

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
December 3, 2018

PRESENT:	Rick Miranda Dr. Adriana Flores-Church Kim Westby Shawna Baskette Dr. April Griffin Stephanie Rosenblatt Liz Page Lynn Laughon Kim Applebury Kathy Azzam Julie Mun	ABSENT:	Dr. Jose Fierro Felipe Lopez Sandy Marks Dave Ward Armando Soto
		GUEST(s):	James MacDevitt Dr. Gary Pritchard Yvette Tafoya

I. MEETING CALLED TO ORDER

Mr. Miranda called the meeting to order at 1:04 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Name	Position	Start Date
Irma Corado	Admissions and Records Technician II	December 3
Hugh Nguyen	Human Resources Technician I	November 26

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

IV. APPROVAL OF MINUTES – November 19, 2018

It was moved by Ms. Page and seconded by Dr. Griffin to approve the November 19 minutes. The vote for approval was 8-0-3; Mr. Miranda, Ms. Westby, and Ms. Baskette abstained.

V. BOARD AGENDA – December 12, 2018

The committee reviewed the draft December 12 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Art in Public Spaces (CAPS)

EMP Goal D: Improving Internal and External Communication

Mr. MacDevitt stated that placement of the donated Godoy Sculpture, inspired by baseball pitcher Fernando Valenzuela, is being finalized, and that it will be located at the entrance of the Kincaid baseball field. He also distributed copies of RFQ No. 18C0138 for the Student Center Public Art Project. Statements of qualifications will be accepted through February 29, 2019. The

goal is to create a pool of qualified artists to provide the design, creating, and installation of large facades/murals to replace sections of damaged, abstract tilework on the exterior of the Student Center building. The solicitation is for “outdoor” artwork that is representative of our surrounding communities, the student body, and the culture and history of our community and institution. Mr. MacDevitt also stated that the committee voted to acquire works by professional, contemporary artists, and will distribute them to areas on campus during the Spring 2019 semester. The themes of the works will generally relate to the distinct pedagogical material covered in the adjacent classrooms.

Enrollment Management

EMP Goal A: Strengthening the Culture of Completion

Mr. Miranda distributed the attached October 24 meeting minutes. He stated that the committee developed its 2018-19 goals, reviewed and updated Enrollment Management Plan goals and activities, and is participating in the update of the Facilities Master Plan. They will begin working on updating the Enrollment Management Plan in spring.

Faculty Hiring Prioritization

EMP Goal F: Enhancing Organizational Effectiveness

Ms. Moore and Dr. Pritchard stated that 41 faculty requests were submitted by departments. The voting members scored and ranked the submitted faculty hiring requests based on the relative need of the department and the information provided in response to the supplemental questions. The committee met on November 6 to review the rankings list, which was unanimously approved. The list was then forwarded to the Executive Council for consideration, and was also shared with the Planning and Budget Committee as information at its November 15 meeting. The Executive Council reviewed the list at its November 29 meeting and communicated its decision with the committee, Faculty Senate, and Planning and Budget. The committee is now surveying department chairs for feedback to evaluate the process, and the next meeting is scheduled for January 31, 2019.

Student Equity

EMP Goal A: Strengthening the Culture of Completion

Mr. Miranda distributed the attached November 14 draft meeting minutes. He stated that the 2017-19 Integrated SSSP/Student Equity/BSI program model promoted integrated planning and program coordination. In order to achieve even greater integration and alignment of the three programs, the legislature created the Student Equity and Achievement Program (SEAP). SEAP emphasizes planning and appropriate allocation with more local control. Instead of three separately funded areas, one lump sum will be allocated, and the college will utilize its own decision-making process to determine how the money will be spent. There has not been much direction but the timeline is short; the updated Equity Plan must be submitted by June 30, 2019, but a template has not been provided. The new metrics have also not been provided. The college established the Developmental Education Committee, Student Success and Support Program (SSSP) Committee, and Student Equity Committee to monitor three separate, independent programs. Now that the programs are being merged, there will be discussions to merge the groups into one, integrated committee with representatives from the current three committees. This would align with Chancellor’s Office requirements and eliminate overlapping

purposes and work. Subcommittees could be established to focus on specific initiatives. Mr. Miranda also stated that the committee is moving away from oral presentations and will be requiring written reports from project leads. The committee can request additional information if needed, or schedule a campuswide event for groups to provide presentations.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

None

VIII. STATUS OF SHARED GOVERNANCE

Spring 2019 Meeting Schedule

EMP Goal F: Enhancing Organizational Effectiveness

It was moved by Ms. Rosenblatt and seconded by Dr. Griffin to approve the Spring 2019 meeting schedule as attached. The vote for approval was unanimous.

Student Success and Support Programs (SSSP) Committee Meetings

EMP Goal F: Enhancing Organizational Effectiveness

Ms. Baskette and Ms. Tafoya stated that the committee is requesting to change its meeting dates and times, and that the revisions were approved by the committee at its November 1 meeting. Instead of meeting twice a semester with dates to be determined at the first meeting on a Wednesday at 3:00 p.m., the committee would like to meet once a month with dates to be determined at the first meeting. This will give the committee more flexibility in setting its meeting schedule to maximize attendance.

It was moved by Ms. Laughon and seconded by Dr. Griffin to approve the revisions to the Student Success and Support (SSSP) Committee structure as attached. The vote for approval was unanimous.

Vice President Selection Procedures

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Church stated that she reviewed the composition for past vice president selection committees and found that they varied. She stated that she will share the request to increase the number of CSEA representatives for the Vice President of Academic Affairs and Student Services selection committees from one to three with the DEEOAC for discussion. They will also discuss revising language to state that student participation is contingent upon interest and ability to serve.

Dr. Church also discussed the college's definition of and process for filling acting and interim assignments. Appointment of a current manager is defined as an acting assignment. Appointment of an individual who is not currently employed by the college is defined as an interim assignment. Dr. Griffin requested that the DEEOAC research how other colleges define the terms, and to consider changing our definitions to reflect that acting assignments are for a specific time period during which the current manager is unavailable, and interim assignments are applicable when a management position becomes vacant.

Board Policy Review – Chapter 3

EMP Goal F: Enhancing Organizational Effectiveness

The committee continued review and discussion of the following Chapter 3 policies and procedures:

BP 3410	Nondiscrimination
AP 3412	504/ADA Academic Accommodations and Complaints
AP 3950	Flag Raising

The committee reached consensus to update the documents, as attached.

Board Policy Review – Chapter 4

EMP Goal F: Enhancing Organizational Effectiveness

This item was postponed to the December 10 meeting due to time constraints.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports due to time constraints.

X. PRESIDENT'S REPORT

No reports due to time constraints.

ADJOURNMENT

Meeting adjourned at 3:00 p.m.

NEW PUBLIC ART COLLECTION ANNOUNCEMENT

The Cerritos College Committee on Art in Public Spaces (CAPS) has voted to establish a nascent public Small Art Collection of works by a group of eighteen notable contemporary artists, with future plans to continue to grow the collection in coming years. Distinct from the collection of the Cerritos College Art Gallery itself, which relies solely on generous donations by artists, the Cerritos College Public Art Collection, is financed by the college's substantial fund for public art, created in 2015, which will also soon fund large-scale public art projects across campus.

The conceptual framework for the Small Art Collection focuses on placing relatively small paintings and framed works on paper around campus in various academic facilities, with the themes of the works generally related to the distinct pedagogical material covered in the adjacent classrooms. In addition, to be reflective of the campus community as a whole, the collection prominently features works by female artists and artists of color.

