



**Board Agenda**

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

Closed Session to Commence at 12:00 noon

Open Session to Commence at 4:00 PM

**Tuesday, December 18, 2007**

**District Board Room**

**1111 E. Artesia Boulevard**

**Compton, California 90221**

- I. Call to Order at 12:00 noon**
- II. Roll Call**
- III. Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- IV. Recess to Closed Session for Discussion and/or Action on the following items in accordance with the Brown Act, Government Code Section 54950 et seq., and the Education Code and pursuant to Government Code Section 54954.5**
  - A. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
    1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
      - 1) Villalobos, Ghafelebashi and Boroudjerdi vs. Compton CCD
      - 2) Roach vs. Compton CCD
      - 3) Rabun vs. Compton CCD
      - 4) Minutemen vs. Compton CCD

- 5) Department of Education vs. Compton CCD-ACN 09-2006-7278 and ACN: 09-2007-79419
- 6) Grievance of Manzoor Ahmad
- 7) Grievances of Estina Pratt and Eleanor Sonido

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

1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:  
(1 case)

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

(1 case)

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

1. Agency designated representative: Doris P. Givens, CEO/Provost  
Employee organizations: Compton Community College  
Federation of Employees, Classified Employees  
Federation of Employees, Certificated Employees
2. Employee Organization: Compton Community College District  
Police Officers' Association

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

6 Matters

- V. Reconvene to Open Session at 4:00 PM**
- VI. Roll Call**
- VII. A Reflective Moment**
- VIII. The Pledge of Allegiance**
- IX. Report of Actions Taken in Closed Session Pursuant to Government Code Section 54957.1**

- X. Reports from Representatives and Employee Organizations**
  - A. Student Trustee Report – Vacant
  - B. Faculty Representative Report – Art Flemming
  - C. Classified Representative Report – Vacant
  - D. Academic Senate President Report – Saul Panski
  - E. CCCDFE Certificated Employees Report – Rodney Murray
  - F. CCCDFE Classified Employees Report – Joseph Lewis
  - G. Confidential/Supervisory Representative Report – Roy Patterson
  - H. Associated Student Body Report – Ignacio Alvarez
  
- XI. Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters (including Closed Session Items)**
  
- XII. Information/Presentation – Chief Executive Officer**
  
- XIII. Approval of Minutes of November 20, 2007**
  
- XIV. Discussion/Action Agenda**
  - A. BT1 Resolution to Reinstate Classified Position
  
  - B. Student Services Actions
    - SSD 1 Approval of Matriculation Plan
    - SSD 2 Approval of 2007-2008 Enrollment Management Plan
  
  - C. Business Services Actions/Consent Calendar
    - BSD 1 Purchase Orders
    - BSD 2 Agreements/Contracts
    - BSD 3 Quarterly Financial Status Report – From CCFS-311Q
    - BSD 4 Authorize Signature Resolution (LACOE)
    - BSD 7 Amendment to Local Agreement for Child Development Services (Revenue) – CCTR – 7132
    - BSD 8 Amendment to Agreement with Vavrinek, Trine, Day & Co.
  
  - D. Business Services Actions/Action Calendar
    - BSD 5 Establishment of Planning Budget
    - BSD 6 Budget Revisions
  
  - E. Human Resources Actions/Consent Calendar
    - HRD 1 Management Team Personnel Action
    - HRD 2 Academic Employment Personnel Changes
    - HRD 3 Certificated Job Descriptions
    - HRD 4 Classified Personnel
    - HRD 5 Temporary Non-Classified Service Employees
    - HRD 6 Senior Classified Administrative Positions
    - HRD 7 Eligibility Lists

**XV. Next meeting date: Tuesday, January 15, 2008**

Closed session begins at 12:00 noon

Open session begins at 4:00 PM

**XVI. Adjournment**

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

*Thank you!*



# COMPTON COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, November 20, 2007

### MINUTES

- I. The Board of Trustees Meeting was called to order at 12:00 p.m.
- II. Roll Call  
Members Present:
  - Dr. Peter Landsberger, Special Trustee
  - Dr. Doris Givens, Provost/CEO
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters – No Requests
- IV. Recess to Closed Session at 12:04 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 4:00 p.m.
- VI. Roll Call  
Members Present:
  - Peter Landsberger
  - Doris Givens
- VII. A Reflective Moment – Dr. Landsberger.  
Andres Ramos, newly elected member of the Board of Trustees, was introduced.
- VIII. Pledge of Allegiance
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)  
**The Special Trustee authorized the transfer of an amount not to exceed \$50,000 to the Department of Education of the federal government to partially resolve the final audit determination in Department of Education case number 09-2006-7278 and also authorized the Chief Executive Officer of the District to take action regarding the termination of a classified employee during her probationary period. No further reportable action.**
- X. Reports from Representatives and Employee Organizations
  - 1) Faculty Representative Report – Art Flemming – No Report
  - 2) Academic Senate President Report – Saul Panski – No Report
  - 3) CCCDFE Certificated Employees Report – Rodney Murray

- 4) CCCDFE Classified Employees Report – Joseph Lewis – Absent
- 5) Confidential/Supervisory Representative Report – Roy Patterson - No Report
- 6) Associated Student Body Report – Ignacio Alvarez

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

Those who spoke are listed below:

- 1) Nehasi Lee – student
- 2) F. C. Herbert – community member
- 3) Fredwil Hernandez – student
- 4) Mary Edwards – community member
- 5) Chrishawn Watts – student
- 6) Rev. Frederick Shaw – community member
- 7) Willie O. Jones – elected board member
- 8) Lorraine Cervantes – elected board member

XII. Approval of Minutes of October 23, 2007 – **Approved by Special Trustee**

XIII. **Discussion/Action Agenda**

- A. BT1 Consideration and Adoption of Revised Policy and Procedure for Handling Complaints of Unlawful Discrimination. – **Approved by Special Trustee**
- B. Business Services Actions/Consent Calendar – **Approved by Special Trustee**
  - BSD 1 Purchase Orders
  - BSD 2 Agreements/Contracts
  - BSD 3 Resolution for Authorization for Temporary Borrowing Between Funds – Fiscal Year 2007/2008
  - BSD 4 Agreement with San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program #93-575
  - BSD 5 Agreement between Compton Community College District and Vicente, Lloyd, and Stutzman, LLP
  - BSD 6 Ratification of Agreement with the Chancellor of the California Community Colleges-District participation in the 2008 Chancellor’s Office Tax Offset Program (COTOP)
- C. Human Resources Actions/Consent Calendar – **Approved by Special Trustee**
  - HRD 1 Management Team Personnel Action
  - HRD 2 Academic Employment
  - HRD 3 Classified Personnel
  - HRD 4 Temporary Non-Classified Service Employees

XIV. **Next Scheduled Regular Meeting: December 18, 2007**  
**Closed Session: 12:00 Noon                      Open Session: 4:00 p.m.**

XV. Adjournment 5:07 p.m.

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

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

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**BT 1      Resolution to Reinstate Classified Position**

It is requested that the Special Trustee approve the Resolution to Reinstate Classified Position

**COMPTON COMMUNITY COLLEGE DISTRICT**

**Report No. 07/08- 12/18/07**

**Resolution No. 07/08- 12/18/07**

**RESOLUTION TO REINSTATE CLASSIFIED POSITION**

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

WHEREAS, the Special Trustee finds and determines that it is necessary to reinstate, effective December 18, 2007, the following classified position that was eliminated:

<b>Classification</b>	<b>Number of Full Time Equivalent (F.T.E.) Position</b>
College Police Lieutenant	1

NOW THEREFORE, BE IT RESOLVED that the following position in the classified service be reinstated effective December 18, 2007:

<b>Classification</b>	<b>Number of Full Time Equivalent (F.T.E.) Position</b>
College Police Lieutenant	1

Action taken on December 18, 2007, by the Special Trustee of the Compton Community College District.

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Peter Landsberger  
Special Trustee for Compton Community  
College District

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Student Services Division**  
**Keith Curry, Acting Dean**

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**SSD 1    Approval of Matriculation Plan**

It is requested that the Special Trustee approve the Matriculation Plan for El Camino College Compton Community Educational Center

**SSD 1**

**College:** El Camino College Compton Center      **District:** Compton Community College District      **page** 1 **of** 49

**MATRICULATION PROGRAM PLAN**



<p style="text-align: center;"><b>COLLEGE MATRICULATION PLAN PARTICIPANTS</b></p>
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Title 5 Section 55510 (b) requires that the matriculation plan for each district "be developed in consultation with representatives of faculty, students, and staff with appropriate expertise." Please list the persons who participated in the writing of this plan. Add more pages as needed.

<u>Celia Arroyo</u> _____	(faculty)
<u>Silvia Arroyo</u> _____	(faculty)
<u>Laura Atchison</u> _____	(faculty)
<u>Keith Curry</u> _____	(Staff)
<u>Felecia Hatten</u> _____	(staff)
<u>Fredwill Hernandez</u> _____	(student)
<u>Shemiran Lazar</u> _____	(faculty)
<u>Mario Macareno</u> _____	(faculty)
<u>Elizabeth Martinez</u> _____	(staff)
<u>LeRoy Porter</u> _____	(faculty)
<u>Macheo Shabaka</u> _____	(staff)
<u>Shanealya Swoell</u> _____	(student)

<b>1. ADMISSIONS COMPONENT</b>
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<b><u>AB 3</u></b>	<b><u>Title 5</u></b>	<b><u>Component Standards</u></b>
78212(b)(1)	55520(a)	1. Provide a procedure for the processing of the admission application.
	55522	2. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
	55510(a)(4)	3. Utilize computerized information services to implement or support admissions services.



**1.1 ACTIVITIES FOR THE ADMISSIONS COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. Continue with printed application form that includes MIS Matriculation data elements and other MIS data elements (component standard 1).
2. Continue with CCCApply application in English and Spanish (component standard 1 and 3).
3. Adhere to El Camino College Board policy regarding "Exemption Criteria."
4. Identify students who are exempt and non-exempt from the matriculation process and work with data processing so the "exempt/non-exempt" field is created on the Admissions screen (component standards 1 and 2).
5. Develop a deferral process during registration periods and develop a computerized list for follow-up purposes. Work with Information Technology Services staff to develop a deferral field to facilitate the process (component standards 1 and 2).
6. Provide written information regarding alternative assessment, orientation, and counseling services for special population students (component standards 1 and 2).
7. An automated telephone assistant is available from El Camino College Admissions Office for basic information such as routines, transcript processing, etc. Telephone touchtone registration has been in use at the El Camino College Compton Center since fall 2006. El Camino College Compton Center has utilized on-line registration since fall 2006.
8. Transcripts and Advance Placement scores sent to El Camino College Compton Center are imaged and stored on an imaging database (component standards 1 and 2).
9. Provide exempt and non-exempt students with information on how to complete the matriculation process and insure that this information is ready and available at the beginning of each new application period (component standards 1 and 2).
10. Evaluate the effectiveness of Admission and Records services through program review (component standard 1).
11. Provide informational services at the "Welcome Center" (component standards 1 and 2).

**1.2 GOALS FOR THE ADMISSIONS COMPONENT:**

1. Provide touchtone registration in Spanish.
2. Provide automated telephone assistance in Spanish.

3. Establish computer stations in Admissions and Records Office to assist with student online application and registration.

4. Hire part-time casuals to assist with registration process.

**1.3 STAFFING FOR THE ADMISSIONS COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

1 – Director of Enrollment Management

2 - Supervisor

1- Records and Evaluation Specialist

1- Records Specialist

5- Registration Aides

**2. ORIENTATION COMPONENT**

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78212(b)(2)	55502(j)	1. Provide students and potential students with information concerning college programs, services, financial assistance, facilities and grounds, academic expectations, course scheduling and institutional procedures in a timely manner.
78212(a)	55530(b)(d)	2. Provide written definitions informing students of their rights and responsibilities.
	55201 (f),(g) 58106(c),(d),(e)	3. Promptly inform students of their right to challenge (on specified grounds) a pre- or co-requisite or limitation on enrollment; their responsibility for showing that grounds exist for the challenge; and their right to file a complaint of unlawful discrimination.
	55534(b)	4. Inform students of procedure for alleging unlawful discrimination in the implementation of matriculation practices.
	55534(a)	5. Provide students with or direct them to written district procedures for: challenging matriculation regulatory provisions; district investigation and attempted resolution of complaints; and methods by which district maintains such complaints.
	55522	6. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students' and students with disabilities.
78214(b)(3)	55532(a) 55510 (a)(5)	7. Adopt District governing board policies specifying criteria for exemption.
	55532(c)	8. Make exempted students aware that they may choose whether or not to participate in this component.
	55532(d)	9. Ensure that exemptions from this component are not based upon specified sole criterion.
	55510(a)(4)	10. Utilize computerized information services to implement or support orientation activities.

**2.1 ACTIVITIES FOR THE ORIENTATION COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. Conduct regularly scheduled in-person orientation sessions for all non-exempt students throughout the academic year. Students will receive information concerning the El Camino College Compton Center programs and services, facilities and grounds, transfer information, academic preparedness and expectations, student rights and responsibilities, and college procedures on: prerequisite appeals, discrimination allegation, matriculation challenges, and the institution (component standards 1, 2, 3, 4, 5, 8, 9, and 10).
2. Conduct orientation sessions for special population students (component standard 6).
3. Conduct new student welcome day prior to the fall semester, students will receive information concerning the El Camino College Compton Center programs and services, facilities and grounds, academic preparedness and expectations, student rights and responsibilities, and college procedures on: prerequisite appeals, discrimination allegation, matriculation challenges, and the institution (component standards 1, 2, 3, 4, 5, 8, 9, and 10).
4. Continue to include in the El Camino College catalog and El Camino College Compton Center schedule of classes (both on-line and printed) the student rights and responsibilities, prerequisite appeals procedures, harassment and discrimination procedures, matriculation appeals procedures, Board policy on exemption criteria, and procedures for optional participation in orientation (component standards 2, 3, 4, 5, 7, and 10).
5. Evaluate the effectiveness of the orientation sessions through program review (component standard 1).

**2.2 GOALS FOR THE ORIENTATION COMPONENT:**

1. Create an on-line El Camino College Compton Center orientation in English and Spanish.

**2.3 STAFFING FOR THE ORIENTATION COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

1 – Matriculation Counselor/Coordinator

4 – Counselors

1 – Dean of Student Services

1 – Director of Enrollment Management

2 – Registration Aides

<b>3. ASSESSMENT COMPONENT</b>
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<b><u>AB 3</u></b>	<b><u>Title 5</u></b>	<b><u>Component Standards</u></b>
	55520(c)	1. Conduct assessment for all non-exempt students.
78212(b)(3)(A)		2. Administer assessment instruments to determine student competency in computational and language skills.
78212(b)(3)(B)		3. Assist students to identify their aptitudes, interests, and educational objectives.
78212(b)(3)(C)		4. Evaluate students' study and learning skills.
78213(a)	55521(a)	5. Use assessment instruments approved by the Chancellor.
	55521(b)	6. Use assessment instruments only for purpose for which they were developed or validated.
	55521(c)	7. Use multiple measures (other than two or more highly correlated instruments) for placement, required and appropriate referral, or subsequent evaluation.
78213(b)(2)	55521(e)	8. Use assessment instruments, methods or procedures in an advisory manner in the selection of academic courses and educational programs.
	55522	9. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
78214(b)(3)	55532(a) 55510(a)(5)	10. Adopt District governing board policies specifying criteria for exemption.
	55532(c)	11. Make exempted students aware that they may choose whether or not to participate in this component.
	55532(d)	12. Ensure that exemptions from this component are not based upon specified sole criterion.
	55510(a)(4)	13. Utilize computerized information services to implement or support assessment services.



