



**Board Agenda**

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

Closed Session to Commence at 12:00 noon

Open Session to Commence at 4:00 PM

**Tuesday, January 23, 2007**

**District Board Room**

**1111 E. Artesia Boulevard**

**Compton, California 90221**

- I. Call to Order at 12:00 noon**
- II. Roll Call**
- 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)
      - 1) Arroyo vs. Compton CCD
      - 2) Compton CCD vs. U.S. Department of Education
      - 3) Greene vs. Compton CCD
      - 4) Hood vs. Compton CCD
      - 5) Joiner vs. Compton CCD
      - 6) Minuteman Project, Inc. vs. Compton CCD
      - 7) Roach vs. Compton CCD

- 8) Washington vs. Drummond
- 9) Washington v. Compton CCD

**B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:**

1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(A):
  - a. Royal Construction, Inc. vs. Compton CCD
  - b. Standard Drywall, Inc. vs. Compton CCD
  - c. John Jory Corporation vs. Compton CCD
  - d. McMahon Steel, Inc. vs. Compton CCD
  - e. ISEC, Inc. vs. Compton CCD
  - f. T.B. Penick vs. Compton CCD
  - g. COSCO Fire Protection vs. Compton CCD
  - h. Fyr Landscaping, Inc. vs. Compton CCD
2. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
  - a. Bonds vs. Compton CCD
  - b. Ross vs. Compton CCD
  - c. Roach vs. Compton CCD
  - d. Boroudjerdi vs. Compton CCD
  - e. Ghafelebashi vs. Compton CCD
  - f. Villalobos vs. Compton CCD
  - g. Zapien vs. Compton CCD

**C. INITIATION OF LITIGATION PURSUANT TO SUBDIVISION (C) OF SECTION 54956.9:**

Three cases

**D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6:**

1. Agency designated representative: Dr. Doris P. Givens, Chief Executive Officer  
Employee organizations: Compton Community College Federation of Employees, Certificated Unit
2. Agency designated representative: Dr. Doris P. Givens, Chief Executive Officer  
Employee organizations: Compton Community College Federation of Employees, Classified Employees

**E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:**

Three cases

**F. PUBLIC EMPLOYEE EMPLOYMENT/APPOINTMENT:**

1. Interim Provost/CEO

**G. PUBLIC EMPLOYEE EVALUATION:**

1. Instructor

**V. Reconvene to Open Session at 4:00 PM**

**VI. Roll Call**

**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. Reports from Representatives and Employee Organizations**

- A. Student Trustee Report – Vacant
- B. Faculty Representative Report – Carol Sandvik
- C. Classified Representative Report – Vacant
- D. Academic Senate President Report – Saul Panski
- E. CCCDFE Certificated Employees Report – Rodney Murray
- F. CCCDFE Classified Employees Report – Joseph Lewis
- G. Confidential/Supervisory Representative Report – Roy Patterson
- H. Associated Student Body Report – Hilda Gaytan

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

**XII. Information/Presentation -- Chief Executive Officer**

- A. Presentation of the Transfer Collaboratives
- B. Presentation of 2005-2006 budget by Fiscal Affairs Office
- C. Monthly status report on enrollment, recruitment, retention, student intervention and financial aid
- D. CEO Report

**XIII. Special Trustee's Report/Discussion**

**XIV. Approval of Minutes of December 12, 2006**

**XV. Consent Agenda**

- A. Acceptance of Donation from CCCD Foundation (donation from Compton DMV)

<b>Item</b>	<b>Quantity</b>
Desk	16
Bookcase	3
Drawer/Desks	5
Cabinets	3
Total	27

**XVI. Resolution/Action**

- A. Resolution# 06/07 – 012307A - authorizing submission of revised Conflict of Interest Code to the Board of Supervisors of Los Angeles County for Approval

**XVII. Discussion/Action Agenda**

- A. Business Services Actions
  - BSD 1 Purchase Orders and Blanket Purchase Orders for December 2006
  - BSD 2 Agreements/Contracts
    - 1. Facilities Use Agreement with the Enterprise Companies
    - 2. Amended Agreement with Vedior/Professional to provide additional temporary accounting services
    - 3. Agreement with Oasis Landscape Architecture and Planning to restore and master plan of athletic fields
  - BSD 3 Facilities Planning and Development Routine Report -- Measure CC - Prop. 39 Projects:
    - 1. Final Acceptance of Work for Mitsubishi Electrics and Electronics USA, Inc. at the Learning Resource Center Project (Bid Package #15)
    - 2. Final Acceptance of Work for Royal Construction Co. at the Learning Resource Center Project (Bid Package #12)
    - 3. Final Acceptance of Work for Newman Midland Corp. at the Learning Resource Center Project (Bid Package #17)
- B. Human Resources Actions
  - HRD 1 Management Employment and Personnel Action
    - 1. Revised Job Description -- Dean, Student Affairs
    - 2. Revised Job Description -- Dean. Academic Affairs

- 3. Revised Job Description -- Dean, Vocational Technology Education
- 4. Revised Job Description -- Director, Athletics
- HRD 2 Academic Employment and Personnel Changes
- HRD 3 Classified Personnel
- HRD 4 Temporary Non-Classified Service Employees
- HRD 5 Increase in Minimum Wage
- HRD 6 New and Revised Classification for Classified Positions
  - 1. Manager, Bookstore (New Classified Management Classification Specification)
  - 2. Purchasing Assistant (New Classified Classification Specification)

C. Instructional Services Actions – None

**XVIII. Next meeting date: Tuesday, February 27, 2007**

Closed session begins at 12:00 noon

Open session begins at 4:00 PM

**XIX. Adjournment**

*Please note: All support documents/attachments to the board agenda of this board meeting is available in a binder at the back of the meeting room. If you would like a copy of any of the support documents/attachments, please contact Paula VanBrown in the Special Trustee's Office (310) 900-1600, Ext. 2274. Thank you!*

# COMPTON COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, December 12, 2006

### MINUTES

- I. Closed Session of the Board of Trustees was called to order at 12:01 p.m.
- II. Roll Call  
Members Present:  
Thomas Henry, Special Trustee  
Dr. Doris Givens, Provost CEO
- III. There were no requests to address the Board of Trustees – Closed Session Agenda Matters
- IV. Recess to Closed Session 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 4:00 p.m.
- VI. Roll Call  
Members Present:  
Thomas Henry  
Dr. Doris Givens
- VII. A Reflective Moment – Dr. Willie O. Jones
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken in Closed Session  
**No Reportable Action**
- X. Reports from Representatives and Employee Organizations
  - A. Faculty Representative Report – Carol Sandvik
  - B. CCCDFE Certificated Employees Report – Rodney Murray
  - C. CCCDFE Classified Employees Report – Joseph Lewis
  - D. Associated Student Body Report – Hilda Gaytan

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

Those in attendance who spoke are listed below:

- 1) Ms. Lorraine Cervantes

XII. Information/Presentation by Chief Executive Officer

A. Authorizes the CEO to issue an RFP for Parking Management – Reuben James

1. Will generate revenue for the District
2. Will provide metered parking in designated areas such as the visitor's section
3. Will not affect faculty/staff
4. Will not increase parking fees for students

The Special Trustee authorized the CEO to move forward with the RFP for Parking Management

B. Presentation by Fiscal Affairs Office regarding 2005-06 budget – Reuben James  
Audit for 05/06 – the CPA firm is requesting an extension because they are unable to meet the December 31<sup>st</sup> deadline. Written correspondence has not been received with the date they will be able to complete the audit. Because of this request, the report is not yet available.

C. Monthly status report on enrollment, recruitment, retention and financial aid – Keith Curry  
Mr. Curry distributed copies of the Recruitment and Retention Annual Activities for Fall 2006, Winter 2007, and Spring 2007.

- Enrollment - FTEs: Winter 2007 = 71; 84 course sections being offered
- Enrollment - FTEs: Spring 2007 = 224; 89 course sections being offered

We are hopeful that through the recruitment efforts the FTEs will increase. The members of the Enrollment Management Task Force are working with high school counselors, community organizations, calling former students, media advertising, and mailing information to the community.

Financial Aid: 433 awarded; Checks will be disbursed thru the Bursar's Office each Friday.

D. Other – Dr. Doris Givens, Provost/CEO

Dr. Givens reported that the bookstore will be fully operational on January 2, 2007.

She attended the athletic banquet the previous night and reported that it was excellent  
We now have a new approved logo for the Compton Center.

She is doing research on hiring an image consultant

Remarked on the high school exit exams and how some community colleges are assisting by offering a special program called 2 plus 2 plus 2 in which the students have 2 years of high school, two years of community college and then move on to the four-year institutions for 2 more years.

**PUBLIC HEARING** – The Public Hearing commenced at 5:05 p.m.

- A. Opportunity for members of the public to comment on the Compton Community College District's initial proposal for the 2006-2007 contract re-openers negotiation with the Compton Community College Federation of Employees (Certificated Unit)
- B. Opportunity for members of the public to comment on the Compton Community College District's initial proposal for 2006-07 negotiations with the Compton Community College Federation of Employees (Classified Unit)

Rodney Murray, President Certificated Compton Federation of Employees. "I'm glad that the District has finally put this on the agenda. I did not see COLA mentioned in this – was it intended to be part of that?"

Special Trustee Henry: "I think the posting speaks for itself relative to that question."

Mr. Murray: "Okay. The other thing is that Mr. James mentioned something about the CPA's not being able to get the budget, needing an extension. Is this going to hinder us from our negotiations?"