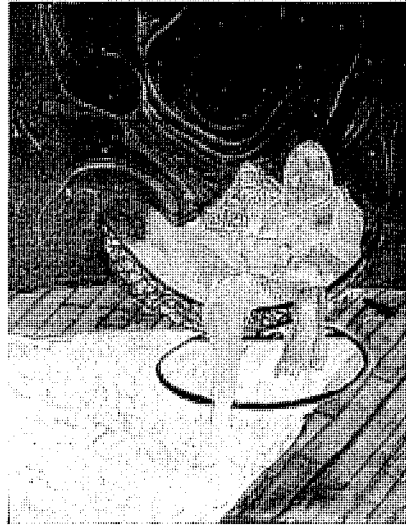
At the latest CAPS meeting on Monday, November 26th, the committee voted to acquire works by the following contemporary artists: Carolyn Castaño, Amir H Fallah, Alexandra Grant, Mark Steven Greenfield, Sean Higgins, Kiel Johnson, Virginia Katz, Nery Gabriel Lemus, Melissa Manfull, Álvaro Daniel Márquez, Hung Viet Nguyen, Christina Ondrus, Naida Oslone, Julia Paull, Gala Porrás-Kim, Lorenzo Hurtado Segovia, Marie Thibeault, and Jessica Wimbley.

The college and the committee are just at the beginning stages of this particular project, but sometime during the Spring 2019 semester, these new works will be placed throughout the Cerritos College campus and a downloadable map will be made available from the college's website for anyone interested in wandering the halls to view the pieces on display. They are complimented by a few existing public art works already on site – a painted-wood construction by Salvadoran-American artist Daino, *To Whom It May Concern* (2013), and a sound-sculpture by John O'Brien and Steven Roden, *The Sound Pavilion* (2011), both on display in the new Fine Arts Building – and will be joined in Spring 2019 by *Vacant Marker* (2014), a large cast concrete sculpture by Gustavo Godoy, soon to be placed at the entrance of Kincaid baseball field.

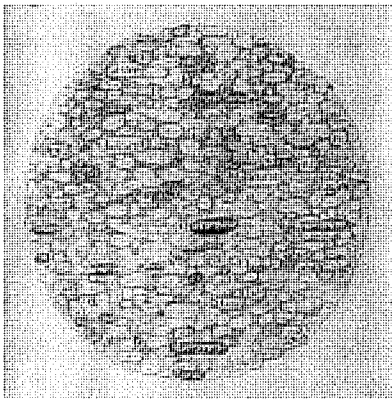
SELECTIONS FROM THE NEW PUBLIC ART COLLECTION



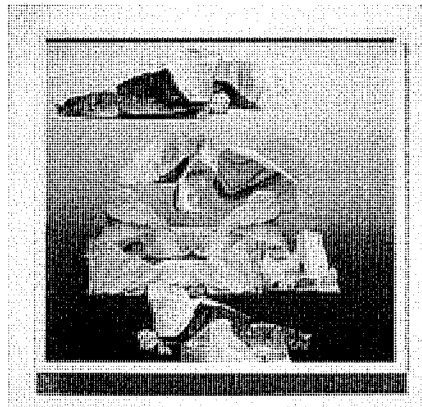
Carolyn Castano
Tropical Geometries: Quetzal, Azul y Naranja, 2017
Watercolor, Gouache, Acrylic on Paper
51 x 40 inches



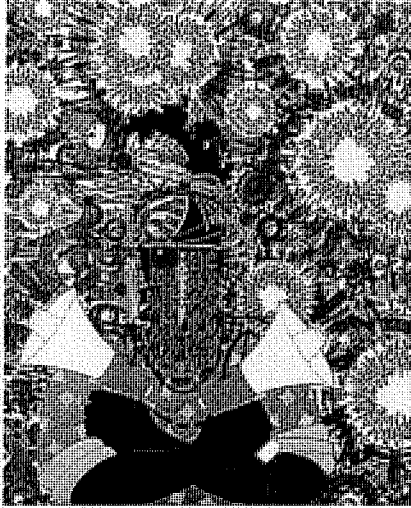
Amir H. Fallah
Seems So Long Ago, 2018
Acrylic, Ink, and Collage on Paper
11 x 14 inches
Courtesy of Shulamit Nazarian Gallery



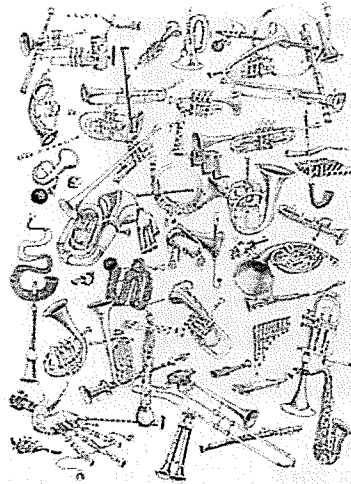
Alexandra Grant
Nimbito 1, 2014
Pencil on Paper
43 x 43 inches
Courtesy of Ochi Gallery



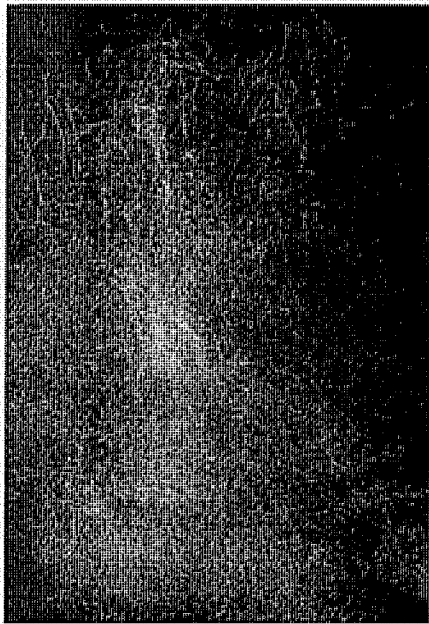
Sean Higgins
Bergs, 2016
Photo Collage
24 x 24 inches



Mark Steven Greenfield
Egunun: The Charlotte Observer, 2017
Archival Inkjet Print (Edition of Five)
50 x 40 inches



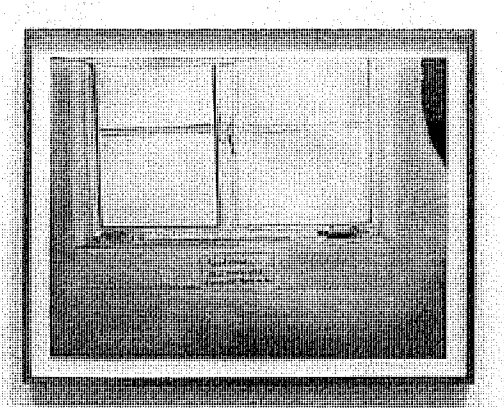
Kiel Johnson
Horns, 2017
Archival Inkjet Print (Edition of 10)
11 x 17 inches



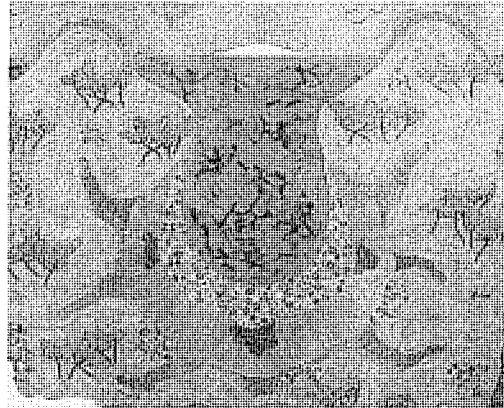
Virginia Katz
Offshore Flow - 8 Hours, Silver, 10/5/08, 2008
Metallic Inkjet on Black Paper
44.5 x 30 inches



