

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 7, 2016

PRESENT: Dr. Jose Fierro
Dr. Stephen Johnson
Dr. Adriana Flores-Church
Ali Delawalla
Rick Miranda
Dr. Renée DeLong
Dr. Solomon Namala
Armando Soto
April Griffin
Lynn Laughon
David Ward
Miriam Tolson
Julie Mun

ABSENT: Saul Lopez-Pulido
Michelle Lewellen
GUEST(s): Tom Gallivan
David Moore
Carl Stammerjohn

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:05 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>
Research Analyst (Categorically-Funded, 2 positions)	12/6/16
Vice President, Academic Affairs	12/16/16

IV. APPROVAL OF MINUTES – October 24, 2016

It was moved by Mr. Ward and seconded by Mr. Soto to approve the October 24 minutes. The vote for approval was 8-0-2; Mr. Miranda and Ms. Tolson abstained. Dr. Johnson, Dr. DeLong, and Dr. Flores-Church were not present for the vote.

V. BOARD AGENDA – November 16, 2016

The committee reviewed the draft November 16 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Facilities Planning

Mr. Moore distributed the attached April 19 meeting minutes. He stated that the committee met once so far this semester and reviewed the [Bond Update](#) presented to the board at its September 7 meeting. Mr. Moore also distributed the attached campus map, effective Spring 2017, which was updated to show that the Math and CIS buildings will be online. The “old”

Fine Arts building is scheduled for teardown in early February. He stated that positive feedback has been received by staff, students, and community members in regards to the new campus signage.

Outstanding Classified Employee Selection

Ms. Laughon distributed the attached July 19, September 20, and October 18 meeting agendas and minutes. She stated that the committee voted to select Mary D'Ettorre as the co-chair. She also stated that the nomination form was updated to clarify the criteria used by the committee to select the outstanding employee of the month. Ms. Laughon requested assistance with increasing the number of nominations and urging managers and staff to nominate outstanding employees.

District Committee on Safety

Mr. Moore distributed the attached September 21 meeting minutes. He stated that the committee's goal this year is to develop a means of reporting safety concerns on campus. It was suggested that an online portal similar to the [Information Technology Help Desk](#) be established with assistance from Patrick O'Donnell. Mr. Moore stated that the committee also discussed preparations and feedback for the October 20 Great California Shakeout evacuation drill.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Department Chairs

Mr. Stammerjohn stated that the committee met twice this semester with good attendance considering there are 62 members. The members disseminated important information such as updates in regards to SLOs, Program Review Plus, and the updated curriculum process. They also discussed the new CCFF contract, especially the department chairs duties and compensation article. The committee will be meeting with consultants from MIG to provide feedback for the development of the updated Educational Master Plan.

Professional Relations

Ms. Griffin stated that the committee approved the use of electronic voting for selecting outstanding faculty, and also plans to place more tangible ballot boxes across campus to try to generate more nominations. In order to ensure a fair process, faculty who are selected to receive awards will be asked to sign an affidavit stating that they did not manipulate anybody to nominate them.

VIII. STATUS OF SHARED GOVERNANCE

None

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. DeLong stated that ACCME is scheduled to meet with MIG consultants November 21.

Ms. Laughon stated that CSEA is also scheduled to meet MIG consultants November 21.

Dr. Johnson stated that forums are scheduled for November 15 from 12:30 – 1:30 p.m., November 30 from 5:00 – 6:00 p.m., and December 2 from 6:00 – 7:45 p.m. to facilitate campuswide discussion in regards to upcoming gender neutral bathrooms and related topics.

APPROVED

X. PRESIDENT'S REPORT

Dr. Fierro reminded the committee that tomorrow is Election Day and encouraged everyone to exercise their right to vote. He also stated that Veterans Day is scheduled for Friday, November 11 and there are many campus events planned this week to recognize and thank our veterans for their service. MIG consultants are scheduled to meet with all constituent groups to collect feedback and guide development of the updated Educational Master Plan. He encouraged all to participate as this is a very important and meaningful process for the campus. Dr. Fierro also welcomed Dr. Flores-Church to the committee and congratulated her for her promotion to the Vice President, Human Resources position.

