

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
April 2, 2018

<p>PRESENT: Rick Miranda Felipe Lopez Dr. Adriana Flores-Church Dr. Stephen Johnson Sandy Marks Michelle Lewellen Bobbi Lee-Smart <i>(for Stephanie Rosenblatt)</i> Julie Mun</p>	<p>ABSENT: Dr. Jose Fierro Stephanie Rosenblatt Dr. April Griffin Armando Soto Lynn Laughon David Ward Kim Applebury Karen F. Patron D.</p>
	<p>GUEST(s): Julie Bathke Dr. David Betancourt Tom Gallivan</p>

I. MEETING CALLED TO ORDER  
Mr. Miranda 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

<u>Name</u>	<u>Position</u>	<u>Start Date</u>
Roland Chacon	Interim Captain of Campus Police	March 8

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

IV. APPROVAL OF MINUTES – February 26, 2018  
It was moved by Dr. Johnson and seconded by Ms. Marks to approve the February 26 minutes. The vote for approval was 6-0-2; Dr. Johnson and Ms. Lee-Smart abstained.

V. BOARD AGENDA – April 11, 2018  
The committee reviewed the draft April 11 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Facilities Planning**

Mr. Lopez distributed the attached January 16 meeting minutes. He stated that there are a number of projects winding down and provided updates with regard to the stadium turf replacement, chilled water infrastructure, blue light emergency phones, and parking lot improvements. Upcoming projects include the Field House, Performing Arts Center, Social Sciences elevator, fiber infrastructure, and Health and Wellness Complex.

**District Committee on Safety**

Mr. Gallivan stated that the committee developed and implemented the SafetySnap online form for reporting campus safety and hazard concerns. The purpose of the form is to report unsafe conditions. The committee has been working with Public Affairs to increase awareness. Approximately 2-4 reports are submitted each month, and most of the concerns have been related to campus facilities. Mr. Gallivan also stated that the committee reviewed feedback with regard to the combined earthquake and emergency evacuation drill from October 2017 to identify areas for improvement. He reminded the committee that drills are conducted to identify potential issues. On April 19, a morning and evening Shelter-in-Place drill will be conducted to help students and staff be prepared and know how to respond in the event of an active shooter.

Ms. Smart and Ms. Lewellen requested clarification about different types of door locks for campus buildings. Mr. Lopez stated that he will discuss this with David Moore, Director of Physical Plant and Construction Services.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

**Academic Excellence**

Dr. Betancourt distributed the attached March 20 meeting agenda and outcomes. He stated that the ceremony is scheduled for Thursday, April 5 to begin at 7:00 p.m. in the Burnight Center Theatre. Preparations are on schedule, and 64 students will be honored for their achievements. The committee increased efforts to promote board member attendance and has received RSVPs from four trustees.

**Professional Relations**

Ms. Lewellen provided an update on behalf of committee chairperson Joseph Van de Mortel. She stated that the annual Outstanding Faculty Awards ceremony is scheduled for Thursday, April 26 to begin at 11:00 a.m. in the Student Center.

The 2017-18 Outstanding Faculty Awards recipients are:

<u>Name</u>	<u>Division</u>
Kamal Damian	SEM
Michael Farina	Business Education
Jason Foral	Technology
Tony Fortner	Technology
April Griffin	Liberal Arts
Debra Johnson	Business Education
Steven Kroll	Accounting
Carlos Mera	SEM (Most Outstanding)
Matthew Shimazu	SEM
Chace Tydell	SEM
Dara Worrell	SEM

Ms. Lewellen stated that Mr. Van de Mortel provided an update to Faculty Senate at its March 27 meeting. She will attend the April 17 Professional Relations Committee meeting

for follow-up discussion with regard to adding an ethics statement to nominations, and concerns about self-nominations.

**Sabbatical Leave**

Ms. Bathke distributed the attached report. She stated that six faculty requested leaves for the 2018-19 academic year. The committee reviewed the requests and forwarded four applications to the Faculty Senate, which will be presented to the board for final approval at the April 11 board meeting. Ms. Bathke stated that sabbatical reports for the 2016-17 academic year were presented to and accepted by the board at the March 7 board meeting. Four faculty are on sabbatical leave for the current academic year and their reports are due by the end of fall. She also stated that faculty were required to submit their reports through Canvas to reduce paper and create a more efficient review process, which has been working well.

