

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 25, 2019

PRESENT:	Felipe Lopez Dr. Dilcie Perez Dr. Adriana Flores-Church Sandy Marks Kathy Hogue Kim Applebury Lynn Laughon <i>(for Danylle Williams-Manser)</i> Julie Mun Kathy Azzam	ABSENT:	Dr. Jose Fierro Rick Miranda Dr. April Griffin Stephanie Rosenblatt Armando Soto Elizabeth Page Danylle Williams-Manser
		GUEST(s):	Mark Fronke Tom Gallivan David Moore

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

Name	Position	Start Date
Ricardo Campos	Custodian	February 11

Employment Opportunities	Closing Date
Full-Time Nursing Instructor (2 positions)	February 28
Full-Time Business Communications Office Technology	February 28
Full-Time Physical Therapy Assistant	March 4
Admissions and Records Technician I	March 7
Communications Services Coordinator (DSPS)	March 11
Assistant Director, Admissions and Records	March 14
Full-Time Computer Science Instructor	March 15
Dean of Counseling Services	March 21
Library Technical Specialist	April 12

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

IV. APPROVAL OF MINUTES – February 11, 2019
It was moved by Ms. Marks and seconded by Ms. Hogue to approve the February 11 minutes. The vote for approval was 8-0-1; Ms. Laughon abstained.

V. BOARD AGENDA – March 6, 2019

The committee reviewed the draft March 6 board agenda.

ITEMS FROM INSTITUTIONAL COMMITTEES**Facilities Planning**

EMP Goal E: Upgrading Educational Infrastructure

Mr. Lopez distributed the attached January 15 meeting minutes. The committee has been discussing updates for campus construction projects, and monitoring progress made towards updating the Facilities Master Plan (FMP). A Campus Visioning Session was held on September 20 for staff to share their experiences on campus, engage using interactive displays, and help shape the vision for the future of Cerritos College. A Sustainability Workshop was held on Wednesday, January 23 for all to learn more about sustainability on campus, share priorities and goals for the future campus, and engage using interactive displays. The updated FMP will be reviewed by shared governance committees and constituent groups, and then presented to the board for approval in May.

Planning and Budget

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez distributed the attached February 7 meeting minutes. He stated that the committee has been discussing enrollment trends, FTES projections, the revised Faculty Obligation Number (FON), and budget-to-actual reports. The committee is also reviewing the 2019-20 draft budget timeline for the upcoming fiscal year.

Safety

EMP Goal E: Upgrading Educational Infrastructure

Mr. Moore distributed the attached Safety Committee Trend Review presentation by Keenan & Associates, the college's loss control consultant. The presentation provides an overview of workplace related injuries by occupation and type. He will be working with Nancy Buvinger, Director of Human Resources and Risk Management, to develop optional training for clerical staff to increase awareness about safety and injury prevention. He stated that the committee has also been reviewing safety reports and providing evidence for accreditation.

Mr. Gallivan stated that Campus Police is planning for the April 17 Shelter-in-Place drills. The drills provide us with the opportunity to test our emergency communication systems and protocols, and to help ensure that the campus community is prepared in the event of an active shooter. The campus community will be asked to shelter in place, view the Run-Hide-Fight Video, and discuss response protocols.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Student Learning Outcomes**

EMP Goal A: Strengthening the Culture of Completion

Mr. Fronke distributed the attached SLO assessment results for Fall 2015 through Spring 2018. The committee is continuing its quest to gather information to help faculty identify what students struggle with so that they can use that data to help students succeed. He also

distributed an overview of faculty participation (number of sections by department and number assessed) for Fall 2018. This report calculates the percentage of sections assessed for the fall 2018 semester for each department and division, if the data was entered into eLumen. Mr. Fronke also stated that one of the committee goals is to link information between eLumen and Canvas.

VII. STATUS OF SHARED GOVERNANCE

No reports.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Azzam stated that the ASCC budget committee is up and running, and is starting to review budget requests. Meetings are scheduled for Fridays at 1:00 p.m. in BK-111. ASCC is also working on improving communications with the campus so that more students and staff are aware of its meetings.

Dr. Perez stated that the first annual Student Equity retreat is scheduled for Friday, March 1 from 9:00 a.m. – 4:00 p.m. in the Student Center South Stage. The purpose of the retreat is to identify our campus priorities toward implementing equity-based programs. The outcome of this retreat will guide the Student Equity Plan that will be submitted to the Chancellor's Office by June 30. There will be robust conversations about what equity is, and what it means to Cerritos.

Ms. Mun reminded the committee to review Chapter 6 Business Services policies and procedures, and to be ready for discussion scheduled for the March 11 meeting.

IX. PRESIDENT'S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 1:42 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING
MEETING MINUTES
JANUARY 15, 2019

PRESENT: David Moore
Dr. Kristi Blackburn
Patrick O'Donnell
Graciela Vasquez
Dr. Crystal LoVetere
Linda Kaufman
Tim Kyllingstad

ABSENT: Felipe Lopez
Steven Hirohama
Ilva Mariani
Lucy Self

GUEST(S):

1. CALL TO ORDER

Mr. Moore called the meeting to order at 11:07 a.m.

