



Board Agenda

Compton Community College District

Tuesday, January 15, 2013
Closed Session to Commence at 5:00 p.m.
Open Session to Commence at 6:00 p.m.

DISTRICT BOARD ROOM
1111 E. Artesia Boulevard
Compton, California 90221

- I. **Call to Order at 5:00 p.m.**
- II. **Roll Call**
Mr. Thomas E. Henry, Special Trustee
Dr. Keith Curry, Interim CEO
- III. **Approval of Closed Session Agenda**
- IV. **Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- V. **Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
 - A. **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
 1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
 - a. Manzoor Ahmad vs. Compton Community College District
 - b. Deborah Henderson vs. Compton Community College District
 - B. **CONFERENCE WITH LEGAL COUNSEL– EXISTING LITIGATION:**
 1. Conference with legal counsel--existing litigation (Subdivision (a) of Government Code Section 54956.9)
 - a. Grievance of Saul Panski, et al.
 - C. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**
One Matter
 - D. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
 1. Agency designated representative: Dr. Keith Curry, Interim CEO
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957:

1. Interim Chief Executive Officer

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

VII. Roll Call

- Mr. Thomas E. Henry, Special Trustee
Dr. Keith Curry, Interim CEO

VIII. The Pledge of Allegiance

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

X. Approval of Open Session Agenda

XI. Requests to Address the Board of Trustees – Agenda/Non-Agenda Items

XII. Approval of Minutes of December 11, 2012

XIII. Reports from Representatives and Employee Organizations

1. Faculty Representative Report – Jerome Evans
2. Classified Representative Report – Vacant
3. Academic Senate President Report – Michael Odanaka
4. CCCFE Certificated Employees Report – Toni Wasserberger
5. CCCFE Classified Employees Report – Joseph Lewis
6. Associated Student Body Report
7. Student Trustee – Gloria Fitts

XIV. Presentations

1. Update on Facilities Projects – Ms. Linda Owens, Interim Director of Facilities, Planning & Operations

XV. Consent Agenda – Recommendation of Interim CEO

1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants
2. Human Resources
 - A. Academic Employment And Personnel Changes
 - B. Eligibility List
 - C. Classified Employees:
 - D. Temporary Non-Classified Service Employees

XVI. Action Items

1. Office of the Special Trustee
 - A. Special Trustee’s Advisory Committee Bylaws - Revised
2. Office of the Interim CEO
 - A. Board Policy 6400 – Audits
 - B. Absence of a Board Member – Ratification

3. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Adjustments/Augmentations/Transfers
 - C. Non-Resident Tuition Fee For 2013-2014
 - D. Ratification of Resolution #01-04-2013 of the Board of Trustees of the Compton Community College District Requesting the Issuance of 2012-2013 Tax and Revenue Anticipation Notes
4. Facilities, Planning and Development
 - A. Authorization of a Professional Services Agreement with NTD Architecture for Architect of Record & DSA Closeout Certification Services
 - B. Agreements/Amendments/Ratifications
 - C. Change Orders
5. Human Resources
 - A. New Classified Position

XVII. Discussion/Information Items

1. Office of the Interim CEO
 - A. Administrative Regulation 6401 – Audits
 - B. Special Trustee’s Advisory Committee Minutes of October 30, 2012
 - C. Special Trustee’s Advisory Committee 2013 Goals
 - D. Special Trustee’s Advisory Committee Meeting Dates
 - E. Measure CC Citizens’ Bond Oversight Committee Meeting Dates
 - F. Board of Trustees Presentations and Reports Schedule for 2013
2. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
3. Human Resources
 - A. CEO Search Timeline

XVIII. Oral Reports

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

XIX. Next regularly scheduled meeting date: February 19, 2013

Closed Session begins at 5:00 p.m.
Open Session begins at 6:00 p.m.

XIX. Adjournment

Please note: If you would like a copy of any of the support documents/attachments, please contact Paula VanBrown at (310) 900-1600, Ext. 2001. Thank you!

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, December 11, 2012

MINUTES

- I. The Board of Trustees Meeting was called to order at 5:01 p.m.
- II. Roll Call – Members Present
 - Mr. Thomas Henry, Special Trustee
 - Dr. Keith Curry, Interim Chief Executive Officer
- III. Approval of Closed Session Agenda – **Approved**
- IV. Requests to address the Board of Trustees – Closed Session Agenda Matters
 - No Requests
- V. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122, at 5:03 p.m., to discuss or take action on the following items:
 - A. Conference with Legal Counsel – Pending Litigation
 - B. Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9)
 - C. Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b)(1) and (3)(C))
 - D. Conference with Labor Negotiators pursuant to Government Code, Section 54957.6
 - E. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.
- VI. Reconvene to Open Session of the Board of Trustees at 6:01 p.m.
- VII. Roll Call – Members Present
 - Charles Davis
 - Deborah LeBlanc
 - Andres Ramos
 - Gloria Fitts
 - Thomas Henry
 - Keith Curry

Trustee LeBlanc reported that Trustee Hamilton has submitted a letter stating that he is unable to attend this meeting because of illness.
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken by Special Trustee during closed session:
 - Claim of Kim Pridgett approved in the amount of \$2,376.00 contingent upon the settlement agreement being signed.
 - No other reportable action
- X. Approval of Open Session Agenda – **Approved**
- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Items
 1. Nehasi Lee, student: His concept of the Board’s responsibilities; FCMAT recover plan.

XII. Approval of Minutes of November 13, 2012 – **Approved**

XIII. Reports from Representatives and Employee Organizations

- A. Faculty Representative Report – Jerome Evans: Have a great, safe holiday.
- B. Classified Representative Report – (Position vacant)
- C. Academic Senate President Report – Michael Odanaka: Happy Holidays
- F. CCCFE Certificated Employees Report –Toni Wasserberger: Happy Holidays
- E. CCCFE Classified Employees Report – Joseph Lewis: Commended Dr. Curry for the Staff Appreciation Breakfast. However, it was not well-attended by classified employees because they are still complaining about lack of promotions/training; morale is low as it relates to negotiations; classified not feeling too good and it will become more evident as they are asked to pitch-in to do extra and above and beyond duty things.
- F. Associated Student Body Report – Michawn Browning: Absent
- G. Report by Gloria Fitts, Student Trustee – Thanked the Board for allowing her to attend the CCLC Conference; community garden at Walton Middle School; accreditation forum very helpful and appreciated; happy holidays.

