



Board Agenda

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

Closed Session to Commence at 4:00 P.M.
Open Session to Commence at 6:00 P.M.

Tuesday, May 19, 2009
District Board Room
1111 E. Artesia Boulevard
Compton, California 90221

- I. Call to Order at 4:00 p.m.**
- 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)
 - a. Minutemen vs. Compton CCD
 - b. Compton CCD v. U.S. Department of Education – Docket No. 05-78-SP
 - B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:**
 1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(A): two cases.
 2. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
 - a. EEOC Charge of John Rabun
 - b. EEOC Charge of Eugene Benson
 - c. Claim of Michael M. Benson

- C. **INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C):**
(Two cases)
- D. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
 - 1. Agency designated representative: Dr. Lawrence Cox, CEO/Provost
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees
- E. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**
(Two Matters)
- V. **Reconvene to Open Session at 6:00 p.m.**
- VI. **Roll Call**
- 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 – Jerome Evans
 - C. Classified Representative Report – David Simmons
 - D. Academic Senate President Report – Saul Panski
 - E. CCCDFE Certificated Employees Report – Toni Wasserberger
 - F. CCCDFE Classified Employees Report – Joseph Lewis
 - G. Confidential/Supervisory Representative Report – Roy Patterson
 - H. Associated Student Body Report – Rob Pitts, ASB President
- XI. **Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters (including Closed Session Items)**
- XII. **Information/Presentation – Chief Executive Officer**
 - A. Dr. Lawrence Cox – Center and District Update
 - B. Ronald Gerhard – Budget Update
 - C. Jane Harmon – Academic Affairs Update
 - D. Bill Vorhies, EB5C Consultants – Status of FCMAT Recovery

XIII. Approval of Minutes of April 21, 2009

XIV. Discussion/Action Agenda

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

- B. Business Services - Consent Calendar
 - BSD 1 Purchase Orders
 - BSD 2 Agreements/Contracts
 - BSD 3 Drawdown from the Line of Credit
 - BSD 4 Repayment of Advance Apportionment for 2008-2009
Due on June 1, 2009
 - BSD 5 Budget Transfers
 - BSD 6 Contracting of Repairs of HVAC and Emergency Power Systems for
the MIS Building

- C. Human Resources - Consent Calendar
 - HRD 1 Management Team Personnel Action
 - HRD 2 Academic Employment and Personnel Changes
 - HRD 3 Memorandum of Understanding
 - HRD 4 Classified Employees
 - HRD 5 Temporary Non-Classified Service Employees
 - HRD 6 Evaluation Procedure for District Administrators

XVI. Next meeting date: June 16, 2009 Closed session begins at 4:00 p.m.
Open session begins at 6:00 p.m.

XV. Adjournment

*Please note: If you would like a copy of any of the support documents/attachments, please contact
Paula VanBrown at (310) 900-1600, Ext. 2274.
Thank you!*

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, April 21, 2009

MINUTES

- I. The Board of Trustees Meeting was called to order at 4:00 p.m.
- II. Roll Call
Members Present:
 - Dr. Peter Landsberger, Special Trustee
 - Dr. Lawrence Cox, CEO/Provost
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters – None
- IV. Recess to Closed Session at 4:02 p.m. for Discussion and/or Action in accordance with the Brown Act, Government Code Section 54950 et.esq, and the Education Code and pursuant to Government Code Section 54954.5.
- V. Reconvene to Open Session of the Board of Trustees at 6:05 p.m. in the Board Room
- VI. Roll Call
Members Present:
 - Dr. Peter Landsberger
 - Dr. Lawrence Cox
 - Dr. Willie O. Jones, Elected Trustee
 - Lorraine Cervantes, Elected Trustee
- VII. A Reflective Moment – Trustee Jones
- VIII. Pledge of Allegiance – All
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
No Reportable Action
- X. Reports from Representatives and Employee Organizations
 - 1) Student Trustee Report – vacant
 - 2) Faculty Representative Report – Jerome Evans – absent
 - 3) Classified Representative Report – David Simmons – no report
 - 4) Academic Senate President Report – Saul Panski – absent
 - 5) CCCDFE Certificated Employees Report – Toni Wasserberger – absent
 - 6) CCCDFE Classified Employees Report – Joseph Lewis

- 7) Confidential/Supervisory Representative Report – Roy Patterson – no report
- 8) Associated Student Body Report – Rob Pitts - absent

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

Those who spoke are listed below:

- 1) Nehasi Lee, student – Concerned about proper public notice of meetings on campus; suggested putting sign on boardroom door when meetings are being held to avoid disruption; requested discussion of BSD4 and BSD13.

XII. Information/Presentation – Dr. Lawrence Cox, Provost/CEO

A. Center/District Update – Dr. Lawrence Cox

- 1. Student Enrollment – 4,247 which is a 49% increase from last year at this time; FTES: 1636, which is 38.1% increase from last year at this time. Students are still enrolling for the spring 8-week session. The last day to register is Friday, April 24, 2009. Final enrollment data for Spring 2009 should be available by the end of June. We expect to exceed our original FTES target of 4480 and reach over 5100 for the 2008-2009 academic year.
- 2. Student Services Programs:
 - a) On April 13, 2009 through April 17, 2009, we had 25 Compton Center students participate in the Northern California College/University Tour. Our students visited the following colleges/universities: University of California, Santa Cruz; San Jose State University; San Francisco State University; University of California, Berkeley; Sacramento State University; University of California, Davis.
 - b) On Sunday, May 17, 2009, the Compton Center will host the annual Academic Awards Tea at 3:00 p.m. in the Student Lounge. During this ceremony we will honor the Compton Center students graduating with honors and student scholarship award recipients. The keynote speaker for this event is Mr. James Rogers, a Compton graduate and a senior graduating from the University of California at Berkeley.
 - c) The El Camino College Nursing Pinning Ceremony for Compton Center students is scheduled for Tuesday, June 9, 2009 at 6:00 pm in the Compton Center Gym.
 - d) The Graduation Ceremony for Compton Center students is scheduled for Thursday, June 11, 2009 at 5:30 p.m. in the Compton Center Stadium. The keynote speaker for graduation is a professor and former Associate Justice of the California Supreme Court, Mr. Cruz Reynoso. In 1976, Mr. Reynoso was appointed Associate Justice of the California Courts of Appeal. In 1982, Mr. Reynoso became the first Latino to be appointed an associate justice of the California Supreme Court. In 2000, President Bill Clinton honored Cruz Reynoso with a Presidential Medal of Freedom, the country's highest civilian honor, for his lifelong devotion to public service.
 - e) The OMW 2 Compton Metro campaign is still going strong and we are nearing 600 participants.
 - f) There was a budget presentation two weeks ago and at each future board meeting there will be a budget update.

- B. Budget Update – Jim Grivich
 Mr. Grivich distributed copies of “Annual Strategic Review: Underlying Budget Assumptions Summary for 2009-2010” which summarized his presentation.
- C. Irene Graff, ECC Director, Institutional Research – ARCC REPORT
 Ms. Graff distributed copies of her presentation “ARCC Report: System wide Indicators – Focus on Results, and College Level Indicators.”

