



# Board Agenda

Compton Community College District  
1111 E. Artesia Blvd., Compton, CA 90221

Tuesday, February 7, 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–ANTICIPATED LITIGATION:**
    1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
      - a. Claim of Chelvi Subramaniam
      - b. Claim of Jacquelyn Torres
  - B. **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
    1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)  
Bernadette Bryant vs. Compton Community College District  
Manzoor Ahmad vs. Compton Community College District
  - C. **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

**D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**

Two Matters

- 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 January 17, 2012**
- XIII. Consent Agenda – Recommendation of Interim CEO**
  - 1. Administrative Services
    - A. Purchase Orders
  - 2. Human Resources
    - A. Management Team Personnel Action
    - B. Academic Employment and Personnel Changes
    - C. Classified Employees
    - D. Temporary Non-Classified Service Employees
- XIV. Action Agenda**
  - 1. Office of the Interim CEO
    - A. Approval of Bond Measure CC Oversight Committee
    - B. BP 7500 Volunteers Board Policy
    - C. Notice of Public Hearing – Compton Community College District Redistricting
  - 2. Administrative Services
    - A. Agreements/Contracts
    - B. Budget Adjustments/Augmentations/Transfers
    - C. Ratification Resolution of the Board of Trustees of the Compton Community College District Requesting the Issuance of 2011-2012 Tax and Revenue Anticipation Notes
    - D. Authorizing the Issuance of Compton Community College District, Los Angeles County, California General Obligation Bonds, Election of 2002, Series 2012C
    - E. Resolution Authorizing the Issuance of the Compton Community College District (Los Angeles County, California) 2012 General Obligation Refunding Bonds
  - 3. Facilities Planning and Development
    - A. Agreements/Amendments

- B. Change Order Report for Measure CC – Prop 39 Projects
- C. Ratification FOA with Southland Industries for MIS Emergency Shutdown #2

- 4. Human Resources
  - A. Revised Classification for Classified Position

**XV. Discussion Items**

- 1. Chief Executive Officer Selection Process

**XVI. Information Items**

- 1. Office of the Interim CEO
  - A. Redistricting Committee Action Plan
  - B. Board Presentations and Reports Schedule for 2011-2012 Revised
  - C. AR 7501 Volunteer Administrative Regulation
- 2. Human Resources
  - A. Making Public the Initial Bargaining Proposal of Compton Community College District

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

- 1. Student Trustee – Anesa Nelson
- 2. Faculty Representative Report – Jerome Evans
- 3. Classified Representative Report – David Simmons
- 4. Academic Senate President Report – Saul Panski
- 5. CCCFE Certificated Employees Report – Toni Wasserberger
- 6. CCCFE Classified Employees Report – Joseph Lewis
- 7. Associated Student Body Report – Amelia M. Apple

**XVIII. Oral Reports**

- 1. Compton Center
- 2. Interim CEO Report
- 3. Board of Trustees Report
- 4. Special Trustee Report

**XIX. Special Board meeting scheduled for February 15, 2012 at 5:00 p.m. in the Boardroom**

**XX. Next regularly scheduled meeting date: March 20, 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, January 17, 2011

### MINUTES

- I. The Board of Trustees Meeting was called to order at 5:30 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.
- VI. Reconvene to Open Session of the Board of Trustees at 6:02 p.m.
- VII. Roll Call – Members Present
  - Lorraine Cervantes
  - Charles Davis
  - Deborah LeBlanc
  - Andres Ramos
  - Anesa Nelson
  - Thomas Henry
  - Keith Curry
  - Trustee Hamilton – Absent
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
  - Closed session ended at 5:45 p.m.; No reportable action
- X. Approval of Open Session Agenda – **Approved**
- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Items
  - Nehasi Lee, student – Concerned about MOU with El Camino and lack of public input
  - Trustee Charles Davis – Remarkd on email from Camille Johnson regarding use of District facilities.
  - Trustee Lorraine Cervantes – Feels elected board members are shown a lack of respect by: 1) not receiving information to be discussed at Board Meetings early enough to review; 2) names not listed on each agenda;

3) not allowed to vote on agenda items; 4) physical property belongs to CCC District and campus signage should reflect this.

XII. Presentations

Student Services Basic Skills Presentation – Barbara Perez, Vice President, Student Services/ Rebecca Marci Myers, Research Analyst.

Ms. Myers distributed and reviewed “El Camino College Compton Center – Who Are Our Students?” This document includes statistics on where students live, age, ethnicity, assessment test results, and performance indicators. Additional data results are accessible on the Compton Center website under Quick Links - ‘ECC Institutional Research & Planning’.

XIII. Approval of Minutes of December 6, 2011 – Approved  
Approval of Minutes of December 14, 2011 – Approved

XIV. **Consent Agenda – Recommendation of Interim CEO – Approved**

4. Administrative Services
  - A. Purchase Orders
  - B. Non Resident Tuition Fees for 2012-2013
2. Human Resources
  - A. Management Team Personnel Action
  - B. Academic Employment and Personnel Changes
  - C. Classified Employees
  - D. Temporary Non-Classified Service Employees

Comments: Trustee LeBlanc extends congratulations and appreciation for service to the District to the seven faculty retirees.

XV. **Action Agenda**

1. Office of the Interim CEO
  - A. Community College League of California (CCLC) Nominations  
Trustee Cervantes nominated Deborah LeBlanc for membership on the California Community College Board of Trustees (CCCT)  
Trustee Davis seconded the nomination  
**Motion carried**
  - B. Approval of Special Trustee Advisory Committee – **Approved**
  - C. Approval of Redistricting Committee – **Approved**
2. Administrative Services – **Approved**
  - A. Agreements/Contracts
  - B. Approval of 2011-12 Space Inventory Report 17 Certification and Program Update
  - C. Budget Adjustments/Augmentations/Transfers
  - D. Resolution Approving Assignment of Delinquent Tax Receivables and Approve Sales Contract  
(Trustee LeBlanc asked what was the amount of revenue received in previous years; Dr. Curry will provide information for amounts received for the past three years)

3. Facilities Planning and Development – **Approved**
  - A. Agreements/Contracts
  - B. Facilities Planning and Development – Notice of Completion and Release of Retention for Alameda Construction
4. Human Resources – **Approved**
  - A. New Academic Position (Instructional Specialist)

**XVI. Discussion Items**

1. Board of Trustee Members Participation in Professional Development Activities  
Dr. Curry stated that the board members (including the student trustee) would be allotted \$2,000.00 per year (January 1 – December 31) for conference attendance. The CEO's staff will revise the Board Policy and Administrative Procedure within the next three months.