XIV. Approval of Consent Agenda – **Approved**

Discussion/Action Items

Consent Agenda – Approved

- 1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants
- 2. Human Resources
 - A. Eligibility List
 - B. Management Team Personnel Actions
 - C. Academic Employment and Personnel Changes
 - D. Classified Employees
 - E. Temporary Non-Classified Service Employees

XV. Action Items

- 1. Office of the Special Trustee
 - A. Annual Organizational Meeting – **Conducted, results as follows:**
 - a. Election of Officers
 - 1. President – Dr. Deborah LeBlanc
 - 2. Vice President – Charles Davis
 - 3. Clerk – Andres Ramos
 - b. L. A. County Committee on School District Organization Representative – Andres Ramos
 - c. L. A. County School Trustees Association – Charles Davis
 - d. California Community College Trustees Board Election – Deborah LeBlanc
 - e. Secretary to the Board – Dr. Keith Curry
- 2. Office of the Interim CEO – **Approved**
 - A. Absence of a Board Member
 - B. Trustee Conference Requests
 - C. Approval of Bond Measure CC Oversight Committee New Member
 - D. Resolution 11/13/12.01 Approving Amended and Restated Bylaws for the Compton Community College District Measure CC Citizen’s Bond Oversight Committee
 - E. Board Policy 2715 – Code of Ethics and Standards of Practice
- 3. Administrative Services – **Approved** (as corrected)
 - A. Agreements/Amendments/Ratifications
 - B. Budget Adjustments/Augmentations/Transfers (with correction)
(Correction: Item #3 Measure CC Bond Fund – Total Transfer ~~\$291,215.00~~ \$54,620.00)
- 4. Facilities, Planning and Development – **Approved**
 - A. Change Orders

XVI. Discussion/Information Items – Items received for information

1. Office of the Special Trustee
 - A. Board Policy 2725 – Board Member Compensation (Dictated by Education Code 72024)
2. Office of the Interim CEO
 - A. Compton Community College District 6th Fiscal Crisis Management Assistance Team (FCMAT) Progress Report
 - B. Redistricting Action Plan
 - C. Board Presentations and Reports Schedule for 2012-2013
 - D. Special Trustee Advisory Committee Meeting Dates
 - E. Measure CC Citizens' Bond Oversight Committee Meeting Minutes of September 27, 2012
 - F. Measure CC Citizens' Bond Oversight Committee Meeting Dates
 - G. Board Policy 6400 – Audits
 - H. Administrative Regulation 6401 – Audits
3. Administrative Services
 - A. AB 2910 Quarterly Financial Status Report
4. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
5. Human Resources
 - A. Timeline for CEO Search
 - B. Memorandum of Understanding between the Compton Community College District, Compton Community College Academic Senate and the Compton Community College Federation of Employees, Local 3486, Certificated Unit.
 - C. Memorandum of Understanding between the Compton Community College District, and the Compton Community College Federation of Employees, Certificated Unit.

XVII. Oral Reports

- A. Compton Center Report
Barbara Perez, VP Compton Center – Winter session will be held; 34 classes will be added to between Spring and Summer sessions; a new director has been hired in Admissions and Records; congratulated Dr. Susan Dever on her retirement; Dr. Alexander My (EOP & S counselor) has been promoted to Brigadier General in the Volunteer Reserves of the U.S. Air Force.

- XVIII. Presentation: Compton Community College District 6th Fiscal Crisis Management Assistance Team (FCMAT) Progress Report - Presented by Ms. Diane Branham, Chief Management Analyst
Ms. Branham gave a brief history of the FCMAT Organization; distributed copies of the CCCD 6th FCMAT Progress, and gave a brief overview of the findings.

XIX. Continuation of Oral Reports:

- B. Interim CEO Report:
Dr. Curry – Thanked all who assisted with the “Mozel Sanders Memorial Thanksgiving Feeding”; there were about 6000 individuals served. The CEO extended a special thank you to Mr. Reuben James and Ms. Stella Luna for taking the lead in coordinating this project. He also extended thanks to all who attended the Staff Appreciation Breakfast, and thanked Mr. Don Backstrom for his contribution. The District has met the 50% Law requirement for ending year 2012; this is the first time since 2003. The number of Audit findings has been reduced by 50%. Of the prior audit findings, 14 have been fully implemented; 11 were noted as improved and are currently being addressed by the staff; 1 has not been implemented. In the 2011 Audit findings we had 10 material weaknesses and this year we no material weaknesses. We are making progress, but need more time to fully implement some of the findings from FCMAT and from the Audit. We have made major improvements from the prior year and we will continue to make improvements and implement the recommendations from FCMAT.

- XX. Board of Trustees Reports:
- A. Trustee Davis – Extended holiday greetings.
 - B. Trustee LeBlanc – Thanked the CEO and Special Trustee for the informative FCMAT presentation; stated that a previous board meeting that FCMAT representatives attended was not a typical meeting; commended the retirees for all they have given to Compton College; congratulated the nursing students who will be graduating on December 12th; Extended holiday greetings.
 - C. Student Trustee Fitts – Wished Trustee Cervantes the best and extended holiday greetings.

- XXI. Special Trustee Report:
The Special Trustee, Thomas Henry extended happy holiday greetings to all; thanked the elected board members for their courtesy and respect during the last year, and looks forward to working with the board and serving this community in the future; appreciates the educational community for their hard work.

Next regularly scheduled meeting: *Tuesday, January 15, 2013*

Closed session begins at 5:00 p.m.

Open session begins at 6:00 p.m.

- XXII. Meeting adjourned at 7:40 p.m. in honor of Trustee Cervantes.

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

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Felipe Lopez, CBO

XV. CONSENT AGENDA – RECOMMENDATION OF INTERIM CEO

1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants

2. Human Resources
 - A. Academic Employment And Personnel Changes
 - B. Eligibility List
 - C. Classified Employees
 - D. Temporary Non-Classified Service Employees

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Felipe Lopez, CBO

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

Run Date **Compton Community College District**
12/21/2012 **BOARD OF TRUSTEES PURCHASE ORDER LISTING**
Meeting Date: 01/15/2013

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Special Trustee.
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				
P0601508	Sesac	Academic Affairs	License Fee/Site Licenses	\$300.00
P0601509	Los Angeles County	Student Affairs	Non-Instruct Supplies	\$540.00
P0601525	Pulse Team Wear	Athletics	Non-Instruct Supplies	\$1,405.00
P0601526	Tour Coach Charter &	Academic Programs	Transportation	\$505.69
P0601557	S&B Foods	Office of the CEO	Non-Instruct Supplies	\$1,600.00
P0601558	Pro Doc Technologies	Copy Center	Printing	\$937.65
P0601604	Global Office	Academic Affairs	General Office Supplies	\$137.98
P0601605	ACCCA	Office of the CEO	Travel and Conference	\$125.00
P0601606	Community College	Office of the CEO	Travel and Conference	\$580.00
P0601613	El Camino College	Financial Aid	Institutional Return of Funds	\$2,087.00
P0601615	Elizabeth Martinez	First Year	Non-Instruct Supplies	\$460.00
P0601616	Oasis Business Supply	Life Sciences	Instructional Supplies	\$407.88
P0601617	Belmont Equipment &	I&T Division	Instructional Supplies	\$1,525.66
P0601634	Plannet Consulting	Information Technology	Contract Services	\$4,622.72
P0601637	Vista Paint	Operations	Repairs Parts and Supplies	\$597.74
P0601638	Tourcoach Charter &	Fiscal Services	Student Transportation Rental	\$807.09
P0601640	California Community	Presidents Office	Travel and Conference	\$400.00
Fund 01 Total: 17				\$17,039.41
Fund 10 Restricted-Compton Ed Center				
P0601548	Western Center on Law	EOPS CARE	Other Outgo	\$4,000.00
P0601585	Enterprise Rent-A-Car	Board of Trustees	Transportation/ Mileage and	\$181.96
P0601614	El Camino College	DSPS	Contract Services	\$1,191.55
P0601633	S and B Compton	EOPS CARE	Hospitality	\$1,100.00
P0601639	Williams Sound, Llc	DSPS	Equipment	\$1,597.54
Fund 10 Total: 5				\$8,071.05
PO Funds Total: 22				\$25,110.46
Fund 01 Unrestricted-Compton Ed Center				
B0610778	EBSCO	Div Office Instr.	Publications/ Periodicals and	\$10,373.40
B0610779	Exlibris Group	Div Office Instr.	License Fee/Site Licenses	\$11,949.44
B0610783	Southeast Towing	Operations	Contract Services	\$500.00
B0610784	Vista Paint	Operations	Repairs Parts and Supplies	\$3,000.00
B0610786	Quinn Power Systems	Operations	Contract Services	\$1,500.00
B0610789	Carson Supply	Operations	Repairs Parts and Supplies	\$3,000.00

