



Board Agenda

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

Closed Session to Commence at 5:00 p.m.
Open Session to Commence at 6:00 p.m.
Tuesday, September 27, 2011

DISTRICT BOARDROOM
1111 E. Artesia Boulevard
Compton, California 90221

- I. Call to Order at 5:00 p.m.**
- II. Roll Call**
 - Mr. Thomas E. Henry, Interim Special Trustee
 - Dr. Keith Curry, Interim CEO
- III. Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- IV. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
 - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**
 - Two Matters
 - B. TO GOVERNMENT CODE SECTION 54957(B) PENDING LITIGATION – PURSUANT TO GOVERNMENT CODE SECTION 54960:**
 1. Compton Community College District vs. M. Boroujerdi
- V. Reconvene to Open Session at 6:00 p.m.**
- VI. Roll Call**
 - Mr. Thomas E. Henry, Interim Special Trustee
 - Dr. Keith Curry, Interim CEO
- VII. The Pledge of Allegiance**
- VIII. Report of actions taken in closed session pursuant to Government Code Section 54957.1.**

IX. Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters

X. Presentations

El Camino College Compton Center Educational Master Plan

XI. Minutes of August 9, 2011

XII. Discussion/Action Agenda

A. Office of the Interim CEO

CEO 1 Board of Trustees Regularly Scheduled Meeting Dates 2011-2012 Revised

CEO 2 Board of Trustees Presentations & Reports Schedule 2011-2012 Revised

CEO 3 Standing Committees – Information Item

B. Academic Affairs

AA 1 Accreditation Update - Information Item

C. Business Services - Consent Calendar

BSD 1 Purchase Orders

BSD 2 Agreements/Contracts

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

BSD 4 Amendment 01 - Local Agreement for Child Development Services (Revenue) – CCTR-1092

BSD 5 Amendment 01 - Local Agreement for Child Development Services (Revenue) – CSPP-1177

BSD 6 Notice of Public Hearing – 2011-2012 Final Budget

D. Business Services Facilities Planning and Development - Consent Calendar

BSDF 1 Facilities Planning and Development – Ratifications

BSDF 2 Facilities Planning and Development – Change Order Report For Measure CC, Prop 39 Projects.

E. Human Resources - Consent Calendar

HRD 1 Management Team Personnel Action

HRD 2 Academic Employment and Personnel Changes

HRD 3 Classified Employees

HRD 4 Temporary Non-Classified Service Employees

HRD 5 New Classification for Classified Position

XIII. Reports from Representative and Employee Organizations

A. Student Trustee – Vacant

B. Faculty Representative Report – Jerome Evans

C. Classified Representative Report – David Simmons

D. Academic Senate President Report – Saul Panski

E. CCCFE Certificated Employees Report – Toni Wasserberger

F. CCCFE Classified Employees Report – Joseph Lewis

XIV. Oral Reports

- A. Compton Center – Barbara Perez, VP, Compton Center
- B. Interim CEO Report – Dr. Keith Curry
- C. Special Trustee Report – Mr. Thomas Henry

XV. Next meeting date: October 18, 2011

Closed session begins at 5:00 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. 2001. Thank you!

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, August 9, 2011

MINUTES

- I. The Board of Trustees Meeting was called to order at 5:40 p.m.
- II. Roll Call
Members Present:
 - Ms. Lorraine Cervantes, Trustee
 - Mr. Charles Davis, Trustee
 - Dr. John Hamilton, Trustee
 - Dr. Deborah LeBlanc, Trustee
 - Mr. Andres Ramos, Trustee
 - Dr. Genethia Hudley-Hayes, Special Trustee
 - Dr. Keith Curry, Interim Chief Executive Officer
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters
No Requests
- IV. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122.
- V. Reconvene to Open Session of the Board of Trustees at 6:20 p.m.
- VI. Roll Call
Members Present:
 - Lorraine Cervantes
 - Charles Davis
 - John Hamilton
 - Andres Ramos
 - Deborah LeBlanc
 - Genethia Hudley-Hayes
 - Keith Curry
- VII. Pledge of Allegiance – All
- VIII. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)

In closed session this afternoon the special trustee approved the Settlement Agreement with a faculty member currently on an unpaid suspension in the amount of four months of back pay and one year of district contribution to COBRA.

