

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
January 29, 2018

PRESENT: Felipe Lopez Dr. Adriana Flores-Church Sandy Marks Michelle Lewellen Stephanie Rosenblatt Armando Soto Dr. April Griffin Lynn Laughon David Ward Kim Applebury Karen F. Patron D. Julie Mun	ABSENT: Dr. Jose Fierro Rick Miranda Dr. Stephen Johnson
	GUEST(s): Patrick O'Donnell Elizabeth Miller Dr. Valyncia Raphael

I. MEETING CALLED TO ORDER

Mr. Lopez called the meeting to order at 1:02 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

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

<u>Name</u>	<u>Position</u>	<u>Start Date</u>
Andrea Turner	Child Development Center Teacher, Part-Time	10/9/17

IV. APPROVAL OF MINUTES – November 27, 2017

It was moved by Mr. Soto and seconded by Ms. Applebury to approve the November 27 minutes. The vote for approval was 9-0-3; Ms. Flores-Church, Ms. Laughon, and Mr. Ward abstained.

V. BOARD AGENDA – February 7, 2018

The committee reviewed the draft February 7 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES  
**DEEOAC**

Dr. Raphael distributed the attached handout and stated that the committee has been busy compiling a list of the Cerritos College initiatives, programs, and efforts that contribute to Diversity and/or serve a special population of students. She stated that the list will be a working document and asked the committee to send her their feedback and any corrections. Dr. Raphael stated that after the annual review of the shared governance document, the committee decided to appoint subcommittees as needed to ensure the committee meets its

goals. The Climate Assessment and Outreach, Diversity Funds Allocation, Campus Diversity, Diversity Programming, Policy and Planning, and Communications subcommittees were appointed to meet specific charges. The committee plans to deploy a campus climate survey later this semester. Allied programs such as [Safe Zone](#), Vet Net, and Undocu Ally continue to offer training sessions every semester.

### **Information Technology Standards**

Mr. O'Donnell stated that the committee has been busy updating [standards](#) to replace end-of-life HP models. New standards for desktops, monitors, and printers were updated and approved. Student lab replacements for AT-54, CE-2, ME-2J, and PST-230 have been completed, and the oldest generation podiums on campus are being replaced with computers.

#### VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No reports.

#### VIII. STATUS OF SHARED GOVERNANCE

##### **Administrative Procedure 5530 – Student Rights and Grievances**

Mr. Lopez stated that the proposed updates to the procedure include adding deadlines for Step II of the grade grievance process. The proposed language states that the student must meet with the Student Conduct and Grievance Coordinator within 20 instructional days of submitting the form, and must present a copy of the Grade Grievance Form to the applicable division dean within 20 instructional days of obtaining the signature of the Student Conduct and Grievance Coordinator. Ms. Miller stated that the deadlines are missing from the current procedure, and the goal is to ensure forms are submitted in a timely manner. She stated that the proposed language was vetted through the Student Life Committee.

The Coordinating Committee members discussed whether the deadlines should be shortened because with the proposed revisions, the grade grievance process could take up to 80 instructional days to complete. Ms. Lewellen and Ms. Marks requested time to discuss the proposed revisions with Faculty Senate and the instructional deans, respectively. Ms. Miller stated that she would share the feedback with the Student Life Committee.

This will serve as a first reading and a second review will be scheduled for a future meeting.

#### IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that she was concerned to hear that part-time counselors and staff are being laid off. She asked why their salaries were not budgeted for the entire fiscal year and what has changed in the budget. Mr. Soto stated that the positions in question were budgeted with SSSP funds and that the college will not be receiving the same amount of funding for those services. Ms. Lewellen stated that she would like to know how the college will make up the lost services as they are crucial for our students.

#### X. PRESIDENT'S REPORT

No report.

#### ADJOURNMENT

Meeting adjourned at 1:51 p.m.

This audit takes stock of the Cerritos College initiatives, programs and efforts that contribute to Diversity and/or serve a special population of students

### College Departments

1	Adult Education	Associate Dean of Adult Ed/Diversity Programs: Graciela Vasquez
2	CalWORKs Student Services	Director of Student Program Services: Norma C. Rodriguez Description: <ul style="list-style-type: none"> <li>• CalWORKs Work Study Program</li> <li>• Men of CalWORKs</li> </ul>
3	CARE	Assistant Director: Yvette Tafoya CARE Coordinator: Marcia Chaney Description:
4	Counseling	Dean of Counseling Services: Renee DeLong Description: <ul style="list-style-type: none"> <li>• AB540: Rosa Carrillo</li> <li>• 3SP: Renee DeLong/Armando Soto</li> <li>• Puente: Rosa Carrillo</li> <li>• Umoja: Dr. Shelia Hill/Dr. Chelena Fisher/Clara Ross Jones</li> <li>• Veterans Resource Center: Felipe Salazar</li> <li>• Court to College: Renee DeLong/Armando Soto</li> <li>• FAST program Michael W. Miles, Dr. Chelena Fisher, Dr. Michelle Mahoney, Mia Sarah Cesena Claudia Loera, Jeff Cutkomp, Harvey Chew</li> </ul>
5	DSPS	Dean of Disabled Student Program & Services
6	EOPS	Director of EOPS: Kim Westby Assistant Director of EOPS Description: <ul style="list-style-type: none"> <li>• LINC</li> </ul>
7	Financial Aid Federal Work Study Program	Dean of Student Support Svcs Programs Description: <ul style="list-style-type: none"> <li>• Dreamers: Lynn Wang</li> <li>• Federal Work Study Prog: Lizette Gonzalez</li> </ul>
8	Office of International Student Services	Director of Student Program Services: Norma C. Rodriguez Description:
9	Project HOPE	Dean of SEM - Connie Boardman
10	Re-Entry Program	Director of Career Services: Terrie Lopez Coordinator: Shannon Estrada