Acceptance of ARCC Report:

Action	Ramos	Jones	Cervantes	Dr. Landsberger
ARCC REPORT ACCEPTED	Absent	Yes	Yes	Yes

XIII. Approval of Minutes of March 17, 2009 – **Approved**

Action	Ramos	Jones	Cervantes	Dr. Landsberger
Minutes APPROVED	Absent	Yes	Yes	Yes

XIV. Discussion/Action Agenda

- A. Business Services
Consent Calendar – **Approved**
 BSD 1 Purchase Orders
 BSD 3 Stale Dated Warrants
 BSD 5 Ratification of Local Agreement for Child Development Services CCAP-8126
 BSD 6 Amendment to Local Agreement for Child Development Services CCTR-8128
 BSD 7 Signature Resolution for Child Care Services CCTR-8128
 BSD 8 Local Agreement for Child Development Services CSCC-8106
 BSD 9 Signature Resolution for Child Care Services CCTR-8106

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 1,3,5,6,7,8,9 APPROVED	Absent	Yes	Yes	Yes

BSD 2 Agreements/Contracts

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 2 APPROVED	Absent	Yes	Yes	Yes

BSD 4 Declaration of Indefinite Salaries for Retroactive Pay 2008-2009

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 4 APPROVED	Absent	Yes	Yes	Yes

BSD 10 Resolution for Authorization for Temporary Inter-fund Cash Borrowing Between Funds

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 10 APPROVED	Absent	Yes	Yes	Yes

BSD 11 Non-Resident Tuition Fee for 2009-2010

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 11 APPROVED	Absent	Yes	Yes	Yes

BSD 12 Budget Transfers

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 12 APPROVED	Absent	Yes	Yes	Yes

BSD 13 Budget Revisions for Bond Fund Capital Facilities Projects

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 13 APPROVED	Absent	Yes	Yes	Yes

BSD 14 Resolution of the Special Trustee of the Compton Community College
 District Requesting the Issuance of 2008-2009 Tax and Revenue
 Anticipation Notes

Action	Ramos	Jones	Cervantes	Dr. Landsberger
BSD 14 APPROVED	Absent	Yes	Yes	Yes

- D. Human Resources Consent Calendar – **Approved**
- HRD 1 Academic Employment and Personnel Changes
- HRD 2 Academic Special Assignment Job Description
- HRD 3 Eligibility List
- HRD 5 Classified Employees
- HRD 6 Temporary Non-Classified Service Employees

Action	Ramos	Jones	Cervantes	Dr. Landsberger
HRD 1,2,3,5,6 APPROVED	Absent	Yes	Yes	Yes

- HRD 4 Management Team Personnel Action – **Approved**

Action	Ramos	Jones	Cervantes	Dr. Landsberger
HRD 4 APPROVED	Absent	Yes	Yes	Yes

- XV. Closing Comments:
 Lorraine Cervantes: Commented on the visit of Liberia’s first female President at a Christian school in Compton

Jim Grivich, Interim CBO: Thanked the Board for allowing him be the interim CBO for five months. The District has hired a permanent CBO who will be starting in May.

Adjourned at 7:40 p.m. in memory of Joe Benny Williams, former District employee and Union President

Next Scheduled Regular Meeting: May 19, 2009

*Closed Session: 4:00 p.m.
 Open Session: 6:00 p.m.*

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

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

XIV. REPORT / DISCUSSION / ACTION

BT1 Consideration and Approval of Regularly Scheduled Meeting Dates 2009-2010



**Compton Community College District
Board of Trustees Regularly Scheduled Meeting Dates
2009-2010**

Tuesday, July 21, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, August 18, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, September 15, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, October 20, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, November 17, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, December 15, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, January 19, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, February 16, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, March 16, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, April 20, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, May 18, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, June 15, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)

NOTE: The Board of Trustees Meeting Agenda shall be posted 72 hours prior to regular meetings.
The Board of Trustee Special Meeting Agenda shall be posted 24 hours prior to special meetings.

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

**BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR
 APRIL 2009**

Run Date **Compton Community College District**
 5/4/2009 **BOARD OF TRUSTEES PURCHASE ORDER LISTING**
Meeting Date: 05/19/2009

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

P.O.				
Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01 Unrestricted-Compton Ed Center				
P0203899	Burke, Williams &	Office of the CEO	Legal	\$230.00
P0203902	Compton Community	Human Resources	Dues and Memberships	\$100.00
P0203904	Tigerdirect.Com	Information Technology	Equipment	\$3,832.95
P0203932	Airline Tickets 4 Less	Operations	Conferences Mgmt	\$339.70
P0203944	Compton Community	Operations	Conferences Mgmt	\$108.96
P0204011	Dept of Industrial	Operations	Equipment	\$210.00
P0204013	Melissa's Party	I&T Division	Instructional Supplies/Lottery	\$55.00
P0204030	Airgas West	Welding	Instructional Supplies/Lottery	\$155.82
P0204044	Bobco Metals	Welding	Instructional Supplies/Lottery	\$3,635.40
P0204057	1099 Pro., Inc.	Fiscal Services	Other Services and Expenses	\$109.14
P0204058	Clarus Corporation	Public Relations &	Other	\$13,698.00
P0204073	Accuplacer	Div Office-Student	Instructional Supplies/Lottery	\$7,931.55
P0204075	AT&T Mobility	Information Technology	Telephone	\$953.08
P0204076	AT&T	Information Technology	Telephone	\$86.76
P0204077	AT&T	Information Technology	Telephone	\$230.66
P0204078	AT&T/MCI	Information Technology	Telephone	\$255.81
P0204080	AT&T	Information Technology	Telephone	\$230.66
P0204081	Jpd Copier Products	Information Technology	Repairs Non-Instructional	\$2,191.70
P0204090	Mt. Sac Athletics	Athletics	Conferences Mgmt	\$90.00
P0204091	Golf Venture West	Operations	Equipment	\$917.88
P0204093	Rodney Murray	I&T Division	Instructional Supplies/Lottery	\$370.58
P0204094	Notary's N Motion	Fiscal Services	Other Services and Expenses	\$50.00
P0204112	National Charter Lines	Office of the CEO	Transportation	\$4,350.00
P0204113	National Charter Lines	Office of the CEO	Transportation	\$927.31
P0204114	Community College	Board of Trustees	Conferences Mgmt	\$450.00
P0204115	The United Bus	Office of the CEO	Transportation	\$625.00
P0204116	Lawrence Cox	Office of the CEO	Travel Exp - OST Applicants	\$57.23
P0204117	Assetworks, Inc	Board of Trustees	Contract Services	\$12,250.00
P0204118	Csulb the Bulletin	Public Relations &	Multi Media Advertising	\$270.56
P0204119	TAJ Office & School	Information Technology	General Office Supplies	\$207.56
P0204140	Cal State University	Athletics	Conferences Mgmt	\$75.00
P0204151	Office Xpress	Admissions/Records	General Office Supplies	\$655.11
P0204157	Bank of America	Board of Trustees	Travel and Conference	\$2,076.76
P0204169	Compton Ccd / Keenan	Board of Trustees	Liability - Self Insurance	\$20,000.00
P0204201	Sagem	Information Technology	Maintenance Contracts	\$2,949.00
P0204202	Neopost Inc.	Copy Center	Maintenance Contracts	\$573.05

