

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
February 12, 2018

PRESENT: Dr. Jose Fierro  
Dr. Stephen Johnson  
Felipe Lopez  
Sandy Marks  
Michelle Lewellen  
Stephanie Rosenblatt  
Armando Soto  
Dr. April Griffin  
Lynn Laughon  
David Ward  
Kim Applebury  
Karen F. Patron D.  
Julie Mun

ABSENT: Rick Miranda  
Dr. Adriana Flores-Church

GUEST(s): Dr. Renée DeLong

- I. MEETING CALLED TO ORDER  
Dr. Fierro called the meeting to order at 1:04 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.
- IV. APPROVAL OF MINUTES – January 29, 2018  
It was moved by Ms. Lewellen and seconded by Mr. Lopez to approve the January 29 minutes. The vote for approval was 11-0-2; Dr. Fierro and Dr. Johnson abstained.
- V. BOARD AGENDA – February 21, 2018  
The committee reviewed the draft February 21 board agenda.

Ms. Rosenblatt asked whether the Board will discuss the loss of SSSP funds and layoff of part-time counselors. Dr. Fierro stated that Dr. Johnson, Dr. DeLong, Mr. Soto, and Traci Ukita are working on a plan to identify a long-term solution to address a loss of nearly \$900,000 in two years due to failure to meet established benchmarks. He stated that allocating \$140,000 now to reinstate the part-time counselors will not fix the bigger problem. The proposed plan must increase the way in which we are touching students with comprehensive educational plans and students at risk, and include strategies for continuous improvement. Continued collaboration with common goals is essential, and month-to-month funding can be provided after a sustainable plan is developed.

Dr. Johnson stated that they are working on the main elements of a plan designed to empower all to achieve outcomes, and that it will be presented to the counselors at their February 21 division meeting.

Ms. Rosenblatt stated that she is concerned that major elements of the proposed plan may violate the faculty contract and requested that CCFF be involved to prevent delays. Mr. Soto stated that the integrity of counseling is compromised by placing monetary value on specific counseling functions. Ms. Lewellen requested that the plan be presented to Faculty Senate and the Coordinating Committee before it is presented to the Board of Trustees.

Dr. Fierro stated that an information item can be added to the March 7 Board Agenda to provide an overview of the plan and productivity of benchmarks.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Planning and Budget**

Mr. Lopez distributed the attached November 2, 2017 meeting minutes. He stated that at that meeting, he provided a 1<sup>st</sup> Quarter (as of September 30, 2017) budget to actuals summary for the unrestricted general fund, and an overview was given for the Guided Pathways Project. Mr. Lopez stated that the next meeting is scheduled for Thursday, February 15, and the agenda items include updates regarding the planning calendar/deadlines, 2017-18 FTES, 2018-19 Governor's Proposed Budget, and committee goals. There will also be discussion regarding the proposed new Student-Centered Funding Formula. Mr. Lopez mentioned that we are close to meeting our 16,800 FTES target but reminded everyone that we are actually funded for 17,741 FTES, and the loss in total FTES is approximately a \$4.9 million reduction in apportionment.

**Student Success and Support Programs**

Dr. DeLong distributed the attached February 7 meeting minutes. She stated that the committee's purposes include monitoring the components of SSSP (credit and non-credit) to ensure that they maximize student access and success, and reviewing student success efforts and recommending strategies to avoid duplication of work. She stated that the committee received a presentation about Falcon Safe/Project Safe and an update on Guided Pathways. There are seven task forces across campus to help initiatives move forward and increase awareness.

**Web Standards**

No report.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No reports.

VIII. STATUS OF SHARED GOVERNANCE

**State Auditor Recommendations**

Mr. Lopez distributed the attached summary of recommendations for Cerritos College. He stated that the state auditor conducted an audit on three districts ending last year, and that the purpose is to set best practices for the state for auditing other colleges. The primary focus was on technology, with an emphasis on accessibility. An update on our progress towards meeting the recommendations is due June 30, and the final response is due in

December. Different groups have been assembled and will continue meeting throughout the year to ensure the deadlines are met. The audit also emphasized establishing formal, written procedures to ensure consistency and continuity in the future. A [fact sheet, summary](#), and the [full report](#) are posted on the California State Auditors website.

Ms. Rosenblatt stated that one of the responses refers to a separate database for complaints related to personnel or confidential employee information, to be maintained by Human Resources. She requested clarification, and Dr. Fierro stated that Dr. Flores-Church will be available to discuss this item at the next Coordinating Committee meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Laughon stated that Mt. SAC computer facilities coordinator Bill Rawlings was recently appointed to the California Community Colleges Board of Governors by Governor Jerry Brown.

Dr. Griffin stated that the Cerritos College forensics team will once again host our annual Tabor-Venitsky tournament on Presidents' Day weekend, February 16-18. The tournament serves as a competitive preview of the major regional and national forensics championship tournaments.

