



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, April 24, 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) CCCD vs. City of Compton

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. Boroudjerdi vs. Compton CCD
 - c. Ghafelebashi vs. Compton CCD
 - d. Villalobos vs. Compton CCD
 - e. Claim of Preeyawan Alvarez
 - f. Joiner vs. Compton CCD

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

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:

20 employees

V. Reconvene to Open Session at 4:00 PM

VI. Roll Call

VII. A Reflective Moment

VIII. The Pledge of Allegiance

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

X. Reports from Representatives and Employee Organizations

- A. Student Trustee Report – Vacant
- B. Faculty Representative Report – 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. Measure CC Bond Program Update – Presented by Mark Edwards, BRJ & Associates
- B. CEO Report

XIII. Special Trustee’s Report/Discussion/Action

- 1. ACCJC’s Approval of the El Camino College Substantive Change Report
- 2. Receipt of CCCD Recovery Plan as Required through AB 318
- 3. Status Report on Use of Bond Funds for the MLB Project

XIV. Approval of Minutes of March 27, 2007

XVI. Discussion/Action Agenda

- A. Chief Executive Office
 - CEO 1. Order Biennial Governing Board Election
 - CEO 2. Resolution Number 04-24-07 - Amending Resolution 05-03-06 Retirement Incentive Program

- B. Business Services Actions
 - BSD 1. Purchase Orders and Blanket Purchase Orders for March 2007.
 - BSD 2. Agreements/Contracts
 - 1. Amendment to Agreement with Fiscal Crisis Management and Assistance Team (FCMAT) – Rory Livingston
 - 2. Amend Agreement with Harold Bateman; Originally approved November 28, 2006; extend date to June 30, 2007
 - 3. Ratification of Agreement with the State of California, acting by and through the Department of California Highway Patrol (CHP) to Provide Protective and Transportation Services for the CCCD Special Trustee on an as needed basis. Coverage will be provided throughout the State of California.
 - 4. Ratification of Surplus Property Donation
 - BSD 3. Approval of Stale Dated Warrants
 - BSD 4. Facilities Planning and Development Routine Report – Measure CC. Prop 39 Projects.
 - 1. Change Order #31 Learning Resource Center Project (Bid Package #9)
 - 2. Change Order #32 Learning Resource Center Project (Bid Package #9)
 - 3. Purchase Order to California Educational Interiors, Inc for Furniture at the LRC

- C. Human Resources Actions
 - HRD1. Management Team Personnel Action
 - HRD2. Academic Employment and Personnel Changes
 - HRD3. Classified Personnel
 - HRD4. Temporary Non-Classified Service Employees
 - HRD5. Revised Classification for Classified Position

XVII. Next meeting date: Tuesday, May 22, 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

- A. ACCJC's Approval of the El Camino College Substantive Change Report
- B. Receipt of CCCD Recovery Plan as Required through AB 318
- C. Status Report on Use of Bond Funds for the MLB Project

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

XIV. APPROVAL OF MINUTES

Board of Trustees Meeting Minutes of March 27, 2007

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, March 27, 2007

MINUTES

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

Closed Session of the Board of Trustees ended at 2:15 p.m.
- V. Reconvene to Open Session of the Board of Trustees at 4:05 p.m.
- VI. Roll Call
Members Present:
Thomas Henry
Dr. Doris Givens
- VII. A Reflective Moment – Mr. Thomas Henry
- VIII. Pledge of Allegiance
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)

Special Trustee approved:
Settlement Agreement with the City of Compton pursuant to which the city will make certain payments related to the city's Redevelopment Program.

X. Reports from Representatives and Employee Organizations

- 1) Faculty Representative Report – Carol Sandvik
- 2) Academic Senate President Report – Saul Panski
- 3) CCCDFE Certificated Employees Report – Rodney Murray
- 4) CCCDFE Classified Employees Report – Joseph Lewis
- 5) Confidential/Supervisory Representative Report – Cam McClain
- 6) Associated Student Body Report – Hilda Gaytan

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

Those who spoke are listed below:

- 1) F. C. Herbert, Citizen
- 2) Dr. C. M. Sagahfi, Faculty Member
- 3) Chelvi Subramaniam, Faculty Member
- 4) Thomas Norton, Faculty Member
- 5) Dr. Pieter VanNiel, Faculty Member
- 6) Fredwil Hernandez, Student
- 7) Mr. Alvarez, Student
- 8) Lorraine Cervantes – Elected Board Member
- 9) Dovard Ross, Faculty Member
- 10) Marie Hollis, President, Concerned Citizens

XII. Information/Presentation by Chief Executive Officer

- A. Monthly status report– presented by Keith Curry, Interim Dean Student Affairs
Class schedules for the spring 8-week session should be ready next week. Consulting firm of Noell Levitz is on campus meeting with administrators, faculty, staff and students, to help with strategies regarding student enrollment. The job and career fair last week was successful with over 100 companies represented. Registration for summer/fall begins on May 14th.
- B. CEO Report – Dr. Doris Givens, Provost/CEO
Dr. Givens reported that the bookstore opened on January 2nd, due to the diligent efforts of ECC and Compton Center employees, and they are working to have the bookstore open more hours. Dr. VanNiel, and the Theatre Arts Department has presented two plays and will have two more, one in April and another in May. You are encouraged to attend those performances. Our basketball team has done excellent this year, going to the state finals, and their coach is the Coach of the Year for the entire state of California.

By the end of the summer we project that we will be at 3,046 FETS. That's half of where we need to be in three years, so our enrollment is growing.

Trade Tech has partnered with us to provide the LVN program this year, and in the fall. Next year we will have our own program, thanks to Mary Callahan and Wanda Morris. We have also been talking about a health center here, and we have partnered with Drew [Drew Medical Center] who has a mobile unit that will be here beginning in August.

The job fair was a huge success. There were 600 students from the local high schools.

Dr. Givens introduced Dr. Jeanie Nishime, the new vice president of student services at El Camino.

