

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
October 24, 2016

PRESENT: Dr. Jose Fierro  
Dr. Stephen Johnson  
Ali Delawalla  
Harry Joel  
Dr. Renée DeLong  
Michelle Lewellen  
Dr. Solomon Namala  
Armando Soto  
April Griffin  
Lynn Laughon  
David Ward  
Julie Mun

ABSENT: Rick Miranda  
Miriam Tolson  
Saul Lopez-Pulido

GUEST(s): Stephanie Rosenblatt  
Donna Sheibe

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 2:04 p.m.

II. PUBLIC COMMENTS

None

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF  
EMPLOYMENT OPPORTUNITIES

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

<u>Employment Opportunities</u>	<u>Closing Date</u>
Library Technical Clerk	11/14/16

IV. APPROVAL OF MINUTES – October 10, 2016

It was moved by Dr. Johnson and seconded by Mr. Joel to approve the October 10 minutes. The vote for approval was 8-0-2; Ms. Laughon and Mr. Soto abstained. Mr. Delawalla and Mr. Ward were not present for the vote.

V. BOARD AGENDA – November 2, 2016

The committee reviewed the draft November 2 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**DEEOAC**

Ms. Sheibe distributed the attached September 13 and October 11 meeting agendas and minutes. She also distributed the attached Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for fiscal year 2015-16. She stated that the form required districts to identify which methods they used to support diversity efforts. Ms. Sheibe stated that the Chancellor's Office awarded the college \$50,000 in funding to support efforts for fiscal year 2016-17. The DEEOAC appointed a subcommittee to create a

universal form for the campus community to request use of available funds. The form will be finalized soon and distributed in spring.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

**Instructional Program Review**

Ms. Rosenblatt distributed the attached committee update, October 4 meeting minutes, attendance sheet, and October 18 Program Review Advisory Committee agenda. She stated that Angie Conley also serves as a co-chairperson. Business Communications – Office Technologies is the first program undergoing review this year and the visitation date is scheduled for November 1. She stated that the other programs scheduled for review this year include Administration of Justice, Speech/Language Pathology, Automotive Repair, Music, Chemistry, English, Teacher TRAC, Auto Collision, Adult Education, and Business Administration/Real Estate. The committee is also working on revising the Instructional Program Review Handbook in consultation with IERP and other committees. Ms. Rosenblatt also stated that the programs had one-on-one consultations with data analysts and were given narrative summaries which included identification of trends. The committee will assess whether the additional help affects the self-study reports.

VIII. STATUS OF SHARED GOVERNANCE

**Proposed New Board Policy and Administrative Procedure 7345 – Catastrophic Illness Leave Program**

Mr. Joel stated that the attached drafts were updated to reflect recommendations made by the committee at its September 26 meeting. The drafts were also thoroughly reviewed by personnel in the Office of Human Resource Services. The language was updated to comply with requirements set forth in Education Code.

The committee reached consensus to forward the drafts to the Board of Trustees for approval.

**Coordinating Committee Goals**

Dr. Fierro stated that the committee was asked to review the Shared Governance Evaluation survey results and the Coordinating Committee purposes to develop draft goals and be prepared for further discussion today. He stated that we need to respond to the feedback from the survey in regards to improving effective communication. Members should be proactive in sharing and disseminating information reviewed and discussed during Coordinating Committee meetings as well as other committee meetings. Even though information may be posted online, not everybody knows where to navigate or do not make an effort to find it.

The committee held extensive discussion in regards to reasons for poor meeting attendance, how constituent group leaders monitor their representatives' meeting attendance, sharing Coordinating Committee updates with other groups, the difference between lack of communication and the *perception* of lack of communication, how the same message can be interpreted differently by different people, increasing access to and awareness of communication, the importance of keeping webpages updated with current news, supplementing new employee orientations with an explanation of shared governance, closing the loop and ensuring that decisions are shared with the campus, and mixed expectations within the campus community.

Dr. Fierro stated that he would include a monthly update from the Coordinating Committee to his regular Executive Council email updates to the campus, and include a monthly update from Executive Council in his regular report to the Coordinating Committee.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that Cable Green will be on campus Friday, October 28 for the Student Success Conference.

X. PRESIDENT'S REPORT

Dr. Fierro stated that recommendations for the Vice President, Business Services and Vice President, Human Resources positions will be forwarded to the board to consider at its November 2 meeting. The search process for the Vice President, Academic Affairs position will commence soon. Dr. Fierro also reminded the committee that Election Day is scheduled for Tuesday, November 8.

XI. ADJOURNMENT

Meeting adjourned at 3:04 p.m.