The District filed a lawsuit against Tower Glass Inc., Insurance Company of the West, EFCO Corp, Apex Pacific Inc, Divine Engineering, Inc., Michael W. Divine, and Carmel Architectural Sales, alleging the defendants caused or contributed to certain defects in the Barrel Vault portion of the District's Learning Resources Center.

The Special Trustee, Dr. Genethia Hudley-Hayes approved and signed settlement agreements with all defendants in the above entitled matter. Under these settlements the District will recover a total of \$2,486,000 from the defendants and all parties release their claims relating to the LRC building. This Settlement Agreement does not indemnify any party from further action.

No other reportable action

IX. Requests to address the Board of Trustees – Non-Agenda Item

- Michelle Scott – Track/Field Closure
- Randy Taylor – Track/Field Closure
- Margaret Moorehead – Track/Field Closure
- Irene Shandell – Track/Field Closure
- Matthew Hamlett – Track/Field Closure
- Diva Morris – Track/Field Closure
- Ijuania Gill – Track/Field Closure
- Iona Johnson – Track/Field Closure
- Maere Milstead – Track/Field Closure
- Kenneth Randle – Vendor payments
- Nehasi Lee – Shared governance
- Willie Carson – Track/Field Closure

The Special Trustee responded to audience comments on Track/Field Closure. A brief status report on the Track/Field was given by Dr. Curry and Mr. Wayne Ward.

X. Announcements – Dr. Hudley-Hayes, Special Trustee

The Special Trustee introduced Mr. Martin Ludlow, consultant. Mr. Ludlow distributed information and gave an explanation of the upcoming Redistricting Project.

XI. Presentations

Facilities Update – Fred Sturner, Director Facilities & Planning and JoAnn Higdon, Vice President, Administrative Services ECC
Ms. Higdon presented the history of and an update on the construction of the Learning Resources Center. Mr. Sturner gave further details on the design problems and progress.

XII. Approval of Minutes of July 12, 2011 – **Approved**

Motion to approve Minutes of July 12, 2011 by Trustee Cervantes; seconded by Trustee Hamilton; motion carried

XIII. Discussion/Action Agenda

A. Chief Executive Officer

CEO 1 Board Presentations & Reports Schedule – **Information Item**

B. Academic Affairs

AA 1 FTES Compton Center - **Informational Item**

Barbara Perez, VP Compton Center gave an update on Compton Center FTES (Full-Time Equivalent Students)

C. Business Services - Consent Calendar – **Approved**

BSD 1 Purchase Orders

Motion to approve BSD 1 by Trustee Hamilton; seconded by Trustee Cervantes; Motion carried

Trustee LeBlanc requested a detailed report of the \$500,000 expenditure

- BSD 2 Agreements/Contracts
Motion to approve BSD 2 by Dr. Hamilton; seconded by Dr. LeBlanc;
Motion carried.
- Motion to undo approval of BSD 2 by Trustee LeBlanc; seconded by Trustee Cervantes;
Motion carried
- Motion to approve BSD 2 by Trustee Cervantes; seconded by Trustee Hamilton; Motion
carried.
- BSD 3 Approval of Stale Dated Warrant(s)
BSD 4 Notice of Public Hearing – 2011-2012 Final Budget
Motion to approve BSD 3 & 4 by Trustee Cervantes; seconded by Trustee Hamilton; Motion
carried.

Business Services – BSDF (Facilities) Consent Calendar – **Approved**

- BSDF 1 Facilities Planning and Development – Fast Track Construction, Change Order No. 2
BSDF 2 Facilities Planning and Development – Vanir Construction Management Work Authorization
No. 5
BSDF 3 Facilities Planning and Development – 2013-2017 – 5-Year Construction Plan
BSDF 4 Facilities Planning and Development – Approval Proceed to Bid for the Utilities Infrastructure
Phase 2
Motion to approve BSDF Consent Calendar by Trustee LeBlanc; seconded by Trustee
Cervantes; motion carried