XI. ADJOURNMENT

Meeting adjourned at 1:46 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING
MEETING MINUTES
APRIL 19, 2016

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

ABSENT: Rick Miranda

GUEST(S):

1. CALL TO ORDER

Dr. El Fattal called the meeting to order at 11:04 a.m.

2. APPROVAL OF THE JANUARY 19, 2016 MEETING MINUTES

It was moved by Dr. Smith and seconded by Bernie Negrete to approve the January 19, 2016 meeting minutes. The minutes were approved as presented.

3. CONSTRUCTION STATUS REPORT/GO BOND UPDATE

Mr. Moore presented the handout "Bond Construction Timeline and Sequence of Projects." He noted that this information was shared with the Board in April 2016. Mr. Moore provided the latest updates on the projects listed below.

Fine Arts and CIS/Math: This project is progressing ahead of schedule and is expected to be substantially complete in November with occupancy in January 2017. Mr. Negrete inquired when staff would have access to the building to see office layouts. Mr. Moore responded that occupancy cannot take place until construction is finalized, but access to the building to review office configurations could possibly take place in December.

LRC Modernization: The second floor (Math Learning Center/Language Arts/Scholars Honor) is complete. The user groups have deferred moving until after finals in May. The open area "hang out area" for students will now be geared towards tutoring. The "old" Math Learning Center will get a light renovation and become general purpose classrooms. DSA approval is still pending for the louvered grills that will be attached to the front of the LRC.

Mr. Moore discussed the following Student Services renovations:

- The one stop registration area is complete and staff are very satisfied.
- The Counseling area is progressing and should be completed by July.

Alondra and Studebaker Re-landscaping: This project is approximately 99% complete. The college worked with the Department of Health for the cross connection branch to finalize some of the irrigation specifications.

Infrastructure Project: This project includes the electrical and chilled water loop expansion. This project is progressing without any problems and is expected to be complete in May 2017.

Press Box Window System: The HVAC system is out for bid again with some revisions. It is hoped that it comes in as an informal bid and the college can proceed. A mock-up technique, similar to a window replacement, will be done to see if the press box window can be replaced with a method that would exclude DSA review. There will also be counter top and flooring done. The college is trying to get as much work done by August, and if it cannot be completed by then, work will proceed during the week and avoid game days. Mr. Clauss asked when internet could be installed in press box. Mr. Moore asked Mr. Clauss to send an email to him with how many data ports he needs and he will work with IT to get it completed.

Shade Structures: The first four shade structures were approved by DSA the fifth one is still waiting for DSA approval, and the college does not anticipate any problems with this shade structure (behind Health Sciences) being approved. The bid documents are ready and it is anticipated the shade structures will start in the summer, with a 3-month construction schedule on each structure. Mr. Moore noted that these structures were in DSA for approval for 14 months. The five structures are located at the following areas: 1) behind Health Sciences; 2) the Alondra drop off area; 3) LRC that faces the new Fine Arts Building; 4) the intersection of Business Education/LRC/Multi-Purpose Building; and 5) the Aquatics Center.

Wayfinding and Sign Project: This project includes campus-wide directional signs, parking lot, entry, and building signs. This contract award has been approved by the Board and the college is working out some of the details and waiting for submittals from the sign manufacturer. The work is expected to begin in the summer and be completed in fall.

Gym Team Rooms: This project is moving forward and on schedule. This project should be complete in October 2016.

Energy Management System Upgrade: This project has run into a procurement issue and is working with Mark Logan and TCC to resolve. This project will entail each building getting a gas and electric meter, and new energy management system master control.

Health and Wellness Center: This project has been delayed by DSA (they are running behind) and is expected to begin in December 2016. The 2nd phase of this project is expected to begin in January 2019.

Field House: This project was delayed as the construction budget was being reviewed. As soon as the construction budget comes to a resolution, this project will be submitted to DSA.

Sports Field Restroom: This project is moving forward with Infrastructure work (water and electrical). The building is being constructed offsite and should be completed by July 2016.

Performing Arts Center: The user group approved the schematic design so the architect is moving forward with the design drawings. Renderings for the PAC will be available to the Facilities Planning committee in fall. Dr. Smith reported that CB 105 and CB 106 will be converted to the interim dance studio. He noted that the dance faculty are very pleased with the solution. Mr. Moore added that CB 105/106 will not be renovated until the new Math Building is completed and ready for occupancy.

