



# Board Agenda

## Compton Community College District

Tuesday, October 16, 2012  
Closed Session to Commence at 5:00 p.m.  
Open Session to Commence at 6:00 p.m.

**DISTRICT BOARD ROOM**  
1111 E. Artesia Boulevard  
Compton, California 90221

- I. Call to Order at 5:00 p.m.**
- II. Roll Call**  
Mr. Thomas E. Henry, Special Trustee  
Dr. Keith Curry, Interim CEO
- III. Approval of Closed Session Agenda**
- IV. Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- V. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
  - A. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
    1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
      - a. Manzoor Ahmad vs. Compton Community College District
  - B. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
    1. Agency designated representative: Dr. Keith Curry, Interim CEO  
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees
  - C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957:**
    1. Interim Chief Executive Officer
  - D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**
    - One Matter
- VI. Reconvene to Open Session at 6:00 p.m.**

**VII. Roll Call**

Mr. Thomas E. Henry, Special Trustee  
Dr. Keith Curry, Interim CEO

**VIII. The Pledge of Allegiance**

**IX. Report of Actions Taken in Closed Session Pursuant to Government Code Section 54957.1**

**X. Approval of Open Session Agenda**

**XI. Requests to Address the Board of Trustees – Agenda/Non-Agenda Items**

**XII. Approval of Minutes of September 11, 2012**

**XIII. Reports from Representatives and Employee Organizations**

1. Faculty Representative Report – Jerome Evans
2. Classified Representative Report – Vacant
3. Academic Senate President Report – Michael Odanaka
4. CCCFE Certificated Employees Report – Toni Wasserberger
5. CCCFE Classified Employees Report – Joseph Lewis
6. Associated Student Body Report – Michawn Browning
7. Student Trustee – Gloria Fitts

**XIV. Award Presentation**

1. Distinguished Faculty and Staff Awards for 2011-2012

**XV. Presentations**

1. Financial Aid

**XVI. Consent Agenda – Recommendation of Interim CEO**

1. Administrative Services
  - A. Purchase Orders
  - B. Local Agreement For Child Development Services (Revenue) – CCTR-2089
  - C. Local Agreement For Child Development Services (Revenue) – CSPP-2172
  - D. Notice of Continuation Grant Award
  - E. San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program # CN110123
  - F. Yosemite Community College District Child Development Training Consortium 2011-2012 Instructional Agreement – Agreement Number 12-13-4159
  - G. Stale Dated Warrants
2. Human Resources
  - A. Academic Employment and Personnel Changes
  - B. Classified Employees
  - C. Temporary Non-Classified Service Employees

**XVII. Action Items**

1. Office of the Interim CEO
  - A. Absence of a Board Member
  - B. Facilities Management Memorandum of Understanding
  - C. Resolution #10/16/12.01 (First Reading)

- D. Board Policy – Renumbering of CCC District Policies and Procedures
- 2. Administrative Services
  - A. Agreements/Amendments/Ratifications
  - B. Budget Adjustments/Augmentations/Transfers
- 3. Facilities Planning and Development
  - A. Agreements
  - B. Change Orders
- 4. Human Resources
  - A. Revised Management Position
  - B. New Classification for Classified Position

**XVIII. Discussion/Information Items**

- 1. Office of the Interim CEO
  - A. Redistricting Action Plan
  - B. Board Presentations and Reports Schedule for 2012-2013
  - C. Special Trustee Advisory Committee Meeting Dates
  - D. Measure CC Bond Oversight Committee Meeting Dates
  - E. Measure CC Bond Oversight Committee Meeting Minutes of July 20, 2012
- 2. Administrative Services
  - A. Actual Enrollment Fee Revenue Report 323, California Community Colleges
- 3. Human Resources
  - A. Timeline for CEO Search
  - B. 2011-2012 Professional Development Report

**XIX. Oral Reports**

- A. Compton Center
- B. Interim CEO Report
- C. Board of Trustees Report
- D. Special Trustee Report

**XX. Next regularly scheduled meeting date: November 13, 2012**

Closed Session begins at 5:00 p.m.  
Open Session begins at 6:00 p.m.

**XXI. Adjournment**

*Please note: If you would like a copy of any of the support documents/attachments, please contact Paula VanBrown at (310) 900-1600, Ext. 2001. Thank you!*

# COMPTON COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, September 11, 2012

### MINUTES

- I. The Board of Trustees Meeting was called to order at 5:02 p.m.
- II. Roll Call – Members Present
  - Mr. Thomas Henry, Special Trustee
  - Dr. Keith Curry, Interim Chief Executive Officer
- III. Approval of Closed Session Agenda – **Approved**
- IV. Requests to address the Board of Trustees – Closed Session Agenda Matters
  - No Requests
- V. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122, at 5:05 p.m., to discuss or take action on the following items:
  - A. Conference with Legal Counsel – Anticipated Litigation
  - B. Conference with Legal Counsel – Pending Litigation
  - C. Conference with Labor Negotiators pursuant to Government Code, Section 54957.6
- VI. Reconvene to Open Session of the Board of Trustees at 6:00 p.m.
- VII. Roll Call – Members Present
  - Lorraine Cervantes
  - Charles Davis
  - John Hamilton
  - Deborah LeBlanc
  - Andres Ramos
  - Gloria Fitts
  - Thomas Henry
  - Keith Curry
- VIII. Pledge of Allegiance – Led by Rachelle Sasser
- IX. Oath of Office – Ms. Gloria Fitts, Student Trustee (Administered by Special Trustee Thomas Henry)
- X. Report of Actions Taken by Special Trustee during closed session:
  - No reportable action**
- XI. Approval of Open Session Agenda – **Approved (as revised)**
  - Page 25 – Discussion/Action Items 1D – Board Policy #2420;
  - Page 41 – Ratification Item 2C (not 1C)

XII. Requests to address the Board of Trustees – Agenda/Non-Agenda Items

1. Nehasi Lee, student – Commented on lack of student participation in governance
2. Miguel Quintero, ASB Treasurer – Extended congratulations to new student trustee, Gloria Fitts; expressed concerns about the heat in the Voch Tech Building.

XIII. Approval of Minutes of August 21, 2012 – **Approved**

XIV. Reports from Representatives and Employee Organizations

- A. Faculty Representative Report – Jerome Evans: Mr. Evans reported that he is a new member of the Consultative Council which is currently in the process of working on various goals to enhance this institution.
- B. Classified Representative Report – (Position vacant)
- C. Academic Senate President Report – Michael Odanaka: Thanked Lt. Box and his staff for the good job of controlling traffic during construction; commented on the Board of Governors and Proposition 38.
- D. CCCFE Certificated Employees Report –Toni Wasserberger: Thanked Lt. Box for the good job of traffic control during construction; concerned about the heat in the classrooms; California Federation of Teachers’ is in favor of Proposition 30.
- E. CCCFE Classified Employees Report – Joseph Lewis: No report
- F. Associated Student Body Report – Michawn Browning: Absent  
Report by Gloria Fitts: Welcome Back BBQ and Resource Fair to be held

XV. Presentations

- 1) 2012-2013 Compton Community College District Budget  
Felipe Lopez, CBO presented the Compton Community College District Budget

Comments:

Trustee D. LeBlanc – Requested more information on the Cosmetology debt

Trustee J. Hamilton – Inquired about the balance on the Line of Credit and what expenditures are allowed from the Line of Credit

XVI. Public Hearing – 2012-2013 Compton Community College District Budget

**Hearing commenced at 7:04 p.m.**

**Public Comments:**

1. Nehasi Lee, student – Commented on order of public hearing; concerned that only one student is on Planning & Budget Committee, and that there was not enough time to challenge budget.
2. Student Trustee, Gloria Fitts – Commented that budget information should have been presented to the Special Trustee’s Advisory Board at their last meeting.

**Public Hearing concluded at 7:20 p.m.**

XVII. Adoption of the 2012-2013 Compton Community College District Budget – **Approved/Adopted**

XVIII. Approval of Consent Agenda – **Approved**  
**Consent Agenda**

1. Administrative Services – **Approved**
  - A. Purchase Orders
  
2. Human Resources – **Approved**
  - A. Eligibility List
  - B. Academic Employment and Personnel Changes
  - C. Classified Employees
  - D. Temporary Non-Classified Service Employees
  - E. Revised Classification for Classified Position

**Discussion/Action Items**

1. Office of the Special Trustee
  - A. Board of Trustees Meeting Dates – Discussion item
  - B. Special Trustee Advisory Committee Bylaws – **Approved**
  - C. Chief Executive Officer Search Timeline – Discussion item  
Revision: March 2013, (3<sup>rd</sup> bullet) delete ~~Selection of candidate by Search Committee.~~
  - D. Board Policy 2420; Administrative Regulation 2421 – Discussion item
  
2. Office of the Interim CEO
  - A. Resolution No. 12/13-09-11/12 – Resolution to Reinstate Classified Positions and to Offer Reemployment to Laid Off Classified Employees – **Approved**
  - B. Facilities Management Memorandum of Understanding – **Item Pulled** for further review; to return October 21, 2012 board agenda.
  - C. Ratification – Measure CC Bond Oversight Committee, New Member – **Approved**
  
3. Administrative Services – **Approved, (\*as revised)**
  1. Agreements/Amendments/Ratifications
    1. Compton Worksource Center, Operated by Community Career Development, Inc. (CCD) – To provide general relief opportunities to work (grow) program.
    2. North State Environmental – To provide removal and disposal of hazardous waste  
\*(revision – dates: 9/17/2012-9/30/2012)
    3. Pacific Floor Company, Inc. – To repair damages to the gymnasium floor/refurbishment  
\*(revision – dates: 9/24/2012-9/30/2012)

Amendment:

    1. Foundation for California Community Colleges – Original agreement Board- approved on September 13, 2011.

Ratifications:

    1. California State University Dominguez Hills – To lease the fields at CSUDH for games and practices.
    2. California State University Dominguez Hills – To provide students real time practicum preceptor learning experiences for university students nearing the completion of the Child Development Degree at the university level.
    3. El Camino Community College District – To provide coordination of interpreting and real-time captioning services for deaf and hard-of-hearing students and track related costs and expenses including technical assistance with accommodations as requested.

2. Authorized Signature Resolution (LACOE)
3. Budget Adjustments/Augmentations/Transfers 2011-2012
4. Budget Adjustments/Augmentations/Transfers 2012-2013

**XVII. Information Items – Received for Information**

1. Office of the Interim CEO
  - A. Redistricting Action Plan
  - B. Board Presentations and Reports Schedule for 2012-2013
  - C. Special Trustee Advisory Committee Meeting Dates
  - D. Measure CC Bond Oversight Committee Meeting Dates
2. Academic Affairs/Student Services – B. Perez, VP Compton Center
  - A. El Camino College Student Learning Outcomes Report
  - B. El Camino College Accreditation Follow-up Report
3. Administrative Services – F. Lopez, CBO
  - A. AB 2910 Quarterly Financial Status Report
  - B. Compton Community College District Five-Year Budget Assumptions

**XVIII. Oral Reports**

- A. Interim CEO Report:  
Dr. Curry – Continuing to schedule CEO Round Table meetings in our service areas.
- B. Board of Trustees Reports:
  1. Trustee LeBlanc – Congratulated Ms. Perez on the Student Learning Outcomes report
  2. Trustee Cervantes – Happy to have received the District property deed

**XXII. Next regularly scheduled meeting: Tuesday, October 16, 2012**

*Closed session begins at 5:00 p.m.  
Open session begins at 6:00 p.m.*

**XX1. Meeting adjourned** at 8:40 p.m. in memory of all those lost in the September 11, 2001 tragedy and in memory of the late Senator Edward Vincent, Jr., the first African-American Mayor of the City of Inglewood.

