

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 8, 2019

PRESENT:	Dr. Jose Fierro	ABSENT:	Kathy Azzam
	Rick Miranda		
	Dr. Dilcie Perez		
	Felipe Lopez		
	Dr. Adriana Flores-Church		
	Sandy Marks		
	Dr. April Griffin		
	Stephanie Rosenblatt		
	Armando Soto		
	Liz Page	GUEST(s):	Shawna Baskette
	Kathy Hogue		Dr. Kristi Blackburn
	Kim Applebury		Teri Cheatham
	Danylle Williams-Manser		Dr. Carrie Edwards
	Julie Mun		Dr. Sunday Obazuaye

- I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:05 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 – March 25, 2019
It was moved by Mr. Soto and seconded by Ms. Hogue to approve the March 25 minutes. The vote for approval was 13-0-1; Dr. Perez abstained.
- V. BOARD AGENDA
Dr. Fierro stated that the April 24 study session agenda will include legislative and facilities updates.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES
No reports.
- VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES
Academic Excellence
EMP Goal A: Strengthening the Culture of Completion

Ms. Cheatham stated that she and Dr. David Betancourt serve as co-chairs for this committee. She stated that the April 4 awards ceremony was fantastic, and that 64 students were awarded

and recognized. Seating arrangement adjustments were implemented last year to help make the event more time efficient, and the process was used again this year. Many positive comments have already been received. She stated that students and families appreciate the personal touch provided by having faculty read the narratives. This year, photos will be displayed on monitors within our campus buildings to further acknowledge the awardees. The dance and music awardees' performances were outstanding, and a mariachi band and smooth jazz were provided for the reception. The committee will meet on April 16 to discuss feedback and identify areas for improvement.

Curriculum

EMP Goal A: Strengthening the Culture of Completion

Dr. Edwards provided a summary on the committee's recent activities, and stated that the committee is always busy reviewing curriculum changes and program modifications. Changes that are still awaiting approval from the Chancellor's Office are those that cannot be auto-approved at the local level. A hybrid process utilizing eLumen and hard copies was used for the 2017-18 year. This year, the process has been fully online. Many training sessions have been provided through the CTX, department meetings, chairs meetings, and one-on-one meetings. There are still some lingering issues with formatting courses of record, so short-time hourly staff has been hired to work through the summer. Long Beach City College staff will be visiting Cerritos on Tuesday, April 9 to learn more about eLumen and have discussions with curriculum staff.

Instructional Program Review

EMP Goal A: Strengthening the Culture of Completion

Dr. Obazuaye distributed the attached meeting minutes. He stated that he and Angie Conley serve as co-chairs of the committee, and that they are missing representatives from Business Education and ASCC. Eleven programs were scheduled for review in 2018-19, and eight have been completed. Two programs should be completed by April 16. Engineering Design Technology has yet to comply and missed the February 19 due date for its review. The Program Review Workbook states that all programs must fully participate in the process in order to establish mid-range and long-term goals, and provide a basis for annual unit plans. The workbook also recommends that if a department is noncompliant, its department requests for additional human resources, equipment or other physical resources, and Perkins funds should be denied. Dr. Obazuaye met and discussed these recommendations with Dr. Real, who concurred. Ten programs are scheduled for review in 2019-20, and an orientation/training session, with IERP collaboration, was provided in November 2018.

Dr. Fierro thanked Dr. Obazuaye, Ms. Conley, and the committee for making tough recommendations when needed, especially when it involves their peers. He stated that he supports the recommendations and is available for assistance in any way needed. It is important that we all hold each other to a high level of accountability, and respect the groups that are working hard to follow processes and be in compliance. Dr. Obazuaye thanked Dr. Fierro, Dr. Griffin, and Faculty Senate for their support.

VIII. STATUS OF SHARED GOVERNANCE**ACCJC Institution Set Standards***EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Blackburn distributed the attached handout titled Cerritos College Standards for Monitoring Improved Institutional Performance for 2017-18 (reporting year: 2019). She stated that this time of year, there is an annual review of Institution Set Standards. We report on them to the ACCJC in our annual report. She provided a background of Institution Set Standards and stated that there are thresholds, which are to be maintained, evaluated, and adjusted. She stated that the handout summarizes our standards and displays the college's performance on these measures from the previous five academic or cohort years, and the average calculated over those years. As the college monitors its progress on these measures, any declines in achievement lower than the five-year average will call attention to the measure, prompt further analyses, and focus efforts towards improvement. There is a new metric, which has already been incorporated into the college's repertoire of data for the IEPI standards. The State suspended IEPI goals approximately 18 months ago; the college now has a chance to relook at them, revise, and bring them in as ACCJC aspirational standards because this is the first time we are being asked to report on aspirational standards from the ACCJC.

