



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, June 26, 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) Ross vs. Compton CCD
 - 2) Washington vs. Compton CCD
 - 3) Roach vs. Compton CCD
 - 4) Minutemen vs. Compton CCD
 - 5) Harris vs. 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)(C) the following claims or complaints:

- a. Bonds vs. Compton CCD
- b. Ahmad vs. Compton CCD
- c. Joiner vs. Compton CCD

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

(None)

D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6:

1. Agency designated representative: Doris P. Givens, CEO/Provost
Employee organizations: Compton Community College
Federation of Employees, Classified Employees

E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:

8 employees

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 – Art Flemming
- 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. Enrollment Update – Keith Curry

XIII. Approval of Minutes of May 22, 2007

XIV. Discussion/Action Agenda

- A. Chief Executive Office
CEO 1 Approval of Institutional Standing Committees
- B. Special Trustee
BT1 Approval of Resolution No. 06/07- 06/26/07 - Resolution to Reinstatement of Classified Positions and to Offer Reemployment to Laid Off Classified Employee
BT2 Consideration and adoption of revised policy and procedure for handling complaints of unlawful discrimination.
- C. Business Services Actions
BSD 1 Purchase Orders and Blanket Purchase Orders for May 2007
BSD 2 Agreements / Contracts
1. Agreement with the Fiscal Crisis Management and Assistance Team (FCMAT) Study Agreement.
 2. Agreement with Harold Bateman; to Provide Services in the Area of Enrollment Management.
 3. Ratification of Agreement with Camp Fire USA of Greater Compton. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 4. Ratification of Agreement with Hicks Family Child Care. The Contractor Will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 5. Ratification of Agreement with Home Away From Home Day & Night Care. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 6. Ratification of Agreement with Infant Child Care Center. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 7. Ratification of Agreement with Jones Family Day Care. The Contractor Will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 8. Agreement With Minute Man Press of Carson the Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 9. Ratification of Agreement with New Vision Pacific Commercial Construction. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
 10. Ratification of Agreement with Pride Heritage Computer Training & Child Care. The Contractor will Provide Part-

Time Work Activity and Opportunities to CalWorks Students

11. Ratification of Agreement with The Cultural Caboose Child Care Center. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
12. Agreement with Alice Martin-Roy to Plan and Conduct a Series of Parenting Workshops on Positive Discipline That Works. This Shall Include Related Activities for Kinship Foster Care and other Care Providers
13. Agreement with Kisha Amin Smith to Provide Services with Foster Care Education (MAPP) Models Approach To Parenting as a Certified Instructor
14. Ratification of Agreement with El Camino Community College District. El Camino, shall Loan John Skipper an Employee of El Camino to the Compton Community College District to Work as Special Services Professional Contract Manager, Subject to the State Personnel Board Rule 427 and in Accordance with Government Code, Section 19050.8.
15. Agreement with El Camino Community College District. El Camino, shall Loan John Skipper an Employee of El Camino to the Compton Community College District to Work as Special Services Professional Contract Manager, Subject to the State Personnel Board Rule 427 and in Accordance with Government Code, Section 19050.8.

- BSD 3 Authorize Signature Resolution (LACOE)
- BSD 4 Approval of the Annual Audit Report 2005-2006 Fiscal Year
- BSD 5 Approval of Tentative Budget 2007-2008
- BSD 6 Local Agreement for Child Development Services (Revenue) – CCTR-7132
- BSD 7 Signature Resolution for California Department of Education/Child Development Services – Fiscal Year 2007-2008 – CCTR-7132
- BSD 8 Piggyback Off Bid #2007-1/Leased Digital Copiers
- BSD 9 Facilities Planning and Development Routine Report – Measure CC Proposition 39 Projects
 1. Final Acceptance of Work for Shaw Contract Flooring Services, Inc., DBA Spectra Contract Flooring at the Learning Resource Center Project (Bid Package #13)
 2. Budget Transfers

D. Human Resources Actions

- HRD 1 Management Team Personnel Action
- HRD 2 Academic Employment and Personnel Changes
- HRD 3 Approval of Agreement with CCCD and CCFE Certificated Article XX.2 “Compensation” (Athletic Coaching Stipends)
- HRD 4 New Classifications for Classified Positions
- HRD 5 Classified Personnel
- HRD 6 Temporary Non-Classified Service Employees

XV. Next meeting date: Tuesday, July 24, 2007

Closed session begins at 12:00 noon

Open session begins at 4:00 PM

XVI. Adjournment

*Please note: 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, May 22, 2007

MINUTES

- I. The Board of Trustees Meeting was called to order at 12:00 p.m.
- II. Roll Call
Members Present:
Thomas Henry, Special Trustee
- 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.

Closed Session of the Board of Trustees ended at 1:25 p.m.
- V. Reconvene to Open Session of the Board of Trustees at 4:00 p.m.
- VI. Roll Call
Members Present:
Thomas Henry
- VII. A Reflective Moment – Thomas Henry
- VIII. Pledge of Allegiance – Dr. Willie O. Jones
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
No Reportable Action
- X. Reports from Representatives and Employee Organizations
 - 1) Faculty Representative Report – Carol Sandvik– No Report
 - 2) Academic Senate President Report – Saul Panski
 - 3) CCCDFE Certificated Employees Report – Rodney Murray – No Report
 - 4) CCCDFE Classified Employees Report – Reginald Fleming for Joseph Lewis
 - 5) Confidential/Supervisory Representative Report – No Report
 - 6) Associated Student Body Report – Hilda Gaytan

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

Those who spoke are listed below:

- 1) Lorraine Cervantes – Elected Board Member
- 2) Nehasi Lee – Student
- 3) Fredwil Hernandez – Student

XII. Information/Presentation by Chief Executive Officer - Keith Curry, Acting Dean, Student Affairs – Enrollment Update:

Mr. Curry reports registration numbers: 22 FTES for fall; 33 FTES for summer

He is still working on recruiting efforts and marketing and new brochures have been created for the Center, the Transfer Center and CAL Works. He distributed a new brochure that highlights the programs and services that are offered here at the Compton Center. It is being circulated to the local high schools and was distributed at the Family Conference held the previous weekend. Banners advertising enrollment dates have been placed throughout our service area. There will be ads broadcast on local radio stations starting next week, and ads have been placed in the newspapers of 4-year colleges and universities. On June 11th ads will be on local busses.

XIII. Approval of Minutes of April 24, 2007 – **Approved by Special Trustee Henry**

XIV. Discussion/Action Agenda

A. Chief Executive Officer

- CEO 1. Resolution Number 06/07-05-22-07 – Amending and Replacing Resolutions 05-30-06 and 04-24-07 Establishing an Early Retirement Incentive Program for Members of STRS – **Approved by Special Trustee Henry**
- CEO 2. District Claim Filing Policy – It is requested that the Special Trustee approve the adoption of the Revised Claim Policy– **Approved by Special Trustee Henry**

B. Business Services Actions

- BSD 1 Purchase Orders and Blanket Purchase Orders for March 2007 – **Approved by Special Trustee Henry**
- BSD 2 Agreements/Contracts
 16. Agreement with CTL Environmental Services, Inc. to Provide Industrial Hygiene and Indoor Air Quality Services to the District – **Agreement Authorized by Special Trustee Henry on an as-needed basis, subject to approval by the CEO**
 17. Agreement with WWCOT to Provide Professional Services to the District for Various Building or Construction Related Activities on as-needed basis – **Agreement Authorized by Special Trustee subject to approval by the CEO**
 18. Agreement with El Camino Community College District (El Camino), Contractor. Contractor shall loan Rodolfo Ramos Jr., an Employee of El Camino, to the Center to Work as Special Services Professional Contract Manager, Subject to State Personnel Board Rule 427 and in Accordance with Government Code Section 19050.8 – **Agreement Authorized by Special Trustee Henry (the Agreement is between ECCCD and CCCD), and subject to approval by the CEO**
- BSD 3 Authorization for Year-End Appropriation Transfers 2006-2007 (LACOE) – **Approved by Special Trustee Henry**
- BSD 4 LACOE Agreement – PeopleSoft Financial System Fiscal Year 2007-2008 Agreement– **Approved by Special Trustee Henry**
- BSD 5 Quarterly Financial Status Report – Form CCFS – 311Q– **Information Item**
- BSD 6 Request to Bid – Practice Field Project – **Approved by Special Trustee**

BSD 7 Resolution Number 06/07-05-22-07B Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for the Fiscal Year Ending June 30 in Each of the Years 2008 through 2010, and Authorizing Execution and Delivery of Related Documents and Actions – **Approved by Special Trustee**

C. Human Resources Actions

- HRD1. Management Team Personnel Action – None
- HRD2. Academic Employment and Personnel Changes – **Approved**
- HRD3. Rescind Amended Board Action Item C-HRD1 approved on May 10, 2007 – **Approved**
- HRD4. Approval and Ratification of Agreement between the Compton Community College District and the Compton Community College Federation of Employees, Certificated Unit – **Approved**
- HRD5. Classified Personnel – **Approved as amended***
 - * B. Employment, Item #1 and #3 – Step C, corrected to Step E
 - * D. Limited Term Employment, Item #15 – Pulled
- HRD6. Temporary Non-Classified Service Employees – **Approved**
- HRD7. Declaration of Indefinite Salaries for Retroactive Pay – **Approved as amended***

As a result of financial uncertainties, negotiations, legislation and other factors, the ~~Governing Board~~ **Special Trustee** hereby declares that all management, certificated, classified, confidential and other unrepresented employee salaries are declared indefinite for 2007-2008.
- HRD8. New Classification for Classified Position – **Item HRD8 pulled by Special Trustee for further review**

XVI. **Next Scheduled Regular Meeting: June 26, 2007 Closed Session: 12:00 Noon**
Open Session: 4:00 p.m.

XV. Adjournment – Meeting of May 22, 2007 adjourned at 5:25 p.m.

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

**Agenda for the Compton Community College District Board of Trustees
from
Chief Executive Officer**

REPORT / DISCUSSION / ACTION

CEO 1 Approval of Institutional Standing Committees

Compton Community College District Institutional Standing Committees

Committees of the Shared Governance Committee

1. **Institutional Effectiveness**

Purpose: To monitor compliance with FCMAT and ACCJC standards as set forth in long-range recovery plan; to coordinate the recovery of the District and the re-accreditation of the institution; and to assist with policy development and implementation.