# Cerritos College

## Diversity and Equal Employment Opportunity Advisory Committee

### Meeting Agenda

Human Resources Conference Room

September 13, 2016

10:00 am – 11:00 am

1. Welcome
2. Minutes – June 9, 2016
3. Climate Survey
4. Master Events Calendar
5. Memo Regarding Transgender Students
6. Diversity Across Ability Spectrum
7. Diversity Event Support Request Form
8. Free Speech/Hate Speech
9. Diversity Workshops – Diversity Certificate Curriculum
10. Around the Table

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE  
Minutes for September 13, 2016  
10:00 a.m.  
Human Resources Conference Room

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

### **Welcome**

Introductions went around the room

### **Minutes**

Donna motioned to approve the minutes. Norma seconded the motion.

### **Climate Survey**

Valyncia and Lance will be meeting with the Research and Planning department regarding a new survey. The goal is to have it ready by the Spring semester.

### **Master Events Calendar**

The members of the DEEOAC committee would like to be the hub for the diversity calendar of events. Guidelines for getting on to the calendar may need to be created.

### **Memo Regarding Transgender Students**

Valyncia told the group that this memo is to raise awareness so transgender students can be properly provided for at the college.

### **Diversity Across Ability Spectrum**

Valyncia would like to ensure that flyers going out to the campus regarding events have a contact number for accommodations that may be needed.

April told the group that the campus has a van that will accommodate a wheelchair and it can be used as long as you have been trained to drive it.

### **Diversity Event Support Request Form**

Lance believes a discussion is needed on what the committee would like to support. Knowing what the funds are going to be used for should be on the request form. He also suggested the committee track the number of attendees to those events being supported. The sign in sheet could be sent in to the committee for example.

Tim suggested a different form be created for speakers.

April suggested a different time line be created for different types of requests.

Donna told the group it should be clear that certain materials purchased and not used by the recipient should be returned to the committee, such as books.

Norma suggested to appoint a sub-committee to create the Request for Diversity Funds form. Norma, April, Lance, Valyncia, and Donna will serve as members on this sub-committee.

Gary would like to see a grant process to fund large significant events.

**Free Speech/Hate Speech**

This item has been tabled for the next meeting.

**Diversity Workshops – Diversity Certificate Curriculum**

Workshops should be no less than two hours

**Around the Table**

Norma announced that she and Amna Jara are working on AAW.  
Norma's department will be hosting International Week in November.

Gary shared with the group an article in the OC weekly related to censorship at Long Beach State. Cerritos College is mentioned in the article. Monica will send the article link to the committee.

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



# Cerritos College

## Diversity and Equal Employment Opportunity Advisory Committee

### Meeting Agenda

Human Resources Conference Room

October 11, 2016

10:00 am – 11:00 am

1. Welcome
2. Minutes – September 13, 2016
3. Climate survey update; EEO/Plan review and Survey data discussion – LaTarah Williams
4. Subcommittee Report: DEEOAC Funding Application Process, Application Form and Rubric
5. Diversity Newsletter Update
6. Free Speech vs. Hate Speech
7. NWC Play – Discussion – Should We Have It on Campus?
8. Curriculum for Diversity Certificate – Review w/EEO Plan
9. Master Calendar Guidelines
10. T9 Training Dates/Opportunities
11. Around the Table

## DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Minutes for October 11, 2016

10:00 a.m.

Human Resources Conference Room

<b>Committee Members</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
Valyncia Raphael	Administration	X	
Donna Sheibe	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	
Latarah Williams and Sophia Hiss	Guests	X	

**Minutes**

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

**Climate Survey Update; EEO/Plan review and Survey data discussion:**

Latarah Williams and Sophia Hiss were invited by Valyncia to discuss a climate survey. Sophia told the group; the climate survey administered in the Spring is not ready for review.

**Subcommittee Report: DEEOAC Funding Application Process, Application Form and Rubric.**

The subcommittee presented the DEEOAC Funding Application forms to the committee for review.

Recommendations made by the committee include:

- Add within 30 days to number 5
- Request on the application that the requestor inform the committee the number of attendees proceeding the event.
- Add a disclaimer: This application is just for funding

The rubric will be emailed to the committee members.

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

# **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16**

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**District Name:** Cerritos Community College District

**The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).**

Yes  
 No

**The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)**

Yes

- ✓ Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- ✓ Method 4 (Focused outreach and publications)
- ✓ Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- ✓ Method 6 (Consistent and ongoing training for hiring committees)
- ✓ Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- ✓ Method 9 (Grow-Your-Own programs)

No

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**I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.**

**Chair, Equal Employment Opportunity Advisory Committee.**

Name: Dr. Mary Anne Gularte

Title: Vice President of Human Resources

Signature: \_\_\_\_\_

Date: May 2, 2016

**Chief Human Resources Officer**

Name: Mr. Harry W. Joel

Title: Interim Vice President of Human Resources

Signature: \_\_\_\_\_

Date: May 9, 2016

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Dr. Jose L. Fierro

Title: President/Superintendent

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**President/Chair, District Board of Trustees**

**Date of governing board's approval/certification:** \_\_\_\_\_

Name: Dr. Shin Liu

Title: President/Chair, Board of Trustees

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Due at the Chancellor's Office: June 1, 2016**

Return to: Javier Gonzalez ([jgonzalez@cccco.edu](mailto:jgonzalez@cccco.edu))

Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

# **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16**

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This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per Multiple Method.

