



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 19, 2008

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) Department of Education vs. Compton CCD-ACN 09-2006-7278 and ACN: 09-2007-79419
 - 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:
(None)

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

(One Case)

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

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

E. **PUBLIC EMPLOYEE APPOINTMENTS:**

1. Director TRIO
2. Student Services Personnel Professional
3. Dean Human Resources

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

(Eight Matters)

V. **Reconvene to Open Session at 4:00 PM**

VI. **Roll Call**

VII. **A Reflective Moment**

VIII. **The Pledge of Allegiance**

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

X. **Reports from Representatives and Employee Organizations**

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

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

XII. Information/Presentation – Chief Executive Officer

- A. Dr. Doris P. Givens – Center Update
- B. Patricia Bonacic – CalWORKS Update

XIII. Approval of Minutes of January 15, 2008

XIV. Discussion/Action Agenda

- A. BT1 Revisions to Procedures Governing the Conduct of Board Meetings
- B. ISD1 Academic Calendar 2008-2009
- C. Business Services Actions/Consent Calendar
 - BSD1 Purchase Orders
 - BSD2 Agreements and Contracts
 - BSD3 Actual Enrollment Fee Revenue Report 323, California Community Colleges
- D. Human Resources Actions/Consent Calendar
 - HRD 1 Management Team Personnel Action
 - HRD 2 Academic Employment and Personnel Changes
 - HRD 3 Classified Personnel
 - HRD 4 Temporary Non-Classified Service Employees
 - HRD 5 New Classifications for Classified Positions

XV. Next meeting date: Tuesday, March 18, 2008

Closed session begins at 12:00 noon
Open session begins at 4:00 PM

XVI. Adjournment

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

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 15, 2008

MINUTES

- I. The Board of Trustees Meeting was called to order at 12:00 p.m.
- II. Roll Call
Members Present:
 Dr. Peter Landsberger, Special Trustee
 Dr. Doris Givens, Provost/CEO
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters – None
- IV. Recess to Closed Session at 12:05 p.m. for Discussion and/or Action in accordance with the Brown Act, Government Code Section 54950 et.esq, and the Education Code and pursuant to Government Code Section 54954.5.
- V. Reconvene to Open Session of the Board of Trustees at 4:02 p.m.
- VI. Roll Call
Members Present:
 Peter Landsberger
 Doris Givens
- VII. A Reflective Moment – Dr. Landsberger
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
No reportable action.
- X. Reports from Representatives and Employee Organizations
 - 1) Faculty Representative Report – Art Flemming – No Report
 - 2) Academic Senate President Report – Saul Panski
 - 3) CCCDFE Certificated Employees Report – Rodney Murray - Absent
 - 4) CCCDFE Classified Employees Report – Joseph Lewis
 - 5) Confidential/Supervisory Representative Report – No Report
 - 6) Associated Student Body Report – Ignacio Alvarez - Absent

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

Those who spoke are listed below:

- 1) Lorraine Cervantes – Elected board member
- 2) Fredwil Hernandez – student
- 3) Nehasi Lee – student
- 4) John C. Williams – President, Universal College of Beauty

XII. *Information/Presentation – Chief Executive Officer, Dr. Givens*

A. Ms. Sonya Doelker, Retirement Services Manager, Orange County Teachers’ Federal Credit Union –
New laws governing the administration of Tax Sheltered Annuity Plans

B. Dr. Doris P. Givens – District and Center Report

1. Governor’s budget and the possibility of reductions and program cuts in the community colleges.
2. The District Audit is scheduled to be completed this week
3. Our enrollment numbers continue to increase – up 37% in seats taken (1,315); up 20% in FTES (129) for Winter Session
4. The District will be participating in a Job Fair on Saturday, January 26, 2008 at the Westin Hotel
5. We have three new administrators: Albert Olguin, Athletic Director; Wayne Olsen, Interim Dean of Voch Tech; Mytha Pascual, Financial Aide Director.

C. Dr. Peter Landsberger – Reports:

1. Classified negotiations have been completed
2. Provost search is underway; anticipates completion by the end of this academic year
3. The FCMAT Academic Achievement Team expressed concerns over professional development for faculty and availability of technology for use in instruction. To address these issues a Faculty Development Project has been instituted. The McCallum Group, Inc. has been contracted to conduct the assessment phase as outlined in an MOU with the faculty union.
4. Dr. Landsberger is working closely with the Board of Advisors in focusing on better and more frequent communication and outreach to the community.
5. We will soon be renegotiating our MOU with El Camino.

XIII. Approval of Minutes of December 18, 2007 – **Approved by Special Trustee**

XIV. **Discussion/Action Agenda**

A. BT1 Resolution to Reinstate Classified Position and to Offer Reemployment to a Laid-Off Classified Employee – **Approved by Special Trustee Landsberger**

BT2 Agreement Between the Compton Community College District and the Compton Community College District Police Officers’ Association Regarding the Merger of District Police Services with those of the El Camino Community College District – **Approved by Special Trustee Landsberger**

- B. Business Services Actions/Consent Calendar
- BSD1 Purchase Orders – **Approved, as revised, by Special Trustee**
 - BSD2 Agreements and Contracts – **Approved, as revised, by Special Trustee**
 - BSD3 Stale Dated Warrants – **Approved**
 - BSD4 Local Agreement for Child Development Services (Revenue) – CIMS 7177 – **Approved**
 - BSD5 Signature Resolution for California Department of Education/Child Development Services – Fiscal year 2007-2008 – CIMS – 7177 – **Approved**

**Revisions: BSD1, Pg. 18 – Fund 14, PO102419 – Pulled for further review by Special Trustee
BSD 2, Pg. 20 – Item #2 – Pulled for further review by Special Trustee**

- D. Business Services Actions/Action Calendar
- BSD6 Facilities Planning and Development Routine Report – Measure CC. Proposition 39 Projects – **Approved**

- E. Human Resources Actions/Consent Calendar – **Approved, as revised, by Special Trustee**

- HRD 1 Management Team Personnel Actions
- HRD 2 Academic Employment Personnel Changes
- HRD 3 Certificated Job Descriptions
- HRD 4 Classified Personnel
- HRD 5 New Classifications for Classified Positions
- HRD 6 Temporary Non-Classified Service Employees
- HRD 7 Approval and Ratification of Agreement between the Compton Community College District and the Compton Community College Federation of Employees, Classified Unit

**Revisions: HRD 1, Item #2 – Effective date of employment February 18, 2008
HRD 2, Item #5 – Effective date of employment January 16, 2008
HRD 4, Item #C2 – Monica Macareno (J. Bapp declined position)
HRD 7, Page 65 – Salary Schedule Revised 01/11/2008**

- XV. Next Scheduled Regular Meeting: February 19, 2008
Closed Session: 12:00 Noon
Open Session: 4:00 p.m.