Dr. Blackburn stated that Planning and Budget recommended using the 5-year average plus 2% as the aspirational goals instead of setting a higher percentage, and to set the 2018-19 target, or threshold, for Certificates Awarded at 885, which was the target for 2017-18. Mr. Miranda and Dr. Griffin stated that Planning and Budget recommended setting the target/threshold goal to 885 to account for the statewide decline in enrollment, and uncertainty with budgets and new initiatives. Dr. Fierro stated that with the new funding formula, our aspirational goals should be set higher, and our goals should be based on the services that are leading to successful programs to help determine areas for investment and resource allocation. He stated that he would like to review the data, and discuss developing reasonable strategies to try to replicate successful models. Since there is no penalty if we do not meet our aspirational goals, they should be set higher than an increase of 2%.

Draft Institutional Self Evaluation Report*EMP Goal F: Enhancing Organizational Effectiveness*

Ms. Baskette stated that the Institutional Self Evaluation Report (ISER) is due to the ACCJC by December 2019, and the External Evaluation Team Visit is scheduled for February 2020. The link to the first draft ISER was shared with the campus via email on Thursday, April 4, and constructive feedback was requested. The report is posted on Canvas, and those who are unfamiliar with or need assistance accessing Canvas can contact her for help. There are two methods to provide feedback, through direct email to accreditation2020@cerritos.edu, or using public discussion boards on the Canvas Accreditation course page. Campus forums to discuss the draft Institutional Analysis section of the ISER will be scheduled for later this semester. Ms. Baskette asked the committee members to review the draft ISER and help drum up campuswide discussion by sharing the information with other committees and groups.

Mr. Miranda stated that Dr. Stephanie Droker, ACCJC Senior Vice President and our ISER liaison, will be on campus Tuesday, April 9 to answer questions and concerns from our writing and leadership teams as we finalize the ISER. She will attend Faculty Senate and meet with

academic affairs and student services managers, and will hold open offices hours from 9:30 – 11:00 a.m. and 1:30 – 3:00 p.m. in Academic Affairs.

Enrollment Update

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that although some sections were added to the 2nd 9-week session, there will not be a significant increase in FTES. Updated numbers will be available in mid-April when the P2 report is released. He stated that enrollment is a hot topic across campus, and there are ongoing discussions within many committees and constituent groups, providing suggestions and different perspectives. The Enrollment Management Committee discussed establishing a singular goal, which is to review data and the percentage of students who are taking 6, 9, or 12 unit loads, and to determine how to support them to take full loads. There is also a corollary goal of improving retention.

Dr. Perez stated that she and Mr. Miranda submitted an application to participate in the [CCC Institutional Effectiveness Partnership Initiative \(IEPI\) 2019-2020 Strategic Enrollment Management Program](#). Cerritos was one of 15 campuses selected to participate, and our proposal is to study integrating data and technology to create a student-centered enrollment management plan.

Board Policy 4025 – Philosophy and Criteria for Associate Degree and General Education

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Fierro stated that the committee reviewed and discussed a request from the Board Policy Advisory Committee to add a statement regarding financial literacy to Board Policy 4025 – Philosophy Criteria for Associate Degree and General Education at its March 11 meeting. There was extensive discussion regarding how to operationalize financial literacy at Cerritos and Dr. Griffin requested time to discuss the proposed revision with Faculty Senate before it is presented to the board for a first reading.

Dr. Griffin stated that the Faculty Senate expressed concerns about the board recommending a change to the curricular process without relying on the faculty voice. The Senate voted to strike the proposed language because it would result in a fundamental change to the general education process without moving through the shared governance process. The Curriculum Committee is reviewing the request to examine other areas that the language may be more appropriate to add, and to compare it with Title 5 language. Faculty Senate also agreed that the language would be more appropriate in the college's goals or vision statement, and not board policy. Although faculty agree that financial literacy is an essential life skill, they are hesitant to add it as a requirement to earn a degree. Dr. Fierro stated that he agrees with continuing discussions and is open to alternatives.

Board Policy Review – Chapter 7

EMP Goal F: Enhancing Organizational Effectiveness

The committee began review and discussion of Chapter 7 policies and procedures.