P0204209	Airline Tickets 4 Less	Academic Affairs	Conferences Mgmt	\$2,317.60
P0204210	Steris Corporation	Academic Affairs	Repairs Non-Instructional	\$2,743.95
P0204215	National Charter Lines	Athletics	Transportation/ Mileage and	\$551.38
P0204231	S & B Foods	Student Recruitment	Non-Instruct Supplies	\$120.00
P0204233	J.B. Imprints	Student Affairs	Other Services and Expenses	\$114.72
P0204243	Simplex Grinnell	Operations	Repairs Non-Instructional	\$437.00
P0204244	Simplex Grinnell	Operations	Repairs Non-Instructional	\$480.00
P0204245	Andrew W. Krynicki	Fiscal Services	Other Services and Expenses	\$17.00
P0204246	Gus Chavez Ice	Student Affairs	Non-Instruct Supplies	\$250.00
P0204247	Simplex Grinnell	Operations	Repairs Non-Instructional	\$10,530.53
P0204253	Simplex Grinnell	Operations	Repairs Non-Instructional	\$513.00
P0204255	State Wide Public	Operations	Contract Services	\$3,225.00
P0204270	Mci Sales & Service Inc.	Operations	Repairs Non-Instructional	\$2,531.60
P0204281	National Business	Fiscal Services	General Office Supplies	\$1,064.10
P0204284	Gerald H. Sequeira	Div Office-Student	Non-Instruct Supplies	\$119.43
P0204285	Nextel/Sprint	Information Technology	Telephone	\$1,585.71
P0204286	4IMPRINT.COM	Student Recruitment	Non-Instruct Supplies	\$1,624.22
P0204287	S&b Foods	Student Recruitment	Non-Instruct Supplies	\$64.00
P0204288	Cate-R-Us Services	Compton Auxiliary	Non-Instruct Supplies	\$5,298.63
P0204292	Lawrence Cox	Office of the CEO	Travel Exp - OST Applicants	\$36.71
P0204293	National Promotions &	Student Recruitment	Non-Instruct Supplies	\$843.00
P0204294	Asap Sign Company	Div Office-Student	Non-Instruct Supplies	\$5,544.44
Fund 01 Total: 58				\$121,262.25

Fund 10 Restricted-Compton Ed Center

P0204027	Airgas West	VATEA I&T	New Equipment - Instructional	\$4,170.00
P0204035	Center for Community	Model Approaches to	Building Rental	\$1,000.00
P0204037	Cal Poly Pomona	TRIO - Upward Bound	Other Services and Expenses	\$43,000.00
P0204038	Tigerdirect.Com	BFAP Augmentation	New Computer	\$7,134.91
P0204043	Royal Sewing Machine	VATEA I&T	New Equipment - Instructional	\$2,906.05
P0204045	Go Engineer Better	I&T Division	New Equipment - Instructional	\$6,839.00
P0204047	California Apparel	VATEA I&T	New Equipment - Instructional	\$115.00
P0204049	Cal Poly Pomona	TRIO - Upward Bound	Other Services and Expenses	\$35,000.00
P0204051	Office Xpress	EGADNP	Instructional Supplies/Lottery	\$1,214.86
P0204074	Houghton Mifflin	TRIO - Upward Bound	General Office Supplies	\$332.17
P0204120	Office Depot	VATEA I&T	New Equipment - Instructional	\$646.32
P0204146	Tigerdirect.Com	VATEA I&T	New Equipment - Instructional	\$5,810.85
P0204158	Airline Tickets 4 Less	Basic Skills --Compton	Travel and Conference	\$289.70
P0204191	Premier Computer	Career & Tech Ed	Instructional Supplies/Lottery	\$208.67
P0204211	Paramount Trophy	TRIO - Upward Bound	Instructional Supplies/Lottery	\$60.09
P0204232	Fed Ex Kinkos	Model Approaches to	Non-instructional Supplies	\$2,590.87
P0204234	Pamela	Model Approaches to	General Office Supplies	\$181.68
P0204235	Sams Club Direct	Foster Care Ed	General Office Supplies	\$50.00
P0204256	El Pollo Loco	Model Approaches to	General Office Supplies	\$154.02
P0204283	Newport Landing	TRIO - Upward Bound	Non-Instruct Supplies	\$440.00
P0204295	Pamela	Model Approaches to	Non-Instructional Supplies	\$38.50
P0204296	Plato Learning	TTIP Library Automation	License Fee/Site Licenses	\$46,594.78
Fund 10 Total: 22				\$158,777.47

Fund 13 Compton Line of Credit

P0203897	EB5C, LLC	Fiscal Services	Contract Services	\$12,350.00
P0204012	EB5C, LLC	Office of the CEO	Contract Services	\$5,320.00
Fund 13 Total: 2				\$17,670.00

Fund 30	Child Development Ctr - Compton			
P0204252	Compton Community	CDC	License Fee/Site Licenses	\$800.00
	Fund 30 Total: 1			\$800.00
Fund 45	Revenue Construct Bond - Compton			
P0204050	Southland Industries	Information Technology	Contract Services	\$260,982.00
P0204086	Douglas E. Barnhart,	Learning Resource	Project Mgt-Bond Project	\$10,467.19
P0204092	Moss Adams	Program Support	Consultants Services	\$13,935.00
P0204150	Tower Glass Inc.	CDC	Building	\$5,478.02
P0204163	Tower Glass Inc.	CDC	Building	\$18,343.66
P0204236	Southland Industries	Information Technology	Contract Services	\$1,784.13
P0204237	Southland Industries	Information Technology	Contract Services	\$1,103.31
P0204238	Southland Industries	Information Technology	Contract Services	\$5,151.74
P0204239	Southland Industries	Information Technology	Contract Services	\$225.00
P0204240	Southland Industries	Information Technology	Contract Services	\$1,020.00
P0204241	Southland Industries	Information Technology	Contract Services	\$608.00
P0204242	Southland Industries	Information Technology	Contract Services	\$5,771.10
P0204249	tBP Architecture, Inc	Utilities Master Plan -	Architecture & Engineering	\$6,250.00
P0204250	Sandy Pringle	Utilities Master Plan -	Architecture & Engineering	\$15,000.00
P0204251	tBP Architecture, Inc	Utilities Master Plan -	Architecture & Engineering	\$4,708.50
P0204254	Sandy Pringle	Utilities Master Plan -	Architecture & Engineering	\$15,000.00
	Fund 45 Total: 16			\$365,827.65
Fund 60	Workers' Comp - Compton Ed Ctr			
P0204195	SAWCX II	Fiscal Services	Insurance	\$26,762.00
	Fund 60 Total: 1			\$26,762.00
Fund 70	Financial Aid - Compton			
P0204014	California Student Aid	Financial Aid	SCAL GRANTS	\$161.00
	Fund 70 Total: 1			\$161.00
			PO Funds Total: 101	\$691,260.37
Fund 01	Unrestricted-Compton Ed Center			
B0211214	Compton Ccd / Keenan	Board of Trustees	Liability - Self Insurance	\$59,704.00
B0211225	Keenan & Associates	Board of Trustees	Liability - Self Insurance	\$25,000.00
B0211234	Complete Welding	Welding	Instructional Supplies/Lottery	\$400.00
B0211248	Dunn Edwards Paint	Operations	Repairs Non-instructional	\$3,000.00
B0211249	El Camino Community	Fiscal Services	Visa/Mastercard Fees	\$5,000.00
B0211257	Jones Biomedicals	Life Sciences	Instructional Supplies/Lottery	\$5,000.00
B0211258	AT&T/MCI	Information Technology	Telephone	\$254.64
	Fund 01 Total: 7			\$98,358.64
Fund 10	Restricted-Compton Ed Center			
B0211213	Sampaguita	TRIO - Upward Bound	Transportation	\$1,315.00
	Fund 10 Total: 1			\$1,315.00
Fund 13	Compton Line of Credit			
B0211239	Jeraldine Potras	Presidents Office	Contract Services	\$25,600.00
	Fund 13 Total: 1			\$25,600.00

