



CERRITOS
COLLEGE

Manager's Handbook

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Section 1 – Introduction

Managers are critical to the execution of the mission of the Cerritos College District. This handbook is provided by managers for managers as an informational reference. As an onboarding tool, it serves to answer questions that relate specifically to management and is intended to support managers in leading and facilitating excellence for our staff and students. It is critical for management to know and consistently implement the District's policies and procedures.

The Association of Cerritos College Management Employees (ACCME) works collaboratively with Human Resources to ensure that this handbook includes relevant information and is up to date. Just as laws and policies are always changing, so will this handbook. Current versions of any law, policy, or regulation referenced in this handbook will have precedence and will always supersede any conflicting or different information included in this handbook. As a management team, we work to ensure accuracy and relevance.

Cerritos College History

The college was founded in 1955 and was named after Rancho Los Cerritos, a local ranch in the 19th century. In turn, the college was part of the inspiration for the renaming of the neighboring city of Dairy Valley to Cerritos. The district covers Artesia, Bellflower, Cerritos, Downey, Norwalk, La Mirada, and Hawaiian Gardens. More about the history of the college can be found in a "History of Cerritos College" webpage where a video and other interesting historical information can be perused: <https://www.cerritos.edu/about/history.htm>.

Mission Statement

Cerritos College provides its diverse student population with high-quality, comprehensive instructional programs and support services through clear, equity-minded pathways to their educational goals. In doing so, the college develops culturally competent students with the knowledge, skills, and values that prepare them to be productive members of their local and global communities.

The District maintains a webpage with our current mission, vision, values, philosophy, commitment and information about our student population: <https://www.cerritos.edu/campus-guide/mission-statement.htm>.

Caring Campus and Service Excellence

Cerritos College is a Caring Campus and a premier Service Excellence Institution. We put students first. Detailed information about this can be found online: <https://www.cerritos.edu/caring-campus/default.htm>

Participatory Governance Groups

Classified Staff (CSEA)

California School Employees Association (CSEA) is the employee union for all classified school employees in the state, and the local chapter is Cerritos College Chapter #161.

As stated in the Cerritos Chapter #161 Constitution:

The objects of this organization shall be to promote the good and welfare of the members of this organization under the available labor relations system, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the economic and social welfare of the members of the Association through unity of action and mutual cooperation.

More information on CSEA Chapter #161 can be found [online here](#).

Confidential Staff

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee. Confidential employees are an unrepresented (non-unionized) group who provide assistance and support to the President and Vice Presidents of Academic Affairs, Business Services, Human Resources, and Student Services.

The point of contact for the Confidential Staff group is Cheryl Thury, Administrative Assistant in the Office of the President, and she can be contacted at thuryc@cerritos.edu.

Faculty

The Cerritos College Faculty Federation (CCFF) represent all faculty at the College. CCFF is a local union under the American Federation of Teachers (AFT), one of the major national teachers' unions for educators.

CCFF is made up of 14 officers, both part-time and full-time faculty, and teach in a range of subjects. Alongside teaching duties, CCFF is dedicated, not only to working for better working conditions, but also to retain gains for everyone.

More information on CCFF can be found [online here](#).

Faculty Senate

As stated in the Faculty Senate by-laws, the main purpose of the Senate is to 1) study, with assistance of as many faculty members as is feasible, matters related to academic and professional standards and affairs of the College; and 2) make recommendations to the administration and/or Governing Board.

The membership of the Senate consists of full-time academic persons who do not perform any services for the College that require an administrative or supervisory credential, or whose major assignment is not administrative in nature, and who are tenured. Senators are elected by division (see by-laws for details).

The Faculty Senate meets on Tuesdays (except the third Tuesday) during the Spring and Fall semesters from 11:05 am - 12:20 pm in the Cheryl A. Epple Board Room. All meetings are open to the public and we invite you to attend.

More information on Faculty Senate can be found [online here](#).

Managers (ACCME)

The Association of Cerritos College Management Employees (ACCME) serves as the representative body for management employees. As stated in the ACCME Constitution:

The purposes of the organization will be to promote and develop a cohesive management unit at Cerritos College; to make recommendations to the President/Superintendent for submission to the Board of Trustees on matters pertaining to the economic welfare, interests, and benefits of the management of Cerritos College; to serve in an advisory capacity to the President/Superintendent regarding the campus environment; to represent management employees in matters of compensation through meet and confer; to promote the general welfare and inter-relationships of management through professional and social activities; to continually improve the ability of ACCME to provide leadership and services to represent and respond to the changing needs of the ACCME membership.