BP 7050	Employee Conflict of Interest
AP 7050	Employee Conflict of Interest
BP 7100	Commitment to Diversity
BP 7110	Delegation of Authority, Human Resources
AP 7110	Delegation of Authority, Human Resources
AP 7125	Verification of Eligibility for Employment
AP 7126	Applicant Background Checks
BP 7130	Compensation
AP 7130	Compensation
BP 7140	Collective Bargaining
BP 7160	Professional Development
AP 7160	Professional Development
BP 7210	Academic Employees
AP 7210	Academic Employees
AP 7212	Temporary Faculty
AP 7215	Academic Employees: Probational Contract Faculty
BP 7233	Work Out of Classification
AP 7233	Work Out of Classification
BP 7234	Overtime
AP 7234	Overtime
BP 7250	Educational Administrators
AP 7250	Educational Administrators
BP 7260	Classified Managers
AP 7260	Classified Managers
BP 7310	Nepotism
AP 7310	Nepotism
BP 7330	Communicable Disease
AP 7330	Communicable Disease
BP 7335	Health Examinations
AP 7336	Certification of Freedom from Tuberculosis
AP 7337	Fingerprinting
AP 7344	Employee Absence and Tardy Reporting
BP 7345	Catastrophic Illness Leave Program
AP 7345	Catastrophic Illness Leave Program
BP 7346	Military Leave
AP 7346	Military Leave
BP 7350	Resignations
BP 7365	Discipline and Dismissal - Classified Employees
AP 7365	Discipline and Dismissal - Classified Employees
AP 7371	Personal Use of Public Resources
BP 7510	Domestic Partners
BP 7600	Campus Police
AP 7600	Campus Police

BP 7700 Whistleblower Protection
AP 7700 Whistleblower Protection

The committee discussed and reached consensus to update the following documents, as attached.

BP 7050 Employee Conflict of Interest
AP 7050 Employee Conflict of Interest
BP 7100 Commitment to Diversity
AP 7110 Delegation of Authority, Human Resources
AP 7125 Verification of Eligibility for Employment
BP 7130 Compensation
AP 7130 Compensation

Discussion and review of the policies and procedures will continue at the April 22 meeting, due to time constraints.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports due to time constraints.

X. PRESIDENT'S REPORT

No report due to time constraints.

XI. ADJOURNMENT

Meeting adjourned at 3:00 p.m.



CURRICULUM COMMITTEE

2018-2019

Coordinating Committee Presentation

4/8/19

ACCOMPLISHMENTS COURSES



Submission type	# of Submissions	# of Content Review	# of General Education	# of Distance Education	Tabled	Curriculum Approved	Chancellor's Office Approved	Chancellor's Office Pending
New Courses	61	29	24	25	0	61	25	0
Modified Courses	100	52	24	40		100	78	22
Inactivated Courses	12				12	0	0	0
Total	173	81	48	65	0	161	103	22



ACCOMPLISHMENTS PROGRAMS

Submission type	# of Submissions	Tabled	Curriculum Approved	Chancellor's Office Approved	Chancellor's Office Pending
New Programs	9	1	8	1	8
Modified Programs	58	5	55	35	23
Inactivated Programs	0	0	0	0	0
Total	67	6	63	36	31



eLumen for Curriculum Progress

- CTX drop-in Training: 9
- One-on-One: 34
- Department: 5
- All Chairs: 1
- Long Beach City College Visit - tomorrow

eLumen COR Clean-up Efforts



- Created two new workflows
 - COR Clean-up 2018/2019 (Faculty & Chairs)
 - Assisted COR Clean-up 2018/2019 (Academic Affairs Staff Support & Chairs)
- Phally and I cut down on complaining about eLumen

To: Coordinating Committee

From: Angela Conley & Sunday Obazuaye, Co-chairs

Date: April 8, 2019

Re: Update on Program Review Committee for Spring 2019

The committee has met this semester and continue the program review cycle for 2018-2019 academic year. There were 11 programs due for review this year. We reviewed Sociology, Architecture, and History during fall 2018 semester. This semester (Spring 2019), we have reviewed Education Technology, Political Science, Nursing, and Dance. Plastics Manufacturing Technology, and Speech are scheduled for review April 16, 2019. Engineering Design Technology is yet to comply with Program Review due date which was scheduled for 2/19/19. Math was originally scheduled for April 16 but has been rescheduled for September 17, 2019.

Below is a list of programs undergoing review during the 2018-2019 academic year, along with the committee member assigned to lead the subcommittee responsible for each program:

Program	Chair	Division	Visitation Date	Lead Liaison
Sociology	Amy Holzgang	BHSS	11/6/2018	Patricia Robbins Smith
Architecture	Ed Rother	Tech	11/20/2018	Ernest Lew
History	George Jarrett	BHSS	12/4/2018	Graciela Vasquez
Educational Technology	Cynthia Alexander	BHSS	1/15/2019	Angela Conley
Political Science	Victor Obasohan	BHSS	2/5/2019	Angela Conley
Nursing	Kelli Brooks	HO	4/2/2019	Sunday Obazuaye
Dance	Rebekah Hathaway	HPEDA	4/2/2019	Sunday Obazuaye
Plastics	Micic Miodrag	Tech	4/16/2019	Stephanie Rosenblatt
Speech	Angela Hoppe-Nagao	LA	4/16/2019	Rebekah Hathaway

The committee adopted the new SLO Appendix E submitted by the SLO committee to be added to the Program Review Committee Handbook in place of the existing one. We have prepared the schedule for the 2019-2020 program review cycle.