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*Compton Community College District – 1111 East Artesia Boulevard -- Compton, California 90220*

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Office of the Interim CEO**  
**Dr. Keith Curry**

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**XVI. CONSENT AGENDA**

1. Administrative Services
  - A. Purchase Orders
  - B. Local Agreement For Child Development Services (Revenue) – CCTR-2089
  - C. Local Agreement For Child Development Services (Revenue) – CSPP-2172
  - D. Notice of Continuation Grant Award
  - E. San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program # CN110123
  - F. Yosemite Community College District Child Development Training Consortium 2011-2012 Instructional Agreement – Agreement Number 12-13-4159
  - G. Stale Dated Warrants
  
2. Human Resources
  - A. Academic Employment and Personnel Changes
  - B. Classified Employees
  - C. Temporary Non-Classified Service Employees



**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Felipe Lopez, CBO**

**1A. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR SEPTEMBER 2012**

Run Date **Compton Community College District**  
9/28/2012 **BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date: 10/16/2012**

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees.  
It is recommended that the following purchase orders be approved and that payment be authorized

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 01</b>	<b>Unrestricted-Compton Ed Center</b>			
P0600634	S and B Compton	I&T Division	Hospitality	\$537.00
P0600635	Premier Computer	Behavioral & Social	Non-Instruct Supplies	\$274.69
P0600642	Gridworks	Welding	Repairs Parts and Supplies	\$543.76
P0600643	S and B Compton	First Year	Non-Instruct Supplies	\$457.50
P0600644	La Opinion	Fiscal Services	Multi Media Advertising	\$338.00
P0600647	Press Telegram	Fiscal Services	Multi Media Advertising	\$271.15
P0600648	American Print Media	Fiscal Services	Multi Media Advertising	\$80.00
P0600721	South Shore Building	Operations	Other Services and Expenses	\$440.00
P0600734	Survey Monkey.Com LLC	Nursing	Other Services and Expenses	\$300.00
P0600743	Global Printing &	Div. Office-Student	Printing	\$14,518.13
P0600745	Computerland of	Information Technology	Maintenance Contracts	\$31,344.00
P0600746	Gst Inc	Information Technology	General Office Supplies	\$341.48
P0600772	Medco Sports Medicine	Athletics	Non-Instruct Supplies	\$524.68
P0600779	Grainger	Information Technology	Equipment	\$304.94
P0600783	Tomark Sports, Inc.	Athletics	Non-Instruct Supplies	\$175.95
P0600784	Industrial Electric	Operations	Other Services and Expenses	\$1,500.00
P0600789	City of Paramount	Office of the CEO	Other Rentals	\$84.00
P0600801	Shannon Williams	Athletics	Dues and Memberships	\$145.00
P0600802	Tomark Sports, Inc.	Athletics	Non-Instruct Supplies	\$557.17
P0600804	CCLC/CCCAA	Athletics	Dues and Memberships	\$6,740.00
P0600805	CCFC Annual	Office of the CEO	Dues and Memberships	\$825.00
P0600806	The College Board	Office of the CEO	Dues and Memberships	\$325.00
P0600807	Premier Computer	Counseling Office	General Office Supplies	\$195.62
P0600808	Abdul Sesay	Athletics	Gasoline	\$197.28
P0600823	El Camino College	Financial Aid	Institutional Return of Funds	\$3,404.00
P0600837	Premier Computer	Information Technology	Non-Instruct Supplies	\$240.31
P0600843	J & a Windows & Doors	Operations	Other Services and Expenses	\$3,976.00
P0600855	Melinda Palacio	Academic Affairs	Contract Services	\$500.00
P0600881	Museum of Tolerance	First Year	Non-Instruct Supplies	\$672.00
P0600892	Office Solutions	Div. Office-Student	Non-Instruct Supplies	\$412.38
P0600899	Mt. Sac Women's	Athletics	Other Services and Expenses	\$400.00
P0600900	Glendale Community	Athletics	Other Services and Expenses	\$330.00
P0600901	San Bernardino Valley	Athletics	Other Services and Expenses	\$400.00
P0600903	Pierce Community	Athletics	Other Services and Expenses	\$400.00
<b>Fund 01 Total: 34</b>				<b>\$71,755.04</b>

<b>Fund 10</b>	<b>Restricted-Compton Ed Center</b>			
P0600744	Bev's Balloons,	Foster Care Ed	Non-Instruct Supplies	\$199.00
P0600778	American Express	Board of Trustees	Printing	\$9.75
P0600825	Coast Party Rentals	BFAP Augmentation	Special Events-Direct Costs	\$119.60
		<b>Fund 10 Total: 3</b>		<b>\$328.35</b>
<b>Fund 40</b>	<b>Capital Outlay Fund-Compton Ed</b>			
P0600656	Foundation for	Accounting Use Only	License Fee/Site Licenses	\$7,044.76
		<b>Fund 40 Total: 1</b>		<b>\$7,044.76</b>
<b>Fund 45</b>	<b>Revenue Construct Bond - Compton</b>			
P0600645	Walters and Wolf	Learning Resource	Building	\$4,685.00
P0600646	Press Telegram	Music	Multi Media Advertising	\$862.03
		<b>Fund 45 Total: 2</b>		<b>\$5,547.03</b>
		<b>PO Funds Total: 40</b>		<b>\$84,675.18</b>
<b>Fund 01</b>	<b>Unrestricted-Compton Ed Center</b>			
B0610592	U.S. Healthworks	Human Resources	Medical Expense	\$2,000.00
B0610597	Global Office Supplies	Human Resources	General Office Supplies	\$5,000.00
B0610598	State of California	Human Resources	Fingerprinting fee	\$5,000.00
B0610599	Optima Industrial	Human Resources	Medical Expense	\$2,000.00
B0610600	Cintas Document	Operations	Other Services and Expenses	\$3,000.00
B0610601	Southern California	Operations	Lights and Power	\$550,000.00
B0610602	Southern California	Operations	Natural Gas	\$55,000.00
B0610603	Pacific Flooring	Operations	Contract Services	\$44,111.00
B0610622	Tracy J. Breshears	Public Relations &	PSA Contract Services	\$13,000.00
B0610625	Home Depot Credit	I&T Division	Rents/ Leases and Repairs	\$2,500.00
B0610626	Melissa's Party Supply	Civic Center Division	Books & Supplies Pool	\$500.00
B0610633	North State	Operations	Contract Services	\$19,370.97
B0610634	Ward's Natural Science	Life Sciences	Instructional Supplies	\$4,000.00
B0610635	Simplex Grinnell	Operations	Maintenance Contracts	\$5,000.00
B0610636	National TV Radio	Public Relations &	Multi Media Advertising	\$35,000.00
B0610637	National TV Radio	Public Relations &	Multi Media Advertising	\$15,000.00
B0610638	San Dieguito Printers	Public Relations &	Printing	\$46,000.00
B0610639	National Promotions &	Public Relations &	Printing	\$7,000.00
B0610640	National TV Radio	Public Relations &	Multi Media Advertising	\$24,200.00
B0610641	Mid City Mailing	Public Relations &	Postage	\$12,000.00
B0610642	La Opinion	Public Relations &	Multi Media Advertising	\$2,440.00
B0610646	American Print Media	Public Relations &	Multi Media Advertising	\$4,500.00
B0610647	American Foothill	Public Relations &	Printing	\$4,000.00
B0610649	Pro Sweepers	Operations	Repairs Parts and Supplies	\$14,779.69
B0610650	Press Telegram	Public Relations &	Multi Media Advertising	\$1,900.00
B0610651	Enterprise Rent-A-Car	Fiscal Services	Student Transportation Rental	\$500.00
B0610658	The Plumbers	Operations	Non-instructional Supplies	\$3,000.00
B0610659	Smarden Suppy	Operations	Non-instructional Supplies	\$3,000.00
B0610664	Ellucian, Inc	Information Technology	Maintenance Contracts	\$80,481.00
B0610667	Climatec	Operations	Contract Services	\$2,000.00
B0610673	Vortex File 1095	Operations	Other Services and Expenses	\$2,000.00
B0610674	Herff Jones	Admissions/Records	General Office Supplies	\$1,000.00
		<b>Fund 01 Total: 32</b>		<b>\$969,282.66</b>

<b>Fund 10</b>	<b>Restricted-Compton Ed Center</b>			
B0610632	S&B Foods	Foster Care Ed	Non-Instruct Supplies	\$1,000.00
B0610643	American Express	Parking-Student	Non-instructional Supplies	\$1,000.00
	<b>Fund 10 Total: 2</b>			<b>\$2,000.00</b>
<b>Fund 45</b>	<b>Revenue Construct Bond - Compton</b>			
B0610595	HMC Architecture	Master Planning	Architecture & Engineering	\$108,000.00
B0610604	S & K Engineers	Utilities Master Plan -	Architecture & Engineering	\$617,420.04
	<b>Fund 45 Total: 2</b>			<b>\$725,420.04</b>
<b>Fund 46</b>	<b>Bond Fund-Series 2012C-Compton</b>			
B0610596	DLR Group WWCOT	Allied Health Bldg. -	Architecture & Engineering	\$466,968.00
	<b>Fund 46 Total: 1</b>			<b>\$466,968.00</b>
	<b>BPO Funds Total: 37</b>			<b>\$2,163,670.70</b>
	<b><u>Grand Total POs and BPOs: 77</u></b>			<b>\$2,248,345.88</b>

**1B. AMENDMENT 01 - LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES (REVENUE) – CCTR-2089**

Original agreement board approved on July 19, 2012. This amendment will increase the Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$222,372.00 and inserting \$250,955.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be \$34.38. (No change)

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 6,468.0 and inserting 7,299.4 in place thereof.

Minimum Days of Operation (MDO) shall be 272. (No change)

It is recommended that the Board of Trustees approve the Local Agreements for Child Development Services for 2011-2012 REVENUE

F.Y. 2012-2013 – Total amount encumbered by this contract: \$250,955.00

Contract Number: CCTR-2089

Program Type: GENERAL CHILD CARE & DEVELOPMENT PROGRAM

Project Number: 19-6442-00-2

Period of Performance: July 1, 2012 – June 30, 2013

**1C. AMENDMENT 01 - LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES (REVENUE) – CSPP-2172**

Original agreement board approved on July 19, 2012. This amendment will increase the Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$255,114.00 and inserting \$287,906.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be \$34.38. (No change)

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 7,420.0 and inserting 8,374.2 in place thereof.

