



Board Agenda

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

Closed Session to Commence at 4:00 P.M.

Open Session to Commence at 6:00 P.M.

Tuesday, September 15, 2009

District Board Room

1111 E. Artesia Boulevard

Compton, California 90221

I. Call to Order at 4:00 p.m.

II. Roll Call

Dr. Peter Landsberger, Special Trustee

Dr. Lawrence Cox, CEO

Lorraine Cervantes, Trustee

Andres Ramos, Trustee

Bruce Boyden, Trustee

III. Requests to Address the Board of Trustees – Closed Session Agenda Matters

IV. Recess to Closed Session for Discussion and/or Action on the following items in accordance with the Brown Act, Government Code Section 54950 et seq., and the Education Code and pursuant to Government Code Section 54954.5

A. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:

1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
 - a. Minutemen vs. Compton CCD
 - b. Compton CCD v. U.S. Department of Education – Docket No. 05-78-SP
 - c. John Rabun vs. Compton CCD
 - d. Albert Turner vs. Compton CCD, et. al.

B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:

1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(A): two cases.
2. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
 - a. EEOC Charge of Fred Lamm
 - b. Claim of Dr. Norma Parker
 - c. Claim of Chelvi Subramaniam\
 - d. Claim of Lavey Roofing Services, Inc.,

C. INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C):

(Two cases)

D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

1. Agency designated representative: Dr. Lawrence Cox, CEO/Provost
Employee organizations: Compton Community College
Federation of Employees, Classified Employees Federation of Employees, Certificated Employees

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

(Two Matters)

V. Reconvene to Open Session at 6:00 p.m.

VI. Roll Call

1. Andres Ramos
2. Lorraine Cervantes
3. Bruce Boyden
4. Tanya Breshers
5. Dr. Landsberger
6. Dr. Cox

VII. A Reflective Moment

VIII. The Pledge of Allegiance

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

- X. Public Hearing – 2009-2010 Proposed Budget**
 - A. Opportunity for members of the public to comment on Compton Community College District’s Fiscal Year 2009-2010 Proposed Budget

- XI. Reports from Representatives and Employee Organizations**
 - A. Student Trustee Report – Tanya Breshers
 - B. Faculty Representative Report – Jerome Evans
 - C. Classified Representative Report – David Simmons
 - D. Academic Senate President Report – Saul Panski
 - E. CCCDFE Certificated Employees Report – Toni Wasserberger
 - F. CCCDFE Classified Employees Report – Joseph Lewis
 - G. Confidential/Supervisory Representative Report – Roy Patterson
 - H. Associated Student Body Report – Lisa King, ASB President

- XII. Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters (including Closed Session Items)**

- XIII. Information/Presentation – Chief Executive Officer**
 - A. Dr. Lawrence Cox – Center and District Update
 - 1) Budget Update (Ronald Gerhard)
 - 2) Academic Affairs Update (Jane Harmon)
 - 3) Personnel Commission Update (Barbara Perez)

- XIV. Approval of Minutes of August 25, 2009**

- XV. Discussion/Action Agenda**
 - A. CEO1 BP 6250 – Budget Management
 AR 6552 – Records Retention and Destruction

 - B. Business Services - Consent Calendar
 - BSD 1 Purchase Orders
 - BSD 2 Agreements/Contracts
 - BSD 3 Notice of Public Hearing – 2009-2010 Budget
 - BSD 4 Adoption of the 2009-2010 Proposed Budget
 - BSD 5 Approval of Stale Dated Warrants
 - BSD 6 Ratification of Agreement between Compton Community College District and Atkinson, Andelson, Loya, Ruud & Romo
 - BSD 7 Amendment to the Bergman & Dacey, Inc. Agreement
 - BSD 8 Resolution for Provision of Repairs of Plumbing and Ceiling in the Women’s Locker Room

C. Human Resources - **Consent Calendar**

Management Team Personnel Action

- HRD1. Management Team Personnel Action
- HRD2. Academic Employment and Personnel Changes
- HRD3. Eligibility List
- HRD4. Classified Employees
- HRD5. Temporary Non-Classified Service Employees

Information Item

- HRD6. Public Hearing
- HRD7. Making Public the Initial Bargaining Proposal of the Compton Community College Federation of Employees (Classified Unit)

Action

- HRD8. Adoption of Initial Bargaining Proposal of the Compton Community College District

XVI. Next meeting date: October 20, 2009

Closed session begins at 4:00 p.m.

Open session begins at 6:00 p.m.

XVI. 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. 2274.
Thank you!*

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, August 25, 2009

MINUTES

- I. The Board of Trustees Meeting was called to order at 4:02 p.m.
- II. Roll Call
Members Present:
 - Dr. Peter Landsberger, Special Trustee
 - Dr. Lawrence Cox, CEO/Provost
 - Lorraine Cervantes, Elected Trustee
 - Bruce Boyden, Appointed Trustee
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters – None
- IV. Recess to Closed Session at 4:06 p.m. for Discussion and/or Action in accordance with the Brown Act, Government Code Section 54950 et.esq, and the Education Code and pursuant to Government Code Section 54954.5.
- V. Reconvene to Open Session of the Board of Trustees at 6:00 p.m. in the Board Room
- VI. Roll Call
Members Present:
 - Peter Landsberger
 - Lorraine Cervantes, Elected Trustee
 - Bruce Boyden, Appointed Trustee
 - Tanya Breshers, Student Trustee
 - Lawrence Cox
- VII. A Reflective Moment – Dr. Landsberger
- VIII. Pledge of Allegiance – All
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
 - Action taken to terminate, for cause, the employment of a regular academic employee
 - No other reportable action
- X. Oath of Office – Bruce A. Boyden, Trustee; Administered by Judge Kelvin Filer
- XI. Reports from Representatives and Employee Organizations
 - 1) Student Trustee Report – Tanya Breshers
 - 2) Faculty Representative Report – Jerome Evans
 - 3) Classified Representative Report – David Simmons
 - 4) Academic Senate President Report – Saul Panski
 - 5) CCCDFE Certificated Employees Report
 - 6) CCCDFE Classified Employees Report – Joseph Lewis
 - 7) Confidential/Supervisory Representative Report – Roy Patterson – absent

8) Associated Student Body Report – Lisa King

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

Those who spoke are listed below:

1. Mary Edwards
2. Michael Turner, student
3. Nehasi Lee, student

XIII. Information/Presentations

- A. Dr. Lawrence Cox, Provost/CEO
- A. Special thanks to Dr. Landsberger for his diligent work
 - B. Center/District Update – Dr. Lawrence Cox
 - C. Student enrollment has increased 40%; FTES up 52%
 - D. Working on improvements in the fiscal services area
 - E. The new student orientation Monday was successful
 - F. Twenty Compton Center students attended the U C Irvine’s Center for Educational Partnerships Summer Transfer Institute in August.
 - G. The picnic was great and thanks to the classified staff for all their work. Everyone had a great time.
 - H. A new director of M & O, Mr. Ian Guajardo, has been hired
 - I. Thanks to LaTanya Kirk-Carter for her excellent work in M & O
 - J. Dr. Jane Harmon held a successful retreat for the Deans and Department Chairs at her home earlier today.
 - K. This has been a momentous year thanks to everyone, including El Camino College for our continuing success.
- B. Budget Update – Ron Gerhard
Reviewed and distributed copies of the “Annual Strategic Review: Underlying Budget Assumptions Summary for 2009-2010”
- C. Academic Affairs Update – Jane Harmon
Commended the deans and chairs who have done an excellent job managing a quick-growing schedule. She also commended the ECC deans for notifying CEC when they have filled their classes and sending their students here. The focus of the Deans and Chairs is on how students can be supported, systemically, to achieve their educational goals. Everyone is invited to our FLEX day program being held on Friday, August 28th. Dr. Walter Bumphus, who has been involved in the ‘Achieving the Dream’ initiative throughout the country, will be our keynote speaker. His theme is ‘How to Create a Culture That Fosters Student Success.’

XIV. Approval of Minutes of July 22, 2009 – **Approved**

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
Minutes APPROVED	Yes	Yes	Yes	Absent	Yes

XV. Discussion/Action Agenda

A. BT 1 Board of Trustees Regularly Scheduled Meeting Dates 2009-2010 - **Approved**

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
BT1 APPROVED	Yes	Yes	Yes	Absent	Yes

BT 2 Resolution to Order Biennial Governing Board Election - **Approved**

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
BT2 APPROVED	Yes	Yes	Yes	Absent	Yes

- B. CEO 1 – **Received and Filed; info only**
 BP 8100 – Campus Safety
 BP 8200 – Emergency Response Plan
 BP 8300 – Workplace Violence Plan
 BP 8400 – Reporting of Crimes

C. Business Services -- **Consent Calendar – Approved**

- BSD 1 Purchase Orders
 BSD 2 Agreements/Contracts
 BSD 3 Ratification of Agreement with the Chancellor of the California Community Colleges – District Participation in the 2010 Chancellor’s Office Tax Offset Program (COTOP)
 BSD 4 Resolution to Establish District Funds
 BSD 5 Budget Augmentation/Transfers
 BSD 6 Local Agreement for Child Development Services (Revenue) – CCTR-9100
 BSD 7 Signature Resolution for California Department Education/Child Development Services – Fiscal Year 2009-2010 – CCTR-9100
 BSD 8 Local Agreement for Child Development Services (Revenue) – CSPP-9185
 BSD 9 Signature Resolution for California Department Education/Child Development Services – Fiscal Year 2009-2010 – CSPP-9185
 BSD 10 California Department of Education – Agency Annual Report for CCTR
 BSD 11 AT&T Contract

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
BSD 1-11 APPROVED	Yes	Yes	Yes	Absent	Yes

D. Human Resources - **Consent Calendar - Approved**

- HRD 1 Eligibility List
 HRD 2 Management Team Personnel Action
 HRD 3 Academic Position Description
 HRD 4 Academic Employment and Personnel Changes
 HRD 5 Classified Employees
 HRD 6 Temporary Non-Classified Service Employees

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
HRD 1 APPROVED	Yes	Yes	Yes	Absent	Yes

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
HRD 2 APPROVED	Yes	Yes	Yes	Absent	Yes

Action	Boyden	Breshers	Cervantes	Ramos	Dr. Landsberger
HRD 3-6 APPROVED	Yes	Yes	Yes*	Absent	Yes

*(Exception – Abstain on HRD6, Item #3)

Information Items

- HRD 7 Public Hearing
- HRD 8 Making Public the Initial Bargaining Proposal of the Compton Community College Federation of Employees (Certificated Unit)

XVI. Opportunity for members of the public to comment on Initial Bargaining Proposal of the Compton Community College Federation of Employees (Certificated Unit)

Those who spoke are listed below:

1. Saul Panski, Faculty Member – Asked if there is any cost-impact.
Dr. Landsberger responded that the fiscal impact is undetermined.

XVII. Closing Comments

Dr. Landsberger: We are in the initial phases of the process of scheduling an election for November 3rd. We have nine candidates for the three area positions. We will be holding an information session for the candidates on August 26th and 27th.

Bruce Boyden: Acknowledged his colleague Professor Patricia Lewis, a linguist from the L.A. Community College District. He also recognized Ms. Marie Hollis, President of the Concerned Citizens to Save Compton College. Commented on civil rights leader Mary B. Henry whose memorial service he attended the day before. Acknowledged Dr. Abel Sykes.