- XVI. Adjournment 5:28 p.m.

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

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

BT 1 Revisions to Procedures Governing the Conduct of Board Meetings

It is requested that the Special Trustee approve the Revisions to Procedures Governing the Conduct of Board Meetings

BT1

REVISIONS TO PROCEDURES GOVERNING THE CONDUCT OF BOARD MEETINGS

To meet the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges, an institution must have a functioning governing board. Among other things, a board establishes policies to “assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution,” “acts as a whole” once it reaches a decision, and “advocates for and defends the institution and protects it from undue influence or pressure.” (Standard IV: Leadership and Governance)

Currently, all of the duties and responsibilities of the District’s governing board have been delegated to the Special Trustee appointed by the Chancellor. Nevertheless, because of the critical role the governing board plays in an accredited institution, it is in the District’s interests to begin the process of re-engaging its elected trustees as governing board members sooner rather than later. For that reason, the Special Trustee determines that procedures governing the conduct of board meetings will be revised as follows:

1. The elected trustees will be seated with the Special Trustee and the District’s Chief Executive Officer at the Board table during the public session portion of special or regular meetings.
2. Consistent with the orderly conduct of each meeting, the Special Trustee will recognize the elected trustees for the purpose of allowing them to ask staff appropriate questions regarding, or otherwise comment on, agenda items.
3. Before the Special Trustee acts on an item, he may ask the elected trustees to indicate how they would vote on the item (yea, nay, or abstain) if they were called upon to do so.
4. The Special Trustee will expect the elected trustees to arrive at Board meetings on time, to maintain appropriate decorum during Board meetings (and in particular to refrain from disrespectful or discourteous treatment of each other, members of the staff, and members of the public) and to remain at each Board meeting for the duration of the meeting.

These revisions only affect the procedures governing the conduct of the public session of Board meetings and have no effect on any closed session. Nothing in these revisions authorizes the elected trustees to direct members of the staff to prepare reports, compile information, produce materials or take any other action with respect to the preparation of Board meeting agendas or any item on an agenda. Furthermore, nothing in these revisions restores to the elected trustees any of the powers and duties of the District’s governing board. All of those powers and duties have been transferred to, and remain with, the Special Trustee.

The revised procedures set forth in this action are subject to further revision or revocation by the Special Trustee, at his sole discretion, at any time.

**Agenda for the Compton Community College District Board of Trustees
from
Academic Affairs
Dr. Mary Callahan, Acting Administrative Dean Academic Affairs**

**I. DISCUSSION /ACTION AGENDA
A. Academic Affairs**

ISD 1 ACADEMIC CALENDAR 2008-2009

It is requested that the Special Trustee approve the El Camino College
Compton Community Educational Center 2008-2009 Academic Calendar

ISD 1

**EL CAMINO COLLEGE
COMPTON COMMUNITY EDUCATIONAL CENTER
2008-2009 ACADEMIC CALENDAR**

Event	Day of Week	Date
Fall Semester 2008		
Semester Begins (Flex Day)	Thursday	August 21, 2008
Flex Day	Friday	August 22, 2008
Fall Semester Classes Begin	Saturday	August 23, 2008
Fall Semester Weekday Classes Begin	Monday	August 25, 2008
Labor Day Holiday (Campus Closed)	Monday	September 1, 2008
First Day to Apply for Graduation and Certificates (Fall)	Tuesday	September 2, 2008
Last Day to Add and Drop and be eligible for refund (Fall Semester Courses)	Friday	September 5, 2008
Active Enrollment Census	Monday	September 8, 2008
Last Day to drop without Notation on Permanent Record	Friday	September 19, 2008
Last Day to Apply for Graduation and Certificates (Fall)	Friday	October 17, 2008
8-Week/Mid-Term Classes Begin	Saturday	October 18, 2008
Veterans Day Holiday (Campus Closed)	Monday	November 10, 2008
Last Day to Drop with a "W"	Friday	November 14, 2008
Thanksgiving Holiday (Campus Closed)	Thursday - Sunday	November 27-30, 2008
Semester Ends	Friday	December 12, 2008
Winter Recess, Campus Closed	Saturday-Thursday	December 20, 2008- January 1, 2009
Winter Session- 2009 (Refer to Winter Schedule of Classes for Deadlines)		
Winter Session Begins	Wednesday	January 7, 2009
First Day to Apply for Graduation and Certificates (Spring)	Tuesday	January 12, 2009
Martin Luther King Day Holiday (Campus Closed)	Monday	January 19, 2009
Session Ends	Tuesday	February 10, 2009
Spring Semester-2009		
Semester Begins (Flex Day)	Wednesday	February 11, 2009
Flex Day	Thursday	February 12, 2009
Lincoln Day Holiday (Campus Closed)	Friday	February 13, 2009
Spring Semester Classes Begin	Saturday	February 14, 2009
Washington Day Holiday (Campus Closed)	Monday	February 16, 2009
Spring Semester Weekday Classes Begin	Tuesday	February 17, 2009
Last Day to Add and Drop and be eligible for refund (Spring Semester Courses)	Friday	February 27, 2009
Active Enrollment Census	Monday	March 2, 2009
Last Day to Apply for Graduation and Certificates (Spring)	Friday	March 6, 2009
Last Day to Drop without Notation on Permanent Record	Friday	March 6, 2009
Spring Break	Saturday – Friday	April 11 – 17, 2009
8-Week/Mid-Term Classes Begin	Saturday	April 18, 2009
Last Day to Drop with a "W"	Friday	May 8, 2009
Memorial Day (Holiday)	Monday	May 25, 2009
Graduation	Thursday	June 11, 2009
Semester Ends	Friday	June 12, 2009
Summer 2009 (Refer to Summer Schedule of Classes for Deadlines)		
Five-Week Session Begins	Monday	June 15, 2009
Eight-Week Session Begins	Monday	June 29, 2009
Independence Day (Campus Closed)	Thursday	July 2, 2009
Five-Week Session Ends	Friday	July 17, 2009
Five-Week Session Begins	Monday	July 20, 2009
Eight-Week Session Ends	Thursday	August 20, 2009
Five-Week Session Ends	Friday	August 21, 2009

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

Consent Calendar

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Actual Enrollment Fee Revenue Report 323, California Community Colleges