Minimum Days of Operation (MDO) shall be 272. (No change)

It is recommended that the Board of Trustees approve the Local Agreements for Child Development Services for 2012-2013 REVENUE

F.Y. 2012-2013 – Total amount encumbered by this contract: \$250,955.00

Contract Number: CSPP-2172

Program Type: CALIFORNIA STATE PRESCHOOL PROGRAM

Project Number: 19-6442-00-2

Period of Performance: July 1, 2012 – June 30, 2013

**1D. RATIFICATION OF NOTICE OF CONTINUATION GRANT AWARD**

The District has received notification of continuation funding for the Upward Bound Math Science Program REVENUE

Fiscal Year: September 1, 2012 – August 31, 2017

Total amount encumbered by this contract: \$250,000.00 each fiscal year.

PR/Award Number: P047A071069

Program Type: UPWARD BOUND MATH SCIENCE PROGRAM

The continuation period is from September 1, 2012- August 31, 2017. The total amount payable to this agreement shall not exceed \$250,000.00 each fiscal year. This grant will provide the following services to participants from the District's feeder high schools: academic tutoring; advice and assistance in secondary and postsecondary course selection; assistance preparing for college entrance exams and completing college applications; financial literacy; cultural workshops; information on career options, and a summer enrichment program.

**1E. RATIFICATION OF AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT IN PROVIDING COMPTON REGIONAL EARLY CHILDHOOD MENTOR PROGRAM # CN110123**

El Camino College will take the lead in El Camino/Compton Regional Early Childhood Mentor Program. In addition to El Camino College, the Compton Regional Early Childhood Mentor Program includes the San Francisco Community College District.

The Mentor Coordinator for Compton will provide the following services:

- Recruitment of child care providers who wish to become mentors.
- Adherence to campus lab policies.
- Enroll teachers and providers in the mentor teachers' course for credit.
- Appoint and train Selection Committee Members in the use of the Harms and Clifford Early Childhood Environmental Rating Scale.
- Oversee student placements and maintain placement history, student evaluations and stipend amounts.
- Provide books and other instructional materials for mentors.

Budgeted Amount: No Cost to the District

Term: August 1, 2012 – July 31, 2013

Appropriation or Grant Number: CN110123

Resolution No.: 120426-B2

Program Type: CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

**1F. RATIFICATION OF AGREEMENT WITH YOSEMITE COMMUNITY COLLEGE DISTRICT CHILD DEVELOPMENT TRAINING CONSORTIUM 2011-2012 INSTRUCTIONAL AGREEMENT – AGREEMENT NUMBER 12-13-4159**

It is recommended that the Special Trustee authorizes the CEO or Designee to approve District participation in the Yosemite Community College District Child Development Training Consortium 2012-2013 Instructional Agreement Number 12-13-4159 for the purpose of providing tuition and book reimbursement to eligible child development student employed in child development programs who seek or wish to upgrade and maintain child development permit for employment.

Fiscal Year: July 1, 2012 – June 30, 2013

Total amount encumbered by this contract: \$12,500.00

Agreement Number: 12-13-4159

Program Type: CHILD DEVELOPMENT TRAINING CONSORTIUM

**1G. ACTUAL APPROVAL OF STALE DATED WARRANT(S)**

LACOE has determined that certain checks have not been cashed and processed through the banking system. After six months, LACOE makes an entry to debit the un-cashed amount back in the Cash Account of CCD. An “Other Local Income” account is credited for the same amount. It is recommended that the Special Trustee approve the following Stale Dated Warrant:

<u>WARRANT(S) #</u>	<u>AMOUNT</u>
19276053	\$ 36.00
19525354	\$ 580.03
53539480	\$2,505.00

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Human Resources Division**  
**Rachelle Sasser, Dean, Human Resources**

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**2A. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES**

It is recommended that the Special Trustee ratify/approve the employment and personnel changes for Academic employees as shown below.

1. Employment – Ms. Rosa Carrillo, part-time Human Development Instructor, Class II, Step 2, effective September 24, 2012 – December 14, 2012.
2. Employment – Ms. Rosa Carrillo, part- time Counselor, Class II, Step 2, effective October 01, 2012 – June 30, 2013.
3. Employment – Ms. Charlette Ford-Charles, part-time Nursing Instructor, Class II, Step I, effective October 1, 2012 June 30, 2012.
4. Employment – Mr. Edward Barry Gropp, part-time Counselor, Class III, Step 3, effective August 25, 2012 – June 30, 2013.
5. Employment – Ms. Lorenda Johnson, part-time Counselor, Class II, Step 1, effective October 1, 2012 – June 30, 2013.
6. Employment – Ms. Victoria Martinez-Weitzel, part-time Counselor, Class III, Step 3, effective October 1, 2012 – June 30, 2013
7. Employment – Mr. Brian Mims, part- time Counselor, Class II, Step 2, effective, October 1, 2012 – June 30, 2013.
8. Employment – Ms. Quin Morgan, part- time Nursing Instructor, Class I, Step 1, effective October 18, 2012 – June 30, 2013.
9. Employment – Mr. Efren Rangel, part-time Counselor, Class III, Step 2, effective October 1, 2012 – June 30, 2013.
10. Employment – Ms. Angie Kirk, part-time English Instructor, Class IV, Step 1, effective October 8, 2012 – December 14, 2012
11. Employment – Ms. Cynthia Mosqueda, part-time Counselor, Class II, Step 1, effective October 1, 2012 – June 30, 2013.
12. Employment – Ms. Laura Gutierrez Padilla, part-time Counselor, Class III, Step 1, effective October 1, 2012 – June 30, 2013.

**2B. CLASSIFIED EMPLOYEES:**

It is recommended that the special Trustee ratify/approve the employment and personnel changes for Classified employees as shown below.

a) Provisional Employment

1. Ms. Theresa Clemente, Children’s Center Aide, Range 15, Step E, Child Development Center, Academic Affairs, effective July 1, 2012 through December 30, 2012, not to exceed 120 days (NTE 35 hours per week).

2. Ms. Rosalie Latchison, Account Clerk, Range 19, Step A, Business Services, Administrative Affairs, effective November 1, 2012 through June 30, 2013, not to exceed 120 days (NTE 35 hours per week).
3. Ms. Quyen Nguyen, Accounting Technician, Range 22, Step A, Business Services, Administrative Affairs effective November 1, 2012 through June 30, 2013, not to exceed 120 days (NTE 35 hours per week).
4. Mrs. Elnora Washington, Records Clerk, Range 17, Step G, Admissions & Records, Student Affairs, effective October 29, 2012 through June 30, 2013, not to exceed 120 days (NTE 35 hours per week)
5. Mr. Everett Washington, Categorically Funded Program Technician, Range 24, Step A, Financial Aid, Student Affairs, effective October 1, 2012 through June 30, 2013, not exceed 120 days (NTE 35 hours per week).
6. Ms. Pamela Wilkerson, Account Clerk, Range 19, Step A, Business Services, Administrative Affairs effective November 1, 2012 through June 30, 2013, not to exceed 120 days (NTE 35 hours per week).

**2C. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:**

It is recommended that the special Trustee ratify/approve the employment and personnel changes for non-classified employees as shown below.

1. Makiea Buford, Supplemental Instruction Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 19, 2012 through December 14, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
2. Jessy Campos, Student Worker I, Rate E, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 17, 2012 through December 12, 2012, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
3. Jeffery Douglas, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 27, 2012 through December 14, 2012, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
4. Dina Galindo, Student Worker I, Rate E, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 17, 2012 through January 01, 2013, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
5. Susanne Gilmore, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 18, 2012 through December 14, 2012, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
6. Mohammed Habib, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 4, 2012 through December 14, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).



7. Donna, Harris, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 4, 2012 through December 14, 2012, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
8. Ms. Jill Haus, Instructional Assistant-EMT, \$13.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 28, 2012 through June 12, 2013, Career Technical Education, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
9. Rolando Hernandez, Tutor, Supplemental Instruction Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 18, 2012 through December 14, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
10. Jose Pedroza, Student Worker I, Rate A, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 13, 2012 through December 14, 2012, Financial Aid, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
11. Ralynn Ross, Student Worker I, Rate A, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective October 1, 2012 through December 14, 2012, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
12. Kanza Shaheen, Tutor, Supplemental Instruction Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 19, 2012 through December 14, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
13. Mr. Bradd Stene, Instructional Assistant-EMT, \$13.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 28, 2012 through June 10, 2013, Career Technical Education, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
14. Kiaria Teague, Student Worker I, Rate A, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective October 1, 2012 through December 31, 2012, Health and Human Services, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
15. Vivian Turner, Assistant Coach (Women's Basketball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective October 1, 2012 through February 28, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours a week).
16. Arthur Washington, Assistant Coach (Men's Basketball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 15, 2012 through November 30, 2012, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours a week).
17. Mr. James Webb, Instructional Assistant-EMT, \$13.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 28, 2012 through June 12, 2013, Career Technical Education, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Office of the Interim CEO**  
**Dr. Keith Curry**

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**XVII. ACTION ITEMS**

1. Office of the Interim CEO
  - A. Absence of a Board Member
  - B. Facilities Management Memorandum of Understanding
  - C. Resolution #10/16/12.01 (First Reading)
  - D. Board Policy – Renumbering of CCC District Policies and Procedures
  
2. Administrative Services
  - A. Agreements/Amendments/Ratifications
  - B. Budget Adjustments/Augmentations/Transfers
  
3. Facilities Planning and Development
  - A. Agreements
  - B. Change Orders
  
4. Human Resources
  - A. Revised Management Position
  - B. New Classification for Classified Position

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Office of the Interim CEO**  
**Dr. Keith Curry**

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**1A. ABSENCE OF A BOARD MEMBER**

It is recommended that the Board excuse Trustee John Hamilton from the Thursday, July 19, 2012 and the Tuesday, August 21, 2012 Board of Trustees Meetings with no loss of salary due to hardship.

1B. **FACILITIES MANAGEMENT MEMORANDUM OF UNDERSTANDING**

It is recommended that the Special Trustee approve the Facilities Management Memorandum of Understanding.

**FACILITIES MANAGEMENT MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is made and entered into this \_\_\_<sup>th</sup> day of \_\_\_\_\_ in the year 2012, by and between [the COMPTON COMMUNITY COLLEGE DISTRICT](#) (hereinafter referred to as “Compton”) and the “EL CAMINO COMMUNITY COLLEGE DISTRICT” (hereinafter referred to as “El Camino” and collectively, as the “Parties”).