More information on ACCME can be found [online here](#).

Students (ASCC)

The Associated Students of Cerritos College (ASCC) is the student government and representative body for Cerritos College students. The mission of the ASCC is to be a responsive, student-centered organization, provides excellence in leadership and professional development for the diverse community of Cerritos College by conveying high quality services, programs, products, and facilities.

The ASCC is modeled after the federal government's structure, and is comprised of the following:

- ASCC Cabinet – lead by the ASCC President. Students may serve as Directors and Deputy Directors for a variety of positions.
- ASCC Senate – lead by the ASCC Vice President. Students may serve as Senators (up to 26).
- ASCC Court – lead by the ASCC Chief Justice. Students may serve as Associate Justices (up to 8).

A directory of the current ASCC Executive leaders, and their contact information, can be found [online here](#).

Section II – District Organization and the Management Role

Campus Administration and Management Team

The executive team consists of the President/Superintendent and four Vice Presidents/Assistant Superintendents: Academic Affairs, Business Services, Human Resources and Student Services. The district's organizational chart can be found on the Human Resources webpage:

<https://www.cerritos.edu/hr/orgcharts.htm>

Managers are those employees of the District who are designated as "Management" by the Board of Trustees (BOT) in accordance with the California Educational Employment Relations Act (Government Code § 3540, et seq., "EERA," see also Education Code § 87002(a)).

Management employees are considered "exempt" under the Fair Labor Standards Act (29 U.S. Code § 201, "FLSA"). The Federal Fair Labor Standards Act (29 U.S. Code § 201; "FLSA") divides employees into two categories: one that earns overtime and/or compensatory time off and one which does not, that is, the employee is exempt from earning overtime and/or compensatory time off. At Cerritos College, all management employees are "exempt" employees. Therefore, managers do not earn overtime and/or compensatory time off.

While managers do not earn overtime, they may earn additional pay by either performing additional duties or working out of class. When assuming additional duties within their classification, they will be compensated a five percent stipend. When working out of class, the manager will assume the pay of the new classification.

Whether you are an educational administrator or a classified manager, the job duties may or may not include supervising employees. Supervising managers have the authority to recommend the hire, transfer, suspension, promotion, discharge, assignment and/or discipline of employees. Management employees will have the responsibility to assign, direct, and evaluate the work of employees, and/or address employee grievances. Management employees plan, organize, and administer the activities of the department, office, or division efficiently in accordance with federal, state, and local laws, Board Policies, Administrative Procedures, employee handbooks, and collective bargaining agreements.

When a manager's position comes open, while the college is going through the hiring process, the position may be temporarily filled by an acting or an interim manager. The temporary position is titled acting when the position is filled by a current Cerritos College employee. It is titled interim when the position is filled by someone outside of the Cerritos College.

Additional Duties

It is anticipated that all full-time positions will have sufficient responsibilities to demand the full energy and attention of the management employee. It is expected that management employees will ensure that their primary position is handled effectively before secondary assignments are undertaken.

Management employees shall not hold employment elsewhere, or take on additional work assignments, without providing reasonable notice to the respective Vice President and to ensure that the outside employment does not interfere with the employee's ability to fully carry out his/her District assignment. The District's assignment should be your primary commitment at all times.

Extra Duty Assignments

It is the sole discretion of the District to reserve the right to contract with District management employees for extra pay assignments. All extra assignments within the District (including academic assignments) must have prior approval by the manager's respective Vice President.

When considered to be in the best interests of the District, the President/Superintendent may recommend to the Board of Trustees a special appointment to management positions that does not fall within standard position descriptions. Salary associated with such position shall be consistent with existing positions of comparable responsibility, as determined by the Vice President of Human Resources. The employee may be directed by the President to assume duties and responsibilities of a different supervisory classification on a temporary basis.

Breaks in Service

Board-authorized leave(s) will not be considered a break in service. All other forms of leave, including resignation and/or retirement, will be considered a break in service, at the discretion of the District. For one-year unpaid board approved leave, the manager will not have a break in service, however it will impact retirement service credits.

Section III: Types of Managers

There are four groups of management employees: Contract Managers, Foundation Managers, Educational Administrators, and Classified Managers. It is important for you to be aware of which management employee group you belong. The rules governing your employment may be different, depending on the designation that has been given to your management position. For instance, Contract and Foundation Managers can be part of ACCME, but they cannot represent ACCME on shared governance and hiring committees. Many of the provisions of this handbook are not applicable to contract and Foundation managers because California Ed Code makes a distinction between members of the management team and who is by definition “management.” The following is an explanation of some of the distinctions.

