

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
September 23, 2019

PRESENT: Dr. Jose Fierro  
 Dr. Adriana Flores-Church  
 Rick Miranda  
 Dr. Patricia Robbins-Smith  
 Dr. April Griffin  
 Stephanie Rosenblatt  
 Liz Page  
 Kathy Hogue  
 Kim Applebury  
 Danylle Williams-Manser  
 Cheryl Thury

ABSENT: Felipe Lopez  
 Dr. Dilcie Perez  
 Kimberly Sayo

GUEST(s): Tom Gallivan  
 Patrick O'Donnell  
 Miya Walker

**I. MEETING CALLED TO ORDER**

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

**II. PUBLIC COMMENTS**

There were no public comments.

**III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Jacqueline Rosales	Admissions & Records Technician I	September 3

<b>Employment Opportunities</b>	<b>Closing Dates</b>
Administrative Secretary I (Purchasing)	October 7
Dean, Academic Affairs and Strategic Initiatives	October 21
Director, Institutional Effectiveness, Research and Planning	October 21
Dean, Student Equity and Success	October 22

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

**IV. APPROVAL OF MINUTES – September 9, 2019**

It was moved by Mr. Miranda and seconded by Ms. Page to approve the September 9 minutes. The vote for approval was 10-0-0; Mr. Lopez and Dr. Perez were not present for the vote.

**V. BOARD AGENDA – October 2, 2019**

The committee reviewed the draft October 2 board agenda.

**VI. ITEMS FROM INSTITUTIONAL COMMITTEES**

**Information Technology – Patrick O'Donnell**

*EMP Goal E: Upgrading Educational Infrastructure*

Mr. O'Donnell stated the committee approved new PC standards. Dr. Griffin inquired who would serve on the taskforce for the Technology Master Plan. Mr. O'Donnell stated once the Board of Trustees approves the Technology Master Plan consultant, he will work with the consultants and

Vice President Lopez to discuss who will serve on the taskforce and will ensure all constituent groups are represented.

### **Safety – Tom Gallivan**

#### *EMP Goal E: Upgrading Educational Infrastructure*

Mr. Gallivan stated at the committee's last meeting they discussed the recent Shelter-in-Place incident. The committee will be reviewing the safety posters and flip charts for updates and ensure they have query codes. In addition, the committee will explore using different terminology during emergencies. The Evacuation Drill is scheduled for Thursday, October 17 at 10:17 a.m. Dr. Fierro inquired if anyone has mentioned broadcasting emergency messages in different languages. Mr. Gallivan replied no; however, he will look into it.

Ms. Page inquired if the committee will be hosting a training for building marshals. Mr. Gallivan stated he would be sending out notification for building marshals and team leaders training in early October. He clarified that during an evacuation that building marshals and team leaders are utilized. During a shelter-in-place, their role is to be a leader wherever they are and facilitate the shelter-in-place.

### **Web Standards – Miya Walker**

#### *EMP Goal D: Improving Internal and External Communication*

Ms. Walker stated the committee is pleased the [Administrative Procedure for Social Media Guidelines](#) was approved last Spring. There has been favorable responses regarding the new [Social Media website](#). She shared our new administrative procedure with the Public Information Officers across the state. Many of them were impressed by the work we have done and our using our policy as their standard. The Chancellor's Office staff were also happy to see that we have a policy. Public Affairs staff continues to monitor and work with Information Technology and web authors to ensure webpages are up-to-date.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

No reports

VIII. STATUS OF SHARED GOVERNANCE

a. **Board Policy and Administrative Procedure 3710 – Securing of Copyright**

*EMP Goal F: Enhancing Organizational Effectiveness*

b. **Board Policy and Administrative Procedure 3715 – Intellectual Property**

*EMP Goal F: Enhancing Organizational Effectiveness*

After much discussion, Dr. Fierro recommended that we check if these policies and procedures are required by ACCJC. Before removing them from the pending list. Ms. Rosenblatt stated that CCFF would like these policies and procedures pulled from the pending list and revisited during the next round of negotiations.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Mrs. Thury announced the Board Policies and Administrative Procedures that were reviewed by this committee last academic year have all been updated and posted to the website.

Ms. Page announced that our college's board policies and administrative procedures for accessibility is listed as a good example on the [California Community Colleges Accessibility Center's website](#).

X. PRESIDENT'S REPORT

Dr. Fierro announced that the second draft of Institutional Self-Evaluation Report (ISER) is available for review. He encouraged the committee to review and provide feedback. It will also be sent to all the Shared Governance committees.

XI. ADJOURNMENT

Meeting adjourned at 1:39 p.m.