



# Board Agenda

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

Closed Session to Commence at 4:00 P.M.  
Open Session to Commence at 6:00 P.M.

**Tuesday, June 16, 2009**  
**District Board Room**  
**1111 E. Artesia Boulevard**  
**Compton, California 90221**

- I. Call to Order at 4:00 p.m.**
- 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)
      - a. Minutemen vs. Compton CCD
      - b. Compton CCD v. U.S. Department of Education – Docket No. 05-78-SP
  - B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:**
    1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(A): two cases.
    2. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
      - a. EEOC Charge of John Rabun
      - b. EEOC Charge of Eugene Benson
      - c. Claim of Michael M. Benson

- C. **INITIATION OF LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(C):**  
(Two cases)
- D. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
  - 1. Agency designated representative: Dr. Lawrence Cox, CEO/Provost  
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees
- E. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**  
(Two Matters)
  
- V. **Reconvene to Open Session at 6:00 p.m.**
- 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. **Oath of Office – Tanya Breshers, Student Trustee**
- XI. **Reports from Representatives and Employee Organizations**
  - A. Student Trustee Report – Tanya Breshers
  - B. Faculty Representative Report – Jerome Evans
  - C. Classified Representative Report – David Simmons
  - D. Academic Senate President Report – Saul Panski
  - E. CCCDFE Certificated Employees Report – Toni Wasserberger
  - F. CCCDFE Classified Employees Report – Joseph Lewis
  - G. Confidential/Supervisory Representative Report – Roy Patterson
  - H. Associated Student Body Report – Rob Pitts, ASB President
- XII. **Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters (including Closed Session Items)**
- XIII. **Information/Presentation – Chief Executive Officer**
  - A. Dr. Lawrence Cox – Center and District Update
  - B. Ronald Gerhard – Budget Update
  - C. Jane Harmon – Academic Affairs Update

**XIV. Approval of Minutes of May 19, 2009**

**XV. Discussion/Action Agenda**

- A. BT 1 Board of Trustees Regularly Scheduled Meeting Dates 2009-2010
  
- B. CEO1 BP 5030 – Compton Community College District Fee Policy;  
AR 5031 – Administrative Regulation  
CEO2 BP 2020 – Compton Community College District Student Trustee  
Policy;  
AR2021 – Administrative Regulations  
CEO 3 BP 6150 – Designation of Authorized Signatures  
CEO 4 BP 6310 – Payroll  
CEO 5 BP 6320 – Investments  
CEO 6 BP 6340 – Contracts  
CEO 7 BP 6400 – Audits  
CEO 8 BP 6450 – Wireless or Cellular Telephone Use  
CEO 9 BP 6500 – Real Property  
CEO10 BP 6520 – Fixed Asset Security and Accounting
  
- C. Business Services - Consent Calendar  
BSD 1 Purchase Orders  
BSD 2 Agreements/Contracts  
BSD 3 Authorize Signature Resolution (LACOE)  
BSD 4 Resolution to Close District Bank Account  
BSD 5 Quarterly Financial Status Report – Form CCFS-311Q  
BSD 6 Resolution for Authorization for Temporary Transfers from the  
School Pools Fund Maintained by The Los Angeles County Treasurer -  
Cash Borrowing between Funds – Fiscal Year 2009-2010  
BSD 7 Approval of Stale Dated Warrants  
BSD 8 Budget Augmentation/Transfers  
BSD 9 Tentative Budget 2009-2010
  
- D. Human Resources - Consent Calendar  
HRD 1 Management Team Personnel Action  
HRD 2 Academic Employment and Personnel Changes  
HRD 3 Memorandum of Understanding  
HRD 4 Classified Employees  
HRD 5 Temporary Non-Classified Service Employees  
Information Item  
HRD 6 Evaluation Procedure for District Administrators

**XVI. Next meeting date: July 21, 2009** Closed session begins at 4:00 p.m.  
Open session begins at 6:00 p.m.

**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, May 19, 2009

### MINUTES

- I. The Board of Trustees Meeting was called to order at 4:00 p.m.
- II. Roll Call  
Members Present:
  - Dr. Peter Landsberger, Special Trustee
  - Dr. Lawrence Cox, CEO/Provost
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters – None
- IV. Recess to Closed Session at 4:02 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 6:05 p.m. in the Board Room
- VI. Roll Call  
Members Present:
  - Dr. Peter Landsberger
  - Andres Ramos, Elected Trustee
  - Dr. Willie O. Jones, Elected Trustee
  - Lorraine Cervantes, Elected Trustee
- VII. A Reflective Moment – Dr. Cox
- VIII. Pledge of Allegiance – All
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)  
No Reportable Action
- X. Reports from Representatives and Employee Organizations
  - 1) Student Trustee Report – vacant
  - 2) Faculty Representative Report – Jerome Evans – absent
  - 3) Classified Representative Report – David Simmons – no report
  - 4) Academic Senate President Report – Saul Panski
  - 5) CCCDFE Certificated Employees Report – Toni Wasserberger
  - 6) CCCDFE Classified Employees Report – Joseph Lewis

- 7) Confidential/Supervisory Representative Report – Roy Patterson
- 8) Associated Student Body Report – Rob Pitts - absent

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

Those who spoke are listed below:

- 1. Nehasi Lee, student
- 2. Gregory Brown
- 3. B. Goddeaux
- 4. Fredwil Hernandez

XII. Information/Presentation – Dr. Lawrence Cox, Provost/CEO

A. Center/District Update – Dr. Lawrence Cox

- 1. We are looking to improve and grow; we are not looking to layoff any employees. ECC has a different perspective as they are at their cap and are not trying to recruit more students at this time.
- 2. Our FTES target for the 2009-2010 year is 5600. Registration began on Monday, May 11, 2009 for continuing students and new student registration begins on Monday, June 1, 2009.
- 3. This past Sunday, May 17, 2009, the Compton Center hosted its annual Academic Awards Tea. We provided \$1,000 in scholarships to 16 Compton Center Students. We honored 12 graduating Compton Center students for graduating with a 3.5 or higher grade point average. In addition, 3 Compton Center students were recipients of the President Scholar Award. The Presidential Scholars received a \$2,000 scholarship. The keynote speaker for this event was Mr. James Rogers, a Compton graduate and a recent graduate from the University of California at Berkeley.
- 4. The El Camino College Nursing Pinning Ceremony for Compton Center students is scheduled for Tuesday, June 9, 2009 at 6:00 p.m. in the Compton Center Gymnasium.
- 5. The El Camino College Graduation Ceremony for Compton Center students is scheduled for Thursday, June 11, 2009 at 5:30 p.m. in the Compton Center Quad. The keynote speaker for this year's ceremony is Professor and former Associate Justice of the California Supreme Court, Mr. Cruz Reynoso.
- 6. The Athletics Department "Golf Open" is scheduled for Friday, June 12, 2009 at 7:30 a.m. at Victoria Golf Course in Carson, California. The Golf Open is a fundraising event for the Compton Center Athletics Department.
- 7. Introduced Mr. Ronald Gerhard, the new CBO. Mr. Gerhard is from the San Bernardino Community College District.

B. Budget Update – Ron Gerhard; Distributed copies of the Annual Strategic Review: Underlying Budget Assumptions Summary for 2009-2010.

C. Mr. Bill Vorhies, EB5C, Consultant – Status of FCMAT Recovery efforts. Distributed copies of his presentation "The FCMAT Project and the Path to Recovery Progress Report."

D. Academic Affairs Update – Dr. Jane Harmon

XIII. Approval of Minutes of April 21, 2009 – **Approved**

Action	Ramos	Jones	Cervantes	Dr. Landsberger
<b>Minutes APPROVED</b>	Abstain	Yes	Yes	Yes

**XIV. Discussion/Action Agenda**

A. BT 1 Board of Trustees Regularly Scheduled Meeting Dates 2009-2010 – **Tabled for further review**

B. Business Services

**Consent Calendar – Approved**

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Drawdown from the Line of Credit (Amended)
- BSD 4 Repayment of Advance Apportionment for 2008-2009  
 Due on June 1, 2009
- BSD 5 Budget Transfers
- BSD 6 Contracting of Repairs of HVAC and Emergency Power Systems for the MIS Building  
**(Amendments: BSD2, Item #1 – Removed  
 BSD2, Item #13 – Correction – Consultant Kamau Mensah  
 BSD3 – Fiscal year corrected to 2008-2009)**

Action	Ramos	Jones	Cervantes	Dr. Landsberger
<b>BSD 1-6 APPROVED</b>	Yes	Yes	Yes	Yes

C. Human Resources Consent Calendar – **Approved, as amended**

- HRD 1 Management Team Personnel Action
- HRD 2 Academic Employment and Personnel Changes
- HRD 3 Memorandum of Understanding
- HRD 4 Classified Employees
- HRD 5 Temporary Non-Classified Service Employees
- HRD 6 Evaluation Procedure for District Administrators  
**(Amendment: HRD1, Item #1 – Correction-Spanish Instructor)**

Action	Ramos	Jones	Cervantes	Dr. Landsberger
<b>HRD 1-6 APPROVED</b>	Yes	Yes	Yes	Yes

**XV. Closing Comments:**

- Dr. Willie O. Jones: Commented on the positive workshops and information from the Community College League of California’s 2009 Trustee Conference.
- Lorraine Cervantes: Commented on her positive experiences at the CCLC Trustee Conference.
- Andres Ramos: Spoke about his attendance at the CCLC Trustee Conference
- Dr. Peter Landsberger: Announced that there would be a special study session of the Board on Thursday, May 28, 2009, at 10:00 a.m. to discuss the vacancies on the Board of Trustees and the Oversight Committee.

Adjourned at 8:00 p.m.

**Next Scheduled Regular Meeting: June 16, 2009 Closed Session: 4:00 p.m.  
 Open Session: 6:00 p.m.**

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

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**XIV. REPORT / DISCUSSION / ACTION**

BT1 Consideration and Approval of Regularly Scheduled Meeting Dates 2009-2010



**Compton Community College District  
Board of Trustees Regularly Scheduled Meeting Dates  
2009-2010**

Tuesday, July 21, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, August 18, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, September 15, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, October 20, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, November 17, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, December 15, 2009	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, January 19, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, February 16, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, March 16, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, April 20, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, May 18, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, June 15, 2010	4:00 p.m. (Closed Session) 6:00 p.m. (Open Session)

**NOTE:** The Board of Trustees Meeting Agenda shall be posted 72 hours prior to regular meetings.  
The Board of Trustee Special Meeting Agenda shall be posted 24 hours prior to special meetings.