Contract Managers

Contract Managers provide strategic and operational leadership for the District under the direction of the Board of Trustees and compose the Executive Council. They set goals, develop strategies, and ensure the strategies are executed effectively, as well as provide the organizational and cultural environment for the District. Cerritos College Contract Managers are: President, Vice President (VP) Business Services, VP Academic Affairs, VP Student Services, VP Human Resources and Executive Director of the Foundation. One of the Vice Presidents may be designated as the Executive Vice President, assisting in additional day-to-day leadership of the District. Contract Managers are not members of ACCME.

Foundation Managers

The Foundation board controls these positions. They are viewed as part of management team for Cerritos College and can be members of ACCME, but are not district employees, so portions of the handbook won't apply. Terms and effect of employment that govern Cerritos College employed managers would also not apply. Only employees of Cerritos College can serve on a hiring committee or represent on a shared governance committee as an ACCME rep. Examples of Foundation Managers are the Alumni Relations Officer and Senior Development Officer

Educational and Classified managers employed after July 1, 2017, will receive an initial one-year contract stating terms and conditions of employment. Effective July 1 on each subsequent year, managers will receive an extension to their contract confirming continued employment.

Reference: Education Code, Sections 72411 et seq., 87002(b), and 87457-87460; Government Code, Sections 3540.1(g) and (m) AB438. [BP 7250](#) Educational Administrators and [BP 7260](#) Classified Managers

Educational Administrators (Education Code § 87002(b); BP/AP 7250)

Educational administrators are employees who serve in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district.

Educational administrators do not attain permanent status with the District, and may be released from their administrative position each year. Although educational administrators do not attain permanent status, they may have the right to a probationary faculty assignment, as set forth in Education Code 87458. See also Employment Status and Rights.

Appointments to educational administrator positions, other than those controlled by management contract as specified in Board Policy, shall be continued from year to year unless appropriate notice is given in the manner prescribed by law. (Required Education Code Section 72411[a]) (BP7104.3). If the governing board of the District determines that an educational administrator is not to be reemployed by appointment, the administrator shall be given written notice of this determination by the governing board. Educational administrators will receive a notification on or before March 15th if they will not be employed for the upcoming fiscal year.

Reassignment (Retreat) Rights for Educational Administrators

Educational administrators do not acquire and cannot obtain tenured status as educational administrators.

However, in accordance with Education Code, educational administrators have two ways of achieving tenure:

- 1) Section 87454 provides that tenured faculty who move into administrative positions retain their tenured status and can move back to their previous faculty positions when their administrative assignment concludes if the administrative position and the tenured faculty position are within the same district and the administrator has an FSA on file.
- 2) Section 87458 provides an educational administrator who has not previously acquired tenure as a faculty member in the District the right to become a first-year probationary faculty member once his or her administrative assignment expires or is terminated, if all the following criteria are met:
 - a. The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the President/Superintendent and the Faculty Senate and approved by the Board of Trustees. The Board shall rely primarily on the advice and judgement of the Faculty Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
 - b. The requirements of Education Code, Section 87458 (c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Reassignment to Faculty Position

The Board of Trustees, in conformance with Education Code Section 87458, may reassign an eligible educational administrator to a faculty position when the specified conditions are satisfied. Reference: [BP 7250](#), [AP 7250](#)

Faculty Seniority and Faculty Service Areas

Educational administrators employed by the District prior to July 1, 1990, in a position eligible to accrue faculty tenure will be deemed to have been employed on the date upon which he/she first rendered paid service. That date will be deemed to be the educational administrator's faculty seniority date. Additional information can be found in the [CCFF Bargaining Agreement](#) regarding process for achieving an FSA.

Classified Managers (Education Code § 87002(c); BP/AP 7260)

Any manager/administrator who is not employed as an educational administrator is considered a classified administrator/classified manager. Unlike educational administrators, classified managers may attain permanent status after successfully completing a 12-month probationary period. Classified managers may only be terminated for just cause.

However, the continued employment of a classified manager shall be based on performance of assigned duties, personal fitness for duty and compliance with behavioral requirements of the position. This includes compliance with all District rules and regulations, including those dealing with sexual harassment and violence in the workplace.

A full-time management assignment is defined as a 40-hour workweek; however, managers may be required and/or expected to render any additional time as may be necessary to fulfill their management responsibilities and/or meet District needs. (BP 7250 & 7260).

Probationary Period for Classified Managers

Classified managers, must undergo a probationary period before being granted permanent status. The probationary employment period for all classified managers shall be no more than 12 calendar months of actual service which shall be deemed to include days of absence for illness or injury to which the manager is entitled without loss of pay pursuant to the requirements and authority of Section 88191 of the Education Code.