Special Trustee Henry: "Let me respond to that briefly. The auditors are looking at 05/06 and trying to close that audit out. And remember there was a discussion, a dispute relative to the negative ending fund balance, which was fairly large. There are serious questions about that number – we think it is larger than what it really is in terms of certain receivables haven't been filed and accounts haven't been addressed. So the auditors are sorting through all of that and it really impacts, obviously, the ending fund balance for 05/06, the beginning fund balance for 06/07, and my sense is that it is going to be a better number than what we had all seen a few months ago in terms of how deep that negative number is"

Mr. Murray: "The questions remains – will that prevent us from entering into negotiations."

Mr. Henry: "It absolutely will not prevent us from entering into negotiations."

Mr. Murray: "Okay. Then my next question is when? Can we begin in January or do we have to – I mean, I'm ready to begin ASAP, but we'll take these two weeks off the holiday, but we'd like to begin as soon as possible."

Mr. Henry: "I think that the Provost has communicated to our negotiators that this is a very high priority for us and I think you could expect that it would be a high priority for our negotiators as to touch base with you relatively quickly."

Mr. Murray: "They have all my phone numbers and my email."

Mr. Henry: "I'm sure the Provost will make sure they get them."



Mr. Murray: "Thank you very much for your time."

Lorraine Cervantes: "Lorraine Cervantes. Dealing with the negotiations our people should make as much money as their counterparts over at El Camino. There is no reason why we should be making less money than them when we're a partnership so the salaries should be the same. Another thing, stop spending all of our money and maybe we would have money to pay them. You guys are very extravagant and that \$30M - we are going to have to pay it back in 20 years or they're going to auction off the entire college and everything in it and we're not going to have any money at the rate you're spending the money. So relative to the budget, cut back and stop hiring all these people and creating these positions and you don't even have a classification study or anything to justify what you're doing. And I'm asking you not to hire any of these new positions until you get an opinion from the State Personal Board and from the Attorney General about hiring illegal - what I consider illegally as creating these positions. You don't create positions without public hearing and you need to justify the need for these different positions that you are creating. Thank you."

Special Trustee: "Thank you. Just a point of clarification. The District has not spent any money of the \$30M referred to by Trustee Cervantes."

Mr. Lewis: "Joseph Lewis, Co-President of Federation of Employees. I would just like to ask if you could suspend those positions that you have in the agenda until such time as we have moved into negotiations, because usually when we are in negotiations it's always said there's no money left. If money is spent before we go into negotiations, then yes, that's true. But I think that the fact that we're going into negotiations it would be a prudent thing to suspend all expenditures until you're sure that you have your present workers secured and happy, because one of the things that is going to be impacted is your personnel morale. And looking at some of the new assignments and looking at some of the things we need to do, it is very important that we shore up the morale and that we be fair in terms of our negotiations as it relates to our staff's ability to survive in an adequate manner. Thank you."

Mr. Henry: "Ms. Gaytan.

Ms. Gaytan: "My name is Hilda Gaytan and I'm president of the associated student body. On behalf of the students we want to give a good report to the negotiations of the District and the faculty and the staff because they been doing a really hard work and we still open and thanks from all of us and that's all that we can say. Thank you."

Special Trustee Henry: "Thank you. The Public Hearing is now closed. It's about 5:14 Paula.

### XIII. Special Trustee's Report/Discussion

Moving to Item XIII, Special Trustee's report/discussion. I noticed and I'd like to take this opportunity to recognize Dr. Arce. Dr. Arce is Vice President, Academic Affairs. Dr. Arce has been instrumental in opening the Center, clearly, no easy task, in record time. He also was responsible, almost single handedly, to get our Substantive Change Proposal approved, which

was not a given by any means. And that means that the ACCJC had to approve the Substantive Change Proposal and again that wasn't a given, and Dr. Arce was responsible primarily for that. He continues to, of course, to provide leadership relative to the partnership. So thank you for that."

Mr. Henry commented on the Athletic Banquet of the following evening, and on the surprise visit from Barbara Beno, expressing his appreciation to the faculty and staff for treating her with courtesy and respect.

XIII. Minutes of November 28, 2006 (Correction – Page 2, add purpose of hearing; )

**Item Moved and Approved as amended by Special Trustee Henry.**

XV. Consent Agenda

A. Acceptance of Donation from DGS/Interagency Support Division – Property Reuse Program to the Child Development Center

**Item Moved and Approved by Special Trustee Henry.**

XIV. **Resolutions**

1. Resolution Regarding Discontinuance of Classified Positions - #06/07-121206A

B. Utility Maintenance/Event Supervisor

C. Associate Vice President of College Operations

2. Resolution to Reinstate Classified Positions – 06/07-121206B

3. Resolution for LACOE – Certification of Signatures - #06/07-121206C

**Resolutions #06/07-121206A, #06/07-121206B, #06/07-121206C Moved and Approved by Special Trustee Henry.**

XVI. Discussion/Action Agenda

A. Business Services Actions

BSD 1 Purchase Orders and Blanket Purchase Orders for November 2006

**Item Moved and Approved by Special Trustee Henry.**

BSD 2 Agreements/Contracts

1. Agreement – Gaston A. Green to Assist in Financial Aid Reimbursement

2. Agreement – Ester Villa to Provide Services with Foster Care Education Relative Care Training for the KEPS Program

3. Agreement – Maria Dickson to Provide Services as a Certified Trainer for the Foster Care Relative Caregiver Program

4. Agreement – Charles Johnson to Conduct a Series of Workshops for the Foster Care Program

5. Agreement – Sergio Sotelo to Provide Services for Title V

6. Amended Agreement – Los Angeles County of Education PC Products

7. Agreement – Professional Personnel Leasing, Incorporated, for Finders Fee – Dr. Mary Callahan

8. Addendum to Agreement XAP Corporation

9. Agreement – Documents for Signature/Delinquent Tax Financing Program

10. Amendment to Agreement - FCMAT Management Assistance Team Study Agreement dated April 17, 2006 and to be amended as of November 27, 2006
11. Memorandum of Understanding – The Special Trustee authorizes the Chief Executive Officer of the Compton Community College District to enter into a Memorandum of Understanding, consistent with the attached document. The Special Trustee also authorizes the CEO to subsequently execute a formal contract with the El Camino Community College District for the operation of a student bookstore at the Compton Center on such terms as the parties may agree to.
12. Agreement between Compton Community College District and Peter J. Landsberger to serve as an Advisor to the Special Trustee.

**Item Moved and Approved by Special Trustee Henry.**

- BSD 3 Facilities Planning and Development Routine Report -- Measure CC - Prop. 39 Projects:
1. Change Order #6 Child Development Center Project (Bid Package #6)
  2. Change Order #9 Learning Resource Center Project (Bid Package #7)
  3. Change Order #6 Learning Resource Center Project (Bid Package #17)
  4. Change Order #6 Learning Resource Center Project (Bid Package #17)
  4. Change Order #6 Learning Resource Center Project (Bid Package #17)
  5. Change Order #9 Learning Resource Center Project (Bid Package #12)
  6. Final Acceptance of Work for Angeles at the Learning Resource Center Project (Bid Package #20)
  7. Final Acceptance of Work for Crew at the Learning Resource Center Project (Bid Package #1)
  8. Final Acceptance of Work for John Jory at the Child Development Center Project (Bid Package #11)
  9. Final Acceptance of Work for John Jory at the Child Development Center Project (Bid Package #11)
  11. Final Acceptance of Work for T.B. Penick at the Child Development Center Project (Bid Package #3)
  12. Final Acceptance of Work for ISEC at the Child Development Center Project (Bid Packages #7, 9 and 15)
  13. Final Acceptance of Work for DNAM at the Child Development Center Project (Bid Package #17)
  14. Contract – Barnhart/Black IPO

**Item BSD3 Moved and Approved as amended by Special Trustee Henry.**

**B. Human Resources Actions**

- HRD 1 Management Employment and Personnel Action
1. Appointment of Dr. Mary Callahan as Interim Dean, Academic Affairs
  2. Special Assignment for Ms. Elizabeth Martinez

- HRD 2 Academic Employment and Personnel Changes
  - HRD 3 New and Revised Classifications for Classified Positions
  - HRD 4 Classified Personnel
  - HRD 5 Temporary Non-Classified Service Employees
- Items HRD1-HRD5 Moved and Approved by Special Trustee Henry.**

**C. Instructional Services Actions – None**

**XVI. Next Scheduled Regular Meeting:**

**January 23, 2007 - Closed Session: 12:00 Noon  
Open Session: 4:00 p.m.**

XV. Adjournment – Meeting of December 12, 2006 adjourned at 5:50 p.m.

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*Next Scheduled Regular Meeting:  
January 23, 2007  
(Public Session to Commence at 4:00 p.m.)  
1111 East Artesia Boulevard - Compton, California 90220*

# COMPTON COMMUNITY COLLEGE DISTRICT

## RESOLUTION AUTHORIZING SUBMISSION FOR APPROVAL OF REVISED CONFLICT OF INTEREST CODE TO THE BOARD OF SUPERVISORS OF LOS ANGELES COUNTY

### RESOLUTION NO. 06/07 – 012307A

**WHEREAS**, Government Code Section 87300 requires the Compton Community College District (“District”) to adopt and promulgate a Conflict of Interest Code pursuant to the provisions of Title 9, Article 3, Chapter 7 of the Political Reform Act of 1974; and

**WHEREAS**, the Special Trustee for the District, acting in place of the Board of Trustees pursuant to Chapter 139, Statutes of 2004 (“AB 61”), Chapter 50, Statutes of 2006 (“AB 318”), resolutions of the Board of Governors of the California Community Colleges, and executive orders of the Chancellor of the California Community Colleges, has adopted a Conflict of Interest Code (“Code”) approved by the Board of Supervisors of Los Angeles County in accordance with the Political Reform Act of 1974; and

**WHEREAS**, the District has performed its biennial review of its Code as required by Government Code section 87306.5 to determine if a change in the Code is necessitated by changed circumstances; and

**WHEREAS**, the District desires to amend its Code to ensure continued compliance with the content requirements of Government Code Section 87302; and

**WHEREAS**, the Code revision must be approved by the Board of Supervisors of Los Angeles County in its capacity as the code-reviewing body prior to the revised Code becoming effective pursuant to Government Code Section 87303(c).