2. APPROVAL OF THE NOVEMBER 20, 2018 MEETING MINUTES

It was moved by Mr. O'Donnell and seconded by Dr. LoVetere to approve the November 20, 2018 meeting minutes. Dr. Blackburn and Ms. Vasquez abstained. The minutes were approved as presented.

3. CONSTRUCTION STATUS REPORT/GO BOND UPDATE

Health and Wellness Complex

Phase I of the Health and Wellness Complex is complete and faculty/staff have moved in. There is an extensive punch list still to be completed. The old PE building is being demolished and the Student Health Center and team rooms will occupy that space. It is expected that construction will be completed in August 2020. A grand opening of the Health and Wellness Complex and a groundbreaking of the Performing Arts Center will take place on March 6, 2018. This building is the college's first LEED building.

Shade Structures

Good news on shade structures! DSA has approved the testing procedures for the panel attachments. The contractor will now build a mockup of the structure, attach the tops; subject the panels to 80mph winds from all angles. Once it passes, the panels can be attached to the college's shade structures. The contractor is absorbing all the costs for this testing.

Blue Light Emergency Phones

All scheduled emergency phones are installed and operational. Going forward, blue light emergency phones are a permanent part of the campus standards.

Social Sciences Elevator

The elevator is State inspected and approved. The elevator is working with a few punch list items to be completed. Discussions will take place with Administration regarding the interior Social Sciences elevator, and prepare a scope of work, budget and timeline to update this elevator.

Upcoming New Buildings/Construction

Performing Arts Center (PAC)

Groundwork has begun at the construction site of the Performing Arts Center. This is a three-year construction schedule, with expected occupancy in January 2022. It was noted that construction costs have escalated close to 15% or more. The user groups have been agreeable to meeting to see where there can be any cost savings for this building.

Programming/Planning

Admin/Student Services Building

The RFP the Admin/Student Services is out and closes January 31, 2019. This will be another large building for the campus that will involve planning with 14 user groups. The architectural review committee will meet to select a short list of architects, and it is hoped to have an architect contract awarded by the Board in May; programming will then take place with the user groups over the summer.

4. FACILITIES MASTER PLAN UPDATE

A sustainability workshop is scheduled for January 23, 2019 from 11:00 a.m. to 6:00 p.m. in the Student Center.

5. NEXT MEETING DATE – FEBRUARY 19, 2019

The next meeting date is scheduled for February 19, 2019.

6. OTHER ITEMS FROM THE FLOOR

The Health Sciences modernization project did not make the list for the State construction dollars. The college will work with our consultants to find out what the college can do to have a better chance at qualifying for state funds.

7. ADJOURNMENT

The meeting adjourned at 11:31 a.m.

CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
FEBRUARY 7, 2019

Present: Rick Miranda
Dr. Adriana Flores-Church
Dr. Dilcie Perez
Dr. April Griffin
Sandy Marks (Mason)
Javier Banuelos (O'Donnell)
Sunday Obazuaye (Conley)
Deb Moore

Adelle Krayner
Michelle Lewellen
Martin Salgado
Stephanie Rosenblatt
Kathy Hogue
Michele Kingston
Etta Walton
Linda Kaufman

Absent: Felipe Lopez
Dr. Kristi Blackburn

Yvette Tafoya
Graciela Vasquez
ASCC Student Rep

1. CALL TO ORDER

Mr. Miranda called the meeting to order at 2:06 p.m.

2. APPROVAL OF MINUTES – January 17, 2019

It was moved by Ms. Rosenblatt and seconded by Ms. Hogue to approve the January 17, 2019 minutes. Mr. Banuelos, Ms. Kingston, Ms. Krayner, Ms. Lewellen, Ms. Marks, Mr. Miranda and Mr. Obazuaye abstained. The minutes were approved as presented.

3. FTES UPDATE

Mr. Miranda provided the following FTES update:

- The college is down approximately 1000 FTES.
- The college's budget assumption for the current fiscal year was based on 16,800 FTES. P1 was reported at approximately 15,800 FTES.
- Historically spring semesters have lower enrollment than fall. Some possible reasons for the low enrollment:
 - Fewer students and the enrolled students are not taking as many units as in the past.
 - Unemployment rates have dramatically decreased in the last 4 years.
- Academic Affairs will be reviewing fill rates, sections, and capacities looking at data to share with deans to see the trends and patterns. This information will be shared with department chairs and discussions will take place to come up with ideas to maintain the students we have, and look at ways to both slow the enrollment drop, and grow FTES.

- Chairs are being asked to review the schedule and add 9-week courses where possible.

4. FON UPDATE

Mr. Miranda noted that the shortfall in FTES has affected the Faculty Obligation Number (FON). Originally, the college was expected to hire 27 full-time faculty, this has now been changed to 13 full-time faculty. He also noted if the P2 FTES numbers come in low, the hiring would remain at 13. If P2 comes in greater, and the college is not at our FON number, this information will be brought to the committee for discussion.