XIII. Special Trustee's Report/Discussion/Action – Thomas Henry

Mr. Henry reported on the state championship basketball game that Compton lost by a mere 3 points. The young men of our team did a remarkable job and represented the community and college well; their demeanor and behavior was exemplary, both at the championship game and throughout the season.

FCMAT Extraordinary Audit – “AB 318 required (and funded) that FCMAT conduct this extraordinary audit. Kessler International, who conducted the audit, is not part of FCMAT, but an independent, external fraud auditor contracted by FCMAT. They are not a law enforcement agency. Their requirement was not to determine if fraud, misappropriation, or illegal practices occurred; their job was to determine whether there is a reasonableness that they occurred; did they have reasonable suspicion. They felt, in terms of the testimony they heard and the documents they looked at, that indeed, there were a number of instances where they thought fraud, misappropriation of funds, and illegal practices, did or had occurred, and may still be occurring in some areas. It was turned over to the District Attorney's Office. The District Attorney from this point forward will determine the outcome of the report.

“Clearly, from an administrative perspective, we're going to go through this with a fine-toothed comb, and we're going to look at the recommendations and we're moving forward. This is, in a sense, the past, but we absolutely want to make sure that we've got the policies, practices, and procedures in place that would prevent, or at least lessen, the likelihood for fraud, misappropriation of funds, and illegal practices. You have our word and our pledge that we're going to do that.

“This district report was handed over to law enforcement and now it's up to them at this point. They may look through this and make some of the same statements that have been made tonight and they may not go forward. However, they may see some substance in it. They may conduct their own investigation, and they may, indeed, go further. Then at some time point in time we'll know the results of that, clearly, if they go public. I felt it was important that I make those comments about this report and this is the past so now let's move to my next item .”

FCMAT Comprehensive Assessment – “Dr. Givens alluded to this report in her comments. AB318, State Legislature, in addition to requiring the Fiscal Crisis Management Assistance Team to conduct this audit, they said to that agency, ‘you also are going to go to Compton Community College District and you're going to conduct a comprehensive assessment in five operational areas. And so tonight when you heard Ms. Hollis and others say “where's the recovery plan, we haven't heard about a recovery plan, you haven't communicated a recovery plan” – well that plan is coming, by the way. Not to say that ECCCD and the Compton Center doesn't have their own internal counter recovery plan – we do. But there is a broader recovery plan relative to accreditation and that is, quite frankly, what we're really interested in, obviously.

“At the end of the day, we're interested in being accredited. And this agency, known as FCMAT, was required to come in and look at academics, personnel management, governance/community, finance, and facilities – all those five areas. They have developed over time, (ten years, twelve-year period) both legal and professional standards. So we can't sit back and say “what basis did they use; is it objective; is it standards based?” The answers to those questions is yes – in terms of how we're going to be assessed, it's all standards based. It's proven over time; it's been used at Compton Unified School District, in San

Francisco, at Oakland Unified, Berkeley Unified. Compton Unified has moved a great deal from where they were and they continue to struggle because they're a large urban school district and most urban school district in the state are struggling from declining enrollment; there's a void of leadership throughout the state in necessary positions so it's not unique for Compton Unified School District. Urban unified school districts are struggling mightily and so it's not unique to this community or Compton Unified.

"The fact is we will have a document that will lay out a baseline approach that we can measure progress over time so that there's no secret about what recovery is. I've done a lot of research relative to this particular issue and all the states in this nation, including California, where they failed in recovery – they failed to define it. If you don't define it, you can't reach it. So this document defines recovery. More importantly, even though the legal and professional standards are important, they have incorporated ACCJC standards. It's not the ACCJC review, they're going to do that in their own time, in their own way, and in their own manner – you know all that. But we would be foolish to have someone come in and not look at what they're going to look at in the future. So that was done and that's going to be done every six months or at regular intervals and that agency is going to come back. They're going to meet with our staff, they're going to talk to our faculty, they're going to assess where we are in those standards over time, and we're going to demonstrate, over time, that we're moving to that goal of accreditation. It works, it's worked in the past, and there's no question that it will work here. Anyone that says anything other than that, they don't have clear perception and they're not thinking clearly about how you reach that outcome – they're not with the team, they're against the team.

We will get to accreditation if we follow this matrix. I'm optimistic about the conference assessment; it's going to be issued some time in April and it will have a big audience. And clearly, as Dr. Givens pointed out, the standard scores are very low. They're low across the board, but we know what they are and we're going to provide recommendations in each of those operational areas and every six months we'll be moving to a higher skill score. So that when the commission comes back at some point in time, at least we'll be able to memorialize and demonstrate where we are in that continuum. It's a great recovery plan. So don't let anyone say to you that there's no recovery plan. Come April you're going to see a big binder. It's a great recovery plan and if we adhere to it, we indeed will recover."

Dr. Givens: "Today I saw an outline of that report and the good thing about the report is, all of you here at the college when you were writing your self-study, you became familiar with the format for accreditation. The FCMAT folks who are doing this report have fitted all of their questions and all of their standards into the ACCJC Accreditation Standards so that when we get ready to apply for accreditation and we have to write that self-study, it's already written for us. All we have to do is lift it out and put it into the format that they have. So they are doing all they can to help us, so as we do it we can see the progress and we end up writing that and every six months we have a progress report. So it's excellent; it can't get better than this. We won't have an opportunity not to work on accreditation until we get it because every six months we essentially have to write a self-study and that's very positive. It's based on outcomes. We can't simply say well we'd like to do this and possibly do that – all they want to know is what have you done. It's all measured. Every six months we have to say what we have done and we have to get to a certain level and when we get to that level then we can apply for accreditation again. So it's very structured, and that's a good thing."

C. Meeting with Accrediting Commission – “I do have a meeting tomorrow, Dr. Fallo and I were invited to meet with the Commission relative to our progress and make no mistake about it, you’ve heard me make this statement before, recovery goes through ACCJC. It just does. For us to think otherwise is foolish and we will never recover and get where we need to go. We formed a new relationship, that is El Camino Community College District and administration there, the president/superintendent, the vice presidents, Dr. Givens and myself – we are working collaboratively with the Commission. They are working with FCMAT relative to their standards. They support that process. We couldn’t ask for more than that. So we’re not going to have an agency at the end of the day say “We weren’t part of this process. These aren’t our standards that you just assessed; you’ve regressed, you haven’t progressed.” So I feel very comfortable with it and we are working in a collaborative manner with ACCJC; that’s the only way we recover, because recovery goes through that agency. I look forward to our meeting. I’m optimistic about it, and I will report the progress at our next Board meeting.”

