

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
March 6, 2017

PRESENT: Dr. Jose Fierro  
Rick Miranda  
Dr. Stephen Johnson  
Dr. Adriana Flores-Church  
Felipe Lopez  
Dr. Renée DeLong  
Michelle Lewellen  
Terrance Mullins  
Armando Soto  
Dr. April Griffin  
Lynn Laughon  
David Ward  
Miriam Tolson  
Julie Mun

ABSENT: Saul Lopez-Pulido

GUEST(s): Dr. Bob Livingston  
Dr. Valyncia C. Raphael

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:03 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>Employment Opportunities</u>	<u>Closing Date</u>
Lead Custodian	March 20
Curriculum Assistant	Mach 29
Full-Time Studio Art Instructor	April 4
Full-Time Geography Instructor	April 11
Full-Time Engineering Instructor	April 13
Full-Time Chemistry Instructor	April 13
Full-Time DSPS Counselor	April 13

IV. APPROVAL OF MINUTES – February 21, 2017

It was moved by Dr. Johnson and seconded by Mr. Soto to approve the February 21 minutes. The vote for approval was 8-0-3; Ms. Laughon, Mr. Ward, and Ms. Tolson abstained. Dr. Flores-Church, Mr. Miranda, and Mr. Mullins were not present for the vote.

V. BOARD AGENDA – None

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**DEEOAC**

Dr. Raphael distributed the attached November 8, December 13, January 10, and February 14 meeting agendas and minutes. She stated that during the fall semester, the committee looked into conducting a campus climate survey and after discussion, they decided to postpone it. In the interim, available campus data including climate data from the Community College Survey of Student Engagement (CCSSE) and demographic data from the data warehouse, will be utilized to see how the campus will move forward. A universal form has been created to request use of funds received from the Chancellor's Office to support diversity efforts, and an announcement will be sent to the campus soon. The committee also recently approved a new three-phase curriculum diversity certificate plan and is working on an implementation plan. Dr. Raphael also stated that a Gender Inclusive Restroom Forum featuring a guest speaker from [The LGBTQ Center Long Beach](#) is scheduled for April 28.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

**Academic Excellence**

Ms. Tolson distributed the attached February 21 agenda outcomes. She stated that the ceremony is scheduled for Thursday, March 30 to begin at 7:00 p.m. in the Burnight Center Theatre. The committee is on schedule to prepare for the annual event and a student photoshoot is scheduled for tomorrow.

**Hiring Standards**

Dr. Livingston stated that the committee has received far less faculty equivalency and local standards requests than in the past, but continues to be an efficient and effective committee.

VIII. STATUS OF SHARED GOVERNANCE

**Revised Administrative Procedure 6300 – Fiscal Management**

At the February 21 meeting, Ms. Lewellen requested that this item be postponed to allow for time to share the recommended revisions with constituent groups and Faculty Senate. One of the proposed revisions states that it is recommended that the District maintain a reserve of no less than 10 percent of the total operating expenditures and operating transfers as recommended by the Government Finance Officers Association (GFOA). The current procedure states that the District should maintain a reserve of no less than 5 percent.

The proposed revisions were presented to the Faculty Senate at its February 28 meeting. Ms. Lewellen stated that the Faculty Senate passed a motion to negotiate a percentage less than 10 percent and more than 5 percent. She stated that the senators also questioned the urgency of the revision and whether a decision could be delayed until fall.

It was moved by Ms. Lewellen and seconded by Dr. Griffin to approve revised Administrative Procedure 6300 – Fiscal Management excluding the change to the language in regards to reserves. The motion did not pass [7 ayes (Griffin, Laughon, Lewellen, Mullins, Soto, Tolson, Ward), 7 noes (DeLong, Fierro, Flores-Church, Johnson, Lopez, Miranda, Mun), and 0 abstentions].