Membership: 15

Members of the Academic Senate (2) (1 member of the Executive Board and 1 Senator)

Administrator (1)

Certificated unit representatives (2) (1 member of the CCCFE Faculty Executive Board and 1 faculty)

Classified (2) (1 member of the CCCFE Classified Executive Board)

Students (2) (ASB President and an ASB Commissioner or student body representative)

Confidential/Supervisory (2)

Community members (3), appointed either by the Chief Executive Officer or volunteers approved by the Board of Trustees.

Staff assistance: Chief Academic Officer(s) (1)

2. **Budget and Planning**

Purpose: To help prepare and review the proposed District budget and to recommend resource allocations for the next fiscal year to the Chief Executive Officer. The review should be for the purpose of determining what, in the Committee's judgment, will be the most effective utilization of District resources in view of the stated goals and objectives of the District and its institution. Considerations of the committee should be for the broader interests of the college community and service to the students, and should focus on a broad division of resources and allocations, as opposed to specific line item considerations. The committee should begin meeting no later than January for the upcoming academic year budget, and for reviewing and monitoring the current year's budget.

Membership: 13

Administrators (3)

Certificated (3)

Classified (3)

Students (3)

Staff Assistance from Chief Business Officer (1)

Agenda for the Compton Community College District Board of Trustees
from
Special Trustee

REPORT / DISCUSSION / ACTION

- BT1 Approval of Resolution No. 06/07- 06/26/07 - Resolution to Reinstate Classified Positions and to Offer Reemployment to Laid Off Classified Employee

- BT2 Consideration and Adoption of revised policy and procedure for handling complaints of unlawful discrimination.

COMPTON COMMUNITY COLLEGE DISTRICT

Resolution No. 06/07- 06/26/07

RESOLUTION TO REINSTATE CLASSIFIED POSITIONS AND TO OFFER REEMPLOYMENT TO LAID OFF CLASSIFIED EMPLOYEE

WHEREAS, the Board of Trustees of the Compton Community College District took action on April 25, 2006, to eliminate positions in the classified service because of lack of funds, and to lay off classified employees serving in the affected positions in the classified service because of lack of funds.

WHEREAS, the Board of Trustees finds and determines that it is necessary to reinstate, effective July 1, 2007, the following classified position that was eliminated:

Classification	Number of Full Time Equivalent (F.T.E.) Positions
Athletic Specialist	1
Utility Maintenance Worker	1

WHEREAS, the Special Trustee finds and determines that the classified employee who was laid off from the reinstated position in the classified service have a preferential right to reemployment and must be offered reemployment in the reinstated position in preference to new applicants, pursuant to Education Code section 88117.

NOW THEREFORE, BE IT RESOLVED that the following positions in the classified service be reinstated effective July 1, 2007:

Classification	Number of Full Time Equivalent (F.T.E.) Positions
Athletic Specialist	1
Utility Maintenance Worker	1

BE IT FURTHER RESOLVED that Administration offer reemployment in the reinstated position in the classified service to the classified employee who was laid off from the position in preference to new applicants.

Action taken on June 26, 2007, by the Special Trustee of the Compton Community College District.

Special Trustee for Compton Community College District

COMPTON COMMUNITY COLLEGE DISTRICT
POLICY AND PROCEDURES
FOR
HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION

Introduction and Scope

These are the written policies and procedures for filing and processing complaints of unlawful discrimination at Compton Community College District. Students, including students of the El Camino College, Compton Center, employees, and others affiliated with the District may use the procedures described herein to make a complaint of unlawful discrimination, including harassment.

A copy of these written policies on unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

These policies and procedures were adopted by the Compton Community College District Special Trustee on June 26, 2007.

Unlawful Discrimination Policy

The policy of the Compton Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Compton Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Compton Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Compton Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act

(Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Retaliation

It is unlawful and contrary to the policy of the Compton Community College District for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Academic Freedom

The Compton Community College District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

Responsible District Officer and Title IX Coordinator

The Compton Community College District has identified the Interim Dean of Human Resources to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328 of the California Code of Regulations¹, and for coordinating their investigation.

The District has also identified the Interim Dean of Human Resources as the District's Title IX Coordinator whom the District has appointed to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and its regulations. Students, including students of the El Camino College, Compton Center, employees, and others affiliated with the District may use the procedures described herein to make a complaint of noncompliance with Title IX.

The responsible District officer and Title IX Coordinator may be contacted as follows:

Rachelle Sasser, Interim Dean of Human Resources
Compton Community College District
1111 E. Artesia Blvd.
Compton, CA
(310) 900-1600 x 2140

The actual investigation of complaints may be assigned to other staff or to outside persons or

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¹ All references to title 5 are to Title 5 of the California Code of Regulations.

organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

Informal/Formal Complaint Procedure

When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will:

- (1) Undertake efforts to informally resolve the charges;
- (2) Advise the complainant that he or she need not participate in informal resolution;
- (3) Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- (4) Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- (5) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the Interim Dean of Human Resources and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/discrimination/discrimination.htm>

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Initial Review of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the

complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the claimant will also be sent to the State Chancellor's Office.

Notice to State Chancellor or District

A copy of all complaints filed in accordance with the title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Investigation and Administrative Determination

The responsible District officer shall promptly investigate every complaint of unlawful discrimination filed pursuant to this policy, consistent with the requirements of a thorough and complete investigation. During the course of a complaint investigation, the responsible District officer will give the complainant and the accused an opportunity to identify witnesses and other evidence that may be relevant to the complaint.

The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know" basis is usually essential to a thorough investigation, and the District may also be required to release information in connection with discipline of the accused, if unlawful discrimination is found to have occurred.

If an investigation results in a finding of unlawful discrimination, the District will take reasonable steps to prevent recurrence of any discrimination, and to correct its negative effects on the complainant and others where appropriate.

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- (a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District Special Trustee and the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300, et seq., the responsible District officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- (a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future (see footnote 10);
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District Special Trustee and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's Special Trustee within 15 days from the date of the administrative determination. If an appeal is timely filed, the District's Special Trustee will review the original complaint, the investigative report, the administrative determination, and the appeal. Untimely appeals will not be considered.
- The District's Special Trustee will issue a final District decision in the matter within 45 days after receiving a timely-filed appeal. Alternatively, the District's Special Trustee may elect to take no action within 45 days of receipt of a timely-filed appeal, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Special Trustee will be forwarded to the complainant and to the State Chancellor's Office.
- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the Special Trustee issues the final District decision or permits the administrative determination to become final by taking no action within 45 days of a timely-filed appeal. The appeal must be accompanied by a copy of the decision of the Special Trustee or evidence showing the date on which the complainant filed an appeal with the Special Trustee, and a statement under penalty of perjury that no response was received from the Special Trustee within 45 days from that date.

Complainants must submit all appeals in writing.

Forward to State Chancellor

In any case not involving employment discrimination, within 150 days of receiving a complaint, the responsible District officer will forward the following to the State Chancellor:

- A copy of the final District decision rendered by the Special Trustee or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- A copy of the notice of appeal rights the District sent the complainant.
- Any other information the State Chancellor may require.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor upon request.

Extensions

The responsible District officer may file a written request that the State Chancellor grant an extension of the 90- or 150-day deadlines specified above for submission of materials to the complainant and State Chancellor's Office. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Notice, Training, and Education for Students and Employees

The Compton Community College District's responsible officer shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District's written policy on unlawful discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and at least once every two years thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as part of any

orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

- “Appeal” means a request by a complainant made in writing to the Compton Community College District Special Trustee pursuant to title 5, section 59338, and/or to the State Chancellor’s Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
- “Association with a person or group with these actual or perceived characteristics” includes advocacy for or identification with people who have one or more characteristics of a protected category listed under “Unlawful Discrimination Policy” and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- “Complaint” means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.
- “Days” means calendar days.
- “Gender” includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- “Mental disability” includes, but is not limited to, all of the following:
 - (1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - (A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - (C) “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.
 - (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
 - (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
 - (4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
 - (5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).“Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- “Physical disability” includes, but is not limited to, all of the following:
 - (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - (A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (B) Limits a major life activity. For purposes of this section:
 - (i) “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - (iii) “Major life activities” shall be broadly construed and include physical, mental, and social activities and working.
 - (2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
 - (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
 - (4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
 - (5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
 - (6) “Physical disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- “District” means the Compton Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
- “Responsible District Officer” means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation.
- “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, when:
 - submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
 - submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.
- Sexual harassment may include, but is not limited to:
 - (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
 - (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
 - (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
 - (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
 - (7) Favoritism in awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision-maker has a sexual relationship.
- "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.
- "Unlawful discrimination" means discrimination based on a category protected under title 5, section 59300, including sexual harassment and retaliation.

