



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, February 27, 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) Compton CCD vs. U.S. Department of Education
 - 2) Minuteman Project, Inc. vs. Compton CCD
 - 3) Roach vs. Compton CCD
 - 4) Washington vs. Drummond

B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:

1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
 - a. Bonds vs. Compton CCD
 - b. Roach vs. Compton CCD
 - c. Boroudjerdi vs. Compton CCD
 - d. Ghafelebashi vs. Compton CCD
 - e. Villalobos vs. Compton CCD

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

Three cases

D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6:

1. Agency designated representative: Steven P. Andelson, Chief Negotiator
Employee organizations: Compton Community College Federation of Employees, Certificated Unit
2. Agency designated representative: Steven P. Andelson, Chief Negotiator
Employee organizations: Compton Community College Federation of Employees, Classified Employees

E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:

Ten cases

V. Reconvene to Open Session at 4:00 PM

VI. Roll Call

VII. A Reflective Moment

VIII. The Pledge of Allegiance

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

X. Reports from Representatives and Employee Organizations

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

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

XII. Information/Presentation -- Chief Executive Officer

- A. Monthly status report on enrollment, recruitment, retention, student intervention, financial aid
- B. Status Report on Allied Health and “Y” Buildings
- C. CEO Report

XIII. Special Trustee’s Report/Discussion/Action

- BT1 Memorandum of Understanding between Compton Community College District and El Camino Community College District
- BT2 06/07-022707A -- Resolution to Reinstate Classified Positions in the Classified Service
- BT3 Acceptance of Resignation and Acknowledgement of the Associate Special Trustee
- BT4 06/07-022707B -- Ratification of Resolution for Emergency Clean up of the District’s Allied Health Building
- BT5 06/07-022707C -- Resolution for Reduction and Discontinuance of Particular Kinds of Service

XIV. Approval of Minutes of January 23, 2007

XV. Consent Agenda

- A. Appointment of Special Trustee as the Representative to the Los Angeles County School Trustees Association for 2006-2007
- B. Authorizing LACOE’s Power of Attorney and Declaration of Representative
- C. Authorizes the CEO to contract with an agency to conduct classification study

XVI. Discussion/Action Agenda

- A. Business Services Actions
 - BSD 1 Purchase Orders and Blanket Purchase Orders for January 2007
 - BSD 2 Agreements/Contracts
 - 1. Amendment to Agreement with Fiscal Crisis Management and Assistance Team (FCMAT) – Rory Livingston

2. Ratification of agreement with Vicenti, Lloyd and Stutzman, LLP to conduct a review of financial aid consistent with the engagement letter effective February 1, 2007
3. Ratification - Agreement – Kim Deshazo to Provide Costumes for the Production of The Crane’s Wife
4. Amendment to Agreement – Gaston A. Green to Assist in Financial Aid Reimbursement
5. Ratification - Agreement – Maria Dickson to Provide Services as a Certified Trainer for the Foster Care Relative Caregiver Program
6. Ratification - Agreement – Giselle Raines to Provide Services for the Kinship Care Education Preparation and Support Training (KEPS)
7. Ratification - Agreement – Department Of Children And Family Services 2007 Contract Continuation For The Kinship Education, Preparation & Support Program (KEPS)
8. Ratification - Agreement – Dione Washington to Provide Services to Plan and Conduct a Series of Parenting Workshops on Positive Discipline
9. Amendment to the Agreement with Harold Bateman; Approved November 28, 2006 to Extend Dates
10. Ratification - Agreement – Karen Dow to Provide Services as a Graphic Design Artist for various Publications; Logo Design
11. Ratification - Agreement – Mary Ann Harmon to Provide Professional Writing and Editing Services
12. Ratification - Agreement – Dr. Susan Saxe-Clifford to Provide Services to Perform Psychological Screening and Evaluation of Applicants for Public Safety Positions
13. Ratification - Agreement – Bob Such to Provide Services to Perform Background Investigations
14. Ratification - Agreement – The Law Offices of Jones & Mayer to Provide Services to Perform Preliminary Review Analysis of Material Regarding Complaint Filed by POA v. Current Chief of Police
15. Ratification - Agreement – Wilson & Associates to Provide Services to Perform Pre-Employment Polygraph Examinations
16. Ratification - Agreement – Norman A. Traub Associates to Provide Services to Perform Internal Affairs Investigations and a Departmental Study of the Rules and Regulations of the Police Department
17. Ratification - Agreement – Expressions to Wear Custom Screen Printing to Provide Part-time Work Activity and Opportunities to CalWORKs Students
18. Ratification - Agreement – Golden Wings Academy Inc. to Provide Part-time Work Activity and Opportunities to CalWORKs Students
19. Ratification - Agreement – H & R Block to Provide Part-time Work Activity and Opportunities to CalWORKs Students
20. Ratification - Agreement – A Higher Learning C.D. C. to Provide Part-time Work Activity and Opportunities to CalWORKs Students
21. Ratification - Agreement – Learning Zone of Inglewood to Provide Part-time Work Activity and Opportunities to CalWORKs Students

22. Ratification - Agreement – Leavell Family Child Care to Provide Part-time Work Activity and Opportunities to CalWORKs Students
23. Ratification - Agreement – Lynwood Chamber of Commerce to Part-time Work Activity and Opportunities to CalWORKs Students
24. Ratification - Agreement – Lopez Family Home Day Care to Provide Part-time Work Activity and Opportunities to CalWORKs Students
25. Ratification - Agreement – 99 Street Childcare to Provide Part-time Work Activity and Opportunities to CalWORKs Students
26. Agreement – South Bay Workforce Investment Board/DPS&S to Provide Part-Time Work Study Activity And Opportunities to CalWORKs Students
27. Ratification - Agreement – Auntie Londa’s Day Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
28. Ratification - Agreement – Celestial Studio to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
29. Ratification - Agreement – Home Away From Home Day & Night Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
30. Ratification - Agreement – Intellectuals Minds Children Academy to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
31. Ratification - Agreement – New Generation Day Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
32. Ratification - Agreement – New Vision Pacific Commercial Construction to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
33. Ratification - Agreement – Quinn’s Exterminating Co. to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
34. Amendment to Agreement - Edward Grice; Approved November 28, 2006 for Start and End Date Change
35. Agreement - Harris Connect to Provide Services for Alumni Tracing in Accordance with Specified Scope as Submitted (Pending)
36. Amendment - Agreement – California Department of Education Local Agreement for Child Development Services
37. Procurement Contract – Ricoh Corporation dba Ricoh Business Systems
38. Ratification - Agreement – Medical Education Development Services, Inc. dba Meds Publishing to Provide Software Site Licensing Agreement to the School of Nursing

BSD 3 Quarterly Financial Status Report – Form CCFS – 311Q

BSD 4 Facilities Planning and Development Routine Report -- Measure CC - Prop. 39 Projects:

1. Change Order #6 Learning Resource Center Project (Bid Package #3)
2. Change Order #7 Learning Resource Center Project (Bid Package #17)
3. Change Order #16 Learning Resource Center Project (Bid Package #19)
4. Change Order #17 Learning Resource Center Project (Bid Package #19)
5. Change Order #28 Learning Resource Center Project (Bid Package #9)
6. Change Order #29 Learning Resource Center Project (Bid Package #9)
7. Change Order #30 Learning Resource Center Project (Bid Package #9)

8. Change Order #40 Learning Resource Center Project (Bid Package #5)
9. Final Acceptance of Work for Best Roofing & Waterproofing at the Learning Resource Center Project (Bid Package #7)
10. Final Acceptance of Work for Cosco Fire Protection at the Learning Resource Center Project (Bid Package #16)
11. Final Acceptance of Work for FYR Landscaping at the Learning Resource Center Project (Bid Package #2)
12. Final Acceptance of Work for Inland Acoustics at the Learning Resource Center Project (Bid Package #11)

B. Human Resources Actions

- HRD 1 Management Employment and Personnel Action
- HRD 2 Academic Employment and Personnel Changes
- HRD 3 Classified Personnel
- HRD 4 Temporary Non-Classified Service Employees
- HRD 5 New Classification for Classified Positions

C. Instructional Services Actions – None

XVII. Next meeting date: Tuesday, March 27, 2007

Closed session begins at 12:00 noon

Open session begins at 4:00 PM

XVIII. Adjournment

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

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

XIII. REPORT / DISCUSSION / ACTION

- BT1 Memorandum of Understanding between Compton Community College District and El Camino Community College District
- BT2 06/07-022707A – Resolution to Reinstate Classified Positions in the Classified Service
- BT3 Acceptance of Resignation and Acknowledgment of the Associate Special Trustee
- BT4 06/07-022707B – Ratification for Emergency Clean-up of the District’s Allied Health Building
- BT5 06/07-022707C – Resolution for Reduction and Discontinuance of Particular Kinds of Service

**MEMORANDUM OF UNDERSTANDING BETWEEN THE EL CAMINO
COMMUNITY COLLEGE DISTRICT
AND THE
COMPTON COMMUNITY COLLEGE DISTRICT**

This Memorandum of Understanding is made and entered into on the 22nd day of January, 2007, by and between the El Camino Community College District (hereinafter referred to as “El Camino”) and the Compton Community College District (hereinafter referred to as “Compton”), acting by and through the Special Trustee appointed by, and acting on behalf of, the Chancellor of the California Community Colleges. In consideration of the mutual commitments contained herein, the parties agree as follows:

1. This Memorandum of Understanding, and the parties’ implementation of it, is intended to provide a set of binding mutual understandings to achieve the following goals:
 - A. Provide the students and residents of Compton with access to accredited community college programs and services without interruption and in a way that minimizes the disruption students will experience.
 - B. Specify the various rights and responsibilities of each party in providing those programs and services.
 - C. Create the conditions under which Compton will have a genuine opportunity to re-establish its accreditation and regain its independence as an autonomous institution.
 - D. Build effective, mutually respectful relationships between and among the faculty, staff and administrators of El Camino and Compton.
2. As authorized by the Chapter 50 of the Statutes of 2006 (A.B. 318), El Camino shall establish an educational center to be known as the “El Camino Community College District Compton Community Educational Center,” also known as “El Camino College Compton Center” (hereinafter referred to as the “Center”) on Compton’s facilities in Compton, California. The educational program offered by El Camino at the Center shall consist of a full range of credit and non-credit offerings, and related student support services, as specifically agreed to (and from time to time modified as may be necessary) by the two parties. All programs and services offered at the Center shall be offered exclusively by El Camino. Compton shall not use the term “College” to refer to Compton nor in connection with any activities undertaken by Compton.

3. Without implying any limitation on the programs and services to be provided, the parties agree that El Camino will include the following among the programs and services it provides at the Center:
 - A. EOPS, DSPS, CalWorks, GAIN and other categorical programs that are separate from and independent of equivalent programs at El Camino's main campus;
 - B. An Associated Student Body organization at the Center that is separate from and independent of the Associated Student Body organization at El Camino's main campus; and
 - C. Subject to approval by the Commission on Athletics of the Community College League of California, intercollegiate athletic teams that are separate from and independent of the athletic teams at El Camino's main campus.
4. If El Camino does not currently offer programs or services that El Camino and Compton, after consulting with the other through the curriculum and program review process, reasonably determines are appropriate and necessary to meet the educational needs of the students and residents of Compton (for example, a larger number of non-credit and developmental courses than now appears in El Camino's curriculum), El Camino shall promptly undertake all reasonable efforts to adopt appropriate curriculum or services. If El Camino reasonably determines that it cannot adopt appropriate curriculum or services requested by Compton, or that doing so would be impractical or ill-advised, El Camino shall work with Compton to attempt to find an alternative means of providing the programs or services. If necessary, such action will require approval from the Accrediting Commission for Community and Junior Colleges (ACCJC) through the substantive change proposal process.
5. The educational program and student support services offered at the Center shall be clearly identified as exclusively programs and services of El Camino, and El Camino shall have full authority over all aspects of the programs and services offered at the Center, including but not limited to, curriculum development and approval, program review, student assessment, faculty and staff qualifications and evaluation of performance, student services and institutional planning for the Center. However, El Camino and its Academic Senate shall initiate appropriate measures by which faculty employed by Compton but assigned to provide educational and support services at the Center are appropriately engaged in those activities and accorded appropriate professional standing in academic and professional matters as they relate to the Center.
6. El Camino shall have the responsibility to ensure compliance with all federal requirements to ensure that eligible students enrolled at the Center remain eligible for federal financial assistance.