VIII. STATUS OF SHARED GOVERNANCE

**Administrative Procedure 3540 – Sexual and Other Assaults**

Dr. Johnson stated that the proposed revisions clarify reporting and confidentiality responsibilities of personnel providing sexual assault related services to students who have reported having experienced sexual violence. These categories of employees, deemed confidential resource employees, are not required to report, without the student’s consent, incidents of sexual violence experienced and reported by a student. He stated that the proposed revisions were reviewed by legal counsel and the CAIR team.

The committee reviewed the proposed updates and discussed reporting requirements for faculty. Dr. Johnson asked the committee to review the procedure and to send him any questions. A second reading of the procedure is scheduled for the April 9 meeting.

**Annual Shared Governance Evaluation Form**

Mr. Miranda stated that it is time for the annual evaluation of shared governance committees. Committee chairs will receive emails later today requesting that they complete qualitative questions to reflect on the committee’s goals and accomplishments, and develop goals for the upcoming academic year. This is part of an ongoing, annual process for self-evaluation and continuous improvement.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the SLO Extravaganza is scheduled for Friday, April 6. Dr. Sharon Hamill will be the guest speaker and the event will include workshops on the various components of the process for defining, assessing and evaluating student learning outcomes.

X. PRESIDENT’S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 1:51 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING  
MEETING MINUTES  
JANUARY 16, 2018

PRESENT:	Felipe Lopez	ABSENT:	Ilva Mariani
	David Moore		Bernie Negrete
	Shawna Baskette		Synnikiu Avalas
	Patrick O'Donnell		
	Dr. Dan Smith		
	Tim Kyllingstad		
	Lucy Self		
	Linda Kaufman		
		GUEST(S):	

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 11:06 a.m.

**2. APPROVAL OF THE OCTOBER 17, 2017 MEETING MINUTES**

It was moved by Dr. Smith and seconded by Mr. O'Donnell to approve the October 17, 2017 meeting minutes. Ms. Baskette abstained. The minutes were approved as presented.

**3. CONSTRUCTION STATUS REPORT/GO BOND UPDATE**

**Health and Wellness Complex**

This project continues to progress. The steel super structure is up and you can see the outlines of the future buildings. This building is being built in two phases with the first phase complete in 2019 and second phase in 2020.

**Shade Structures**

The shade structures are installed except for the top shade portion. Recent discussions took place at DSA regarding the translucent top for the structure. DSA is allowing the college to provide their own test criteria. The manufacturer of the translucent panels will take these panels to a testing lab and put them through wind and load tests. If they pass, DSA has indicated that the approval process will go forward and they can be installed.

The shade structures provide shade and seating for 35, electrical and Wi-Fi, and can serve as possible outdoor instructional space.

The flagpole at the Alondra dropoff structure was installed over winter break.

### **Stadium Field Turf Replacement**

The stadium turf is installed and with the recent rainstorm, the field drained properly. DSA is requesting minimal ADA improvements to the stadium restroom to make them code compliant, and sidewalk work to meet code for ADA. The bids were received with the low bidder withdrawing their bid. The District is currently doing a bid analysis.

### **Chilled Water Infrastructure**

The chilled water expansion piping is now complete. Work has progressed in replacing or retrofitting equipment from high-energy demand package units to the chilled water units. Major mechanical work is being completed in the Gym and Community Education.

### **Blue Light Emergency Phones**

This project continues to move forward with 18 of the total 21 emergency phones installed. The last three phones will be installed in Lot 10. Blue light phones will be added as part of the new design criteria for new construction buildings/projects such as near the new external Social Sciences elevator, Aquatics area, and Health and Wellness.

### **Energy Management System Upgrade**

This project includes new individual building gas meters, electric meters, chilled water differential pressure switches, and building management master controls. All electrical shutdowns have been completed with gas and electrical meters installed in all the buildings with a new EMS master controller. Additional buildings are being retrofitted such as the LRC, and Liberal Arts. The vendor has been asked to provide scope of work and cost to bring the remaining buildings on campus to the new energy management system.

### **Parking Lot Improvements**

The parking lot improvements were completed over winter break. The last parking lot that needs to be completed is the small lot adjacent to the stadium.