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

**BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR
JANUARY 2008.**

Run Date
2/5/2008

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 02/19/2008

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			
P0102499	Pocket Nurse	Nursing	Instructional Supplies/Lottery	\$10,528.58
P0102510	JPD Copier Products	Fiscal Services	Repairs Non-instructional	\$300.00
P0102512	NPA	Student Recruitment	Non-Instruct Supplies	\$2,267.84
P0102515	La Opinion	Public Information	Multi Media Advertising	\$1,354.50
P0102516	Keith Curry	Student Affairs	Non-Instruct Supplies	\$267.35
P0102518	Los Angeles Sentinel	Public Information	Multi Media Advertising	\$907.20
P0102519	American Print Media	Public Information	Multi Media Advertising	\$1,880.00
P0102522	C I Solutions	Information Technology	Contract Services	\$1,922.18
P0102577	International Academy	Academic Affairs	Building Rental	\$22,618.50
P0102578	Intelecom	Academic Affairs	License Fee/Site Licenses	\$540.00
P0102579	We Care	Fiscal Services	General Office Supplies	\$165.88
P0102580	American Express	Fiscal Services	Other Services and Expenses	\$32.08
P0102582	Modern Imaging	Academic Affairs	General Office Supplies	\$736.10
P0102592	JPD Copier Products	Academic Affairs	Repairs Non-instructional	\$1,227.56
P0102599	Department of Justice	Human Resources	Fingerprinting fee	\$1,962.00
P0102601	Chavez-Dickerson	Human Resources	Medical Expense	\$449.60
P0102604	El Camino College	Human Resources	Fingerprinting fee	\$704.00
P0102605	El Camino College	Human Resources	Fingerprinting fee	\$832.00
P0102613	Devin A. Jones	Student Affairs	PSA Contract Services	\$1,500.00
P0102614	Lajuanda Richardson	Student Affairs	PSA Contract Services	\$1,540.00
P0102615	Lajuanda Richardson	Student Affairs	PSA Contract Services	\$1,500.00
P0102616	Dione Washington	Student Affairs	PSA Contract Services	\$2,500.00
P0102661	Maverick Label.Com	Institutional Services	Parking Permits	\$1,753.82
P0102664	Keith Curry	Athletics	Non-Instruct Supplies	\$129.90
P0102665	Konica Minolta	Office of the CEO	Maintenance Contracts	\$102.85
P0102666	LITTLER,	Office of the CEO	Contract Services	\$550.00
P0102667	Canon Business	Copy Center	Printing	\$16,974.92
P0102670	American Express	Fiscal Services	Conferences Mgmt	\$95.50
P0102687	Affiliated Computer	Fiscal Services	Other Services and Expenses	\$383.87
P0102688	Ward's Natural Science	Earth Sciences	Instructional Supplies/Lottery	\$630.63
P0102689	International Laser &	Fiscal Services	General Office Supplies	\$129.90
P0102690	South Coast Air Quality	Operations	Maintenance Contracts	\$71.00
P0102691	Atkinson, Andelson,	Board of Trustees	Legal	\$38,419.75
P0102692	GST Systems Design	Information Technology	Equipment	\$973.48
P0102721	National Charter Lines	Earth Sciences	Transportation/ Mileage and	\$750.00
P0102723	Business Card	Board of Trustees	Transportation/ Mileage and	\$1,196.85
P0102724	Oasis Business Supply	Campus Police	General Office Supplies	\$1,003.19
P0102725	Bd Direct	Athletics	Non-Instruct Supplies	\$674.54
P0102726	National Business	Campus Police	General Office Supplies	\$99.37
P0102728	Neopost Inc.	Mailroom	Postage	\$816.21
P0102729	Compton Community	Institutional Services	Liability - Self Insurance	\$1,194.33
P0102730	Logos Too, Inc.	Athletics	Non-Instruct Supplies	\$10,738.40
P0102731	Ricoh Business	Institutional Services	New Equipment -	\$214,051.39
P0102732	Ricoh Business	Institutional Services	Maintenance Contracts	\$19,040.00
P0102755	Global Computer	Fiscal Services	General Office Supplies	\$194.82

P0102766	Global Office Supplies	Life Sciences	Instructional Supplies/Lottery	\$228.52
P0102780	School Web Services	Public Information	Other	\$1,200.00
P0102798	Bank of America	Board of Trustees	Transportation/ Mileage and	\$44.80
P0102801	Global Office	Institutional Services	Other Services and Expenses	\$90.93
P0102803	Thompson Publishing	Nursing	Other Services and Expenses	\$358.50
P0102805	Oasis Business Supply	Campus Police	General Office Supplies	\$440.89
P0102806	Gridworks	Nursing	Other Services and Expenses	\$397.43
P0102807	Sesac	Academic Affairs	License Fee/Site Licenses	\$319.46
P0102810	Fastsigns	Div Office-Student	Equipment	\$2,661.44
P0102815	Bank of America	Operations	Repairs Parts and Supplies	\$276.32
P0102833	GST Systems Design	Office of the CEO	General Office Supplies	\$217.58
P0102836	Arbor Travel	Administration	Travel and Conference	\$20.30
P0102872	Laerdal	Nursing	Instructional Supplies/Lottery	\$6,226.80
P0102882	Flue Steam, Inc.	Operations	Repairs Non-instructional	\$490.00
Fund 01 Total: 59				\$378,683.06
Fund 10 Restricted-Compton Ed Center				
P0102478	Harland Technology	EGADNP	Other Operating Expenses &	\$544.00
P0102521	Heritage Business	BFAP Augmentation	General Office Supplies	\$3,113.40
P0102595	Airgas West	Welding	New Equipment - Instructional	\$8,395.90
P0102617	Laerdal Medical	HRSA	New Equipment - Instructional	\$1,226.93
P0102631	Pamela	Foster Care Ed	Transportation/ Mileage and	\$40.00
P0102779	Ricoh Business	TANF	Printing	\$114.05
P0102802	Worthington Direct	HRSA	New Equipment - Instructional	\$1,837.54
P0102804	Meds Publishing, Inc.	HRSA	New Equipment - Instructional	\$12,854.69
P0102808	Ricoh Business	EOPS	Repairs Parts and Supplies	\$108.42
P0102828	Donna M. Jones	Foster Care Ed	PSA Contract Services	\$1,000.00
P0102834	Delores Pace	Foster Care Ed	PSA Contract Services	\$450.00
P0102835	Michael J. Odanaka	EOPS	Travel and Conference	\$902.66
P0102887	American Express	TRIO	Indirect Costs	\$471.89
Fund 10 Total: 13				\$31,059.48
Fund 14 Gen Fund-Compton Ctr Related				
P0102821	Jones & Mayer	Campus Police	Legal	\$95.00
Fund 14 Total: 1				\$95.00
Fund 30 Child Developmnt Ctr - Compton				
P0102511	Environments, Inc.	Infant/Toddler Resource	Instructional Supplies/Lottery	\$216.08
P0102722	Department of Social	CDC	License Fee/Site Licenses	\$800.00
Fund 30 Total: 2				\$1,016.08
Fund 40 Capital Outlay Fund-Compton Ed				
P0102612	Bank of America	Scheduled Maintenance	Repairs Non-instructional	\$66.76
P0102816	GST Systems Design	Scheduled Maintenance	Repairs Non-instructional	\$5,285.00
P0102843	Scs Flooring Systems	Scheduled Maintenance	Repairs Non-instructional	\$4,410.00
P0102844	Valle Grande	Scheduled Maintenance	Repairs Non-instructional	\$12,930.00
P0102849	Tomark Sports, Inc.	Scheduled Maintenance	Repairs Non-instructional	\$5,439.52
Fund 40 Total: 5				\$28,131.28
Fund 60 Workers' Comp - Compton Ed Ctr				
P0102727	Compton Community	Fiscal Services	Insurance	\$24,830.00
Fund 60 Total: 1				\$24,830.00