**WHEREAS**, the State of California has approved a Capital Outlay Project to the El Camino Community College District, El Camino College Compton Center for “Infrastructure Replacement Phase 1” in the total amount of approximately \$37,714,000. Approximately \$31,180,000 will be from the State of California and approximately \$6,534,000 from Compton Local Bond Funds (Measure CC);

**WHEREAS**, the State of California has approved a Capital Outlay Project to the El Camino Community College District, El Camino College Compton Center for “Infrastructure Replacement Phase 2” in the total amount of approximately \$19,498,000. Approximately \$17,248,000 will be from the State of California and approximately \$2,250,000 from Compton Local Bond Funds (Measure CC);

**WHEREAS**, the State of California has approved a Capital Outlay Project to the El Camino Community College District, El Camino College Compton Center for “Allied Health Renovation” in the total amount of approximately \$ 13,270,000. Approximately \$8,946,000 will be from State of California and approximately \$4,324,000 from Compton Local Bond Funds (Measure CC). Note: all approved Capital Outlay Plan projects cited in the above Recitals shall be individually referred to as “Project” and collectively referred to as “Projects”;

**WHEREAS**, since the State of California Department of Finance requires the Capital Outlay Projects approved for Compton to be in the name of El Camino for the Projects to be constructed on Compton’s property, the Parties would like to set forth each Party’s rights and responsibilities for the Projects in this MOU; Capital Outlay Project bid awards require approval by Compton, El Camino, Chancellor’s Office and Department of Finance. The State of California will adjust these numbers at various stages of the project.

**WHEREAS**, the Parties agree to commit to a collaborative process where each Party will provide input and recommendations to be considered in earnest by the other Party, with the Parties working together to make collaborative decisions for the benefit of the Projects;

**WHEREAS**, the Parties agree that El Camino will take primary responsibility to manage the design, construction, State of California funding issues, and related activities necessary to complete the Projects, and Compton will take primary responsibility for local financing (Measure CC), and provide oversight and approvals as necessary;

**WHEREAS**, when El Camino and Compton are required to review or approve any items necessary to complete the Projects, each shall do so in a timely manner as to not delay progress or completion of the Projects, and any approvals shall not be unreasonably withheld, and,

**WHEREAS**, the parties wish to use the provisions of this MOU as a model for future projects of a similar nature.

**NOW, THEREFORE**, the Parties hereto agree as follows:

1. **No Transfer or Waiver of Rights.** Nothing in this Agreement shall be construed as Compton transferring or waiving to El Camino or any other party, any rights whatsoever to any property, fixtures, equipment, facilities etc. related to the Projects. All rights or title to any property (real, personal or others) shall be retained by Compton unless otherwise expressly agreed to in writing by Compton.
2. **Term.** The term of this MOU shall be from approval of this MOU by ECCCD Governing Board of Trustees and CCCD's Special Trustee until final completion of all Projects, or as modified in writing and signed by both Parties.
3. **Funding/ Financial Responsibilities.**
  - A. El Camino and its consultants shall maintain books and records of revenue received and expenses incurred to complete planning, design, bidding and construction of the Projects. Personnel or its consultants utilized by El Camino to perform accounting and related functions under this Agreement shall be skilled, trained and experienced in maintaining accounting books and records relating to design, bidding and construction of public works projects. Accounting books and records developed and maintained by El Camino hereunder shall be: (i) consistent with generally accepted accounting principles applied in a consistent manner; (ii) El Camino policies; and (iii) available at all times to the District for inspection, review or reproduction. Accounting books and records maintained by El Camino College shall be in accordance with District policies and requirements. Additionally, the Program Manager shall assist with audit preparation.
    - a. El Camino and its consultants shall maintain records of expenditures incurred to complete planning, design, bidding and construction of the Projects. Records of expenditures must incorporate functions required by the El Camino including without limitation, sorting expenditures by the following: (i) per Project; (ii) per Project year- to- date; (iii) cumulative per Project; (iv) Projects year-to-date; and (v) by categories of expenditures.
    - b. El Camino shall have the authority to take such action as is reasonably necessary to insure that State funds are legally and properly expended.
  - B. Compton shall have responsibility for all local (including Measure CC) financial commitments related to the Projects, including the payment of appropriate professional consultants or other third parties necessary to plan, design, construct and complete the Projects including, but not limited to, architects, engineers, contractors, etc. (collectively, "Consultants" and/or "Vendors"). Compton shall be responsible to

maintain proper cash flow for projects. Compton shall provide timely payments to all consultants' and/or vendors associated with these projects. Compton shall have the authority to take such action as is reasonably necessary to insure that its local bond funds are legally and properly expended.

- C. The Parties shall cooperate and provide each other all necessary information and documents to properly and timely submit Capital Outlay Reimbursement Claims to the State of California related to the Projects. El Camino shall review, approve and submit any such Claims prior to submittal to the State of California for reimbursement.
  - D. El Camino shall ensure timely disbursement of all received funds from the State of California related to the Projects less the amounts received for payments related to 3A. The Parties agree to provide each other a detailed accounting of all State of California Funds associated with the Projects and such accounting records shall be presented to the other Party on a monthly basis or other regular basis reasonably requested by the other Party.
4. **Budgets**. El Camino shall develop budgets for the Projects based on the amounts approved by the State of California in the Capital Outlay Plans. This information shall be made available to Compton for review and approval. El Camino shall update all budgets for the Projects on a regular basis, or as necessary, which shall contain, to the extent possible, real-time information including the following:
- A. Original/ approved budget vs. current budget
  - B. Original/ approved budget vs. amounts spent/committed/projected
  - C. List of all funding sources and amounts
  - D. Budget and contract growth analysis
  - E. Contract schedule growth analysis
  - F. Contract percentage spent analysis
5. **Project Costs and Tracking**. El Camino shall monitor and track all costs to ensure such costs are within the approved budgets for the Projects. This information shall be made available to Compton for review and approval. El Camino shall update all costs related to the Projects on at least a monthly basis, or as necessary, which shall contain, to the extent possible, real-time information including:
- A. Cost status by budget category: budgets, contracts, proposed changes, change orders, amounts paid to date, projected costs to complete vs. budget variances and requests for information (“RFI’s”).
  - B. Contracts: original contract amounts, change orders, current contract amounts, proposed changes and approved payments. Any changes to contracts prepared by El Camino shall be made available to Compton for review and approval.
  - C. Payment requests/invoices: amounts requested, approved, retention, amounts paid and dates paid, amounts received and dates received.

- D. Compton agrees that the State of California funding for management of the projects shall be retained by El Camino for payment to a construction management firm for its actions undertaken in this MOU.
- E. Compton shall provide, at no cost to El Camino, sufficient space, supplies, and equipment to enable El Camino to manage the El Camino projects constructed on the Compton property, including sufficient onsite trailer space and communication hookups such as telephone, computer, and the like.
- F. Compton shall be responsible for any and all attorney's fees pertaining to the capital outlay projects under this MOU. Compton shall not unreasonably withhold such approval, and shall act in the best interest of the parties and the project.

Compton shall have the authority to review all monthly payment applications related to the Projects.

- 6. **Project Accounting**. The Parties agree to cooperate and coordinate accounting formats and procedures for the Projects that are compatible and consistent with each Party's existing accounting requirements, as well as those of the Los Angeles County Office of Education.
- 7. **Schedules**. El Camino shall prepare a master schedule for all Projects, as well as individual schedules for each Project, for review and approval by Compton. El Camino shall update the master and Project schedules on a regular basis, or as necessary, which shall contain, to the extent possible, real-time information including: major Project milestones, schedule for design, construction and close-out of Projects. El Camino shall provide all scheduling updates to Compton in a timely manner.
- 8. **Monthly Reports**. El Camino shall prepare monthly status reports including updates and information as required in this MOU related to the budgets, costs, schedules and safety issues for the Projects. These reports shall be provided to Compton for review in a timely manner.
- 9. **Consultants and Contracts**. Except for program managers, construction managers or project managers which shall be the sole responsibility of El Camino, Compton shall contract with appropriate professional Consultants necessary to plan, design, construct and complete the Projects. Both Compton and El Camino shall have joint authority to approve all Consultants under contract with El Camino or Compton related to the Projects. If the Parties cannot agree on the selection of a particular Consultant, the Chancellor of the California Community Colleges decision will govern.
- 10. **Bidding and Construction**. El Camino shall prepare bid documents for construction of the Projects. If Compton elects to prequalify any Consultants related to the Projects, El Camino shall approve such process for prequalification.

11. **Documents.** Compton shall be provided clearance and access to review all relevant Project documents, except to the extent any such information or documents are protected by any applicable privileges or not subject to disclosure under applicable laws. If there are any documents that are only available as a hard copy or not available in an electronic format, El Camino will provide hard copies of such documents to Compton and Compton will provide hard copies of such documents to El Camino.
12. **Insurance.** Until completion of all Projects, El Camino and Compton shall either be self-insured or maintain workers' compensation and comprehensive liability insurance providing coverage for public liability, automobile liability, bodily injury and property damage. El Camino shall require all Consultants performing work or providing services for the Projects to be properly insured and obtain the required bonds. All Consultant contracts entered into by El Camino for the Projects shall include a requirement that
13. Compton be named as an additional insured on all policies and that any indemnity/hold harmless provisions include El Camino as an express named indemnitee.
14. **Indemnity.**
  - A. El Camino shall, to the extent permitted by law, indemnify, defend, and hold harmless Compton, its officers, agents and employees, from all actions, claims or liabilities for any injury, death, damage, or loss to person or property, that arise in any manner from the acts or omissions of El Camino, its officers, agents and employees in the performance of this MOU, including, but not limited to, all actions, claims or liabilities arising or connected in any way with El Camino's actions taken pursuant to this MOU.
  - B. Compton shall, to the extent permitted by law, indemnify, defend, and hold harmless El Camino, its officers, agents and employees, from all actions, claims or liabilities for any injury, death, damage, or loss to person or property, that arise in any manner from the acts or omissions of Compton, its officers, agents and employees in the performance of this MOU, including, but not limited to, all actions, claims or liabilities arising or connected in any way with Compton's actions taken pursuant to this MOU.
  - C. The provisions of indemnity set forth in this Section shall not be construed to obligate a party to pay any liability including, but not limited to, punitive damages, which by law would be contrary to public policy or otherwise unlawful.
15. **Collaborative Process.** The Parties will endeavor to make decisions related to the Projects in a collaborative manner after considering each Party's input and recommendations. If there are any differing opinions or conflicts between the Parties related to how the Projects should be completed, a meeting with the Compton Chief Executive Officer or his/her designee and the El Camino Vice President of Administrative Services or his/her designee shall be held. The parties shall establish a joint facilities management team, co-chaired by the El Camino Vice President of Administrative Services and the Compton Chief Executive Officer or his/her designee. The team shall meet on a regular basis, generally monthly. If the Parties cannot agree, the Chancellor of the California Community Colleges decision will govern.