D. Human Resources - Consent Calendar – **Approved, (as revised*)**

- HRD 1 Management Team Personnel Action
HRD 2 Academic Employment and Personnel Changes
HRD 3 Classified Employees
HRD 4 Temporary Non-Classified Service Employees
***(Revision – HRD 2, Item 4, #26 – Removed)**

XIV. Reports from Representatives and Employee Organizations

- A. Student Trustee Report – Vacant
B. Faculty Representative Report – Jerome Evans: No Report
C. Classified Representative Report – David Simmons: Absent
D. Academic Senate President Report – Saul Panski: No Report
E. CCCFE Certificated Employees Report – Toni Wasserberger: No Report
F. CCCFE Classified Employees Report – Joseph Lewis: Absent
G. Associated Student Body Report – Christian Dominguez: Absent

XV. Oral Reports

- A. Compton Center – Barbara Perez, VP
Reported on Student Success Plan
B. Interim CEO Report – Dr. Keith Curry
Commented on Standing Committees. Reported on the successful Managers' Retreat and the upcoming 2011-
2012 Budget Hearing
C. Board of Trustees Comments
1. Trustee Cervantes
2. Trustee LeBlanc
D. Special Trustee Report – Dr. Genethia Hudley-Hayes
The September Board Meeting will begin at 5:00 p.m. The Educational Master Plan will be presented and the public
hearing on the Budget will begin at 6:00 p.m. At 7:00 p.m. the Redistricting Forum will be held in the Student
Lounge.

XVI. **Future Agenda Items:** Standing Committees; Detailed Report on \$500,000 payment to ECC; Student Success Plan

XVII. **Adjournment** – 9:30 p.m.

XVIII. **Next regularly scheduled meeting:** **September 13, 2011**

Closed session begins at 4:30 p.m.
Open session begins at 5:00 p.m.

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

Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Dr. Keith Curry

- A. CEO 1 Consideration and Approval of Regularly Scheduled Meeting Dates for 2011- 2012

Compton Community College District
Board of Trustees Regularly Scheduled Meeting Dates
2011-2012 - REVISED

Tuesday, September 27, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, October 18, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, November 15, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, December 6, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, January 17, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, February 21, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, March 20, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, April 17, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, May 15, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, June 19, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)

**BOARD MEETINGS WILL BE HELD IN THE DISTRICT BOARD ROOM AT
1111 E. ARTESIA BOULEVARD; COMPTON, CALIFORNIA 90221**

NOTE: The Board of Trustees Regular 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.

**Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Dr. Keith Curry**

CEO 2 Board of Trustees Presentations and Reports Schedule for 2011-2012 – Information Item

**COMPTON COMMUNITY COLLEGE DISTRICT
Board of Trustees Presentations and Reports
Schedule for 2011 – 2012 - REVISED**

MONTH	PRESENTATION	REPORT
August 2011	Facilities Update	FTES Compton Center
September 2011	Educational Master Plan	Quarterly Fiscal Status Report Accreditation Update Notice of Public Hearing
October 2011	Academic Affairs Program Review Presentation	Facilities Update Budget Adoption
November 2011	Financial Aid Presentation	Quarterly Fiscal Status Report
December 2011	Student Services Program Review Presentation	Success & Retention FTES Compton Center
January 2012	Basic Skills	
February 2012	FCMAT Presentation 2010-2011 Audit Presentation	2010-2011 Audit Report
March 2012	Student Government Presentation	FTES Compton Center
April 2012	Accountability Reporting for the Community Colleges (ARCC) 2012-2013 Budget Planning Proposal	Citizens Oversight Committee
May 2012	Facilities Presentation: Capital Projects/ Bonds	Quarterly Fiscal Status Report Foundation
June 2012	Student Learning Outcomes	Tentative Budget Accreditation Update
July 2012	First Year Experience Program Presentation	

Rev. September 21, 2011

Agenda for the Compton Community College District Board of Trustees
from
Office of the Interim CEO
Dr. Keith Curry

CEO 3 STANDING COMMITTEES – INFORMATION ITEM

It is recommended that the Board receive for information for the 2011-2012 year Standing Committees of Compton Community College District.