## **Nine (9) Multiple Methods**

### ***Pre-Hiring***

1. District's EEO Advisory Committee and EEO Plan
2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

### ***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

### ***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

## **Does district meet Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)?**

**Yes**

**No**

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

- The Cerritos College EEO Plan was adopted by the Board of Trustees on May 21, 2014. Click: [District's EEO Plan](#) to view.
- The College's Diversity Committee goes back as far as 1998. The committee was renamed the Equal Employment Opportunity Advisory Committee (EEOAC). The name change was approved by the Board of Trustees on July 18, 2007. In 2015 Diversity was added to the name and it became the Diversity, Equal Employment Opportunity Advisory Committee (DEEOAC)

## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16**

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

**Does the District meet Method #2 (Board policies and adopted resolutions)?  Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

- District EEO Plan Adopted by the Board of Trustees on May 21, 2014.
  - a. Supports Educational Master Plan
  - b. Reflects District commitment to EEO
  - c. Recognizes value of diverse and inclusive workforce
  - d. Fosters working and learning environment that promotes diversity, inclusion, and EEO
  - e. Reflects commitment to hire and retain employees who are knowledgeable and sensitive to the diverse and changing student body and community.
- Board Resolution No. 14-09 affirms commitment by the Board of the District EEO Plan, May 21, 2014.  
Click: [Resolution No. 14-09](#) to view.
- BP 1300 – Educational Philosophy, adopted by the Board of Trustees, October 17, 2007.  
Click: [BP 1300](#) to view.
- BP 2740 – Board Education, adopted by Board of Trustees, December 12, 2007 revised April 1, 2015.  
Click: [BP 2740](#) to view.
- BP 7100 – Commitment to Diversity, adopted by the Board of Trustees, December 10, 2008.  
Click: [BP 7100](#) to view.
- Mission Statement, revised and Board approved on October 16, 2013.  
Click: [Mission Statement](#) to view.
- Addressing issues of inclusion/exclusion are included in the District's Diversity Plan  
Click: [District Diversity Plan](#) to view

## Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

Does the District meet Method #4 (Focused outreach and publications)?  Yes

Please provide an explanation and evidence of meeting this Multiple Method, #4.

- District recruitments are advertised in the following publications (partial list):  
(Tear sheets are available upon request as evidence of advertising)
  - a. AsiansInHigherEd.com
  - b. BlacksInHigherEd.com
  - c. CalJobs
  - d. CCC Registry
  - e. CCJobs.com
  - f. Cerritos.edu
  - g. ChronicleVitae.com
  - h. DiverseEducation.com
  - i. HigherEdJobs.com
  - j. HispanicsInHigherEd.com
  - k. Indeed.com
  - l. InsideHigherEd.com
  - m. LGBTInHigherEd.com
  - n. VeteransInHigherEd.com
- Increase in overall ethnic diversity due to focused outreach and publications:  
(EEO report available upon request)
  - a. Increased overall ethnic diversity of applicant pools.
  - b. Increased overall ethnic diversity of hires.
  - c. Increased overall ethnic diversity of permanent employees.
  - d. Increased ethnic diversity of management applicant pools.
- Attended the CCC Registry Job Fair held in Los Angeles on January 30, 2016.

## Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?  Yes

Please provide an explanation and evidence of meeting this Multiple Method, #5.

- Managers and Full-Time Faculty receive a mandatory Sexual Harassment training every two years. Records of training are maintained in the Office of Human Resource Services.
- Timely and thorough investigations are completed on complaints that are received by the District. Investigations are handled in the Office of Human Resource Services by the Director, Diversity, Compliance, and Title IX Coordinator or by the Vice President's designee.
- Discrimination and Sexual Harassment Board Policies and Procedures are available in both English and Spanish, on the Human Resources webpage. Click: [Discrimination and Sexual Harassment Board Policies and Procedures](#) to view.
- Discrimination and Harassment Complaint Form is available on the Human Resources webpage. Click: [Discrimination and Harassment Complaint Form](#) to view.
- The following is a requirement of all applicants and is stated as a required qualification on all job announcements: *Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of community college students and employees.*
- All candidates interviewed for positions at the District are asked to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- All candidates interviewed are required to give examples from their past work experience, on how they used creative ideas in working with two types of the diverse population.

## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16**

**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?  Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

- All individuals who participate on a Selection Committee are required to receive appropriate training on the District's selection procedures and requirements of Title 5 and of state and federal nondiscrimination laws. The individual must attend a Selection Committee Training online or in person. In addition, the Vice President of Human Resources and the Director, Diversity, Compliance, and Title IX Coordinator will ensure that the training addresses the requirements of Title 5 and best practices for Selection Committee members.
- Training may also be held at the first committee meeting for each recruitment.
- Each Selection Committee will have one (1) member of the Committee designated as the Selection Process Monitor. The Selection Process Monitor may be a voting or non-voting member of the committee.

Responsibility of Selection Process Monitor:

- a. Certify that all Selection Committee members, as required, follow District procedures.
- b. Certify that all Selection Committee members, as required, follow federal and state laws during the selection process.
- c. Act as a resource for selection procedures and as a liaison with the Human Resources Department during the process.
- d. To ensure that all necessary forms and paperwork are completed in the process.

- EEO/Process Monitor Training for Screening Committees:
  - a. Implemented two-hour face-to-face training sessions.
  - b. Training sessions are scheduled twice a year or as often as necessary.
- Employment Selection Procedures may be viewed on the DEEOAC webpage.  
Click: [DEEOAC](#) to view.

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

**Does the District meet Method #7 (Professional development focused on diversity)?  Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

- In 2014 the DEEOAC developed the Cerritos College Diversity Plan.

*Connecting the EEO Plan to the Diversity Plan:*

- Foster a campus culture that recognizes and values diversity and inclusion.
- Ensure hiring processes adhere to the EEO Plan.
- Advertise and recruit diverse applicants.
- Provide opportunities for individuals to build awareness and knowledge of diverse cultures, lifestyles, and beliefs.
- Coordinate with staff, faculty, and administrators to promote diversity events and workshops.
- Expand the campus community's understanding of diversity.
- Include diversity concerns in institutional strategic planning and budgeting.

Click: [Cerritos College Diversity Plan](#) to view.

- Developed Safe Zone Training

*Program and Training Objectives:*

- The Safe Zone Program's overall objective is for Safe Zone Allies to utilize their gained knowledge and skills to foster a supportive and safe atmosphere for LGBTQ students, faculty, and staff.
- As a result of the Safe Zone Program, Safe Zone training participants will become part of an identifiable campus network of Safe Zone Allies.
- Participants will gain knowledge about and an understanding of the expectations of LGBTQ individuals.
- Participants will gain skills on how to support LGBTQ students, faculty, and staff.
- Participants will gain knowledge of the resources available for LGBTQ students, faculty, and staff.

Click: [Safe Zone](#) webpage to view.

- Developed the Diversity Newsletter in 2014:

- [Spring 2016 Edition](#)
- [Spring 2015 Edition](#)
- [Fall 2014 Edition](#)

- Diversity Activities and Sponsored Events:

- Campus "Climate Survey" Fall 2015 and Fall 2016
- Implemented Online Registration for Diversity and Professional Development Workshops
- Hispanic Heritage Events
- Black History Month Events
- Women's History Celebration
- Lunar New Year Celebration
- Taste of Korea
- LGBTQ History Month - October 2016
- National Coming Out Day - October 11, 2016
- International Education Month



## **Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16**

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**Does the District meet Method #9 (Grow-Your-Own programs)?  Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

- Established Diversity Workshop Series
  - Diversity Certificate of Accomplishment
    - Creating Cultures of Respect
    - Cultural Intelligence
    - Safe Zone
  - Level II
    - Three additional diversity workshops
- Safe Zone program started as a training for Staff and due to student interest, evolved to also include a student-focused training. Training sessions are held in the Fall and Spring semesters.
- Established diversity recognition program to recognize employees' efforts to support diversity, entitled "Celebrate Cerritos".
- Diversity Workshops
  - Stand up Speak Out
  - Religion and the LBGTQ Community
  - Creating Culture of Respect
  - EEO, Diversity Best Practices (Managers)
  - Cultural Intelligence
  - Safe Zone program

**To:** Coordinating Committee

**From:** Angie Conley & Stephanie Rosenblatt, Program Review Committee Co-chairs

**Date:** October 24, 2016

**Re:** Update on Program Review Committee for Fall 2016

The committee has met this semester and begun the program review cycle for 2016-2017. We will meet with the first program undergoing review at our next meeting on November 1, 2016.