B0610792	Scantron	Academic Affairs	General Office Supplies	\$544.50
B0610793	Napa Auto & Truck	I&T Division	Instructional Supplies	\$3,014.74
		Fund 01 Total: 8		\$33,882.08
Fund 10	Restricted-Compton Ed Center			
B0610787	Special Resource	DSPS	Contract Services	\$20,000.00
		Fund 10 Total: 1		\$20,000.00
Fund 45	Revenue Construct Bond - Compton			
B0610791	Vavrinek, Trine, Day &	Bond Audit	Audit/Accreditation fees	\$28,750.00
		Fund 45 Total: 1		\$28,750.00
			BPO Funds Total: 10	\$82,632.08
			<u>Grand Total POs and BPOs: 32</u>	\$107,742.54

1B. APPROVAL OF STALE DATED WARRANT(S)

Los Angeles County Office of Education has determined that certain checks have not been cashed and processed through the banking system. After six months, through an automatic process, reverses the original transaction.

It is recommended that the Special Trustee approves the following Stale Dated Warrants:

<u>WARRANT(S) #</u>	<u>AMOUNT</u>
067684650	\$ 108.00
068022160	\$1,619.86
061501180	\$1,433.62
094304010	\$ 209.85
061280680	\$1,200.77
060930060	\$ 844.40
060716660	\$1,200.77
059576790	\$ 25.53
058537290	\$1,200.77

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

2A. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

It is recommended that the Special Trustee ratifies/approves the employment and personnel changes for Academic employees as shown below.

1. Employment – Mr. Patrick Heeb, part-time HVAC Instructor, Class III, Step 4, effective January 4, 2013 – June 30, 2013.
2. Employment – Mr. Mario Escalante, part-time Counselor, Class II, Step 1, effective January 2, 2013 – June 30, 2013.
3. Employment – Mr. Robert Gamboa, part-time Counselor, Class II, Step 1, effective January 2, 2013 – June 30, 2013.
4. Employment – Mr. Eckko Blake, part-time Counselor, Class III, Step 1, effective January 2, 2013, June 30, 2013.
5. Employment – Ms. Jasmine Phillips, part-time Counselor, Class III, Step 1, effective January 2, 2013 – June 30, 2013.
6. Employment – Mr. Stuart Ortiz, part-time Counselor, Class II, Step 1, effective January 2, 2013 – June 30, 2013.
7. Employment – Ms. Connie Ann Jackson, part-time Counselor, Class III, Step 1, effective January 2, 2013 – June 30, 2013.
8. Employment – Ms. Magdalena Rodriguez, part-time Counselor, Class III, Step 1, effective January 2, 2013 – June 30, 2013.
9. Employment – Mr. Lynell Wiggins, part-time Counselor, Class II, Step 1, effective January 2, 2013 – June 30, 2013.
10. Employment – Ms. Allyce Edwards, part-time Counselor, Class VI, Step 1, effective January 2, 2013 – June 30, 2013.
11. Special assignments - The following instructors to participate in Professional Development for the Career Advancement Academy Compton Educational Center.
 - a. Stanley Jacobson - \$300.90
 - b. Phillip Yaghamai - \$600.36

2B. ELIGIBILITY LIST

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

Laboratory Technician

Established: 01/04/13

Expires: 01/04/14

RANK	NAME
1.	Kowalski, Victor
2.	Hayashibara, Leo
3.	Martinez, Jorge
4.	Truong, Thuy

2C. CLASSIFIED EMPLOYEES:

It is recommended that the Special Trustee ratifies/approves the employment and personnel changes for Classified employees as shown below.

a) Employment

1. 39-month Reemployment List – Deborah Alaimo, December 1, 2012.
2. Mr. Victor Kowalski, Laboratory Technician, Range 25, Step A, Math/Science, Academic Affairs, effective January 16, 2013.

b) Provisional Employment

1. Ms. Ethel Powers, Sr. Administrative Assistant, Range 27, Step A, Human Resources, effective January 7, 2013 through June 30, 2013, not to exceed 120 days (NTE 35 hours per week).
2. Ms. Elnora Washington, Administrative Assistant, Range 21, Step G, Special Resource Center, effective December 18, 2012 through January 10, 2013, not to exceed 120 days (NTE 35 hours per week).

2D. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Christina Acoff, Student Worker V, Rate E, \$16.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 30, 2013, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Terri Anderson, Student Worker V, Rate E, \$16.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 30, 2013, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
3. Citlally Angulo Garcia, Student Worker I, Rate C, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 8, 2013, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
4. Stephen Conteh, Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

5. Stephen Conteh, Supplemental Instruction Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).
6. Latoya Fields, Student Worker I, Rate E, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 7, 2013, Child Development Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
7. Mark Flores, Assistant Coach (Men's Baseball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2013 through May 31, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
8. Jennifer Fukasawa, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
9. Wade Gay, Student Worker III, Rate A, \$11.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 30, 2013, Student Life, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
10. Omega Goudeau, Assistant Coach (Track), \$19.10 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2013 through May 31, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
11. Shateo Griffin, Student Worker V, Rate E, \$16.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 30, 2013, YESS, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
12. Mohammad Habib, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
13. Randy Headley, Assistant Coach (Men's Baseball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2013 through May 31, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
14. Ralph Ornelas, Assistant Coach (Men's Baseball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2013 through May 31, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
15. Kim Pridgett, Student Worker I, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 1, 2012 through September 30, 2012, Copy Center, Administrative Affairs, not to exceed 120 days (NTE 35 hours per week).

16. Kanza Shaheen, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
17. Natalie Sharp, Assistant Coach (Softball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 15, 2013 through May 31, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
18. Wendy Sparrow, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
19. Wendy Sparrow, Supplemental Instruction Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).
20. Kiaria Teague, Student Worker I, Rate A, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 30, 2013, Health & Human Services, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
21. Nancy Torres-Guimaraes, 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 February 7, 2013 through June 7, 2013, Writing Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Keith Curry

XVI. ACTION ITEMS

1. Office of the Special Trustee
 - A. Special Trustee's Advisory Committee Bylaws – Revised

2. Office of the Interim CEO
 - A. Board Policy 6400 – Audits
 - B. Absence of a Board Member – Ratification

3. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Adjustments/Augmentations/Transfers
 - C. Non-Resident Tuition Fee For 2013-2014
 - D. Ratification of Resolution #01-04-2013 of the Board of Trustees of the Compton Community College District Requesting the Issuance of 2012-2013 Tax and Revenue Anticipation Notes

4. Facilities, Planning and Development
 - A. Authorization of a Professional Services Agreement with NTD Architecture for Architect of Record & DSA Closeout Certification Services
 - B. Agreements/Amendments/Ratifications
 - C. Change Orders

5. Human Resources
 - A. New Classified Position

Agenda for the Compton Community College District Board of Trustees
from
Office of the Special Trustee
Thomas E. Henry

1A. SPECIAL TRUSTEE’S ADVISORY COMMITTEE BYLAWS – REVISED

It is recommended that the Special Trustee approves the Special Trustee’s Advisory Committee Bylaws – Revised

I. Role of the Special Trustee Advisory Committee:

- A. The Special Trustee Advisory Committee of the Compton Community College District is organized exclusively to advise the Special Trustee with respect to the management of the Compton Community College District.
- B. To carry out its role, the Special Trustee Advisory Committee may:
 - 1. Receive copies of audits, reports, surveys and similar materials, or summaries of such documents;
 - 2. Examine existing and proposed District policies in order to provide the Special Trustee with comments about the desirability and effectiveness from a community perspective;
 - 3. Engage in study sessions, workshops and similar activities to learn about policy matters affecting California Community Colleges in general and the Compton Community College District in particular; and
 - 4. With the assent of, and in conjunction with the Special Trustee and elected Board of Trustees, sponsor activities or events aimed at enhancing community awareness of and support for the District and the El Camino College Compton Center.