Lorraine Cervantes: Commented on memorial services of Mary B. Henry and requested that the meeting be adjourned in her memory. Also acknowledged Dr. Sykes.

Dr. Cox acknowledged the dedication of Art Smith who will be taking vacation time to help cook for the picnic.

Adjourned at 8:10 p.m. in honor of the memory of Mary B. Henry

Next Scheduled Regular Meeting: September 15, 2009

Closed Session: 4:00 p.m.

Open Session: 6:00 p.m.

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

Agenda for the Compton Community College District Board of Trustees
from
CEO
Lawrence Cox, Ph.D., CEO/Provost

CEO 1 BOARD POLICIES

The following Board of Trustees Policies are being submitted for approval

1. Board Policy 6250 – Budget Management
2. AR 6552 – Records Retention and Destruction

**Compton Community College District
Board of Trustees Policies**

BP 6250 Budget Management

**February 17, 2009
Revision: September 15, 2009**

Reference:

Education Code Sections 58307; 58308

The budget shall be managed in accordance with the California Code of Regulations Title 5 and the California Community Colleges Budget and Accounting Manual. Unrestricted revenues accruing to the District in excess of amounts in adopted Final Budget shall be added to the District's reserve for contingencies. The revenue is available for appropriation only upon a resolution of the Board that sets forth the need for immediate appropriation according to major budget object classifications in accordance with applicable law. Restricted Funds accruing to the District in excess of amounts in the adopted Final budget shall be appropriated by major object budget classifications only upon the approval of the Board of Trustees.

Board approval is required for changes between major object budget classifications or for interfund transfers. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.

Federal and State grants for restricted purposes shall have all administrative and/or indirect charges assessed to the maximum amount permitted by federal or state regulations.

The CEO/Provost shall establish the administrative regulations necessary to carry out this policy.

Applicable Administrative Regulation:

AR 6251 Budget Management

**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 6552 Records Retention and Destruction

ISSUED: DRAFT 8/12/09
REVISED:

The CEO/Provost directs that the following regulations apply to the retention and destruction of official records of Compton Community College District:

1. All records retention and destruction shall be maintained as required by California Code of Regulations, Title 5, Section 59020 and other statutes as applicable by law.
2. As required by statute, the District’s record review, retention, and destruction activities shall be conducted annually.
3. The Board of Trustees is required by statute to approve or disapprove classification recommendations of the District’s record’s retention/destruction designee; order a reclassification when necessary or desirable; and authorize the destruction of records classified as Class 3, Disposal. The board action is required to be recorded in the minutes with destruction lists attached (California code of Regulations, Title 5, Section 59028).
4. The Chief Business Officer (CBO) shall have the authority to issue procedures and arrange for the overall storage and/or destruction of District records as required by statute. Such procedures shall include personal supervision by the District’s designated records retention/destruction designee; standards and protocols for storing and labeling records sent to physical or electronic storage; supervision of the destruction of records; preparation and submission to the Board of Trustees of a list of records recommended for destruction, and certification that no records included in the list are in conflict with statutory regulations.
5. Senior managers shall act as custodian for purpose of records retention and destruction for the area(s) under their supervision and shall develop internal procedures that ensure any and all documents sent to District “storage” fulfill District procedures specified by the CBO. Table AR-6551A, Custodians of District Records, below, identifies these areas.

TABLE AR-6552A CUSTODIANS OF DISTRICT RECORDS (Listed Alphabetically)	
<ul style="list-style-type: none">• Chief Business Officer, Business Office• Dean, Human Resources• Dean, Student Services• Dean, Academic Affairs	<ul style="list-style-type: none">• Director, Facilities Planning and Development• Lieutenant, Campus Police• Provost, Board of Trustees

6. Statutory Definition of Records

- A. Records are defined as “all records, maps, books, papers, data processing output, and electronic documents a community college district is required by law to prepare or retain by law or official duty” (Code of Regulations, Title 5, Section 59020(a).
- B. “Student records” are defined in California Education Code Section 76210” which states in relevant part:

Student records means any item of information directly related to an identifiable student, other than directory information which is maintained by a community college or required to be maintained by any employee in the performance of his or her duties whether recorded by handwriting, print, tapes, film, microfilm or other means.

- C. **Exclusions:** California Code of Regulations, Title 5, Section 59020 states the following documents are not records and may be destroyed at any time:

- 1) Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)
- 2) Correspondence between district employees that does not pertain to personnel matters or constitutes a student record.
- 3) Advertisements and other sales material received.
- 4) Textbooks used for instruction, and other instructional materials, including library books, pamphlets, and magazines.
- 5) Student records do not include “information maintained by a community college law enforcement unit, if the personnel of the unit do not have access to student records pursuant to Section 76243, the information maintained by the unit is kept apart from information maintained pursuant to Section 76210(a), the information is maintained solely for law enforcement purposes, and the information is not made available to persons other than law enforcement officials of the same jurisdiction. (Education Code Section 76210(4).

- 7. **Classification of Records:** California Code of Regulations, Title 5, Section 59022 requires the District to establish an annual procedure by which documents and papers received or produced during the prior academic year are classified reviewed, classified, stored, or destroyed as follows.

- A. **Prior Year Records:** The Chief Business Officer, in consultation with the Director, Fiscal Affairs, shall initiate the district’s annual review of records using the statutory classifications as follows.

- 1) **Class 1 / Permanent Records:** The original of each of annual reports, official actions, employee records, student records and property records shown in Table AR-6552B, Record Classifications and Retention Timelines, below, shall be retained indefinitely. In the event the original of a Class 1 record is required by law to be filed with another agency, an exact copy of the original shall be retained indefinitely.
 - 2) **Class 2 / Optional Records:** Any record worthy of further preservation but not classified as Class 1, Permanent, may be classified as Class 2, Optional. Class 2 records shall be retained until reclassified as Class 3, Disposable. If the records of a prior year are not classified before July 1, all records of the previous year shall be classified as Class 2, Optional, pending further review. Such review and classification is must occur within one (1) year. (Title 5, Section 59024).
 - 3) **Class 3 / Disposable Records:** All records, other than continuing records not classified as Class 1, Permanent or Class 2, Optional, shall be classified as Class 3, Disposable.
 - a) Generally, a Class 3, Disposable Record, unless otherwise specified, should be destroyed during the third school year after the school year in which it originated (e.g., 2002 – 03 plus three equals 2005 – 06). A Class 3, Disposable, record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by the Education Code or of any other legally required audit. This also applies after the ending date of any retention period required by any agency other than the State of California, whichever date is later.
 - b) Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.
 - c) A continuing record shall not be destroyed until the third year after it has been classified as Class 3, Disposable.
- B. **Records Not Classified Before July 1, 1976:** All records not classified prior to July 1, 1976 are subject to the same review and classification as Class 1, Permanent records. If such records are three (3) or more years old and classified in Class 3, Disposable, they may be destroyed without further delay but in accordance with procedures for destruction.
- C. **Current Year Records:** Records originating during a current college year shall not be classified during that year.
- D. **Continuing Records:** Records of a continuing nature shall not be classified until such usefulness has ceased, i.e., records that are active and useful over a period of years for administrative, legal, fiscal, or other purposes.

TABLE 6552B

RECORD CLASSIFICATIONS AND RETENTION PERIODS

TYPE OF RECORD	RETENTION PERIOD
<i>Class 1 / Permanent Records</i>	
<p>1. Annual Reports</p> <ul style="list-style-type: none"> • Official budget reports • Financial reports of <u>all</u> funds • FTES, including Period 1 and Period 2 reports • Other major annual reports relating to property, activities, financial condition, transactions and those declared by board minutes to be permanent <p>2. Official Actions</p> <ul style="list-style-type: none"> • Board or committee minutes, including text of rules, regulations, policies or resolutions referenced but not included in minutes • Elections, including the call, if any, for and the result of an election called, conducted, or canvassed by the governing board for a board member, the board's member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganizations, or any other purpose • Records transmitted by another agency that pertain to that agency's action with respect to district reorganization <p>3. Employee Personnel Records:</p> <ul style="list-style-type: none"> • Employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record. • Rate of compensation, salaries or wages paid, deductions or withholdings made, and person or agency to which such amounts were paid. <p>4. Student Records: Records of enrollment and scholarship for each student. Such records may included but need not be limited to:</p> <ul style="list-style-type: none"> • Name of student, date of birth, place of birth; • Name and address of parent having custody or guardian, if student is a minor; • Entering and leaving date for each academic year and for any summer session or other extra session; • Subjects taken during each year, half year, summer session, or quarter; and • If grades or credits are given, the grades and number of credits toward graduation allowed for work taken. 	Indefinitely ¹
<i>Class 2 / Optional Records</i>	
<ul style="list-style-type: none"> • Any record other than continuing records not classified as Class 1, Permanent or Class 3, Disposable. 	Until reclassified as Class 3

Class 3 / Disposable	
<ul style="list-style-type: none"> • All records other than continuing records not classified as Class 1, Permanent or Class 2, Optional. 	Three years.
¹ The original copy of each record, or one <u>exact</u> copy thereof when the original is required by law to be filed with another agency shall be retained indefinitely unless photographed, microphotographed, or otherwise reproduced on film or electronically, The original record may then be classified as Class 3 and destroyed following statutory requirements.	

8. **Statute of Limitations:** In addition to periods of retention required by the Board of Governors, a district may desire for its own benefit to maintain some records at least beyond the statutory period for bringing suits upon these records. If the district has any particular inquiry in placing any records in the proper classifications, the doubt should be resolved in favor of the longer retention period.
9. **Manner of Destruction:** Records ordered for destruction shall be permanently destroyed by such foolproof methods as shredding, burning or pulping; and such destruction shall be supervised by the chief executive officer or other designee (Title 5, Section 59029).
10. **Records Destroyed by Conflagration or Public Calamity**
- A. If the records of an instructor or District are destroyed by conflagration or public calamity during a college year which prevents “the instructor and college officers from making their annual reports in the usual manner and with accuracy, affidavits of the instructor, the president or other officers of the district certifying as to the contents of the destroyed register or other records, shall be accepted by all college authorities for all purposes pertaining to the district, except that of calculations of full-time equivalent students.” (Title 5, Section 59030).
 - B. Whenever the full-time equivalent student (FTES) of the District are “are materially affected in any college year by conflagration, public calamity, or epidemic or unusual duration and prevalence, the regular annual reports of the instructor, the president, or officers of the District, shall be accepted by all college officers for all matters pertaining to the district, except that of full-time equivalent student.” (Title, 5, Section 59031)
 - C. Attendance accounting related to attendance records that have been lost or destroyed are required by statute to be made in accordance with Title 5, Section 58031.
11. **Microfilm and Electronic Format of Records:** Whenever an original Class 1, Permanent, record, is photographed, microphotographed, or otherwise reproduced on film or electronically, the copy made is classified as Class 1, Permanent. The original record, unless classified as Class 2, Optional, may be classified as Class 3, Disposable. It may then be destroyed in accordance with the California Administrative Code if the following conditions have been met:
- A. The reproduction was accurate in detail.
 - B. The Chief Business Officer has attached to or incorporated in the copy or system, a signed and dated certification of compliance with the provisions of the California Evidence Code (Section 1531), stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.

