1979 to suspend the increase of Federal subsidized student loan interest rates for one year while Congress prepares to work on more comprehensive higher education financial aid legislation.

PASSED AND ADOPTED by the Board of Trustees of Cerritos College at a regular meeting held on June 5, 2013, by the following vote:

AYES:

NOES:

ABSENT:

Signed: Marisa Perez
President, Board of Trustees

Attest: _____
Secretary to Board of Trustees

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: Dr. Stephen Johnson, Vice President of Student Services/ Assistant Superintendent

DATE: June 5, 2013

SUBJECT: **Consideration of Approval of Fee Changes for Services to Students**

RECOMMENDATION

It is recommended that the Board of Trustees approve the implementation of increases of student fees for student health services and parking services, as indicated in the analyses section of this item.

OVERVIEW

The College periodically assesses the needs addressed by student fees. The goals include provision of needed resources and making Cerritos the college of choice for students throughout the region. The recommendations for increases in the student health services fee and the parking services charge, as well as the establishment of the technology fee, are proposed for purposes of cost recovery and to provide quality programs. Information regarding a change in the administration of the CCSA student activities fee is also being provided. This change does not require Board approval as it is already permitted in Board Policy and Administrative Procedure.

Consideration of Student Health Services Fee. The proposed $3.00/term change in the Student Health Services fee brings this fee from the current $16.00 per semester and $13.00 per summer to $19.00 per semester and $16.00 per summer. $19.00 per semester is the state-permitted limit. Charge schemes with variable amounts are also permitted by the state, but the drastic cuts in services that would be visited on our students by such schemes are not recommended. As a required fee, it is not waived by the Board of Governors Fee Waiver (BOG-FW), but it is eligible for inclusion in a student's financial aid cost of education. This fee may be waived based on documented and exclusive reliance on prayer for healing, per state regulations in Title 5. This proposed fee change is projected to raise an additional $150,000 annually for student health services. It was supported by the Student Senate on a vote of Yes-26, No-1, Abstain-0. It was subsequently supported unanimously by the Planning and Budget Committee.

Consideration of Student Parking Permit (term) Charge. The proposed $5.00/term increase in the Student Parking Permit (term) charge brings it from the current non- BOG-FW amount of $35.00 per semester and $20.00 per summer to the new non-BOG-FW amounts of $40.00 per semester and $25.00 per summer. $50.00 per semester is the state-permitted limit, unless the college has a waiver for parking construction costs. The state limit and our established charges for BOG-FW students are $30.00 per semester and $20.00 per summer. This charge is applicable only to those students parking on campus and wishing to purchase a term permit versus a $2.00 daily permit. As this is not a required charge, it is not included in a student's cost-of-education calculation for financial aid. The proposed changes to this charge are expected to raise an additional $100,000 annually to support parking and related security services. The changes were supported by the ASCC Senate with a vote of Yes-17, No-4, and Abstain-6. It was subsequently supported unanimously by the Planning and Budget Committee.

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Information Regarding a Change in the Administration of the Cerritos College Student Activities (CCSA) Fee. This is not an increase to the fee, but a change in its administration. The fee is to be charged to all students. This is in line with all of our comparables, as reflected in the Comparables Data chart below. An optional or voluntary student activities fee is permissible. The registration system will automatically calculate all mandatory and permissive optional fees for all students and then allow the student to pay the fees and secure waivers for permissive optional fees. Fees charged of all BOG-FW students are to be $34.00 per semester and $23.00 per summer; such for a full-time non-BOG-FW student are to be $586.00 per semester and $299.00 (at 6 units) per summer. Students receiving Pell grants may use part of their grants to pay these fees. The CCSA student activities fee supports the co-curricular, extra-curricular, program, and service expenses borne by the ASCC budget. The following language is published in the Schedule of Classes:

> *The student activities fee is subject to student waiver. Information is available from the Office of Student Activities located in the Student Center. Revenue from the collection of this fee may be used by ASCC to support or oppose political measures.*

Charging it to all students was supported by the ASCC Senate with a vote of Yes-17, No-0, Abstain-0. Subsequently, it was supported unanimously by the Planning and Budget Committee.

Comparables Data*

College	Student Activities Fees**		Student Health Fees		Student Parking Charges (non-BOG-FW)		Notes
	Semester	Session	Semester	Session	Semester	Session	
Cerritos (proposed)	*#$10*	*#$4*	*$19*	*$16*	*$40*	*$25*	#both Non-BOG & BOG
Chaffey	$8	$5	$17	$14	$50	$25	
Citrus	$14	$9	##$19/14	##$16/11	$50	$25	## Non-BOG/BOG
El Camino	$10	-0-	$19	-0-	$35	$20	
Glendale	$12.50	-0-	$18	$14	$75	$45	
Long Beach	$20	$16	$19	$16	$25	$15	
Mt. SAC	$11	-0-	##$18/14	##$15/11	$40	$20	## Non-BOG/BOG
Pasadena	$10	$5	$13	$10	$64	$20	
Rio Hondo	$7	$4	$19	$15	$40	$20	
Santa Monica	$32.50	$32.50	$18	$15	$85	$45	

* Amounts are as found online, as of 5/20/13, and may be subject to pending change actions as at Cerritos. Certain of the amounts shown are subject to variable charge schemes and may not be charged equally of all students. No variable charge schemes are recommended, other than as required for the parking charges.

**Known by various titles, including Associated Students Fee, College Service Fee, Student Services Fee, Student Discount Sticker Fee, Universal Access ID Fee, Student Activities Fee, etc.

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ANALYSES

Student Health Services Fee

Student Health Services is requesting an increase in the Student Health Services fee. The increase would be effective fall 2013.

Current Term Fee	Proposed Term Fee	Mandatory?	Waiver	Fin Aid
$16.00 (each, fall and spring)	$19.00 (each, fall and spring)	Yes*	Yes*	Yes
$13.00 (summer)	$16.00 (summer)			

* Subject to limited waiver for individuals with documentation of reliance on prayer for healing.

Student Parking (term) Charge

Campus Police is requesting charge increases for student parking (term) charges. The increases would be effective fall 2013.

Current Term Fee	Proposed Term Fee	Mandatory?	Waiver	Fin Aid
$30.00 (each, fall and spring) (BOG-FW)	unchanged (each, fall and spring)	No	N/A	No
$35.00 (each, fall and spring)	$40.00 (each, fall and spring)			
$20.00 (summer)	$25.00 (summer)			

Current Daily Charge	Proposed Daily Charge	Mandatory?	Waiver	Fin Aid
$2	$2	No	N/A	No

Cerritos College Student Activities (CCSA) Fee

ASCC approved charging this fee to all students. This change would be effective fall 2013.

Current Term Fee	Proposed Term Fee	Mandatory	Waiver	Fin Aid
$10.00 (each, fall and spring) (non-BOG-FW, only)	$10.00 (all)	No	Yes*	No
$4.00 (summer) (non-BOG-FW)	$4.00 (all)			

*May be waived without reason.

FINANCIAL IMPLICATIONS

As stated above.

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CERRITOS COMMUNITY COLLEGE DISTRICT

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
JUNE 19, 2013

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Ms. Perez, Board President. Those present were Ms. Carmen Avalos, Mr. Bob Arthur, Mr. John Paul Drayer, Dr. Bob Hughlett, Dr. Shin Liu, Ms. Marisa Perez, Dr. Sandra Salazar and Mr. Lance Makinano, Student Trustee. Others present were the President/Superintendent, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Business Services, Vice President of Human Resources, Faculty Senate President, CSEA Representative and CCFF President.

II. PLEDGE OF ALLEGIANCE

The flag salute was led by Dr. Salazar.

III. APPROVAL OF MINUTES

A. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve the minutes of the regular meeting of June 5, 2013. The vote for approval was unanimous (student advisory vote: aye).

IV. INSTITUTIONAL PRESENTATIONS
Employee of the Month

A. Dr. Lacy announced that Robin Brugger received the Outstanding Classified Employee Award for the month of May 2013.

Public Works Change Order Process

B. Sam Santana of Dannis Woliver Kelley Law Firm gave a presentation on the change order process.

V. PUBLIC HEARING

A. Ms. Perez opened the Public Hearing Regarding Resolution No. 13-13 Approving the Adoption of the Final Subsequent Mitigated Negative Declaration (State Clearinghouse Number 2007011057) for Cerritos College 2011 Facilities Master Plan. It was moved by Dr. Hughlett to close the public hearing. The vote for approval was unanimous.

VI. PUBLIC PRESENTATIONS
Luis Gonzalez

Luis Gonzalez, District Representative from Senator Ron Calderon's office presented a proclamation to Mark Wallace, Director of Public Affairs and Governmental Relations, commending him for his 39 years of service in education. Mr. Gonzalez wished him the best for an active and productive retirement.

VII. CONSENT AGENDA

It was moved by Dr. Hughlett 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. Acceptance of Gift for Automotive Collision Repair Program Valued at $1,998.60, as attached.

B. New Courses and Modifications to Curriculum, as attached.

C. Acceptance of Economic and Workforce Development Advanced Transportation and Renewable Energy Sector Navigator Grant in the Amount of $372,500, as attached.

D. HSI-STEM (Hispanic Serving Institution) Grant Supplemental Instruction Faculty Stipends, as attached.

E. Report of the Technical & Occupational Programs (TOP) Committee on Career Technical Education (CTE) Programs, as attached.

F. Budget Extensions and Budget Transfers, as attached.

G. Consideration of Approval of Contracts With:

Services
RENEWAL

1. Straight Talk
   General Counseling Services
   Requested by: Student Health and Wellness
   The renewal period will be from July 1, 2013 through June 30, 2014. The District will pay for services performed at a rate of $35.00 per hour for a not-to-exceed amount of $34,100, with hours to be at the discretion of the Student Health Director. Funding will be allocated from the Student Health Center budget which is derived from student fees.