Fund 45	Revenue Construct Bond - Compton			
B0211218	HMC Architecture	Learning Resource	Architecture & Engineering	\$95,000.00
B0211228	S & K Engineers	Utilities Master Plan -	Architecture & Engineering	\$1,583,233.00
		Fund 45 Total: 2		\$1,678,233.00
		BPO Funds Total: 11		\$1,803,506.64
		<u>Grand Total POs and BPOs: 112</u>		\$2,494,767.01

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

BSD 2 AGREEMENTS/CONTRACTS

1. Ratification of Agreement with El Camino College District, Contractor to Provide First Year Experience Program to Help First Year Students Acclimate to College Life
2. Agreement with Jasmine Edwards, Contractor to Provide Academic Enrichment Services for the Upward Bound Math-Science Summer Residential Program at El Camino College Compton Center & Cal Poly Pomona.
3. Agreement with Anthony Hale, Contractor to Provide Academic Enrichment Services for the Upward Bound Summer Residential Program at El Camino College Compton Center & Cal Poly Pomona.
4. Agreement with Gloria Martinez, Contractor to Provide Academic Enrichment Services for the Upward Bound Summer Residential Program at El Camino College Compton Center & Cal Poly Pomona
5. Agreement with Belen Najera, Contractor to Provide Academic Enrichment Services for the Upward Bound Summer Residential Program at Cal Poly Pomona
6. Agreement with Calvert Wright, Contractor to Provide Academic Enrichment Services for the Upward Bound Math-Science Summer Residential Program at El Camino College Compton Center & Cal Poly Pomona
7. Amended Ratification of Agreement with Linda Jones, Approved October 14, 2008, The Period of Performance shall be extended from December 30, 2008 to June 30th, 2009. Compensation Shall Remain the Same
8. Amended Ratification of Agreement with April McLaughlin, Approved October 14, 2008, The Period of Performance shall be extended from December 30, 2008 to June 30th, 2009. Compensation Shall Remain the Same
9. Agreement With April McLaughlin, Contractor to Provide a Series of (PS MAPP) Parenting Classes for Prospective Resource Families on an as needed basis
10. Amended Ratification of Agreement with Delores Pace, Approved July 15, 2008, The Period of Performance Shall be Extended from December 30, 2008 to June 30th, 2009. Compensation Shall Remain the Same
11. Agreement with Sandra Smith, Contractor to Provide a Series of (PS MAPP) Parenting Classes for Prospective Resource Families on an as needed basis
12. Agreement with Natasha Wilson, Contractor to Plan and Conduct a Series of Parenting Classes for the Foster & Kinship Care Education Program on an as needed basis
13. Agreement with Kamau Mensah, Contractor to Provide Services in the Student Support Services Program
14. Ratification of Agreement with HMC Architects, Contractor to Provide Master Architect Services in Preparation of the State Five Year Construction Plan

1. RATIFICATION OF AGREEMENT WITH EL CAMINO COLLEGE DISTRICT, CONTRACTOR TO PROVIDE FIRST YEAR EXPERIENCE PROGRAM TO HELP FIRST YEAR STUDENTS ACCLIMATE TO COLLEGE LIFE

CONSULTANT: EL CAMINO COLLEGE DISTRICT
SERVICES: To help first year students acclimate to college life
REQUESTING DEPT: STUDENT AFFAIRS
DATES: 07/01/08 – 06/30/09
NTE: \$40,000.00

2. AGREEMENT WITH JASMINE EDWARDS, CONTRACTOR TO PROVIDE ACADEMIC ENRICHMENT SERVICES FOR THE UPWARD BOUND MATH-SCIENCE SUMMER RESIDENTIAL PROGRAM AT EL CAMINO COLLEGE COMPTON CENTER & CAL POLY POMONA

CONSULTANT: JASMINE EDWARDS
SERVICES: To provide academic enrichment services for the Upward Bound Math-Science summer residential program at El Camino College Compton Center & Cal Poly Pomona
REQUESTING DEPT: UPWARD BOUND MATH-SCIENCE PROGRAM
DATES: 06/20/09 – 08/08/09
NTE: \$2,300.00/\$384.00 per day

3. AGREEMENT WITH ANTHONY HALE, CONTRACTOR TO PROVIDE ACADEMIC ENRICHMENT SERVICES FOR THE UPWARD BOUND SUMMER RESIDENTIAL PROGRAM AT EL CAMINO COLLEGE COMPTON CENTER & CAL POLY POMONA

CONSULTANT: ANTHONY HALE
SERVICES: To provide academic enrichment services for the Upward Bound summer residential program at El Camino College Compton Center & Cal Poly Pomona
REQUESTING DEPT: UPWARD BOUND PROGRAM
DATES: 06/20/09 – 08/08/09
NTE: \$2,300.00/\$384.00 per day

4. AGREEMENT WITH GLORIA MARTINEZ, CONTRACTOR TO PROVIDE ACADEMIC ENRICHMENT SERVICES FOR THE UPWARD BOUND SUMMER RESIDENTIAL PROGRAM AT EL CAMINO COLLEGE COMPTON CENTER & CAL POLY POMONA

CONSULTANT: GLORIA MARTINEZ
SERVICES: To provide academic enrichment services for the Upward Bound Math-Science summer residential program at El Camino College Compton Center & Cal Poly Pomona
REQUESTING DEPT: UPWARD BOUND MATH-SCIENCE PROGRAM
DATES: 06/20/09 – 08/08/09
NTE: \$2,300.00/\$384.00 per day

5. AGREEMENT WITH BELEN NAJERA, CONTRACTOR TO PROVIDE ACADEMIC ENRICHMENT SERVICES FOR THE UPWARD BOUND SUMMER RESIDENTIAL PROGRAM AT CAL POLY POMONA

