

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
May 13, 2019

PRESENT:	Dr. Jose Fierro Rick Miranda Dr. Dilcie Perez Sandy Marks Tim Juntilla (<i>for Dr. April Griffin</i>) Armando Soto Liz Page Kathy Hogue Kim Applebury Danylle Williams-Manser Julie Mun	ABSENT:	Felipe Lopez Dr. Adriana Flores-Church Dr. April Griffin Stephanie Rosenblatt Kathy Azzam
		GUEST(s):	Dr. Hillary Mennella Miya Walker Dr. Michelle Lewellen

I. MEETING CALLED TO ORDER

Mr. Miranda called the meeting to order at 1:09 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.

Name	Position	Start Date
Marc Maruzzo	Senior Network Administrator	May 6
Lacie Couvillion	Communication Services Coordinator	May 6

Employment Opportunity	Closing Date
Athletic Director	June 20

IV. APPROVAL OF MINUTES – May 6, 2019

It was moved by Ms. Hogue and seconded by Ms. Page to approve the May 6 minutes. The vote for approval was 7-0-2; Dr. Perez and Ms. Marks abstained. Dr. Fierro and Dr. Soto were not present for the vote.

V. BOARD AGENDA

None.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

No reports.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No reports.

VIII. STATUS OF SHARED GOVERNANCE**Fall 2019 Meeting Schedule***EMP Goal F: Enhancing Organizational Effectiveness*

At the May 6 meeting, Ms. Azzam requested that the committee considering changing the meeting time as it conflicts with ASCC Cabinet meetings scheduled for Mondays at 2:00 p.m., which the ASCC President is required to attend.

Mr. Miranda stated that the meetings could be scheduled for 12:00 – 2:00 p.m., 12:30 – 2:30 p.m., or 1:00 – 3:00 p.m. The committee discussed the options, as well as the option for the ASCC President to appoint a designee to serve on the Coordinating Committee instead. Also, if the ASCC President serves on the Coordinating Committee, a request can be made to rearrange the agenda to ensure that certain items are discussed before 2:00 p.m.

It was moved by Ms. Marks and seconded by Mr. Juntilla to approve the Fall 2019 meeting schedule as attached. The vote for approval was 7-0-2; Dr. Perez and Ms. Applebury abstained. Dr. Fierro and Dr. Soto were not present for the vote.

Technology-Based Learning Committee Name Change*EMP Goal F: Enhancing Organizational Effectiveness*

At the May 6 Coordinating Committee meeting, Dr. Lewellen reported that the committee recommends changing its name to the Online Learning Committee to align with statewide efforts. There are no other recommended changes to the committee description.

The Coordinating Committee reviewed the TBLC's current purposes and voiced concerns that some of them may need to be revised and updated, as changing the name to online learning would exclude many functions that deal with technology. Dr. Lewellen stated that she will share the comments with the TBLC in fall and return with an update.

Draft Administrative Procedure 3070 – Social Media Guidelines*EMP Goal D: Improving Internal and External Communication*

Ms. Walker stated that the draft was vetted several times through the Web Standards Committee, Coordinating Committee, Faculty Senate, and ASCC. She also provided a preview of a draft social media directory webpage.

It was moved by Ms. Marks and seconded by Ms. Page to approve Administrative Procedure 3070 – Social Media Guidelines as attached. The vote for approval was unanimous.

Board Policy and Administrative Procedure 3570 – Smoking*EMP Goal F: Enhancing Organizational Effectiveness*

Proposed revisions to the policy and procedure were first presented to the Coordinating Committee at its February 11 meeting. Concerns had been expressed that the language may be too restrictive and punitive, and that there must be campus buy in to change the social norm and increase awareness of the related issues.

Dr. Mennella stated that she presented the revisions to Faculty Senate and ASCC, and that a campus forum was held on Thursday, March 28 to gather comments and feedback. Input was also requested through an online survey, and the results indicated that most respondents are in favor of a 100% smoke-free campus and/or designated smoking areas. The revised language was updated to include designating the college as a smoke-free campus except for designated areas in Parking Lots 1 and 10, and/or in private vehicles parked in Lots 1 and 10. She stated that she toured the campus with Shannon Kaveney to identify appropriate locations, and that signage and revised traffic patterns would also be needed.