The committee discussed the college's past practice in maintaining reserves, the importance of meeting payroll needs, the need for a benchmark to prompt budget savings measures, and the timeline to develop the 2017-2018 budget. Mr. Lopez, Ms. Lewellen, and Ms. Laughon agreed to schedule further discussions this semester and into fall as the 2017-2018 budget is developed.

**Revised Administrative Procedure 6750 – Parking and Other Traffic-Related Items**

Dr. Johnson stated that the procedure was revised to add language in regards to special events parking on campus and enforcement of parking procedures 24 hours per day for all days of the year to ensure safe management of the campus and to maximize revenue. Additional and/or separate charges or waivers for special event parking shall be subject to the prior approval of the Vice President, Business Services or his/her designee. This will allow for exceptions on a case-by-case basis. Mr. Lopez stated that the updated procedure will serve as the first step of a multi-step process to update the college's facilities rentals procedures.

The committee discussed concerns about requiring parking fees for college-hosted events such as theatre performances and curricular program activities. It was suggested that a list of exceptions be added to standard operating procedures and kept on file with the Vice President, Business Services. A designated parking lot for such exceptions should also be specified.

It was moved by Ms. Tolson and seconded by Mr. Soto to approve revised Administrative Procedure 6750 – Parking and Other Traffic-Related Items as attached. The vote for approval was unanimous.

**Revised Senate Committee on Technology-Based Learning (TBLC)**

Ms. Lewellen stated that the proposed revision states that if the committee is unable to elect a chairperson, the Faculty Senate will appoint the committee chairperson(s). She stated that the TBLC hasn't met last year and this year due to difficulties in electing a committee chair. In order for the committee to accomplish needed work, the Faculty Senate has identified two faculty members who are willing to serve as chairpersons.

It was moved by Dr. Johnson and seconded by Dr. DeLong to approve the revised shared governance description for the Senate Committee on Technology-Based Learning as attached. The vote for approval was 12-1-0; Mr. Mullins voted no. Ms. Tolson was not present for the vote.

**Proposed Senate Committee on Faculty Hiring Prioritization**

Dr. Fierro stated that several meetings are scheduled to discuss concerns related to the faculty hiring prioritization process. Ms. Lewellen requested that this item be tabled.

**IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

No reports.

**X. PRESIDENT'S REPORT**

Dr. Fierro thanked everyone who attended the March 2 Hall of Fame Ceremony. He also provided information related to recent topics discussed by the Executive Council such as

**APPROVED**

enrollment updates and budget projections, the Educational Master Plan, and standard operating procedures.

XI. ADJOURNMENT

Meeting adjourned at 2:24 p.m.



# Cerritos College

## Diversity and Equal Employment Opportunity Advisory Committee

### Meeting Agenda

Center for Teaching Excellence Conference Room

November 8, 2016

10:00 am – 11:00 am

1. Welcome
2. Minutes – October 11, 2016
3. Guests - Black History Month Committee– Requesting funding
4. Update on the Climate Survey
5. Bathroom Forums
6. Reviewing Diversity Application, Rubric, and Evaluations
7. Around the Table

# DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Minutes for November 8, 2016

10:00 a.m.

Center for Teaching Excellence Conference Room

Committee Members	Constituent Group	Present	Absent
Valyncia Raphael	Administration	X	
Donna Sheibe	Confidential	X	
Timothy Juntilla	Faculty Senate	X	
April Griffin	Faculty Senate	X	
Lance Kayser	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA		X
Gary Pritchard	ACCME		X
Norma Rodriguez	ACCME		X
Monica Acuña	Minutes	X	
Chelena Fisher	Guest	X	

## Minutes

Timothy motioned to approve the minutes. Valyncia seconded the motion.

## Guest – Black History Month Committee – Requesting Funds

Chelena is requesting funds on behalf of the Black History Month Committee. The events will begin the week of January 16 and run the events till the first week of March. An outline of the 8 events was presented to the committee by Chelena. The committee requested an itemized budget. Chelena will email this to Valyncia.