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

C. Business Services Action

BSD 1. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR MAY 2007.

District**6/6/2007 BOARD OF TRUSTEES PURCHASE ORDER LISTING****Meeting Date: 06/26/2007**

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01	Unrestricted-Compton Ed Center			
P0093929	NPA	Public Information	Printing	\$2,850.23
P0093930	Uc Irvine New	Public Information	Multi Media Advertising	\$669.00
P0093931	Cal State la University T	Public Information	Multi Media Advertising	\$658.80
P0094081	Todd & Associates	Financial Aid	PSA Contract Services	\$88,874.05
P0094094	Crestline Custom	Administration	Non instructional Supplies	\$792.26
P0094098	Altiris Inc.	Information Technology	Maintenance Contracts	\$3,195.00
P0094103	Chief Supply	Campus Police	Non instructional Supplies	\$2,739.23
P0094104	United Traffic Services	Campus Police	Non instructional Supplies	\$1,460.47
P0094105	Thompson West	Campus Police	Publications/ Periodicals and	\$1,261.12
P0094124	Southland Industries	Institutional Services	Repairs Non instructional	\$8,006.78
P0094125	Southland Industries	Institutional Services	Repairs Non instructional	\$1,039.00
P0094126	Compton Community	Institutional Services	Other Services and Expenses	\$575.00
P0094127	Modern Imaging	Fiscal Services	General Office Supplies	\$548.39
P0094148	Talbert T. Streets	Operations	Grounds	\$28,412.60
P0094150	TPF Systems	Dean Academic Services	Printing	\$241.84
P0094152	Keith Curry	Administration	Travel and Conference	\$15.40
P0094153	Kern County	Administration/Special	Contract Services	\$30,185.62
P0094154	CCFC Annual	Office of the CEO	Dues and Memberships	\$750.00
P0094158	IC Computer Inc.	Fiscal Services	New Computer	\$368.00
P0094160	Doris Givens	Office of the CEO	General Office Supplies	\$629.59
P0094162	IC Computer Inc.	Nursing	Instructional Supplies/Lottery	\$6,574.05
P0094164	Alfonso Garcia	Athletics	Contract Services	\$90.00
P0094168	LITTLER,	Board of Trustees	Legal	\$7,794.12
P0094170	Computer 1 Products	Information Technology	Other Services and Expenses	\$917.90
P0094191	Norman A. Traub	Institutional Services	Legal	\$1,896.00
P0094192	Milan A. Ayers	Athletics	Contract Services	\$90.00
P0094193	Commission on	Athletics	Travel and Conference	\$150.00
P0094196	California Pro Sports	Athletics	Non-Instruct Supplies	\$207.72
P0094199	Xpedx Paper &	Athletics	Contract Services	\$90.00
P0094200	Aaron Youngblood	Athletics	Travel and Conference	\$50.00
P0094202	Konica Minolta	Office of the CEO	Contract Services	\$102.85
P0094203	E.C.C.C.D. Revolving	Student Affairs	Equipment	\$200.00
P0094204	Compton Community	Athletics	Non-Instruct Supplies	\$120.00
P0094205	Compton Community	Athletics	Non-Instruct Supplies	\$1,875.00
P0094209	A a Sales & Parts	Theatre/Dance	New Equipment Less Than	\$2,000.00
P0094210	Alva's Danceware &	Theatre/Dance	Instructional Supplies/Lottery	\$125.00
P0094217	Nafeo	Office of the CEO	Dues and Memberships	\$11,500.00
P0094219	Handi-Tech	Student Affairs	Other Services and Expenses	\$1,950.00
P0094222	Jeff Staudinger	Athletics	Contract Services	\$90.00
P0094223	John Pineda	Athletics	Contract Services	\$90.00
P0094224	Allen Alvarez	Athletics	Contract Services	\$90.00
P0094225	Reginald Hall	Administration	Non instructional Supplies	\$106.05
P0094226	Kwang Kim	Athletics	Contract Services	\$90.00
P0094236	Atlas Sales & Rentals	Operations	Rents/ Leases and Repairs	\$5,500.00
P0094238	Arbor Travel	Fiscal Services	Transportation/ Mileage and	\$186.80

P0094264	Bank of America	Operations	Non instructional Supplies	\$7,608.73
P0094291	Facilities Operations	Administration	Non instructional Supplies	\$704.00
P0094293	International Academy	Dean Academic Services	Building Rental	\$25,533.00
P0094294	Xerox Corporation	English	Repairs Parts and Supplies	\$500.00
P0094299	B & H Photo-Video	Dean Academic Services	New Equipment - Instructional	\$104.00
P0094304	A-Throne	Administration	Non instructional Supplies	\$500.00
P0094319	Sunstate Equipment	Athletics	Non-Instruct Supplies	\$2,401.00
P0094320	Vista Paint	Operations	Other Services and Expenses	\$2,456.76
P0094321	Power Machinery	Operations	Other Services and Expenses	\$155.58
P0094322	Tour Coach Charter &	Athletics	Transportation/ Mileage and	\$4,579.55
P0094323	Tour Coach Charter &	Athletics	Transportation/ Mileage and	\$2,540.15
P0094324	Tomark Sports, Inc.	Athletics	Non-Instruct Supplies	\$24,924.56
P0094347	Susan Saxe-Clifford,	Human Resources	Medical Expense	\$625.00
P0094350	Bellflower Unified	Administration	Non instructional Supplies	\$600.00
P0094351	Bellflower Unified	Administration	Non instructional Supplies	\$218.31
P0094359	Steamx, Llc	Operations	Rents/ Leases and Repairs	\$185.84
P0094373	NPA	Public Information	Printing	\$1,845.67
P0094374	Tour Coach Charter &	Athletics	Transportation/ Mileage and	\$3,273.52
P0094376	Larry's Concrete	Operations	Repairs Non instructional	\$440.00
P0094378	National Business	Theatre/Dance	General Office Supplies	\$562.77
P0094381	NPA	Public Information	Printing	\$2,487.59
P0094382	El Camino College	Campus Signage	Grounds Upgrade	\$500.00
P0094384	Selig Industries	Operations	Custodial Supplies	\$1,611.86
P0094421	Monterey Graphics	Student Affairs	Other Services and Expenses	\$2,652.40
P0094425	Department of Justice	Student Affairs	General Office Supplies	\$18.00
P0094435	Ora L. Mayon-Bryant	Operations	Other Services and Expenses	\$38.59
P0094436	Press Telegram	Public Information	Multi Media Advertising	\$1,600.00
P0094437	SESAC Inc.	Dean Academic Services	License Fee/Site Licenses	\$321.84
P0094438	Sage Publications, Inc.	Dean Academic Services	Publications-Magazines/Lotter	\$75.00
P0094439	Keith Curry	Administration	Non instructional Supplies	\$107.98
P0094443	Office Max	Transfer Center	Equipment	\$265.54
P0094447	Moneta Nursery Inc.	Administration	Non instructional Supplies	\$981.65
P0094458	New Egg	Information Technology	Equipment	\$419.38
P0094480	International Academy	Dean Academic Services	Building Rental	\$20,181.00
P0094486	Borbon, Inc.	Operations	Maintenance Contracts	\$9,840.00
P0094489	Moneta Nursery Inc.	Administration	Non instructional Supplies	\$981.65
P0094491	United Rentals	Operations	Rents/ Leases and Repairs	\$2,000.00
P0094502	Sierra Vista, Inc.	Operations	Maintenance Contracts	\$9,840.00
Fund 01 Total: 83				\$348,838.79

Fund 10 Restricted-Compton Ed Center

P0094034	Cclc/Coa Publications	TTIP Library Automation	New Equipment - Instructional	\$16,680.00
P0094102	Tigerdirect.Com	EOPS CARE	New Equipment -	\$2,918.33
P0094174	Jessica Aladi	EOPS	Other Payments To/For	\$200.00
P0094175	Willa F. Colon	EOPS	Other Payments To/For	\$150.00
P0094179	NPA	Matriculation	General Office Supplies	\$3,853.70
P0094195	James Publishing	CalWORKs	Non-Instruct Supplies	\$776.36
P0094201	Canon Financial	EOPS	New Equipment -	\$19,624.40
P0094206	Compton Community	TRIO - Upward Bound	Non-Instruct Supplies	\$164.50
P0094207	JDP Copier Products	Matriculation	Repairs Parts and Supplies	\$1,650.00
P0094235	Jpd Copier Products	Matriculation	General Office Supplies	\$886.00
P0094237	Expressions to Wear	CalWORKs	Non-Instruct Supplies	\$28,000.00
P0094239	TPF Systems	BFAP Augmentation	Special Events-Direct Costs	\$186.67
P0094240	International Laser &	BFAP Augmentation	General Office Supplies	\$1,510.09
P0094241	Gst Inc.	BFAP Augmentation	New Computer	\$16,027.76
P0094290	Modern Imaging	06-07 Trailer Bill Instr	New Equipment - Instructional	\$1,727.67
P0094292	Melissa's Party	VATEA Administration	Other Services and Expenses	\$285.00