Services
AMENDMENT

2. El Camino Community College District
   El Camino Community College's Employment Training Panel Funds
   Requested by: Community Advancement
   El Camino wishes to amend the agreement with the District to increase the contract sum by an additional $50,000 to provide additional training under the ETP program.

Services
NEW

3. Riverside Community College District
   Riverside Community College's Employment Training Panel Funds
   Requested by: Community Advancement
   To provide on-site, District-customized training to its business clients funded by the Riverside College's Employment Training Panel (ETP) funds. The contract amount will be $50,000 as revenue to the District for the services provided. For period July 1, 2013 through December 31, 2015.

H. Employment of Full-Time, First-Year Contract (Probationary) Faculty:

Cho, Angela, Instructor (Mathematics), @ Column B, Step 3 ($55,726.00/annual), 10-School Month Contract, effective August 19, 2013

I. Grant Management Position and Employment of Temporary Full-Time Classified Manager:

Davis, Peter, Sector Navigator of Advanced Transportation and Renewable Energy, Management and Confidential Employees Salary Schedule, Grade 33, Step 8 ($9,850.00/monthly), contingent upon continued grant funding, effective July 1, 2013, for a period not to exceed June 30, 2014. This item is contingent upon acceptance of the grant as stipulated in Agenda Item VII.C. Grant is funded for five years and it is renewed annually.

000477

J. Employment of 2013 Summer Session Faculty Personnel, as attached.

K. Classified, Short-Term, Substitute, and/or Student Hourly Personnel, as attached.

L. Resignation Accepted by the President – Sharleen Carlos (Human Resources), effective August 12, 2013.

VIII. ADMINISTRATIVE MATTERS

A. As information, the board book contained a memo regarding the Deferred Compensation Reimbursement for the President/ Superintendent.

B. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve the Cerritos College 2015-2019 Five-Year Construction Plan (5YCP), as attached. The vote for approval was unanimous (student advisory vote: aye).

C. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Bid No. 12P005, LRC Roof Repairs, as attached. There was discussion regarding the bid process and the scope of the project. The vote for approval was unanimous (student advisory vote: aye).

D. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Resolution No. 13-13 Approving the Adoption of the Final Subsequent Mitigated Negative Declaration (State Clearinghouse Number 2007011057) for Cerritos College 2011 Facilities Master Plan, as attached. The vote for approval was unanimous (student advisory vote: aye).

E. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve Change Orders No. 1 [Agency Driven], No. 2 [Agency Driven], and No. 3 [Omission] (Bid #1112-02, Category 10), Nevell Group, Inc., Liberal Arts/DSPS Building, as attached. The vote for approval was unanimous (student advisory vote: aye).

F. It was moved by Dr. Hughlett and seconded by Mr. Arthur to approve Expenditures from Vintage Fund 39.1 for Resource Allocation Requests Related to Student Success, as attached. There was discussion about the processes used to rank expenditure requests. Ms. Avalos amended the motion to allocate $160,000 for technology fee uses this year. Mr. Drayer seconded the motion and the vote for approval was unanimous.

G. Dr. Hughlett moved to table Item G. Consideration of Approval of Resolution No. 13-18 in Support of Assembly Bill 182 Which Proposes Better Financial Controls and Transparency in Funding School Bonds for a future meeting after more input is received. Mr. Arthur seconded the motion and the vote for approval was unanimous (student advisory vote: aye).

H. Mr. El Fattal made a presentation on the 2013-14 proposed tentative budget. After much discussion and questions from the Board, it was moved by Dr. Hughlett and seconded by Mr. Arthur to

approve the Tentative Budget for the 2013-14 Fiscal Year, as attached. Mr. Drayer stated that he can't support an unbalanced budget. The roll call was as follows:

Mr. Arthur – yes
Ms. Avalos – yes
Mr. Drayer – no
Dr. Hughlett – yes
Dr. Liu – yes
Ms. Perez – yes
Dr. Salazar – yes

The motion passed.

I. It was moved by Mr. Arthur and seconded by Dr. Hughlett to approve that a subcommittee work with the Board President to draft goals for the Board of Trustees by August 15, 2013; schedule a Board study session to discuss and approve goals for the Board of Trustees by September 15, 2013; develop a new evaluation survey, which will be used by the Board of Trustees in its annual self evaluation, by October 15, 2013; and, make the respective changes in Board Policy 2745 to reflect this process. Ms. Perez appointed herself, Dr. Hughlett and Mr. Arthur to the subcommittee. The vote for approval was unanimous.

IX. REPORTS

A. Board of Trustees

Dr. Hughlett congratulated Toni Grijalva on being installed as the new president of the Norwalk Chamber of Commerce and congratulated Mr. Wallace on his retirement.

Dr. Salazar stated that she enjoyed the Relay for Life event on campus and added that she was honored to be the keynote speaker for the Project HOPE graduation.

Mr. Arthur stated that it has been a pleasure to attend many events during this year's graduation festivities.

Mr. Drayer stated that he is happy to be alive today after a recent medical scare. He stated that he was honored to attend the EOPS Graduation Ceremony and Nursing Pinning Ceremony. He concluded by stating that he and Dr. Lacy attended a budget session at Downey City Hall hosted by Assemblywoman Cristina Garcia.

Mr. Makinano thanked Mr. Wallace for his work with the students. He stated that ASCC will be hosting a training session for its leaders this year. He encouraged students to become involved in student government.

Ms. Perez stated that graduation was fantastic and she thanked everyone involved. She stated that it is her goal to work with Lakewood community service organizations this summer and create a scholarship for Lakewood students.

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B. Faculty and Staff Leadership

C. President/Superintendent and Vice Presidents

Dr. Johnson stated that there has been a lot of work done at the local high schools in terms of preparation for assessment testing.

Dr. Gularte stated that she has been working as part of the Safe Zone Ally Committee. She also stated that the EEO Plan will be coming to the board after it is forwarded through the shared governance process.

Dr. Schilling gave an update on the Kaleidoscope grant and stated that Cerritos College wants to be a leader in open educational resources.

Dr. Lacy stated that Proposition 39 funds are still being debated. She also indicated that the state budget was approved with trailer bills. She also shared that Chancellor Brice Harris has indicated that approximately 600,000 community college students were lost during the recession.

X. CLOSED SESSION — The Board adjourned to closed session at 10:21 p.m.

XI. RECONVENE — The Board reconvened at 11:55 p.m.

XII. ADJOURNMENT — The Board adjourned at 11:55 p.m.

XIII. NEXT REGULAR MEETING — The next regular meeting of the Board of Trustees is scheduled for Wednesday, July 17, 2013 at 6:30 p.m.

Marisa Perez, Board President

Dr. Sandra Salazar, Board Secretary

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: David El Fattal, Vice President of Business Services/Assistant Superintendent

PREPARED BY: Mark B. Logan, Director of Purchasing

DATE: June 19, 2013

SUBJECT: **Consideration of Acceptance of Gift**

RECOMMENDATION

It is recommended that the gift below be accepted on behalf of the College.

ANALYSIS

The following item has been received by the College as a donation:

For use in the Automotive Collision Repair Program:

- A variety of specialty tools, materials, and equipment specific to automotive restoration.

  Donated by: Eastwood Company
  263 Shoemaker Road
  Pottstown, PA 19464

The estimated value of the above item is $1,998.60.

FINANCIAL IMPLICATIONS

There is no cost to the District for the acceptance of this gift.

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New Course Offerings and Modifications to Curriculum
Presented at the Regular Board Meeting of June 19, 2013

Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
New	Science/ Engineering and Math	CIS 170A Networking Fundamentals Units: 3.5 Class hours: 3 Lecture/2 Lab Prerequisite: None Corequisite: None Recommendation: None	This is a survey course about the computer networking and telecommunications industry. Topics covered include the seven layers of the Open Systems Interconnection Model (OSI), network architectures, internetworking, and telecommunications.	June 3, 2013
New	Science/ Engineering and Math	CIS 170B Network + Certification Units: 3.5 Class hours: 3 Lecture/2 Lab Prerequisite: None Corequisite: None Recommendation: None	This course offers training in the knowledge and skills required by the CompTIA (the Computer Technology Industry Association) for its Network + Certification. Topics include network fundamentals, local area network implementation, basic systems administration, and various network protocols and devices.	June 3, 2013
New	Science/ Engineering and Math	CIS 170D Introduction to TCP/IP Units: 1.5 Class hours: 1.5 Lecture/1 Lab Prerequisite: None Corequisite: None Recommendation: CIS 170A or equivalent with a grade of Pass or "C" or higher.	This course offers an overview of the most widely-used networking architecture in the networking industry: Transport Control Protocol/Internet Protocol (TCP/IP). Students will learn the underlying applications, components and protocols of TCP/IP and its necessary link to the Internet, and how to identify TCP/IP layers, components and functions. Navigation tools, TCP/IP services and troubleshooting methodologies are also reviewed. Topics include usage of TCP/IP applications, structure of TCP/IP routing, TCP/IP addressing and subnetting, how TCP/IP addresses are discovered and used in computer networks, IP routing and router usage, and troubleshooting a TCP/IP network.	June 3, 2013
New	Science/ Engineering and Math	CIS 170E Router Configurations and Protocol Units: 3.5	This is the second course of four on Cisco networking technologies. It covers the OSI reference model, routers and their use, router components, router start-up and set-up, configurations, and the Cisco Internetworking Operating	June 3, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Class hours: 3 Lecture/2 Lab Prerequisite: CIS 170A or equivalent with a grade of Pass or "C" or higher or appropriate work experience. Corequisite: None Recommendation: None	Systems (I0S).	
New	Science/ Engineering and Math	CIS 170F Advanced Switching and Routing Units: 3.5 Class hours: 3.5 Class hours: 3 Lecture/2 Lab Prerequisite: CIS 170E or equivalent with a grade of Pass or "C" or higher or appropriate work experience. Corequisite: None Recommendation: None	This is the third in a series of courses that prepares students for certification as a Cisco Certified Network Associate (CCNA). This class covers LAN (Local Area Network) Switching, VLANs (Virtual Local Area Networks), LAN design, IGRP (Interior Gateway Routing Protocol), Access lists, and Novell IPX.	June 3, 2013
New	Science/ Engineering and Math	CIS 170G Wide Area Networks Units: 3.5 Class hours: 3 Lecture/2 Lab Prerequisite: CIs 170E or equivalent with a grade of Pass or "C" or higher or appropriate work experience. Corequisite: None Recommendation: None	This is the fourth in a series of courses that prepares students for certification as a Cisco Certified Network Associate (CCNA). It covers Wide Area Network (WAN) design, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Frame Relay, and CCNA exam review.	June 3, 2013
New	Science/ Engineering and Math	CIS 170L Cybersecurity Fundamentals Units: 3.5	This is an introductory course on fundamentals of information security. It provides a comprehensive overview of communication security, infrastructure security,	June 3, 2013

