

2/05/2019

11:05 A.M.

Cheryl A. Epple Board Room

## MINUTES

ROLL	LAST NAME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2020
X	Boutin-Vitela	Lisa	Fine Arts ( <i>Secretary</i> )	2019
X	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2019
X	Greenberg	Bruce	Business Education	2019
	Griffin	April	Liberal Arts ( <i>President</i> )	2020
X	Hammond	Robert	Part-Time Representative	2019
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Hugen	Mark	SEM	2019
	Jensen	Debbie	HPE/A	2019
X	Juntilla	Tim	Liberal Arts	2020
X	Krayer	Adelle	Health Occupations	2018
	Loera	Diane	Health Occupations	2019
X	Lovejoy-Robold	Niki	Liberal Arts	2019
X	LoVetere	Crystal	SEM	2020
X	Lundeen	Brittany	Counseling	2019
X	Maz	Andrew	Fine Arts ( <i>Vice President; CTE Liaison</i> )	2020
X	Moore	Deb	Library	2019
	Moriarty	Cindy	Business Education	2020
X	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Sciences	2019
X	Obasohan	Victor	Humanities/Social Sciences	2020
	Richardson	Chris	HPE/Athletics	2018
X	Salgado	Martin	Part-Time	2019
X	Soto	Armando	Counseling	2018
	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
	Vega	Frank	Technology	2018
X	Worrel	Dara	SEM	2019
X	Rosenblatt	Stephanie	CCFF Liaison ( <i>Non-Voting</i> )	
	Johnson	Heather	Student Liaison ( <i>Non-Voting</i> )	

# AGENDA

## 1. CALL TO ORDER (11:05 A.M.)

- a. Pledge of allegiance

## 2. APPROVAL OF MINUTES

- a. Review, correct, and accept minutes from 1/29/19
  - i. Agenda was not posted, so minutes will be approved at the next meeting.

## 3. ANNOUNCEMENTS

- a. Student Conduct Coordinator – April Griffin
  - i. Vice President Maz reminded the senators of the position.
- b. Pizza with Private Universities – 1 pm – 2:30 pm LC 155
  - i. There are two events this semester: Feb. 5, 2019 and March 7, 2019. Pizza will be served. The purpose of the events is to give students an opportunity to learn about universities that are sometimes not heard from on campus, such as Chapman, La Verne, Whittier, Biola, Loyola Marymount, and Redlands.
- c. APIDA Awareness Week—2/4/19-2/7/19
  - i. Events are ongoing this week to celebrate Asian Pacific Islander Desi American culture. The Lunar New Year celebration on February 5 will include dumplings, lanterns, and music.
- d. Welcome Vice President Student Services—Dr. Dilcie Perez
  - i. Vice President Perez introduced herself and announced that she looked forward to her work at Cerritos College.
- e. Album Release Concert – Andrew Maz.
  - i. Vice President Maz will hold an album release concert on Saturday February 9, 2019 at 7 pm in Burnight Center. The album is the result of collaborations with students. Students are running the production. Concert is free and funded through Strong Workforce Funds.

## 4. INFORMATION ITEMS

- a. Turnitin!—Lisa Boutin-Vitela
  - i. Secretary Boutin-Vitela reminded faculty that we still have campus subscription to Turnitin and to alert part-time faculty if they are new to the campus.
  - ii. Senator Juntilla explained that Turnitin is also embedded into Canvas as an external tool, so the Turnitin subscription can be used through Canvas, too.
- b. FHP—Deb Moore
  - i. Senator Moore shared that the FHP committee is seeking to make additional improvements in their assessments and rankings for new hires. She announced that the committee would like departments to receive credit for retirees going back five years, not just three years. She added that there

has been some discussion about how you define a department. It is most important that department definitions stay consistent year over year. The FHP committee received the bad news about FON and the number of hires being reduced at the end the last meeting. The committee will need to meet one more time. Moving forward, the FHP committee would like the forms to be submitted as early as possible to facilitate the hiring process.