Parking Lot Analysis: The parking lots around campus need various degrees of repair. A plan of action with strategies and budgets are being reviewed.

Blue Light Emergency Phones: This project was brought forward by Dr. Johnson and Campus Police. A plan was developed to install 16 blue light emergency phones across campus. These emergency phones are outfitted with two cameras, one to view who is pushing the buttons, and the other one for security purposes.

4. FIVE-YEAR CAPITAL OUTLAY PLAN

Mr. Moore presented the draft 2018-2022 five-year capital outlay plan. He noted that this yearly plan is approved by the Board in June and submitted to the Chancellor's Office in July. Mr. Moore noted that the draft plan reflects buildings that are eligible for state funding as the college's number one priority, so that these buildings would get immediate consideration from the Chancellor's Office. He added that if the state ever has a school bond construction measure on the ballot, the college wants to be prepared and have buildings in line for funds.

5. COMMUNITY MEMBER PROCESS

Dr. El Fattal presented the handout "Selection of Community Representatives to College Committees." He provided a brief history of why these forms were developed and noted that the forms and process were approved by the Coordinating Committee in January 2016. Dr. El Fattal requested that the Facilities Planning Committee have a task force develop a rubric that would be used to select a community member to serve on a committee for specific projects that are facilities related. The first project that needs to have a community member is the new marquee that will be placed on Studebaker Road.

6. SUSTAINABILITY PLAN

Dr. El Fattal noted that the draft sustainability plan is being reviewed by the Sustainability Task Force and is expected to go to the Board for approval in June.

7. GO BOND BUDGET

Dr. El Fattal presented the “Cerritos College Projects Funded by Measure CC and Measure G from inception to December 31, 2015.” He noted that these sheets were presented to the Board at their April 15, 2015 meeting.

8. NEXT MEETING DATE – SEPTEMBER 20, 2016

The next meeting is scheduled for September 20, 2016.

9. OTHER ITEMS FROM THE FLOOR

There were no items presented.

10. ADJOURNMENT

The meeting adjourned at 12:24 p.m.



CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room

July 19, 2016

10:00 a.m.

- I. Welcome
- II. Approval of Minutes – June 21, 2016
- III. Discussion
- IV. Voting – **July Employee of the Month**

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, July 28, 2016
HR Conference Room
10:00 a.m.

MEMBERS PRESENT:

Regina Ybanez, Ronda Gartrell, Monica Acuña, Donna Sheibe, Lynn Laughon, Samuel Chavez, David Moore, Katie Mishler, Mary D'Etorre, Richard Garcia

MEMBERS ABSENT:

Ilda Cardenas - 10 month employee,
Sarah Pirtle – Maternity Leave, Timothy Juntilla, Ronda Gartrell

MINUTES:

David motioned to approve the minutes. Samuel seconded the motion.

Discussion:

David made a motion that the committee select an outstanding team for the team award as often as they are received and not every third month like in the past.
Donna seconded the motion.

VOTING:

Kim Applebury was selected as the Employee of the Month for July 2016.

Daniel Becerra and Steve Gonzalez were selected for July's Team Award.

Around the Table:

Lynn will speak to the new members about the committee once they are selected.

Next Regular meeting: August 19, 2016.

Adjourned at 10:40 a.m.

Submitted by: Monica Acuña

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room
September 20, 2016
10:00 a.m.

- I. Welcome
- II. Selection Process
- III. Co-Chair
- IV. Co-Secretary
- V. Approval of Minutes – July 28, 2016
- VI. Discussion
- VII. Voting – **September Employee of the Month**

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, September 20, 2016
HR Conference Room
10:00 a.m.

MEMBERS PRESENT:

Regina Ybanez, Lynn Laughon, David Moore, Mary D'Etorre, Richard Garcia, Lori Thomas, Danylle Williams-Manser, Kim Applebury, Ilda Cardenas, Monique Valencia, Monica Acuña, Harry Joel, Timothy Juntilla

MEMBERS ABSENT:

Samuel Chavez, Alva Acosta

Welcome: Introductions around the room

MINUTES:

David motioned to approve the minutes. Timothy seconded the motion.