P0094295	Xerox Corporation	Basic Skills	New Equipment - Instructional	\$8,424.00
P0094296	Staples	06-07 Trailer Bill Instr	New Equipment - Instructional	\$1,285.73
P0094298	Subway	TRIO - Upward Bound	Non-Instruct Supplies	\$56.84
P0094340	SVM, Ip	CalWORKs	Bus Passes and Food	\$20,000.00
P0094348	E.C.C.C.D. Bookstore	EOPS CARE	Student Stipends	\$17,012.96
P0094349	E.C.C.C.D. Bookstore	EOPS	Student Stipends	\$117,679.96
P0094360	Electronic Media Sales	Renov for Cap Bldg for	Computer Software Account	\$9,550.00
P0094361	IC Computer Inc.	HRSA - Prior Yr	Capital Outlay	\$1,633.50
P0094369	A1 Office Concepts	CalWORKs	New Equipment -	\$44,000.00
P0094377	National Business	06-07 Trailer Bill Instr	New Equipment - Instructional	\$753.29
P0094379	Double Tree Hotel	BFAP Augmentation	Special Events-Direct Costs	\$734.90
P0094380	Nasfaa	BFAP Augmentation	Dues and Memberships	\$254.00
P0094383	National Business	HRSA - Prior Yr	Capital Outlay	\$847.60
P0094385	National Business	Renov for Cap Bldg for	New Equip - Noninstr \$5k less	\$2,266.77
P0094386	S & B Food Services	TRIO - Upward Bound	Non-Instruct Supplies	\$107.78
P0094422	Modern Imaging	06-07 Trailer Bill Instr	New Equipment - Instructional	\$2,075.08
P0094423	Modern Imaging	06-07 Trailer Bill Instr	New Equipment - Instructional	\$990.49
P0094426	Arbor Travel	CalWORKs	Conferences Other	\$333.08
P0094427	A1 Office Concepts	CalWORKs	New Equipment -	\$26,600.54
P0094428	Office Depot	Career Technical	New Equipment - Instructional	\$8,009.15
P0094429	Gridworks	Career Technical	New Equipment - Instructional	\$20,678.01
P0094430	El Camino Compton	EOPS	Other Payments To/For	\$3,672.63
P0094431	Tigerdirect.Com	Career Technical	New Equipment - Instructional	\$4,281.00
P0094434	On Course, Inc.	CalWORKs	Conferences Other	\$1,790.00
P0094440	Cate-R-Us Services	BFAP Augmentation	Special Events-Direct Costs	\$120.50
P0094444	Expressions to Wear	CalWORKs	Non-Instruct Supplies	\$10,996.38
P0094446	Compton Comm	EOPS CARE	Bus Passes and Food	\$20,000.00
P0094450	Thompson Trophy	EOPS	Hospitality	\$200.00
P0094451	El Camino Compton	EOPS CARE	Student Stipends	\$2,180.00
P0094452	SVM, Ip	EOPS CARE	Bus Passes and Food	\$30,000.00
P0094453	Compton Comm	EOPS	Other Payments To/For	\$10,000.00
P0094454	Staples	Career Technical	New Equipment - Instructional	\$869.91
P0094483	Guitar Center	Music	New Equipment - Instructional	\$2,495.00
P0094484	Tigerdirect.Com	VATEA Administration	Other Services and Expenses	\$1,209.98
P0094487	Modern Imaging	VATEA Administration	Other Services and Expenses	\$1,346.39

Fund 10 Total: 51

\$467,095.95

Fund 30 Child Development Ctr - Compton

P0094147	Talbert T. Streets	Foster Care Ed	Consultants Services	\$3,000.00
P0094424	Environments, Inc.	CDC Pre K grant	General Office Supplies	\$308.50
P0094432	Compton Community	Foster Care Ed	Indirect Costs	\$3,004.00
P0094433	Compton Community	Foster Care Ed	Travel And Conference	\$494.00
P0094441	Devin A. Jones	Foster Care Ed	PSA Contract Services	\$2,950.00
P0094442	Jacquelyn Y. Ervin	Foster Care Ed	PSA Contract Services	\$2,400.00
P0094448	Environments, Inc.	Infant/Toddler	Instructional Supplies/Lottery	\$654.10
P0094449	ABC School Supply	Infant/Toddler	Instructional Supplies/Lottery	\$404.92
P0094490	Lajuanda Richardson	Foster Care Ed	PSA Contract Services	\$2,950.00

Fund 30 Total: 9

\$16,165.52

Fund 45 Revenue Constrict Bond - Compton

PC3962	Barrett Robinson	Learning Resource	New Equipment -	\$7,400.00
PC3963	Electric Shade	Learning Resource	Buildings	\$42,637.25
PC3964	Royal Construction	Learning Resource	Buildings	\$8,500.00
PC3965	T. B. Penick and Sons,	CDC	Buildings	\$199,759.69
PC3966	Royal Construction	Learning Resource	Buildings	\$29,685.32
PC3967	Kdg	Training Room	Landscape Architecture	\$8,222.44
PC3968	Division of the State Arc	CDC	Testing & Inspection	\$4,710.25

PC3970	GST Systems Design	CDC	New Equipment -	\$8,049.95
		Fund 45 Total: 8		\$308,964.90
			PO Funds Total: 151	\$1,141,065.16
Fund 01	Unrestricted-Compton Ed Center			
B0097975	Aa Equipment Co.	Operations	Repairs Parts and Supplies	\$2,000.00
B0097976	Turf Star	Operations	Repairs Parts and Supplies	\$2,000.00
B0097977	Yamada Service Center	Operations	Repairs Parts and Supplies	\$2,000.00
B0097990	Carson Supply	Operations	Repairs Parts and Supplies	\$2,500.00
B0098001	Optima Healthcare	Human Resources	Medical Expense	\$4,000.00
		Fund 01 Total: 5		\$12,500.00
Fund 10	Restricted-Compton Ed Center			
B0097983	Minuteman Press	TANF	Printing	\$7,000.00
B0097985	Global Office Supplies	TRIO - Upward Bound	General Office Supplies	\$500.00
B0098004	Expressions to Wear	CalWORKs	Non-Instruct Supplies	\$12,100.00
		Fund 10 Total: 3		\$19,600.00
			BPO Funds Total: 8	\$32,100.00
			Grand Total POs and BPOs: 159	\$1,173,165.16

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

BSD 2. AGREEMENTS/CONTRACTS

1. Agreement with the Fiscal Crisis Management and Assistance Team (FCMAT) Study Agreement.
2. Agreement with Harold Bateman; to Provide Services in the Area of Enrollment Management.
3. Ratification of Agreement with Camp Fire USA of Greater Compton. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
4. Ratification of Agreement with Hicks Family Child Care. The Contractor Will Provide Part-Time Work Activity and Opportunities to CalWorks Students
5. Ratification of Agreement with Home Away From Home Day & Night Care. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
6. Ratification of Agreement with Infant Child Care Center. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
7. Ratification of Agreement with Jones Family Day Care. The Contractor Will Provide Part-Time Work Activity and Opportunities to CalWorks Students
8. Agreement With Minute Man Press of Carson. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
9. Ratification of Agreement with New Vision Pacific Commercial Construction. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
10. Ratification of Agreement with Pride Heritage Computer Training & Child Care. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
11. Ratification of Agreement with The Cultural Caboose Child Care Center. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
12. Agreement with Alice Martin-Roy to Plan and Conduct a Series of Parenting Workshops on Positive Discipline That Works. This Shall Include Related Activities for Kinship Foster Care and other Care Providers
13. Agreement with Kisha Amin Smith to Provide Services with Foster Care Education (MAPP) Models Approach To Parenting as a Certified Instructor
14. Ratification of Agreement with El Camino Community College District. El Camino, shall loan John Skipper, an Employee of El Camino, to the Compton Community College District to Work as Special Services Professional Contract Manager, Subject to the State Personnel Board Rule 427 and in Accordance with Government Code, Section 19050.8.
15. Agreement with El Camino Community College District. El Camino, shall loan John Skipper, an Employee of El Camino, to the Compton Community College District to Work as Special Services Professional Contract Manager, Subject to the State Personnel Board Rule 427 and in Accordance with Government Code, Section 19050.8.