Fund 70	Financial Aid - Compton				
P0102854	U.S. Department of	Financial Aid	FPELL	\$48,855.39	
P0102855	U.S. Department of	Financial Aid	FPELL	\$19,826.00	
		Fund 70 Total: 2		\$68,681.39	
			PO Funds Total: 83	\$532,496.29	
Fund 01	Unrestricted-Compton Ed Center				
B0111002	TAJ Office & School	Student Recruitment	Non-Instruct Supplies	\$1,559.72	
B0111020	Yale Chase Materials	Operations	Repairs Parts and Supplies	\$3,000.00	
B0111033	American Print Media	Public Information	Multi Media Advertising	\$1,880.00	
B0111035	Global Office Supplies	Administration	General Office Supplies	\$850.00	
B0111036	Battery Systems	Operations	Repairs Parts and Supplies	\$8,000.00	
		Fund 01 Total: 5		\$15,289.72	
Fund 10	Restricted-Compton Ed Center				
B0111012	Arbor Travel	CalWORKs	Conferences Other	\$600.00	
		Fund 10 Total: 1		\$600.00	
Fund 13	Compton Line of Credit				
B0111013	Galls Long Beach	Line of Credit Special	New Equipment -	\$1,780.00	
		Fund 13 Total: 1		\$1,780.00	
Fund 40	Capital Outlay Fund-Compton Ed				
B0111034	Valle Grande	Scheduled Maintenance	Repairs Non-instructional	\$12,520.00	
		Fund 40 Total: 1		\$12,520.00	
Fund 45	Revenue Construct Bond - Compton				
B0111008	Crew Inc.	Learning Resource	Buildings	\$37,051.38	
		Fund 45 Total: 1		\$37,051.38	
Fund 70	Financial Aid - Compton				
B0111021	U.S. Department of	Financial Aid	FPELL	\$48,855.39	
B0111022	U.S. Department of	Financial Aid	FPELL	\$19,826.00	
		Fund 70 Total: 2		\$68,681.39	
			BPO Funds Total: 11	\$135,922.49	
		<u>Grand Total POs and BPOs: 94</u>		\$668,418.78	

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

BSD 2 AGREEMENTS/CONTRACTS

1. Agreement with the Fiscal Crisis Management and Assistance Team (FCMAT) Study Agreement.
2. Agreement with Munyiga Lumumba, Contractor to Provide a Cultural Awareness Presentation for the Student Support Services Program
3. Agreement with Munyiga Lumumba, Contractor to Provide Workshop and Training for Upward Bound Staff and Students
4. Agreement with Angel's Nest Pre-School. The Contractor will Provide Part-Time Work for CalWorks Students
5. Agreement with B & L Auto Center. The Contractor will Provide Part-Time Work for CalWorks Students
6. Agreement with Beautirama of Los Angeles. The Contractor will Provide Part-Time Work for CalWorks Students
7. Agreement with Bright Star Academies Childcare. The Contractor will Provide Part-Time Work for CalWorks Students
8. Agreement with Edible Arrangements Company. The Contractor will Provide Part-Time Work for CalWorks Students
9. Agreement with Tower of Faith Community Development Corporation. The Contractor will Provide Part-Time Work for CalWorks Students
10. Agreement with About Time Catering. The Contractor Desires the use of The Property to Locate a Mobile Lunch Truck and Provide Food Services
11. Agreement with Cocaine Anonymous Long Beach/Compton District. The Contractor desires the use of the Property for its Program
12. Ratification of Agreement with IDS Group, Inc. The Contractor Will Evaluate all Structures on Campus for Earthquake Safety, Code Compliance, General Structural Deficiencies and Possible Upgrade and/or Renovation Strategies
13. Ratification of Agreement with CTL Environmental. The Contractor Will Inspect All Buildings on Campus for Asbestos, Lead Paint, PCBs, Mercury and other Hazardous and/or Toxic Materials
14. Ratification of Agreement with Geomatics Transportation Services, Inc. The Contractor will Update the Previous Survey Completed in 2003.
15. Ratification of Agreement with TBP Architecture. The Contractor will Provide Facilities Master Planning Services, Support the Overall Planning Process and Act as a Focal Point for Compiling Relevant Information for the Overall Master Plan

1. ADDENDUM AGREEMENT WITH THE FISCAL CRISIS MANAGEMENT AND ASSISTANCE TEAM (FCMAT) STUDY AGREEMENT.

CONSULTANT: FISCAL CRISIS MANAGEMNT AND ASSISTANCE TEAM (FCMAT)
SERVICES: To provide Progress Reports at six month intervals beginning Fall 2008. These progress reports are required under AB-318.
REQUESTING DEPT: SPECIAL TRUSTEE
DATES: 07/01/08 – 06/30/09
NTE: \$150,000.00 per report

2. AGREEMENT WITH MUNYIGA LUMUMBA, CONTRACTOR TO PROVIDE A CULTURAL AWARENESS PRESENTATION FOR THE STUDENT SUPPORT SERVICES PROGRAM

CONSULTANT: MUNYIGA LUMUMBA
SERVICES: To provide a cultural awareness presentation for the Student Support Services Program
REQUESTING DEPT: STUDENT SUPPORT SERVICES
DATES: 02/28/08 – 02/28/08
NTE: \$700.00

3. AGREEMENT WITH MUNYIGA LUMUMBA, CONTRACTOR TO PROVIDE WORKSHOP AND TRAINING FOR UPWARD BOUND STAFF AND STUDENTS

CONSULTANT: MUNYIGA LUMUMBA
SERVICES: To provide workshop and training for Upward Bound staff and students
REQUESTING DEPT: UPWARD BOUND
DATES: 02/29/08 – 03/01/08
NTE: \$300.00

4. AGREEMENT WITH ANGEL’S NEST PRE-SCHOOL. THE CONTRACTOR WILL PROVIDE PART-TIME WORK FOR CALWORKS STUDENTS

CONSULTANT: ANGEL’S NEST PRE-SCHOOL
SERVICES: The contractor will provide part-time work for CalWORKs students
REQUESTING DEPT: CALWORKS
DATES: 03/01/08 – 06/30/08
NTE: CalWorks pays 75% of salary Contractor pays 25%

