



**CERRITOS COLLEGE**  
**BOARD BOOK**

**OCTOBER 18, 2017**



**CERRITOS COMMUNITY COLLEGE DISTRICT**  
**AGENDA FOR THE REGULAR MEETING OF THE**  
**BOARD OF TRUSTEES**

CHERYL A. EPPLE BOARD ROOM

Teleconference Location: 1450 1st Street, Napa, CA Napa, CA 94559

**Wednesday, October 18 at 7:00 p.m.**

**CALL TO ORDER:** Zurich Lewis, Board President

**Zurich Lewis, Board President**  
Trustee Area 7

**Martha Camacho-Rodriguez, Member**  
Trustee Area 1

**Carmen Avalos, Board Vice President**  
Trustee Area 2

**Marisa Perez, Member**  
Trustee Area 4

**Dr. Shin Liu, Board Clerk**  
Trustee Area 5

**Dr. Sandra Salazar, Member**  
Trustee Area 6

**James Cody Birkey, Member**  
Trustee Area 3

**Raul Avalos**  
Student Trustee

**Dr. Jose Fierro**  
President/Superintendent

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Foreign language translation, sign language interpretation, materials in alternative formats and other accommodations are available to the public upon request. All requests for reasonable accommodations to participate in a Board meeting must be made at least three working days (72 hours) in advance of the scheduled meeting date. For assistance, please contact:

President's Office - 11110 Alondra Boulevard - Norwalk, California 90650

(562) 860-2451, Extension 2204 - (562) 860-1104 – FAX

Copies of the agenda materials are available in the President's Office and are available online at

[www.cerritos.edu/board](http://www.cerritos.edu/board)

1. **Invocation**
2. **Pledge of Allegiance: Dr. Sandra Salazar**
3. **Roll Call**

### ***AGENDA ORGANIZATION***

The Board of Trustees will discuss any changes in the order of agenda items. Per [Board Policy 2340](#), the order of business may be changed by consent of the Board of Trustees.

### ***COMMENTS FROM THE AUDIENCE***

(Government Code Section 54954.3)

The Board of Trustees welcomes public comment on issues within the jurisdiction of the college. Public comment request cards must be completed and returned to the secretary prior to the start of the meeting. Late arrivals will not be permitted to speak. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker.

**Note:** Members of the board may not discuss or take legal action on matters raised unless the matters are properly noticed for discussion and legal action. Also, be advised that college personnel and processes are available for further communication.

### ***REPORTS AND COMMENTS FROM CONSTITUENT GROUPS***

At this time, a brief report and summary of initiatives will be given by identified constituent group leaders:

- Associated Students of Cerritos College (ASCC) President
- Faculty Senate President
- Cerritos College Faculty Federation (CCFF) President
- California School Employees Association (CSEA) President
- Association of Cerritos College Management Employees (ACCME) President

### **OPEN SESSION AGENDA**

4. **Institutional Presentation: Recognition of Classified Employee of the Month**

The Board of Trustees will recognize Manuel Mendes as Classified Employee of the Month for September 2017.

5. **Institutional Presentation: Su Casa Book Fair Check Presentation**

The Cerritos College Math Club President will present a check to Su Casa, which was raised through sales of donated books on campus. Accepting the check on behalf of Su Casa will be Dr. Renée DeLong, Dean of Counseling Services.

**6. Institutional Presentation: FTES Update**

The Board of Trustees will receive a presentation from Rick Miranda, Vice President of Academic Affairs regarding an FTES update and the strategies employed to increase enrollment.

**7. Institutional Presentation: Legislative Update**

The Board of Trustees will receive a legislative update from Dr. Jose Fierro, President/Superintendent.

**8. Receive the Initial Proposal of the Cerritos College Faculty Federation (CCFF), AFT Local 6215, to the Cerritos Community College District for Negotiation of the CCFF-District Collective Bargaining Agreement for the Period July 1, 2018 – June 30, 2021, and Notification of a Public Hearing at the November 15 Regular Board Meeting**

It is recommended that the District receive the attached initial proposal from CCFF, AFT Local 6215, for negotiation of the CCFF District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, and that a public hearing in accordance with state Government Code section 3547 be scheduled for the November 15 regular Board meeting.