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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 1 BOARD POLICY FOR STUDENT SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Student Services

- Board Policy 5030 – Compton Community College District Fee Policy; Administrative Regulation (AR 3031)

**Compton Community College District  
Board of Trustees Policies**

**BP 5030      Fees**

**May 19, 2009**

The Board authorizes the following fees. The CEO/Provost shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall include required fees, fees allowable by law, and also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. When the State of California increases a mandatory fee, the Compton Community College District shall increase that fee by the amount and within the timeframe prescribed by law.

Fee amounts shall be published in the college catalogs.

**A. Enrollment:** E.C. 76300; 5 CCR 58500-58509

1. Establishment of an Enrollment Fee

Each student shall be charged a fee for enrolling in credit courses as required by law. The CEO/Provost shall present for board approval the enrollment fee for students.

2. Non-Applicable Courses

The CEO/Provost shall have the authority to create a list of courses in which the enrollment fee by statute or legal directive does not apply. This list shall be contained in appropriate guidelines and procedures.

3. Waiver of the Enrollment Fee Requirements

The CEO/Provost shall have the authority to create a list of student cohorts whose enrollment fee shall be waived by statute or legal directive. This list shall be contained in appropriate guidelines and procedures.

4. Citation of the Enrollment Fee

The enrollment fee for a course shall be contained in the Schedule of Fees and published annually.

**B. Nonresident Tuition:** E.C. 76140, 76140.5

1. Establishment of a Nonresident Tuition Fee

The CEO/Provost shall present for board approval a nonresident tuition fee for nonresident students.

The district shall have a separate policy regarding the criteria for determining California residence, the residency determination date, permissive exemptions, corrections to erroneous residency classification, a residency appeals process, falsification of records, drop for non-payment, and all other relevant aspects of residency.

The nonresident tuition fee shall be set by the board not later than February 1 of each year for the succeeding fiscal year. Nonresident students shall be provided with notice of nonresident tuition fee changes during the spring term before the fall term in which the change will take effect.

At the discretion of the Chief Business Officer (or designee) a non-resident student may be allowed to pay in installments. Payment plans shall be designed to be fair.

2. Citation of the Nonresident Tuition Fee

The nonresident tuition fee for a course shall be contained in the Board of Trustees fee table and published annually.

**C. Allowable Fees:** For a complete reference of code sections, please see AR5031.

1. Course and Service Fees

Where permitted by law and approved by the Board of Trustees, allowable fees shall be collected.

2. Citation of Allowable Fees

Allowable fees for courses and services shall be contained in the Schedule of Fees and published annually.

**Reference: Education Code (E.C.) Sections 70902(b)(9), 76300, 66025.3; Title 5, Section 51012; California Code of Regulations (CCR) 58500-58509; Chancellor's Student Fee Handbook (CSFH)**

Applicable Administrative Regulations:

## AR 5031 Fees

### 1. **Required fees include:**

1. Enrollment (E.C. 76300; 5 CCR 58500-58509)
2. Nonresident tuition (E.C. 76140, 76140.5)

The following may be exempted:

All nonresident students enrolling for 6 or fewer units; or

A student who is a citizen and resident of a foreign country who demonstrates financial need

### **Fees authorized by law include:**

#### Course Fees

1. Audit of courses (E.C. 76370)
2. Instructional Material (E.C. 73365, 81457, 81458; 5 CCR 59400-59408)
3. Athletic Insurance (E.C. 70902)
4. Non-District Physical Education Facilities (E.C. 76395)
5. Cross Enrollment (E.C. 66753)
6. Non-Credit Courses (E.C. 76385)
7. Community Service Courses (E.C. 78300)

#### Fees for Services

1. Health (E.C. 76355)
2. Parking (E.C. 76360)
3. Transportation (E.C. 76361, 82305.6)
4. Student Representation (E.C. 76060.5; 5 CCR 54801-54805)
5. Student Records (E.C. 76223)
6. Foreign Citizen/Resident Capital Outlay (E.C. 76141)
7. Foreign Citizen/Resident Application Processing (E.C. 76142)
8. Credit By Examination (E.C. 76300; 5 CCR 55753)
9. Use of facilities financed by revenue bonds (E.C. 81901(b)(3))
10. Refund Processing (5 CCR 58508)
11. Telephone registration (E.C. 70902(a))
12. Physical fitness test (E.C. 70902(b)(9))
13. Instructional Tape Lease/Deposit (E.C. 70902(b)(9))
14. Credit Card Use (E.C. 70902(b)(9))
15. International Student Medical Insurance Fee (E.C. 70902)
16. Criminal Background Checks (CSFH: LO: M 06-11 Sec 3.19)
17. Providing Special Certificates (CSFH: LO: M 06-11 Sec 3.20)
18. Child Care (E.C. 79121 et seq., 66060)

2. **Fees prohibited by law include:**

1. Late application (CSFH)
2. Add/drop (CSFH)
3. Mandatory student activities (CSFH)
4. Student Identification Cards (CSFH)
5. Student Body Organization (CSFH)
6. Nonresident application (CSFH)
7. Field trip (5 CCR 55450, 55451)
8. Tuition or fees for dependents of certain veterans (E.C. 66025.3)
9. Tuition or fees for dependents of certain victims of the September 11, 2001, terrorist attacks. (CSFH)
10. Tuition or fees for certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (E.C. 66025.3)
11. Required or funded services (CSFH)
12. Refundable deposits (CSFH)
13. Distance education (other than the statutorily authorized enrollment fee) (CSFH)
14. Mandatory mailings (CSFH)
15. Rental of practice rooms (CSFH)
16. Apprenticeship courses (E.C. 76350)
17. Technology fee (CSFH)
18. Late payment fee (5 CCR 58502, 59410)
19. Nursing/healing arts student liability insurance (5 CCR 55234)
20. Cleaning (CSFH)
21. Breakage (CSFH)
22. Test proctoring (CSFH)

Criteria, Guidelines, Procedures, Prohibited Practices and Restrictions

The CEO/Provost shall have the authority to establish relevant criteria, guidelines, procedures, prohibited practices and restrictions for each of the above fees based on statute or legal directive.

Citation of Course and Service Fees

Course and service fees shall be contained in the Schedule of Fees and published annually.

### 3. **Collection and Refund of Fees**

1. Enrollment and other fees are charged to the student at the time of enrollment. Students are required to pay fees within ten (10) days of their enrollment in courses. If additions are made to the course program after payment is made, students will be billed for the additional units. Students who overpay their fees will have those fees refunded or applied to a subsequent term of enrollment.
2. Students who reduce their enrollment, by the published deadline per the El Camino College Class Schedule, will have their enrollment fees refunded.
3. Fees increased by an act of the State legislature after a student has enrolled will be billed to the student.
4. Fees reduced by an act of legislation will be refunded to the student.
5. Non-resident students who increase their program after payment is made will be billed for the additional units.
6. Non-resident students who reduce their program will have their fees refunded on a pro-rata basis according to the District's non-resident tuition refund policy.
7. El Camino College publishes in the Schedule of Classes and the College Catalog the availability of exemption from the student health fee, the availability of financial aid awards for enrollment, tuition and health fee assistance.

Reference:

Education Code (E.C.) Sections 70902(b)(9), 76300, 66025.3; Title 5, Section 51012; Chancellor's Student Fee Handbook (CSFH)

**2009-2010 Schedule of Fees**

<b>FEE TITLE</b>	<b>FEE</b>	<b>COMMENT</b>
1. Enrollment Fee	20.00	Per unit
2. Nonresident Tuition	190.00	Per unit
3. Audit Fee	15.00	Per unit
4. Instructional Material	TBD	-
5. Athletic Insurance	TBD	-
6. Non-District Physical Education Facilities	TBD	-
7. Cross Enrollment	10.00	Per Enrollment
8. Non-Credit Courses	TBD	-
9. Community Services Classes	Varies	Fees by class
10. Health Fee – Fall & Spring	17.00	Option
11. Health Fee - Intersession	TBD	
12. Parking Permit - Car	12.00	Per Semester
13. Student Representation	0.50	Per Semester
14. Transcript/Verification – Regular Request	5.00	Per Document
15. Transcript/Verification – Express Request	8.00	Per Document
16. Foreign Student Capital Outlay	31.00	Per unit
17. Foreign Student Application Processing	50.00	Per applicant
18. Credit By Examination	20.00	Per unit
19. International Student Medical Insurance Fee	360.00	Per Semester
20. Degree/Certificate Replacement Fee	15.00	Per Occurrence
21. Child Care	Flexible	Sliding Scale
22. LiveScan	TBD	

TBD – To Be Determined

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 2 BOARD POLICY FOR STUDENT SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Student Services

- Board Policy 2020 – Compton Community College District Student Trustee Policy; Administrative Regulation (AR 2021)



**Compton Community College District  
Board of Trustees Policies**

**BP 2020 Student Trustee**

**June 16, 2009**

Reference:

Education Code Sections 72023.5

One student currently enrolled at the El Camino College Compton Center and a resident of Compton Community College District shall be elected by the students to serve as Student Trustee. The term of office shall be one year commencing June 1<sup>st</sup>.

The Student Trustee shall be seated with the Board and shall be recognized as a member of the Board at meetings. The Student Trustee is entitled to make and second motions, participate in discussion of issues, and receive all materials presented to members of the Board except for closed session issues. The Student Trustee shall have the privilege to cast an advisory vote although the vote shall not be included in determining the vote required to carry any measure before the board.

Applicable Administrative Regulations:

AR 2021 Student Trustee



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

**AR 2021 Student Trustee**

**ISSUED: JUNE 8, 2009  
REVISED:**

The CEO/Provost directs that the following regulations apply to the Compton Community College District:

### 1. **Responsibilities of the Student Trustee**

- A. The Student Trustee shall represent the views and interest of El Camino College Compton Center students to the Board of Trustees.
- B. The Student Trustee shall make regular reports to the Associated Student Body and at other public forums held on behalf of students as it relates to the business from the Board of Trustees.
- C. The Student Trustee shall be responsible for attending regular scheduled and special meetings of the Board of Trustees.

### 2. **Privileges of the Student Trustee:** The Student Trustee shall have the following privileges:

- A. The privilege to make and second motions;
- B. The privilege to cast an advisory vote although the vote shall not be included in determining the vote required to carry any measure before the Board.
- C. The privilege to participate in Board trainings and conferences as it relates to the functions of the Board of Trustees.

### 3. **Qualifications**

- A. The Student Trustee shall be a resident of California at the time of nomination and throughout the term of service.
- B. The Student Trustee shall be enrolled in a minimum of nine (9) semester units at the El Camino College Compton Center at the time of nomination and shall maintain his or her enrollment in a minimum of nine (9) semester units throughout the term of service.
- C. The Student Trustee shall maintain a minimum 2.5 grade point average throughout the term of service.
- D. No student who has completed seventy (70) units of community college coursework shall be eligible to run for the Student Trustee position.
- E. No student who has served two terms as Student Trustee shall be eligible to run for a third term.

