

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
November 6, 2017

PRESENT: Dr. Jose Fierro  
Felipe Lopez  
Dr. Adriana Flores-Church  
Dr. Stephen Johnson  
Sandy Marks  
Scott O'Neil  
(*for Michelle Lewellen*)  
Stephanie Rosenblatt  
Armando Soto  
Dr. April Griffin  
Lynn Laughon  
David Ward  
Kim Applebury  
Julie Mun

ABSENT: Rick Miranda  
Michelle Lewellen  
Karen F. Patron D.

GUEST(s): Dr. Frank Mixson

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:03 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF  
EMPLOYMENT OPPORTUNITIES

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

IV. APPROVAL OF MINUTES – October 23, 2017

It was moved by Mr. Soto and seconded by Mr. Ward to approve the October 23 minutes. The vote for approval was 10-0-3; Dr. Johnson, Mr. Lopez, and Mr. O'Neil abstained.

V. BOARD AGENDA – November 15, 2017

The committee reviewed the draft November 15 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Developmental Education**

Dr. Mixson stated that the committee has been discussing AB 705, which requires community colleges to use high school coursework, high school grades, and/or high school grade point average to place students into math and English. Colleges may also use self-reported high school information or guided placement, including self-placement for students. He provided an overview of current placements into transfer-level math and English courses, and anticipated placements using MMAP criteria. Dr. Mixson also discussed remediation limitations and stated that the math and English departments are

working with the co-requisite model, which promotes concurrent support during the same semester. He stated that the committee's future plans include developing a placement tool that incorporates high school transcript data, self-reporting data, and guided self-placement data. The committee will also support the development of co-requisite courses, and transitioning non-credit students to credit courses. Dr. Mixson stated that automating the process is essential and that he is speaking with a consultant to explore options. The priority and desired outcome is to remove hurdles that are preventing our students from progressing.

### **Outstanding Classified Employee Selection**

Dr. Flores-Church distributed the attached August 15, September 14, and October 26 meeting agendas and minutes. She also distributed copies of the updated [online nomination form](#). The committee will continue to reach out to campus groups to increase awareness and nominations.

### **Student Equity Plan**

Dr. Johnson distributed the attached March 8 and April 12 meeting minutes, May 10 meeting agenda and minutes, and September 13 and October 11 meeting agendas. He stated that the committee recommends budgeting to the Executive Council. Performance reports for Cultivating a Growth Mindset, Lab Assistants/Instructional Aides/Embedded Tutors (SEM), Student Success Tutors, Satellite Academic and Support Center, Discipline Specific Tutoring, LINC Support Group/Community Outreach Leaders, EOPS Part-time Counseling, Transfer Programs, Center for Teaching Excellence, and Library Expanded Hours were provided to the committee to share the successes and outcomes of initiatives funded by the student equity budget, and to assess effectiveness and make determinations about subsequent budget recommendations.

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

No reports.

## **VIII. STATUS OF SHARED GOVERNANCE**

### **Proposed Board Policy 6307 – Debt Issuance and Management**

Mr. Lopez stated that the CCLC recently issued a template policy to comply with requirements set forth in Government Code Section 8855. The policy states that the college will professionally manage its debt and will fulfill its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

It was moved by Ms. Marks and seconded by Mr. Soto to forward draft Board Policy 6307 – Debt Issuance and Management to the Board Policy Review Advisory Committee as attached. The vote for approval was unanimous.

### **Revised Administrative Procedure 6750 – Parking and Traffic-Related Items**

Dr. Johnson stated that the procedure was revised to list the different types of valid parking permits, and their restrictions. The proposed updates will clarify and provide more documentation for current procedures and also increase accountability.

It was moved by Mr. Ward and seconded by Mr. Soto to approve revised Administrative Procedure 6750 – Parking and Traffic-Related Items as attached. The vote for approval was unanimous.

**IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

Dr. Griffin stated that the Faculty Senate is accepting [applications](#) from full-time faculty to serve as the Faculty Accreditation Liaison. The deadline to apply is Monday, November 27. Faculty Senate will make a selection at its December 5 meeting.

Mr. O'Neil stated that he attended the November 2-4 Fall Plenary Session and that topics of discussion included multiple measures, the [Flex Learning Options for Workers \(FLOW\)](#) endeavor, online education, and [guided pathways](#).

**X. PRESIDENT'S REPORT**

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as differences between open and closed meeting campus meetings or events, procedures for responding to instances of federal immigration enforcement, draft social media guidelines, and use of student posting areas.

**ADJOURNMENT**

Meeting adjourned at 2:43 p.m.



# **Developmental Education Committee**

**AB-705 Seymour-Campbell Student Success Act of 2012:  
Placement and Remediation**

# Placement in Math and English

- A community college district or college shall . . . use, in the placement of students into English and mathematics courses in order to achieve this goal, one or more of the following measures:
  - (i) High school coursework.
  - (ii) High school grades.
  - (iii) High school grade point average.

## Placement in Math and English (cont.)

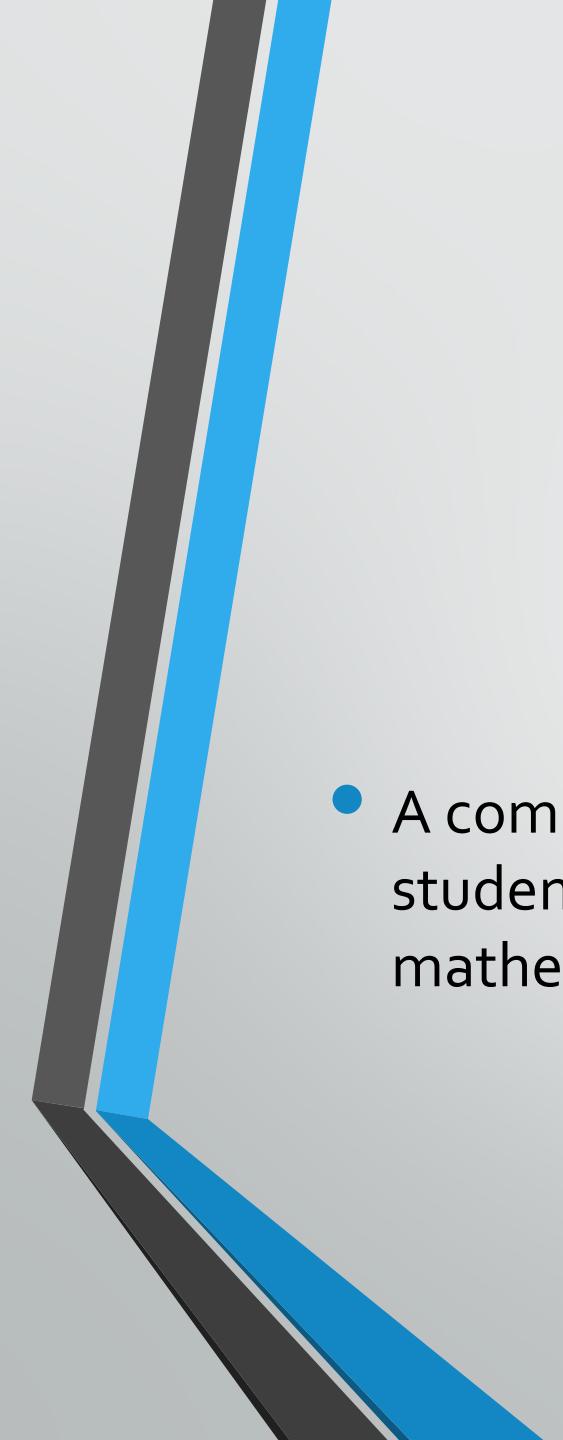
- When high school transcript data is difficult to obtain, logically problematic to use, or not available, a community college district or community college may use **self-reported** high school information or **guided placement**, including **self-placement** for students.