### **Upcoming New Buildings/Construction**

#### **Field House**

A meeting is scheduled with the architect to review a proposed new fee schedule.

#### **Performing Arts Center (PAC)**

An early bid on site work for underground work, capping off utilities, site grading, has been done, as this is not subject to DSA approval. The rest of building is at DSA for their review. Logistics has been worked out for construction, the laydown yard, and traffic impacts. This project is anticipated to begin in June 2018 and complete in August 2020.

#### **Social Sciences Elevator**

This project has run into some underground pylon issues, so may need to shift elevator. Although there has been a delay in drilling, the general contractor has committed, once

construction starts, to work weekends and evenings to ensure the project gets back on schedule.

### **Fiber Infrastructure Project**

The college had a successful bid and award to pull the new fiber.

### **Program and Planning**

- Preparing an RFP for architectural services for the Administration/Student Services building. The space needs analysis is underway.
- Preparing an RFP for the Facility Master Plan update to augment the Educational master plan.

Dr. Smith inquired if a new scoreboard can be separated and built ahead of the field house so ASCC does not have to spend \$25,000 each year for a video board. Mr. Moore replied that there are alternatives, such as independent scoreboard controls.

Mr. Kyllingstad inquired as to how many pylons are being drilled for the new social sciences elevator. Mr. Moore did not have an exact number, but it is expected that 6-10 pylons will be drilled.

Mr. Kyllingstad noted that when the new social sciences elevator goes to the third floor of the social sciences building, and the door opens and it is a 4-foot walkway, the rails are only 3 feet high. He expressed concern that should students or staff come out of the elevator with any speed, could be a safety concern for the student/staff waiting for the elevator. Mr. Moore acknowledged this concern and indicated that he would look into this concern.

A few members of the committee shared that with the recent heavy rain, there were outside sidewalk areas that were impacted with lots of water. There was a brief discussion regarding drainage on campus, with Mr. Moore noting that campus drainage, during heavy rains, is an issue.

#### **4. NEXT MEETING DATE – FEBRUARY 20, 2018**

The next meeting is scheduled for February 20, 2018.

#### **5. OTHER ITEMS FROM THE FLOOR**

There were no items from the floor

#### **6. ADJOURNMENT**

The meeting adjourned at 11:33 a.m.

## Academic Excellence Committee

Co-Chairs, David Betancourt, dbetancourt@cerritos.edu and Teresa Cheatham, tcheatham@cerritos.edu

March 20, 2018

11:00 a.m., CTX Conference Room

### AGENDA OUTCOMES

#### 1. AEC Activity Timeline (EMP: Goal D)

Tuesday, March 20, 2018: Check names on plaques and N/S line up list

Thursday, April 5, 2018 at 7:00 pm: Academic Excellence Awards Program in Burnight Theatre

#### 2. Nomination forms: (EMP: Goal F)

Check names on transcripts and narratives

GPA, Major Area Units, Total Units

Signature

Revise narratives

#### 3. Check Accuracy of information on Plaques (and N/S order) (EMP: Goal F)

#### 4. Update of Key Components of AEA Ceremony (EMP: Goals C, D, F)

Keynote Speaker Confirmed: Damon Cagnolatti

Continued email notifications to faculty: David

Invitations to Administrators and College Board: David **follow-up**

Invitations to Foundation Board: Rachel

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 (done)

Plaques: David coordinate with company

Program and Certificates (scholarships): Rachel

AEA Photo/quotes reception booked: Miriam (done)

Theater and quad booked for March 30<sup>th</sup>: Miriam (done)

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

Student Narratives transferred to word document: Lorraine

Music for photoshoot, reception, and AEA ceremony: David

Letters to scholarship winners: Rachel

Letters to AEA winners: Miriam (**Plan B; Marvelina and Rachel work together-contact Marissa for labels at mmarkey@cerritos.edu**)