- C. The copy was placed in an accessible location, and provision was made for preserving permanently, examining and using the same.
- D. In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

12. ***Student Health Center Records:*** Student Health Center's shall maintain student health records for a minimum of seven (7) years. Contractual student health center services can be authorized to maintain student health records in accordance with the contractor's records policy but the contract require that the contractor maintain student health records for a minimum of seven (7) years.

Reference:

Title 5, Sections 16022, 16026, 16035, 54606, 54608, 59020 – 59029
California Education Code, Sections 76220 – 76225, 76230 – 76234
California Evidence Code 1531
California State Administrative Manual, Section 1602

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

Consent Calendar

- | | |
|-------|---|
| BSD 1 | Purchase Orders |
| BSD 2 | Agreements/Contracts |
| BSD 3 | Notice of Public Hearing – 2009-2010 Budget |
| BSD 4 | Adoption of the 2009-2010 Proposed Budget |
| BSD 5 | Approval of Stale Dated Warrants |
| BSD 6 | Ratification of Agreement Between Compton Community College District
and Atkinson, Andelson, Loya, Ruud & Romo |
| BSD 7 | Amendment to the Bergman & Dacey, Inc. Agreement |
| BSD 8 | Resolution for Provision of Repairs of Plumbing and Ceiling in the Women’s
Locker Room |

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR AUGUST 2009

Run Date
8/28/2009

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 09/15/2009

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01	Unrestricted-Compton Ed Center			
P0300271	Optima Industrial	Human Resources	Medical Expense	\$761.93
P0300275	Office Xpress	Div Office-Student	Equipment	\$2,359.52
P0300282	Time Clock Sales and	Fiscal Services	Maintenance Contracts	\$236.00
P0300284	Monique Ramsay	Fiscal Services	Other Services and Expenses	\$70.00
P0300287	Philadelphia Security	Information Technology	Equipment	\$807.77
P0300308	Premier Computer	Div Office-Student	Non-Instruct Supplies	\$276.41
P0300330	Southern California	Athletics	Dues and Memberships	\$2,000.00
P0300347	Xpedx	Fiscal Services	General Office Supplies	\$1,196.28
P0300352	Bradley Thomas	Athletics	Contract Services	\$5,000.00
P0300353	EB5C, LLC	Office of the CEO	Contract Services	\$12,540.00
P0300363	Community College	Office of the CEO	Dues and Memberships	\$1,500.00
P0300368	American Express	Fiscal Services	Transportation/ Mileage and	\$55.59
P0300400	Bearcom	Operations	Equipment	\$12,071.68
P0300410	Codesp	Human Resources	Dues and Memberships	\$1,750.00
P0300412	Office Xpress	Financial Aid	General Office Supplies	\$479.24
P0300413	Logan Telcom Wiring	Information Technology	Repairs Non-instructional	\$240.00
P0300416	Intelecom	Academic Affairs	License Fee/Site Licenses	\$1,500.00
P0300420	Dept of Industrial	Operations	Other Services and Expenses	\$140.00
P0300421	Department of	Operations	Other Services and Expenses	\$140.00
P0300422	Advanced Fire	Operations	Maintenance Contracts	\$6,188.19
P0300424	Advanced Fire	Operations	Maintenance Contracts	\$3,939.09
P0300425	Voyager	Operations	Gasoline	\$33.87
P0300426	Bank of America	Board of Trustees	Travel and Conference	\$1,440.19
P0300427	S&B Foods	Student Recruitment	Non-Instruct Supplies	\$160.00
P0300428	Datatel, Inc.	Information Technology	Maintenance Contracts	\$40,698.45
P0300429	CDW-G	Information Technology	Equipment	\$384.13
P0300430	California Pro Sports	Athletics	Non-Instruct Supplies	\$2,467.98
P0300433	Kirk Carter &	Office of the CEO	Contract Services	\$9,080.00
P0300434	Paris Laser Printer	Fiscal Services	Repairs Non-instructional	\$250.00
P0300435	NCMPR	Public Relations &	Multi Media Advertising	\$60.00
P0300439	Price Glass & Mirrors	Operations	Maintenance Contracts	\$900.00
P0300442	CDW-G	Information Technology	Equipment	\$2,650.36
P0300443	CCC Soccer Coaches	Athletics	Dues and Memberships	\$75.00
P0300444	CCC Soccer Coaches	Athletics	Dues and Memberships	\$75.00
P0300469	BSI Sports Turf	Operations	Other Services and Expenses	\$10,674.00

P0300484	Soccer Central	Athletics	Non-Instruct Supplies	\$1,019.59
P0300487	Water Chemists Inc.	Operations	Maintenance Contracts	\$4,200.00
P0300497	Student Insurance	Human Resources	Student Accident Ins	\$73,760.00
P0300499	South Coast	Athletics	Dues and Memberships	\$4,700.00
P0300518	Folsom Lake College	Office of the CEO	Dues and Memberships	\$500.00
P0300522	Logan Telecom Wiring	Operations	Other Services and Expenses	\$1,615.00
P0300529	Community College	Office of the CEO	Dues and Memberships	\$995.00
P0300536	Premier Computer	Div Office-Student	Non-Instruct Supplies	\$430.22
P0300537	Price Glass & Mirrors	Operations	Maintenance Contracts	\$960.00
P0300538	Atkinson, Andelson,	Office of the CEO	Legal	\$7,196.73
P0300540	Coronado Graphics &	Copy Center	Non-instructional Supplies	\$555.90
P0300573	Choice Cuts Meat and	Student Affairs	Non-Instruct Supplies	\$1,000.00
P0300574	Pcasc	Human Resources	Dues and Memberships	\$40.00
P0300575	Vavrinek, Trine, Day &	Fiscal Services	Contract Services	\$4,150.00
P0300581	CI Solutions	Student Affairs	Non-Instruct Supplies	\$2,500.00
P0300582	Niky's Sports #2 Inc.	Athletics	Non-Instruct Supplies	\$2,579.13

Fund 01 Total: 51

\$228,402.25

Fund 10 Restricted-Compton Ed Center

P0300281	ASAP Sign Company	Matriculation	Printing	\$1,646.25
P0300283	ACTT	Matriculation	Instructional Supplies	\$212.06
P0300285	National Promotions &	Matriculation	Printing	\$765.00
P0300291	Gloria Martinez	TRIO - Upward Bound	PSA Contract Services	\$1,514.00
P0300292	Belen A. Najera	TRIO - Upward Bound	PSA Contract Services	\$1,514.00
P0300293	Alejandro Landeros	TRIO - Upward Bound	PSA Contract Services	\$1,514.00
P0300307	XAP Inc.	Matriculation	Contract Services	\$14,789.00
P0300362	Arrowhead Spring	EOPS	Contract Services	\$230.00
P0300414	Eureka - California	TRIO	General Office Supplies	\$777.09
P0300415	El Pollo Loco	Model Approaches to	Non-instructional Supplies	\$274.38
P0300417	NASFAA	BFAP Augmentation	Dues and Memberships	\$766.00
P0300418	Compton Postmaster	BFAP Augmentation	Postage	\$1,071.52
P0300423	Eureka - California	TRIO - Upward Bound	Other Services and Expenses	\$300.00
P0300440	Paton Group	VATEA I&T	New Equipment - Instructional	\$2,434.50
P0300486	Hertz Furniture	Compton Auxiliary	New Equipment -	\$18,026.45
P0300563	S & B Foods	Basic Skills --Compton	Professional Growth	\$3,490.00
P0300564	Office Xpress	BFAP Augmentation	Special Events-Direct Costs	\$657.08

Fund 10 Total: 17

\$49,981.33

Fund 13 Compton Line of Credit

P0300468	EB5C, LLC	Office of the CEO	Contract Services	\$16,910.00
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Fund 13 Total: 1

\$16,910.00

Fund 60 Workers' Comp - Compton Ed Ctr

P0300280	Keenan & Associates	Human Resources	Insurance	\$52,143.00
P0300286	Cedars Sinai	Human Resources	Insurance	\$35,075.76
P0300419	Bay Actuarial	Fiscal Services	Contract Services	\$4,400.00

Fund 60 Total: 3

\$91,618.76

PO Funds Total: 72

\$386,912.34

Fund 01 Unrestricted-Compton Ed Center

B0310376	Mary A. Harmon	Public Relations &	PSA Contract Services	\$2,000.00
B0310380	Special Resource	DSPS	Contract Services	\$10,000.00
B0310381	Kirk Carter &	Board of Trustees	Contract Services	\$19,976.00

B0310383	Charlotte Lassos	Public Relations &	PSA Contract Services	\$30,000.00
B0310401	Helene Ansel	Public Relations &	PSA Contract Services	\$15,000.00
B0310402	Karen S. Dow	Public Relations &	PSA Contract Services	\$15,000.00
B0310403	Tracy J. Breshears	Public Relations &	PSA Contract Services	\$5,000.00
B0310414	National Promotions &	Public Relations &	Printing	\$22,000.00
B0310415	National TV Radio	Public Relations &	Multi Media Advertising	\$24,000.00
B0310416	National Cinemedia	Public Relations &	Multi Media Advertising	\$12,000.00
B0310417	Los Angeles Sentinel	Public Relations &	Multi Media Advertising	\$4,000.00
B0310418	La Opinion	Public Relations &	Multi Media Advertising	\$4,000.00
B0310419	American Print Media	Public Relations &	Multi Media Advertising	\$4,000.00
B0310420	National TV Radio	Public Relations &	Multi Media Advertising	\$40,000.00
B0310421	American Foothill	Public Relations &	Printing	\$5,500.00
B0310427	Grainger	Operations	Repairs Parts and Supplies	\$2,500.00
B0310432	Sampaguita	Athletics	Transportation/ Mileage and	\$6,000.00
B0310441	Southern California	Operations	Lights and Power	\$20,000.00
B0310442	L.A. Security Storage	Fiscal Services	Other Services And Expenses	\$5,590.00
B0310443	Chevron & Texaco Card	Operations	Gasoline	\$5,000.00
B0310444	Southern California	Operations	Natural Gas	\$15,000.00
B0310445	City of Long Beach	Operations	Natural Gas	\$5,000.00
B0310446	Fedex	Fiscal Services	Postage	\$132.80
B0310447	Mid City Mailing	Public Relations &	Postage	\$12,000.00
B0310459	ICS Services	Athletics	Contract Services	\$3,000.00
B0310460	Home Depot Credit	Operations	Construction Material	\$5,000.00
B0310475	Nextel	Information Technology	Telephone	\$15,000.00
B0310476	Yamada Service Center	Operations	Non-instructional Supplies	\$5,000.00
B0310477	Waxie Sanitary Supply	Operations	Custodial Supplies	\$15,285.37
B0310478	Walters Wholesale	Operations	Repairs Parts and Supplies	\$5,000.00
B0310479	United Rentals	Operations	Repairs Parts and Supplies	\$5,000.00
B0310480	UPW Waste &	Operations	Waste Disposal	\$48,000.00
B0310481	United Parcel Services	Operations	Other Services and Expenses	\$1,000.00
B0310482	Unifirst Corporation	Operations	Other Services and Expenses	\$12,000.00
B0310483	Thyssenkrupp Elevator	Operations	Maintenance Contracts	\$8,000.00
B0310487	Sonitrol of So. Los	Operations	Other Services And Expenses	\$900.00
B0310488	South Bay Document	Operations	Waste Disposal	\$2,500.00
B0310489	Southern California	Operations	Lights and Power	\$500,000.00
B0310490	San Dieguito Printers	Public Relations &	Printing	\$44,000.00
B0310495	AT&T	Information Technology	Telephone	\$60,000.00
B0310496	S&BFoods	Div Office-Student	Non-Instruct Supplies	\$400.00
B0310502	Medco Sports Medicine	Athletics	Non-Instruct Supplies	\$9,000.00
B0310503	Sunstate Equipment	Operations	Equipment Rental	\$12,000.00
B0310504	Vavrinek, Trine, Day &	Fiscal Services	Audit/Accreditation fees	\$81,100.00
B0310519	Marco Power	Operations	Non-instructional Supplies	\$554.85
B0310527	Ace Party Rents	Div Office-Student	Other Services and Expenses	\$400.00
B0310528	Office Xpress	Div Office-Student	Equipment	\$8,300.00
B0310537	Hillyard Floor Care	Operations	Custodial Supplies	\$7,957.63
B0310548	4IMPRINT.COM	Student Recruitment	Printing	\$1,945.19