16. **Entire Agreement.** This MOU contains the entire agreement between the Parties with respect to the matters covered hereby, and supersedes all prior agreements, written or oral, between the Parties. No other agreement, or promise made by any Party not contained herein shall be binding or valid. This MOU shall be construed as one document and all of the agreements herein are in exchange for and in consideration of the commitments of each and all of the Parties herein as set out above. This MOU may be amended only by a writing signed by the Parties.
17. **Enforceability.** Should any provision of this MOU be declared or determined by any court of competent jurisdiction to be illegal, invalid, or unenforceable, the legality, validity, and enforceability of the remaining parts, terms, or provisions shall not be affected thereby and said illegal, unenforceable, or invalid part, term, or provision shall be deemed not to be part of this MOU. This MOU shall be construed, determined and enforced in accordance with the laws of the State of California of California with venue in Los Angeles County, California.
18. **Construction.** The Parties agree that each Party has been represented by counsel; that counsel for each Party has reviewed this MOU; and that any rules of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in any interpretation of this MOU or any amendments or exhibits thereto.
19. **Attorneys' Fees.** In the event of a dispute under this MOU, each Party shall bear its own attorneys' fees and costs.
20. **Assignment.** No Party shall assign this MOU or any right or privilege any Party might have under this MOU without the prior mutual written consent of all Parties hereto.
21. **Effect of Recitals.** The Recitals herein are deemed true and correct, are hereby incorporated into this MOU as though fully set forth herein, and the Parties acknowledge and agree that they are each bound by the same.
22. **Conflicts of Interest.** No director, officer, official, representative, agent, or employee of any Party shall have any financial interest, direct or indirect, in this MOU.
23. **Cooperation.** The Parties acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to complete the objectives and requirements that are set out in this MOU. The Parties hereby agree to cooperate with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete the objectives and requirements set forth herein in accordance with the intent of the Parties as evidenced in this MOU.
24. **Third Party Beneficiaries.** Nothing in this MOU shall be construed to confer any rights upon any party not signatory to this MOU.
25. **Counterparts.** This MOU may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.

The Parties, through their authorized representatives, have executed this MOU as of the day and year first written above.

Compton Community College District:

By: \_\_\_\_\_  
Thomas E. Henry, Special Trustee

EI Camino Community College District:

By: \_\_\_\_\_  
Thomas M. Fallo, Superintendent/President

I have reviewed this Memorandum of Understanding and concur with its terms. I also confirm that the Special Trustee has the power to sign it and, acting in accordance with the authority I have granted him under the law, to bind Compton Community College District to the terms set forth in the agreement.

\_\_\_\_\_  
Brice Harris  
Chancellor, California Community Colleges

**1C. RESOLUTION NO. #10/16/12.01**

It is recommended that the Special Trustee receives, for first reading, the resolution to repeal Compton Community College District board policies that were adopted prior to June 21, 2005.

**RESOLUTION NO. #10/16/12.01 (First Reading)**

**RESOLUTION TO REPEAL COMPTON COMMUNITY COLLEGE DISTRICT BOARD POLICIES THAT WERE ADOPTED PRIOR TO JUNE 21, 2005.**

**RESOLVED** by the Special Trustee of the Compton Community College District, County of Los Angeles, State of California that:

**WHEREAS**, as a result of the FCMAT team review and report of October 15, 2004, a recommendation was made that the District thoroughly review all policies in the Policy Manual of the Board of Trustees and revise or eliminate those policies that are deficient in terms of their appropriateness and/or legality;

**WHEREAS**, pursuant to the FCMAT team review and report, on or about June 21, 2005, a recommendation was made to the Special Trustee and to the Governing Board of the Compton Community College District that the Board adopt Community College League of California (“CCLC”) board policy model templates and give direction to staff to refine policies;

**WHEREAS**, in 2009 and 2010, pursuant to the above-referenced recommendations, the Special Trustee has adopted various board policies and the Chief Executive Officer has issued various administrative regulations based in whole or in part on CCLC model templates, and it was the intention of the Special Trustee and Chief Executive officer in adopting such board policies and issuing such administrative regulations that these replace and repeal any and all board policies and administrative regulations with the same subject matter;

**NOW, THEREFORE, BE IT RESOLVED**, any and all board policies adopted prior to June 21, 2005, including, but not limited to, all policies referenced in the draft 2003 Compton Community College District Policy Manual of the Board of Trustees, be and hereby are repealed;

**BE IT FURTHER RESOLVED** that to the extent any board policies adopted prior to June 21, 2005, were already repealed expressly or impliedly by subsequently adopted policies covering the same subject matter, this Resolution shall be deemed to be declarative of existing policy.

Approved this \_\_\_ day of \_\_\_\_\_, 2012, by the Special Trustee of the Compton Community College District.

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Thomas E. Henry, Special Trustee for the  
Compton Community College District

**1D. BOARD POLICY – RENUMBERING OF CCC DISTRICT POLICIES AND PROCEDURES**

**Introduction:**

Compton Community College District Policies and Procedures are being renumbered to conform with the Community College League of California (CCLC) Policy and Procedure Service's numbering system.

As current policies are revised and new ones are written they will be renumbered and tentatively placed into the new, appropriate categories.

**Board Action Request:**

It is recommend that the Special Trustee authorize the renumbering of the Board Policies and Administrative Regulations for Capital Construction and Bond Management, as listed below:

- Capital Construction - Board Policy from BP3300 to BP6600
- Capital Construction Planning - Administrative Regulation from AR3301 to AR6601
- Bond Program Management - Administrative Regulation from AR3302 to AR6602



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

~~BP 3300 Capital Construction~~

Issued: April 20, 2010

**BP 6600 Capital Construction**

**REVISED: October 16, 2012**

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Reference:

Education Code Sections 15278, 15280, 15282, 81005, 81820  
California Code of Regulations, Title 5, Sections 57150 et seq.

The CEO is responsible for planning and the administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the CEO. The CEO or designee shall monitor the progress of construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The CEO or designee shall assure compliance with laws related to use of federal, state, bond and local capital outlay funds for acquisition, construction, rehabilitation, and equipping of buildings and grounds.

The Board shall approve and submit to the Board of Governors a five year capital construction plan as required by law. The CEO shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

The CEO shall ensure there are adequate program management controls over the Compton Community College District's Bond Program to ensure the program approved by the voters is delivered and to ensure bond funds are used only for approved bond purposes. Bond funds are used only for construction, rehabilitation, equipping of school facilities as defined in the voter approved bond ballot language and by the District's duly approved Educational and Facilities Master Plans.

The CEO shall establish regulations that provide for Capital Construction Planning and Bond Program Management processes.

Applicable Administrative Regulations:

AR 3301 Capital Construction Planning  
AR 3302 Bond Program Management



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

~~AR 3301 Capital Construction Planning~~

ISSUED: March 16, 2010

AR 6601 Capital Construction Planning

REVISED: October 16, 2012

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The CEO directs that the following regulations apply to Capital Construction Planning in the Compton Community College District:

- I. **Capital Outlay Program.** The CEO will annually report to the Board and to State Chancellor's Office a five year capital outlay program. The program will consist of the plans of the District concerning its future academic and student services programs as defined in the educational master plan, and the effects of such programs on construction needs defined in the facilities master plan. Specifically, the five year capital outlay program will include the following:
  - A. Statement of educational plans
  - B. Statement of energy plans
  - C. Statement of disabled persons' barrier removal plan
  - D. Location of program delivery
  - E. Location of district owned lands
  - F. District priority lists
  - G. District capacity/load ratios
- II. **Construction Contracts.** Construction contracts will be let in accordance with Regulation AR 6341 Contracts and will comply with applicable laws relating to public works.
- III. **Bond Funds.** Bond funds may only be used for acquisition, construction, rehabilitation, equipping of facilities as defined in voter approved bond ballot language and by the District's duly approved bond ballot language and by the district's duly approved Education Plan and Facility Master Plan. All Bond fund projects shall be reviewed by the Citizens oversight committee as delineated in BP 3310 Citizens Oversight Committee.



COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS

~~AR 3302 Bond Program Management~~

ISSUED: March 16, 2010

AR 6602 Bond Program Management

REVISED: October 16, 2012

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The CEO directs that the following regulations apply to Bond Program Management in the Compton Community College District:

- I. **Program Goals.** Compton Community College District is committed to providing the students, faculty, administration and residents of its service region with safe, functional, cost-effective facilities. The overarching goals of this program are to:
  - A. Maintain the highest standards of safety possible, with every individual responsible for this or her own safety and responsible for the safe behavior of others nearby.
  - B. Construct each facility as quickly as possible without sacrificing quality or losing focus of the entire program.
  - C. Ensure Bond funds are used only for construction, rehabilitation, equipping of school facilities or the acquisition or lease of real property for school facilities, as defined in the voter approved bond ballot language and by the District's duly approved Education Plan and Facility Mater Plan.
  
- II. **Program Objectives.** The objectives of this program are to:
  - A. Ensure that District authority and responsibility for bond fund expenditures and for delivery of approved facility projects are clearly defined and adhered to.
  - B. Ensure that progress on bond program funded projects is reported regularly and in sufficient detail to management, the Board of Trustees, and the public.
  - C. Ensure the program optimizes the use of bond program funds through the implantation of a comprehensive and well-controlled Program Management Plan and detailed Program Management Procedures.
  
- III. **Program Management Plan.** The Program Management Plan (PMP) will be the road map to implement the Bond Program. The three most important elements in the PMP are the scope, budget, and schedule. The success of the program depends on a careful balance of these variables and the management of each throughout the life of the program.
  - A. Scope is defined as the physical result of the project (e.g., the number of rooms, the size of the rooms, and other requirements of the space).
  - B. The budget is the original estimated cost of construction, including inflation, architectural and engineering services, and all other costs associated with a building program.
  - C. The schedule models the time line for executing the individual projects, taking into consideration space requirements, bond cash flow requirements, and the absorption rate of additional classroom space created.

IV. **Bond Program Management Controls** shall include:

- A. A specific list of CCCD projects to be funded and certification that the district board has evaluated safety and information technology needs in developing the list.
- B. A facility needs assessment that includes a detailed inventory of existing facilities, a comprehensive energy analysis, enrollment projects and staffing needs resulting in a Facilities Master Plan.
- C. An annual revision to the Facilities Master Plan.
- D. A schedule showing implementation plan milestone start and due dates.
- E. Identification and tracking of all funding by source.
- F. Cost and schedule estimates for each project.
- G. Management of design, contract and construction phases, including document management throughout.
- H. Monthly progress reports in detail for each project and in summary for the program including inspection of workmanship, completion of work to meet specification, and the suitability of proposed changes to the scope and original design of work. Monthly progress reports will also include a comparison of actual costs against original projections and an explanation accounting for differences.
- I. Quarterly forecasts of final cost and date of completion for each project. The Quarterly Forecast shall include recommended adjustments to project budgets and/or construction schedule timelines if revised expenditure projections so require.
- J. Annual, independent financial and performance audits prepared on behalf of the Board of Trustees, until all bond funds have been spent to ensure that the bond funds have been used only for the projects listed in the measure.

V. **Organization.** The following constituencies participate in Bond Program Management:

- A. **Board of Trustees.** The elected Board of Trustees sets policy for all district actions affecting the bond program. The Board approves the educational and facilities master plans, the five year construction plan, and all project management and/or construction contracts.
- B. **Citizens Oversight Committee.** The Board of Trustees appoints a minimum of seven community members to oversee the bond program as in delineated in BP 3310 Citizens Oversight Committee.
- C. **Facilities Committee.** Consults concerning campus-wide capital construction; long-range planning in conjunction with local, state bond funding and reports to the Consultative Council as delineated in AR 2511 Council and Committee Structure.
- D. **District Management.** The CEO provides overall direction to the Bond Program and shall establish such regulations and direction as are necessary to that end. The CEO or designee provides the bond program progress reports called for by this regulation.