The committee conducted training/orientation on Thursday, November 29, 2018 for programs that will undergo program review in 2019-2020 academic year. The training is conducted in collaboration with the office of Institutional Effectiveness, Research, and Planning (IERP). The training took place in the CTX, and participants can earn Flex credits. The committee has no representatives from Associated Students of Cerritos College (ASCC).

Tentative schedule for 2019-2020 Academic Year

Program	Chair	Division	Visitation Date	Lead Liaison
Math	Manuel Lopez	SEM	9/17/2019	Colleen McKinley
Women's and Gender Studies	Michelle Fagundes/Amy Holzgang	BHSS	11/5/2019	Graciela Vasquez
Philosophy	Ted Stolz	BHSS	11/19/2019	Reuben Foat
Physical Therapist Assistant	Julie Bathke	HO	12/3/2019	Patricia Robbin Smith
Pharmacy Technology	Nasiba Makarem	HO	1/21/2020	Stephanie Rosenblatt
Kinesiology	Carrie Edwards	HPER	2/4/2020	Angela Conley
Anthropology	Monica Bellas	BHSS	2/18/2020	Rebekah Hathaway
Library Instruction and Resources	Debra Moore	LIB	3/3/2020	Ernest Lew
English as a Second Language	Joann Sugihara-Cheetham	LA	3/17/2020	Sunday Obazuaye
Woodworking Manufacturing Technology	Carl Stammerjohn/ Reuben Foat	Tech	4/7/2020	Colleen McKinley



Cerritos College Standards for Monitoring Improved Institutional Performance for 2017-18 (reporting year: 2019)

In order to evaluate whether the coordinated efforts of our campus are effective in producing career and transfer-bound students, Cerritos College will regularly assess and monitor college-wide achievement measures. These measures are described below:

1. The number of Certificate conferred each academic year (MIS data)
2. The number of Degrees conferred each academic year (MIS data)
3. The number of Cerritos College students who transfer to a CSU campus each academic year (CSU system data)
4. The number of Cerritos College students who transfer to a UC campus each academic year (CCCCO Transfer data)
5. Successful Course Completion Rate is the percentage of enrollments that remained in the course through the term of the course (MIS data)
(*NOTE: verbage change enacted to be "Successful" Course Completion, which changed metric/reporting beginning 2015-16 in 2017)
6. Persistence measures how well the college retains new students, so that they enroll into a second year (or third term) of college Scorecard (CCCCO Scorecard). @ denotes below CCCCCO discontinued Scorecard in 2018.

The table below displays the college's performance on these measures from the previous 5 academic or cohort years, and the average calculated over those years (highlighted in yellow). Calculating a 5-year average summarizes the performance of the college in its most recent years, and provides a fair and relatively stable estimate of college performance. Through discussion and agreement with campus constituents, the college decided to use the 5-year average as a set-institutional standard or baseline [NOTE: the standard for Persistence as reported in the Scorecard is a 6 year cohort]. So as the college monitors its progress on these measures annually, any dips in achievement lower than the 5-year average will call attention to the measure, prompt further analyses, and focus effort towards improvement. Set standards or baselines are different than goals. Cerritos College has articulated goals that the college aspires to achieve, which are documented in the Educational Master Plan. Baselines provide a threshold of minimum performance.

Cerritos College Institutional Standards

	NEW 5 yr Avg Target for 2018-19:	TARGET: 2017-18	Performance *2017-18	Performance 2016-17	Performance 2015-16	Performance 2014-15	Performance 2013-14	Performance 2012-13
#Certificates Awarded	885 [^]	885	2,301	1,579	864	773	712	745
#Degrees Awarded	1,558	1292	1,944	1,735	1,632	1,356	1,121	1,209
#CSU Transfers	950	751	939	1035	979	893	903	644
#UC Transfers	135	139	122	126	126	144	157	144
Course Completion Rate	*69.3% (*3 yr avg w/new def)	*69.6%	*68.8%	*69.9%	*69.3%	83%	83%	83%
Persistence (6 yr cohort)	@	75.6%	@	76.7%	77.8%	76.9%	73.3%	73.3%

Updated: 03-07-19 after PBC meeting. ^ denotes PBC recommendation to use 885 for #Certificates Awarded for 2018-19 instead of 5 year average.