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Modification Type	Division	Course/Certificate Information	Rationale	Curriculum Committee Approval Date
		Class hours: 3 Lecture/2 Lab Prerequisite: None Corequisite: None Recommendation: CIS 170A or equivalent with a grade of pass or "C" or higher.	cryptography, operational/organizational security, disaster recovery, business continuity, as well as computer forensics. The contents also map to the Security+ certification exam by Computing Technology Industry Association (CompTIA)	

0004834

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Steve Richardson, Executive Director of Foundation & Community Advancement

PREPARED BY: Jannet Malig, Director of Advanced Transportation Technologies Project

DATE: June 19, 2013

SUBJECT: **Consideration of Approval of Economic and Workforce Development Advanced Transportation and Renewable Energy Sector Navigator Grant in the Amount of $372,500**

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Economic and Workforce Development Advanced Transportation and Renewable Energy Sector Navigator Grant in the amount of $372,500 for the period July 1, 2013 to June 30, 2014.

OVERVIEW

By accepting this grant, Cerritos College will become the host institution for the Sector Navigator Grant. The Sector Navigator's mission is to serve as a catalyst for ensuring that the Advanced Transportation and Renewable Energy (AT&R) sector provides forward-thinking methodology, not only to meet the needs of today's workforce, but that of the future industry needs statewide. Cerritos College will serve as the fiscal agent for this project. Upon acceptance of this grant, the Board will also consider an agreement to hire Peter Davis. Peter Davis is being recommended to oversee the statewide activities in the areas of Advanced Transportation and Renewable Energy. Previously Mr. Davis was the statewide initiative director for Advanced Transportation Technology and Energy (ATTE), an initiative that is ending as of June 30, 2013 where his leadership grant was based out of College of the Desert. Cerritos College was chosen to host Mr. Davis as it is considered to be at the forefront of transportation and renewable technology, and is currently the hub for the initiative.

ANALYSIS

The goals of this project will be to provide technical assistance and logistical support to statewide and regional projects with clear outcomes in order to advance sector strategies and regional development. It will also be to provide accountability-based performance metrics, alignment with the statewide LaunchBoard initiative, and the adoption of effective workforce and economic development best practices.

The Sector Navigator will also act as first point of contact for statewide industry organizations and employers with the intent of assisting engagement with the community college system by making use of Regional Consortia and/or other organizations to respond to sector needs, representing the Chancellor's Office and Cerritos College at state-level meetings and workgroups and facilitating business/industry connection with college programs, and other duties as appropriate. The Sector Navigator will also act as a sector expert staying current with industry workforce development needs, trends, and funding opportunities in order to provide expert guidance to the Chancellor's Office, Cerritos College, Regional Consortia and regional sector-specific centers. This will be undertaken while concurrently possessing knowledge of community college regulations, processes and practices in order to effectively deliver common metrics and accountability measures.

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FINANCIAL IMPLICATIONS

The grant amount of $372,500 will be expended as follows:

Instructional Salaries	$8,000
Non-Instructional Salaries	$126,340
Employee Benefits	$34,576
Supplies and Materials	$2,000
Other Operating Expenses and Services	$172,677
Capital Outlay	$14,580
Indirect Cost	$14,327
Total Grant Awarded:	$372,500

There will be no cost to the district

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President of Academic Affairs/Assistant Superintendent

PREPARED BY: Dr. Carolyn Chambers, Dean of Science, Engineering, and Mathematics, (Project Director of HSI-STEM Grant)

DATE: June 19, 2013

SUBJECT: **Consideration of Approval of HSI-STEM (Hispanic Serving Institution) Grant Supplemental Instruction Faculty Stipends**

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of HSI-STEM Grant stipends to Lora Carreon, Susan Fuschetto, Patty George, Jim Henriques, Fuze Huang, Gary Johnpeer, Nora Laredo, Laura Lazarus, Manuel Lopez, Carlos Mera, Phuong Nguyen, Mojdeh Nikdel, Mussie Okbamichael, Leslie Surfas, Thad Szabo, Linda Waldman, and Robert Walther.

OVERVIEW

Cerritos College has received funding from the Department of Education in the amount of $3,538,847.00 over five years (2011-2016) to improve the rate of degree attainment and university transfer in STEM disciplines (Science, Technology, Engineering, and Mathematics).

The funds from the HSI-STEM Grant are designated to promote academic success in the STEM disciplines and focus on degree completion and university transfer. This will be accomplished through a variety of activities, including a summer program for incoming students, expanded tutoring and supplemental instruction, expanded counseling and career information, support for early math assessment and completion of basic skill courses, personnel and equipment in the Math Success Center, development of stronger university articulation, expansion of research opportunities, and faculty development opportunities.

ANALYSIS

As one component of the network of academic support funded by the grant, stipends will be provided to faculty to engage in weekly hours of supplemental instruction with students enrolled in a variety of science courses, both basic and advanced. Stipends are awarded for the following activities:

- Develop student activities to supplement the course materials, review concepts, discuss laboratory results, provide career information, or test mastery of course material.
- Meet with students to complete student activities listed above and provide additional time to advise students on study skills, time-management or personal challenges.
- Monitor student progress and complete proper documentation through student attendance log and feedback forms.

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FINANCIAL IMPLICATIONS

It is recommended to approve stipends for the following faculty:

Lora Carreon	Math 40, 60, 80, 80A, 80B, 114, 140	$1,200.00
Susan Fuschetto	Computer Information Sciences 101	$1,200.00
Patty George	Math 190	$1,200.00
Jim Henriques	Physics 101	$1,200.00
Fuze Huang	Math 112	$1,200.00
Gary Johnpeer	Earth Science 110	$1,200.00
Nora Laredo	Computer Information Science 101	$1,200.00
Laura Lazarus	Chemistry 100	$1,200.00
Manuel Lopez	Math 170	$1.200.00
Carlos Mera	Physics 101	$1,200.00
Phuong Nguyen	Computer Information Sciences 103	$1,200.00
Mojdeh Nikdel	Math 116	$1,200.00
Mussie Okbamichael	Earth Science 110	$1,200.00
Leslie Surfas	Geography 101	$1,200.00
Thad Szabo	Physics 100	$1,200.00
Linda Waldman	Chemistry 100	$1,200.00
Robert Walther	Microbiology 200	$1,200.00

The HSI-STEM Grant will be used for these expenditures.

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: Dr. JoAnna Schilling, Vice President for Academic Affairs/Assistant Superintendent

PREPARED BY: Carl Bengston, Dean of Library and Educational Technologies

DATE: June 19, 2013

SUBJECT: **Consideration of the Report of the Technical & Occupational Programs (TOP) Committee on Career Technical Education (CTE) Programs**

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached annual report of the TOP Committee.

OVERVIEW

The Technical and Occupational Programs (TOP) Committee unanimously approved the attached annual report on Cerritos College career technical education (CTE) programs at its meeting on May 16, 2013.

ANALYSIS

Section 78016 of the California Education Code requires that every vocational or occupational training program offered by a community college district be reviewed every two years by the governing board of the district to ensure that all career technical education (CTE) programs adhere to the requirements of the Code. Faculty from each of the programs scheduled for review this year prepared and submitted a report to the TOP Committee that addressed the Education Code requirements. The program reports were then reviewed by the Committee, and as indicated in the attached report, all programs reviewed were found to be in compliance.

