

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

| Name | Position | Start Date |
|--------------------|-----------------------------------|-------------|
| Jacqueline Rosales | Admissions & Records Technician I | September 3 |

| Employment Opportunities | Closing Dates |
|--|---------------|
| 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 are 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.