

Cerritos College 2019 Board Meeting Dates and Deadlines

Board Meeting WEDNESDAY 7:00 PM	Items Due to Purchasing by 12:00 PM	Request for Employment Action* Due to Human Resources Office MONDAY 12:00 PM	Items Due to VP of Academic Affairs, Business Services, Student Services THURSDAY 12:00 PM	Items Due VP to President TUESDAY 12:00 PM	Coordinating Committee MONDAY	Delivery to Board THURSDAY
January 16	December 3	December 10	January 2 (Wed)	January 4 (Fri)		January 11
February 6	January 7	January 14	January 17	January 22	January 28	January 31
February 20 SS				February 16	February 11	February 14
March 6	February 4	February 11	February 15	February 19	February 25	February 28
March 20 SS					March 11	March 14
April 3	March 4	March 11	March 14	March 19	March 25	March 28
April 17 SS					April 8	April 11
May 1	April 1	April 8	April 11	April 16	April 22	April 25
May 15 SS					May 6	May 9
June 5	May 6	May 13	May 16	May 21	<i>Memorial Day</i>	May 30
June 19 SS					June 10	June 13
July 17	June 17	June 24	June 27	July 2	July 8	July 11
August 7	July 8	July 15	July 18	July 23	July 29	August 1
September 4	August 5	August 12	August 15	August 20	August 26	August 29
September 18 SS					September 9	September 12
October 2	September 2	September 9	September 12	September 17	September 23	September 26
October 16 SS					October 7	October 10
November 6	October 7	October 14	October 17	October 22	October 28	October 31
December 11	November 11	November 18	November 21	November 26	December 2	December 5

SS=Study Session (no business items)

June 19 Study Session: Only budget items will be accepted at this meeting

Additional Information

- All agenda items must be identical to the template! More information can be found at <http://cms.cerritos.edu/board/agenda-item-resources/board-resources-for-employees.htm>
- Agenda items and correspondending backup materials must be submitted via hard copy and electronic copy; please name the file CLEARLY so I know what it is without opening it

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* Information Regarding Requests for Employment Action (Human Resources)

All required forms and documents are due for:

- New hires [probationary/contract faculty, classified staff, confidential staff, educational administrators, classified administrators, and temporary employees, such as adjunct faculty, short-term, substitute staff, professional experts].
- Effective 8/1/13: All individuals must be cleared for fingerprints and TB before action is placed on the agenda. Please note additional time needed for DOJ fingerprinting, TB testing, etc.
- Rehires (faculty, classified staff, confidential staff, temporary staff)
- Terminations (resignations, retirements, etc.)
- Other employment actions requiring Board approval

Other notes:

- Materials needing extensive review by staff or union review require additional time for processing. Individuals may not begin work until Employment Action is approved by the board.
- Retroactive hire dates will be approved only in limited circumstances. Please contact the Director of Human Resources/Risk Management.
- Earliest effective start date of board action is the day after the board meeting
- Please contact Human Resources if you have questions or need assistance: 562.860.2451, extension 2278 or 2279.

Information Regarding Request for Contracts (RFC) and Donation/Gift Items:

- Forms need to be completed in full and any pertinent documentation must be attached upon submittal.
- Forms can be located on the Purchasing Department website at: <http://www.cerritos.edu/purchasing/purchasing-forms.htm>
- Materials requiring extensive review by staff require additional time for processing. Please contact the Purchasing Department at 562-860-2451 x 2243 with any questions.