# The Impact of Placement Requirements

	Current Placement into Transfer-Leve Course	Placement Using MMAP Criteria
English	16%	45%
Math	4%	25%

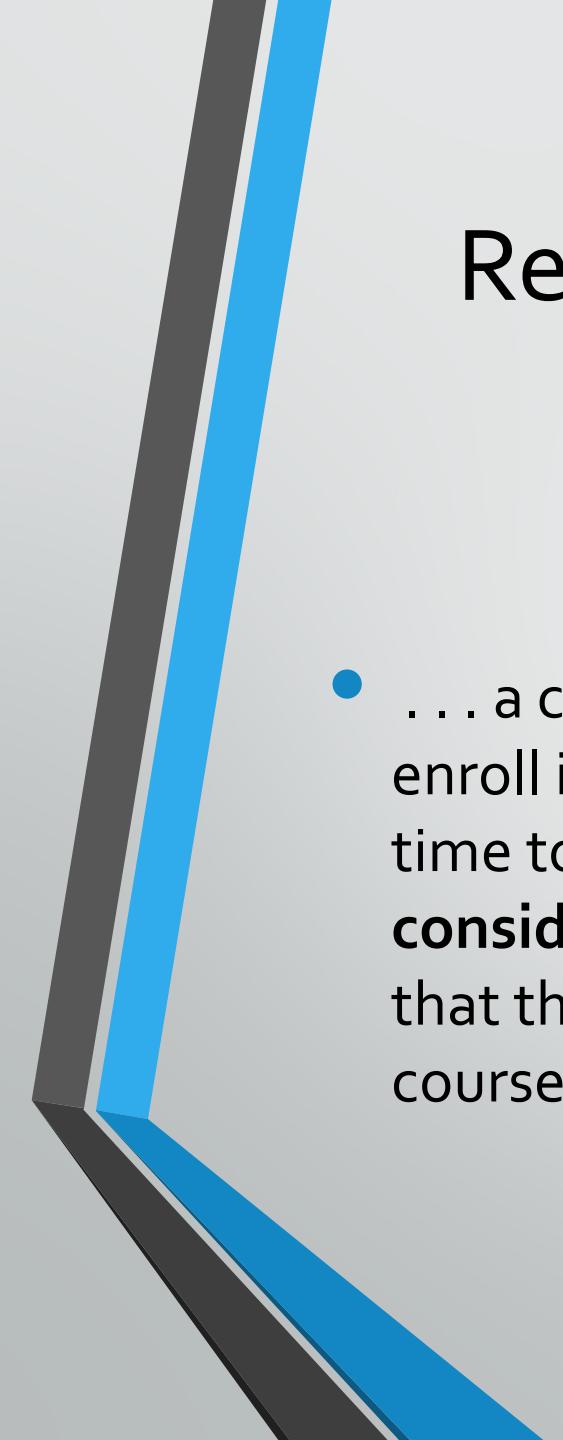
# Placement and Completion

	Current Transfer-Level Placement	MMAP Placement	Transfer-Level Completion	
English 3714	16% 584	45% 1671	408 (70%)	1169 (70%)
Math 4072	4% 151	25% 1018	99 (50%)	509 (50%)



# Remediation: 1 Year Limitation

- A community college district or college shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe . . .



# Remediation: Shall Not Require Remedial Coursework

- . . . a community college district or college shall not require students to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless **placement research that includes consideration of high school grade point average and coursework** shows that those students are **highly unlikely to succeed** in transfer-level coursework in English and mathematics.

# Completion of Transfer-Level Math and English

## Fall 2015-Spring 2017

	3 levels and below	2 levels below	1 level below	Transfer-level
English	38%	26%	40%	76%
Math	.9%	7%	29%	66%

# Remediation: Co-Requisite Courses

- A community college district or college may require students to enroll in additional **concurrent support**, . . . , **during the same semester** that they take a transfer-level English or mathematics course, but only if it is determined that the support will increase their likelihood of passing the transfer-level English or mathematics course.

# English: High Unlikely to Succeed

Cerritos College 2 Year Completion Rates		MMAP Criteria	
Transfer-Level	76%	GPA 2.6 and above	73%
1 Level Below	40%	GPA 1.9-2.6	49%
2 Levels Below	26%	GPA below 1.9	43%

# Math: High Unlikely to Succeed

Cerritos College 2 Year Completion Rates		MMAP Criteria	
Transfer-Level	66%	GPA 3.0 and above OR GPA 2.3-3.0 and earned a C or higher in Pre-Calc	70%
1 Level Below	29%	GPA 2.3-3.0 and passed Alg II with C or higher	58%
2 Levels Below	7%	GPA 2.3-3.0 and not passed Alg II	49%
3 Levels or More Below	.9%	GPA below 2.3	40%

# Co-Requisites: Making Up the Difference

Math MMAP		English MMAP	
GPA 3.0 and above OR GPA 2.3-3.0 and earned a C or higher in Pre-Calc	70%	GPA 2.6 and above	73%
GPA 2.3-3.0 and passed Alg II with C or higher	58%	GPA 1.9-2.6	49%
GPA 2.3-3.0 and not passed Alg II	49%	GPA below 1.9	43%
GPA below 2.3	40%		

# Dev Ed Committee Plans

- Develop Placement Tool that Incorporates High School Transcript Data, Self-Report Data, and Guided Self-Placement Data
- Support the Development of Co-Req Courses
- Transition Non-Credit Students to Credit Courses

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

Human Resources Conference Room

August 15, 2017

10:00 a.m.

- I. Welcome
- II. Approval of Minutes – June 2017
- III. Discussion
- IV. Voting – **August Employee of the Month**
- V. Around the Table
- VI. Adjournment

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Tuesday, August 15, 2017**  
**HR Conference Room**  
**10:00 a.m.**

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Sandy Marks	ACCME	X	
Timothy Juntilla	Faculty Senate		X
Lori Thomas	Confidential	X	
Vacant	ASCC		
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA	X	
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Ilda Cardenas – no longer at the college	CSEA		X
Lynn Laughon	CSEA	X	
Mary D'Etorre	CSEA	X	
Regina Ybanez	CSEA	X	
Richard Garcia	CSEA		X
Samuel Chavez	CSEA	X	
Monica Acuna	Staff Development Assistant	X	

**Welcome:**

The committee welcomed Jacqueline Mendez to the committee, she is representing ASCC  
 Sandy Marks is representing ACCME until someone is selected for this committee.