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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Felipe Lopez, CBO**

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**2A. AGREEMENTS/AMENDMENTS/RATIFICATIONS**

**AGREEMENTS**

- 1. CONSULTANT: COMMUNITY COLLEGE SEARCH SERVICES**  
**SERVICES:** To provide training to the CEO Search Committee on the following topics: Confidentiality, Development of Screening Criteria, Writing Effective Interview Questions, Reference Checking, District and Centers Commitment to Equal Employment, Diversity, Student Success and the Role of the Equal Employment Representative. Assist community colleges in all aspects of locating permanent or interim community college executives
- REQUESTING DEPT:** HUMAN RESOURCES  
**FUNDING:** GENERAL FUND UNRESTRICTED  
**DATES:** 10/17/12 – 06/30/13  
**NTE:** \$1,000.00

**RATIFICATION**

- 1. CONSULTANT: COMPTON WORKSOURCE CENTER, OPERATED BY COMMUNITY CAREER DEVELOPMENT, INC. (CCD)**  
**SERVICES:** To provide general relief opportunities to work (grow) program sponsored by the County Office of Education that allows interns to be placed and trained at various agencies to acquire necessary and valuable skills they will need for employment on a regular job. Their participation will assist the CDC with required adult child ratios
- REQUESTING DEPT:** HEALTH & HUMAN SERVICES/CHILD DEVELOPMENT  
**FUNDING:** GENERAL FUND UNRESTRICTED  
**DATES:** 09/11/12 – 06/30/13  
**NTE:** No cost to the District

**2B. BUDGET ADJUSTMENTS/AUGMENTATIONS/TRANSFERS**

It is recommended that the Special Trustee approve or ratify the following adjustments, augmentations, and transfers. The adjustments do not adversely affect the total District budget.

**FISCAL YEAR 2012-2013**

1. General Fund – Unrestricted
2. General Obligation Bond Fund
3. Bond Fund Series 2012C

**1. General Fund – Unrestricted**

Expenditures:

		<b>-FROM-</b>	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
5XXX	Other Operating Expenses and Services		\$ <b>25,600.00</b>
		<b>-TO-</b>	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
4XXX	Supplies		\$ 3,500.00
6XXX	Capital Outlay		<u>22,100.00</u>
			<b>\$ 25,600.00</b>
<b>Summary Total</b>			<b>\$ 0.00</b>
Total Transfer Amount - \$25,600.00			

**Summary of Transfers:**

Transfer of funds from Other Operating Expenses and Services to increase supplies budget for Civic Center and Athletics Depts. (funds for supplies associated with campus events and space rental and travel to athletic events. Capital Outlay budget increased \$22,100 for cost of soccer field relocation and cabling in union trailer.

**2. General Fund – Restricted**

Revenue:

		<b>-FROM-</b>	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
8170	Perkins CTE Act		\$ 307,435.00
88XX	Other Local Revenue – Parking Machines		1,000.00
3XXX	Administrative Salaries		9,925.00
5XXX	Other Operating Expenses and Services		<u>9,868.00</u>
			<b>\$ 328,228.00</b>
		<b>-TO-</b>	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
1XXX	Academic Salaries		\$ 6,733.00

2XXX	Classified and Other Nonacademic Salaries	22,909.00
4XXX	Supplies and Materials	35,929.00
6XXX	Capital Outlay	<u>262,657.00</u>
		<b>\$ 328,228.00</b>

**Summary Total** **\$ 0.00**

Total Transfer Amount - \$328,228.00

**Summary of Transfers:**

Perkins CTE Act 12-13 award and corresponding VTEA and CAA expense budgets account for \$307,435 of the total adjustments to the Restricted General Fund. Other transfers made from Administrative Salaries and other Operating Expenses and Services were to bring existing categorical program budgets in agreement with 12-13 award amounts. A \$1,000 expense budget was established for parking machine supplies funded by parking machine revenue.

**3. General Obligation Bond Fund**

**-FROM-**

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services Holding	<b>\$ 521,105.04</b>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6XXX	Capital Outlay	<b>\$ 521,100.04</b>

**Summary Total** **\$ 0.00**

Total Transfer - \$10,000.00

**Summary of Transfers:**

Funds transferred from Other Operating Expenses and Services Holding account to Capital Outlay to pay S & K Engineering invoices related to the Utilities Master Plan Construction Project.

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**Agenda for the Compton Community College District Board of Trustees  
from  
Facilities Planning & Development  
Felipe Lopez, CBO**

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**3A. AGREEMENTS**

- 1. CONTRACTOR: CORE FIBER OPTICS, INC.**  
**SERVICES:** To relocate all existing campus fiber optics from old data racks to the new cabinets in row 2. In addition, they will relocate and re-terminate single mode fiber to a new housing that will be installed in the new cabinets in row 2. CORE will install new Category 6 cabling to accommodate data communication needs for the MIS staff. All cabling installed will be tested for functionality  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC  
**DATES:** 10/16/12 – 12/31/12  
**NTE:** \$14,924.93
  
- 2. CONTRACTOR: HEIDER ENGINEERING SERVICES, INC.**  
**SERVICES:** To furnish all necessary supervision, material, and equipment to perform soils and material testing and inspection services for Phase II Central Plant, Stadium Lighting and Utility Infrastructure Project  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC  
**DATES:** 11/01/12 – 11/01/13  
**NTE:** \$82,652.91
  
- 3. CONSULTANT: LCC3 CONSTRUCTION SERVICES, INC.**  
**SERVICES:** To provide DSA Inspection Services for Utility Infrastructure Phase II project  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC  
**DATES:** 11/01/12 – 11/01/13  
**NTE:** \$142,416.00
  
- 4. CONSULTANT: R DEPENDABLE CONSTRUCTION, INC.**  
**SERVICES:** To provide all supervision, materials, labor tools, required certifications for hazardous waste disposal, equipment and vehicles to successfully provide air testing, mold remediation services and removal and reconstructions services to restore the Bond Trailer roof system and side walls to eliminate water intrusion  
**REQUESTING DEPT:** MAINTENANCE & OPERATIONS  
**FUNDING:** BOND FUNDS  
**DATES:** 11/05/12 – 11/30/12  
**NTE:** \$54,620.00

**3B. FACILITIES PLANNING AND DEVELOPMENT – CHANGE ORDER REPORTS FOR MEASURE CC. PROP 39 PROJECTS**

**1. Pinner Construction - Change Order #1 Central Plant/Stadium Lighting Project**

The District has a contract with Pinner Construction for the Central Plant/Stadium Lighting project approved by the Board on February 15, 2012.

<b><u>Contractor:</u></b>	<b><u>Amount:</u></b>
Pinner Construction	\$10,008,432.00

<b>Total Adjustment to Contract Price:</b>	
Original Contract Sum:	\$10,008,432.00
Previously Approved Change Orders (0):	0.00
Amount of this Change Order:	0.00
Current Contract Amount including this Change Order:	\$10,008,432.00

**Reason(s):**  
This is a no cost change order to amend the contract in order to validate the construction schedule dated August 1, 2012 and future schedule amendments.

<b><u>Adjustment to Contract Time:</u></b>	
Current Completion Date:	October 3, 2013
Adjustment for this Change	0 days
Revised Completion Date:	October 3, 2013

**Recommendation:**  
It is recommended that the Special Trustee authorize Pinner Construction Central Plant/Stadium Lighting Project Change Order #1.

**2. Pinner Construction - Change Order #1 Utility Infrastructure Phase 1**

The District has a contract with Pinner Construction for the Central Plant/Stadium Lighting project approved by the Board on February 15, 2012.

<b><u>Contractor:</u></b>	<b><u>Amount:</u></b>
Pinner Construction	\$17,641,568.00

<b>Total Adjustment to Contract Price:</b>	
Original Contract Sum:	\$17,641,568.00
Previously Approved Change Orders (0):	0.00
Amount of this Change Order:	0.00
Current Contract Amount including this Change Order:	\$17,641,568.00

**Reason(s):**  
This is a no cost change order to amend the contract in order to validate the construction schedule dated August 1, 2012 and future schedule amendments.

**Adjustment to Contract Time:**

Current Completion Date:	October 3, 2013
Adjustment for this Change	0 days
Revised Completion Date:	October 3, 2013

**Recommendation:**

It is recommended that the Special Trustee authorize Pinner Construction Utility Infrastructure Phase 1 Change Order #1.

**Agenda for the Compton Community College District Board of Trustees  
from  
Human Resources Division  
Rachelle Sasser, Dean, Human Resources**

**4A. REVISED MANAGEMENT POSITION:**

It is requested that the Special Trustee approve the following revised management job description:

- Director of Enrollment Services

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**

**DIRECTOR OF ENROLLMENT SERVICES OUTREACH AND SCHOOL RELATIONS**

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	355/M3
<b><u>SALARY:</u></b>	\$85,756	\$91,230	\$97,053	\$103,249	\$109,839	per year

**POSITION DESCRIPTION:** Under the direction of the Dean of Student Services, the Director of ~~Enrollment Services Outreach and School Relations~~ will plan, organize, evaluate, and direct the operations/activities relating to recruitment/outreach, operation/activities of the welcome center, Outreach and School Relations department at the transfer/career center, new student welcome day, first year experience learning communities, and assigned state/federally categorically funded programs. El Camino College/Compton Community Educational Center. In addition, the Director of ~~Enrollment Services Outreach and School Relations~~ will provide leadership to the campus in the areas of: recruitment/outreach, recruitment, development of relationships with local feeder high schools/community organizations, the successful transition of new students into college, matriculation, transfer/career programs, entities, evaluation of program department effectiveness, evaluation of outreach activities, and recommending methods for continuous improvement of enrollment management on campus. -

**EXAMPLE OF DUTIES:**

- ~~Serves Provide leadership to the college's outreach functions which may include, but not be limited to, recruitment, the development of relationships with K-12 districts, and the development of relationships with community entities from which potential students might be recruited.~~
- ~~Provide overall direction and guidance to department staff in the day to day operations of the outreach, recruitment and relations with schools activities.~~
- Serves as an initial point of contact for members of the local community and local school districts desiring information about the El Camino College/Compton Community Educational Center.
- Provides leadership to Compton Center's outreach/recruitment functions which may include, but not be limited to, recruitment, community outreach, the development of relationships with K-12 districts, and the development of relationships with community organizations from which potential students can be recruited.

- Provides leadership and support to successfully transition new students into college.
- Manages and supervise faculty, staff, and students who work in the outreach/recruitment office, welcome center, transfer/career center, first year experience program, foster care education programs, and upward bound programs.
- Provides overall planning, evaluation, direction, and guidance to department staff and/or faculty in the day-to-day operations of the outreach/recruitment office, welcome center, transfer/career center, first year experience program, foster care education programs, and upward bound programs.
- Assists~~s~~Assist the Dean of Student Services in the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.
- Assists~~s~~s the Dean of Student Services in the development of college-community and college-school district partnerships.

