

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
January 28, 2019

PRESENT:	Rick Miranda Dr. Adriana Flores-Church Dr. Dilcie Perez Sandy Marks Dr. April Griffin Stephanie Rosenblatt Armando Soto Liz Page Kathy Hogue Kim Applebury Danylle Williams-Manser Julie Mun	ABSENT:	Dr. Jose Fierro Felipe Lopez Kathy Azzam
		GUEST(s):	Patrick O’Donnell Valyncia Raphael

I. MEETING CALLED TO ORDER

Mr. Miranda called the meeting to order at 1:03 p.m. He welcomed new members Dr. Perez, Ms. Hogue, and Ms. Williams-Manser.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Katie Mishler	Deputy Sector Navigator, Advanced Transportation & Logistics	December 13
Judy Fox	Deputy Sector Navigator, Business & Entrepreneurship	December 13
John Park	Senior Applications Analyst	January 2
Irma Gorrocino	Public Affairs Specialist	January 2
Sulemad Hamid	Senior Applications Analyst	January 7
Dr. Dilcie Perez	Vice President, Student Services	January 9
Kelly Rios	Administrative Assistant	January 22
Edward Diaz	Senior Technical Support Specialist	January 22

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – December 10, 2018

It was moved by Mr. Soto and seconded by Ms. Page to approve the December 10 minutes. The vote for approval was 9-0-3; Mr. Miranda, Ms. Hogue, and Ms. Williams-Manser abstained.

V. BOARD AGENDA – February 6, 2019

The committee reviewed the draft February 6 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**DEEOAC**

*EMP Goal C: Promoting Leadership and Staff Development*

Dr. Raphael stated that the committee has been working on developing a diversity statement to use collegewide. The short version has been finalized, and they are working with faculty to revise the longer version. The committee continues to compile a list of the Cerritos College initiatives, programs, and efforts that contribute to Diversity and/or serve a special population of students to create a diversity directory. A team of staff, faculty, and board members are attending the February 8-9 Building Diversity Summit in Los Angeles, and students have been recruited to attend as well. The committee is also discussing reviving the Diversity Awards event, which is tentatively scheduled for Tuesday, April 2. Dr. Raphael stated that the climate survey was deployed in November 2018, and 39% of eligible campus employees submitted responses. They are reviewing data and working with IERP to schedule workshops to share the information.

**Employee Development**

*EMP Goal C: Promoting Leadership and Staff Development*

Dr. Flores-Church stated that the first annual Falcon Day was a success, and that the committee is exploring ideas to schedule an annual spring event. The next meeting is tentatively scheduled for Thursday, February 14.

**Information Technology Standards**

*EMP Goal E: Upgrading Educational Infrastructure*

Mr. O’Donnell stated that Jamf Now was added as a campus software standard to provide a cloud-based MDM solution for iPad, iPhone, and Mac devices. He also stated that the committee approved new printer, laptop, and PC standards. The committee is working with IERP to develop a campus IT survey for employees and students. The draft survey will be shared with the Technology-Based Learning Committee before deployment, and the results will help build the updated IT Master Plan.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None.

VIII. STATUS OF SHARED GOVERNANCE

**Board Policy Review – Chapter 5**

*EMP Goal F: Enhancing Organizational Effectiveness*

The committee began review and discussion of Chapter 5 policies and procedures.

- BP 5010 Admissions and Concurrent Enrollment
- AP 5010 Admissions and Concurrent Enrollment
- AP 5011 Tracks of Admission and Concurrent Enrollment of High School and Other Young Students: College and Career Access Pathways (CCAP) Track and Non-College and Career Access Pathways (CCAP) Track
- AP 5012 International Students

AP 5013	Students in the Military
BP 5015	Residence Determination
AP 5015	Residence Determination
BP 5020	Nonresident Tuition
AP 5020	Nonresident Tuition
BP 5030	Fees
AP 5030	Fees
AP 5031	Instructional Materials Fees
BP 5035	Withholding of Student Records
AP 5035	Withholding of Student Records
BP 5040	Student Records, Directory Information, and Privacy
AP 5040	Student Records, Directory Information, and Privacy
AP 5045	Student Records: Challenging Content and Access Log
BP 5050	Student Success and Support Program
AP 5050	Student Success and Support Program
BP 5052	Open Enrollment
AP 5052	Open Enrollment
BP 5055	Enrollment Priorities and Limitations
AP 5055	Enrollment Priorities and Limitations
AP 5070	Attendance Accounting
AP 5075	Class Adds and Drops
BP 5110	Counseling
AP 5110	Counseling
BP 5120	Transfer Center
AP 5120	Transfer Center
BP 5130	Financial Aid
AP 5130	Financial Aid
BP 5140	Disabled Student Programs and Services
AP 5140	Disabled Student Programs and Services
BP 5150	Extended Opportunity Programs and Services
AP 5150	Extended Opportunity Programs and Services
BP 5160	Assessment Center
BP 5170	Veterans Affairs
AP 5170	Veterans Affairs
BP 5180	Student Activities
BP 5200	Student Health Services
AP 5200	Student Health Services
BP 5205	Student Insurance
BP 5210	Communicable Disease
AP 5210	Communicable Disease
BP 5300	Student Equity Plan
AP 5300	Student Equity Plan
BP 5400	Associated Students Organization
AP 5400	Associated Students Organization
BP 5410	Associated Students Elections
BP 5420	Associated Students Finance
AP 5420	Associated Students Finance
BP 5500	Standards of Student Conduct