7. Compton shall make appropriate District facilities available to El Camino without charge and shall name those facilities the “El Camino College Compton Center.”
8. The Chief Operating Administrator of the Center shall be a Provost, who shall be responsible to, and supervised by, the Superintendent/President of El Camino in connection with the proper oversight and administration of the educational and student support services at the Center. The Provost shall be appointed with the concurrence of El Camino and Compton and shall serve at the pleasure of El Camino and Compton. While the Provost will report to the Superintendent/President of El Camino, he or she shall be an employee of Compton and Compton shall retain the discretion to assign additional duties to the Provost, including duties as the Chief Executive Officer of the Compton Community College District. In the event the Provost simultaneously serves as Compton’s Chief Executive Officer, he or she shall be responsible to, and supervised by, the Special Trustee of the Compton Community College District only for those aspects of his or her assignment that relate to service as Compton’s Chief Executive Officer.
9. El Camino and Compton shall agree upon a staffing plan for the Center that identifies every position, in addition to the position of Provost, which will be needed to provide educational and support services at the Center and that specifies which of the positions Compton will fund. The parties shall implement the staffing plan as follows:
 - A. To the extent the parties determine necessary and appropriate, Compton shall propose assignment of its current employees to provide services at the Center pursuant to the staffing plan. Before any individual employee is assigned to provide services at the Center, El Camino, in its sole discretion, shall have the right to review the employee’s qualifications and to determine if the assignment is an appropriate one. If El Camino determines that the assignment is appropriate, the employee shall remain an employee of Compton and shall not become an employee of El Camino, but he or she will provide services at the Center under the day-to-day supervision of El Camino. If El Camino determines that the assignment is not appropriate and declines to accept the employee, he or she shall not be assigned to provide services for El Camino at the Center.
 - B. If new employees need to be hired by Compton pursuant to the staffing plan, Compton shall promptly undertake reasonable efforts to recruit qualified employees for those positions. Before extending an offer of employment to any individual who will provide services at the Center, Compton shall consult with El Camino to ensure that El Camino has the opportunity to review the prospective employee’s qualifications and to determine if his or her assignment to provide services at the Center under El Camino’s day-to-day supervision is appropriate pursuant to El Camino’s authority under Section 9.A, above, to approve

assignments. The process by which El Camino completes its review and confirms its assent to the selection of a prospective employee shall be specified in the search and selection procedures that Compton and El Camino shall jointly develop. Barring an urgent need to hire new employees, the parties intend to avoid all hiring until they have developed appropriate search and selection procedures. If it is deemed necessary to hire an employee before procedures are developed and adopted, Compton shall use search and selection procedures that are analogous to El Camino's existing procedures and delegate responsibility for conducting the administrative aspects of the recruitment and selection process to El Camino.

C. Every Compton employee who is assigned to provide services at the Center shall do so pursuant to Education Code Section 74293. No such employee shall be deemed to be an employee of El Camino nor shall any such employee gain any status with El Camino for any purpose.

10. El Camino shall have the primary right to direct the activities of employees assigned to provide educational and student support services at the Center consistent with Compton's role as the employer of those individuals. El Camino shall provide employee performance assessments to Compton regarding the services provided by Compton's employees and, if El Camino finds that it is necessary to do so, El Camino may reassign a Compton employee back to Compton after providing Compton with a reasonable opportunity to remedy any circumstances that El Camino believes warrants the reassignment.
11. Nothing in this agreement shall be construed to limit El Camino's ability to assign its own employees to oversee activities or to manage the educational and student support services at the Center, or to employ employees of any type or class as otherwise authorized by law as needed to provide oversight of activities or the management of educational and student support services at the Center. Any person who provides services pursuant to this paragraph shall remain an employee of El Camino and shall not be deemed to be an employee of Compton nor shall any such employee gain any status with Compton for any purpose. If they deem it to be appropriate, El Camino and Compton may also enter into inter-jurisdictional agreements with each other to exchange employees needed for an interim period for a specific job classification.
12. Compton shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center and El Camino shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. Neither party shall have any responsibility for the salary or benefits of the other party's employees.
13. As soon as it is achievable following the approval of this agreement, the parties shall organize meetings between appropriate representatives of their respective Academic

Senates. The purpose of the meetings is to initiate a dialog between the parties regarding the academic and professional implications of establishing an educational center that is geographically separate from the El Camino campus and that serves a student population that has its own particular educational needs and expectations.

14. All of the following functions shall remain independent of the Center and shall be managed exclusively by Compton:
 - A. Bond-funded construction and other capital improvement projects associated with the facilities in Compton at which the Center is located.
 - B. Business and other administrative functions that relate exclusively to the management of the Compton Community College District and not the Center. The parties may agree on other functions or activities that will remain under the supervision and control of Compton; provided, however, that Compton shall not assume any responsibility that requires status as an accredited institution or which, if performed by Compton, would pose a demonstrable risk to El Camino's accreditation.
15. As soon after the approval of this Memorandum of Understanding as practicable, the parties shall begin work on devising an explicit methodology by which they will attempt to resolve any disputes that arise between them regarding the interpretation and application of this agreement.
16. The term of this Memorandum of Understanding shall be from August 24, 2006, through the end of business on June 30, 2011; provided, however, that it is the intent of the parties to negotiate a comprehensive agreement regarding the continued operation of the El Camino College Compton Center for a period of at least five years. El Camino's decision to enter into such a contract is conditional upon enactment of urgency cleanup legislation compatible with the termination/waiver provisions set out in Paragraph 17 of this MOU, and conditional upon El Camino receiving additional annual state funding of at least \$2,000,000 based upon operating a Center and based upon enrollment in excess of 20,000 FTES. The parties agree to begin negotiations on that comprehensive agreement immediately with the aim of completing the negotiations no later than December 31, 2006the effective date of the above legislation. Once approved by the Chancellor of the California Community Colleges, acting through the Special Trustee of the Compton Community College District, and the Board of Trustees of the El Camino Community College District, the comprehensive agreement between the parties will supersede this Memorandum of Understanding in its entirety.
17. Notwithstanding Paragraph 16 regarding the term of this Memorandum of Understanding, or any other provision of this agreement to the contrary, either party may initiate termination of this Memorandum of Understanding, or any subsequent agreements between the parties, by giving 180 days written notice to the other party

and to the Board of Governors of the California Community Colleges. No termination pursuant to this paragraph may take effect until the end of the semester following the notice provided under this paragraph so as to protect students from a mid-term interruption of educational services. It is expressly understood, however, that in the event El Camino terminates this or any successor agreement between the parties pursuant to this paragraph, the Chancellor of California Community Colleges shall meet with the Superintendent/President of El Camino to determine if the proposed termination by El Camino relates to factors that can be resolved with the Chancellor's assistance. If that is not the case, and if El Camino declines to withdraw its notice of termination within ninety days after it was initially given to Compton and the Board of Governors, the Special Trustee shall immediately exercise the discretion delegated to him or her under Education Code Section 74292(1)(2), regarding termination of the agreement. In that event, the Special Trustee, the Chancellor and the Board of Governors of the California Community Colleges will be deemed to have waived any and all rights whatsoever that they may have to require El Camino to continue to provide services, including, without limitation, the requirement that a replacement District has been secured. This waiver provision is irrevocable; and is a material inducement for El Camino's agreement to execute this Memorandum of Understanding.

18. El Camino shall provide fiscal and administrative oversight for the operation of the Center and all matters related to the Center. The budget for the Center shall be jointly developed and approved by El Camino and Compton. Compton shall provide fiscal and administrative oversight of any activities of Compton which are separate from, and unrelated to, the Center; e.g., Compton's bond program.
19. Within thirty days of the execution of this Memorandum of Understanding, Compton shall remit to El Camino the sum of \$500,000 towards the full compensation that El Camino shall be entitled to receive for administrative overhead it will incur preparing for and implementing this Memorandum of Understanding. Other reimbursable expenditures, not to exceed \$1,000,000 annually, shall be paid promptly by Compton upon submission by El Camino of appropriate invoices.
20. Compton shall save, defend, hold harmless, and indemnify El Camino in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of Compton, its officers, employees or agents in the performance of this agreement, and El Camino shall save, defend, hold harmless, and indemnify Compton in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of El Camino, its officers, employees or agents in the performance of this agreement. It is expressly understood that in the event of a claim, action, or lawsuit based upon an act or omission of a Compton employee assigned to provide services at the Center under this agreement, the Compton employee shall not be deemed to be an agent of El Camino unless the act or omission giving rise to the

claim, action or lawsuit was one required by El Camino or taken at the explicit direction of an El Camino supervisor or manager.

IN WITNESS WHEREOF, the parties have executed this agreement on August 24, 2006
January 22, 2007.

COMPTON COMMUNITY COLLEGE DISTRICT

By _____
Thomas Henry
Special Trustee

EL CAMINO COMMUNITY COLLEGE DISTRICT

By _____
Thomas M. Fallo
Superintendent President

COMPTON COMMUNITY COLLEGE DISTRICT

RESOLUTION TO REINSTATE CLASSIFIED POSITIONS IN THE CLASSIFIED SERVICE

RESOLUTION NO. 06/07- 022707A

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

WHEREAS, the Special Trustee finds and determines that it is necessary to reinstate, effective February 27, 2007, the following classified positions that were eliminated:

Classification	Number of Full Time Equivalent (F.T.E.) Positions
Records Clerk	1
Children Center Aide	6
Financial Aid Assistant	1
Accountant	1

The foregoing Resolution was adopted by the Special Trustee of the Compton Community College District on the 27th day of February, 2007 in Los Angeles County, California.

Thomas E. Henry
Special Trustee
Compton Community College District



Serving the Communities of
Carson, Compton, Lynwood
North Long Beach, Paramount
and Willowbrook

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Compton, CA 90221-5393
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DORIS PICHON GIVENS, Ph.D.
Interim Chief Executive Officer

BOARD OF TRUSTEES

THOMAS E. HENRY
Special Trustee

CHIUNG-SALLY CHOU, Ph.D.
Associate Special Trustee

February 2, 2007

Mr. Thomas Henry
Special Trustee
Compton Community College District
1111 E. Artesia Blvd.
Compton, CA 90221

Dear Mr. Henry:

I am pleased to inform you that I have accepted a position with another organization. Therefore, I am submitting to you this letter of resignation from the position of Associate Special Trustee. My last day of service will be Friday, February 16, 2007.

I'd like to thank you and the California Community Colleges Systems Office for the opportunity afforded to me to assist in the endeavors of the Compton Community College District during its time of transition.

I am respectfully requesting that I receive the official statement of the balance of accrued sick leave as of February 16, 2007 as well as payment for unused vacation days accrued upon the day of my departure on February 16, 2007.

Thank you very much for your attention and assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Chiung-Sally Chou", written over a horizontal line.

Chiung-Sally Chou, Ph.D.
Associate Special Trustee

Copy to: Dr. Doris P. Givens, Interim CEO
Rachelle Sasser, Dean, Human Resources

COMPTON COMMUNITY COLLEGE DISTRICT

EMERGENCY RESOLUTION FOR PROVISION OF REPAIRS OF THE ALLIED HEALTH BUILDING OF THE COMPTON COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 06/07-022707B

WHEREAS, the Compton Community College District (“District”) owns and operates the college facilities known as the Compton Community College (“District”) located at 1111 E. Artesia Blvd., Compton, CA, the County of Los Angeles, California;

WHEREAS, a flood occurred in the Allied Health Building at the District on Sunday, January 14, 2007 rendering the Allied Health Building unsuitable for use or occupancy;

WHEREAS, provision of facilities for Human Services at the District is essential to the continuance of the existing classes and operations of Human Services;

WHEREAS, immediate action must be taken to permit the continuance of existing operations with as little disruption to the education of the nursing students as possible;

WHEREAS, competitive bidding for the repair/construction of the Allied Health Building facilities would cause unnecessary delay in provision of suitable instruction facilities for the continuance of the current operations, classes and programs of the District;

WHEREAS, Public Contract Code section 200113 provides that in an emergency, when any repairs, alterations, work or improvement is necessary to any facility of public schools to permit the continuance of existing school classes or to avoid danger to life or property, the governing board of a school district may, by unanimous vote and approval of the Special Trustee/Provost make a contract in writing for the performance of labor and furnishing of materials or supplies without advertising for or inviting bids;

WHEREAS, Meaking v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging Company v. Long Beach (1930) 210 Cal. 348 hold that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage;

WHEREAS, completion of the repair/construction of adequate administration of the Human Services facilities is an integral part of ensuring the continuance of existing District classes and, therefore, it would work an incongruity and not produce any advantage to the District to competitively bid the work; and

WHEREAS, the District's Chief Executive Officer intends on contracting for the repair/construction of the Allied Health Building facilities at the District;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board makes the following findings regarding the emergency which exists;

1. That the above recitals are true and correct.
2. That repair/construction of the Allied Health Facilities is necessary to permit the continuance of the existing classes and operations at the Compton Community College District.
3. That it would work an incongruity and not produce any advantage to the District to require competitive bidding for the construction work necessary to provide the administration of Human Services facilities at the District.
4. That the District hereby authorizes the Chief Executive Officer or her designee to enter into such contracts as she shall deem appropriate for the repair/construction of the Allied Health Building facilities at Compton Community College District, all with the approval of the Special Trustee as provided in Public Contract Code section 20113. Any such contracts entered into by virtue of this emergency resolution shall be subject to and shall require subsequent ratification by the Special Trustee of the Compton Community College District.