II. Members:

- A. The Special Trustee Advisory Committee shall consist of at least seven members appointed by the Special Trustee of the Compton Community College District;
- B. The membership may include residents of the communities served by Compton Community College District and any other outside experts deemed appropriate by the Special Trustee.
- C. Four of the members may be residents of the Compton Community College District.
- D. One member may be a current or former community college educator.
- E. One member may be enrolled as a student at the El Camino College Compton Center and active in the associated students’ organization or another bona fide student group.

III. Length of Membership and Removal from Membership

- A. Members of the Special Trustee Advisory Committee shall serve for an initial term of two years. At the conclusion of two years, members may be reappointed for a one year term. There is no limit on the number of one-year reappointments.
- B. Members serve at the pleasure of the Special Trustee and may be removed at any time at the sole discretion of the Special Trustee, including failure to attend two consecutive Special

Trustee Advisory Committee meetings without reasonable excuse. Upon a member's removal, his or her seat shall be declared vacant.

IV. Officers and Meetings:

- A. The Special Trustee Advisory Committee shall elect its own Chairperson. The Chairperson shall preside at all meetings and, in consultation with the CEO and Special Trustee, develop the agenda for each of the meetings.
- B. The Special Trustee Advisory Committee may elect a Vice Chairperson.
- C. The Special Trustee Advisory Committee shall meet at least quarterly, but it may meet more often if additional meetings are deemed advisable by the Special Trustee.
- D. A quorum of the Special Trustee Advisory Committee shall consist of any four members. Or quorum of the full membership if the membership is greater than 7.
- E. All meetings of the Special Trustee Advisory Committee shall be open to the public.
- F. Minutes of the proceedings of the Special Trustee Advisory Committee and all documents received and reports issued shall be a matter of public record. The Special Trustee Advisory Committee shall ensure that the public has appropriate access to those materials.

V. Miscellaneous Provisions:

- A. The Special Trustee Advisory Committee is Advisory Committee to the Special Trustee. It is not a legal entity separate from the Compton Community College District, and does not have any legal capacity independent of the District.
- B. Information provided by the Special Trustee or the District's staff to one member of the Special Trustee Advisory Committee shall be provided to all members of the Special Trustee Advisory Committee in accordance with the directions of the Special Trustee or his/her designee.
- C. No individual member shall have the authority to act or speak for the Special Trustee Advisory Committee or proceed in any other manner, unless the CEO and special Trustee along with the Special Trustee Advisory Committee has, by majority vote, given the member express authority to do so. Each member, however, retains the right to communicate with the Special Trustee as an individual.
- D. The Compton Community College District has a duty to defend and indemnify volunteers acting within the course and scope of their volunteer duties. In the event of litigation naming the Special Trustee Advisory Committee or its individual members, the District shall provide counsel for its individual members, with the qualification that the District may decline to defend and indemnify any member if his/her alleged wrongful actions were not within the course and scope of his/her duties as a member, or were the result of fraud, malice or actual corruption.

Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Keith Curry

2A. BOARD POLICY 6400 – AUDITS

It is recommended that the Special Trustee approves the revised Compton Community College District Board Policy 6400 - Audits.



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 6400 Audits

ISSUED: June 16, 2009
REVISED: December 11, 2012

Reference:

Education Code Sections 84040(b)

There shall be an annual external audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The CEO shall assure that an annual external audit is completed. The CEO shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

In addition, the CEO shall assure that annual audits are completed in compliance with the approval of the District's general obligation bond measure (Measure CC) authorized pursuant to Section 1 of Article XIII A of the California Constitution.

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

Applicable Administrative Regulation:
AR6401 Audits

2B. ABSENCE OF A BOARD MEMBER - RATIFICATION

It is recommended that the Special Trustee excuses Trustee John Hamilton from the Tuesday, December 11, 2012 Board of Trustees Meetings with no loss of salary due to illness.

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Felipe Lopez, CBO

3A. AGREEMENTS/AMENDMENTS/RATIFICATIONS

It is recommended that the Special Trustee approves the following contracts:

RATIFICATION

- 1. CONSULTANT:: S. HAIGLER, CPA**
SERVICES: To provide professional services which consist of reviewing the accounting for health and welfare benefits, analyzing and implementing policies and procedures, working with and training District personnel and issuing a report detailing the cause of the issue.
- REQUESTING DEPT:** BUSINESS SERVICES
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 01/01/13 – 06/30/13
NTE: \$1,200.00

3B. BUDGET ADJUSTMENTS/AUGMENTATIONS/TRANSFERS

It is recommended that the Special Trustee approves or ratifies the following adjustments, augmentations, and transfers. The adjustments do not adversely affect the total District budget.

FISCAL YEAR 2012-2013

1. General Fund – Unrestricted
2. General Fund – Restricted

1. General Fund – Unrestricted

Expenditures:

-FROM-		
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4XXX	Supplies	\$ 1,000.00
6XXX	Capital Outlay	<u>25,300.00</u>
		\$26,300.00

-TO-		
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services	\$26,300.00

Summary Total	\$ 0.00
Total Transfer Amount - \$26,300.00	

Summary of Transfers:

To reallocate funds budgeted for Supplies and Capital Outlay to membership dues and software license.

2. General Fund – Restricted

Expenditures:

-FROM-		
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4XXX	Supplies	\$ 9,000.00
6XXX	Capital Outlay	5,000.00
7XXX	Other Outgo	<u>76,164.00</u>
		\$90,164.00

-TO-		
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$48,468.00
2XXX	Classified and Other Non-Academic Salaries	40,896.00
5XXX	Other Operating Expenses and Services	<u>800.00</u>
		\$90,164.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$90,164.00

Summary of Transfers:

Funds allocated to realign EOPS/CARE FY 12-13 budget to agree with budget approved by funding agency.

3C. NON-RESIDENT TUITION FEE FOR 2013-2014

It is recommended that the Special Trustee adopts the non-resident tuition fee for the fiscal year 2013-2014, commencing with the summer session of 2013, in the amount of \$190 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California.

It is also recommended that the Special Trustee adopt a non-resident capital outlay fee for the fiscal year 2013-2014, commencing with summer session 2013, in the amount of \$32 per unit of course work, pursuant to Education Code Section 76141 (a). The additional fee for all non-resident students is permitted to be charged for capital outlay purposes. Compton Community College District will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

The 2013-2014 combined non-resident tuition and capital outlay fee rate is \$222 per unit. The 2013-2014 adjustments to the rates are based on formulas provided by the State Chancellor’s Office using reported statewide averages, District FTES and expenditures, and rates charged by neighboring districts.