4. **Elections:** The election of the Student Trustee shall be in accordance with the procedures prescribed in the Associated Student Body Constitution.
5. **Term of Office:** The term of the Student Trustee is one year (June 1 through May 31).
6. **Disqualification from Office:** Automatic and immediate forfeiture of office, including all rights as privileges of office, will be required if the Student Trustee:
  - A. Does not maintain the requirements of office contained in Section 3, Qualifications, above.
  - B. Upon disqualification from office, the student must immediately return all District property provided to him/her while in office.
  - C. A Student Trustee who is disqualified from office may not run for a second term.
7. **Recall**
  - A. The Student Trustee shall be subject to a recall election if a petition filed with the CEO/Provost is signed by ten percent (10%) of the student's currently enrolled (spring or fall semesters only). Each signature on the petition must include the student identification number of the student signing the petition.
  - B. The written petition will be submitted to the Dean of Student Services for validation of signatures.
  - C. A recall election shall comply with the regulations set forth in the Associated Student Body Constitution governing general elections and shall contain the identification number of each who signs the petition.
  - D. Upon the validation of signatures, the CEO/Provost or designee shall order a recall election within ten (10) school days or as soon as practicable thereafter.
8. **Vacant Position:** If the Student Trustee becomes ineligible, is recalled, cannot continue to serve, or the position becomes vacant for any other reason, the Associated Student Body may require the position to be filled for the remainder of the existing term by either a special election or an application process.
  - A. If a special election is required, the Associated Student Body shall conduct the special election within ten (10) school days or as soon as practicable thereafter.
  - B. If an application process is required, the Associated Student Body shall solicit and review applications and forward its recommendation to the Board of Trustees.

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 3 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6150 – Designation of Authorized Signature

**Compton Community College District  
Board of Trustees Policies**

**BP 6150 Designation of Authorized Signatures**

**June 16, 2009**

Reference:

Education Code Sections 85232, 85233

Authority to sign order and other financial transactions on behalf of the Board is delegated to the following officers, or their successors, when their employment is approved by the Board of Trustees. This policy will be reauthorized at least once each year at the annual organizational meeting of the Board of Trustees. Signature authorization within the meaning of this policy includes electronic authorizations.

Peter J. Landsberger, Special Trustee  
Lawrence M. Cox, PhD, CEO/Provost  
Ronald Gerhard, Chief Business Officer  
Reuben James, Director of Fiscal Affairs  
Myeshia Armstrong, Manager of Accounting

The authorized signatures shall be filed with the Los Angeles County Office of Education

The CEO/Provost shall establish such regulations as are necessary detailing other signature authorizations to initiate order and other financial transactions.

Applicable Administrative Regulation:

AR 6151 Authorized Signatures

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 4 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6310 – Payroll

**Compton Community College District  
Board of Trustees Policies**

**BP 6310 Payroll**

**June 16, 2009**

Reference:

Education Code Sections 85260-85267  
87801-87834.5  
85230-85244  
88160-88168

All payroll processing shall be processed to employees for time worked as provided by law. The CEO/Provost shall establish regulations regarding time reporting procedures and payroll processing that ensure the District's payroll system is an accurate and timely report of employee attendance in terms of time worked and any absences taken.

The District's administrative rules, regulations, and procedures shall reflect the requirements of applicable law, Los Angeles County Office of Education payroll preparation requirements, and applicable collective bargaining agreements. The regulations shall include reasonable rules regarding work schedules, absence reporting, leave of absence processing, overtime requirements, and time reporting submission requirements.

Applicable Administrative Regulations:

AR 6311 Attendance and Time Reporting

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 5 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6320 – Investments



**Compton Community College District  
Board of Trustees Policies**

**BP 6320 Investments**

**June 16, 2009**

Reference:

Government Code Section 53600 et seq.

The CEO/Provost is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

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

Applicable Administrative Regulation:

AR 6321 Investment Instruments

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 6 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6340 – Contracts

**Compton Community College District  
Board of Trustees Policies**

**BP 6340 Contracts**

**June 16, 2009**

Reference:

Education Code Sections 81641, et seq.;  
Public Contracts Code Sections 20650, et. seq.

The Board delegates to the CEO/Provost the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are approved by the Board of Trustees.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the CEO/Provost concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the CEO/Provost is authorized to proceed with a contract.

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

Applicable Administrative Regulation:

AR 6341 Contracts

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 7 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6400 – Audits

**Compton Community College District  
Board of Trustees Policies**

**BP 6400 Audits**

**June 16, 2009**

Reference:

Education Code Sections 84040(b)

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

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

Applicable Administrative Regulation:

AR 6401 Audit Calendar

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 8 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6450 – Wireless or Cellular Telephone Use

**Compton Community College District  
Board of Trustees Policies**

**BP 6450 Wireless or Cellular Telephone Use**

**June 16, 2009**

References

Vehicle Code Sections 12810.3, 23123, and 23124;  
*Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)*

The CEO/Provost shall determine if it is in the best interests of the District to provide a cellular or wireless phone to employees at District expense.

The District shall require employees to keep records to distinguish between business and personal calls made on wireless or cellular telephones provided by the District. Cellular telephones provided by the district are classified by the Internal Revenue Service as “listed property” and may be included as employee wages, unless they are used exclusively for business purposes.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

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

Applicable Administrative Regulation:

AR 6451 Cellular Telephone Use

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**CEO**  
**Lawrence Cox, Ph.D., CEO/Provost**

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**CEO 9 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6500 – Real Property



**Compton Community College District  
Board of Trustees Policies**

**BP 6500 Real Property**

**June 16, 2009**

References

Education Code Sections 81300, et seq.

The CEO/Provost is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself. Real Property transactions shall be based on market value of the properties in all circumstances.

The CEO/Provost shall establish such regulations as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

Applicable Administrative Regulations:

AR 6501 Real Property Management

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**Agenda for the Compton Community College District Board of Trustees  
from  
CEO  
Lawrence Cox, Ph.D., CEO/Provost**

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**CEO10 BOARD POLICY FOR FISCAL SERVICES**

The following Board of Trustees Policy is being submitted for information for the area of Fiscal Services

- Board Policy 6520 – Fixed Asset Security and Accounting

**Compton Community College District  
Board of Trustees Policies**

**BP 6520 Fixed Asset Security and Accounting**

**June 16, 2009**

References

Education Code Section 81600, et seq.  
GASB 34/35

The CEO/Provost shall establish the regulations necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

In order to comply with governmental accounting standards, the CEO/Provost shall establish the regulations necessary to define threshold amounts, capitalization, depreciation, and inventory controls for fixed assets.

Applicable Administrative Regulations:

AR 6521 Fixed Asset Security  
AR 6522 Fixed Asset Accounting

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Ronald Gerhard, CBO**

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Consent Calendar

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Authorize Signature Resolution (LACOE)
- BSD 4 Resolution to Close District Bank Account
- BSD 5 Quarterly Financial Status Report – Form CCFS-311Q
- BSD 6 Resolution for Authorization for Temporary Transfers from the School Pools Fund Maintained by The Los Angeles County Treasurer - Cash Borrowing Between Funds – Fiscal Year 2009-2010
- BSD 7 Stale Dated Warrants
- BSD 8 Budget Augmentation/Transfers
- BSD 9 Tentative Budget 2009-2010

**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

**BSD1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR  
MAY 2009**

Run Date **Compton Community College District**  
6/1/2009 **BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date: 06/16/2009**

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

<b>P.O.</b>				
<b>Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 01 Unrestricted-Compton Ed Center</b>				
P0204311	Logan Telcom Wiring	Information Technology	Equipment	\$745.00
P0204312	World Computer	Information Technology	Equipment	\$933.83
P0204313	United States Postal	Copy Center	Postage	\$11,000.00
P0204314	College of the Desert	Athletics	Travel and Conference	\$216.67
P0204315	Simplex Grinnell	Operations	Repairs Noninstructional	\$2,176.54
P0204316	Simplex Grinnell	Operations	Repairs Noninstructional	\$366.40
P0204317	Simplex Grinnell	Operations	Repairs Noninstructional	\$13,439.40
P0204318	Simplex Grinnell	Operations	Repairs Noninstructional	\$2,679.10
P0204319	Cate-R-Us Services	Compton Auxiliary	Non-Instruct Supplies	\$2,698.48
P0204329	Horners Desert Trophy	Athletics	Non-Instruct Supplies	\$498.18
P0204373	Tigerdirect.Com	Information Technology	Equipment	\$1,587.34
P0204383	Gridworks	Nursing	Site Improvements	\$5,828.10
P0204385	Simplex Grinnell	Operations	Repairs Non-instructional	\$4,839.10
P0204395	Office Xpress	Nursing	Non-Instruct Supplies	\$1,445.06
P0204396	National Business	Nursing	Non-Instruct Supplies	\$3,767.45
P0204414	Melissa's Party	Compton Auxiliary	Non-Instruct Supplies	\$500.00
P0204415	ASAP Sign Company	Compton Auxiliary	Non-Instruct Supplies	\$211.09
P0204417	Ace Party Rents	Student Recruitment	Non-Instruct Supplies	\$495.60
P0204433	Linda G. Coleman	Rideshare	Rideshare Incentive	\$550.00
P0204434	ASAP Sign Company	Rideshare	Rideshare Incentive	\$298.39
P0204435	South Coast Air Quality	Rideshare	Rideshare Incentive	\$693.16
P0204441	Airgas West	Machine Tool	Instructional Supplies/Lottery	\$8,482.19
P0204459	Bev's Balloons,	Div Office-Student	Non-Instruct Supplies	\$1,048.29
P0204485	Bank of America	Board of Trustees	Travel and Conference	\$1,772.61
P0204507	Compton Community	Div Office-Student	PSA Contract Services	\$450.00
P0204508	Compton Community	Div Office-Student	PSA Contract Services	\$450.00
P0204525	SESAC Inc.	Music	License Fee/Site Licenses	\$319.46
P0204540	National Business	Library	Non-Instruct Supplies	\$1,417.96
P0204541	Lawrence Cox	Office of the CEO	Conferences Mgmt	\$36.71
P0204554	American Express	Athletics	Non-Instruct Supplies	\$700.00
P0204555	E.C.C.C.D. Bookstore	Learning Center	Instructional Supplies/Lottery	\$3,000.00
P0204556	Midwest Library	Library	Library Books	\$7,350.00