Consultative Council

Purpose: To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis.

Membership: 7

- (1) Management Representative (appointed by the CEO)
- (1) Academic Senate President
- (1) Academic Senate President – Elect
- (1) CCCFE - Certificated Unit President
- (1) CCCFE - Classified Unit President
- (1) Associated Student Body President
- (1) Confidential Employees Representative
- Staff assistance from Office of CEO

Committees of the Consultative Council

1. Institutional Effectiveness

Purpose: To review and provide recommendations about each of the District's Program Reviews in order to strengthen and support programs and program analysis. The Committee will also be responsible for reviewing the following: El Camino College Compton Center Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan, to ensure these plans and all Program Reviews are consistent, aligned, and are current. The Committee will monitor the status of these documents and review the responses to FCMAT recommendations.

Membership: 10

- (2) Management Representative (appointed by the CEO)
- (2) Representatives of the Academic Senate (appointed by the Academic Senate)
- (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
- (2) Classified (appointed by CCCFE Classified Unit)
- (1) Student (appointed by the Associated Student Body Council)
- (1) Confidential Employees Representative
- Staff assistance from Academic Affairs Division

2. Planning and Budget

Purpose: The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are

interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the Center's mission statement and strategic initiatives. The PBC makes recommendations with respect to all global Center and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

Membership: 10

- (2) Management Representative (appointed by the CEO)
 - (2) Representatives of the Academic Senate (appointed by the Academic Senate)
 - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
 - (2) Classified (appointed by CCCFE Classified Unit)
 - (1) Student (appointed by the Associated Student Body Council)
 - (1) Confidential Employee Representative
- Staff assistance from Administrative Services Division

Operational Campus Committees

1. Facilities

Purpose: To coordinate campus-wide capital construction and long-range planning in conjunction with local, state and bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

Membership: 9

- (2) Management Representative (appointed by the CEO)
 - (2) Representatives of the Academic Senate (appointed by the Academic Senate)
 - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
 - (2) Classified (appointed by CCCFE Classified Unit)
 - (1) Student (appointed by the Associated Student Body Council)
- Staff assistance from Administrative Services Division

2. Health & Safety

Purpose: To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

Membership: 9

- (2) Management Representative (appointed by the CEO)
 - (2) Representatives of the Academic Senate (appointed by the Academic Senate)
 - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
 - (2) Classified (appointed by CCCFE Classified Unit)
 - (1) Student (appointed by the Associated Student Body Council)
- Staff assistance from Administrative Services Division

3. Technology

Purpose: To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment which is donated or granted to the District. To coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

Membership: 9

- (2) Management Representative (appointed by the CEO)
 - (2) Representatives of the Academic Senate (appointed by the Academic Senate)
 - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
 - (2) Classified (appointed by CCCFE Classified Unit)
 - (1) Student (appointed by the Associated Student Body Council)
- Staff assistance from Academic Affairs Division

4. Enrollment Management

Purpose: To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data and to identify trends and project enrollment data for each academic year.

Membership: 9

- (2) Management Representative (appointed by the CEO)
 - (2) Representatives of the Academic Senate (appointed by the Academic Senate)
 - (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)
 - (2) Classified (appointed by CCCFE Classified Unit)
 - (1) Student (appointed by the Associated Student Body Council)
- Staff assistance from Student Services Division

5. Student Success

Purpose: To provide a shared framework for the discussion, development and implementation of processes and programs that integrate Basic Skills, Matriculation, and Student Equity to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by the California Community College Chancellor's Office, including the Basic Skills Initiative, Student Equity, and Matriculation Plans. The Committee will reflect a broad representation from faculty, staff, and students.