3D. RATIFICATION OF RESOLUTION #01-04-2013 OF THE BOARD OF TRUSTEES OF THE COMPTON COMMUNITY COLLEGE DISTRICT REQUESTING THE ISSUANCE OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTES

Government Code Sections 53850 and 53858 grant Community College Districts the ability to issue Tax and Revenue Anticipation Notes (TRANs) during times when District's anticipate they may experience cash shortfalls. Cash shortfalls may arise due to the timing differential of monthly cash receipts and disbursements throughout the 2012-2013 fiscal year.

System-wide, the Governor's proposed budget calls for deferrals totaling approximately \$801 million in fiscal year 2012-2013. It is projected that this deferral to the Compton Community College District will be approximately \$8.1 million.

It is recommended that the Special Trustee adopts the Resolution authorizing and approving:

1. The borrowing of funds for Fiscal Year 2012-2013 not to exceed \$10M;
2. The issuance and sale of a 2012-2013 tax revenue anticipation note (TRAN), and
3. Participation in the Los Angeles County Schools Revenue Anticipation Note (TRAN) for the 2012-2013 fiscal year.

A complete copy of the resolution can be viewed at:

http://district.compton.edu/board_of_trustees/January-16-Resolution-01-04-2013.pdf

Agenda for the Compton Community College District Board of Trustees
from
Facilities, Planning and Development
Felipe Lopez, CBO

4A. AUTHORIZATION OF A PROFESSIONAL SERVICES AGREEMENT WITH NTD ARCHITECTURE FOR ARCHITECT OF RECORD & DSA CLOSEOUT CERTIFICATION SERVICES

BACKGROUND

Compton Community College District solicited interested firms to participate in a Request for Proposal (RFP) process for an Architect of Record & DSA Closeout Certification Services. Of the seven firms responding with a proposal submittal package, four were selected for a final interview. Based upon the ranking taken after that interview by the eleven-member selection committee, the firm NTD Architecture was selected.

The project is for an Architect of Record and Division of State Architect (DSA) closeout certifications for the following projects: Major League Baseball Urban Youth Academy project; the Math/Science Building project; the Vocational/Technology Building project; the Stadium Lighting project; the Child Development Center project; and the Library & Learning Resource Center (LRC) project.

FUNDING

Estimated budget for the project is \$800,000.00. Any increase to this budget will be at the review and approval of the Special Trustee.

Professional fees for architectural, related design services, and DSA closeout services, as described in the NTD Architecture proposal are based on a three (3) phase work plan. Phase 1 which is the Discovery phase and consists of identifying all missing documents and all apparent remedial work required for both project completion and Certification. Phase 1 would also include creating schedules depicting all know tasks and assigning all tasks leading to completion. Phase 1 cost is not to exceed \$66,000. Phase 2 encompasses all tasks directed toward the work of gaining DSA Certification of past and current A-Numbers on Campus. Phase 2 cost is not to exceed \$385,000 with additional design team documentation work to be charged at a minimum fee of \$7,500 per project. Phase 3 pertains to all destructive testing and hard construction required to complete all projects through to closeout and DSA Certification. The cost for Phase 3 is based on hourly rate noted in the proposal. All monthly plans must be submitted to the District and approved before any costs can be incurred during this phase.

The source of funding for these services will be provided from Measure CC Bond funds.

RECOMMENDATION

It is recommended that the Special Trustee approves the NTD Architecture Agreement for Professional Services. This Agreement is not to exceed \$800,000.00.

BACK-UP INFORMATION

- Agreement for Professional Services between NTD Architecture and the Compton Community College District dated December 16, 2012 (Exhibits attached to Professional Services Agreement),
- Proposal for Professional Services Agreement from NTD Architecture dated September 27, 2012.

RESOURCE PERSON

Felipe R. Lopez

4B. AGREEMENTS/AMENDMENTS/RATIFICATIONS

It is recommended that the Special Trustee approves the amendments to the following contracts:

AMENDMENTS

- 1. CONSULTANT:** **BERGMAN, DACEY & GOLDSMITH**
SERVICES: Amendment is for additional \$75,000, increasing the contract from \$200,000 to \$275,000 to provide legal advice and representation on matters related to design bid presentation documents and construction contracting and litigation matters.
REQUESTING DEPT: FACILITIES
FUNDING: BOND MEASURE CC
DATES: 07/01/12 – 06/30/13
NTE: \$275,000.00
- 2. CONSULTANT:** **DLR GROUP/WWCOT**
SERVICES: Amendment is for \$12,900 increasing the contract from \$1,296,950 to \$1,309,850 to prepare a Storm Water Pollution Prevention Plan for the Allied Health Renovation project which was not part of the original contract.
REQUESTING DEPT: FACILITIES
FUNDING: BOND MEASURE CC/STATE CAPITAL OUTLAY
DATES: 07/01/12 – 06/30/13
NTE: \$1,309,850.00
- 3. CONSULTANT:** **GEOTECK**
SERVICES: Amendment is for \$75,000 increasing the contract from \$75,000 to \$150,000 which is the amount of the original proposal to perform geotechnical testing and inspection services for Central Plant/Stadium Lighting and Utility Infrastructure Phase 1 project.
REQUESTING DEPT: FACILITIES
FUNDING: BOND MEASURE CC/STATE CAPITAL OUTLAY
DATES: 07/01/12 – 06/30/13
NTE: \$150,000.00
- 4. CONSULTANT:** **S & K ENGINEERS**
SERVICES: A. To provide additional services for the modifications of the stadium lighting system due to Pinner Construction moving forward with the substitution lighting. During the project bidding process, a budget of \$38,000 was quoted to all bidders notifying that they would be charged a fee for structural changes and DSA resubmittals if they chose to substitute the Stadium Lighting. Since Pinner Construction chose to move forward with the substitution lighting and is providing a credit for the additional fees involved, S&K will be required to provide additional services for the modifications of the stadium lighting system.
Cost: \$38,000.00

B. To assist the District with preparing proposals to obtain incentives for the District from the California Community College and Investor-Owned Utility Energy Efficiency Partnership for the new Central Plant and new lighting being installed as a part of the Utility Infrastructure Phase 1 and 2 projects.

Cost: \$9,500.00

C. To provide additional services regarding revisions to the Retention Basin. Services include providing 2 options for revising the retention basin to bring basin up to surrounding grade, estimated construction costs, submitting necessary reports to the State, and assist in obtaining additional State funds.

Cost: \$2,900.00

TOTAL INCREASE:	\$50,400.00
REQUESTING DEPT:	FACILITIES
FUNDING:	BOND MEASURE CC/STATE CAPITAL OUTLAY
DATES:	01/13/13 – 10/31/13
NTE:	\$5,007,849.00

4C. FACILITIES PLANNING AND DEVELOPMENT – CHANGE ORDER REPORTS FOR CAPITAL PROJECTS & MEASURE CC. PROP 39 PROJECTS

1. Minco Construction Change Order #1 – Utility Infrastructure Phase 2

It is recommended that the Special Trustee approves the following change order for the Utility Infrastructure Phase 2.

1. This is a no-cost change order submitted for board approval which will bind the construction schedule and all schedule updates to Minco Construction and will help protect the Compton Community College District from any unwarranted delay claims in the future.