Fund 01 Total: 49

\$1,135,041.84

Fund 10

Restricted-Compton Ed Center

B0310372	Special Resource	DSPS	Contract Services	\$8,000.00
B0310379	Calworks Work Study	CalWORKs	Other Services And Expenses	\$27,000.00
B0310382	Office Xpress	Matriculation	Non-Instruct Supplies	\$200.00
B0310404	Paramount Trophy	TRIO	Indirect Costs	\$600.00
B0310529	Laura Hope	Basic Skills --Compton	PSA Contract Services	\$7,000.00
B0310530	Bobbi Villalobos	Basic Skills --Compton	PSA Contract Services	\$5,000.00
B0310531	Merrill Deming	Basic Skills --Compton	PSA Contract Services	\$5,000.00
B0310532	Robert M. Rundquist	Basic Skills --Compton	PSA Contract Services	\$3,000.00

B0310533	Mildred Sparks	Basic Skills --Compton	PSA Contract Services	\$3,000.00
B0310541	Office Xpress	EOPS CARE	General Office Supplies	\$2,000.00
Fund 10 Total: 10				\$60,800.00
Fund 13 Compton Line of Credit				
B0310517	Jeraldine Potras	Fiscal Services	Contract Services	\$61,440.00
B0310518	EB5C, LLC	Fiscal Services	Contract Services	\$78,400.00
Fund 13 Total: 2				\$139,840.00
Fund 30 Child Developmnt Ctr - Compton				
B0310438	Altadena Certified Dairy	Child Development	Non-Instruct Supplies	\$5,000.00
B0310439	Bimbo Bakeries USA	Child Development	Non-Instruct Supplies	\$5,000.00
B0310440	U.S. Foodservice	Child Development	Non-Instruct Supplies	\$25,000.00
Fund 30 Total: 3				\$35,000.00
Fund 40 Capital Outlay Fund-Compton Ed				
B0310426	AT&T California	Campus Wide Improv	Site Improvements	\$167,460.00
Fund 40 Total: 1				\$167,460.00
BPO Funds Total: 65				\$1,538,141.84
<u>Grand Total POs and BPOs: 137</u>				\$1,925,054.18

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

BSD 2 AGREEMENTS/CONTRACTS

1. Ratification of Agreement with Kirk-Carter & Associates, LLC, Contractor to Provide Professional Services in the Area of Maintenance & Operations Support as Requested, from September 1, 2009 through September 18, 2009
2. Agreement with Nichols Consulting, Contractor to Provide Services for Mandated Cost Claims
3. Ratification of Agreement with Union Institute and University, Contractor Desires the Use of Classroom Space for their Program
4. Ratification of Agreement with Union Institute and University, Contractor Desires the Use of Office Space for their Program
5. Agreement with Keith Johnson, Contractor to Plan and Conduct a Series of Parenting Classes for the Foster & Kinship Care Education Program on an as needed basis
6. Agreement with Linda Jones, Contractor to Plan and Conduct a Series of Parenting Classes for the Foster & Kinship Caregivers Program on an as needed basis
7. Agreement with April McLaughlin, Contractor to Provide a Series of Partnering for Safety and Permanence-Model Approach to Partnership in Parenting (PS MAPP) Classes for Prospective Resource Families on an as needed basis
8. Agreement with Brenda Parks, Contractor to Plan and Conduct a Series of Parenting Classes for the Foster & Kinship Caregivers Program on an as needed basis
9. Agreement with Sandra Smith, Contractor to Provide a Series of Partnering for Safety and Permanence-Model Approach to Partnership in Parenting (PS MAPP) Classes for Prospective Resource Families on an as needed basis
10. Agreement with Dione Washington, Contractor to Plan and Conduct a Series of Parenting Classes for the Foster & Kinship Caregivers Program on an as needed basis
11. Agreement with Lateefah Wielenga, Contractor to Plan and Conduct a Series of Parenting Classes for the Foster & Kinship Caregivers Program on an as needed basis
12. Agreement with Channel Zero Group, Contractor to Provide a Lecture for the 2009-2010 Male Conference and to the Current Student Body
13. Ratification of Agreement with Dr. Walter Bumphus, Contractor to be the Keynote Speaker for Flex Day

1. RATIFICATION OF AGREEMENT WITH KIRK-CARTER & ASSOCIATES, LLC, CONSULTANT TO PROVIDE PROFESSIONAL SERVICES IN THE AREA OF MAINTENANCE AND OPERATIONS SUPPORT FROM SEPTEMBER 1, 2009 THROUGH SEPTEMBER 18, 2009

CONSULTANT: KIRK-CARTER & ASSOCIATES
SERVICES: Consultant shall be available and shall provide to the company Professional consulting services in the area of Maintenance Support as requested
REQUESTING DEPT: OFFICE OF THE CEO/PROVOST
DATES: 09/01/09 - 09/18/09
NTE: \$6,356.00

2. AGREEMENT WITH NICHOLS CONSULTING, CONTRACTOR TO PROVIDE SERVICES FOR MANDATED COST CLAIMS

CONSULTANT: NICHOLS CONSULTING
SERVICES: To provide services for Mandated Cost Claims
REQUESTING DEPT: BUSINESS AFFAIRS
DATES: 09/16/09 – 06/30/10
NTE: \$4,000.00, for claims prepared on behalf of the District between the time of execution of this Contract and June 30, 2010. Consultant’s fee is due and payable in four separate and equal installments of \$1,000.00. The dates of these installment payments are September 30, 2009, November 30, 2009, January 31, 2010, and March 31, 2010.

3. RATIFICATION OF AGREEMENT WITH UNION INSTITUTE AND UNIVERSITY, CONTRACTOR DESIRES THE USE OF CLASSROOM SPACE FOR THEIR PROGRAM

CONSULTANT: UNION INSTITUTE AND UNIVERSITY
SERVICES: The contractor desires the use of classroom space for their program
REQUESTING DEPT: FACILITIES
DATES: 07/01/09 – 06/30/10
NTE: \$2,250.00 at the beginning of each month **REVENUE**

4. RATIFICATION OF AGREEMENT WITH UNION INSTITUTE AND UNIVERSITY, CONTRACTOR DESIRES THE USE OF OFFICE SPACE FOR THEIR PROGRAM

CONSULTANT: UNION INSTITUTE AND UNIVERSITY
SERVICES: The contractor desires the use of office space for their program
REQUESTING DEPT: FACILITIES
DATES: 07/01/09 – 06/30/10
NTE: \$2,000.00 at the beginning of each month **REVENUE**

5. AGREEMENT WITH KEITH JOHNSON, CONTRACTOR TO PLAN AND CONDUCT A SERIES OF PARENTING CLASSES FOR THE FOSTER & KINSHIP CARE EDUCATION PROGRAM ON AN AS NEEDED BASIS

CONSULTANT: KEITH JOHNSON
SERVICES: To provide a series of parenting classes for Foster & Kinship Care Education Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 09/16/09 – 12/30/09
NTE: \$2,000.00 / \$50.00 for 4 hours per day

6. AGREEMENT WITH LINDA JONES, CONTRACTOR TO PLAN AND CONDUCT A SERIES OF PARENTING CLASSES FOR THE FOSTER & KINSHIP CAREGIVERS PROGRAM ON AN AS NEEDED BASIS

CONSULTANT: LINDA JONES
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 09/16/09 – 12/30/09
NTE: \$2,000.00 / \$50.00 for 4 hours per day

7. AGREEMENT WITH APRIL MCLAUGHLIN, CONTRACTOR TO PROVIDE A SERIES OF PARTNERING FOR SAFETY AND PERMANENCE-MODEL APPROACH TO PARTNERSHIP IN PARENTING (PS MAPP) CLASSES FOR PROSPECTIVE RESOURCE FAMILIES ON AN AS NEEDED BASIS

CONSULTANT: APRIL MCLAUGHLIN
SERVICES: To provide a series of Partnering for Safety and Permanence-Model Approach to Partnership in Parenting (PS MAPP) classes for prospective resource families on an as needed basis
REQUESTING DEPT: PS MAPP
DATES: 09/16/09 – 12/30/09
NTE: \$6,240.00 / \$40.00 for 4 hours weekly

8. AGREEMENT WITH BRENDA PARKS, CONTRACTOR TO PLAN AND CONDUCT A SERIES OF PARENTING CLASSES FOR THE FOSTER & KINSHIP CAREGIVERS PROGRAM ON AN AS NEEDED BASIS

CONSULTANT: BRENDA PARKS
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 09/16/09 – 12/30/09
NTE: \$2,000.00 / \$50.00 for 4 hours per day

9. AGREEMENT WITH SANDRA SMITH, CONTRACTOR TO PROVIDE A SERIES OF PARTNERING FOR SAFETY AND PERMANENCE-MODEL APPROACH TO PARTNERSHIP IN PARENTING (PS MAPP) CLASSES FOR PROSPECTIVE RESOURCE FAMILIES ON AN AS NEEDED BASIS

CONSULTANT: SANDRA SMITH
SERVICES: To provide a series of Partnering for Safety and Permanence-Model Approach to Partnership in Parenting (PS MAPP) classes for prospective resource families on an as needed basis
REQUESTING DEPT: PS MAPP
DATES: 09/16/09 – 12/30/09
NTE: \$2,080.00 / \$40.00 for 4 hours weekly

10. AGREEMENT WITH DIONE WASHINGTON, CONTRACTOR TO PLAN AND CONDUCT A SERIES OF PARENTING CLASSES FOR THE FOSTER & KINSHIP CAREGIVERS PROGRAM ON AN AS NEEDED BASIS

CONSULTANT: DIONE WASHINGTON
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 09/16/09 – 12/30/09
NTE: \$2,000.00 / \$50.00 for 4 hours per day

11. AGREEMENT WITH LATEEFAH WIELENGA, CONTRACTOR TO PLAN AND CONDUCT A SERIES OF PARENTING CLASSES FOR THE FOSTER & KINSHIP CAREGIVERS PROGRAM ON AN AS NEEDED BASIS

CONSULTANT: LATEEFAH WIELENGA
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 09/16/09 – 12/30/09
NTE: \$2,000.00 / \$50.00 for 4 hours per day

12. AGREEMENT WITH CHANNEL ZERO GROUP, CONTRACTOR TO PROVIDE A LECTURE FOR THE 2009-2010 MALE CONFERENCE AND TO THE CURRENT STUDENT BODY

CONSULTANT: CHANNEL ZERO GROUP
SERVICES: To provide a lecture for the 2009-2010 Male Conference and to the current student body
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 09/16/09 – 12/30/09
NTE: \$2,000.00 / \$50.00 for 4 hours per day

13. RATIFICATION OF AGREEMENT WITH DR. WALTER BUMPHUS, CONTRACTOR TO BE THE KEYNOTE SPEAKER FOR FLEX DAY

CONSULTANT: DR. WALTER BUMPHUS
SERVICES: to be the Keynote Speaker for Flex Day
REQUESTING DEPT: ACADEMIC AFFAIRS
DATES: 08/28/09 – 08/28/09
NTE: \$4,000.00

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

BSD 3 NOTICE OF PUBLIC HEARING – 2009-2010 BUDGET

It is recommended that the Special Trustee approve a public hearing on Compton Community College District Proposed Final Budget. Pursuant to Title 5 Section 58301, the Budget has been on file and available for public inspection from September 1, 2009, through September 15, 2009.