CONSULTANT: BELEN NAJERA
SERVICES: To provide academic enrichment services for the Upward Bound summer residential program at Cal Poly Pomona
REQUESTING DEPT: UPWARD BOUND PROGRAM
DATES: 06/20/09 – 08/08/09
NTE: \$2,300.00/\$384.00 per day

6. AGREEMENT WITH CALVERT WRIGHT, CONTRACTOR TO PROVIDE ACADEMIC ENRICHMENT SERVICES FOR THE UPWARD BOUND SUMMER RESIDENTIAL PROGRAM AT EL CAMINO COLLEGE COMPTON CENTER & CAL POLY POMONA

CONSULTANT: CALVERT WRIGHT
SERVICES: To provide academic enrichment services for the Upward Bound Math-Science summer residential program at El Camino College Compton Center & Cal Poly Pomona
REQUESTING DEPT: UPWARD BOUND PROGRAM
DATES: 06/20/09 – 08/08/09
NTE: \$2,300.00/\$384.00 per day

7. AMENDED RATIFICATION OF AGREEMENT WITH LINDA JONES, APPROVED OCTOBER 14, 2008, THE PERIOD OF PERFORMANCE SHALL BE EXTENDED FROM DECEMBER 30, 2008 TO JUNE 30TH, 2009. COMPENSATION SHALL REMAIN THE SAME

CONSULTANT: LINDA JONES
SERVICES: To provide a series of parenting classes for Foster & Kinship Care Education Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 10/01/08 – 06/30/09
NTE: \$2,000.00 / \$50.00 for 5 hours per day

8. AMENDED RATIFICATION OF AGREEMENT WITH APRIL MCLAUGHLIN, APPROVED OCTOBER 14, 2008, THE PERIOD OF PERFORMANCE SHALL BE EXTENDED FROM DECEMBER 30, 2008 TO JUNE 30TH, 2009. COMPENSATION SHALL REMAIN THE SAME

CONSULTANT: APRIL MCLAUGHLIN
SERVICES: To provide a series of parenting classes for Foster & Kinship Care Education Program on an as needed basis
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 10/01/08 – 06/30/09
NTE: \$3,000.00 / \$50.00 for 5 hours per day

9. AGREEMENT WITH APRIL MCLAUGHLIN, CONTRACTOR TO PROVIDE A SERIES OF (PS MAPP) PARENTING CLASSES FOR PROSPECTIVE RESOURCE FAMILIES ON AN AS NEEDED BASIS

CONSULTANT: APRIL MCLAUGHLIN
SERVICES: To provide a series of (PS MAPP) Parenting Classes for prospective resource families on an as needed basis
REQUESTING DEPT: PS MAPP
DATES: 06/01/09 – 09/30/09
NTE: \$4,160.00 / \$40.00 for 4 hours weekly

10. AMENDED RATIFICATION OF AGREEMENT WITH DELORES PACE, APPROVED JULY 15, 2008, THE PERIOD OF PERFORMANCE SHALL BE EXTENDED FROM DECEMBER 30, 2008 TO JUNE 30TH, 2009. COMPENSATION SHALL REMAIN THE SAME

CONSULTANT: DELORES PACE
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 08/01/08 – 06/30/09
NTE: \$3,000.00/\$50.00 per hour for 5 hours per day

11. AGREEMENT WITH SANDRA SMITH, CONTRACTOR TO PROVIDE A SERIES OF (PS MAPP) PARENTING CLASSES FOR PROSPECTIVE RESOURCE FAMILIES ON AN AS NEEDED BASIS

CONSULTANT: SANDRA SMITH
SERVICES: To provide a series of (PS MAPP) Parenting Classes for prospective resource families on an as needed basis
REQUESTING DEPT: PS MAPP
DATES: 06/01/09 – 09/30/09
NTE: \$2,080.00 / \$40.00 for 4 hours weekly

12. RATIFICATION OF AGREEMENT WITH NATASHA WILSON, CONTRACTOR TO PLAN AND CONDUCT A SERIES OF PARENTING CLASSES FOR THE FOSTER & KINSHIP CARE EDUCATION PROGRAM ON AN AS NEEDED BASIS

CONSULTANT: NATASHA WILSON
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 05/20/09 – 06/30/09
NTE: \$1,000.00 / \$50.00 for 4 hours daily

13. AGREEMENT WITH KAMAU MENSAH, CONTRACTOR TO PROVIDE SERVICES IN THE STUDENT SUPPORT SERVICES PROGRAM

CONSULTANT: NATASHA WILSON
SERVICES: To provide services in the Student Support Services Program
REQUESTING DEPT: STUDENT SUPPORT SERVICES

DATES: 05/21/09 – 05/21/09
NTE: \$600.00

14. RATIFICATION OF AGREEMENT WITH HMC ARCHITECTS, CONTRACTOR TO PROVIDE MASTER ARCHITECT SERVICES IN PREPARATION OF THE STATE FIVE YEAR CONSTRUCTION PLAN

CONSULTANT: HMC ARCHITECTS
SERVICES: To provide interior programming services
REQUESTING DEPT: MAINTENANCE & OPERATIONS
DATES: 05/12/09 – 07/01/09
NTE: \$200,000.00

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

BSD 3 \$5 MILLION DOLLAR DRAW DOWN FROM THE LINE OF CREDIT

ISSUE

Compton Community College Districts seeks authorization to drawdown up to \$5 million against the existing \$30 million Line of Credit during fiscal year 2009-10. Given the uncertainty surrounding the State's current economic environment, the District is seeking this authorization as a precautionary measure to address any potential cash flow issues.

BACKGROUND

The draw down is authorized pursuant under AB318.

RECOMMENDATION

It is recommended that the Special Trustee approve the \$5 million dollar drawdown from the Line of Credit.

Peter J. Landsberger, Special Trustee

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

BSD 4 REPAYMENT OF LINE OF CREDIT FOR 2008-2009 DUE ON JUNE 1, 2009

The Remission of \$1,089,785 as Partial Repayment of the Advance Apportionment of \$12,896,800 made to the Compton Community College District on March 20, 2007 and July 16, 2008 in accordance with Chapter 50 Statutes of 2006. Included in the Repayment Amount is \$642,476 Interest Accrued.

<u>Loan Date</u>	<u>Loan Amount</u>	<u>Payment Due</u>	<u>Interest</u>	<u>Principal</u>
3/20/2007	7,896,800	777,470	520,306	257,164
7/16/2008	5,000,000	312,315	122,170	190,145
	<u>12,896,800</u>	<u>1,089,785</u>	<u>642,476</u>	<u>447,309</u>

ADOPTED on 21 day of April, 2009

Peter J. Landsberger, Special Trustee

ATTEST:

Lawrence M. Cox, PhD, Provost/CEO

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

BSD 5 BUDGET AUGMENTATION/TRANSFERS

- I. It is requested that the Special Trustee approve a Budget Augmentation to increase the budget in General Fund Unrestricted to account for unbudgeted revenues and expenditures in regards Foster and Kinship Care Education, Auxiliary Services, and I&T Donation Programs.**
- II. It is requested that the Special Trustee approve a Budget Transfer required by administration to effect changes to the program budgets. The adjustments do not adversely affect the total District budget. It is also requested that the administrator so designated be authorized to complete the transfer document(s).**

I.

