

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
April 24, 2017

PRESENT:	Dr. Stephen Johnson Rick Miranda Dr. Adriana Flores-Church Felipe Lopez Dr. Renée DeLong Michelle Lewellen Brittany Lundeen <i>(for Armando Soto)</i> Dr. April Griffin Julie Mun	ABSENT:	Dr. Jose Fierro Armando Soto Terrance Mullins Lynn Laughon David Ward Miriam Tolson Saul Lopez-Pulido
		GUEST(s)	David Moore

I. MEETING CALLED TO ORDER

Dr. Johnson 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.

IV. APPROVAL OF MINUTES – April 10, 2017

It was moved by Dr. DeLong and seconded by Mr. Lopez to approve the April 10 minutes. The vote for approval was 6-0-2; Dr. Johnson and Ms. Lundeen abstained. Dr. Griffin was not present for the vote.

V. BOARD AGENDA – May 3, 2017

The committee reviewed the draft May 3 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Facilities Planning**

Mr. Lopez distributed the attached February 21 meeting minutes. He stated that the committee discussed construction updates in regards to projects such as the demo of the “old” Fine Arts building, electrical infrastructure upgrades, campus wayfinding and signage, blue light emergency phones, energy management systems upgrades, shade structures, the Health and Wellness Complex, the Field House, the Performing Arts Complex (PAC), field turf replacement, chilled water expansion, fiber infrastructure, the Social Science building elevator, parking lot improvements, and Press Box windows.

**Outstanding Classified Employee Selection**

Dr. Flores-Church distributed the attached November 15, December 20, January 17, and February 21 meeting agendas and minutes, and March 21 meeting agenda. She also distributed copies of the [updated online nomination form](#). The form was revised to help increase the number of nominations by changing the format so that nominators can easily rate their nominees with preset questions. Dr. Flores-Church also stated that the annual Outstanding Classified Awards ceremony is scheduled for Thursday, May 25 to begin at 11:00 a.m. in the Student Center, and that Mediterranean food will be served.

**District Committee on Safety**

Mr. Moore distributed the attached March 15 meeting minutes. He stated that co-chair Tom Gallivan was the lead in developing Safetysnap, an online form for reporting campus safety and hazard concerns. The purpose of the form is to report unsafe conditions and is *not* to be used to report emergencies or other incidents requiring immediate response. Information such as the type and location of the incident, date and time, conditions observed, and optional contact information will be forwarded to Chief Gallivan and Mr. Moore for evaluation. The committee has made good progress and the form should be finalized by the end of the semester.

**VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**

There were no items from Faculty Senate standing committees.

**VIII. STATUS OF SHARED GOVERNANCE**

**Draft Educational Master Plan**

Mr. Miranda stated that the draft plan is being reviewed by several groups including the Faculty Senate, Planning and Budget Committee, and the Coordinating Committee. He asked the committee to review the draft and submit any comments/feedback by Monday, May 8. The final draft will be presented to the Board of Trustees for approval at its May 17 regular meeting.

**Shared Governance Evaluation Form**

Dr. Johnson stated that the Shared Governance Evaluation form was distributed to all shared governance committee chairs, who were asked to complete the 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. Dr. Johnson asked the committee members to review the form and the Coordinating Committee's purposes, and be prepared for discussion at the May 8 meeting. Ms. Lewellen suggested that all shared governance committees post their shared governance descriptions on their websites. She also requested that the evaluation form be revisited in fall as most Faculty Senate standing committees have a charge instead of goals.

**IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

Dr. Griffin stated that three completed applications were received for faculty to participate in the [SanFACC Mentor program](#). The applications must be ranked by the nominating college before they are forwarded for consideration. She asked if anybody would like to participate and Mr. Miranda volunteered.

**APPROVED**

X. PRESIDENT'S REPORT

No report.

XI. ADJOURNMENT

Meeting adjourned at 1:35 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING  
MEETING MINUTES  
FEBRUARY 21, 2017

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

**1. CALL TO ORDER**

Mr. Lopez called the meeting to order at 11:08 a.m.

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

It was moved by Ilva Mariani and seconded by Dr. Smith to approve the January 17, 2017 meeting minutes. The minutes were approved as presented.

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

**Fine Arts Complex and Math/CIS Building**

These buildings celebrated a grand opening and dedication last week, and the punch list items being completed.

**Old Fine Arts Building**

The old Fine Arts Building is completely fenced off and hazardous materials abatement has begun. The building will be demolished by the end of March. Once the old Fine Arts Building is demolished the area of old Fine Arts, and the previous Purchasing, Warehouse and Facilities building will be fenced off for approximately 18 months until construction begins for the Performing Arts Center (PAC) in Summer 2018.