**Minutes:**

Danylle motioned to approve the minutes. Lori seconded the motion.

**Voting Employee of the Month:**

Shannon Estrada was selected as the August 2017 employee of the Month

**Team Award Nomination Review:**

Suggestions:

- Team awards be given out in October and March
- Change the Outstanding Team Nomination form to match the Employee Nomination form

Next Regular meeting: September 14, 2017

Adjourned at 11:00 a.m.

Submitted by: Monica Acuña

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

Human Resources Conference Room  
September 14, 2017  
10:00 a.m.

- I. Welcome New Members
- II. Approval of Minutes – August 15, 2017
- III. Discussion
- IV. Voting – **September Employee of the Month**
- V. Around the Table
- VI. Adjournment

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Tuesday, September 14, 2017**  
**HR Conference Room**  
**10:00 a.m.**

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Sandy Marks	ACCME	X	
Chad Greene	Faculty Senate	X	
Lori Thomas	Confidential	X	
Jacqueline Mendez	ASCC	X	
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA	X	
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA		X
Dave Ward	CSEA	X	
Monica Acuna	Staff Development Assistant	X	

**Welcome New Members:**

Alva was nominated and selected to serve as chair if Adriana is absent from a meeting.

Kim was nominated and selected to serve as secretary if Monica is absent from a meeting.

**Minutes:**

Kim motioned to approve the minutes. Alva seconded the motion.

**Voting Employee of the Month:**

Manuel Mendes was selected as the September 2017 employee of the Month

**Employee Nomination Review:**

Suggestions:

- Fillable box under the questions
- The committee will interview the person making the nomination if question arise regarding the nominee
- Create guidelines for committee member interviewing the person who filled out the nomination

Next Regular meeting: October 19, 2017  
Adjourned at 11:00 a.m.

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

Human Resources Conference Room  
October 26, 2017  
10:00 a.m.

- I. Welcome New Members
- II. Approval of Minutes – September 14, 2017
- III. Nomination Form Review
- IV. Discussion
- V. Voting – **October Employee of the Month**
- VI. Around the Table
- VII. Adjournment

**MINUTES**  
**OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE**  
**Tuesday, October 26, 2017**  
**HR Conference Room**  
**10:00 a.m.**

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Elizabeth Miller	ACCME	X	
Chad Greene	Faculty Senate	X	
Lori Thomas	Confidential		X
Jacqueline Mendez	ASCC	X	
Alva Acosta	CSEA	X	
Danylle Williams-Manser	CSEA		X
Kim Applebury	CSEA	X	
Monique Valencia	CSEA	X	
Maricela Pedroza	CSEA	X	
Robin Preece	CSEA	X	
Caitlin Mullins	CSEA	X	
Ronald Metz - Nick	CSEA		X
Lucy Self	CSEA	X	
Dave Ward	CSEA		X
Monica Acuna	Staff Development Assistant	X	

**Welcome and Introductions:**

**Minutes:** Maricela motioned to approve the minutes. Alva seconded the motion

**Nomination Form Review:**

The committee approved the changes made to the nomination form. Monica will request the new form be uploaded to the website.

**Discussion:**

Suggestions were made by the committee on how to increase nominations.

- CSEA announcement
- Faculty Senate announcement
- Jacqueline Mendez will announce it to students
- Comment boxes to be placed in visible locations to give employees the choice to write a nomination or submit electronically
- Committee members announcing it in staff meetings

The committee discussed reviewing nominations as a group if a nomination did not meet the criteria. The committee will designate two people to interview the nominator for more information and bring it back to the committee.

**Voting**

Nadia Benavidez was selected as the October Employee of the Month

Next Regular meeting: November 16, 2017  
Adjourned at 11:00 a.m.



# Classified/Confidential Employee of the Month Nomination Form

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## Who is eligible?

1. Each nominee must be a permanent full-time or part-time classified or confidential employee. (*Nominations are received and verified by Staff Development Assistant.*)

## Criteria:

1. Nominees must perform duties beyond their job duties. They perform these duties with distinction and also make a positive contribution to students, fellow employees, or the college community.
2. Examples of positive contributions to the college community may include but are not limited to:
  - a. serving on a committee or as a club advisor
  - b. improving or creating a new procedure, guideline or process
  - c. participating in campus programs, events or student activities.
  - d. doing volunteer work on campus or off-campus

Please submit nominations by the 25th of the month for consideration at the next committee meeting

## Guidelines for Writing a Nomination:

Please provide a detailed description of why you think the nominee has earned the honor of becoming the “Outstanding Classified/Confidential Employee of the Month.”

Please provide specific examples of how the nominee’s contributions to the college **go above and beyond** his/her normal job duties.

For this nomination to be considered, the nominating individual must list detailed reasons why the nominee(s) should be considered by the committee.

The Outstanding Classified Employment Selection committee will review all nominations and may seek additional information in writing or in person from the person making the nomination.

You may complete this form as a paragraph or a list of relevant information. Thank you for taking the time to nominate your fellow employees for their contributions to the college mission and community.

## Classified/Confidential Employee of the Month

### Nomination Form

**Name of Nominee:**

**Job Title of Nominee:**

**E-mail of Nominee:**

**Department of Nominee:**

**Name of Nominator:**

**E-mail of Nominator:**  **Extension No:**

**All the time**

**Most of the time**

**Some of the time**

**Unknown/Not Sure**

This person is noted for the work performed beyond his/her duties on campus

This person is dedicated and reliable employee

This person is willing to help

This person is respectful

This person is approachable

This person embodies the classified/confidential staff

Other employees seek direction/guidance from this employee

This person contributes to students, fellow employees, or the college community.

This person serves on a committee or as a club advisor

This person has developed or improved a new procedure, guideline or process

This person participates in campus programs, events, or student activities

This person does volunteer work on or off campus

Additional Comments (Optional)



# Classified/Confidential Employee of the Month Nomination Form

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## Who is eligible?

1. Each nominee must be a permanent full-time or part-time classified or confidential employee. (*Nominations are received and verified by Staff Development Assistant.*)

## Criteria:

1. Nominees must perform duties beyond their job duties. They perform these duties with distinction and also make a positive contribution to students, fellow employees, or the college community.
2. Examples of positive contributions to the college community may include but are not limited to:
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  - b. improving or creating a new procedure, guideline or process
  - c. participating in campus programs, events or student activities.
  - d. doing volunteer work on campus or off-campus

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Please provide a detailed description of why you think the nominee has earned the honor of becoming the “Outstanding Classified/Confidential Employee of the Month.”

Please provide specific examples of how the nominee’s contributions to the college **go above and beyond** his/her normal job duties.

For this nomination to be considered, the nominating individual must list detailed reasons why the nominee(s) should be considered by the committee.

The Outstanding Classified Employment Selection committee will review all nominations and may seek additional information in writing or in person from the person making the nomination.

You may complete this form as a paragraph or a list of relevant information. Thank you for taking the time to nominate your fellow employees for their contributions to the college mission and community.