X. PRESIDENT'S REPORT

Dr. Fierro stated that the Employee Giving Kickoff is scheduled for Wednesday, February 14 from 11:00 a.m. to 1:00 p.m. in the Student Center, and asked all to attend to help support the Finish Great campaign. He also stated that Dr. Maulana Karenga will be the keynote speaker at the 2018 Black History Month celebration on February 14 from 11:00 a.m. to 1:00 p.m. in the Teleconference Center.

Dr. Fierro also provided information related to recent topics discussed by the Executive Council such as an upcoming climate survey, commencement speaker nominations, and state auditor recommendations.

ADJOURNMENT

Meeting adjourned at 2:29 p.m.

**CERRITOS COLLEGE  
COLLEGE COMMITTEE ON PLANNING AND BUDGET  
MEETING MINUTES  
NOVEMBER 2, 2017**

Present: Felipe Lopez  
Dr. Adriana Flores-Church  
Dr. Kristi Blackburn  
Michelle Lewellen  
Renee DeLong  
Rachel Mason  
Stephanie Murguia  
Patrick O'Donnell  
Debbie Jensen

Adelle Kraye  
Stephanie Rosenblatt  
Martin Salgado  
Lynn Laughon  
Etta Walton  
David Ward  
Linda Kaufman  
Ariel Diane Delos Santos

Absent: Rick Miranda  
Dr. Stephen Johnson

Angela Conley  
April Griffin

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 2:09 p.m.

**2. APPROVAL OF MINUTES – October 19, 2017**

It was moved by Mr. Ward and seconded by Mr. O'Donnell to approve the October 19, 2017 minutes. Dr. Flores-Church and Ms. Murguia abstained. The minutes were approved as presented.

**3. GUIDED PATHWAYS OVERVIEW**

Mr. Fabish provided a presentation on The California Guided Pathways Project. He noted that this project would help 20 California community colleges implement an integrated, institution-wide approach to student success by creating structured educational experiences that support each student from point of entry to attainment of high-quality postsecondary credentials and careers. The committee reviewed the document and provided feedback.

**4. BUDGET UPDATE**

Mr. Lopez distributed 1<sup>st</sup> Quarter (as of September 30, 2017) budget to actuals summary for the unrestricted general fund. He highlighted the following:

- The salaries reflect expenditures for only two months because of the payroll schedule. At the end of the fiscal year, the County double posts for the month of June to accurately reflect fiscal year salaries.

- The college has a history of spending supply/equipment accounts more towards the end of the fiscal year. He encouraged staff to purchase these items sooner than later, instead of waiting until the end of the fiscal year.
- The amount of \$479,004.00 in transfers/others reflects the amount paid by the college for property and liability. He noted that this amount was normally paid through the college's general fund. A separate account string for self-insurance has been set up to pay the college's property and liability premium, along with any claims against the district in which we are at fault.

**5. ITEMS FROM THE FLOOR**

Ms. Lewellen inquired as to when the two unions would be notified of the Golden Handshake. Mr. Lopez replied that Executive Council is reviewing the information and that the unions would be notified in November.

Dr. DeLong requested clarification regarding the Integrated Planning document and if it was coming back to Planning and Budget. Ms. Lewellen replied that there will be an electronic vote sent out to approve what changes have been made once it goes through Faculty Senate and Coordinating Committee.

**6. NEXT MEETING – NOVEMBER 16, 2017**

The next meeting is scheduled for November 16, 2017

**7. ADJOURNMENT**

The meeting was adjourned at 2:52 p.m.

Student Success and Support Committee Meeting

Minutes

**Wednesday, October 25<sup>th</sup>, 2017**

**Attendees:**

Kristi Blackburn, Renée DeLong, Quinn Doan, Nayeli Duenas, Lorraine Gersitz, Terri Lopez, Mark Olagul Jennifer Palma, Liz Page, Ashley Redix, Edward Rother , Yvette Tafoya, Graciela Vasquez ,Albert Wilmovsky,

**Handouts**

- 2017-2019 SSSP- SEP- BI Integrated Plan
- Integrated Plan Timeline
- Email from Jean(Johnny) Rodriguez
- Resources Survey Questions
- Do You Feel Safe in the LRC?

❖ **SSSP-SEP-BI Integrated Plan**

- Please see handout #1- 2017-2019 SSSP-SEP-BI Integrated Plan Integrated Plan
- Please see handout # 2 – Integrated Plan Timeline
  - The purpose of the Integrated Plan is to identify goals that stretch out to all 3 plans.
  - A lot of the efforts were overlapping in with all 3 programs.
  - All 3 programs will still have their own funding and the plan will be till 2019.
  - Handout #1 is color coded – blue is for the questions we have answered and yellow is still being worked on/in progress.
  - The committee went over the plan together with a focus on page 10 and on which included the plans goals.
  - The deadline has been changed to January 31<sup>st</sup>, 2018.
  - If there is anything that anyone would like to add please email Shawna.
- Discussion
  - What about the budget? Will the committee have the opportunity to discuss the budget? Last year the SSSP budget had an overrun.
  - We don't want to do more with less.
  - We want to get things back into the student's hands that were removed.
  - We just received the P1 Allocation of 2.8 million.