The probationary period shall commence on the first day of paid service. Current employees who were promoted to a classified manager position must fulfill the 12 calendar month probationary period regardless if they already met the probationary period for their previous job classification.

Continued employment of probationary classified managers is subject to successful completion of the probationary period. During the probationary period, classified managers shall be subject to disciplinary action and/or non-continuance of probationary employment and shall not have a right to a hearing.

Upon completion of the required probationary employment period by a classified manager, the manager is designated as a permanent employee and is subject to disciplinary action only for cause as prescribed in the Board Policy governing discipline of classified employees, according to the procedures outlined in this handbook.

A permanent Classified manager position, however, may be eliminated due to lack of work and/or a lack of funds.

Effective January 1, 2022, districts are required to provide permanent Classified Managers notice of a pending layoff by March 15. Classified Managers are now afforded a hearing process with the final determination by May 15.

New Manager/Mentor Assignment

Regardless of your classification, within the first two months of employment, ACCME Board, in consultation with the area VP, will assign a "Manager Mentor" to the new manager who will assist them during their first year of employment. The "Manager Mentor" will be available for questions and provide training on the role and responsibilities of their position. ACCME will notify the President's Office of the assigned mentor for the new manager, and the President's Office will send notice to the new manager

Section IV – Hiring

Board Policy 7120 governs the District’s recruitment and hiring procedures which support our diversity, equity, inclusion and accessibility (DEIA) efforts. While the procedures for recruiting and hiring may vary across the different constituency groups, several general practices are consistent. These include: establishing the duration of posting open position opportunities, composition of the selection committee, processes for development of screening tools, release of applicant materials, and interviews. The selection procedures can be found on the Diversity & Inclusion webpage.

As the Human Resources department is committed to improving its procedures, we anticipate expanding our DEIA efforts, the procedures will be updated. Managers are encouraged to reach out to the Director of Human Resources prior to beginning their first recruitment process or anytime during the hiring cycle.

Proper hiring is essential to protect the district. No employee can start any type of work for the district without HR approval and/or board approval. When preparing to hire a new department team member, please consult and seek guidance from Human Resources. This section is to help give you a brief overview of the various processes and procedures that are essential to hiring. Different types of employee classifications require different processes. As an administrator you could hire a variety of different employees, such as:

1. Faculty – Full time and Part time
2. Classified Professionals
3. Professional Experts
4. Short Term hourly workers
5. Student Workers

Below are general hiring guidelines for the various employee classifications.

Full Time Faculty

The full time hiring process is done annually and linked to the campus full-time faculty process (FHP). The FHP process and FHP committee has been established to utilize data and narrative to prioritize a list of faculty from all the divisions. Applications for hiring Full-time tenure track faculty are submitted by the specific department chair. The request should be linked to program review, annual planning, or recent retirements. The division dean may or may not have specific input in the request being made. The final list is forwarded to the College President for review, revision or acceptance. The recruitment process will be followed according to the procedures found on the DEOCC website.

Part Time Faculty

Part Time faculty can be hired to meet departmental needs. Human Resources strongly suggests that departments open recruitment pools and periodically screen applicants so that part time faculty can be hired more effectively and efficiently. HR can assist with this process.

Emergency Hire

Emergency hires for part time faculty is highly discouraged as this does not support the District’s efforts for fair and equitable hiring opportunities. However, there are times when it is necessary to hire a part time to fill class schedule without sufficient time to open a regular recruitment and complete the normal hiring process. Additional documents and procedures are required for this process.

Classified

Hiring Classified staff could be to replace an employee or to add staff due to new or expanding programs. All positions for Classified staff require Executive Council approval prior to posting the open position. The process and procedures for the recruitment, screening and interview are found on the DEOCC website and will be

followed under the guidance of Human Resources. Classified employees can begin work prior to their employment ratification by the Board.

Short Term Hourly and/or Student Workers

These employees can be hired to support the division and department programs. Work performed by Short Term Hourly employees should not supplant classified work. These employees can be hired as needed. Human Resources must provide clearance to the department prior to beginning work. It is important that this clearance is received so that pay checks are not impacted.

Volunteers

Some departments use volunteers for either training opportunities or additional support. Volunteers must be cleared through the livescan procedures and by Human Resources prior to their support. There are District and Ed Code procedures regarding the use of volunteers.