ADOPTED by the Special Trustee of the Compton Community College District of Los Angeles County, California, on this 7th day of February, 2007; and to be ratified on this 27th day of February, 2007 at the regularly scheduled Board of Trustee meeting.

Thomas E. Henry
Special Trustee

**BEFORE THE SPECIAL TRUSTEE OF THE
COMPTON COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION NO. 06/07-022707C
REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICE**

WHEREAS, On June 30, 2006, Governor Schwarzenegger signed, as urgency legislation, Assembly Bill 318 (“AB 318,” Chapter 50, Statutes of 2006) in order to address the Compton Community College District’s (“Compton CCD”) loss of accreditation, assure the ability of students in the Compton CCD to obtain their education from an accredited institution, and to continue to address the Compton CCD’s financial difficulties; and

WHEREAS, pursuant to “AB 318” the Legislature vested the Chancellor of the California Community Colleges with the authority to extend the suspension of the authority of the District’s governing board. Education Code section 71093(d) provides that “the chancellor is authorized to assume, and delegate to the special trustee, those powers and duties of the Board of Trustees of the Compton Community College District that the chancellor determines are necessary for the management” of the District. This section further provides that “[t]he Board of Trustees may not exercise any of the powers or duties assumed by the chancellor;” and

WHEREAS, pursuant to Resolution 2006-01 the Board of Governors of the California Community Colleges acted in a similar manner, authorizing the Chancellor “to delegate to the Special Trustee all of the rights, duties, and powers . . . of the governing board of Compton” Community College District; and

WHEREAS, the Chancellor exercised his authority in Executive Order No. 2006-01: “The Chancellor continues the suspension of the authority of the Board of Trustees of Compton.” The Chancellor then appointed a Special Trustee, and authorized him to assume the rights, duties and powers of the Board of Trustees of Compton suspended pursuant to the Executive Order to the full extent necessary to manage Compton; and

WHEREAS, accreditation is a means for ensuring academic quality and accountability for the colleges in the California Community College system. Additionally, students of the California Community Colleges must attend an accredited community college in order to participate in federal financial assistance programs. The loss of accreditation presents a severe burden for the students of the District and the communities served by the District (“AB 318,” Chapter 50, Statutes of 2006, Section 1); and

WHEREAS, the Legislature has determined that it is necessary to provide continuing educational opportunities for the residents of the Compton Community College District (Chapter 50, Statutes of 2006, Section 1(f)); and

WHEREAS, pursuant to “AB 318” and Education Code Section 74292, the Special Trustee on behalf of the Compton Community College District has entered into a Memorandum of Understanding with the El Camino Community College District, pursuant to which the El Camino Community College District provides an accredited educational program at Compton College; and

WHEREAS, Compton College is now an educational center of the El Camino Community College District for purposes of providing accredited instruction; and

WHEREAS, despite the loss of accreditation and the provision of academic services by the El Camino Community College District, the District remains the employer of the academic employees providing educational services at the El Camino College Compton Center pursuant to Education Code Section 74293(a)(1); and

WHEREAS, employees of the Compton Community College District providing services pursuant to the Memorandum of Understanding with the El Camino Community College District must meet not only the minimum qualifications established by the Board of Governors of the California Community Colleges but also such other job-related qualifications for service that are established by the El Camino Community College District as the partner district, as required by Education Code Section 74293(a)(1); and

WHEREAS, pursuant to Education Code Section 87743, it is the opinion of the Special Trustee that it has become necessary to reduce or discontinue particular kinds of services now being performed by Compton Community College District employees; and

WHEREAS, this Special Trustee does not desire to reduce the services of full-time academic employees based upon a reduction of average daily attendance during the past two years; and

WHEREAS, various faculty members who have performed service in the particular kinds of service identified for reduction or discontinuance in this Resolution in years prior to 2006-2007, but who have provided no service in these particular kinds of service during the current academic year (referred to below as “unassigned faculty”), claim entitlement to at least probationary status; and

WHEREAS, these faculty may claim the right to be assigned up to full-time in these services for the 2007-2008 academic year; and

WHEREAS, the District disputes this assertion and believes that these faculty should be classified as temporary and not entitled to participate in this layoff process; and

WHEREAS, if these employees are entitled to probationary or permanent status and to an assignment in the services identified below, the District will be over-staffed in these services; and

WHEREAS, these employees are identified for layoff as a precaution in order to avoid overstaffing for the 2007-2008 academic year; and

WHEREAS, for the reasons set forth above it is the opinion of the Special Trustee that the following particular kinds of service be reduced or discontinued for the 2007-2008 school year:

1. Discontinue Architecture and Computer Aided Drafting and Design (CADD) Instructional Services - 1.0 FTE
2. Reduce Auto Technology Instructional Services - 1.0 FTE

3. Reduce Child Development Instructional Program Services (including 7.0 FTE unassigned faculty) - 9.0 FTE
4. Reduce Dance Instructional Services- 1.0 FTE
5. Discontinue Digital Art/Digital Photography Instructional Services - 1.0 FTE
6. Discontinue Disabled Student Program and Services Specialist - .37 FTE
7. Reduce Learning Resource Center Services - .2634 FTE
8. Discontinue Educational Development Services - .3666 FTE
9. Discontinue Electronics Instructional Program Services - 1.0 FTE
10. Reduce English Instruction - 1.0 FTE
11. Discontinue Film and Video Instructional Services Program - 1.0 FTE
12. Reduce History Instructional Services (including .6 FTE unassigned faculty)- 1.0 FTE
13. Reduce Ethnic Studies Instructional Services (including 2.0 FTE unassigned faculty) - 2.0 FTE
14. Reduce Mathematics Instructional Services (including 1.0 FTE unassigned faculty) - 4.0 FTE
15. Reduce Nutrition and Foods Instructional Services -1.0 FTE
16. Reduce Physics and Astronomy Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
17. Reduce Political Science Instructional Services (including 1.0 FTE unassigned faculty) - 2.0 FTE
18. Reduce Welcome Center Services - 2.5 FTE
19. Reduce Professional Education Service .5 FTE
20. Reduce Spanish Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
21. Reduce Speech Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
22. Reduce Music Instructional Services (including 1.0 FTE unassigned faculty) - 1.0 FTE
23. Reduce English as a Second Language Instructional Services (including 2.0 FTE unassigned faculty) - 2.0 FTE
24. Reduce Business Instructional Services - .5 FTE

25. Reduce Computer Information Systems Instructional Services - .5 FTE

WHEREAS, it is the opinion of this Special Trustee that it is necessary by reason of the aforementioned reductions of service to decrease the number of academic employees by the equivalent of 37.0 FTE employees for the 2007-2008 school year; and

WHEREAS, in determining the amount of service to be reduced, the Special Trustee has considered all assured attrition, and the reductions identified above are in addition to assured attrition known at the time of this resolution; and

WHEREAS, the Education Code requires that various actions be taken and notices be forwarded no later than March 15th of each school year regarding layoffs of academic personnel resulting from reductions of particular kinds of service; and

NOW, THEREFORE, BE IT RESOLVED, by the Special Trustee of the Compton Community College District, that for the 2007-2008 school year, the particular kinds of services to be provided by said District shall be and hereby are reduced to the extent hereinabove set forth.

BE IT FURTHER RESOLVED that due to the reduction or discontinuance of particular kinds of services set forth above, the legal number of employees of the District, pursuant to Education Code Section 87743, not be reemployed for the 2007-2008 school year.

BE IT FURTHER RESOLVED that the Chief Executive Officer, or her designee, is directed to give Notice of Recommendation Not to Reemploy, in accordance with the provisions of Section 87740 and 87743 of the Education Code, to the number of academic employees allowed pursuant to Education Code Section 87743.

BE IT FURTHER RESOLVED that the Chief Executive Officer, or designee, is delegated the authority to take all actions necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was adopted by the Special Trustee of the Compton Community College District on the _____ day of _____, 2007.

Thomas E. Henry
Special Trustee of the
Compton Community College District

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

XIV. APPROVAL OF MINUTES

- D. Board of Trustees Meeting Minutes of January 23, 2007

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 23, 2007

MINUTES

- I. Closed Session of the Board of Trustees was called to order at 12:04 p.m.
- II. Roll Call
Members Present:
Thomas Henry, Special Trustee
Dr. Doris Givens, Provost CEO
- III. There were no requests to address the Board of Trustees – Closed Session Agenda Matters
- IV. Recess to Closed Session for Discussion and/or Action in accordance with the Brown Act, Government Code Section 54950 et.esq., and the Education Code and pursuant to Government Code Section 54954.5.
- V. Reconvene to Open Session of the Board of Trustees at 4:08 p.m.
- VI. Roll Call
Members Present:
Thomas Henry
Dr. Doris Givens
- VII. A Reflective Moment – Dr. Doris Givens
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken in Closed Session

Approved by Special Trustee

1. One-year extension of contract for Provost/CEO

B. Pursuant to Government Code Section 54956.9(b)(1) and (3)(A)

1. Settlement Agreements:
 - a. Royal Construction, Inc.
 - b. Standard Drywall, Inc
 - c. John Jory Corporation
2. Unilateral Change Order: d. McMahon Steel, Inc.
3. Change Order: e. ISEC, Inc.

- X. Reports from Representatives and Employee Organizations
 - A. CCCDFE Classified Employees Report – Joseph Lewis
 - B. Associated Student Body Report – Hilda Gaytan

- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Matters
Those in attendance who spoke are listed below:
 - 1) Nehasi Lee – Student
 - 2) Lorraine Cervantes – Elected Board Member
 - 3) Dr. Willie O. Jones – Elected Board Member

- XII. Information/Presentation by Chief Executive Officer
 - A. Presentation of the Transfer Collaboratives – Keith Curry
Elizabeth Martinez, Transfer Center Coordinator
Dr. Juan Francisco Lara, Asst. Vice Chancellor, Enrollment Services/
Director, Center for Educational Partnerships, UC Irvine
Introduction of students who participated in the transfer collaborative program with UC Irvine

 - C. Presentation of 2006/2007 Budget – Reuben James, Fiscal Affairs Office
Mr. James distributed and reviewed copies of the 06/07 Final Budget dated January 10, 2007 (correction on Agenda, 05/06 should be 06/07 Budget)

 - D. Monthly Status Report on Enrollment, Recruitment, Retention, Student Intervention and Financial Aid – Dean Keith Curry
 - a. Winter – FTES 127
 - b. Spring – FTES 527Financial Aid checks will be ready for students to pick-up on February 14, 2007.

Student Intervention Report – Bob Butler

 - E. CEO Report – Dr. Doris Givens – Reported on the Bookstore; Memorandum of Understanding with El Camino; Allied Health Building Flood; Signage; Student Health Center and the Job Fair.

- XIII. Special Trustee’s Report/Discussion – Thomas Henry – Commented on the Memorandum of Understanding with El Camino and the El Camino Board Meeting on January 22, 2007. He expressed his appreciation to all of the Center’s faculty, staff and community members who attended and made a positive impact on the meeting. He also thanked the El Camino Board and Administration for their help.