P0204559	Learning Express, LLC	Academic Affairs	License Fee/Site Licenses	\$5,350.00
P0204561	Compton Community	Operations	Repairs Non-instructional	\$697.64
P0204592	R B Ministries	Student Affairs	Non-Instruct Supplies	\$650.00
P0204593	JPD Copier Products	Academic Programs	Repairs - Instructional	\$350.00
P0204594	Academic Senate for	Academic Senate	Conferences Mgmt	\$365.00
P0204596	Bev's Balloons,	Rideshare	Rideshare Incentive	\$73.89
P0204597	Vavrinek, Trine, Day &	Board of Trustees	Contract Services	\$48,575.00

**Fund 01 Total: 39**

**\$136,057.64**

**Fund 10 Restricted-Compton Ed Center**

P0204310	Airline Tickets 4 Less	TRIO	Travel and Conference	\$479.70
P0204327	Follett Educational	TRIO - Upward Bound	Instructional Supplies/Lottery	\$445.02
P0204370	Airgas	VATEA I&T	Instructional Supplies/Lottery	\$5,364.93
P0204377	S & B Foods	TRIO - Upward Bound	Other Services and Expenses	\$286.78
P0204380	S & B Foods	CalWORKs	Non-Instruct Supplies	\$120.00
P0204382	FedEx Kinko's	Model Approaches to	Printing	\$184.96
P0204404	Tour Coach Charter &	TRIO - Upward Bound	Transportation	\$656.64
P0204412	Paul A. Quintero	TRIO	Travel and Conference	\$94.00
P0204413	Double Tree Hotel	TRIO	Indirect Costs	\$3,000.00
P0204416	CDW Computer	TTIP Library Automation	Contract Services	\$10,336.98
P0204419	NASF AA	BFAP Augmentation	Conferences Other	\$525.00
P0204437	April McLaughlin	Model Approaches to	PSA Contract Services	\$2,080.00
P0204438	Sandra Smith	Model Approaches to	PSA Contract Services	\$2,080.00
P0204439	Brenda Parks	Foster Care Ed	PSA Contract Services	\$400.00
P0204440	Donna M. Jones	Foster Care Ed	PSA Contract Services	\$1,000.00
P0204442	Belen A. Najera	TRIO - Upward Bound	PSA Contract Services	\$2,300.00
P0204444	SVM, lp	Foster Care Ed	Non-Instruct Supplies	\$1,010.95
P0204445	SVM, lp	Model Approaches to	Non-instructional Supplies	\$0.01
P0204446	SVM, lp	Model Approaches to	General Office Supplies	\$510.95
P0204455	L.A.C.M.T.A.	EOPS	Bus Passes and Food	\$20,000.00
P0204500	Island Advertising	EOPS	Non-Instruct Supplies	\$930.68
P0204501	Airline Tickets 4 Less	BFAP Augmentation	Conferences Other	\$269.70
P0204509	Jasmine Edwards	TRIO - Upward Bound	PSA Contract Services	\$2,300.00
P0204510	Anthony Hale	TRIO - Upward Bound	PSA Contract Services	\$2,300.00
P0204557	El Pollo Loco	Model Approaches to	Non-Instruct Supplies	\$198.79
P0204587	E.C.C.C.D. Bookstore	EOPS CARE	Student Stipends	\$5,248.85
P0204588	E.C.C.C.D. Bookstore	EOPS CARE	Student Stipends	\$8,517.71
P0204589	E.C.C.C.D. Bookstore	EOPS CARE	Student Stipends	\$7,131.70
P0204590	NASF AA	BFAP Augmentation	Dues and Memberships	\$766.00
P0204591	El Pollo Loco	Model Approaches to	Non-Instruct Supplies	\$198.79
P0204595	College of the Canyons	Career & Tech Ed	Conferences Other	\$100.00

**Fund 10 Total: 31**

**\$78,838.14**

**Fund 13 Compton Line of Credit**

P0204463	EB5C, LLC	Office of the CEO	Contract Services	\$10,545.00
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**Fund 13 Total: 1**

**\$10,545.00**

**Fund 30 Child Development Ctr - Compton**

P0204381	International Laser	CDC	General Office Supplies	\$547.14
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**Fund 30 Total: 1**

**\$547.14**

**Fund 45 Revenue Construct Bond - Compton**

P0204394	Daily Breeze, the	Program Support	Advertising-Bond Projects	\$600.00
P0204558	Raw International	Learning Resource	Architecture & Engineering	\$14,810.00

**Fund 45 Total: 2** **\$15,410.00**

**PO Funds Total: 74** **\$241,397.92**

**Fund 01 Unrestricted-Compton Ed Center**

B0211263	AT&T	Information Technology	Telephone	\$17,433.27
B0211266	Courtesy Cleaners	Theatre/Dance	Dry Cleaning	\$750.00
B0211273	TAJ Office & School	Student Recruitment	Non-Instruct Supplies	\$1,014.75
B0211276	Koff & Associates, Inc.	Human Resources	Contract Services	\$20,000.00
B0211277	A Q M D - Incentive	Rideshare	Rideshare Incentive	\$32,000.00
B0211284	ASAP Sign Company	Transfer Center	Printing	\$1,000.00
B0211285	TAJ Office & School	Transfer Center	General Office Supplies	\$400.00
B0211298	Clarus Corporation	Public Relations &	Other	\$12,500.00
B0211307	Stanley Convergent	Operations	Other Services And Expenses	\$80,000.00

**Fund 01 Total: 9** **\$165,098.02**

**Fund 10 Restricted-Compton Ed Center**

B0211274	TAJ Office & School	TRIO	General Office Supplies	\$3,900.00
B0211275	Paramount Trophy	TRIO	Indirect Costs	\$600.00
B0211278	SVM, Ip	TANF	Student Stipends	\$10,335.00
B0211279	Expressions to Wear	TANF	Non-Instruct Supplies	\$38,362.16
B0211286	Global	TRIO	General Office Supplies	\$3,100.00
B0211306	Office Xpress	TANF	General Office Supplies	\$11,000.00

**Fund 10 Total: 6** **\$67,297.16**

**Fund 45 Revenue Construct Bond - Compton**

B0211264	Bergman & Dacey	Learning Resource	Professional Services-Bond	\$163,000.00
B0211265	HMC Architecture	Master Planning	Architecture & Engineering	\$200,000.00

**Fund 45 Total: 2** **\$363,000.00**

**BPO Funds Total: 18** **\$625,395.18**

**Grand Total POs and BPOs: 92** **\$866,793.10**

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

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**BSD 2    AGREEMENTS/CONTRACTS**

1. Agreement with Pamela Edwards, Contractor to Provide a Series of Parenting Classes for Foster & Kinship Caregivers on an as needed basis
2. Agreement with Lee Gilbert, Contractor to Provide a Series of Parenting Classes for Foster & Kinship Caregivers on an as needed basis
3. Agreement with Sandra Smith, Contractor to Provide a Series of (PS MAPP) Parenting Classes for Prospective Resource Families on an as needed basis
4. Amendment to Agreement with Martin Ludlow, Approved July 1, 2008, to Increase the Total Amount of the Contract
5. Amended Ratification of Agreement with Trudy Meyer, Approved April 21, 2009, to Correct the Period of Performance from October 9, 2009 to October 9, 2008. Compensation Shall Remain the Same
6. Amended Ratification of Agreement with Inna Newbury, Approved April 21, 2009, to Correct the Period of Performance from October 10, 2009 to October 10, 2008. Compensation Shall Remain the Same
7. Agreement with Jeraldine Potras, Contractor to Develop Policies, Regulations, and Procedures for Administrative Services
8. Agreement with Los Angeles County Office of Education, Contractor to Provide the Compton Community College District with the Capability of Downloading Information from Use of Personal Computer Proprietary Software Products in Connection with LACOE's Human Resources (HRS) and PeopleSoft Financial System (PSFS).
9. Ratification of Agreement with Vavrinek, Trine, Day & Co., LLP, Contractor to Provide a Reconciliation of Fund 76 (Payroll Clearance Fund) activity for the period July 1, 2005 through December 31, 2008



**BSD 2      AGREEMENTS/CONTRACTS**

1. AGREEMENT WITH PAMELA EDWARDS, CONTRACTOR TO PROVIDE A SERIES OF PARENTING CLASSES FOR FOSTER & KINSHIP CAREGIVERS ON AN AS NEEDED BASIS

CONSULTANT: PAMELA EDWARDS  
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers on an as needed basis  
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM  
DATES: 06/17/09 – 06/30/09  
NTE: \$1,000.00 / \$50.00 for 4 hours per week

2. AGREEMENT WITH LEE GILBERT, CONTRACTOR TO PROVIDE A SERIES OF PARENTING CLASSES FOR FOSTER & KINSHIP CAREGIVERS ON AN AS NEEDED BASIS

CONSULTANT: LEE GILBERT  
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers on an as needed basis  
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM  
DATES: 06/17/09 – 06/30/09  
NTE: \$600.00 / \$50.00 for 4 hours per day

3. AGREEMENT WITH SANDRA SMITH, CONTRACTOR TO PROVIDE A SERIES OF PARENTING CLASSES FOR FOSTER & KINSHIP CAREGIVERS ON AN AS NEEDED BASIS

CONSULTANT: SANDRA SMITH  
SERVICES: To provide a series of parenting classes for Foster & Kinship Caregivers on an as needed basis  
REQUESTING DEPT: FOSTER CARE/KINSHIP PROGRAM  
DATES: 06/01/09 – 09/30/09  
NTE: \$1,000.00 / \$50.00 for 4 hours weekly

4. AMENDMENT TO AGREEMENT WITH MARTIN LUDLOW, APPROVED JULY 1, 2008, TO INCREASE THE TOTAL AMOUNT OF THE CONTRACT

CONSULTANT: MARTIN LUDLOW  
SERVICES: To develop an appropriate set of messages and themes for use by the District's Governing Board, Special Trustee and Chief Executive Officer. The consultant shall also provide the Special Trustee and Chief Executive Officer with advice on the development and implementation of a Strategic Plan for Community Outreach and Resource Development  
REQUESTING DEPT: OFFICE OF THE CEO  
DATES: 07/01/08 – 06/30/09  
NTE: \$57,000.00

5. AMENDED RATIFICATION OF AGREEMENT WITH TRUDY MEYER, APPROVED APRIL 21, 2009, TO CORRECT THE PERIOD OF PERFORMANCE FROM 2009 TO 2008. COMPENSATION SHALL REMAIN THE SAME

CONSULTANT: TRUDY MEYER  
SERVICES: To provide a one day Basic Skills Workshop  
REQUESTING DEPT: ACADEMIC AFFAIRS  
DATES: 10/09/08 – 10/09/08  
NTE: \$300.00

6. AMENDED RATIFICATION OF AGREEMENT WITH INNA NEWBURY, APPROVED APRIL 21, 2009, TO CORRECT THE PERIOD OF PERFORMANCE FROM 2009 TO 2008. COMPENSATION SHALL REMAIN THE SAME

CONSULTANT: INNA NEWBURY  
SERVICES: To provide a one day Basic Skills Workshop  
REQUESTING DEPT: ACADEMIC AFFAIRS  
DATES: 10/10/08 – 10/10/08  
NTE: \$300.00

7. AGREEMENT WITH JERALDINE POTRAS, CONTRACTOR TO DEVELOPING POLICIES, REGULATIONS, AND PROCEDURES FOR ADMINISTRATIVE SERVICES

CONSULTANT: JERALDINE POTRAS  
SERVICES: To develop policies, regulations, and procedures for Administrative Services  
REQUESTING DEPT: BUSINESS SERVICES  
DATES: 07/01/09 – 06/30/10  
NTE: \$61,440.00/\$64.00 per hour

8. AGREEMENT WITH LOS ANGELES COUNTY OFFICE OF EDUCATION, CONTRACTOR TO PROVIDE THE COMPTON COMMUNITY COLLEGE DISTRICT WITH THE CAPABILITY OF DOWNLOADING INFORMATION FROM USE OF PERSONAL COMPUTER PROPRIETARY SOFTWARE PRODUCTS IN CONNECTION WITH LACOE'S HUMAN RESOURCES (HRS) AND PEOPLESOFT FINANCIAL SYSTEM (PSFS).