Employment Requirements

Fingerprint Clearance

Employees must complete a criminal background check through the Department of Justice (Request for Live Scan Service Form) prior to employment. The form is electronically transmitted to the Department of Justice by the Cerritos College Police Department or other law enforcement agency. The Department of Justice notifies the District when any of our current employees are arrested or cited for any violation of law.

Tuberculosis

All newly hired employees who have not previously been employed in a school district in California must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

All employees shall be required to undergo a periodic examination to determine if they are free from active tuberculosis as prescribed by AP 7336.

Reference: [AP 7336](#)

Oath of Allegiance

All employees must complete an Oath of Allegiance as prescribed by [GC 3102](#) at the time of hiring. This document will be provided by the Human Resources department.

Mandated Reporter

Under California law, all school district employees are required to report suspected child abuse and neglect. Managers must report to the appropriate authorities any reasonable suspicion that a child has been abused or neglected. Responsibility for investigating suspected abuse lies with law enforcement or other appropriate legal authorities. You are not to investigate on your own.

If you have any reasonable suspicion that a child has been abused or neglected, contact the

Police Department: (562) 924-3618 or (562) 860-2451, Ext. 2325

Child Protective Services (CPS): 1(800) 540-4000

Sheriff's Department: (323) 267-4800

Section V - Cerritos Campus and Employee Information

COVID

All employees shall complete the current requirements for BP/AP2905 SARS COV-2 (COVID-19) Vaccination and Testing Requirement. Recent information can be viewed at the [COVID-19 Updates](#) page.

Essential forms and technology

Online Services

Many forms and documents that you will need as an employee can be found in a few convenient places. One is on the employee portal that can be accessed from the [faculty and staff page](#) of the website. From there you should click on the link on the righthand side labeled “[Cerritos Portal](#)”. This provides you access to applications such as: Canvas, Cornerstone, Microsoft 365, PeopleSoft HR and Zoom. As an employee you can also access your payroll through the “Employee Self Service (ESS)” link.

Forms

- [Cerritos College Forms and Logos \(sign-in required\)](#). Examples of forms include:
 - Budget
 - Police Department
 - Counseling
 - Event Planning
 - Facilities
 - Fiscal Services
 - Information Technology
 - Media Services
 - Public Affairs
- [Admissions & Records student and staff forms](#)
- [Accounting Forms and Travel Info](#)
- [ASCC Forms](#)
- [CSEA Forms](#)
- [Budget Forms and Resources](#)
- [HR Forms](#)
- [Payroll Forms](#)
- [Purchasing Forms](#)
- [Risk Management/Workers Comp Forms](#)
- [Web Administration Support Forms](#)

Essential Technology and Software

Cerritos College utilizes a number of online software in its operations. Employees are encouraged to utilize campus staff development opportunities as well as the numerous online trainings and resources to stay proficient in the use of these technologies. No personal emails will be used for district communication.

Laptop computers are only issued to full-time employees (managers, faculty, confidential or classified) that are approved for telecommuting.

Telecommuting

All permanent Management, Confidential, and Classified District employees in positions where one or more essential job functions may be performed remotely may be eligible for one (1) telecommuting day, pending approval as outlined by [AP 7280](#).

Cerritos Bargaining Units / Union Collective Bargaining Agreements (CBA's)

Cerritos College has two bargaining units, the faculty are represented by CCFF and the Classified Professionals are represented by CSEA. The [Faculty](#) and [Classified](#) CBA's can be found clicking on the link. As a manager you should familiarize yourself with CBA material related to the employees you supervise.

For additional guidance pertaining to your functional area consult with your supervisor.

Annual Planning

The purpose of the annual unit plan is to identify growth and improvement needs at the operational level, and then provide a data-informed decision about resources required to meet identified needs. The annual unit plan focuses on a one-year timeframe, directly linked to resource allocations. Each unit, division and area will engage in a continuous cycle of planning, implementation, and evaluation. In the annual plan, units, divisions, and areas will assess and report on progress toward goals (evaluation). We begin our planning process with unit planning, using the Strategic Initiative module (SIM) within eLumen to document our planning process for the year, in accordance with Standard I.B.9. from the Accrediting Commission for Community and Junior College (ACCJC). Guides to Unit Planning and using eLumen can be found on [IERPG's website](#).

Budgets

Budgets are established in collaboration with the area administrator and the office of fiscal services annually. The budget process coincides with the annual planning process and typically involves a review of spending, an updated budget sheet for the area administrator to fill in and then a submission of the requested budget to the area VP for review and approval. Upon that approval, the signed budget sheet is then allocated by fiscal services.