- XIV. Approval of Minutes of December 12, 2006 – **Approved by Special Trustee Henry**

- XV. Consent Agenda - **Approved by Special Trustee Henry**
- XVI. Resolution #06/07-012307A – Authorizing Submission of Revised Conflict of Interest Code to the Board of Supervisors of Los Angeles County for Approval
Approved by Special Trustee Henry
- XVII. **Business Services Actions**
BSD1 – Purchase Orders – **Approved by Special Trustee Henry as amended**
(Amendment: remove – P.O. #P0091853, and P.O. #P0091854)
- BSD2 – Agreements/Contracts – **Approved by Special Trustee Henry**
- BSD3 – Facilities Planning & Development Measure CC Proposition 39 Projects –
Approved by Special Trustee Henry
- Human Resources Actions**
HRD1 – Items 1-4 - Management Employment and Personnel Actions
Approved by Special Trustee Henry
- HRD2 – Academic Employment and Personnel Changes
Approved by Special Trustee Henry
- HRD3 – Classified Personnel
Approved by Special Trustee Henry, as amended
(Amendment – Remove HRD3, Item D3 for subsequent review)
- HRD4 – Temporary Non-Classified Service Employees
Approved by Special Trustee Henry
- HRD5 – Minimum Wage Increase
Approved by Special Trustee Henry
- HRD6 – New and Revised Classification for Classified Positions
Approved by Special Trustee Henry
- XVI. **Next Scheduled Regular Meeting: February 27, 2007 - Closed Session: 12:00 Noon**
Open Session: 4:00 p.m.
- XVIII. Adjournment – Meeting of January 23, 2007 adjourned at 6:37 p.m.

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

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

XV. CONSENT AGENDA

- A. Appointment of Special Trustee as the Representative to the Los Angeles County School Trustees Association for 2006-2007
- B. Authorizing LACOE's Power of Attorney and Declaration of Representative



Los Angeles County School Trustees Association

9300 Imperial Highway, Room 103
Downey, CA 90242
(562) 922-6400 – Telephone
(562) 803-6246 – Fax

November 16, 2006

2006-2007
Executive Board

Suzan Solomon
President
Newhall School District

Joseph Probst
Vice President
Charter Oak Unified School District

Chalib Sambar
Secretary/Treasurer
Glendale Unified School District

Gilbert Garcia
Rowland Unified School District

Gerri Guzman
Montebello Unified School District

Joseph Rivera
El Rancho Unified School District

Emma Sharif
Compton Unified School District

David Tokofsky
Los Angeles Unified School District

Clarence Shaw
Monrovia Unified School District

Richard LeGaspri
Norwalk-La Mirada Unified School District

Tom Jackson
Cerritos Community College District

Nicholas Aquino
Los Nietos School District

Steven Sturgeon
Wm. S. Hart Union High School District

Frank Kwan
Executive Director

Brenda Jacobs
Association Assistant

TO: Superintendents

FROM: Suzan Solomon, President

SUBJECT: ANNUAL REPRESENTATIVE TO THE LOS ANGELES
COUNTY SCHOOL TRUSTEES ASSOCIATION
FOR 2006-2007

Either at your Board's organizational meeting, or as soon as possible, please place an item on the agenda to designate your Board's representative to the Los Angeles County School Trustees Association. The role of the representative is to:

- vote on all Association matters
- communicate between the Executive Board, the Association, and the local Board

The LACSTA representative is a separate position from that of the voting delegate for the annual County Committee election, unless the Board chooses to name the same person to handle both responsibilities.

After your Board has designated a representative, *please complete the enclosed form, and return it via JET to Brenda Jacobs at the County Office of Education, Room 103, or FAX to (562) 803-6246.*

Thank you for your assistance.

SS:bj
Attachment

Date _____

TO: Los Angeles County School Trustees Association
County Education Center - Room 103

FROM: Compton Community College District School District

(Please print or type name):

Thomas E. Henry Special Trustee has been selected by our Board as the Annual Representative to the Los Angeles County School Trustees Association for 2006-07. The representative shall perform duties as described in Standing Rule #6 (as below):

Representatives: Each School Board will be asked to select a Board member at their organizational meeting to serve as the LACSTA representative. The representative's role is to:

- a. vote on all Association matters
- b. communicate between the Executive Board, the Association, and the local Board

SIGNED Thomas E. Henry Special Trustee
(Secretary)

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

XVII. DISCUSSION /ACTION AGENDA

A. Business Services Action

**BSD 1. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS
FOR JANUARY 2007.**

Run Date
1/3/2007

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

Page 1 of 5

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

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

Run Date
1/3/2007

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

Page 2 of 5

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

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

Run Date
1/3/2007

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

Page 3 of 5

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

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

Fund 01 Total : 107 \$393,895.23

Fund : 10 Restricted-Compton E

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

Fund 10 Total : 3 \$27,159.36

Fund : 45 Revenue Constrct Bond

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

Fund 45 Total : 9 \$437,811.12

Fund : 70 Financial Aid - Comp

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

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

Page 4 of 5

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

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

Run Date
1/3/2007

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

Page 5 of 5

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

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

Run Date
1/3/2007

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

Page 1 of 2

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

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

Run Date
1/3/2007

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

Page 2 of 2

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

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

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

I. DISCUSSION /ACTION AGENDA
A. Business Services Action

BSD 2. AGREEMENTS/CONTRACTS

1. Amendment to Agreement with Fiscal Crisis Management and Assistance Team (FCMAT) – Rory Livingston
2. Ratification of agreement with Vicenti, Lloyd and Stutzman, LLP to conduct a review of financial aid consistent with the engagement letter effective February 1, 2007
3. Ratification - Agreement – Kim Deshazo to Provide Costumes for the Production of The Crane’s Wife
4. Amendment to Agreement – Gaston A. Green to Assist in Financial Aid Reimbursement
5. Ratification - Agreement – Maria Dickson to Provide Services as a Certified Trainer for the Foster Care Relative Caregiver Program
6. Ratification - Agreement – Giselle Raines to Provide Services for the Kinship Care Education Preparation and Support Training (KEPS)
7. Ratification - Agreement – Department Of Children And Family Services 2007 Contract Continuation For The Kinship Education, Preparation & Support Program (KEPS)
8. Ratification - Agreement – Dione Washington to Provide Services to Plan and Conduct a Series of Parenting Workshops on Positive Discipline
9. Amendment to the Agreement with Harold Bateman; Approved November 28, 2006 to Extend Dates
10. Ratification - Agreement – Karen Dow to Provide Services as a Graphic Design for various Publications; Logo Design
11. Ratification - Agreement – Mary Ann Harmon to Provide Services Performing a Variety of Professional Writing and Editing
12. Ratification - Agreement – Dr. Susan Saxe-Clifford to Provide Services to Perform Psychological Screening and Evaluation of Applicants for Public Safety Positions
13. Ratification - Agreement – Bob Such to Provide Services to Perform Background Investigations
14. Ratification - Agreement – The Law Offices of Jones & Mayer to Provide Services to Perform Preliminary Review Analysis of Material Regarding Complaint Filed by POA v. Current Chief of Police
15. Ratification - Agreement – Wilson & Associates to Provide Services to Perform Pre-Employment Polygraph Examinations
16. Ratification - Agreement – Norman A. Traub Associates to Provide Services to Perform Internal Affairs Investigations and a Departmental Study of the Rules and Regulations of the Police Department

17. Ratification - Agreement – Expressions to Wear Custom Screen Printing to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
18. Ratification - Agreement – Golden Wings Academy Inc. to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
19. Ratification - Agreement – H & R Block to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
20. Ratification - Agreement – A Higher Learning C.D. C. to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
21. Ratification - Agreement – Learning Zone of Inglewood to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
22. Ratification - Agreement – Leavell Family Child Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
23. Ratification - Agreement – Lynwood Chamber of Commerce to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
24. Ratification - Agreement – Lopez Family Home Day Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
25. Ratification - Agreement – 99 Street Childcare to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
26. Agreement – South Bay Workforce Investment Board/DPS&S To Provide Part-Time Work Study Activity And Opportunities to CalWORKs Students
27. Ratification - Agreement – Auntie Londa’s Day Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
28. Ratification - Agreement – Celestial Studio to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
29. Ratification - Agreement – Home Away From Home Day & Night Care to Provide Provide Part-Time Work Activity and Opportunities to CalWORKs Students
30. Ratification - Agreement – Intellectuals Minds Children Academy to Provide Services the Contractor will Provide Part-Time Work Activity and Opportunities to CalWORKs Students
31. Ratification - Agreement – New Generation Day Care to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
32. Ratification - Agreement – New Vision Pacific Commercial Construction to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
33. Ratification - Agreement – Quinn’s Exterminating Co. to Provide Part-Time Work Activity and Opportunities to CalWORKs Students
34. Amendment to Agreement - Edward Grice; Approved November 28, 2006 for Start and End Date Change
35. Agreement - Harris Connect to Provide Services for Alumni Tracking in Accordance with Specified Scope as Submitted (The CEO to Execute)
36. Amendment - Agreement – California Department of Education Local Agreement for Child Development Services
37. RFP No. 06-02 For Copier Equipment, Card Reader System and Card Production System – District Wide
38. Ratification - Agreement – Medical Education Development Services, Inc. dba Meds Publishing to Provide Software Site Licensing Agreement to the School of Nursing
39. Ratification – Claim – Carol Ward Change Funding Allocation for Overload Accrued in the Vocational Nursing Program During Fall 2006 Semester

40. Ratification – Claim – Renee Johnson Change Funding Allocation for Overload Accrued in the Vocational Nursing Program During Fall 2006 Semester
41. Agreement – Johnson & Associates To Provide Services and/or Advice in Connection with the Comprehensive Classification and Internal Relationship Analysis Study for El Camino College Compton Educational Center

BSD 2.

AGREEMENTS/CONTRACTS

1. AMENDMENT TO AGREEMENT WITH FISCAL CRISIS MANAGEMENT AND ASSISTANCE TEAM (FCMAT) – RORY LIVINGSTON

CONSULTANT: RORY LIVINGSTON
SERVICES: Consultant shall provide consultancy in Business Services
REQUESTING DEPT: SPECIAL TRUSTEE
DATES: 01/16/07 – 06/30/07 (month to month)
NTE: \$100,000.00

2. RATIFICATION OF AGREEMENT WITH VICENTI, LLOYD AND STUTZMAN, LLP TO CONDUCT A REVIEW OF FINANCIAL AIDE CONSISTENT WITH THE ENGAGEMENT LETTER

CONSULTANT: VICENTI, LLOYD AND STUTZMAN, LLP
SERVICES: Review of financial aid consistent with the engagement letter
REQUESTING DEPT: SPECIAL TRUSTEE
DATES: 01/25/07 – 6/30/07
NTE: \$50,000.00

3. RATIFICATION AGREEMENT – KIM DESHAZO TO PROVIDE COSTUMES FOR THE PRODUCTION OF THE CRANE’S WIFE

CONSULTANT: KIM DESHAZO
SERVICES: Consultant shall provide costumes for the production of The Crane Wife.
REQUESTING DEPT: ACADEMIC AFFAIRS
DATES: 11/01/06 – 12/06/06
NTE: \$4,500.00 – Flat Rate

4. AMENDMENT TO AGREEMENT – GASTON A. GREEN TO ASSIST IN FINANCIAL AID REIMBURSEMENT

LICENSEE: GASTON A. GREEN
SERVICES: Consultant shall assist with the 2005-2006 Financial Aid reimbursement activities, and to assist with the Department of Education 2005-2006 student awards (an extension of services)
REQUESTING DEPT: STUDENT AFFAIRS
DATES: 02/01/07 – 03/30/07
NTE: \$15,000/\$90.00 per hour

5. RATIFICATION - AGREEMENT – MARIA DICKSON TO PROVIDE SERVICES AS A CERTIFIED TRAINER FOR THE FOSTER CARE RELATIVE CAREGIVER PROGRAM

CONSULTANT: MARIA DICKSON
SERVICES: Provide Services as a Certified Trainer for the Foster Care Relative Caregiver Program
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 11/01/06 – 1/30/07
NTE: \$2,000.00