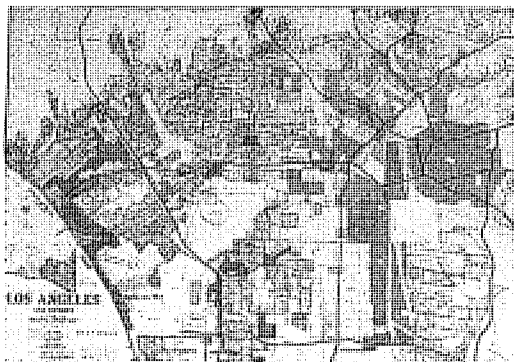
Melissa Manfull
Totem (Blue Violet), 2017
Ink on Paper Mounted on Wood, Steel Base
19.5 x 8.25 x 5.25 inches



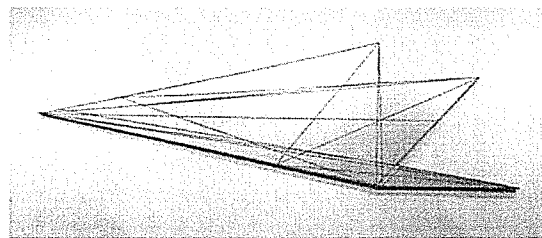
Nery Gabriel Lemus
Immigrant Landscape 2, 2017
Watercolor on Paper
17.5 x 23.5 inches
Courtesy of Charlie James Gallery



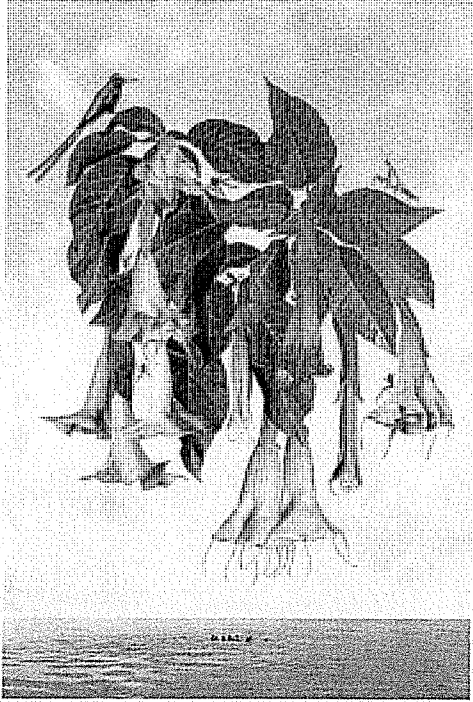
Hung Viet Nguyen
Coastal Sensation 26, 2017
Oil on Canvas
48 x 60 inches



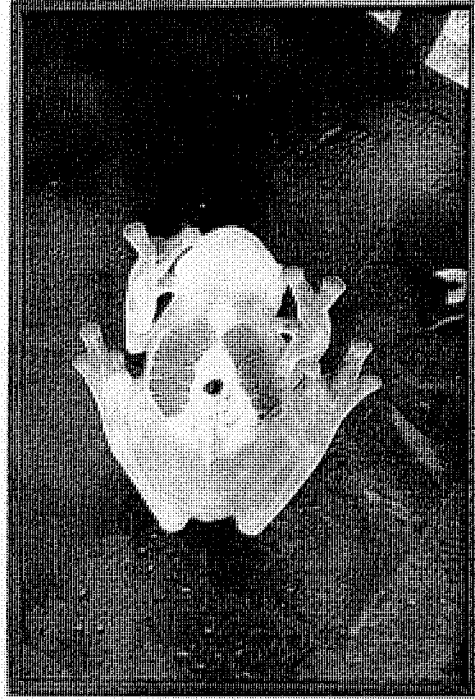
Alvaro Daniel Marquez
LA: Redlining and Gentrification from 1939-2015, 2018
Photolithography/Serigraphy on Paper (Edition of Ten)
11 x 15 inches



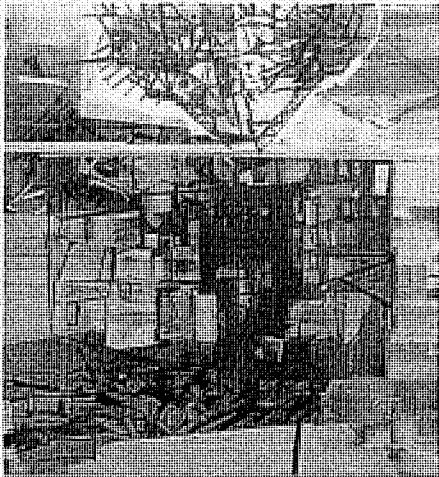
Christina Ondrus
Parallax Painting: Convergence Skew, 2009
Silver Enamel, Day Glo on Shaped Canvas
50 x 168 inches



Naida Oslie
Visionary Plants: Borachero, 2017
Archival Inkjet Print
48 x 60 inches



Julia Paul
Mother Nature's Son: Glass Frog, Costa Rica, 2017
Archival Inkjet Print
17 x 11 inches



Marie Thibeault
Heliostation, 2014
Oil on Canvas
72 x 66 inches



Jessica Wimbley
Americana: Warrior II, 2018
Photo collage, Graphite, Pastel, and Vintage Frame
13 x 19 inches

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

RFQ No. 18C0138

STUDENT CENTER PUBLIC ART PROJECT

January 1, 2019



**CERRITOS COMMUNITY COLLEGE DISTRICT
PURCHASING DEPARTMENT
11110 ALONDRA BOULEVARD
NORWALK, CA 90650-6203**

REQUEST FOR QUALIFICATIONS (RFQ) NO. 18C0138
STUDENT CENTER PUBLIC ART PROJECT

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NOTICE TO OFFERORS

Statement of Qualifications for RFQ No. 18C0138, Student Center Public Art Project, as described herein, will be accepted by Cerritos Community College District (District), **until 2:00 P.M., February 28, 2019**. Any changes to this RFQ are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the District's copy shall prevail. All addenda and notices related to this solicitation will be posted by the District on Purchasing's website at www.cerritos.edu/purchasing. In the event this RFQ is obtained through any means other than the District's distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFQ document.

To assure consideration, all Statement of Qualifications (SOQs) shall be submitted as directed in this RFQ. To facilitate the evaluation process **one (1) original of the SOQ shall be provided AND ten (10) copies shall be provided, AND one (1) digital copy (provided on a CD or flash drive)**. All SOQs shall be written in ink or typed on 8½" x 11" paper. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the submittal.

Delivered SOQs shall be enclosed and sealed in an envelope or container clearly marked **RFQ NO. 18C0138, Student Center Art Project** and addressed to Cerritos Community College District, Purchasing Department. **SOQs may be delivered in one of the following methods:**

- **Hand delivered to:**
Cerritos Community College District
Purchasing Department
Attention: Director of Purchasing and Contract Administration
11051 166th Street
Cerritos, CA 90703

- **U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:**
Cerritos Community College District
Purchasing Department
Attention: Director of Purchasing
11110 Alondra Boulevard
Norwalk, CA 90650-6203

EMAIL OR FAXED SOQS WILL NOT BE ACCEPTED.

SOQS DELIVERED TO OTHER THAN THE ABOVE STATED ADDRESS WILL BE REJECTED AND RETURNED TO THE OFFEROR UNOPENED. It is the Offeror's sole responsibility to ensure that his/her submittal is received at the proper place at the proper time. Postmarks will not validate SOQs which arrive after the deadline date/time listed above. Any submittal received after the scheduled closing time for receipt of submittals will be returned to the Offeror unopened.

SOQs may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFQ prior to the scheduled closing time for receipt of SOQs.

Section 1 – Project Introduction and Overview

1.1 General Overview

Cerritos Community College District ("District") is a two-year public community college and is one of the five largest community colleges in Los Angeles County. Founded in 1955, the college has an average enrollment of approximately 23,000 students annually and is accredited by the Western Association of Schools and Colleges. The District offers over 180 areas of study with 87 degree and certificate programs.