- (a) Budget Augmentation in Unrestricted General Fund 01 for Foster and Kinship Care Education Program in the amount of \$2,199 as listed:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8600	State Revenue	\$ 2,199
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 1,000
6000	Capital Outlay	<u>\$ 1,199</u>
		\$ 2,199

- (b) Budget Augmentation in Restricted General Fund 10 for Compton Auxiliary Services (Bookstore and Cafeteria) in the amount of \$55,772 as listed:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8800	Local Revenue	\$ 55,772
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6000	Capital Outlay	\$ 4,332
7000	Other Outgo	<u>\$ 51,440</u>
		\$ 55,772

- (c) Budget Augmentation in Restricted General Fund 10 for I&T Donation in the amount of \$5,000 as listed:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8800	Local Revenue	\$ 5,000

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Expenses and Services	\$ 5,000

II.

- (a) Budget Transfers in the Unrestricted General Fund 01 for Business Affairs in the amount of \$15,000 as listed:

From: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 15,000

To: Classified and Other Nonacademic Salaries

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2000	Classified and Other Nonacademic Salaries	\$ 15,000

- (b) Budget Transfers in the Child Development Fund 30 for the Child Development Center in the amount of \$200 as listed:

From: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 200

To: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 200

- (c) Budget Transfers in the Unrestricted General Fund 01 for Business department in the amount of \$1,000 as listed:

From: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 1,000

To: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 1,000

- (d) Budget Transfers in the Unrestricted General Fund 01 for MIS in the amount of \$20,000 as listed:

From: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 20,000

To: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 20,000

- (e) Budget Transfers in the Unrestricted General Fund 01 for Academic Affairs in the amount of \$500 as listed:

From: Classified and Other Nonacademic Salaries

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2000	Classified and Other Nonacademic Salaries	\$ 500

To: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 500

- (f) Budget Transfer in the General Fund Unrestricted 01 for M&O in the amount of \$20,000 as listed:

From: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 20,000

To: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 20,000

- (g) Budget Transfer in the Restricted General Fund 10 for VTEA in the amount of \$4,000 as listed:

From: Capital Outlay

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6000	Capital Outlay	\$ 4,000

To: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 4,000

- (h) Budget Transfer in the Unrestricted General Fund 01 for Academic Program Office in the amount of \$1,000 as listed:

From: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 1,000

To: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 1,000

- (i) Budget Transfer in the Restricted General Fund 10 for CalWORKs/TANF in the amount of \$62,389 as listed:

From: Classified and Other Nonacademic Salaries, Supplies and Materials, Other Outgo

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2000	Classified and Other Nonacademic Salaries	\$ 45,348
4000	Supplies and Materials	\$ 4,424
7000	Other Outgo	<u>\$ 12,617</u>
		\$ 62,389

To: Academic Salaries, Employee Benefits, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 3,964
3000	Employee Benefits	\$ 2,366
5000	Other Operating Expenses and Services	<u>\$ 56,059</u>
		\$ 62,389

- (j) Budget Transfer in the Restricted General Fund 10 for Foster Care Education in the amount of \$7,000 as listed:

From: Supplies and Materials, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 2,000
5000	Other Operating Expenses and Services	<u>\$ 5,000</u>
		\$ 7,000

To: Academic Salaries, Employee Benefits

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 5,672
3000	Employee Benefits	<u>\$ 1,328</u>
		\$ 7,000

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

BSD 6 CONTRACTING OF REPAIRS OF HVAC AND EMERGENCY POWER SYSTEMS FOR THE MIS BUILDING

Resolution 07-08-052008 provided the District general authority to enter into contracts necessary to address the HVAC and emergency power systems at the MIS Building. The Resolution delegated authority to the Chief Executive Officer or her designee to enter into contracts as she deemed appropriate.

Items BSD 6 and BSD 1 prepared for the special Board meetings that took place on May 20 and May 29, 2008, respectively requested Board approval to enter into contracts with Herzog Electric and Southland to carry out the Resolution. You informed me that the District decided to provide all of the work to be performed pursuant to the Resolution to Southland. This is authorized by the Resolution.

To clarify the District's decisions to contract all of the work to only Southland, we agreed to supplement or amend BSD 1 to state that all work pursuant to the Resolution will be given to Southland which will result in an increase to the initial estimate of \$258,500. The initial estimate was for only part of the work. Due to the increase in the contract to Southland, the Board's approval for a contract with Herzog Electric is no longer necessary and no contract will be entered into with Herzog Electric.

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

Consent Calendar

- HRD 1 Management Team Personnel Action**
- HRD 2 Academic Employment and Personnel Changes**
- HRD 3 Memorandum of Understanding**
- HRD 4 Classified Employees**
- HRD 5 Temporary Non-Classified Service Employees**

Information Item

- HRD 6 Evaluation Procedure for District Administrators**

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HRD 1 – MANAGEMENT TEAM PERSONNEL ACTION

1. Employment - Dr. Jane Harmon, Interim Administrative Dean of Academic Affairs, Level M6, Step 5, effective July 1, 2009 through June 30, 2010.

HRD 2 – ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

1. Tenure Recommendation – Ms. Axa Maradiaga, English instructor, effective August 27, 2009.
2. Tenure Recommendation – Mr. David Maruyama, English instructor, effective August 27, 2009.
3. Tenure Recommendation – Mr. Nasrollah Mehdizadeh, mathematics instructor, effective August 27, 2009.
4. Tenure Recommendation – Mr. Mandeda Uch, music instructor, effective August 27, 2009.
5. Tenure Recommendation – Mr. Jose Villalobos, mathematics instructor, effective August 27, 2009.
6. Employment – Mr. Jamar London, part time mathematics instructor, Class II, Step 1, for the 2009 summer session.
7. Employment – Mr. Emmanuel Ndoumna, part time mathematics instructor, Class II, Step 1, for the 2009 summer session.
8. Employment – Ms. Amber Reiff, part time speech instructor, Class II, Step 1 for the 2009 summer session.
9. Ratification (employment) – Ms. Mahnaz Hossenipour, part time nursing instructor, Class I, Step 1, for the 2009 spring semester (effective 5/12/09).
10. Ratification (stipend) – Mr. Thomas Norton, English instructor, to receive a stipend totaling \$200 for attending a Classroom Management Workshop on 10/17/08 and an Active Learning Workshop on 10/31/08.
11. Ratification (stipend) – Ms. Ruth Roach, English instructor, to receive a stipend totaling \$200 for attending a Classroom Management Workshop on 10/17/08 and an Active Learning Workshop on 10/31/08.
12. Ratification (stipend) – Mr. Ella Stewart, speech instructor, to receive a stipend totaling \$200 for attending a Classroom Management Workshop on 10/17/08 and an Active Learning Workshop on 10/31/08.
13. Ratification (stipend) – Ms. Frances Williams, part time nutrition instructor, to receive a stipend totaling \$75 for attending a Classroom Management Workshop on 10/17/08.
14. Ratification (stipend) – Ms. Judith Crozier, part time English instructor, to receive a stipend totaling \$200 for attending a Classroom Management Workshop on 10/17/08 and an Active Learning Workshop on 10/31/08.