**Electrical Infrastructure Upgrade**

This project is substantially complete. A few of the old bunkers will be removed that are either in the way of future construction or not needed anymore. This work will commence during spring break as it will be a bit disruptive to the campus.

**Wayfinding and Signage**

This project is essentially complete with only a few signs remaining to be installed for the new buildings and shade structures.

### **Blue Light Emergency Phones**

This project continues to move forward with the installation of three more phones (front of Health Sciences, Parking Lot 1, and the corner of Gridley and Old Falcon Way). After these three phones are installed, that is a total of 10 phones installed with 11 left to be installed. (21 phones total)

### **Energy Management Systems Upgrade**

This project includes new individual building gas meters, electric meters, chilled water differential pressure switches, and building management master controls. This project continues to move forward with all of the gas meters installed and 75% of the electric meters and energy management system controllers in place.

### **Shade Structures**

This project has a total of four shade structures. The first shade structure scheduled to be installed was at the Aquatics Center. This project was initiated but there has been delays with the steel contractor and the inclement weather. It is hopeful to begin the Aquatics shade structure in the beginning of March. The other three shade structures had a problem with the bid for the translucent covers that cover the top of the structure. It is anticipated these remaining three structures will begin at the end of the school year in May 2017, which is least disruptive to the campus community.

### **Health and Wellness Complex**

All the bids for this project are going to the Board of Trustees for approval on March 1, 2017. It is anticipated to begin construction on March 15, with the first phase occupancy in June 2019 and second phase occupancy in June 2020.

### **Field House**

The budget analysis and redesign of this building are still being worked on and a meeting with the user groups will be scheduled soon.

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

The construction drawings are being completed and this project is anticipated to begin June 2018 with a completion of August 2020.

### **Field Turf Replacement**

Mr. Moore noted he requested a DSA exemption for this project and DSA declined the exemption because they want to review the site for accessibility compliance. DSA has approved the plans with minor ADA improvements to the stadium. The college is on schedule to begin this project May 21 with completion in early September.

### **Chilled Water Expansion**

This ESCO 4217 contract was approved by the Board. This project adds the last of the major buildings onto the central plant chilled water loop. These buildings are the Gym, Community Education, Skills Lab, Metals and Auto Technology.

### **Fiber Infrastructure Project**

This project was bid with two categories, electrical and low voltage fiber. The electrical portion was successful; the low voltage fiber portion of the bid is being rebid. The electrical portion of the project has been awarded and work has begun on campus. It is expected that this will be a six-month project.

### **Social Sciences Elevator**

DSA is reviewing plans for an elevator that will be located on the exterior of the Social Sciences Building. Bid documents are being prepared and the bid advertised pending DSA approval. It is hopeful that this project will be approved to allow construction to begin in summer 2017.

### **Parking Lot Improvements**

A parking lot survey was completed and drawings are being prepared for DSA, as they may want to review our accessible parking spaces. The parking renovations are going to take many years to accomplish and will be completed in phases over the next 2 to 3 years.

### **Press Box Windows**

All new front windows are installed. Remaining work includes replacement of the side windows and exterior paint. Dr. Smith inquired that when the college hosts the State track meets in May if the Press Box would be available. Mr. Moore confirmed his work would be completed.

#### **4. NEXT MEETING DATE – MARCH 21, 2017**

The next meeting is scheduled for March 21, 2017.

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

There were no other items from the floor.

#### **6. ADJOURNMENT**

The meeting adjourned at 11:17 a.m.

**CERRITOS COLLEGE**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**AGENDA**

Human Resources Conference Room

November 15, 2016

10:00 a.m.

- I. Welcome
- II. Approval of Minutes – **October 18, 2016**
- III. Discussion
- IV. Voting – **November Employee of the Month**

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Thursday, November 15, 2016**  
**HR Conference Room**  
**10:00 a.m.**

**Members Present:**

Lynn Laughon, Mary D'Ettorre, Richard Garcia, Lori Thomas, Danylle Williams-Manser, Ilda Cardenas, Monique Valencia, Timothy Juntilla, Samuel Chavez, David Moore, Monica Acuña

**Members Absent:**

Alva Acosta, Regina Ybanez, Dr. Adriana Flores-Church, Kim Applebury

**Welcome:** Dr. Flores-Church came in to let the committee know she will be at the next meeting.

**Minutes:**

Richard motioned to approve the minutes. Danylle seconded the motion. David abstained

**VOTING:**

Dave Gunn was selected as the Employee of the Month for November 2016.

Next Regular meeting: December 20, 2016.

Adjourned at 10:20 a.m.