Mr. Obazuaye inquired how the FON formula is calculated. Mr. Miranda suggested that Mr. Obazuaye meet directly with Mr. Lopez for this calculation.

5. 2019-2020 DRAFT BUDGET TIMELINE

Mr. Miranda distributed the 2019-2020 draft budget timeline for the upcoming fiscal year. He noted that the Campus Budget Forum is scheduled for Tuesday, August 27 at 11:00 a.m. and 5:30 p.m. It was also noted that the 11:00 a.m. forum is scheduled during Faculty Senate. Discussion ensued regarding possible other dates/times for the forum, noting that the window is tight as the semester begins August 19 and the proposed budget needs to be approved at the September 4, 2019 Board meeting. It was suggested that any alternate date/times be emailed to Ms. Kaufman.

6. OTHER ITEMS FROM THE FLOOR

No items were presented from the floor.

7. NEXT MEETING – FEBRUARY 21, 2019

The next meeting is scheduled for February 21, 2019.

8. ADJOURNMENT

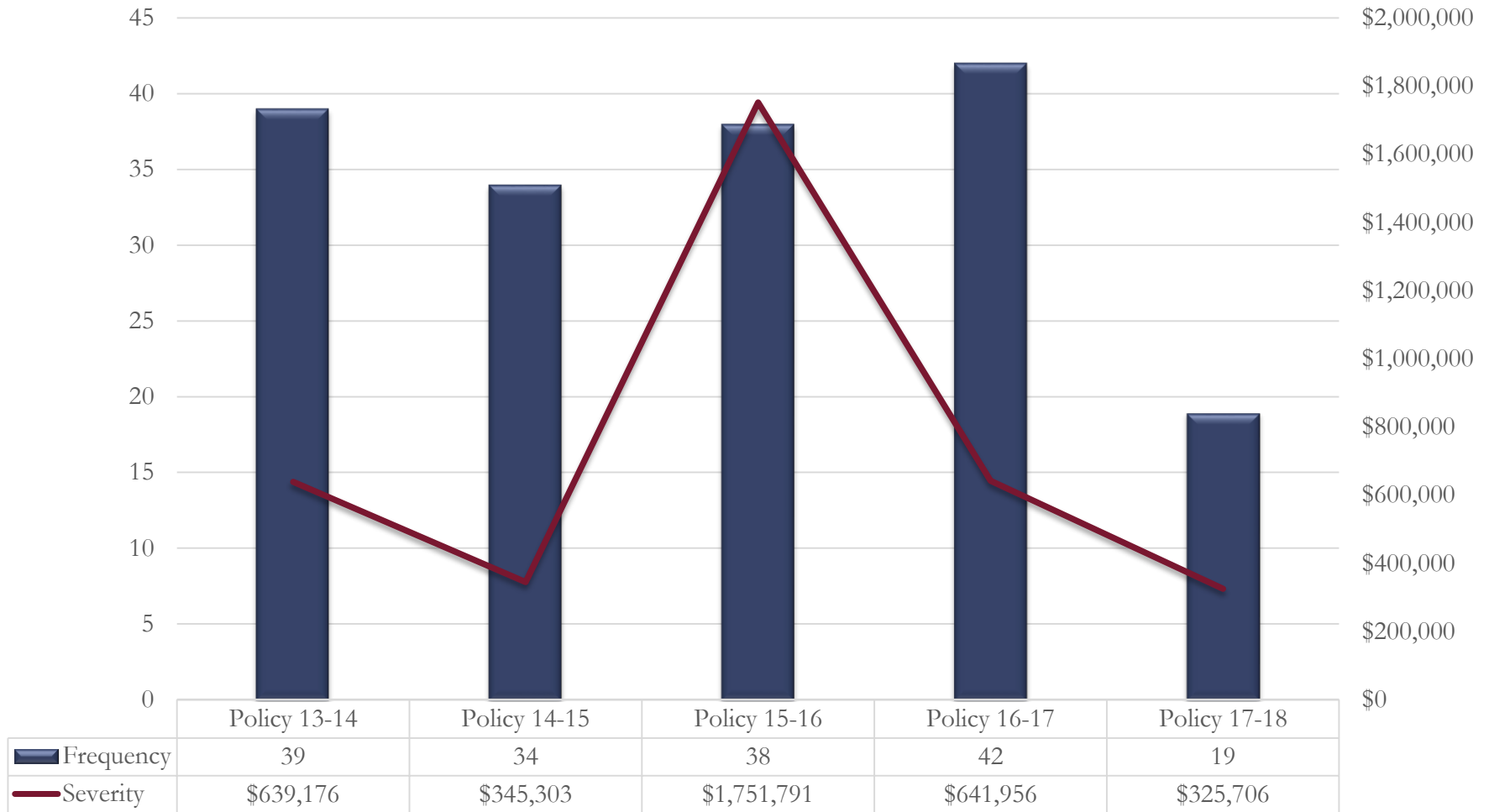
The meeting was adjourned at 2:34 p.m.