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 CCFF, AFT Local 6215, hereby presents its initial proposal to the Cerritos Community College District. Pursuant to Board Policy (BP) 2610 and Administrative Procedure (AP) 2610, CCFF, AFT Local 6215, has submitted an initial proposal to the District for negotiation of the provisions of the CCFF-District Collective Bargaining Agreement. This proposal shall be available for public review in the President/Superintendent's Office from October 19 through November 15 and the public shall have an opportunity to respond to this proposal during a public hearing at the November 15 regular Board meeting.

**9. Receive the Initial Proposal of the Cerritos Community College District to the Cerritos College Faculty Federation (CCFF), AFT, Local 6215 for Negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, and Notification of a Public Hearing at the November 15 Regular Board Meeting**

It is recommended that the Board of Trustees receive the attached initial proposal from the Cerritos Community College District to CCFF, AFT, Local 6215, for negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, and that a public hearing in accordance with state Government Code section 3547 be scheduled for the November 15 regular Board meeting.

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 Cerritos Community College District hereby presents its initial proposal to the CCFF, AFT, Local 6215. Pursuant to Board Policy (BP) 2610 and Administrative Procedure (AP) 2610, the District has submitted an initial proposal to CCFF, AFT Local 6215, for negotiation of the provisions of the CCFF-District Collective Bargaining Agreement. This proposal shall be available for public review in the President/Superintendent's Office from October 19 through November 15 and the public shall have an opportunity to respond to this proposal during a public hearing at the November 15 regular Board meeting.

## ADMINISTRATIVE ITEMS

### 10. Consideration of Approval of Board Advisory Committee Membership

It is recommended that the Board of Trustees revise the membership for the Bond Construction Advisory Committee, in accordance with Board Policy 2220. No fiscal impact.

### ***REPORTS AND COMMENTS FROM DISTRICT OFFICIALS***

At this time, members of the Board of Trustees will provide brief reports on meetings attended on matters pertaining to their service as a representative of the Cerritos Community College District Board of Trustees pursuant to Government Code 53232.3(d). Following the Board of Trustees, the President/Superintendent will provide an executive report that includes reports from the Vice President of Business Services, Vice President of Academic Affairs, Vice President of Student Services, Vice President of Human Resources, and Director, College Relations, Public Affairs & Governmental Relations.

### ***CLOSED SESSION WILL BEGIN NO LATER THAN 9:00 P.M. AND WILL LAST NO LONGER THAN ONE HOUR***

#### 11. Conference with Real Property Negotiator (GC §54956.8)

Property: Approximate 5.2 acres situated in southwest portion of the Cerritos College campus

Negotiating Parties: Felipe R. Lopez, Vice President of Business Services/Assistant Superintendent

Under Negotiation: Lease Terms

#### 12. Conference with Labor Negotiators (GC #54957.6)

A. Agency Representatives: Dr. Adriana Flores-Church, Dr. Jose Fierro

B. Employee Organizations:

California School Employees Association (CSEA)

Cerritos College Faculty Federation (CCFF)

C. Unrepresented Employees:

Management Employees

Contract Management Employees

Confidential Employees

### 13. Reconvene to Open Session

### 14. Adjournment

***The Next Regular Meeting of the Board of Trustees is set for  
Wednesday, November 15, 2017 at 7:00 p.m.***

I, Dr. Jose Fierro, Secretary to the Board, certify that a true and correct copy of the foregoing Meeting Agenda was posted on October 13, 2017 at 10:00 a.m., as required by law.