Here is a list of programs undergoing review this academic year, along with the committee member assigned to lead the subcommittee responsible for each program:

Program	Chair	Division	Visitation Date	Final Due	Draft Due	Liaison Lead
BCOT/BCOM	Barbara Soden/Mageya Sharp	BUS	11/1/2016	10/18/2016	9/20/2016	David Fabish
Administration of Justice	Joe Satterfield	HSS	11/15/2016	11/1/2016	10/4/2016	Jan Connal
Speech Language Pathology	Susan McDonald	Health Occ	12/6/2016	11/22/2016	10/25/2016	Kathy Hogue
Auto Repair	Frank Vega	Tech	1/17/2017	1/3/2017	12/6/2016	Graciela Vasquez
Music	Andrew Maz	FA	2/7/2017	1/24/2017	12/27/2016	Mark Fronke
Chemistry	Linda Waldman	SEM	2/21/2017	2/7/2017	1/10/2017	David Fabish
English	Nishi Shah-Williams/Steve Clifford	LA	3/7/2017	2/21/2017	1/24/2017	Ernest Lew
Teacher TRAC	Chris Sugiyama/Kimberly Rosenfeld		3/14/2017	2/28/2017	1/31/2017	Lisa Boutin Vitela
Auto Collision	Charles Robertson	Tech	4/4/2017	3/21/2017	2/21/2017	Sergio Macias
Adult Education	Martha Robles	Adult Ed	4/18/2017	4/4/2017	3/7/2017	Terry Price
Business Admin/Real Estate	Cindy Moriarty/Jianli Hu	BUS	5/2/2017	4/18/2017	3/21/2017	Patricia Robbins Smith

We have scheduled a training on Tuesday, November 29 for programs that will undergo program review in 2017-2018. This training is conducted with Institutional Effectiveness, Research, and Planning (IERP).

We are currently revising the *Instructional Program Review Handbook* based on feedback from IERP and Program Review Committee members. We have also asked the SLO and Curriculum Committees to review portions of the *Handbook* to see if they would like any changes made in terms of the types of data we ask programs to evaluate and the information included in the self-study report.

Programs undergoing review this year had the benefit of a one-on-one consultation with a data analyst from IERP and were given a narrative summary of their data that identified trends. It will be interesting to see how this information influences the SWOT analysis and goals set by the programs.

TO: Members of the Program Review Advisory Committee

DATE: October 12, 2016

FROM: Angela Conley/Stephanie Rosenblatt, Co-Chairs

SUBJECT: **Tuesday, October 18, at 3:00 p.m. in (SS 141)**  
**Agenda for the Program Review Advisory Committee**

1. Introductions
2. Approval of Minutes 10-04-16
3. BCOT/BCOM – Final Draft ~~of~~
4. Program Review Workbook Updates
5. Review of Programs Updates 2016-17
6. Items From the Floor

**Next Meeting**  
**Tuesday, November 1, 2016**  
**3:00 P.M.**  
**SS 141**

## PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: October 14, 2016

SUBJECT: **October 4, Minutes of IPR Meeting**

**In attendance at the meeting were:**

Angela Conley, Co-Chair  
Stephanie Rosenblatt Co-Chair  
Lisa Boutin Vitela  
Jan Connal  
Gerardo Estrada  
David Fabish  
Mark Fronke  
Kathy Hogue  
Ernest Lew  
Sergio Macias  
Mark Olague  
Graciela Vasquez

**Absent**

Dr. Kristi Blackburn  
Stephanie Murguia  
Dr. Patricia Robbins Smith  
Joe Satterfield  
Terry Price

**Guests:**

**Introductions** – The committee introduced themselves and welcomed the new Gerardo Estrada the new student liaison representing ASCC.

**Approval of Minutes 09-06-16** –There was a Motion by Mark Fronke to approve the minutes, Seconded by Lisa Boutin Vitela. The committee unanimously approved the minutes as presented. There were two abstentions by Sergio Macias and Graciela Vasquez.

**Program Review Workbook Updates** – Angela and Stephanie briefly updated the committee on the meeting they attended for the workbook revisions. Stephanie will send out the revisions to the committee by the end of the week and will solicit feedback for discussion at the next meeting. There was a brief discussion regarding the current checklist and changes to revise the list. It was noted that the changes in the workbook will not affect the programs under review this current year cycle but will be effective for the next cycle 2017-18. Mark Fronke informed the committee that SLO information is not ready for the first revision and will be updated in the future.

**Review of Programs Updates 2016-17** – The liaison assignment updates were discussed and additional changes were made during the meeting. The revised list will be distributed at the next

meeting. The committee discussed the 2017-18 review schedule and randomly selected the program review department names to determine which department would match up with the timeline for the draft and presentation due dates. The co-chairs will check to make certain there are no additional departments that have not been included in the review process cycle. The committee liaisons volunteered for the vacant slots for the 17-18 review process. This list is tentative.