**3.1 ACTIVITIES FOR THE ASSESSMENT COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. Conduct assessment/testing to determine student competency and preparedness in computational and language skills; to identify aptitudes, interests, and goals; and to assist in the review of motivation, study, and learning skills for all non-exempt students and provide exempt students with the opportunity to participate in the assessment process (component standards 1, 2, 3, 4, 6, 7, and 10).
2. Continue to use ACCUPLACER as a tool for placement of students into math and reading courses, and seek approval from the Chancellors Office to provide the El Camino College ESL Writing Sample for placement of ESL students into ESL courses (component standards #6, 8, and 13).
3. Continue to use interest inventories and skills assessments (component standard 3).
4. Provide alternative assessment/testing sessions for special population students (component standard 9).
5. Continue to make available the assessment/testing waiver process for exempt students (component standards 11 and 12).
6. Provide on-site assessment testing at the local high schools (component standards 1, 2, 5, 6, 8, and 13).

**3.2 GOALS FOR THE ASSESSMENT COMPONENT:**

1. Increase the use of on-line testing at the high schools.
2. Move Assessment Center to permanent location on campus.
3. Hire part-time Assessment Center Assistants
4. Hire part-time causal staff to assist during peek registration periods.

**3.3 STAFFING FOR THE ASSESSMENT COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

1 – Assessment/Testing Center Assistant

2– Registration Aide

1 – Matriculation Counselor/Coordinator

4 – ESL faculty

1 – Humanities, ESL/Foreign Languages

1 – Dean of Student Services

1 – Director of Enrollment Management

<b>4. COUNSELING/ADVISEMENT COMPONENT</b>
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<b>AB 3</b>	<b>Title 5</b>	<b>Component Standards</b>
78212(b)(3)(D)	55520(g)(1),(2)	1. Make appropriate referral(s) to available support services and curriculum offerings.
78212(b)(3)(E)	55520(d) 55523(a)(4)	2. Provide advisement concerning course selection.
78212(b)(4)	55523(a)(1) 55526	3. Make reasonable efforts to ensure that probationary non-exempt students participate in counseling.
78212(b)(4)	55523(a)(2) 55526	4. Make reasonable efforts to ensure that non-exempt students without a declared educational goal participate in counseling.
78212(b)(4)	55523(a)(3) 55526	5. Make reasonable efforts to ensure that non-exempt students enrolled in pre-collegiate basic skills courses participate in counseling or advisement.
	55520(d) 55523(a)(4)	6. Make counseling or advisement available to all non-exempt students.
	55523(b)	7. Provide counseling or advisement by appropriately trained counselors or staff in areas deemed appropriate by the district.
	55520(e) 55525(a),(b) 55530(d)	8. Provide assistance in selection of a specific educational goal and development of the student educational plan, including student responsibilities.
	55525(c)	9. Record the student educational plan in written or electronic form.
	55525(c)	10. Review, as necessary, the student educational plan, its implementation, and its accuracy related to students' needs.
	55201(f),(g) 58106(c),(d),(e)	11. Promptly inform students of their right to challenge (on specified grounds) a pre- or co-requisite or limitation on enrollment; their responsibility for showing that grounds exist for the challenge; and their right to file a complaint of unlawful discrimination.
	55534(b) 55525(d)	12. Inform students of procedures for filing complaint alleging unlawful discrimination in the implementation of matriculation practices, including alleged violation of process for developing student educational plan.
	55534(a) 55525(d)	13. Provide students with or direct them to written district procedures for: challenging matriculation regulatory provisions; district investigation and attempted resolution of complaints; and methods by which district maintains such complaints.
	55522	14. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.
78214(b)(3)	55532(a) 55510(a)(5)	15. Adopt District governing board policies specifying criteria for exemption.

- 55532(c)      16. Make exempted students aware that they may choose whether or not to participate in this component.
- 55532(d)      17. Ensure that exemptions from this component are not based upon specified sole criterion.
- 55510(a)(4)      18. Utilize computerized information services to implement or support counseling/advising activities.

**4.1 ACTIVITIES FOR THE COUNSELING/ADVISEMENT COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. Continue to improve the matriculation process for all new and continuing students (component standards 2, 6, 8, 10, 11, 12, and 13).
2. Conduct individual and group counseling/advising opportunities for non-exempt and exempt, new and continuing students for the assessment of test results, transcripts, past history, work situation, personal background, and other measures to create student educational plans (component standards 2, 6, 8, 10-13)
3. Review student interests and needs to make appropriate referrals (component standard 1).
4. Inform, in writing, exempt and non-exempt student on probation of their status and provide counseling/advising sessions as an intervention measure (component standard 3).
5. Identify, contact, and encourage non-exempt students without a declared educational goal, and those enrolled in pre-collegiate basic skills courses to use services available in the Counseling Department, and Transfer Center (component standards 4 and 5).
6. Provide individual and group counseling/advising activities for non-exempt students on probation, those without a declared educational goal, and those enrolled in pre-collegiate basic skills courses to assist in the development of an appropriate educational plan (component standards 2-5, and 8).
7. Continue to ensure that only properly credentialed and trained counselors provide counseling services (component standard 7).
8. Continue to work with the El Camino College Information Technology Services staff to computerize the educational plan (component standard 9).
9. Work with Information Technology Services and Institutional Research staff to identify, track, and follow-up on non-exempt students who participate in counseling/advising.
10. Provide students with written procedural information regarding prerequisite appeals, unlawful discrimination allegation, matriculation appeals, and exemption criteria procedures.
11. Work with Admissions and Records staff in notifying exempt students of the opportunity to participate in counseling/advising (component standard 16).
12. Continue to work with the offices of EOP&S/ CARE, Special Resource Center (DSPS), Financial Aid, Student Support Services Program, Athletics, International Students Program, Transfer Center, Job Placement/Career Center, student government, Veterans, and other populations to provide alternative counseling/advising and educational plan preparation opportunities (component standard 14).
13. Evaluate the counseling/advising component and provide feedback for future consideration and improvement of the counseling/advising process.

14. Work with Admissions office and Records during the registration process to provide support counseling/advising groups, drop-in, and workshops to facilitate the enrollment of students into appropriate classes.
15. Review the appropriateness of individual versus group counseling/advising services and determine the method of facilitating these services in a manner that maintains the quality and integrity of counseling services but meets the needs of large numbers of students who require counseling/advising (component standard 6).
16. Continuously improve upon the procedures used to waive the counseling/advising component (component standards 15 and 17).
17. Continue to work with Information Technology Services staff to use SARS software or a scan able document to enter matriculation information.
18. Work with Information Technology Services staff to computerize the following services to facilitate the counseling/advising component: degree audit, CSU and UC certification and general education requirements, College certificate requirements; transfer major requirements; and articulation agreements (component standards 1, 2, 5, 8, and 10).
19. Provide drop-in counseling and advising opportunities.
20. Work closely with instructional faculty to provide information on matriculation services.
22. Recommend placement into courses based on the review of transcripts, test scores, work schedule, high school grades, motivation, work experience and establish a secondary recommendation process for students who do not choose to accept the advisement in order to ensure that the student has sufficient information to make appropriate course selections.

**4.2 GOALS FOR THE COUNSELING/ADVISEMENT COMPONENT:**

1. Provide ongoing training to Compton Community Educational Center counselor on El Camino College Policies and Procedures.
2. Maintaining the integrity of the counseling profession and providing quality services is of the highest priority when implementing counseling and advising matriculation component services.
3. As a result of counseling/ advising services, non-exempt students will have a greater understanding of their skills and abilities to be better prepared to select classes appropriate to their level of ability and interest.
4. Counseling and advising services will be provided in an effective and efficient manner.
5. Ongoing training for Counselors in the areas of academic, career, vocational, or personal counseling.
6. The educational plan will serve as a guide to students in the attainment of their educational objectives.
7. Hire Adjunct Counselors to provide counseling and advising services during peak registration periods.



**4.3 STAFFING FOR THE COUNSELING/ADVISEMENT COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

10 – Full-time Counselors

4 – Part-time Counselors

2 – Registration Aides

1 – Dean of Student Services

**5. STUDENT FOLLOW-UP COMPONENT**

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78212(b)(4)	55520(f) 55526 55523(a)(1-3)	1. Provide post-enrollment evaluation of each non-exempt student's academic progress enrolled under specific academic conditions.
	55526	2. Establish a follow-up system that ensures regular monitoring for early detection of academic difficulty.
	55520(g) 55526	3. Make referral to appropriate services and curricula as necessary.
	55522	4. Provide modified or alternative services for the matriculation process (if necessary) for ethnic and language minority students with disabilities.
	55510(a)(4)	5. Utilize computerized information services to implement, support, monitor and/or track follow-up services.

**5.1 ACTIVITIES FOR THE FOLLOW-UP COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. Continue to use the “Early Alert” procedure to notify all students of the many instructional and student support services designed to aid in the successful completion of their courses (component standards 1 – 3).
2. Develop a tracking system to identify exempt students who have completed 15 units and encourage them to matriculate (component standards 1 – 5).
3. Develop a tracking system to identify students who change their educational goal and notify these students of available counseling/advising, career and transfer services (component standards 1 – 4).
4. Develop a tracking system to identify students who were referred to other support services (component standards 1 – 5).
5. Develop a tracking system to identify students who are deferred from the matriculation process and notify them of the need to complete the matriculation process prior to the next registration process (component standards 1 – 5).
6. Develop a tracking system to identify students who refused to participate in matriculation services and inform these students in writing of available matriculation services (component standards 1 – 4).
7. Produce follow-up information in languages that match the most prevalent languages spoken in the College’s service area (component standards 1 - 4).
8. Follow-up with students who applied and have completed their assessment components but did not register (component standards 1 – 4).
9. Follow-up with students who applied and have not completed the assessment components (component standards 1 – 4).

**5.2 GOALS FOR THE FOLLOW-UP COMPONENT:**

1. Each semester students will have a more informed understanding of their academic progress through the early alert and academic progress procedures.
2. Through follow-up services, students will receive pertinent student support information designed to enhance their opportunities to succeed in their academic studies.
3. Usage of a computerized tracking system will enable the El Camino College Compton Center to identify and more easily contact students regarding follow-up activities.

**5.3 STAFFING FOR THE FOLLOW-UP COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

- 1 – Dean of Student Services
- 1 – Full-time Research Analyst
- 1 – Matriculation Counselor/Coordinator
- 1 – Supervisor of Information Technology Services
- 1 – Administrative Dean, Academic Affairs
- 1– Dean, Academic Affairs
- 5 – Academic Division Chairs

<b>6. COORDINATION AND TRAINING COMPONENT</b>
---

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78216(b)(c)(3)	55516 55510(a)(3) 55523(b)	1. Develop and implement a program for providing all faculty and staff with training appropriate to their needs with respect to provision of matriculation services.  a) Admissions  b) Orientation  c) Assessment  d) Counseling/Advisement  e) Follow-up  f) Research and Evaluation  g) Pre- and Co-requisites and Advisories
	55510(a)(4)	2. Utilize computerized information services to implement or support coordination and training activities.

**6.1 ACTIVITIES FOR THE COORDINATION/TRAINING COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. Serve as the coordinator of all matriculation design, planning, and implementation strategies.
2. Provide an overview of matriculation services and provide handouts with contact information during new faculty and staff orientations (component standards 1 and 2).
3. Provide leadership and direction in the implementation of the El Camino College Compton Center matriculation plan.
4. Continue to be responsible for the appropriate expenditure of matriculation funds and the annual budgetary report to the Chancellor's Office (component standard 2).
5. Continue to ensure that proposed prerequisites are proven to be valid and culturally sensitive prior to Board approval for a course or program (component standard 1).
6. Implement a budget allocation process as it relates to budgeting and planning. Master planning for the matriculation program activities begins in the spring of the preceding implementation year (component standard 2).
7. Insure that a planning process is in place and is conducted each spring for the next academic year (component standard 2).
8. Insure hardware and software adoptions are compatible with ongoing matriculation activities and program development (component standard 1).

**6.2 GOALS FOR THE COORDINATION/TRAINING COMPONENT:**

1. Provide overall training for staff within the matriculation components.
2. Insure that Matriculation component procedures are in place for implementation.
3. Provide for the overall coordination of matriculation components and involvement from faculty, staff, and students.
4. Implement a budget allocation process that is plan-based.
5. Insure that a long-term planning process is in place.
6. Insure that a comprehensive effort is underway to coordinate computer/technology with matriculation.



**6.3 STAFFING FOR THE COORDINATION AND TRAINING COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

1 – Dean of Student Services

1– Matriculation Counselor/Coordinator

<b>7. RESEARCH AND EVALUATION COMPONENT</b>
---

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78214(a)	55512(a)	1. Establish and maintain institutional research for evaluating efficacy of matriculation services and remedial programs and services.
	55512(a)	2. Evaluate all assessment instruments to ensure that they minimize or eliminate cultural or linguistic bias and are being used in a valid manner.
	55512(a)	3. Determine whether any assessment instrument, method or procedure has a disproportionate impact on particular groups of students described in terms of ethnicity, gender, age or disability; where unjustified disproportionate impact is found, develop plan to correct it.
	55512(a)(1)	4. Analyze degree of matriculation's impact on particular courses, programs and facilities.
78214(c)(1) 78214(b)(2)	55512(a)(2)	5. Analyze degree to which matriculation helps students to define their educational goals and objectives.
78214(b)(6)	55512(a)(3) 55514(d)	6. Analyze extent to which matriculation promotes student success as evidenced by student outcomes, persistence, skill improvement, grades, and goal attainment.
78214(c)(2)	55512(a)(4)	7. Analyze degree to which matriculation assists district efforts to assess educational needs.
78214(c)(3)	55512(a)(5)	8. Analyze degree to which matriculation matches district resources with students' educational needs.
78214(b)(4) 78214(c)(4)	55512(a)(6) 55520(g)	9. Analyze degree to which matriculation provides students the specialized support services and programs to which they are referred.
78214(b)(5)		10. Determine ethnicity, sex and age of credit students.
	55514(a)	11. Determine proportion of students of ethnic, gender, age and disability groups placed in pre-collegiate, associate degree-applicable, or transfer courses in reading, writing, computation, or ESL.
	55514(b)	12. Determine proportion of students of ethnic, gender, age and disability groups who enter and complete pre-collegiate basic skills courses.
	55514(c)	13. Determine proportion of students of ethnic, gender, age and disability groups who complete pre-collegiate basic skills course and who subsequently enter and complete associate degree-applicable courses.
	55532(a) 55514(f)	14. Record number of students exempted by category and grounds for exemption.
	55514(g)	15. Maintain numbers of students filing complaints (re: 55534) and the bases of those complaints.

- 55514(h)      16. Document particular matriculation services received by each non-exempt student.
- 55510(a)(4)      17. Utilize computerized information services to implement or support research and evaluation activities.

**7.1 ACTIVITIES FOR THE RESEARCH AND EVALUATION COMPONENT:**

*(After each activity, where appropriate, indicate the legislative and regulatory requirement satisfied by its implementation.)*

1. For the 17 component standards required, a set of procedures will be developed for full implementation of each standard and will result in an institutional matriculation research manual (component standards 1 -17).
2. Follow specific guidelines from the Chancellor's Office to conduct appropriate research studies to determine and report the validity, reliability, and cultural sensitivity for each test instrument used in assessment of students (component standard 2).
3. Determine if test instruments, methods, or procedures have a disproportionate impact on any particular groups of students by conducting studies in terms of ethnicity, gender, age, and disability (component standard 3).
4. Conduct appropriate studies to determine if participation in matriculation resulted in greater student success (component standards 5 and 6).
5. Compare test results and enrollment patterns to course offerings to determine the impact matriculation has on the instructional programs and to determine areas of greatest need (component standard 7).
6. Collect and analyze enrolled student data as it pertains to demographics on: 1) students referred to and receiving support services; 2) ethnicity, age, and gender of credit students; 3) pre-collegiate, associate degree, transfer level reading, writing, and math courses; 4) student completers in pre-collegiate basic skills courses; 5) pre-collegiate completers and the relationship to those who enter advanced classes; and 6) exempted students (component standards 9 – 14, 16, and 17).