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

BSD 4 ADOPTION OF THE 2009-2010 PROPOSED BUDGET

ISSUE

It is recommended that the Special Trustee approve and adopt the 2009-2010 Proposed Budget.

BACKGROUND

Pursuant to section 58305 of the California Code of Regulations, the Board of Trustees must adopt a budget for the operation of the college on or before September 15, 2009.

RECOMMENDATION

It is requested that the Board of Trustees adopt the 2009-2010 proposed budget as presented

Compton Community College District &
El Camino College Compton Center

**ANNUAL STRATEGIC REVIEW:
UNDERLYING BUDGET ASSUMPTIONS SUMMARY FOR 2009-2010***
As of August 24, 2009

- I. Basic revenue and expense assumptions:
- A. Projected beginning balance: \$2,200,000
 - B. Estimated local, state and other revenue: \$29.3 million
 - C. Target reserve for contingencies: \$1,400,000 (5%) of budgeted expenditures.
 - D. Target reserve for Retiree Benefits: \$100,000.
 - E. A tax revenue anticipation note (TRAN) of \$3,660,000 will be requested from Los Angeles County to cover possible cash flow shortages from July through September, 2009.
 - F. Budgetary implications (e.g.: COLA and agreements) associated with collective bargaining. (to be included in a separate, private appendix to this document).
 - G. Guidelines regarding reliance on the line of credit:
 - 1. Expenses directly associated with state trusteeship, for example annual administrative fee to El Camino and FCMAT charges for periodic reviews (\$850,000).
 - 2. The use of the line of credit to cover a structural deficit will not continue.
 - 3. The line of credit repayment of about \$1,483,670 will be paid from unrestricted money.
 - 4. The last draw of \$5,000,000 will be requested for June 2009. This last draw is requested primarily to provide cash flow funding if the state withholds either apportionment or construction funds.
 - H. Issuance of series B general obligation bonds (Prop. 39) in the amount of \$15 million for approved construction projects.
 - I. To the extent possible and on a one-time basis, the General Unrestricted Fund will use General Reserves to cover cuts to categorical programs.
- II. Overarching goals and objectives for 2009-1010:
- A. Increase Enrollment
 - 1. Generate 5600 Credit FTES
 - 2. Maintain an average class size of 35 (10% improvement)
 - 3. Establish a minimum class size of 20
 - B. Increase Institutional Capacity and/or Credibility
 - 1. Fully fund implementation of FCMAT Strategic Recovery Plans (Line of Credit)
 - 2. Fill the following strategic positions: Director of Facilities Operations. (Unrestricted Funds)
 - 3. Rebuild the Compton Community College District Foundation (Foundation Funds)
 - 4. Develop and begin to implement a Community Outreach Plan (Unrestricted Funds)

5. Continue implementation of the Faculty Development Plan (Unrestricted Funds)
6. Develop and begin to implement a Technology Plan
7. Complete the Educational Master Plan and Facilities Master Plan (Unrestricted Funds)
8. Occupy and open the LRC (Bond Funds)
9. Infrastructure Renovation - Electrical, Outside Lighting, Computer Network, Fire Alarms (Bond Funds)(Unrestricted Funds)
10. Implement Policies, Regulations, and Procedures to correct identified audit and FCMAT deficiencies (Unrestricted Funds)
11. Implement Student Success Initiative (Basic Skills Funds)
12. Right Size classrooms and add 10% additional classes to accommodate additional students (Unrestricted Funds)
13. Phase in a 2% change in funding distribution each year over the next five years. The specific objective for 2009-10 is to increase the percentage of funds devoted to classroom instruction from 40% to 42%.

**ADOPTED BUDGET
ALL FUNDS
2009-2010**

FUND	General Unrestricted (01)	General Restricted (10)	General Line of Credit (13)	Student Financial Aid (70)	Workers Comp. (80)	Child Development (30)	Capital Outlay Projects (40)	General Obligation Bond (45)	Total
Beginning Balance	2,236,068	728,959	7,281,391	0	1,617	249,208	1,370,584	1,026,839	12,874,546
Revenue									
Federal	0	1,539,948	0	4,500,000	0	45,000	0	0	6,084,948
State	24,128,182	2,841,730	75,000	140,000	0	757,800	142,684	0	28,185,006
Local	5,186,909	678,383	0	0	0	0	0	15,180,000	20,914,702
Interfund Transfers	0	0	0	0	510,000	0	0	0	510,000
Total Revenue	29,314,501	6,060,071	75,000	4,640,000	510,000	802,600	142,684	15,180,000	55,894,856
Total Available	31,550,569	5,789,030	7,336,391	4,640,000	511,517	1,051,708	1,513,148	16,176,839	68,569,202
Appropriations									
Academic Salaries	11,802,590	880,878	0	0	0	32,962	0	0	12,616,420
Classified Salaries	5,889,050	1,385,481	0	0	0	485,767	0	0	7,760,288
Staff Benefits	4,578,819	572,464	0	0	0	178,861	0	0	5,331,134
Supplies/Books	495,712	258,730	0	0	0	53,100	0	0	807,542
Other Operating Expenses	5,001,207	602,525	1,760,990	0	500,000	2,840	5,000	188,839	8,041,401
Capital Outlay	236,661	288,584	0	0	0	0	342,684	13,703,000	14,552,629
Other Outgo	1,483,670	685,853	0	4,640,000	0	3,000	0	0	6,812,523
Total Appropriations	29,289,729	4,754,495	1,760,990	4,640,000	500,000	757,500	347,684	13,871,839	55,922,137
Reserve for Contingencies	1,400,000	1,034,535	5,575,401	0	11,517	294,208	1,165,584	2,305,000	11,786,225
General Reserve	880,840	0	0	0	0	0	0	0	880,840
Total Appropriations/Reserves	31,550,569	5,789,030	7,336,391	4,640,000	511,517	1,051,708	1,513,148	16,176,839	68,569,202

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
GENERAL FUND UNRESTRICTED - REVENUE

Account Number	Description	2009-2010 ADOPTED
BEGINNING BALANCE JULY 1		2,236,068
ADJUSTMENT		
ADJUSTED BEGINNING BALANCE JULY 1		<u>2,236,068</u>
REVENUE		
STATE REVENUE		
8606	Part-Time Faculty Allocation	73,365
8610	Principal Apportionment	23,384,930
8614	Enrollment Fee Administration	14,697
8680	Lottery Funds	<u>655,200</u>
Total State Revenue		24,128,192
LOCAL REVENUE		
8811-13	Property Taxes	3,759,954
8850	Rentals and Leases	135,000
8860	Interest and Investment Income	90,000
8874	Student Enrollment Fees	531,355
8878	Transcript Fees	5,000
8880	Non-Resident Tuition	120,000
8885	Non-Resident Tuition-Foreign	375,000
8890	Other Local Revenue	<u>170,000</u>
Total Local Revenue		5,186,309
INCOMING TRANSFERS		
8980	Transfer in from LOC Special Reserve	<u>0</u>
Total Incoming Transfers		0
TOTAL REVENUE - ALL SOURCES		<u>29,314,501</u>
TOTAL BEGINNING BALANCE AND REVENUE		<u>\$ 31,550,589</u>

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2009-2010 ADOPTED
<u>ACADEMIC SALARIES</u>		
1100	Regular Schedule, Teaching	5,968,999
1200	Regular Schedule, Non-Teaching	2,593,618
1300	Other Schedule, Teaching	2,855,895
1400	Other Schedule, Non-Teaching	<u>184,078</u>
Total Academic Salaries		11,602,590
<u>CLASSIFIED SALARIES</u>		
2100	Full Time	4,663,080
2200	Instructional Aides, Full time	549,648
2300	Student Help, Hourly and Overtime	<u>676,424</u>
Total Classified Salaries		5,889,050
<u>STAFF BENEFITS</u>		
3100	State Teachers' Retirement	828,305
3200	Public Employees' Retirement	471,710
3300	Social Security - OASDI, Medicare	522,789
3400	Health and Welfare - Medical	1,642,803
3500	Unemployment Insurance	45,679
3600	Workers' Compensation Insurance	448,244
3900	Retiree Benefits	<u>619,289</u>
Total Staff Benefits		4,578,819
<u>BOOKS, SUPPLIES AND MATERIALS</u>		
4300	Instructional Supplies	135,010
4400	Other Instructional Supplies	36,090
4500	Non-Instructional Supplies	285,612
4600	Gasoline	<u>39,000</u>
Total Books, Supplies and Materials		495,712
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>		
5100	Contract for Personal Services	1,594,128
5200	Travel, Conference and In-Service Training	101,230
5300	Dues and Memberships	32,262
5400	Insurance	440,894
5500	Utilities and Housekeeping Services	1,032,163
5600	Contracts, Rentals, and Repairs	343,830
5700	Legal, Elections, and Audit Expense	920,111
5800	Other Services, Postage, Advertising	521,789
5900	Miscellaneous	<u>15,000</u>
Total Contract Services and Operating Expenses		5,001,207

EL CAMINO COLLEGE - COMPTON CENTER
 2009-2010 ADOPTED BUDGET
 GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2009-2010 ADOPTED
	<u>CAPITAL OUTLAY</u>	
6100	Site Improvements	6,000
6200	Construction	9,500
6300	Library Books	40,785
6410	Equipment	<u>182,396</u>
	Total Capital Outlay	238,681
	<u>OTHER OUTGO</u>	
7100	Debt Retirement	<u>1,483,670</u>
	Total Other Outgo	1,483,670
	TOTAL EXPENDITURES / APPROPRIATIONS	29,289,729
	TOTAL ENDING BALANCE / RESERVES	<u>2,260,840</u>
	GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES	<u><u>31,550,569</u></u>

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
GENERAL FUND RESTRICTED - REVENUE