Requests to address the Board of Trustees –

Nehasi Lee, student: Requested that the student trustee be allowed to attend the CCLC Trustee Conference

**XVII. Information Items**

3. Office of the Interim CEO
  - A. Board of Trustees Presentations and Reports Schedule for 2011-2012 Revised
  - B. Redistricting Action Plan
  - C. Budget and Planning Calendar – Presented by Gerald Sequeira, Chair, Planning/Budget Committee, Director of Admissions & Records; BPC held the last Tuesday of each month in the district board room.
  - D. Student Employee Employment Requirements (AR 7271)
4. Academic Affairs/Student Services
  - A. Report on El Camino College Compton Center Student Enrollment

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

- A. Student Trustee Report – Anesa Nelson: Availability of student parking permits
- B. Faculty Representative Report – Jerome Evans: No report
- C. Classified Representative Report – David Simmons: No report
- D. Academic Senate President Report – Saul Panski: Absent
- E. CCCFE Certificated Employees Report – Toni Wasserberger: Absent
- F. CCCFE Classified Employees Report – Joseph Lewis: No report
- G. Associated Student Body Report – Amelia Apple: Planning events for Black History Month and for 2012 commencement ceremony.

**XIX. Oral Reports**

- A. Compton Center – Barbara Perez, VP, Compton Center: Looking at class offerings for next year; classes are full, but with the state budget cuts we may have to cut more classes
- B. Interim CEO Report – Copies of the Vasquez report are available at the back table and also in my office. Happy New Year. If you have any questions or concerns, please contact Ms. Paula VanBrown in the CEO's office.
- C. Board of Trustees' Reports
  - Trustee Cervantes – Asked about daily parking passes; remarked on article referencing time line for accreditation.

Dr. Curry responded that because the Bursar's Office is sometimes closed, parking kiosks will be installed on campus. Daily passes are now \$2.00; semester passes are \$20.00.

- Trustee Ramos – Requested Student Trustee Board Policy
  - Trustee LeBlanc – Thanked colleagues for selecting her as president of Board; thanked Dr. Curry for his leadership, and Special Trustee Henry for coming to Compton. She looks forward to working the board, staff, students and community to restore local control and provide an independent college to serve the community. Extends invitation to all to participate in the African American California Community College Trustees' meeting in Sacramento at the end of January.
  - Trustee Cervantes – Remarkd on article referencing time line for accreditation and community meetings addressing this issue.
- D. Special Trustee Report – Thomas E. Henry: Commented on article regarding accreditation; there are several inaccuracies in it. It is referencing FCMAT standards, but FCMAT has nothing to do with accreditation. FCMAT is a governmental agency assigned and created by the State Legislature to monitor the state's resources when giving emergency loans to school districts. ACCJC and FCMAT are entirely separate entities. We must do our due diligence to communicate accurate information to the community in regards to accreditation. Our foremost mission is to keep the doors open to the students.

Comments by Trustee Davis: Concerned about letter he received; to his knowledge no board members were consulted before a community meeting was held regarding accreditation; feels board members should have been consulted.

Trustee Cervantes will contact writer of article to correct information presented. She requested information on what is required to obtain accreditation.

Special Trustee Henry stated that these issues are most important to him: 1) accounting of bond funds, accounting of line of credit, and 3) steps relative to accreditation. Dr. Curry is working on these and accounting of bond funds, and line of credit will be addressed in March.

Dr. Curry recommends that the District write a response to this article giving factual information and he will share a draft with the board before it is sent out.

XX. **Adjourned** at 8:35 p.m. honor of Dr. Martin Luther King, Jr.

XXI. **Next regularly scheduled meeting: February 7, 2012**

Closed session begins at 5:00 p.m.  
Open session begins at 6:00 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**  
**Office of the Interim CEO**  
**Dr. Keith Curry**

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**XII. CONSENT AGENDA**

1. Administrative Services
  - A. Purchase Orders
  
2. Human Resources
  - A. Management Team Personnel Action
  - B. Academic Employment and Personnel Changes
  - C. Classified Employees
  - D. Temporary Non-Classified Service Employees



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

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

Run Date  
1/24/2012

**Compton Community College District**  
**BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date: 02/7/2012**

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 Unrestricted-Compton Ed Center</b>				
P0501764	Gst Inc	Div. Office-Student	Non-Instruct Supplies	\$276.19
P0501773	South Bay Tools	I&T Division	Instructional Supplies	\$9,570.82
P0501774	South Bay Tools	I&T Division	Instructional Supplies	\$7,624.85
P0501775	Mitchell 1	I&T Division	Instructional Supplies	\$1,358.29
P0501797	Infobase Publishing	Div. Office Instr.	License Fee/Site Licenses	\$2,932.96
P0501822	Foremost Equipment	Nursing	New Equipment - Instructional	\$979.84
P0501828	Wayne Ward	Operations	Professional Growth Poa	\$120.52
P0501829	Gst Inc	Information Technology	Equipment	\$1,235.84
P0501841	Mytha Pascual	Financial Aid	General Office Supplies	\$72.36
P0501842	Mytha Pascual	Financial Aid	Postage	\$18.30
P0501865	Ahern Rentals	Operations	Equipment Rental	\$13,588.31
P0501867	Staples	Natural Sciences	Instructional Supplies	\$568.66
P0501926	Logan Telecom Wiring	Fiscal Services	Repairs Non-instructional	\$435.00
P0501931	Airline Tickets 4 Less	Office of the CEO	Travel and Conference	\$1,719.50
P0501932	Airline Tickets 4 Less	Board of Trustees	Travel ad Conference	\$1,876.40
P0501934	American Print Media	Public Relations &	Multi Media Advertising	\$100.00
P0501943	Kelly Paper Company	Human Resources	General Office Supplies	\$133.33
<b>Fund 01 Total: 17</b>				<b>\$42,611.17</b>
<b>Fund 10 Restricted-Compton Ed Center</b>				
P0501838	Claudia Garcia	Model	PSA Contract Services	\$2,070.00
P0501840	Mildred Hillis	Model	PSA Contract Services	\$2,070.00
P0501939	Vizion Marketing	BFAP Augmentation	Special Events-Direct Costs	\$466.44
<b>Fund 10 Total: 3</b>				<b>\$4,606.44</b>
<b>Fund 45 Revenue Construct Bond - Compton</b>				
P0501883	Department of General	Allied Health Bldg -	Architecture & Engineering	\$36,240.00
P0501940	Southland Industries	MIS Building	Buildings	\$11,859.00
<b>Fund 45 Total: 2</b>				<b>\$48,099.00</b>
<b>PO Funds Total: 22</b>				<b>\$95,316.61</b>