**7.2 GOALS FOR THE RESEARCH AND EVALUATION COMPONENT:**

1. Through a comprehensive research plan, the El Camino College Compton Center will be able to evaluate the effectiveness of this matriculation plan as it relates to student success.
2. El Camino College Compton Center will use only those test instruments demonstrated to be valid, reliable, and free of cultural bias.
3. El Camino College Compton Center will be able to report to the Chancellor's Office demographic data analysis of students participating in matriculation.

**7.3 STAFFING FOR THE RESEARCH AND EVALUATION COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

1 – Research Analyst (full-time)

1 – El Camino College, Director of Institutional Research

1 – Dean of Student Services


1 – Provost

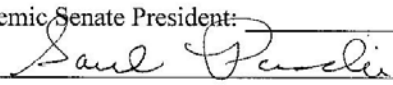
**COLLEGE MATRICULATION PLAN**  
**Prerequisites, Co-requisites and Advisories on Recommended Preparation**


*This signature page pertains to the prerequisite section of the college matriculation plan.*

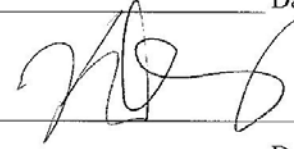
College: El Camino College Compton Community Educational Center

District: Compton Community College District


Signature of Provost/CEO: \_\_\_\_\_  
Name: Dr. Doris Givens  Date: 12/6/07

Signature of College Academic Senate President: \_\_\_\_\_  
Name: Mr. Saul Panski  Date: 12/6/07

Signature of Chief Instructional Officer:  \_\_\_\_\_  
Name: Dr. Mary Callahan Date: 12/6/07

Signature of Chief Student Services Officer:  \_\_\_\_\_  
Name: Mr. Keith Curry Date: 12/6/07

Signature of College or District Researcher: \_\_\_\_\_  
Name: VACANT Date: \_\_\_\_\_

Signature of College Matriculation Coordinator:  \_\_\_\_\_  
Name: Ms. Celia Arroyo Date: Dec. 6, 2007





- 55002(b)(2)(D) 6. Curriculum committee recommends establishment of pre- or co-requisite for non-degree-applicable course, where appropriate.
- Local policies/procedures follow District Model exactly  
(see section I.C.2., I.C.3., II.A.1.b. or 1.c. and 1.g., and [where appropriate] II.A.1.d. and/or 1.f. of Model)
- Local policies/procedures differ from District Model (see attached)
- 55201(b)(3) 7. Board-adopted policy specifies the process for periodically reviewing pre- and co-requisites (at least once every six years) and advisories, including level of scrutiny and frequency of review.
- Local policies/procedures follow District Model exactly  
(see section I.D. of Model)
- Local policies/procedures differ from District Model (see attached)
- 55002(a)(4)  
55002(b)(4)  
55201(b)(2) 8. District ensures that associate degree credit courses and pre-collegiate basic skills courses (including those with pre- and co-requisites) are taught by qualified instructors and in accord with course outline of record, particularly those aspects of the course that are the basis for the pre- or co-requisite.
- Local policies/procedures follow District Model exactly  
(see section I.F. of Model)
- Local policies/procedures differ from District Model (see attached)
- 55202(g) 9. District determines students' satisfaction of a prerequisite prior to enrollment or permits enrollment pending verification, and ensures that enrollment fees are promptly refunded to students who are involuntarily dropped from course for failure to successfully complete the prerequisite.
- Local policies/procedures follow District Model exactly  
(see section I.E. of Model)
- Local policies/procedures differ from District Model (see attached)
- 58106 10. District establishes procedures for determining who may enroll in courses for which there are limitations on enrollment, provides for student challenges to the limitations on the grounds specified in Title 5, handles challenges to enrollment limitation in a timely manner, and waives the enrollment limitation if the challenge is upheld.
- Local policies/procedures follow District Model exactly  
(see section I.A.2. and I.B. of Model)
- Local policies/procedures differ from District Model (see attached)
- 55201(f) 11. College resolves challenges (made on specified grounds) to pre- and co-requisites in a timely manner and, if the challenge is upheld, the student is allowed to enroll in the course or program.
- Local policies/procedures follow District Model exactly  
(see section I.A.2. and I.B. of Model)
- Local policies/procedures differ from District Model (see attached)

- 55202(a) 12. Pre- and co-requisites and advisories are identified in college publications and in the respective course outline(s) of record.
- Local policies/procedures follow District Model exactly  
(see section I.A. and I.C. of Model)
- Local policies/procedures differ from District Model (see attached)
- College publications will reflect new policies/procedures by Fall 1994 catalog and course schedule, or by: (date) \_\_\_\_\_.
- 55202(d) 13. District ensures that pre-collegiate basic skills reading, writing or math courses that serve as pre- or co-requisites are offered with reasonable frequency and that the number of available sections is reasonable given student need.
- Local policies/procedures follow District Model exactly  
(see section II.A.2. of Model)
- Local policies/procedures differ from District Model (see attached)

**8.1 ACTIVITIES FOR THE PRE- AND CO-REQUISITES, AND ADVISORIES**

**COMPONENT:**

*(After each activity, where appropriate, indicate the #(s) of the legislative or regulatory authority satisfied.)*

1. The El Camino College Curriculum Committee lists in the committee's handbook Title 5 definitions (55200) and policies (55201) as strict guidelines for faculty to follow when considering pre- and co-requisites, and advisories during the creation or modification of curricula (component standards #3, 5, 6, and 10).
2. The El Camino College Institutional Research works with faculty to validate if a course actually requires a pre-requisite, co-requisite, or advisory in order for students to succeed (component standard #4).
3. The El Camino College Compton Center Counseling Department enforces pre-requisite waivers through the use of a pre-requisite waiver form. The form is completed by counselors with the rationale for granting the waiver (component standard #11).

**8.2 GOALS FOR THE PRE- AND CO-REQUISITES, AND ADVISORIES COMPONENT :**

**8.3 STAFFING FOR THE PRE- AND CO-REQUISITES, AND ADVISORIES COMPONENT:**

*(Include job titles and numbers of positions involved with this component.)*

1 – Research Analyst (full-time)

1 – El Camino College, Director of Institutional Research

1 – Dean of Student Services

<b>COLLEGE MATRICULATION PLAN BUDGET</b>
--

*Note: El Camino College Compton Community Educational Center follows policies and procedures of El Camino Community College District as it relates to Educational Programs and Student Support Services*

<u>AB 3</u>	<u>Title 5</u>	<u>Component Standards</u>
78211.5(b)		1. State matriculation allocation is used only for matriculation services approved by the Chancellor.  yes <input checked="" type="checkbox"/> _____ no
78211.5	55518(b)	2. District provides at least three-to-one dollar match of state matriculation allocation.  yes <input checked="" type="checkbox"/> _____ no
	55512(b)	3. District provides for a review of the revenue and expenditures of matriculation as part of annual district audit.  yes <input checked="" type="checkbox"/> _____ no

<b>POLICIES AND PROCEDURES</b>
--------------------------------

Indicate whether the following policies and procedures exist at your district by checking the appropriate response(s).  
*Note: El Camino College Compton Community Educational Center follows policies and procedures of El Camino Community College District as it relates to Educational Programs and Student Support Services*

- A. District ensures that no matriculation practice subjects any person to unlawful discrimination - Title 5, §55521(f)(a)(6).
- Board adopted policy  
 Institutional practices
- B. District takes steps to ensure that the matriculation process is efficient so that students are not discouraged from participating in college programs - Title 5, §55530(c).
- Board adopted policy  
 Institutional practices
- C. District and/or college has developed matriculation plan through consultation with representatives of academic senate, students, and staff - Title 5, §55510(b).
- Board adopted policy  
 Institutional practices
- D. In multi-campus district, the district makes arrangements for coordinating the various college matriculation plans - Title 5, §55510(a)(7).
- Board adopted policy  
 Institutional practices
- E. Each pre- or co-requisite is established for at least one of the following reasons: 1) required or authorized by statute or regulation; 2) the prerequisite assures that the student has the skills or knowledge without which success in the subsequent course (or specific course within a program) is highly unlikely; 3) the corequisite assures that the student will acquire the skills or knowledge without which success in the subsequent course (or specific course within a program) is highly unlikely; or 4) necessary to protect the health and safety of the student or others - Title 5, §55201(c)(1-4).
- Board adopted policy  
 Institutional practices
- F. District has adopted clear written policies that define student responsibilities and the consequences of failing to fulfill such responsibilities - Title 5, §55530(d).
- Board adopted policy  
 Institutional practices
- G. All computational and communication pre- and co-requisites are established on a course-by-course basis - Title 5, §55202(b).
- Board adopted policy

- Institutional practices
- H. Student's satisfaction of pre- or co-requisite is based on successful completion of appropriate course or multiple-measures assessment. Any assessment instrument used shall be selected and used in accord with Title 5, §55521. - Title 5, §55202(c).
- Board adopted policy  
 Institutional practices
- I. District ensures that no exit test outside of a course is required to satisfy a prerequisite or co-requisite. - Title 5, §55202(f).
- Board adopted policy  
 Institutional practices
- J. Each course outline of record contains specific content and other required information is made available to the instructor. - Title 5, §55002(a)(3), 55002(b)(3)
- Board adopted policy  
 Institutional practices
- K. Records of all student complaints of alleged violation of matriculation regulatory provisions are retained for at least three years after the complaint has been resolved. - Title 5, §55534(a)
- Board adopted policy  
 Institutional practices
- L. Board has adopted policy on limitations on number of units or selected courses in which students on probationary or dismissal status may enroll, or requirement that they follow a prescribed educational plan. - Title 5, §58106(b)(5).
- Board adopted policy  
 Institutional practices  
 Board has chosen not to policy or procedure in this area.
- M. Board-adopted policies identify limitations on enrollment. - Title 5, §58106(a),(b)
- Board adopted policy  
 Institutional practices
- N. District ensures that there are sufficient numbers of co-requisite sections to accommodate students or the requirement is waived for individual students for whom space is not available. - Title 5, §55201(e)
- Board adopted policy  
 Institutional practices
- O. Board-adopted policy specifies the bases and process for a student to challenge the application of a pre-or co-requisite. - Title 5, §55201(b)(4) and (f)
- Board adopted policy  
 Institutional practices



P. Board-adopted district policies and procedures related to pre- and co-requisites and advisories are included in the college's matriculation plan. - Title 5, §55510(a)(6)

Board adopted policy  
 Institutional practices

Q. District policy ensures open enrollment (subject to meeting pre-and/or co-requisites); policy is in catalog, schedule of classes, and on file with state Chancellor. - Title 5, §51006(b) and 58106(a)

Board adopted policy  
 Institutional practices

Policy will appear in Fall 1998 catalog and course schedule, or by: (date) \_\_\_\_\_

R. District permits students, whenever possible, to avoid additional testing by submitting scores on recently taken tests which correlate with those used by the district - Title 5, §55530 (c).

Board adopted policy  
 Institutional practices

S. No portion of the district's assessment process is used to exclude students from admission to the college - AB 3, 78213(b)(3); Title 5, §55521(d).

Board adopted policy  
 Institutional practices

*Date(s) on which district board of trustees adopted policy (ies) in line with Title 5, §55201, 55202 and 58106:*

§55201: 6/20/94 \_\_\_\_\_ \_\_\_\_\_

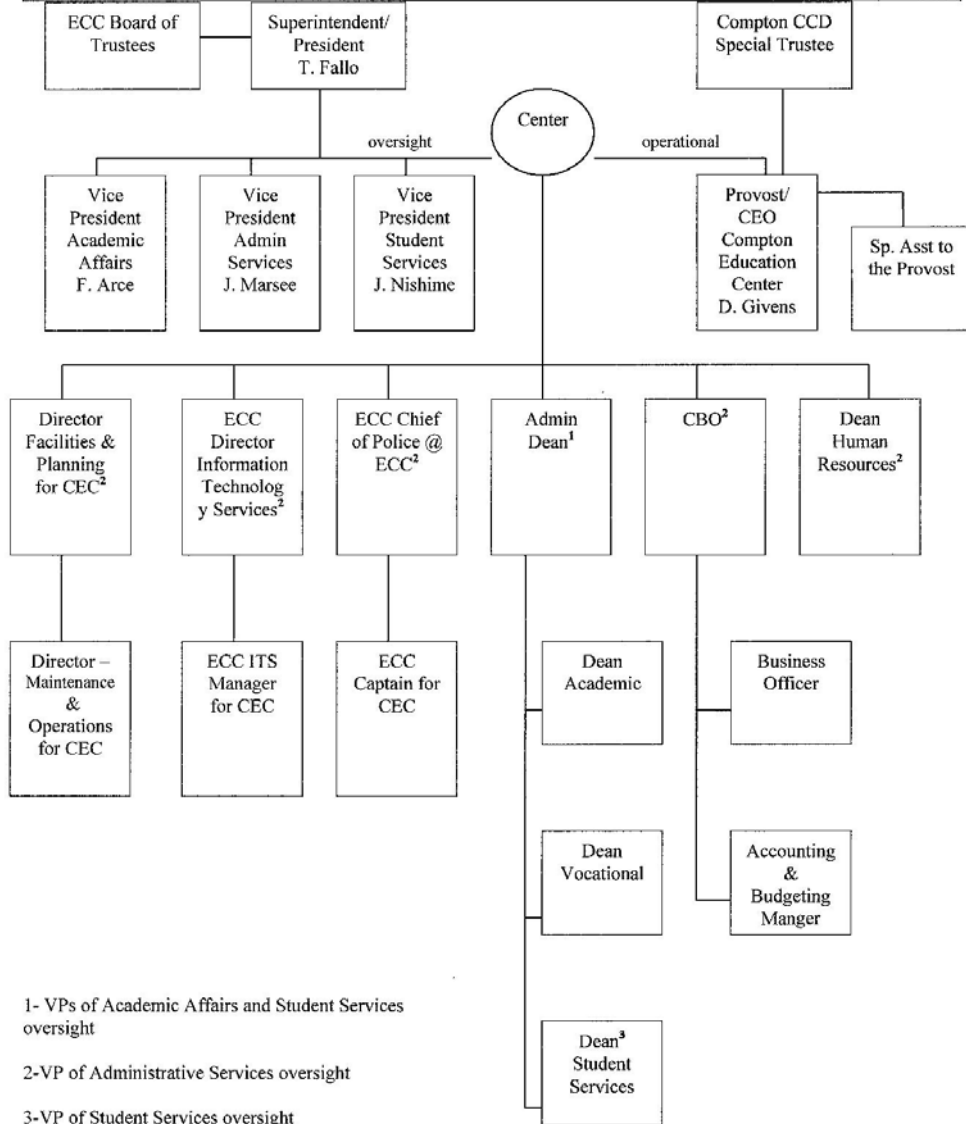
§55202: 6/20/94 \_\_\_\_\_ \_\_\_\_\_

§58106: 6/20/94 4/11/83 \_\_\_\_\_  
 (last amended 6/22/98)

<p style="text-align: center;"><b>COLLEGE MATRICULATION PLAN ATTACHMENTS</b></p>
--

1. ORGANIZATION CHART(S)       Center
2. MATRICULATION COMMITTEE
3. OTHER ATTACHMENTS (OPTIONAL)

**1. ORGANIZATION CHART(DRAFT)**



**2. MATRICULATION COMMITTEE**

**Please type or print clearly**

**COMMITTEE NAME:** Matriculation

**CO-CHAIRPERSON:** Keith Curry

**TITLE:** Dean of Student Services

**CO-CHAIRPERSON:** Celia Arroyo

**TITLE:** Matriculation Counselor/Coordinator

**COMMITTEE MEMBERS:**

Silvia Arroyo

Mario Macareno

Laura Atchison

Elizabeth Martinez

Felecia Hatten

Macheo Shabaka

Shemiran Lazar

Shanealya Swoell

LeRoy Porter

Fredwill Hernandez

**3. OTHER ATTACHMENTS**

Attachment A: El Camino College Board Policy 4260.1 - Prerequisites and Other Limitations on Enrollment

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Student Services Division**  
**Keith Curry, Acting Dean**

---

**SSD 2    Approval of 2007-2008 Enrollment Management Plan**

It is requested that the Special Trustee approve the Enrollment Management Plan for El Camino College Compton Community Educational Center

**SSD 2**

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**



**2007 - 2008  
ENROLLMENT MANAGEMENT PLAN**

Submitted by

Mr. Keith Curry, Acting Dean Student Services, Co-chair  
Dr. Art Flemming, Professor, Co-Chair

November 15, 2007

The El Camino College District is committed to providing equal opportunity in employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

12/6/2007

1

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

Table of Contents

Acknowledgement.....	3
2007 - 2008 Enrollment Management Plan Target Populations.....	4
Enrollment Management Committee Data Scan.....	5
Purpose and Basic Principles.....	10
Action Plan	
Academic Programs .....	11
Outreach.....	11
Marketing.....	12
Student Services .....	13
Student Retention.....	14

12/6/2007

2



**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

**Acknowledgements**

The Enrollment Management Committee and subcommittees were instrumental in the construction of this 2007 – 2008 Enrollment Management Plan - their work was invaluable to this plan.