Membership: 11

- (2) Management Representative (appointed by the CEO)
 - (2) Division Chairs
 - (2) Representatives of the Academic Senate (appointed by the Academic Senate)
 - (1) Basic Skills Coordinator
 - (1) Matriculation Counselor
 - (1) LRC Coordinator
 - (1) Classified (appointed by CCCFE Classified Unit)
 - (1) Student (appointed by the Associated Student Body Council)
- Staff assistance from Academic Affairs Division

6. Professional Development

Purpose: To develop an annual Staff Development Plan supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

Membership: 9

- (2) Management Representative (appointed by the CEO)
- (2) Representatives of the Academic Senate (appointed by the Academic Senate)
- (2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)

(2) Classified (appointed by CCCFE Classified Unit)

(1) Confidential Employees Representative

Staff assistance from Office of the CEO

7. Auxiliary Services

Purpose: To coordinate the operations of the foodservice, bookstore, and campus-wide vending services and to ensure that comprehensive and cost effective services are provided to meet the needs of students.

Membership: 9

(2) Management Representative (appointed by the CEO)

(2) Representatives of the Academic Senate (appointed by the Academic Senate)

(2) Classified (appointed by CCCFE Classified Unit)

(3) Students (appointed by the Associated Student Body Council)

Staff assistance from Student Services Division

8. Health Benefits

Purpose: This committee shall review and may recommend changes to health benefits (including medical, dental, and vision) offered to employees.

Membership: 9

(2) Management Representative (appointed by the CEO)

(2) Representatives of the Academic Senate (appointed by the Academic Senate)

(2) Certificated unit representatives (appointed by the CCCFE Faculty Unit)

(2) Classified (appointed by CCCFE Classified Unit)

(1) Confidential Employees Representative

Staff assistance from Office of the CEO

NOTES:

- All committee meeting calendars, agendas and minutes, are to be posted on the designated space on the Center's webpage.
- The Consultative Council and Planning and Budget committees are scheduled to meet throughout the 12 calendar months. All other committees will meet during the 10 academic months.
- The initial committee meeting for the fall semester shall be called by one of the appointed representatives from management no later than September 30th of each calendar year. The committee membership will be responsible for electing a chair and a vice-chair at the initial committee meeting.
- Members will be appointed in June for the upcoming academic year.
- Committee meetings should be held during college hour whenever possible.
- Efforts should be made by the appointing leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.
- An individual committee member shall not serve on the same committee for more than three (3) consecutive years.

Committees of the Academic Senate

1. Hiring

Purpose: To oversee the screening of candidates.

Membership: 5

(1) Management Representative (appointed by the CEO)

(2) Tenured Faculty (from the subject area or a related area, one appointed by the Academic Senate and the other by the CCCFE – Certificated Unit, both in consultation with the Division Chair)

(2) Tenured Faculty (from outside the subject area or a related area, one appointed by the Faculty Council and the other by the Partnering District)

(1) Equal Employment Opportunity Representative (appointed by the CEO, a non-voting member)
Staff assistance from the Office of Human Resources

2. Hiring Prioritization Committee (HPC)

Purpose: To review vacancies and determine the hiring priorities of the institution

Membership: 5

(2) Management (appointed by the CEO)

(3) Certificated (two from the Academic Senate and one from the El Camino College Academic Senate)

Staff assistance from Academic Affairs Division

3. Tenure Review

Purpose: To recommend for or deny faculty tenure after reviewing all evaluation summaries of third (3rd) year contract employees. All recommendations must be completed before March 1st and submitted to the CEO for Board approval prior to March 15th.

Membership: 5

(1) Chairperson: Vice President of the Academic Senate

(1) Chief Academic Officer

(1) Dean of the respective FSA

(2) Members of the Academic Senate, one of whom must be from the appropriate FSA

Staff assistance from Academic Affairs Division

4. Professional Relations

Purpose: To receive, in writing, matters related to problems between and among faculty members; and to investigate, mediate, and render a decision regarding such a matter. Committee presents its findings to the Executive Board of the Academic Senate who ratifies or requests a change of the decision. Upon recommendation, the decision may be presented to the next meeting of the full Academic Senate (during closed session). Upon the findings and recommendations of this committee, the full Academic Senate shall vote to acquit or censure the individual(s) against whom the complaint was brought. In case of censure, the report of the Academic Senate's action and formal notification of censure shall be placed on record in the Academic Senate Office only.

Membership: 2

(1) Chair, Vice President, Academic Senate

(1) Past President, Academic Senate

Agenda for the Compton Community College District Board of Trustees
from
Academic Affairs/Student Services
Barbara Perez, Vice President

B. AA 1 ACCREDITATION UPDATE – INFORMATION ITEM

It is recommended that the Board receive for information the following report on the status of accreditation for the Compton Center.