1. Change Order Cost	\$0.00
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Total Change Order Amount	\$0.00
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Contractor: Minco Construction	<u>Amount:</u>
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Original Contract Amount	\$10,177,700.00
Previously Approved Change Orders (0)	\$0.00
Amount of this Change Order	\$0.00
NEW CONTRACT AMOUNT	\$10,177,700.00
Percentage of Change Order to Date	0.00%
Adjustment to Contract Time	
Original Completion Date	November 30, 2013
Adjustments for this Change Order	0 Days
Revised Completion Date	November 30, 2013

2. Pinner Construction - Change Order #4 Central Plant/Stadium Lighting Project

It is recommended that the Special Trustee approves the following change order for the Central Plant/Stadium Lighting Project:

1. During the project bidding process, a budget of \$38,000 was quoted to all bidders notifying that they would be charged a fee for structural changes and DSA resubmittals if they chose to substitute the Stadium Lighting. The Contractor chose to move forward with the substitution lighting and is providing a credit for the additional fees involved per the contract documents.

2. Item Credit	(\$38,000.00)
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Total Change Order Amount	(\$38,000.00)
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Contractor: Pinner Construction Co, Inc.	<u>Amount:</u>
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Original Contract Amount	\$10,008,432.00
Previously Approved Change Orders (3)	(\$73,078.83)
Amount of this Change Order	(\$38,000.00)

NEW CONTRACT AMOUNT	\$9,897,353.17
Percentage of Change Order to Date	-1.11%
Adjustment to Contract Time	
Original Completion Date	October 3, 2013
Adjustments for this Change Order	0 Days
Revised Completion Date	October 3, 2013

3. Pinner Construction - Change Order #4 Utility Infrastructure Phase 1 Project

It is recommended that the Special Trustee approves the following change order for the Utility Infrastructure Phase 1 Project:

1. There was an existing underground water leak south of the Maintenance Building. In order to install underground utilities through this area, the repair was required to allow the contractor to complete their scope of work, therefore the Compton Community College District directed the contractor to complete the repair which was not part of the original scope of work.

1. Item Cost \$4,141.79

2. Original scope at Parking Lot A was to slurry coat the existing alligator cracked asphalt, and connect to the newly constructed section of parking lot. Due to the fact that the parking lot continued to crumble during construction operations, the Compton Community College District directed the contractor to replace the old asphalt to create a uniformed parking lot. Additional work was not part of the original scope of work.

2. Item Cost \$37,228.76

Total Change Order Amount \$41,370.55

Contractor: Pinner Construction Co, Inc. **Amount:**

Original Contract Amount	\$17,641,568.00
Previously Approved Change Orders (3)	\$(985,057.17)
Amount of this Change Order	\$41,370.55
NEW CONTRACT AMOUNT	\$16,697,884.38
Percentage of Change Orders to Date	-5.35%
Adjustment to Contract Time:	
Original Completion Date	October 3, 2013
Adjustments for this Change Order	0 Days
Revised Completion Date	October 3, 2013

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

5A. NEW CLASSIFIED POSITION:

It is requested that the Special Trustee approves the following new classified job description:

- Student Success Coordinator

COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER

STUDENT SUCCESS COORDINATOR

FLSA: NON-EXEMPT

/ 29

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>
SALARY:	\$3774.00	\$3962.67	\$4160.83	\$4368.83	\$4587.25	\$4816.67	\$5057.50 per month
HOURLY:	\$21.773	\$22.862	\$24.005	\$25.205	\$26.465	\$27.789	\$29.178 per hour (*probation)

DEFINITION

Under general supervision of the dean and in conjunction with the Instructional Specialist, plans, organizes, coordinates, supervises and oversees the day-to-day activities and operations of the Learning Resource Center, tutorial programs, and computer labs as assigned; performs a variety of responsible office support and technical duties in support of an assigned program area or skills center; assists in the assessment of student skills and abilities, and, within set guidelines and procedures, makes recommendations to instructors on appropriate skills practice and/or tutorial exercises that the student should be assigned; assists students with use of equipment and learning resources; performs a variety of data collection, data entry, record-keeping, report preparation, and program support activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned dean and/or Instructional Specialist. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This classification oversees, supervises and integrates the day-to-day activities and operations of the Learning Resource Center, tutorial services, and computer labs to meet department goals and objectives. Responsibilities include providing assistance to students and instructors to reinforce classroom lessons and to assist them in accessing and using Learning Center resources and services designed to improve student academic skills and knowledge. The incumbent also plans and maintains an effective work flow, trains and supervises peer tutors and student workers in the procedures of the Center, prepares reports and maintains the assigned area in a safe and working order.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Plans, organizes, supervises and evaluates the work of assigned staff; participates in performance evaluations and takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's human resources policies and procedures and labor contract provisions.
- Contributes to developing and monitoring of the annual budget for the department.
- Participates in developing, implementing and evaluating work programs, plans, program reviews, SLOs, processes, systems and procedures to achieve department goals.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving departmental and District objectives and service expectations.
- Plans, organizes, coordinates, supervises and oversees the day-to-day activities and operations of the Learning Resource Center, tutorial programs, and computer labs; oversees operations of one or more instructional areas, including setting up and maintaining equipment in assigned area; opens or closes the Center as assigned.
- Prepares forms and maintains information and records related to the Center's instructors, tutors (including teachers associates and supplemental instruction coaches), and student assistants.
- Prepares estimated cost of payroll, as well as the actual payroll based on hours worked; generates time cards for all hourly employees of the Center; works with the Payroll Department to determine pay discrepancies.
- Obtains information from students to be used by others to determine knowledge and skill level of each student; refers students, such as those who may have disabilities, to programs and services that can better attend to their specific needs.
- Tracks and prepares reports on student usage of Learning Center, tutorial programs, and computer labs; prepares reports of student progress and student and department needs.
- Participates in planning, development, coordination, integration, implementation and evaluation of academic support services programs and activities within assigned areas of responsibility to meet department goals and objectives; provides innovative, achievable recommendations to dean and others.
- Works with students and faculty to provide access to the instructional resources and services in the Center and elsewhere on campus that best meet their needs.
- Assists in the training and supervision of student workers; acts as lead to all tutors and student workers in the absence of the Instructional Specialist; orders books and materials for tutor and student use and office supplies.
- Develops correspondence and informational materials for and about the Learning Resource Center, tutorial programs, and computer labs.
- Operates a variety of equipment related to the particular areas of assignment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Functions, programs, services, operations and activities of a Learning Resource Center.
- Standard office practices and procedures, including basic record-keeping, arithmetic, and the use of standard office equipment and software.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

- Departmental practices and procedures and applicable District policies.
- Principles and practices of data collection and report preparation.
- Currency in the uses of instructional software and other technologies used to enhance learning.
- Basic accounting methods, procedures, and terminology.
- Principles of business letter writing and thorough communication skills
- Principles and practices of effective supervision.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic and ethnic groups.
- District classified human resources policies and procedures and labor contract provisions.

Ability to:

- Plan, organize, coordinate, implement and evaluate the daily operations, activities and services of the Learning Resource Center, tutorial programs, and computer labs.
- Work with and maintain various databases and spreadsheets.
- Learn, apply, and explain the Center’s resources and services.
- Learn, apply, and explain applicable District policies, rules and regulations related to areas of responsibility.
- Prepare clear, concise and comprehensive reports and other written materials.
- Exercise sound independent judgment within general policy guidelines.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university preferably with a major in education, English, mathematics, science, business, information technology or related field, plus three (3) years of progressively responsible experience providing technical and instructional support and services in a College learning center/lab or tutorial program including supervisory experience.