CONSULTANT: LOS ANGELES COUNTY OFFICE OF EDUCATION  
SERVICES: To provide the Compton Community College District with the capability of downloading information from use of personal computer proprietary software products in connection with LACOE's Human Resources (HRS) and PeopleSoft Financial System (PSFS).  
REQUESTING DEPT: BUSINESS SERVICES  
DATES: 07/01/09 – 06/30/10  
NTE: \$1,684.00 per month

9. RATIFICATION OF AGREEMENT WITH VAVRINEK, TRINE, DAY & CO., LLP,  
CONTRACTOR TO PROVIDE A RECONCILIATION OF FUND 76 (PAYROLL  
CLEARANCE FUND) ACTIVITY FOR THE PERIOD JULY 1, 2005 THROUGH  
DECEMBER 31, 2008

CONSULTANT: VAVRINEK, TRINE, DAY & CO., LLP  
SERVICES: To provide a reconciliation of Fund 76 (Payroll Clearance Fund) activity  
for the period July 1, 2005 through December 31, 2008  
REQUESTING DEPT: BUSINESS SERVICES  
DATES: 04/22/09 – 07/31/09  
NTE: \$12,900.00

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

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**BSD 3 AUTHORIZE SIGNATURE RESOLUTION (LACOE)**

ISSUE

The purpose of this item is to authorize a revised Signature Resolution for the period of June 1, 2009 to June 30, 2010.

BACKGROUND

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

RECOMMENDATION

It is recommended that the Special Trustee approve the District's Certification of Signatures form for the period of June 1, 2009 to June 30, 2010.

**Compton Community College District**  
SCHOOL DISTRICT

**CERTIFICATION OF SIGNATURES**

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

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

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

These approved signatures are valid for the period of: June 1, 2009 to June 30, 2010  
In accordance with governing board approval dated June 16, 20 09.

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

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

**Column 1**

Signatures of Members of the Governing Board

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

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

**Column 2**

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

SIGNATURE
TYPED NAME
Lawrence Cox, PhD
TITLE Provost/CEO
SIGNATURE
TYPED NAME
Ronald Gerhard
TITLE Chief Business Officer
SIGNATURE
TYPED NAME
Reuben James, III
TITLE Director of Fiscal Affairs
SIGNATURE
TYPED NAME
Myeshia Armstrong
TITLE Manager of Accounting
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

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

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

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Ronald Gerhard, CBO**

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**BSD 4 RESOLUTION TO CLOSE DISTRICT BANK ACCOUNT**

ISSUE

The purpose of this item is to close an unused District Perkins Loan bank account.

BACKGROUND

The account is inactive and needs to be closed per our External Auditors. The current signers on the account are no longer employed by the district.

RECOMMENDATION

It is recommended that the Special Trustee approve the closure of District's City National Bank Perkins Loan account, effective June 16, 2009.

**BOARD OF TRUSTEES RESOLUTION  
TO CLOSE BANK ACCOUNT FOR  
CITY NATIONAL BANK**

RESOLUTION NO.: 08-09/061609

WHEREAS, Mr. Ronald Gerhard, Chief Business Officer has determined that no operations are being carried out in City National Bank account. The balance in the account is \$2599.98;

WHEREAS, that the Chief Business Officer, Ronald Gerhard, be authorized and directed to close the District's City National Bank Perkins Loan account for the Compton Community College District with City National Bank, in the City of Torrance, California;

RESOLVED to authorize Mr. Gerhard, to take such action as is necessary including providing of a certified copy of the resolution, and to authorize City National Bank to act upon this request for the withdrawal;

The undersigned, Dr. Peter Landsberger, certifies that he/she is the duly elected Secretary of the Compton Community College District, and that the above is a true and correct copy of the resolution that was duly adopted at the June 16, 2009, Board Meeting, which was held in accordance with State law.

ADOPTED on 16<sup>th</sup> day of June, 2009.

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Peter J. Landsberger, Special Trustee

ATTEST:

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Lawrence M. Cox, PhD, Provost/CEO

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

---

**BSD 5 QUARTERLY FINANCIAL STATUS REPORT – FORM CCFS – 311Q.**

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

DESCRIPTION: Fiscal Year 2008-2009 Third Quarter – Financial and Budget Report (CCFS-311Q)



CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q  
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

District: (710) COMPTON

Your Quarterly Data is Certified for this quarter.

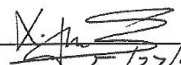
Chief Business Officer

CBO Name: Ron Gerhard

CBO Phone: 310-900-1600

CBO Signature:   
Date Signed: 5/15/09

Chief Executive Officer Name: Dr. Lawrence Cox

CEO Signature:   
Date Signed: 5/27/09

Electronic Cert Date: 05/15/2009

District Contact Person

Name: Myeshia Armstrong

Title: Accounting Manager

Telephone: 310-900-1600

Fax: 310-900-1691

E-Mail: myarmstrong@elcamino.edu

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atallg (916)327-5772 [catallg@ccccc.edu](mailto:catallg@ccccc.edu) or Glen Campora (916)323-6899 [gcampora@ccccc.edu](mailto:gcampora@ccccc.edu)  
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<https://misweb.cccco.edu/cc311Q/certify.aspx>

5/15/2009

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q  
ENTER OR EDIT CURRENT DATA

Record Updated

CHANGE THE PERIOD

Fiscal Year: 2008-2009

Quarter Ended: (Q3) Mar 31, 2009

District: (710) COMPTON

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>Closed for edits after May 15, 2009</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	24,746,144	24,746,144	18,518,368	27,661,925
A.2	Other Financing Sources (Object 8900)	5,000,000	5,000,000	0	1,195,033
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	29,746,144	29,746,144	18,518,368	28,856,958
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,764,865	27,812,465	18,985,987	28,400,647
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	824,315	824,315	131,006	243,311
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	28,589,180	28,636,780	19,116,993	28,643,958
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	1,156,964	1,109,364	-598,625	213,000
D.	<b>Fund Balance, Beginning</b>	653,461	653,461	653,461	653,461
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	653,461	653,461	653,461	653,461
E.	<b>Fund Balance, Ending (C. + D.2)</b>	1,810,425	1,762,825	54,836	866,461
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.3%	6.2%	0.3%	3%

SAVE EDITS

**II. Annualized Attendance FTES:**

--	--	--	--	--	--

<https://misweb.cccco.edu/cc311Q/edit.aspx>

5/15/2009

G.1	Annualized FTES (excluding apprentice and non-resident)				5,015
-----	---	--	--	--	-------

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

		Amount as of the Specified Quarter Ended
H.1	Cash, excluding borrowed funds	5,515,946
H.2	Cash, borrowed funds only	2,504,324
H.3	Total Cash (H.1+ H.2)	8,020,270

IV. Has the district settled any employee contracts during this quarter?  Yes  No

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

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

SAVE EDITS

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

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes  No

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

[Empty text box for explanation]

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  Yes  No  
Next year?  Yes  No

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

[Empty text box for explanation]

2000 Characters Remaining

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atallig (916)327-5772 catalig@ccccc.edu or Glen Campora (916)323-6899 gcampora@ccccc.edu  
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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

---

**BSD 6 RESOLUTION FOR AUTHORIZATION FOR TEMPORARY TRANSFERS  
FROM THE SCHOOL POOLS FUND MAINTAINED BY THE LOS ANGELES  
COUNTY TREASURER - CASH BORROWING BETWEEN FUNDS – FISCAL  
YEAR 2009-2010**

It is recommended that the Special Trustee approve the Resolution for Authorization for Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer - Cash Borrowing Between Funds for Fiscal Year 2009-2010.

**BSD 6**

**CASH BORROWING RESOLUTION  
RESOLUTION NO.: 08-09/061609B**

**Temporary Transfers from the School Pools Fund Maintained by the  
Los Angeles County Treasurer**

**Compton Community College District**

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer (Treasurer), and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$3,000,000.00.
2. For Fiscal Year: 2009-20010
3. Shall not exceed 85 percent of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be replaced from revenues accruing to the district before any other obligation of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Compton Community College School District hereby requests the Treasurer to make temporary transfers of funds.

Certification of the Clerk of the Governing Board

The agenda with this item for action was posted as required by law.

This resolution was adopted by the governing board on Tuesday, June 16, 2009.

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Dr. Peter Landsberger, Special Trustee

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

---

**BSD 7 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>WARRANT(S) #</u>	<u>AMOUNT</u>
16212039	\$ 100.00
16212040	\$ 6,320.00
16181684	\$ 233.83
16248333	\$ 193.83
W8926053	\$ 381.49
W8865219	\$ 1,001.07

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ron Gerhard, CBO**

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**BSD 8 BUDGET AUGMENTATION/TRANSFERS**

- I. It is requested that the Special Trustee approve Budget Augmentations to increase the budget in the General Fund to account for unbudgeted revenues and expenditures in regards to On My Way 2 Compton Bus Pass, Foster & Kinship Care, and DSPS/SRC programs.
- II. It is requested that the Special Trustee approve Budget Transfers required by administration to effect changes to the program budgets. The adjustments do not adversely affect the total District budget. It is also requested that the administrator so designated be authorized to complete the transfer document(s).
- III. Ratification of Budget Transfers.