5. AGREEMENT WITH B & L AUTO CENTER. THE CONTRACTOR WILL PROVIDE PART-TIME WORK FOR CALWORKS STUDENTS

CONSULTANT: B & L AUTO CENTER
SERVICES: The contractor will provide part-time work for CalWORKs students

REQUESTING DEPT: CALWORKS
DATES: 03/01/08 – 06/30/08
NTE: CalWorks pays 75% of salary Contractor pays 25%

6. AGREEMENT WITH BEAUTIRAMA OF LOS ANGELES. THE CONTRACTOR WILL PROVIDE PART-TIME WORK FOR CALWORKS STUDENTS

CONSULTANT: BEAUTIRAMA OF LOS ANGELES
SERVICES: The contractor will provide part-time work for CalWORKs students
REQUESTING DEPT: CALWORKS
DATES: 03/01/08 – 06/30/08
NTE: CalWorks pays 75% of salary Contractor pays 25%

7. RATIFICATION OF AGREEMENT WITH BRIGHT STAR ACADEMIES CHILDCARE. THE CONTRACTOR WILL PROVIDE PART-TIME WORK FOR CALWORKS STUDENTS

CONSULTANT: BRIGHT STAR ACADEMIES CHILDCARE
SERVICES: The contractor will provide part-time work for CalWORKs students
REQUESTING DEPT: CALWORKS
DATES: 03/01/08 – 06/30/08
NTE: CalWorks pays 75% of salary Contractor pays 25%

8. RATIFICATION OF AGREEMENT WITH EDIBLE ARRANGEMENTS COMPANY. THE CONTRACTOR WILL PROVIDE PART-TIME WORK FOR CALWORKS STUDENTS

CONSULTANT: EDIBLE ARRANGEMENTS COMPANY
SERVICES: The contractor will provide part-time work for CalWORKs students
REQUESTING DEPT: CALWORKS
DATES: 03/01/08 – 06/30/08
NTE: CalWorks pays 75% of salary Contractor pays 25%

9. AGREEMENT WITH TOWER OF FAITH COMMUNITY DEVELOPMENT CORPORATION. THE CONTRACTOR WILL PROVIDE PART-TIME WORK FOR CALWORKS STUDENTS

CONSULTANT: TOWER OF FAITH COMMUNITY DEVELOPMENT CORPORATION
SERVICES: The contractor will provide part-time work for CalWORKs students
REQUESTING DEPT: CALWORKS
DATES: 03/01/08 – 06/30/08
NTE: CalWorks pays 75% of salary Contractor pays 25%

10. AGREEMENT WITH ABOUT TIME CATERING. THE CONTRACTOR DESIRES THE USE OF THE PROPERTY TO LOCATE A MOBILE LUNCH TRUCK AND PROVIDE FOOD SERVICES

CONSULTANT: ABOUT TIME CATERING

SERVICES: The contractor desires the use of the property to locate a mobile lunch truck and provide food services
REQUESTING DEPT: FACILITIES
DATES: 08/25/07 – 06/30/08
NTE: \$500.00, per month **REVENUE**

The Licensor as a License Fee for the use of the Property for the term of this Agreement to be paid as follows: First of each month License Fee payment shall be in the form of a Money Order or Certified Check, made payable to the Compton Community College District

11. AGREEMENT WITH COCAINE ANONYMOUS LONG BEACH/COMPTON DISTRICT. THE CONTRACTOR DESIRES THE USE OF THE PROPERTY FOR ITS PROGRAM

CONSULTANT: COCAINE ANONYMOUS LONG BEACH/COMPTON DISTRICT
SERVICES: The contractor desires the use of the property for its program
REQUESTING DEPT: FACILITIES
DATES: 02/20/08 – 06/30/08
NTE: \$40.00 per week **REVENUE**

12. RATIFICATION OF AGREEMENT WITH IDS GROUP, INC. THE CONTRACTOR WILL EVALUATE ALL STRUCTURES ON CAMPUS FOR EARTHQUAKE SAFETY, CODE COMPLIANCE, GENERAL STRUCTURAL DEFICIENCIES AND POSSIBLE UPGRADE AND/OR RENOVATION STRATEGIES

CONSULTANT: IDS GROUP, INC.
SERVICES: The contractor will evaluate all structures on campus for earthquake safety, code compliance, general structural deficiencies and possible upgrade and/or renovation strategies
REQUESTING DEPT: MAINTENANCE & OPERATIONS
DATES: 12/20/07 – 06/30/08
NTE: \$31,000.00

13. RATIFICATION OF AGREEMENT WITH CTL ENVIRONMENTAL. THE CONTRACTOR WILL INSPECT ALL BUILDINGS ON CAMPUS FOR ASBESTOS, LEAD PAINT, PCBs, MERCURY AND OTHER HAZARDOUS AND/OR TOXIC MATERIALS

CONSULTANT: CTL ENVIRONMENTAL.
SERVICES: The contractor will inspect all buildings on campus for asbestos, lead paint, PCBs, mercury and other hazardous and/or toxic materials
REQUESTING DEPT: MAINTENANCE & OPERATIONS
DATES: 12/20/07 – 06/30/08
NTE: \$49,635

14. RATIFICATION OF AGREEMENT WITH GEOMATICS TRANSPORTATION SERVICES, INC. THE CONTRACTOR WILL UPDATE THE PREVIOUS SURVEY COMPLETED IN 2003.

CONSULTANT: TBP ARCHITECTURE
SERVICES: The contractor will provide facilities master planning services, support the overall planning process and act as a focal point for compiling relevant information for the overall master plan
REQUESTING DEPT: MAINTENANCE & OPERATIONS
DATES: 12/20/07 – 06/30/08
NTE: \$18,250.00

15. RATIFICATION OF AGREEMENT WITH TBP ARCHITECTURE. THE CONTRACTOR WILL PROVIDE FACILITIES MASTER PLANNING SERVICES, SUPPORT THE OVERALL PLANNING PROCESS AND ACT AS A FOCAL POINT FOR COMPILING RELEVANT INFORMATION FOR THE OVERALL MASTER PLAN

CONSULTANT: TBP ARCHITECTURE
SERVICES: The contractor will provide facilities master planning services, support the overall planning process and act as a focal point for compiling relevant information for the overall master plan
REQUESTING DEPT: MAINTENANCE & OPERATIONS
DATES: 12/20/07 – 06/30/08
NTE: \$125,000.00

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

**BSD 3 ACTUAL ENROLLMENT FEE REVENUE REPORT 323, CALIFORNIA
COMMUNITY COLLEGES**

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



ESTIMATED ENROLLMENT FEE REVENUE

District: COMPTON

1/15/2008 Report - First Principal Apportionment			
	Fees Paid	Receivables	Total Fees
Enrollment Fee Revenue 1 (ECS 76300)	178,740	346,558	525,298
ECS 76140(k) Enrollment Fee Revenue 2 (Students from bordering states)	0	0	0
Total	178,740	346,558	525,298

Certification

I the District Chief Business Officer, hereby certify that, to the best of my knowledge and belief, the data on this form are true and correct.