**Enrollment Management Committee Members**

Ignacio Alvarez, Celia Arroyo, Hal Bateman, Mary Callahan, Keith Curry, Aurora Cortez-Perez, Ann Garten, Tabetha Jackson-Pie, Ricky Shabazz, Arthur Flemming, Chester Fredd, Jeanie Nishime, Rudy Ramos, Arvid Spor, Annaruth Garcia, David Simmons, Nehasi Lee

**Enrollment Management Subcommittee Members**

Academic Programs: Mary Callahan, Essie French-Preston, David McPatchell, Wanda Morris, Saul Panski, Patricia Bonacic, Harvey Estrada, Estina Pratt

Student Services/ Registration: Ignacio Alvarez, Michael Odanaka, Celia Arroyo, Hal Bateman, Mary Callahan, Reginald Hall, Tyler Robbins, Chester Fredd, LaVetta Johnson, Valarie O' Guynn, Elizabeth Martinez, Toni Wasserberger

Marketing/Outreach: Ann Garten, Ricky Shabazz, Rodney Murray, August Hoffman, Carolyn Ward, Joyce Duren, Ignacio Alvarez, Celia Arroyo James Ho, Tabetha Jackson, Alicia Zambrano

12/6/2007

3

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

**2007 - 2008 Enrollment Management Plan Target Populations**

During the 2007– 2008 Academic Year, the Enrollment Management Plan focused on increasing these student populations:

1. Younger students (ages 17-21)
2. Working Adults(ages 25-44)
3. Enrollment of residents within the Compton Center services area
4. ESL Course enrollment
5. English Language Learners and African American Male students

12/6/2007

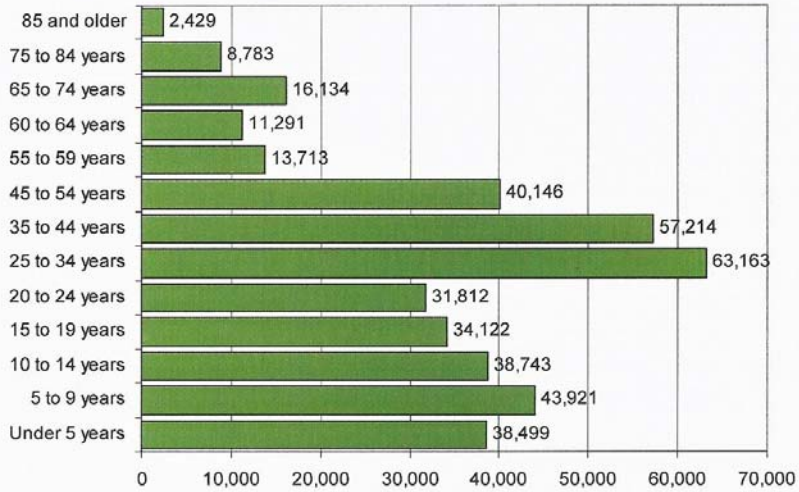
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**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

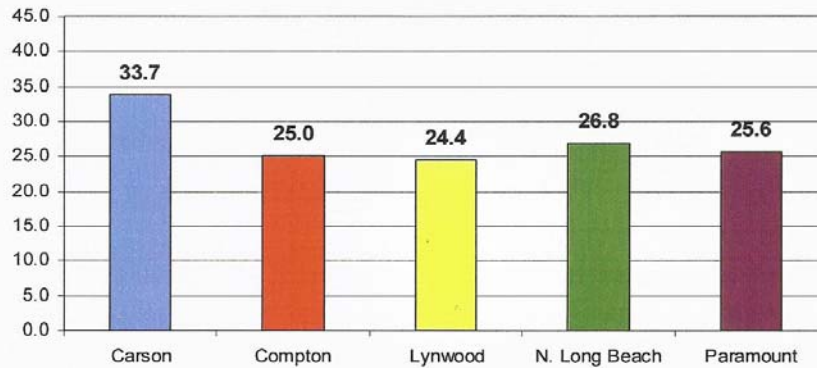
**Enrollment Management Committee Data Scan**

The following four pages contain data excerpts provided by the El Camino College Institutional Research Office

**District Population by Age/Age Group  
2000**



**Median Age by City  
2000**

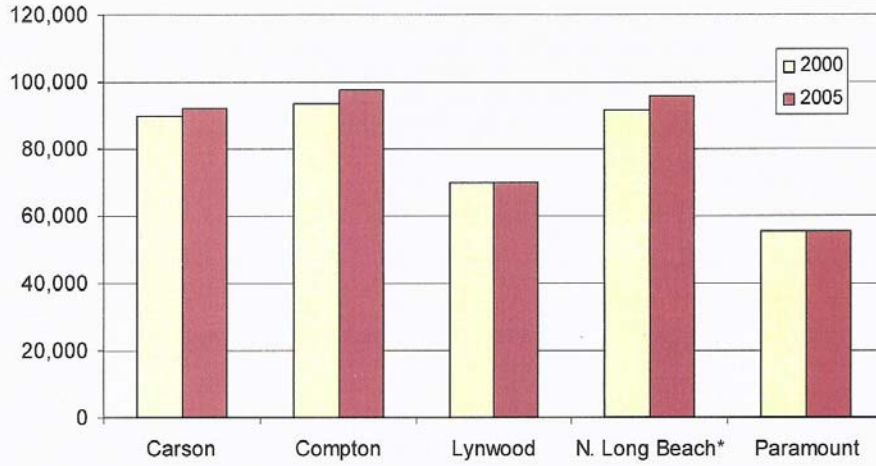


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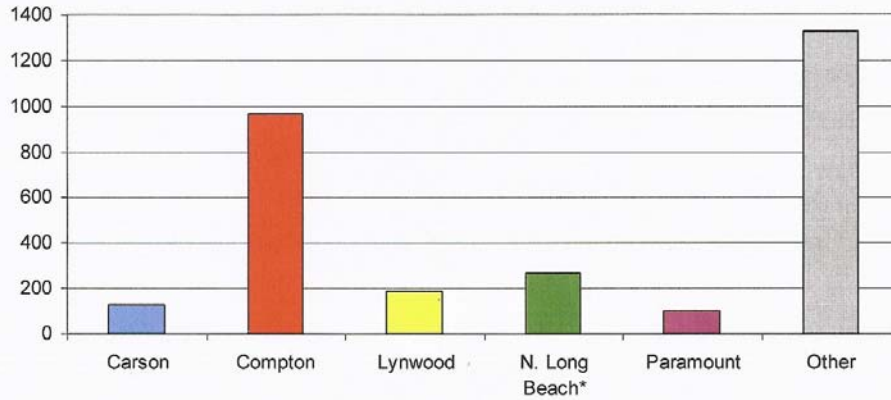
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**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

**Compton District Population by City  
2000 to 2005**



**Compton Center Enrollment by City  
Fall 2006**



12/6/2007

6

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

ESL Course Enrollments  
Fall 2004 - Spring 2006  
(Previous Compton Community College Curriculum)

Course	Course Description	Fall 2004		Spring 2005		Fall 2005		Spring 2006	
		N	%	N	%	N	%	N	%
ESL 1 or 1X	Literacy	15	2%	27	3%	119	19%	117	18%
ESL 3A	Basic English for Non-Native Speakers	139	15%	76	9%	64	10%	24	4%
ESL 3B		140	15%	63	8%	60	9%	31	5%
ESL 3C		47	5%	57	7%	34	5%	19	3%
ESL 4 or 4X	Pronunciation			16	2%	23	4%	98	15%
ESL 5	Citizenship							13	2%
ESL 7A	ESL Speech	17	2%	21	3%				
ESL 7B		19	2%	14	2%				
ESL 8A	Vocabulary	13	1%	15	2%				
ESL 8B or 8X		16	2%			19	3%	59	9%
ESL 9A		117	13%	98	12%	61	10%	27	4%
ESL 9B	Intermediate English for Non-Native Speakers	115	12%	101	12%	51	8%	33	5%
ESL 9C		47	5%	41	5%	26	4%	15	2%
ESL 10	Pronunciation			41	5%				
ESL 11 or 11X	Conversation	20	2%	34	4%	55	9%	129	20%
ESL 15A	Advanced English for Non-Native Speakers	65	7%	72	9%	48	8%	23	4%
ESL 15B		65	7%	79	9%	44	7%	20	3%
ESL 15C		30	3%	54	6%	15	2%	23	4%
ESL 17	Literature/Writing	60	6%	23	3%	18	3%	8	1%
<b>Total Enrollment</b>		<b>925</b>		<b>832</b>		<b>637</b>		<b>639</b>	

ESL 4, 8A-B and 11 became ESL 4X, 8X and 11X in Fall 2005.

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

ESL Course Enrollments  
Compton Community Educational Center  
Fall 2006 – Fall 2007

**Fall 2006**

Course	Course Description	Course Level	N	%
ESL-51A	English Conversation	ESL	28	33%
ESL-52A	Reading/Vocab	ESL	15	18%
ESL-52B			11	13%
ESL-53A	Reading/Writing	Basic Skills	31	36%
<b>Total Enrollment</b>			<b>85</b>	

**Spring 2007**

Course*	Course Description	Course Level	N	%
ESL-02A	Conversation/ Grammar	ESL	94	37%
ESL-02B			31	12%
ESL-02C			24	9%
ESL-03A	Reading/Writing	ESL	50	19%
ESL-03B			32	12%
ESL-03C			26	10%
<b>Total Enrollment</b>			<b>257</b>	

**Fall 2007 (as of 9/7/2007)**

Course*	Course Description	Course Level	N	%
ESL-02A	Conversation/ Grammar	ESL	77	30%
ESL-02B			78	30%
ESL-02C			21	8%
ESL-03A	Reading/Writing	ESL	84	33%
ESL-03B			74	29%
ESL-03C			39	15%
<b>Total Enrollment</b>			<b>373</b>	

\* Sections of ESL 51A, 52A and 53A were canceled in these terms due to low enrollments.

12/6/2007

8

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

Compton Community Educational Center  
2006-2007 Enrollment By Ethnicity and Gender

Ethnicity	Gender	Headcount
African-American	Female	2,147
African-American	Male	1,064
African-American	Unknown	9
American Indian/Alaskan Native	Female	8
American Indian/Alaskan Native	Male	6
Asian	Female	80
Asian	Male	112
Asian	Unknown	1
Filipino	Female	68
Filipino	Male	47
Hispanic	Female	1,619
Hispanic	Male	837
Hispanic	Unknown	9
Other Non-White	Female	36
Other Non-White	Male	50
Pacific Islander	Female	33
Pacific Islander	Male	34
Unknown/Non-Respondent	Female	190
Unknown/Non-Respondent	Male	127
Unknown/Non-Respondent	Unknown	128
White Non-Hispanic	Female	73
White Non-Hispanic	Male	48
<b>Grand Total</b>		<b>6,726</b>

Sources: California Community College Chancellor's Office, college data system (Datatel)

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

**PURPOSE**

The purpose of this plan is to create a responsive, flexible, educationally sound, research-based approach to enrollment management that will protect the El Camino College – Compton Educational Center and its educational programs not only during periods when funding mechanisms and demographic trends are supporting enrollment growth, but also during periods when they are not. The plan should help to ensure:

1. achievement of enrollment targets to obtain maximum resources available to the Center
2. maintenance of the greatest possible student access consistent with educational quality
3. a well-balanced and varied schedule, responsive to the needs of our students and community
4. a comprehensive educational program that is responsive to the needs of our students and community

**BASIC PRINCIPLES**

The enrollment management strategies of the Center should ensure that all programs and services are as effective as they can possibly be, within the scope of the Center's resources, in meeting the educational needs of this community and serving all of its diverse populations.

The Center will pursue its enrollment management strategies in close cooperation with the faculty to ensure that an appropriate balance is maintained in the curriculum between transfer, vocational, and basic skills programs. The Center is committed to meeting its enrollment targets in order to ensure the greatest possible revenue for its programs, and will do so in ways that support student learning and success.

While specific offices on campus have responsibility for administering aspects of enrollment management, in a more fundamental sense, enrollment management is everyone's responsibility, and both faculty and classified staff play a critical role in every interaction they have with students or the public.



**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

**Academic Programs**

**1. The Center will ensure that it provides curriculum that is timely and responsive to the changing needs of students, the community, and the labor market.**

**Total Costs: \$50,000**

1. A. The Enrollment Management Sub-Committee on Academic Programs will prioritize program offering initiatives at the Compton Center

Action Step

1.A. 1-Poritize curriculum into three categories – existing curriculum, partial curriculum, and curriculum to be developed by Fall 2007. Lead: Dr. Callahan  
1.A.2-Hire consultants and provide release time to faculty members to develop new curriculum by Winter 2008. Cost: \$40,000. Lead: Dr. Callahan

1. B. The center will increase the number of online course offerings by 20% from Fall 2006. Lead: Dr. Callahan

Action Steps

1.B.1-Provide stipends to faculty for participation in the development of online courses. Cost: \$10,000  
1.B.2-Provide training, under the auspices of El Camino College, for faculty planning to teach courses on line.

**Outreach**

**2. Center staff will improve recruitment and outreach efforts to all potential populations especially English Language Learners and African-American males.**

**Total Cost: \$150,000**

2. A. Two new Outreach representatives and one counselor to assist with the Compton Center English Language Learners population, will be hired by December 2007 to develop a bilingual recruitment plan; develop retention activities; and marketing materials that specifically target African-American and English Language Learner students.

Action Step

2. A.1. - The main goal of the outreach representatives will be to increase student enrollment of these two underserved populations by 30% by fall of 2008 when compared to fall 2007. Lead: Mr. Shabazz. Cost: \$80,000

2. B. The outreach representatives and the English Language Learners counselor will develop programs that encourage English Language Learners and males to enroll in courses offered at Compton Center.

Action Step

2. B.1. - The goal of the outreach representatives will be to increase student contact (measured by the number of inquiries from these two underserved populations) by 50% by fall 2008 when compared to fall 2007. Lead: Mr. Shabazz.

12/6/2007

11

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

2. C. The outreach representatives will develop a conference that focuses on issues related to increasing the number of English Language Learners and African American males that attend Compton Center.

Action Steps

2. C.1. - The goal is to increase the number of English Language Learners students and males visiting the campus by 25% by spring of 2008 when compared to spring 2007. Lead: Mr. Shabazz. Cost: \$10,000 (\$5,000/conference)

2. C. 1 – Each outreach representatives will assist in developing summer readiness programs that support the retention of English Language Learners and African American Male students.

2. D. The outreach representatives will develop concentrated recruitment activities that generate interest and increase enrollment from residents in the communities and cities of North Long Beach, Paramount, Lynwood, Carson, and Compton.