### **EXAMPLE OF DUTIES (Continued)**

- ~~Establishes and monitors yearly budget for the outreach/recruitment office, welcome center, transfer/career center, first year experience program, new student welcome day, foster care education programs, and upward bound programs.~~Outreach and School Relations Department.
- Maintains~~s~~s effective communication with feeder school districts, community based organizations, business entities, and public agencies.
- Assists~~s~~s in the development of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.
- Participates~~s~~s in the development and delivery of orientation programs for new and/or returning students.
- Attends counselor department meetings.
- Maintains~~s~~Maintain an effective working relationship with the ~~El Camino College/Compton Community Educational~~ Center counselors assigned to feeder high schools.
- Maintains~~s~~Maintain an effective working relationship with other college departments that participate in the Compton Center's ~~enrollment management~~recruiting and outreach efforts.
- Serves~~s~~s as the central clearinghouse for other college departments that participate in the Compton Center's recruiting and outreach efforts.
- Stays~~s~~s abreast of general education/breadth requirements, degrees, certificates and majors offered by the Compton Center and articulation agreements; answer inquiries from prospective students regarding these topics.
- Assists~~s~~s in the development of materials for ~~the outreach/and recruitment office, welcome center, transfer/career center, first year experience program, foster care education programs, and upward bound programs.~~
- Schedule and participate~~s~~Schedules and participates in presentations to feeder schools and community entities, and conduct tours and presentations on campus as well as train others to do so.
- Represents~~s~~s El Camino College ~~/Compton Community Educational~~ Center at off-campus functions and events.
- Plans yearly campus programs and workshops such as new student welcome day, transfer/career fairs, high school reception, counselor luncheons, and summer programs.
- Participates~~s~~Participate in meetings of Compton Center's personnel and representatives from feeder school districts.
- Performs~~s~~s other necessary related duties as assigned.



## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Functions, operations and activities associated with enrollment management, the outreach/outreach, recruitment, transfer/career, state/federal categorical programs, relations with schools, and student success, services environment.
- Basic college curricula and requirements.
- Enrollment management Outreach methods and strategies.
- District organization, operations, policies and objectives.
- Development, implementation and monitoring of budget; resource development.
- Oral and written communication skills.
- Effective collaboration, communication and consensus-building techniques.
- Principles and practices of management and supervision.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and budgeting techniques.

### **ABILITY TO:**

- Present a positive image of the Compton Center.
- Communicate with a wide range of community members and prospective students.
- Plan and work effectively and cooperatively with peers, faculty, administrators, staff, student and community members from multi-cultural, diverse backgrounds.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines; plan and organize work effectively.
- Organize multiple projects and carry out required project details.
- Evaluate department programs and functions and make recommendations for continuous quality improvement.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.
- Communicate well in writing and orally; develop written reports and deliver oral presentations.

## **REQUIRED QUALIFICATIONS**

- Master's Bachelor's degree, -AND
- One year of leadership experience including supervision and evaluation of student services personnel and budget management.
- Three years experience in the coordination of a student services program, outreach and recruitment or school relations activities.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

## **WORKING CONDITIONS:**

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.

4B. **NEW CLASSIFICATION FOR CLASSIFIED POSITION:**

It is requested that the Special Trustee approve the following revised classified job description:

- Part-time Bus Driver

OCTOBER 2012  
FLSA: NON-EXEMPT  
Salary Range 26

**PART-TIME BUS DRIVER**

**POSITION DESCRIPTION:** Under the direction of the Chief Business Officer, performs a variety of duties and responsibilities related to operating a District bus over designated routes or on field trips and performing routine maintenance. Work schedule may vary dependent upon District needs and may include days, nights, weekends and holidays.

**ESSENTIALS DUTIES/FUNCTIONS:**

- Drives District bus over designated routes in accordance with time schedules, picking up and discharging students; transporting students and teachers on special trips to various locations, choosing the best route and making departure and arrival time as scheduled.
- Prepare and determine safe and timely bus routes and meet departure and arrival time deadlines as scheduled.
- Conducts established safety and operational inspection of vehicle daily.
- Checks motorized equipment and fills with fuel, oil, water, battery water and air as required.
- Makes mechanical checks to assure buses can be operated safely.
- Cleans and washes automotive equipment; reports mechanical defects.
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
- Attends meetings, programs, and in-service training as assigned.
- Maintains current required licenses and certificates.
- Notifies appropriate individuals of any delays in scheduled route.
- Maintains order on the bus and reports any problems to the appropriate administrator.
- Follows District policies and procedures.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Operating and safety rules, precautions, and principles of driving and operating a bus.
- Basic principles of record keeping and maintenance practices and procedures; computerized information and data base record keeping practices and procedures.

**ABILITY TO:**

- Drive regularly scheduled bus routes.
- Transport large groups on long distance travel.
- Transport in inclement weather.
- Travel on multiple day trips.

## **Page 2- Part-time Bus Driver**

- Demonstrate skills in, use, operation and maintaining school bus and vehicles.
- Understand vehicle information manuals; read and understand diagrams; operate a bus, air brake vehicle, and motor vehicle safely.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Communicate and work cooperatively with co-workers, supervisors and departmental representative.
- Maintain and complete work service records and time reports.
- Communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationship with those contacted in the course of work.
- Communicate effectively and work cooperatively with staff, co-workers, students, management, other departmental representatives, and the general public.

### **REQUIRED QUALIFICATIONS:**

- High School Diploma/GED Certification.
- Two (2) or more years of bus driving experience.

### **DESIRED QUALIFICATIONS:**

- Experience in public passenger transportation.
- Experience in educational environment.
- Experience transporting large groups on long distance travel.
- Strong customer service skills.
- Mechanical knowledge and skills
- Strong teamwork skills

### **ADDITIONAL QUALIFICATIONS:**

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Valid Class B Commercial Driver's license with school bus, passenger and air brake endorsements issued by the California Department of Motor Vehicles.
- Possession of a valid school bus driver's certificate
- Medical certificate
- Possession of, or ability to obtain, Standard First Aid and CPR cards within the first six months of employment
- As a condition of employment, applicants must pass a required pre-employment physical and drug and alcohol test.

### **PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to

### **Page 3- Part-time Bus Driver**

communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Office of the Interim CEO**  
**Dr. Keith Curry**

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**XVIII. INFORMATION ITEMS**

1. Office of the Interim CEO
  - A. Redistricting Action Plan
  - B. Board Presentations and Reports Schedule for 2012-2013
  - C. Special Trustee Advisory Committee Meeting Dates
  - D. Measure CC Bond Oversight Committee Meeting Dates
  - E. Measure CC Bond Oversight Committee Meeting Minutes of July 20, 2012
  
2. Administrative Services
  - A. Actual Enrollment Fee Revenue Report 323, California Community Colleges
  
3. Human Resources
  - A. Timeline for CEO Search
  - B. 2011-2012 Professional Development Report

## **1A. 2011-2012 REDISTRICTING ACTION PLAN - INFORMATIONAL ITEM**

It is recommended that the Special Trustee receives for information the 2011-2012 Redistricting Action Plan.

### **REDISTRICTING ACTION PLAN**

#### **September 2011**

1. Host Redistricting Workshops on September 14, 15, 17, 2011.

#### **October 2011**

1. Provide draft plans with options for Trustee Areas and ask for public input.
2. Post trustee areas with proposed boundaries outlined for public review online and make printed copies available in the Office of the Interim CEO. Section available on website for public to post questions/comments.
3. Place legal advertisement in the local newspapers announcing the Redistricting November public hearing. Publicize via news releases to media lists, including local, state, federal elected officials, school district boards and superintendents and chambers of commerce; also publicize on Compton District website and Compton Center Facebook and Twitter accounts.

#### **November 2011**

1. Redistricting overview by Mapping Consultants at November 15, 2011 Board meeting.
2. Special Trustee holds first public hearing at November board meeting.
3. CEO establishes a Redistricting committee. The committee will gather input and provide the strengths and weakness of each map to the Special Trustee relative to the District boundaries.

#### **December 2011**

1. Deadline for potential applicants for the Redistricting committee to submit their resume and cover letter to the Interim CEO office. Publicize via CEO outreach to groups and organizations throughout the District; news releases, website, Facebook and Twitter.

#### **January 2012**

1. Special Trustee approves the names of individuals selected to the Redistricting committee at the January 2012 board meeting.

#### **February 2012**

1. Redistricting committee holds first meeting to develop an outreach/information plan, with assistance from District staff. Publicize via news releases, website, Facebook and Twitter.
2. Redistricting Committee holds second meeting on Thursday, February 23, 2012 from 9:30 a.m. - 11:00 a.m. in the Compton District Boardroom.
3. Place legal advertisement in the local newspapers announcing the Wednesday, March 21, 2012 Redistricting public hearing. Publicize via CEO outreach to groups and organizations throughout the District; news releases, website, Facebook and Twitter.

#### **March 2012**

1. Special Trustee holds second Redistricting public hearing on Wednesday, March 21, 2012 at 6:00 p.m. in the Compton District boardroom.

2. Redistricting Committee holds third meeting on Thursday, March 22, 2012 from 9:30 a.m. - 11:00 a.m. in the Compton District Boardroom.

### **April 2012**

1. Redistricting committee holds fourth meeting on Thursday, April 5, 2012 from 9:30 a.m. - 11:00 a.m. in the Compton District Boardroom. Redistricting committee forwards the strengths and weakness of each of the proposed maps to the Special Trustee. Publicize via news releases, website, Facebook and Twitter.
2. Redistricting committee strengths and weakness to each of the proposed maps are reviewed at the April 2012 board meeting.
3. Place legal advertisement in the local newspapers announcing the May 2012 Redistricting Public Hearing. Publicize via CEO outreach to groups and organizations throughout the District; news releases, website, Facebook and Twitter.

### **May 2012**

1. Special Trustee holds third public hearing at May board meeting
2. Special Trustee adopts, by resolution or ordinance, new Trustee election areas.
3. Submit waiver for Amending Trustee Elections to the Board of Governors for the July 2012 meeting.

### **July 2012**

1. Receive approval from Board of Governors.

### **September 2012**

1. Submit new Trustee Areas to the Los Angeles County Recorder's office prior to October 15, 2012 deadline.

### **November 2013**

1. New Compton Community College District Trustee areas are effective for the November 2013 elections.

**1B. BOARD PRESENTATIONS AND REPORTS SCHEDULE 2012-2013 -  
INFORMATIONAL ITEM**

It is recommended that the Special Trustee receives for information the Board Presentations and Reports Schedule 2012-2013.