FINANCIAL IMPLICATIONS

None

Attachment

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Annual Report of the Technical and Occupational Programs Committee on Cerritos College Career Technical Education Programs

Section 78016 of the California Education Code requires that every vocational or occupational training program offered by a community college district be reviewed every two years to ensure that career technical education (CTE) programs adhere to the requirements of the Code. This year the Technical and Occupational Programs (TOP) Committee reviewed the following 17 CTE programs offered by Cerritos College:

Business/Humanities & Social Sciences Division:
Accounting (submitted by Michael Farina and Teresa Alenikov)
Business Administration (submitted by Cynthia Moriarty)
Business Communications Office Technology (submitted by Barbara Soden)

Science, Engineering & Mathematics Division:
Computer Systems Analyst (submitted by Susan Fuschetto)
Computer Networking Technicians/Operators (submitted by Kenny Lou)

Fine Arts/Communications Division:
Film Production (submitted by Steven Hirohama)
Commercial Music (submitted by Andrew Maz)
Technical Theater (submitted by Susan Watanabe-Lonsbury)

Health Occupations Division:
Pharmacy Technology (submitted by Ralph Casas)
Physical Therapist Assistant (submitted by Julie Bathke)
Nursing (submitted by Ann Voorhies)
Dental Hygiene (submitted by Adelle Krayer)
Culinary Arts (submitted by Michael Pierini)

Technology Division:
Auto Mechanical Repair (submitted by Kevin Taylor)
Machine Tool Technology (submitted by Nick Real)
Welding (submitted by Mark Tait)
Engineering Design Technology (submitted by Nick Real)

For this year's review faculty of the selected programs were asked to prepare a brief report that responds to the three basic requirements of the Education Code, as follows: 1) CTE programs must meet a documented labor market demand; 2) they must not represent unnecessary duplication of other manpower training programs in the area; and 3) they must be of demonstrated effectiveness as measured by the employment and completion success of their students. The reports submitted this year were reviewed initially by a subcommittee of the TOP Committee, which subsequently presented its findings to the full committee at a meeting on May 16, 2013. The CTE program review subcommittee found that all 17 of the programs up for review this year substantially meet the requirements of Section 78016 of the California Education Code. The TOP Committee endorsed the results of the subcommittee's review and voted unanimously to forward this report to the Cerritos College Board of Trustees for consideration and approval.

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The remaining CTE programs will be reviewed next year. The two-year review cycle will continue on an annual basis, and a report of the results of the review will be forwarded to the Board of Trustees each year. CTE program reports are filed in the CTE/Perkins Office (CE13) on campus and available to the public for review upon request. Attached is the text of Section 78016 of the California Education Code. Also attached is a list of the questions this year's participants were provided as a template for their reports.

Submitted by Carl Bengston, Chair, TOP Committee, May 16, 2013

Attachments

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CTE Program Review

California Education Code Section 78016:

(a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

(1) Meets a documented labor market demand.
(2) Does not represent unnecessary duplication of other manpower training programs in the area.
(3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

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Cerritos College CTE Program Report, Spring 2013

Program:

Division:

Submitted by:

1. **Objectives:** What are the objectives of the program? To what extent are these objectives being achieved? How satisfied are students with their preparation for employment? How satisfied are employers with the preparation they receive in this program? Does this program contribute to programs in other fields? What plans are in place for improving the program?

2. **Market Data Need:** How strong is the demand for graduates of the program? How has demand changed in the past two years and what is the outlook for the next five years. How many jobs are available regionally in this field? Are other similar programs offered in this region and if so, what is their impact on the job market? How is the job market impacting your program?

3. **Enrollment/Retention/Placement:** What are the trends in student enrollment, success and completion, and placement? Is there an increase or decline in the last five years? What are the barriers to success and completion? What are placement rates with local employers? What do these data mean for your program?

BUDGET TRANSFERS FOR JUNE 19, 2013

01.0 FUND - GENERAL FUND - UNRESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	(61,848)
EMPLOYEE BENEFITS	$	(24,466)
SUPPLIES AND MATERIALS	$	(10,227)
OTHER CONTRACT EXPENSES AND SERVICES	$	(6,681)
CAPITAL OUTLAY	$	(713)
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(103,935)**

TO		
ACADEMIC SALARIES	$	103,935
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**103,935**

Transfers: The purpose of these transfers is to cover for Academic Apprenticeship hourly in Adult Education, Diversity Programs.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Three (3)

Divisions/Departments/Programs:

These transfers were requested by Adult Education, Diversity Programs; Apprenticeship; Technology

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BUDGET TRANSFERS FOR JUNE 19, 2013

01.3 FUND - GENERAL FUND - RESTRICTED

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	(5,861)
SUPPLIES AND MATERIALS	$	(257,581)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	$	**(263,442)**

TO		
ACADEMIC SALARIES	$	52,895
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	50,641
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	41,849
CAPITAL OUTLAY	$	118,057
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**263,442**

Transfers: The purpose of these transfers is to allocate funds to cover 2012-13 expenditures.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Thirteen (13)

Divisions/Departments/Programs:

These transfers were requested by Veterans Resource Center; VTEA Title I-C; Los Angeles Universal Preschool; Board Financial/Assistance Program; Title IV Admin Cost Allowance; El Camino CCD Workforce Innovation Partnership Grant; El Camino CCD H1B Technical Skills; Workforce Investment Act-Family Literacy/ESL; Workforce Investment Act-GED; Matriculation; Non-Credit Matriculation; Teacher Prep Pipeline 2012 Funding; Partnering for Safety & Performance - Model Approach to Partnerships in Parenting

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BUDGET TRANSFERS FOR JUNE 19, 2013

39.0 FUND - OTHER SPECIAL REVENUE FUND

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	(155,029)
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	
TOTAL	**$**	**(155,029)**

TO		
ACADEMIC SALARIES	$	9,284
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	96,066
EMPLOYEE BENEFITS	$	30,689
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	16,682
CAPITAL OUTLAY	$	2,000
PAYMENTS TO OR FOR STUDENTS	$	308
TOTAL	**$**	**155,029**

Transfers: The purpose of these transfers is to allocate funds to cover 2012-13 expenditures.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Five (5)

Divisions/Departments/Programs:

These transfers were requested by Community Education; Cosmetology; ABC USD Tracy HS; CITE Contract Education; Teacher TRAC Contract Education

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BUDGET TRANSFERS FOR JUNE 19, 2013

69.0 FUND - STUDENT HEALTH SERVICES FUND

FROM		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	
EMPLOYEE BENEFITS	$	
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	(479)
CAPITAL OUTLAY	$	
INTERFUND TRANSFERS	$	
CONTINGENCY	$	(91,051)
TOTAL	$	**(91,530)**

TO		
ACADEMIC SALARIES	$	
CLASSIFIED AND OTHER NON-ACADEMIC SALARIES	$	54,000
EMPLOYEE BENEFITS	$	479
SUPPLIES AND MATERIALS	$	
OTHER CONTRACT EXPENSES AND SERVICES	$	
CAPITAL OUTLAY	$	37,051
PAYMENTS TO OR FOR STUDENTS	$	
TOTAL	$	**91,530**

Transfers: The purpose of these transfers is to fund adult hourly personnel and purchase capital equipment.

Self Balancing: No effect on the ending balance

Number of Transfer Requests: Two (2)

Divisions/Departments/Programs:

These transfers were requested by Student Health Services.

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APPROPRIATION TRANSFER ANALYSIS FOR JUNE 19, 2013

Revenue Budget

00000.0-00300-02220-8890-6120000 (01.0 Fund) Local - Library & Learning Resource Center Photo copy revenue received in Library. Budget is set up for library books.	$	13,000
00000.0-00100-70004-8160-0000000 (01.3 Fund) Federal - Veterans Resource Center To set up budget for the remaining Year Two funds for counselor hourly, classified full time, adult hourly, and its associated fringe benefits.	$	32,130
00000.0-00000-70005-8160-0000000 (01.3 Fund) Federal - Veterans Affair To set up budget for funds received in 2012-13 for supplies.	$	8,603
00000.0-00000-70006-8612-0000000 (01.3 Fund) State - Basic Skills This is an additional funding stated in the P1 report compared to the older Advance funding report. Budget is set up for academic adult hourly, academic release time, academic stipend.	$	33,980
00000.0-00000-70700-8890-0000000 (01.3 Fund) Local - Child Development Training Consortium To set up budget for funds received in 2012-13 for other payments to or for students.	$	21,250
00000.0-00000-70750-8830-0000000 (01.3 Fund) Local - Los Angeles Universal Preschool To adjust budget in 2012-13 for CDC teacher, director's salary and its associated fringe benefits.	$	(88,161)
00000.0-00000-71100-8150-0000000 (01.3 Fund) Federal - Board Financial/Assistance Program An increase in funding. Budget is set up for contracted services.	$	38,128
00000.0-00000-71120-8150-0000000 (01.3 Fund) Federal - Title IV Admin Cost Allowance A decrease in Pell payment in March 2013. Budget is reduced for contracted services.	$	(985)

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APPROPRIATION TRANSFER ANALYSIS FOR JUNE 19, 2013

Revenue Budget

00000.0-00000-71640-8629-0000000 (01.3 Fund) State - El Camino CCD Workforce Innovation Partnership Grant To adjust budget in 2012-13 for supplies.	$	(11,349)
00000.0-00000-73400-8629-0000000 (01.3 Fund) State - Matriculation Increase in allocation. Budget is set up for counselor, classified full time and its associated fringe benefits, equipment and contracted services.	$	23,965
00000.0-00000-73601-8890-0000000 (01.3 Fund) Local - CCF California Wellness Foundation Project funded through the Foundation office. Budget is set up for classified full time and its associated fringe benefits.	$	45,000
00000.0-00000-73602-8890-0000000 (01.3 Fund) Local - CCF Irvine Foundation Grant: Linked Learning To set up budget for counselor hourly, adult hourly and its associated fringe benefits.	$	28,452
00000.0-00000-75282-8629-0000000 (01.3 Fund) State - Teacher Prep Pipeline 2012 Funding To set up budget for academic stipend and academic release time and its associated fringe benefits.	$	12,000
00000.0-00000-75283-8629-0000000 (01.3 Fund) State - Teacher Prep Pipeline 2013 Funding To set up budget for academic release time, adult hourly and its associated fringe benefits, supplies.	$	90,000
00000.0-00000-75900-8190-0000000 (01.3 Fund) Federal - Foster & Kinship Care Education An increase in funding. Budget is set up for adult hourly and its associated fringe benefits.	$	1,228
00000.0-00000-76603-8629-0000000 (01.3 Fund) State - ECDV Responsive Training Fund: Green Dealership To set up budget for director's salary and its associated fringe benefits, supplies, contracted services.	$	189,899