- c. Accreditation— Dr. Michelle Lewellen
  - i. Dr. Lewellen recently defended her doctoral dissertation – congratulations!
  - ii. Dr. Lewellen announced that accreditation is going very well. There have been a few issues with teams, but those issues are being solved. There will be additional meetings on February 20 and March 6. The draft will be posted in mid March. There will be forums in April. The document needs to be complete by December.
- d. Coordinating Committee—April Griffin
  - i. The Committee is still going over AP and BP, next is chapter 6.

## **5. DISCUSSION/ACTION ITEMS**

- a. Update on the FON and hiring—Felipe Lopez and Rick Miranda
  - i. Rick Miranda:
    - 1. Vice President Miranda explained that the new enrollment/FTE calculations from P1 (January) put Cerritos College at 13 hires (14 once medical assisting issue is resolved). The issue is enrollment. A resolution associated with the SERP will not allow the board to go over the FON. P2 will tell us where we stand in terms of enrollment and if there is the possibility of additional hires.
  - ii. Felipe Lopez
    - 1. Vice President Lopez shared a calculation that he developed to better plan for the FON. Vice President Lopez's numbers differed from Chancellor's Office calculations. Chancellor's Office numbers assume full growth. The administration is still waiting for P2 and Recal. VP Lopez will continue to recalculate FON. Enrollment has been light, and we've had a 8.2% drop from Spring 2018 to Spring 2019. Classes have had a fill rate of about 70% on average.
  - iii. Senator Cabuto inquired about how to best increase enrollment and suggested reviewing different calendar options, such as the 16-week calendar.
  - iv. Senator Hoppe-Nagao shared information from articles about forecasting enrollment and the reality of future declines in enrollment
  - v. Senator Ukita announced the importance of keeping the students we have and encouraging students to take additional classes if that would help the student meet his/her academic goals.
  - vi. Vice President Lopez said they would improve roll out of new hires in the future in coordination with the Faculty Hiring Prioritization committee. They will list a certain percentage of positions to start and then add more if the FON number permits based on P1.
  - vii. Art & Design faculty member Hagop Najarian shared that he believes Cerritos College can afford to hire more full-time faculty based on the large number of retirements and healthy reserves.

- viii. Senator Hoppe-Nagao explained that the FON and FHP are two separate entities. FHP is ranking the hires. The committee is continuing to address the concerns of committee members.
- ix. Senator Mullins said that if the Board of Trustees is unable to hire above the FON then we need to wait until April until we have P2 numbers.
- x. Cerritos College currently has approximately 261 full-time faculty.
- xi. Non-Credit Liaison Martha Robles spoke about how it is important that the non-credit faculty are part of the FON.
  - 1. Rick responded that there was recently a meeting with the Chancellor's Office about this issue.
- xii. CCFF Liaison Rosenblatt explained that the FON is just the floor and that it is unfortunate that the language about the FON was included in the SERP. She encouraged faculty to speak with the Trustees about overriding the rule that has been put in place.
- xiii. Senator Mullins discussed how fully staffing our faculty will help support student success and completions, which is how the new funding formula works.
- xiv. Senator Hoppe-Nagao wanted to ensure that the applicants receive information about the canceled positions, so they know their applications are appreciated.

## 6. REPORTS

- a. Student Liaison—
  - i. Not present/no report
- b. CCFF President—Stephanie Rosenblatt
  - i. There will be a workshop by LA Fed about how to run for office and how to join a board or commission. Register by February 8.
  - ii. The impasse paperwork is prepared and ready to be filed, but the district reached out and now both groups are working on a deal.
- c. Senate Vice President—Andrew Maz
  - i. No report
- d. Senate Secretary—Lisa Boutin-Vitela
  - i. Secretary Boutin-Vitela will be sitting in for President Griffin at the Board of Trustees meeting on February 6, 2019.
- e. Senate President—April Griffin
  - i. Not present/no report.

## ADJOURNMENT (12:20 P.M.)

### REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability, who requires reasonable accommodation to participate in a meeting, may request assistance by contacting the:

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