XIV. Approval of Minutes of February 27, 2007 – **Approved by Special Trustee Henry**

XV. Discussion/Action Agenda - **Approved by Special Trustee Henry**

Business Services Actions -

BSD 1 Purchase Orders and Blanket Purchase Orders for January and February 2007 -
Approved by Special Trustee Henry

BSD 2 Agreements/Contracts - **Approved by Special Trustee Henry**

1. Amendment to the Agreement with Gaston A. Green; Approved February 27, 2007 to Extend Dates
2. Ratification of Agreement with El Camino Community College District (District) and Compton Community College District (CCC District) Bookstore Services Agreement
3. Agreement with Alice Martin-Roy to Plan and Conduct a Series of Parenting Workshops on Positive Discipline That Works. This Shall Include Related Activities for Kinship Foster Care and other Care Providers
4. Agreement with Kisha Amin Smith to Provide Services with Foster Care Education (MAPP) Models Approach to Parenting as a Certified Instructor
5. Ratification - Agreement the Community College Foundation (TCCF) Partnering for Safety and Permanence – Model Approach to Partnership in Parenting Training Services (PS-MAPP)
6. Ratification - Agreement with Dub-Kris Inc. to Provide Services as the Media and Video Production Consultant for the 10th Annual Giant Spring Job Fair
7. Amendment to the Agreement with Oasis Landscape Architecture and Planning; Approved January 24, 2007 to Extend the Scope of Work and Change Rate of Compensation

BSD 3 Facilities Planning and Development Routine Report -- Measure CC - Prop. 39 Projects:
Approved by Special Trustee Henry

1. Final Acceptance Of Work For Inland Acoustics At The Learning Resource Center Project (Bid Package #14)
2. Final Acceptance of Work For Inland Acoustics at the Learning Resource Center Project (Bid Package #6)

3. Change Order #18 Learning Resource Center Project (Bid Package #19)
4. Change Order #19 Learning Resource Center Project (Bid Package #19)
5. Change Order #20 Learning Resource Center Project (Bid Package #19)
6. Change Order #27 Learning Resource Center Project (Bid Package #10)

Comments by Special Trustee Henry: "I want to formally put on record relative to the architectural designs not taking that particular issue into consideration. That seems basic to me that you need those expansion joints in any building let alone a building that's going to expand and contract like a glass and metal building is going to do. So I wanted to formally put on record our concerns relative to the architectural designs in terms of that issue, having to come back now and pay district money to address that issue."

7. Contract – Veneklasen Associates
8. Contract – Barnhart/Black IPO)

Human Resources Actions

HRD 1-5 Human Resources Actions - Approved by Special Trustee Henry (as amended)*

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

***Amendments: HRD 2A, Item #9 – Removed**

HRD 3C, Item #5 – Ending date of assignment April 12, 2007

#6 – Ending date of assignment June 20, 2007

#7 – Ending date of assignment May 7, 2007

**XVI. Next Scheduled Regular Meeting: April 24, 2007 - Closed Session: 12:00 Noon
Open Session: 4:00 p.m.**

XVI. Adjournment – Meeting of March 27, 2007 adjourned at 6:27 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
Dr. Doris Givens

I. DISCUSSION /ACTION AGENDA

A. Chief Executive Office

CEO 1. ORDER BIENNIAL GOVERNING BOARD ELECTION

ORDER BIENNIAL GOVERNING BOARD ELECTION

It is recommended that the Board adopt the following resolution ordering the Biennial Governing Board Election.

Order of Election of Compton Community College District of Los Angeles, County, California.

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION

RESOLVED that pursuant to Education Code (EC) Sections 5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Compton Community College District Election Order made under the authority of EC Sections 5302, 5304, and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 6, 2007. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the District the question of whether three members shall be elected to the Governing Board of the Compton Community College District for a four-year term (Trustee Areas 1, 3 & 4) and one member shall be elected to the Governing Board of the Compton Community College District for a 2-year term (Trustee Area 2).

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Compton Community College District will pay the costs of the election. If any agency holds an election on November 6, 2007, the Compton Community College District shall pay its pro rata share of the costs. The Registrar-Recorder will canvass the returns of the election. All matters pertaining to the conduct of this election shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the District is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the Compton Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal votes as follows:

Ayes
Noes
Absent

Dr. Doris Givens, Chief Executive Officer

Agenda for the Compton Community College District Board of Trustees
from
Chief Executive Officer, Dr. Doris Givens

I. DISCUSSION /ACTION AGENDA
A. Chief Executive Office

CEO 2. RESOLUTION NUMBER 04-24-07 - AMENDING RESOLUTION 05-03-06
RETIREMENT INCENTIVE PROGRAM

**COMPTON COMMUNITY COLLEGE DISTRICT
COMPTON, CALIFORNIA**

RESOLUTION NUMBER 04-24-07

AMENDING RESOLUTION 05-03-06 RETIREMENT INCENTIVE PROGRAM

BE IT RESOLVED by the Special Trustee of the **COMPTON COMMUNITY COLLEGE DISTRICT**, and hereby ordered that:

WHEREAS, Education Code Section 22714, 22714.5, 44929, 44929.1, 87488, and 87488.1 provides that a school district may permit members of the California State Teachers' Retirement System who retire to receive up to two years of additional service credit.