Action Step

2. D.1. - Student enrollment from these communities will increase by 15% compared to Fall 2007.

2. E. The English Language Learners counselor will monitor the progression and success of English Language Learners students as they negotiate the application and enrollment processes at the Compton Center. (\$60,000)

Action Step

2. E.1. – Successful access to college for English Language Learners will be improved by 100% by June 2008.

**Marketing**

**3. The Center will revise and improve its marketing strategies based on an ongoing assessment of the effectiveness of each strategy.**

**Funding not requested**

3. A. Redesign the Compton Center webpage to improve student access and enhance the navigation and usefulness of information on the web

Action Steps

3. A. 1 - Work with MIS staff to update and improve the current home page; identify top priority web pages to be made current with links from home page so basic updates are completed by August 23, 2007

3. A. 2 - Contract with web design consultant by September 15, 2007

3. A. 3 - Compton Webpage subcommittee work with consultant to unveil redesigned web page by December 21, 2007

12/6/2007

12

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

3. A. 4 - Appropriate Compton staff participate in Omni Update training (for updating web pages once the redesign is completed) October 2007 – February 2008

3. B. Enhance students' experience on the Compton campus

Action Step

3. B. 1 - Identify and develop an outreach manual that includes a customer service training component in which all faculty, staff and student workers participate by June 2008

3. C. Utilize information obtained by the Registration/Student Services subcommittee to identify underserved populations within the Compton District to reach target FTES of 3650 for the 2007-2008 Academic Year.

Action Steps

3. C. 1 - Identify viable target markets for spring recruiting

3. C. 2 - Develop marketing and promotional materials for the various target groups for spring semester

3. D. Establish an ongoing presence at area high schools and community events

Action Steps

3. D. 1 - Prioritize high schools and events to target for recruitment

3. D. 2 - Develop appropriate collateral materials for target audiences

**Student Services**

**4. The College will ensure that its matriculation (admission, testing, orientation and counseling) services are designed to make college enrollment and registration easy, supportive, and successful for students. Particular attention will be focused on students' first contact with the college intake systems.**

**Total Cost: \$25,000**

4. A. The college will assure that potential students and their parents receive accurate information enabling the students to successfully matriculate prior to beginning of a semester or session.

Action Steps

4. A. 1. – Conduct "how to register" sessions for students and parents at high schools and during New Student Welcome Day.

Timeline: Aug. 22; Lead: Ms. Arroyo and Mr. Shabazz

4. A. 2. – Place TV monitors in Student Services building to play registration PowerPoint during peak periods and informational videos during non-peak periods.

Timeline: Nov. 15; leads: Mr. Fredd and Mr. Ramos; Use 2 Portable monitors that already exist on the Compton Center campus.

12/6/2007

13

**EL CAMINO COLLEGE  
COMPTON COMMUNITY EDUCATIONAL CENTER**

4. A. 3. – Translate matriculation steps and admissions letter into Spanish. Purchase Spanish version of CCCApply. Timeline: Nov. 1; Lead: Dr. Parker. Services provided with District Matriculation funding.

4. A. 4. – Add additional staff during peak periods to walk lines and answer phones  
Timeline: Each registration period; Lead: Mr. Fredd, Dr. Bateman \$10,000, which includes overtime for classified staff and police department.

4. A. 5. – Locate space for a one-stop orientation, counseling, and registration center for registration periods. Lead: Mr. Curry

4. A. 6. – Permanent directional signs for the Compton Center.  
Timeline: Each registration period; leads: Mr. Fredd, Ms. Martinez. \$15,000

**Student Retention**

**5. The College will conduct ongoing and systematic research of student success, retention and persistence and develop intervention methods to achieve a college-wide retention rate of 75% for 2007-08.**

**Total Cost: \$12,000**

5 A. In an effort to bolster student retention the college will increase the number of new students who receive an educational plan by 10% in 2007/08 as compared to the number of new students who received educational plans in 2006/07.

Action Steps

5. A.1. - Increase adjunct counselors by 200 hours. Estimated cost: \$12,000.

5. A.2. - Dean of Student Services, together with Counseling Department staff, will determine deployment of counselors to highest need areas.

5. B. The college will increase student enrollment in the Human Development (HDEV) 8 course - Orientation to College and Educational Planning.

Action Step

5. B.1. - Encourage all students, especially those placing into one or more developmental courses (in Math, Reading or Writing) to enroll in HDEV 8. Leads: Dr. Callahan, Mr. Curry, Dr. Lyles, and Ms. Arroyo.

5. B.2. - Create additional sections of HDEV 8 as needed, to meet student demand. Leads: Mr. Curry, Dr. Lyles, Ms. Arroyo, and Dr. Callahan

**Total Projected Cost: \$237,000**

12/6/2007

14

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Rory Livingston, Interim CBO**

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**Consent Calendar**

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Quarterly Financial Status Report – Form CCFS – 311Q.
- BSD 4 Authorize Signature Resolution (LACOE)
- BSD 7 Amendment to Local Agreement for Child Development Services (Revenue) – CCTR-7132
- BSD 8 Amendment to Agreement with Vavrinek, Trine, Day & Co., LLP, Board Approved on May 10, 2007, to Provide Independent Audit Services for Fiscal Year July 1, 2006 through June 30, 2009

**Action Calendar**

- BSD 5 Establishment of Planning Budget
- BSD 6 Budget Revisions

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Rory Livingston, Interim CBO**

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**BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR  
NOVEMBER 2007**

**Run Date                      Compton Community College District**  
**12/5/2007 BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date: 12/11/2007**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 01</b>	<b>Unrestricted-Compton Ed Center</b>			
P0101717	GST Inc.	Operations	Equipment	\$6,446.29
P0101718	GST Inc.	Operations	Equipment	\$2,441.04
P0101721	Unilete Inc.	Athletics	Non-Instruct Supplies	\$2,974.71
P0101722	L.A. Security Storage	Fiscal Services	Other Services and Expenses	\$730.00
P0101736	Sesac	Music	License Fee/Site Licenses	\$306.00
P0101745	AACC Community	Office of the CEO	General Office Supplies	\$149.92
P0101751	Community College	Operations	Other Services and Expenses	\$425.00
P0101762	International Academy	Academic Affairs	Building Rental	\$20,550.00
P0101763	International Academy	Academic Affairs	Building Rental	\$23,214.00
P0101764	National Business	Fiscal Services	General Office Supplies	\$2,283.01
P0101765	Monterey Graphics	Fiscal Services	General Office Supplies	\$903.24
P0101777	City of Long Beach, P.	Athletics	Other Services and Expenses	\$1,158.00
P0101778	City of Long Beach, P.	Athletics	Contract Services	\$775.00
P0101781	Tour Coach Charter &	Athletics	Transportation/ Mileage and	\$2,894.16
P0101783	Business Card	Counseling	Conferences Mgmt	\$260.00
P0101788	1099 Pro., Inc.	Institutional Services	Miscellaneous	\$230.37
P0101789	Southland Industries	Institutional Services	Repairs Non-instructional	\$34,227.00
P0101806	Harold Bateman	Admissions/Records	PSA Contract Services	\$6,500.00
P0101808	Philip Glezer	Human Resources	Fingerprinting fee	\$52.00
P0101813	Modern Imaging	Fiscal Services	General Office Supplies	\$100.02
P0101816	Canon Business	Copy Center	Maintenance Contracts	\$1,256.86
P0101820	Angelo Jackson	Athletics	Non-Instruct Supplies	\$560.00
P0101821	SAN DIEGO CITY	Athletics	Travel and Conference	\$400.00
P0101822	Oxnard College Citd	Athletics	Travel and Conference	\$350.00
P0101823	Riverside Community	Athletics	Travel and Conference	\$475.00
P0101824	Installation Pros	Admissions/Records	Repairs Non-instructional	\$2,506.20
P0101825	Hitt Marking Devices	Fiscal Services	General Office Supplies	\$50.60
P0101826	Herff Jones, Inc.	Admissions/Records	Printing	\$217.29
P0101832	Paramount Chamber of	Office of the CEO	Dues and Memberships	\$140.00
P0101834	Grey House Publishing	Library	Library Books	\$210.50
P0101838	E.C.C.C.D. Bookstore	Library	Library Books	\$1,050.07
P0101844	Bank of America	Board of Trustees	Contract Services	\$479.60
P0101849	AACC	Office of the CEO	Dues and Memberships	\$3,945.00
P0101851	Konica Minolta	Office of the CEO	Maintenance Contracts	\$102.85
P0101857	College Entrance Exam	Office of the CEO	Dues and Memberships	\$325.00
P0101858	Sherwin Williams	Operations	Non-instructional Supplies	\$1,818.73
P0101860	GST Inc.	Operations	Equipment	\$1,537.15
P0101862	Monterey Peninsula	Athletics	Travel and Conference	\$375.00
P0101863	El Camino College	Athletics	Travel and Conference	\$350.00
P0101880	NCBAA	Office of the CEO	Dues and Memberships	\$300.00
P0101887	Hitt Marking Devices	Academic Affairs	Instructional Supplies/Lottery	\$50.60
P0101889	Ricoh Business	Music	Printing	\$29.44

P0101890	CCLC/Coa Publications	Library	Library Books	\$527.40
P0101894	Office Xpress	Fiscal Services	General Office Supplies	\$84.81
P0101895	L.A. Security Storage	Fiscal Services	Other Services and Expenses	\$450.00
P0101910	Compton Community	Mailroom	Postage	\$1,000.00
P0101911	Radio Shack	Operations	Equipment	\$1,954.43
P0101912	Golf Venture West	Operations	Equipment	\$13,206.50
P0101913	Dugmore Duncan	Athletics	Equipment	\$628.84
P0101918	Angelus Pacific Co. Inc.	Athletics	Non-Instruct Supplies	\$779.40
P0101919	Advanced Fire	Operations	Repairs Parts and Supplies	\$3,314.66
P0101926	Xerox Capital Services,	English	Printing	\$1,707.84
P0101929	Cclc/Coa Publications	Library	Library Books	\$570.91
P0101943	Paul Just	Athletics	Contract Services	\$92.00
P0101956	Xerox Capital Services,	Anthropology	Printing	\$1,066.53
P0101957	Xerox Capital Services,	Anthropology	Printing	\$1,066.53
P0101958	Ruth A. Roach	Academic Affairs	Conferences Mgmt	\$291.39
P0101960	TAJ Office & School	Fiscal Services	General Office Supplies	\$433.00
P0101961	TAJ Office & School	Bookstore	General Office Supplies	\$645.39
P0101962	Ricky Shabazz	Student Recruitment	Non-Instruct Supplies	\$299.26
P0101963	Tour Coach Charter &	Athletics	Transportation/ Mileage and	\$1,240.50
P0101964	Alice F. Hawkins	Athletics	Printing	\$32.30
P0101965	NPA	Student Recruitment	Non-Instruct Supplies	\$863.84
P0101967	TAJ Office & School	Athletics	General Office Supplies	\$1,295.45
P0101968	Arthur Jackson	Athletics	Other Services - Compton	\$92.00
P0101969	Richard Flores	Athletics	Other Services - Compton	\$92.00
P0101971	Gst Inc.	Information Technology	Equipment	\$690.64
P0101972	Logos Too, Inc.	Athletics	Non-Instruct Supplies	\$5,999.44
P0101973	TPF Systems	Athletics	Equipment	\$104.54
P0101977	Airgas West	Welding	Instructional Supplies/Lottery	\$491.27
P0101978	Airgas West	Welding	Instructional Supplies/Lottery	\$293.55
P0101979	Airgas West	Welding	Instructional Supplies/Lottery	\$868.62
P0101980	Airgas West	Welding	Instructional Supplies/Lottery	\$424.28
P0101982	Airgas West	Welding	Instructional Supplies/Lottery	\$3,679.36
P0101988	Department of	Board of Trustees	Contract Services	\$18,593.20
P0101989	BUSD/ Cater R Us	Board of Trustees	Contract Services	\$1,488.44
P0101990	Community College	Board of Trustees	Travel and Conference	\$323.00
P0101991	Savanjoy Financial	Fiscal Services	Contract Services	\$3,787.50
P0101992	L.A. Security Storage	Institutional Services	Other Services and Expenses	\$4,050.00
P0102006	Bank of America	Athletics	Travel and Conference	\$1,800.00
P0102010	TPF Systems	Student Recruitment	Other Services and Expenses	\$7,272.71
P0102011	Office Xpress	Academic Affairs	General Office Supplies	\$1,121.51
P0102012	Quality Inn Monterey	Administration	Travel and Conference	\$1,830.00
P0102013	Tracey S. McNeil	Athletics	Travel and Conference	\$400.00
P0102035	Bob Heintzleman	Athletics	Contract Services	\$92.00
P0102075	Atkinson, Andelson,	Board of Trustees	Legal	\$46,107.40
P0102076	Cate-R-Us Services	Student Recruitment	Non-Instruct Supplies	\$649.50
P0102079	Rachelle Sasser	Office of the CEO	General Office Supplies	\$54.10
P0102080	Office Xpress	Board of Trustees	General Office Supplies	\$138.21
P0102081	Demco, Inc.	Library	Printing	\$356.30
P0102094	Keenan & Associates	Institutional Services	Legal	\$1,001.81
P0102095	Compton Community	Institutional Services	Legal	\$1,405.98
P0102096	Compton Community	Institutional Services	Liability - Self Insurance	\$1,921.23
P0102097	SWACC	Institutional Services	Liability - Self Insurance	\$1,570.00



P0102098	Keenan &	Institutional Services	Liability - Self Insurance	\$12,082.17
P0102099	Office Xpress	Information Technology	General Office Supplies	\$703.32
P0102100	Gst Inc.	Information Technology	Equipment	\$2,338.20
P0102126	Marriott - San Mateo	Athletics	Travel and Conference	\$1,986.60
P0102127	National TV Radio Time	Public Information	Multi Media Advertising	\$4,650.00
P0102128	Pathfinder Trophy and	Athletics	Non-Instruct Supplies	\$1,836.47
P0102129	National Business	Fiscal Services	General Office Supplies	\$316.09

**Fund 01 Total: 101**

**\$285,312.07**

**Fund 10 Restricted-Compton Ed Center**

P0101723	IC Computer Inc.	Matriculation	New Equipment -	\$4,208.56
P0101733	Compton Community	TRIO - Upward Bound	PSA Contract Services	\$2,100.00
P0101735	Gridworks	Instructional Equip	New Equipment - Instructional	\$3,500.00
P0101742	K-Log Company	Instructional Equip	New Equipment - Instructional	\$1,328.10
P0101780	Enablemart	DSPS	Equipment	\$512.13
P0101785	California Community	CalWORKs	Conferences Other	\$75.00
P0101807	Cynthia L. Lomeli	TRIO - Upward Bound	PSA Contract Services	\$2,100.00
P0101809	Gst Inc.	Matriculation	General Office Supplies	\$471.97
P0101810	Demco	Matriculation	New Equipment -	\$2,970.84
P0101811	E.G. Brennan & Co.,	Matriculation	New Equipment -	\$580.00
P0101814	Office Xpress	Matriculation	General Office Supplies	\$2,060.06
P0101819	Compton Community	TRIO - Upward Bound	PSA Contract Services	\$2,333.00
P0101828	Westlake Professional	Instructional Equip	Books & Supplies Pool	\$1,698.00
P0101833	Ward's Natural Science	Instructional Equip	New Equipment - Instructional	\$1,899.10
P0101861	Guitar Center	Career Technical	New Equipment - Instructional	\$25,793.80
P0101886	Gst Inc.	Instructional Equip	New Equipment - Instructional	\$256.00
P0101892	Viatron Systems Inc	Matriculation	Contract Services	\$5,480.70
P0101893	Ricky Shabazz	Matriculation	Non-Instruct Supplies	\$609.22
P0101917	TAJ Office & School	TRIO - Upward Bound	Non-Instruct Supplies	\$450.10
P0101924	E.C.C.C.D. Bookstore	EOPS	Other Books	\$15,137.41
P0101930	Valarie O'Guynn	EOPS CARE	Hospitality	\$48.11
P0102007	Office Xpress	Instructional Equip	New Equipment - Instructional	\$1,288.15
P0102009	Office Xpress	Matriculation	General Office Supplies	\$1,027.24
P0102078	Casfaa Conference	BFAP Augmentation	Conferences Other	\$1,950.00
P0102123	Sampaguita	TRIO - Upward Bound	Transportation	\$500.00
P0102124	Office Xpress	Matriculation	General Office Supplies	\$1,286.87
P0102125	Valarie O'Guynn	EOPS CARE	Hospitality	\$60.00