## Update on the Climate Survey

Valyncia was told by ACHRO that she does not have to do a climate survey. Lance motioned to delay the climate survey. April seconded the motion.

## Bathroom Forums

The campus has identified 32 bathrooms that may be converted to gender inclusive restrooms.

Valyncia told the committee she will be sending out an announcement regarding the campuses commitment to diversity and an invitation to the gender inclusive restroom forums.

Tim suggested that those designated bathrooms be identified on the campus map. April suggested Valyncia speak at department chair meetings about the restrooms.

## Reviewing Diversity Application, Rubric, and Evaluations

**Grant Application:** Add the Cerritos College logo

**Rubric:** Add the Statement *Approval is subject to available funding*, and the Cerritos College Logo

**Event Evaluation:** Make the evaluation electronic and change the ratings to numeric.

The sub-committee will go over the Event Evaluation, Self-Evaluation, and the Budget forms.

The committee was adjourned at 11:02 a.m.



# Cerritos College

## Diversity and Equal Employment Opportunity Advisory Committee

### Meeting Agenda

Human Resources Conference Room

December 13, 2016

10:00 am – 11:00 am

1. Welcome
2. Minutes – November 8, 2016
3. Review Management Selection Procedures (Section 7.2) – adding a Confidential Representative
4. Final Approval of DEEOAC Funding Request Process & Forms
5. Diversity Certificate Curriculum Subcommittee Update
6. Diversity Newsletter/Draft Communication to campus
7. Event Approval Discussion
8. Gender Inclusive Bathroom Forum Update/Vote
9. Service Animal Policy Update
10. VetNet Ally Update
11. Next Semester Goals
12. Around the Table

# DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Minutes for December 13, 2016

10:00 a.m.

Center for Teaching Excellence Conference Room

Committee Members	Constituent Group	Present	Absent
Valyncia Raphael	Administration	X	
Donna Sheibe	Confidential	X	
Timothy Juntilla	Faculty Senate	X	
April Griffin	Faculty Senate	X	
Lance Kayser	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA	X	
Gary Pritchard	ACCME	X	
Norma Rodriguez	ACCME		X
Monica Acuña	Minutes	X	

## Minutes

Timothy motioned to approve the minutes. Valyncia seconded the motion.

## Review Management Selection Procedures (Section 7.2) – adding a Confidential Representative

The committee would like to support having a confidential representative on each management recruitment. The changes will be made and distributed to the different constituent groups on campus for approval.

## Final Approval of DEEOAC Funding Request Process & Forms

The committee was asked to review these forms and make recommendations before moving forward.

Donna suggested a response email be created. This email will be sent to the requestor once the committee has approved or denied the request. The maximum amount being allotted will be clearly noted if the request is approved.

Tim motioned to approve the forms with editing. Donna seconded the motion.

## Diversity Certificate Curriculum Subcommittee Update

The Draft was handed out to the committee.

Tim recommended we add Cultural Intelligence back in to the curriculum.

Valyncia is going to meet with Shawna Baskette about the Cultural Response Training Program, it may fit for level II

## Diversity Newsletter/Draft Communication to campus

No discussion on this topic today.

## Event Approval Discussion

Black History Month events were approved by the committee

International Students and Programs were approved by the committee

## Gender Inclusive Bathroom Forum Update/Vote

Valyncia told the committee that the forums were well attended. She plans to continue the discussion before the state deadline.

### **Service Animal Policy Update**

A policy was created and can now be presented to groups by Valyncia and Dr. Lucinda Aborn. They have presented on the policy to managers and the board thus far.

Gary suggested an email be sent campus wide regarding the new policy. April suggested a hard copy be put in faculty boxes as well.

### **VETNET Ally Update**

Valyncia and Lance met with Erik Duane about developing an ally program for our veteran students. Valyncia will be speaking to the person who created the program this week and will identify people from our campus to be trained and get this program under way.