**Items From the Floor** – There was a discussion regarding the committee membership representation groups regarding unexcused meeting attendance to determine when a replacement should be requested. The committee agreed to track attendance on a spread sheet for this semester in order to determine the excess of unexcused absences. Kathy Hogue gave a brief announcement regarding the CTE Programs Strong Workforce meeting schedule for CTE faculty.

*Next Meeting Scheduled for*  
**Tuesday, November 1, 2016**  
**3:00 P.M.**  
**SS 141**

## Program Review Committee Meeting Attendance Sheet

Fall 2016

Committee Members	9/6	9/20	10/4	10/18	11/1	11/15	12/6
Angie Conley (Co-Chair)	X		X				
Stephanie Rosenblatt (Co-Chair)	X		X				
Lisa Boutin-Vitela	X		X				
Jan Connal	X		X				
David Fabish	X		X				
Mark Fronke	X		X				
Kathy Hogue	X		X				
Gerardo Estrada	-		X				
Ernest Lew	X		X				
Sergio Macias	E		X				
Stephanie Murguia	A		A				
Mark Olague	E		X				
Terry Price	E		E				
Patricia Robbins Smith	X		E				
Stephanie Rosenblatt	X		X				
Joe Satterfield	A		A				
Graciela Vasquez	E		X				
Kristi Blackburn (Non-Voting)	X		E				

**Human Resources**

**1 BP 7345 CATASTROPHIC ILLNESS LEAVE PROGRAM**

**2 References:**

**3 Education Code Section 87045**

**4** The Board authorizes implementation of a Catastrophic Illness Leave Program to permit  
**5** regular, full-time District employees who have completed the probationary period to  
**6** donate a maximum of one day of their own accumulated sick leave balance, per academic  
**7** year, to another District employee who has been diagnosed with a catastrophic illness.

**8** For the purpose of this Program, “catastrophic illness” is defined as a medically-  
**9** diagnosed condition, as determined by a licensed medical practitioner, that is expected  
**10** to incapacitate the employee for an extended period of time (at least 30 calendar days)  
**11** and prevent the employee from performing his/her duties. Pursuant to Education Code  
**12** 87045, an employee must exhaust all accrued paid leave credits in order to be eligible for  
**13** catastrophic illness leave. Accumulated and donated sick leave, extended sick leave,  
**14** and long-term disability benefits are used concurrently with employee leave entitlements  
**15** under the Family and Medical Leave and California Family Rights Acts. Donations of sick  
**16** leave through this Program can be accepted from all regular District employee groups.

**17** The President/Superintendent shall establish administrative procedures to administer the  
**18** program that comply with the requirements established by the Education Code. The  
**19** administrative procedures shall ensure that the program is administered in a  
**20** nondiscriminatory way.

**21** Office of Primary Responsibility: Vice President, Human Resources

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**Date Adopted:**

**Human Resources**

**1 AP 7345 CATASTROPHIC ILLNESS LEAVE PROGRAM**

**2 Reference:**

**3 Education Code Section 87045**

**4 Catastrophic Illness Leave Program Procedures**

**5** Regular, full-time District employees who have completed the probationary period may  
**6** participate in the Catastrophic Illness Leave Program by donating a maximum of one day  
**7** of their own accumulated sick leave balance, per academic year, to another District  
**8** employee who has been diagnosed with a catastrophic illness. For the purpose of this  
**9** Program, catastrophic illness is defined as a medically-diagnosed condition, as  
**10** determined by a licensed medical practitioner, that is expected to incapacitate the  
**11** employee for an extended period of time (at least 30 calendar days) and prevent the  
**12** employee from performing his/her duties.

**13** Pursuant to Education Code 87045, an employee must exhaust all accrued paid leave  
**14** credits in order to be eligible for catastrophic illness leave. Accumulated and donated  
**15** sick leave, extended sick leave, and long-term disability benefits are used concurrently  
**16** with employee leave entitlements under the Family and Medical Leave and California  
**17** Family Rights Acts. Donations of sick leave through this Program can be accepted from  
**18** all regular District employee groups.

**19 PART A: PROCEDURES FOR RECIPIENTS**

**20 Step 1:** District permanent full-time employees who have been medically diagnosed with  
**21** a catastrophic illness and would like to participate in this Program should contact the  
**22** Office of Human Resource Services to obtain information pertaining to medical absence  
**23** reporting, required documentation, procedures for use of regular and extended sick leave,  
**24** and other related matters.

**25 Step 2:** The potential recipient must complete the required form titled, "Catastrophic  
**26** Illness Leave Request Form" in order to request participation in this Program. The request  
**27** form and information packet may be sent electronically. These materials will also  
**28** available on the Human Resources Web Page, and/or can be requested from the Office  
**29** of Human Resource Services.