## Classified/Confidential Employee of the Month

### Nomination Form

**Name of Nominee:**

**Job Title of Nominee:**

**E-mail of Nominee:**

**Department of Nominee:**

**Name of Nominator:**

**E-mail of Nominator:**  **Extension No:**

**All the time**

**Most of the time**

**Some of the time**

**Unknown/Not Sure**

This person is noted for the work performed beyond his/her duties on campus

This person is dedicated and reliable employee

This person is willing to help

This person is respectful

This person is approachable

This person embodies the classified/confidential staff

Other employees seek direction/guidance from this employee

This person contributes to students, fellow employees, or the college community.

This person serves on a committee or as a club advisor

This person has developed or improved a new procedure, guideline or process

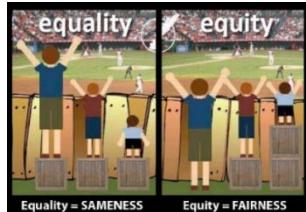
This person participates in campus programs, events, or student activities

This person does volunteer work on or off campus

Additional Comments (Optional)

Cerritos College  
The College Committee on Student Equity  
Wednesday, March 8, 2017; 3:00 p.m.; LC 51

**MINUTES**



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)  
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)  
Damon Cagnolatti, iFALCON (Faculty Representative)  
Dr. Jan Connal, General Counseling (Faculty Representative)  
Marvelina Graf, Co-Director, Transfer Center, as proxy for Brittany Lundein, Co-Director, Transfer Center (Faculty Senate)  
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)  
Michelle Lewellen, Faculty Senate President (Faculty Senate)  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)  
Norma Rodriguez, Director, Student Program Services (ACCME)  
Nishi Shah, English Department (Faculty Representative)  
Yvette Tafoya, EOPS Assistant Director (Ex-officio)  
Traci Ukita, Counseling Department Chair (Faculty Senate)  
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)  
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)  
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Dr. Renée DeLong, Dean, Counseling (Ex-officio)  
Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)  
Felipe Lopez, Vice President of Business Services (Ex-officio)  
Saul Lopez-Pulido, Student Representative (ASCC)  
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)  
Terrance Mullins, CCFF (Faculty Representative)  
Karen Patron, Student Representative (ASCC)

Guests: Shareefa Abdul-Hameem, Shawna Baskette, Kahlil Ford, Linda Ramos, Chris Richardson, Michelle Rodriguez, Kaitlin Scott, Alycia Wagner

Dr. Johnson called the meeting to order at 3:07 p.m.

**I. Approval of Minutes**

MSU (La Vigne, Mitchell) to approve the Student Equity Committee minutes of February 8, 2017, as presented. Ms. Vasquez and Ms. Rodriguez abstained.

**II. Consideration of Requests**

Dr. Johnson submitted that the Umoja Program is requesting approval to redirect \$2,000 of their Student Equity allocation toward hiring a graduate student intern for the remainder of the fiscal year. MSU (Blackburn, Ukita) to approve \$2,000 from the existing Umoja allocation to go toward a graduate student intern.

A request was submitted by Dr. Hill for \$10,000 to attend the annual Umoja Summer Learning Institute. The gathering provides professional development, program enhancement, and curriculum review and modifications. As a new member of the Umoja Community, the Cerritos College team is expected to attend. Dr. Blackburn requested that as the Student Equity research analyst, Dr. Kahlil Ford also be funded to attend. The request was amended to \$12,000 to include Dr. Ford.

MSU (Vasquez, Cagnolatti) to approve \$12,000 for the Cerritos College Umoja team and Dr. Ford to attend the Umoja Summer Learning Institute.

A request was made to have the current status of the Student Equity budget available at the next meeting. Dr. Johnson stated that all of the current year allocation was budgeted. He noted that we have some departments that charged expenses to their department budgets but will transfer them to their Student Equity account before the end of the year. This could affect the amount of our current balance.

**III. BSI-Student Equity-3SP Integration Update and 2017-18 Budget Development**

Mr. Miranda reported that the integration group met and decided to bring the components of the template to each body (Student Equity to Student Equity, BSI to BSI, etc.) to address their part of the plan. The integration group will then assemble the different components into an overarching plan. The final plan is due in December but they will try to come back to this committee with a rough draft by the end of the spring term.

It was discussed and determined that campus-wide requests for 2017-18 funding will be solicited after the integration plan is completed and the budget is confirmed. Dr. Johnson noted that there are a number of ongoing items in the budget but there may be funds available for smaller requests or programs.

**IV. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**

**A. Cultivating a Growth Mindset (2015-16 Project) – Jan Connal**

Dr. Connal and student Shareefa Abdul-Hameem presented information on the activities of the 2015-16 Cultivating a Growth Mindset project. Dr. Connal stated she received \$5,000 for professional development on the topic of Growth Mindset in the spring of 2016. Faculty from Developmental Education and other departments were invited to learn about brain plasticity and the belief that you can grow your brain. Dr. Connal shared encouraging data on a Math 60 Learning Community class taught with a Counseling 200 infused with Habits of Mind versus a stand-alone Math 60 class. Shareefa Abdul-Hameem, a Counseling 200 student, shared her experience and the benefits of being a student taught growth mindset practices.

**B. Lab Assistants/Instructional Aides/Embedded Tutors (SEM) – Connie Boardman**

Connie Boardman reported on the activities in the Math Learning Center (MLC) whose instructional aides are funded with an allocation from Student Equity funds. Semi-independent math courses take place in the MLC. These courses cover the same content as traditional math classes but use entirely different methods of delivery. While students are responsible for reading their textbook and learning on their own, they can come into the MLC for help. Ms. Boardman stated that the MLC

serves approximately 660 students per semester. She added that before the budget problems of 2012, they served over 1,100 students because they were able to employ more instructional aides. She shared data that success rates in most semi-independent math courses are comparable or higher than traditional courses and about 90% who stay enrolled passed their course. In the future, Ms. Boardman would like to increase enrollment back to pre-budget cut numbers, provide more training for instructional aides, implement 9-week classes, offer higher level courses, and work to make it easier for students to identify semi-independent classes before they register.

C. Student Success Tutors – Kaitlin Scott, Manuel Lopez, and Shawna Baskette

Shawna Baskette reported on the efforts of the math tutors who work on the floor of the Math Success Center (MSC). Data compiled by IERP showed that students who use math tutoring are more successful in passing and completing their math courses than those who do not. It also showed that success and completion rates grew based on the frequency of use. About 30% of math students visited the MSC, and Math 60 students are the most frequent users. Additional data sorted by race/ethnicity and age was provided showing comparisons of use by all math students versus MSC users. The data indicated there is a growing trend for success when students use the MSC.