6. RATIFICATION - AGREEMENT – GISELLE RAINES TO PROVIDE SERVICES FOR THE KINSHIP CARE EDUCATION PREPARATION AND SUPPORT TRAINING (KEPS)

CONSULTANT: GISELLE RAINES
SERVICES: Provide Services for the Kinship Care Education Preparation and Support Training (KEPS)
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 01/15/07 – 3/30/07
NTE: \$15,000.00 / \$6,000 per month / \$90.00 for 5, on a daily basis

7. RATIFICATION - AGREEMENT – DEPARTMENT OF CHILDREN AND FAMILY SERVICES 2007 CONTRACT CONTINUATION FOR THE KINSHIP EDUCATION, PREPARATION & SUPPORT PROGRAM (KEPS)

CONSULTANT: DEPARTMENT OF CHILDREN AND FAMILY SERVICES
SERVICES: 2007 Contract Continuation with its Agreement with the Community College Foundation to Provide Services for the Kinship Care Education Preparation and Support Training (KEPS)
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 01/01/07 – 06/30/07
NTE: \$8,050.00 – For each series conducted, for a total of no more than \$16,100.00

8. RATIFICATION - AGREEMENT – DIONE WASHINGTON TO PROVIDE SERVICES TO PLAN AND CONDUCT A SERIES OF PARENTING WORKSHOPS ON POSITIVE DISCIPLINE

CONSULTANT: DIONE WASHINGTON
SERVICES: Provide Services to Plan and Conduct a Series of Parenting Workshops on Positive Discipline
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM
DATES: 01/15/07 – 06/30/07
NTE: \$3,000.00 / \$48.00 for 5 hours, on a daily basis

9. AMENDMENT TO THE AGREEMENT WITH HAROLD BATEMAN; APPROVED NOVEMBER 28, 2006 TO EXTEND DATES

CONSULTANT: HAROLD BATEMAN
SERVICES: Provide Services in Enrollment Management
REQUESTING DEPT: STUDENT AFFAIRS
DATES: 03/05/07 – 04/30/07
NTE: \$20,000.00 / \$500.00 for 8 hours, on a daily basis

10. RATIFICATION - AGREEMENT – KAREN DOW TO PROVIDE SERVICES AS A GRAPHIC DESIGN FOR VARIOUS PUBLICATIONS; LOGO DESIGN

CONSULTANT: KAREN DOW
SERVICES: Provide Services as a Graphic Design for various Publications; Logo Design
REQUESTING DEPT: OFFICE OF THE CEO
DATES: 11/01/06 – 06/30/07
NTE: \$20,000.00 / \$50.00 per hour

11. RATIFICATION - AGREEMENT – MARY ANN HARMON TO PROVIDE SERVICES PERFORMING A VARIETY OF PROFESSIONAL WRITING AND EDITING

CONSULTANT: MARY ANN HARMON
SERVICES: Provide a Variety of Professional Writing and Editing Services
REQUESTING DEPT: OFFICE OF THE CEO
DATES: 08/01/06 – 06/30/07
NTE: \$15,000.00 / \$55.00 per hour

12. RATIFICATION - AGREEMENT – DR. SUSAN SAXE-CLIFFORD TO PROVIDE SERVICES TO PERFORM PSYCHOLOGICAL SCREENING AND EVALUATION OF APPLICANTS FOR PUBLIC SAFETY POSITIONS

CONSULTANT: DR. SUSAN SAXE-CLIFFORD
SERVICES: Provide Services to Perform Psychological Screening and Evaluation of Applicants for Public Safety Positions
REQUESTING DEPT: HUMAN RESOURCES
DATES: 08/23/06 – 06/30/07
NTE: \$5,000.00

13. RATIFICATION - AGREEMENT – BOB SUCH TO PROVIDE SERVICES TO PERFORM BACKGROUND INVESTIGATIONS

CONSULTANT: BOB SUCH
SERVICES: Provide Services to Perform Background Investigations
REQUESTING DEPT: HUMAN RESOURCES
DATES: 08/23/06 – 06/30/07
NTE: \$5,000.00

14. RATIFICATION - AGREEMENT – THE LAW OFFICES OF JONES & MAYER TO PROVIDE SERVICES TO PERFORM PRELIMINARY REVIEW ANALYSIS OF MATERIAL REGARDING COMPLAINT FILED BY POA V. CURRENT CHIEF OF POLICE

CONSULTANT: THE LAW OFFICES OF JONES & MAYER
SERVICES: Provide Services to Perform Preliminary Review Analysis of Material Regarding Complaint Filed by POA v. Current Chief of Police
REQUESTING DEPT: HUMAN RESOURCES
DATES: 09/11/06 – 06/30/07
NTE: \$5,000.00

15. RATIFICATION - AGREEMENT – WILSON & ASSOCIATES TO PROVIDE SERVICES TO PERFORM PRE-EMPLOYMENT POLYGRAPH EXAMINATIONS

CONSULTANT: WILSON & ASSOCIATES
SERVICES: Provide Services to Perform Pre-Employment Polygraph Examinations
REQUESTING DEPT: HUMAN RESOURCES
DATES: 12/04/06 – 06/30/07
NTE: \$5,000.00

16. RATIFICATION - AGREEMENT – NORMAN A. TRAUB ASSOCIATES TO PROVIDE SERVICES TO PERFORM INTERNAL AFFAIRS INVESTIGATIONS AND A DEPARTMENTAL STUDY OF THE RULES AND REGULATIONS OF THE POLICE DEPARTMENT

CONSULTANT: NORMAN A. TRAUB ASSOCIATES
SERVICES: Provide Services to Perform Internal Affairs Investigations and a Departmental Study of the Rules and Regulations of the Police Department
REQUESTING DEPT: HUMAN RESOURCES
DATES: 08/31/06 – 06/30/07
NTE: \$20,000.00

17. RATIFICATION - AGREEMENT – EXPRESSIONS TO WEAR CUSTOM SCREEN PRINTING TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: EXPRESSIONS TO WEAR CUSTOM SCREEN PRINTING
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

18. RATIFICATION - AGREEMENT – GOLDEN WINGS ACADEMY INC. TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: GOLDEN WINGS ACADEMY INC.
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

19. RATIFICATION - AGREEMENT – H & R BLOCK TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: H & R BLOCK
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

20. RATIFICATION - AGREEMENT – A HIGHER LEARNING C.D.C. TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: A HIGHER LEARNING C.D.C.
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

21. RATIFICATION - AGREEMENT – LEARNING ZONE OF INGLEWOOD TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: LEARNING ZONE OF INGLEWOOD
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

22. RATIFICATION - AGREEMENT – LEAVELL FAMILY CHILD CARE TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: LEAVELL FAMILY CHILD CARE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

23. RATIFICATION - AGREEMENT – LYNWOOD CHAMBER OF COMMERCE PRINTING TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: LYNWOOD CHAMBER OF COMMERCE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

24. RATIFICATION - AGREEMENT – LOPEZ FAMILY HOME DAY CARE TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: LOPEZ FAMILY HOME DAY CARE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

25. RATIFICATION - AGREEMENT – 99 STREET CHILDCARE TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: 99 STREET CHILDCARE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 11/01/06 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

26. AGREEMENT – SOUTH BAY WORKFORCE INVESTMENT BOARD/DPS&S TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK STUDY ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: SOUTHBAY WORKFORCE INVESTMENT BOARD/DPS&S
SERVICES: Provide Services the Contractor Will Provide Part-Time Work Study Activity and Opportunities to Calworks Students
REQUESTING DEPT: CALWORKS
DATES: 02/28/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

27. RATIFICATION - AGREEMENT – AUNTIE LONDA’S DAY CARE TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: AUNTIE LONDA’S DAY CARE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 01/01/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

28. RATIFICATION - AGREEMENT – CELESTIAL STUDIO TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: CELESTIAL STUDIO
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 02/05/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

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

CONSULTANT: HOME AWAY FROM HOME DAY & NIGHT CARE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 02/01/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

30. RATIFICATION - AGREEMENT – INTELLECTUALS MINDS CHILDREN ACADEMY TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: INTELLECTUALS MINDS CHILDREN ACADEMY
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 01/01/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

31. RATIFICATION - AGREEMENT – NEW GENERATION DAY CARE TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: NEW GENERATION DAY CARE
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 02/01/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

32. RATIFICATION - AGREEMENT – NEW VISION PACIFIC COMMERCIAL CONSTRUCTION TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: NEW VISION PACIFIC
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 02/07/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

33. RATIFICATION - AGREEMENT – QUINN’S EXTERMINATING CO. TO PROVIDE SERVICES THE CONTRACTOR WILL PROVIDE PART-TIME WORK ACTIVITY AND OPPORTUNITIES TO CALWORKS STUDENTS

CONSULTANT: QUINN’S EXTERMINATING CO.
SERVICES: Provide Services the Contractor will Provide Part-time Work Activity and Opportunities to CalWORKs Students
REQUESTING DEPT: CALWORKS
DATES: 02/01/07 – 06/30/07
NTE: Reimbursement of 75% Salary by CalWORKs

34. AMENDMENT TO THE AGREEMENT WITH EDWARD GRICE; APPROVED NOVEMBER 28, 2006 FOR DATE CHANGE

CONSULTANT: EDWARD GRICE
SERVICES: Consultant shall provide Strategic Planning Consulting in Accordance with Specified Scope of Work
REQUESTING DEPT: TITLE V PROJECT OFFICE
DATES: 03/01/07 – 06/30/07
NTE: \$5,300.00

35. RATIFICATION - AGREEMENT - HARRIS CONNECT TO PROVIDE SERVICES FOR ALUMNI TRACKING IN ACCORDANCE WITH SPECIFIED SCOPE AS SUBMITTED (The CEO to Execute)

CONSULTANT: HARRIS CONNECT
SERVICES: Provide Services for Alumni Tracking in Accordance with Specified Scope as Submitted
REQUESTING DEPT: TITLE V PROJECT OFFICE
DATES: 02/27/07 – 06/30/07
NTE: \$2,500.00

36. AMENDMENT - AGREEMENT – CALIFORNIA DEPARTMENT OF EDUCATION LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONSULTANT: N/A
SERVICES: Increase of Maximum Reimbursable Amount (MRA) from \$816,795.00 to \$894,132.00
REQUESTING DEPT: CHILD DEVELOPMENT CENTER
DATES: Fiscal Year 2006-2007
NTE: Income for the District

37. RFP NO. 06-02 FOR COPIER EQUIPMENT, CARD READER SYSTEM AND CARD PRODUCTION SYSTEM –DISTRICT WIDE

COMPANY: N/A
RECOMMENDATION District staff reviewed the proposals received in response to RFP No. 06-02 for Copier Equipment, Card Reader System and Card Production System – District wide. District staff recommends that the Board reject all proposals received in response to RFP No. 06-02.
REQUESTING DEPT: BUSINESS AFFAIRS
DATES: N/A
NTE: N/A

38. RATIFICATION - AGREEMENT – MEDICAL EDUCATION DEVELOPMENT SERVICES, INC. dba MEDS PUBLISHING TO PROVIDE SOFTWARE SITE LICENSING AGREEMENT TO THE SCHOOL OF NURSING

CONSULTANT: MEDICAL EDUCATION DEVELOPMENT SERVICES, INC.
dba MEDS PUBLISHING
SERVICES: Provide Software Site Licensing Agreement to the School of Nursing
REQUESTING DEPT: NURSING DEPARTMENT
DATES: 01/01/07 – 06/30/07
NTE: \$95.00 Per Nursing Student Enrolled in the School of Nursing Program, Per Semester as listed in the Semester Coverage and NCLEX Review Schedule

39. RATIFICATION – CLAIM – CAROL WARD CHANGE FUNDING ALLOCATION FOR OVERLOAD ACCRUED IN THE VOCATIONAL NURSING PROGRAM DURING FALL 2006 SEMESTER

CONSULTANT: CAROL WARD
SERVICES: Change Funding Allocation for Overload Accrued in the Vocational Nursing Program during Fall 2006 Semester
REQUESTING DEPT: NURSING DEPARTMENT
DATES: 09/01/06 – 10/20/06
NTE: TBD

40. RATIFICATION – CLAIM – RENEE JOHNSON CHANGE FUNDING ALLOCATION FOR OVERLOAD ACCRUED IN THE VOCATIONAL NURSING PROGRAM DURING FALL 2006 SEMESTER

CONSULTANT: RENEE JOHNSON
SERVICES: Change Funding Allocation for Overload Accrued in the Vocational Nursing Program during Fall 2006 Semester
REQUESTING DEPT: NURSING DEPARTMENT
DATES: 10/24/06 – 12/30/06
NTE: TBD

**41. AGREEMENT – JOHNSON & ASSOCIATES TO PROVIDE SERVICES AND/OR
ADVICE IN CONNECTION WITH THE COMPREHENSIVE CLASSIFICATION
AND INTERNAL RELATIONSHIP ANALYSIS STUDY FOR EL CAMINO
COLLEGE COMPTON EDUCATIONAL CENTER**

CONSULTANT: JOHNSON & ASSOCIATES
SERVICES: Provide Services and/or Advice in Connection with the
Comprehensive Classification and Internal Relationship
Analysis Study for El Camino College Compton Educational
Center

REQUESTING DEPT: HUMAN RESOURCES
DATES: 02/28/07 – 06/30/07
NTE: \$78,000.00

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

I. DISCUSSION /ACTION AGENDA

A. Business Services Action

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 2006-2007 Second Quarter – Financial and Budget Report (CCFS-311Q)

CERTIFICATION

District: 710 Compton Community College District

To the best of my knowledge, the data contained in this report are correct.