BP 5510	Off-Campus Activities and Organizations
AP 5510	Off-Campus Activities and Organizations
AP 5520	Student Discipline Procedures
BP 5530	Student Rights and Grievances
AP 5530	Student Rights and Grievances
BP 5550	Speech: Time, Place, and Manner
AP 5550	Speech: Time, Place, Manner, and Commercial Vendors
BP 5570	Student Credit Card Solicitation
AP 5610	Voter Registration
BP 5700	Intercollegiate Athletics
AP 5700	Intercollegiate Athletics
BP 5800	Prevention of Identify Theft in Student Financial Transactions
AP 5800	Prevention of Identify Theft in Student Financial Transactions

The committee discussed the following and had no recommended changes.

BP 5040	Student Records, Directory Information, and Privacy
BP 5052	Open Enrollment
AP 5052	Open Enrollment

The committee discussed and reached consensus to update the following documents, as attached.

BP 5010	Admissions and Dual Enrollment
AP 5012	International Students
BP 5140	Disabled Student Programs and Services
BP 5160	Career and Assessment Services
BP 5170	Veterans Affairs
AP 5170	Veterans Affairs

The committee completed an initial review of the following policies and procedures, and scheduled a second review for the February 11 meeting.

AP 5010	Admissions and Dual Enrollment
AP 5040	Student Records, Directory Information, and Privacy
AP 5050	Student Success and Support Program
AP 5130	Financial Aid
AP 5140	Disabled Student Programs and Services
BP 5150	Extended Opportunity Programs and Services
AP 5150	Extended Opportunity Programs and Services

**FTES Update**

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda stated that the college reported FTES for the P1 period last week, and projections indicate that we will be 1,000 short of our 16,800 target for 2018-19.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Flores-Church stated that the college hosted a job fair on Saturday, January 19, which was well attended.

Mr. Soto stated that “Meet the Counselor Day” is scheduled for Wednesday, January 30 from 10:00 a.m. – 1:00 p.m., and Thursday, January 31 from 5:00 – 8:00 p.m., in collaboration with ASCC Welcome Day and Night.

X. PRESIDENT’S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 3:00 p.m.

**Student Services**

1 **BP 5010 ADMISSIONS AND CONCURRENT DUAL ENROLLMENT**

2 **References:**

- 3 Education Code, Sections 76000, 76001, 76002, and 76038
- 4 Labor Code, Section 3077;
- 5 34 CFR 668.16(p) (U.S. Department of Education regulations on the Integrity of
- 6 Federal Student Financial Aid Programs under Title IV of the Higher Education
- 7 Act of 1965, as amended);
- 8 ACCJC Accreditation Standard II.C.6

9 The District shall admit students who meet one of the following requirements and who are  
10 capable of profiting from the instruction offered:

- 11 • Any person over the age of 18 and possessing a high school diploma or its  
12 equivalent.
- 13 • Other persons who are over the age of 18 years and who, in the judgment of the  
14 President/Superintendent or designee, are capable of profiting from the instruction  
15 offered.
- 16 • Persons who are apprentices as defined in Labor Code, Section 3077.
- 17 • Secondary school students and other special admit students who are able to  
18 demonstrate their ability to benefit from college education and who meet the  
19 specified admissions and enrollment criteria per applicable Education Code, state  
20 regulations, and Board policies and administrative procedures.

21 The District may deny or place conditions on a student’s enrollment upon a finding by the  
22 Board or designee that the applicant has been expelled within the preceding five years or  
23 is undergoing expulsion procedures in another California community college district, and  
24 that the applicant continues to present a danger to the physical safety of the students and  
25 employees of the District.

26 The District shall in its discretion, or as otherwise federally mandated, evaluate the validity  
27 of a student’s high school completion. The President/Superintendent shall establish  
28 procedures for evaluating the validity of a student’s high school completion.