SAFETY COMMITTEE TREND REVIEW

CERRITOS COLLEGE

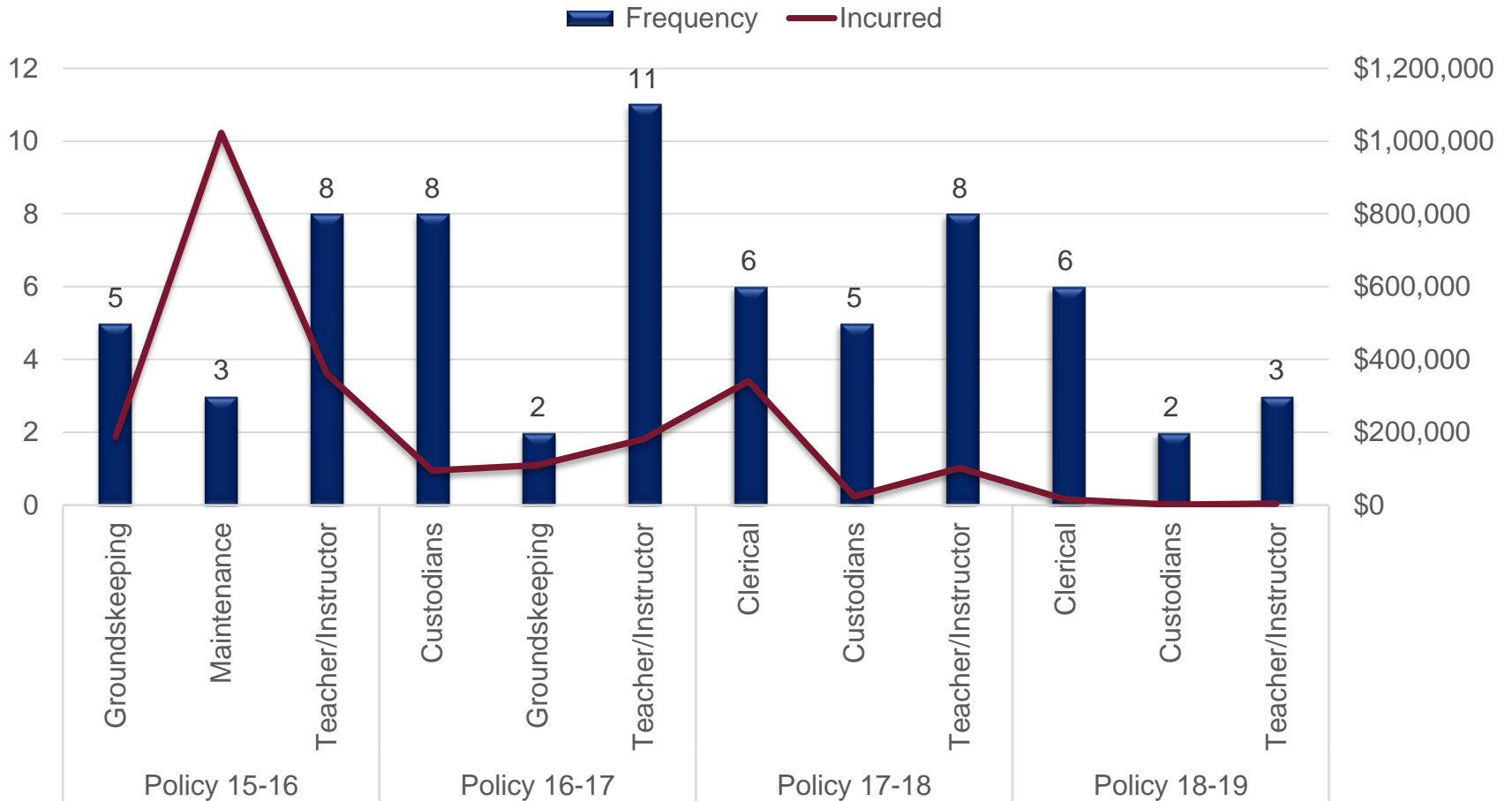
Presented by
Patricia Swint, Sr. Loss Control Consultant