### **Next Semester Goals**

The EEO Plan

The committee was adjourned at 11:20 a.m.



# Cerritos College

## Diversity and Equal Employment Opportunity Advisory Committee

### Meeting Agenda

Human Resources Conference Room

January 10, 2017

10:00 am – 11:00 am

1. Welcome
2. Minutes – December 13, 2016
3. DEEOAC Funding Application Process Update
4. Diversity Certificate Curriculum Update
5. Master Calendar Update
6. ADA/Universal Access Updates
7. Bathroom Forum Update
8. NWC Play Discussion
9. Diversity Plan Revision Discussion
10. Around the Table

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Minutes for January 10, 2017

10:00 a.m.

Center for Teaching Excellence Conference Room

<b>Committee Members</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
Valynicia Raphael	Administration	X	
Donna Sheibe	Confidential		X
Timothy Juntilla	Faculty Senate		X
April Griffin	Faculty Senate		X
Lance Kayser	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA	X	
Gary Pritchard	ACCME	X	
Norma Rodriguez	ACCME	X	
Nicholas Mathews	Faculty Senate	X	
Monica Acuña	Minutes	X	

**Welcome**

Lance introduced Nicholas Mathews who will be sitting in for April Griffith temporarily.

**Minutes**

Lance motioned to approve the minutes. Valynicia seconded the motion.

**DEEOAC Funding Application Process Update**

The Sub-Committee will be meeting every week until the forms are complete.

**Diversity Certificate Curriculum Update**

The sub-committee will bring the curriculum back to the committee for review.

**Master Calendar Update**

Web Administrator Ty Bowman is expecting installation of the master calendar at the end

**ADA/Universal Access Update**

Valynica will be working with Dr. Lucinda Aborn to create a strategic plan. Valynica will keep the committee informed on their progress.

**Bathroom Forum Update**

Valynica went over the final data collected from the bathroom forums. The committee reviewed the data and gave her recommendations. She will present the recommendations to the Safe Zone Committee.

**NWC play Discussion**

The play discussed during last semester's committee meeting was cancelled.

## **Diversity Plan Revision Discussion**

Members of the committee will divide the plan

Action 1.1 is complete

Action 2.1 DEEOAC will review

Action 2.2 Review Data from ED Master Plan

Action 3.1 Ongoing: DEEOAC will review data

Action 3.2 Need HR Feedback

Action 3.3 Nicholas and Valyncia will review

Action 3.4

Action 4.1 Valyncia and Lance

Action 5.1 Timothy

Action 5.2 Valyncia, Lance

Action 5.3 Valyncia, Lance, Vanessa, Margo

Action 61. Complete

Action 6.2 Gary, Norma and Vanessa

Action 7.1 Valyncia

The committee was adjourned at 11:15 a.m.



# Cerritos College

## Diversity and Equal Employment Opportunity Advisory Committee

### Meeting Agenda

Human Resources Conference Room

February 14, 2017

10:00 am – 11:00 am

1. Welcome
2. Minutes – January 10, 2016
3. Diversity Applicant Screening Checklist
4. VetNet Ally Update
5. Training updates
6. Curriculum Update
7. Diversity Plan / EEO Plan Review
8. Around the Table

## DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Minutes for February 14, 2017

10:00 a.m.

Center for Teaching Excellence Conference Room

<b>Committee Members</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
Valyncia Raphael	Administration	X	
Donna Sheibe	Confidential		X
Timothy Juntilla	Faculty Senate	X	
April Griffin	Faculty Senate		X
Lance Kayser	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA	X	
Gary Pritchard	ACCME	X	
Norma Rodriguez	ACCME		X
Nicholas Mathews	Faculty Senate - Sub	X	
Monica Acuña	Minutes	X	

**Minutes – January 10, 2017**

Valyncia motioned to approve the minutes. Gary seconded the motion.