Selection Process:

Monica requested changes to the selection process, letters B and C.

Mary motioned to approve letter C, Lynn seconded the motion.

David motioned to approve letter B with changes, Kim seconded the motion.

Vice-Chair:

Lynn nominated Mary. David seconded the nomination and all were in favor.

Committee Secretary:

David nominated Lori. Richard seconded the nomination and all were in favor.

Discussion:

Suggestions for changing the surprise element of the award were made.

Danylle recommended a rubric be created so the committee may have a guide to help with selecting an employee of the month.

The committee will look over the nomination form during the next meeting and make changes if necessary.

VOTING:

Dan Tufnell was selected as the Employee of the Month for October 2016.

Next Regular meeting: October 18, 2016.

Adjourned at 10:58 a.m.

Submitted by: Monica Acuña

CERRITOS COLLEGE
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION AGENDA

Human Resources Conference Room
October 18, 2016
10:00 a.m.

- I. Welcome
- II. Approval of Minutes – September 20, 2016
- III. Nomination Process
- IV. Discussion
- V. Voting – **October Employee of the Month**

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, October 18, 2016
HR Conference Room
10:00 a.m.

Members Present:

Lynn Laughon, Mary D'Etorre, Richard Garcia, Lori Thomas, Danylle Williams-Manser, Kim Applebury, Ilda Cardenas, Monique Valencia, Monica Acuña, Alva Acosta

Members Absent:

Samuel Chavez, Timothy Juntilla, Regina Ybanez, Harry Joel, David Moore

Welcome: Mary D'Etorre welcomed the group.

Minutes:

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

Nomination Process:

The committee suggested adding the criteria above the nomination boxes. Monica will make the changes and send it out to the committee for review.

Box 1

Nominees must perform their job duties with distinction and also make a positive contribution to students, fellow employees, or the college community.

Box 2

Examples of positive contributions to the college community may include but are not limited to:

- serving on a committee or as a club advisor
- improving or creating a new procedure, guideline or process
- participating in campus programs, events or student activities.
- doing volunteer work on campus or off-campus

Discussion:

Follow up discussion was made regarding the Selection Process for letters B and C. No new changes were made.

b. Staff Development Assistant and Committee Secretary will receive all nominations until the 25th of the month. The Staff Development Assistant and Committee Secretary will confer and cross-reference all received nominations on the 26th of the month or the first working day after that. The Staff Development Assistant will deliver the nominations to members at least 24 hours prior to the monthly meeting. Members will bring the nomination packet to the meeting. After voting closes, all votes will be collected and counted by the Committee Chair and

Committee Secretary. Counted ballots will be retained by the Staff Development Assistant. The Staff Development Assistant will collect and shred remaining nomination packets.

c. The committee will maintain a pool of qualified nominations to be considered for Employee of the Month each month. Candidates will be removed from the pool after three months.

Changed to:

b. The Staff Development Assistant will receive all nominations until a week before the following committee meeting. The Staff Development Assistant will review and cross-reference all received nominations. The Staff Development Assistant will send a password protected email of the nominations to members at least one week prior to the monthly meeting. After voting closes, all votes will be collected and counted by the Committee Chair and Committee Secretary. Counted ballots will be retained by the Staff Development Assistant. The Staff Development Assistant will collect and shred remaining nomination packets.

c. The committee will maintain a pool of qualified nominations to be considered for Employee of the Month each month. Candidates will be removed from the pool after three committee meetings.

Committee members that attend division meetings will announce nominating classified/confidential staff.

VOTING:

Monica Castro was selected as the Employee of the Month for October 2016.

Next Regular meeting: November 15, 2016.

Adjourned at 10:56 a.m.

Submitted by: Monica Acuña

DISTRICT COMMITTEE ON SAFETY
MEETING SUMMARY
September 21, 2016

PRESENT:	David Moore Tom Gallivan Stephanie Barlow Shawna Baskette Debbie Buffington Pam Chambers Alicia Edquist Joseph Frausto Dr. Hillary Mennella David Tilahun	ABSENT:	Dr. Adriana Flores-Church Judi Holmes Vacant Vacant
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GUEST(S): Luz E. Ocampo
Meeting Secretary

1. CALL TO ORDER

David Moore called the meeting to order at 1:05 p.m. in LC-62.