D. Satellite Academic and Support Center – Chris Richardson and Kaitlin Scott

The Satellite Academic and Support Center is also known as the Student Athlete Success Center. Chris Richardson presented a video of student athletes sharing how the Athlete Success Center has helped them, as well as accounts from tutors on their experiences with the athletes. He provided data on the demographic make-up of our student athletes and outlined the time commitment, external standards, and eligibility requirements they must meet to compete. The Athlete Success Center has developed into a learning community for student athletes where they can learn to be students, strengthen their use of student support services, and talk to each other about their struggles. There is a counselor present doing Educational Plans and talking with the athletes about their majors. The support they've received has built their confidence and has them talking to each other about being students. Additional data was prepared by IERP on athletic graduation rates, retention, and matriculation; Educational Plans completed; increased completion of basic skills; and higher levels of success, persistence, and retention than the institution's general population in basic skills courses. Future plans were outlined to address limitations and expand services and resources in 2017-18.

E. Discipline Specific Tutoring – Kaitlin Scott, Michelle Rodriguez, and Shawna Baskette

Kaitlin Scott clarified that discipline specific tutoring is assistance for courses outside the four main subjects of ESL, math, reading, and English. Over 1,300 students visited the Success Center during the 2015-16 school year for a combined total of about 6,000 visits. Sign language, chemistry, and physics are the most utilized tutoring services. Data supports the fact that students who visited the Success Center for discipline specific tutoring had higher levels of success, retention, and persistence than those who did not visit the Success Center.

**V. Member Reports**

Ms. Vasquez requested an update on when the disproportionate impact data will be ready for the committee to review. Dr. Blackburn asked that a request to prepare the data be forwarded to her office and she will bring the information to the committee.

Dr. Blackburn thanked Dr. Ford for his hard work on preparing the data for four out of five of today's reports. The presenters agreed that he produces quick results and his work is very easy to read and understand.

**VI. Next Meeting**

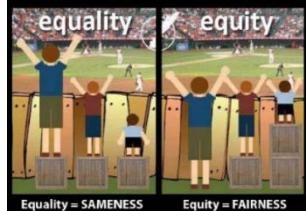
The next meeting is scheduled for April 12, 2017, at 3 p.m. in LC 51.

**VII. Adjournment**

The meeting was adjourned at 4:34 p.m.

Cerritos College  
The College Committee on Student Equity  
Wednesday, April 12, 2017; 3:00 p.m.; LC 51

**MINUTES**



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)  
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)  
Damon Cagnolatti, iFALCON (Faculty Representative)  
Dr. Jan Connal, General Counseling (Faculty Representative)  
Dr. Renée DeLong, Dean, Counseling (Ex-officio)  
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)  
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)  
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)  
Norma Rodriguez, Director, Student Program Services (ACCME)  
Yvette Tafoya, EOPS Assistant Director (Ex-officio)  
Traci Ukita, Counseling Department Chair (Faculty Senate)  
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)  
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)  
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Michelle Lewellen, Faculty Senate President (Faculty Senate)  
Felipe Lopez, Vice President of Business Services (Ex-officio)  
Saul Lopez-Pulido, Student Representative (ASCC)  
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)  
Terrance Mullins, CCF (Faculty Representative)  
Karen Patron, Student Representative (ASCC)  
Nishi Shah, English Department (Faculty Representative)

Guests: Kristine Aslanyan, Shawna Baskette, David Betancourt, Marvelina Graf, Linda Ramos, Kevin Smith, LaSummer Whiting

Mr. Miranda called the meeting to order at 3:05 p.m.

**I. Review and Action: Budget--Consideration of Docketing Requests**

Mr. Miranda stated that requests for additional funding were brought forward at the last meeting. We need to discuss how we will address new requests when we haven't made the option available to the entire campus community. This topic will be discussed further later in the agenda.

**II. BSI-Student Equity-3SP Integration Update**

Members received a copy of the template for the 2017-19 Integrated Plan. Mr. Miranda informed the committee that each group (BSI, Student Equity, 3SP) will submit their proposal describing what they do so the integration task force can look for overlap of services and ensure we are encompassing everyone in one cohesive program. The task force will be attending training on April 28 to discuss the integrated plan and hear best practices, direction, and points to consider as they shape the integrated plan. He added that the integrated plan is due on December 1, so the task force will have to move quickly through the summer to bring the document back for approval in the fall.

Ms. Vasquez stated that part of the discussion in the integration task force was that representatives from each of the areas (BSI, Student Equity, 3SP) would return to their respective groups and discuss the goals and activities we would want to propose for the upcoming year so that, when we write the integrated plan, we can look at where we can support one another as one full plan. Mr. Miranda stated we will be dedicating several of our meetings in the future to discussion about our goals for the integrated plan.

**III. Review and Action: Consideration of Proposed Funding Categories and Line Items**

A working copy of the Student Equity Funding Categories and Items for 2017-18 was presented. Mr. Miranda emphasized that this is not a current budget. He explained that 2016-17 projects are still spending funds, so we have not been able to reconcile a budget balance with Fiscal Services. This budget sheet is for proposed ongoing and continuing items only; items with one-time or expired funds have been removed.

Lengthy discussion followed regarding funding for increased costs of part-time personnel; hiring a classified program facilitator to support BSI, Student Equity, and 3SP with the integration; institutionalizing some of the ongoing costs being supported by Student Equity funds; and whether Student Equity funds would continue to be allocated by Executive Committee.

It was agreed by consensus that a clear process be developed for all funding requests. Requests should not be considered without submission of an application for the committee to consider. Also, the allocation of Student Equity funds by Executive Committee should be shared and explained to this committee.

**IV. 2017-18 Budget Development**

Discussion of 2017-18 budget development was included in Item III above and will be continued at the next meeting.

**V. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**

A. LINC Support Group/Community Outreach Leaders (15-16 Project) – Yvette Tafoya and Linda Ramos Linda Ramos, LINC Program Facilitator, shared information on how Student Equity funds are used in the LINC Program. Kevin Smith, LINC Student Ambassador, shared his experience as a Student Ambassador doing outreach and working with other LINC students. Ms. Ramos also shared data about the number of LINC students served, graduation and transfer numbers, average units attempted/completed, and average cumulative GPA. LaSummer Whiting, MSW intern from CSU Dominguez Hills, discussed the services we offer for LINC students and also the many referrals they can provide.

**B. EOPS Part-time Counseling (2015-16 Project) – Yvette Tafoya and Kristine Aslanyan**

Yvette Tafoya, EOPS Assistant Director, reported that Student Equity funds allocated to EOPS in 2015-16 provided part-time counseling services to EOPS students. She provided demographic data and common characteristics of our EOPS students. Kristine Aslanyan, EOPS Counselor, shared the number of degrees and certificates earned in 2015-16 and 2014-15, as well as data on the number of students served. EOPS counselors work to establish a rapport and trust with each student, in addition to encouraging a sense of belonging and connectedness to the EOPS program and the college.

**C. Transfer Programs – Brittany Lundeen and Marvelina Graf**

Marvelina Graf, Transfer Center Co-chair, provided a history of the Transfer Center's development from a cubicle in the One-Stop Center to its current office. Prior funding was provided through Foundation, Student Activities, and Counseling. The Transfer Center uses the majority of their Student Equity funding to provide 30 weekly hours of appointments with part-time counselors. Data was provided illustrating an increase in the number of counseling appointments over the last three years from 69 to over 950. It was noted that 75% of the Transfer Center's Student Equity funding pays for part-time counselors. Part-time counselors also assist Admissions in processing ADTs to meet university deadlines.