---

Dr. Jose Fierro, President/Superintendent

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**REVIEWED BY:**

\_\_\_\_\_  
Dr. Adriana Flores-Church  
Vice President of Human Resources  
Assistant Superintendent

**SUBJECT: Receive the Initial Proposal of the Cerritos College Faculty Federation (CCFF), AFT Local 6215, to the Cerritos Community College District for Negotiation of the CCFF-District Collective Bargaining Agreement for the Period July 1, 2018 – June 30, 2021, and Notification of a Public Hearing at the November 15 Regular Board Meeting**

**ACTION**

It is recommended that the District receive the attached initial proposal from CCFF, AFT Local 6215, for negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, and that a public hearing in accordance with state Government Code section 3547 be scheduled for the November 15 regular Board meeting.

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 CCFF, AFT Local 6215, hereby presents its initial proposal to the Cerritos Community College District. Pursuant to Board Policy (BP) 2610 and Administrative Procedure (AP) 2610, CCFF, AFT Local 6215, has submitted an initial proposal to the District for negotiation of the provisions of the CCFF-District Collective Bargaining Agreement. This proposal shall be available for public review in the President/Superintendent's Office from October 19 through November 15 and the public shall have an opportunity to respond to this proposal during a public hearing at the November 15 regular Board meeting.

**FISCAL IMPACT**

The financial implications are contingent on the results of negotiations.

**REPORT SUMMARY**

The attached initial proposal was submitted by CCFF, AFT Local 6215 to the Cerritos Community College District, for negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, for review at the October 18, 2017, meeting of the Board of Trustees. Per the District's Administrative Procedure 2610, the public shall have an opportunity to respond to the CCFF initial proposal at a subsequent Board meeting. A public hearing will be placed on the November 15, 2017, regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board shall discuss and acknowledge official receipt of CCFF's initial proposal.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

CCFF, AFT Local 6215 Initial Proposal of the Collective Bargaining Agreement between CCFF, AFT Local 6215 and the Cerritos Community College District for the period beginning July 1, 2018 - June 30, 2021.



Cerritos College, 11110 Alondra Bl, Norwalk, CA 90650  
Campus Office: Classroom Building, Rm 112

### Cerritos College Faculty Federation Memorandum

**TO:** Cerritos College Board of Trustees, care of Dr. Adriana Flores-Church, Vice President of Human Resources

**FROM:** Kimberly Rosenfeld, Chief Negotiator, Cerritos College Faculty Federation

**DATE:** September 19, 2017

**SUBJECT:** CCFF public notice of bargaining subjects for upcoming successor negotiations between the Union and District

The following are the CCFF's initial bargaining proposals for a successor collective bargaining agreement between the Cerritos College Faculty Federation (CCFF), AFT Local 6215, and the Cerritos Community College District. The CCFF proposes the following new articles and revisions to existing articles of the parties' CBA:

**Parental Leave [Non-Monetary]:** The Union proposes to negotiate updated leave policies in Articles 18-28 to be consistent with AB 2393 and all other laws.

**Part Time Evaluation and Rehire Rights [Non-Monetary]:** The Union proposes technical changes to the parties' PT rehire preference article to ensure the current scope of the preference is clearly understood by all chairs and deans and proposes revisions to clarify the part time evaluation process to be compliant with AB 1690 and SB 1379.

**Maintenance of Dues Checkoff [Non-Monetary]:** The Union proposes to clarify when Faculty can join or leave the Union.

**Grievance and Just Cause [Non-Monetary]:** The Union proposes updating the grievance procedure to provide for binding arbitration. The Union proposes adding a 'just cause discipline' article to ensure faculty due process and union information rights are protected during employer investigations.

**Department Chairs/Program Director [Non-Monetary]:** The Union proposes technical changes to the parties' Department Chair/Program Director article to ensure the current scope is clearly understood by all chairs and deans and proposes revisions to clarify and streamline language.

**Assignment [Non-Monetary]:** The Union proposes an assignment article documenting the existing basic duties, responsibilities, working time and workload for full-time and part-time faculty, including teaching and non-teaching faculty. The Union proposes reasonable and set workload and assignments for faculty.

**Union Rights [Non-Monetary]:** The Union proposes to update the parties' Union Rights article to confirm with state law AB119 and maintain release time for union work.