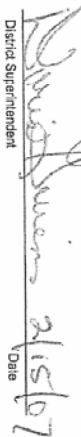


District Chief Business Officer
Reuben James III
Off. Expires: December 31, 2006

Date

02-15-07

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, and afforded the opportunity to be discussed and entered into the minutes of that meeting.



District Superintendent
Dr. Doris P. Provost
Governing Board Meeting Date: 2/27/07
Provost/CEO

Date

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)	Management		Employee		Assistant		Director		Classified	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
a. SALARIES:										
Year 1:	0	0	0	0	0	0	0	0	0	0
Year 2:	0	0	0	0	0	0	0	0	0	0
Year 3:	0	0	0	0	0	0	0	0	0	0
			2.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
b. BENEFITS:										
Year 1:	0	0	0	0	0	0	0	0	0	0
Year 2:	0	0	0	0	0	0	0	0	0	0
Year 3:	0	0	0	0	0	0	0	0	0	0
			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
*: 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 (TRFAs), issuance of CCPs, 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 this year? **No**

Next year? **No**

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

California Community Colleges
 Quarterly Financial Status Report, CCFs-311Q

District: 710 Compton Community College District

Fiscal Year: 2006-07
 Quarter Ended: 31-Dec

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

Revenue	Expenditure	Actual Balance (or Restricted Expenditure)	Actual Balance	Actual Balance	Actual Balance	Percentage of Budget
(000)	(000)	(000)	(000)	(000)	(000)	(%)
Revenues:						
A.1	Unrestricted General Fund Revenues (Objects 8100, 8000, 8900)	28,304,339	20,387,272	0	20,811,751	0
A.2	Other Financing Sources (Object 8900)	0	0	0	0	0
A.3	Total Unrestricted Revenues (A.1 + A.2)	28,304,339	20,387,272	0	20,811,751	0
Expenditures:						
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	24,487,556	28,431,974	0	24,881,751	0
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,013,436	279,845	0	2,420,000	0
B.3	Total Unrestricted Expenditures (B.1 + B.2)	25,501,096	28,711,819	0	27,111,751	0
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	803,244	975,453	0	2,600,000	0
D.	Fund Balance, Beginning	-165,841	213,041	0	-5,359,077	0
D.1	Prior Year Adjustments (+/-)	-424,562	307,807	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	-590,283	520,848	0	-5,359,077	0
E.	Fund Balance, Ending (C + D.2)	213,041	1,498,401	0	-2,859,077	0
F.1	Percentage of GF Fund Balance to GF Expenditures (E / B.3)	0.8%	5.2%	-	-10.5%	-
II. Annualized Attendance FTES:						
G.1	Annualized FTES (excluding apprentices and non-resident)	0	6,340	5,230	3,500	3.500

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Actual Balance (or Restricted Expenditure)	Actual Balance	Actual Balance	Actual Balance	Percentage of Budget	
	(000)	(000)	(000)	(000)	(%)	
H.1	Cash, excluding borrowed funds	20,934	206,435	200,508	3,000,000	5.103,861
H.2	Cash, borrowed funds only					
H.3	Total Cash (H.1 + H.2)	394,485	2,216,520	1,209,461	5,103,861	0

IV. Unrestricted General Fund Revenues and Expenditures: 2006-07 Budget to Year-to-Date Actuals

Line	Description	Approved Budget (000)	Actual Budget (000)	Year-to-Date Actuals (000)	Percentage of Budget (%)
Revenues:					
1.1	Unrestricted General Fund Revenues (Objects 8100, 8000, 8900)	29,611,751	29,611,751	19,208,954	65%
1.2	Other Financing Sources (Object 8900)	0	0	0	%
1.3	Total Unrestricted Revenues (1.1 + 1.2)	29,611,751	29,611,751	19,208,954	65%
Expenditures:					
2.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	24,681,751	24,681,751	10,339,009	42%
2.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,430,000	2,430,000	181,038	7%
2.3	Total Unrestricted Expenditures (2.1 + 2.2)	27,111,751	27,111,751	10,519,947	39%
K.	Revenues Over(Under) Expenditures (1.3 - 2.3)	2,500,000	2,500,000	8,779,007	
L.	Adjusted Fund Balance, Beginning	-5,359,077	-5,359,077	-5,359,077	
L.1	Fund Balance, Ending	-2,859,077	-2,859,077	3,420,930	
M.	Percentage of UGF Fund Balance to UGF Expenditures (L.1 / 2.3)	-10.6%	-10.6%		

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

I. DISCUSSION /ACTION AGENDA

A. Business Services Action

**BSD 4. FACILITIES PLANNING AND DEVELOPMENT ROUTINE REPORT –
MEASURE CC. PROP 39 PROJECTS.**

1. Change Order #6 Learning Resource Center Project (Bid Package #3)
2. Change Order #7 Learning Resource Center Project (Bid Package #17)
3. Change Order #16 Learning Resource Center Project (Bid Package #19)
4. Change Order #17 Learning Resource Center Project (Bid Package #19)
5. Change Order #28 Learning Resource Center Project (Bid Package #9)
6. Change Order #29 Learning Resource Center Project (Bid Package #9)
7. Change Order #30 Learning Resource Center Project (Bid Package #9)
8. Change Order #40 Learning Resource Center Project (Bid Package #5)
9. Final Acceptance of Work for Best Roofing & Waterproofing at the Learning Resource Center Project (Bid Package #7)
10. Final Acceptance of Work for Cosco Fire Protection at the Learning Resource Center Project (Bid Package #16)
11. Final Acceptance of Work for FYR Landscaping at the Learning Resource Center Project (Bid Package #2)
12. Final Acceptance of Work for Inland Acoustics at the Learning Resource Center Project (Bid Package #11)
13. Contract – Kaplan Gehring Mc Carroll Architectural Lighting

1. **CHANGE ORDER #6 LEARNING RESOURCE CENTER PROJECT
(BID Package #3)**

It is recommended the following change order #6 be approved to amend T.B. Penick's contract, LRC bid package #3.

<u>Contractor:</u>	<u>Amount:</u>
T.B. Penick	\$79,998.06

Total Adjustment to Contract Price:

Original Contract Sum:	\$1,497,000.00
Prior Adjustments:	\$64,862.82
Adjustment for this Change:	\$79,998.06
Revised Contract Sum:	\$1,641,860.88

Reason(s):

Numerous concrete site changes were made based on modified drawings from Moss Landscaping and RAW International. Changes included addition of handicap ramps, north and south entrance step extensions, sloping building corners for proper drainage and additional grading. Amount: \$79,998.06

Adjustment to Contract Time:

Current Completion date:	February 1, 2005
Adjustment for this Change	758 days
Revised Completion Date:	February, 28, 2007

2. **CHANGE ORDER #7 LEARNING RESOURCE CENTER PROJECT (Bid Package #17)**

It is recommended the following change order #7 be ratified to amend Newman Midland Corp.'s contract, LRC bid package #17.

<u>Contractor:</u>	<u>Amount:</u>
Newman Midland Corp.	\$488.00

Total Adjustment to Contract Price:

Original Contract Sum:	\$189,000.00
Prior Adjustments:	\$21,410.23
Adjustment for this Change:	\$488.00
Revised Contract Sum:	\$210,898.23

Reason(s):

Reroute drain line for water heater per architect's bulletin. The water had to be rerouted to the nearest sink. Amount: \$488.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: March 31, 2006
Adjustment for this Change 307days
Revised Completion Date: January 31, 2007

2. **CHANGE ORDER #16 LEARNING RESOURCE CENTER PROJECT**
(Bid Package #19)

It is recommended the following change order #16 be ratified to amend Minco Construction's contract, LRC bid package #19.

<u>Contractor:</u>	<u>Amount:</u>
Minco Construction	\$6,891.01

Total Adjustment to Contract Price:

Original Contract Sum:	\$1,377,700.00
Prior Adjustments:	\$236,432.06
Adjustment for this Change:	\$6,891.01
Revised Contract Sum:	\$1,621,023.07

Reason(s):

The following changes were made:

- 1) The lights in the steps at the north, west and south entrances had to be relocated due to step modifications.
- 2) The light switch that controls the lights in the small rooms at the south end of the reading room was relocated closer to the south entrance of the reading room for better bookcase placement.
- 3) The ballasts in the light fixtures in the reading room were increased to provide better lighting.
- 4) Minco was backcharged for the cleaning done by others.

Amount: \$6,891.01

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: November 30, 2006
Adjustment for this Change 31 days
Revised Completion Date: December 31, 2006

4. CHANGE ORDER #17 LEARNING RESOURCE CENTER PROJECT (Bid Package #19)

It is recommended the following change order #17 be ratified to amend Minco Construction's contract, LRC bid package #19.

<u>Contractor:</u> Minco Construction	<u>Amount:</u> \$6,312.00
--------------------------------------------------------	--------------------------------------------

Total Adjustment to Contract Price:

Original Contract Sum:	\$1,377,700.00
Prior Adjustments:	\$243,323.07
Adjustment for this Change:	\$6,312.00
Revised Contract Sum:	\$1,627,335.07

Reason(s):

The following changes were made:

- 1) Remove 24 existing fixtures in the art gallery and re-install in the Trophy/Display Cases. Old fixtures did not provide enough area lighting.
- 2) Install 16 new fixtures in the art gallery per architect's bulletin.
Amount: \$6,312.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date:	December 31, 2006
Adjustment for this Change	31 days
Revised Completion Date:	January 31, 2007

5. CHANGE ORDER #28 LEARNING RESOURCE CENTER PROJECT (Bid Package #9)

It is recommended the following change order #28 be ratified to amend Tower Glass' contract, LRC bid package #9.

<u>Contractor:</u> Tower Glass	<u>Amount:</u> \$3,686.00
-------------------------------------------------	--------------------------------------------

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,383,980.00
Prior Adjustments:	\$103,547.28
Adjustment for this Change:	\$3,686.00
Revised Contract Sum:	\$2,491,213.28

Reason(s):

Additional caulking was required at stairwells 1, 2, 3, and 4 for smoke barrier. Caulking was used to close storefront gaps in room 110, and at the north, south and west storefronts. This added caulking was not shown on plans. Amount: \$3,686.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: September 30, 2006
Adjustment for this Change 0 days
Revised Completion Date: September 30, 2006

6. CHANGE ORDER #29 LEARNING RESOURCE CENTER PROJECT (Bid Package #9)

It is recommended the following change order #29 be ratified to amend Tower Glass' contract, LRC bid package #9.

<u>Contractor:</u>	<u>Amount:</u>
Tower Glass	\$1,620.00

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,383,980.00
Prior Adjustments:	\$107,233.28
Adjustment for this Change:	\$1,620.00
Revised Contract Sum:	\$2,492,833.28

Reason(s):

Existing aluminum doors and hardware at main library entrance were removed to install sliding glass doors and reinstalled at the second floor LRC office area. Amount: \$1,620.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: September 30, 2006
Adjustment for this Change 92 days
Revised Completion Date: December 31, 2006

7. CHANGE ORDER #30 LEARNING RESOURCE CENTER PROJECT (Bid Package #9)

It is recommended the following change order #30 be ratified to amend Tower Glass' contract, LRC bid package #9.