**NOW THEREFORE**, the Special Trustee of the District hereby resolves:

1. That the Chief Executive Officer or her designee is hereby authorized and directed to furnish to the Board of Supervisors of Los Angeles County, for review and approval, a proposed revised Code, Exhibit A attached hereto, and its appendices 1, 2 and 3, and a copy of this resolution.
2. That upon the approval of the revised Code, said Code shall be deemed adopted by the District.

**APPROVED AND ADOPTED**, by the Special Trustee of the Compton Community College District this 23<sup>rd</sup> day of January, 2007.

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Thomas E. Henry  
Special Trustee  
Compton Community College District

# COMPTON COMMUNITY COLLEGE DISTRICT

## CONFLICT OF INTEREST CODE

### Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et.seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated into the Conflict of Interest Code of this District. This regulation and the attached appendices designating officials and employees and establishing economic disclosure categories shall constitute the Conflict of Interest Code for the Compton Community College District.

### Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements (assuming office, leaving office, annual report) with the Chief Executive Officer/Provost; or his or her designee. The District shall make and retain a copy of all statements filed by its Governing Board Members, Personnel Commission Commissioners, the Special Trustee, the Associate Special Trustee as appropriate, and the District's Chief Executive Officer, and forward the original of such statements to the Executive Office of the Los Angeles County Board of Supervisors.

The Compton Community College District shall retain the originals of statements for all other Designated Positions named in the District's Conflict of Interest Code. All retained statements, original or copied, shall be available for public inspection and reproduction (Government Code Section 81008).

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Reuben James, Director of Fiscal Affairs**

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**I. DISCUSSION /ACTION AGENDA  
A. Business Services Action**

**BSD 1. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS  
FOR DECEMBER 2006.**

Run Date  
1/3/2007

**Compton Community College District**  
**BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date : 1-23-2007**

Page 1 of 5

*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 upon delivery and acceptance of the items ordered.*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
<b>Fund : 01</b>	<b>Unrestricted-Compton</b>			
P0091566	Linda G. Coleman	Human Resources	Other Services And Expense	\$175.00
P0091579	M.L. Naathan Medical Corp.	Human Resources	Medical Expense	\$1,600.00
P0091580	Oscar A. Zuniga	Human Resources	Conferences Mgmt	\$28.00
P0091589	Gst Inc.	Information Technology	Noninstructional Supplies	\$311.76
P0091593	Big D Floor Covering & Supplies	Operations	Construction Material	\$324.75
P0091595	Pieter V. Niel	Theatre/Dance	Instructional Supplies/Lo	\$438.79
P0091602	Xerox Corporation	Foreign Languages	Instructional Supplies/Lo	\$106.56
P0091606	Quinlan Publishing Group	Campus Police Depart	Equipment	\$294.00
P0091607	Midas Auto Repair	Campus Police Depart	Repairs Noninstructional	\$1,006.67
P0091615	Bellflower Unified School District	Student Affairs	Other Services And Expense	\$42.22
P0091623	COLLEGE SAN MATEO	Physical Education	Travel And Conference Exp	\$375.00
P0091624	Raymond Plummer	Physical Education	Contract Services	\$89.00
P0091625	Michael C. Marsh	Physical Education	Contract Services	\$94.00
P0091626	Luther Wilson	Physical Education	Contract Services	\$89.00
P0091627	Lafon D. Thompson	Physical Education	Contract Services	\$89.00
P0091628	Roderick C. Harris	Physical Education	Contract Services	\$89.00
P0091630	Electric Car Sales and Service	Campus Police Depart	Repairs Noninstructional	\$1,599.77
P0091632	Acapulco Car Wash	Campus Police Depart	Other Services And Expense	\$104.00
P0091637	International Academy of Cosmetology	Academic Affairs	Building Rental	\$22,863.00
P0091638	Lawrence Jarmon	Physical Education	Contract Services	\$89.00
P0091639	Cate-R-Us Services	Physical Education	Non-Instruct Supplies	\$1,925.00
P0091641	Dunn Edwards	Operations	Construction Material	\$2,190.28
P0091648	City of Inglewood Pts Process	Campus Police Depart	Other Services And Expense	\$116.07
P0091649	Xiotech, Inc.	Information Technology	Noninstructional Supplies	\$3,702.15
P0091651	Neopost Inc.	Mailroom	Maintenance Contracts	\$1,445.94
P0091657	Gst Inc.	Operations	General Office Supplies	\$3,487.82
P0091661	Keith Curry	Administration	Travel And Conference Exp	\$215.78
P0091662	Tracey S. McNeil	Physical Education	Non-Instruct Supplies	\$675.00
P0091663	Allen Caveness	Physical Education	Non-Instruct Supplies	\$150.00
P0091667	Compton Fire Department	Physical Education	Non-Instruct Supplies	\$226.00
P0091668	Marlow Fitzgerald	Physical Education	Contract Services	\$89.00
P0091672	Ritel Communications, Inc.	Information Technology	Contract Services	\$464.93
P0091674	Allen Caveness	Physical Education	Non-Instruct Supplies	\$750.00
P0091675	Irvine City College	Physical Education	Travel And Conference Exp	\$400.00
P0091676	Allen Caveness	Physical Education	Non-Instruct Supplies	\$825.00
P0091677	Tour Coach Charter & Tours	Physical Education	Transportation/ Mileage A	\$2,659.61
P0091678	Al Hert	Physical Education	Contract Services	\$87.00
P0091679	Monte Murray	Physical Education	Contract Services	\$87.00
P0091680	Gary Davis	Physical Education	Contract Services	\$87.00
P0091681	Compton Community College	Physical Education	Non-Instruct Supplies	\$600.00
P0091682	Tracey S. McNeil	Physical Education	Non-Instruct Supplies	\$1,650.00
P0091683	Compton Community College	Physical Education	Equipment	\$190.00
P0091684	South Coast Conference	Physical Education	Travel And Conference Exp	\$2,900.00



Run Date  
1/3/2007

**Compton Community College District**  
**BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date : 1-23-2007**

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*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 upon delivery and acceptance of the items ordered.*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0091685	Pathfinder Trophy and Awards	Physical Education	Non-Instruct Supplies	\$1,065.00
P0091686	Riverside Community College District	Physical Education	Travel And Conference Exp	\$150.00
P0091687	Tourcoach Charter & Tours	Physical Education	Transportation/ Mileage A	\$3,176.46
P0091688	El Camino College Men's Basketball	Physical Education	Travel And Conference Exp	\$350.00
P0091689	John W. Holloway	Physical Education	Contract Services	\$140.00
P0091690	California Pro Sports	Physical Education	Non-Instruct Supplies	\$8,476.36
P0091691	Daniel Radford	Physical Education	Contract Services	\$72.00
P0091692	Ed Kirshner	Physical Education	Contract Services	\$72.00
P0091693	Steve Elliott	Physical Education	Contract Services	\$87.00
P0091694	Yale Chase Materials Handling Inc	Physical Education	Equipment	\$541.25
P0091698	Lewis Brisbois Bisgaard & Smith L	Board Of Trustees	Legal	\$140.00
P0091699	Burke, Williams & Sorensen, Llc	Board Of Trustees	Legal	\$1,710.30
P0091700	Atkinson, Andelson, Loya, Ruud &	Presidents Office	Contract Services	\$91,638.28
P0091710	Sequoia Retail Systems, Inc.	Bookstore	New Computer Equipment-No	\$33,418.89
P0091711	Compton Postmaster	Public Information	Printing	\$10,773.00
P0091712	Ricoh Corp	Bookstore	New Computer Equipment-No	\$1,619.42
P0091713	GST Systems Design	Bookstore	New Computer Equipment-No	\$4,208.82
P0091714	Ritel Communications, Inc.	Bookstore	New Computer Equipment-No	\$8,111.63
P0091715	Sonitrol	Bookstore	Miscellaneous	\$1,595.00
P0091716	Ricoh Corp	Bookstore	General Office Supplies	\$1,187.06
P0091724	The Development	Public Information	Other	\$143.16
P0091725	San Dieguito Printers	Public Information	Printing	\$3,714.06
P0091737	L.A. County School Trustees	Board Of Trustees	Dues And Memberships	\$100.00
P0091738	Burke, Williams & Sorensen, Llc	Board Of Trustees	Legal	\$2,319.70
P0091742	Jpd Copier Products	Human Resources	Repairs Noninstructional	\$350.93
P0091743	Codesp	Human Resources	Dues And Memberships	\$1,750.00
P0091744	Olde City Financial, Inc.	Human Resources	Publications/ Periodicals	\$274.95
P0091746	Marriott - San Mateo	Physical Education	Travel And Conference Exp	\$2,112.00
P0091747	Days Inn Mission Bay	Physical Education	Travel And Conference Exp	\$1,373.00
P0091748	Comfort Inn	Physical Education	Travel And Conference Exp	\$1,826.88
P0091768	Donald Milligan	Physical Education	Contract Services	\$87.00
P0091774	Doris Givens	Presidents Office	General Office Supplies	\$248.36
P0091786	Council for Higher Education Accr	Board Of Trustees	Dues And Memberships	\$455.00
P0091791	Cheryl Flores	Physical Education	Contract Services	\$87.00
P0091792	Donald Ariosto	Physical Education	Contract Services	\$87.00
P0091793	Andy Cohn	Physical Education	Contract Services	\$87.00
P0091794	Earnest Kelly, III	Physical Education	Contract Services	\$87.00
P0091795	Danny Cerda	Physical Education	Contract Services	\$87.00
P0091796	Lobby Traffic Systems Inc.	Bookstore	New Computer Equipment-No	\$2,792.85
P0091797	The Printing Factory	Bookstore	New Computer Equipment-No	\$361.21
P0091798	Environmental Recovery Services	Operations	Rents/ Leases And Repairs	\$3,105.00
P0091799	International Academy of Cosmetology	Academic Affair	Building Rental	\$19,960.50
P0091800	Ventura College	Physical Education	Travel And Conference Exp	\$300.00
P0091802	Quill Corporation	Business	Instructional Supplies/Lo	\$36.36
P0091804	Alert Services, Inc.	Physical Education	Equipment	\$1,813.19