Shawna  
Baskette

❖ **Comprehensive list of services for students across campus**

- We are working on making a website page where students could have access to a list of all the resources across campus.
- Johnny Rodriguez will be the contact person for this as well as Lorraine Gersitz.
- Once the webpage is completed Shawna will contact IT to add this to the home page.
- ASCC contacted Johnny Rodriguez to get s list started as well.
- Please email us your webpage link or resources your department provides.
- Discussion

Lorraine  
Gersitz

<ul style="list-style-type: none"> <li>▪ Let's add information that we can give non-credit students. Can they receive everything that is listed? <ul style="list-style-type: none"> <li>• For example- Picture ID students have to pay for it.</li> </ul> </li> <li>▪ Let's find a way to promote the college. Maybe include the link on the Facebook page.</li> </ul>	
<p>❖ <b>LRC Safe Survey Results</b></p> <ul style="list-style-type: none"> <li>○ A survey was created to ask students if they felt safe in the LRC.</li> <li>○ We set up tables across the LRC in different locations.</li> <li>○ The tables included IPADs where the students could take their survey.</li> <li>○ 450 or so students participated in the survey the first week.</li> <li>○ The results are in: <ul style="list-style-type: none"> <li>▪ Did you feel safe? 96.28 said yes and 3.72 said they didn't feel safe.</li> <li>▪ Some of the reason students didn't feel safe were – napping in the library, couldn't find a gender neutral bathroom, dim lighting and fear of belongings being stolen.</li> <li>▪ Assistance from employees – average rating of 4.55 stars / 95.6% were satisfied and 2.75% were neither satisfied nor dissatisfied.</li> <li>▪ Discussion – How about using a survey for students that are in the Health Occupation and Skill Labs area? A lot of our students who take classes around that area are night students and it would be interesting to see the results.</li> </ul> </li> </ul>	Renée DeLong
<p style="text-align: center;"><b>Items from the floor</b></p> <ul style="list-style-type: none"> <li>▪ Could we change our next meeting date from Nov 29<sup>th</sup> to Dec 6<sup>th</sup> ?</li> <li>▪ We will send out a survey to see which date the committee prefers.</li> <li>▪ There is a new lab in the MRC that is being used a lot for orientations.</li> </ul>	

## **Recommendations Community Colleges**

To ensure that they are fulfilling requests for alternate media services from students with disabilities in a timely manner, by June 2018, Cerritos should each establish procedures for monitoring its timeliness in responding to such requests so that it can periodically review its performance in completing the requests. Specifically, Cerritos should record and track sufficient information to be able to review how long they take to complete requests.

### **Response to the recommendation**

To the existing official DSPTS Excel spreadsheet, titled “Alternate Media Tracking Spreadsheet” currently documenting the date student request was received and the date alternate media conversion was completed and material ready for student pick-up, a column will be added delineating:

- type of alternate format of the final production format (Braille, MP3, enlarged print, PDF or other type needed for accessibility);
- length of class (9-week/other short-term, semester-length, summer intersession); and,
- the number, mean, median, and mode of days elapsed between receipt of student request and completion of student request, including for tiered requests wherein a student may, in effect, have two or more request dates for a class, time will be calculated as specified (number, mean, median, mode of elapsed days) .

A Performance Review Team will meet at least each primary term and intersession to review the performance data. Based on the data, the team will identify improvements as needed. The Team will be comprised of the Senior Accessibility Compliance Specialist, a DSPTS staff member handling alternate media production, a DSPTS faculty member, and the Team convener and chair will be the Dean of Disabled Student Programs and Services.

### **Recommendation**

To ensure that they promptly address any complaints they receive related to web accessibility and alternate media requests, by June 2018, Cerritos should each establish procedures for tracking and reviewing complaints received related to accessibility and addressing complaints in a timely fashion.

### **Response to the recommendation**

The college’s existing student conduct, grievance, concern, or Title IX report submission and case management SaaS, Maxient, will be expanded to include a category or categories for web accessibility- and alternate media request-related complaints. This will include (a) customized form(s), confidential electronic routing to appropriate personnel (Dean of DSPTS for student concerns not against DSPTS) or the Director, Diversity, Compliance, and Title IX Coordinator who will, as applicable, review, track, and manage or refer the matter to the responsible personnel (e.g., for web accessibility, to the Director, College Relations, Public Affairs, and Government Relations). Complaints related to personnel or confidential employee information will be routed to a separate database maintained by Human Resources. The rerouting of these complaints will be noted in the Maxient file. Maxient provides a robust complaint tracking



solution that will be employed and it supports effective, confidential review for ensuring timely addressing of complaints.

