

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 23, 2017

PRESENT: Dr. Jose Fierro
Rick Miranda
Dr. Adriana Flores-Church
Sandy Marks
Michelle Lewellen
Stephanie Rosenblatt
Armando Soto
Dr. April Griffin
Lynn Laughon
David Ward
Kim Applebury
Julie Mun
Karen F. Patron D.

ABSENT: Dr. Stephen Johnson
Felipe Lopez

GUEST(s): Julie Bathke
David Moore

- I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:06 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 – October 9, 2017
It was moved by Mr. Ward and seconded by Mr. Soto to approve the October 9 minutes. The vote for approval was 11-0-2; Ms. Marks, Dr. Griffin, and Ms. Applebury abstained.
- V. BOARD AGENDA – None
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES
Facilities Planning
Mr. Moore distributed the attached September 19 meeting minutes. He stated that the committee has met twice this semester and that construction updates make up the majority of conversation. Future work includes contributing to the review and update of the Facilities Master Plan. He stated that the shade structure by the Administration building is scheduled to be completed by the end of October. The structure by the Library is scheduled for completion in mid-November, and the structure by Health Occupations should be completed in March 2018. However, there was a deferred DSA approval for the shade material that goes on top of the structures.

District Committee on Safety

Mr. Moore distributed the attached screenshot of the [Safetysnap](#) online form for reporting campus safety and hazard concerns. He stated that the purpose of the form is to report unsafe conditions. The information is sent to Mr. Moore, Chief Gallivan, Captain Strand, and Stephanie Barlow. He stated that the form has been well received and the committee will work with Public Affairs to promote awareness.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Department Chairs

Ms. Lewellen distributed the attached September 28 meeting minutes on behalf of committee co-chairs Carl Stammerjohn and Amy Holzgang. She stated that the committee will be working on the assignment article with CCF, and also the online initiative.

Sabbatical Leave

Ms. Bathke distributed the attached update of committee activities. She stated that the committee's goals align with [Goals C and E](#) of the Educational Master Plan. Ms. Bathke stated that six applications were received for 2018-19 sabbaticals and the committee is currently processing them. The committee will continue to use an interview format with applicants to facilitate dialogue. A recommendation is scheduled to be presented to Faculty Senate by the end of the semester. Ms. Bathke also stated that there are three faculty who returned from 2016-17 sabbaticals and that their reports are due by the end of the semester. The faculty were required to submit their drafts through Canvas to reduce paper and create a more efficient review process. The reports should be processed by mid-spring and the writers are prepared to give presentations to the board in April 2018.

VIII. STATUS OF SHARED GOVERNANCE – None

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the OER conference is scheduled for Friday, November 3, and that the online initiative is moving along quickly.

Mr. Soto shared his concerns with regard to the recent passage of [AB 705 \(Irwin\)](#). He stated that as a counselor and department chair, he is wondering how the college will institutionalize the process and prepare for the changes. Mr. Miranda stated that the requirements are unclear and that he and Dr. Johnson have volunteered to serve on an implementation task force. If selected, this would create a direct pipeline to the Chancellor's Office. He stated that he will meet with Mr. Soto, Ms. Lewellen, and Dr. Johnson to start coming up with ideas and bringing people together. Dr. Fierro stated that we need to establish a timeline and identify desired outcomes, and meet all mandates and deadlines with inclusive conversations.

X. PRESIDENT'S REPORT

Dr. Fierro stated that Homecoming was fun and thanked those who attended to support the team. He also provided information related to recent topics discussed by the Executive Council such as the draft 2017-19 Integrated Plan, reviewing faculty feedback for classes held at La Mirada Adult School, monitoring enrollment, requests for parking waivers, and preparations for the October 19 Great California Shakeout Drill.

ADJOURNMENT

Meeting adjourned at 2:00 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING
MEETING MINUTES
SEPTEMBER 19, 2017

PRESENT: Felipe Lopez
David Moore
Patrick O'Donnell
Dr. Dan Smith
Ilva Mariani
Bernie Negrete
Linda Kaufman
Tim Kyllingstad

ABSENT: Shawna Baskette
Lucy Self
Synnikiu Avalas

GUEST(S):

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 11:10 a.m.

2. APPROVAL OF THE MARCH 21, 2017 MEETING MINUTES

It was moved by Mr. O'Donnell and seconded by Dr. Smith to approve the March 21, 2017 meeting minutes. The minutes were approved as presented.

3. CONSTRUCTION STATUS REPORT/GO BOND UPDATE

Old Fine Arts Building

The old Fine Arts Building has been demolished. Currently, concrete work is being done which includes, restoring the pedestrian path of traffic, fire lane, arc, and benches. This work should be completed by mid-October. Once this work is completed, the fence will get pulled back to the edge of the new Performing Arts site. Also, while this site will be fenced off till late summer 2018, there will be some intermittent site work for utilities.