The remaining funds provide professional development to faculty for conference attendance and also on-campus outreach activities that include class presentations, Transfer Tuesday, Transfer Fairs, and an annual open house. To broaden student awareness of all their college options, information is available to students on private out-of-state colleges and partnerships with University of La Verne and Loyola Marymount.

It was noted that additional funds will be needed for future years due to increased costs of salaries. Additional funds are also needed for the Transfer Center to stay open over the summer.

**D. Center for Teaching Excellence – David Betancourt**

Dr. Betancourt distributed copies of the Center for Teaching Excellence (CTX) 2017 Report. He stated that multiple studies have shown that students believe and perceive the number one contributing factor to their academic success is their teachers. He noted that the CTX was recently awarded the 2017 Outstanding Program Award by the received award from California Community College Counsel on Staff Development. CTX is diligent about documenting process, activities, and outcomes. The 2017 report shares comments from faculty on what they have learned and the benefits of their experience with CTX. He added that all CTX services include an anonymous survey to help the program continuously improve what they do. Also included was statistical information on services offered, budget projections, coordinator and staff responsibilities, and samples of the activities facilitated by CTX program.

**E. Library Expanded Hours – Shawna Baskette**

Shawna Baskette reported that Library hours were expanded to include 9-10 pm Monday through Thursday and 10 am-3 pm Saturday for a total of nine weekly hours during the fall and spring semesters. She shared a history of regular semester and summer hours including when and why cuts were made. The data shared was calculated using a "gate count", and other figures based on head counts done by library staff. Ms. Baskette also surveyed local colleges for a comparison of their operating hours versus Cerritos. She was encouraged to see that we had longer hours than most of the other local colleges. She also stated that in her experience working at three community

colleges, we are by far the busiest academic library she has ever worked at or attended. She feels that our students truly value our library services.

**VI. Member Reports**

Mr. Miranda shared information on a “Virtual Town Hall” recently announced by the Chancellor’s Office that offers stakeholders an opportunity to provide input on the strategic vision for the California Community Colleges. The email announcement for the town hall being held on May 17 will be emailed to committee members.

Ms. Lundeen asked how she can request additional funding to support Transfer Center operation through the summer. Mr. Miranda indicated some areas are still spending their allocations down and he cannot in good faith say there will be funds left.

Dr. Blackburn suggested the Native American project should be assigned to a person not the Student Equity Committee. She believes the most appropriate place would be in the Student Services area. She added that this is one of the biggest indicators that needs attention according to the data. Mr. Miranda indicated he will take the suggestion to the Vice President of Student Services.

**VII. Next Meeting**

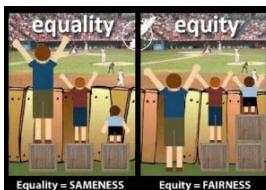
The next meeting is scheduled for May 10, 2017, at 3 p.m. in LC 51.

**VIII. Adjournment**

The meeting was adjourned at 4:41 p.m.

Cerritos College  
**College Committee on Student Equity**  
Wednesday, May 10, 2017; 3:00 p.m.; LC 51

**AGENDA**



**I. Approval of the Minutes**

The Committee will consider approval of the Minutes of March 8 and April 12, 2017.

**II. BSI-Student Equity-3SP Integration Update**

The Committee will hear an update on the progress for integration of these programs.

**III. 2017-18 Budget Development**

The Committee will receive and consider budget categories and projections for 2017-18.

**IV. Future Docketing of 2017-18 Budget Requests**

The Committee will consider docketing of budget requesting, subject to consideration in Item III above and the pending development of the BSI-Student Equity-3SP Integrated Plan.

**V. 2017-18 Meeting Calendar**

The Committee will review and consider approval of the 2017-18 meeting calendar.

**VI. Student Equity Shared Governance Committee Self Evaluation 2016-17**

The Committee will review and discuss the Shared Governance Evaluation form.

**VII. Campus-based Data on Equity Indicators**

The Committee will receive a report of the campus-based data on the statewide Student Equity Indicators.

**VIII. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**

The Committee will hear reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.

- A. Project H.O.P.E. – Danylle Williams-Manser
- B. Title IX Professional and Student Training and Development – Valyncia Raphael
- C. Research Analyst Funding/Data Capacity/Culturally Responsive Teaching – Kristi Blackburn
- D. Diversity Recruitment/Professional Development Training – Adriana Flores-Church
- E. Bridging the Digital Divide: Piloting Targeted Tech Support at the Library – Stephanie Rosenblatt and Shawna Baskette

**IX. Member Reports**

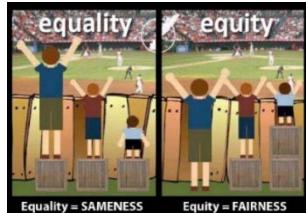
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.

**X. Next Meeting – Wednesday, September 13, 2017, at 3 p.m. in LC 51.**

**XI. Adjournment**

Cerritos College  
The College Committee on Student Equity  
Wednesday, May 10, 2017; 3:00 p.m.; LC 51

**MINUTES**



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)  
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)  
Damon Cagnolatti, iFALCON (Faculty Representative)  
Dr. Jan Connal, General Counseling (Faculty Representative)  
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)  
Michelle Lewellen, Faculty Senate President (Faculty Senate)  
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)  
Norma Rodriguez, Director, Student Program Services (ACCME)  
Yvette Tafoya, EOPS Assistant Director (Ex-officio)  
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Members Not Present: Dr. Renée DeLong, Dean, Counseling (Ex-officio)  
Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)  
Felipe Lopez, Vice President of Business Services (Ex-officio)  
Saul Lopez-Pulido, Student Representative (ASCC)  
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)  
Rick Miranda, Vice President of Academic Affairs (Co-chair)  
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)  
Terrance Mullins, CCFF (Faculty Representative)  
Karen Patron, Student Representative (ASCC)  
Nishi Shah, English Department (Faculty Representative)  
Traci Ukita, Counseling Department Chair (Faculty Senate)  
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)  
Dara Worrel, Math Department (Faculty Representative)

Guests: Shawna Baskette, Kahlil Ford, Valyncia Raphael, Stephanie Rosenblatt

Dr. Johnson called the meeting to order at 3:08 p.m.

**I. Approval of Minutes**

MSU (Hill, La Vigne) to approve the Student Equity Committee minutes of March 18, 2017, as presented.  
Ms. Lundeen abstained.

MSU (Lundeen, Aborn) to approve the Student Equity Committee minutes of April 12, 2017, as presented.

**II. BSI-Student Equity-3SP Integration Update**

Dr. Johnson stated that members of the Integration Task Force attended a Chancellor's Office training where they reviewed the integrated planning template and a model of the approval process. The Task Force has been meeting for some time to determine which parts of the Basic Skills Initiative (BSI), Student Equity, and Student Success and Support (3SP) programs will be continued or partnered in the new plan to achieve the expected success outcomes. As they develop the new integrated plan and roll out more substantive information, the Task Force will be requesting feedback from each of the programs. He indicated that he would forward suggestions from this committee to the integrated planning group if anyone had anything to share.