Additional accreditations include: American Dental Association (Dental Hygiene Program and Dental Assisting Program), Accreditation Commission for Education in Nursing (Nursing Program), Board of Registered Nursing (Nursing Program), American Society of Health-System Pharmacists (Pharmacy Technician Training Program), Accreditation Council for Pharmacy Education (Pharmacy Technician Training Program), American Physical Therapy Association (Physical Therapist Assistant Program), Commission on Accreditation in Physical Therapy Education (Physical Therapist Assistant Program), Speech Language Pathology, Audiology, and Hearing Aid Dispensers State Board (Speech Language Pathology Assistant Program), American Bar Association (Paralegal Program) and National Automotive Technicians Education Foundation (Automotive Mechanical Repair Programs).

The District is a single-campus district located in Los Angeles County within 135 acres located in the City of Norwalk, near the intersection of Interstates 5, 605, and 105, and State Route 91. The District serves the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Four districts serving high school students are contained in these communities. They are the ABC Unified School District (USD), Bellflower USD, Downey USD, and Norwalk-La Mirada USD.

1.2 District Mission

The District values its diverse student population and is committed to providing these students with high-quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

1.3 District Commitment to the Arts

The District has a strong commitment to the arts with a new Fine Arts Complex, an annual Art+Tech Artist-in-Residence program, and a large endowment for public art on campus. The Cerritos College Art Gallery presents rotating exhibitions highlighting the work of local, national, and international artists. A special emphasis is placed on works that confront challenging and pressing issues in contemporary art and culture. In support of exhibitions, the gallery also regularly hosts workshops, lectures, and performances and has published over thirty accompanying exhibition catalogues. In January 2017, the college partnered with the Foundation for Art Resources (FAR) to host a FAR Bazaar, with twenty local art collectives and the MFA programs from ten Southern California universities and art schools transforming the classrooms and offices of the now demolished old Fine Arts building into temporary exhibition spaces.

1.4 Purpose of Request for Qualifications

The District is seeking SOQs to create a pool of qualified artist to provide the design, creation, and installation of large facades/murals to replace six (6) separate sections of damaged, abstract tilework on the exterior of the Student Center building (on both the front and back of the structure). The requirements are further described in Section 2 – Scope of Services.

1.3 Project Timeline

The following identifies the estimated dates/time frame for receipt, evaluation, and award of the work. Please note the following key dates when preparing your response to this RFQ.

RFQ Timeline

RFQ released: Monday, January 1, 2019
 RFQ question deadline: Monday, January 29, 2019
 RFQ question responses: Friday, February 9, 2019
 RFQ submission deadline: **Friday, February 28, 2019**
 RFQ selections announced: Friday, March 14, 2019

RFP Timeline (NOTE: Separate solicitation)

RFP provided to selected artists: Friday, March 14, 2019
 RFP question deadline: Monday, April 14, 2019
 RFP question responses posted: Monday, April 28, 2019
 RFP submission deadline: **Friday, May 1, 2019**
 RFP selections announced: June 2019

Public Art Program Timeline

Contracting and proposal refinement: June 2019 – August 2019
 Fabrication of artworks: August 2019 – April 2020
 Installation of artworks on-site: May 2020 – July 2020
 Opening Ceremony: August 2020

NOTE: The dates referenced above are subject to change with or without notice.

1.4 Selection Process and Evaluation

Submitted SOQs will be evaluated initially by the Student Center Public Art Project Sub-Committee. The criteria for selection shall be based on, but not limited to, the following:

Criteria	Points Allotted
Artist's qualifications (including previous examples of completed work)	50
An artist statement providing context into established artistic practice and vision	30
A statement of interest that demonstrates an understanding of the District's mission and its commitment to the arts throughout campus	10
The ability to complete projects on time and on budget	10
Total Points	100

1. Artist's qualifications (including previous examples of completed work)
2. An artist statement providing context into established artistic practice and vision
3. A statement of interest that demonstrates an understanding of the college's mission and its commitment to the arts throughout campus
4. The ability to complete projects on time and on budget

A short-list of artists chosen by the sub-committee will be presented to the full membership of the Cerritos College Committee on Art in Public Spaces for final selection to establish a pool of qualified artist. Artists selected from the short-list by the full CAPS committee will then be invited to respond to a separate Request for Proposals (RFP) solicitation and will be provided a one-time stipend for the development and submission of their RFP proposals. Submitted proposals will then be evaluated by the full CAPS membership, which will select the Artist(s) or Artist Team(s) to be awarded each commission.

Section 2 – Scope of Services

1. Project Opportunity.

The Cerritos College Student Center is a mid-century modern building functioning as a central point of activity on the college's main quadrangle. The Student Center is one of the most popular and heavily trafficked spaces on campus. Connecting academic and athletic portions of campus, the Student Center is historically a place for student and employee gatherings, lectures, celebrations, and performances. In addition to a student recreation room and a large assembly hall, the interior of the facility includes a cafeteria with numerous fast-food restaurants, as well as the Falcon Room, a separate restaurant run by the Cerritos College Culinary Arts program. This project offers the selected artist(s) a truly unique opportunity to reshape the aesthetic character of the Student Center exterior, as experienced from prominent adjacent areas of campus, for future Cerritos College students and employees. The Student Center Public Art Project is developed and managed by the shared-governance Committee on Art in Public Spaces (CAPS).

For this project, CAPS is specifically seeking the design, creation, and installation of large façades/murals to replace six (6) separate sections of damaged, abstract tilework on the exterior of the building (on both the front and backsides of the structure). These outdoor façades/murals may be created from any materials of the artist's, or artist team's, choosing that can endure complete exposure to the elements. Both two-dimensional and three-dimensional elements are feasible, along with electrical lighting, neon signage, sound features, and/or other interactive components.

There are two unique public art commission opportunities open to artists through this Request for Qualifications (RFQ) process. The *Student Center Front Wall Commission* consists of three (3) separate sixteen by sixteen foot (16' x 16') wall spaces. The *Student Center Back Wall Commission* consists of two (2) separate sixteen by sixteen foot (16' x 16') wall spaces.

The District encourages artists to take time looking at each opportunity and to apply to the commission that best suits their particular interests and qualifications. Artists may apply to more than one commission opportunity, but must apply separately to each. Artists are encouraged to submit Statements of Qualifications (SOQ) with artwork samples and letters of interest that are relevant to the specific commission to which they are applying, even when applying to multiple opportunities. CAPS encourages artists to engage critically with the mission the District and the vision of the public art program on campus to engage and enlighten our diverse communities.

2. Budget.

The project budget totals \$100,000 for both commissions, as follows:

- **Student Center Front Wall Commission: \$60,000**
- **Student Center Back Wall Commission: \$40,000**

The budget for each commission is inclusive of all artist fees, artwork fabrication and installation, insurance, engineering, and artwork transportation. The commission budget does not include the initial RFP stipend (as noted above as a separate solicitation process), campus signage, the artwork lighting, foundations, or structural or MEP (mechanical, electrical, and plumbing) connections required to install the artworks, which will be funded (if necessary and approved) through a separate budget.

3. Eligibility and Considerations.

Artists age eighteen (18) and older may apply individually or as a team. If applying as a team, please designate one artist as the project leader and contact person. The composition of teams must remain

unchanged until the completion of the commission. The CAPS membership specifically encourages historically underrepresented groups to apply. Additionally, artists who live and work in Southern California, or who demonstrate a clear connection to the region, will be strongly considered.

Artists submitting an SOQ should demonstrate the ability to oversee the design, fabrication, and installation of public artwork, highlighting examples of experience collaborating with design-build teams including engineers and general contractors where possible. Studio artists and artists from all career levels interested in pursuing public art projects are encouraged to apply. Artists who have not previously worked in public art should use their written responses to outline their specific knowledge of, and interest in, public art.