The committee discussed concerns regarding the locations of Parking Lots 1 and 10, which are on the east and south side of campus, respectively. Mr. Juntilla stated that the Faculty Senate has not had a chance to review the updated revisions. The committee also discussed the need to consider the rights of both nonsmokers and smokers. Also, the lack of any punitive language raised the question of why anybody would comply with the restrictions. The committee agreed that additional discussions are needed, and that strategies need to be developed to coordinate enforcement.

Shared Governance Evaluation Form

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that the evaluation form was updated to reflect the committee's feedback from the May 6 meeting. The revisions include adding a purpose to review all board policies and administrative procedures within a three-year cycle, to be completed no later than one year prior to the regularly scheduled Accreditation site visit.

The committee reached consensus to establish the following goals for 2019-20:

1. Committee members will be intentional in sharing and disseminating information and updates with their respective constituent groups, and serving as liaisons to other committees they serve on to avoid duplication of work.
(Goal D: Improving Internal and External Communication)
2. Committee members will take an active role in finalizing the ISER by submitting feedback and attending campus forums, and supporting and participating in the February 2020 site visit.
(Goal F: Enhancing Organizational Effectiveness)
3. The Coordinating Committee will request that committee chairs include updates regarding how their work aligns with our Vision for Success Goals and also Access to Completion and Equity (ACE) when they provide their regularly scheduled reports.
(Goal A: Strengthening the Culture of Completion)

It was moved by Ms. Applebury and seconded by Mr. Soto to approve the Shared Governance Evaluation Form as attached. The vote for approval was unanimous.

Cerritos College Vision for Success Goals and Student Equity Plan

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that the initial review of the Vision for Success goals and Student Equity Plan was scheduled for Friday, May 10. After careful review and discussion, it was recommended that the college request extensions for both plans to ensure that the data used is accurate, and to allow for more time to thoroughly vet the plans through the shared governance process. A joint timeline will be developed and the plans will be shared via email to collect feedback, and a meeting will be convened to officially endorse the plans, either in person or virtually. The college will request that both due dates to the Chancellor's Office be extended to July 30, and will schedule the plans to be presented to the Board at its July 17 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Perez congratulated Dr. Armando Soto, who defended his dissertation earlier today. She also stated that the counseling division will be undergoing a business process analysis similar to the one recently held for the new student transition process. The focus will be placed on how students access services, and how to develop an ideal environment to students for learning.

Mr. Juntilla stated that there was a great turnout for the May 30 Scholars' Honors Program Transfer Ceremony.

Ms. Hogue stated that many classified staff will be graduating with master's degrees, and that she will send a full list of names to Dr. Fierro. She also reminded the committee that CSEA Week is scheduled for May 20-24.

X. PRESIDENT'S REPORT

Dr. Fierro stated that he is proud to share that our graduation numbers will be even higher than last year, breaking our own record. He also provided a budget update and stated that the worst case scenario is no longer the case, and that there is a good chance that we will receive \$101-103 million for the 2018-19 year; our budgeted amount was \$104 million. Dr. Fierro also shared updates from the May Revise, which included a substantial increase in funding for the K-12 system, but not very much for the community college system. Cal Grant aid was not expanded for community college students, so 90% of the funds will continue to be allocated to CSUs and UCs. Also, \$40 million for student rapid rehousing and services is proposed for the CSU and UC systems only.

XI. ADJOURNMENT

Meeting adjourned at 2:57 p.m.

Fall 2019 Coordinating Committee Meeting Schedule

August 26	Review September 4 Board Agenda and Committee Reports
September 9	Review September 18 Board Agenda and Committee Reports
September 23	Review October 2 Board Agenda and Committee Reports
October 7	Review October 16 Board Agenda and Committee Reports
October 28	Review November 6 Board Agenda and Committee Reports
November 11	No meeting due to Veterans Day Holiday
November 25	Committee Reports
December 2	Review December 11 Board Agenda and Committee Reports

Dates are subject to change. Meetings are scheduled for 1:00 – 3:00 p.m. in the Board Room.