## Cerritos College Faculty Federation Memorandum

September 19, 2017

**Intellectual Property [Non-Monetary]:** The Union proposes adding an intellectual property article to identify copyrights to certain works that may be created by faculty members, and to identify the uses that may be made of those works by faculty members and the District

**Academic Rank, Faculty Seniority, and Faculty Service Areas [Non-Monetary]:** The union proposes an article that documents current practice and provides technical changes to clarify the qualifications and procedures for determining academic rank, faculty seniority and faculty service areas.

**Working Conditions, Safety, and Welfare [Non-Monetary]:** The union proposes an article that documents current practice related to safe working conditions, safety and welfare.

**Payroll Deductions [Non-Monetary]:** The union proposes an article that documents current practice related to payroll deductions.

**Travel, Conference, and Professional Organizations [Non-Monetary]:** The union proposes an article that documents current practice related to travel, conference and professional organizations.

**Personnel Files [Non-Monetary]:** The union proposes an article that documents current practice and provides technical changes related to personnel files.

**Surveillance and Privacy Rights [Non-Monetary]:** The Union proposes adding a surveillance and privacy rights article addressing the use of security cameras and recordings to ensure that the privacy of faculty is upheld.

**Health and Welfare [Monetary]:** The Union proposes maintaining employer insurance contributions and benefit levels for full time faculty to provide health security for faculty and their families. The Union proposes reasonable access to health insurance for part time faculty to be competitive with neighboring districts, to help recruit and retain part time faculty, and to provide health security for part time faculty and their families.

**Salary [Monetary]:** The Union proposes maintaining salary for faculty sufficient to keep pace with the County increased cost-of-living, increase parity for PT faculty, utilize State funds dedicated to office hours and other purposes, make up for years of salary stagnation or below-inflation raises, and ensure the District meets its 50% obligations and continue to be able to recruit and retain faculty.

**Retiree Benefits [Monetary]:** The Union proposes to provide health insurance coverage for faculty 55 years old to the age of Medicare Eligibility (65 years). The Union proposes to increase monthly retiree benefits sufficient to keep pace with the increased costs of supplemental health insurance upon retirement for faculty.



**CERRITOS COLLEGE**  
Regular Meeting of the Board of Trustees

Meeting Date: **October 18, 2017**  
**Agenda Item No. 9**

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**PREPARED BY:**

\_\_\_\_\_  
Dr. Adriana Flores-Church  
Vice President of Human Resources  
Assistant Superintendent

|  |
|--|
| <p><b>SUBJECT:</b>     <b>Receive the Initial Proposal of the Cerritos Community College District to the Cerritos College Faculty Federation (CCFF), AFT, Local 6215 for Negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, and Notification of a Public Hearing at the November 15 Regular Board Meeting</b></p> |
|--|

**ACTION**

It is recommended that the Board of Trustees receive the attached initial proposal from the Cerritos Community College District to CCFF, AFT, Local 6215, for negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, and that a public hearing in accordance with state Government Code section 3547 be scheduled for the November 15 regular Board meeting.

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 Cerritos Community College District hereby presents its initial proposal to the CCFF, AFT, Local 6215. Pursuant to Board Policy (BP) 2610 and Administrative Procedure (AP) 2610, the District has submitted an initial proposal to CCFF, AFT Local 6215, for negotiation of the provisions of the CCFF-District Collective Bargaining Agreement. This Proposal shall be available for public review in the President/Superintendent's Office from October 19 through November 15 and the public shall have an opportunity to respond to this proposal during a public hearing at the November 15 regular Board meeting.

**FISCAL IMPACT**

The financial implications are contingent on the results of negotiations.