Workers' Comp Claims Overview



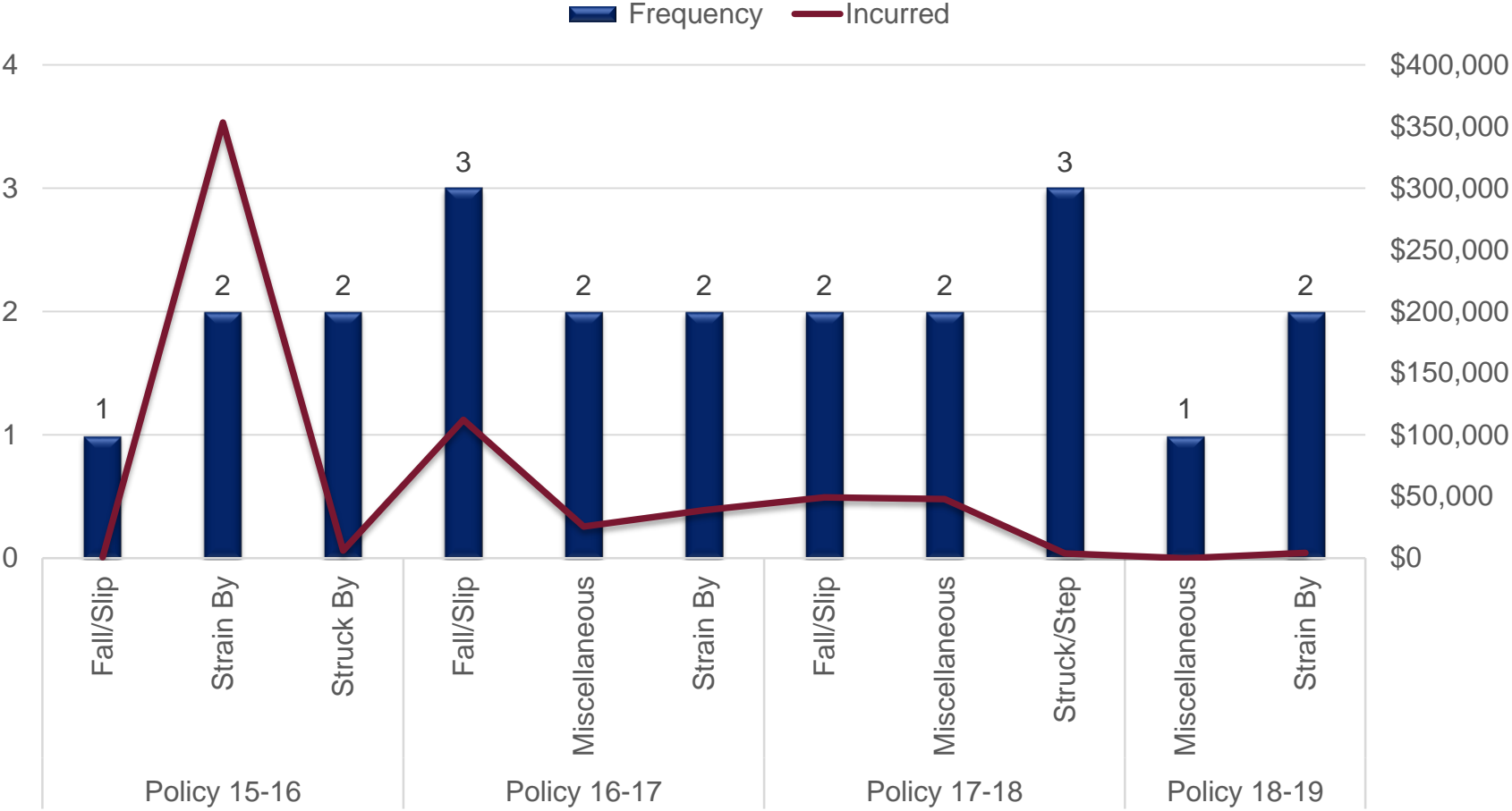
Combined comparison valued as of April 30, 2018.