Run Date  
1/3/2007

**Compton Community College District**  
**BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date : 1-23-2007**

Page 3 of 5

*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 upon delivery and acceptance of the items ordered.*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0091809	Metronome Inc	Bookstore	New Equip – Noninstructional	\$2,360.49
P0091810	Beverly Patterson	Physical Education	Contract Services	\$260.00
P0091814	Identification and Security Integ	Student Affairs	Other Services And Expense	\$1,065.44
P0091817	Card Integrators	Student Affairs	Other Services And Expense	\$2,577.87
P0091818	The Printing Factory	Student Affairs	Other Services And Expense	\$265.21
P0091822	Jeg Cleaners	Campus Police Depart	Laundry	\$685.20
P0091834	System Pro Computers	Information Technology	Equipment	\$13,964.25
P0091835	Metronome Inc	Bookstore	New Equip - Noninstructional	\$2,761.34
P0091837	Datatel, Inc.	Information Technology	Maintenance Contracts	\$17,632.85
P0091838	Datatel, Inc.	Information Technology	Maintenance Contracts	\$68,179.11
P0091839	FARONICS Technologies USA	Information Technology	Software	\$887.65
P0091842	The Palace Hotel	Administration	Travel And Conference Exp	\$398.00
P0091843	The College Board Western Region	Administration	Travel And Conference Exp	\$295.00
P0091852	Darnell Mitchell	Student Affairs	General Office Supplies	\$57.00
P0091853	NPA	Public Information	Printing	\$2,345.00
P0091854	San Dieguito Printers	Public Information	Printing	\$7,184.55
P0091856	Pieter V. Niel	Theatre/Dance	Instructional Supplies/Lo	\$895.92
P0091866	Home Depot	Operations	Repairs Noninstructional	\$2,552.73
P0091867	Unifirst Corporation	Operations	Laundry	\$2,703.90

**Fund 01 Total : 107 \$393,895.23**

**Fund : 10 Restricted-Compton E**

P0091665	Rhythm Interactive	Title V-Activity 1	Contract Services	\$2,500.00
P0091858	Kiosks Systems, Inc.	Matriculation	New Equipment - Noninstructional	\$1,136.63
P0091877	GST Systems Design	TTIP Total Cost of O	Maintenance Contracts	\$23,522.73

**Fund 10 Total : 3 \$27,159.36**

**Fund : 45 Revenue Constrct Bond**

PC39116	Air-Ex Air Conditioning Inc.	Learning Resource Center	Buildings	\$929.98
PC39135	Air-Ex Air Conditioning Inc.	Learning Resource Center	Buildings	\$12,206.00
PC39136	Air-Ex Air Conditioning Inc.	Learning Resource Center	Buildings	\$6,976.00
PC3930	Plancorp	Learning Resource Center	New Equipment - Noninstructional	\$14,500.00
PC3931	Pasco Doors	Learning Resource Center	Buildings	\$8,774.69
PC39316	Gst Inc.	Learning Resource Center	New Computer Equipment-Ins	\$323,707.16
PC3932	Pasco Doors	Learning Resource Center	Buildings	\$6,630.72
PC3938	DOUGLAS E. BARNHART	Learning Resource Center	Construction Management	\$49,566.57
PC3943	Cable Masters	Learning Resource Center	New Equipment - Noninstructional	\$14,520.00

**Fund 45 Total : 9 \$437,811.12**

**Fund : 70 Financial Aid - Comp**

P0091855	California Student Aid Commission	Cal Grants	Cal Grants	\$178,364.00
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Run Date  
1/3/2007

**Compton Community College District**  
**BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date : 1-23-2007**

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*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 upon delivery and acceptance of the items ordered.*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
<b>Fund 70 Total : 1</b>				<b>\$178,364.00</b>
<b>Funds Total : 120</b>				<b>\$1,037,229.71</b>
<b>Fund :</b>	01	Unrestricted-Compton		
B0091599	UPW Waste & Recycling	Utilities	Waste Disposal	\$55,000.00
B0091707	National Construction	Fiscal Services	General Office Supplies	\$1,996.42
B0097716	Sonitrol of Long Beach	Institutional Service	Miscellaneous	\$45,000.00
B0097724	Home Depot	Bookstore	Non-Instruct Supplies	\$1,500.00
B0097727	Southern California	Bookstore	Non-Instruct Supplies	\$2,200.00
B0097728	Taj Office & School	Fiscal Services	General Office Supplies	\$1,250.00
B0097732	National TV Radio Ti	Public Information	Multi Media Advertising	\$70,000.00
B0097733	John's Wholesale Electrics	Bookstore	Non-Instruct Supplies	\$300.00
B0097752	T.A.J. Office & School	Bookstore	Non-Instruct Supplies	\$1,200.00
B0097753	Kim Deshazo	Theatre/Dance	PSA Contract Services	\$4,500.00
B0097755	M & M Mobile & Auto	Operations	Other Services And Expense	\$1,500.00
<b>Fund 01 Total : 11</b>				<b>\$184,446.42</b>
<b>Fund :</b>	10	Restricted-Compton E		
B0097714	Harold Bateman	Matriculation	PSA Contract Services	\$11,500.00
B0097715	Catherine M. Lakatos	TRIO	PSA Contract Services	\$2,458.80
B0097721	Savanjoy	Title V-Activity 1	Contract Services	\$4,000.00
<b>Fund 10 Total : 3</b>				<b>\$17,958.80</b>
<b>Fund :</b>	30	Child Developmnt Ctr		
B0091507	Ralphs Grocery Co.	KEPS	Non-Instruct Supplies	\$800.00
B0097709	Mary E. Nelson	Ind Liv B	PSA Contract Services	\$2,800.00
B0097710	Pamela Hembrick-Godf	Ind Liv B	PSA Contract Services	\$3,850.00
B0097711	Wanda Patterson	Ind Liv A	PSA Contract Services	\$3,850.00
<b>Fund 30 Total : 4</b>				<b>\$11,300.00</b>
<b>Fund :</b>	45	Revenue Constrct Bond		
BC3915	Minco Construction	Learning Resource Center	Buildings	\$296,435.00
BC3918	Sandy Pringle Associates	Learning Resource Center	Testing & Inspection	\$31,000.00
BC3919	Simplex Grinnell	Learning Resource Center	Buildings	\$408.00
BC3920	DOUGLAS E. BARNHART	Learning Resource Center	Construction Management	\$55,000.00
BC3921	Barrett Robinson	Learning Resource Center	Buildings	\$36,100.00
BC3922	Professional Service	Learning Resource Center	Testing & Inspection	\$8,000.00
BC3923	Inland Acoustics, In	Learning Resource Center	Buildings	\$32,100.00
BC3924	Raw International	Learning Resource Center	Architecture & Engineering	\$70,000.00

Run Date  
1/3/2007

Compton Community College District  
BOARD OF TRUSTEES PURCHASE ORDER LISTING  
Meeting Date : 1-23-2007

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*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 upon delivery and acceptance of the items ordered.*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
BC3925	Prescon Builders, In	Learning Resource Center	Buildings	\$15,500.00
BC3926	King Office Services	Learning Resource Center	New Equipment - Noninstructional	\$13,000.00
BC3928	Bergman & Dacey	Learning Resource Center	Legal -Bond Projects	\$300,000.00
BC3933	Angeles Contractor	Learning Resource Center	Buildings	\$53,257.45
<b>Fund 45 Total : 12</b>				<b>\$910,800.45</b>
<b>Funds Total : 30</b>				<b>\$1,124,505.67</b>
<b>Grand Total POs and BPOs : 150</b>				<b>TOTAL : \$2,161,735.38</b>