Submitted by: Monica Acuña

**CERRITOS COLLEGE**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**AGENDA**

Human Resources Conference Room  
December 20, 2016  
10:00 a.m.

- I. Welcome
- II. Approval of Minutes – November 15, 2016
- III. Discussion
- IV. Voting – **December Employee of the Month**

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Thursday, December 20, 2016**  
**HR Conference Room**  
**10:00 a.m.**

**Members Present:**

Lynn Laughon, Mary D'Ettorre, Lori Thomas, Monique Valencia, Alva Acosta, Regina Ybanez, Dr. Adriana Flores-Church, Kim Applebury, David Moore, Monica Acuña

**Members Absent:**

Timothy Juntilla, Samuel Chavez, Danylle Williams-Manser, Cardenas Ilda, Richard Garcia

**Welcome:** Mary led the meeting

**Minutes:**

David motioned to approve the minutes. Mary seconded the motion. 2 abstained

**Discussion:**

Adriana would like the committee to consider adding questions to the nomination form to help with the selection process. The committee will be ready with ideas for the January meeting.

**VOTING:**

Claudia Cruz was selected as the Employee of the Month for December 2016.

Next Regular meeting: January , 2016.

Adjourned at 10:20 a.m.

Submitted by: Monica Acuña

**CERRITOS COLLEGE**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**AGENDA**

Human Resources Conference Room

January 17, 2017

10:00 a.m.

- I. Welcome
- II. Approval of Minutes – [December 20, 2016](#)
- III. Review Selection Process
- IV. California Community Colleges Classified Employee of the Year
- V. Discussion
- VI. Voting – [January Employee of the Month](#)

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Tuesday, January 17, 2017**  
**HR Conference Room**  
**10:00 a.m.**

**Members Present:**

Mary D'Ettorre, Lori Thomas, Monique Valencia, Alva Acosta, Regina Ybanez, Dr. Adriana Flores-Church, David Moore, Monica Acuña, Ilda Cardenas, Samuel Chavez

**Members Absent:**

Timothy Juntilla, Danylle Williams-Manser, Richard Garcia, Kim Applebury, Lynn Laughon

**Minutes:**

Tim motioned to approve the minutes. Mary seconded the motion.

**Discussion:**

The committee would like to establish a criteria that will make it so a nominator has clear guidelines to follow.

The committee established questions for the nominator to answer.

Monica will send out a draft of the new nomination form before the next meeting.

**VOTING:**

Deborah Buffington was selected as the Employee of the Month for January 2017.

Next Regular meeting: February 21, 2017

Adjourned at 11:00 a.m.

Submitted by: Monica Acuña

**CERRITOS COLLEGE**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**AGENDA**

Human Resources Conference Room  
February 21, 2017  
10:00 a.m.

- I. Welcome
- II. Approval of Minutes – [January 17, 2017](#)
- III. Survey Monkey – Outstanding Awards Food
- IV. Discussion
- V. Voting – [February Employee of the Month](#)

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Tuesday, February 21, 2017**  
**HR Conference Room**  
**10:00 a.m.**

**Members Present:**

Mary D'Ettorre, Lori Thomas, Monique Valencia, Regina Ybanez, , Monica Acuña, Ilida Cardenas, Samuel Chavez, Lynn Laughon, Kim Applebury, Richard Garcia

**Members Absent:**

Timothy Juntilla, Danylle Williams-Manser, David Moore, Alva Acosta, Dr. Adriana Flores-Church

**Minutes:**

Monique motioned to approve the minutes. Mary seconded the motion.

**Discussion:**

Monica asked the committee to consider eliminating fruit as a desert option for classified/confidential awards due to the high expense. The committee agreed.

Mexican food will replace the Taco Rico option on the 2017 survey.

The committee would like to send out a survey to classified/confidential staff asking what cuisine is preferred.

The committee would like to see the 2016 results at the next committee meeting.

**VOTING:**

David Ward was selected as the Employee of the Month for February 2017.

Next Regular meeting: March 21, 2017

Adjourned at 11:00 a.m.

Submitted by: Monica Acuña

**CERRITOS COLLEGE**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**AGENDA**

Human Resources Conference Room

March 21, 2017

10:00 a.m.

