

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 11, 2017

PRESENT: Dr. Jose Fierro Rick Miranda Dr. Adriana Flores-Church Felipe Lopez Sandy Marks Michelle Lewellen Armando Soto Dr. April Griffin Stephanie Rosenblatt Lynn Laughon Miriam Tolson Julie Mun Karen F. Patron D.	ABSENT: Dr. Stephen Johnson David Ward
	GUEST(s): Raquel Lizarraga Colleen McKinley Dr. Valyncia Raphael Miya Walker Carla Yorke

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:01 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

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

<u>Name</u>	<u>Position</u>	<u>Start Date</u>
Nancy Buvinger	Director of Human Resources/Risk Management	September 5

IV. APPROVAL OF MINUTES – August 28, 2017

It was moved by Ms. Lewellen and seconded by Dr. Griffin to approve the August 28 minutes. The vote for approval was 11-0-2; Dr. Fierro and Ms. Rosenblatt abstained.

V. BOARD AGENDA – September 20, 2017

The committee reviewed the draft September 20 Board Agenda.

Cerritos Complete – A College Promise Program

Colleen McKinley, Director of Educational Partnerships and Programs, provided an update with regard to [Cerritos Complete](#), the college’s promise program. She provided an overview of the benefits students receive through their participation, program requirements, and data for student cohorts for 2014-15, 2015-16, and 2016-17. She also discussed future plans and stated that there will be testimonials shared by students and counselors at the board meeting.

The information will be presented to the Board of Trustees at its September 20 regular meeting. The committee members provided feedback and thanked Ms. McKinley.

EEO Update

Dr. Flores-Church and Dr. Raphael, Director of Diversity, Compliance, and Title IX Coordinator, provided an update with regard to the college's [Equal Employment Opportunity Plan](#). They discussed demographics for employee applicant pools as well as the employees who currently work at the college. They also discussed the college's [Diversity Plan](#) and its overarching goals and supporting activities, and its connection to the EEO Plan.

The information will be presented to the Board of Trustees at its September 20 regular meeting. The committee members provided feedback and thanked Dr. Flores-Church and Dr. Raphael.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

DEEOAC

Dr. Raphael distributed the attached May 16 and August 22 meeting agendas and minutes. She stated that the committee looked into conducting a campus climate survey last year but decided to postpone it until approval of the Educational Master Plan to ensure alignment with the college's goals. Now that the EMP has been approved, the committee will work with IERP and Noel Levitz to conduct the survey. Dr. Raphael stated that the committee spends most of its time reviewing funding requests for diversity efforts, and ensuring accountability by implementing assessments through surveys, evaluations, etc. The committee reviewed its purposes during the annual review of the shared governance document and decided to appoint subcommittees as needed to ensure the committee meets its goals. She also stated that Vet Net Ally training is scheduled for October 6, and AB 540 and [SafeZone](#) workshops will be scheduled. Hispanic Heritage Month begins October 15 and a series of events will be offered.

Web Standards

Ms. Walker distributed the attached June 29 meeting agenda and minutes. She also distributed draft social media administration guidelines and a draft social media administration agreement. She stated that the committee has been working on this area for the past few years and that there is a need for protocol with regard to maintaining and updating social media webpages established under the college's name. Many other colleges and universities are faced with the challenge of finding active account owners.

The committee reviewed the drafts and recommended that language be revised to ensure that the guidelines do not encroach upon First Amendment rights or academic freedom.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None

VIII. STATUS OF SHARED GOVERNANCE

Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

This item was postponed to the September 25 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the OER Forum is scheduled for Friday, November 3. She also stated that the Technology-Based Learning Committee met last week and will be making movement on the online initiative as well.

Ms. Laughon thanked Dr. Flores-Church and Dr. Raphael for organizing the college's first [Holistic Awareness Day](#), and stated that she hopes it will be an annual event. It was much appreciated that classified staff were allowed to take up to four work hours to participate in the events to learn about and promote mental health and wellness.

X. PRESIDENT'S REPORT

Dr. Fierro stated that he also hopes to institutionalize an annual holistic awareness day to help all of us maintain a work-life balance and spend time on self-care for long-term growth. This not only benefits us as individuals but also the institution. He also stated that he was appointed to co-chair a workgroup to develop a plan to provide options that enable California community colleges to better deliver on student success goals, including online opportunities. The [Flex Learning Options for Workers \(FLOW\)](#) endeavor was initiated after Governor Brown asked Chancellor Oakley to establish a community college that exclusively offers fully online degree programs.