1/3/2007

**BOARD OF TRUSTEES PURCHASE ORDER LISTING  
2006 - 2007**

*The following purchase orders have totals of \$10,000.00 or more :*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0091637	International Academy of Cosmetol.	Academic Affairs	Building Rental	\$22,863.00
P0091700	Atkinson, Andelson, Loya, Ruud &	Presidents Office	Contract Services	\$91,638.28
P0091710	Sequoia Retail Systems, Inc.	Bookstore	New Computer Equipment-	\$33,418.89
P0091711	Compton Postmaster	Public Information	Printing	\$10,773.00
P0091799	International Academy of Cosmetol.	Academic Affair	Building Rental	\$19,960.50
P0091834	System Pro Computers	Information Technology	Equipment	\$13,964.25
P0091837	Datatel, Inc.	Information Technology	Maintenance Contracts	\$17,632.85
P0091838	Datatel, Inc.	Information Technology	Maintenance Contracts	\$68,179.11
P0091855	California Student Aid Commission	Cal Grants	Cal Grants	\$178,364.00
P0091877	GST Systems Design	TTIP Total Cost of O	Maintenance Contracts	\$23,522.73
PC39135	Air-Ex Air Conditioning Inc.	Learning Resource Center	Buildings	\$12,206.00
PC3930	Plancorp	Learning Resource Center	New Equipment - Noninstru	\$14,500.00
PC39316	Gst Inc.	Learning Resource Center	New Computer Equipment-Ins	\$323,707.16
PC3938	DOUGLAS E. BARNHART	Learning Resource Center	Construction Management	\$49,566.57
PC3943	Cable Masters	Learning Resource Center	New Equipment - Noninstru	\$14,520.00
B0091599	UPW Waste & Recycling	Utilities	Waste Disposal	\$55,000.00
B0097714	Harold Bateman	Matriculation	PSA Contract Services	\$11,500.00
B0097716	Sonitrol of Long Beach	Institutional Services	Miscellaneous	\$45,000.00

Run Date  
1/3/2007

Compton Community College District  
BOARD OF TRUSTEES PURCHASE ORDER LISTING  
2006 - 2007

Page 2 of 2

*The following purchase orders have totals of \$10,000.00 or more :*

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
B0097732	National TV Radio Ti	Public Information	Multi Media Advertising	\$70,000.00
BC3915	Minco Construction	Learning Resource Center	Buildings	\$296,435.00
BC3918	Sandy Pringle Associates	Learning Resource Center	Testing & Inspection	\$31,000.00
BC3920	DOUGLAS E. BARNHART	Learning Resource Center	Construction Management	\$55,000.00
BC3921	Barrett Robinson	Learning Resource Center	Buildings	\$36,100.00
BC3923	Inland Acoustics, In	Learning Resource Center	Buildings	\$32,100.00
BC3924	Raw International	Learning Resource Center	Architecture & Engineering	\$70,000.00
BC3925	Prescon Builders, In	Learning Resource Center	Buildings	\$15,500.00
BC3926	King Office Services	Learning Resource Center	New Equipment -noninstructional	\$13,000.00
BC3928	Bergman & Dacey	Learning Resource Center	Legal -Bond Projects	\$300,000.00
BC3933	Angeles Contractor	Learning Resource Center	Buildings	\$53,257.45

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Reuben James, Director of Fiscal Affairs**

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**I. DISCUSSION /ACTION AGENDA  
A. Business Services Action**

**BSD 2. AGREEMENTS/CONTRACTS**

- 1. Agreement – Vedior/Professional**
- 2. Agreement – The Enterprise Companies**
- 3. Agreement – Oasis Landscape Architecture and Planning**

**BSD 2.        AGREEMENTS/CONTRACTS**

**1.        AMENDED AGREEMENT – VEDIOR/PROFESSIONAL**

**CONSULTANT:**                Vedor/Professional  
**SERVICES:**                 Consultant shall assist the District temporarily in accounting and financial services.  
**REQUESTING DEPT:**        Business Office  
**DATES:**                     01/01/07 – 3/31/07  
**NTE:**                         \$31.35 hourly rate; 8 hours a day

**2.        FACILITIES USE AGREEMENT – THE ENTERPRISE COMPANIES**

**LICENSEE:**                 The Enterprise Companies  
**SERVICES:**                 The Licensee shall use one classroom with computers to conduct tutoring for Compton Unified School District students who have elected supplemental educational services under the federal No Child Left Behind Act.  
**REQUESTING DEPT:**        Business Office  
**DATES:**                     01/24/07 – 3/1/07  
**NTE:**                         \$2,500 monthly – Revenue to the District

**3.        AGREEMENT – OASIS LANDSCAPE ARCHITECTURE AND PLANNING**

**CONSULTANT:**                Oasis Landscape Architecture and Planning  
**SERVICES:**                 Consultant shall assist the District with landscape architecture and planning services for the restoration and master planning of athletic fields at the District  
**REQUESTING DEPT:**        Business Office  
**DATES:**                     01/24/07 – 6/30/07  
**NTE:**                         \$48,560.00 with Reimbursable Cost not to exceed \$5,000.00



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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Reuben James, Director of Fiscal Affairs**

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**I. DISCUSSION /ACTION AGENDA**  
**A. Business Services Action**

**BSD 3. FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT –**  
**MEASURE CC. PROP 39 PROJECTS.**

- 1. Final Acceptance of Work for Mitsubishi Electric and Electronics USA, Inc. at the Learning Resource Center Project (Bid Package #15)**
- 2. Final Acceptance of Work for Royal Construction Co. at the Learning Resource Center Project (Bid Package #12)**
- 3. Final Acceptance of Work for Newman Midland Corp. at the Learning Resource Center Project (Bid Package #17)**

1. **FINAL ACCEPTANCE OF WORK FOR MITSUBISHI ELECTRIC AND ELECTRONICS USA, INC. AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #15)**

It is recommended that Final Acceptance of the Work done by the conveying systems trade contractor, Mitsubishi Electric and Electronics USA, Inc. be approved.

Mitsubishi Electric and Electronics USA, Inc. has submitted all of their contractual Closeout Documents required for Final Completion and Final Payment of their contract for the LRC Project.

3. **FINAL ACCEPTANCE OF WORK FOR ROYAL CONSTRUCTION CO. AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #12)**

It is recommended that Final Acceptance of the Work done by the painting trade contractor, Royal Construction Co. be approved.

Royal Construction Co. has submitted all of their contractual Closeout Documents required for Final Completion and Final Payment of their contract for the LRC Project.

4. **FINAL ACCEPTANCE OF WORK FOR NEWMAN MIDLAND CORP. AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #17)**

It is recommended that Final Acceptance of the Work done by the plumbing trade contractor, Newman Midland Corp. be approved.

Newman Midland Corp. has submitted all of their contractual Closeout Documents required for Final Completion and Final Payment of their contract for the CDC Project.

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**Agenda for the Compton Community College District Board of Trustees  
from  
Human Resources Division  
Allene Quarles, Director of Human Resources**

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**HRD2. Management Team Personnel Action**

- 1. Revised Job Description -- Dean, Student Affairs**
- 2. Revised Job Description -- Dean. Academic Affairs**
- 3. Revised Job Description -- Dean, Vocational Technology  
Education**
- 4. Revised Job Description -- Director, Athletics**

**HRD3. Academic Employment and Personnel Changes**

**HRD4. Classified Personnel**

**HRD5. Temporary Non-Classified Service Employees**

**HRD6. Minimum Wage Increase**

**HRD7. New and Revised Classification for Classified Positions**

- 1. Manager, Bookstore (New Classified Management  
Classification Specification)**
- 2. Purchasing Assistant (New Classified Classification  
Specification)**

## **HRD 1 – Management Team Personnel Action**

It is recommended that the Special Trustee approve the following revised job descriptions:

1. **Dean, Student Affairs**
2. **Dean, Academic Affairs**
3. **Dean, Vocational Technology Education**
4. **Director, Athletics**

## **1. DEAN, STUDENT AFFAIRS**

**POSITION DESCRIPTION:** Under the direction of the Provost/CEO, provide overall leadership in planning, organizing, and directing in: 1) student support services; 2) planning, and student resource development; and 3) enrollment management, outreach and recruitment services in a diverse environment. The areas of responsibility include admissions and records, financial aid, EOP&S/CARE, DSPS, counseling, matriculation, student equity, student life, athletics, federally funded and other grant funded student services programs, transfer services, long-range planning for resource development, outreach and recruitment services for schools, administration of the department budget, supervise and evaluate the performance of assigned personnel.

### **Responsibilities/Duties:**

1. Plan, develop, recommend and administer policies and procedures related department planning on Student Affairs matters.
2. Plan, direct, administer and evaluate the Student Affairs programs of the Center, including Admissions and Records, Athletics, Counseling, DSPS, EOPS/ CARE, Financial Aid, Matriculation, Student Equity, Student Life, Federally Funded TRIO Programs, Transfer Services and all other student support services areas; assure compliance with state and federal laws and regulations.
3. Supervise and direct the self-study for accreditation and program review of assigned departments through a shared governance process.
4. Supervise and direct various projects and update programs, functions and objectives of the Student Affairs departments.
5. Supervise and evaluate the performance of assigned faculty, managers and classified staff; interview and select personnel and recommend transfers, reassignments and disciplinary action, as appropriate.
6. Assure compliance with the District Faculty and Staff Diversity Plan.
7. Plan, coordinate and train assigned Student Affairs personnel.
8. Coordinate and administer the planning, development and management of the budget for the Student Affairs programs; and make recommendations to meet the educational and support needs of the Center's students and community.
9. Provide administrative leadership for program review and continuous improvement of Student Affairs by developing and implementing student support programs and services within fiscal and educational standards established by the Center.
10. Oversee the coordination of Student Affairs technology-related functions; recommend new uses of information technology.
11. Attend and conduct a variety of meetings, workshops, conferences and other related activities; serve on or chair assigned committees and councils; represent the Center in meetings of the community and other educational institutions.
12. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned Student Affairs activities and personnel as required by the District, state and federal agencies.
13. Perform other duties as may be assigned by the Provost/CEO.