### **Recommendation**

To ensure that students with disabilities have equal access to instructional materials, by June 2018, Cerritos should each develop procedures to monitor and periodically review the accessibility of instructional materials. For example, the college could develop an accessibility checklist for instructors to complete when developing or selecting instructional materials, from which the college could periodically review a sample of course content to ensure instructors completed the checklist and that the instructional materials comply with accessibility standards.

### **Response to the recommendation**

Cerritos College will work with faculty senate in order to develop an accessibility checklist for instructors to complete when developing or selecting instructional materials. This checklist will include:

- 1) *Visual materials are accessible?* Provide alternative text for images. Alternative text (or alt text) ensures that images are still accessible for people who are blind because their screen reader will read the alt text aloud for any images.
- 2) *Audio materials accessible?* Provide a text transcript for audio files. Text transcripts make audio information accessible to people who are deaf or hard of hearing. Closed captioning will allow learners to read the audio portion of videos.
- 3) *Course software must allow for keyboard input?* Allow all functionality via a keyboard. Providing the option for complete keyboard control gives learners who cannot use a mouse the opportunity to use assistive technologies that mimic the keyboard, such as speech input.
- 4) *Does my authoring tool support accessibility?* Choose an authoring tool that supports accessibility. This will make it easier for you, as a faculty, to make your course accessible to all your learners.
- 5) *What feedback have I received?* Incorporate user testing into your development process. Getting frequent feedback as you're creating your course will allow you to fix any areas that aren't accessible.

Periodic random monitoring will be facilitated by the Universal Access Committee to ensure instructional materials comply with accessibility standards.

### **Recommendation**

To ensure that all instructors are aware of the accessibility standards for instructional materials, Cerritos should each include in their next collective bargaining negotiations a requirement for instructors to periodically attend accessibility trainings.

### **Response to the recommendation**

Cerritos College will work collaboratively with the official representatives of the College's constituent groups to provide new and current employees training on universal access. This includes, but is not limited to awareness of Board Policy and Administrative Procedure 3411, embedded training during the onboarding process and periodically offer universal access training for flex credit.

Furthermore, Cerritos College will work with the Universal Access Task Force to make available tools, tips, tutorials, and guidelines to all employees to ensure that accessibility is considered at the time of adoption of instructional materials and purchase of information technology products.

### **Recommendations**

#### **Districts and Community Colleges**

To ensure the consistent, transparent, and continuous implementation of processes for technology equipment upgrades and replacements, by June 2018, Cerritos should each establish written procedures for these processes.

### **Response to the recommendation**

Cerritos College will update and revise its current technology equipment replacement plan to include written procedures and expand the plan to include equipment within the data center and classroom technology equipment.

### **Recommendation**

To ensure that its technology master plan supports the strategic goals of the district, by June 2018, Cerritos should continue its efforts to update its master plan and should ensure that the plan includes detailed steps to accomplish its goals.

### **Response to the recommendation**

Cerritos College has recently completed and approved its Educational Master Plan (2017-2023). The College is currently working on a request for qualifications (RFQ) in order to update both its Facilities Master Plan and Technology Master with the hopes of integrating both of these plans.

### **Recommendation**

To increase transparency in their annual review processes, by June 2018, Cerritos should each establish procedures requiring their departments to document attendees, input received, and the agreements reaching during meetings to consider instructional technology equipment requests.

### **Response to the recommendation**

In order to increase transparency in the annual planning/review process, Cerritos College will establish a process that will necessitate meeting minutes at both the department and division level where agreements were reached regarding instructional technology equipment.

The annual planning process is well defined starting with department chairs filling out annual Unit Plans. These plans are completed in Program Review Plus, locally developed software. Unit plans are developed by first reviewing program review evidence/data in order to identify Strengths, Weaknesses, Opportunities, or Threats (SWOT). After the department completes the SWOT analysis, the unit sets goals. Activities are then determined by the department to accomplish the goals, which may require resources for personnel, software, equipment, etc. Department meeting minutes will be provided to the division office documenting these discussions. The next several steps in the resource allocation process reinforce the importance of dialogue in decision-making processes at Cerritos College.

Unit plans are submitted to the responsible administrator for the Division (Dean/ Director). This begins the development of the Division Plan. The division manager will review the Unit Plans submitted and build the Division plan from the contents submitted from the Units; and add Division needs identified through the program review process for non-instructional/administrative offices. Deans will be able to reference this discussion by documenting division level dialogue during their monthly division meeting. Division meeting minutes, along with department meeting minutes, will be available for review by the Vice President(s) of the area.