Human Resources

1 **BP 7050 EMPLOYEE CONFLICT OF INTEREST**

2 **References:**

3 Government Code, Sections 1126, 82029, 87100, 87302;
4 CCR, Title 2, Section 18705

5 The following policy pertains to all employees of the Cerritos Community College District.

6 **A. CONFLICTS OF INTEREST ARE PROHIBITED**

7 No employee or consultant/contractor of the Cerritos Community College District
8 shall make, participate in making, or in any way attempt to influence a decision of
9 the Cerritos Community College District in which he or she knows or has reason
10 to know will have a financial effect, distinguishable from its effect on the public
11 generally, on the employee or his or her "immediate family." ~~Immediate family shall~~
12 ~~mean spouse and dependent children of an employee of the District (Government~~
13 ~~Code, Section 82029),~~ Immediate family members, consistent with Board Policy
14 7310 Nepotism, shall be defined as father, mother, brother, sister, spouse,
15 domestic partner, child, grandchild, stepfather, stepmother, stepson,
16 stepdaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-
17 law, daughter-in-law, grandfather, grandfather-in-law, grandmother, grandmother-
18 in-law, foster parents in lieu of father or mother, foster children or family members
19 living in the immediate household, which includes:

- 20 1. Any business entity in which the employee, consultant/contractor or his/her
21 immediate family has an investment;
22 2. Any business entity in which the officer, employee, consultant/contractor or
23 his/her immediate family is a director, officer, partner, trustee, employee, or
24 holds any position of management; or,
25 3. Any real property in which the officer, employee, consultant/contractor or
26 his/her immediate family has a direct or indirect interest.

27 **B. USE OF CONTRACTORS**

28 In accordance with Government Code, Section 1126, no designated employee
29 filing an Annual Statement shall accept money or gifts from any current contractor
30 providing facilities, grounds, or construction services to the District. Designated
31 employees are required to disclose on the Annual Statement any money or gifts in
32 any amount from any current contractor providing facilities, grounds, or
33 construction services to the District. For purposes of this section, a 'current
34 contractor' refers to any business entity or individual including contractors,
35 suppliers, architects, attorneys, engineers, and insurers, providing services related
36 to the construction of facilities or grounds for the District during the year covered
37 by the Annual Statement.

38 C. PENALTIES

39 Any employee who shall make, participate in making, or in any way attempt to use
40 his or her relationship with the Cerritos Community College District to influence a
41 decision of the Cerritos Community College District in which he or she knows or
42 has reason to know he or she has a prohibited financial interest shall be subject to
43 discipline, including up to dismissal.

44 D. ACADEMIC DECISIONS

45 In the area of academic decisions, the Fair Political Practices Commission has
46 established certain specific exemptions from conflict of interest provisions which
47 are applicable to the Cerritos Community College District. Academic decisions
48 with respect to textbook utilization and other educational materials are also subject
49 to the District's written guidelines for textbooks which appear in the
50 Faculty Handbook collective bargaining agreement. The regulations for academic
51 decisions adopted by the California Fair Fair Political Practices Commission, at
52 Title 2 Code of the California Code of Regulations (CCR), Section 18705, provide
53 as follows:

54 Section 18705. Academic Decisions.

55 "(a) Except as provided in subsection (b), neither disclosure of financial
56 interests nor disqualification is required under Government Code, Sections
57 87100, 87302, or any Conflict of Interest Code, in connection with:

58 "(1) Teaching decisions, including the selection by a teacher of books or
59 other educational materials for use within his or her own school or
60 institution, and other decisions incidental to teaching;

61 "(2) Decisions made by a person who has teaching or research
62 responsibilities at an institution of higher education to pursue personally a
63 course of academic study or research, to apply for funds to finance such a
64 project, to allocate financial and material resources for such academic study
65 or research, and all decisions relating to the manner or methodology with
66 which such study or research will be conducted. Provided, however, that
67 the provisions of this subsection (2) shall not apply with respect to
68 institution- or campus- wide administrative responsibilities respecting the
69 approval or review of any phase of academic research or study conducted
70 at the institution or campus.

71 "(b) Disclosure shall be required under Government Code, Section 87302
72 or any Conflict of Interest Code in connection with a decision made by a
73 person or persons at an institution of higher education with principal
74 responsibility for a research project to undertake such research, if it is to be
75 funded or supported, in whole or in part, by a contract or grant (or other
76 funds earmarked by the donor for a specific research project or for a specific
77 researcher) from a nongovernmental entity, but disqualification may not be
78 required under Government Code, Sections 87100, 87302, or any Conflict
79 of Interest Code in connection with any such decision if the decision is

80 substantively reviewed by an independent committee established within the
81 institution.”