The college's first Gateway Cities Economic Development Conference is scheduled for Friday, September 22 to begin at 8:00 a.m. in the Teleconference Center. Also, a welcome reception for new employees is scheduled for Wednesday, September 20 to begin at 4:30 p.m. on the Student Center stage. Lastly, [Hall of Fame](#) nominations are due by Friday, October 27.

Dr. Fierro also provided information related to recent topics discussed by the Executive Council such as class fill rates and enrollment, applying for the Chancellor's Success Award, encouraging students to take one more class to facilitate earlier graduation, and selecting EMP priorities for 2017-18.

XI. ADJOURNMENT

Meeting adjourned at 2:48 p.m.



Cerritos College

Diversity and Equal Employment Opportunity Advisory Committee

Meeting Agenda

Human Resources Conference Room

May 16, 2017

10:00 am – 11:00 am

1. Welcome
2. Minutes – April 11, 2017
3. EEO Plan Update
4. Approval - EEO Fund Multiple Methods Report
5. Shared Governance Document Review
6. Recap: AB 540 & Vet net Ally
7. Safe Zone update
8. Project incubator update
9. Funding Application Request Discussion – Disability Sensitivity Training; Policy on Funding Conferences
10. Guest Speaker – Kristi Blackburn (IERP) – CSSSE Data Share Out
11. Around the Table

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
Minutes for May 16, 2017
10:00 a.m.
Center for Teaching Excellence Conference Room

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

Minutes – April 11, 2017

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

EEO Plan Update

The plan was board approved without questions or concerns.

Multiple Methods Report

Valyncia reviewed the report with the committee. It will be sent out to the state for approval

Shared Governance Document Review

The committee feels the charge has been successfully fulfilled.

Recap: AB 540 & VetNet Ally

Lance attended the VetNet Ally training. He commented that the training kept the trainees engaged.

Monica attended the AB 540 training and recommends the committee sign up for the next session in the fall.

Safe Zone Update

Lance told shared that he will be on sabbatical during the 2016/2017 school year. In his absence Jan'net Danielo will take the lead in coordinating Safe Zone meetings and trainings.

Project Incubator Update

Funding Application Request Discussion – Disability Sensitivity Training; Policy on Funding Conferences

The committee discussed the request and after some discussion it was recommended the request be re-submitted with changes to the committee.

Guest Speaker – Kristi Blackburn (IERP) – CCSSSE (Community College Survey of Student Engagement) Data Share Out

Kristi reviewed the diagnostic results for the CCSSSE, a survey on student engagement.

Findings were as follows:

- Cerritos College students are younger overall than the 2016 cohort
- Students are slightly more first generation
- Most of the students are not married and childless
- Student goals are to obtain an Associate's Degree and to transfer to a four-year college
- 82% of students do not participate in college sponsored activities
- Majority of students that withdraw from the college lack the finances and take on a full time job

Comments/Suggestions from the committee:

- Increase financial aid literacy and marketing
- BOG information
- Staff Development workshops to help improve the relationships between staff and students

Around the Table

The committee was adjourned at 11:00 a.m.



Cerritos College

Diversity and Equal Employment Opportunity Advisory Committee

Meeting Agenda

Human Resources Conference Room

August 22, 2017

10:00 am – 11:00 am

1. Welcome
2. Minutes – May 16, 2017
3. Cue Institute Announcements/Update
4. Programming/Outreach Updates
 - Safe Zone Dates
 - Vet Net Update
 - AB 540
 - Native American Indian Outreach
5. Diversity Audit
6. Budget Requests for Programs – what information is needed
7. Subcommittees
8. Around the Table

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
Minutes for August 22, 2017
10:00 a.m.
Human Resources Conference Room

Committee Members	Constituent Group	Present	Absent
Valyncia Raphael	Administration	X	
Chyeanne White	Confidential		X
Timothy Juntilla	Faculty Senate	X	
April Griffin	Faculty Senate	X	
Nick Mathews	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA		X
Gary Pritchard	ACCME	X	
Not yet assigned	ACCME		X
Dr. Adriana Flores-Church	Guest	X	
Monica Acuña	Guest - Minutes	X	

Minutes – May 16, 2017

Minutes will be approved at the next meeting

Cue Institute Announcements/Update

Valyncia and Adriana will be attending

Programming/Outreach Updates

Valyncia gave the following updates:

- **Safe Zone Dates:** September 22, 2017 and October 13, 2017
- **Vet Net Ally Update:** The VetNet ally Training will begin once the committee is fully trained. The Veterans Center will be hosting a Veteran's Day event in November.
- **AB 540:** Training date has not been scheduled
- **Native American Indian Outreach:**
 - Valyncia and Miya Walker are working on strengthening the relationship between Cerritos College and the Native American Community.
 - Adriana suggested creating a task force with individuals that are experts in Native American culture.