**Fund 10 Total: 27**

**\$79,724.36**

**Fund 13 Compton Line of Credit**

P0101859	W B Hunt Company,	Line of Credit Special	New Equipment -	\$529.12
P0101974	South Bay Regional	Line of Credit Special	New Equipment -	\$60,486.96
P0102003	Galls Long Beach	Line of Credit Special	New Equipment -	\$1,779.35

**Fund 13 Total: 3**

**\$62,795.43**

**Fund 14 Gen Fund-Compton Ctr Related**

P0102118	Jones & Mayer	Campus Police	Legal	\$1,058.28
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**Fund 14 Total: 1**

**\$1,058.28**

**Fund 30 Child Developmnt Ctr - Compton**

P0101741	Target	Child Development	Non-Instruct Supplies	\$2,000.00
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P0101827	The Cit	Infant/Toddler Resource	Instructional Supplies/Lottery	\$333.78
P0101914	Andrea Major	Foster Care Ed	PSA Contract Services	\$2,000.00
P0101915	Delores Pace	Foster Care Ed	PSA Contract Services	\$1,750.00
P0101916	Brenda Parks	Model Approaches to	PSA Contract Services	\$875.00

**Fund 30 Total: 5 \$6,958.78**

**Fund 40 Capital Outlay Fund-Compton Ed**

P0101881	Valle Grande	Scheduled Maintenance	Repairs Non-instructional	\$11,500.00
P0102077	A-Throne	Scheduled Maintenance	Repairs Non-instructional	\$3,250.60
P0102087	Logan Telcom Wiring	Scheduled Maintenance	Repairs Non-instructional	\$1,893.85

**Fund 40 Total: 3 \$16,644.45**

**Fund 45 Revenue Constract Bond - Compton**

P0101734	Pasco Doors	Learning Resource	Construction Management	\$8,774.69
P0101740	National Business	CDC	Building Construction	\$1,815.07
P0102086	Gst Inc.	CDC	New Equipment -	\$8,049.95

**Fund 45 Total: 3 \$18,639.71**

**Fund 60 Workers' Comp - Compton Ed Ctr**

P0101815	Schools Excess Liability	Fiscal Services	Insurance	\$12,592.15
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**Fund 60 Total: 1 \$12,592.15**

**PO Funds Total: 144 \$483,725.23**

**Fund 01 Unrestricted-Compton Ed Center**

B0100805	Gst Inc.	Information Technology	General Office Supplies	\$422.17
B0100806	Gst Inc.	Information Technology	General Office Supplies	\$390.00
B0101366	Falcon Fuels, Inc.	Operations	Gasoline	\$8,000.00
B0101367	Nickey Petroleum	Operations	Gasoline	\$5,000.00
B0110863	Dunn Edwards	Operations	Non-instructional Supplies	\$3,000.00
B0110867	Cclc/Coa Publications	Academic Affairs	License Fee/Site Licenses	\$20,622.00
B0110870	Modern Imaging	Fiscal Services	General Office Supplies	\$1,200.00
B0110872	Atlas Sales & Rentals	Operations	Equipment Rental	\$5,000.00
B0110873	United Rentals	Operations	Equipment Rental	\$7,300.00
B0110874	Compton Postmaster	Public Information	Printing	\$25,000.00
B0110877	Harold Bateman	Admissions/Records	PSA Contract Services	\$23,000.00
B0110878	Compton Tartar Men's	Athletics	Non-Instruct Supplies	\$2,625.00
B0110879	Compton Tartar	Athletics	Non-Instruct Supplies	\$2,625.00
B0110880	Compton Tartar	Athletics	Non-Instruct Supplies	\$3,185.00
B0110881	NPA	Public Information	Printing	\$30,000.00
B0110883	Price Glass & Mirrors	Operations	Repairs Non-instructional	\$5,000.00
B0110893	American Foothill	Public Information	Printing	\$6,000.00
B0110904	Cal Aero Supply	Operations	Repairs Parts and Supplies	\$2,000.00
B0110921	3M Library Systems	Academic Affairs	License Fee/Site Licenses	\$1,819.00
B0110944	Compton Tartars	Athletics	Other Services - Compton	\$8,000.00
B0110951	Buddy's All Stars Inc.	Athletics	Non-Instruct Supplies	\$19,120.00

**Fund 01 Total: 21 \$179,308.17**

**Fund 10 Restricted-Compton Ed Center**

B0110882	Cynthia L. Lomeli	TRIO - Upward Bound	PSA Contract Services	\$2,100.00
B0110910	Lonora Levias	EOPS CARE	Contract Services	\$1,000.00

		<b>Fund 10 Total: 2</b>		<b>\$3,100.00</b>
<b>Fund 13</b>	<b>Compton Line of Credit</b>			
B0110884	South Bay Regional	Line of Credit Special	New Equipment -	\$63,000.00
		<b>Fund 13 Total: 1</b>		<b>\$63,000.00</b>
<b>Fund 30</b>	<b>Child Development Ctr - Compton</b>			
B0110894	Sams Club Direct	Model Approaches to	Non-Instruct Supplies	\$2,300.00
B0110906	Arroyo Fire Protection	Foster Care Ed	PSA Contract Services	\$2,000.00
B0110907	Delores Pace	Foster Care Ed	PSA Contract Services	\$1,750.00
B0110908	Brenda Parks	Model Approaches to	PSA Contract Services	\$875.00
B0110909	Andrea Major	Foster Care Ed	PSA Contract Services	\$2,000.00
		<b>Fund 30 Total: 5</b>		<b>\$8,925.00</b>
<b>Fund 40</b>	<b>Capital Outlay Fund-Compton Ed</b>			
B0110885	Ctl Environmental	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
B0110886	Marcor Remediation,	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
B0110887	Vector Resources, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
B0110901	Vector Resources, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$13,006.41
B0110902	Dunn Edwards	Scheduled Maintenance	Repairs Non-instructional	\$10,000.00
B0110905	Home Depot	Scheduled Maintenance	Repairs Non-instructional	\$5,000.00
B0110912	Southland Industries	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
B0110913	Vector Resources, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
B0110914	Vector Resources, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$10,534.46
B0110915	Bank of America	Scheduled Maintenance	Repairs Non-instructional	\$10,000.00
B0110924	Carl Fair Overhead	Scheduled Maintenance	Repairs Non-instructional	\$5,000.00
B0110946	Vector Resources, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
B0110947	Vector Resources, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$15,000.00
		<b>Fund 40 Total: 13</b>		<b>\$158,540.87</b>
<b>Fund 45</b>	<b>Revenue Constrect Bond - Compton</b>			
B0110860	Pierre Sprinkler and	CDC	Landscape Architecture	\$11,200.00
B0110861	Security Concepts	Local Projects	Direct Supp	\$2,000.00
B0110868	Veneklasen Associates	CDC	Building Construction	\$750.00
B0110869	Pierre Sprinkler and	CDC	Landscape Architecture	\$11,200.00
B0110927	National Construction	Ctr for Arts Production	Equipment Rental	\$5,000.00
		<b>Fund 45 Total: 5</b>		<b>\$30,150.00</b>
		<b>BPO Funds Total: 47</b>		<b>\$443,024.04</b>
		<b><u>Grand Total POs and BPOs: 191</u></b>		<b>\$926,749.27</b>

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 2    AGREEMENTS/CONTRACTS**

1.    Ratification of Agreement with Devin Jones, Contractor to Provide a Series of Parenting Classes for Foster & Kinship Caregivers and Independent Living Skills on an as needed basis
2.    Ratification of Agreement with Charles Lee-Johnson, Contractor to Provide a Series of Parenting Classes for Foster & Kinship Caregivers and Independent Living Skills on an as needed basis
3.    Ratification of Agreement with Brighter Family Empowerment Childcare Inc. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
4.    Ratification of Amendment to Original Agreement with Junaid Siddiqui, dated July 1, 2006, Contractor to Provide Academic Enrichment Services for the Summer Residential Program at UC Irvine

**BSD 2            AGREEMENTS/CONTRACTS**

**1.    RATIFICATION OF AGREEMENT WITH DEVIN JONES, CONTRACTOR TO PROVIDE A SERIES OF PARENTING CLASSES FOR FOSTER & KINSHIP CAREGIVERS AND INDEPENDENT LIVING SKILLS ON AN AS NEEDED BASIS**

**CONSULTANT:**            DEVIN JONES  
**SERVICES:**             To provide a series of parenting classes for Foster & Kinship caregivers and Independent Living Skills on an as needed basis.  
**REQUESTING DEPT:**    FOSTER CARE/kinship program  
**DATES:**                12/01/07 – 01/30/08  
**NTE:**                    \$2,000.00/\$50.00 for 5 hours

**2.    RATIFICATION OF AGREEMENT WITH CHARLES LEE-JOHNSON, CONTRACTOR TO PROVIDE A SERIES OF PARENTING CLASSES FOR FOSTER & KINSHIP CAREGIVERS AND INDEPENDENT LIVING SKILLS ON AN AS NEEDED BASIS**

**CONSULTANT:**            CHARLES LEE JOHNSON  
**SERVICES:**             To provide a series of parenting classes for Foster & Kinship caregivers and Independent Living Skills on an as needed basis.  
**REQUESTING DEPT:**    FOSTER CARE  
**DATES:**                12/01/07 – 01/30/08  
**NTE:**                    \$5,000.00/\$50.00 for 5 hours

**3.    RATIFICATION OF AGREEMENT WITH BRIGHTSTAR FAMILY EMPOWERMENT CHILDCARE INC. THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS**

**CONSULTANT:**            BRIGHTSTAR FAMILY EMPOWERMENT CHILDCARE INC.  
**SERVICES:**             The Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students  
**REQUESTING DEPT:**    CALWORKS  
**DATES:**                11/26/07 – 06/30/08  
**NTE:**                    CalWorks pays 75% of salary Contractor pays 25%

**4.    RATIFICATION OF AMENDMENT TO ORIGINAL AGREEMENT WITH JUNAID SIDDIQUI, DATED JULY 1, 2006, CONTRACTOR TO PROVIDE ACADEMIC ENRICHMENT SERVICES FOR THE SUMMER RESIDENTIAL PROGRAM AT UC IRVINE**

**CONSULTANT:**            JUNAID SIDDIQUI

**SERVICES:** To Provide Academic Enrichment Services for the Summer Residential Program at UC Irvine  
**REQUESTING DEPT:** UPWARD BOUND  
**DATES:** 07/01/07 – 08/18/07  
**NTE:** \$1,400.00

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 3    QUARTERLY FINANCIAL STATUS REPORT – FORM CCFS – 311Q.**

This report is required by the California Community Colleges to be filed each quarter on the District's Financial Status.

**DESCRIPTION:**    Fiscal Year 2007-2008 First Quarter – Financial and Budget Report (CCFS-311Q)

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFs-3111Q  
CERTIFY QUARTERLY DATA

District: (710) COMPTON

CHANGE THE PERIOD  
Fiscal Year: 2007-2008  
Quarter Ended: (Q1) Sep 30, 2007

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name:

Rory Livingston

District Contact Person  
Name: Myeshia Armstrong

Title: Accounting Manager

310-900-1600

CBO Signature:

Date Signed:



Telephone: 310-900-1600

Chief Executive Officer Name:

Dotis Givens

Fax: 310-900-1691

CEO Signature:

Date Signed:



E-Mail: armstrong\_m@compton.edu

Electronic Cert Date:

11/14/2007

California Community Colleges, Chancellor's Office  
1102 Q Street, Sacramento, California 95814-6511  
Send questions to Kuldesh Kaur, (916) 327-6818 kkaure@cccsd.edu  
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H.1	Cash, excluding borrowed funds			216,098
H.2	Cash, borrowed funds only			7,928,542
H.3	Total Cash (H.1 + H.2)	2,721,821	2,231,174	4,567,451
				8,144,640

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,267,794	36,267,794	8,640,626	23.8%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	36,267,794	36,267,794	8,640,626	23.8%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	28,382,993	28,382,993	5,004,729	17.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,292,044	7,292,044	642,661	8.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	35,675,037	35,675,037	5,647,390	15.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	592,757	592,757	2,993,236	
L.	Adjusted Fund Balance, Beginning	3,400,235	3,400,235	3,400,235	
L.1	Fund Balance, Ending (C. + L.2)	3,992,992	3,992,992	6,393,473	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	11.2%	11.2%		

V. Has the district settled any employee contracts during this quarter? NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
Year 1:										
Year 2:										

b. BENEFITS:	Year 3:								
	Year 1:								
	Year 2:								
	Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRAMs), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

This year?  
Next year?

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Rory Livingston, Interim CBO**

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**BSD 4    AUTHORIZE SIGNATURE RESOLUTION (LACOE)**

**ISSUE**

The purpose of this item is to authorize Signature Resolution for the period of December 18, 2007 to June 30, 2008.

**BACKGROUND**

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

**RECOMMENDATION**

It is recommended that the Special Trustee approve the District’s Certification of Signatures form for the period of December 18, 2007 to June 30, 2008.

**Compton Community College District**  
SCHOOL DISTRICT

**CERTIFICATION OF SIGNATURES**

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633  
**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 18, 2007 to June 30, 2008  
In accordance with governing board approval dated December 18, 2007.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

**Column 1**  
Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME Peter J. Landsberger, Special Trustee President of the Board of Trustees/Education
SIGNATURE
TYPED NAME Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

FORM NO. 503-804 Rev. 11-20-2002

**Column 2**  
Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME DR. DORIS P. GIVENS TITLE CEO/PROVOST
SIGNATURE
TYPED NAME REUBEN JAMES, III TITLE DIRECTOR OF FISCAL AFFAIRS
SIGNATURE
TYPED NAME MYESHIA ARMSTRONG TITLE ACCOUNTING MANAGER
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

<b>Number of Signatures required:</b>	
ORDERS FOR SALARY PAYMENTS 2	ORDERS FOR COMMERCIAL PAYMENTS 2
NOTICES OF EMPLOYMENT 2	CONTRACTS 2

---

**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 5 ESTABLISHMENT OF PLANNING BUDGET**

**PLANNING BUDGET - FACILITIES**

The Administration is requesting a **\$338,885** augmentation to the facilities budget for retaining the consultants necessary to support our current planning efforts. **\$263,885** of the total is for the currently proposed scope of work and bear further requesting in additional **\$145,000** contingencies to fund additional consultant work as may be required. The work product of the consultants described below is a critical requirement of both the ongoing planning effort and the final and necessary revisions to the FPP as requested by the Chancellor's office. Without the timely retention of these consultants, obtaining the infrastructure funding in the next fiscal year will not be possible and the currently scheduled planning efforts will be delayed. The consultants, the associated budget augmentation and a general description of how their services support our planning efforts are as follows.

**12/03/07 BUDGET ADJUSTMENT REQUIREMENTS FOR CONSULTANTS (PLANNING ONLY)**

	<b>BASE PLANNING CONTRACT</b>	<b>ADDITIONAL SERVICE BUDGET</b>	<b>TOTAL BUDGET REQUEST</b>
<b><u>Campus Site Improvements (CSI)</u></b>			
tBP Architects	\$125,000	\$25,000	\$150,000
S&K Engineers	\$15,000	\$5,000	\$20,000
IDS Group, INC.	\$31,000	\$20,000	\$51,000
CTL Environmental	\$49,635	\$15,000	\$64,635
GEOMATICS Surveyors	\$18,250	\$0	\$18,250
Fire Alarm Systems	\$15,000	\$5,000	\$20,000
Security Consultant	\$10,000	\$5,000	\$15,000
<b>TOTALS</b>	<b>\$263,885</b>	<b>\$75,000</b>	<b>\$338,885</b>

**Architectural Services:** we are requesting a **\$150,000** augmentation to the facilities budget for architectural and related planning services in the facilities budget. tBP Architects will provide facilities master planning services, support the overall planning process and act as a focal point for compiling relevant information for the overall master plan. The provost has already authorized hiring the firm tBP Architects. A copy of the proposal from tBP Architects for these services as well as a copy of the master agreement for consulting services is attached for your review. Please note this is for the development of a facilities master plan and related services including support as required for submissions to the Chancellor's Office. Actual building design is not included.