<u>Contractor:</u>	<u>Amount:</u>
Tower Glass	\$17,302.00

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,383,980.00
Prior Adjustments:	\$108,853.28
Adjustment for this Change:	\$17,302.00
Revised Contract Sum:	\$2,510,135.28

Reason(s):

Owner requested automatic push button doors for the North, South and West entrances. Drawings and specifications were not clear about type of door to be installed.
Amount: \$17,302.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: December 31, 2006
Adjustment for this Change 0 days
Revised Completion Date: December 31, 2006

8. CHANGE ORDER #40 LEARNING RESOURCE CENTER PROJECT (Bid Package #5)

It is recommended the following unilateral change order #40 be ratified to amend McMahon Steel Company's contract, LRC bid package #5.

<u>Contractor:</u>	<u>Amount:</u>
McMahon Steel Company, Inc.	\$25,785.00

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,066,000.00
Prior Adjustments:	\$322,701.81
Adjustment for this Change:	\$25,785.00
Revised Contract Sum:	\$2,424,468.81

Reason(s):

Exterior railing at the west patio area, northeast ramps and west stairs were not part of the original scope and was added for an additional safety feature. Amount: \$25,785.00
The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: October 8, 2005
Adjustment for this Change 0 days
Revised Completion Date: October 8, 2005

9. FINAL ACCEPTANCE OF WORK FOR BEST ROOFING & WATERPROOFING AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #7)

It is recommended that Final Acceptance of the Work done by the roofing and sheet metal trade contractor, Best Roofing & Waterproofing, Inc. be approved.

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

10. FINAL ACCEPTANCE OF WORK FOR COSCO FIRE PROTECTION AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #16)

It is recommended that Final Acceptance of the Work done by the fire sprinkler trade contractor, Cosco Fire Protection be approved.

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

11. FINAL ACCEPTANCE OF WORK FOR FYR LANDSCAPING AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #2)

It is recommended that Final Acceptance of the Work done by the landscape/irrigation trade contractor, FRY Landscaping, Inc. be approved.

FRY/Pierre has submitted all of their contractual Closeout Documents required for Final Completion and Final Payment of their contract for the CDC Project.

12. FINAL ACCEPTANCE OF WORK FOR INLAND ACOUSTICS AT THE LEARNING RESOURCE CENTER PROJECT (Bid Package #11)

It is recommended that Final Acceptance of the Work done by the acoustic ceiling trade contractor, Inland Acoustics, Inc. be approved.

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

13. CONTRACT – KAPLAN GEHRING McCARROLL ARCHITECTURAL LIGHTING

It is recommended the Special Trustee approve a professional services contract to **KAPLAN GEHRING McCARROLL (KGM) ARCHITECTURAL LIGHTING** for providing Lighting Design Services at the LRC. KGM lighting design services amount not to exceed \$15,000.

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

- HRD1. Management Team Personnel Action**
- HRD2. Academic Employment and Personnel Changes**
- HRD3. Classified Personnel**
- HRD4. Temporary Non-Classified Service Employees**
- HRD5. New Classification for Classified Positions**
 - A. CalWORKs Recruitment and Outreach Coordinator**
 - B. Part-Time Bus Driver**
 - C. CalWORKs Case Management/Services Coordinator**
 - D. Chief Business Officer**
 - E. Secretary to the Provost/CEO**

HRD 1 – Management Team Personnel Action

It is recommended that the Special Trustee approve the personnel changes for management employees as shown in items 1-3.

1. Employment (extension of contract) – Dr. Doris Givens, Interim Provost/CEO, for the period of July 1, 2007 through June 30, 2008. Salary \$165,000.
2. Employment – Peter Landsberger, Special Trustee Compton Community College District, for the period of July 1, 2007 through June 30, 2008. Salary \$180,000.
3. Stipend – Ms. Elizabeth Martinez, Student Services Personnel Professional, to provide administrative support in the Transfer Center, to be paid a stipend of \$1000 monthly for the period of March 2 – June 30, 2007.

HRD 2 – Academic Employment and Personnel Changes

It is recommended that the Special Trustee approve the employment and personnel changes for certificated employees as shown in items 1-13 and 1-5 below.

A. Employment

1. Retirement – Mr. Darnell Mitchell, Professor of Physical Education/Photography. The last day of work will be June 8, 2007; the first day of retirement will be June 9, 2007.
2. Employment (new hires) – The following adjunct instructors to provide instruction in the Nursing Program for the spring semester (February 28 – June 8, 2007).
 - a. Barber, Leslie (\$34.81 per hour)
 - b. Nwabuzor, Ozo (\$37.77 per hour)
 - c. Robinson, Faith (\$32.08 per hour)
3. Special assignment – Ms. Shirley Thomas, Assistant Professor of Nursing, to be paid \$50.76 per hour to prepare and administer credit-by-examination for career mobility nursing students, not to exceed 40 hours, for the spring semester (February 28 – June 8, 2007).
4. Special assignment – Ms. Deborah Heming, Limited Term Nursing instructor, to be paid \$48.24 per hour to prepare and administer credit-by-examination for career mobility nursing students, not to exceed 20 hours, for the period of February 28 – April 6, 2007).
5. Reassigned time – Mr. Saul Panski, Professor of History/ESL, to receive 20% reassigned time for coordination of curriculum matters, for the spring semester (February 10 – June 8, 2007).
6. Special assignment (ratification)– Ms. Valerie O’Guynn, EOPS Counselor, to receive a stipend of \$2000 monthly for performing administrative duties in EOPS, for the period of February 9 – June 30, 2007.

7. Split funding – Mr. Allen Caveness, Instructor, Physical Education, will perform administrative duties in Athletics in the absence of an administrator. Mr. Caveness’s salary will be paid as follows:
 - 50% charged to Athletics
 - 50% charged to Academic Affairs
 Mr. Caveness will receive 50% release time to perform the needed administrative duties for the spring semester (February 10 – June 8, 2007).
8. Employment (ratification) - Dr. Bruce Petersen, adjunct anatomy instructor for the spring semester, to be paid \$56.17 per hour, to teach anatomy classes for the spring semester (February 10 – June 8, 2007).
9. Employment (ratification) - Dr. Gregory Walker, adjunct anatomy instructor for the spring semester, to be paid \$34.81 per hour, to teach anatomy classes for the spring semester (February 10 – June 8, 2007).
10. Employment (ratification) - Mr. Eugene D. Benson, adjunct welding instructor, to be paid \$32.08 per hour, to teach welding classes for the spring semester (February 10 – June 8, 2007).
11. Employment (ratification) – Mr. Angelo Jackson, adjunct physical education instructor, to be paid \$34.81 per hour, to teach football classes for the spring semester (February 10 – June 8, 2007).
12. Employment (emergency hire) –Mr. Jason Brown, adjunct physical education instructor, to be paid \$34.81 per hour, to teach yoga classes for the spring semester (February 10–June 8, 2007).

HRD3. Classified Personnel

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

A. Resignation

1. Mr. Ed Nila, Manager of College Information Systems, Range CM1, Step A, Information Technology Area, effective February 23, 2007.
2. Ms. Julie Pena, Sr. Administrative Assistant to the V.P., Range L, Step 6, Business Services, Fiscal Affairs Area, effective January 17, 2007.

B. Leave of Absence

1. Ratification -- Ms. Stacy Gosha (FMLA, paid, 50%), Instructional Associate, Range 22, Step F, Learning Resource Center, Academic Affairs Area, effective December 19, 2006 through February 12, 2007.
2. Ratification -- Ms. Adrienne Hall (FMLA, paid), Categorically Funded Program Assistant, Range CFP1, Step C, EOP&S/CARE, Student Affairs Area, effective February 12, 2007 through May 18, 2007.

C. Limited Term Employment

1. Ratification -- Ms. Lorraine Davis, Sr. Library Clerk, Range 17, Step A, Library, Academic Affairs Area, effective January 14, 2007 through June 23, 2007.
2. Mr. Brad Conn, Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound Math/Science, Student Services Area, effective February 28, 2007 through May 31, 2007.
3. Ms. Millicent Cook, Financial Aid Assistant, Range 19, Step F, Financial Aid, Student Services Area, effective March 2, 2007 through April 23, 2007.
4. Ms. Ingrid Dombrower, Categorically Funded Program Assistant, Range CFP1, Step A, Nursing, Academic Affairs Area, effective February 28, 2007 through June 30, 2007.
5. Ms. Ifeanyi Egwuatu, Coordinator, Upward Bound Math/Science, Range 29, Step A, Upward Bound Math/Science, Student Affairs Area, effective February 28, 2007 through June 30, 2007.
6. Ms. Dodjie Gargantos, Administrative Assistant, Range 20, Step A, CalWORKs, Student Affairs Area, effective February 28, 2007 through April 1, 2007.
7. Mr. Phillip Glezer, Enrollment Services Supervisor, Range L, Step 6, Admissions & Records, Student Services Area, effective March 7, 2007 through April 30, 2007.
8. Ms. Eva Kariuki, Administrative Assistant, Range 20, Step A, Maintenance & Operations, Fiscal Affairs Area, effective February 28, 2007 through June 30, 2007.
9. Mr. Jose Lopez, Categorically Funded Program Assistant, Range CFP1, Step F, EOP&S/CARE, Student Affairs Area, effective February 28, 2007 through May 25, 2007.
10. Mr. Jimmy Thomas, Utility Maintenance Worker, Range 17, Step E, Maintenance & Operations, Fiscal Affairs Area, effective February 28, 2007 through June 30, 2007.
11. Mr. Jack Wilson, Utility Maintenance Worker, Range 17, Step F, Maintenance & Operations, Fiscal Affairs Area, effective February 28, 2007 through June 30, 2007.

HRD4. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

1. Ratification -- Ricardo Claustro - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 1, 2007 through June 15, 2007, Student Support Services, Student Services Area, to provide tutoring for the Student Support Services Program students.
2. Raney Cross - Teacher Associate, \$22.80 per hour, Saturday, hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through June 30, 2007, Upward Bound Math/Science Program, Student Affairs Area, to work with the Upward Bound Math/Science students.
3. Jorge Cruz - Teacher Associate, \$22.80 per hour, Saturday, hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through June 15, 2007, Upward Bound Program, Student Affairs Area, to teach science for the Upward Bound Program.

4. Leslie Ezeh - Teacher Associate, \$22.80 per hour, Saturday, hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through June 30, 2007, Upward Bound Math/Science Program, Student Affairs Area, to work with the Upward Bound Math/Science students.
5. Bryan Jernigan - Teacher Associate, \$22.80 per hour, Saturday, hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through June 30, 2007, Upward Bound Math/Science Program, Student Affairs Area, to work with the Upward Bound Math/Science students.
6. Rosalie Latchison - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through May 1, 2007, Admission & Records, Student Services Area, to assist with student registration functions in Records, data entry, and perform duties as assigned by admissions processing.
7. Rosa Ledesma - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through May 31, 2007, Admission & Records, Student Services Area, to assist with student registration functions in Records, data entry, and perform duties as assigned by admissions processing.
8. Gloria Salas - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through May 1, 2007, Counseling, Student Services Area, to assist with student registration functions in Records, data entry, and perform duties as assigned by admissions processing.
9. Norma Sanchez - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 28, 2007 through May 31, 2007, Assessment Center, Student Services Area, to assist with student registration functions in Records, data entry, and perform duties as assigned by admissions processing.
10. Andrew Williams - Professional Expert, \$11.70 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 13 through February 15, 2007.