### **Required Qualifications:**

- Meeting minimum qualifications in one or more Faculty Service Areas, AND
- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, AND

- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

**Desirable Qualifications:**

- Earned doctorate from an accredited institution
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere
- Demonstrated strong positive interpersonal skills

## **2. DEAN, ACADEMIC AFFAIRS**

**POSITION DESCRIPTION:** Under the direction of the Provost/CEO, provide overall leadership in planning, directing, administering, monitoring and evaluating academic and instructional services and programs. The areas of responsibilities include providing leadership in the implementation of academic and instructional services and programs; developing and implementing academic programs that meet the diverse needs of the students and the communities; planning, developing, recommending, and implementing academic policies and procedures; assuring compliance with District, state and federal regulations assigning qualified instructional personnel; and supervising and evaluating the performance of assigned instructional and support personnel.

### **Responsibilities/Duties:**

1. Plan, develop, recommend and administer policies and procedures related to Academic Affairs.
2. Plan, direct, administer and evaluate instructional programs and services.
3. Assure compliance with District, state and federal laws and regulations.
4. Coordinate with other academic administrators and administrators from the Student Affairs areas for the effective operation of both academic and student services.
5. Be responsible for the development of the schedule of classes and faculty assignments.
6. Supervise and direct the self-study of accreditation and program review of assigned departments through a shared governance process.
7. Supervise and direct projects and studies and updates programs, functions and objectives of the instructional programs.
8. Supervise and evaluate the performance of assigned administrative, faculty, and classified staff; interviews and recommends personnel; initiates transfers, reassignments and disciplinary action as appropriate.
9. Assure compliance with the District's Faculty and Staff Diversity Plan.
10. Plan, coordinate and administer budget development and management for assigned instructional areas; makes recommendations to meet the educational and support needs of students.
11. Coordinate instructional technology related functions.
12. Coordinate instructional related activities including curriculum development and refinement, faculty, hiring and minimum qualifications verification with appropriate administrators.
13. Supervise the preparation and maintenance of a variety of narrative and statistical reports, records and files pertaining to assigned activities and personnel.
14. Chair or participate in committees and councils; represent the institution in meetings of the community and other educational institutions.
15. Perform other duties as may be assigned by the Provost/CEO.

### **Required Qualifications:**

- Meeting minimum qualifications in one or more Faculty Service Areas, AND
- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, AND
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND

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

**Desirable Qualifications:**

- Earned doctorate from an accredited institution
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere
- Demonstrated strong positive interpersonal skills



### **3. DEAN, VOCATIONAL TECHNOLOGY EDUCATION**

**POSITION DESCRIPTION:** Under the direction of the Provost/CEO, provide overall leadership in planning, directing, administering, monitoring and evaluation of vocational technology educational services and programs. The areas of responsibilities include providing leadership in the implementation of vocational technology educational services and programs; developing and implementing vocational technology educational programs that meet the diverse needs of the students, the needs of the job market and the communities; planning, developing, recommending, and implementing vocational technology educational policies and procedures; assuring compliance with District, state and federal regulations assigning qualified instructional personnel; and supervising and evaluating the performance of assigned instructional and support personnel.

#### **Responsibilities/Duties:**

1. Develop and recommend to the Provost/CEO the vocational technology educational plan under Vocational Technical Education Act (VTEA) guidelines.
2. Assist the Provost/CEO in the resolution of student and faculty concerns related to instruction and career education and workforce development.
3. Implement and supervise the special projects in support of vocational and technology educational program development efforts in coordination with appropriate personnel and other specially funded projects such as worker retraining programs (CalWORKs, GAIN, TANF, Tech-Prep, Private Industry Council (PIC) and Workplace Education).
4. Develop, implement and monitor all activities and marketing materials focusing on student recruitment in vocational technology education and in conjunction with federal and state guidelines for special populations.
5. Be responsible for supervision of the Career Center and job development activities.
6. Develop and coordinate the District's articulation of vocational technology education activities related to middle/high schools, local industry and the regional occupation centers in the service area.
7. Develop partnerships with public and private agencies for purposes of enhancing the District's participation and service through vocational education programs.
8. Develop and administer the budget for all areas of responsibility.
9. Performs other duties as may be assigned by the Provost/CEO.

#### **Required Qualifications:**

- Meeting minimum qualifications in one or more of the Faculty Service Areas/Possession of a valid trade license or certificate, AND
- Master's degree from an accredited institution with an emphasis in areas related to vocational subjects/areas, AND
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

#### **Desirable Qualifications:**

- Earned doctorate from an accredited institution
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere

- Demonstrated strong positive interpersonal skills

#### **4. DIRECTOR, ATHLETICS**

**POSITION DESCRIPTION:** Under the direction of the Dean, Student Affairs, the Director works closely with the El Camino College Dean of Health Science & Athletics. The Director will design, develop, coordinate and implement the activities of the college's athletic department. Additionally, the Director is responsible for the implementation and coordination of all athletics activities in accordance with the Community College League of California's Commission on Athletics (COA) regulations.

##### **Responsibilities/Duties:**

1. Establish and monitor yearly athletics budget.
2. Develop annual goals and objectives in cooperation with the Dean, Student Affairs and the El Camino College Dean of Health Science and Athletics,.
3. Work closely with Admissions and Records, Counseling, and Financial Aid and other student support programs to provide quality services to student athletes.
4. Coordinate in the determination of athletes' eligibility in accordance with El Camino College Health Science and Athletics; and monitor student eligibility on a weekly basis.
5. Coordinate game management for all home game contests and support away games.
6. Coordinate with the coaching staff the systematic reporting of scores and results for all scheduled contests.
7. Make travel arrangements (i.e., transportation and meals) for away game contests.
8. Coordinate annual Athletics Awards Banquets.
9. Prepare annual state and federal reports.
10. Assist in the recruitment, orientation, and supervision of athletics employees.
11. Plan and participate in the publicizing of departmental philosophies, goals and services to faculty and staff.
12. Gather and analyze data in a responsible, logical and accurate manner.
13. Chair and conduct department staff meetings.
14. Provide professional development opportunities to athletics staff through conference attendance and training workshops.
15. Represent athletics department at campus, regional and state levels as appropriate.
16. Provide leadership, direction, support and fund-raising activities for the athletics program.
17. Serve as liaison between Athletics and campus departments.
18. Develop recruitment plans with the Director of Enrollment Management.
19. Serve on committees to represent, promote and enhance awareness, understanding, sensitivity and support toward student athletes.
20. Coordinate evaluation of program activities.
21. Coordinate and supervises collection and compilation of data for project reports and evaluation, including but not limited to student transfer rates to 4-year colleges and universities.
22. Assume other duties and responsibilities as assigned by the Dean, Student Affairs.

##### **Required Qualifications:**

- Meeting minimum qualifications in one or more Faculty Service Areas, AND
- Master's degree from an accredited institution or possession of a valid California Community College Supervisory Credential, AND
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND

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

## **HRD 2 – Academic Employment and Personnel Changes**

It is recommended that the Special Trustee approve the employment and personnel changes for certificated employees (full time temporary, adjunct and special assignments) as shown in items 1-13 and 1-5 below.

### **A. Employment**

1. All full time and part time instructors for the spring semester (February 10 – June 8, 2007) including those with special assignments for the semester. The two lists of names follow this page.
2. Ms. Nahid Ghazaei, full time temporary instructor, Nursing, to be paid \$35,029 for the spring semester (February 10 – June 8, 2007).
3. Ms. Deborah Heming, full time temporary instructor, Nursing, to be paid \$35,029 for the spring semester (February 10 – June 8, 2007).
4. Mr. Richard Roman, adjunct instructor, Fire Technology, to be paid \$32.08 per hour, effective spring 2007 (February 10 – June 8, 2007).
5. Mr. Craig Neumann, adjunct instructor, Fire Technology, to be paid \$32.08 per hour, effective spring 2007 (February 10 – June 8, 2007).
6. Mr. Kamyar Khashayar, adjunct instructor, Machine Tool Technology, to be paid \$34.81 per hour, effective spring semester (February 10 – June 8, 2007).
7. Mr. Isai Ulate, adjunct instructor, Machine Tool Technology, to be paid \$34.81 per hour, effective spring semester (February 10 – June 8, 2007).
8. Ratification (emergency hire) – Ms. Amber Reiff, adjunct instructor, Speech, to be paid \$34.81 per hour, effective winter session (January 3 – February 6, 2007).
9. Ratification – Mr. Davitt Akers, adjunct instructor, to be paid \$51.76 per hour, effective winter session (January 3 – February 6, 2007).
10. Ratification – Ms. Catherine Lakatos, adjunct counselor, to be paid \$40.98 per hour, effective January 2 – June 15, 2007 (not to exceed 14 hours per week).
11. Ratification – Mr. Leo Taylor, adjunct instructor, Fire Technology, to be paid \$33.73 per hour, for classes taught during the fall semester (August 31 – December 15, 2006).
12. Ratification – Mr. Dennis Logan, adjunct instructor, Fire Technology, to be paid \$32.08 per hour, for classes taught during the fall semester (August 31 – December 15, 2006).
13. Ratification – Mr. Mark Smith, adjunct instructor, Fire Technology, to be paid \$32.08 per hour, effective August 31 – December 15, 2006.