WHEREAS, the employing school district must pay to the California State Teachers' Retirement Fund an amount equal to the actuarial present value cost of the additional service credit, and a fee to cover administrative costs; and

WHEREAS, the Special Trustee at the COMPTON COMMUNITY COLLEGE DISTRICT adopted Resolution 05-03-06 approving participation in the STRS early retirement program and required eligible employees to retire under the program between May 31, 2006 and August 4, 2006; and

WHEREAS, communication from the District's former Chief Executive Officer incorrectly informed Certificated/Academic employees that they had until September 4, 2006 to retire; and

WHEREAS, several employees, in reliance on the former CEO's communication did not retire from service until after August 4, 2006

NOW, THEREFORE, BE IT RESOLVED that Resolution 05-03-06 is hereby amended as follows:

1. The period in which employees were required to retire was May 31, 2006 to October 2, 2006.
2. This amendment applies only to Certificated/Academic employees who submitted notice of intent to retire and retired on or before October 2, 2006.

BE IT FURTHER RESOLVED that this resolution shall not take effect if it is determined by the College District, in its sole discretion, that this resolution does not result in a net savings to the District;

BE IT FURTHER RESOLVED this resolution replaces Resolutions 05-30-06 passed and adopted on the 30th day of May 2006, by the Governing Board of the COMPTON COMMUNITY COLLEGE DISTRICT of LOS ANGELES County, California.

PASSED AND ADOPTED THIS 24th day of April, 2007, by the Governing Board of the **COMPTON COMMUNITY COLLEGE DISTRICT** of **LOS ANGELES** County, California.

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

I, Thomas E. Henry, Special Trustee of the Governing Board, **COMPTON COMMUNITY COLLEGE DISTRICT**, County of **LOS ANGELES** do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on **APRIL 24, 2007**, which action is contained in the minutes of the meeting.

Special Trustee: _____
Thomas E. Henry

Date: April 24, 2007

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 1. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR
MARCH 2007.**

Run Date
4/2/2007

Compton Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date : 4-24-2007

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01	Unrestricted-Compton Ed Center			
P0092745	Hampton Tedder Electric C	Institutional Services	Repairs Non-instructional	\$46,895.31
P0092747	GST-E Systems Design	Fiscal Services	General Office Supplies	\$81.19
P0092767	Cclcooa Convention	Administration	Travel And Conference Expenses	\$325.00
P0092769	Gcr Tire Centers	Operations	Rents/ Leases And Repairs	\$2,100.00
P0092797	Best Western Village Inn	Administration	Travel And Conference Expenses	\$4,600.96
P0092800	Compton Community College	Athletics	Non-Instruct Supplies	\$1,875.00
P0092802	Raddison Hotel & Resort	Administration	Travel And Conference Expenses	\$1,401.12
P0092807	Samuel French, Inc.	Theatre/Dance	License Fee/Site Licenses	\$100.00
P0092810	Prudential California Rea	Dean Academic Services	Building Rental	\$3,730.05
P0092811	Improved Care	Dean Academic Services	Building Rental	\$26,972.49
P0092823	Intelcom	Dean Academic Services	License Fee/Site Licenses	\$20,802.57
P0092827	Dell Marketing Lp	Dean Academic Services	Replacement Computer Equip-Instructional	\$6,175.11
P0092828	Intelcom	Dean Academic Services	License Fee/Site Licenses	\$25,548.03
P0092841	Mid City Mailing Services	Public Information	Printing	\$2,800.00
P0092842	The Development	Public Information	Other	\$143.16
P0092846	Canon Business Solutions	Copy Center	Indirect Supplies	\$2,489.75
P0092847	Canon Business Solutions	Copy Center	Maintenance Contracts	\$13,936.47
P0092848	Taj Office & School Suppl	Information Technology Services	Non-instructional Supplies	\$882.00
P0092857	Sidney Williamson	Athletics	Contract Services	\$90.00
P0092886	Kent Jacobsen	Athletics	Contract Services	\$90.00
P0092891	IC Computer Inc.	Information Technology Services	Non-instructional Supplies	\$2,889.50
P0092894	United States Postal Serv	Mailroom	Postage	\$10,000.00
P0092910	South Coast Air Quality M	Institutional Services	Other Services and Expenses	\$556.28
P0092912	Nathan Medical Corporatio	Human Resources	Medical Expense	\$1,150.00
P0092915	Premier Corp Specialties	Human Resources	General Office Supplies	\$768.90
P0092926	Jones & Mayer	Institutional Services	Legal	\$240.50
P0092936	We Care	Dean Academic Services	General Office Supplies	\$757.75
P0092937	David B. Wolf	Board of Trustees	PSA Contract Services	\$2,125.00
P0092942	Power Machine	Operations	Rents/ Leases And Repairs	\$2,993.32
P0092943	Global Office Equipment	Dean Academic Services	General Office Supplies	\$300.70
P0092997	Xpedx	Copy Center	Printing	\$21,794.41
P0092998	Sir Francis Drake	Administration	Travel And Conference Expenses	\$430.92
P0093026	Compton Comm College Foun	Administration	Non-instructional Supplies	\$139.86
P0093030	Bellflower Unified School	Administration	Non-instructional Supplies	\$350.00
P0093035	El Camino Compton Center	Student Affairs	Other Services and Expenses	\$500.00
P0093036	Tigerdirect.Com	Office of the CEO	New Computer Equipment-Non-Instructional	\$1,890.05
P0093037	Keith Curry	Student Affairs	Other Services and Expenses	\$147.96
P0093070	Tigerdirect.Com	Fiscal Services	New Computer Equipment-Non-Instructional	\$1,885.10
P0093071	SESAC Inc.	Dean Academic Services	License Fee/Site Licenses	\$886.86
P0093078	A-Throne	Student Affairs	Equipment	\$981.20
P0093099	Compton Community College	Student Affairs	Equipment	\$200.00
P0093122	Atkinson, Andelson, Loya,	Board of Trustees	Legal	\$61,710.00
P0093123	The Development	Public Information	Other	\$52.34
P0093125	Keith Curry	Administration	Non-instructional Supplies	\$147.09
P0093135	EBSCO SUBSCRIPTION SERVIC	Library	Publications/ Periodicals and Magazines	\$7,659.97
P0093197	Jones & Mayer	Institutional Services	Legal	\$240.50
P0093202	Department of Justice	Student Affairs	Other Services and Expenses	\$174.00
P0093203	Jeg Cleaners	Campus Police Department	Laundry	\$83.40
P0093204	Global Office Equipment	English	New Equipment - Instructional Lease or Purchase	\$579.99
P0093205	Aa Equipment Co.	Operations	Equipment	\$1,000.00