**Cerritos College
Shared Governance Committee
Committee Self Evaluation 2018-19**

revised 11/17/16

Name of Committee:

Coordinating Committee

Date Report completed:

May 13, 2019

Month	Meeting Date(s)	# members present	agenda noticed (y/n)	minutes posted (y/n)	Please list the actions/recommendations by the committee; if actions/recommendations were forwarded, to whom and what was the outcome?
Jul. 2018					
Aug.	27	11	Y	Y	- Voted yes to approve revisions to Administrative Procedure 6750 – Parking and Traffic-Relate Items.
Sept.	10	12	Y	Y	- Suggested revising language of the social media policy/social media administration agreement to state that a student administrator would only be required for student club webpages
Oct.	8	12	Y	Y	- Unanimous vote to approve employment selection procedure. - Unanimous vote to receive and file the Integrated Program, Review, Planning, and Resource Allocation Handbook. - Voted to replace term “Student Equity Plan” with “the triple integrated BSI/3SP/Student Equity Plan.” - Committee approved adding the Director of Diversity, Compliance, and Title IX Coordinator and the Program Facilitator of Student Equity, Cross Culture, and Title IX Resources as functional personnel for its membership. - Committee approved merging iFALCON faculty representative with the Development Educational Coordinator or designee. - Unanimous vote to approve revisions to AP 5530 – Student Rights and Grievances.

					<ul style="list-style-type: none"> - Vote yes to approve proposed revisions to the Student Equity Committee as attached. - Unanimous vote to approve proposed revisions to the Web Standards Committee. - Unanimous vote to approve Administrative Procedure 4024 – Credit Hours and Units.
Oct.	22	11	Y	Y	
Nov.	5	12	Y	Y	
					<ul style="list-style-type: none"> - Voted yes to approve revisions to the Faculty Professional Development Committee structure. - Moved by Ms. Rosenblatt and seconded by Ms. Laughton to increase the number of CSEA representatives from the Vice President of Academic Affairs and Student Services selection committees from one to three.
Nov.	19	12	Y	Y	
					<ul style="list-style-type: none"> - Unanimous vote to approve Spring 2019 meeting schedule. - Unanimous vote to approve revisions to Student Success and Support (SSSP) Committee structure.
Dec.	3	11	Y	Y	
Dec.	10	13	Y	Y	
Jan. 2019	28	12	Y	Y	
Feb.	11	14	Y	Y	
Feb.	25	9	Y	Y	
					<ul style="list-style-type: none"> - Unanimous vote to approve scheduling a special meeting for Monday, May 13 at 1:00 PM in the Board Room.
Mar.	11	14	Y	Y	
Mar.	25	14	Y	Y	
Apr.	8	14	Y	Y	<ul style="list-style-type: none"> - Reviewed ACCJC Institution Set Standards
					<ul style="list-style-type: none"> - Unanimous vote to forward Equal Employment Opportunity Fund Multiple Method Allocation Model Certification to the board
Apr.	22	14	Y	Y	
May	6	14	Y	Y	<ul style="list-style-type: none"> - Unanimous vote to approve revisions to AP 5530 Student Rights and Grievances
					<ul style="list-style-type: none"> - Voted to approve Fall 2019 meeting schedule - Voted to approve new Administrative Procedure 3070 – Social Media Guidelines - Voted to approve SG evaluation form and 2019-20 goals
May	13	11	Y	N	

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Please reflect in the above column actions/recommendations were included into college planning documents. Please reflect in the above column, actions taken at meetings which were evidence of college planning documents being enacted.

**1. Review the charge of the committee as listed in the Participatory Governance Document?
Did the committee successfully fulfill its stated charge (above) during the past year? Yes No**

Yes.

2. What are the accomplishments of this committee?

Completed review of District board policies and administrative procedures.

3. What obstacles/problems hindered committee function (if any)?

None.

4. What changes are recommended to enhance this committee's effectiveness in regards to:

- a. Purpose of Committee:
- b. Election of Committee Chair(s):
- c. Membership/terms:
- d. Quorum:
- e. Decision making process:

Add a new committee purpose: Reviews all board policies and administrative procedures within a three-year cycle, to be completed no later than one year prior to the regularly scheduled accreditation site visit.

5. Did the committee establish goals for 2018-19? If so, please share them here. Did the committee accomplish the goals?

The 2018-2019 goals were:

1. Committee members will continue to be proactive in sharing and disseminating information and updates with their respective constituent groups. (Goal D: Improving Internal and External Communication) – Accomplished and updated for 2019-20
2. Committee members will work with and assist their constituent groups by serving as a resource for issues related to the Accreditation institutional self-evaluation report. (Goal F: Enhancing Organizational Effectiveness) – Accomplished and updated for 2019-20