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APPROPRIATION TRANSFER ANALYSIS FOR JUNE 19, 2013

Revenue Budget

00000.0-00000-76604-8629-0000000 (01.3 Fund) State - ECDV Strategic HUBS 2013 Funding To set up budget for director's salary and its associated fringe benefits, supplies, contracted services.	$	112,500
00000.0-00000-78801-8890-0000000 (01.3 Fund) Local - CCF Packard Foundation Early Learning Foundation Teacher Pathway #3 To set up budget for academic full time, academic hourly, adult hourly and its associated fringe benefits.	$	26,091
00000.0-00000-79000-8623-0000000 (01.3 Fund) State - Disabled Students Program Services To adjust income budget to match expenditure budget.	$	279,951
00000.0-00000-79000-8623-0000000 (01.3 Fund) State - Disabled Students Program Services A prior year adjustment was received. Budget is set up for academic full time salary.	$	1,988
00000.0-00000-79000-8623-0000000 (01.3 Fund) State - Disabled Students Program Services This is an additional funding stated in the P1 report compared to the older Advance funding report. Budget is set up for counselor hourly, adult hourly, and its associated fringe benefits.	$	45,417
00000.0-00000-74100-8885-0000000 (39.0 Fund) Local - Citizenship Project Additional income. Budget is set up for supplies.	$	255
00000.0-00000-74250-8830-0000000 (39.0 Fund) Local - Associated Builders & Contractors of Southern California To set up budget for adult hourly and its associated fringe benefits, supplies, travel.	$	13,779
00000.0-00000-74700-8831-0000000 (39.0 Fund) Local - Plaza Communitaria To set up budget for adult hourly and its associated fringe benefits.	$	3,666

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APPROPRIATION TRANSFER ANALYSIS FOR JUNE 19, 2013

Revenue Budget

00000.0-00000-75130-8831-0000000 (39.0 Fund) Local - Welding Certification Additional income. Budget is set up for adult hourly and its associated fringe benefits.	$	15,240
00000.0-00000-77400-8831-0000000 (39.0 Fund) Local - Teacher TRAC Contract Education To set up budget for academic hourly and its associated fringe benefits, supplies.	$	25,451
Total Revenue Budget	$	961,478

I. BUSINESS EDUCATION/HUMANITIES/SOCIAL SCIENCES

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Del Los Rios	Katya	Economics	A3	54.60

II. FINE ARTS/COMMUNICATIONS

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
McMills	Anne	Theatre Arts	B2	51.71
Williams	Bradford	Theatre Arts	B5	60.33

III. TEACHER TRAC

Part-Time Instructors

Name		Discipline	Salary Placement	Rate
Berekian	Beverly	Earth Science	A1	48.83

IV. COUNSELOR HOURLY - STUDENT SERVICES

Part-Time Counselors

Name		Discipline	Salary Placement	Rate
Aldrich	Christine	Counseling	C1	40.23
Beckham	Meri	Counseling	C1	40.23
Bello	Francesca	Counseling	C1	40.23
Brochet	Anna	Counseling	C1	40.23
Castro	Rigoberto	Counseling	C1	40.23
Escalante	Mario	Counseling	C1	40.23
Garcia	Eric	Veterans Resource Center	C1	40.23
Gropp	Edward	Counseling	C1	40.23
Gutierrez	Jose	Counseling	C1	40.23
Manzo	Berenice	Counseling	C1	40.23
McCarthy	Tara	Counseling	C1	40.23
Quiroz	Jamie	Counseling	C1	40.23
Romero	Gustavo	Counseling	C1	40.23
Salazar	Felipe	Financial Aid	C2	43.10
Villalpando	Angelica	Financial Aid	C1	40.23

EMPLOYMENT OF C[illegible]-TERM, SUBSTITUTE, AND/OR STUDENT HOURLY PERSONNEL

I. Classified Employment

Administrative Clerk III, Grade 27, Step 2 ($3,268.00/month) effective June 20, 2013:
Amanda MacLean (Science, Engineering, and Mathematics)

Research Analyst (Part-Time) @ 48-1 ($29.31/per hour) effective June 20, 2013:
Amy Jennings (Research and Planning)

II. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2013, or 175 total workdays, whichever occurs first

Conner, Genisha*	Cashier – Clerk	$8.64/hr	06/21/13
Cornejo, Valerie*	Cashier – Clerk	$8.64/hr	05/18/13
Benoun, Diego**	Clerk	$8.64/hr	06/24/13
Araiza, Arlene	Intermediate Clerk	$9.56/hr	06/01/13
Garcia, Marilu	Intermediate Clerk	$9.56/hr	06/01/13
Seng, Bolina	Intermediate Clerk	$9.56/hr	06/01/13
Schwarzenbach, Brad**	Sports Specialist	$11.77/hr	06/24/13
Fromm, Timothy*	Document Services Coordinator	$11.88/hr	05/01/13
Han, Amanda**	Cont. Ed. Specialist (Health Occupations)	$50.52/hr	05/01/13

III. Short-term hourly employment (as needed), variable hours per day and days per week, for a period not to exceed June 30, 2014, or 175 total workdays, whichever occurs first

Batson, Kimberly	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13
Brennan, Jamie	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13
Castellanos, Matthew	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13
Esqueda, Genesis	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13
Hernandez, Sonia	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13
Romero Cardenas, Itzel	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13
Valenzuela, Juan	Aides-General (Laboratory)	$8.00/hr (1)	07/01/13

* Categorically Funded
** Specially Funded

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Lopez, Jonathan*	Aides-Special (Counselor)	$8.00/hr (1)	07/01/13
Valencia, Angelica*	Aides-Special (Counselor)	$8.00/hr (1)	07/01/13
Venegas, Nataly*	Aides-Special (Counselor)	$8.00/hr (1)	07/01/13
Conner, Genisha*	Cashier-Clerk	$8.64/hr	07/01/13
Castanos, Ann*	Instructional Aide I	$9.56/hr (1)	07/01/13
Dunston, Karlina*	Instructional Aide I	$9.56/hr (1)	07/01/13
Javier, Anna	Instructional Aide I	$10.51/hr (3)	07/01/13
Paulsen, Brittany*	Instructional Aide I	$9.56/hr (1)	07/01/13
Walker, Ryan	Instructional Aide I	$9.56/hr (1)	07/01/13
Valencia, Kaylyn**	Student Activities Clerk	$9.56/hr	07/01/13
Perez, Scott	Community Outreach Worker	$9.99/hr	07/01/13
Ruiz, Jenifer	Community Outreach Worker	$9.99/hr	07/01/13
Cortez, Anthony**	Aquatics Specialist	$10.11/hr	07/01/13
Guevarra, Robert**	Aquatics Specialist	$10.11/hr	07/01/13
Hackworth, Jared**	Aquatics Specialist	$10.11/hr	07/01/13
Ibarra, Celeste**	Aquatics Specialist	$10.11/hr	07/01/13
Medina, Jasmine**	Aquatics Specialist	$10.11/hr	07/01/13
Najera, Lydieth**	Aquatics Specialist	$10.11/hr	07/01/13
Park, Richard**	Aquatics Specialist	$10.11/hr	07/01/13
Plascencia, Karina**	Aquatics Specialist	$10.11/hr	07/01/13
Anatalio, Joshua**	Sports Specialist	$11.77/hr	07/01/13
Lee, Eugene**	Sports Specialist	$11.77/hr	07/01/13
Nevarez, Meghan-Maley**	Sports Specialist	$11.77/hr	07/01/13
Echeverria, Diana L.*	Instructional Aide II	$12.81/hr	07/01/13
Gonzalez, Anthony	Instructional Aide II	$12.81/hr	07/01/13
Gutierrez, Anthony	Instructional Aide II	$12.81/hr	07/01/13
Ikiri, Toshiaki	Instructional Aide II	$12.81/hr	07/01/13
Leslie, Eugene	Instructional Aide II	$12.81/hr	07/01/13

* Categorically Funded
** Specially Funded

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Millard, Samuel		$12.81/hr	07/01/13
Nunez, Johnny	Instructional Aide II	$12.81/hr	07/01/13
Terrazas, Alexander**	Instructional Aide II	$12.81/hr	07/01/13
Hernandez, Benjamin	Instructional Aide II	$14.13/hr (3)	07/01/13
Rios, Diana*	Instructional Aide II	$13.45/hr (2)	07/01/13
Gonzalez, Aaron	Program Facilitator	$13.79/hr	07/01/13
Loayza, Diana	Program Facilitator	$13.79/hr	07/01/13
Rios, Rebecca	Program Facilitator	$13.79/hr	07/01/13
Flores, Chris Anthony	Technical Director / Designer	$14.79/hr	07/01/13
Johnson, Cameron	Technical Director / Designer	$14.79/hr	07/01/13
Kennedy, Christina	Technical Director / Designer	$14.79/hr	07/01/13
Martinez III, Tony	Technical Director / Designer	$14.79/hr	07/01/13
Sorensen, Richard	Technical Director / Designer	$14.79/hr	07/01/13
Tsuno, Devon T. S.	Technical Director / Designer	$14.79/hr	07/01/13
Villalovos, Mary Jane	Technical Director / Designer	$14.79/hr	07/01/13
Odrich, Eileen*	Vocational Ed. Special Projects Assist.	$16.41/hr	07/01/13
Vander Linden, Danielle**	Vocational Ed. Special Projects Assist.	$16.41/hr	07/01/13
Peng, Natalie**	Cont. Ed. Specials / Recreation	$16.84/hr	07/01/13
Alvarado, Anabel	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Choi, Ji Hye Jennie	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Cole, John	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Eckhart, Sherry	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Freeland, Rebekah	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Gordon, Derek	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Kim, Kyounghee	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Lock, Bradley	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Revelle, Rebecca	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Shin, Yoon Young	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13
Woodward, Wenying	Cont. Ed. Specialist / Arts & Crafts	$22.45/hr	07/01/13