**30 Step 3:** Once completed and signed, the Request Form is to be submitted to the Office  
**31** of Human Resources. The completed form must be accompanied by written medical

32 verification from the treating physician that documents the catastrophic nature of the  
33 employee's illness and the estimated period of absence due to the illness.

34 The completed request form and written medical verification will be reviewed by a  
35 designated Human Resources staff member to determine eligibility for participation in the  
36 Program. The requester will then be notified of his/her eligibility for Program participation.  
37 An employee may request Catastrophic Illness Leave donations once per academic year.

38 If it is determined that the illness does not qualify for participation in this Program, Human  
39 Resources staff will advise the requester about use of accumulated sick leave, extended  
40 sick leave, leaves of absence, and other applicable District benefits.

41 **Step 4:** The Office of Human Resource Services is responsible for notifying the District  
42 "community" about the "open period" for sick leave donations and the opportunity to  
43 donate sick leave to the approved requester. If the requester employee wishes to remain  
44 anonymous in announcing the request for sick leave donations, the Office of Human  
45 Resources will notify the District "community" that an employee who qualifies for sick  
46 leave donations is requesting sick leave donations. The open period for accepting sick  
47 leave donations from District employees will be ten (10) working days. The start and end  
48 dates for the open period will be determined by Human Resources and clearly stated as  
49 part of the District wide notification process.

50 **Step 5:** Recipients may accept a maximum of one hundred (100) four-hour days of  
51 donated sick leave per academic year.

52 **Step 6:** All donated sick leave that is not exhausted on or before June 30 will automatically  
53 be carried over into the new academic year, and will become part of the recipient's new  
54 academic year sick leave beginning balance.

## 55 **PART B: PROCEDURES FOR DONORS**

56 **Step 1:** Once notice of the donation "open period" has been made by the Office of Human  
57 Resources, potential donors should request the packet of information and forms through  
58 the District Website under Human Resources **OR** call Human Resources directly to obtain  
59 a copy of the Program Procedures and the required "Catastrophic Illness Leave Donation  
60 Form." District employees must donate **a minimum of eight hours** of sick leave during  
61 the specified "donation period." A **maximum of eight (8) hours** of sick leave may be  
62 donated to a single recipient during an academic year. Donors may, however, donate to  
63 several different employees during the same academic year, a maximum of one day  
64 (eight hours) per year to each person.

65 **Step 2:** Once the Donation Form is completed, signed, and submitted to the Office of  
66 Human Resources, each donor's own sick leave balance will be reviewed. In order to  
67 donate sick leave in this Program, District employees must have an accumulated sick  
68 leave balance of twenty-three (23) days at 8 hours/day of their own work days, so that  
69 they can retain at least twenty-two (22) days of sick leave after the donation is made.

70 **Step 3:** Sick leave donations will be accepted in the order received in the Office of Human  
71 Resources. Donations that are received AFTER the maximum of 100 four-hour days have  
72 been received for the recipient, **AND/OR** those donations that are received after the close  
73 of the open period, will be returned to the donors.

74 For details concerning District leave policies, please contact staff in the Office of Human  
75 Resource Services.

76 ~~❖ From current Cerritos CCD Policy 7039 titled Catastrophic Illness/Injury  
77 Leave Donation Plan~~

78 ~~(Reference: Education Code Section 87045)~~  
79 ~~(Approved by Board of Trustees July 9, 1998)~~

80 ~~7039.1 The purpose of this plan is to permit eligible participating employees with a  
81 catastrophic illness or injury to solicit donations of vacation and/or sick leave from fellow  
82 employees.~~

83 ~~The intent is to ensure that catastrophically ill or injured employees continue in paid status  
84 for the primary purpose of maintaining medical benefits during their recovery period. The  
85 secondary purpose is to enable the employees to remain in paid status.~~

86 ~~7039.2 Donee Requirements~~

- 87 1) ~~Must exhaust all available accrued leave.~~
- 88 2) ~~An employee need only contribute a minimum of eight (8) hours to the LEAVE  
89 BANK to become a participating employee. Thereafter, an employee with verified  
90 catastrophic illness/injury may receive LEAVE BANK benefits.~~
- 91 3) ~~Must be incapacitated/absent for an extended period of time.
  - 92 a. ~~The incapacity/absence must take place on regularly assigned time. In the  
93 case of faculty, summer session and overload assignment shall not be  
94 considered regularly assigned time. In the case of 10 or 11-month classified  
95 employees, only assigned time will be considered.~~
  - 96 b. ~~The incapacity/absence must be estimated by a physician to exceed one  
97 month of regularly assigned time.~~~~
- 98 4) ~~In the event that LEAVE BANK benefits will not cover the period of estimated  
99 incapacity/absence, the LEAVE BANK beneficiary may use donated time in partial  
100 day increments to remain in at least 50% paid status to maintain District paid  
101 health and welfare benefits. No matter how donated time is used, benefits from  
102 the plan may not exceed 12 months.~~
- 103 5) ~~Must submit medical verification. The District may require additional medical  
104 verification from a physician selected by the District at District expense.~~
- 105 6) ~~Must submit letter or form requesting LEAVE BANK benefits. An authorized person  
106 other than the donee may request donated leave.~~
- 107 7) ~~Must use all donated leave within a twelve (12) consecutive month period following  
108 the donation. Leave time will be returned to the LEAVE BANK if the employee~~