<b>Fund 01</b>		<b>Unrestricted-Compton Ed Center</b>			
B0510803	American Express	Office of the CEO	Travel and Conference		\$1,000.00
B0510804	American Express	Board of Trustees	Travel and Conference		\$3,000.00
B0510805	Office Xpress	Counseling	General Office Supplies		\$1,500.00
B0510806	Premier Computer	Counseling	General Office Supplies		\$1,500.00
B0510811	United Rentals	Operations	Contract Services		\$2,000.00
B0510812	Airport Van Rental	Fiscal Services	Student Transportation Rental		\$5,000.00
B0510815	Gd Plumbing Inc.	Operations	Contract Services		\$8,100.00
B0510817	Electric Car Sales &	Operations	Repairs Non-instructional		\$1,200.00
B0510818	Oklahoma Tire & Auto	Operations	Other Services and Expenses		\$1,500.00
B0510836	Waxie Sanitary Supply	Operations	Repairs Parts and Supplies		\$7,500.00
B0510837	Pro Sweepers	Operations	Repairs Parts and Supplies		\$10,500.00
B0510838	Simplot Partners	Operations	Custodial Supplies		\$1,500.00
B0510841	Printex	Copy Center	Printing		\$600.00
B0510845	Kelly Paper Company	Student Affairs	Non-Instruct Supplies		\$600.00
<b>Fund 01 Total: 14</b>					<b>\$45,500.00</b>
<b>Fund 45</b>		<b>Revenue Construct Bond – Compton</b>			
B0510814	LCC 3 Construction	Learning Resource	Buildings		\$27,726.70
<b>Fund 45 Total: 1</b>					<b>\$27,726.70</b>
<b>BPO Funds Total: 15</b>					<b>\$73,226.70</b>
<b><u>Grand Total POs and BPOs: 37</u></b>					<b>\$168,543.31</b>

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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. MANAGEMENT TEAM PERSONNEL ACTION -- None**

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

1. Special Assignment – Ms. Carmela Aguilar, basic skills counselor, NTE \$5000, for the period of January 1, 2012 – June 30, 2012.
2. Special Assignment – Mr. Jose Villalobos, basic skills coordinator, NTE \$2000, for the period of February 7, 2012 – June 30, 2012.
3. Employment - Ms. Tonya Harrington, part time Nursing Instructor, Class VI, Step 1, effective February 8, 2012 - June 30, 2012.
4. Employment - Ms. Hoa Pham, full time Childhood Education Instructor, Class VI, Step 11, effective February 8, 2012.

**2C. CLASSIFIED EMPLOYEES:**

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

**A. Employment**

1. Working Out of Classification - Ms. Linda Coleman, from Human Resources Specialist, Range J, Step 7, to Human Resources Representative, Range L, Step 6, Human Resources, effective January 1, 2012 until position is filled.

**B. Provisional Employment**

1. Ratification -- Ms. Erika Yates, Learning Center Assistant, Range 25, Step A, Learning Resource Center, Academic Affairs, effective February 7, 2012 through June 30, 2012, not to exceed 120 days (NTE 20 hours per week).

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

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

1. Ratification -- Theresa Clement, Student Worker, \$13.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2012 through June 30, 2012, Child Development Center, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Ratification -- Akira Jackson, 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 January 18, 2012

through June 30, 2012, Upward Bound/Upward Bound Math Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

3. Ratification -- Gladys Sales, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 4, 2012 through June 8, 2012, Special Resource Center, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
4. Ratification -- Monique Simon, Student Worker, \$10.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2012 through June 30, 2012, Child Development Center, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
5. Citlally Angulogarcia, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2012 through June 8, 2012, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
6. Stephen Conteh, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
7. Elizabeth Craigg, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
8. Dina Galindo, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 8, 2012 through June 12, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
9. Wade Gay, Student Worker, \$11.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 13, 2012 through June 30, 2012, Student Life, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
10. Jasmine Haynes, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 8, 2012 through June 12, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
11. Briana Johnston, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 8, 2012 through June 12, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
12. Uche Maduagwu, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
13. Uche Maduagwu, Supplemental Instruction Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
14. Ariam Martinez, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2012 through June 8, 2012, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).

15. Imani Myers, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 8, 2012 through June 12, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
16. Salvador Rodriguez, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 8, 2012 through June 12, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
17. Wendy Sparrow, Tutor, \$15.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
18. Carlos Tinoco, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
19. Carlos Tinoco, Supplemental Instruction Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 15, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
20. Cordel Williams, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 8, 2012 through June 12, 2012, Outreach, Student 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**  
**Keith Curry**

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**XIV. ACTION AGENDA**

1. Office of the Interim CEO
  - A. Approval of Bond Measure CC Oversight Committee
  - B. BP 7500 Volunteers Board Policy
  - C. Notice of Public Hearing – Compton Community College District Redistricting
  
2. Administrative Services
  - A. Agreements/Contracts
  - B. Budget Adjustments/Augmentations/Transfers
  - C. Ratification Resolution of the Board of Trustees of the Compton Community College District Requesting the Issuance of 2011-2012 Tax and Revenue Anticipation Notes
  - D. Authorizing the Issuance of Compton Community College District, Los Angeles County, California General Obligation Bonds, Election Of 2002, Series 2012C
  - E. Resolution Authorizing the Issuance of the Compton Community College District (Los Angeles County, California) 2012 General Obligation Refunding Bonds
  
3. Facilities Planning and Development
  - A. Agreements/Amendments
  - B. Change Order Report for Measure CC – Prop 39 Projects
  - C. Ratification FOA with Southland Industries for MIS Emergency Shutdown #2
  
4. Human Resources
  - A. Revised Classification for Classified Position

## 1A. APPROVAL OF BOND MEASURE CC OVERSIGHT COMMITTEE MEMBERS

It is recommended that the Special Trustee approve the following names for approval for service on the Bond Measure CC Oversight Committee.