Licenses and Certification

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard and specialized office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop,

kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Dr. Keith Curry

XVI. DISCUSSION/INFORMATION ITEMS

1. Office of the Interim CEO
 - A. Administrative Regulation 6401 – Audits
 - B. Special Trustee’s Advisory Committee Minutes of October 30, 2012
 - C. Special Trustee’s Advisory Committee 2013 Goals
 - D. Special Trustee’s Advisory Committee Meeting Dates
 - E. Measure CC Citizens’ Bond Oversight Committee Meeting Dates
 - F. Board of Trustees Presentations and Reports Schedule for 2013

2. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances

3. Human Resources
 - A. CEO Search Timeline

Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Dr. Keith Curry

1A. ADMINISTRATIVE REGULATION 6401-AUDITS

It is recommended that the Special Trustee receives for information the Administrative Regulation 6401 for Audits.



COMPTON COMMUNITY COLLEGE
DISTRICT
BOARD OF TRUSTEES POLICIES

AR 6401 Audits

ISSUED: December 11, 2012
REVISED:

Reference:

Board of Trustees Policy: BP 6400 Audits
Education Code Sections 15278 and 84040(b)
Title 5, Section 59102

The CEO directs that the following regulations are to apply to the audits at the Compton Community College District:

1. On or before May 1 of the fiscal year preceding the fiscal year to be audited, the Special Trustee shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.
2. An auditing firm's contract shall be for no longer than five years. The auditor may be retained for a period exceeding five consecutive years; however at the end of each contract term the District shall solicit proposals for audit services to encourage competitive pricing and change, if needed. The audit shall include all funds under the control or jurisdiction of the district. The audit shall identify all expenditures by source of funds and shall contain the following:
 - A. A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code §84040.5 and Title 5, §59102.
 - B. A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be submitted to the state Chancellor's Office by December 31. The annual district audit must be presented to the board for information.

The CEO may call for a special audit whenever the best interest of the district will be served. The Chief Business Officer and his/her designee may independently spot-audit any district account, including student organization and the revolving cash funds. Audit adjustments must be recorded in the accounting system and are to be reflected on the subsequent year's CCFS-311.

1B. SPECIAL TRUSTEE'S ADVISORY COMMITTEE MEETING MINUTES

It is recommended that the Special Trustee receives for information the Special Trustee's Advisory Committee Meeting Minutes of October 30, 2012.

- I. The Special Trustee's Advisory Committee Meeting was called to order at 6:42 p.m.
- II. Roll Call – Members Present
 - Lestean Johnson, Chair
 - Amirah Hendrickson, Vice Chair
 - Domatila Aguilar
 - Amelia Apple
 - Marie Hollis
 - Cynthia Macon
 - Olivia Verrett
 - Keith Curry, Interim CEO
 - Thomas Henry, Interim Special TrusteeMembers Absent:
 - Oscar Edwards
 - Mark Guillen
 - Martina Rodriguez
- III. Pledge of Allegiance
- IV. Approval Agenda – **Approved**
 - Motion made by Olivia Verrett
 - Seconded by Amirah Hendrickson
 - Approved**
- V. Review/Approval of Minutes of August 28, 2012
 - Motion made by Amirah Hendrickson to accept minutes
 - Seconded by Domitila Aguilar
 - Approved**
- VI. Public Comments:
 - Nehasi Lee, student: Feels that the committee does not meet often enough and gave his opinion of what the Special Trustees' Advisory Board should be doing.
- VII. Presentations:
 - a) Compton Community College District Five-Year Budget Assumptions
 - Felipe Lopez, CBO, distributed copies of and gave an update on the District's Five-Year Budget Assumptions.
 - Dr. Curry stated that he will provide a detailed report on the Line of Credit to the Committee.
 - b) Timeline for Chief Executive Officer Search
 - Rachelle Sasser, Dean, Human Resources, provided a brief update on the status of the CEO search. The Search Committee needs a community representative which will be selected by the Advisory Committee. The first meeting of the CEO Search Committee will be held on

November 8, 2012, from 2:00-4:00 p.m. Dr. Edward Hernandez, of Community College Search Services, will provide training to the group.

VIII. Discussion/Action Agenda

a) CEO Search Committee Nomination

Ms. Olivia Verrett nominated Dr. Lestean Johnson as representative from the Special Trustee's Advisory Committee to the CEO Search Committee.

Ms. Marie Hollis seconded the nomination

Approved Unanimously - Dr. Lestean Johnson will represent the community on the CEO Search Committee

b) 2013 Advisory Committee Meeting Dates

- i. The committee discussed what days they would be available to meet. Dr. Johnson stated that the community has expressed that they would like the Advisory Committee to meet monthly. The Special Trustee stated that because of his other commitments he may not always be available.

Dr. Johnson said that Tuesdays seem to be the best day for all members.

Dr. Curry feels that every other month should be adequate to provide necessary and accurate information to the committee. Dr. Curry will provide a draft schedule to look at for dates in 2013 at the December 18, 2012 committee meeting.

- ii. The Special Trustee stated that the committee's main purpose is to provide advice on the most pertinent items of concern to the District.
- iii. Committee members requested workshops or speakers on alternate months. The CEO will discuss this at a future committee meeting.

IX. Advisement Agenda

a) Compton Community College District Measure CC Amended and Restated Bylaws

- i. Dr. Curry stated that he has been working with the District bond attorney to revise the language of the Oversight Committee Bylaws. The original Bylaws were written in 2002 when the bond was approved and the language is outdated. The elected Board will review at this document at the November 2012 board meeting.
- ii. The Special Trustee asked the Advisory Committee to peruse this document and provide feedback to him.

X. Informational Items:

a) Compton Community College District Redistricting Action Plan - Information only

- i. Dr. Curry stated that we are anticipating a reply from L.A. County Recorder's Office on the finalization of the new trustee areas.

b) Facilities Management Memorandum of Understanding between Compton Community College District and El Camino College District – Information only

- i. Dr. Curry stated that we have the sign-off from the Chancellor of California Community Colleges and are waiting for the El Camino College District Board of Trustee to approve it.

XI. Comments by:

a) Interim CEO:

- i. Dr. Curry reported that he has been working on changing the template for future Advisory Committee Meeting Agendas.
- ii. Dr. Curry will make a presentation at Carson City Council on November 7, 2012 to talk about the District. Thanked Ms. Verrett for her assistance in scheduling this matter.
- iii. There was an Accreditation Summit held earlier today for faculty, staff, administrators and students. Wants to have more individuals involved in the eligibility requirements for accreditation. On November 29, 2012 there will be an Accreditation Forum to discuss where the District is in the accreditation process.

b) Advisory Committee Members:

- Ms. Apple, student: Would like students to be more involved and have a better understanding of District concerns.
- Ms. Verrett: Requested training on the Brown Act.
- Ms. Aguilar: Would like more details on the budget.
- Ms. Hollis: Sees progress being made at the District. Would like the chance to have more input on the selection of any future special trustees.
- Ms. Macon: Concerned about FCMAT deficiencies; needs more information in a format that is easily understood by the community.
 - i. Dr. Curry responded that he would provide information as to what more is needed as it relates to our eligibility application. He will also provide more information on the bond fund at the December 2012 Advisory Committee meeting.
 - ii. The Special Trustee responded that the Comprehensive Assessment 6th Progress Report from FCMAT contains that information and is available on-line.
- Ms. Hendrickson: Stated that she is pleased to see positive development with the Advisory Committee, and commitment by the members.
- Dr. Johnson: Thanked Dr. Curry for obtaining the deed to the District property. Talked about “Feed Compton”, a Thanksgiving event to be held on district property where churches, the District, Major League Baseball, and other community organizations will provide food those in need. Thanked Dr. Curry for stepping-up to the plate in assisting with this project.
- Special Trustee Henry: Attended ASB meeting and is impressed by their engagement and questions asked, and hopes to be invited to meet with them again. Reported that a new State Chancellor, Brice Harris, has been appointed to serve upon Chancellor Scott’s retirement. Stated that comments from the Advisory Committee in relation to community concerns are very helpful to him.