109 returns to work and has a reoccurrence of the same or related catastrophic illness  
110 or injury, after using any accrued vacation or sick leave, previously donated leave  
111 days may be used if the time remains available.

112 8) If no reoccurrence of the catastrophic illness or injury occurs within one (1) year of  
113 the date returned to work, the unused donated leave will revert to the District's  
114 **LEAVE BANK**.

115 9) Pledged donated leaves can be used only for the specified catastrophic illness or  
116 injury. A different catastrophic illness or injury must be handled as a separate or  
117 second incident.

118 10) As required in Education Code Section 87045, the District determines that the  
119 employee is unable to work due to the employee's catastrophic illness or injury.

120 11) Any employee who has suffered a catastrophic illness or injury and who has been  
121 absent for at least 30 continuous calendar days prior to the initiation of this plan  
122 (June 18, 1998), may be considered by the C.I.I. Committee for eligibility without  
123 meeting the requirements of Sections I.2 and II.1 of this plan.

124 12) **EXCLUSIONS:** Stress-related illness; elective surgery; normal pregnancy;  
125 worker's compensation claims; disabilities resulting from alcoholism or drug  
126 addiction unless the drugs are being administered by a physician; intentionally self-  
127 inflicted injuries; or illnesses such as colds, flu, allergies, headaches, etc.

128 **7039.3 Donating Employee Requirements**

129 1) Must donate a minimum of eight (8) hours initially, and in one-hour increments  
130 thereafter. May donate a maximum of forty (40) hours at any one call AND MUST  
131 retain no less than two hundred forty (240) hours of eligible leave on record. Faculty  
132 members may not donate summer session or overload sick leave. Classified  
133 members may not donate compensatory time.

134 2) If eligible for vacation time, employee may donate accumulated vacation time with  
135 no restrictions.

136 3) **LEAVE DONATIONS ARE IRREVOCABLE! ONCE YOU DONATE, IT'S GONE  
137 FOREVER.**

138 4) Any unused donated leave will revert to the District's **LEAVE BANK** for use by  
139 other catastrophically ill/injured employees who request and are approved to use  
140 leave from this bank.

141 5) Donated sick leave or vacation leave is charged on an hour-for-hour basis of the  
142 classification and/or salary of either the donee or the donor.

143 **7039.4 Leave Bank Provisions**

144 In addition to the conditions specified above, the following items apply specifically to  
145 **LEAVE BANK** requests:

146 1) The District will annually, or as needed, promote a call for donations for the **LEAVE  
147 BANK**.

148 2) Unused donated leave reverting to the **LEAVE BANK** and/or leave specifically  
149 donated to the **LEAVE BANK** makes up the **LEAVE BANK**.

150 3) Requests for leave are subject to **LEAVE BANK** availability. The District is not  
151 responsible for filling requests for the **LEAVE BANK** if leave is not available.

152 4) ~~It is the responsibility of the employee or authorized person making the request to~~  
153 ~~submit sufficient information or explanations to the C.I.I. Committee for approval.~~  
154 ~~Insufficient information on a request will be grounds for denial.~~  
155 5) ~~Requests for use of the LEAVE BANK are to be directly submitted to the Director~~  
156 ~~of Personnel Services. The Director of Personnel Services will review and verify~~  
157 ~~the request and certify the eligibility of the employee. The Director of Personnel~~  
158 ~~Services will provide the C.I.I. Committee with appropriate information. The~~  
159 ~~Committee will review the leave request but will not be told the name of the person~~  
160 ~~making the request. Confidentiality will be upheld, and all efforts will be made to~~  
161 ~~ensure the privacy of the employee making the leave request. The C.I.I.~~  
162 ~~Committee will determine the result for leave requests.~~  
163 6) ~~The Payroll Department, Business Services, will administer the transfer of leave~~  
164 ~~and verification of balances in the LEAVE BANK.~~

165 Office of Primary Responsibility: Vice President, Human Resources

*NOTE: The language in strikethrough is current Cerritos CCD Policy 7039 titled Catastrophic Illness/Injury Leave Donation Plan adopted on 7/9/98.*

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**Date Approved:**

DRAFT