**REPORT SUMMARY**

The attached initial proposal was submitted by the Cerritos Community College District to CCFF, AFT, Local 6215, for negotiation of the CCFF-District Collective Bargaining Agreement for the period July 1, 2018 - June 30, 2021, for review at the October 18, 2017, meeting of the Board of Trustees. Per the District's Administrative Procedure 2610, the public shall have an opportunity to respond to the District's initial proposal at a subsequent Board meeting. A public hearing item will be placed on the November 15, 2017, regular Board meeting agenda and the public shall have an opportunity to comment on the proposal. Following the public hearing, the Board shall discuss and adopt the District's initial proposal.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

Cerritos Community College District's Initial Proposal for Negotiation of the Collective Bargaining Agreement between the Cerritos College Faculty Federation (CCFF), AFT, Local 6215, and the Cerritos Community College District for the Period July 1, 2018 to June 30, 2021.



# Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

## MEMORANDUM

**DATE:** October 9, 2017

**TO:** Stephanie Rosenblatt, President, Cerritos College Faculty Federation (AFT Local 6215)

**FROM:** Dr. Adriana Flores-Church, Vice President of Human Resources/Assistant Superintendent *QMB*

**RE:** Presentation of the Cerritos Community College District's Initial Proposal for Negotiation of the Collective Bargaining Agreement Between Cerritos College Faculty Federation (AFT Local 6215), and the Cerritos Community College District for the Period July 1, 2018 to June 30, 2021.

The following items represent the Cerritos Community College District's initial proposal for negotiation of the Collective Bargaining Agreement between the Cerritos College Faculty Federation (CCFF) and the District for the period July 1, 2018, and ending June 30, 2021:

### Article 8. Salary

- The District proposes to discuss compensation for the term of the proposed contract in consideration of state revenue and the District budget.

### Article 10. Health and Welfare Benefits

- The District proposes to discuss health and welfare benefits for current employees for the term of the proposed contract in consideration of state revenue and the District budget.

### Article 11. Department Chair Selection/Responsibility/Compensation

- Update Department Chair duties.
- Incorporate the provisions of the Department Chair Elections and Compensation and Assumption of Duties (Summer) MOU signed on May 4, 2017 into the contract.

### Article 13. Temporary Part-Time Faculty Reemployment/Assignment

- Revise availability form.
- Incorporate the provisions of the Part-Time Seniority MOU signed on May 15, 2017 into the contract.

### Article 14. Office Hours (Regular and Summer)

- Incorporate the provisions of the Adult Education Summer Office Hours MOU signed June 1, 2017 into the contract

### Article 34. Term of Agreement and Reopener Provisions

- Extend the term of the collective bargaining agreement

### New Assignment Article

- The District proposes to add a new article to address workloads, and related assignment topics of faculty members.

NOTE: District would like to address obsolete language and any necessary edit changes, such as updating contract language pertaining to workload to convert LHE to percentages.

cc: Dr. Jose Fierro, President/Superintendent  
Cerritos College Board of Trustees

**FROM:**

\_\_\_\_\_  
Dr. Jose Fierro  
President/Superintendent

**SUBJECT:      Consideration of Approval of Board Advisory Committee Membership**

**ACTION**

It is recommended that the Board of Trustees revise the membership for the Bond Construction Advisory Committees, in accordance with Board Policy 2220.

**FISCAL IMPACT**

No fiscal impact.

**REPORT SUMMARY**

Advisory Committees are composed of less than a quorum of members of the Board of Trustees, are advisory and do not have authority that may lawfully be exercised by the Board itself and are not required to comply with the Brown Act. Findings or recommendations shall be reported to the Board of Trustees for consideration.

**Bond Construction Advisory Committee**

Proposed Board Advisory Committee Members: Shin Liu, James Cody Birkey, Martha Camacho-Rodriguez  
Proposed Meeting Time: To Be Determined

- To review upcoming Board agenda items related to bond construction program;
- Consult with District and Tilden Coil staff for clarification of Board agenda items;
- To provide the opportunity for discussion and the development of informed recommendations in preparation for full board review of bond construction agenda items.
- Make recommendations to the Board regarding proposed bond construction agenda items.

**NOTICING REQUIREMENTS**

None is required beyond posting of this item on the agenda.

**ATTACHMENT(S)**

None.