29 **Admissions to Special Programs**

30 In addition to meeting the academic standards for admission to the College, students  
31 wishing to enroll in a special course of study must satisfy additional admissions  
32 requirements. Specific criteria for admission to those programs shall be approved by the  
33 President/Superintendent.

34 **Denial of Requests for Admission for Special Admit Students**

35 If the District denies a request for special full-time or part-time enrollment by a pupil who  
36 is identified as highly gifted, the Board of Trustees will record its findings and the reason  
37 for denying the request in writing within 60 days. The written recommendation and denial  
38 shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at  
39 least 30 days after the pupil submits the request to the District.

40 The President/Superintendent or designee shall establish procedures for evaluation of  
41 requests for special full-time or part-time enrollment by a pupil who is identified as highly  
42 gifted.

43 **Claims for State Apportionment for Concurrent Enrollment**

44 Claims for state apportionment submitted by the District based on enrollment of high  
45 school pupils shall satisfy the criteria established by statute and any applicable  
46 regulations of the Board of Governors.

47 The President/Superintendent shall establish procedures regarding compliance with  
48 statutory and regulatory criteria for concurrent enrollment.

49 The College Catalog, which is updated annually, contains the most recent information  
50 regarding admissions.

51 Office of Primary Responsibility: Vice President, Student Services

52 Also see AP 5010 titled Admissions and Concurrent Enrollment

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**Date Adopted: May 16, 2007**

**Date Revised: June 13, 2012**

The committee agreed to the proposed changes on January 28, 2019.

**Student Services**

**1 AP 5012 INTERNATIONAL STUDENTS**

**2 References:**

- 3 Education Code, Sections 76141, 76140, 76000, and 76142;
- 4 Title 5, Section 54045;
- 5 Title 8 U.S.C., Section 1101 et seq.

6 Under Department of Homeland Security regulations, Cerritos College is authorized to  
7 enroll students on F-1 visa for the A.A. degree and transfer programs. To be considered  
8 for admission, an international student must complete the following required application  
9 packet items available in the International Student Center:

- 10 • International Student application and fee;
- 11 • Complete high school, secondary, college and or university graduation  
12 transcripts equivalent to an accredited U.S. high school;
- 13 • All applicants whose native ~~language~~ language is not English must meet the  
14 minimal score on the Test of English as a Foreign Language (TOEFL) or an  
15 equivalent score on the Cerritos College ~~placement test~~ self-reporting tool or  
16 other standardized proficiency test before being admitted to an  
17 academic/undergraduate degree program;
- 18 • Negative tuberculosis (TB) test results;
- 19 • ~~Notarized~~ statement of support from a financial sponsor accompanied by a  
20 certified letter from the sponsor's bank, verifying in U.S. dollars that sufficient  
21 funds to meet all the student's educational and financial needs.
- 22 • Valid Passport, appropriate F-1 visa and I-94 form;
- 23 • All F-1 students and dependents must purchase International student medical  
24 insurance; and
- 25 • Upon admission, the F-1 student is issued the SEVIS I-20 and is required to  
26 adhere to all federal regulations regarding their immigration status.  
27 The ~~International Student Center~~ Office of International Student Services will  
28 report required events into the SEVIS program as mandated by United States  
29 Citizenship and Immigration Service (USCIS).

30 The calculation of nonresident tuition fee applicable to noncitizens who have not or cannot  
31 establish residence, shall result in an amount not to exceed the amount expended by the  
32 District for capital outlay in the preceding fiscal year divided by the total full-time  
33 equivalent students. This fee cannot exceed 50 percent of the nonresident tuition  
34 charged other nonresidents.



35 The Cerritos College Office of International Student Services ~~Office~~ maintains the most  
36 recent information regarding International Students. The printed and web-based  
37 materials are updated periodically.

38 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

*(Replaces former Cerritos CCD Policy 4102.3)*

The committee agreed to the proposed changes on January 28, 2019.

Student Services

1 **BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES**

2 **References:**

3 Education Code, Sections 67310-13 and 84850;  
4 Title 5, Sections 56000 et seq.

5 It is the policy of the Cerritos Community College District to maintain Disabled Student  
6 Programs and Services to promote the academic success and personal enrichment of  
7 students with diverse needs by facilitating equal access to educational opportunities in an  
8 integrated college setting; encouraging the interaction and full participation of all students  
9 with disabilities, and recognizing the importance of self-advocacy and independence in  
10 such students' pursuit of their academic careers.