**Board of Trustees Presentations and Reports  
Schedule for 2012 – 2013**

<b>MONTH</b>	<b>PRESENTATION</b>	<b>REPORT</b>
<b>July 2012</b>	Compton Center Accreditation Status Report	Comprehensive Master Plan
<b>August 2012</b>	Facilities Presentation: Allied Health Building Project	Notice of Public Hearing  FTES Compton Center
<b>September 2012</b>	2012-2013 Compton Community College District Budget	Quarterly Fiscal Status Report  Redistricting Status Report Budget Adoption
<b>October 2012</b>	<b>Financial Aid</b>	Faculty/Staff Professional Development
<b>November 2012</b>	Special Trustee’s Advisory Committee	Accreditation Update  <b>Facilities Update</b>
<b>December 2012</b>	Foundation for Compton Community College District  <b>FCMAT</b>	Quarterly Fiscal Status Report FTES Compton Center
<b>January 2013</b>	Measure CC Bond Oversight Committee  Student Success	Annual Fact Book
<b>February 2013</b>	2011-2012 CCCD Financial Audit Report	2012-2013 Budget Status Report
<b>March 2013</b>	2011-2012 Measure CC General Obligation Bond Audit Report	FTES Compton Center  Success & Retention
<b>April 2013</b>	Facilities Presentation: Capital Projects  2013-2014 Budget Planning Proposal	Measure CC Bond Oversight Committee
<b>May 2013</b>	Accountability Reporting for the Community Colleges (ARCC)	Accreditation Update  <b>Notice of Public Hearing</b>
<b>June 2013</b>	Student Learning Outcomes  <b>2013-2014 Compton Community College District Tentative Budget</b>	Tentative Budget  Quarterly Fiscal Status Report

*Revised:10.12.2012*



**1C. SPECIAL TRUSTEE’S ADVISORY COMMITTEE MEETING DATES**

It is recommended that the Special Trustee receives for information the Special Trustee’s Advisory Committee Meeting Dates - Revised

Tuesday, October 30, 2012 @ 6:30 p.m.

Tuesday, December 18, 2012 @ 6:30 p.m.

**1D. MEASURE CC BOND OVERSIGHT COMMITTEE MEETING DATES**

It is recommended that the Special Trustee receives for information the Measure CC Bond Oversight Committee meeting dates and times. All committee meetings will be held in the District Board Room.

Thursday, November 29, 2012 @ 5:00 p.m.

Thursday, February 28, 2013 @ 5:00 p.m.

Thursday, April 25, 2013 @ 5:00 p.m.

Thursday, June 27, 2013 @ 5:00 p.m.

## 1E. MEASURE CC BOND OVERSIGHT COMMITTEE MEETING MINUTES

It is recommended that the Special Trustee receives for information the Measure CC Bond Oversight Committee meeting minutes for July 20, 2012.



### MEASURE CC CITIZENS' BOND OVERSIGHT COMMITTEE

July 20, 2012

### MEETING MINUTES

1. The Citizens' Bond Oversight Committee Meeting was called to order at 9:17 a.m.
2. Roll Call – Members Present
  - Martha Brown
  - Larry Edmonds
  - L.C. Green
  - Jasmine Haynes
  - Dennis Lord
  - Arturo Ramos
  - Keith Curry, Interim CEO

Members Absent:

  - Bruce Boyden
  - Kenyelle Smalley
3. Approval of Agenda – **Approved (as revised)**  
Revision - Items 6 & 7 reversed order
4. Review/Approval of June 21, 2012 meeting minutes – **Approved**  
Motion to approve by Dennis Lord  
Seconded by Arturo Ramos
5. Public Comments on Agenda/Non-Agenda Items – No Requests
6. Roles and Responsibilities of Measure CC Bond Oversight Committee
  - Dr. Curry introduced Mr. David Casnocha, Bond Attorney
  - Mr. Casnocha has been a bond attorney for over 35 years and was hired as the bond attorney by the Compton Community College District in 2001. Mr. Casnoche wrote Measure CC, helped it get on the ballot, wrote the Bylaws and the Resolution of the Board of Trustees of Compton Community College District Ordering an Election, and Establishing Specifications of the Election Order. Mr. Casnoche presented a history of the general obligation bond and reviewed the Bylaws for the committee.
7. Compton Community College District Measure CC 2010-2011 Bond Audit Report
  - Report presented by Felipe Lopez, Chief Business Officer – Mr. Lopez distributed copies of and reviewed the 2010-2011 Bond Audit Report

8. Compton Community College District Measure CC Bond Expenditures through 2012  
Report presented by Mr. Felipe Lopez, Chief Business Officer
9. Campus Tour – 12:00 – 12:40
10. 2012 Compton Community College District Facilities Master Plan – (By request of the Interim CEO, Item will be presented at the September 27, 2012 Oversight Committee meeting).
11. CCCD/ECC Facilities Memorandum of Understanding (MOU) – Information Item
12. CCCD Facilities Projects  
Ms. Linda Owens, Sr. Project Manager, Vanir Construction Management, presented updates on the Learning Resource Center (LRC), the Music Building, and the MIS Building.
13. El Camino College Compton Center Facilities Projects  
Mr. Thomas Hughes, Project Manager, Lend Lease Construction, presented an update on Infrastructure Phase I Project (underground utilities, central plant, and stadium lighting); Infrastructure Phase II Project (completion of underground utility infrastructure); and the Allied Health Building.
14. CEO Comments:  
Dr. Curry stated that he will provide monthly updates on all projects.
15. Adjournment:  
Meeting Adjourned @ 1:10 p.m.

Next scheduled Oversight Committee Meeting: Thursday, September 27, 2012 @ 5:00 p.m.

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*Compton Community College District – 1111 East Artesia Boulevard -- Compton, California 90220*

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Felipe Lopez, CBO**

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**2A. ACTUAL ENROLLMENT FEE REVENUE REPORT 323, CALIFORNIA COMMUNITY COLLEGES**

This report is required by the California Community Colleges to be filed each quarter on the District's Financial Status.

This report is required by the California Community Colleges to be filed each quarter on the District's Financial Status.

Estimated Enrollment Fee

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9/15/2012 Report - Recalculation

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	<u>Fees Paid</u>	<u>Receivables</u>	<u>Total Fees</u>
Enrollment Fee Revenue 1 (ECS 76300)	\$643,525.00	\$234,938.00	\$878,463.00
ECS 76140(k) Enrollment Fee Revenue 2 (Students from bordering states)	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$643,525.00</u>	<u>\$234,938.00</u>	<u>\$878,463.00</u>

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**Agenda for the Compton Community College District Board of Trustees  
from  
Human Resources Division  
Rachelle Sasser, Dean, Human Resources**

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**3A. TIMELINE FOR CHIEF EXECUTIVE OFFICER SEARCH**

It is recommended that the Special Trustee receives for information the Timeline for the Chief Executive Officer Search.

**TIMELINE FOR CEO SEARCH**

June 2012

- Approval of CEO position description by the Special Trustee

September 2012

- Contact Constituent groups to establish committee membership

October 2012

- First search committee meeting
- Discuss application and interview process
- Provide initial position announcement to search committee for review and input
- Search Committee training

November 2012

- Announce position

January 2013

- Application submittal deadline
- Schedule additional committee meetings
- Determine Screening criteria
- Paper screening of applications
- Select applicants to be interviewed

February 2013

- Special Trustee and President/Superintendent will review applicant pool to determine if size of the pool is adequate.
- Interview candidates
- Select finalists

March 2013

- Campus Forum(s) for finalists
- Interview finalists
- Special Trustee and President/Superintendent concur on selected candidate.

April 2013

- Appointment of CEO

### **3B. 2011-2012 PROFESSIONAL DEVELOPMENT REPORT**

It is recommended that the Special Trustee receives for information the 2011-2012 Professional Development Report

Professional development for employees of the District is a high priority, as documented in the Compton Center's Educational Master Plan (goal #4). Therefore during the 2011-2012 academic year, there were significant efforts to increase opportunities for employees to develop professionally. The Professional Development Committee was revived, two managers retreats were held, a retreat was held for administrative assistants faculty members were given flexibility in choosing professional development activities that best meet their individual needs, and funds (\$15,000) were set aside for all employees to strengthen their skills by attending conferences and sharing their newfound knowledge with current employees. More details follow below.

#### **FACULTY DEVELOPMENT**

To help faculty improve in areas that meet individuals' needs, the faculty contractual "flex" obligation was reconfigured effective Spring 2012. In the new configuration, twelve of the twenty-four required faculty development hours are completed at the individual level while the other half are mandatory activities scheduled by the District. Previously, the District scheduled all twenty-four mandatory "flex" hours.

In addition, the Professional Development Committee developed draft rubric for faculty to use when being evaluated or evaluating others in response to a request from the Academic Senate.

#### **MANAGERS' PROFESSIONAL DEVELOPMENT**

Two managers retreats were held, the first on August 12, 2011 and the second on April 20, 2012. The first retreat was focused on improving and developing effective teamwork strategies. At the end of the meeting, all managers met to prioritize recommendations from their area plans in final preparation for the Academic Affairs, Student Services, and Administrative Services area plans. Based on the resounding success of the first retreat, the District chose to have a second retreat. During the second retreat, managers learned several coaching and team building skills to help with employee supervision and development.

#### **STAFF PROFESSIONAL DEVELOPMENT**

Administrative assistants were given an opportunity to develop via a full-day offsite training seminar on April 27, 2012. Participants felt the training was informative and useful. Many expressed gratitude for being given this opportunity.

In addition, many staff chose to participate in the Classified Employee Day at ECC on May 25, 2012 for the team-building exercises.

The Professional Development Committee Chair expects to offer more development for staff in the 2012-2013 year.

#### **CONFERENCE ATTENDANCE**

The Professional Development Committee developed criteria to decide how much to reimburse employees for attending conferences related to professional development. After sharing the criteria in spring, several faculty and administrators attended conferences and were partially reimbursed. One of

the requirements for reimbursement is to share new knowledge gained at the conference with relevant employees in the Compton Community College District.

### **ONLINE SAFETY TRAINING – OPTIONS FOR ALL EMPLOYEES**

The District recently entered an agreement to provide safety training online through Keenan Safe Colleges. Examples of available seminars include: sexual harassment prevention; avoiding discriminatory practices; supervisor's role in safety; electrical safety; fire extinguisher safety; CPR; and injury, illness, and prevention. Employee usage increases as awareness continues to spread.

### **EMPLOYEE RECOGNITION**

Employee recognition is an important aspect of professional development. Therefore, during Fall 2011 the Professional Development Committee created three employee awards: Distinguished Faculty, Distinguished Staff, and Outstanding Adjunct awards. Nominations were solicited for the inaugural awards in Spring 2012, the award recipients were chosen in May, and the awards were distributed at the Employee Appreciation Day breakfast on June 1, 2012 described below.

In addition, the District sponsored two Employee Appreciation Days. The first was on December 9, 2011, which included a pancake breakfast and appreciative comments from the CEO. Pancakes and other breakfast foods were prepared by managers and supervisors for the staff and faculty. The second Employee Appreciation day was held on June 1, 2012. Once again, breakfast was served, but this time it was catered by S & B Foods. At this event, employees who worked for the district for increments of 5 years were acknowledged and thanked for their many years of service. Additionally, during the event the retirees were acknowledged for successful careers and were thanked with "golden apples." Finally, the awards for first set of employees of the year were announced.