4. Student Center Wall Commission (\$60,000 Budget).



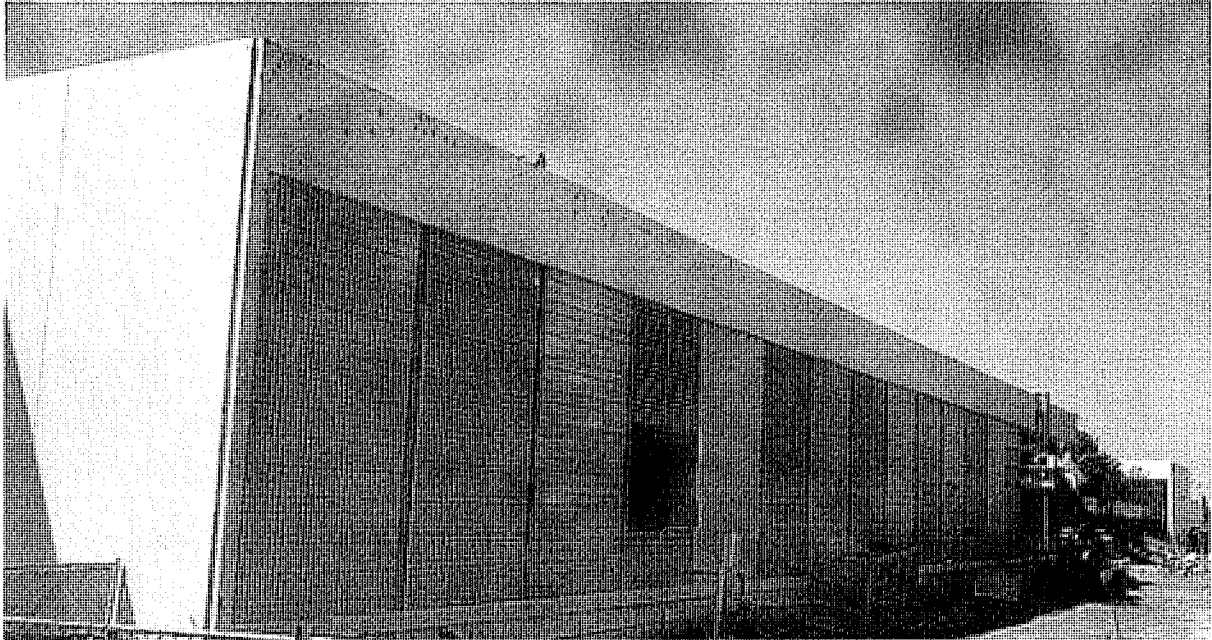
Size: Three (3) separate sixteen by sixteen foot (16 x 16) wall spaces.

Outdoors: Wall spaces and concrete fronting suitable for two-dimensional and three-dimensional elements including painting, tiling, sculpture, electrical lighting, neon signage, sound features, and/or other interactive components.

Elements: Direct exposure to all elements.

Site Notes: The Student Center Front Wall Commission is located on either side of the west-facing (and main) entrance to the Student Center adjacent to the campus quadrangle. The artwork on the façade of the front wall of the Student Center should locate the building and welcome the visitors to it. The artwork has the opportunity to present the pedagogical mission of the college, celebrate the core values of the college, and reflect the cultural diversity of the campus community. Additional site requirements will be provided to Artists or Artist Teams selected to develop a proposal for this site.

5. Student Center Back Wall Commission (\$40,000 Budget).



Size: Three (3) separate sixteen by sixteen foot (16 x 16) wall spaces.

Outdoors: Wall spaces suitable for two-dimensional and three-dimensional elements including painting, tiling, sculpture, electrical lighting, neon signage, sound features, and/or other interactive components.

Elements: Direct exposure to all elements.

Site Notes: The Student Center Back Wall Commission is located on the east-facing façade of the Student Center adjacent to the new Health and Wellness Building. The artwork on the façade of the front wall of the Student Center should celebrate the athletic focus of the eastern side of the Cerritos College campus. Additional site requirements will be provided to Artists or Artist Teams selected to develop a proposal for this site.

Section 3 –Statement of Qualifications Requirements

3.1 Statement of Qualifications Format and Content

The emphasis of the SOQ should be on responding to the requirements set forth in the Request for Qualifications. Therefore, the SOQ should be organized and indexed in the format listed below and include a detailed description of the approach and methodology proposed for the services to be provided with all necessary information for the District to effectively evaluate the submittal. Within each section of their SOQ, offerors should address the items in the order in which they appear in this RFQ.

Artists and Artist Teams may apply to one or more of the two public art commission opportunities, but must submit a unique SOQ to each. Artists and Artist Teams may only apply once to each specific commission opportunity. The CAPS membership strongly encourages applicants to review all materials and supporting documents available prior to responding to this RFQ. SOQs submitted late, or through any other means than as listed above, will not be accepted.

Any submittal that does not adhere to these requirements may be deemed nonresponsive and rejected on that basis.

Format

SOQs must include all of the following to be considered:

1. Full Name of Applicant(s); if an Artist Team, list all members, but also identify one main contact
2. Contact information (Mailing Address, Phone Number(s), Email Address, Website, etc.)
3. Three Professional References (Name, Title, Institution, Phone, Email)

***NOTE:** Do not include letters of recommendation. References will be contacted if applicant is shortlisted.*

4. Statement of Interest (1,000 words maximum) in developing a Public Art proposal for the Cerritos College Student Center
5. Artist Statement (500 words maximum) that provides context into the Artist's (or Artist Team's) prior work experience and artistic practice
6. Current CV/Resume for Artist; if an Artist Team, include a separate CV for Each Member of the Team)
 - a. Listing education, previous exhibitions, past public art projects, awards/residencies, publications, teaching, etc.
7. High-Resolution Photographs of Up to Ten (10) Previous Works (Not Limited to Public Commissions)
8. Flash Drive or CD with Attachments (or links to video/audio online): Previous Work
 - a. Up to Ten (10) work samples (See acceptable formats and restrictions below)
 - b. Title all attachments as follows: *ApplicantFullName.WorkTitle.Date.FileType*
 - c. *Acceptable formats and restrictions include:*
 - i. Images: (300 dpi & less than 1MB each) - .jpg, .jpeg, .png, .gif, .tif, .tiff
 - ii. Videos: (less than three minutes) - links to webhosted video only, no attachments
 - iii. Audio: (less than three minutes) – links to online content only, no attachments
 - iv. Documents: .pdf only
9. If previous works require additional textual description/information, including client, budget, and location (if applicable) provide it as a separate document.

Artists or Artist Teams selected for the RFP solicitation phase will be required to submit additional documents (in addition to their SOQ).

The cost for developing the SOQ submittal is the sole responsibility of the Offeror. All SOQs submitted become the property of the District.

Be advised that all information contained in SOQs submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Offeror as such. It may then be protected and treated with confidentiality only to the extent permitted by state law.

3.2 Request for Clarification/Information (RFC/RFI)

Questions regarding the meaning of the Scope of Services, or other solicitation documents shall be directed to **Mark B. Logan, Director of Purchasing and Contract Administration** at mlogan@cerritos.edu or faxed to 562-467-5020. To be given consideration, request(s) must be in writing and received by the date listed on the RFQ Schedule for "RFQ question deadline". Any and all such interpretations and any supplemental instructions will be posted Purchasing's website at www.cerritos.edu/purchasing not later than the date fixed as "RFQ question responses". All addenda so issued shall become part of the solicitation. **Under no circumstances may the Offeror contact faculty, staff, administrators, members of the evaluation team, the using departments/divisions, or members of the Board of Trustees. If a prior relationship exists between Offeror and District, Offeror may only discuss matters for which the Offeror is contracted. Failure to comply with this provision may deem Offeror's submittal non-responsive.**

3.3 Addenda

The effect of all addenda to the RFQ documents shall be considered in the submittal, and said addenda shall be made part of the RFQ documents. Before submitting a SOQ, each offeror shall ascertain whether or not any addenda have been issued. **Offerors are primarily and ultimately responsible for ensuring that they have received any and all Addenda.** To this end, each Offeror should access Purchasing's website at www.cerritos.edu/purchasing to verify that he/she has received all Addenda issued, if any.