### **APPLICANTS SELECTED:**

- Bruce Boyden
- Martha Brown
- Jasmine Haynes
- Dennis Lord
- Kenyelle Smalley
- Arturo Ramos
- Artricia Woods

### **COMMITTEE MEMBERS' BIOGRAPHIES**

#### **Bruce Boyden:**

Bruce A. Boyden is manager of the Early Education Services Division of the Community Development Institute Head Start in Long Beach. Prior to his current position, he served as deputy director and prior to that, as the education manager at Charles Drew University of Medicine and Science in Long Beach. Boyden is a member of the "Concerned Citizens of Compton" and the "Committee to SAVE Compton College." Boyden served on the Compton Community College District Board of Trustees from August to December 2009.

He earned a master's degree in education at Alameda College & University in Idaho and a bachelor's degree in social psychology with a minor in child development at Pepperdine University. Boyden also holds a Child Development Program Director Permit for the State of California.

Since 2007, he has served as a professional development advisor for El Camino College Compton Center, and also is a member of the Compton Early Childhood Advisory Committee. In addition, Boyden was a former member of the Board of Directors for the Center for Community and Family Services in Pasadena 2005-until 2011. In the pursuit of his personal passion for his church, Boyden serves on the Ministerial Team as an ordained Elder for the Ecclesiastical Jurisdiction of The Commonwealth of Puerto Rico at the headquarters of the Compton Community Church of God in Christ. He is currently also serving as the administrator of the Calvary Palms Project which is building a "Gated Community" inclusive of a "New Church Sanctuary" within the City of Compton.

#### **Dr. Martha Brown**

Dr. Martha Brown has been a member of the Holman Choir for over 40 years. She is a retired music specialist who served the Los Angeles and Long Beach Unified School Districts. She was for many years, concurrently teaching as a Supervisor of Student Teachers in Music Education at California State University, Long Beach.

Brown has served on numerous district and state music committees, and is presently a board member and treasurer of the National Black Music Caucus (NASSPAAM). In 2009 she was a

presenter at the Music Educator's National Conference in Milwaukee, Wisconsin, speaking on "Exploring Literacy Through Multicultural Music."

Brown's education includes a bachelor of arts degree in music education from Chicago Musical College division at Roosevelt University; a Master of Music degree from Western Michigan University; a Master of Music Therapy degree from the University of Kansas; and a Doctor of Musical Arts degree from the University of Southern California.

Brown enjoys traveling, arts and crafts, and being grandmother to Kenneth II and Kaleb Brown.

### **Jasmine Haynes**

Jasmine Haynes is a second year college student, who was a member of the First Year Experience Program at El Camino College Compton Center last year. She is a highly motivated student who was elected to the position of Commissioner of Financial Aid on the ASB Council for this academic year. She is very comfortable playing a leadership role toward helping other students achieve their educational goals.

Haynes is well-liked and respected by her peers and is a pleasure to work with as a student council member.

### **Dennis Lord**

Dennis C. Lord, is the public affairs manager for Southern California Gas Company. Lord, born in San Pedro and raised in Wilmington, has 46 years experience with the Gas Company beginning with distribution pipeline installation and repair, construction planning, cathodic protection system maintenance, and industrial meter and regulator repair activities in the L.A. Harbor area.

After a three-year educational leave, Lord returned to the Gas Company and later became an IBM mainframe programmer in Information Systems. Moving to the Measurement Department in 1978, he was recruited to develop automated computer systems. On-Site Energy Measurement (OSEM) and today's Meter Prover Data Acquisition System were two projects his staff started in the early 1980's. During this period he also completed graduate studies at Pepperdine University, receiving a Master in Business Administration degree.

In 1986, he moved back to San Pedro as the Gas Company's public affairs manager, responsible for handling public affairs and governmental contact for now twenty-three communities. Currently, he is involved with Port Development, industry competitiveness, regional air quality, economic development, emergency preparedness, and business and customer retention issues with local, state, and federal offices and is often seen on TV in news stories as a company spokesman.

### **Kenelle Smalley**

Kenelle Smalley is currently building an insurance agency through Farmers Insurance, as well as overseeing the daily operations of her first established L.L.C where she focuses on product development and taking all visions to the next level. Her education background includes a bachelor of arts degree in public relations with a minor in marketing from California State University Dominguez Hills, along with an associate of arts degree in liberal arts from West Los Angeles City College. She currently serves as a board member for the City of Compton Chamber of Commerce.



### **Arturo Ramos**

Arturo Ramos graduated from Lynwood Unified School District in 1990. He received his degree in computer engineering from California State University, Long Beach and is currently employed by the City of Lynwood as a Neighborhood Preservation Officer.

Ramos has been actively involved in the local political process, participating in several campaigns for school board and city elected positions. As a volunteer, he was part of a delegation to travel to State Board of Education, in Sacramento and Washington D.C. to advocate for educational equality and reform, and in support of early education.

Ramos is involved in the educational process relating to the Lynwood Unified School District through serving as a parent-representative for several committees as the LUSD vice president for the Gifted and Talented Educational Parent Advisory Committee. He also served as president for the School Site Council for LUSD Lynwood Middle School, which reviews, updates and oversees the implementation of the school plan to improve the academic achievement of all students; and as a parent advocate, actively assisting in the creation of the first Special Education Advisory Committee. Ramos also served as a mediator between parents and the school district administrators to resolve parent-student issues. This effort included being a member of the school parent group "Parents In Action," for the Lynwood Middle School.

