

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
August 26, 2019

PRESENT: Dr. Jose Fierro Dr. Adriana Flores-Church Felipe Lopez Rick Miranda Dr. Dilcie Perez Dr. Patricia Robbins-Smith Dr. April Griffin Stephanie Rosenblatt Liz Page Dave Ward <i>(for Danylle Williams-Manser)</i> Lynn Laughon <i>(for Kim Applebury)</i> Cheryl Thury Kimberly Sayo	ABSENT: Michelle Kingston <i>(for Kathy Hogue)</i> GUEST(s): Dr. Valyncia Raphael
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I. MEETING CALLED TO ORDER

Dr. Fierro 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
Sonia Gonzalez	Assistant Director of Admissions and Records	July 22
Cassie Wright Jr.	Senior Applications Analyst, Information Technology	July 22
Dr. Rory Natividad	Instructional Dean, Health, Physical Education, Athletics and Dance	July 1

Employment Opportunity	Closing Date
Program Facilitator (Adult Education/Diversity)	September 8
Dean of Counseling Services	September 15

Information regarding all employment opportunities is posted on the [Human Resources webpage](#).

IV. APPROVAL OF MINUTES – May 13, 2019

It was moved by Mr. Miranda and seconded by Ms. Page to approve the May 13 minutes. The vote for approval was 7-0-6; Dr. Flores-Church, Dr. Griffin, Dr. Robbins-Smith, Ms. Rosenblatt, Mr. Ward and Ms. Laughon abstained. Ms. Kingston was not present for the vote.

V. BOARD AGENDA – September 4, 2019

The committee reviewed the draft September 4 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES**DEEOAC***EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Valynica Raphael stated that this past year the committee focused on accessibility and confirmed their accessibility statement. For students who need accommodations, they should inform their instructors. For staff or the public who need accommodations during an event, they can email accommodations@cerritos.edu. Departments are encouraged to add this language to their announcement flyers.

The committee has been working with Universal Access Taskforce to provide more training. During the summer a web author training was provided to review how to make accessible links, images and documents. More training and information will be available later this year.

Last fall, the Modern Think Survey was deployed. The response rate was 39% with the target rate of 40%. The results will be publicized this year. In March, the draft Diversity statement was approved then shared around campus during the spring semester. The committee will continue to incorporate feedback and will bring back to Coordinating Committee this semester for board approval in December.

In April during the Festival of Asian Cultures, the committee surveyed staff and students about diversity. The majority of the respondents were students, who stated they felt welcomed and included on campus. One area of improvement is promoting events on campus which they will continue to work on.

The committee reviewed the 2017 Diversity Plan. There are approximately 46 tasks; 13 completed, 29 in progress and four not yet started. The Diversity Plan approved in 2017 included a diversity statement that was drafted in 2014. The diversity statement as well as the tasks in progress and not started will be brought forth when the plan is renewed in 2020.

Dr. Raphael concluded by stating the committee's goals for this year include encouraging more participation and attendance in committee meetings particularly student participation, continue working on the Diversity Plan, and promoting diversity funding. This year's allocation for diversity programs and projects is \$36,000.

Employee Development*EMP Goal C: Promoting Leadership and Staff Development*

Dr. Adriana Flores-Church stated next Falcon Day is scheduled for Friday, November 1. Last year's theme was Teamwork makes the Dream work. The committee will be meeting on September 5 to develop the theme, logistics and will send announcements to the campus.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No reports.

VIII. STATUS OF SHARED GOVERNANCE

Dr. Flores-Church received a request from confidential employees requesting representation on each shared governance committee where CSEA representation exists, with a clause stating that participation is contingent upon ability to serve. There are six intutional committees and seven

faculty senate committees. After much discussion, the request will be sent to Dr. Griffin to share with the senate committee chairs. The request will also be sent to institutional committee chairs.

In preparation of the upcoming Accreditation visit, Dr. Fierro requested Mr. Miranda and Dr. Flores-Church to work with Mrs. Thury to review the pending Board Policies and Administrative Procedures and have them either approved by December or removed. Mrs. Thury is also reviewing each of the shared governance websites to ensure they are up-to-date, as well as updating all the Board Policies and Administrative Procedures that were reviewed last academic year.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Flores-Church announced Health Fair scheduled for Monday, September 23 from 10 a.m. until 1 p.m. in the Conference Center. Open enrollment begins September 9 through October 4.

Dr. Fierro introduced ASCC President Ms. Sayo. Ms. Sayo announced she currently are recruiting students to serve as student government leaders. Ms. Sayo and ASCC Vice President Nathan Williams have been reaching out to students from across campus so that their student government leaders represent the diverse student body from the various areas of study. She is looking forward to working with Dr. Perez on a project called "Franco's Closet."

Ms. Rosenblatt stated she is looking forward to the campus budget forums. Mr. Lopez stated the campus budget forums are scheduled for Tuesday, August 27 at 11:00 a.m. in LC-155 and 5:30 p.m. in the Board Room. He will also be presenting at the upcoming Planning & Budget, Faculty Senate and Board of Trustees meetings.

X. PRESIDENT'S REPORT

Dr. Fierro stated that the annual Convocation event is scheduled for Thursday, August 29 to begin at 11:00 a.m. in the Burnight Center Theatre. This year we will focus on Service Excellence. There will be an extended conversation with the guest speaker at 1:00 p.m.

Dr. Griffin inquired if there is a plan to implement the CCEAL data that was gathered last year. Dr. Fierro explained the data took longer than expected; however was missing disaggregated data on how the students performed academically. We received access to the data, which has been used for Student Equity and Vision for Success. We will use the data to drive future initiatives. Dr. Griffin inquired if there will be a task force to identify best practices to be service centered. Dr. Fierro stated the purpose of bringing a guest speaker is to develop 1) short-term plan to identify and change things that can be immediately addressed, 2) mid-term plan to identify things that need to be changed across campus, and 3) long-term plan to identify on-going professional development opportunities to implement these changes.

XI. ADJOURNMENT

Meeting adjourned at 2:06 p.m.