**CITE Programs (Community Education and Adult Ed/Diversity Programs)**

1	Citizenship Class/Workshops	
2	ESL Courses	
3	Senior Citizen Programming (exercise/crafts/writing)	
4	Literacy Programming	
5	UAll Clubhouse	
6	Annual Men's Conference	
7	Housing Insecurity Resources	
8	Integrated Social Services (foster parents/youth)	

**College Committees Institution**

	Committee	Primary Contact Person
1	College Committee Developmental Education	Frank Mixson
2	College Committee on Employee Development	Dr. Adriana Flores-Church
3	College Diversity Equal Employment Advisory Committee (DEEOAC)	Director of Diversity, Compliance, and Title IX Coordinator
4	College Committee on Safety*	Tom Gallivan, David Moore
5	College Committee on Student Equity	VP of Student Services
6	College Committee on Student Life	Dean of Student Services
7	College Committee on Student Success and Support Programs	Shawna Baskette, Renee Dr. Delong
8	Student Conduct and Grievance	Dean of Student Services
9	CAIR Team	Dean of Student Services

**College Committees (Faculty Senate)**

	Committee	Primary Contact Person
1	Senate Committee on Faculty Professional Development	CTX/Dr. David Betancourt
2	Senate Committee on Hiring Standards	Dr. Bob Livingston
3	Senate Committee on Professional Development	Dr. Adriana Flores-Church

**Recurring Diversity Trainings**

	Committee	Primary Contact Person
1	AB540 Ally	Rosa Carrillo
2	Safe Zone Ally	Ja'net Danielo
3	Vet Net Ally	Amy Holzgang
4	Culturally Responsive Teaching & Learning	Monique Valencia
5	Title IX Training	VCR
6	Culture of Respect	Monica Acuna
7	Teaching and Learning Modules	Damon Cagnolatti

### College Programming/Planning Committees

	Committee	Primary Contact Person
1	Hispanic Heritage Month	Rosa Carrillo/Walter Fernandez
2	Black History Month	Miya Walker
3	Women's History Month	Ana Torres-Bower
4	LGBT History Month (Safe Zone)	Lance Kayser/Ja'net Danielo/Erin Cole
5	Festival of Asian Cultures	Toni Grijalva
6	International Education Week	Norma C. Rodriguez
7	ISA Global Village	David Tilahun

### Student Diversity Clubs

Criteria: Include clubs that either

1. Hold an explicit commitment to diversity, inclusion, and/or equity;
2. Routinely offer programming, training, or events that foster a climate supportive of diversity, inclusion, and/or equity; or
3. Intentionally provide a supportive community for individuals that identify with the following Equity Plan categories: gender, current or former foster youth, students with disabilities, low-income students, and veterans. Additionally, colleges must have campus-based research on the following ethnic and racial categories: American Indians or Alaskan natives, Asian, native Hawaiian or other Pacific Islanders, Black or African American, Hispanic or Latino, White, some other race, and more than one race.

1	Abilities Empowered	Michael Miles
2	Active Minds (Send Silence Packing)	Humberto Hernandez
4	American Sign Language	Ed Kelly
5	Anthropology	Mark Abbruzzese
6	Black Student Union	Damon Cagnolatti
7	Chicano Latinos for Community Medicine	Alejandro Lopez
8	Chinese	Yiran Zhou
9	DREAM	Lynn Wang
10	Gender Equality	Pauline Acosta
11	IFalcon	Kristen Towhid/Anna Fischer
12	International Student Association	Norma Rodriguez/David Tilahun
13	Kabarkada	Kristen Towhid/Vince Vizcarra
14	K-POP	Yiran Zhou
15	MECHA	Carlos Arce
16	PUENTE	Rosa Carrillo
17	Society for Advancement of Chicanos and Native Americans in Science (SACNESS)	Dr. Scottie Henderson
18	Student Alliance for Equality	Not Active in Fall 2017
19	Student Veterans	Felipe Salazar
20	Women in STEM	Evangelina Reichwein

22	Model United Nations - MUN	Sunday Obazuaye
23	Pacific Islander Club	Not Active in Fall 2017
24	Japanese	Not Active in Fall 2017
25	Religious/Faith Affiliates	Rena Lou
26	HLP Movement	Dr. Chelena Fisher
27	Umoja	Dr. Shelia Hill
28	History	
29	Psychology	
30	Political Science	
31	Social Science	

### Academic Programs

1	Mexican American Chicano@ Latino@ Department	Carlos Arce
2	Women's and Gender Equity Department	Veronica Sanchez
3	Queer Studies	Lance Kayser

### Faculty Initiatives

1	English as a Second Language	Joann Sugihara-Cheetham
2	Global Studies	Dr. John Haas
3	Women's History Month	Ana Torres-Bower
4	Center for Teaching Excellence (CTX)	David Betancourt
5	Culturally Responsive Teaching and Learning	Shawna Baskette

### Campus Positions:

1	Associate Dean of Adult Ed/Diversity Programs	Graciela Vasquez
2	Associate Dean of Student Health, Wellness, & Veterans Svcs	Hillary Mennella/Diana Lerner
3	Dean of Disabled Students Programs & Services	Dr. Lucinda Aborn
4	Director, Diversity, Compliance, and Title IX Coordinator	Dr. Valyncia Raphael
5	Director of Student Program Services	Norma C. Rodriguez
6	EOPS Assistant Director	Yvette Tafoya
7	Program Facilitator for Equity, Diversity, and Title 9 Services	Amber Dofner

### Funding Sources

1	DEEOAC Funding	Human Resources
2	ASCC Diversity Funding	ASCC
3	Student Equity Funding	Student Services