**I.**

- (a) Budget Augmentation in Unrestricted General Fund 01 for On My Way 2 Compton Bus Pass Program in the amount of \$34,783 as listed:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8800	Local Revenue	\$ 34,783

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 34,783

- (b) Budget Augmentation in Restricted General Fund 10 for Foster & Kinship Care Program in the amount of \$3,978 as listed:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8600	State Revenue	\$ 3,978

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 2,600
6000	Capital Outlay	<u>\$ 1,378</u>
		\$ 3,978



- (c) Budget Augmentation in Restricted General Fund 10 for DSPS/SRC in the amount of \$6,705 as listed:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8600	State Revenue	\$ 6,705

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Expenses and Services	\$ 6,705

II.

- (a) Budget Transfers in the Unrestricted General Fund 01 for Athletics in the amount of \$1,190 as listed:

From: Classified and Other Nonacademic Salaries

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2000	Classified and Other Nonacademic Salaries	\$ 1,190

To: Supplies and Materials, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 300
5000	Other Operating Expenses and Services	\$ 890
		\$ 1,190

- (b) Budget Transfer in the Restricted General Fund 10 for the TTIP Program in the amount of \$18,882 as listed:

From: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 29,382

To: Capital Outlay

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6000	Capital Outlay	\$ 29,382

- (c) Budget Transfers in the Unrestricted General Fund 01 for DSPS/SRC program in the amount of \$30,012 as listed:

From: Classified and Other Nonacademic Salaries, Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2000	Classified and Other Nonacademic Salaries	\$ 30,000
4000	Supplies and Materials	\$ <u>12</u>
		\$ 30,012

To: Academic Salaries, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 30,000
5000	Other Operating Expenses and Services	\$ <u>12</u>
		\$ 30,012

- (d) Budget Transfer in the Construction Bond Fund 45 for the LRC project in the amount of \$30,000 as listed:

From: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 30,000

To: Capital Outlay

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6000	Capital Outlay	\$ 30,000

- (e) Budget Transfer in the Unrestricted General Fund 01 for the Academic Program Office/Library in the amount of \$43,000 as listed:

From: Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 43,000

To: Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 43,000

### III.

- (a) Budget Transfer in the Unrestricted General Fund 01 for Student Services in the amount of \$27,457 as listed:

From: Classified and Other Nonacademic Salaries, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2000	Classified and Other Nonacademic Salaries	\$ 27,000
5000	Other Operating Expenses and Services	<u>\$ 457</u>
		\$ 27,457

To: Academic Salaries, Supplies and Materials

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 12,457
4000	Supplies and Materials	<u>\$ 15,000</u>
		\$ 27,457

- (b) Budget Transfer in the Restricted General Fund 10 for VTEA/CTE in the amount of \$2,686 as listed:

From: Academic Salaries, Benefits

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 632
3000	Benefits	<u>\$ 2,054</u>
		\$ 2,686

To: Supplies and Materials, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 500
5000	Other Operating Expenses and Services	<u>\$ 2,186</u>
		\$ 2,686

- (c) Budget Transfer in the Restricted General Fund 10 for EOP&S in the amount of \$4,176 as listed:

From: Supplies and Materials, Other Operating Expenses and Services

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4000	Supplies and Materials	\$ 854
5000	Other Operating Expenses and Services	<u>\$ 3,322</u>
		\$ 4,176

To: Other Outgo

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
7000	Other Outgo	\$ 4,176

- (d) Budget Transfer in the Unrestricted General Fund 01 for Special Trustee department in the amount of \$265,485 as listed:

From: Other Operating Expenses and Services, Capital Outlay

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5000	Other Operating Expenses and Services	\$ 257,956
6000	Capital Outlay	<u>\$ 7,529</u>
		\$ 265,485

To: Other Outgo

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
7000	Other Outgo	\$ 265,485

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Ronald Gerhard, CBO**

---

**BSD 9    TENTATIVE BUDGET 2009-2010**

The purpose of this item is to request approval of the Tentative Budget for the 2009-2010 fiscal year.

The General Fund (Unrestricted and Restricted all funds) is to account for activities related to the general purposes of district operations and support of its educational program. The Special Trustee has discretionary authority to designate this fund for specific purposes or to re-designate these funds for other purposes.

**TENTATIVE BUDGET  
ALL FUNDS  
2009-2010**

FUND	General Unrestricted (01)	General Restricted (10)	General Line of Credit (13)	Student Financial Aid (70)	Workers Comp. (60)	Child Development (30)	Capital Outlay Projects (40)	General Obligation Bond (45)	Total
Beginning Balance	2,236,068	728,959	7,261,391	0	1,517	249,208	1,370,564	1,026,839	12,874,546
<b>Revenue</b>									
Federal	0	1,351,379	0	4,500,000	0	45,000	0	0	5,896,379
State	23,271,637	4,025,133	75,000	140,000	0	757,500	100,000	0	28,369,270
Local	5,019,133	559,352	0	0	0	0	100,000	15,150,000	20,828,485
Interfund Transfers	0	100,000	0	0	510,000	0	0	0	610,000
<b>Total Revenue</b>	<b>28,290,770</b>	<b>6,035,864</b>	<b>75,000</b>	<b>4,640,000</b>	<b>510,000</b>	<b>802,500</b>	<b>200,000</b>	<b>15,150,000</b>	<b>55,704,134</b>
<b>Total Available</b>	<b>30,526,838</b>	<b>6,764,823</b>	<b>7,336,391</b>	<b>4,640,000</b>	<b>511,517</b>	<b>1,051,708</b>	<b>1,570,564</b>	<b>16,176,839</b>	<b>68,578,680</b>
<b>Appropriations</b>									
Academic Salaries	11,109,810	1,006,771	0	0	0	55,000	0	0	12,171,581
Classified Salaries	5,589,383	1,833,646	0	0	0	425,000	0	0	7,848,029
Staff Benefits	4,487,352	593,904	0	0	0	188,490	0	0	5,239,746
Supplies/Books	385,864	343,165	0	0	0	26,000	0	0	755,029
Other Operating Expenses	4,145,090	966,909	0	0	500,000	3,000	5,000	168,839	5,788,838
Capital Outlay	139,815	234,814	0	0	0	0	195,000	16,008,000	16,577,629
Other Outgo	1,800,000	999,936	0	4,640,000	0	1,000	0	0	7,440,936
<b>Total Appropriations</b>	<b>27,667,314</b>	<b>5,979,145</b>	<b>0</b>	<b>4,640,000</b>	<b>500,000</b>	<b>668,490</b>	<b>200,000</b>	<b>16,176,839</b>	<b>55,821,788</b>
Reserve for Contingencies	1,400,000	785,678	7,336,391	0	11,517	383,219	1,370,564	0	11,287,369
General Reserve	1,469,524	0	0	0	0	0	0	0	1,469,524
<b>Total Appropriations/Reserves</b>	<b>30,526,838</b>	<b>6,764,823</b>	<b>7,336,391</b>	<b>4,640,000</b>	<b>511,517</b>	<b>1,051,708</b>	<b>1,570,564</b>	<b>16,176,839</b>	<b>68,578,680</b>

EL CAMINO COLLEGE - COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - REVENUE

Account Number	Description	2009-2010 Tentative
BEGINNING BALANCE JULY 1		2,236,068
ADJUSTMENT		
ADJUSTED BEGINNING BALANCE JULY 1		<u>2,236,068</u>
 <u>REVENUE</u>		
<u>STATE REVENUE</u>		
8606	Part-Time Faculty Apportionment	143,852
8610	Principal Apportionment	22,457,888
8614	Enrollment Fee Administration	14,697
8680	Lottery Funds	<u>655,200</u>
Total State Revenue		23,271,637
 <u>LOCAL REVENUE</u>		
8811-13	Property Taxes	3,592,778
8850	Rentals and Leases	135,000
8860	Interest and Investment Income	90,000
8874	Student Enrollment Fees	531,355
8878	Transcript Fees	5,000
8880	Non-Resident Tuition	120,000
8885	Non-Resident Tuition-Foreign	375,000
8890	Other Local Revenue	<u>170,000</u>
Total Local Revenue		5,019,133
 <u>INCOMING TRANSFERS</u>		
8980	Transfer in from LOC Special Reserve	<u>0</u>
Total Incoming Transfers		0
TOTAL REVENUE - ALL SOURCES		<u>28,290,770</u>
TOTAL BEGINNING BALANCE AND REVENUE		<u><u>30,526,838</u></u>

EL CAMINO COLLEGE - COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2009-2010 Tentative
<u>ACADEMIC SALARIES</u>		
1100	Regular Schedule, Teaching	5,629,990
1200	Regular Schedule, Non-Teaching	2,394,480
1300	Other Schedule, Teaching	2,891,276
1400	Other Schedule, Non-Teaching	194,064
Total Academic Salaries		11,109,810
<u>CLASSIFIED SALARIES</u>		
2100	Full Time	4,549,948
2200	Instructional Aides, Full time	430,192
2300	Student Help, Hourly and Overtime	609,243
Total Classified Salaries		5,589,383
<u>STAFF BENEFITS</u>		
3100	State Teachers' Retirement	837,324
3200	Public Employees' Retirement	472,478
3300	Social Security - OASDI, Medicare	526,073
3400	Health and Welfare - Medical	1,643,944
3500	Unemployment Insurance	46,086
3600	Workers' Compensation Insurance	452,158
3900	Retiree Benefits	509,289
Total Staff Benefits		4,487,352
<u>BOOKS, SUPPLIES AND MATERIALS</u>		
4300	Instructional Supplies	118,687
4400	Other Instructional Supplies	33,765
4500	Non-Instructional Supplies	194,412
4600	Gasoline	39,000
Total Books, Supplies and Materials		385,864
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>		
5100	Contract for Personal Services	1,165,044
5200	Travel, Conference and In-Service Training	136,803
5300	Dues and Memberships	32,264
5400	Insurance	549,339
5500	Utilities and Housekeeping Services	1,032,163
5600	Contracts, Rentals, and Repairs	607,689
5700	Legal, Elections, and Audit Expense	200,000
5800	Other Services, Postage, Advertising	290,385
5900	Miscellaneous	131,403
Total Contract Services and Operating Expenses		4,145,090



EL CAMINO COLLEGE - COMPTON CENTER  
 2009-2010 TENTATIVE BUDGET  
 GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2009-2010 Tentative
	<u>CAPITAL OUTLAY</u>	
6100	Site Improvements	6,000
6200	Construction	19,500
6300	Library Books	40,786
6410	Equipment	<u>73,529</u>
Total Capital Outlay		139,815
	<u>OTHER OUTGO</u>	
7100	Debt Retirement	1,500,000
7300	Interfund Transfer (District Match for Inst. Equip.)	100,000
7300	Interfund Transfer (District Match for Sch. Maint)	100,000
7900	Reserve for Contingencies - GASB 45	<u>100,000</u>
Total Other Outgo		1,800,000
TOTAL EXPENDITURES / APPROPRIATIONS		27,657,314
TOTAL ENDING BALANCE / RESERVES		<u>2,869,524</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u><u>30,526,838</u></u>