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Walquist, Brian**	Cont. Ed. Specialist / Cultural Arts	$28.07/hr	07/01/13
Wintersole, Michael**	Cont. Ed. Specialist / Cultural Arts	$28.07/hr	07/01/13
Barrera De Contreras, Gabriela*	Community Education Specialist	$29.15/hr	07/01/13
Clark, Darcy*	Community Education Specialist	$29.15/hr	07/01/13
Huang, Fuze*	Community Education Specialist	$29.15/hr	07/01/13
Nunez, Norberto*	Community Education Specialist	$29.15/hr	07/01/13
Ortiz, Luis*	Community Education Specialist	$29.15/hr	07/01/13
Perez, Carlos*	Community Education Specialist	$29.15/hr	07/01/13
Ramser, Dean*	Community Education Specialist	$29.15/hr	07/01/13
Sanchez, Marisol*	Community Education Specialist	$29.15/hr	07/01/13
San Nicolas, Kathleen*	Community Education Specialist	$29.15/hr	07/01/13
Takeuchi, Kevin*	Community Education Specialist	$29.15/hr	07/01/13
Williams, Harry**	Community Education Specialist	$29.15/hr	07/01/13
Baron, Tony**	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Gonzalez, Juan*	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Moreland, Eddie**	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Pacheco, Rupert**	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Rudd, James**	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Tait, Mark**	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Taylor, Kevin*	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Wilson, Esther**	Cont. Ed. Specialist / Business Tech.	$50.52/hr	07/01/13
Call, MaryEllen*	Cont. Ed. Specialist/Health Occupations	$50.52/hr	07/01/13
Thornbury, Robert**	Cont. Ed. Specialist/Health Occupations	$50.52/hr	07/01/13
Wood, John**	Cont. Ed. Specialist/Health Occupations	$50.52/hr	07/01/13

* Categorically Funded
** Specially Funded

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: David El Fattal, Vice President of Business Services DEF

PREPARED BY: David Moore, Director of Physical Plant & Construction Services

DATE: June 19, 2013

SUBJECT: **Consideration of Approval of Cerritos College's 2015-2019 Five-Year Construction Plan (5YCP)**

RECOMMENDATION

It is recommended that the Board of Trustees approve Cerritos College's 2015-2019 Five-Year Construction Plan (5YCP).

OVERVIEW

The Five-Year Construction Plan (5YCP) is mandated by Education Code and is an annual report and summary of all the major capital outlay projects of a college regardless of what source of revenue will fund the project (e.g., general obligation bond, general fund, capital outlay fund, etc.). The 5YCP communicates to the State the District's plans and needs for current and future capital projects within the plan period by defining the essential capital improvements the college will need if it is to achieve the outcomes specified in its 2011 Facilities Master Plan. The "Five Year" Construction Plan actually covers seven years with its official beginning three fiscal years forward. Hence, the annual 5YCP being presented today begins with the 2015-16 fiscal year and concludes with the 2019-20 fiscal year. This unique forward-projecting circumstance accommodates the State's planning purposes and funding information needs as described herein.

The Chancellor's Office utilizes the information it receives from each community college in the system to make informed decisions regarding project priorities for State funding. In other words, the projects identified by Cerritos College and all other colleges throughout the state system are used by State-level agencies and personnel to determine circumstances such as how much overall classroom space is available throughout the state, how enrollment trends will impact available and future classroom space, and the amount of overall funding that will be necessary from State construction bonds should any be pursued. The Chancellor's Office combines and analyzes the data from the 5YCPs of all 72 community college districts in a manner consistent with Sections 81820 through 81823 of the California Education Code and publishes the statewide Community Colleges Capital Outlay Plan. This statewide plan is used by the State Legislature and several state agencies, including the Department of Finance, Legislative Analyst's Office and California Postsecondary Education Commission, to help identify and develop short-term and long-range capital outlay needs for higher education in California.

ANALYSIS

The attached Executive Summary of the 2015-2019 5YCP lists construction projects, anticipated occupancy schedules, assignable square feet (ASF) capacity, total project budget allocation, and source(s) of funding. Regardless of funding source, all anticipated and "in-progress" projects (e.g., the gymnasium) are included on this list. All pending Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) are included on this list. An IPP is developed by a college, then submitted to the State for determination of whether it is a project that will be eligible to receive State funding. Once approved by the State as an IPP, the next step is for the college to advance the project as an FPP at an

appropriate time based on the needs of the college. Once an FPP is approved by the State only very nominal changes, if any, are allowed to the project's identified scope of work and State reimbursement level.

In closing, the 5YCP serves the following purposes: 1) it provides the state with insight as to the District's use of facilities in relationship to student demand; and, 2) it enables the state to determine whether or not the District qualifies to receive state funding support for capital construction projects. During 2012-13, District staff and its consultants have worked diligently to effectively and positively manage the many variables that are utilized by the state in determining the level of state funding support that may be available. This 5YCP is designed to attract the greatest amount of state funds for our major capital outlay needs.

The District is resubmitting an updated Initial Project Proposal (IPP) for the following:

- Health Sciences Building Renovation

The District is also submitting an Initial Project Proposal (IPP) for the following:

- Business and Language Arts

FINANCIAL IMPLICATIONS

There is no financial impact to the unrestricted general fund. Funding is provided by the State Capital Outlay and local bond funds.

Attachments

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CERRITOS COMMUNITY COLLEGE DISTRICT
2015 - 2019 FIVE YEAR (CAPITAL) CONSTRUCTION PLAN
EXECUTIVE SUMMARY

	Project	Classification	Projected Occupancy	Project Scope in ASF	Total Budget Allocation	Projected Funding Sources: State Supported	Projected Funding Sources: District Allocation Requirements	Projected Funding Sources: Other Supported
	Cerritos Community College District							
1	Burnight Center #21 Replacement (FPP)	Replacement/Academic	2018/2019	34,172	$42,343,000	$38,108,700	$4,234,300	$0
3	Health Sciences Bldg #26 (IPP)	Modernization/Academic	2019/2020	30,176	$13,172,555	$7,903,532	$5,269,023	$0
4	Business & Language Arts (IPP)	Growth/Academic	2020/2021	52,326	$35,275,327	$17,637,664	$17,637,663	$0
5	Library/LRC Bldg 10 Renovation, Phase II	Modernization/Academic	2013/2014	20,890	$9,500,000	$0	$9,500,000	$0
6	Culinary Arts	Modernization/Academic	2013/2014	972	$6,200,000	$0	$6,200,000	$0
7	Liberal Arts Bldg #9 Replacement	Replacement/Academic	2013/2014	20,838	$21,500,000	$0	$21,500,000	$0
8	Child Development Relocation Project	Swing Space Facility	2014/2015	4,332	$4,000,000	$0	$4,000,000	$0
9	CIS & Mathematics Classroom/Lab	Growth/Academic	2015/2016	20,995	$21,900,000	$0	$21,900,000	$0
10	Fine Arts Complex	Growth/Academic	2015/2016	31,134	$29,000,000	$0	$29,000,000	$0
11	Field House	Growth/Academic	2015/2016	9,815	$6,900,000	$0	$6,900,000	$0
12	Health & Wellness Complex	Growth/Academic	2016/2017	63,650	$45,700,000	$0	$45,700,000	$0
		GRAND TOTAL			**$235,490,882**	**$63,649,896**	**$171,840,986**	**$0**
	Completed Project to be Closed Out							
2	Gymnasium Seismic Retrofit (FPP)	Modernization	2012/2013	28,105				

000509

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: David El Fattal, Vice President of Business Services/Assistant Superintendent

PREPARED BY: Mark B. Logan, Director of Purchasing

DATE: June 19, 2013

SUBJECT: **Consideration of Approval of Bid No. 12P005, LRC Roof Repairs**

RECOMMENDATION

It is recommended that the Board of Trustees approve the award of contract for Bid No.12P005, LRC Roof Repairs to Eberhard as the lowest responsive, responsible bidder in the amount of $2,081,654 which equals the total base bid amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor providing acceptable insurance and bonding as required in the bid and contract documents.

OVERVIEW

On April 18 and April 25, 2013, the District advertised and released Bid No. 12P005 for the LRC Roof Repairs project. The project includes, but is not limited to, removal and replacement of the existing roofing system and walkway deck coating at the Learning Resource Center. The project also includes sheet metal work and improvements and upgrades to the roof drainage system. The project had an estimated construction cost of $1,875,000.

The project was bid using a traditional single-prime/general contractor project delivery method requiring a pre-qualified contractor from the District's pre-qualified contractor's list with Class B contractor's license to bid on the project.

Attendance at one of two pre-bid conference meetings and job walks scheduled on May 3 and May 10, 2013 was mandatory. A total of nine contractors attended the mandatory pre-bid conferences and job walks.

ANALYSIS

Two contractors submitted bids for this project by the bid due date of May 21, 2013. Recommendation of award of contract was predicated on the lowest responsive, responsible bidder for the total base bid amount as stipulated in the bid and contract documents. A summary of the bid opening results are attached.

Upon completion of the District's due diligence review, Eberhard is the lowest responsive and responsible bidder for this project work, and acceptance of the bid is in the best interest of the District.

FINANCIAL IMPLICATIONS

The amount of the lowest responsive, responsible bid for the total base bid amount is $2,081,654. Funding for this project will be allocated from the General Obligation Bond.