P0093208	Aaron Youngblood	Athletics	Non-Instruct Supplies	\$700.00
P0093209	Bob Lamb	Athletics	Contract Services	\$90.00
P0093210	Simplex Grinnell	Institutional Services	Miscellaneous	\$532.00
P0093211	Stan C. Cummings	Athletics	Contract Services	\$90.00
P0093212	Paul Graham	Athletics	Contract Services	\$90.00
P0093213	Dan Cuellar	Athletics	Contract Services	\$90.00
P0093214	Lovell T. Bowen	Athletics	Contract Services	\$90.00
P0093215	Fred Coffee	Athletics	Contract Services	\$89.00
P0093216	David Mills	Athletics	Contract Services	\$90.00
P0093217	Alfonso Garcia	Athletics	Contract Services	\$90.00
P0093219	Victor Dunomes	Athletics	Contract Services	\$90.00
P0093220	Rudolph Lopez	Athletics	Contract Services	\$90.00
P0093221	John A. Padilla	Athletics	Contract Services	\$90.00
P0093264	Philip Yoder	Athletics	Contract Services	\$90.00
P0093265	J 3 Apparel Co.	Athletics	Non-Instruct Supplies	\$433.01
P0093266	Heath W. Jones	Athletics	Contract Services	\$90.00
P0093267	Matt Teig	Athletics	Contract Services	\$90.00
P0093269	Aaron Youngblood	Athletics	Transportation/ Mileage and Parking	\$99.00
P0093275	American Football Publish	Public Information	Printing	\$3,341.68
P0093277	Xerox Capital Services, I	English	Repairs Non-instructional	\$2,032.64

Fund 01 Total: 70

\$292,071.14

Fund 10 Restricted-Compton Ed Center

P0092746	Hilton Garden Inn	VATEA Administration	Travel And Conference Expenses	\$1,210.38
P0092768	Taj Office & School Suppl	Matriculation	General Office Supplies	\$344.13
P0092796	Sonitrol	TRIO	Indirect Costs	\$3,340.38
P0092803	Awesome Productions	TANF	Non-Instruct Supplies	\$900.00
P0092808	Global Office Equipment	BFAP Augmentation	General Office Supplies	\$32.46
P0092809	Buyshade.Com	BFAP Augmentation	Special Events-Direct Costs	\$1,976.33
P0092812	CCCAOE	VATEA Administration	Travel and Conference Expenses	\$690.00
P0092813	Melissa's Party Supplies	BFAP Augmentation	Special Events-Direct Costs	\$1,807.00
P0092814	The Printing Factory	BFAP Augmentation	Special Events-Direct Costs	\$1,978.15
P0092816	Bev's Balloons, Flowers,	BFAP Augmentation	Special Events-Direct Costs	\$1,197.55
P0092821	Cater R Us	BFAP Augmentation	Special Events-Direct Costs	\$1,425.00
P0092822	Sampaguita Corporation	BFAP Augmentation	Special Events-Direct Costs	\$3,490.20
P0092825	Hyatt Regency Burlingame	TANF	Conferences Other	\$366.00
P0092826	Glendale Community Colleg	TANF	Conferences Other	\$800.00
P0092837	Versailles Restaurant	TANF	Non-Instruct Supplies	\$1,500.21
P0092850	TPF Systems	TANF	Non-Instruct Supplies	\$855.18
P0092851	Raycom	BFAP Augmentation	Special Events-Direct Costs	\$1,634.58
P0092853	VS Athletics	BFAP Augmentation	Special Events-Direct Costs	\$675.34
P0092855	SVM, Ip	EOPS	Other Payments To/For Students	\$15,030.00
P0092856	Board of Governors Califo	TANF	Conferences Other	\$225.00
P0092858	Wing King	BFAP Augmentation	General Office Supplies	\$3,500.00
P0092888	Michael J. Odanaka	EOPS	Travel And Conference Expenses	\$80.00
P0092889	Michael J. Odanaka	EOPS	Travel And Conference Expenses	\$65.00
P0092935	Premiere Computer Supplie	HRSA - Prior Yr Carryover	General Office Supplies	\$1,463.42
P0092978	IC Computer Inc.	06-07 - Trailer Bill Instr Matl	New Equipment - Instructional	\$409.19
P0092993	Wing King	BFAP Augmentation	General Office Supplies	\$1,382.50
P0093000	Darnell Mitchell	BFAP Augmentation	General Office Supplies	\$26.04
P0093005	Pacific Coachways	TRIO - Upward Bound	Transportation	\$450.00
P0093021	Western Center on Law & P	EOPS CARE	Student Stipends	\$12,000.00
P0093028	Heavenly Delights	TANF	Non-Instruct Supplies	\$476.30
P0093043	Oddcast Inc.	BFAP Augmentation	Computer Software Account	\$499.50
P0093049	Westlake Professional Sal	Music	Software	\$1,805.87
P0093051	Computer 1 Products	Real Estate Escrow	New Equipment - Instructional Lease Or Purchase	\$614.67
P0093058	Valarie O'Guynn	EOPS	Travel And Conference Expenses	\$366.00
P0093059	Airgas West	Welding	Instructional Supplies/Lottery	\$6,379.98
P0093060	Airgas West	Welding	New Equipment - Instructional Lease Or Purchase	\$19,460.53

P0093062	Modern Imaging Solutions	CIS	Non-instructional Supplies	\$1,583.27
P0093063	Modern Imaging Solutions	CIS	Instructional Supplies/Lottery	\$814.04
P0093067	Snap-On Industrial	Automotive Technology	Software	\$2,370.63
P0093080	Floyd Westerman	TRIO	Contract Services	\$500.00
P0093086	CACCRAO	Matriculation	Travel and Conference Expenses	\$70.00
P0093200	American Express Travel R	TANF	Conferences Other	\$163.68
P0093201	Versailles Restaurant	TANF	Non-Instruct Supplies	\$280.04
P0093268	Munyiga Lumumba	TRIO	Contract Services	\$300.00
P0093270	IC Computer Inc.	VATEA Administration	Other Services and Expenses	\$1,801.28
P0093271	American Express Travel R	TRIO	Travel and Conference Expenses	\$864.40
P0093276	Darnell Mitchell	BFAP Augmentation	General Office Supplies	\$40.70
P0093281	Computer 1 Products	Matriculation	General Office Supplies	\$265.98
Fund 10 Total: 48				\$97,510.91