EL CAMINO COLLEGE - COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
GENERAL FUND RESTRICTED - REVENUE

Account Number	Description	2009-2010 Tentative
	BEGINNING BALANCE JULY 1	728,959
<b>REVENUE</b>		
<b>FEDERAL REVENUE</b>		
8120	Federal Work Study	135,000
8120	Student Support Services (TRIO)	350,000
8120	Upward Bound	392,386
8120	Upward Bound Math/Science	229,603
8120	Title V (Drew)	
8140	TANF	119,743
8170	VTEA (1102)	124,647
Total Federal Revenue		1,351,379
<b>STATE REVENUE</b>		
8620	Basic Skills	100,000
8620	Board Financial Assists Program Admin. Allowance	195,949
8620	Extended Opportunity Program & Services	1,205,530
8620	Extended Opportunity Program & Services CARE	709,014
8620	Disabled Student Program Services	240,373
8620	CalWorks	726,191
8620	Matriculation - Credit	320,786
8620	Faculty & Staff Diversity AB1725	9,504
8620	Telecommunications Tech Infrastructure Prog (TTIP)	36,036
8620	Instructional Equipment/Library Materials	100,000
8620	Nursing Education	377,750
8620	Transfer and Articulation	4,000
Total State Revenue		4,025,133
<b>LOCAL REVENUE</b>		
8820	DPSS	136,000
8820	Model Approaches for Partnerships in Parenting	40,500
8820	Foster Care	141,000
8820	First Year Experience	40,000
8820	DHS Mentoring	120,000
8840	Auxiliary Services	53,852
8860	Interest	25,000
8881	Parking Services Fees	3,000
8890	Other Local Revenues	
Total Local Revenue		559,352
<b>INCOMING TRANSFERS</b>		
8980	District Match for Lib Mat/Instr Equip (from Fund 01)	100,000
Total Incoming Transfers		100,000
TOTAL REVENUE - ALL SOURCES		6,035,864
TOTAL BEGINNING BALANCE AND REVENUE		6,764,823

EL CAMINO COLLEGE - COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
GENERAL FUND RESTRICTED - EXPENDITURES

Account Number	Description	2009-2010 Tentative
<u>ACADEMIC SALARIES</u>		
1200	Regular Schedule, Non-Teaching	396,841
1300	Part time, Teaching	262,555
1400	Part time, Non-Teaching	<u>347,375</u>
Total Academic Salaries		1,006,771
<u>CLASSIFIED SALARIES</u>		
2100	Full Time	1,075,284
2200	Instructional Aides, Full Time	78,000
2300	Student Help, Hourly and Overtime	<u>680,362</u>
Total Classified Salaries		1,833,646
<u>STAFF BENEFITS</u>		
3100	State Teachers' Retirement	96,251
3200	Public Employees' Retirement System	86,969
3300	Social Security - OASDI & Medicare	81,450
3400	Health and Welfare	106,319
3500	Unemployment Insurance	9,782
3600	Workers' Compensation Insurance	48,592
3800	Employee Benefits	<u>164,541</u>
Total Staff Benefits		593,904
<u>BOOKS, SUPPLIES AND MATERIALS</u>		
4100	Books	62,420
4300	Instructional Supplies	152,524
4400	Other Instructional Supplies	500
4500	Non-Instructional Supplies	<u>127,721</u>
Total Books, Supplies, and Materials		343,165
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>		
5100	Personal Services/Indirect Costs	282,418
5200	Travel, Conference & In-Service Training	82,118
5300	Dues and Memberships	1,800
5600	Contracts, Rentals, and Repairs	30,861
5800	Other Services, Postage, Advertising	562,912
5900	Repro Services	<u>7,000</u>
Total Contracts Services and Operating Expenses		966,909
<u>CAPITAL OUTLAY</u>		
6100	Sites and Improvements	
6300	Library Books	
6410	Equipment	<u>234,814</u>
Total Capital Outlay		234,814
<u>OTHER OUTGO</u>		
7600	Other Payments to/for Students	<u>999,936</u>
Total Other Outgo		999,936
TOTAL EXPENDITURES / APPROPRIATIONS		<u>5,979,145</u>
NET ENDING BALANCE / RESERVES		<u>785,678</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u>6,764,823</u>

EL CAMINO COLLEGE- COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
STUDENT FINANCIAL AID FUND

Account Number	Description	2009-2010 Tentative
BEGINNING BALANCE JULY 1		0
<u>REVENUE</u>		
<u>FEDERAL REVENUE</u>		
8150	Student Financial Aid	<u>4,500,000</u>
Total Federal Revenue		4,500,000
<u>STATE REVENUE</u>		
8650	Cal Grants	<u>140,000</u>
Total State Revenue		140,000
<u>INCOMING TRANSFERS</u>		
8980	Transfer in from LOC Special Reserve	<u>0</u>
Total Incoming Transfers		0
TOTAL REVENUE - ALL SOURCES		<u>4,640,000</u>
TOTAL BEGINNING BALANCE AND REVENUE		<u>4,640,000</u>
<u>EXPENDITURES / APPROPRIATIONS</u>		
<u>OTHER OUTGO</u>		
7500	Student Financial Aid	4,500,000
7530	Cal Grants	<u>140,000</u>
Total Other Outgo		4,640,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>4,640,000</u>
TOTAL ENDING BALANCE / RESERVES		<u>0</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u>4,640,000</u>

EL CAMINO COLLEGE - COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
WORKERS' COMPENSATION FUND

Account Number	Description	2009-2010 Tentative
	BEGINNING BALANCE JULY 1	1,517
	Adjustments	
	NET BEGINNING BALANCE JULY 1	1,517
<u>REVENUE</u>		
<u>LOCAL REVENUE</u>		
8860	Interest Income	
8890	Other Local Revenues	
Total Local Revenue		0
<u>INCOMING TRANSFERS</u>		
8980	Interfund Transfer from General Fund	510,000
Total Incoming Transfers		510,000
TOTAL REVENUE - ALL SOURCES		510,000
TOTAL BEGINNING BALANCE AND REVENUE		511,517
<u>EXPENDITURES / APPROPRIATIONS</u>		
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>		
5400	Insurance	500,000
5430	Liability	0
5454	Disability Insurance	0
5455	Insurance Deductible	0
5730	Self insurance Legal Fees	0
5730	Legal Fees	0
Total Contract Services and Operating Expenses		500,000
<u>CAPITAL OUTLAY</u>		
6420	New Equipment	
Total Capital Outlay		0
<u>OTHER OUTGO</u>		
7900	Reserve for Future Claims	0
Total Other Outgo		0
TOTAL EXPENDITURES / APPROPRIATIONS		500,000
NET ENDING BALANCE / RESERVES		11,517
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		511,517

EL CAMINO COLLEGE - COMPTON CENTER  
 2009-2010 TENTATIVE BUDGET  
 CHILD DEVELOPMENT FUND - REVENUE  
 COMBINED (30)

Account Number	Description	2009-2010 Tentative
BEGINNING BALANCE JULY 1		249,208
<u>REVENUE</u>		
<u>FEDERAL REVENUE</u>		
8199	Child Development Food Program	45,000
Total Federal Revenue		45,000
<u>STATE REVENUE</u>		
8621	State Revenue	700,000
8650	Reimbursable Categorical	12,500
8660	Interest	30,000
8699	Miscellaneous	15,000
Total State Revenue		757,500
<u>INCOMING TRANSFERS</u>		
8980	Transfer from General Fund	0
Total Incoming Transfers		0
TOTAL REVENUE - ALL SOURCES		802,500
TOTAL BEGINNING BALANCE AND REVENUE		1,051,708

EL CAMINO COLLEGE - COMPTON CENTER  
2009-2010 TENTATIVE BUDGET  
CAPITAL OUTLAY PROJECTS FUND

Account Number	Description	2009-2010 Tentative
BEGINNING BALANCE JULY 1		1,370,564
ADJUSTMENTS		
ADJUSTED BEGINNING BALANCE JULY 1		1,370,564
<b>REVENUE</b>		
<b>STATE REVENUE</b>		
8650	Scheduled Maintenance Program	100,000
Total State Revenue		100,000
<b>LOCAL INCOME</b>		
8860	Interest	
8980	Interfund Transfer-General Unrestricted District Match	100,000
Total Local Income		100,000
TOTAL REVENUE - ALL SOURCES		200,000
TOTAL BEGINNING BALANCE AND REVENUE		1,570,564
<b>EXPENDITURES/APPROPRIATIONS</b>		
<b>CONTRACT SERVICES AND OPERATING EXPENSES</b>		
5130	Contract Services	5,000
5660	Repairs	
Total Contract Services and Operating Expenses		5,000
<b>CAPITAL OUTLAY</b>		
6120	Site Improvement	0
6200	Buildings	135,000
6400	New Equipment	60,000
Total Capital Outlay		195,000
TOTAL EXPENDITURES / APPROPRIATIONS		200,000
TOTAL ENDING BALANCE / RESERVES		1,370,564
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		1,570,564

**Assumptions:**

- 1) 5200 FTES
- 2) 08/09 funding level for state categorical programs
- 3) Lottery \$126 per FTES
- 4) Taxes based on 07/08 actuals



	General Fund Unrestricted 08-09		Categorical Funds 08-09		Combined 08-09	
<b>Instruction</b>						
Harmon	5,014,913					
Dever	5,581,112					
Murray	1,898,620					
Morris	<u>1,357,484</u>					
	13,852,129	49.43%	1,715,426	29.30%	15,567,555	45.95%
<b>Student Services</b>						
Curry	3,622,487	12.93%	4,138,586	70.70%	7,761,073	22.91%
<b>Maintenance and Operations</b>						
Kirk-Carter	3,095,386	11.05%			3,095,386	9.14%
<b>Information and Technology</b>						
Ramos	961,977	3.43%			961,977	2.84%
<b>Police</b>						
Box	1,117,385	3.99%			1,117,385	3.30%
<b>Administrative Services</b>						
Gerhard	1,587,668	5.67%			1,587,668	4.69%
<b>Human Resources</b>						
Sasser	1,447,088	5.16%			1,447,088	4.27%
<b>Provost</b>						
Cox	633,276	2.26%			633,276	1.87%
<b>Special Trustee</b>						
Landsberger	<u>1,704,347</u>	6.08%			<u>1,704,347</u>	5.03%
	28,021,743	100.00%	5,854,012	100.00%	33,875,755	100.00%

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

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**Consent Calendar**

- HRD1.** Management Team Personnel Action
- HRD2.** Memorandum of Understanding
- HRD3.** Academic Employment and Personnel Changes
- HRD4.** Classified Employees
- HRD5.** Temporary Non-Classified Service Employees

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### **HRD 1 – MANAGEMENT TEAM PERSONNEL ACTION**

1. Step increase – Ms. Patricia Bonacic, Director of CalWORKs, Level M3, Step 4, effective July 1, 2009.
2. Step increase – Ms. Elizabeth Martinez, Student Services Personnel Professional, Level M1, Step 5, effective July 1, 2009.
3. Step increase – Mr. Rodney Murray, Dean of Career Technical Education, Level M4, Step 2, plus \$3600 longevity stipend, effective July 1, 2009.
4. Step increase – Ms. Valerie O’Guynn, Director of EOPS, Level M3, Step 4, plus \$3600 longevity stipend, effective July 1, 2009.
5. Step increase – Mr. Albert Olguin, Director of Athletics, Level M3, Step 5, effective July 1, 2009.
6. Step increase – Mr. Macheo Shabaka, Director of TRIO Programs, Level M3, Step 5, plus \$3600 annual longevity stipend, effective July 1, 2009.