Dr. Connal stated that counselors have been discussing items they would like to see in the integrated plan for Student Equity. She distributed a handout they developed with ideas for Counseling and Student Services, Academic Affairs, and Institutional Collaboration. The list was reviewed and discussed by the group and will be shared with the Integration Task Force.

**III. 2017-18 Budget Development**

Members received a copy of the proposed tentative Student Equity funding categories and items for 2017-18. Dr. Johnson pointed out that the list is tentative because we do not have our final funding allocation yet from Sacramento, the final expenditures for this year, or the integrated planning completed. As these come to be known, some of the items on the list may be removed. It is recommended we approve a tentative budget now much like the college approves a tentative budget in June.

Discussion ensued regarding the use of Student Equity funds for necessary services were previously, could be, or should be institutionalized. Concern was expressed about supplanting services that were previously supported with district funds. It was noted that we need to document objectives and outcomes of the funded projects. It was also stated that while something may have an impact on student success, it may not be what Student Equity was created for and that the ongoing funding of some projects should not come from this fund. Dr. Blackburn requested that items that are ongoing be added to the reporting schedule so we have documentation of how we are meeting our equity outcomes based on these structurally different equity programs.

Dr. Johnson assured the group that equity funds are not being used to supplant district expenses. He added that any funding that doesn't need to be continued won't. Items funded are within the spending regulations and address one, and sometimes many, disproportionately impacted student groupings.

Attention was also drawn to the issue of ongoing increases in salary costs. While personnel was budgeted with consideration of raises and step increases, funding for other programs with increasing part-time staff expenses was not increased.

Dr. Blackburn suggested that the \$10,000 allocated to the Bridging the Digital Divide project be reallocated to the Native American project to help get the program started. It was also suggested that a functional location and supervision for the project be assigned. The additional funding could help provide expertise that can support the on-the-ground work. Dr. Raphael noted that the Diversity Committee should be working hand-in-hand with Student Equity, and as a new program, this project should first go there for the inquiry process and discussion about whether it is a viable program. Dr. Raphael stated she will meet with Dr. Blackburn to get more information and context for the program.

Dr. Johnson stated that we need a tentative budget in place for July 1 to carry us over until we have all of the information we need to finalize the amounts.

The committee was not able to approve the proposed tentative budget because there was no longer a quorum of members present.

Dr. Blackburn suggested, and it was agreed by those present, that we convene a special Student Equity Committee meeting on August 30 to continue discussion of the 2017-18 budget, complete the shared governance evaluation, and hear reports on the activities and outcomes originally scheduled for this meeting.

**IV. Future Docketing of 2017-18 Budget Requests**

This item was held over to the next meeting.

**V. 2017-18 Meeting Calendar**

This item was held over to the next meeting.

**VI. Student Equity Shared Governance Committee Self Evaluation 2016-17**

This item was held over to the next meeting.

**VII. Campus-based Data on Equity Indicators**

This item was held over to the next meeting.

**VIII. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**

A. Project H.O.P.E – Danylle Williams-Manser

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

B. Title IX Professional and Student Training and Development – Valyncia Raphael

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

C. Research Analyst Funding/Data Capacity/Culturally Responsive Teaching – Kristi Blackburn

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

D. Diversity Recruitment/Professional Development Training – Adriana Flores-Church

This presentation will be rescheduled for a meeting during the 2017-18 academic year.

E. Bridging the Digital Divide: Piloting Targeted Tech Support at the Library – Stephanie Rosenblatt

Stephanie Rosenblatt reported on the Student Equity project funded for tech support in the Library.

The project piloted the use of hourly workers to provide specialized tech support to students

working in the computer lab adjacent to the reference desk. They provided 996 hours of specialized computer help for target populations which included answering 3,202 technology-related questions,

providing technology support for students registering for classes, applying for financial aid, doing homework, and conducting job searches. Included in the population served were community users

who identified themselves as prospective students. She added that due to the late notice of

receiving project funding, they were only able to run the pilot for one semester. The pilot is now

complete and they will not be requesting continued funding. The tech support service has been incorporated into the Library's daily operations.

**IX. Member Reports**

This item was held over to the next meeting.

**X. Next Meeting**

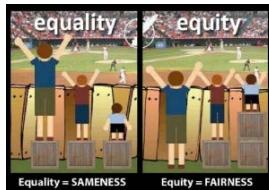
The next meeting is scheduled for September 13, 2017, at 3 p.m. in LC 51.

**XI. Adjournment**

The meeting was adjourned at 4:52 p.m.

Cerritos College  
**College Committee on Student Equity**  
Wednesday, September 13, 2017; 3:00 p.m.; AD 117

**AGENDA**



**I. Approval of the Minutes**

The Committee will consider approval of the Minutes of May 10, 2017.

**II. 2017-18 Meeting Calendar**

The Committee will review and consider approval of the 2017-18 meeting calendar.

**III. Student Equity Shared Governance Committee Self Evaluation 2016-17**

The Committee will review and discuss the Shared Governance Evaluation form.

**IV. BSI-Student Equity-3SP Integration Update**

The Committee will hear an update on the progress for integration of these programs.

**V. 2017-18 Budget Development**

The Committee will receive and consider budget categories and projections for 2017-18.

**VI. Future Docketing of 2017-18 Budget Requests**

The Committee will consider docketing of budget requesting, subject to consideration in Item V above and the pending development of the BSI-Student Equity-3SP Integrated Plan.

**VII. Campus-based Data on Equity Indicators**

The Committee will receive a report of the campus-based data on the statewide Student Equity Indicators.

**VIII. Member Reports**

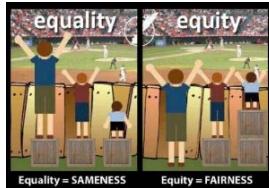
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.

**IX. Next Meeting – Wednesday, October 11, 2017, at 3 p.m. in AD 117.**

**X. Adjournment**

Cerritos College  
**College Committee on Student Equity**  
Wednesday, October 11, 2017; 3:00 p.m.; Board Room

**AGENDA**



**I. Approval of the Minutes**

The Committee will consider approval of the Minutes of September 13, 2017.

**II. SSSP-SEP-BSI Integration Plan Draft**

The Committee will receive and consider a draft of the SSSP-SEP-BSI Integrated Plan.

**III. 2017-18 Budget Development**

The Committee will receive and consider budget categories and projections for 2017-18.

**IV. Future Docketing of 2017-18 Budget Requests**

The Committee will consider docketing of budget requesting, subject to consideration in Item III above and the pending development of the SSSP-SEP-BSI Integrated Plan.

**V. Campus-based Data on Equity Indicators**

The Committee will receive a report of the campus-based data on the statewide Student Equity Indicators.

**VI. Native American Student Outreach and Support Initiative**

The Committee will receive a report on the Native American student program.

**VII. Member Reports**

Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.