Fund 30 Child Developmnt Ctr - Compton

P0092801	Modern Imaging Solutions	CDC	General Office Supplies	\$605.12
P0092804	Department of Social Serv	CDC	License Fee/Site Licenses	\$800.00
P0092817	Maxine Mobley	Foster Care Ed	Travel and Conference Expenses	\$948.00
P0092818	Pamela Hembrick-Godfrey	Foster Care Ed	Travel and Conference Expenses	\$948.00
P0092819	Mary E. Nelson	Foster Care Ed	Travel and Conference Expenses	\$948.00
P0092829	Sams Club Direct	KEPS	Non-Instruct Supplies	\$4,529.73
P0092854	Wanda Patterson	Foster Care Ed	Travel and Conference Expenses	\$948.00
Fund 30 Total: 7				\$9,726.85

Fund 45 Revenue Constrct Bond - Compton

PC3949	Lawrence Moss & Associate	Local Projects	Legal -Bond Projects	\$2,250.00
PC3952	Donald M. Hoover Co.	CDC	Building Construction	\$2,077.27
PC3953	Royal Construction	CDC	Building Construction	\$5,092.49
PC3955	J G Tate Fire Protection	CDC	Building Construction	\$5,825.78
PC3956	J & W Paving	Learning Resource Center Addtn	Grounds Upgrade	\$2,500.00
PC3957	Tower Glass Inc.	Learning Resource Center Addtn	Buildings	\$85,818.13
Fund 45 Total: 6				\$103,563.67
			PO Funds Total: 131	\$502,872.57

Fund 01 Unrestricted-Compton Ed Center

B0093085	Global	Operations	Rents/ Leases And Repairs	\$931.03
B0097840	Accountemps	Fiscal Services	Contract Services	\$43,618.00
B0097846	Kern County Superintenden	Office of the CEO	Contract Services	\$77,769.15
B0097851	Courtesy Cleaners	Theatre/Dance	Dry Cleaning	\$500.00
B0097856	Norman A. Traub Associate	Institutional Services	Legal	\$9,107.47
B0097858	Robert Such	Institutional Services	Legal	\$1,200.00
B0097860	James C. Wilson	Institutional Services	Legal	\$350.00
B0097861	Vedior Professional Servi	Fiscal Services	Contract Services	\$21,454.00
B0097863	David B. Wolf	Board of Trustees	PSA Contract Services	\$2,125.00
B0097892	Kern County Superintenden	Administration/Special Trustee	Contract Services	\$154,604.00
B0097910	United Rentals	Student Affairs	Management	\$588.80
B0097911	United Rentals	Student Affairs	Other Services and Expenses	\$318.20
Fund 01 Total: 12				\$312,565.65

Fund 10 Restricted-Compton Ed Center

B0097848	Compton Comm College Foun	EOPS	Other Payments To/For Students	\$20,000.00
B0097850	Expressions to Wear	TANF	Non-Instruct Supplies	\$10,000.00
B0097867	Minuteman Press	TANF	Printing	\$7,000.00
B0097870	Bellflower Unified School	EOPS	Hospitality	\$5,000.00
B0097891	Bellflower Unified School	EOPS CARE	Bus Passes and Food Vouchers	\$5,000.00
Fund 10 Total: 5				\$47,000.00

Fund 30 Child Development Ctr - Compton

B0097854	U.S. Foodservice	Child Development Center Local	Non-Instruct Supplies	\$8,000.00
B0097859	South Bay Food	Child Development Center Local	Non-Instruct Supplies	\$2,000.00
B0097862	South Bay Food	Child Development Center Local	Non-Instruct Supplies	\$2,000.00
B0097885	Sams Club Direct	KEPS	Non-Instruct Supplies	\$4,000.00

Fund 30 Total: 4**\$16,000.00****Fund 45 Revenue Constract Bond - Compton**

BC3951	John Jory Corporation	CDC	Building Construction	\$12,350.00
BC3953	Spectra Contract Flooring	Learning Resource Center Addtn	Buildings	\$59,200.00
BC3954	ISEC, Inc.	CDC	Building Construction	\$20,000.00
BC3959	Crew Inc.	Learning Resource Center Addtn	Buildings	\$250,000.00

Fund 45 Total: 4**\$341,550.00****BPO Funds Total: 25****\$717,115.65****Grand Total POs and BPOs: 156****\$1,219,988.22**

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. Amend Agreement with Harold Bateman; Originally approved November 28, 2006; extend date to June 30, 2007
3. Ratification of Agreement with the State of California, acting by and through the Department of California Highway Patrol (CHP) to Provide Protective and Transportation Services for the CCCD Special Trustee on an as needed basis. Coverage will be provided throughout the State of California.
4. Ratification of Surplus Property Donation

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: 03/26/07 – 06/30/07
NTE: \$185,000.00

2. AMENDMENT TO THE AGREEMENT WITH HAROLD BATEMAN; ORIGINALLY APPROVED NOVEMBER 28, 2006; EXTEND DATE TO JUNE 30, 2007

CONSULTANT: HAROLD BATEMAN
SERVICES: Provide Services in Enrollment Management
REQUESTING DEPT: STUDENT AFFAIRS
DATES: 05/01/07 – 06/30/07
NTE: \$20,000.00 / \$500.00 for 8 hours, on a daily basis

3. RATIFICATION OF AGREEMENT WITH THE STATE OF CALIFORNIA, ACTING BY AND THROUGH THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL (CHP) TO PROVIDE PROTECTIVE AND TRANSPORTATION SERVICES FOR THE CCCD SPECIAL TRUSTEE ON AN AS NEEDED BASIS. COVERAGE WILL BE PROVIDED THROUGHOUT THE STATE OF CALIFORNIA.