3.4 Request for Qualification (RFQ) Submittals

In the case of Request for Qualifications (RFQs), it should be noted that the documents submitted by prospective offerors are qualifications to establish a qualified pool of artists and not competitive sealed bids. By their nature, SOQs will include a number of variables that will vary based on the complexity of the product or service addressed within the RFQ.

When SOQs are opened, information will not be made public until a proposal is awarded following the RFP solicitation phase. There shall be no disclosure of any Offeror's information to competing offerors prior to the any award. At that time, the executed contract and associated documents will become public information, as appropriate.

3.5 Cultural Equity

Cultural and racial equity will be considered throughout the process of selecting Artists or Artist Teams and when reviewing past work in terms of the demographics of the artists selected, the cultural communities served and the diverse perspectives represented through the artwork.

3.6 Additional Terms and Conditions

The District and the Cerritos College Committee on Art in Public Spaces reserves the right to reject all SOQs submitted in response to this RFQ, terminate the selection proceedings and shortlist of finalists, or to combine, eliminate, or otherwise amend the commission opportunities at any time. Artists identified through this RFQ process are not guaranteed a commission or opportunity to develop a public art project or proposal. The release

of this RFQ in no way binds the District, CAPS, or the State to the commissioning of any Artists, Artist Teams, or artworks.

Enrollment Management Committee Minutes

October 24, 2018

3:00 – 4:30 p.m.

LC-51

Present:	Dr. Gary Pritchard	Absent:	CCFF Representative
	Dr. Kristi Blackburn		CSEA Representative
	Dr. Daniel Gardner		ASCC Representative
	Dr. April Griffin		Dr. Amy Holzgang
	Phil Herrera		Brittany Lundeen
	Michelle Lewellen		Rick Miranda
	Sandy Marks		Kim Westby
	Rachel Mason		
	Stephanie Murguia	Guest(s)	None
	Linda Ramos		
	Armando Soto		
	Yvette Tafoya		

I. Approval of Minutes – September 26, 2018

It was moved by Dr. Griffin and seconded by Dr. Gardner to approve the September 26 minutes. The vote for approval was 6-0-3; Dr. Blackburn, Ms. Marks, and Mr. Soto abstained. Ms. Tafoya, Mr. Herrera, and Ms. Murguia were not present for the vote.

II. Facilities Master Plan

EMP Goal E: Upgrading Educational Infrastructure

Dr. Pritchard stated that the Facilities Master Plan consultants would like to meet with the Enrollment Management Committee on Wednesday, October 31, at 4:00 p.m. in LC-51. There will be discussion about alignment with the Enrollment Management Plan, and corresponding facilities needs.

Dr. Blackburn reminded the committee to complete the online Campus Experience Survey.

III. Enrollment Management Committee Goals for 2018-19

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Pritchard stated that the committee developed the following 2018-19 draft committee goals at its September 26 meeting:

1. Continue to align the Enrollment Management Plan and Educational Master Plan.
2. Aid the development of the Facilities Master Plan.
3. Adopt a reporting protocol in order to discuss impacts on the Enrollment Management Plan.
4. Analyze the impact of the new funding formula on the Enrollment Management Plan.
5. Review and update Enrollment Management Plan activities.

The committee discussed the draft goals and noted that the Enrollment Management Plan and the Educational Master Plan are fluid, living documents. Dr. Blackburn clarified that the first three years of the Educational Master Plan serve as the Strategic Plan, and that evaluation of Year 1 was completed

and presented to the Planning and Budget Committee on October 18. Continued review is scheduled for the November 1 Planning and Budget meeting.

After discussion it was moved by Ms. Marks and seconded by Dr. Blackburn to approve the following 2018-19 committee goals:

1. Aid the development and monitor the Facilities Master Plan planning process.
2. Adopt a reporting protocol in order to discuss impacts on the Enrollment Management Plan.
3. Analyze the impact of the new funding formula as it relates to enrollment management.
4. Review and update Enrollment Management Plan activities to remain in alignment with the Educational Master Plan.

The vote for approval was unanimous.

IV. Enrollment Management Plan Activities
EMP Goals A, B, C, D, E, F

Dr. Pritchard stated that Dr. Griffin, Ms. Lewellen, and Ms. Murguia were appointed to review and update the Enrollment Management Plan activities. Dr. Griffin distributed a list of activities to update.

The committee discussed the status of the following activities and updated the “Progress Made” column as listed below.

ACTIVITY	WHO NEEDS TO BE INVOLVED/LEAD?	METRIC	RESOURCES NEEDED	WHEN?	PROGRESS MADE
1A1. Advertise CTE courses to gain “Skills Builders” students and employers (CTE advisory board partners)	1. L: Deans of CTE programs I: Public Affairs	18,000 FTES: 16,500	Cost of materials Time and effort	Immediate	Revisit for 2019-2022 Enrollment Management Plan
1A3. Completion dashboard implementation—measure its impact (2016 Strategic Goal #5)	3. L: Deb Moore/Frank Mixson & IT	8,000 FTES by end of Spring	Cost of materials Time and effort	Immediate	Completed
1B4. Examine technology proficiency of students in Gen Ed courses which use a lot of online/tech skills. Example provided was Pol Sci. Offer instructional support to students to meet these teaching practices.	4. L: Faculty; I: Deans AA/ VP/AA	4. Increased success/completion rates in courses identified for measurement.		Immediate and ongoing	To be addressed by the Online Initiative; revisit for 2019-22 Enrollment Management Plan and TBD Distance Education Plan

ACTIVITY	WHO NEEDS TO BE INVOLVED/LEAD?	METRIC	RESOURCES NEEDED	WHEN?	PROGRESS MADE
1C1. Ensure all full-time faculty have full-time teaching schedules	1. VP/AA; Deans AA	1. Faculty Teaching Assignments	1. Course offerings	Immediately and ongoing	Concluded; may be revisited by CCFF and Human Resources
1C2. Examine how the course schedule aligns with public transportation schedule	2. L: Dean of Student Services/Student activities	2. Growth in FTES	2. Course offerings and prioritization based on data	Immediately and ongoing	Completed
1C3. "Right size" Basic Skills course offerings	3. L: VP/AA, Dean SEM, Dean LA, Assoc Dean AED; Dean Counseling I: Dean IERP; 3SP Research Analyst; Dept Chairs: Math, English, AED	3. Identify courses which might be impacted by public transportation schedule	3. Time and Effort	Immediately and ongoing	Completed through MMAP
1D1. Increase course progression in Basic Skills courses (2016 Strategic Goal #2)	Faculty	Goal: 2% increase at each level of course progression	Unknown at this time Time and effort	Immediately and ongoing	Underway with AB 705
2D1. Vision and support for identifying courses/programs which may need to increase completion/success	Executive Council				N/A; remove
2I1. Using existing past 2 years of External Scan data, determine which programs are feasible to offer based on available funding for growth, or reallocation of budgets to stay within college's fiscal constraints.	L: 1. VP/AA and VP/BS I: Deans, relevant Dept Chairs, relevant faculty	Fiscal requirements of programs may include allocation of resources to establish program: Equipment/supplies		asap	Has been reviewed but no action has been taken to create new programs; revisit for 2019-2022 Enrollment Management Plan
3E1. Allocation of fiscal resources to offer sections	L: VP/AA, Deans I: VP/BS	Dollar amount targets TBA once programs determined	Dollars	TBA—dependent upon when approved CCCC	TBD – update to be provided by Rick Miranda

The committee also agreed that there are many activities that have not been completed, and will not be completed by the end of 2018-19. There are many changes such as AB 705, the funding formula, forthcoming student success metrics, etc., that will have to be addressed in the 2019-2022 plan. The current plan was approved in February 2017, when AOC was the main focus.