Health and Wellness Complex

This project is progressing, with steel beams going up. This building is being built in two phases with the first building being ready in 2019 and the last building ready in 2020.

Shade Structures

This project has a total of four shade structures. There was a deferred DSA approval on the shade material (the translucent panel that goes on top of the structure that provides the shade). The college is waiting for DSA approval, on how that connects to the steel. The shade structure on Alondra should be completed by mid-October; the structure behind the Administration Building should be completed mid-November; and the structure at Health Sciences is expected to be completed by March. It was noted that Facilities is trying to reestablish the sidewalk behind the Administration Building ahead of schedule.

Field Turf Replacement

This project was completed over the summer, per the schedule. There are minor items that need to be done such as, restroom improvements at the stadium to make them code compliant, sidewalk work to meet code for ADA, and working on the drainage system.

Chilled Water Expansion

This project continues to move forward. 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.

Blue Light Emergency Phones

This project continues to move forward with 11 of the total 21 emergency phone installed. There is an informal bid out now for the installation of the next five phones, and the last five are mostly in parking lots and will be installed prior to the parking lot renovations.

Energy Management Systems Upgrade

This project includes new individual building gas meters, electric meters, chilled water differential pressure switches, and building management master controls. All electrical shutdowns have been completed with gas and electrical meters installed in all the buildings with a new EMS master controller. The software is being installed so that the college can track energy usage in each building.

Parking Lot Improvements

Mr. Moore distributed a handout that outlines the phases/dates of the upcoming parking lot improvements/renovations.

Social Sciences Elevator

Mr. Moore distributed the drawing for the social sciences elevator noting that the project was approved by DSA. The elevator will be located by the metal staircase on the south side of social sciences. The project is expected to be from December, 2017 through August, 2018.

Upcoming New Buildings/Construction

Field House

There is a meeting scheduled at the end of September with the architects to look at the new footprint and renderings before the start of construction drawings.

Performing Arts Center (PAC)

This project is at DSA. The college is working on the logistics of construction, the lay down yard and traffic impact to the campus. This project is expected to begin in summer 2018 and be completed in August 2020.

Fiber Infrastructure Project

The college is going out to bid, for a third time, for a fiber contractor. We believe we have increased our pool of bidders so that we will get an appropriate bid, and we also made some changes to our prequalification package to capture fiber bidders.

Program and Planning

The following RFP/RFQ's are in progress:

- Architectural Services for the Administrative Student Services Building, AKA Falcon Center.
- Updated Facilities Master Plan that will also include the Technology Plan. This Facilities Master Plan will augment the Educational Master Plan.

Tim Kyllingstad inquired if there will be an office for Campus Police in the new Administrative Building. Mr. Lopez noted that he is unaware at this time, but will follow up with Dr. Johnson.

A brief discussion was held regarding the cost of ownership of the new buildings. During the discussion it was suggested that the user groups for the new buildings be reconvened to discuss the pros and cons of the new buildings so that these suggestions can be brought forward to user groups of new buildings.

4. NEXT MEETING DATE – OCTOBER 17, 2017

The next meeting is scheduled for October 17, 2017.

5. OTHER ITEMS FROM THE FLOOR

There were no other items from the floor.

6. ADJOURNMENT

The meeting adjourned at 12:19 p.m.

Safety And Hazard Reporting Form **Safetysnap**

Safety always comes first at Cerritos College. You can help by reporting unsafe conditions that you observe on campus using this form. These may include health and safety risks (such as trip and fall hazards), fire safety issues (such as faulty wiring or equipment or tampering with fire safety equipment), security issues (such as doors propped open), and environmental concerns (such as improper disposal of chemicals).

This form is not to be used to report emergencies, crimes, or other incidents that would require an immediate response by the Campus Police Department or Facilities Department, for such reports, contact Campus Police by calling (562) 402-3674, use a Blue Emergency Call Box or dial 911 from a campus telephone. But if you have observed a non-emergency condition that you think may create a health or safety risk for you or another person, please report that condition by using this form.

Cerritos College staff will evaluate and respond to all requests submitted through Safety Snap.