**HRD 2 – MEMORANDUM OF UNDERSTANDING**

It is recommended that the Special Trustee approve the following Memorandum of Understanding between the District and the CCCFE (Certificated).



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

1111 East Artesia Boulevard  
Compton, CA 90221-5393  
Phone: (310) 900-1600  
Fax: (310) 900-1696  
[www.compton.edu](http://www.compton.edu)

LAWRENCE M. COX, Ph.D.  
Provost/CEO

PETER LANDSBERGER  
Special Trustee

**Agreement**

**Between**

**Compton Community College District**

**And the**

**Compton Community College Federation of Employees  
(Certificated Unit)**

**Article XX. Compensation  
Amendment to 18.2 Yearly Stipends**

The Compton Community College Federation of Employees Certificated Unit and Compton Community College District agree to the following stipends for Head Athletic Coaches for the 2009-2010 academic year:

	<u>Coaching Stipend</u>	<u>Out-of Season Stipend*</u>
Football	\$ 8,000	\$2,500
Men's Basketball	\$ 5,000	\$1,250
Women's Basketball	\$ 5,000	\$1,250
Baseball	\$ 5,000	\$1,250
Men's Soccer	\$ 5,000	\$1,250
Women's Soccer	\$ 5,000	\$1,250
Badminton	\$ 5,000	\$1,250
Track & Field	\$ 5,000	\$1,250
Cross Country	\$ 5,000	\$1,250

\* Out-of-Season stipend for new student recruitment and matriculation

Toni Wasserberger  
Federation of Employees

5/14/09

Lawrence M. Cox  
CEO/Provost  
Compton Community College District

### **HRD 3 – ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES**

1. Employment – Mr. Shannon Williams, part time men’s baseball coach, Class I, Step 3, plus coaching stipends (\$5,000 in-season; \$1,250 out-of-season), for the 2009-2010 academic year.
2. Employment – Ms. Tracy McNeil, part time women’s basketball coach, Class II, Step 4, plus coaching stipends (\$5,000 in-season; \$1,250 out-of-season), for the 2009-2010 academic year.
3. Employment – Mr. Sean Fernandes, part time men’s head football coach, Class I, Step 1, plus coaching stipends (\$8,000 in-season; \$2,500 out-of-season), for the 2009-2010 academic year.
4. Employment – Mr. Jesus Gutierrez, part time men’s head soccer coach, Class II, Step 1, plus coaching stipends (\$5,000 in-season; \$2,500 out-of-season), for the 2009-2010 academic year.
5. Employment – Ms. Lessie Barber, part time nursing instructor, Class VI, Step 1, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
6. Employment - Ms. Nahid Ghazae, part time nursing instructor, Class VI, Step 1, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
7. Employment - Ms. Renee Johnson, part time nursing instructor, Class VI, Step 3, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
8. Employment – Ms. Marcy Hosseinpour, part time nursing instructor, Class I, Step 1, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
9. Employment – Ms. Eliza Rivera-Mitu, part time nursing instructor, Class VI, Step 1, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
10. Employment – Ms. Meta Simmons, part time nursing instructor, Class VI, Step 2, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
11. Employment - Ms. Shirley Thomas, part time nursing instructor, Class VI, Step 3, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
12. Employment – Ms. Edna Willis, part time nursing instructor, Class VI, Step 2, for the period of July 1, 2009 – June 30, 2010 (tutoring and mentoring assignment).
13. Ratification (employment) – Ms. Lessie Barber, part time nursing instructor, Class VI, Step 1, for the period of July 1, 2008 – June 30, 2009 (tutoring and mentoring assignment).
14. Ratification (employment) – Ms. Edna Willis, part time nursing instructor, Class VI, Step 2, for the period of July 1, 2008 – June 30, 2009 (tutoring and mentoring assignment).
15. Ratification (employment) – Mr. Alireza Roshanai, part time mathematics instructor, Class II, Step 1, for the 2009 summer session(s).
16. Ratification (employment ) – Ms. Cassandra Washington, part time child development instructor, Class II, Step 1, for the 2009 summer session(s).
17. Ratification (released time) – Dr. Cornelia Lyles, Division Chair, Social Sciences/Creative and Performing Arts, Class VI, Step 4, 40% released time for Spring 2009 per MOU between the District and the CCCFE Certificated (board approved 5/19/09).
18. Ratification (released time) – Dr. Donald Roach, Division Chair, Mathematics and Natural Sciences, Class VI, Step 4, 40% released time for Spring 2009 per MOU between the District and the CCCFE Certificated (board approved 5/19/09).

19. Ratification (released time) – Ms. Thamizchelvi Subramaniam, Division Chair, Humanities, Class VI, Step 4, 40% released time for Spring 2009 per MOU between the District and the CCCFE Certificated (board approved 5/19/09).

#### **HRD 4 – CLASSIFIED EMPLOYEES:**

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

##### **A. Employment**

1. Reduction in Time -- Ms. Sylvia Barakat, Administrative Assistant, from 100%, to 50%, Range 20, Step F, Student Support Services Program, Student Affairs, effective July 1, 2009, benefits will be paid on a prorated basis.
2. Resignation -- Ms. Kiana Smith, Accountant, Range I, Step 2, Business Services, Administrative Affairs, effective May 28, 2009.

##### **B. Provisional Employment**

1. Ratification -- Stephanie Lewis – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective April 24, 2009 through May 19, 2009, not to exceed 120 days (NTE 35 hours per week).
2. Ratification -- Wanda Patterson - Categorically Funded Program Assistant, Range CFP1, Step A, Foster & Kinship Care Education Program, Student Affairs, effective May 20, 2009 through June 30, 2009, not to exceed 120 days (NTE 35 hours per week).
3. Ofelia Arias - Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
4. Jeanette Candler - Cook, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
5. Kerri Citizen-Palmer - Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
6. Theresa Clement - Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
7. Johnny Conley – Categorically Funded Program Specialist, Range CFP3, Step A, Outreach, Student Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).

8. Mary Cox - Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
9. Juan Diaz - Certified Athletic Trainer, Range 33, Step A, Athletics, Student Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
10. Gloria Duran - Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
11. Elicia Edwards - Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
12. Angela Farthing – Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
13. Teresa Gladin – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective July 1, 2009 through October 20, 2009, not to exceed 120 days (NTE 35 hours per week).
14. Melva Harding - Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
15. Pamela Jackson - Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
16. Colette Johnson – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective July 1, 2009 through October 20, 2009, not to exceed 120 days (NTE 35 hours per week).
17. Layna Johnson – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective July 1, 2009 through October 20, 2009, not to exceed 120 days (NTE 35 hours per week).
18. Rosalie Latchison – Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
19. Rosa Ledesma – Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
20. Angelique Miller – Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective July 1, 2009 through June 30, 2010, not to exceed 120 days (NTE 35 hours per week).
21. Latasha Myles - Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).

22. Magnolia Perry – Categorically Funded Program Assistant, Range CFP1, Step A, Health and Human Services, Academic Affairs, effective July 1, 2009 through October 20, 2009, not to exceed 120 days (NTE 35 hours per week).
23. Maria Rodriguez - Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
24. Angelica Quevedo - Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective July 1, 2009 through January 31, 2010, not to exceed 120 days (NTE 20 hours per week).
25. Gloria Salas – Records Clerk, Range 17, Step A, Admissions and Records, Student Affairs, effective July 1, 2009 through June 30, 2010, 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. Paul Aldredge - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Victor Balderas - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
3. Quenisha Bills - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
4. Cynthia Brown - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
5. Laura Carrillo - Student Worker IV, \$12.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through June 30, 2010, Student Support Services Program, Student Affairs, not to exceed 120 days (NTE 30 hours per week).
6. David Chavezticas - Student Worker V, \$14.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through June 30, 2010, Student Support Services Program, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
7. Tifhani Coleman - 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 July 1, 2009 through August 15, 2009, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).



8. Elizabeth Craig - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 20, 2009 through August 21, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
9. Rafael Diaz - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 21, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
10. Adrienne Dow - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
11. Daryl Glover - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
12. Nayyely Gonzalez - 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 July 1, 2009 through August 15, 2009, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
13. Marquise Goodwin - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
14. Katherine Haynes - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
15. Cynthia Lomeli - 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 July 1, 2009 through August 15, 2009, Upward Bound, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
16. Uche Maduagwu - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 13, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
17. Emily Monge - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through July 16, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
18. Deletta Moore - 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 July 1, 2009 through June 30, 2010, Admissions and Records, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
19. April Morgan - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
20. Nicolei Ocana - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 15, 2009, Upward Bound, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

21. Shane Reyes - 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 July 1, 2009 through August 15, 2009, Upward Bound, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
22. Parul Shukla - 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 July 1, 2009 through August 15, 2009, Upward Bound, Student Affairs, not to exceed 120 days (NTE 17.5 hours per week).
23. Parul Shukla - 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 July 1, 2009 through August 15, 2009, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 17.5 hours per week).
24. Maurise Smith - 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 July 1, 2009 through June 30, 2010, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
25. Wendy Sparrow - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 13, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
26. 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 July 1, 2009 through August 15, 2009, Upward Bound, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
27. Jeff Taves - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through July 17, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
28. Carlos Tinoco - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 13, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
29. Ollie Threadgill - Registration Aide, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through June 30, 2010, Admissions and Records, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
30. Luis Valle - Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 13, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
31. Tim Vu - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 13, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
32. Robert Wilkins - Tutor, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through August 13, 2009, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
33. Cynthia Zavala - Student Worker III, \$11.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2009 through June 30, 2010, Student Support Services Program, Student Affairs, not to exceed 120 days (NTE 30 hours per week).