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Cerritos Community College District

Bid No. 12P005, LRC Roof Repairs

Bid Opening Results

Bid Due Date: May 21, 2013; 2:00 pm

	Eberhard (Van Nuys, CA)	Dalke & Sons Construction (Riverside, CA)
Base Bid Amount	$ 1,931,654.00	$ 2,038,000.00
Allowance Amount	$ 150,000.00	$ 150,000.00
TOTAL BASE BID AMOUNT	$ 2,081,654.00	$ 2,188,000.00
DELTA FROM LOWEST BID		*$ 106,346.00*
BID ALTERNATES (Optional)		
Alternate # 1 - Mechanical & Related Work Shown on MO.1, MO.2	$ 132,580.00	$ 88,000.00

000541

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: David El Fattal, Vice President of Business Services/Assistant Superintendent

PREPARED BY: David Moore, Director of Physical Plant & Construction Services

DATE: June 19, 2013

SUBJECT: **Consideration of Approval of Resolution No. 13-13 Approving the Adoption of the Final Subsequent Mitigated Negative Declaration (State Clearinghouse Number 2007011057) for the Cerritos College 2011 Facilities Master Plan**

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution No. 13-13 approving the adoption of the revisions to the Final Subsequent Mitigated Negative Declaration (SCH Number 2007011057) as an update to the Cerritos College 2011 Facilities Master Plan.

By approving Resolution #13-13, the Board of Trustees approves the following actions: (1) adoption of the Cerritos College 2011 Facilities Master Plan Final Subsequent Mitigated Negative Declaration SCH Number 2007011057, including adoption of Appendix I: Mitigation Reporting Program; (2) direct staff to file the Final Subsequent Mitigated Negative Declaration, Resolution #13-13 and the Notice of Determination with the Community College Chancellor's Office; and, (3) direct staff to file the Notice of Determination with the County of Los Angeles Registrar-Recorder/County Clerk.

OVERVIEW

The college was required to conduct a Subsequent Mitigated Negative Declaration because the 2011 Facilities Master Plan includes significant changes from the 2006 document. A Draft Subsequent Mitigated Negative Declaration (DSMND) was prepared for Cerritos College in March 2013, which addresses the potential environmental impacts of the 2011 Facilities Master Plan. It was prepared in conformance with the Guidelines for Implementation of the California Environmental Quality Act (CEQA), published by the California Natural Resources Agency.

ANALYSIS

The environmental evaluation of the 2011 Facilities Master Plan included consultation with the planning staffs of the City of Norwalk and the City of Cerritos, consultation with the Physical Plant and Construction Services department, review of available technical studies, reconnaissance of the campus by the consultant team and completion of technical studies for traffic, air quality, greenhouse gases, noise, historic resources and hazardous materials. The issues that need to be evaluated in an environmental document are specified in the CEQA Checklist. The DSMND includes a description of the project, a summary of all potential environmental issues, and recommendations for Conditions of Approval and Mitigation Measures to reduce all potential project environmental impacts to Less than Significant Impacts with Mitigation Incorporated. All technical studies prepared for the project and other relevant materials are included in the DSMND appendices.

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On March 27, 2013, the DSMND was distributed to the Board of Trustees for review and comment. The DSMND was also circulated for public review for thirty days from March 26, 2013 to April 25, 2013. Public comments on environmental issues were received from state and local agencies and were addressed by the district. The comments and responses are included in the Final Subsequent Mitigated Negative Declaration which was distributed to the Board under separate cover.

The DSMND, public comments, and the college's responses to public comments can be found online at: http://cms.cerritos.edu/board/2013-agendas-and-minutes.htm. The DSMND, along with the college's response to public comments received, will become the Final Subsequent Mitigated Negative Declaration upon approval by the Board of Trustees.

FINANCIAL IMPLICATIONS

No financial impact.

Attachment
Resolution No. 13-13

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CERRITOS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 13-13
RESOLUTION OF THE BOARD OF TRUSTEES OF CERRITOS COLLEGE ADOPTION OF FINAL SUBSEQUENT MITIGATED NEGATIVE DECLARATION (STATE CLEARINGHOUSE NUMBER 2037011057) FOR THE CERRITOS COLLEGE 2011 FACILITIES MASTER PLAN

WHEREAS, the Board of Trustees of the Cerritos Community College District has independently reviewed and analyzed Final Subsequent Mitigated Negative Declaration State Clearinghouse Number (SCH 2007011057);

WHEREAS, the Board of Trustees finds that the Final Subsequent Mitigated Negative Declaration (SCH 2007011057) has:

(1) complied with all requirements of the *California Environmental Quality Act* by identifying the changes or additions resulting from revising the Cerritos College 2011 Facilities Master Plan,
(2) concluded that the conditions described in Section 15162 (3) (A) of the CEQA Guidelines calling for the preparation of a subsequent or supplement to a Mitigated Negative Declaration are applicable to the project,
(3) the requirements of Section 15162 (b) (c) (d)4 of the CEQA Guidelines specifying the procedures for preparing and approving a Subsequent Mitigated Negative Declaration have been meet and,
(4) the buildout of the Cerritos College 2011 Facilities Master Plan will not result in significant effects upon the environment with implementation of the mitigation measures included in the 2013 Mitigation Reporting Program;

WHEREAS, the Board of Trustees finds that the Final Subsequent Mitigated Negative Declaration (SCH 2007011057) reflects the independent judgment of the Lead Agency (i.e., the Cerritos Community College District);

WHEREAS, The Board of Trustees also finds that the project as approved will have a Less than Significant Effect With Mitigation Incorporated on the environment; and

WHEREAS, all documents and other materials that constitute the record of proceedings upon which the Board of Trustees decision is based are available for review at Cerritos College, Physical Plant & Construction Services Department, 11110 Alondra Boulevard, Norwalk, California 90650.

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees approves the following actions: (1) adoption of the Cerritos College 2011 Facilities Master Plan Final Subsequent Mitigated Negative Declaration SCH Number 2007011057, including adoption of Appendix I: Mitigation Reporting Program; (2) direct staff to file the Final Subsequent Mitigated Negative Declaration, Resolution #13-13 and the Notice of Determination with the Community College Chancellor's Office; and, (3) direct staff to file the Notice of Determination with the County of Los Angeles Registrar-Recorder/County Clerk.

APPROVED AND ADOPTED by the Board of Trustees of the Cerritos Community College District this 19th day of June 2013, by the following vote:

AYES: 7

NOES: 0

ABSENT: 0

Signed: Maria K Perez
President, Board of Trustees

Attest: _____
Secretary, Board of Trustees

Project: Cerritos College
Liberal Arts/DSPS Building
11110 Alondra Blvd
Norwalk, CA 90650

Contract C11-1143
Metal Stud/Drywall/Plaster
Change Order Number: 01
Date: May 28, 2013

To: Nevell Group, Inc.
300 Enterprise St., Suite 200
Brea, CA 92821

SUMMARY OF CHANGES:

Item 1.01

Description: Construction Change Directive No. 03, provide a rigid connection at curtain wall head. Replace drilling screws in lieu of shot pins at curtain wall head.

Reason: To coordinate with the curtain wall manufacturer as part of the DSA deferred submittal

Benefit: Enhances the structural components of the exterior window system

Requested by: Required by Division of State Architects

Change Order Type: Agency Driven

Cost:

Change Amount ..... $ 3,453.00

Total Add **$3,453.00**

Time Extension: .....0 days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....$3,453.00

TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	1,533,500.00
Net change by previous Change Order	$	-
Net sum prior to this Change Order	$	1,533,500.00
Amount of Change Order No. 1	$	3,453.00
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	1,536,953.00
Percentage of Change to Contract		0.23%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2013

Requested By:

5/28/13
(SIGNATURE & DATE)
NEVELL GROUP, INC.
MIKE JACKSON, PROJECT MANAGER
3001 Enterprise Street, Suite 200
Brea, CA 92821

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID EL FATTAL
VICE PRESIDENT BUSINESS SERVICES

Reviewed By:

5/28/13
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

(SIGNATURE & DATE)
TBP ARCHITECTS
WILLIS FISHER, ARCHITECT
4611 TELLER AVENUE
NEWPORT BEACH, CA 92660-4201

Reviewed By:

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JEFFERY CARREON, PROJECT MANAGER

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Project: Cerritos College
Liberal Arts/DSPS Building
11110 Alondra Blvd
Norwalk, CA 90650

Contract C11-1143
Metal Stud/Drywall/Plaster
Change Order Number: 02
Date: May 28, 2013

To: Nevell Group, Inc.
300 Enterprise St., Suite 200
Brea, CA 92821

SUMMARY OF CHANGES:

Item 2.01

Description: Construction Change Directive No. 13, Interior Stud Brace Top Anchorage: Revise Detail 6/S1-9 to provide concrete screw anchors in lieu of powder driven fasteners as required by the Division of the State Architect.

Reason: DSA District Engineer requested a change in how the brace framing was to be attached.

Benefit: Enhancement of the structural reinforcement of the walls and soffits.

Requested by: Required by the Division of the State Architect

Change Order Type: Agency Driven

Cost:

Change Amount ..... $ 19,116.00

Total Add **$19,116.00**

Time Extension: .....0 days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....$19,116.00

TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	1,533,500.00
Net change by previous Change Order 1	$	3,453.00
Net sum prior to this Change Order	$	1,536,953.00
Amount of Change Order No. 2	$	19,116.00
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	1,556,069.00
Percentage of Change to Contract		1.47%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of_____, 2013

Requested By:

5/28/13
(SIGNATURE & DATE)
NEVELL GROUP, INC.
MIKE JACKSON, PROJECT MANAGER
3001 Enterprise Street, Suite 200
Brea, CA 92821

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID EL FATTAL
VICE PRESIDENT BUSINESS SERVICES

Reviewed By:

5/28/13
(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

(SIGNATURE & DATE)
TBP ARCHITECTS
WILLIS FISHER, ARCHITECT
4611 TELLER AVENUE
NEWPORT BEACH, CA 92660-4201

Reviewed By:

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JEFFERY CARREON, PROJECT MANAGER

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Project: Cerritos College
Liberal Arts/DSPS Building
11110 Alondra Blvd
Norwalk, CA 90650

Contract C11-1143
Metal Stud/Drywall/Plaster
Change Order Number: 03
Date: May 14, 2013

To: Nevell Group, Inc.
300 Enterprise St., Suite 200
Brea, CA 92821

SUMMARY OF CHANGES:

Item 3.01

Description: Pursuant to Construction Change Directive No. 10, make the necessary changes to framing in order to lower ceilings in first floor corridors to allow appropriate spacing to successfully install HVAC Ductwork, Plumbing Piping, Electrical Conduits, etc.