BSD 2. AGREEMENTS/CONTRACTS

1. AGREEMENT WITH THE FISCAL CRISIS MANAGEMENT AND ASSISTANCE TEAM (FCMAT) STUDY AGREEMENT.

CONSULTANT: FISCAL CRISIS MANAGEMNT AND ASSISTANCE TEAM (FCMAT)
SERVICES: To provide Progress Reports at six month intervals beginning Fall 2007. These progress reports are required under AB-318.
REQUESTING DEPT: SPECIAL TRUSTEE
DATES: 07/01/07 – 06/30/08
NTE: \$185,000.00

2. AGREEMENT WITH HAROLD BATEMAN TO PROVIDE SERVICES IN ENROLLMENT MANAGEMENT

CONSULTANT: HAROLD BATEMAN
SERVICES: Provide Services in Enrollment Management
REQUESTING DEPT: STUDENT AFFAIRS
DATES: 07/01/07 – 06/30/08
NTE: \$10,000.00 / \$500.00 for 8 hours, on a daily basis

3. RATIFICATION OF AGREEMENT WITH CAMP FIRE USA OF GREATER COMPTON. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: CAMP FIRE USA OF GREATER COMTON
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 04/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

4. RATIFICATION OF AGREEMENT WITH HICKS FAMILY CHILD CARE. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: HICKS FAMILY CHILD CARE
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 03/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary; Contractor pays 25%

5. RATIFICATION OF AGREEMENT WITH HOME AWAY FROM HOME DAY & NIGHT CARE. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: HOME AWAY FROM HOME DAY & NIGHT CARE
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 03/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary; Contractor pays 25%

6. RATIFICATION OF AGREEMENT WITH INFANT CHILD CARE CENTER. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: INFANT CHILD CARE CENTER
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 04/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

7. RATIFICATION OF AGREEMENT WITH JONES FAMILY DAY CARE. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: JONES FAMILY DAY CARE
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 03/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

8. AGREEMENT WITH MINUTE MAN PRESS OF CARSON THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: MINUTE MAN PRESS OF CARSON
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 04/26/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

9. RATIFICATION OF AGREEMENT WITH NEW VISION PACIFIC COMMERCIAL CONSTRUCTION. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: NEW VISION PACIFIC COMMERCIAL CONSTRUCTION
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 03/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

10. RATIFICATION OF AGREEMENT WITH PRIDE HERITAGE COMPUTER TRAINING & CHILD CARE. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: PRIDE HERITAGE COMPUTER TRAINING & CHILD CARE
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 04/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

11. RATIFICATION OF AGREEMENT WITH THE CULTURAL CABOOSE CHILD CARE CENTER. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: THE CULTURAL CABOOSE CHILD CARE CENTER
SERVICES: The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 04/01/06 – 06/30/07
NTE: CalWorks pays 75% of salary Contractor pays 25%

12. AGREEMENT WITH ALICE MARTIN-ROY TO PLAN AND CONDUCT A SERIES OF PARENTING WORKSHOPS ON POSITIVE DISCIPLINE THAT WORKS. THIS SHALL INCLUDE RELATED ACTIVITIES FOR KINSHIP FOSTER CARE AND OTHER CARE PROVIDERS

CONSULTANT: ALICE MARTIN-ROY
SERVICES: To plan and conduct a series of Parenting Workshops on Positive Discipline that works. This shall include related activities for Kinship Foster Care and other care providers.
REQUESTING DEPT: FOSTER CARE
DATES: 07/01/07 – 07/31/07
NTE: \$2,000.00/\$35.00 per hour

13. AGREEMENT WITH KISHA AMIN SMITH TO PROVIDE SERVICES WITH FOSTER CARE EDUCATION (MAPP) MODELS APPROACH TO PARENTING AS A CERTIFIED INSTRUCTOR.

CONSULTANT: KISHA AMIN SMITH
SERVICES: To provide services with Foster Care Education (MAPP) models approach to Parenting as a certified instructor.
REQUESTING DEPT: FOSTER CARE
DATES: 07/01/07 – 07/31/07
NTE: \$2,000.00/\$35.00 per hour

14. RATIFICATION OF AGREEMENT WITH EL CAMINO COMMUNITY COLLEGE DISTRICT. EL CAMINO, SHALL LOAN JOHN SKIPPER AN EMPLOYEE OF EL CAMINO TO THE COMPTON COMMUNITY COLLEGE DISTRICT TO WORK AS

SPECIAL SERVICES PROFESSIONAL CONTRACT MANAGER, SUBJECT TO THE STATE PERSONNEL BOARD RULE 427 AND IN ACCORDANCE WITH GOVERNMENT CODE, SECTION 19050.8.

CONSULTANT: EL CAMINO COMMUNITY COLLEGE DISTRICT
SERVICES: Loan John Skipper, an employee of El Camino to Compton Community College District to work as Special Services Professional Contract Manager, Subject to the State Personnel Board Rule 427 and in accordance with Government Code, Section 19050.8.

REQUESTING DEPT: CAMPUS POLICE

DATES: 06/06/07 – 06/30/07

NTE: Compton Community College District will reimburse El Camino to cover the salary and employer-paid benefits that the employee will continue to receive while working at the center. Payment will be made monthly in arrears upon receipt of an invoice for the services provided each month. The agreement, however, will be amended to reflect any adjustments in salary and/or employer-paid benefits that may go into effect during the term of this agreement.

The term of the agreement shall be from June 1, 2007 through June 30, 2008. This agreement may be extended with the consent of all parties under the authority of Section 19050.8 of the Government Code.

15. AGREEMENT WITH EL CAMINO COMMUNITY COLLEGE DISTRICT. EL CAMINO, SHALL LOAN JOHN SKIPPER AN EMPLOYEE OF EL CAMINO TO THE COMPTON COMMUNITY COLLEGE DISTRICT TO WORK AS SPECIAL SERVICES PROFESSIONAL CONTRACT MANAGER, SUBJECT TO THE STATE PERSONNEL BOARD RULE 427 AND IN ACCORDANCE WITH GOVERNMENT CODE, SECTION 19050.8.

CONSULTANT: EL CAMINO COMMUNITY COLLEGE DISTRICT
SERVICES: Loan John Skipper, an employee of El Camino to Compton Community College District to work as Special Services Professional Contract Manager, Subject to the State Personnel Board Rule 427 and in accordance with Government Code, Section 9050.8.

REQUESTING DEPT: CAMPUS POLICE

DATES: 07/01/07 – 12/31/07

NTE: Compton Community College District will reimburse El Camino to cover the salary and employer-paid benefits that the employee will continue to receive while working at the center. Payment will be made monthly in arrears upon receipt of an invoice for the services provided each month. The agreement, however, will be amended to reflect any adjustments in salary and/or employer-paid benefits that may go into effect during the term of this agreement.

The term of the agreement shall be from June 1, 2007 through June 30, 2008. This agreement may be extended with the consent of all parties under the authority of Section 19050.8 of the Government Code.

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

BSD 3. AUTHORIZE SIGNATURE RESOLUTION (LACOE)

The purpose of this item is to authorize Signature Resolution for the period of July 1, 2007 to June 30, 2008.

The governing board of each school district and community college district is required to hold an annual organizational meeting. The attached "Certification of Signatures" form must be approved.

Requirements of organizational meeting in accordance with Education Code Section 35143/72000 are as follows:

"The effective period of the resolution should be the date of the Organizational meeting through the date scheduled for the 2007 annual organization meeting."

It is recommended that the Special Trustee approve the District's Certification of Signatures form for the period of July 1, 2007 to June 30, 2008.

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

BSD 4. APPROVAL OF THE ANNUAL AUDIT REPORT 2005-2006 FISCAL YEAR

The purpose of this item is to accept the Annual Audit Report for the 2005-2006 fiscal year.

The Districts Annual Financial Audit has been completed by Vicenti, Lloyd and Stutzman, LLP. The audit includes all funds of the District including General, Special Reserve, Capital Project Agency, Associated Student Funds, and the Compton College Foundation. All examinations have been made in accordance with the standards prescribed by the State Chancellor's Office of the State of California and the Audits Division, Department of Finance. The auditor's report includes Financial Statements, Schedule and Supplementary Information, as well as comments pertaining to the accounting records and the auditor's recommendation.

It is recommended that the Special Trustee approve the Annual Audit Report for 2005-2006 Fiscal Year.

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

BSD 5. TENTATIVE BUDGET 2007-2008

The purpose of this item is to request approval of the Tentative Budget for the 2007-2008 fiscal year.

The General Fund (Unrestricted) is to account for activities related to the general purposes of district operations and support of its educational program. The Special Trustee has discretionary authority to designate this fund for specific purposes or to re-designate these funds for other purposes.

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

**BSD 6. LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
(REVENUE) – CCTR-7132**

Local Agreements for Child Development Services for 2007-2008 REVENUE

F.Y. 2007-08 – Total amount encumbered by this contract: \$894,132.00

Contract Number: CCTR-7132

Program Type: GENERAL CHILD CARE AND DEV. PROGRAMS

Project Number: 19-6442-00-7

The total amount payable to this agreement shall not exceed \$894,132.00

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

**BSD 7. SIGNATURE RESOLUTION FOR CALIFORNIA DEPARTMENT
EDUCATION/CHILD DEVELOPMENT SERVICES – FISCAL YEAR 2007-
2008 – CCTR-7132**

It is recommended that the Special Trustee approve the Signature Resolution of the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2007-2008.

Signature resolution to authorize the following designated personnel to sign contract documents of the California Department of Education / Child care and Development Services for the Fiscal year 2007-2008.

BE IT RESOLVED That the Governing Board of Compton Community College District authorizes entering into local agreement number(s) CCTR-7132 and that the person(s) who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

- REUBEN JAMES, III, Director of Fiscal Affairs

It is recommended that the Special Trustee approve this signature resolution for California Department of Education/Child Care and Development Services – Fiscal Year 2007-2008.

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

BSD 8. PIGGYBACK OFF BID #2007-1/LEASED DIGITAL COPIERS

BSD 8. PIGGYBACK OFF BID #2007-1/LEASED DIGITAL COPIERS

It is recommended that the Special Trustees approve entering into a sixty (60) month contractual relationship with Ricoh Business Systems for the lease of digital copiers to replace the aging mixture of copiers (Xerox, Cannon, Konica, and Minolta) that are rapidly reaching a condition of being beyond economical repair.

The District has chosen to utilize a “piggyback” provision of Sections 81640 to 81654 of the Education Code and Sections 20651 to 20659 of the Public Contract Code. “The governing board of any community college district without advertising for bids, if the board has determined it to be in the best interest of the district, may authorize contract, lease, requisition, or purchase order...to lease...supplies, equipment... for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases.” This provision is used by the district to take advantage of lower costs realized through economy-of-scale and also to avoid the time and expense of the public bidding process. It must be noted, however, that, although not required under these provisions, several companies who expressed an interest in the copier lease program with the district were considered and evaluated. It was ultimately determined that Ricoh Business Systems provided the most advantageous program for the district’s needs. Consideration and evaluation included customer support (past and present), monthly lease pricing for efficient page per minute services, excess usage charges, and factors of manufacturer vs. distributor due to the large volume of use by the district.