**Civil Engineering:** we are requesting a **\$90,000** augmentation for a consulting civil engineer for planning in the facilities budget. The civil engineer is not only required for the ongoing master planning effort but also, will perform a third-party peer review of the infrastructure FPP. The selected engineer will evaluate the existing sewer, water and drainage systems and prepare the new infrastructure design. Please note that this request from is for review of existing conditions and preliminary design of the sewer, water, fire, communications, lighting, electrical, technology and drainage systems only. It does not include the final design of these systems. In addition to a wealth of experience on existing

educational facilities, they have current experience of a project very similar to our in size and scope on the Cerritos Community College campus. We are recommending entering into a contract with S&K Engineers to provide these services.

**Structural Engineering:** we are requesting a **\$51,000** augmentation for a consulting structural engineer in the facilities budget. The structural engineer will evaluate all structures on campus for earthquake safety, code compliance, general structural deficiencies and possible upgrade and/or renovation strategies. The information provided by the structural engineer is a critical part of the facilities master planning effort. We're suggesting hiring the firm IDS Group, Inc. Please note that this request is for evaluation services only, further consulting and/or design work will require additional funding.

**Certified Industrial Hygienist:** we are requesting a **\$49,635** augmentation for a certified industrial hygienist for planning in the facilities budget. The certified industrial hygienist will inspect all buildings on campus for asbestos, lead paint, PCBs, mercury and other hazardous and/or toxic materials. The information provided by the certified industrial hygienist is a critical requirement of the time doing planning effort. We're suggesting your approval of a work authorization to CTL Environmental with whom we already have a board approved contract. Please note this is for the hazmat survey only, abatement related services are not included in this request.

**Survey:** we are requesting an **\$18,250** augmentation for a licensed surveyor for planning in the facilities budget. The surveyor will update the previous survey completed in 2003. Updating the survey is a critical part of the ongoing master planning process. The previous survey was performed by GEOMATICS Surveyors; we recommend that they be retained to update their previous work.

**Fire Alarm Systems Consultants:** we are requesting a **\$20,000** augmentation to retain a consultant to evaluate the various fire suppression and alarm systems throughout the campus. The consultant will also provide commentary as to functionality, compliance with code and propose conceptual enhancements to correct observed deficiencies and/or maintain code compliance. This is a critical requirement of both the master planning efforts and the current FPP submission for the infrastructure improvements. We are recommending entering into a contract with S&K Engineers to provide these services.

**Security Consultants:** we are requesting a **\$15,000** augmentation to retain a consultant to evaluate the campus security and to make conceptual recommendations to enhance the security both of the site and of students, employees, faculty and visitors. This is a critical requirement of both the master planning efforts and the current FPP submission for the infrastructure improvements. We are recommending entering into a contract with S&K Engineers to provide these services.

**Recommendation:** It is recommended that the Special Trustee approve the Establish Planning Budget–Facilities in the amount of \$338,885.00 and authorize the Provost/CEO to execute agreements with the above named consultants.

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 6 BUDGET REVISIONS**



## **BUDGET REVISIONS**

### **Expenditure Increases**

Subsequent to the adoption of the Final Budget it was determined, that there were \$201,890 of additional requirements needed for district operations in the current fiscal year. These additional needs are due to increased activity in the Human Resource Department, and costs for the Athletic Program because of an increase in the number of teams and the relocation of home games for the Soccer and Football programs. Additionally, the Enrollment Management proposal contained elsewhere in this agenda requires \$237,004. Presently, staff is preparing an RFP for On Campus Food Service. In order to have a facility that is viable for potential responders, the campus kitchen/snack bar needs approximately \$75,000 in repairs and upgrades, thus this amount is included in this request.

As presented in a previous item in this agenda there is a need for \$338,385 for technical consultant contracts. It is anticipated that these would be appropriate charges for the Bond. At the present time the Bond Fund is currently being reviewed to verify current balances and projected obligations. As there is a short deadline for the information to be provided to the Chancellor's Office by the consultants, the administration is requesting the funds be appropriated in the General Fund, subject to future reimbursement by, or expenditure transfer to the Bond Fund.

### **Expenditure Decreases**

The district was recently notified by the Chancellor's Office regarding the first year's principal and interest payment on the loan drawdown would be \$46,167 less than budgeted. A review of the Child Development Center operations project the need for a \$150,000 transfer from the General Fund, not the \$350,000 presently budgeted.

### **Recommendation**

The administration is recommending that the budget be transferred from the Reserve for Contingency to the appropriate budget lines. Additionally the Administration is recommending that the expenditure reduction for the Loan Repayment and the Child Development Center be transferred into the Reserve for Contingency. The net effect is that district expenditures will increase by \$906,894, the reserve for Contingency decreases to \$1,399,232, which is a reserve of 5.1308%. The following sheet reflects the proposed revisions to the 07/08 Budget.

**BSD 6**

**Compton Community College District  
2007/08 Budget Revisions  
18-Dec-07**

	Description	Final Budget	Increase	(Decrease)	Revised Budget 12/18/2007
Beginning Balance		\$60,877	0		\$60,877
Revenue					
8100 Federal		\$0	0		0
8600 State		\$27,213,893			\$27,213,893
8800 Local		\$2,515,102			\$2,515,102
Beginning Balance		\$29,789,872			<u>\$29,789,872</u>
1000 Cert. Salaries	Enrollment Management Plan	\$9,473,810	\$71,000		
Total Changes			\$71,000		\$9,544,810
2000 Class. Salaries	Police Overtime-Athletics Enrollment Management Plan	\$6,608,053	\$6,000 \$67,218		
Total Changes			\$73,218		\$6,681,271
3000 Benefits	Enrollment Management Plan	\$5,218,620	\$18,786		
Total Changes			\$18,786		\$5,237,406
4000 Books & Supplies	Soccer Uniforms M&O needs Enrollment Management Plan	\$502,452	\$9,000 \$100,000 \$25,000		
Total Changes			\$134,000		\$636,452
5000 Services & Operating Exp	Fingerprinting-Human Resources Advertising-Human Resources Travel and Conf.-Human Resources Facility Rental-Athletics Facility Rental-Athletics Transportation-Athletics Transportation-Athletics Home Game Security-Athletics Repair of Power Rolodex Enrollment Management Plan Kitchen Repairs Planning Consultants	\$4,625,587	\$10,000 \$40,000 \$5,000 \$2,200 \$690 \$5,000 \$14,000 \$7,000 \$3,000 \$40,000 \$75,000 \$338,355		
Total Changes			\$540,245		\$5,165,832
6000 Capital Outlay	Enrollment Management Plan	\$406,391	\$15,000		
Total Changes			\$15,000		\$421,391
7100 Other Outgo	Reduction in Loan Payment 7300 Interfund Transfer 7390 Other Outgo 7800 Other Payments 7900 Reserve for Contingency Reduction in State Loan Payment Reduction in CDC Transfer Total of Budget Revisions	\$445,000 \$100,000 \$350,000 \$0 \$2,059,959		(\$46,167) (\$200,000)	\$398,833 \$100,000 \$150,000 \$0
Total Changes			\$246,167 (\$852,249)	(\$1,098,416)	\$1,453,877 5.1308%
Total Expenditures		\$29,789,872			<u>\$29,789,872</u>
Ending Balance		\$0			\$0

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 7 AMENDMENT TO LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES (REVENUE) – CCTR-7132**

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 7    AMENDMENT TO LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES (REVENUE) – CCTR-7132**

The maximum reimbursable amount payable pursuant to the provision of the previous agreement shall be amended by deleting reference to \$894,132.00 and inserting \$934,636.00 in place thereof.

Local Agreements for Child Development Services for 2007-2008 REVENUE

F.Y. 2007-08 – Total amount encumbered by this contract: \$934,636.00  
Contract Number: CCTR-7132  
Program Type: GENERAL CHILD CARE AND DEV. PROGRAMS  
Project Number: 19-6442-00-7

The total amount payable to this agreement shall not exceed \$934,636.00

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 8    AMENDMENT TO AGREEMENT WITH VAVRINEK, TRINE, DAY & CO.,  
LLP, BOARD APPROVED ON MAY 10, 2007, TO PROVIDE INDEPENDENT  
AUDIT SERVICES FOR FISCAL YEAR JULY 1, 2006 THROUGH JUNE 30,  
2009**



**Vavrinek, Trine, Day & Co., LLP**  
Certified Public Accountants

**VALUE THE DIFFERENCE**

Mr. Peter Landesburger  
Special Trustee  
Compton Community College District  
1111 E. Artesia Blvd.  
Compton, CA 90221

Dear Mr. Landesburger:

We have previously provided to the Compton Community College District our engagement letter for the audit of the 2006-07 annual financial statements, which provided the detail of the services to be performed and the cost for those services. As a result of our audit procedures through November 30, 2007, we have noted expanded procedures to the audit are necessary in order to complete the engagement.

We have extended our audit procedures to reconcile accounts and provide assistance to the District in obtaining supporting documentation for transactions affecting the year end financial statements. As a result of our procedures we have identified certain accounts which will require the District to perform additional procedures and to resubmit for audit the financial transactions for the 2006-07 year.

Based on our analysis of the District's current financial statements, we anticipate the additional services through the completion of the audit report will be approximately between \$37,500 and \$42,950. If additional time is necessary, we will provide you with a detail analysis of the services performed and the costs for the additional services.

We appreciate the opportunity to provide this information to you. Please sign where indicated below and return to my office in the enclosed envelope. If you have any questions, please contact me. (909) 466-4410.

Very truly yours

Heidi E. White  
of VAVRINEK, TRINE, DAY & CO., LLP

We have read and agree with the additional services as noted above

\_\_\_\_\_ Date \_\_\_\_\_

8270 Aspen Street Rancho Cucamonga, CA 91730 Tel: 909.466.4410 Fax: 909.466.4431 www.vtdcpa.com  
FRESNO • LAGUNA HILLS • PALO ALTO • PLEASANTON • RANCHO CUCAMONGA

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

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**Consent Calendar**

- HRD1.      **Management Team Personnel Action**
- HRD2.      **Academic Employment and Personnel Changes**
- HRD3.      **Certificated Job Descriptions**
- HRD4.      **Classified Personnel**
- HRD5.      **Temporary Non-Classified Service Employees**
- HRD6.      **Senior Classified Administrative Positions**
- HRD7.      **Eligibility List**

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

1. Employment – Mr. Keith Curry, Dean of Student Affairs, Level M5, Step 5, effective December 19, 2007.
2. Employment – Mr. Albert Olguin, Director of Athletics, Level M3, Step 3, effective January 7, 2008.
3. Employment - Ms. Mytha Pascual, Director of Financial Aid, Range M3, Step 1, Financial Aid, Student Affairs Area, effective December 19, 2007, probation.
4. Employment – Mr. Ricky Shabazz, Director of Outreach and School Relations, Range M3, Step 1, Outreach and School Relations, Student Affairs Area, effective December 19, 2007, probation.



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

1. Reduced Load – Ms. Carroll Fisher, English instructor, Class I, Step 4, for the spring semester (February 9 – June 6, 2008). Ms. Fisher’s load will be reduced to two classes (50% load), and is in accordance with Article XV (a-f) of the agreement between the District and the CCCFE (Certificated).
2. Employment – Ms. Sunny Armstrong, adjunct reading instructor, Class II, Step 1, for the 2008 winter session and spring semester.
3. Employment – Ms. Elizabeth Craigg, adjunct English instructor, Class III, Step 1, for the 2008 winter session and spring semester.
4. Employment – Hourly (overload) assignments for the 2008 winter session.

Name	Department
1. Aasi, Fazal	Anatomy
2. Abbassi, Ali	Mathematics
3. Adeva, Angelita	Biological Sciences
4. Ahmad, Manzoor	Business
5. Allen, Jennell	Counseling
6. Arroyo, Celia	Counseling
7. Arroyo, Silvia	Counseling
8. Bernaud, Jose	English
9. Boatwright, Eddie	Biological Sciences
10. Boroudjerdi, Mohammad	Mathematics
11. Clark, Leonard	Earth Science
12. Flemming, Arthur	Philosophy
13. Flor, Paul	Political Science
14. French-Preston, Essie	Counseling
15. Garcia, Annaruth	Business
16. Hathman, Hilda	Childhood Education
17. Haynes, Vanessa	Counseling
18. Hoffman, August	Psychology
19. Joiner, Robert	Business
20. Macareno, Mario	Counseling
21. Maradiaga, Axa	Spanish
22. McLaughlin, Patrick	Reading
23. Mendoza, Ladislao	Physical Education
24. Morgan, Robert	Business/Real Estate
25. My, Alexander	Counseling
26. Norton, Thomas	English
27. Odanaka, Michael	Counseling
28. Osanyinpeju, Abiodun	Biological Sciences
29. Parker, Norma	Spanish
30. Phillips, Marjeritta	Dance
31. Porter, LeRoy	ESL
32. Pratt, Estina	Library Science

33. Roach, Donald	Mathematics
34. Roach, Ruth	English
35. Sahebame, Mohsen	Computer Information Systems
36. Shaikh, Mohammad	Mathematics
37. Sonido, Eleanor	Library Science
38. Thomas, Shirley	Nursing
39. Threadgill, Cheryl	Counseling
40. Uch, Mandeda	Music
41. Valdry, Andree	Library Science
42. Van Niel, Pieter	Theater Arts
43. Wasserberger, Toni	English
44. West, Pamela	Childhood Education
45. Williams, Herkie	Psychology

5. Employment – Hourly (adjunct) assignments for the 2008 winter session.

<b>Name</b>	<b>Department</b>
1. Adams, Eugene	Counseling
2. Alvarado, Carolina	Cosmetology (contracted program)
3. Antler, Abram	English
4. Buenaventura, Nenita	Library
5. Cantrell, Lana	Cosmetology (contracted program)
6. Colby, Anita	Library
7. Cornelio, Alice	Library
8. Espinola, Nelson	Counseling
9. Ghafelebashi, Mohammad	Mathematics
10. Jolly, Jeffry	English
11. Khan, Mahbub	Physics
12. Khwaja, Ziauddin	Mathematics
13. Lakatos, Cathy	Counseling
14. McCauley, Virginia	Cosmetology (contracted program)
15. Mehdizadeh, Nasrollah	Mathematics
16. Meza-Bohon, Rosa	Cosmetology (contracted program)
17. Most, Rosemary	Childhood Education
18. Ndoley, Mashidu	Spanish
19. Nebbia, Gerardo	Economics
20. Nwabuzor, Ozo	Nursing
21. Okbamichael, Mussie	Geology
22. Pinto, Cristo	Art
23. Quintero, Paul	Counseling
24. Reiff, Amber	Speech
25. Russell, Bruce	Library
26. Smith, Darwin	Philosophy
27. Turner, Albert	Physical Education
28. Villalobos, Jose	Mathematics

29. Vogel, Karen	Library
30. Webb, Robert	Mathematics
31. Willis, Edna	Nursing
32. Youngblood, Aaron	Physical Education

**HRD 3 - Certificated Job Descriptions:**

- A. Basic Skills Coordinator
- B. Staff Development Coordinator
- C. Track and Field/Cross Country Coach
- D. Men's Intercollegiate Football Coach
- E. Men's Intercollegiate Basketball Coach
- F. Men's Intercollegiate Baseball Coach
- G. Women's Intercollegiate Basketball Coach
- H. Men & Women's Intercollegiate Soccer Coach
- I. Women's Intercollegiate Badminton Coach



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**Job Description  
Basic Skills Coordinator**

Description

Under the supervision of the appropriate Dean, the Basic Skills Coordinator coordinates the various basic skills activities related to the El Camino College Compton Education Center basic skills program.