Top 3 Occupations Frequency & Severity

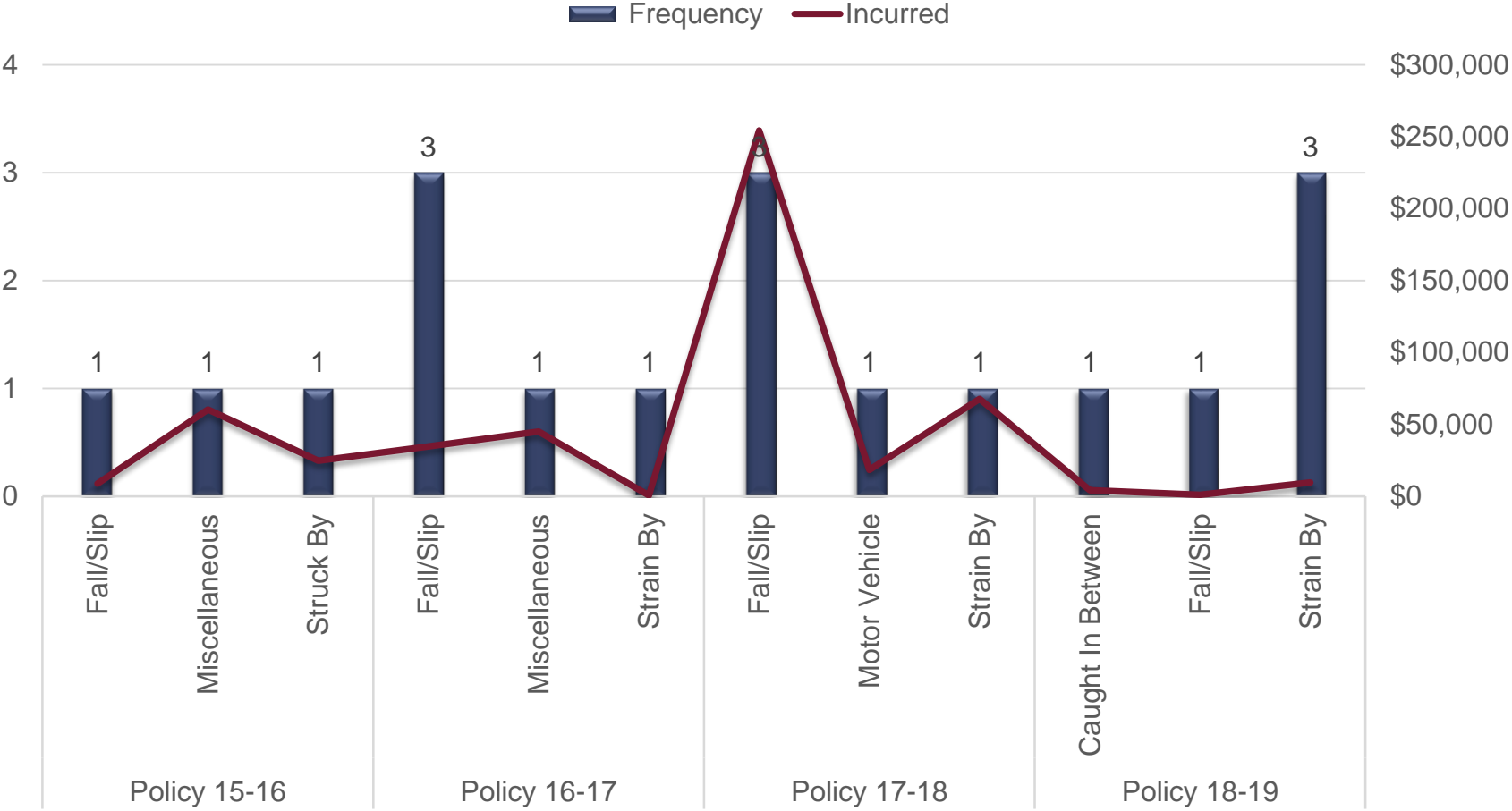


Instructor

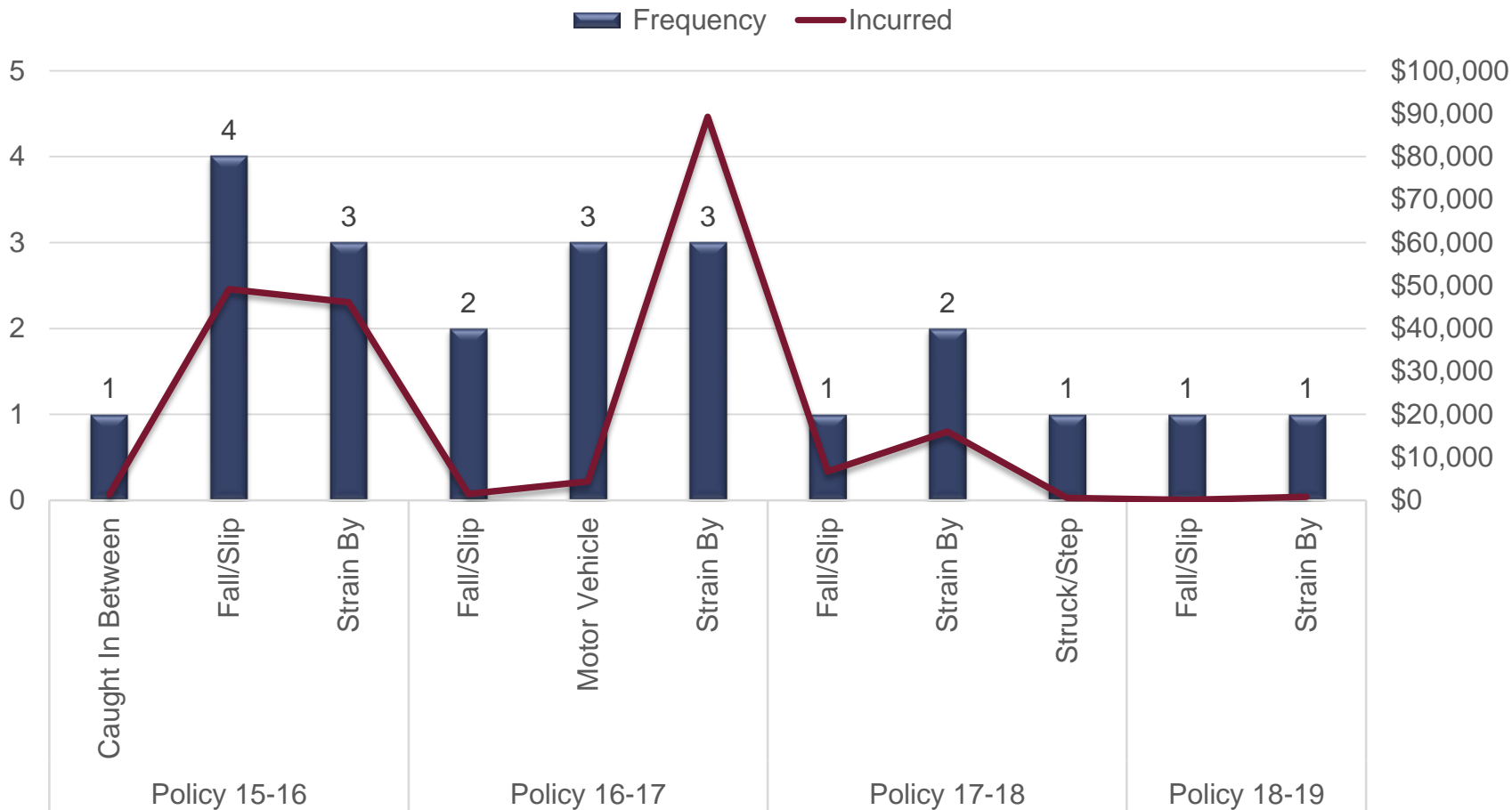
Top 3 Injuries by Cause



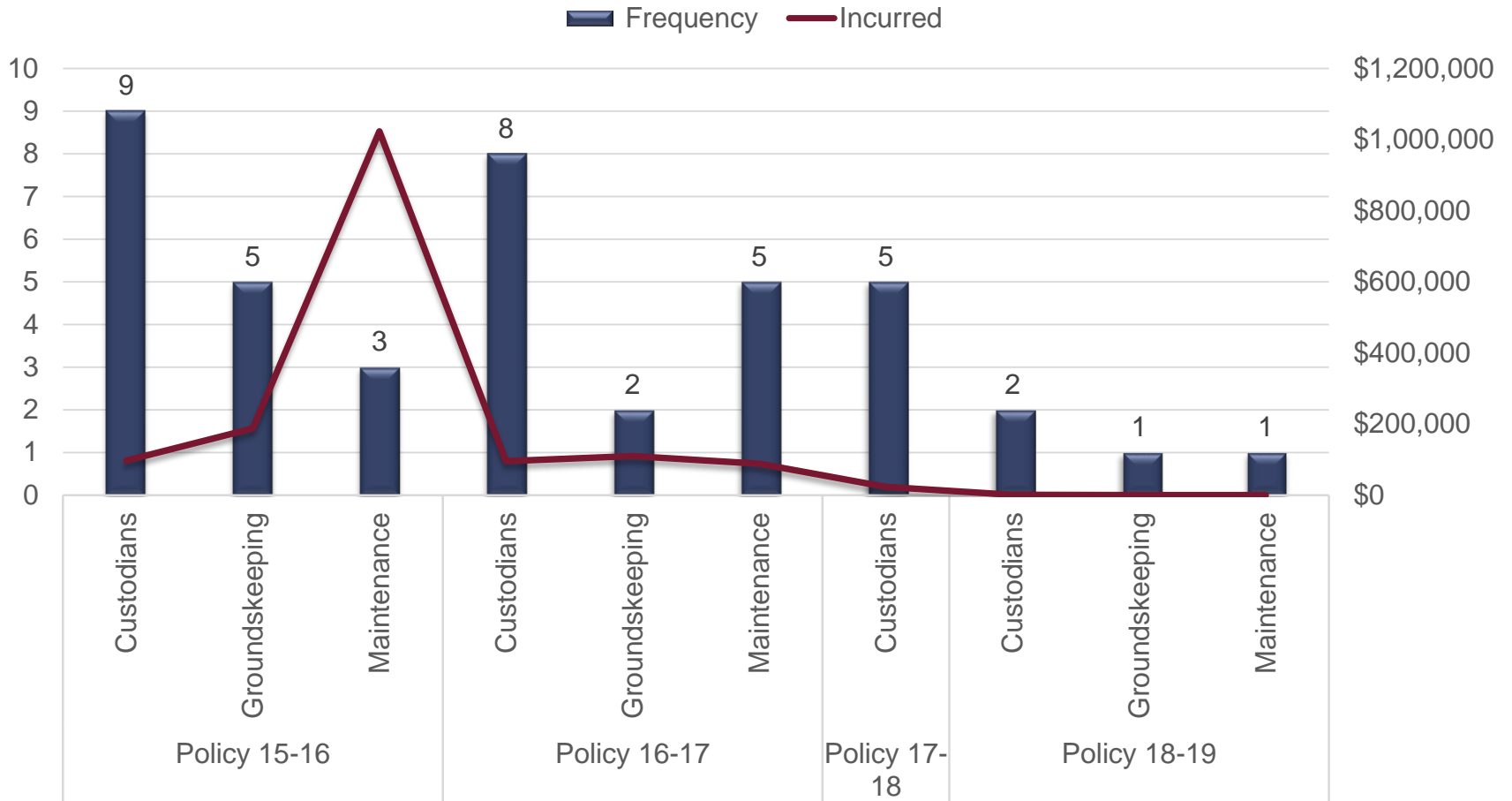
Clerical Top 3 Injuries by Cause



Custodian Top 3 Injuries by Cause



Maintenance & Operations by Policy Year



CERRITOS COMMUNITY COLLEGE DISTRICT RISK IMPROVEMENT ACTION PLAN

Service Program	Goal	Action Steps	Responsible Person/ Department	Target Date	Completion Date
PIPS	Custodians Reduce custodial strain related injuries	Hazard assessment specific to custodial tasks	Patricia Swint, Consultant	June 2019	
PIPS	Clerical Improve ergonomic awareness reduce clerical related injury claims	Provide ergonomic assessment training for key office personnel and conduct proactive ergonomic assessments in select departments	Patricia Swint, Consultant	June 2019	
PIPS	Maintain declining Maintenance & Operation related claims with continued safety awareness and injury prevention training.	<p>Continue monthly safety training with M & O personnel. Pending schedule with Shannon Kaveney, Patricia Swint will provide staff training for Injury Prevention, IIPP, Ladder Safety, Ergonomics, Safe Lifting, and Slip Trip Fall prevention etc.</p> <p>Dec. 21- Slip Trip Fall Prevention Jan. 18- Chemical Safety Feb. 15- Defensive Driver Safety Mar. 15- Workplace Ergonomics Apr. 19- BBP Refresher May. 17- PPE Refresher Jun. 21- Heat Illness Injury Prevention June Attendance Recognition Event</p>	<p>Shannon Kaveney, Facilities Manager,</p> <p>Carlos Serna, Operations Manager,</p> <p>Patricia Swint, Consultant</p>	June 2019	