Please keep in mind that few budget items are truly adjustable from year to year. These usually involve instructional supplies, non-instructional supplies, short term hourly employees, contract and services. Areas involving payroll and benefits for full-time and part-time employees are typically not adjustable. Any increase in allocations to the divisional budget must be accompanied by a justification to the area vice-president. Such increases should also be identified in program review and annual planning.

Short Term Hourly (STH) Employees

STH employees may work a maximum of 25 hours per week, and 950 hours and/or 175 days per fiscal year.

Purchasing

No one other than designated representatives of the Purchasing Department are authorized to make purchases on behalf of the District. Purchases made by an individual other than those designated by the District may become that person's personal loss.

Disregard of this District procedure will result in either a personal loss or loss of funds to the program. Do not contact the vendor to secure an order, only for the vendor to supply an estimate, including shipping and taxes.

All equipment and supplies shall be delivered, received, and processed through the District Warehouse unless otherwise specified on the purchase order. The Purchase Order number must appear on all packages and packing slips associated with each order.

Materials shipped to the college shall be directed to the District Warehouse located at:

11051 166th St.
Cerritos, CA 90703
Warehouse Direct Dial: 562-467-5207

How to Purchase

Each Division has an assigned classified professional that is responsible for entering a requisition (REQ) into the BEST (when using District funds) or SpendMap (when using ASCC funds) system. That REQ should include all district required information including, but not limited to; vendor name, product number, product, quantity, tax, and shipping. The estimate should be within 90 days to make sure that it is up to date.

Purchases for equipment, supplies, and services are to be acquired through the District's Purchasing Department by requisition/purchase order prior to purchases. In other words, purchasing takes your REQ, reviews the order, assigns a purchase order (PO), contacts and works with the vendor on acquisition of the item(s).

Item must be received by the district at the district warehouse for proper accounting. After which the item will be delivered to your division.

In specific cases where a vendor does not work with PO's, Purchasing may approve the use of the district credit card for payment. Contact Purchasing to discuss this option.

Travel

Those who wish to travel for school business should submit a Conference and Travel Request Form prior to any travel. This should be submitted 45 days in advance and the form associated with travel can assist on the requirements and documents needed. Funding for conferences and travel could be found in your district budget or provided by outside sources.

Travel information can be found in BP 6900/AP 6900 or on the '[Accounting Forms and Travel Info](#)' Website. A recorded webinar is also available on the website.

Board Policies

All employees shall be informed, knowledgeable, and follow District board policies and the associated administrative procedures. The policies fall under chapter according to type and are consistent across all community colleges.

Board Policies and Administrative Procedures can be found online at <https://www.cerritos.edu/board/policies/default.htm>.

- [Chapter 1 - The District](#)
- [Chapter 2 - Board of Trustees](#)
- [Chapter 3 - General Institution](#)
- [Chapter 4 - Academic Affairs](#)
- [Chapter 5 - Student Services](#)
- [Chapter 6 - Business Services](#)
- [Chapter 7 - Human Resources](#)

Examples of policies and procedures include:

- BP/AP 3050 Institutional Code of Ethics
- BP/AP 3435 Discrimination / Harassment
- BP/AP 7310 Nepotism

Section VI - Campus Support Programs

Admissions & Records

The Office of Admissions & Records is dedicated to assisting students in applying for admissions, registering for classes, paying fees, and accessing academic records, forms and resources.

Contact phone number: Ext. 2211

Contact email: admissions-info@cerritos.edu and studentfees@cerritos.edu for fee related questions

Website: www.cerritos.edu/ar

Placement Services

Placement Services assist students with their placement process for English/ESL and math courses. Services available both online and in-person.

Contact phone number: Ext. 2599

Contact email: assessment-info@cerritos.edu

Website: www.cerritos.edu/assessment-center

California Work Opportunity and Responsibility to Kids (CalWORKs)

The CalWORKs program assists students receiving cash aid from the Department of Social Services (DPSS) to achieve educational goals and long-term economic self-sufficiency, by offering academic, career, and personal counseling services. Priority registration, assistance with completing county forms, one on one orientation, school supplies, and a Work-Study Program.

Dept Specific Student Population: For students receiving the adult and child portion of Cash-Aid, that have a Welfare-to-Work Referral, and are enrolled in at least one class (Credit/Non-Credit Course)

Contact phone number: 562-860-2451 Ext. 2593

Contact email: calworks-info@cerritos.edu

Website: www.cerritos.edu/calworks

Career Services

Career Services assist students with career exploration and decision making, career readiness and job search guidance and preparation.