6. What are the committee's goals for 2019-20? Please map to the Educational Master Plan.

1. Committee members will be intentional in sharing and disseminating information and updates with their respective constituent groups, and serving as liaisons to other committees they serve on to avoid duplication of work.
(Goal D: Improving Internal and External Communication)
2. Committee members will take an active role in finalizing the ISER by submitting feedback and attending campus forums, and supporting and participating in the February 2020 site visit.
(Goal F: Enhancing Organizational Effectiveness)
3. The Coordinating Committee will request that committee chairs include updates regarding how their work aligns with our Vision for Success Goals and also Access to Completion and Equity (ACE) when they provide their regularly scheduled reports.
(Goal A: Strengthening the Culture of Completion)

COLLEGE COORDINATING COMMITTEE

A. Purposes

- Provides effective communication among representatives of all college constituencies
- Discusses issues of concern to the college community and refers to appropriate committees for development and recommendations
- Ensures that information flows to and from institutional and ad hoc committees and constituencies
- Monitors the memberships structure of institutional and ad hoc committees for the purpose of ensuring diversity and representation
- Reviews the Board Agenda for the next Board of Trustees meeting
- Monitors that shared governance processes are adhered to
- Requests revisions from shared governance committees annually, and reviews the committee structure and the shared governance structure regularly
- Maintains a handbook of current committees and membership structures on all committees which is reviewed and updated annually
- Reviews the college's administrative procedures on a regular basis and gives input to the review and development of Board Policy
- [Reviews all board policies and administrative procedures within a three-year cycle, to be completed no later than one year prior to the regularly scheduled accreditation site visit.](#)
- 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. The President/Superintendent is the Chairperson.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward College Coordinating Committee recommendations to the Board of Trustees, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (15 members – revised 11/03/08, 08/13/12, 03/11/13)

President/Superintendent
Vice President of Academic Affairs/Assistant Superintendent
Vice President of Business Services/Assistant Superintendent

Vice President of Student Services/Assistant Superintendent
Vice President of Human Resources/Assistant Superintendent
ACCME President or designee
4 faculty representatives – Faculty Senate President or designee, CCFF
President or designee, and 2 others appointed by
Faculty Senate
3 classified representatives – CSEA President or designee and
2 others appointed by CSEA
1 confidential representative appointed by confidential employee group
ASCC President or designee

The Institutional, District and Faculty Senate Committee Chairpersons (or designees) will attend the meetings of the College Coordinating Committee as non-voting resources when agenda items are forwarded by their committee or when their attendance is requested.

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 College Coordinating Committee. 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 approved by the Coordinating Committee. 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 College Coordinating Committee will be communicated to its constituencies in the form of minutes and communication by members.
2. All actions of the College Coordinating Committee will be communicated to the Board of Trustees in the form of minutes.
3. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

Mondays at 1:00 p.m. in the Cheryl A. Epple Board Room

K. Agenda

1. The College Coordinating Committee will normally generate its agenda with items submitted by the members of the College Coordinating Committee. Others who desire items placed on a meeting's agenda should contact their College Coordinating Committee Representative. The College Coordinating Committee will assign items to appropriate committees for further work as necessary.
2. The College Coordinating Committee agenda will have as standing items reports from all Institutional, District and Faculty Senate committees. Recommendations from Institutional, Faculty Senate and ad hoc committees shall be presented to the College Coordinating Committee for action. Action may be delayed to allow members time to gain further understanding of an issue. Decisions from Faculty Senate on academic and professional matters shall be presented to the College Coordinating Committee for information only. (See [Appendix B](#))
3. The College President is responsible for the preparation of the Board Agenda and Board Book. The College Coordinating Committee will have as a standing agenda item the review of the agenda for the Board of Trustees meetings. It is recognized that there are Board items such as closed session matters, unforeseen items and emergencies, requests by the public for matters falling within the subject matter jurisdiction of the Board, and items outside the scope of the Shared Governance Committees (i.e. labor negotiations) that will require items being placed on the Board Agenda without review by the College Coordinating Committee.
4. The College Coordinating Committee will have as a standing agenda item the status of shared governance to determine if decisions are being made as a result of the appropriate shared governance process.
5. The College Coordinating Committee receives information and recommendations from Institutional, District, Faculty Senate and ad hoc committees. If the College Coordinating Committee disagrees with a recommendation from an Institutional, Faculty Senate or ad hoc committee it will be sent back to the committee with written reasons for disagreeing with the recommendation and requesting a meeting to work toward consensus. The College Coordinating Committee will receive, for information purposes only, recommendations requiring Board of Trustees' consideration from Faculty Senate before they are forwarded to the College President for addition to the Board Agenda.