PIPS	Maintain safety awareness and injury prevention to reduce sprains and STF claims and severity through task observations.	Utilize SWACC inspections reports to identify potential hazards.	Patricia Swint, Consultant	June 2019	

Policy Year 2019 – 2020

LDRP Services

What is the SWACC LDRP?

Statewide Association of Community Colleges Loss Driver Reduction Plan.

It is intended to target losses both globally in SWACC and within individual members, this service will allow a Loss Control Consultant to spend one 6-hour day/month, for one policy year, at each site.

- Meet with the client and review loss trends
- Create a member-specific Loss Driver Reduction Plan (LDRP)
- Establish a monthly schedule
- Services may include hazard assessments, program review or development, various safety trainings
- Assist in organizing the correction of SWACC P&L findings
- Services must be P&L loss related

Cerritos College
Faculty Participation
Fall 2018

	Assessed	Total	Percent		Assessed	Total	Percent		Assessed	Total	Percent
Business				Technology				Liberal Arts			
ACCT	45	60	75%	AB	9	29	31%	ASL	15	29	52%
BA	30	103	29%	ARCH	3	15	20%	CHIN	0	10	0%
BCOT	14	21	67%	AUTO	11	48	23%	ENGL	127	270	47%
EDT	0	2	0%	COS	2	13	15%	ESL	5	32	16%
LAW	28	44	64%	ENGT	1	5	20%	FREN	0	11	0%
RE	10	14	71%	ET	0	2	0%	GERM	0	4	0%
Total	127	244	52%	MFGT	0	1	0%	JAPN	0	8	0%