Ramos is a member of the Parent Organizing Network (PON), which helps establish standards as to how parents should be treated in the schools and provides training for parents to actively participate and advocate for their students. Ramos currently serves as treasurer for Lynwood Save Our Students, a grass roots non-profit organization that advocates for students and parents educational rights; he also actively participates in educational activities for MALDEF.

### **Artricia Woods**

Artricia Woods was raised in the South Bay area of Los Angeles, and is a graduate of the University of Phoenix for both her bachelor's and master's degrees. Woods is a multi-talented professional, equipped to meet every challenge of today's economy. She is happily married to Kevin, her husband and best friend of 20 years, and is the proud mother of an amazing daughter, Ranisha and grandson Jayce. She was mentored by her mother Shirley Allen who raised her to be an entrepreneur and to always display a strong work ethic.

Woods is currently employed by Comprehensive Community Services of South Bay, Inc. (CCS), and is the dedicated and ambitious director of programs, operations, and administration. She has over 20-years of experience developing and implementing successful programs and services while complying with organizational budgets and goals. Woods has a comprehensive knowledge of accounting operations, budgets, audits, financial analysis, and fiscal reports. In addition, she is a dynamic team leader with a solid background in providing direction to office management, administration, HR, facilities, IT, and finance teams. In this role, she has served as an effective liaison between government, community, and public groups for over 15 years.

In addition to her full-time position, Woods is also the owner/broker of Affinity Real Estate and Mortgage Services. Affinity Real Estate & Mortgage Services is based in Southern California and specializes in real estate services and foreclosure prevention Services.

## 1C. VOLUNTEERS BOARD POLICY

It is recommended that the Special Trustee approve the Volunteers Board Policy



### COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES POLICIES

**BP 7500 Volunteers**

**ISSUED: February 7, 2012**  
**REVISED:**

Reference: Education Code Section 72401; 87010; 87011

A volunteer worker shall be defined as an individual who performs an identifiable service without compensation under the supervision, control and management of the District.

It is the policy of the District to invite interested members of the community to contribute their expertise to the District by serving as volunteer workers. Current employees may serve as volunteer workers as long as they perform services other than that for which they were hired.

Volunteer workers will be subject to District regulations and procedures. Fingerprints of each volunteer may be required. The District shall provide workers with workers' compensation insurance coverage in the performance of their voluntary assignments.

**1D. Notice of Public Hearing – Compton Community College District Redistricting**

It is recommended that the Special Trustee approve a public hearing on the proposed Compton Community College District Redistricting. The Special Trustee shall hold a public hearing on the proposed Compton Community College District Trustee Areas on Wednesday, March 21, 2012 at 6:00 p.m. in the Compton Community College District Boardroom, located in the Administration Building at 1111 E. Artesia Boulevard, Compton, California 90221.

The proposed maps for the new Compton Community College District Trustee Areas are available in the Office of the Interim CEO and on the district website, [http://www.district.compton.edu/district\\_information/district-redistricting.asp](http://www.district.compton.edu/district_information/district-redistricting.asp)

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

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**2A.       A.   AGREEMENT**

- 1.   CONSULTANT:**           CLAUDIA GARCIA  
**SERVICES:**                To serve as a college representative for the PS MAPP Program as a liaison between the Department of Children and Family Services and the District  
  
**REQUESTING DEPT:**   PS MAPP  
**FUNDING:**                PS MAPP CATEGORICAL FUNDING  
**DATES:**                 04/15/12 – 06/30/12  
**NTE:**                     \$1,661.00
- 2.   CONSULTANT:**           MILDRED HILLIS  
**SERVICES:**                To serve as a college representative for the PS MAPP Program as a liaison between the Department of Children and Family Services and the District  
  
**REQUESTING DEPT:**   PS MAPP  
**FUNDING:**                PS MAPP CATEGORICAL FUNDING  
**DATES:**                 04/15/12 – 06/30/12  
**NTE:**                     \$1,661.00
- 3.   CONTRACTOR:**         JOE TADLOCK AUCTIONEERS  
**SERVICES:**                To use the premises for loitering, tagging, conducting the sale and checking out the buyers for the sale of surplus property  
  
**REQUESTING DEPT:**   MAINTENANCE & OPERATIONS  
**FUNDING:**                GENERAL FUND UNRESTRICTED  
**DATES:**                 03/10/12 – 03/10/12  
**NTE:**                     \$2,600.00 plus 10 percent of the gross sales
- 4.   CONTRACTOR:**         SCHOLARS IN PROGRESS  
**SERVICES:**                To provide SAT preparation workshops for project participants of the Upward Bound Program  
  
**REQUESTING DEPT:**   UPWARD BOUND PROGRAM  
**FUNDING:**                UPWARD BOUND PROGRAM  
**DATES:**                 02/25/12 – 05/12/12  
**NTE:**                     \$2,301.00
- 5.   CONTRACTOR:**         SCHOLARS IN PROGRESS  
**SERVICES:**                To provide SAT preparation workshops for project participants of the Upward Bound Math-Science Program  
  
**REQUESTING DEPT:**   UPWARD BOUND MATH-SCIENCE PROGRAM  
**FUNDING:**                UPWARD BOUND MATH-SCIENCE PROGRAM  
**DATES:**                 02/25/12 – 05/12/12  
**NTE:**                     \$2,301.00

6. **CONTRACTOR:** NEW MILLENNIUM SECONDARY SCHOOL  
**SERVICES:** To provide Human Development 10 and Spanish 52A courses for high school students at Compton Center  
**REQUESTING DEPT:** OUTREACH AND RELATIONS WITH SCHOOLS  
**FUNDING:** GENERAL FUND UNRESTRICTED  
**DATES:** 02/22/12 – 06/30/12  
**NTE:** \$2,000.00 **REVENUE**

**B. AMENDMENTS**

1. **CONTRACTOR:** ATKINSON, ANDELSON, LOYA, RUUD & ROMO  
**SERVICES:** Original agreement board approved on September 27, 2011. This amendment will increase maximum approved compensation from \$150,000 to \$225,000. To provide legal services to the District which includes representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Chief Executive Officer of the District or designee  
**REQUESTING DEPT:** OFFICE OF THE CEO  
**FUNDING:** GENERAL FUND UNRESTRICTED  
**DATES:** 07/01/11 – 06/30/12  
**NTE:** \$225,000.00

**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.

- I. Budget Augmentation – Reserve for Contingency
- II. General Fund– Unrestricted and Restricted
- III. Other Funds

**I. Reserve for Contingency Budget Augmentation – Fiscal Year 2011-2012**

It is recommended that the Special Trustee approve a budget augmentation in the amount of \$319,696. The funds are needed to fund the following items in the 2011-12 year: \$25,000 to cover Business Operations; \$12,000 allocation for Board Member travel; \$75,000 allocation to cover pending legal expenses; \$143,000 and \$16,431 to cover un-allocated salary and benefits for two staff members; \$25,000 for the campus alarm system (Operations); \$23,265 to cover costs of PT Coaches.