HRD 3 MEMORANDUM OF UNDERSTANDING


It is recommended that the Special Trustee approve the following Memorandum of Understanding between the District and the CCCFE (Certificated).

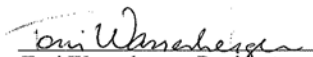
Memorandum of Understanding

The Compton Community College District and the Compton Community College Federation of Employees agree to the following regarding division chairs:

1. A task group will immediately study reconfiguration of the divisions for possible implementation in the fall.
2. For Spring 2009, Fall 2009 and Spring 2010, 40% reassigned time will be provided to Division Chairs who oversee divisions with at least 35 faculty (full and part-time).
[Nb. If the Division Chair article is renegotiated during that time, its terms will govern to the extent they differ.]
3. Provide qualified clerical support to Division Chairs through the Academic Affairs office, ideally by reallocating an existing position and with input by Division Chairs to the process. Working with the Chairs and Deans, the Interim Dean of Academic Affairs will also develop written guidelines (with examples) regarding the tasks that can be delegated to clerical support and the manner in which reasonable completion dates will be identified. [Nb. The Division Chairs will participate in the identification of the employee or employees who will be assigned to provide clerical support to the Chairs.]
4. Working with the Chairs, the Deans and a Federation representative, the Interim Dean of Academic Affairs will also develop a set of protocols that clarify the extent to which the Chairs need to be on campus or available during Winter and Summer sessions.

April 20, 2009


 Dr. Lawrence Cox, CEO
 CCCD


 Toni Wasserberger, President
 CCCFE

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HRD 4 CLASSIFIED EMPLOYEES:

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

A. Employment

1. Ratification -- Provisional - Mr. Reginald Fleming, from Utility Maintenance Worker, Range 17, Step F, to Maintenance Work Leader, Range 24, Step A, Maintenance and Operations, Administrative Affairs, effective May 18, 2009 through November 18, 2009.
2. Ratification -- Substitute - Mr. Armando Ruiz, from Payroll Specialist, Range 25, Step F, to Accountant, Range I, Step F, Business Services, Administrative Affairs, effective April 27, 2009 through May 8, 2009.
3. 39-Month Reemployment List -- Ms. Tabletha Jackson, Research and Planning Assistant, Range 25, Step F, Student Affairs, effective May 20, 2009.
4. 39-Month Reemployment List -- Ms. Shirley Wilson, Cook, Range 15, Step F, Child Development Center, Academic Affairs, effective May 20, 2009.

B. Provisional Employment

1. Ratification -- Angela Farthing - Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective May 1, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).
2. Ratification -- Giselle Gamino - Financial Aid Coordinator, Range 29, Step A, Financial Aid, Student Affairs, effective May 1, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).
3. Ratification -- Stephanie Lewis – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective May 20, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).
4. Teresa Gladin – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective May 20, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).
5. Colette Johnson – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective May 20, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).
6. Layna Johnson – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective May 20, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).
7. Magnolia Perry – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective May 20, 2009 through June 30, 2009, not to exceed 120 days. (NTE 35 hours per week).

HRD 5. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Ratification -- Cynthia Brown - 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 May 1, 2009 through June 30, 2009, Outreach, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).
2. Ratification -- Uche Maduagwu - Supplemental Instruction Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 17, 2009 through June 12, 2009, Learning Resource Center, Student Affairs, not to exceed 120 days. (NTE 10 hours per week).
3. Ratification -- Abigail Tatiloglu - Supplemental Instruction Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 17, 2009 through June 12, 2009, Learning Resource Center, Student Affairs, not to exceed 120 days. (NTE 10 hours per week).
4. Ratification -- Carlos Tinoco - Supplemental Instruction Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 17, 2009 through June 12, 2009, Learning Resource Center, Student Affairs, not to exceed 120 days. (NTE 10 hours per week).
5. Tifhani Coleman - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound Math/Science, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).
6. Elizabeth Craig - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
7. Nayyely Gonzalez - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound Math/Science, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).
8. Cynthia Lomeli - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).
9. Uche Maduagwu - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
10. 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 June 15, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
11. Nicolei Ocana - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).

12. Shane Reyes - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).
13. Parul Shukla - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound, Student Affairs, not to exceed 120 days. (NTE 17.5 hours per week).
14. Parul Shukla - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound Math/Science, Student Affairs, not to exceed 120 days. (NTE 17.5 hours per week).
15. 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 June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
16. Heath St John - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 16, 2009 through June 30, 2009, Upward Bound, Student Affairs, not to exceed 120 days. (NTE 35 hours per week).
17. Jeff Taves - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 15, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
18. Carlos Tinoco - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
19. Luis Valle - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
20. Tim Vu - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).
21. Robert Wilkins - Tutor, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 22, 2009 through June 30, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days. (NTE 15 hours per week).

HRD 6 – Evaluation Procedure for District Administrators (Information Item)

Evaluation Procedure for District Administrators

A. General Provisions

1. Unless expressly provided otherwise, the following definitions shall apply throughout this procedure:
 - a. “Comprehensive evaluation” means an evaluation that reviews an administrator’s performance based on information obtained through a process of structured data gathering.
 - b. “Basic evaluation” means an evaluation that reviews an administrator’s performance without significant structured data gathering.
 - c. “Compton” means the Compton Community College District and “El Camino” means the El Camino Community College District.
 - d. “Faculty Council” means the El Camino College Compton Center Faculty Council of the El Camino College Academic Senate.
 - e. “Provost/CEO” means the Provost/CEO of the El Camino College Compton Center, or his or her designee.
 - f. “Supervising manager” means the immediate supervisor of the administrator being evaluated, or another manager designated by the Provost /CEO to perform the administrator’s evaluation.
2. The purpose of a formal evaluation under this procedure is to:
 - a. recognize outstanding performance;
 - b. seek to improve satisfactory performance and further the development of an administrator’s professional skills;
 - c. identify weak performance and defining needed improvement; and
 - d. document unsatisfactory performance.
3. Each evaluation shall review an administrator’s performance in the following areas:
 - a. fulfillment of the responsibilities of the position,
 - b. attainment of or progress towards achieving annual goals, and
 - c. demonstration of leadership skills, communication skills, administrative/managerial skills, and professional knowledge and expertise, as described in Appendix A (Desirable Professional Attributes).