Account Number	Description	2009-2010 ADOPTED
	BEGINNING BALANCE JULY 1	728,969
REVENUE		
FEDERAL REVENUE		
8120	Federal Work Study	151,881
8120	Student Support Services (TRIO)	350,000
8120	Upward Bound	422,184
8120	Upward Bound Math/Science	330,140
8140	TANF	118,743
8170	VTEA (1102)	<u>186,000</u>
Total Federal Revenue		1,539,948
STATE REVENUE		
8620	Basic Skills	88,000
8620	Board Financial Assists Program Admin. Allowance	195,949
8620	Extended Opportunity Program & Services	819,760
8620	Extended Opportunity Program & Services CARE	482,130
8620	Disabled Student Program Services	199,921
8620	CalWorks	432,147
8620	Matriculation - Credit	216,533
8620	Faculty & Staff Diversity AB1725	9,504
8620	Telecommunications Tech Infrastructure Prog (TTIP)	36,036
8620	Instructional Equipment/Library Materials	100,000
8620	Nursing Education	377,760
8620	Transfer and Articulation	<u>4,000</u>
Total State Revenue		2,941,730
LOCAL REVENUE		
8620	DPSS	136,000
8620	Model Approaches for Partnerships in Parenting	40,500
8620	Foster Care	134,290
8620	First Year Experience	18,000
8620	DHS Mentoring	120,000
8640	Auxiliary Services	101,693
8660	Interest	25,000
8881	Parking Services Fees	3,000
8690	Other Local Revenues	<u>578,393</u>
Total Local Revenue		578,393
TOTAL REVENUE - ALL SOURCES		<u>5,080,071</u>
TOTAL BEGINNING BALANCE AND REVENUE		<u>5,789,030</u>

EL CAMINO COLLEGE - COMPTON CENTER
2008-2010 ADOPTED BUDGET
GENERAL FUND RESTRICTED - EXPENDITURES

Account Number	Description	2008-2010 ADOPTED
ACADEMIC SALARIES		
1200	Regular Schedule, Non-Teaching	553,571
1300	Part time, Teaching	249,555
1400	Part time, Non-Teaching	<u>177,752</u>
Total Academic Salaries		980,878
CLASSIFIED SALARIES		
2100	Full Time	1,022,453
2200	Instructional Aides, Full Time	57,372
2300	Student Help, Hourly and Overtime	<u>305,656</u>
Total Classified Salaries		1,385,481
STAFF BENEFITS		
3100	State Teachers' Retirement	87,974
3200	Public Employees' Retirement System	76,675
3300	Social Security - OASDI & Medicare	82,124
3400	Health and Welfare	127,200
3500	Unemployment Insurance	10,819
3600	Workers' Compensation Insurance	39,290
3800	Employee Benefits	<u>148,382</u>
Total Staff Benefits		572,464
BOOKS, SUPPLIES AND MATERIALS		
4300	Instructional Supplies	147,489
4800	Non-Instructional Supplies	<u>111,281</u>
Total Books, Supplies, and Materials		258,730
CONTRACT SERVICES AND OPERATING EXPENSES		
5100	Personal Services/Indirect Costs	247,418
5200	Travel, Conference & In-Service Training	87,833
5300	Dues and Memberships	1,600
5800	Contracts, Rentals, and Repairs	40,865
5800	Other Services, Postage, Advertising	219,609
5900	Repro Services	<u>5,500</u>
Total Contracts Services and Operating Expenses		602,625
CAPITAL OUTLAY		
6410	Equipment	<u>288,584</u>
Total Capital Outlay		288,584
OTHER OUTGO		
7500	Other Payments to Students	73,060
7600	Other Payments for Students	<u>612,793</u>
Total Other Outgo		685,853
TOTAL EXPENDITURES / APPROPRIATIONS		<u>4,754,495</u>
NET ENDING BALANCE / RESERVES		<u>1,034,535</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u>5,789,030</u>

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
LINE OF CREDIT - REVENUE

Account Number	Description	2009-2010 ADOPTED
	BEGINNING BALANCE JULY 1	2,261,391
	ADJUSTMENT	5,000,000
	ADJUSTED BEGINNING BALANCE JULY 1	7,261,391
 REVENUE		
LOCAL REVENUE		
8860	Interest	75,000
	Total State Revenue	75,000
	TOTAL REVENUE - ALL SOURCES	75,000
	TOTAL BEGINNING BALANCE AND REVENUE	7,336,391
 EXPENDITURES / APPROPRIATIONS		
BOOKS, SUPPLIES AND MATERIALS		
4320	Instructional Supplies	
	Total Books, Supplies, and Materials	0
CONTRACT SERVICES AND OPERATING EXPENSES		
5100	Contract for Personal Services	650,000
5200	Travel, Conference and In-Service Training	
5300	Dues and Memberships	
5400	Insurance	
5500	Utilities and Housekeeping Services	
5600	Contracts, Rentals, and Repairs	
5700	Legal, Elections, and Audit Expense	150,000
5800	Other Services, Postage, Advertising	
5900	Bad Debt Expense, Misc.	960,990
	Total Contract Services and Operating Expenses	1,760,990
CAPITAL OUTLAY		
6200	Construction	
6300	Library Books	
6410	Equipment	
	Total Capital Outlay	0

Account Number	Description	2009-2010 ADOPTED
	<u>OTHER OUTGO</u>	
7100	Debt Retirement	
7300	Interfund Transfer	
Total Other Outgo		0
TOTAL EXPENDITURES / APPROPRIATIONS		<u>1,760,990</u>
TOTAL ENDING BALANCE / RESERVES		<u>5,575,401</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u>7,336,391</u>

EL CAMINO COLLEGE - COMPTON CENTER
 2009-2010 ADOPTED BUDGET
 CHILD DEVELOPMENT FUND - REVENUE
 COMBINED (30)

Account Number	Description	2009-2010 ADOPTED
BEGINNING BALANCE JULY 1		249,208
REVENUE		
FEDERAL REVENUE		
8199	Child Development Food Program	45,000
Total Federal Revenue		45,000
STATE REVENUE		
8621	State Revenue	700,000
8650	Reimbursable Categorical	12,500
8660	Interest	30,000
8689	Miscellaneous	15,000
Total State Revenue		757,500
INCOMING TRANSFERS		
8980	Transfer from General Fund	0
Total Incoming Transfers		0
TOTAL REVENUE - ALL SOURCES		802,500
TOTAL BEGINNING BALANCE AND REVENUE		1,051,708

EL CAMINO COLLEGE - COMPTON CENTER
 2009-2010 ADOPTED BUDGET
 CHILD DEVELOPMENT FUND -EXPENDITURES
 COMBINED (30)

Account Number	Description	2009-2010 ADOPTED
<u>ACADEMIC SALARIES</u>		
1200	Regular Schedule, Non-Teaching	32,952
1300	Regular Schedule, Teaching	0
1400	Counselors-Other	0
Total Academic Salaries		32,952
<u>CLASSIFIED SALARIES</u>		
2100	Full Time	304,633
2200	Part Time - Instructional	134,660
2300	Part Time	46,464
Total Classified Salaries		485,757
<u>STAFF BENEFITS</u>		
3100	State Teachers' Retirement	2,719
3200	PERS	30,273
3300	Social Security - OASDI/Medicare	35,055
3400	Health & Welfare	98,000
3500	Unemployment Insurance	248
3600	Workers' Compensation	13,556
Total Staff Benefits		179,851
<u>BOOKS, SUPPLIES AND MATERIALS</u>		
4100	Text Books	1,000
4200	Books	5,000
4300	Instructional Supplies (Food & Kitchen Supplies)	300
4500	Non-Instruction Supplies	46,800
4700	Food Items/Catering	0
Total Books, Supplies, and Materials		53,100
<u>OTHER OPERATING EXPENSES</u>		
5133	PSA Contract Services	0
5150	Consultant Services	0
5180	Indirect Cost	0
5200	Travel, Conference, In-Service Training	500
5620	Maintenance Contracts	0
5800	Other Services, Postage, Advertising	2,340
5850	Postage	0
5892	Licenses	0
5912	Hospitality	0
Total Other Operating Expenses		2,840

<u>Account Number</u>	<u>Description</u>	<u>2009-2010 ADOPTED</u>
	<u>CAPITAL OUTLAY</u>	
6400	Equipment	<u>0</u>
Total Capital Outlay		0
	<u>OTHER OUTGO</u>	
7600	Other Payments to/for Students	<u>3,000</u>
Total Other Outgo		3,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>757,500</u>
TOTAL ENDING BALANCE / RESERVES		<u>294,209</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u>1,051,708</u>

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
CAPITAL OUTLAY PROJECTS FUND

Account Number	Description	2009-2010 ADOPTED
BEGINNING BALANCE JULY 1		1,370,564
ADJUSTMENTS		
ADJUSTED BEGINNING BALANCE JULY 1		1,370,564
REVENUE		
STATE REVENUE		
8690	Other State Revenues	142,584
Total State Revenue		142,584
LOCAL INCOME		
8860	Interest	0
8980	Interfund Transfer-General Unrestricted District Match	0
Total Local Income		0
TOTAL REVENUE - ALL SOURCES		142,584
TOTAL BEGINNING BALANCE AND REVENUE		1,513,148
EXPENDITURES/APPROPRIATIONS		
CONTRACT SERVICES AND OPERATING EXPENSES		
5130	Contract Services	5,000
5860	Repairs	0
Total Contract Services and Operating Expenses		5,000
CAPITAL OUTLAY		
6120	Site Improvement	170,000
6200	Buildings	30,000
6400	New Equipment	142,584
Total Capital Outlay		342,584
TOTAL EXPENDITURES / APPROPRIATIONS		347,584
TOTAL ENDING BALANCE / RESERVES		1,165,564
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		1,513,148

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
GENERAL OBLIGATION BOND FUND

Account Number	Description	2009-2010 ADOPTED
	BEGINNING BALANCE JULY 1	1,026,839
	ADJUSTMENT	0
	ADJUSTED BEGINNING BALANCE JULY 1	1,026,839
<u>REVENUE</u>		
<u>LOCAL REVENUE</u>		
8860	Interest	150,000
8865	Bond Refinancing	0
8890	Proceeds from Insurance claim	
8940	Proceeds from Bonds	<u>15,000,000</u>
	Total Local Revenue	15,150,000
<u>INCOMING TRANSFERS</u>		
8980	Interfund Transfer-Line of Credit	<u>0</u>
	Total Incoming Transfers	0
	TOTAL REVENUE - ALL SOURCES	<u>15,150,000</u>
	TOTAL BEGINNING BALANCE AND REVENUE	<u><u>16,176,839</u></u>
<u>EXPENDITURES / APPROPRIATIONS</u>		
<u>CLASSIFIED SALARIES</u>		
2339	Overtime-Maintenance	<u>0</u>
	Total Classified Salaries	0
<u>BENEFITS</u>		
3000	Statutory Benefits	<u>0</u>
	Total Benefits	0
<u>OTHER OPERATING EXPENSES</u>		
5130	Contract Services	168,839
5132	Professional Services-Bond	
5139	Project Mgmt	
5150	Consultants Services	
5850	Postage	<u>0</u>
	Other Operating Expenses	168,839