The authority for this lease is made possible through the (piggybacking) provision of Bid no. BW7123-3/07-OTR, titled purchase and lease of multi-function copy machines of the Miami Dade County in cooperation with U.S. Communities Government Purchasing Alliance. The term of this contract shall be from July 1, 2007 through June 30, 2012. Note: Assembly Bill 1684 (1999-2000) enabled the State of California and the Department of General Services to enter into cooperative purchasing agreements with other states.

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

**BSD 9 FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT –
MEASURE CC PROPOSITION 39 PROJECTS**

1. Final Acceptance of Work for Shaw Contract Flooring Services, Inc. DBA
 Spectra Contract Flooring at the Learning Resource Center Project
 (Bid Package #13)
2. Budget Transfers

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

- HRD1. Management Team Personnel Action**
- HRD2. Academic Employment and Personnel Changes**
- HRD3. Approval of Agreement with CCCD and CCCFE, Certificated, Article XX.2 “Compensation” (Athletic Coaching Stipends)**
- HRD4. New Classifications for Classified Positions**
- HRD5. Classified Personnel**
- HRD6. Temporary Non-Classified Service Employees**

HRD 1 – Management Team Personnel Action

It is recommended that the Special Trustee approve the new classifications for Classified Management.

A. Director of Outreach and School Relations

POSITION DESCRIPTION: Under the direction of the Dean of Student Services, the Director of Outreach and School Relations will plan, organize, and direct the operation/activities of the Outreach and School Relations department at the El Camino College / Compton Community Educational Center. In addition, the Director of Outreach and School Relations will provide leadership to the campus in the areas of: recruitment, development of relationships with local schools/ community entities, evaluation of department effectiveness, evaluation of outreach activities, and recommending methods for continuous improvement.

EXAMPLE OF DUTIES:

- Provide leadership to the college's outreach functions which may include, but not limited to, recruitment, the development of relationships with K-12 districts, and the development of relationships with community entities from which potential students might be recruited.
- Provide overall direction and guidance to department staff in the day-to-day operations of the outreach, recruitment and relations with schools activities.
- Serve as an initial point of contact for members of the local community and local school districts desiring information about El Camino College/ Compton Community Educational Center.
- Assist the Dean of Student Services in the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.
- Assist the Dean of Student Services in the development of college-community and college-school district partnerships.
- Establish and monitor yearly budget for the Outreach and School Relations Department.
- Maintain effective communication with feeder school districts, community based organizations, business entities, and public agencies.
- Assist in the development of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.
- Participate in the development and delivery of orientation programs for new and/or returning students.
- Maintain an effective working relationship with the El Camino College/ Compton Community Educational Center counselors assigned to feeder high schools.
- Maintain an effective working relationship with other college departments that participate in the Center's college's recruiting and outreach efforts.
- Serve as the central clearinghouse for other college departments that participate in the Center's recruiting and outreach efforts.
- Stay abreast of general education/breadth requirements, degrees, certificates and majors offered by the Center and articulation agreements; answer inquiries from prospective students regarding these topics.
- Assist in the development of materials for outreach and recruitment.
- Schedule and participate in presentations to feeder schools and community entities, and conduct tours and presentations on campus as well as train others to do so.

Represent El Camino College/ Compton Community Educational Center at off-campus functions and events.

- Participate in meetings of the Center's personnel and representatives from feeder school districts.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

ABILITY TO:

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

REQUIRED QUALIFICATIONS

- Bachelor's degree AND
- Three years experience in the coordination of student services, outreach and recruitment or school relations activities.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

B. Special Assistant to the Provost/CEO

POSITION PROFILE:

Provides professional-level staff assistance to the Provost in the execution of his or her administrative responsibilities, and assists in managing and coordinating the development and execution of a variety of projects. For the foreseeable future, coordinating the District's response to periodic reviews by the FCMAT (and other State oversight agencies) will be a primary responsibility of the incumbent in this position.

TYPICAL DUTIES:

- In collaboration with deans, program managers, faculty and staff, helps initiate, plan, execute, monitor and complete various projects, conferring on matters requiring the Provost's input or action, and relaying the Provost's directions and views.
- Helps define and document the scope of various projects. Also provides on-going project management support for projects by organizing and managing available resources to complete each project on time and within defined quality and cost constraints.
- In collaboration with El Camino College officials, assists in responding to accreditation matters and preparing and compiling reports and other documents needed in connection with accreditation.
- Conducts independent study and analysis of managerial problems.
- Compiles data and prepares responses to inquiries and complaints about Center and District operations.
- Composes informational, analytical, and evaluative reports and correspondence.
- Represents the Provost on matters affecting the Center and District management and programs.
- Serves as a member of the Provost's Cabinet and other committees designated by the Provost.
- Performs related duties as assigned.

QUALIFICATIONS:

- Organization, functions, and inter-relationships of various operating units of the District and El Camino College.
- Objectives and interest of professional, employee, student and community groups as they relate to the District and the Center.
- Policies, procedures and practices of the District and the Center.
- Principles and techniques of project management.
- Current problems and issues affecting community colleges.
- Practices and principles of business administration, educational administration, public finance, and personnel administration.
- Research, statistical, and forecasting methods and techniques.
- Federal and state laws and regulations affecting community colleges.
- Principles of organization and management.
- Principles of supervision and training.
- Capabilities of computer applications, systems and hardware used in educational institutions.

Skill in:

- Interpersonal relations
- Presenting concepts verbally and in writing

Ability to:

- Independently plan and manage a variety of administrative and educational projects.
- Anticipate conditions, plan ahead, establish priorities and meet schedules.
- Present information on a wide variety of subjects using the full array of written, oral and visual formats and techniques.
- Establish and maintain effective working relationships with executives and administrative staff of public and private agencies, as well as faculty, staff and administrators employed by the District and El Camino.
- Compose comprehensive and concise reports, correspondence, and informational materials.
- Compile, analyze and evaluate data addressing a wide variety of technical and administrative topics and issues, and to determine solutions and formulate recommendations.
- Interpret and apply laws, rules, regulations, policies, and procedures to project assignment by the Provost.
- Independently plan and coordinate novel, complex and diverse assignments.
- Exercise the authority of the position with integrity and tact.
- Exercise initiative, discretion, and critical judgment.
- Motivate, direct and train others.

MINIMUM QUALIFICATIONS

Education:

A bachelor's degree from an accredited institution. A major in business, public administration, or educational administration is desirable.

Experience:

Four years of professional-level experience in an administrative staff capacity. Experience in an institution of higher learning is desirable. Supervisory experience is desirable. Certification as a Project Management Professional (or similar certification) is desirable.

C. Classified Management

1. Employment – Mr. Ricky Shabazz, Director of Outreach and School Relations, Level M3, Step 1, Outreach and School Relations, Student Affairs Area, effective July 1, 2007 through January 18, 2008, not to exceed 120 days.

D. Management Salary Schedule

It is requested that the Special Trustee approve the attached Management Salary Schedule retroactive to July 1, 2006 (see the following pages).

COMPTON COMMUNITY COLLEGE DISTRICT LIST OF MANAGEMENT POSITIONS

Classification	Range
Student Services Personnel Professional	M1
Coordinator	M1
Manager	M2
Assistant Director	M2
Internal Auditor	M2
Chief of Police	M2
Public Information Officer	M2
Senior Manager	M3
Director	M3
Dean	M4
Associate Vice President	M4
Executive Director	M4
Administrative Dean	M5
Associate Superintendent	M6
Vice President	M6
Chief Business Officer	M6

COMPTON COMMUNITY COLLEGE DISTRICT MANAGEMENT SALARY SCHEDULE

Level	Step 1	Step 2	Step 3	Step4	Step 5
M1	\$43,496	\$46,106	\$48,873	\$51,804	\$54,913
M2	\$77,201	\$82,107	\$87,348	\$92,924	\$98,855
M3	\$85,756	\$91,230	\$97,053	\$103,249	\$109,839
M4	\$95,266	\$101,346	\$107,816	\$114,699	\$122,020
M5	\$104,269	\$110,524	\$117,156	\$124,184	\$131,634
M6	\$119,082	\$126,683	\$134,770	\$143,373	\$152,525

D. Compensation Provost/CEO

It is requested that the Special Trustee increase compensation to the Provost/CEO by 5.92% retroactive to July 1, 2006.

E. Annual Health Benefit Contribution

It is requested that the Special Trustee approve the increase in the 2007-2008 annual health benefit contribution up to \$10,000 for District medical, dental and vision insurance for administrators. In the event an administrator selects less than a full benefit package (medical, dental and vision), or waives the health benefit package, the difference shall be applied by the District towards a tax shelter annuity or similar use, the total amount of which shall not exceed \$7,000.