(a) Expenditures:

**-FROM-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
7XXX	Other Outgo	\$ 319,696.00
		<u>\$ 319,696.00</u>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 23,265.00
2XXX	Classified and Other Nonacademic Salaries	126,270.00
3XXX	Employee Benefits	33,161.00
5XXX	Other Operating Expenses and Services	112,000.00
7XXX	Other Outgo	25,000.00
		<u>\$ 319,696.00</u>

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

**II. (a) General Fund - Unrestricted**

Expenditures:

**-FROM-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 4,500.00
2XXX	Classified and Other Nonacademic Salaries	5,495.00
4XXX	Supplies and Materials	627.00
5XXX	Other Operating Expenses and Services	7,613.00
6XXX	Capital Outlay	3,000.00
		<u>\$ 21,235.00</u>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 2,300.00
4XXX	Supplies and Materials	1,833.00
5XXX	Other Operating Expenses and Services	8,975.00
6XXX	Capital Outlay	8,127.00
		<u>\$ 21,235.00</u>

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

**II. General Fund - Restricted**

**-FROM-**

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 7,900.00
5XXX	Other Operating Expenses and Services	29,692.00
		<u>\$ 37,592.00</u>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 7,000.00
2XXX	Classified and Other Nonacademic Salaries	14,860.00
3XXX	Employee Benefits	422.00
4XXX	Supplies and Materials	15,290.00
		<u>\$ 37,592.00</u>

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

**II. (a) Bond Revenue Construction Fund**

Expenditures:

**-FROM-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
7XXX	Other Outgo – Interfund Transfers Out	\$ 302,600.00
		<u>\$ 302,600.00</u>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services	\$ 200,000.00
6XXX	Capital Outlay	102,600.00
		<u>\$ 302,600.00</u>

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

**2C. RATIFICATION RESOLUTION OF THE BOARD OF TRUSTEES OF THE COMPTON COMMUNITY COLLEGE DISTRICT REQUESTING THE ISSUANCE OF 2011-2012 TAX AND REVENUE ANTICIPATION NOTES**

Government Code Sections 53850 and 53858 grant Community College Districts the ability to issue Tax and Revenue Anticipation Notes (TRANs) during times when District's anticipate they may experience cash shortfalls. Cash shortfalls may arise due to the timing differential of monthly cash receipts and disbursements throughout the 2011-12 fiscal year.

System-wide, the Governor's proposed budget calls for deferrals totaling approximately \$1 billion in fiscal year 2011-12. It is projected that this deferral to the Compton Community College District will be approximately \$3 million.

It is recommended that the Special Trustee approve the Resolution requesting the issuance of 2011-2012 Tax and Revenue Anticipation Notes.

**2D. AUTHORIZING THE ISSUANCE OF COMPTON COMMUNITY COLLEGE DISTRICT, LOS ANGELES COUNTY, CALIFORNIA GENERAL OBLIGATION BONDS, ELECTION OF 2002, SERIES 2012C**

It is recommended that the Special Trustee approve the Resolution of the Board of Trustees of the Compton Community College District Authorizing the Issuance of Compton Community College District (Los Angeles County, California) General Obligation Bonds Election of 2002, Series 2012C.

**2E. RESOLUTION AUTHORIZING THE ISSUANCE OF THE COMPTON COMMUNITY COLLEGE DISTRICT (LOS ANGELES COUNTY, CALIFORNIA) 2012 GENERAL OBLIGATION REFUNDING BONDS**

The administration recommends adoption of Resolution No. 11-12/021712B regarding authorizing the issuance of the Compton Community College District (Los Angeles County, California) 2012 General Obligation Refunding Bonds, not to exceed \$100 million and approval of refunding a portion of the district's Series 2004A General Obligation Bond. The administration recommends authorization of the Special Trustee and Chief Executive Officer, to sign all required documents on behalf of the district

It is recommended that the Special Trustee approve the Resolution requesting authorizing the issuance of the Compton Community College District (Los Angeles County, California) 2012 General Obligation Refunding Bonds.



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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Facilities Planning and Development**  
**Dr. Keith Curry, Interim CEO**

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**3A. AMENDMENTS**

- 1. CONSULTANT:** CALNET II  
**SERVICES:** To replace the district's existing telephone system equipment; the hardware and the software that makes it work. The current telephone system is over 8 years old, at the end of its life and is no longer supported. This means that if the systems fails, Cisco Systems, the manufacturer, has no parts to fix the hardware and no software capable of running on the existing hardware. Any kind of failure will result in no telephone service until the new system is installed
- REQUESTING DEPT:** BOND MEASURE CC  
**FUNDING:** BOND FUND  
**DATES:** 02/08/12 – 02/07/13  
**NTE:** \$500,000.00
- 2. CONTRACTOR:** VANIR CONSTRUCTION MANAGEMENT, INC.  
**SERVICES:** Original agreement board approved on December 6, 2011. This amendment will increase maximum approved compensation from \$90,000 to \$130,000; and to extend the hours of performance from 120 hours per month to 40 hours per week. To provide professional program management services and a variety of support services including estimating, scheduling, Building Information Modeling, energy technology, management and contract administration and has been providing program management and related management activities to the district in support Capital Facilities development at the Compton Community College District site
- REQUESTING DEPT:** BOND MEASURE CC  
**FUNDING:** BOND FUND  
**DATES:** 01/01/12 – 06/30/12  
**NTE:** \$130,000.00

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

**1. Southland Industries - Change Order #2 MIS Project**

The District has a contract with Southland Industries to renovate the MIS project approved by the Board on June 12, 2011. See attached BSD 7 - Emergency Resolution No. 10-11/030811 for Provision of Repairs of Data and Network Systems at the MIS building.