82 E. DISTRIBUTION OF THIS POLICY

83 Copies of this policy shall be distributed by the Human Resources Office to all
84 current and future employees.

85 See also BP/AP 2710 titled Conflict of Interest and BP 2712 titled Conflict of Interest
86 Code.

87 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

(Replaces former Cerritos CCD Policy 5000.1)

The committee agreed to the proposed changes on April 8, 2019.

Human Resources

1 **AP 7050 EMPLOYEE CONFLICT OF INTEREST**

2 **References:**

3 Government Code, Sections 1126, 82029, 87100, 87302;
4 CCR, Title 2, Section 18705

5 The District will provide to all employees upon hire notice which includes, but is not limited
6 to, those actions which will be deemed a conflict of interest.

- 7 A. Any employee violating Board Policy 7050 may be subject to disciplinary action
8 according to and consistent with the terms of the current Board Policies, collective
9 bargaining agreements, the Fair Political Practices Act and the Government and
10 Education Codes. Any employees who have questions or concerns of potential
11 conflict of interests should contact the Director or Vice President of Human
12 Resources.
13 B. All rights of appeal shall be consistent with state statutes and collective bargaining
14 agreements.

15 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

(Replaces former Cerritos CCD Policy 5000.1)

The committee agreed to the proposed changes on April 8, 2019.

Human Resources

1 **BP 7100 COMMITMENT TO DIVERSITY**

2 **References:**

3 Education Code, Sections 87100 et seq.;

4 Title 5, Sections 53000 et seq.

5 The ~~District~~ Board of Trustees is committed to employing qualified equity
6 minded administrators, faculty, and staff members who are dedicated to student
7 success. To further this commitment, the District will support professional development
8 opportunities related to diversity, inclusion, and equity. The Board of Trustees recognizes
9 that diversity in the academic environment fosters cultural awareness, promotes mutual
10 understanding and respect, and provides suitable role models for all students. ~~The Board~~
11 ~~of Trustees is committed to hiring and staff development processes that~~ The
12 District supports the goals of diversity, inclusion, and equity ~~equal opportunity and~~
13 ~~diversity,~~ and provides s equal ~~consideration~~ opportunity for all qualified candidates.

14 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

The committee agreed to the proposed changes on April 8, 2019.

Human Resources

1 **AP 7110 DELEGATION OF AUTHORITY, HUMAN RESOURCES**

2 **Reference:**

3 Education Code, Section 70902(d);
4 ACCJC Accreditation Standard III.A.11

5 **A. Authorization to Hire**

6 The authority to hire employees for all service to the District is vested in the Board of
7 Trustees. No employment is final until the Board takes official action.

8 **B. Recommendation for Hire**

9 ~~Recommendations to fill vacant positions or establish new positions come to the Board~~
10 ~~of Trustees from the President/Superintendent through the Human Resources~~
11 ~~Office.~~ The establishment of new positions requires approval from the Board of
12 Trustees. Replacement positions require recommendations from the appropriate Vice
13 President of the area to the President/Superintendent. The President/Superintendent
14 will ensure that funds are available to cover the cost of replacement or new positions.
15 The Human Resources Office is responsible for filling authorized positions through the
16 established hiring policies and procedures.

17 **C. Delegation of Responsibility**

18 The President/Superintendent may delegate to the Vice President of Human Resources
19 the development of job responsibilities and the performance of other personnel actions
20 provided that all state and federal laws and regulations, Board Policies, and
21 Administrative Procedures are followed.

22 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

Date Revised: July 1, 2010

The committee agreed to the proposed changes on April 8, 2019.

Human Resources

1 AP 7125 VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

2 Reference:

3 8 U.S. Code, Section 1324a

4 The District will only hire or recruit United States citizens or people legally authorized to
5 be employed in the United States. The District will not sponsor individuals for employment
6 except under unusual circumstances as approved by the Board of Trustees.

7 The District will ensure completion and verification of the employment eligibility form(s)
8 required by the United States government for each new employee. The District will retain
9 such forms for at least three years ~~for persons it does not hire. For persons it does hire,~~
10 ~~the District will retain such forms for at least three years or until one year after the persons~~
11 ~~leaves the District's employment, whichever is later.~~

12 The District will protect the privacy of the information it collects pursuant to this procedure.

13 The Employment Eligibility Verification Form (I-9) is required for employment from all
14 persons hired subsequent to November 1986, within three business days of hire and must
15 be accompanied by "reliable documentation." "Reliable documentation" unexpired,
16 acceptable documents as set out forth in federal law (Department of Homeland Security,
17 U.S. Citizenship, and Immigration Services) at the time of hire. ~~includes documents from~~
18 ~~the following List of Acceptable Documents:~~

19 **List A – Documents that Establish Both Identity and Employment Eligibility (one**
20 **document):**