Chief Business Officer

Signature: *Myeshia Armstrong*

Typed Name: Myeshia Armstrong

Certify Date: 01/14/2008 03:19:49

District: COMPTON

For Supplemental Information, Contact

Name: LaVetta L. Johnson

Title: Accounting Supervisor

Phone: 310 900 1600 X 2105

Email: ljohnson@elcamino.edu;
marmstrong@elcamino.edu

SEND SIGNED CERTIFICATION PAGE TO:

California Community Colleges
Fiscal Services Unit
1102 Q Street
Sacramento, CA 95814
Fax: (916) 323-3057

[Print Report](#)

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

Consent Calendar

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

HRD 1 – MANAGEMENT TEAM PERSONNEL ACTION

1. Salary placement – Ms. Mytha Pascual, Director of Financial Aid, Range M3, Step 5, Financial Aid, Student Affairs Area, effective December 19, 2007.
2. Salary placement – Mr. Ricky Shabazz, Director of Outreach and School Relations, Range M3, Step 2, Outreach and School Relations, Student Affairs Area, effective December 19, 2007.

HRD 2 – ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

- A. Ratification – Employment: hourly (adjunct) assignments for the 2008 spring semester.

1. Benson, Eugene D.	Welding	Class I, Step 1
2. Garrett, Curtis	Auto Technology	Class I, Step 3
3. Jolly, Jeffrey	English	Class II, Step 2
4. Khan, Mahboub	Astronomy	Class VI, Step 1
5. Koehler, Gerry	Spanish	Class II, Step 3
6. Nerell, Loren	Music	Class, IV, Step 3
7. Nwabuzor, Ozo	Nursing	Class III, Step 1
8. Okbamichael, Mussie	Geology	Class VI, Step 3
9. Scott, Renita	Vocational Nursing	Class I, Step 1
10. Taul, Constance	Physical Education	Class VI, Step 4
11. Uribe, Diego	Spanish	Class VI, Step 1
12. Webb, Robert	Mathematics	Class IV, Step 4

HRD 3 – AMENDED JOB ANNOUNCEMENT

It is recommended that the Special Trustee approve the amended job description for Fire and Emergency Technology Instructor. The description now contains the 6 years experience required to teach the course (for individuals with an associate's degree) and the 5 years experience required (for individuals with a bachelor's degree).

EL CAMINO COLLEGE COMPTON CENTER
TECHNOLOGICAL STUDIES, HEALTH EDUCATION AND
PHYSICAL EDUCATION DIVISION

FIRE AND EMERGENCY TECHNOLOGY

POSITION DESCRIPTION

Responsibilities include teaching a variety of subjects related to Fire and Emergency Technology, not limited to fire training, fire prevention, fire suppression, emergency medical technology, and coordination/instruction in the fire academy. Representative duties of the assignment include: liaison among the colleges, the State Fire Marshal's Office and local fire agencies; evaluation of instructional staff; assisting with record-keeping functions; and insuring mandated changes in regulations are implemented. May include weekend assignments. Participation as a faculty member includes faculty meetings and student activities. Selected candidates will be invited for an interview which will include a teaching demonstration on an assigned topic.

REQUIRED QUALIFICATIONS:

- Bachelor's degree and 5 years full-time equivalent Fire and Emergency Technology experience: **OR**
- Associate's degree and 6 years full-time equivalent Fire and Emergency Technology experience: **OR**
- The equivalent - Candidates not possessing the required qualifications as stated above, must complete the supplemental page of the district application and explain in detail how their qualifications are equivalent to those above; **OR**
- Valid California Community College instructor credential in appropriate subject.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of college students.

DESIRED QUALIFICATIONS:

Community college teaching experience

HRD 4 – CLASSIFIED PERSONNEL

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

A. Provisional Employment

1. Ratification -- Mr. Bruce Jacobs - Instructional Associate, Range 22, Step A, Language Lab, Academic Affairs Area, effective January 2, 2008 through June 30, 2008, not to exceed 120 days. (NTE 35 hours per week).
2. Ratification -- Mr. Ezra Smith - Categorically Funded Program Specialist, Range CFP3, Step A, Outreach and School Relations, Student Affairs Area, effective February 4, 2008 through June 30, 2008, not to exceed 120 days. (NTE 35 hours per week).

HRD 5. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Ratification -- Jesus Garcia - Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2008 through February 5, 2008, Theatre Arts, Academic Affairs Area, to serve the Fine Arts Division to assist students in classroom activities, assist Director, Stage Manager, assist in production of shows, assist music, art and dance department, not to exceed 120 days. (NTE 20 hours per week).
2. Ratification -- Claudia Maldonado - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 6, 2008 through June 5, 2008, Learning Resource Center, Academic Affairs Area, tutor for Spring Semester, not to exceed 120 days. (NTE 20 hours per week).
3. Ratification -- Carole Murdock - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 6, 2008 through June 5, 2008, Learning Resource Center, Academic Affairs Area, tutor for Spring Semester, not to exceed 120 days. (NTE 15 hours per week).
4. Simon Moon - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 20, 2008 through June 30, 2008, Upward Bound, Student Affairs Area, to teach Biology/Physics/Chemistry to the Upward Bound Program Students on Saturdays, not to exceed 120 days. (NTE 110 hours).
5. Heath St. John - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 20, 2008 through May 31, 2008, Upward Bound, Student Affairs Area, to provide English Instruction in English I, II, III, and IV during Saturday Class to high school students, not to exceed 120 days. (NTE 110 hours).

HRD 6. NEW AND REVISED CLASSIFICATIONS FOR CLASSIFIED POSITIONS:

It is recommended that the Special Trustee approve the new and revised classifications for classified positions.

A. SCHEDULER

POSITION DESCRIPTION:

The Scheduler will be the key individual within Maintenance and Operations (M&O) that receives and documents all work requests; coordinates requirements with work requestors; prioritizes and schedules and assigns crews to projects coordinating with supervisors; confirms and documents completion of projects; and provides feedback to work requestors. The Scheduler shall report directly to the Director of M&O.