**Diversity Applicant Screening Checklist.**

Valyncia is working on condensing the screening checklist and will present it to the committee in March. Volunteers for a subcommittee will be chosen to refine the checklist.

**VetNet Ally Update**

Gary motioned to give VetNet \$500 so they can begin a VetNet Ally Train the Trainer series. Lance seconded the motion.

**Training Updates**

Nicholas attended the Culture of Respect Workshop held February 3. He felt the information given was useful but the section on disability was dated.

Tim attended a past Culture of Respect Workshop and suggested the trainer be more interactive with the audience.

**Curriculum Update**

Valyncia and Lance presented the curriculum.

Margo moved to approve three phase curriculum certificate plan with an implementation plan to follow.

Gary seconded the motion.

**Diversity Plan/EEO Plan**

The EEO plan must be reviewed and updated by April 11 so it can go to the board for approval.

The committee was adjourned at 11:10 a.m.



# Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

## Academic Excellence Committee

Chair, David Betancourt, dbetancourt@cerritos.edu

February 21, 2017

11:00 a.m., CTX Conference Room

## AGENDA OUTCOMES

### 1. AEC Activity Timeline

Tuesday, March 7, 2017: AEA student photo session

Tuesday, March 21, 11am, CTX Conference Room

Thursday, March 30, 7:00 p.m., 2017 – Academic Excellence Awards Program in Burnight Theatre

### 2. Update of Key Components of AEA Ceremony

Set-up: new model postponed

Faculty to read narratives, new format vetted and approved

Green room photo will be moved to admin quad as informal selfie

Keynote Speaker Confirmed: Paula Pereira

Continued email notifications to faculty: Betancourt/Johnson

Invitations to Administrators and College Board Done: Betancourt

Invitations to Foundation Board: Samarin

Food for AEA Ceremony: Culinary Arts to be contacted by Dani

Table clothes for ceremony and photo reception: Rachel

Flowers for AEA Ceremony: AJ (ASCC) contacted by Felicia

Plaques: Betancourt coordinate with company

Program and Certificates (scholarships): Rachel Samarin

AEA Photo/quotes reception booked: Tolson (contact Sarah about taking group pic, but not green room photos)

Theater and quad booked for March 30<sup>th</sup>: Miriam Tolson

Organize food for photo/quotes reception: Debra Schmidt, Cheryl Shimazu, Teresa Cheatham

Student Narratives transferred to word document: Lorraine Gersitz

### 3. Committee Calendar

Tuesday, March 7, 11am, Student Center Stage (photo reception and meeting)

Tuesday, March 21, 11am, CTX Conference Room

Thursday, March 30, 7pm, Burnight Theater Academic Excellence Awards Ceremony

Tuesday, April 18, 11am, CTX Conference Room

_____	Abbruzzese, Mark
X	Betancourt, David
X	Carroll, Dani
X	Cheatham, Teresa
_____	Gersitz, Lorraine
X	Graf, Marvelina
X	Johnson, Debra
_____	Murguia, Stephanie
X	Samarin, Rachel
_____	Sanderson, Janet
X	Shimazu, Cheryl
X	Smith, Felicia
_____	Tolson, Miriam
X	Vasquez, Graciela
X	= Present



# Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

## 4. Sign-Up

**Tuesday, March 7, 2017** - AEA student photo session in Student Center 10:30am – 1:00pm

10:30am Set-up: David (tablecloths, surveys, platters), Cheryl, Debbie (food from Costco)

11:00am Event: David, Cheryl, Debbie, Rachel, Teresa, Dani Felicia, Marvelina

12:20am Clean up: David, Teresa, Dani, Marvelina, Rachel

**3:30 Set-up ,Thursday, March 30, 2017** - AEA Ceremony in Burnight Theater:

Stage: \_\_\_\_\_ student bios \_\_\_\_\_ signs \_\_\_\_\_ flowers \_\_\_\_\_ banners \_\_\_\_\_ plaques \_\_\_\_\_ water