Type of incident:

General Health and Safety

Location of Incident or Hazard:

Date and Time observed:

Date: (Format: MM/DD/YYYY)

Time: (Format: HH:MM am/pm)

Please describe the condition you observed:

Optional Contact Information

If you would be willing to be contacted about this information or receive information about resolution to the problem, please include your contact information

Name:

Phone:

Email:



Type the text



CERRITOS COLLEGE CHAIRS COUNCIL

TO: Members of the Chairs Council

FROM: Miriam Tolson, Program Assistant

DATE: September 28, 2017

SUBJECT: **Chairs Council Minutes 09-28-17**

Chairs Council 09-28-17

	LAST NAME	FIRST NAME	DEPARTMENT
X	Alenikov	Teresa	Accounting/Finance/Insurance
	Barrera De Contreras	Gabby	Adult Education
	Bathke	Julie	Physical Therapist Assistant
	Bellas	Monica	Anthropology
	Brady	Mary Ellen	Real Estate
X	Breit	Craig	Mass Communications
	Brooks	Kelli	Nursing
X	Brown	Reed	Theatre Film
X	Bueno	Ni	Health Education
	Cabuto	Froylan	Reading (Co-Chair)
X	Casas	Ralph	Pharmacy Technician
X	Clifford	Stephen	English
	Conley	Angela	Mathematics
X	Covill	Matt	Biology
X	Daltro	Marcela	Business Administration
X	Edwards	Carrie	Health Education
	Fernandez	Christina	Art & Design, Photography
	Fernandez	Walter	History
X	Foral	Jason	Welding
X	Gomez	Reuben	Administration of Justice
X	Gradin	Susan	Child Development
X	Greenberg	Bruce	Law (Paralegal)
X	Gurrola	Maria	Medical Assisting
X	Hathaway	Rebekah	Dance

X	Helberg	Bonnie	Reading (Co-Chair)
X	Holzgang	Amy	Sociology
X	Hoppe-Nagao	Angela	Speech
	Hu	Jianli	Business Administration
X	Jarrett	George	History
X	Jensen	Debbie	Physical Education
	Krayer	Adelle	Dental Hygiene
	Lacy	Tor	Earth Sciences
	La Vigne	Steve	DSPS
	Lewellen	Michelle	Faculty Senate President
X	Lopez	Jesuita	Culinary Arts
	Makarem	Nasiba	Pharmacy
X	Maz	Andrew	Music
X	McDonald	Susan	Speech-Language Pathology Asst.
X	Mclarty-Schroeder	Janet	Physics/Astronomy
X	Micic	Mickey	Engineering Design Technology
	Micic	Mickey	Plastics & Composites
X	Moore	Deb	Library
	Moriarty	Cindy	Business Administration/Real Estate
X	Morgan	Vykki	EDT
X	Motruk	Nina	Cosmetology
X	Namala	Solomon	Economics
	Nguyen	Phuong	CIS
X	Obasohan	Victor	Political Science
	Pierini	Michael	Culinary Arts
X	Ronquillo	Jaclyn	Psychology
	Rosenfeld	Kimberly	Speech
	Rother	Ed	Architecture
X	Sanchez	Veronica	Women & Gender Studies (Fall '18)
	Shah-Williams	Nishi	English (Co-Chair)
	Sharp	Mageya	BCOT
X	Soden	Barbara	BCOT
	Soto	Armando	Counseling
X	Stammerjohn	Carl	Woodworking
X	Sugihara-Cheetham	Joann	ESL
	Torres-Bower	Ana	Philosophy/Women Gender Studies
	Ukita	Traci	Instructional Chair-Counseling
	Vega	Frank	Automotive

X	Vo	Chuong	Machine Tool Technology
	Voorhies	Ann	Nursing
X	Waldman	Linda	Chemistry
X	Wedell	Donna	Dental Assisting
X	Wilson	Jack	CIS
X	Worrel	Dara	Mathematics

GUESTS: Carrie Edwards, Mark Fronke

1. **Welcome** – Carl and Amy welcomed the Chairs and informed the Council the next meeting is scheduled for Thursday, November 30 in the same location (SS 141).
2. **Approval of Minutes 10-27-16 and 2-23-17** – There was a Motion by Jack Wilson, Seconded by Jason Foral to approve the 10-27-16 minutes. The minutes were unanimously approved as presented. There were four abstentions by Deb Moore, Steven Clifford, Debbie Jensen, and Rebekah Hathaway. There was a Motion by Barbara Soden, Seconded by Carrie Edwards to approve the 2-23-17 minutes. The minutes were unanimously approved as presented. There were eight abstentions by Barbara Soden, Deb Moore, Stephen Clifford, Debbie Jensen, Maria Gurroula, Jessie Lopez, Rebekah Hathaway and Donna Wedell.
3. **eLumen Curriculum – Carrie Edwards** – Carrie discussed the handouts as distributed. The Chairs were informed that the District has contracted with eLumen which will be the official depository for Curriculum beginning next year and the Curriunet product will not be used. The Chairs were informed of the eLumen training sessions offered through the CTX, which are approximately two weeks before the Curriculum deadlines. The Curriculum website has two ELumen links available for faculty to use on their website. One is the official link and the other is the test site to practice creating a course. Mark Fronke informed the Chairs that these links are also on the Faculty Staff web page and the SLO web page. There are also Webinars available for faculty. Andrew Maz informed the faculty that the software would continue to improve the more it is utilized so the feedback allows the system the feedback and to see what does and does not work. Carrie informed the Chairs that this new shift makes Chairs fully responsible for their input. Division Secretaries will no longer be able to have access to assist. Carrie Edwards confirmed that every month the system is getting fixes and changes, that the Curriculum Assistant Phally Lay has a quick workflow for fixes.
4. **SLOs & eLumen – Mark Fronke** - Mark encouraged the Council to give their input regarding the presentation he showed and will be presenting to all of the divisions. Mark discussed assessing SLO's from eLumen. There was some discussion regarding outcomes and objectives. The presentation included frequently asked questions that Mark addressed throughout his report.
5. **Union Issues – Kimberly Rosenfeld** - Kim Rosenfeld will be present to update the Chairs at the 11-30-17 meeting. 1. Amy Holzgang updated the council regarding Article 13, which references the Part-Time Faculty. The Union is working with the District on the Department Chair article and tweaking it regarding summer office hours for Chairs, stipends, contract language, and