ESSENTIAL DUTIES/FUNCTIONS:

- Operate the service desk receiving all requests for M&O work by phone, e-mail, written work requests, or through the current on-line work request/maintenance management program.
- Meet with work requestors to confirm details and specific scope of requests and evaluate urgency and relative importance.
- Bundle like work requests into logical projects to increase efficiency.
- Estimate time, material and funding required to perform specific work projects.
- Assign relative priorities to work requests and projects.
- Coordinate with M&O supervisors to assign appropriate crews to complete scheduled projects.
- Monitor progress of scheduled projects, identifying potential delays and adjusting project schedules and other impacted schedules as appropriate.
- Assist in expediting procurement and delivery of repair parts and materials required to complete assigned project.
- Confirm completion of each assigned project.
- Maintain all documentation required to record work requested, assigned, and completed.
- Report completed work back to the original requestor and seek their satisfaction with completed work, initiating follow-up work if required.
- Coordinate requested changes and adjustments to scheduled projects.
- Identify required M&O work not previously requested and integrate into the M&O work plan.
- Identify requiring and preventive maintenance programs required and integrate into the M&O work plan.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Maintenance and operations of a campus-like public facility including custodial work, grounds maintenance, utilities systems maintenance and repair, and general construction.
- Maintenance, operation, and general construction tools, materials and equipment.
- Estimating required level of effort, tools and material requirements and relative costs of M&O and construction projects.

- Working relationships and requirements of a higher education public facility or equivalent organization.
- Identification of hazardous materials and requirements to deal with them in a maintenance operation or construction environment.
- E-mail, digital photography, and facility maintenance management software.
- Particular skill sets required to perform specific M&O and construction projects.

ABILITY TO:

- Identify and evaluate specific work requirements.
- Interface with work requestors balancing desired projects with priority required projects.
- Monitor progress of projects predicting adherence to schedules and evaluating impacts on related scheduled projects, adjusting schedules as evolving conditions dictate.
- Evaluate completed work and assign corrective action as required.
- Learn and manage new maintenance management software programs as they are adopted.
- Manage expectations of work requestors with respect to cost, completion dates and actual scope of work to be performed for requested projects.
- Work cooperatively with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Work with faculty, students, classified workers, and administrators, understanding and carrying out the mission of the college.

REQUIRED QUALIFICATIONS

- High School Diploma/GED Certification.
- Individuals possessing skills, knowledge and abilities listed above and below are considered to possess the necessary education.
- At least five years of experience in the maintenance and building trades work involving duties similar to those listed above.
- Must have a valid California driver's license.

WORKING CONDITIONS:

- Sit and stand for prolonged periods of time.
- Climbing ladders to elevated roofs and platforms, entering confined areas and crawlspaces to inspect facilities and equipment.
- Bending, kneeling, walking and stooping for short periods of time.
- Exposure to operation of noisy equipment such as blowers, chain saws, weed-eaters and other power tools.
- Exposed to airborne particles.
- Contact with herbicides and pesticides.

B. MAINTENANCE WORK LEADER

POSITION DESCRIPTION:

The Maintenance Work Leader will work within Maintenance and Operations (M&O) under the direct supervision of the Utility Maintenance Supervisor. The Maintenance Work Leader will be assigned a maintenance crew of three to five people and a specific task for work for that crew to perform. The Maintenance Work Leader shall perform and coordinate the work of the assigned crew in accomplishing the assigned task.

ESSENTIAL DUTIES/FUNCTIONS:

- Determine work procedures, sequencing of performance and assignment of crew members to support accomplishment of crew assigned tasks.
- Meet with work requestors when necessary to confirm details and specific scope of request and evaluate urgency and relative importance.
- Coordinate with M&O supervisors to assign appropriate crews to complete scheduled projects.
- Monitor progress of scheduled projects, identifying potential delays and notifying supervisors for direction.
- Confirm completion of each assigned project.
- Report completed work back to supervisor and seek their satisfaction with completed work.
- Coordinate requested changes and adjustments to scheduled projects and crew assignments.
- Identify potential safety hazards and required preventive maintenance and report to supervisor.
- Communicate effectively.
- Maintain harmony among workers and attempt to prevent or resolve employee grievances, notifying supervisor of potential personnel problems.
- Assist in training crew members.
- Use a variety of hand and power tools and other equipment necessary to complete crew assignments.
- Make minor repairs to tools and equipment used in the course of work.
- Identify required repairs to provided tools and equipment when unable to repair without support.
- Make recommendations of tools, equipment, materials, and supplies required to perform crew assignments.
- Inventory tools, equipment, materials and supplies provided to the crew and report and account for missing items.
- Prepare and maintain records of time, material, supplies, and equipment used to complete assignments.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General maintenance and operations of a campus-like public facility including custodial work, grounds maintenance, and minor facility and equipment repairs.
- Maintenance, operation, and general construction tools, materials and equipment.
- Working relationships and requirements of a higher education public facility or equivalent organization.
- Identification of hazardous materials and requirements to deal with them in a maintenance operation or construction environment.
- Particular skill sets required to perform specific M&O and minor construction tasks.
- Oral and writing skills.

ABILITY TO:

- Identify and evaluate specific work requirements.
- Interface with work requestors, balancing desired projects with priority required projects.
- Monitor progress of projects predicting adherence to schedules and evaluating impacts on related scheduled projects, adjusting schedules as evolving conditions dictate.
- Evaluate completed work, performing and coordinating corrective action as required.
- Work cooperatively with those contacted in the course of work.
- Use professional judgment in efficiently performing and coordinating tasks.
- Understand and carry out oral and written directions.
- Plan, organize and coordinate efforts of an assigned crew to accomplish assigned tasks.
- Work with faculty, students, classified workers, and administrators, understanding and carrying out the mission of the college.

REQUIRED QUALIFICATIONS

- High School Diploma/GED Certification.
- Individuals possessing skills, knowledge and abilities listed above and below are considered to possess the necessary education.
- At least 5 years of experience in the maintenance and building trades work involving duties similar to those listed above.
- Must have a valid California driver's license.

WORKING CONDITIONS:

- Sit and stand for prolonged periods of time.
- Climbing ladders to elevated roofs and platforms, entering confined areas and crawlspaces to inspect facilities and equipment.
- Bending, kneeling, walking and stooping for short periods of time.
- Exposure to operation of noisy equipment such as blowers, chain saws, weed-eaters and other power tools.
- Exposed to airborne particles.
- Contact with herbicides and pesticides.

C. ASSISTANT SHIPPING AND RECEIVING CLERK

POSITION DESCRIPTION:

Under the supervision of the Utility Maintenance Supervisor of Maintenance & Operations (M&O), assist with shipping and receiving duties for M&O department and campus; perform clerical support activities and assistance for the department and staff; maintain purchase order records, type documents and answer phones; receive, pick-up and deliver supplies; and perform other related duties as assigned.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist shipping and receiving clerk and department staff with completing department daily duties, activities, and projects.
- Receive, answer, and refer telephone calls for department director and staff, take messages and respond to inquires and concerns as necessary.
- Make deliveries of office supplies, equipment, tools, and maintenance supplies.
- Receive, sign for, pick up from on campus and from local off-campus vendors, and deliver office supplies, equipment, tools, and maintenance supplies for campus and distribute to appropriate department, office staff or instructor as indicated on initial purchase under requests.
- Complete logs, forms, and documentation daily; perform computer data entry of purchase order information.
- Sort, distribute, and prepare incoming and outgoing mail for campus and department staff, supervisor, and management.
- Assist with locksmith duties and respond to staff and employee questions or inquires regarding keys as necessary.
- Assist with setting up classrooms, chairs, and completing special projects.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Shipping, receiving, delivery, and distribution of mail, office supplies, equipment, tools, and maintenance supplies methods and practices.
- Clerical support practices and procedures.
- Record, file, and documentation maintenance and record keeping practices and procedures.
- Proper English grammar, composition, spelling, punctuation, diction, and usage.
- Basic math.
- Customer service principles and techniques.
- Office filing and record maintenance practices and techniques.