V. Activity Report Form
EMP Goals A, B, C, D, E, F

This item was postponed to the next meeting.

VI. Member Reports and Announcements

No reports.

VII. Next Meeting – Wednesday, November 28

Student Equity Committee Minutes

November 14, 2018

3:00 – 4:30 p.m.

BE-118

Present:	Rick Miranda	Absent:	Student Representatives (2)
	Alva Acosta		Dr. Kristi Blackburn
	Kim Applebury		Kim Westby
	Damon Cagnolatti		
	Ali Delawalla	Guest(s)	None
	Amber Dofner		
	Dr. Chelena Fisher		
	Dr. Adriana Flores-Church		
	Dr. April Griffin		
	Phil Herrera		
	Dr. Shelia Hill		
	Dr. Steven La Vigne		
	Terrie Lopez		
	Niki Lovejoy-Robold		
	Brittany Lundeen		
	Dr. Frank Mixson		
	Dr. Valyncia Raphael		
	Dr. Patricia Robbins Smith		
	Norma Rodriguez		
	Dr. Natalie Sartin		
	Humberto Solis		
	<i>(for Dr. Kristi Blackburn)</i>		
	Armando Soto		
	Yvette Tafoya		
	Graciela Vasquez		
	Lynette Void		
	Danylle Williams-Manser		
	Dara Worrel		

Mr. Miranda welcomed new members Kim Applebury, CSEA representative, and Lynette Void, ASCC representative.

I. Approval of Minutes – October 10, 2018

It was moved by Ms. Lopez and seconded by Mr. Cagnolatti to approve the October 10 minutes. The vote for approval was 20-0-6; Ms. Applebury, Dr. Flores-Church, Dr. Griffin, Mr. Miranda, Mr. Solis, and Ms. Void abstained. Mr. Herrera was not present for the vote.

II. Student Equity and Achievement Program (SEAP)

EMP Goals A, B, C, D, E, F

Mr. Miranda stated that the 2017-19 Integrated SSSP/Student Equity/BSI program model promoted integrated planning and program coordination. The three programs retained separate requirements as

specified in Education Code and Title 5 regulations; these requirements were built into the Integrated Plan to ensure compliance with applicable law and regulations. In order to achieve even greater integration and alignment of the three programs, the legislature created the Student Equity and Achievement Program (SEAP) to support the California Community Colleges in implementing activities and practices pursuant to the California Community Colleges' Guided Pathways Grant Program and activities and practices that advance the systemwide goal to eliminate achievement gaps for students from traditionally underrepresented groups. The SEA Program emphasizes planning and appropriate allocation with more local control. Instead of three separately funded areas, one lump sum will be allocated, and the college will utilize its own decision-making process to determine how the money will be spent. There has not been much direction but the timeline is short; the updated Equity Plan must be submitted by June 30, 2019, but a template has not been provided.

The college established the Developmental Education Committee, Student Success and Support Program (SSSP) Committee, and Student Equity Committee to monitor three separate, independent programs. Now that the programs are being merged, there will be discussions to merge the groups into one, integrated committee with representatives from the current three committees. This will be a big change, but it will align with Chancellor's Office requirements and eliminate overlapping purposes and work. Subcommittees could be established to focus on specific initiatives.

There was extensive discussion regarding the SEA Plan, how to transition from three committees to one merged committee, the size of the new committee, the need for open and regular communication, the need for equal and adequate representation, the importance of assessing outcomes and strategic resource allocation, the impact of the new funding formula, the importance of student participation and consultation, alignment of college goals for equity and achievement, and assessing, addressing, and closing equity gaps.

Mr. Miranda stated that conversations will continue, and he asked the committee to keep this in mind as we continue working on adjusting and realigning with the Chancellor's Office requirements.

III. Draft Report Template for Funded Items *EMP Goal F: Enhancing Organizational Effectiveness*

Ms. Vasquez distributed an updated draft template. She reminded the committee that the form requires identification of intended outcomes, achievements, and how the target population will benefit. It also asks whether the project is included in the requestor's unit plan. There are also drop down menus so that the requestor can select the activity or activities that will be addressed by the project, for each Integrated Plan goal. There is an option for project leads to select "other" so that they can reference goals and activities that are not included in the Integrated Plan.

It was moved by Dr. Hill and seconded by Mr. Cagnolatti to approve the report template for 2018-19 funded items as attached. The vote for approval was unanimous. Dr. Griffin was not present for the vote.

All 2018-19 student equity funded projects will be required to complete the report form. The committee may also ask project leads for additional information and/or presentations.

IV. Draft Student Equity Subcommittee Structure *EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Raphael and Ms. Vasquez stated that they met with Dr. Blackburn, Mr. Cagnolatti, and Dr. Mixson to brainstorm and develop the draft structure, determine what tasks need to be performed, and identify the scopes. The objectives are to exist temporarily to assist in the transition to the Student Equity and Achievement (SEA) Plan, and develop recommendations for addressing and implementing the goals and activities for the Student Equity Plan. There are overarching scopes and concrete tasks for each proposed subcommittee; the subcommittees will determine details and strategies to complete the tasks. Dr. Raphael shared a proposed timeline including selection of chairs in December, recurring meetings and report outs in January and February, discussion of recommendations in March, and campus share-outs in April and May.

The proposed structure includes the following subcommittees:

1. Outreach/Communication
2. Budget/Funding Requests
3. Equity Professional Development Resource Coordinating
4. Retreat Planning
5. Goal Setting/Infrastructure Fundable Projects

Every subcommittee would report back to the committee for a larger discussion. Each subcommittee would also coordinate with IERP for data needs. Ms. Vasquez asked the committee to think about which subcommittee(s) they would like to join, and to also think about volunteering as a subcommittee chair.

V. Student Equity Retreat
EMP Goals A, B, C, D, E, F

Mr. Miranda stated that this has been a topic of discussion for the past two years. He asked the committee to think about how the retreat would align with other campus planning efforts and the expected outcomes.

VI. Member Reports and Announcements

No reports.

VII. Next Meeting – Wednesday, December 12

Spring 2019 Coordinating Committee Meeting Schedule

January 28	Review February 6 Board Agenda and Committee Reports
February 11	Review February 20 Board Agenda and Committee Reports
February 25	Review March 6 Board Agenda and Committee Reports
March 11	Review March 20 Board Agenda and Committee Reports
March 25	Review April 3 Board Agenda and Committee Reports
April 8	Review April 17 Board Agenda and Committee Reports
April 22	Review May 1 Board Agenda and Committee Reports
May 6	Review May 15 Board Agenda and Committee Reports

Dates are subject to change.