- 21 1. U.S. Passport (unexpired or expired)
- 22 2. Certificate of U.S. Citizenship (Form N-560 or N-561)
- 23 3. Certificate of Naturalization (Form N-550 or N-570)
- 24 4. Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicated
- 25 unexpired employment authorization
- 26 5. Permanent Resident Card or Alien Registration Receipt Card with photograph
- 27 (Form I-151 or I-551)
- 28 6. Unexpired Temporary Resident Card (Form I-688)
- 29 7. Unexpired Employment Authorization Card (Form I-688A)
- 30 8. Unexpired Reentry Permit (Form I-327)
- 31 9. Unexpired Refugee Travel Document (Form I-571)
- 32 10. Unexpired Employment Authorization Document issued by DHS that contains a
- 33 photograph (Form I-688B)

34 **OR**

- 35 **List B – Documents that Establish Identity (one document):**
36 1. ~~Driver’s License or ID Card issued by a state or outlying possession of the United~~
37 ~~States provided it contains a photograph or information such as name, date of birth,~~
38 ~~gender, height, eye color, and address~~
39 2. ~~ID Card issued by local, state, or federal government agencies or entities provided~~
40 ~~it contains a photograph or information such as name, date of birth, gender, height,~~
41 ~~eye color, and address~~
42 3. ~~School ID card with a photograph”~~
43 4. ~~Voter’s registration card~~
44 5. ~~U.S. Military card or draft record~~
45 6. ~~Military dependent’s ID card~~
46 7. ~~U.S. Coast Guard Merchant Mariner Card~~
47 8. ~~Native American Tribal document~~
48 9. ~~Driver’s license issued by a Canadian government authority~~
49 10. ~~School record or report card~~
50 11. ~~Clinic, doctor, or hospital record~~
51 12. ~~Day-care or nursery school record~~

52 **AND**

- 53 **List C – Documents that Establish Employment Eligibility (one document):**
54 1. ~~U.S. social security card issued by the Social Security Administration (other than~~
55 ~~a card stating it is not valid for employment)~~
56 2. ~~Certification of Birth Abroad issued by the Department of State (Form FS-545 or~~
57 ~~Form DS-1350)~~
58 3. ~~Original or certified copy of a birth certificate issued by a state, county, municipal~~
59 ~~authority, or outlying possession of the United States bearing an official seal~~
60 4. ~~Native American tribal document~~
61 5. ~~U.S. Citizen ID Card (Form I-197)~~
62 6. ~~ID Card for use of Resident Citizen in the United States (Form I-179)~~
63 7. ~~Unexpired employment authorization, document issued by DHS (other than those~~
64 ~~listed under List A)~~

65 **~~I-9 Form~~**

66 ~~In accordance with federal law, all employees hired subsequent to November, 1986 must~~
67 ~~complete an I-9 form.~~

68 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

The committee agreed to the proposed changes on April 8, 2019.

Human Resources

1 **BP 7130 COMPENSATION**

2 **References:**

- 3 Education Code, Sections 70902(b)(4), 72411, 87801, and 88160;
- 4 Government Code, Section 53200;
- 5 U.S. Department of Education regulations on the Integrity of Federal Student
- 6 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
- 7 amended

8 The Board of Trustees shall establish salary schedules, compensation, and benefits
9 (including health and welfare benefits as applicable) for all classes of employees and
10 each administrator employed pursuant to a contract under Education Code Section
11 72411.

12 District salary schedules, compensation, and benefits shall be administered in
13 accordance with federal, state, local laws, and Board Policies and Administrative
14 Procedures and will be consistent with the terms of respective collective bargaining
15 agreements.

16 The Board of Trustees may defer the adoption of salary schedules to be paid, pending
17 adoption of the District's budget for the ensuing fiscal year.

18 **Prohibition on Incentive Compensation**

19 The District shall not provide any commission, bonus, or other incentive payment based,
20 directly or indirectly, on the success in securing enrollments or financial aid, to any
21 person or entity engaged in any student recruiting or admission activities or in making
22 decisions regarding the award of student financial assistance. Employees covered by
23 this ban shall be referred to as "covered employees" for purposes of this policy.

24 Foreign students residing in foreign countries who are not eligible to receive federal
25 student assistance are not subject to this prohibition.

26 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: December 10, 2008

Date Revised: June 13, 2012

(Replaces former Cerritos CCD Policy 7006)

The committee agreed to the proposed changes on April 8, 2019.

Human Resources

1 **AP 7130 COMPENSATION**

2 **References:**

- 3 Education Code, Sections 87801 and 88160;
- 4 Government Code, Section 53200
- 5 U.S. Department of Education regulations on the Integrity of Federal Student
- 6 Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
- 7 amended

8 **Contract Management Employees**

9 The Board of Trustees will establish and maintain a contract with the President/
10 Superintendent which sets forth the provisions of salary, compensation, and health and
11 welfare benefits.