Check-in tables (3): \_\_\_\_\_ AEA winners \_\_\_\_\_ faculty escorts \_\_\_\_\_ scholarship winners

Boardroom: \_\_\_\_\_ table clothes \_\_\_\_\_ containers for left overs \_\_\_\_\_ food

Administrative Quad: \_\_\_\_\_ table clothes on all tables \_\_\_\_\_ backdrop for photos

*David +1, Felicia +1, Miriam, Graciela +2, Lorraine, Rachel +1*

**6:00pm Check-in (6pm call), Thursday, March 30, 2017** - AEA Ceremony in Burnight Theater:

Tables: \_\_\_\_\_ AEA winners(2) \_\_\_\_\_ faculty escorts \_\_\_\_\_ scholarship winners

Foyer: \_\_\_\_\_ programs (2) \_\_\_\_\_ give directions (north/south)2

*David, Felicia, Rachel, Debbie, Dani, Teresa & Zoey, Graciela, Stephanie,*

*Miriam*

**7:00pm Ceremony , Thursday, March 30, 2017** - AEA Ceremony in Burnight Theater:

Line Leaders : \_\_\_\_\_ North \_\_\_\_\_ South      Escort Stand Ins: \_\_\_\_\_

Backstage crew: \_\_\_\_\_ direct from greenroom back to ceremony \_\_\_\_\_ direct from foyer to seats

Group Picture: \_\_\_\_\_ organize group photo on stage      \_\_\_\_\_ Move flowers to reception

*David, Felicia, Rachel, Stephanie, Miriam, Teresa & Zoey & Brian*

**Business Services****1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS****2 References:**

3 Education Code, Section 76360;  
4 Vehicle Code, Section 21113

5 The President/Superintendent delegates authority to implement these procedures to the  
6 Vice President of Student Services.

7 These procedures are intended to promote safe and orderly movement of traffic within  
8 District property for the safe and orderly parking of vehicles and bicycles.

9 All applicable provisions of the California Vehicle Code are expressly applicable both on  
10 and off paved roadways.

11 Parking of motor vehicles and bicycles is limited to specially designated areas. Fee  
12 permits are required for motor vehicles, including motorcycles and motorized scooters,  
13 24 hours per day and all days of the year. Vehicles or bicycles parked in violation of the  
14 provisions of this code are subject to fines, towing, or impoundment.

15 Fines shall be imposed for violation of regulations. Amounts shall be established based  
16 on severity of offense type and cost recovery for mandates and enforcement. Reference  
17 amounts shall be established and subject to periodic adjustment.

18	<u>Offense Type</u>	<u>Reference amount</u>
19	Paid Status and Space Use <ul style="list-style-type: none"><li>• No valid permit or valid permit not displayed as directed</li><li>• Expired meter or other metered parking violation</li><li>• Parked outside parking space markings</li><li>• Unauthorized use of Reserved or Restricted parking</li><li>• Carpool space use without valid permit</li><li>• Carpool space use without carpool partner (if applicable)</li><li>• Parked in excess of time allowed</li><li>• <u>Parked in Electric Vehicle Charging space without charger use</u></li><li>• <u>No current tabs displayed; unregistered vehicle</u></li><li>• <u>No license plate displayed</u></li></ul>	\$40.00
30	Safety <ul style="list-style-type: none"><li>• Stopping or parking in No Parking or Stopping zones</li><li>• Parked on Red Curb</li><li>• Parked in fire lane</li></ul>	\$50.00

34 Accessibility \$335.00  
35     • Parked in disability reserved space without valid permit  
36     • Misuse of disability placard  
37     • Parked with effect of limiting access to disability reserved space  
38     • Parked with effect of limiting use of disability access path of travel

39 Enforcement and Responsibility \$160.00  
40     • Use of lost or stolen permit  
41     • Use of altered, counterfeit, or fraudulent permit

42 Citations that are not contested or paid within statutory guidelines are subject to a late fee  
43 of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

44 All persons who enter on District property are charged with knowledge of the provisions  
45 of this procedure and are subject to the penalties for violations of such provisions.