CONSULTANT: THE STATE OF CALIFORNIA, ACTING BY AND THROUGH THE DEPARTMENT OF CALIFORNIA HIGHWAY PATROL (CHP)
SERVICES: To provide protective and transportation services for the CCCD Special Trustee on an as needed basis. Coverage will be provided throughout the State of California.
REQUESTING DEPT: SPECIAL TRUSTEE
DATES: 04/02/07 – 06/30/07
NTE: \$97.44 Regular time per hour – CHP Officer
 \$70.64 Overtime per hour – CHP Officer
 \$00.93 per mile – CHP Automobile

4. RATIFICATION OF SURPLUS PROPERTY DONATION

DONOR: WALMART STORES
SERVICES: Incentive for Foster Care Youth – Independent Living B
REQUESTING DEPT: FOSTER CARE
DATES: 11/01/06 – 11/30/06
NTE: \$400.00 (REVENUE)

**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. APPROVAL OF STALE DATED WARRANTS

LACOE has determined that certain payroll checks have not been cashed and processed through the banking system. After six months, LACOE makes an entry to debit the uncashed amount back in the Cash Account of CCD. An "Other Local Income" account is credited for the same amount. The amount due to each employee will now need to be issued as a B-Warrant. It is recommended that the Special Trustee approve the following Stale Dated Warrants:

<u>WARRANTS #</u>	<u>AMOUNT</u>
W7316315	\$ 2,165.03
W7202782	\$ 281.22

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 #31 Learning Resource Center Project (Bid Package #9)
2. Change Order #32 Learning Resource Center Project (Bid Package #9)
3. Purchase Order to California Educational Interiors, Inc for Furniture at the LRC

1. CHANGE ORDER #31 LEARNING RESOURCE CENTER PROJECT (Bid Package #9)

It is recommended the following change order #31 be ratified to amend Tower Glass' contract, LRC bid package #9.

<u>Contractor:</u>	<u>Amount:</u>
Tower Glass	\$26,281.00

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,383,980.00
Prior Adjustments:	\$126,155.28
Adjustment for this Change:	\$26,281.00
Revised Contract Sum:	\$2,536,416.28

Reason(s):

- 1) Flashing was added to extend Kalwall roof edge to meet vertical short wall at the built up roof. Amount \$6,165.00
- 2) Labor & Material increased for this contractor due to various project delays caused by others. Amount \$16,306.00
- 3) Adjustment angles were added to the base of the Kalwall to bridge gap left by the uneven steel plate and to support the continuous flashing along the built up roof vertical short wall. Amount \$3,810.00

Total Amount: \$26,281.00

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

2. CHANGE ORDER #32 LEARNING RESOURCE CENTER PROJECT (Bid Package #9)

It is recommended the following change order #32 be ratified to amend Tower Glass' contract, LRC bid package #9.

<u>Contractor:</u>	<u>Amount:</u>
Tower Glass	\$5,893.21

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,383,980.00
Prior Adjustments:	\$152,436.28
Adjustment for this Change:	\$5,893.21
Revised Contract Sum:	\$2,542,309.49

Reason(s):

In an effort to design a cost-effective cornice for the LRC building, the contractor fabricated and installed 4 different mock-ups before the architect selected the currently installed version. The architect was able to reduce the cost to fabricate the original cornice by modifying its design. The cost savings was offset by the overall material cost increases. This change order covers the cost for the mock-ups.

Amount: \$5,893.21

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

3. Purchase Order to California Educational Interiors, Inc for Furniture at the LRC

The District received quotes from California Educational Interiors, Inc for additional furniture required in the LRC Building. All of the furniture selected by the District is based on those items listed in the Glendale “piggy-back” bid. Quote #'s 4315 and 4318 include labor to move and set up furniture.

It is recommended that the Special Trustee approve the purchase order to California Educational Interiors, Inc. This purchase order amount falls within the FF&E budget for the LRC Project.

Vendor:

California Educational Interiors, Inc

TotalAmount:

\$6,130.60

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

HRD1. Management Team Personnel Action

HRD2. Academic Employment and Personnel Changes

HRD3. Classified Personnel

HRD4. Temporary Non-Classified Service Employees

HRD5. Revised Classification for Classified Position

HRD 1 – Management Team Personnel Action

1. Resignation – Ms. Cheryl Cormier, Director, Title V/Institutional Development, Level III, Step 2, effective April 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 1-5 below.

A. Employment

1. Tenure Recommendation – Mr. Allen Caveness, Physical Education instructor, to be granted tenure effective fall semester 2007
2. Tenure Recommendation – Ms. Valerie O’Guynn, EOPS counselor, to be granted tenure effective fall semester 2007.
3. Tenure Recommendation – Ms. Zenaida Mitu, Nursing instructor, to be granted tenure effective fall semester 2007.
4. Ratification (Special Assignment) - Ms. Carmela Aguilar, full time ESL professor, to be paid \$47.70 per hour, 6 hours per week, to provide basic skills assistance to ESL students, effective March 12 – June 8, 2007.
5. Ratification – Mr. Wesley Toles, adjunct Criminal Justice instructor, to be paid \$37.34 (substitute teaching assignment) for the period of April 3 – June 8, 2007.

HRD 3 – Classified Personnel

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

A. Leave of Absence

1. Mr. Harold Green (paid, 50%), Utility Maintenance Worker, Range 17, Step F, M&O, Fiscal Affairs Area, effective March 1, 2007 through April 16, 2007.
2. Mr. Judge Walker (unpaid), Utility Maintenance Worker, Range 17, Step E, M&O, Fiscal Affairs Area, effective March 26, 2007 through April 17, 2007.

B. Employment

1. Ratification -- Ms. Sandra Aparicio, Administrative Assistant, Range 20, Step F, Student Life, Student Affairs Area, effective April 13, 2007, reinstatement from layoff to a lower classification.
2. Ratification -- Ms. Joyce Duren, Research and Planning Assistant, Range 23, Step D, EOP&S, Student Affairs Area, effective January 1, 2007, transfer from AmeriCorp.