B. Frequency and Type of Evaluation

1. Each administrator shall be evaluated annually. During any given year the evaluation shall be a basic evaluation unless:
 - a. The administrator has not received a comprehensive evaluation within the preceding two years; or
 - b. The supervising manager calls for a comprehensive evaluation; or
 - c. The administrator requests a comprehensive evaluation.
2. During the fall of each academic year the administrator and his or her supervising manager shall meet to establish the administrator's annual goals, outcome measures by which the administrator's success in meeting his or her goals will be evaluated, and the administrator's professional development objectives for the year. They shall also determine if the evaluation to be conducted in the spring of that year will be a basic evaluation or comprehensive evaluation, as specified in Section 4, and develop an initial plan for the evaluation.
3. At least once during the academic year the administrator and the supervising manager will meet to review the administrator's progress in meeting his or her goals and, if they determine it is appropriate, to adjust the goals.

C. Basic Evaluations

Basic evaluations shall be conducted as follows:

1. The evaluation shall be recorded on the appropriate basic evaluation form (see Appendix) completed by the supervising manager. Once completed, the evaluation shall be given to the administrator and a copy shall be placed in his or her personnel file.
2. When the completed evaluation is given to the administrator, it shall be accompanied by written advice that the administrator may submit a written comment regarding the evaluation. If the administrator chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the administrator's personnel file.
3. In assessing the administrator's performance, the supervising manager shall not be required to conduct any structured data gathering. Instead, he or she shall rely on available information, but only to the extent that it is relevant and obtained from appropriate sources (for example, information derived from personal observation or experience with the administrator; from input received from the administrator's peers, faculty colleagues, or subordinates; or from self-evaluative material or prior evaluations). Nevertheless, by mutual agreement between the administrator and the supervising manager, the parties may specify that the evaluation shall include structured data gathering from peers, faculty colleagues, subordinates, or other relevant sources to the extent they determine such data gathering will be useful and appropriate.
4. In addition to indicating ratings of the administrator's performance, the supervising manager may recommend that the administrator engage in appropriate professional development activities.

5. If an administrator's overall performance on his or her basic evaluation is rated "needs to improve" or "unsatisfactory," the administrator may request, and if requested, shall receive a comprehensive evaluation, which shall commence no later than the next regular semester.

D. Comprehensive Evaluations

Comprehensive evaluations shall be conducted as follows:

1. Based on the initial plan developed during the fall, the supervising manager shall prepare a plan for the completion of the comprehensive evaluation during the spring. Among other things, the plan shall specify the manner in which the supervising manager will collect relevant information about the administrator's performance from individuals who are knowledgeable about his or her work, the various categories of participants to be asked for information, and the number of participants in each category. At a minimum, the supervising manager shall solicit information from:
 - a. No fewer than four other administrators (employed by either Compton or El Camino) who have worked with the administrator being evaluated; and
 - b. No fewer than six faculty members who work in a department supervised by the administrator or who have recently served on a committee, panel or other working group with the administrator being evaluated (the faculty members shall be designated by the supervising manager and confirmed by the Faculty Council); and
 - c. No fewer than six classified staff members who work in a department supervised by the administrator or who have recently served on a committee, panel or other working group with the administrator being evaluated (the classified staff members shall be designated by the supervising manager and, if represented, confirmed by the President of the staff member's exclusive representative); and
 - d. where relevant, students, community members or external colleagues who have personal knowledge about some aspect of the administrator's performance.
2. Before adopting a final version of evaluation plan, the supervising manager shall share a draft of the plan with the administrator being evaluated and solicit his or her comments. Once the supervising manager adopts a final plan, the he or she shall send a copy of the plan to the administrator being evaluated.
3. The supervising manager may use survey instruments approved by the District, individual interviews or structured group interviews conducted by the supervising manager or an impartial third party, or any other reasonable means to collect relevant and useful information from the participants.
4. When data gathering has been completed, the supervising manager shall review all of the data collected, as well as any formal recommendations to the administrator contained in his or her past evaluations. Based on that information, the supervising manager shall

prepare a draft comprehensive evaluation summary that, for each applicable performance category, contains the following:

- a. a brief narrative assessment of the administrator's performance that reflects the supervising manager's analysis of the data collected;
 - b. a tabulation of relevant data collected from surveys or similar data collection instruments; and
 - c. a rating of "*exceeds expectations*," "*meets expectations*," or "*needs improvement*".
5. Before the end of the academic year, if feasible — and before the end of August, if not — the supervising manager and the administrator shall meet to review the administrator's goals, his or her accomplishments for the year and the supervising manager's draft comprehensive evaluation summary. Following the meeting, the supervising manager shall complete the comprehensive evaluation summary and, based on the summary, rate the administrator's overall performance as satisfactory, needs improvement or unsatisfactory.
 6. Once the supervising manager has completed the evaluation summary and assigned a rating to the administrator's overall performance, he or she shall deliver the evaluation summary to the administrator and the Provost/CEO and place a copy of the summary in the administrator's personnel file.
 7. The completed evaluation, when delivered to the administrator by the supervising manager, shall be accompanied by written advice that the administrator may submit a written comment regarding the evaluation. If the administrator chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the administrator's personnel file.
 8. The administrator may request, and if he or she does so, will receive an opportunity to meet with the Provost/CEO to discuss the supervising manager's evaluation.

Appendix A
Desirable Professional Attributes

XV. LEADERSHIP SKILL AND ABILITY

The administrator:

- has a coherent vision of how the programs and services he or she administers can best contribute to the institution's success, takes initiative to build on that vision, and promotes useful innovation and change;
- motivates others by exhibiting enthusiasm and adhering consistently to fundamental values like honesty, integrity, fairness, and inclusiveness;
- demands high standards through clearly stated expectations and personal conduct;
- uses good judgment and responds to situations appropriately, including taking appropriate risks;
- works hard to address problems forthrightly and solve them productively; and
- fosters an environment in which all people feel genuinely included, no matter what their race, ethnicity, national origin, disability, sex, or sexual orientation.

COMMUNICATION SKILL AND ABILITY

The administrator:

- regularly exhibits the ability to inform and persuade others in oral and written communication;
- effectively articulates and conveys needs and goals to others;
- listens well and is receptive to the ideas of others; and
- keeps those who rely on the administrator for information about schedules, deadlines, policy or regulatory changes, and similar administrative information well informed.

ADMINISTRATIVE/MANAGERIAL SKILL AND ABILITY

The administrator:

- is organized and effectively structures, sets priorities for, delegates, and facilitates the accomplishment of tasks;
- demonstrates tenacity and singleness of purpose when necessary, but also adapts to and promotes change when appropriate;
- works well under pressure, responds well to crisis, and has a high tolerance for ambiguity;

- maintains a professional and cooperative attitude when working with groups, and builds consensus, trust and confidence among the people he or she works with closely;
- provides for broad participation and collaboration in planning and decision-making; and
- gives firm direction when needed, is tactful in conveying criticism, and addresses conflicts constructively.

PROFESSIONAL KNOWLEDGE AND EXPERTISE

The administrator:

- demonstrates appropriate knowledge of the important issues, trends, and developments affecting community colleges and other institutions of higher education in the nation, the state and the region;
- manifests an understanding of Center and District goals, policies, procedures, etc.
- has an appropriate level of knowledge of the systems and procedures needed to ensure effective operation of the programs and services he or she administers; and
- participates in relevant professional and service organizations and activities and uses professional contacts as a resource when appropriate.