Account Number	Description	2009-2010 ADOPTED
	<u>CAPITAL OUTLAY</u>	
6200	Construction/Mgt	753,000
6204	Building Improvements/Upgrades	6,500,000
6211	Architect & Engineering	4,452,000
6212	Testing & Inspection	563,000
6254	Remodeling/Renovation	555,000
6413	New Equipment	880,000
6420	New Equipment	<u>0</u>
	Total Capital Outlay	13,703,000
	TOTAL EXPENDITURES / APPROPRIATIONS	13,871,839
	NET ENDING BALANCE / RESERVES	<u>2,305,000</u>
	GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES	<u>16,176,839</u>

EL CAMINO COLLEGE - COMPTON CENTER
2009-2010 ADOPTED BUDGET
WORKERS' COMPENSATION FUND

Account Number	Description	2009-2010 ADOPTED
	BEGINNING BALANCE JULY 1	1,517
	Adjustments	
	NET BEGINNING BALANCE JULY 1	1,517
 REVENUE		
LOCAL REVENUE		
8860	Interest Income	
8890	Other Local Revenues	
Total Local Revenue		0
 INCOMING TRANSFERS		
8980	Interfund Transfer from General Fund	510,000
Total Incoming Transfers		510,000
TOTAL REVENUE - ALL SOURCES		510,000
TOTAL BEGINNING BALANCE AND REVENUE		511,517
 EXPENDITURES / APPROPRIATIONS		
CONTRACT SERVICES AND OPERATING EXPENSES		
5100	Contract for Personal Services	4,400
5400	Insurance	495,600
5430	Liability	0
5454	Disability Insurance	0
5455	Insurance Deductible	0
5730	Self insurance Legal Fees	0
5730	Legal Fees	0
Total Contract Services and Operating Expenses		500,000
 CAPITAL OUTLAY		
6420	New Equipment	
Total Capital Outlay		0
 OTHER OUTGO		
7900	Reserve for Future Claims	0

Account Number	Description	2009-2010 ADOPTED
	Total Other Outgo	0
	TOTAL EXPENDITURES / APPROPRIATIONS	<u>500,000</u>
	NET ENDING BALANCE / RESERVES	<u>11,517</u>
	GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES	<u>511,517</u>

EL CAMINO COLLEGE- COMPTON CENTER
2009-2010 ADOPTED BUDGET
STUDENT FINANCIAL AID FUND

Account Number	Description	2009-2010 ADOPTED
BEGINNING BALANCE JULY 1		0
REVENUE		
FEDERAL REVENUE		
8150	Student Financial Aid	4,500,000
Total Federal Revenue		4,500,000
STATE REVENUE		
8650	Cal Grants	140,000
Total State Revenue		140,000
INCOMING TRANSFERS		
8980	Transfer in from LOC Special Reserve	0
Total Incoming Transfers		0
TOTAL REVENUE - ALL SOURCES		4,640,000
TOTAL BEGINNING BALANCE AND REVENUE		4,640,000
EXPENDITURES / APPROPRIATIONS		
OTHER OUTGO		
7500	Student Financial Aid	4,500,000
7530	Cal Grants	140,000
Total Other Outgo		4,640,000
TOTAL EXPENDITURES / APPROPRIATIONS		4,640,000
TOTAL ENDING BALANCE / RESERVES		0
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		4,640,000

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

BSD 5 APPROVAL OF STALE DATED WARRANTS

LACOE has determined that certain payroll 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. The amount due to each employee will now need to be issued as a B-Warrant. It is recommended that the Special Trustee approve the following Stale Dated Warrants:

<u>WARRANT(S) #</u>	<u>AMOUNT</u>
W8600655	\$ 2,206.74
16693688	\$ 500.00

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

BSD 6 RATIFICATION OF AGREEMENT BETWEEN COMPTON COMMUNITY COLLEGE DISTRICT AND ATKINSON, ANDELSON, LOYA, RUUD & ROMO

It is requested that the Special Trustee approve the Agreement between Atkinson, Andelson, Loya, Ruud & Romo and Compton Community College District.

BACKGROUND

The District desires to retain and engage the Law Firm to perform legal services on District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in the Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Special Trustee, or the Chief Executive Officer/Provost of the District or his/her designee, or their successors.

TERMS AND CONDITIONS

The term of this Agreement shall be for 11 months, commencing August 1, 2009, through June 30, 2010. For the period August 1, 2009, through June 30, 2010, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates: Two Hundred Sixty Dollars (\$260.00) for Senior Partners, Two Hundred Fifty Dollars (\$250.00) for Senior Associates, One Hundred Ninety-Five Dollars (\$195.00) for Associates and Ones Hundred Thirty Dollars (\$130.00) for Senior Paralegals and Legal Assistants. The Law Firm shall bill in quarter-hour increments.

DURATION

This agreement shall be effective August 1, 2009, through June 30, 2010, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

RECOMMENDATION

It is recommended that the Special Trustee approve the agreement with Atkinson, Andelson, Loya, Ruud & Romo.

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

BSD 7 AMENDMENT TO THE BERGMAN & DACEY, INC. AGREEMENT

BACKGROUND

The September 16, 2008 Amendment to Bergman & Dacey, Inc.'s January 4, 2005 contract for legal services with the District requires that any expenditures in excess of \$50,000.00 per year requires the Special Trustee to approve budgets submitted by Bergman & Dacey, Inc. and to pay out monies in excess of \$50,000.00 only on approved budgets.

The District is currently engaged in several civil actions and arbitrations with two former contractors to the District, the contractors' surety companies, and others regarding the Learning Resource Center project.

Bergman & Dacey, Inc. has submitted a budget revision in the amount of \$552,900 for the McMahon case for the Special Trustee's consideration and approval. The budgets contain attorney client privileged communications and attorney work product, and as such, while the aggregate dollar amount of the budget can be made part of the public record, the text of the budget should remain confidential, privileged and protected, and not be made part of the public record or disclosed in any way.

RECCOMENDATION

Staff recommends that the Special Trustee approve the budget addition submitted as part of this Agenda item.

BACKUP INFORMATION

BSD3 - 4/7/09

BSD12 - 9/16/08

BSD4 - 9/28/04

Bergman & Dacey, Inc. Agreement 1/04/05

Exhibit "C"

Projected Budgets (**Privileged Confidential Attorney Client Communication*Protected Attorney work Product**)

RESOURCE PERSON

Frederick J. Sturner

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Ronald Gerhard, CBO

**BSD 8 RESOLUTION FOR PROVISION OF REPAIRS OF PLUMBING AND CEILING
IN THE WOMEN'S LOCKER ROOM**

RESOLUTION NO. 09-10 – 091509

It is recommended the Special Trustee approve entering into a contract with the firm of Southland Industries to provide the necessary construction and repair work of the plumbing system and exposed asbestos in the women's locker room.

Authority to enter into the contract with Southland Industries is provided pursuant to Emergency Resolution No. 09-10 – 091509

The costs for these services, \$50,000, was negotiated considering the factors of project scope, level of complexity of the work required and need complete the work quickly.

The firm of Southland Industries was selected based upon; its experience and expertise performing this type of project and its prior experience with the District. A copy of their proposal is attached for your review.

Cost: \$50,000, progress invoiced monthly.

ATTEST:

Dr. Lawrence M. Cox, CEO/Provost

Dr. Peter J. Landsberger, Special Trustee

Division of School Financial Services
**GOVERNING BOARD RESOLUTION FOR
 EMERGENCY RESOLUTION - PUBLIC PROJECT**

Compton Community College District

Resolution # 09-10/091509

On Motion of Member _____, seconded by Member _____, the following resolution is adopted by the Governing Board of the Compton Community College District:

WHEREAS, current conditions of the women’s locker room can have a health and safety concern to students and employees; and

WHEREAS, authority to enter into the contract with Southland Industries is provided pursuant to Emergency Resolution No. 09-10/091509 Compton Community College District; and

WHEREAS, the costs for these services, not to exceed \$50,000, was negotiated considering the factors of project scope, level of complexity of the work required and need complete the work quickly; AND

WHEREAS, Public Contract Code Section 20113 (school districts) or 20654 (community college districts) provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED, that the Governing Board of the School District has determined that these circumstances constitute an emergency condition and request approval from the county superintendent of schools to enter contracts for:

The Special Trustee approves entering into a contract with the firm of Southland Industries to provide the necessary construction and repair work of the plumbing system and exposed asbestos in the women’s locker room.

without advertising or inviting bids pursuant to Public Contract Code Section 20113 (school districts) or 20654 (community college districts).

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the

School District: Compton Community College Dist.	Month/Day/Year 09/15/09	Number of Votes: 1	Estimated Cost: \$50,000.00
---	----------------------------	-----------------------	--------------------------------

With the approval of the County Superintendent of Schools, the Board will

<input type="checkbox"/> Make a contract for the performance of labor and furnishing of materials or supplies, or		
<input type="checkbox"/> Authorize the use of day labor or force account.**		
AYES:	NOES:	ABSENT:

STATE OF CALIFORNIA
 COUNTY OF LOS ANGELES } SS

I, Dr. Peter Landsberger Clerk/Secretary of the Governing Board of the Compton Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

*K-12 School Districts PCC 20113 and Community College Districts PCC 20654
 **Community College Districts subject to limitations of PCC 20655
 ***Civil Code Section 3247 (Public works projects of \$25,000 or more would require a payment bond.)

FORM NO. 503-826 Rev. 12-03-2003 DISTRIBUTION: Submit Original and one (1) copy to Division of School Financial Services, Commercial Claims Section, Room 219

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

Consent Calendar

- HRD9. **Management Team Personnel Action**
- HRD10. **Academic Employment and Personnel Changes**
- HRD11. **Eligibility List**
- HRD12. **Classified Employees**
- HRD13. **Temporary Non-Classified Service Employees**

Information Item

- HRD14. **Public Hearing**
- HRD15. **Making Public the Initial Bargaining Proposal of the Compton
Community College Federation of Employees (Classified Unit)**

Action

- HRD16. **Adoption of Initial Bargaining Proposal of the Compton Community
College District**

HRD 1 MANAGEMENT TEAM PERSONNEL ACTION

1. Ratification -- Mr. Ian Guajardo - Manager - Facilities, Maintenance & Operations, Range M2, Step 1, Maintenance & Operations, Administrative Affairs, effective September 4, 2009.