- I. Welcome
- II. Approval of Minutes – [February 21, 2017](#)
- III. New Nomination form
- IV. 2016 Survey Monkey Results
- V. Discussion
- VI. Voting – **March Employee of the Month**

**DISTRICT COMMITTEE ON SAFETY  
MEETING SUMMARY  
March 15, 2017**

**PRESENT:** David Moore  
Tom Gallivan  
Stephanie Barlow  
Debbie Buffington  
Pam Chambers  
Jose (Jay) Elarcosa  
Patrick O'Donnell  
David Tilahun

**ABSENT:** Alicia Edquist  
Joseph Franco  
Judi Holmes  
Hillary Mennella  
Vacant Director position  
Vacant Faculty position

**GUEST(S):** Luz E. Ocampo  
Meeting Secretary

**1. CALL TO ORDER**

David Moore called the meeting to order at 1:05 p.m. in LC-51.

**2. APPROVAL OF THE JANUARY 18, 2017 & FEBRUARY 15 MEETING SUMMARY**

The January 18, 2017 and February 15, 2017 meeting summaries were both approved.

**3. HAZARD REPORTING PROJECT**

Tom Gallivan met with Public Affairs and Stephanie Barlow but Samuel Chavez was not able to attend. Tom Gallivan said he will hopefully meet with Samuel on March 16, 2017. Tom Gallivan said he will have more information at the next meeting, as far as the format of the report form is concerned.

**4. TRAFFIC STUDY**

Tom Gallivan said he was very excited about the traffic study update. He met this morning with Stephanie Barlow, Pam Chambers, Officer Jay Barren, Sargent Angel Castillo and Shannon Kaveney from Facilities. Tom Gallivan said he like to turn this over to Pam Chambers for an update. Pam Chambers said it was a good and productive meeting. She said one of the officers had photos of all the areas that they were concerned about, which made it easier to understand where they wanted some Stop signs and "Do Not Enter" signs. One item that they would really like, but might be expensive, would be gates to lock the parking lots. The college used to have them a long time ago; we talked about having them re-installed again. Stephanie Barlow said that if the gates could not be provided then maybe explore the possibility of installing posts and chains. An officer could easily drive up and click chains on each side and maybe have a metal sign posted on the chain for closure, as an alternative to the gates. Jay Elarcosa asked why the gates were discontinued in the first place. Pam Chambers said she does not recall why they were removed. David Moore asked how many barricades, for entry into the parking lots, would there be and is there a count on them. Pam Chambers and Stephanie both replied 9 gates. Tom Gallivan said they would be

along Alondra, for sporting events and to control crowds. We could also shut down that part of the parking lot after hours.

Tom Gallivan said he would put together a written document showing how many of each signs and location. He did find that they had in storage 18 brand new Stop signs and they will be able to put those signs up. David Moore said the next step would be to get quotes. David Moore also asked if about stripping was brought up. Tom Gallivan said, "Yes". David Moore also asked about speed bumps. Pam Chambers and Stephanie both replied, "No we did not". Debbie Buffington mentioned that new stripping will be coming up New Falcon Way. David Moore asked when the quotes would be submitted to spend the funds. Tom Gallivan replied by Friday.

Tom Gallivan mentioned that they recently passed AP policy 6750. Parking enforcement is going to occur 24 hours per day, 7 days a week, which will require signs posted at all entrances. Jay Elarcosa asked about the 24/7 parking enforcements and would that apply to sporting events. David Moore replied that at the moment it is undefined. Some events may charge for parking and other events may not. The policy is there to give the police the authority to govern parking 24/7 and to enforce it. Patrick O'Donnell said that there are 2 "small" signs for carpools, in Lot 5, near the LA building. This is a big section of the parking lot. Tom Gallivan said that the AQMD mandates how many carpool stalls.

#### **5. FUNDS FOR SAFETY ISSUES**

David Moore discussed possibly purchasing interior emergency phones. Tom Gallivan mentioned about phone Apps he observed at other colleges. The one he looked at would cost about \$12,000.00 a year. The App can have resources, linked to mental and student health resources and it even has a "panic" button on it. David Moore asked if the end user would get charged for this App. Tom Gallivan replied that they would not. The App geo fencing would only work around the property of the college. Tom Gallivan said he was only looking into this and he would have more information at the next meeting.

#### **6. ITEMS FROM THE FLOOR**

Patrick O'Donnell mentioned the signs over the emergency phones in the Social Science building. David Moore replied that they are going up throughout the campus in other buildings. Tom Gallivan gave "kudos" to the Facilities department staff for putting up more blue lights on campus. They are located by Student Health & Wellness and the Field House. David Tilahun mentioned that he noticed that the planter top is loose between the Business Ed and Library buildings, where the students sit.

David Moore said we should have a sample web page from Samuel Chavez at the next meeting.

#### **7. NEXT MEETING DATE – APRIL 19, 2017**

The next meeting is scheduled for April 19, 2017 in LC-51.

#### **8. ADJOURNMENT**

The meeting adjourned at 1:55 p.m.