2. INTRODUCTIONS OF NEW MEMBERS

This being the first meeting of the school year, committee members introduced themselves. There were a few new members – CSEA appointee Alicia Edquist, Student representative Joseph Frausto and ACCME manager Shawna Baskette (who is attending for Patrick O'Donnell). David Moore said that we are still waiting for some faculty nominations for the committee.

3. REVIEW OF COMMITTEE GUIDELINES & ROSTER

David Moore said we usually take a look at the shared governance guidelines every year as a refresher and an opportunity to suggest changes. He asked the committee members to review and if there were any suggested changes or comments, please bring them to the October meeting. David Moore also passed around the online roster and asked all committee members to verify the information. Two members had changes which will be corrected.

4. GOALS/OBJECTIVES FOR FY 16-17

David Moore said that at the Strategic Planning session last year, our committee was not given a specific goal to accomplish for FY 16/17. Prior years had the emergency poster and accompanying flipchart, which the committee worked on throughout the year. David and Tom Gallivan suggested that the committee members think about possible committee goals, perhaps discuss with their constituent groups, and return to the next meeting with ideas to share.

5. APPROVAL OF THE JUNE 15, 2016 MEETING SUMMARY

The June 15, 2016 meeting summary was approved.

6. GREAT CALIFORNIA SHAKEOUT

Tom Gallivan said the college participates in the Great California Shakeout every year and this year it will be on October 20th at 10:20 am. Tom Gallivan went over a quick power point presentation on the role and responsibilities of a Team Leader and Building Marshall during an emergency. He said they are always in need of Building Marshalls and encouraged the committee members to volunteer or solicit volunteers. During building evacuation drills such as the Great California Shakeout, the campus simulates events common to such an occurrence. Evacu chairs are checked to make sure they are functioning by placing a person in the chair and transporting them up or down the stairs. Also, it is typical to have two students placed in buildings as “injured” persons, prompting a Building Marshall to locate them and call in the request for assistance. Another scenario that is done is to simulate some kind of hazardous material exposure, like a gas line break. All of these scenarios will take place for this year’s drill.

Alicia Edquist asked what should be done if a Building Marshall is not present. Tom Gallivan said that someone can step up to the plate and help clear the building. You can always have someone help you as well. Tom Gallivan said emergency preparedness is a “Team” sport.

Hillary Mennella said that a simulated medical triage would be set-up at the Falcon Square.

EOC (Emergency Operations Center) is located at Facilities and there will be a dispatcher at this site. If there is a “gas leak”, then Facilities personnel would be contacted and they would respond to the area.

7. ITEMS FROM THE FLOOR

Hillary Mennella informed the group about a “Break the Cycle” event tonight at FA-43. It is for victims of violence/crime and to talk about prevention. Student Health Services is the only place that a student can report something of this nature and it will be kept confidential.

Alicia Edquist said that half of the Emergency Poster sign is obstructed by a refrigerator at Culinary Arts. David Moore responded that the poster will be moved.

Chief Tom Gallivan commented that every year he does a safety walk with student representatives. He commented that in regards to goals and objectives, last year it was briefly mentioned that the committee could break off into groups for safety inspections, touring the campus or a particular building.

David Tilahun mentioned that there is insufficient lighting by the Santa Barbara building during the night. David Moore said that he would have it checked out. Alicia Edquist mentioned that there is no stop sign at the intersection of Old Falcon Way and the construction site entrance; Tom Gallivan said he would look into this.

APPROVED

Tom Gallivan mentioned that Blue Light Emergency phones are being installed around campus. The 1st phase of phones are located around the buildings of the campus, with additional units planned for the remote parking lot areas. They work like a 911 system, that when pushed the call comes up on the Campus Police dispatcher's screen. Cameras are on order and will be placed at eye level and at the top of the unit. David Moore said fifteen more emergency phones are to be installed. Projected to be completed by October of 2017.

8. NEXT MEETING DATE – OCTOBER 19, 2016

The next meeting is scheduled for October 19, 2016 in LC-62.

9. ADJOURNMENT

The meeting adjourned at 2:00 p.m.