XII. Motion to adjourn made by Olivia Verrett

Seconded by Cynthia Macon

Approved

Meeting Adjourned at 8:45 p.m.

Next Scheduled Meeting: December 18, 2012, 6:30 p.m.

1C. SPECIAL TRUSTEE'S ADVISORY COMMITTEE 2013 GOALS

It is recommended that the Special Trustee receives for information the Special Trustee's Advisory Committee 2013 Goals.

- I. Participate in community activities and events and bring observations to the Special Trustee's Advisory Committee Meetings.
 - a. Attend events in the community.
 - b. Speak to community groups.
 - c. Bring copies of community events and activities to other Special Trustee's Advisory Committee members.

- II. Participate in the operation of the District at Special Trustee's Advisory Committee Meetings.
 - a. Regularly attend Special Trustee's Advisory Committee meetings.
 - b. Speak freely and openly on policy issues pertaining to Compton Community College District.
 - c. Solicit opinions of fellow Special Trustee's Advisory Committee members and members of the community.
 - d. Present ideas during discussion and advisement section of Special Trustee's Advisory Committee Meetings.

- III. Fiscal Responsibilities.
 - a. Study, review and receive the 2011-2012 Annual Financial Audit.
 - b. Study, review and receive 2012-2013 Budget.
 - c. Study, review and receive CCCD Five-Year Budget Assumptions
 - d. Study, review and receive CCCD Line of Credit Expenditures
 - e. Study, review and receive Measure CC Bond Expenditures

- IV. Support the Partnership with El Camino College District
 - a. Study, review, and provide input on the Partnership Agreement with El Camino College District.
 - b. Study, review, and provide input on the Facilities Memorandum of Understanding with El Camino College District.
 - c. Receive and review El Camino College District Accreditation reports for the El Camino College Compton Center.

- V. Participate in required Special Trustee's Advisory Committee Training.
 - a. Ethics Training.
 - b. Online Accreditation Basics Workshop.
 - c. Brown Act Training Session.

Rev. 1.3.2013

1D. SPECIAL TRUSTEE’S ADVISORY COMMITTEE MEETING DATES FOR 2013

It is recommended that the Special Trustee receives for information the Special Trustee’s Committee meeting dates and times. All committee meetings will be held in the District Board Room at 6:30 p.m.

- Monday, February 11, 2013
- Monday, April 15, 2013
- Monday, June 17, 2013
- Monday, August 19, 2013
- Monday, October 21, 2013
- Monday, December 16, 2013

1E. MEASURE CC BOND OVERSIGHT COMMITTEE MEETING DATES

It is recommended that the Special Trustee receives for information the Measure CC Bond Oversight Committee meeting dates and times. All committee meetings will be held in the District Board Room.

- Thursday, February 28, 2013 @ 5:00 p.m.
- Thursday, April 25, 2013 @ 5:00 p.m.
- Thursday, June 27, 2013 @ 5:00 p.m.

1F. BOARD OF TRUSTEE’S PRESENTATIONS AND REPORTS SCHEDULE 2013 - INFORMATIONAL ITEM

It is recommended that the Special Trustee receives for information the Board Presentations and Reports Schedule 2013.

MONTH	PRESENTATION	REPORT
January 2013	Facilities Projects	
February 2013	2011-2012 CCCD Financial Audit Report	2012-2013 Budget Status Report
March 2013	2011-2012 Measure CC General Obligation Bond Audit Report Measure CC Bond Oversight Committee	FTES Compton Center Success & Retention
April 2013	Foundation for Compton Community College District 2013-2014 Budget Planning Proposal	
May 2013	Accountability Reporting for the Community Colleges (ARCC)	Accreditation Update Notice of Public Hearing
June 2013	Student Learning Outcomes 2013-2014 Compton Community College District Tentative Budget	Tentative Budget Quarterly Fiscal Status Report
July 2013	Compton Center Accreditation Status Report	
August 2013	Facilities Projects	Notice of Public Hearing FTES Compton Center
September 2013	2013-2014 Compton Community College District Budget First Year Experience Program	Quarterly Fiscal Status Report Budget Adoption
October 2013	Financial Aid	Faculty/Staff Professional Development
November 2013	Special Trustee’s Advisory Committee	Accreditation Update
December 2013	FCMAT	Quarterly Fiscal Status Report

Revised: 01.10.2013

Agenda for the Compton Community College District Board of Trustees
from
Measure CC Bond Fund
Felipe Lopez, CBO

2A. MEASURE CC BOND FUND CATEGORY BUDGETS AND BALANCES

It is recommended that the Special Trustee receives for information the following Compton Community College District Measure CC Bond Fund Category Budgets and Balances.

The following table reports Measure CC Bond expenditures through December 31, 2012

CATEGORY	BUDGET	EXPENDED	BALANCE
Unassigned	\$ 3,800,917	\$ -	\$ 3,800,917
Allied Health Building *	1,800,000	153,129	1,646,871
Campus Wide Improvement	250,000	207,494	42,506
Infrastructure Phase 1 *	11,490,000	4,620,851 **	6,869,149
Infrastructure Phase 2*	5,000,000	227,678 **	4,772,322
Learning Resource Center	370,000	911	369,089
Master Planning	158,000	15,994	142,006
MIS Building Renovation Phase 1	891,215	388,570	502,645
Music	1,200,000	20,862	1,179,138
Program Support	210,000	109,620	100,380
Utilities Master Plan	723,460	159,257 **	564,203
	<u>\$ 25,893,592</u>	<u>\$ 5,904,366</u>	<u>\$ 19,989,226</u>

* These projects are funded by State Capital Outlay funds (~90%) and Measure CC Bond funds (~10%)

** All costs expended to date will be replenished by State Capital Outlay funds once reimbursement by the State

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

3A. TIMELINE FOR CHIEF EXECUTIVE OFFICER SEARCH

It is recommended that the Special Trustee receives for information the Timeline for the Chief Executive Officer Search.

TIMELINE FOR CEO SEARCH

June 2012

- Approval of CEO position description by the Special Trustee

September 2012

- Contact constituent groups to establish committee membership

October 2012

- Identification of search committee members

November 2012

- First Search Committee meeting
- Search Committee training
- Provide draft position announcement for review and input
- Announce position

January 2013

- Application submittal deadline
- Schedule additional committee meetings
- Determine screening criteria
- Paper screening of applications
- Select applicants to be interviewed

February 2013

- Special Trustee and Superintendent/President will review applicant pool to determine if size of the pool is adequate.
- Interview candidates
- Select finalists

March 2013

- Campus Forum(s) for finalists
- Interview finalists
- Special Trustee and Superintendent/President concur on selected candidate

April 2013

- Appointment of CEO