F. Certificated Management

1. Employment – Mr. Robert Butler, Director of Special Programs and Services, Level M3, Step 2, plus \$3600 annual longevity stipend, effective July 1, 2007.
2. Employment – Mr. Luis Dorado, Director of Enrollment Management, Level M3, Step 1, effective July 1, 2007.
3. Employment – Ms. Valerie O’Guynn, Director of EOPS, Level M3, Step 2, plus \$3600 annual longevity stipend, effective July 1, 2007.
4. Employment – Ms. Mary Callahan, Acting Administrative Dean, Academic Affairs, Level M5, Step 5, plus \$1000 annual doctoral stipend, for the period of July 1, 2007 – June 30, 2008 or until the position is filled.
5. Employment – Mr. Keith Curry, Acting Dean, Student Services, Level M4, Step 5, for the period of July 1, 2007 – June 30, 2008 or until the position is filled.
6. Employment – Ms. Wanda Morris, Acting Dean, Human Services (Nursing), Level M4, Step 5, plus \$3600 annual longevity stipend, for the period of July 1, 2007 – June 30, 2008 or until the position is filled.
7. Employment – Ms. Rachelle Sasser, Acting Dean, Human Resources, Level M4, Step 5, plus \$3600 annual longevity stipend, for the period of July 1, 2007 – June 30, 2008 or until the position is filled.
8. Employment – Ms. Patricia Bonacic, Acting Director, CalWORKs, Level M3, Step 1, for the period of July 1, 2007 – June 30, 2008- August 31, 2007 or until the position is filled.
9. Employment – Ms. Shirley Edwards, Acting Director, Child Development Center, Level M3, Step 5, plus \$3600 annual longevity stipend, for the period of July 1, 2007 – June 30, 2008 or until the position is filled.
10. Employment – Mr. Macheo Shabaka, Acting Director, TRIO Programs, Level M3, Step 3, plus \$2400 annual longevity stipend, for the period of July 1, 2007 – June 30, 2008 or until the position is filled.
11. Employment – Ms. Elizabeth Martinez, Student Services Personnel Professional (Transfer Center), Level M1, Step 3, for the period of July 1, 2007 – June 30, 2008.
12. Employment (extension of current contract) – Mr. John Ayala, Acting Director of Learning and Library Resources, Level M3, Step 5, for the period of July 1 – August 31, 2007.
13. Employment – Mr. Ladislao Mendoza, Acting Director of Athletics, Class V, Step 4 (faculty salary schedule), 15 hours per week, from June 27 – August 30, 2007.

HRD 2 – Academic Employment and Personnel Changes

It is recommended that the Special Trustee approve the employment and personnel changes for certificated employees as shown in items 1-9 below.

1. Employment (ratification) – Ms. Renee Johnson, full-time tenure track nursing instructor, Class VI, Step 13, effective August 26, 2006.
2. Employment (ratification) - Ms. Roberta Hawkins, part time librarian (as needed), Class IV, Step 3, for the 2007 summer session (June 11 – August 9, 2007).
3. Employment (ratification) - Ms. Karen Vogel, part time librarian (as needed), Class II, Step 1, for the 2007 summer session (June 11 – August 9, 2007).
4. Special assignment (ratification)– Ms. Renee Johnson, nursing instructor, Class VI, Step 3, to provide NCLEX review courses for vocational students, from June 18 – August 30, 2007 (NTE 20 hours weekly).
5. Special assignment (ratification) - Ms. Ann Sweeney, nursing instructor, Class VI, Step 2, from June 18 – August 10, 2007, to provide orientation for new employees in clinical lab, NTE 13 hours weekly.
6. Employment (ratification) – Ms. Catherine Lakatos, adjunct counselor, CalWORKS, Class IV, Step 2, from June 11 – August 23, 2007 (NTE 300 hours).
7. Special assignment – Ms. Norma Parker, Spanish Professor, Class VI, Step 4, to provide translation services for Matriculation, from July 1, 2007- June 30, 2008 (NTE 107 hours).
8. Special assignment - Ms. Deborah Heming, nursing instructor, Class VI, Step 1, to provide math remediation for students, from July 1 – August 30, 2007(NTE 10 hours weekly).
9. Special assignment – Ms. Carol Ward, nursing instructor, Class II, Step 3, to provide recruitment support at local feeder high school and community agencies, from July 1 – August 30, 2007 (NTE 10 hours weekly).

HRD 3 – It is requested that the Special Trustee approve the agreement with Compton Community College District and Compton Community College Federation of Employees (Certificated) regarding Article XX.2, “Compensation.”

Stipends: The Compton Community College District and the CCCFE (Certificated) agree to the following stipends for head athletic coaches for the 2007-2008 academic year:

Football	\$8000
Men’s Basketball	\$5000
Women’s Basketball	\$5000
Baseball	\$5000
Soccer	\$5000
Badminton	\$3000
Track & Field (Cross Country)	\$3000

HRD 4. NEW CLASSIFICATIONS FOR CLASSIFIED POSITIONS:

It is recommended that the Special Trustee approve the new classifications for classified positions as shown below.

A. Buyer

POSITION DESCRIPTION: Under the direction of the Director of Fiscal Affairs, perform a variety of duties related to the acquisition of supplies, equipment, materials and services for the District; purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

EXAMPLE OF DUTIES:

- Receive, review and process requisitions; determine appropriate methods of procurement in accordance with Board policies and directives.
- Prepare formal bids and quotations; analyze bid terms and conditions; contact vendors regarding purchases and bids; evaluate bids received and recommend award.
- Expedite purchase orders and requisitions within established procedures; evaluate delivery response time, quality of goods and services, District schedules, invoice procedures and dependability.
- Assure compliance with a variety of laws, codes, regulations and restrictions related to the procurement of goods and services for the District; evaluate and recommend cost savings methods.
- Interview and correspond with vendors; coordinate demonstrations of vendor materials, product and services.
- Provide technical expertise and assistance to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints.
- Review trade publications and journals; maintain files of vendors, catalogs and listings; maintain bidding calendar and other reports as assigned.
- Assist in the maintenance of computerized records related to the purchasing function.
- Assist in preparing contract documents as assigned.
- Operate data entry equipment to input, update and maintain budget, vendor and related purchasing information.
- Train and provide work direction to clerical personnel as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Public purchasing and procurement principles, practices and procedures.
- Methods and procedures used in the purchase of District supplies and equipment.
- Applicable sections of State Education Code and other applicable laws.
- Types and sources of supplies, materials and equipment commonly used in a community college district.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.

- Oral and written communication skills.

ABILITY TO:

- Effectively and efficiently purchase a variety of supplies, equipment and materials.
- Read, interpret, apply and explain laws, rules and regulations affecting the purchase of District supplies and equipment.
- Evaluate prices, terms, discounts and quantities to purchase items cost-effectively.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Train and provide work direction to others.
- Meet schedules and time lines.
- Maintain records and files.
- Add, subtract, multiply and divide quickly and accurately.
- Operate office equipment including calculator, computer terminal and copier.

REQUIRED QUALIFICATIONS

- High School Diploma AND
- Two years of college-level course work in procurement, business or related field AND
- Two years of purchasing experience.

B. Coordinator of the Categorically Funded Foster and Kinship Care Education Program

POSITION DESCRIPTION: Under the direction of the Director of Special Programs and Services, the Coordinator is responsible for development, implementation and direct supervision of activities related to Foster and Kinship Care Education Programs.

EXAMPLE OF DUTIES:

- Coordination/Management of all Foster and Kinship Care Education Programs activities at the Foster Care Education Building on the Compton Community College District site.
- Implementation of the objectives and activities of the Foster and Kinship Care Education Programs.
- Make final selection of program participants.
- Authorization and accountability for all Foster and Kinship Care Education Programs budgetary expenditures.
- Organize and chair staff meetings and serve as liaison to meetings with the Special Programs and Services Department.
- Plan and participate in the publicizing of the philosophies, goals and services to the El Camino College Compton Community Educational Center faculty and staff; to faculty, staff, students and parents at the targeted school sites; to community residents affiliated with community organizations that reach diverse population groups in the community.
- Coordinate the implementation of the Foster and Kinship Care Education Advisory Committee.
- Employment recommendations and training of all Foster and Kinship Care Education Program Staff.
- Establish and maintain communication with other Foster and Kinship Care Education Programs that target the same population.
- Participate in regional activities, trainer conferences, and program coordinators meetings.
- Conduct evaluations of Foster and Kinship Care Education Programs activities.
- Supervise all reports, documentation of the El Camino College Compton Educational Center Foster and Kinship Care Education Programs to funding agencies.
- Assist in the recruitment, orientation and supervision of Foster and Kinship Care Program staff.
- Coordinate and supervise data collection and compiling of data for project reports and evaluation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Good interpersonal, verbal and written communication skills.
- Budget planning and management.
- School/community and college partnerships.
- Evaluation techniques and computerized data systems.

ABILITY TO:

- Plan, coordinate and implement activities.
- Provide academic advising, and career development services for college bound students.

- Provide tutorial services in group and individual settings.
- Maintain accurate and effective student activities/counseling documentation as required by the Foster and Kinship Care Education funding agencies.
- Work with Center personnel.
- Communicate strongly and effectively.
- Use computer applications proficiently.
- Have available and reliable personal transportation, a valid driver's license, and willingness and ability to travel extensively in the target area.

REQUIRED QUALIFICATIONS

- Bachelor's degree
- Experience working with low income, first generation students historically disadvantaged high school students.
- One year of formal training, internship or leadership experience reasonably related to an administrative assignment.
- Administrative and managerial experience, preferably with categorically funded programs.