The scope of work for change order #2 includes installation of air handler, piping and two main ducts, roof structural modifications and flashing, access control and intrusion detection (data room only), safety film and permanent closure of existing windows (data room only), and electrical splicing, termination and testing of all fiber and copper to new racks.

<b><u>Contractor:</u></b>	<b><u>Amount:</u></b>
Southland Industries	<b>\$500,000.00</b>

<b><u>Total Adjustment to Contract Price:</u></b>	
Original Contract Sum:	\$500,000.00
Prior Adjustments:	\$805,724.00
Adjustment for this Change (Increase):	\$411,235.00
Revised Contract Sum:	\$1,716,959

<b><u>Adjustment to Contract Time:</u></b>	
Current Completion date:	May 10, 2012
Adjustment for this Change	0 days
Revised Completion Date:	May 10, 2012

**FUNDING**

The adjustment is within the overall budget for the project. The source of funding for this service is Measure CC Bond funds.

**RECOMMENDATION:**

It is recommended that the Special Trustee authorize approval of the Southland Industries Change Order #2.

**3C. RATIFICATION OF FACILITIES ORDER AGREEMENT (FOA) WITH SOUTHLAND INDUSTRIES FOR MIS EMERGENCY SHUTDOWN #2**

**BACKGROUND**

The MIS Emergency project for the Server Room/ Data Center is ongoing. This shutdown will allow Southland to provide the necessary labor, material and equipment for overhead conduit installation and complete crucial electrical tie-ins and associated work for the existing server/data room equipment. Southland provided a quote of \$11,859.00 for this scope of work. The work will be done on a Sunday for minimal campus interruption.

Therefore, this FOA for Southland Industries in the amount \$11,859.00 is being submitted to the Board of Trustees for ratification.

**FUNDING**

The source of funding for this service is Measure CC Bond funds.

**RECOMMENDATION**

It is recommended that the Special Trustee ratify this Agreement as submitted.

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

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**4A. REVISED CLASSIFICATION FOR CLASSIFIED POSITION:**

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

- Human Resources Representative

FEBRUARY 2012  
FLSA: NON-EXEMPT  
SALARY RANGE L

**HUMAN RESOURCES REPRESENTATIVE**

**DEFINITION**

Under general supervision, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, classification, compensation, training and development, and employee and labor relations; provides consulting services to District departments related to all aspects of human resources programs and activities; performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean of Human Resources; Exercises no supervision of staff.

**CLASS CHARACTERISTICS**

This is an experienced-level professional class in the Human Resources Department responsible for reviewing, explaining, administering, and making recommendations regarding the solution of problems related to the design, development, implementation, and administration of human resources programs. This position is also responsible for performing technical work in benefits and/or worker's compensation and other insurance programs administration, in addition to performing a variety of record-keeping, administrative, and technical support activities. Incumbents provide a professional-level resource for organizational, managerial, and related human resources programs, services, and studies. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Human Resources Specialist by the full scope of professional-level human resources work performed. This class is further distinguished from Dean of Human Resources in that the latter is responsible for the day-to-day management and administration of the Human Resources Department.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates and implements recruitment processes for District departments; confers with departments to ascertain departmental needs; coordinates and/or produces examination bulletins, recruitment flyers, and position announcements and advertises for positions; screens resumes and applications and participates in the identification of qualified applicants; maintains information in the District's online application system and provides assistance to applicants in completing the online application.
- Maintains various employment lists such as eligibility, faculty service areas, re-employment, seniority, transfer, and provisional lists, in order to ensure proper placement.
- Coordinates and provides employee orientations for new permanent, substitute, and part-time employees.
- Assists with developing examinations by coordinating with subject matter experts (SME's) for their input on exam content and materials; prepares materials for written, performance, and oral examinations.
- Updates and maintains confidential human resources and employee files, records, data, and databases; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed; prepares Personnel Status Notices (PSN's) of all employment changes and full-time/hourly contracts for faculty; determines salary changes for District staff, performs the necessary data input, and takes appropriate action.
- Conducts various research studies related to salary and benefit information and other HRM practices.
- Assists employees and management with the interpretation and correct application of District policies, procedures, and programs.
- Provides training to faculty and other District staff on utilizing the online application and applicant tracking systems; responds to questions from staff related to related databases and software.
- Interprets and applies policies, procedures, regulations, and collective bargaining agreements, and the Chancellor's Office guidelines.
- Prepares, reviews, monitors, and ensures the accuracy and timeliness of Board agenda items required to process personnel actions.
- Assists in responding to grievances and negotiations.
- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Conducts special research assignments, gathers data, and prepares reports for consideration by management or special committees.
- Establishes and ensures the accuracy of tables, codes, and input guidelines in various human resources computer application systems and databases.
- Works with the Financial Aid and CalWorks departments to employ student workers.
- Assists in employee hearings and conducting classification studies, as required.
- Serves as a technical lead in minimum qualifications appraisals.
- Assists in the administration of and coordinates the employee performance evaluation process.
- Performs administrative work related to employee benefits programs such as health, dental, vision, life insurance, Tax Sheltered Annuities, Section 125-Reimbursement Accounts, catastrophic illness/injury leave, and COBRA program.
- Prepares for Open Enrollment; enters benefit enrollment and changes into related databases, such as the Los Angeles County G-Link.
- Assists with orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits.
- Conducts exit interviews for terminating and retiring employees for transition of benefit options.
- Responds to employee and retiree questions and complaints, and may interface with medical insurance providers and insurance representatives.
- Consults with employees and their families regarding death claims.
- Performs administrative work related to Worker's Compensation, Student & Athletic Accident Insurance, and Property & Liability Insurance; receives, logs, processes, and maintains self-insured risk claims and accident reports.