Theater Seating Coordination for nominees/escorts: Rebekah

Type seat labels with nominees and escorts names and affix to seats: Rebekah

Make Reception Signs (poster signs): Dani

<u>  </u> x	Abbruzzese, Mark
<u>  </u> x	Betancourt, David
<u>  </u>	Carroll, Dani
<u>  </u> x	Cheatham, Teresa
<u>  </u>	Gersitz, Lorraine
<u>  </u> X	Graf, Marvelina
<u>  </u> x	Hathaway, Rebekah
<u>  </u> X	Johnson, Debra
<u>  </u> x	Murguia, Stephanie
<u>  </u> x	Samarin, Rachel
<u>  </u> x	Shimazu, Cheryl
<u>  </u> x	Smith, Felicia
<u>  </u>	Tolson, Miriam
<u>  </u> x	Vasquez, Graciela
X =	Present

5. Chair/Co-Chair position now open (EMP: Goal C)

**6. Sign-Up: Photo shoot & Ceremony (EMP: Goals C, D, F)**

**Tuesday, March 7, 2017** - AEA student photo session in Student Center 10:30am – 1:00pm Set-up & Host: ALL COMMITTEE MEMBERS ATTEND!

**3:30 Set-up ,Thursday, April 5, 2018** - AEA Ceremony in Burnight Theater:

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

Theater: \_\_\_ Seat labels taped, in order, to seat back \_\_\_ clipboards for N/S

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

Walk way: \_\_\_ signs directing towards reception

Greenroom: \_\_\_ backdrop for photos \_\_\_ signs for reception

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

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

David Betancourt                      Debra L Johnson                      Lorraine Gerritz

Rachel Samarin                      Rebekah Hathaway (4:30)

\_\_\_\_\_  
\_\_\_\_\_

**6:00pm Check-in (6pm call), Thursday, April 5, 2018** - AEA Ceremony in Burnight Theater:

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

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

David Betancourt                      Debra L Johnson                      Lorraine Gerritz

Dani Carroll                      Thad Szabo                      Teresa Cheatham

Cheryl Shimazi                      Rebekah Hathaway                      Rachel Samarin

\_\_\_\_\_  
\_\_\_\_\_

**7:00pm Ceremony , Thursday, April 5, 2018** - 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 Betancourt                      Debra L Johnson                      Lorraine Gerritz

Dani Carroll                      Thad Szabo                      Teresa Cheatham

Cheryl Shimazi                      Rebekah Hathaway                      Rachel Samarin

Graciela Vasquez                      \_\_\_\_\_

**9:30pm- Everyone PLEASE help tear down at the boardroom!**



Coordinating Committee April 2, 2018

Sabbatical Committee Report

Educational Master Plan Goals aligned with Sabbatical Committee activities:

C – PROMOTING LEADERSHIP AND STAFF DEVELOPMENT

E – UPGRADING EDUCATIONAL INFRASTRUCTURE

1. Applications
  - a. Six faculty members requested leave for 2018-2019
  - b. Sabbatical committee processed and approved four to go forward
  - c. Divisions represented: Counseling, Technology, SEM, Fine Arts
  - d. All have requested one year leaves at 100% compensation
2. Committee process for applications
  - a. Members evaluate applications
  - b. Committee meets to discuss and coordinate feedback
  - c. Interviews held with each applicant to discuss feedback
  - d. Two revision cycles stipulated in the contract: first of two weeks, second if needed, for one week
3. Reports from Faculty on Leave 2016-2017
  - a. Reports were presented at BOT meeting of Mar 7
  - b. All approved
  - c. Faculty presented a summary of their projects: Lydia Alvarez/English, Froylan Cabuto/Spanish, Ed Heckerman/Photography.
4. Four faculty currently out on sabbatical leave
  - a. Kimberley Duff - Psychology
  - b. Patty George - Math
  - c. Frank Gaik - English
  - d. Lance Kayser - English
5. Upcoming committee work cycle per contract stipulations
  - a. Call for Intent to Apply for Sabbatical Leave for School Year 2019-2020 will be done in early April 2018
  - b. Orientation for potential applicants will be conducted in mid-late April
  - c. Intents will be collected prior to end of this semester
  - d. Applications will be due beginning of Fall semester 2018 then will be processed by the committee
  - e. Faculty returning in Fall of 2018 will submit reports before the end of the semester then will be processed by the committee
6. Use of Canvas for submission and committee work site
  - a. Application revisions
  - b. Report submission and revisions – reports can run to 100-200 pages
  - c. Has drastically reduced use of paper