HRD 5 – Classified Personnel

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

A. Leave of Absence

1. Mr. Harold Green (paid, 50%), Utility Maintenance Worker, Range 17, Step F, Maintenance & Operations, Administrative Affairs Area, effective May 30, 2007 through June 3, 2007, medical leave extended.
2. Mr. Taiwan Rogers (paid, FMLA), Categorically Funded Program Technician, Range CFP2, Step 3, Title V, Administrative Affairs Area, effective July 16, 2007 through August 10, 2007.

B. Reinstatement

1. Mr. Jimmy Thomas, Utility Maintenance Worker, Range 17, Step 5, Maintenance and Operations, Administrative Affairs Area, effective July 1, 2007.

C. Employment

1. Ratification -- Ms. Carla Mitchell, Secretary to the Provost, Range K, Step 1, Office of the Provost, effective June 12, 2007.
2. Mr. Sidney Cosby, Coordinator of the Federally Funded Upward Bound Math/Science Program, Range 29, Step A, Upward Bound Math/Science, Student Affairs Area, effective June 27, 2007.
3. Ms. Rosalba Gallegos, EOP&S Coordinator, Range 31, Step A, EOP&S/CARE, Student Affairs Area, effective June 27, 2007.
4. Ms. Tanesha Powers, Coordinator of the Federally Funded Upward Bound Program, Range 29, Step A, Upward Bound, Student Affairs Area, effective June 27, 2007.

D. Working Out of Classification

1. Ratification -- Ms. Monica Macareno, EOP&S Specialist, Range 25, Step E, to EOP&S Coordinator, Range 31, Step A, Student Affairs Area, effective June 1, 2007 through June 30, 2007.
2. Ms. Velma Garrett, Categorically Funded Program Assistant, Range CFP1, Step C, to Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Affairs Area, effective July 1, 2007 through September 30, 2007.
3. Mr. Felix Starks, Categorically Funded Program Assistant, Range CFP1, Step C, to Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Affairs Area, effective July 1, 2007 through September 30, 2007.

E. Provisional Employment

1. Ratification -- Mr. Kassiem Howard, Shipping and Receiving Clerk, Range 20, Step A, Maintenance & Operations, Administrative Affairs Area, effective June 11, 2007 through June 30, 2007, not to exceed 35 hours per week.
2. Ratification -- Ms. Latasha Millender, Jr. Account Clerk, Range 15, Step A, Business Affairs, Administrative Affairs Area, effective June 11, 2007 through June 30, 2007, not to exceed 35 hours per week.
3. Ratification -- Mr. Armando Ruiz, Accounting Technician, Range 22, Step F, Business Affairs, Administrative Affairs Area, effective May 14, 2007 through June 30, 2007, salary correction.
4. Ratification -- Ms. Santa Rivera, Jr. Account Clerk, Range 15, Step A, Business Affairs, Administrative Area, effective June 11, 2007 through June 30, 2007, not to exceed 35 hours per week.
5. Ms. Claudette Allen, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
6. Ms. Miriam Alonso, Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound, Student Affairs Area, effective July 1, 2007 through June 30, 2008, 35 hours per week, not to exceed 120 days.
7. Ms. Nelly Alvarado, Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound Math Science, Student Affairs Area, effective July 1, 2007 through June 30, 2008, 35 hours per week, not to exceed 120 days.
8. Ms. Shahidah Beyah, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
9. Ms. Willda Bingham, Certified Athletic Trainer, Range 33, Step F, Athletics, Student Affairs Area, effective July 1, 2007 through June 30, 2008, 35 hours per week, not to exceed 120 days.
10. Ms. Eleanor Blair, Children Center Aide, Range 15, Step F, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
11. Ms. Gina Caballero, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
12. Ms. Dessie Ross-Cammons, Children Center Aide, Range 15, Step F, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
13. Mr. Brad Conn, Categorically Funded Program Specialist, Educational Talent Search, Range CFP3, Step A, Student Affairs Area, effective July 1, 2007 through June 30, 2008, 35 hours per week, not to exceed 120 days.
14. Ms. Gloria Duran, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.

15. Mr. Ifeanyi Egwuatu, Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound, effective July 1, 2007 through June 30, 2008, 35 hours per week, not to exceed 120 days.
16. Ms. Carmen Figueroa, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
17. Ms. Pamela Godfrey, Coordinator of the Categorically Funded Foster and Kinship Care Education Program, Range 29, Step C, Foster Care/Kinship, Student Affairs Area, effective July 1, 2007 through January 18, 2008, 35 hours per week, not to exceed 120 days.
18. Ms. Peggy Haley, Administrative Assistant, Range 20, Step F, CalWorks, Student Affairs Area, effective July 1, 2007 through August 31, 2007, not to exceed 120 days.
19. Ms. Betty Halloway, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
20. Ms. Gabrela Huitzil, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
21. Ms. Joyce Jefferson, Children Center Aide, Range 15, Step F, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days .
22. Ms. Eva Kariuki, Administrative Assistant, Range 20, Step A, Maintenance and Operations, Administrative Affairs Area, effective July 1, 2007 through January 31, 2008, not to exceed 120 days.
23. Ms. Sonja Naranjo, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
24. Ms. Esther Ontiveros Ramirez, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
25. Ms. Susana Loeza Reyes, Utility Maintenance Worker, Range 17, Step A, Maintenance and January 31, 2008, not to exceed 120 days.
26. Ms. Paulette Thompson, Children Center Aide, Range 15, Step F, Child Development Center, Academic Affairs Area, effective July 1, 2007 through January 31, 2008, 20 hours per week, not to exceed 120 days.
27. Mr. Jack Wilson, Utility Maintenance Worker, Range 17, Step F, Maintenance and Operations, Administrative Affairs Area, effective July 1, 2007 through January 31, 2008, not to exceed 120 days.

HRD 6. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Ratification -- Amber Addison- Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 11, 2007 through September 30, 2007, Financial Aid, Student Affairs Area, student worker in the Financial Aid Office (NTE 27 hours per week).
2. 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 May 15, 2007 through June 8, 2007, Athletics, Student Affairs Area, extension due to the additional games in the Athletics Department (NTE 40 hours per week).
3. 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 May 15, 2007 through June 8, 2007, Athletics, Student Affairs Area, extension due to the additional games in the Athletics Department (NTE 375 hours).
4. Ratification -- Susanne Gilmore - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective May 16, 2007 through June 30, 2007, Language Lab/Writing Center, Academic Affairs Area, to provide tutorial services for Language Lab (NTE 20 hours per week).
5. Ratification -- Nicole Ivery - Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 11, 2007 through June 30, 2007, Financial Aid, Student Affairs Area, student worker in the Financial Aid Office (NTE 27 hours per week).
6. Ratification -- Cornell Somerville - 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 May 15, 2007 through June 8, 2007, Athletics, Student Affairs Area, extension due to the additional games in the Athletics Department (NTE 375 hours).
7. Ratification -- Shannon Williams - 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 May 15, 2007 through June 8, 2007, Athletics, Student Affairs Area, extension due to the additional games in the Athletics Department (NTE 375 hours).
8. Amber Addison - Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through September 30, 2007, Financial Aid, Student Affairs Area, student worker in the Financial Aid Office (NTE 27 hours per week).
9. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
10. 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 July 1, 2007 through August 31, 2007, Educational Talent Search, Student Affairs Area, to tutor for the Educational Talent Search Program students in English (NTE 20 hours per week).

11. 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 July 1, 2007 through August 31, 2007, Educational Talent Search, Student Affairs Area, to tutor Educational Talent Search students in Math (NTE 20 hours per week).
12. Susanne Gilmore - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through December 31, 2007, Language Lab/Writing Center, Academic Affairs Area, to provide tutorial services for Language Lab (NTE 20 hours per week).
13. Nicole Ivery - Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through September 30, 2007, Financial Aid, Student Affairs Area, student worker in the Financial Aid Office (NTE 35 hours per week).
14. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
15. Rosalie Latchison - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Admission and Records, Student Affairs Area, to assist with Admission, Registration, Records, Datatel programs, and counter information for 2007 – 2008 (NTE 35 hours per week).
16. Rosa Ledesma - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Admission and Records, Student Affairs Area, to assist with Admission, Registration, Records, Datatel programs, and counter information for 2007 – 2008 (NTE 35 hours per week).
17. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
18. Sandry Mendez - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through August 31, 2007, Educational Talent Search, Student Affairs Area, to provide tutorial assistance to Educational Talent Search participants (NTE 20 hours per week).
19. Angelique Miller - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Admission and Records, Student Affairs Area, to assist with Admission, Registration, Records, Datatel programs, and counter information for 2007 – 2008 (NTE 15 hours per week).
20. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).

21. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
22. 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 July 1, 2007 through July 13, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
23. Gloria Salas- Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Admission and Records, Student Affairs Area, to assist with Admission, Registration, Records, Datatel programs, and counter information for 2007 – 2008 (NTE 35 hours per week).
24. Norma Sanchez - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Assessment Center, Student Affairs Area, to assist Assessment Center testing as test facilitator, corrects error on upload to Datatel from ACCUPLACER, prepares statistic data for Assessment Center (NTE 35 hours per week).
25. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
26. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
27. 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 July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
28. Robert Wilkins - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through August 17, 2007, Learning Resource Center, Academic Affairs Area, to provide tutorial assistance for Summer Session (NTE 15 hours per week).
29. Dana Williams - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2007 through June 30, 2008, Admission and Records, Student Affairs Area, to assist with Admission, Registration, Records, Datatel programs, and counter information for 2007 – 2008 (NTE 35 hours per week).