- Ensures that injury claims are reported in a timely manner; provides information to injured employees, supervisors, occupational health providers, and Worker's Compensation administrators to obtain examinations, treatments, benefits.
- Monitors the status of temporary disability, medical releases from the District treating physician, and other data relevant to each claim; notifies the employee, payroll, and the employee's supervisor/administrator.
- Prepares for Worker's Compensation Investigations by providing requested and required materials, scheduling interviews and meeting with claims investigators and attorneys.
- Monitors medical treatment/progress of employees and verifies return to work and/or modified work status with medical facilities.
- Processes Property & Liability Insurance claims; initiates billing requests to recover funds for damages to District property.
- Acts as a liaison with the third party administrator; receives requests, searches pertinent records; selects proper informational material, or if indicated, determines other appropriate actions to be taken.
- Administers the Employee Rideshare Program; processes participant enrollment form, prepares reports, maintains program budget, hosts rideshare events, and coordinates and runs quarterly new employee meetings.
- Receives and screens visitors and telephone calls; provides a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, preparing agendas and taking minutes, and serving on various task forces and committees.
- Participates in and serves as the department representatives at job fairs and other special events.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of human resources management in a public agency setting, including recruitment and selection, classification, compensation and salary administration, training and development, and employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, such as fair employment laws and non-discrimination regulations and Education Code employment qualifications.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Business letter writing and record-keeping principles and procedures.
- Methods, techniques, and practices of data collection and report writing.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and three (3) years of professional experience in human resources administration.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

XV.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with

upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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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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**XV. DISCUSSION ITEMS**

1. Chief Executive Officer Selection Process



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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. INFORMATION ITEMS**

1. Office of the Interim CEO
  - A. Compton Community College District Redistricting Committee Action Plan
  - B. Board Presentations And Reports Schedule For 2011-2012
  - C. AR 7501 Volunteer Administrative Regulation
  
2. Human Resources
  - B. Making Public the Initial Bargaining Proposal of Compton Community College District (Information Item)

## **1A. REDISTRICTING COMMITTEE ACTION PLAN – INFORMATION ITEM**

It is recommended that the Special Trustee receive for information the 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 Redistricting April 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 OF TRUSTEES PRESENTATIONS AND REPORTS SCHEDULE FOR 2011-2012 (REVISED) - INFORMATIONAL ITEM**

<b>MONTH</b>	<b>PRESENTATION</b>	<b>REPORT</b>
<b>August 2011</b>	Facilities Update	Notice of Public Hearing FTES Compton Center
<b>September 2011</b>	Educational Master Plan	Quarterly Fiscal Status Report Accreditation Update
<b>October 2011</b>	Academic Affairs Program Review Presentation	Facilities Update Budget Adoption Notice of Public Hearing
<b>November 2011</b>	Financial Aid Presentation CCCD Redistricting	
<b>December 2011</b>	Student Services Program Review Presentation	Quarterly Fiscal Status Report FTES Compton Center
<b>January 2012</b>	Basic Skills	<b>Annual Fact Book</b>
<b>February 2012</b>	2010-2011 Audit Presentation <b>(February 15, 2012 Special Board Meeting)</b>	2010-2011 Audit Report <b>(February 15, 2012 Special Board Meeting)</b> Notice of Public Hearing
<b>March 2012</b>	Student Government Presentation CCCD Redistricting	FTES Compton Center <b>Success &amp; Retention</b>
<b>April 2012</b>	Accountability Reporting for the Community Colleges (ARCC) 2012-2013 Budget Planning Proposal	Citizens Oversight Committee Notice of Public Hearing
<b>May 2012</b>	Facilities Presentation: Capital Projects/Bonds CCCD Redistricting	Quarterly Fiscal Status Report Foundation
<b>June 2012</b>	Student Learning Outcomes	Tentative Budget Accreditation Update
<b>July 2012</b>	First Year Experience Program Presentation FCMAT Presentation	

*Rev. February 3, 2012*

## 1C. VOLUNTEERS ADMINISTRATIVE REGULATIONS

It is recommended that the Special Trustee receive for information the Volunteers Administrative Regulations



### COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

**AR7501 Volunteers**

**ISSUED: February 7, 2012**  
**REVISED:**

#### **1. Purpose and Scope**

The purpose of this procedure is to outline the District requirements when using volunteers. Each volunteer is subject to the screening process set forth in this procedure, with the following exceptions:

- Volunteers serving in single day college event
- Elected or appointed Associated Student Officers (ASO)

The Chief Executive Officer, or designee, may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers serving in the particular event.

#### **2. General**

The District may enter into agreements with outside organizations to provide non-compensable volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Volunteers **MUST** be at least 18 years old.

Pursuant to Government Code section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

Employees who have been terminated from the District for cause may not serve as volunteers.

#### **3. Screening**

The District shall use the Notice of Volunteer Services form (#64428-20) that requires, at a minimum, government issued identification, the volunteer's name, address, phone number and date of birth. The Dean of Human Resources shall review and authorize each submission based on appropriate criteria

provided. Upon approval, volunteers shall be covered by the District through workers' compensation insurance (MEDICAL ONLY). The Board of Trustees shall periodically review the volunteer lists. Subject to the limitations of this procedure, employees assigned to other positions within the District may serve as volunteers during off-hours. Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code section 87010), or controlled substance offense (as defined in Education Code section 87011).
- He/she has been convicted of a crime and the Dean of Human Resources determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact on the Notice of Volunteer Services Form (Form #64428-20).

#### **4. Benefits**

Volunteers are covered by the District through worker's compensation insurance benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401 and Labor Code, Article 2), volunteers shall serve without any type of compensation or any other benefits granted to District employees. Volunteers and individuals serving as elected or appointed members of the Associated Student Organization Officers are not entitled to defense or exemption from incurred liabilities by the District.

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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. MAKING PUBLIC THE INITIAL BARGAINING PROPOSAL OF COMPTON COMMUNITY COLLEGE DISTRICT (Information Item)**

Making public Compton Community College District's recommended initial bargaining proposals to Compton Community College Federation of Employees, Certificated Unit. Copies of the proposal are available in the District's Human Resources office for review. This proposal will be placed on the Board of Trustees meeting agenda for public input at the next regularly scheduled meeting.