Contact phone number: Ext. 2356

Contact email: careerservices@cerritos.edu

Website: www.cerritos.edu/career-services

Cooperative Agencies Resources for Education Program (CARE)

The CARE program supports EOPS students that are single, head of household parents receiving cash aid . Students in this program receive priority registration, academic counseling, CARE grants, tutors, a lending library, workshops and events, referrals/resources, and academic/career/parenting support.

Contact phone number: 562-860-2451 Ext. 2384

Contact email: sminami@cerritos.edu

Website: www.cerritos.edu/CARE

Cerritos Complete

The Cerritos Complete program is a great opportunity for high school seniors to smoothly transition to college. This program provides opportunities for high school seniors to obtain the skills and knowledge needed for college, explore a variety of careers, save money on their college education, and graduate from college on-time. Cerritos Complete is available to graduating high school seniors or completing high school equivalency from our local school districts who complete the steps in high school.

BENEFITS:

- Two-year free tuition
- Two-year early enrollment
- Step by step assistance
- One-on-one counseling and advisement
- College preparedness
- Career exploration
- Personalized schedule for Fall and Spring semesters

<https://www.cerritos.edu/cerritos-complete/>

Counseling

The Counseling division provides academic counseling and advisement, educational planning, career planning, transfer counseling, choosing or changing a major, advisement on academic progress of issues affecting academic performance.

Contact phone number: Ext. 2134 and 2514 or 562-467-5231

Contact email: counseling@cerritos.edu

Website: www.cerritos.edu/counseling

Extended Opportunity Programs & Services (EOPS)

The EOPS program is for students who are educationally and economically disadvantaged in some way, and provides support and services to help them be successful in college. EOPS students receive priority enrollment, academic counseling, textbook support, a lending library, EOPS grants, tutoring, computer lab, and EOPS specialists who can provide referrals for additional services needed, both on and off campus.

Contact phone number: 562-860-2451 Ext. 2385

Contact email: eops-office@cerritos.edu

Website: www.cerritos.edu/EOPS

Falcon's Nest (Basic Needs)

Through the Falcon's Nest, this department provides centralized and holistic support to students facing barriers related to food, housing, fiscal, health, and other essential needs, by providing direct resources and referrals.

Location: Falcon's Nest (Game Room Bldg)

Contact phone number: TBD

Contact email: falconsnest@cerritos.edu

Website: <https://www.cerritos.edu/basic-needs/default.htm>

Financial Aid Office

The Financial aid office assist students with educating them about awareness of resources, assistance with the financial aid applications and submitting required forms, financial literacy, outreach events for campus and community, delivery of financial assistance including grants, loans, fee waiver, work-study, and scholarships.

Contact phone number: Ext. 2397

Contact email: finaid@cerritos.edu

Website: www.cerritos.edu/finaid

International Student Services

The Office of International Student Services offers one-stop student services: admissions application, immigration compliance, academic counseling and advisement, educational planning, and social events, and co-curricular activities for student engagement and cultural adjustment.

Contact phone number: Ext. 2133

Contact email: intadmissions@cerritos.edu

Website: www.cerritos.edu/international

Leaders Involved in Creating Change (LINC)/NextUP

LINC and NextUp are foster youth support programs for those who were in care at age 13 or older. The programs provide enrollment assistance; application assistance with FAFSA, Dream Act, or Chafee; LINC/NextUp grants, academic counseling services, book assistance, priority registration (for eligible students), workshops and events, transfer assistance, and facilitating referrals with on and off campus providers.

Contact phone number: 562-560-2451

Contact email: lramos@cerritos.edu

Website: www.cerritos.edu/LINC

School Relations & Welcome Center

School Relations provides prospective students with access to Cerritos College through outreach and recruitment programs, services, and events. Services include in-person, virtual, and recorded presentations, campus tours, and admission application assistance; campus visits and representation at community events; hosting the annual High School Counselor Conference and Senior Preview Day; and development of informational materials such as the Future Students Enrollment Guide, Majors & Certificates hand-out, and Cerritos College Brochure.

Location: Administrative Quad – Welcome Center & School Relations

Contact phone number: Ext. 2130, Google number 562-281-5070

Contact email: schoolrelations@cerritos.edu

Websites: <https://www.cerritos.edu/school-relations/default.htm>,
<https://www.cerritos.edu/future-students/default.htm>

Student Accessibility Services (SAS)

The Student Accessibility Services (SAS) Office at Cerritos College offers academic accommodations to students with disabilities, ensuring accessibility in on-campus, remote, and online learning, as well as off-campus practicums and externships. SAS Counselors and Specialists support faculty in implementing accommodations and serve as liaisons with on-campus offices and student-related activities. The mission of SAS is to provide equitable access, collaborate with the campus community to minimize barriers, and support students in pursuing their educational and career goals.