HRD 2 ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

1. Ratification (employment) – Mr. Ricardo Castillo, part time SRC counselor, Class III, Step 1, for the period of 9/16/09 through 6/30/10.
2. Ratification (employment) – Ms. Genia Baker, part time cross country head coach, Class I, Step 1, for the period of August 29 – December 18, 2009.
3. Ratification (employment) - Mr. Stephen Bergman, part time English instructor, Class II, Step 1, effective August 29, 2009.
4. Ratification (employment) – Ms. Andrea Burnside, part time English instructor, Class II, Step 1, effective August 29, 2009.
5. Ratification (employment) – Ms. Choyce Brown, part time administration of justice instructor, Class II, Step 1, effective August 29, 2009.
6. Ratification (employment) – Mr. Phil Bystry, part time English instructor, Class V, Step 1, effective August 29, 2009.
7. Ratification (employment) – Ms. Sandra Dawson, part time nursing instructor, Class III, Step 1, effective August 29, 2009.
8. Ratification (employment) – Mr. Kelly Dozier, part time air conditioning/refrigeration repair instructor, Class I, Step 1, effective August 29, 2009.
9. Ratification (employment) – Ms. Amber Gillis, part time English instructor, Class II, Step 1, effective August 29, 2009.
10. Ratification (limited term assignment) – Mr. Vijay Kanase, nursing instructor, Class II, Step 1, for the 2009 fall semester (August 29 – December 18, 2009).
11. Ratification (employment) – Dr. Thomas LeBon, part time anatomy instructor, Class VI, Step 1, effective August 29, 2009.
12. Ratification (employment) – Ms. Karen Lugo, part time English instructor, Class II, Step 1, effective August 29, 2009.
13. Ratification (employment) – Dr. Mourad Mikhail, part time anatomy instructor, Class VI, Step 1, effective August 29, 2009.
14. Ratification (employment) – Mr. Robert Morris, part time EMT instructor, Class II, Step 1, effective August 29, 2009.
15. Ratification (employment) – Ms. Stacy Romagnolo, part time child development instructor, Class II, Step 1, effective August 29, 2009.
16. Ratification (employment) – Ms. Paru Shukla, part time mathematics instructor, Class II, Step 1, effective August 29, 2009.
17. Ratification (employment) – Ms. Rosemery Tajiboy, part time chemistry instructor, Class I, Step 1, effective August 29, 2009.
18. Ratification (employment) - Mr. Dale Uedu, part time air conditioning/refrigeration repair instructor, Class I, Step 1, effective August 29, 2009.
19. Ratification (employment) – Dr. Anne Valle, part time anatomy instructor, Class VI, Step 1, effective August 29, 2009.
20. Ratification (employment) – Dr. Demaris Washington, part time administration of justice instructor, Class VI, Step 1, effective August 29, 2009.
21. Ratification (special assignment) – Dr. Jose Villalobos, Coordinator, Basic Skills (10% released time); Class VI, Step 3, effective August 29, 2009.

22. Ratification (special assignment) – Dr. Jose Villalobos, Coordinator, Basic Skills (20% released time) for the 2009 summer session.
23. Ratification (special assignment) – Ms. Chelvi Subramaniam, released time to coordinate the following programs:
- Basic Skills – 10%
 - Staff Development – 20%
 - Student Learning Outcomes – 20%
- Assignment duration – August 29, 2009 – June 30, 2010.

24. Full time faculty:

Name	Discipline	FT Class/Step	PT Class/Step
1. Aasi, Fazal	Anatomy	VI, 15	VI, 4
2. Abbassi, Ali	Mathematics	VI, 18	VI, 4
3. Adeva, Angelita	Microbiology	VI, 24	VI, 4
4. Aguilar, Carmela	ESL	IV, 25	IV, 4
5. Ahmad, Manzoor	Business	VI, 25	VI, 4
6. Allen, Jennell	Counseling	VI, 30	VI, 4
7. Alpern, Ronny	Mathematics	VI, 25	VI, 4
8. Arroyo, Celia	Counseling	VI, 20	VI, 4
9. Arroyo, Silvia	Counseling	VI, 17	VI, 4
10. Benson, Eugene	Welding	VI, 29	VI, 4
11. Bentley, Walter	Auto Technology	I, 24	I, 4
12. Bernaudo, Jose	English	III, 16	III, 3
13. Boatwright, Eddie	Biological Sciences	VI, 16	VI, 4
14. Boroujerdi, Mohammad	Mathematics	III, 14	III, 3
15. Bosfield, Saundra	Nursing	VI, 13	VI, 3
16. Bunting, Ikaweba	Sociology	VI, 14	VI, 3
17. Clark, Leonard	Geology	VI, 17	VI, 3
18. Collins, Diane	Health Education	III, 24	III, 4
19. Cortez-Perez, Aurora	ESL	III, 19	III, 4
20. Crosbie, Ivan	English	III, 24	III, 4
21. DeSilva, Vernell	Art	V, 24	V, 4
22. Estrada, Harvey	Music	V, 17	V, 3
23. Evans, Jerome	History	VI, 18	VI, 4
24. Fisher, Carroll	Reading	I, 19	I, 4
25. Flor, Paul	Political Science	VI, 20	VI, 4
26. French-Preston, Essie	Counseling	VI, 16	VI, 3
27. Garcia, Annaruth	Business	VI, 16	VI, 4
28. Ghafelebashi, Mohammad	Mathematics	VI, 17	VI, 3
29. Halligan, Christopher	English	II, 14	II, 3
30. Hathman, Hilda	Childhood Education	V, 15	V, 3
31. Hayes-Cushenberry, Frances	Nursing	VI, 14	VI, 1
32. Haynes, Vanessa	Counseling	VI, 18	VI, 4
33. Heming, Deborah	Nursing	VI, 12	VI, 2
34. Johnson, Renee	Nursing	VI, 16	VI, 2
35. Joiner, Robert	Business	IV, 27	IV, 4

36. Keig, William	Mathematics	VI, 15	VI, 4
37. Khalilzadeh, Mohammad	Computer Information Systems	VI, 17	VI, 4
38. Lamm, Frederick	Auto Technology	VI, 35	VI, 4
39. Lazar, Shemiran	ESL	IV, 21	IV, 4
40. Lyles, Cornelia	Administration of Justice	VI, 34	VI, 4
41. Macareno, Mario	Counseling	IV, 14	IV, 3
42. Maradiaga, Axa	Spanish	III, 14	III, 3
43. Maruyama, David	English	V, 14	V, 3
44. McLaughlin, Patrick	Reading	V, 25	V, 4
45. McPatchell, David	Psychology	V, 20	V, 4
46. Mehdizadeh, Nasrollah	Mathematics	V, 15	V, 3
47. Mendoza, Ladislao	Physical Education	VI, 24	VI, 4
48. Mitu, Zenaida	Nursing	VI, 13	VI, 3
49. Moore, Billie	Ethnic Studies	VI, 31	VI, 4
50. Morgan, Robert	Real Estate	VI, 34	VI, 4
51. My, Alexander	Counseling	VI, 24	VI, 4
52. Norton, Thomas	English	V, 16	V, 4
53. Odanaka, Michael	Counseling	VI, 24	VI, 4
54. Osanyinpeju, Abiodun	Biological Sciences	VI, 15	VI, 3
55. Panski, Saul	History	VI, 31	VI, 4
56. Parker, Norma	Spanish	VI, 24	VI, 4
57. Phillips, Marjeritta	Dance	III, 16	III, 4
58. Porter, LeRoy	ESL	V, 27	V, 4
59. Pratt, Estina	Learning Center	V, 24	V, 4
60. Roach, Donald	Mathematics	VI, 25	VI, 4
61. Roach, Ruth	English	VI, 17	VI, 3
62. Rydalch, Tommy	Auto Technology	I, 23	I, 4
63. Sahebjame, Mohsen	Computer Information Systems	II, 17	II, 4
64. Shaikh, Mohamad	Mathematics	VI, 24	VI, 4
65. Sharifian-Attar, Mohammad	Physics/Astronomy	VI, 22	VI, 4
66. Sonido, Eleanor	Library	VI, 17	VI, 4
67. Stewart, Ella	Speech	III, 16	III, 4
68. Subramaniam, Thamizhchelvi	English	VI, 24	VI, 4
69. Sweeney, Elizabeth	Nursing	VI, 13	VI, 3
70. Tavakkoli, Mohamad	Mathematics	VI, 24	VI, 4
71. Thomas, Shirley	Nursing	VI, 13	VI, 3
72. Threadgill, Cheryl	Counseling	VI, 18	VI, 4
73. Uch, Mandeda	Music	II, 15	II, 3
74. Valdry, Andree	Library	IV, 17	IV, 3
75. Van Niel, Pieter	Theater Arts	VI, 35	VI, 4
76. Villalobos, Jose	Mathematics	VI, 15	VI, 3
77. Wallano, Eyob	Anatomy	VI, 15	VI, 2
78. Ward, Carolyn	Nursing	VI, 14	II, 3
79. Wasserberger, Toni	English	VI, 35	VI, 4
80. West, Pamela	Childhood Education	VI, 16	VI, 4
81. Williams, Herkie	Psychology	VI, 18	VI, 4
82. Wu, Hung	Chemistry	VI, 35	VI, 4
83. Yahye, Abdirashid	Computer Information Systems	VI, 22	VI, 4

HRD 3. ELIGIBILITY LIST:

Pursuant to Personnel Commission Rule 50.100.1, the Special Trustee serving in capacity of the Personnel Commission hereby approves the following Eligibility List:

Ratification -- Laboratory Assistant

Established: 08/31/09

Expires: 08/31/10

Rank	Name
1.	Christina Wagner
2.	Jasime Syler
3.	Mary Ann Kozin
4.	Triet Nguyen

HRD 4 CLASSIFIED EMPLOYEES:

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

A. Limited Term Employment

1. Ratification -- Harold Green - from Utility Maintenance Worker, Range 17, Step F, to Maintenance Worker Leader, Range 24, Step A, Maintenance & Operations, effective July 27, 2009 through September 28, 2009, not to exceed 120 days.
2. Ratification -- Lester Green - Utility Maintenance Worker, Range 17, Step F, Maintenance & Operations, effective August 4, 2009 through September 27, 2009, not to exceed 120 days (NTE 40 hours per week). Accelerated salary rate in accordance with education and experience.

B. Provisional Employment

1. Ratification -- Ollie Threadgill - Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective September 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
2. Gerrard Huff - Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective October 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
3. Yadira Velez - Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective October 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).

HRD 5 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 -- Stefan Bergman - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 2, 2009 through June 30, 2010, English Department, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Ratification -- Omega Goudeau - Assistant Coach (Cross Country), \$19.10 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 15, 2009 through December 31, 2009, Athletics, Student Affairs, not to exceed 120 days (NTE 78.54 hours).
3. Ratification -- Sergio Perez - Assistant Coach (Women's Soccer), \$19.10 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 15, 2009 through December 31, 2009, Athletics, Student Affairs, not to exceed 120 days (NTE 157 hours).
4. Nicolei Ocana - 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 October 17, 2009 through May 21, 2010, Upward Bound, Student Affairs, not to exceed 120 days (NTE 25 hours per week).
5. Heath St. John - 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 October 17, 2009 through May 21, 2010, Upward Bound, Student Affairs, not to exceed 120 days (NTE 25 hours per week).
6. Bokre Tesfa - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 8, 2009 through December 11, 2009, Student Support Services, Student Affairs, not to exceed 120 days (NTE 10 hours per week).

HRD 6 PUBLIC HEARING (Information Item)

Opportunity for members of the public to comment on the District's recommended initial collective bargaining proposals to the Compton Community College Federation of Employees, Certificated Unit.

HRD 7 MAKING PUBLIC THE INITIAL BARGAINING PROPOSAL OF THE COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES, Classified Unit (Information Item)

The initial bargaining proposal of the Compton Community College Federation of Employees (Classified Unit) has been received. 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.

HRD 8 ADOPTION OF INITIAL BARGAINING PROPOSAL OF THE COMPTON COMMUNITY COLLEGE DISTRICT (Action)

Adoption by the Board of Trustees of the District's recommended initial collective bargaining proposals to the Compton Community College Federation of Employees, Certificated Unit, as the District's "Initial Proposal."