12 The Board of Trustees will establish and maintain a Contract Management Salary
13 Schedule. Contract Management Employees, excluding the President/Superintendent,
14 will receive compensation based upon the Contract Management Employee Salary
15 Schedule. The Board of Trustees will also establish and maintain contracts with
16 Contract Management Employees which include salary provisions and health and
17 welfare benefits.

18 **Management Team Employees**

19 The Board of Trustees will establish and maintain a Management Team Salary
20 Schedule. The Human Resources Office will maintain salary schedules, salary
21 schedule provisions, and health and welfare benefits at the direction of the Board of
22 Trustees. The Board of Trustees will also establish and maintain contracts with
23 Management Team Employees hired after July 1, 2017, which include salary provisions
24 and health and welfare benefits.

25 **Faculty Employees**

26 Faculty salary schedules, salary schedule provisions, and health and welfare benefits
27 will be established and maintained in the collective bargaining agreement.

28 All faculty employees will be paid and receive benefits in accordance with the terms and
29 conditions of the negotiated agreement.

30 **Classified Employees**

31 Classified salary schedules, salary schedule provisions, and health and welfare benefits
32 will be established and maintained in the collective bargaining agreement.

33 All classified employees will be paid and receive benefits in accordance with the terms
34 and conditions of the negotiated agreement.

35 **Confidential Employees**

36 The Board of Trustees will establish and maintain a Confidential Salary Schedule. The
37 Human Resources Office will maintain salary schedules, salary schedule provisions,
38 and health and welfare benefits at the direction of the Board of Trustees.

39 **Child Development Center and Short Term Hourly Employees**

40 The Board of Trustees will establish and maintain Salary Schedules for unrepresented
41 employees. The Human Resources Office will maintain salary schedules, salary
42 schedule provisions, and health and welfare benefits as applicable at the direction of the
43 Board of Trustees.

44 **General Employee Provisions**

45 Salary Warrant Errors

46 Whenever it is determined that a District error has been made in the calculation or
47 reporting in any employee's payroll or in the payment of any employee's salary, the
48 District shall provide the employee with a statement of the correction and a supplement
49 payment normally within five (5) working days of such determination. The employee
50 shall provide written notification to the Payroll Department of any alleged errors. A
51 salary warrant error resulting in an overpayment for an employee shall be corrected and
52 subsequent salary warrant(s) reduced accordingly after the District provides written
53 notification to said employee.

54 Lost Salary Warrants

55 If an employee: a) loses a salary warrant after receipt, b) fails to receive a salary
56 warrant within ten (10) workdays of the date of mailing, or c) fails to cash a salary
57 warrant within six (6) months of the issuance date, said employee shall immediately
58 notify the Payroll Department and as soon as administratively practicable a new salary
59 warrant shall be issued. The District shall charge said employee for the actual and
60 necessary expense of reissuing a warrant in cases of the loss of a salary warrant or
61 failure to cash a salary warrant within the time period specified above.

62 Quarantine

63 All employees may receive salary in full when quarantined by city or county health
64 officials because of another's illness.

65 **Prohibition on Incentive Compensation**

66 The District shall not provide any commission, bonus, or other incentive payment based,
67 directly or indirectly, on the success in securing enrollments or financial aid, to any
68 person or entity engaged in any student recruiting or admission activities or in making
69 decisions regarding the award of student financial assistance. Employees covered by
70 this ban shall be referred to as "covered employees" for purposes of this policy.

71 Contract management employees who are only involved in the development of policy
72 and do not engage in individual student contact or the other activities covered by the
73 prohibition of incentive compensation will not generally be subject to the ban.

74 The management team and employees who are only involved in the development of
75 policy and do not engage in individual student contact or the other activities covered by
76 the prohibition of incentive compensation will not generally be subject to the ban.

77 The President/Superintendent or designee shall identify any covered employees of the
78 District and determine whether the District's compensation arrangements comport with
79 the prohibition on incentive compensation, and to the extent that they do not, make
80 necessary modifications to comply. Similarly, the President/Superintendent or designee
81 shall identify any covered service providers, evaluate whether the contract pricing
82 structure is consistent with the prohibition on incentive compensation, and if not,
83 determine what modifications the District can make to any applicable contract.

84 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: December 10, 2008

Date Revised: October 10, 2011

*(Replaces former Cerritos CCD Policies 7006, 7007, 7206, 7304, 7305, 7307, 7308, 7309, 7310,
and 7321)*

The committee agreed to the proposed changes on April 8, 2019.