46 Parking fees are established by action of the Board of Trustees.

47 Additional and/or separate charges or waivers for special event parking shall be subject  
48 to the prior approval of the Vice President, Business Services or his/her designee.  
49 College hosts of regional or other meetings, trainings, or conferences involving off-  
50 campus invitees may request one-day permits from the Chief of Campus Police or his/her  
51 designee. Waiver types and request process will be published in standard operating  
52 procedures.

53 In accordance with Section 21113a of the California Vehicle Code, the District will enforce  
54 these procedures by issuing citations. In addition, this code section stipulates that except  
55 with the permission of and subject to any condition or regulation imposed by the Board of  
56 Trustees, no person shall drive any vehicle or animal, nor shall any person stop, park, or  
57 leave standing any vehicle or animal, whether attended or unattended, upon driveways,  
58 paths, parking facilities, or the grounds of any public school, state university, state college,  
59 or any educational institution exempted, in whole or part, from taxation.

60 In accordance with Section 21113b of the California Vehicle Code, the Board of Trustees  
61 shall erect or place appropriate signs giving notice of any special conditions or regulations  
62 that are imposed under this section. The Board shall also make a written statement of  
63 those special conditions and regulations available for examination by all interested  
64 persons. This statement shall be available in the President/Superintendent's Office.

65 In accordance with Section 21113c of the California Vehicle Code, when the Board of  
66 Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for  
67 those conditions imposed or regulations enacted by the Board), all the provisions of this  
68 code section relating to traffic upon the highways shall be applicable to the traffic upon  
69 the driveways, paths, parking facilities, or grounds.

71 In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees  
72 may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles,  
73 motorized bicycles, skateboards, and roller skates on District property.

74 Offices of Primary Responsibility: Vice President, Student Services  
75 Vice President, Business Services

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**Date Approved:** March 26, 2007

**Date Revised:** August 29, 2011; March 6, 2017

## **SENATE COMMITTEE ON TECHNOLOGY-BASED LEARNING**

*(revised on 2/11/13)*

### **A. Purposes**

- Recommends policies, procedures, and standards for distance education
- Develops and recommends the specifications for smart classrooms
- Develops and recommends professional development specifications for instructors to be able to teach technology-based courses (or DE)
- Develops and recommends the specifications for course/learning management systems
- Develops and recommends standards for accessibility for technology-based learning environments
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

### **B. Subcommittees**

Appointed as necessary

### **C. Chairperson (how selected/elected)**

1. A faculty member elected by the voting members for a two-year term. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, compile minutes, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website and keep the TalonNet site updated with agendas and minutes.

### **D. Other Officers (if any)**

Secretary

- a. A committee member shall volunteer to serve as Secretary for each meeting
- b. The Secretary takes notes to supplement those taken by the Chairperson and gives his/her notes to the Chairperson at the end of the meeting

### **E. Membership (15 members – *revised 2/11/13*)**

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

Business Education  
Counseling  
Fine Arts & Communications  
Health Occupations  
Humanities/Social Sciences  
Liberal Arts  
Library & Learning Resource Center

Health, Physical Education, Dance & Athletics  
Science, Engineering & Mathematics  
Student Services  
Technology

Distance Education Coordinator  
1 management representative appointed by ACCME  
1 classified representative appointed by CSEA  
1 student representative appointed by ASCC

**F. Terms of Office**

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the Faculty Senate. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

**G. Quorum**

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

**H. Decision-making Process**

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

**I. Reporting Guidelines**

1. All actions of the Senate Committee on Technology-Based Learning will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Technology-Based Learning will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Technology-Based Learning will report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Technology-Based Learning will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

**J. Meetings (day and time)**

First Thursday of each month at 11:00 a.m.