11 Students with disabilities shall be reasonably accommodated pursuant to federal and  
12 state requirements in all applicable programs in the District. The Disabled Student  
13 Programs and Services (DSPS) program shall be the primary provider for academic  
14 adjustments, auxiliary aids, services, and/or instruction that facilitate equal educational  
15 opportunities for students with disabilities who can profit from instruction as required by  
16 federal and state laws.

17 DSPS services shall be available to students with verified disabilities and directly related  
18 to the educational limitations of the verified disabilities of the student to be served. The  
19 services to be provided include, but are not limited to, ~~reasonable accommodations,~~  
20 ~~electronic information and technology accessibility, accessible facilities, equipment,~~  
21 ~~instructional programs, and counseling~~ academic adjustments, auxiliary aids, counseling,  
22 and/or educational assistance classes. However, Information and Communication  
23 Technology, Instructional Materials, Instructional Programs and accessible facilities  
24 represent a broader institutional responsibility because access is an institutional  
25 responsibility.

26 No student with disabilities is required to participate in the DSPS program.

27 The District shall respond in a timely manner to accommodation requests involving  
28 academic adjustments. The President/Superintendent shall establish a procedure to  
29 implement this policy which, at a minimum, provides for an individualized review of each  
30 such request, and permits interim decisions on such requests pending final resolution by  
31 the appropriate administrator or designee.

32 The President/Superintendent shall ensure that the DSPS program conforms to all  
33 requirements established by the relevant law and regulations.

34 Also see AP 5140 titled Disabled Student Programs and Services and BP/AP 3411  
35 Accessibility of Information and Communication Technology.

36 Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted: May 16, 2007**

**Dates Revised: October 24, 2012; February 5, 2014**

The committee agreed to the proposed changes on January 28, 2019.

Student Services

1 **BP 5160 CAREER AND ASSESSMENT CENTER SERVICES**

2 **References:**

3 None

4 The following services will be provided in the Assessment Center: ~~testing (placement,~~  
5 ~~career/technical, and aptitude),~~ Career and Assessment Services: assessment for  
6 course placement, career testing (interests, skills, personality), career  
7 counseling (career/major exploration), job placement services search assistance, and  
8 reentry services, and work evaluation for the students and community members of the  
9 District. These services will help to identify classes, training, and jobs that will be most  
10 satisfying to the participants current or former students and alumni in meeting their  
11 career or transfer goals.

12 Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted: May 16, 2007**

*(Replaces former Cerritos CCD Policy 4200)*

**The committee agreed to the proposed changes on January 28, 2019.**

**Student Services**

1 **BP 5170 VETERANS AFFAIRS**

2 **References:**

3 Education Code, Sections 70902 and 89036

4 An ~~Office of Veterans Affairs~~ Veterans Resource Center shall oversee programs  
5 authorized under state and federal law to ensure that United States military veteran  
6 students receive services and benefits to which they are entitled by law.

7 Office of Primary Responsibility: Vice President, Student Services

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**Date Adopted: May 16, 2007**

The committee agreed to the proposed changes on January 28, 2019.

**Student Services**

1 **AP 5170 VETERANS AFFAIRS**

2 **References:**

3 Education Code, Sections 70902 and 89036

4 **Program and Services**

5 The ~~Office of Veterans Affairs~~ **Veterans Resource Center** oversees five different  
6 programs: (1) Chapter 30 - new GI Bill/Active Duty Educational Assistance Program; (2)  
7 Chapter 31 - Vocational Rehabilitation; (3) Chapter 1607 - VEAP Veterans Educational  
8 Assistance Program (contributory program); (4) Chapter 35 - Survivor's and Dependents  
9 Educational Assistance Program; and (5) Chapter 1606 - new GI Bill/Selected Reserve  
10 Educational Assistance Program.

11 **Delivery of Services**

12 Delivery of services is based upon students meeting a number of conditions, such as: (1)  
13 eligibility; (2) determination and review of previous benefits received; (3) verification of  
14 previous college work completed; (4) counseling; (5) confirmation that benefits received  
15 or granted are credited to academic work in declared work; and (6) certification of current  
16 enrollment and units attempted.

17 In accordance with state and federal statutes, the ~~Office of Veterans Affairs~~ **Veterans**  
18 **Resource Center** ensures that U.S. veterans receive the full help and assistance that they  
19 are entitled by law. The ~~Office of Veterans Affairs~~ **Veterans Resource Center** is  
20 responsible for the certification of veteran students for their educational benefits. In this  
21 capacity, the ~~Office of Veterans Affairs~~ **Veterans Resource Center** acts as liaison between  
22 veterans and the Veterans Administration.

23 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: May 21, 2007**

*(Replaces former Cerritos CCD Policies 4501.2, 4704, and 4704.3)*

The committee agreed to the proposed changes on January 28, 2019.