Diversity Audit

Valyncia went over the audit with the committee. The committee reviewed the list and gave some additional diversity groups related to inclusion to add to the list.

Budget Requests for Programs – what information is needed

The committee requested the 2016/2017 evaluations from the events sponsored by the committee to decide how they would like to proceed on budget requests. Monica will compile this information for the next meeting.

Subcommittees

Valyncia will email the subcommittee a chart to fill in. Deadline to sign up and create a schedule will be September 1st.

Around the Table

Valyncia told the committee that the Multiple methods request was approved by the state.

Valyncia will invite David Betancourt to a committee meeting to present on the conference he attended using Diversity Funds.

Monica will compile the 2016-2017 event evaluations.

The committee was adjourned at 11:00 a.m.

WEB STANDARDS COMMITTEE MEETING

Thursday, June 29, 2017
CTX Conference room (LC-201)
3:00 p.m. – 4:30 p.m.

	Last Name	First Name	Present
1	Aborn	Dr. Lucinda	
2	Banuelos	Javier	x
3	Baskette	Shawna	
4	Chavez	Samuel	x
5	Gartrell	Ronda	x
6	Kyllingstad	Tim	
7	MacDevitt	James	
8	Morgan	Vykki	x
9	O'Donnell	Patrick	x
10	Page	Elizabeth	x
11	Pang	Rebecca	x
12	Pirtle	Sarah	x
13	Walker	Miya	x
	Vuong	Michael	x

CALL TO ORDER

Miya called meeting at 3:09 PM

APPROVAL OF MINUTES

Miya Walker motioned to approve May 11 minutes.

UPDATE ON DESIGN TEMPLATE AND ARCHITECTURE

Miya discussed the progress on faculty outreach.

Vendor will make a transfer of files on Sharepoint. However, Samuel Chavez identified the transfer will have problems related to the html files—the content will be retained, however the files will need to be reformatted on the new platform. Faculty will need to reorganize the content, once the transfer is complete.

Depending on how much interest is generated, Public Affairs will set up several workshops with faculty and train them on the changes for importing Sharepoint files to OU Campus.

Samuel stated faculty would have access to several tutorial videos available on OU campus to learn about how to organize content imported from Sharepoint.

Vykki Morgan raised concerns with the migration, especially since a number of faculty members are currently on vacation and are not available to learn about the migration and how to organize their Sharepoint files.

TIMELINE

Samuel spoke to the delivery manager with OU. The migration is going well; however, there has been several delays due to network problems caused by the server.

Miya and Samuel presented to the committee the website migration timeline since the beginning of process to today.

Miya also discussed the format of the new Academic Calendar and Calendar of Events Public Affairs is working on with OU Campus. A new template is under development.

Miya discussed next steps for Public Affairs, including scheduling website re-design meetings with the top ten visited departments. Meetings will occur in the next several weeks.

A style guide will be released to the entire campus next month for all designated staff to learn about the style requirements when editing website pages on the new website.

SOCIAL MEDIA GUIDELINES

Miya presented the social media guidelines. The purpose of the social media guideline is to ensure security, continuity, and consistency with the use of social media at Cerritos College. In the past several years, there has been real concerns with accessing college authorized accounts from students, who had exclusive access to the social media accounts and who had left campus.

The social media guidelines will ensure, privacy and confidential information is not released on social media, safeguard the use and creation of social media, and enforce proper usage of social media platforms, in the name of Cerritos College.

Vykki Morgan inquired about Org Sync's use on the new website and social media. The committee discussed accessibility issues with Org Sync and its use by Student Activities. Sarah Pirtle mentioned Org Sync is currently being migrated to Campus Labs. Currently, Campus Labs has not provided notices regarding the migration of OrgSync to Campus Labs with a large cost attached to the migration. The College may want to drop Org Sync in the event the migration to Campus Labs does not work out.

QUESTIONS AND ANSWERS

Vykki inquired about the status of the Chancellor's Office services to correct files for accessibility. Patrick O'Donnell reiterated the service was presented by the Chancellor's Office, however, the service may not be feasible, given the sheer number of request the Chancellor's Office would receive from each community college to timely complete request for files to become accessible.

Miya discussed challenges with next steps for the website, including delaying the rollout of the website. This is due to the web administrator position left vacant and the current hiring freeze. In the meantime, Public Affairs, Information Technology, and Human Resources are looking to reclassify the position to a senior web technician. OU campus has offered its support in the interim.

Rebecca Pang asked about accessibility issues across other campuses. Samuel stated the College's work on accessibility is ahead of most campuses.

MEETING ADJOURNED

Meeting adjourned at 3:54 pm