ABILITY TO:

- Operate personal computer to utilize word processing and spreadsheet applications.
- Operate a forklift and pallet jack.
- Operate a calculator and facsimile equipment. Operate telephone and related office equipment.

- Research, request and verify personnel information from internal and external sources.
- Tabulate and verify data.
- Understand and carry out oral or written instructions.
- Communicate effectively and work cooperatively with staff and employees, students, management, other departmental representatives and the general public.

REQUIRED QUALIFICATIONS

- High School Diploma/GED Certification
- Experience performing clerical and receiving work, preferably including or supplemented by experience in a commercial or public complex maintenance facility wherein the individual has gained a familiarity with the equipment, materials, and personnel specialties of the field.
- Must have a valid California driver's license.

WORKING CONDITIONS:

- Routinely lift, carry, push and pull objects up to 50 lbs.
- Indoor and outdoor work.
- Twisting, standing, reaching and bending required.
- Manual dexterity.
- Operate a motorized vehicle.

D. ACCOUNTANT

POSITION DESCRIPTION:

Under direction of the Chief Business Officer, perform specialized accounting work in the maintenance of financial records to prepare financial reports, statements and analyses reflective of District budgets and expenditures.

EXAMPLE OF DUTIES:

- Maintain expenditure controls.
- Oversee payroll record-keeping activities.
- Assist in auditing complex accounting records.
- Prepare, verify, adjust and balance journals and ledgers.
- Assist with annual physical inventory of all school properties.
- Provide information to staff regarding accounts and records.
- Independently prepare reports and correspondence.
- Attend meetings and training sessions.
- Receive proposed budgets from operating departments and reviews for accuracy and completeness, making corrections when necessary.
- Develop reallocations of budget amounts where appropriate.
- Transfer budget detail to state reporting forms and inputs forms for data processing.
- Compile reports of various budget revenue and expense category accounts on request.
- Perform a variety of complex accounting work, including preparing periodic financial reports, cost analysis reports, the base budget data including salaries and benefit figures.
- Works with campus and district offices to ensure timely and accurate budget reports.
- Assist in conducting internal audits.
- Enter and retrieve data from computer system as needed.
- Prepare work papers, audit worksheets, reconciliations and financial statements, including various reports to federal, state and local agencies.
- Assist administration, department representatives and other agencies' interpretation and explanation of proper expenditure coding.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting principles, practices and procedures for automated accounting systems.
- Principles of financial administration, including budget development and reporting.
- Use of electronic data processing to accounting systems.
- Cost accounting principles and techniques, computer terminology to effectively coordinate accounting functions, financial statement analysis, principles of governmental accounting and auditing, federal, state and local categorical reporting procedures, state accounting manual and attendance accounting procedures.
- Education Code and other rules and regulations pertaining to required accounting and reporting procedures for school districts.

ABILITY TO:

- Apply and adapt established accounting methods to a variety of transactions and problems.
- Prepare accurate financial statements and reports.
- Perform mathematical calculations with speed and accuracy.
- Properly interpret and make decisions in accordance with appropriate laws, rules and regulations applicable to the accounting systems and procedures of the district.
- Analyze fiscal data.
- Make recommendations, revisions and adjustments and prepare accounting statements and reports.
- Communicate clearly and effectively, both orally and in writing.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.

REQUIRED QUALIFICATIONS

- High School Diploma AND
- Two years college-level coursework in accounting, business administration or a related field, AND
- Three years of increasingly responsible experience in the preparation and maintenance of financial records and reports, AND
- Two years in the use of word processing, spreadsheet and other modern software applications.

WORKING CONDITIONS:

- Typical office setting.
- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the telephone.
- Sit for extended periods of time.
- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone usage.
- Extensive computer work.

E. ACCOUNTING ASSISTANT

POSITION DESCRIPTION:

Under the direction of assigned supervisor, prepare, maintain and review a variety of records, reports and documents related to accounts payable, accounts receivable, or financial aid.

EXAMPLE OF DUTIES:

- Perform responsible clerical accounting duties in accounts payable, financial aid, accounts receivable or other assigned accounting area.
- Determine fund availability in various accounts and recommend adjustments as needed.
- Receive, count, receipt, disburse and maintain records related to the collection and disbursement of large amounts of cash.
- Prepare, process, verify and review financial documents related to the assigned function, detect and correct errors and data discrepancies.
- Open, maintain, balance, adjust, reconcile and close assigned accounts as required.
- Reconcile bank statements, balance cash, order currency and prepare cash for bank deposit.
- Review financial documents for completeness, accuracy and compliance with established procedures.
- Assemble, match, tabulate, sort, post and enter financial data in a computer terminal as assigned; compute and verify extensions.
- Prepare, check and process financial forms including warrants, requisitions, purchase orders, vouchers, invoices and other similar fiscal documents.
- Prepare and maintain records, files, lists and reports related to the assignment.
- Compute and send delinquency notices; collect for insufficient (NSF) checks and prepare routine correspondence related to assigned function.
- Operate a personal computer to enter and update information generate records and reports.
- Operate office equipment including typewriter, calculator, copier and cash register.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of clerical accounting and routine bookkeeping.
- Principles and practices of financial record-keeping.
- Budget preparation, maintenance and control.
- Methods and techniques of recording, receiving and disbursing cash.
- Operation of a personal computer.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws and regulations.

ABILITY TO:

- Perform responsible clerical accounting or budget-related duties in an assigned functional area.

- Receive, count, receipt and maintain records related to large amounts of cash collected or disbursed.
- Maintain financial records and verify data.
- Operate office equipment including computers and supporting software applications.
- Make mathematical calculations and change quickly and accurately.
- Learn the bookkeeping procedures and clerical operations in an assigned area.
- Type and enter data at a speed necessary for successful job performance.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interact professionally and politely with the general public.

REQUIRED QUALIFICATIONS

- Any combination equivalent to: graduation from high school and two years of cash record-keeping, clerical accounting or budget maintenance experience.

WORKING CONDITIONS:

- Typical office setting.
- Dexterity of hands and fingers to operate a keyboard.
- Exchange information in person and on the telephone.
- Sit for extended periods of time.
- Lift and carry up to 25 lbs.
- Move from one work area to another as needed.
- High volume telephone usage.
- Extensive computer work.