HRD5. New Classification for Classified Positions

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

A. CalWORKs RECRUITMENT AND OUTREACH COORDINATOR

POSITION DESCRIPTION: The CalWORKs Recruitment and Outreach Coordinator works under the general supervision of the CalWORKs Director. The incumbent will develop and implement recruitment and marketing activities for the CalWORKs program. The incumbent will work with other staff by providing general levels of outreach services for the community on and off campus.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist in the recruitment and early identification of potentially eligible CalWORKs students and persons both on-campus and within the Compton Community College District.
- Provide information regarding CalWORKs and other college supportive services and make appropriate presentations and referrals as required.
- Determine CalWORKs eligibility using state guidelines.
- Provide ongoing publicity of CalWORKs services at the ECC-Compton Center.
- Be responsible for ordering, creating and marketing recruitment materials producing such items as CalWORKs brochures, applications, newsletters, fliers, PowerPoint presentations and other pertinent materials for the promotion of the program.
- Coordinate collaborative activities with other departments and organize staff and student involvement.
- Coordinate and conduct CalWORKs workshops and meetings on related topics including the promotion of work study and employment related activities between employers and students.
- Coordinate CalWORKs alumni outreach and recruitment activities.
- Participate in staff development workshops and other activities as they relate to CalWORKs and student services.
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS:

- Bilingual (English/Spanish)

DESIRABLE QUALIFICATIONS:

- Knowledge of developing, coordinating and conducting workshops.
- Knowledge of the CalWORKs program including eligibility guidelines.
- Knowledge of ECC-Compton Center admissions and enrollment procedures.
- Knowledge of English grammar, spelling and punctuation.
- Knowledge of Microsoft Office applications: Word, Excel, Access, PowerPoint.
- Ability to clearly explain CalWORKs and other student services programs and encourage participation in these programs.
- Ability to communicate effectively using excellent presentations.
- Ability to lead and direct others and work collaboratively with others in a team setting.
- Ability to work independently on and off campus and plan and organize time efficiently.
- Ability to work in an ethnically and culturally diverse campus and community.
- Ability to learn computer software.
- Ability to maintain cooperative and supportive work relations with others.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Three (3) years directly related full-time experience.

B. PART-TIME BUS DRIVER

POSITION DESCRIPTION: Under direction of the Director of Facilities Planning, Construction, and Contracts, perform bus driver duties for college students, faculty, Special Trustee and administration, including bus routes and trips. Place orders and maintain records; perform other related work as necessary.

ESSENTIAL DUTIES/FUNCTIONS:

- Drive bus and provide transportation for students, teachers and faculty for scheduled activities, special events and field trips.
- Prepare and determine safe and timely bus routes and meet departure and arrival time deadlines as scheduled.
- Maintain and inspect external and internal parts of the bus, including examining and cleaning bus seats, including under the seats, windows and floors to ensure safe operation.
- Record and maintain maintenance records to ensure appropriate repair and maintenance work completed in a timely manner.
- Perform routine preventative maintenance inspections and diagnostic test and notifies supervisor of problems or needed major repairs.
- Cross training individuals with possession of valid Class B California's license on bus safety.
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS:

- Operating and safety rules, precautions, and principles of driving and operating a bus.
- Basic principles of record keeping and maintenance practices and procedures; computerized information and data base record keeping practices and procedures.
- Understand vehicles information manuals; read and understand diagrams; operate a bus, air brake vehicle, motor vehicle and motor vehicle safely.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain and complete work service records and time reports.
- Communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationship with those contacted in the course of work.
- Communicate effectively and work cooperatively with staff, co-worker; students, management, other departmental representatives, and the general public.

REQUIRED QUALIFICATIONS

- High School Diploma/GED Certification.
- Class B or Class 2 California Driver's License with a P endorsement.
- Two (2) or more years of bus driving experience.
- Educational attainment equivalent to graduation from High School is required.

C. CalWORKs CASE MANAGEMENT/SERVICES COORDINATOR

POSITION DESCRIPTION: Under the direction of the Director or assigned administrator, assist with coordination and provide case management services for the CalWORKs program, including direct responsibilities for office functions, staff work direction and training, and provision of specialized student support services in coordination with the Los Angeles County DPSS-GAIN offices. Work closely with other Community College District personnel in functions and activities related to case management, work study, child care, job development and placement, academic counseling, referrals to community based organizations and other support services for CalWORKs/TANF students.

ESSENTIAL DUTIES/FUNCTIONS:

- Coordinate CalWORKs Office functions and staff, including work direction and training of CalWORKs/TANF staff located in the office, such as those involved in administration of childcare, student advisement, work study and job development, clerical support and student workers as appropriate.
- Coordinate and oversee childcare services processing, work activity referrals and referrals to on and off campus services and programs.
- Work closely with Counseling and Student Services, Financial Aid, Job Placement Center, EOP&S/CARE, Child Development Center, Disabled Student Programs and Services and other managers, coordinators or staff involved with CalWORKs program functions and services for CalWORKs students.
- Work independently or with other campus services or programs, as appropriate, to develop forms, handbooks, manuals and other written materials to facilitate student recruitment, orientation, advisement, and referral to other services, programs, agencies and prospective employers.
- Establish and maintain effective relationships with administrators, employees, students, representatives of other educational institutions, agencies and the public.
- Provide specialized advisement to current and prospective students in the CalWORKs or related student services areas.
- Maintain and verify current budget information, monitor expenditures and assist in budget preparation, as required.
- Interview individual students to determine program eligibility and obtain information required to develop CalWORKs student activity and referral plans. Referrals include EOPS/CARE, career assessment, academic counseling, Financial Aid, Disabled Student Programs and Services, child care, work activity, employment and off-campus services and programs as appropriate.
- Establish and maintain direct communication with CalWORKs/GAIN/TANF agencies and their program staff to assist CalWORKs students on campus. Act as advocate for students to ensure receipt of GAIN support services. Facilitate mediation when discrepancies or disagreements occur.
- Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.
- Maintain student files and computer database to track counselor and case advisor notes, child care and employment activities, referral and exit status, and GAIN regional contact information.
- Prepare reports and maintain records involving current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty areas.
- Plan, develop and conduct workshops to provide students with specialized assistance and information in assigned areas.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS:

- Case management principles and techniques.
- Effective communications and practice regarding multi-cultural populations and at-risk behaviors.
- Specialized functions, operations and activities related to student advisement.
- Interviewing and advisement techniques.
- District services and community resources available to students.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- CalWORKs/TANF/GAIN Program, related regulations, guidelines and applicable laws.
- State and District organization, operations, policies, procedures and objectives.
- Technical aspects of field of specialty.
- Current software applications including Microsoft Office, Windows, Outlook and desktop publishing.
- Financial and statistical record-keeping techniques including accounting, budgeting and finance.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Workshop development, planning and implementation.
- Maintain records and prepare reports.
- Work independently with little direction.
- Work with discretion and adhere to policies and procedures related to confidentiality.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others as appropriate.
- Analyze situations accurately and adopt an effective course of action.
- Learn specialized computer applications.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED Certificate AND
- Bachelor's degree in an area related to the job qualifications AND
- Two or more years of closely related employment, such as CalWORKs advisor, specialist or technician; social services case worker or student services advisor demonstrating direct experience with student advisement and program functions.
- Valid California driver's license and a safe driving record.

D. CHIEF BUSINESS OFFICER

POSITION DESCRIPTION: Perform highly responsible administrative work as chief business officer/chief financial advisor to the Provost/CEO. Work involves the establishment of monetary policy and the review of all financial aspects of the District. Responsible for the organization and administration of the fiscal and business affairs of the District. In addition, is responsible for long-range strategic financial and operational planning and budget development. Works closely with the Vice President, Administration at El Camino College.

ESSENTIAL DUTIES/FUNCTIONS:

- Serve as financial advisor to the Provost/CEO and assure the integrity of financial accounting and reporting, while acting as custodian of all financial records and contracts for the District.
- Plan, organize and direct the Fiscal Services Division.
- Assure financial solvency of the District; establish monetary policy; develop business operating procedures.
- Act as the Chief Budget Officer for the District in development of the annual budget. Assemble final budget for submission to the Provost/CEO; manage all phases of budgeting, to include control, development and revision.
- Act as Investment Officer for the District; monitor and review all investment activity; assure compliance with the District's investments policy and public funds investment laws, report investment activity to the Provost/CEO on a regular basis.
- Represent the college at a variety of meetings, committees and conferences.
- Solicit funds to support special interest programs and services of the District from industry, organizations, and individuals within the college community.
- Manage the Fiscal Services Division; assure proper control of warrants and signatures; direct activities necessary for payment of salaries to employees of the District.
- Develop, monitor and control the various funds of the District budget; calculate and compile income for the budget; review and interpret legislation affecting the budgeting process.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- Provide technical assistance and respond to inquiries of District staff regarding various fiscal matters' serve as liaison between the District and Superintendents of Schools.
- Coordinate external audit programs for District and Foundation.
- Coordinate accounting functions with various divisions; oversee account payable function to assure prompt payment of invoices.
- Coordinate the collection of fees and tuition with other departments as appropriate.
- Direct the preparation of and prepare a variety of federal, State and County financial reports; assure reports are filed in a timely manner; maintain related files; prepare cost analysis reports; submit reports to appropriate Board, department or agency; maintain current knowledge of accounting and reporting requirements of specially-funded projects.
- Operate a computer and other office equipment as assigned.
- Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Manage the Fiscal Services Division in preparation and control of the annual District budget, monthly financial statements, collection and disbursement of funds and dissemination of fiscal information to the Campus community.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Budget preparation and control.
- Accounting, budget and fiscal practices and procedures.
- Budget concepts, principles and practices.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.

- Federal/State/Local Laws and court decisions relating to California school accounting, financial transactions/reporting/compliance requirements.
- Principles and practices of financial management, personnel management.
- Principles of business law and contracts.
- Principles and techniques of management analysis and program evaluation.
- Purpose, functions, policies, operating systems, and programs of administrative units of the District.
- Governmental agencies, legislative processes, personnel, funding processes/requirements.

Ability to:

- Supervise and evaluate the performance of assigned staff.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical report.
- Read, analyze and interpret complex and detailed verbal narrative and statistical data using good judgment.
- Work cooperatively with colleagues and staff at all levels.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED Equivalent AND
- Graduation from a recognized four-year college or university with a Master's degree in finance, accounting, business administration or related field AND
- Five years in an increasingly responsible accounting or finance experience in a full-time, paid management or administrative-level position with responsibility for managing/administering the business operations of a public agency or private organization.

E. SECRETARY TO THE PROVOST/CEO

POSITION DESCRIPTION: Under direction of the Provost/CEO to perform highly responsible secretarial and complex administrative functions as Secretary to the Provost/CEO, relieving him/her of complex clerical and varied administrative details; to take and transcribe dictation; and to do related work as required.

ESSENTIAL DUTIES/FUNCTIONS:

- Act as secretary to the Provost/CEO.
- Make regular administrative decisions pertaining to the office of the Provost/CEO.
- Attend to administrative details on special matters assigned by the Provost/CEO.
- Gather information and prepare reports.
- Respond to inquiries and surveys by other agencies.
- Compose correspondence on matters not requiring the personal attention of the Provost/CEO.
- Open, sort, prioritize and route the Provost/CEO's mail.
- Take dictation and transcribes notes.
- Type correspondence, memoranda, reports and other material.
- Compile and write reports in accordance with written and oral instructions.
- Maintain special confidential correspondence and administrative files.
- Act as a receptionist, receiving telephone calls and visitors for the Provost/CEO.
- Maintain the Provost/CEO appointment calendar; make travel arrangements and prepare reimbursement requests.
- Operate a computer and other office equipment and machines; coordinates the clerical work.
- Edit and proofreads agenda items originating in all college units to maintain standardization of form and content.
- Maintain files of agenda items; prepares necessary materials of Board meetings.
- Take dictation and notes of the Board of Trustees meetings.
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Advanced English usage, spelling, grammar, syntax and punctuation.
- Advanced principles and methods of business correspondence and report preparation.
- Computer terminal operating techniques and advanced word processing methods.
- Office procedures and equipment, including filing systems, receptionists and telephone techniques, letter and report writing, and in operation of office equipment.
- Basic mathematics.
- Advanced public relations experience.
- Various computer programs, i.e. Excel, PowerPoint, Outlook, etc.

Ability to:

- Perform complex and administrative duties with speed and accuracy and maintain confidential records.
- Interpret, apply and explain rules, regulations, policies and procedures of assigned office.
- Make arithmetic computations quickly and accurately.
- Take dictation using technological equipment and transcribe accurately as assigned.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Assemble data and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Operate a variety of office equipment including computer terminal, printer, multiplex

- telephone system, typewriter, calculator, facsimile equipment and photocopier.
- Maintain a variety of files, records and logs.
- Participate upon various committees, depending upon position assignment.
- Train and provide work direction to others.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED Certification.
- Bachelor's Degree in a related field
- 3 - 5 years as an administrative assistant or senior secretary.