**VIII. Next Meeting – Wednesday, November 8, 2017, at 3 p.m.**

**IX. Adjournment**

**Proposed Cerritos Community College District Policy**

**No. 6307**

**Business Services**

**1 BP 6307 DEBT ISSUANCE AND MANAGEMENT**

**2 References:**

**3 Government Code Section 8855**

**4** The President/Superintendent shall establish procedures to ensure the District is  
**5** professionally managing its debt and fulfills its annual debt issuance reporting  
**6** requirements to the California Debt and Investment Advisory Commission.

**7** Standard operating procedures shall include:

- 8** • The purposes for which the debt proceeds may be used.
- 9** • The types of debt that may be issued.
- 10** • The relationship of the debt to, and integration with, the District's capital  
improvement program or budget, if applicable.
- 12** • Policy goals related to the District's planning goals and objectives.
- 13** • The internal control procedures that the District has implemented, or will implement,  
to ensure that the proceeds of the proposed debt issuance will be directed to the  
intended use.

**16** Office of Primary Responsibility: Vice President, Business Services

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**Date Adopted:**

**Business Services**

**1 AP 6750 PARKING AND TRAFFIC-RELATED ITEMS**

**2 References:**

3 Education Code, Section 76360;  
4 Vehicle Code, Section 21113

5 The President/Superintendent delegates authority to implement these procedures to the  
6 Vice President of Student Services.

7 These procedures are intended to promote safe and orderly movement of traffic within  
8 District property for the safe and orderly parking of vehicles and bicycles.

9 All applicable provisions of the California Vehicle Code are expressly applicable both on  
10 and off paved roadways.

11 Parking of motor vehicles and bicycles is limited to specially designated areas. Fee  
12 permits are required for motor vehicles, 24 hours per day and all days of the year.  
13 Vehicles or bicycles parked in violation of the provisions of this code are subject to fines,  
14 towing, or impoundment.

**15 Permits to Park**

**16 Valid Disabled Person (DP) Placards**

- 17 • Permits parking in DP-designated space by person with disability to whom issued,  
18 at no cost
- 19 • Permits parking in staff space by person with disability to whom issued, with  
20 purchase and required display of valid student parking permit
- 21 • No overnight parking

**22 Valid Timed Parking Permission**

- 23 • Permits parking in green-lined stalls, only
- 24 • Permits parking by students, employees, and visitors
- 25 • Permission ends at expiration, up to two hours maximum; no overnight parking

**26 Valid Electric Vehicle Charging Station Parking Permission**

- 27 • Permits parking in green-lined EV Charging-designated stalls, only
- 28 • Permits parking for time of paid per-kWh charging of vehicle, only; no overnight  
29 parking

30 Valid One-Day Guest Permits

- 31 • Permits parking in lot(s) designated by the authorizing college administrator
- 32 • Valid on date shown, only; no overnight parking
- 33 • Not valid in green-lined, time-metered, or carpool stalls

34 Valid Daily Parking Permits

- 35 • Permits parking in white-lined stalls, only
- 36 • Permits parking by students, employees, and visitors
- 37 • Permission ends at 11:59 p.m. on the date purchased; no overnight parking

38 Valid Student Term Permits

- 39 • Permits parking in white-lined stalls, only
- 40 • Permits parking by students
- 41 • Terms are fall, spring, or summer
- 42 • No overnight parking

43 Valid Employee Term Permits

- 44 • Permits parking in yellow- and white-lined stalls, only
- 45 • Permits parking by faculty, classified staff, and managers
- 46 • Terms are fall, spring, summer, or annual
- 47 • No overnight parking

48 Fines shall be imposed for violation of regulations. Amounts shall be established based  
49 on severity of offense type and cost recovery for mandates and enforcement. Reference  
50 amounts shall be established and subject to periodic adjustment.

51 Offense Type Reference amount

52 Paid Status and Space Use \$40.00

- 53 • No valid permit or valid permit not displayed as directed
- 54 • Expired meter or other metered parking violation
- 55 • Parked outside parking space markings
- 56 • Unauthorized use of Reserved or Restricted parking
- 57 • Carpool space use without valid permit
- 58 • Carpool space use without carpool partner (if applicable)
- 59 • Parked in excess of time allowed
- 60 • Parked in Electric Vehicle Charging space without charger use
- 61 • No current tabs displayed; unregistered vehicle
- 62 • No license plate displayed

63 Safety \$50.00

- 64 • Stopping or parking in No Parking or Stopping zones
- 65 • Parked on Red Curb
- 66 • Parked in fire lane

67 Accessibility \$335.00  
68     • Parked in disability reserved space without valid permit  
69     • Misuse of disability placard  
70     • Parked with effect of limiting access to disability reserved space  
71     • Parked with effect of limiting use of disability access path of travel

72 Enforcement and Responsibility \$160.00  
73     • Use of lost or stolen permit  
74     • Use of altered, counterfeit, or fraudulent permit

75 Citations that are not contested or paid within statutory guidelines are subject to a late fee  
76 of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

77 All persons who enter on District property are charged with knowledge of the provisions  
78 of this procedure and are subject to the penalties for violations of such provisions.

79 Parking fees are established by action of the Board of Trustees.

80 Additional and/or separate charges or waivers for special event parking shall be subject  
81 to the prior approval of the Vice President, Business Services or his/her designee. College  
82 hosts of regional or other meetings, trainings, or conferences involving off-campus  
83 invitees may request one-day permits from the Chief of Campus Police or his/her  
84 designee.

85 In accordance with Section 21113a of the California Vehicle Code, the District will enforce  
86 these procedures by issuing citations. In addition, this code section stipulates that except  
87 with the permission of and subject to any condition or regulation imposed by the Board of  
88 Trustees, no person shall drive any vehicle or animal, nor shall any person stop, park, or  
89 leave standing any vehicle or animal, whether attended or unattended, upon driveways,  
90 paths, parking facilities, or the grounds of any public school, state university, state college,  
91 or any educational institution exempted, in whole or part, from taxation.

92 In accordance with Section 21113b of the California Vehicle Code, the Board of Trustees  
93 shall erect or place appropriate signs giving notice of any special conditions or regulations  
94 that are imposed under this section. The Board shall also make a written statement of  
95 those special conditions and regulations available for examination by all interested  
96 persons. This statement shall be available in the President/Superintendent's Office.

97 In accordance with Section 21113c of the California Vehicle Code, when the Board of  
98 Trustees permits traffic upon driveways, paths, parking facilities, or grounds (except for  
99 those conditions imposed or regulations enacted by the Board), all the provisions of this  
100 code section relating to traffic upon the highways shall be applicable to the traffic upon  
101 the driveways, paths, parking facilities, or grounds.

102 In accordance with Section 21113f of the California Vehicle Code, the Board of Trustees  
103 may adopt rules or regulations to restrict, or specify the conditions for, the use of bicycles,  
104 motorized bicycles, skateboards, and roller skates on District property.

105 Offices of Primary Responsibility: Vice President, Student Services  
106 Vice President, Business Services

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**Date Approved:** **March 26, 2007**

**Date Revised:** **August 29, 2011; March 6, 2017; November 6, 2017**