compensation regarding needed duties during the summer, and regarding the Program Directors and evaluations. These items have not been negotiated. Since there is currently no instrument to process evaluations for Program Directors, this will need to be negotiated. CCFF will be contacting Program Directors to follow up on this. There were additional details and discussion regarding this process. 2. Amy also informed the Chairs that the District is investigating a Golden Handshake. There was also a brief discussion regarding allotment for healthcare, salary and benefits and cost of living and post-retirement benefits. The team is working on the survey items that were received. 3. There was also discussion regarding the Seniority List and who maintains it. 4. Discussion regarding moving over to the 16-week calendar. 5. The Calendar Committee is looking for interested representatives and will be setting the dates to ensure that it does not conflict with programs.

6. **Open Discussion** – Amy Holzgang made the following announcements to the Council regarding contacting the Transfer Center – blundeen@cerritos.edu or Marvelina Barcelo mbarcelo@cerritos.edu to arrange for one of the career counselors to attend the classrooms for a one-on-one session to discuss transfer items with students. The Career Counselors can also cover the class and give the presentation during the absence of a faculty member who may be away at a conference instead of cancelling the class, with preferably a two-week advance notice. There will also be a Vet Net Ally Training in a week, sign ups at Flex Reporter. Safe Zone Training Oct. 13, Veterans Week Events for 2nd week of November, there will be many events near the Veteran Resource Center. Request to send Veteran names of Faculty or Staff to Amy and she will get it to Felipe Salazar, Veteran Counselor, for Military Appreciation Week. The Co-Chairs requested the Chairs to send requested agenda items for discussion at the November meeting.

Next Meeting
November 30
SS 141

Coordinating Committee 10/23/17

Sabbatical Committee Report

Educational Master Plan Goals aligned with Sabbatical Committee activities:

C – PROMOTING LEADERSHIP AND STAFF DEVELOPMENT

E – UPGRADING EDUCATIONAL INFRASTRUCTURE

1. Six applicants for 2018-2019 currently being processed.
 - a. All have requested one year leaves at 100% compensation
 - b. Divisions represented: Counseling, Fine Arts, Liberal Arts, SEM, Technology
2. Committee process for applications
 - a. Members evaluate applications
 - b. Committee meets to discuss and coordinate feedback
 - c. Interviews held with each applicant to discuss feedback
 - d. Two revision cycles stipulated in the contract: first of two weeks, second if needed, for one week
 - e. Committee and applicants are using Canvas to post and evaluate revisions
3. Estimate applications processed by committee end of fall semester
 - a. Forward to Faculty Senate beginning of spring semester
 - b. To administrators immediately following
 - c. Schedule on BOT agenda as soon as possible
4. Four faculty currently out on sabbatical leave
 - a. Kimberley Duff - Psychology
 - b. Patty George - Math
 - c. Frank Gaik - English
 - d. Lance Kayser - English
5. Three faculty have returned after sabbatical leave 2016-2017
 - a. Lydia Alvarez – English
 - b. Ed Heckerman – Photography
 - c. Froylan Cabuto - Spanish
 - d. Reports due last week of this semester
 - e. Required orientation for report writers this fall was conducted on Thursday, Sept 28
6. Committee process for reports
 - a. Members evaluate applications
 - b. Committee meets to discuss and coordinate feedback
 - c. Mentors communicate feedback to report writers
 - d. Two revision cycles stipulated in the contract: first of two weeks, second if needed of one week
 - e. Committee and report writers are using Canvas to post and evaluate reports and revisions
 - f. Reports are sometimes as long as 200 pages, using a Canvas portal as a work site drastically reduces use of paper

7. Estimate reports processed by mid-spring semester
 - a. Forward to Faculty Senate as soon as finished
 - b. To administrators immediately following
 - c. Schedule on BOT agenda as soon as possible
 - d. Report writers have been notified to prepare to present their projects to the BOT