**Full-Time Faculty  
Spring 2007**

Name	Discipline
1. Abbassi, Ali	Mathematics
2. Adeva, Angelita	Microbiology, Chemistry
3. Aguilar, Carmela	ESL
4. Ahmad, Manzoor	Business; Law
5. Allen, Jennell	Counseling
6. Allotey, Stanley	Special Assignment
7. Alpern, Ronny	Mathematics
8. Arroyo, Celia	Counseling
9. Arroyo, Silvia	Counseling
10. Benson, Eugene	Welding
11. Bentley, Walter	Auto Technology
12. Bernaudo, Jose	Academic Strategies
13. Boatwright, Eddie	Anatomy
14. Boyd, Robert	Business/Special Assignment
15. Bunting, Ikaweba	Sociology
16. Butler, Robert	Special Assignment
17. Butler, Linda	Nursing
18. Caveness, Allen	Physical Education
19. Clark, Leonard	Geology
20. Collins, Diane	Contemporary Health
21. Cortez-Perez, Aurora	ESL
22. Crosbie, Ivan	English
23. DeSilva, Vernell	Art
24. Estrada, Harvey	Music
25. Evans, Jerome	History
26. Fisher, Carroll	English
27. Flemming, Arthur	Philosophy
28. Flor, Paul	Political Science
29. French-Preston, Essie	Counseling
30. Garcia, Annaruth	Business
31. Garrett, Curtis	Auto Technology
32. Halligan, Christopher	Academic Strategies; English
33. Haynes, Vanessa	Counseling; Human Development
34. Hoffman, August	Psychology
35. Jolly, Jeffrey	Academic Strategies; English
36. Joiner, Robert	Business
37. Keig, William	Mathematics
38. Khalilzadeh, Mohammad	Computer Information Systems
39. Lamm, Frederick	Auto Technology/Special Assignment
40. Lazar, Shemiran	ESL
41. Lyles, Cornelia	Administration of Justice; Political Science
42. Macareno, Mario	Counseling; Human Development

43. Maradiaga, Axa	Spanish
44. Martino, Samuel	Film/Video/Special Assignment
45. Maruyama, David	English
46. McLaughlin, Patrick	English
47. McPatchell, David	Educational Development/Special Assignment
48. Mehdizadeh, Nasrollah	Mathematics
49. Mejia, Carlos	Counseling; Human Development
50. Mendoza, Ladislao	Contemporary Health; First Aid; Recreation
51. Middlebrook, Willie	Digital Art
52. Mitchell, Darnell	Physical Education/Special Assignment
53. Mitu, Zenaída	Nursing
54. Moore, Billie	History
55. Morgan, Robert	Real Estate
56. Murray, Rodney	Business
57. My, Alexander	Counseling; Human Development
58. Namazi, Abbas	Computer Information Systems
59. Norton, Thomas	English
60. O'Guynn, Valarie	Counseling
61. Odanaka, Michael	Counseling; Human Development
62. Osanyinpeju, Abiodun	Biology
63. Panski, Saul	ESL; History
64. Parker, Norma	Spanish/Special Assignment
65. Phillips, Marjeritta	Dance
66. Porter, LeRoy	ESL
67. Pratt, Estina	Learning Center
68. Roach, Donald	Mathematics
69. Ross, Dovard	Business; Computer Information Systems
70. Rydalch, Tommy	Auto Collision Repair/Painting
71. Saghafi, Majid	Architecture; Computer Aided Drafting
72. Sahebame, Mohsen	Electronics and Computer Hardware Technology
73. Sandvik, Carol	Dance
74. Sanneh, Lamin	Special Assignment
75. Shaikh, Mohamad	Mathematics
76. Sharifian-Attar, Mohammad	Astronomy
77. Sonido, Eleanor	Library
78. Stewart, Ella	Speech Communication
79. Subramanian, Thamizhchelvi	Speech/English
80. Sweeney, Elizabeth	Nursing
81. Tavakkoli, Mohamad	Mathematics
82. Thomas, Shirley	Nursing
83. Threadgill, Cheryl	Counseling; Human Development
84. Valdry, Andree	Library
85. Van Niel, Pieter	Theater Arts
86. Ward, Carolyn	Nursing
87. Wasserberger, Toni	English/Special Assignment
88. West, Pamela	Childhood Education
89. Williams, Francis	Nutrition and Foods

90. Williams, Herkie	Psychology
91. Wu, Hung	Chemistry
92. Yahye, Abdirashid	Computer Information Systems



**Adjunct Faculty  
Spring 2007**

Name	Department
Quinones, Juan	Academic Strategies; English
Roach, Ruth	Academic Strategies; English
Leonard, Chester	Administration of Justice
Toles, Wesley	Administration of Justice
Johnson, Michael	Administration of Justice
Wallano, Eyob	Anatomy
Pinto, Cristino	Art
Green, Heather	Art
Most, Rosemary	Childhood Education
Briscoe, Joyce	Childhood Education
Scranton, Sandra	Childhood Education
Hathman, Hilda	Childhood Education
Turner, Curlean	Childhood Education
Livingston, Rosemary	Childhood Education
Taylor, Loetta	Childhood Education
Page, Rita	Humanities
Klonecky, Loretta	ESL
Ratcliff, Priscilla	Fashion
Schieb, Jerusha	Geology
Radcliffe, Kendahl	History
McDonald, Cordell	Mathematics
Ghafelebashi, Mohammad	Mathematics
Boroudjerdi, Mohammad	Mathematics
Villalobos, Jose	Mathematics
James, Ibanga	Microbiology
Potter, Kecia	Music
Uch, Mandeda	Music
Dillon, Rhonda	Music
Cotton, Wilbur	Music
Nerell, Loren	Music
Johnson, Renee	Nursing
Macias, Mildred	Nursing
De la Cruz, Nancy	Nursing
Smith, Darwin	Philosophy
Williams, Shannon	Coaching (Baseball)
Jackson, Broderick	Physical Education
Ruiz, Raul	Coaching (Soccer)
McNeil, Tracy	Physical Education
Youngblood, Aaron	Physical Education
Turner, Albert	Physical Education
Biffle, Lamar	Physical Education
Shannon, Mark	Speech Communication
Chancy, Che	Welding

Simmons, Meta	Nursing
Jackson, Angelo	Physical Education
Parker, Farah	Speech Communication
Shigg, Cheryl	Nursing

**B. Special Assignments**

1. Ratification – Dr. Norma Espinoza-Parker, Professor of Spanish, to provide supervision of the Language Lab, effective October 23 – December 15, 2006, not to exceed 144 hours @ \$56.17 per hour.
2. Ratification – Dr. Norma Espinoza-Parker, Professor of Spanish, to provide translation of matriculation forms for Spanish speaking students, effective January 3 – June 30, 2007; not to exceed 57 hours @ \$56.17 per hour.
3. Ratification – Ms. Carmela Aguilar, Professor of ESL, to assist with the matriculation process of former and current ESL students during the winter session, effective January 8 – February 9, 2007, not to exceed 15 hours per week @ \$47.70 per hour.
4. Ratification – Ms. Maxine Mobley, adjunct instructor, to be paid \$53.38 per hour, not to exceed 15 hours per week, effective December 1, 2006 – January 31, 2007. Ms. Mobley provided supervision of the District’s Foster Care and Kinship programs.
5. Ms. Maxine Mobley, adjunct instructor, to be paid \$53.38 per hour, not to exceed 15 hours per week, effective February 1 – June 30, 2007. Ms. Mobley will provide supervision of the District’s Foster Care and Kinship programs.

### **HRD3. Classified Personnel**

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

#### **A. Resignation**

1. Ratification -- Mr. David Yang, Accounting Technician, Range 22, Step F, Business Services, Administrative Affairs Area, effective January 3, 2007.

#### **B. Leave of Absence**

1. Ratification -- Ms. Carol Robison (FMLA, paid, 50%), Financial Aid Coordinator, Range 29, Step F, Financial Aid, Student Affairs Area, effective December 12, 2006 through February 8, 2007.

#### **C. Reinstatement**

1. Ms. Stella Luna, Event Coordinator/Scheduler, Range 29, Step F, Fiscal Affairs Area, effective February 1, 2007.

#### **D. Working Out of Classification**

1. Ms. Velma Garrett, Categorically Funded Program Assistant, Range CFP1, Step C, to Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Services Area, effective January 2, 2007 through June 30, 2007.
2. Mr. Felix Starks, Categorically Funded Program Assistant, Range CFP1, Step C, to Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Services Area, effective January 2, 2007 through June 30, 2007.
3. Mr. Roy Patterson, Assistant Purchasing Agent, Range L, Step 6, to Purchasing Agent, Range M, Step 6, Fiscal Affairs Area, effective January 24, 2007 through June 30, 2007.

#### **E. Limited Term Employment**

1. Ms. Willda Bingham, Certified Athletic Trainer, Range 33, Step F, Athletics, Student Affairs Area, effective February 3, 2007 through February 28, 2007.
2. Mr. Lane Clark, Purchasing Assistant, Range 21, Step A, Fiscal Affairs Area, effective January 24, 2007 through June 30, 2007.
3. Ms. Gloria Martinez, Categorically Funded Program Assistant, Range CFP1, Step F, EOP&S, Student Affairs Area, effective February 3, 2007 through May 13, 2007.

#### **F. Employment**

1. Ms. Brenda Coleman, Categorically Funded Program Assistant, Range CFP1, Step A, Human Services, Academic Affairs Area, effective February 1, 2007 through June 30, 2007.