C. Limited Term Employment

1. Ratification -- Brad Conn, Categorically Funded Program Specialist, Range CFP3, Step A, Educational Talent Search, Student Affairs Area, effective February 28, 2007 through May 31, 2007, change in assignment, transfer from Upward Bound Math/Science.
2. Ms. Rosa Munoz, Children Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective April 25, 2007 through June 30, 2007.

HRD4. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. David Chavezticas - Tutor, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 25, 2007 through June 30, 2007, Upward Bound Math/Science, Student Services Area, to provide tutorial assistance to Upward Bound Math/Science students in Science.
2. 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 May 1, 2007 through June 30, 2007, Admission & Records, Student Services Area, to assist with registration for Summer and Fall 2007.
3. 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 June 1, 2007 through June 30, 2007, Admission & Records, Student Services Area, to assist with registration for Summer and Fall 2007.
4. Angelique Miller - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 1, 2007 through June 30, 2007, Admission & Records, Student Services Area, to assist with registration for Summer and Fall 2007.
5. 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 May 1, 2007 through June 30, 2007, Admission & Records, Student Services Area, to assist with registration for Summer and Fall 2007.
6. 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 June 1, 2007 through June 30, 2007, Assessment Center, Student Services Area, to assist with registration for Summer and Fall 2007.
7. Dana Williams - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective May 1, 2007 through June 30, 2007, Admission & Records, Student Services Area, to assist with registration for Summer and Fall 2007.

HRD5. REVISED CLASSIFICATION FOR CLASSIFIED POSITION:

It is recommended that the Special Trustee approve the revised classification for classified position.

A. COLLEGE POLICE OFFICER

DEFINITION:

Under supervision, to perform law enforcement and crime prevention work; to protect college employees, students, and the general public; to patrol and safeguard college property, to maintain law and order, to do other work as required.

REPRESENTATIVE DUTIES:

- Patrol campus buildings and grounds on foot, bike or by vehicle.
- Answer calls for the protection of life, property, and the enforcement of local, county and state laws.
- Protect individuals and control crowds during assemblies or disturbances.
- Investigate and prepare written reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace.
- Gather evidence and interview witnesses.
- Apprehend violators, testify in court as necessary.
- Guard property against fire, theft, vandalism, and illegal entry.
- Give information and direct the public.
- Administer First Aid.
- Assist in the orientation of District personnel regarding security measures.
- May supervise other security personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Investigative and law enforcement procedures.
- Criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies.
- First Aid.

ABILITY TO:

- Establish and maintain effective working conditions in a diverse multi-cultural and multi-ethnic educational environment.
- Successfully complete a Peace Officer Standards and Training (P.O.S.T.) certified Police Training Academy and meet all District and State requirements needed to obtain a P.O.S.T. Basic Certificate.
- Observe and remember names, faces, numbers, incidents and places.
- Assess situations and persons accurately.
- Respond quickly and effectively in emergency situations.
- Write accurate and comprehensive reports.
- Use and care for firearms.
- Establish and maintain cooperative relationships with those contacted in the course of work.

Learn law enforcement procedures pertaining to arrest, search and seizure, and rules of evidence.

Learn law and ordinances relating to theft, burglary, arson, and malicious mischief and trespassing.

Learn District and campus rules and regulations regarding security, safety and conduct.

Interpret and follow oral and written instructions.

Learn to write clear and concise reports.

Learn to interview suspects, complainants and witnesses.

Respond quickly and effectively in emergency situations.

Analyze situation and adopt an effective course of action.

Perform duties under scheduled working conditions.

Accept direction from others willingly.

Use restraint in enforcement.

EDUCATION AND EXPERIENCE:

Pre-Service: Graduation from a Peace Officer Standards and Training [P.O.S.T.] certified police academy.

Community colleges that offer P.O.S.T. certified academy training in the intensive format, modular format or extended format are all acceptable.

Lateral Entry: Possession of a P.O.S.T. Basic Certificate and one year full-time law enforcement experience.

DESIRABLE QUALIFICATIONS:

Completion of sixty (60) college units or possession of an Associates degree is highly desirable.

Attendance at a community college P.O.S.T. certified police academy is desirable.

PERSONAL CHARACTERISTICS:

Demonstrate an interest in law enforcement; possess effective interpersonal skills enabling a candidate to deal effectively with a diverse population of students, staff and the public; exhibit a pleasant, cooperative and polite attitude in carrying out law enforcement duties; ability to remain calm and maintain order in emergency or threatening situations.

LICENSES AND SPECIAL REQUIREMENTS:

Obtain a Basic Certificate issued by the State Commission on Peace Officers Standards and Training within one year after appointment date.

Meet specific physical, psychological and medical requirements established by the College.

Possess a valid Class "C" California Driver's license.

U.S. Citizen or a Permanent Resident Alien who is eligible for and has applied for citizenship prior to testing.

Have reached 21st birthday at time of application.

Successfully pass a physical agility test, an in-depth background investigation; psychological and polygraph examinations.

Completion of sixty (60) college units or possession of an Associates degree is highly desirable.

PHYSICAL REQUIREMENTS:

Applicants must satisfactorily complete an in-depth medical examination. Applicants must be in good physical condition, free from disease or defects that would interfere with the satisfactory performance of the duties of this position.

VISION: At least 20/100 in each eye without correction, correctable to 20/30 in each eye.

COLOR VISION: Anything other than minor hue impairment is disqualifying.

HEARING: No greater than 25 dB loss in the better ear as average over the test frequencies of 500, 100, 2000 and 3000 HZ. In the case of questionable, unusual or borderline hearing loss, the applicant's qualifications will be determined by a medical Doctor.

WORKING CONDITIONS:

Sit in patrol car for long periods of time.

Walk/move to various locations on campus.

Run, jump, crawl, climb, bend, reach, stoop to perform duties.

Lift and drag 165 pounds.

May be requested to work overtime for special events.

Use of weapons.