	Assessed	Total	Percent	MTT	12	20	60%	READ	29	40	73%
Humanities and Social Sciences				PMT	0	10	0%	SPAN	8	53	15%
AJ	15	24	63%	WELD	36	44	82%	SPCH	14	71	20%
ANTH	19	21	90%	WMT	10	37	27%	Total	198	528	38%
ECON	6	70	9%	Total	84	224	38%		Assessed	Total	Percent
EDEL	3	3	100%		Assessed	Total	Percent	Health Occupations:			
HIST	15	46	33%	Science Engineering Math				CA	4	21	19%
PHIL	13	25	52%	A&P	8	24	33%	CD	16	40	40%
POL	0	42	0%	ASTR	0	16	0%	DA	12	14	86%
PSYC	28	70	40%	BIOL	5	33	15%	DH	0	28	0%
SOC	0	26	0%	CHEM	17	47	36%	HO	1	16	6%
WS	2	13	15%	CIS	6	97	6%	MA	3	15	20%
Total	101	340	30%	ESCI	2	11	18%	NRSNG	0	40	0%
	Assessed	Total	Percent	GEOG	4	14	29%	PHAR	0	19	0%
Fine Arts				GEO	3	7	43%	PTA	0	9	0%
ART	30	109	28%	MATH	113	224	50%	SLP	2	4	50%
FILM	12	25	48%	MICR	0	7	0%	Total	38	206	18%
HUM	0	4	0%	PHYS	3	22	14%		Assessed	Total	Percent
JOUR	0	11	0%	PS	0	1	0%	HPEDA			
MUS	17	116	15%	ZOOL	2	2	100%	ATH	0	20	0%
PHOT	7	25	28%	Total	163	505	32%	DANC	43	72	60%
RTV	0	6	0%		Assessed	Total	Percent	HED	7	31	23%
TH	5	39	13%	Other Programs:				KIN	1	21	5%
Total	71	335	21%	DSPS	2	4	50%	PEX	8	231	3%
				Library	3	8	38%	Total	59	375	16%
				Counseling	14	28	50%				

This report calculates the percentage of sections assessed for the Fall semester for each department and division. The 'Assessed' column shows the number of sections where assessments were completed. The "Total" column shows the number of sections offered. Source of the information is eLumen "Participation Report" for Fall 2018