Reason: During the 3D Modeling it was determined more space was necessary to accomodate the utilities above the ceiling.

Benefit: Allows specified Mechanical, Electrical, and Plumbing systems to be installed in the corridor without having to be placed in adjacent classroom space.

Requested by: Architect

Change Order Type: Omission

Cost:

Change Amount ..... $ 8,952.00

Total Add **$8,952.00**

Time Extension: .....0 days

SUMMARY OF COST:

TOTAL OF THIS CHANGE ORDER.....$8,952.00
TOTAL ADDITIONAL WORKING DAYS.....0

CONTRACT SUMMARY:

Original Contract Amount	$	1,533,500.00
Net change by previous Change Order 1-2	$	22,569.00
Net sum prior to this Change Order	$	1,556,069.00
Amount of Change Order No.3	$	8,952.00
Deduct Remaining Contract Allowance	$	-
New Contract Sum	$	1,565,021.00
Percentage of Change to Contract		2.06%

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, all costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that this change order represents the full equitable adjustment owed under the Contract, and further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment which include, but are not limited to, inefficiencies, loss of productivity, disruption, constructive acceleration, extended field office overhead, arising out of or as a result of this change order or the cumulative effect of this change order on the performance of the overall work under the Contract.

This Change Order is hereby executed on behalf of the Board of Trustees on _____ of _____, 2013

Requested By:

5/28/13

(SIGNATURE & DATE)
NEVELL GROUP, INC.
MIKE JACKSON, PROJECT MANAGER
3001 Enterprise Street, Suite 200
Brea, CA 92821

Approved By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID EL FATTAL
VICE PRESIDENT BUSINESS SERVICES

Reviewed By:

5/28/13

(SIGNATURE & DATE)
CERRITOS COLLEGE
DAVID C. MOORE,
DIRECTOR OF THE PHYSICAL PLANT

Reviewed By:

(SIGNATURE & DATE)
CERRITOS COLLEGE
MARK LOGAN,
DIRECTOR OF PURCHASING

Reviewed By:

(SIGNATURE & DATE)
TBP ARCHITECTS
WILLIS FISHER, ARCHITECT
4611 TELLER AVENUE
NEWPORT BEACH, CA 92660-4201

Reviewed By:

(SIGNATURE & DATE)
TILDEN-COIL CONSTRUCTORS, INC.
JEFFERY CARREON, PROJECT MANAGER

CERRITOS COLLEGE

TO: Board of Trustees

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

PREPARED BY: David El Fattal, Vice President of Business Services/Assistant Superintendent

DATE: June 19, 2013

SUBJECT: **Consideration of Expenditure Approval from Vintage Fund 39.1 for Resource Allocation Requests related to Student Success**

RECOMMENDATION

It is recommended that the Board of Trustees authorize expenditures from Vintage Fund 39.1 for the resource allocation items that are related to student success and delineated on the attached list.

OVERVIEW

Vintage Cerritos is an assisted living facility on the Cerritos College property that generates approximately $550,000 annually in revenue to the college.

On March 21, 2012, the Board of Trustees approved updated guidelines regarding the use of Vintage funds to be utilized exclusively for non-personnel matters related to student success. These guidelines are attached and allow for an amount not to exceed $400,000 to be allocated annually to fund identified items or projects.

ANALYSIS

The items listed on the attached worksheet originated from the college's unit plans, student success plan, educational master plan or facilities master plan. The list was shared and discussed with the Planning and Budget Committee on multiple occasions in accordance with the college's resource allocation and prioritization process. Executive Council has reviewed and approved this list and is recommending to the Board of Trustees that funding of the identified items be authorized.

FINANCIAL IMPLICATIONS

The Vintage housing generates approximately $550,000 annually in revenue to the college. Funding of the identified items will potentially utilize $297,000 from this fund. The remaining 2013-14 resource allocation amount is to be expended on previously Board approved technology items including Sakai-rSmart (TalonNet) and library automation. The present balance of the Vintage fund is approximately $3.9 million. Expenditures through May 31, 2013 have been $300,680. Expenditures of $155,930 occurred during 2011-12; $86,722 in 2010-11; and $129,556 in 2009-10.

Attachments

Vintage Guidelines
Vintage Resource Allocation Requests

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CERRITOS COLLEGE

STUDENT SUCCESS
FUNDS FROM VINTAGE CERRITOS

ELEMENTS OF STUDENT SUCCESS (What is to be supported through the use of these funds)

- Learning skills
- Social skills/people skills
- Cultural development
- Workplace skills
- Technical skills
- Language skills
- Critical thinking skills
- Communication skills
- Civility skills

WHAT FUNDS CAN BE USED FOR

- These funds can be used for non-personnel items identified in the Unit Plans, Student Success Plan, Educational Master Plan or Facilities Master Plan.
- Examples:
    - Library books
    - Computer hardware and software
    - New or modifications to instructional or institutional support space
    - Instructional and institutional support technology
    - Equipment
    - Teaching improvement workshops or activities

Funds are not to be used for personnel costs.

CRITERIA FOR DECISIONS

- Unit Plans, Student Success Plan, Educational or Facilities Master Plan; and
- Number of students impacted; and
- Ongoing value to institution

ANNUAL FUNDED ALLOCATION

NOTE: Student Success items identified for funding shall be recommended by Executive Council to the Board of Trustees for approval. An amount not to exceed $400,000 will be allocated annually to fund the identified items or projects.

Revised and endorsed by the Board of Trustees – March 21, 2012

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2013-14 Resource Allocation

Division	Division Rank	Area	Area Rank	Unit	Title	Amount	Funding Source	Notes
Fine Arts and Communications	1	Academic Affairs	7	Music	Piano Lab Replacement	$ 60,000	Vintage	
Library	1	Academic Affairs	9	Library	Library Furniture	$ 56,000	Vintage	
Academic Affairs	1	Academic Affairs	10	Academic Affairs	Campuswide Turnitin (plagiarism prevention service)	$ 36,000	Vintage	
Admissions and Records	1	Student Services	12	Admissions, Records and Services	Large, Real-time Display for Open Class Lists & Urgent Notices	$ 10,000	Vintage	To replace manual, paper-based system
Health, PE, Dance and Athletics	1	Academic Affairs	14	Athletics/PE	New Washer for the Field House	$ 10,000	Vintage	
					TOTAL	**$ 172,000**		

2013-14 Resource Allocation (Reserved/On Hold)

Division	Division Rank	Area	Area Rank	Unit	Title	Amount	Funding Source	Notes
Admissions, Records and Services	1	Student Services	18	Admissions, Records and Services	Hyland Automated Transcript Evaluation+	$ 150,000	Vintage $75,000 ASCC $75,000	Ancillary to Degree Audit
Student Services	1	Student Services	21	Admissions, Records and Services, Counseling, Financial Aid	Paging-based Queing Solution for One-Stop	$ 50,000	Vintage	To ease overcrowding and increase student efficiency

GRAND TOTAL	**$372,000**
LESS POTENTIAL ASCC FUNDING	**-$75,000**
TOTAL 2013-2014 VINTAGE FUNDING	**$297,000**

CERRITOS COLLEGE

TO: Board of Trustees

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

REVIEWED BY: David El Fattal, Vice President of Business Services/Assistant Superintendent DEF

PREPARED BY: Noorali Delawalla, Director of Fiscal Services ND

DATE: June 19, 2013

SUBJECT: **Consideration of Approval of the Tentative Budget for the 2013-2014 Fiscal Year**

RECOMMENDATION

It is recommended that the Board of Trustees approve the Tentative Budget for the 2013-2014 fiscal year.

OVERVIEW

Approval of the 2013-2014 Tentative Budget is required by July 1, 2013 by the Board of Trustees in order to provide the College with continued spending authority and to enable the Los Angeles County Office of Education to be able to continue disbursing warrants for payroll checks and vendor payments. Assuming the State adopts its budget by the official deadline of June 29, 2013, then the deadline to adopt the College's budget is September 15, 2013. Due to the Board of Trustees meeting calendar, an extension has been authorized by the Chancellor's Office to present the 2013-2014 Adopted Budget to the Board of Trustees on September 18, 2013.

ANALYSIS

The 2013-2014 Tentative Budget depicts the College's estimates of its resources and expenditures for the upcoming fiscal year. In developing this report, critical assumptions were made about key issues that may or may not become reality. Key assumptions are based upon Governor Brown's "May Revise" as well as facts and detailed analysis concerning local issues such as the total number of personnel, cost of step and column, health & welfare increases, changes in categorical program revenues, etc. All assumptions reflect the best known internal and external information that is available at the time of budget preparation. The College updates its assumptions, budget and projections throughout the year.

FINANCIAL IMPLICATIONS

The information presented in this Tentative Budget reflects some of the changes in the Governor's May Revise that are presently being considered and discussed by the state legislature. When the State adopts its budget, the College will make relevant changes to its own budget based on the new information that becomes available and then will present an Adopted Budget on September 18, 2013 for approval by the Board of Trustees.