Contact phone number: Ext. 2335 Contact email: sasapply@Cerritos.edu

Website: <https://www.cerritos.edu/sas/>

Student Activities

The department provides programs, engagement opportunities, and services that enhance the quality of the student experience at Cerritos College, and contributes to student growth and development. This is met through the following programs and activities: Associated Students of Cerritos College (ASCC), facilitating

student engagement in shared governance opportunities, student clubs and organizations, student leadership development programs, campus-wide engagement events, and facilitation of the annual Commencement ceremony.

Location: Student Activities Office (Auto Partners Building)

Contact phone number: Ext. 2458

Contact email: studentlife@cerritos.edu, ascc@cerritos.edu

Websites: <https://www.cerritos.edu/activities/default.htm>, <https://www.cerritos.edu/activities/ASCC.htm>

Student Conduct & Grievances

The Office of Student Conduct & Grievances facilitates implementation of the Student Code of Conduct, Student Discipline Procedures, and Student Grievance procedures, through supporting students, faculty, staff, and managers in locating, interpreting, and applying these guidelines. The department also provides consultation to students and employees related to student behavior or academic honesty concerns, assists with conflict resolution involving students, and provides workshops and trainings in related topics.

Dept Specific Student Population: All students

Hours of Operation: Monday-Friday, 8am-5pm

Location: Student Activities Office (Bookstore Bldg)

Contact phone number: Ext. 2445

Contact email: oscg@cerritos.edu

Website: <https://www.cerritos.edu/activities/office-of-student-conduct-and-grievances/default.htm>

Student Health Services (SHS)

Student Health Services provides accessible, high quality, and cost-effective health care and mental health care services to Cerritos College's diverse student population through health promotion, education, prevention, and evidence-based treatments.

Contact phone number: Ext. 2321

Contact email: studenthealth@cerritos.edu

Website: <https://www.cerritos.edu/shs/>

Veteran Resource Center

The Veterans Resource Center offers one-stop student services: admissions application, certification of VA educational benefits for student veterans and other military-connected students, academic counseling and advisement, educational planning, and social events, and co-curricular activities for student engagement.

Contact phone number: 562-467-5016

Contact email: VRC@cerritos.edu

Website: www.cerritos.edu/va

Section V – Cerritos College Police Department

The Cerritos College [Police Department](#) is a 24/7 resource available to the District. Full information on their services can be found on their website.

Some other useful information:

- [Campus Safety Plan/Emergency Procedures](#)
- [2021 Evacuation Map](#)
- Emergency Notification Chain – The President’s Office maintains an email chain document with the cell phone numbers of all managers. This document is sent out via email from the President’s Office to managers each time there is an update.

Parking

Parking on campus is handled by the police department. The [parking regulations website](#) has specific information/rules on parking and the link to purchase a permit.

On campus parking is enforced and monitored **24 hours a day/7 day a week** unless otherwise notified. All parking permits are virtual and based on your vehicle’s license plate, no physical stickers will be provided.

Management, faculty, and short-term hourly employees must purchase a permit, which is available on a semester or annual basis. Classified and confidential employee's parking costs are covered in their fees; however, they must also use the parking website to register their vehicle(s). Employees may list up to 2 vehicles on their permit.

Departments are able to purchase packs of one-day permits from the Cerritos College Police Department.

Driving carts, cars or rentals

To drive a vehicle / cart for the district, the employee must complete the police safety and drivers training. To request access to the training for yourself, or your employees, reach out to hr@cerritos.edu.

Text Alerts

The College has contracted with **RAVE Mobile Safety** for emergency communications and other important information via text message and e-mail. This emergency communication messaging system is called [RAVE Alert](#). There is no charge for subscribers, except as may be imposed by the mobile service providers used by subscribers for everyday text messaging services. This emergency text alert messaging system is a provision of the College Emergency Operations Plan.

Safety Escort Service

The Cerritos College Police Department is committed to ensuring a safe environment for all students, employees and visitors to the college. The [Safety Escort](#) service was initiated to promote and encourage personal safety. We provide safety escorts twenty-four hours a day, seven days a week for any member of the campus community who has concerns for their personal safety. To call for an escort please contact:

- (562) 924-3618 or Ext. 2325, or
- 562-924-3618

Manager’s Handbook Updates

If you have suggested updates or corrections to this manual, please provide them to the current ACCME Board. Current officers can be found at: <https://www.cerritos.edu/accme/officers.htm>.