#### **HRD4. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:**

1. Ratification -- Ronnie Aubert - Professional Expert, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
2. Ratification -- Calvin Brown - Professional Expert, \$15.40 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
3. Ratification -- Ricardo Claustro – Tutor, \$7.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2007 through June 30, 2007, Upward Bound Program, Student Services Area, to help Upward Bound Students successfully complete class work.
4. Ratification -- Jorge Cruz – Tutor, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2007 through June 30, 2007, Upward Bound Program, Student Affairs Area, to assist Upward Bound participants in successfully completing their classes.
5. Ratification -- Baudelio Dorado - Professional Expert, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
6. Ratification -- Crystal Eubanks - Teacher Associate, \$22.80 per hour, Saturday, hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2007 through June 30, 2007, Upward Bound Program, Student Affairs Area, to provide services for the Upward Bound Saturday College for Upward Bound participants.
7. Ratification -- Jesus Garcia – Student Worker, \$7.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 3, 2007 through June 30, 2007, Theatre Arts Program, Academic Affairs Area, to serve the expanding Theatre Arts Program, to assist student in classroom activities in Theatre Arts Department, assist Director, Stage Manager, assist production of shows.
8. Ratification -- John Halloway - \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
9. Ratification -- Ray Holbert - \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
10. Ratification -- Glenn Johnson - \$15.40 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.

11. Ratification -- Elzie Madison - Teacher Associate, \$22.80 per hour, Saturday, hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 20, 2007 through June 30, 2007, Upward Bound Program, Student Affairs Area, to provide services for the Upward Bound Saturday College for Upward Bound participants.
12. Ratification -- Maria Otero – Student Worker, \$7.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 3, 2007 through June 30, 2007, Theatre Arts Program, Academic Affairs Area, to serve the expanding Theatre Arts Program, to assist student in classroom activities in Theatre Arts Department, assist Director, Stage Manager, assist production of shows.
13. Ratification -- Cornell Somerville - \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
14. Ratification -- Nikki Williams - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 3, 2007 through June 30, 2007, Language/Writing Lab, Academic Affairs Area, to provide bilingual tutorial services to students in the Language/Writing Lab.
15. Ratification -- Shannon Williams - \$15.40 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2007 through May 15, 2007, Athletics, Student Services Area, to coach spring Athletics team.
16. Darius Anderson - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
17. Jesus Claustro - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
18. 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
19. Raney Cross - Tutor, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 15, 2007, Student Support Services, Student Affairs Area, to provide tutor for the Student Support Services Program students in English.
20. Jorge Cruz - Tutor, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 15, 2007, Student Support Services, Student Affairs Area, to provide tutor for the Student Support Services Program students in Math.

21. Rafael Diaz - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
22. Mayda Gonzalez - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
23. Minu Gonzalez - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
24. Lazima Hinton - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
25. Mandy Kronbeck - 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
26. Uche Maduagwu - Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
27. Claudia Maldonado - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
28. Magan Mitchell - 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
29. Emily Monge - 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
30. Georgia Moten - 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.

31. Pamela Murray - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
32. Deborah Smith - 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
33. Wendy Sparrow - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
34. 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 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
35. Nancy Torres - \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.
36. Robert Wilkins - \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 10, 2007 through June 8, 2007, Learning Resource Center, Academic Affairs Area, to provide Spring Semester tutorial services for Learning Resource Center.

**HRD5. Minimum Wage Increase**

It is recommended that the Special Trustee approve the minimum wage increase from \$6.75 per hour to \$7.50 per hour, effective January 1, 2007, in accordance with California State Law.



## **HRD6. New and Revised Classification for Classified Position**

It is recommended that the Special Trustee approve the new classification for classified position.

### **1. MANAGER, BOOKSTORE**

**POSITION DESCRIPTION:** Under the direction of the Provost/CEO or designee, the Manager of the Compton Community College District Bookstore will plan, organize, and direct the operation of a multi-faceted, retail service oriented Bookstore; provide essential and supportive products and services to meet the current and future needs of students, faculty and staff; operate the Bookstore in a manner to provide financial support to the District; and supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES/FUNCTIONS:**

1. Plan, organize, direct, and evaluate the operation of a high volume, multi-faceted, retail service-oriented Bookstore;
2. Develop Bookstore goals and objectives.
3. Assure compliance with District, State and Federal laws, rules and regulations.
4. Select, train and evaluate staff, and student workers.
5. Develop, prepare and manage annual budget for the Bookstore; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established budget.
6. Operate the Bookstore in a financially sound manner; provide financial support to the District; establish and administer budget, pricing structure and margin of profit, merchandising strategy, physical layout, marketing and advertising activities; establish fiscal procedures and ensure accountability of Bookstore financial transactions.
7. Direct and maintain the operation of complex computer hardware and software network and database management system; purchasing, receiving, returns, textbook buyback, point-of-sale cash terminals, student loan programs, FM radio based inventory system, bar-code scanning, and SBT accounting systems; work with professional software personnel; implement new database programs.
8. Develop and implement procedures and guidelines for computers; point-of-sale cash terminals, textbook management system, accounts receivable, accounts payable, electronic banking, Book Loan Programs and NSF checks.
9. Develop operating policies, practices and procedures for clerical, cash handling, purchasing, shipping & receiving, stocking, storage, pricing, return, marketing and selling of course books, custom publishing, reference, trade and general reading books, supplies, computer software and promotional activities.
10. Direct and oversee contract administrations; custom publishing, buyback activities, security cameras, computer hardware and software, publishers and vendors.
11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
12. Provide support and motivation to support staff within the bookstore to coordinate the use of technology to provide increased service to customers.
13. Communicate with other administrators, personnel and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information; attend and conduct a variety of meetings.
14. Develop and manage daily and long-term goals of a high pressure environment; analyze and monitor sales and inventory levels, determine and meet changes in marketing and technology to meet customer needs.
15. Evaluate and approve purchases and oversee maintenance of operational equipment and supplies; develop procedures, coordinate and audit annual physical inventory of retail store.
16. Approve and sign purchase orders, invoices, checks, daily cash and banking reports and other documents; coordinate and approve special event selling on campus of outside vendors.
17. Direct and approve all advertising, promotional and income generating activities.

18. Review, coordinate and direct building maintenance and custodial functions.
19. Coordinate, supervise and monitor vendor relations, copyright laws, and loan and grant programs from State and Federal agencies.
20. Direct and coordinate State, Federal, and on campus Book Loan Programs; interact extensively with counselors and responsible administrators; monitor compliance of agencies approved materials, tax status, billing and audit regulations and requirements; monitor database, line item transactions, preparation of invoices and payments.
21. Perform related duties as assigned by the Provost/CEO or designee.

**REQUIRED QUALIFICATIONS:**

1. Any combination of the following which is equivalent to: a four-year degree in accounting, business administration or related field; and five years of increasingly responsible experience in the administration of a bookstore.
2. Experience with retail accounting, inventory systems, and knowledge of computer-based textbook management is highly desirable.
3. College bookstore experience preferred.

## **2. PURCHASING ASSISTANT**

**POSITION DESCRIPTION:** Under the direction of the Director of Fiscal Affairs and/or Purchasing Agent, perform a variety of specialized clerical duties related to purchasing materials, equipment, supplies and services; process purchase orders and requisitions according to established purchasing procedures and regulations.

### **ESSENTIAL DUTIES/FUNCTIONS:**

1. Perform a variety of clerical duties in support of purchasing functions including typing, filing, verifying and recording information; duplicate and distribute a variety of materials as required.
2. Apply purchasing and inventory control practices, procedures and regulations.
3. Perform clerical duties such as filing, duplications, typing and maintaining financial records and prepare reports.
4. Review and process requisitions and purchase orders; obtain price verifications from telephone or written quotations.
5. Communicate by phone and mail with vendors and suppliers to expedite purchase orders, resolve discrepancies and delivery problems and obtain information.
6. Contact requisitions as needed to clarify requisition specifications and requirements; suggest alternatives or substitutes as appropriate.
7. Prepare and maintain accurate records related to the inventory of fixed assets; operate a computer terminal to enter, update and maintain records; generate computer reports and lists as assigned.
8. Answer telephone and provide information related to purchasing activities as appropriate.
9. Operate a variety of office equipment and machines such as calculator and copier; operate computer terminal and peripheral equipment to input a variety of data and maintain various records.
10. Perform related duties as assigned by the Director of Fiscal Services and/or Purchasing Agent.

### **REQUIRED QUALIFICATIONS:**

1. Graduation from high school
2. Three years of general clerical experience including experience in a purchasing department or a closely related field

### **DESIRABLE QUALIFICATIONS:**

1. Experience with basic methods and practices related to purchasing for a community college district
2. Methods of invoicing including discounts and taxes
3. Inventory control methods and practices
4. Basic financial record-keeping techniques
5. Types and sources of supplies and vendors
6. Modern office practices, procedures and equipment
7. Operation of a computer terminal and other technology as required
8. Interpersonal skills using tact, patience and courtesy
9. Oral and written communication skills
10. Correct English usage, grammar, spelling, punctuation and vocabulary.
11. Telephone techniques and etiquette
12. Learn and apply purchasing and inventory control practices, procedures and regulations
13. Add, subtract, multiply and divide quickly and accurately
14. Perform clerical duties such as filing, duplications, typing and maintaining records
15. Maintain financial records and prepare reports
16. Understand and follow oral and written directions
17. Communicate effectively both orally and in writing
18. Learn to interpret, apply and explain rules, regulations, policies and procedures

19. Type at 40 words net per minute from clear copy
20. Meet schedules and timelines
21. Establish and maintain cooperative and effective working relationships with others
22. Perform computer data entry, storage and retrieval.
23. Operate business machines including calculator, copier and computer.