COLLEGE COMMITTEE ON STUDENT SUCCESS AND SUPPORT PROGRAMS

(established on 11/4/13 to replace the College Committee on Matriculation and College Committee on Student Success)

A. Purposes

- Guides development of and recommends for Board approval the college's Student Success and Support Programs (SSSP) Plan
- Monitors the components of SSSP (credit and non-credit) to ensure that they maximize student access and success
- Reviews student success efforts and recommends strategies to avoid duplication of work
- Reviews the college's academic achievement data and makes recommendations, where appropriate
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. Subcommittees

Appointed as necessary

C. Chairperson (how selected/elected)

1. The Dean of Counseling Services and Dean of Academic Success will serve as the Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (23 members)

One faculty member appointed by each of the following instructional areas and confirmed by Faculty Senate:

Business Education
Counseling
Fine Arts & Communications
Health Occupations
Humanities/Social Sciences
Liberal Arts
Library & Learning Resource Center
Health, Physical Education, Dance & Athletics
Science, Engineering & Mathematics
Student Services
Technology

Dean of Counseling Services
Dean of Academic Success
Associate Dean of Adult Education/Diversity Programs
2 management representatives appointed by ACCME
4 classified representatives appointed by CSEA
1 confidential representative appointed by confidential employee group
1 student representative appointed by ASCC
Ex-officio member: Vice President of Student Services/Assistant Superintendent or designee (non-voting)

F. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Exceptions will be considered by the College Coordinating Committee. Appointees with subject-area expertise may be requested from the representative groups.
2. The ASCC representative will serve a one-year term.

G. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 45 percent based on the total voting membership. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I. Reporting Guidelines

All actions of the College Committee on Student Success and Support Programs will be communicated to the College Coordinating Committee in the form of minutes and committee reports. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

The Committee will meet ~~twice~~ once a ~~semester~~ month, dates to be determined at the first meeting on a ~~Wednesday at 3:00 p.m.~~

General Institution

TO BE REVIEWED BY THE BOARD POLICY ADVISORY COMMITTEE

1 **BP 3410 NONDISCRIMINATION**

2 **References:**

- 3 Education Code, Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and 59300 et seq.;
- 5 Penal Code, Section 422.55;
- 6 Government Code, Sections 12926.1 and 12940 et seq.;
- 7 Title 2 Sections 10500 et seq.;
- 8 ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
- 9 Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

10 The District is committed to equal opportunity in educational programs, employment, and
11 all access to institutional programs and activities.

12 The District, and each individual who represents the District, shall provide access to its
13 services, classes, and programs ~~without regard~~ in such a way that does not differ on the
14 basis of ~~to~~ national origin, religion, age, gender, gender identity, gender expression, race
15 or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation,
16 marital status, physical or mental disability, pregnancy, or military and veteran status, or
17 because he or she is perceived to have one or more of the foregoing characteristics, or
18 based on association with a person or group with one or more of these actual or perceived
19 characteristics.

20 The President/Superintendent shall establish administrative procedures that ensure all
21 members of the College community can present complaints regarding alleged violations
22 of this policy and have their complaints heard in accordance with the Title 5 regulations
23 and those of other agencies that administer state and federal laws regarding
24 nondiscrimination.

25 No District funds shall ever be used for membership, or for any participation involving
26 financial payment or contribution on behalf of the District or any individual employed by
27 or associated with it, to any private organization whose membership practices are
28 discriminatory on the basis of national origin, religion, age, gender, gender identity,
29 gender expression, race, color, medical condition, genetic information, ancestry, sexual
30 orientation, marital status, physical or mental disability, pregnancy, or military and veteran
31 status, or because he or she is perceived to have one or more of the foregoing
32 characteristics, or because of his or her association with a person or group with one or
33 more of these actual or perceived characteristics.

34 Information regarding who to contact to file a complaint is included in AP 3410 titled
35 Nondiscrimination.

36 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: November 7, 2007

**Dates Revised: December 10, 2008; October 24, 2012; August 26, 2013; April 29,
2014**

(Replaces former Cerritos College Policy 3029)

General Institution

1 **AP 3412 504/ADA ACADEMIC ACCOMMODATIONS AND**
2 **COMPLAINTS**

3 **References:**

4 Sections 504 and 508 of the Rehabilitation Act of 1973;
5 Americans with Disabilities Act of 1990

6 Cerritos College prohibits discrimination against any person, on the basis of a physical
7 or mental disability, in any program or activity of the college. Any student or applicant for
8 admission who believes he or she, or any individual, has been subject to a
9 discriminatory action on the basis of a physical or mental disability, including
10 harassment, may file a complaint through the following procedures. An individual may
11 also file a complaint directly with the United States Department of Education Office for
12 Civil Rights.

13 **Step I Informal Complaint Procedure**

14 The complaining party should first discuss the complaint with the individual(s) involved
15 or with the Section 504/ADA Coordinator, except if the complaint is against the
16 Coordinator or someone or something under the Coordinator's supervision, in which
17 case the complaint should be discussed with the Diversity/Compliance/Title IX Officer.
18 The 504/ADA Coordinator or Diversity/Compliance/Title IX Officer will contact all parties
19 concerned and attempt to reach some resolution of the problem. If the complaint cannot
20 be informally resolved within ten working days, the complaining party may then proceed
21 to file a formal complaint. At the time the complaint is raised, the complaining party will
22 be informed that the informal complaint procedure is optional.

23 The Section 504/ADA Coordinator may be contacted in the Office of [Human](#)
24 [Resources](#) ~~Disabled Student Programs and Services~~ and at 562-860-2451,
25 ext. ~~2276~~ [237645](#).

26 The Diversity/Compliance/Title IX Officer may be contacted in the Office of Human
27 Resources and at 562-860-2451, ext. [2276](#)84.

28 **Step II Formal Complaint Procedure**

29 In the event the complaint is not resolved by the 504/ADA Coordinator or the
30 Diversity/Compliance/Title ~~IX~~ Officer at Step I, or if the complainant chooses not to
31 pursue the informal complaint process, the complainant may follow the procedure
32 provided in AP 3435 beginning at "Intake and Processing of the Complaint" with the
33 Vice President of Human Resources and/or designee. AP 3435 shall be utilized to
34 provide for the formal complaint procedure regarding the District's 504/ADA Complaint
35 Procedure.

36 Offices of Primary Responsibility: Vice President, Student Services
37 Vice President, Human Resources

Date Approved: April 11, 2016; December 3, 2018

General Institution

1 **AP 3950 FLAG RAISING**

2 **References:**

3 36 U.S. Code, Section 174(a)

4 The flag of the United States will be flown on all days during which the District is open for
5 business, whether classes are in session or not, and at other times as designated by the
6 Board of Trustees and/or the President/Superintendent.

7 The flag of the United States shall be flown at half staff when the entire nation is in
8 mourning. These periods of mourning are proclaimed either by the President of the
9 United States for national remembrance or the State Governor for local remembrance in
10 the event of a death of a member or former member of the federal, state, or territorial
11 government or judiciary.

12 The flag of the United States should only fly at half staff for 30 days at all federal buildings
13 and grounds throughout the United States after the death of a President, the Chief Justice
14 of the United States Supreme Court, a retired Chief Justice of the United States Supreme
15 Court, or the Speaker of the House of Representatives.

16 The President of the United States may order the flag of the United States to be flown at
17 half staff to mark the death of other officials, former officials, or foreign dignitaries. In
18 addition to these occasions, the President of the United States may order half staff display
19 of the flag of the United States after other tragic events.

20 The flag of the College may be flown at half staff on the day of the funeral of any
21 employee, member of the student body, or member of the Board of Trustees, and on such
22 other occasions as determined by governmental agencies or by the
23 President/Superintendent, as directed by the Board of Trustees. Notice of why the flag
24 is flown at half staff will be communicated by the Office of Public Affairs via email, the
25 college website, and the campus marquee.

26 **Manner of Hoisting**

- 27
 - The flag should be hoisted briskly and lowered ceremoniously

28 **Inclement Weather**

- 29
 - The flag should not be displayed on days when the weather is inclement, except

30 when an all weather flag is displayed

31 **Display on or Near Administration Building of Public Institutions**

- 32
 - The flag should be displayed daily on or near the Administration Building

33 Office of Primary Responsibility: Office of the President/Superintendent

Date Approved: November 26, 2007; December 3, 2018