Examples of Duties

1. Oversee the basic skills grant activities.
2. Be responsible for the grant expenditures.
3. Chair the basic skills committee for the Center.
4. Participate as a member of the overall basic skills task force.
5. Coordinate the basic skills plan/activities.
6. Evaluate the basic skills activities.
7. Encourage/implement staff development related to basic skills.
8. Complete the annual basic skills report.

Required Qualifications

- Faculty member within the basic skills/developmental education area of El Camino College Compton Community Education Center.

Desirable Qualifications

1. Knowledge of program/grant regulations, practices and procedures.
2. Ability to organize tasks, activities and resources.
3. Ability to meet deadlines.
4. Knowledge of budgeting process.
5. Ability to use basic computer word processing and spreadsheet programs.

Compensation

Twenty percent reassigned time for a full time faculty member; twenty percent load for an adjunct faculty member.



***COMPTON COMMUNITY COLLEGE DISTRICT***  
***EL CAMINO COLLEGE COMPTON CENTER***

**Job Description**  
**Staff Development Coordinator**

Description

Under the direction of the Administrative Dean, the Staff Development Coordinator coordinates the professional development activities of the faculty related to the El Camino Compton Education Center program.

Examples of Duties

1. Be responsible for the staff development expenditures.
2. Co-chair the staff development committee
3. Coordinate the staff development plan activities.
4. Evaluate the staff development activities.
5. Co-chair the FLEX Day committees with council vice president.
6. Encourage/implement staff development for all faculty.
7. Complete the annual staff development report.
8. Attend meetings of the main campus staff development committee to coordinate activities for Center faculty/staff at both sites.
9. Prepare grant proposals for professional development funds.

Required Qualifications

- Faculty member of El Camino College, Compton Community Education Center.

Desirable Qualifications

1. Knowledge of program/grant regulations, practices and procedures.
2. Ability to organize tasks, activities and resources.
3. Ability to meet deadlines.
4. Knowledge of budgeting process.
5. Able to use basic computer word processing and spreadsheet programs.

Compensation

Twenty percent reassigned time for a full time faculty member; twenty percent load for an adjunct faculty member.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH  
INTERCOLLEGIATE TRACK AND FIELD/CROSS COUNTRY  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, serves a part-time assignment as the Head Track and Field Coach and instructor of record for both the in-season track & field and the off-season track & field conditioning class and is the instructor of record for both the in-season cross-country and the off-season cross-country conditioning classes.

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Track & Field/Cross Country Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate track & field/cross country program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCAA) rules and regulations that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCAA).
5. Coordinate of all aspects of practice and competition within our Athletic Conference.
6. Recruit of high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate the off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the Track & Field/Cross Country program.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of student-athletes.
16. Perform related duties as assigned.

**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master's degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as track & field/cross country coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH  
MEN'S INTERCOLLEGIATE FOOTBALL  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, works part-time as the Head Men's Football Coach and instructor of record for both the in-season football class (fall semester) and the off-season football conditioning class (spring semester).

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Men's Football Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate football program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCAA) rules and regulations that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCAA).
5. Coordinate all aspects of practice and competition within our Athletic Conference.
6. Recruit high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate the off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the Men's Football Team.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of the student-athletes.
16. Perform related duties as assigned.



**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master's degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as Head Men's Football Coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH  
MEN'S INTERCOLLEGIATE BASKETBALL TEAM  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, serves a part-time assignment as the Head Men's Basketball Coach and instructor of record for both the in-season Basketball class (fall semester) and the off-season Basketball conditioning class (spring semester).

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Men's Basketball Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate basketball program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCAA) rules and regulations that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCAA).
5. Coordinate of all aspects of practice and competition within our Athletic Conference.
6. Recruit high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate the off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the Men's Basketball Team.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of the student-athletes.
16. Perform related duties as assigned.

**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master's degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as Head Men's Basketball Coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH  
MEN'S INTERCOLLEGIATE BASEBALL  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, serves a part-time assignment as the Head Men's Baseball Coach and instructor of record for both the in-season Baseball class (Spring semester) and the off-season Baseball conditioning class (Fall semester).

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Men's Baseball Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate Baseball program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCCAA) rules and regulations that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCCAA).
5. Coordinate all aspects of practice and competition within our Athletic Conference.
6. Recruit high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate the off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the Men's Baseball Team.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of student-athletes.
16. Perform related duties as assigned.

**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master's degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as men's baseball coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH - WOMEN'S INTERCOLLEGIATE  
BASKETBALL  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, serves a part-time assignment as the Head Women's Basketball Coach and instructor of record for both the in-season basketball class (fall semester) and the off-season Basketball conditioning class (spring semester).

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Women's Basketball Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate women's basketball program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCAA) rules and regulations that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCAA).
5. Coordinate of all aspects of practice and competition within our Athletic Conference.
6. Recruit high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate the off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and to attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the Women's Basketball Team.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of student-athletes.
16. Perform related duties as assigned.

**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master's degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as women's basketball coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH – MEN & WOMEN’S  
INTERCOLLEGIATE SOCCER  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, serves a part-time assignment as the Head Men and Women’s Soccer Coach and instructor of record for both the in-season men’s soccer and the off-season men’s soccer conditioning class. In addition, is the instructor of record for both the in-season women’s soccer and the off-season women’s soccer conditioning class.

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Men & Women’s Soccer Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate Men & Women’s Soccer program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCAA) rules and regulation that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCAA).
5. Coordinate all aspects of practice and competition within our Athletic Conference.
6. Recruit high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and to attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the Men & Women’s Soccer Team.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of student-athletes.
16. Perform related duties as assigned.



**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as soccer coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.



***COMPTON COMMUNITY COLLEGE DISTRICT***

***EL CAMINO COLLEGE COMPTON CENTER***

**PART-TIME HEAD COACH  
WOMEN'S INTERCOLLEGIATE BADMINTON  
PHYSICAL EDUCATION AND ATHLETICS**

**POSITION DESCRIPTION:**

Under the direction of the Athletic Director, serves a part-time assignment as the Head Women's Badminton Coach and instructor of record for both the in-season Badminton class (spring semester) and the off-season Badminton conditioning class (fall semester).

**RESPONSIBILITIES/DUTIES:**

The duties of the Head Women's Badminton Coach may include, but not be limited to, the following:

1. Coach and implement an intercollegiate Badminton program.
2. Supervise, educate and lead assistant coaches and coaching staff.
3. Understand and abide by the California Community College Athletic Association (CCCAA) rules and regulations that govern intercollegiate athletics at the community college level.
4. Adhere to the El Camino College policies and procedures in conformity with the requirements of the California Community College Athletic Association (CCCAA).
5. Coordinate all aspects of practice and competition within our Athletic Conference.
6. Recruit high school athletes under the rules and regulations of the State Athletic Code.
7. Develop team competition schedules for Athletic Conference approval.
8. Advise and assist student athletes in achieving stated academic objectives and transfer to four-year institutions.
9. Coordinate off-season training and conditioning program.
10. Coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
11. Perform assigned committee work, including participation in program review of the accreditation process, and attend meetings called by the District, as long as such obligations are considered reasonable.
12. Participate in the Physical Education and Athletic Department program review process.
13. Develop and implement a fundraising plan for the women's Badminton program.
14. Coordinate sports brochures, news releases for the media, office records and athlete information and provide information to the El Camino College Public Information Office.
15. Work with the athletic staff on the health and well-being of student-athletes.
16. Perform related duties as assigned.

**REQUIRED QUALIFICATIONS (for instructors teaching physical education classes, including coaching):**

1. Master degree in physical education OR
2. Bachelor's degree in physical education AND Master's in any life science, dance, physiology, health education, recreation administration, kinesiology, or physical therapy; OR
3. Valid California Community College instructor credential in appropriate subject; OR
4. The equivalent
5. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

**REQUIRED QUALIFICATIONS (for coaching only)**

1. Bachelor's degree in any area
2. At least two years of demonstrated successful high school or collegiate-level coaching experience as badminton coach. Note: coaches without the Master's degree are limited to coaching during the in-season and off-season course of that sport. These coaches *may not* teach physical education classes.
3. Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

## **HRD 4 – Classified Personnel**

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

### **A. Employment**

1. Mr. Michael Alabi - Accounting Technician, Range 22, Step A, Financial Aid, Student Affairs Area, effective January 2, 2008, probation.
2. Ms. Velma Garrett - Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Affairs Area, effective December 19, 2007, probation.

## **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 -- Ollie Threadgill - 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 August 27, 2007 through June 30, 2008, Admission and Records, Student Affairs Area, assist with Admissions, Registration, Records, Datatel programs, imaging incoming transcripts for counseling and records, and answer phones, transfer from Outreach to Admissions, not to exceed 120 days. (NTE 980 hours).
2. Elizabeth Craigg - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2008 through February 5, 2008, Learning Resource Center, Academic Affairs Area, Winter Session, not to exceed 120 days. (NTE 15 hours per week).
3. Suzanne Gilmore - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2008 through June 30, 2008, Writing Center, Academic Affairs Area, Writing Tutor, not to exceed 120 days. (NTE 35 hours per week).
4. Mark Flores - Professional Expert, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 14, 2008 through June 1, 2008, Athletics, Student Affairs Area, Assistant Baseball Coach. (NTE 313 hours).
5. Randy Heady - Professional Expert, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 14, 2008 through June 1, 2008, Athletics, Student Affairs Area, Assistant Baseball Coach. (NTE 313 hours).
6. Marquesa Lawrence - 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 December 19, 2007 through May 31, 2008, Upward Bound, Student Affairs Area, to teach English 11 and 12 to the Upward Bound Program students on Saturday, not to exceed 120 days. (NTE 110 hours).
7. Uche Maduagwu - Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2008 through February 5, 2008, Learning Resource Center, Academic Affairs Area, Winter Session, not to exceed 120 days. (NTE 15 hours per week).
8. Rahim Miller - 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 December 19, 2007 through June 19, 2008, Upward Bound Math/Science, Student Affairs Area, to teach Geometry, Algebra I and Algebra II and reinforce students current academics after school and some Saturdays, not to exceed 120 days. (NTE 100 hours).
9. 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 January 2, 2008 through February 5, 2008, Learning Resource Center, Academic Affairs Area, Winter Session, not to exceed 120 days. (NTE 15 hours per week).

10. Georgia Moten - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2008 through February 5, 2008, Learning Resource Center, Academic Affairs Area, Winter Session, not to exceed 120 days. (NTE 15 hours per week).
11. Ata Nabawi - 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 December 19, 2007 through June 19, 2008, Upward Bound Math/Science, Student Affairs Area, to teach English and History and reinforce students current academics after school and some Saturdays, not to exceed 120 days. (NTE 100 hours).
12. Carl Nichols - Professional Expert, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 14, 2008 through June 1, 2008, Athletics, Student Affairs Area, Assistant Baseball Coach. (NTE 313 hours).
13. 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 December 19, 2007 through May 31, 2008, Upward Bound, Student Affairs Area, to teach Statistic/Geometry/Calculus to the Upward Bound Program students on Saturday, not to exceed 120 days. (NTE 110 hours).
14. Cornell Somerville - Professional Expert, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 14, 2008 through June 1, 2008, Athletics, Student Affairs Area, Assistant Baseball Coach. (NTE 313 hours).
15. 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 January 2, 2008 through February 5, 2008, Learning Resource Center, Academic Affairs Area, Winter Session, not to exceed 120 days. (NTE 15 hours per week).
16. Robert Wilkins - Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2008 through February 5, 2008, Learning Resource Center, Academic Affairs Area, Winter Session, not to exceed 120 days. (NTE 15 hours per week).

**HRD 6 – SENIOR CLASSIFIED ADMINISTRATIVE POSITIONS:**

In accordance with Personnel Commission Rule 30.100.3 and Education Code 88091 (c) (1) it is requested that the Special Trustee designate the following positions as Senior Classified Administrative positions:

1. Chief Business Officer
2. Director, Learning and Library Resources
3. Director, Facilities Planning, Construction and Contracts
4. Director, Outreach and School Relations
5. Director, Financial Aid
6. Director, Fiscal Affairs
7. Special Assistant to the Provost/CEO
8. Manager, Accounting
9. Manager, Bookstore
10. Manager, College Information Systems

**HRD 7 – ELIGIBILITY LISTS:**

After an examination, the names of successful competitors shall be arranged on a list in the order of examination score, plus additional points where applicable. The list shall be presented for approval of the Personnel Commission. (*Personnel Commission Rule 50.100.1A*)

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

A. Ratification -- Categorically Funded Program Specialist

Established: 06/01/07

Expires: 06/01/08

Rank	Name
1	Nelly Alvarado
2	Renada Mescudi
3	Aubrey Relf
4	Brandi Marsh
5	Priscilla Beas
6	Miriam Alonso
7	Nicole Leavells
8	Kenithia Felder
9	Sidney Cosby

B. Ratification -- Coordinator of Upward Bound

Established: 05/18/07

Expires: 05/18/08

Rank	Name
1	Tenisha Powers
2	Marilyn Ingram
3	Sidney Cosby
4	Lorena Patton
5	Sabrina Johnson
6	Nelly Alvarado
7	Aubrey Relf
8	Brad Conn
9	Theresa Banks
10	Tammy Ford
11	Jarvis Emerson
12	Nicole Leavells
13	Steven Ware
14	Renada Mescudi
15	Bobby Fuller



- C. Ratification -- Coordinator of Upward Bound Math/Science  
 Established: 05/18/07 Expires: 05/18/08

Rank	Name
1	Sidney Cosby
2	Lorena Patton
3	Nelly Alvarado
4	Aubrey Relf
5	Renada Mescudi

- D. Ratification -- Coordinator of Educational Talent Search  
 Established: 05/18/07 Expires: 05/18/08

Rank	Name
1	Marilyn Ingram
2	Tenisha Powers
3	Masoy Henry
4	Jarvis Emerson
5	Rosalba Gallegos
6	Brad Conn
7	Myrna Taylor
8	Lorena Patton
9	Theresa Banks

- E. Ratification -- Enrollment Service Supervisor  
 Established: 05/14/07 Expires: 05/14/08

Rank	Name
1	Felicia Hatten
2	Phillip Glezer

- F. Ratification -- EOP&S Coordinator  
 Established: 06/28/07 Expires: 06/28/08

Rank	Name
1	Rosalba Gallegos
2	Jenny Bapp
3	Tenisha Powers
4	Monica Macareno
5	Cassandra Bailey
6	Sabrina Johnson
7	Theresa Banks
8	Marlo Houser
9	Jarvis Emerson
10	Myrna Taylor
11	Libby Yi

G. Ratification -- Payroll Specialist

Established: 05/14/07

Expires: 05/14/08

Rank	Name
1	Armando Ruiz
2	Estal Cole
3	Quyên Nguyen

H. Ratification -- Secretary to the Provost/CEO

Established: 05/14/07

Expires: 05/14/08

Rank	Name
1	Renada Mescudi
2	Kenithia Felder
3	Carla Mitchell

I. Ratification -- Director of Facilities Planning, Construction and Contracts

Established: 07/18/07

Expires: 07/18/08

Name
Larry Fugal
Hovatter Mark
Anthony Rodgers

J. Accounting Technician

Established: 11/14/07

Expires: 11/14/08

Rank	Name
1	Armando Ruiz
2	Edward Cunes
3	Michael Alabi
4	Lehoa Vo
5	Robert Rowe

K. Categorically Funded Program Technician

Established: 11/14/07

Expires: 11/14/08

Rank	Name
1	Felix Starks
2	Velma Garrett
3	Millicent Cook

Name
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Johnel Barron
Gail Buck
Rosario Carachure
Veronica Herrera
Melba Schneider
Ricky Shabazz
Fernando Vasquez

L. Director of Outreach  
and School Relations  
Established: 11/14/07

Expires: 11/14/08

M. Director of Financial Aid

Established: 11/30/07

Expires: 11/30/08

Name
Brenda Navarrete
Mytha Pascual
Greg Ryan

N. Chief Business Officer

Established: 12/07/07

Expires: 12/07/08

Name
Rory Livingston
Davison Lowe
Carol Reese