The Accreditation Steering Committee (ASC) for the Compton Center has been working since November 2010 on the eligibility criteria for accreditation. We formed five subcommittees to address the various criteria and presented a summary of the status for each requirement. Four major deficiencies were noted:

1. Administrative Capacity
2. Student Learning & Achievement – especially student learning outcomes
3. Fiscal Concerns regarding resources and accountability
4. Planning and Evaluation

A major effort was made to address the deficiencies during the spring semester. At the August 2011 meeting of the ASC, subcommittees reported the following progress:

Administrative Capacity – Organization charts were prepared for all areas of the Compton Community College District and the Compton Center. Key areas where vacancies exist were identified and a staffing plan is being developed to address the lack of key personnel.

Student Learning & Achievement – The faculty made a concerted effort to address the insufficient progress in assessing student learning outcomes. At the spring 2011 Flex Day, faculty created a timeline to identify when specific courses and programs would be assessed through fall 2012. The goal was to meet the Accrediting Commission's requirement to be proficient by the end of fall 2012.

Significant progress was made toward the assessment of course and program student learning outcomes. By June 30, 2011, 31% of the courses were assessed versus 11% at the beginning of spring and 23% of the programs were assessed versus 0%. Faculty are aware they need to do more than just assess the student learning outcomes, rather they must show that changes were made to improve student learning as a result of the assessment. In order to facilitate this dialogue, the Center is incorporating the facilitator model used by El Camino College to increase the support for faculty with assessments and to increase documentation of what is occurring as a result of the assessments.

Here is a chart summarizing Compton's assessments of student learning outcomes:

Division	Number of Courses with an SLO (% of Total Number of Courses)	Programs with an SLO (% of Total Number of Programs)	Courses Assessed (% of Total Number of Courses)	Programs Assessed (% of Total Number of Programs)
Humanities	57 (98% of 58 courses)	3 (50% of 6 programs)	30 (52% of 58 courses)	2 (33% of 6 programs)
CTE	144 (97% of 148)	8 (67% of 12)	25 (17% of 148)	3 (25% of 12)
Math & Science	45 (100% of 45)	4 (80% of 5)	30 (67% of 45)	2 (40% of 5)
BSS/CPA	103 (100% of 103)	7 (100% of 7)	34 (33% of 103)	0 (0% of 7)
Health & Human Services	44 (96% of 46)	2 (100% of 2)	8 (17% of 46)	0 (0% of 2)
Total	393 (98% of 400 courses)	24 (73% of 33 programs)	127 (32% of 400 courses)	7 (21% of 33 programs)

Financial Accountability and Resources – This is an area that continues to provide challenges. An accounting firm was hired to assess the operations of the business office but they have not submitted a final report. During year-end closing, several significant problems were discovered that hindered the closing of the books. Considerable work is needed in this area before the Compton Center is ready for accreditation, as many of the management findings in previous audits have not been addressed.

Planning and Evaluation – The cornerstone of the planning and evaluation component, the Educational Master Plan, is being reviewed by all campus constituencies. A draft will be presented to the Compton Board of Trustees at its September 2011 meeting. This document will be part of the El Camino College Educational Master Plan. Throughout the coming year, we will examine the relationship of the master plan to all other planning documents and ensure an effective evaluation component is put in place.

During the August 2011 Accreditation Steering Committee meeting, the ability to submit the eligibility report in 2011-12 was discussed. While a final decision was postponed, significant problems in the fiscal area make it highly unlikely we will be able to apply for eligibility prior to 2013. This postponement would also provide us with the opportunity to strengthen our accreditation position on student learning outcomes.

At the next meeting, the ASC will be preparing for an open forum on the eligibility criteria to be presented to the staff, students and community. Each subcommittee chair is preparing a follow-up report showing whether or not their criteria have been met and including an action plan to address the deficiencies. The report will explain how the Compton Center is moving forward and will provide a timeline to complete the work.

**Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Dr. Keith Curry, Interim CEO**

Consent Calendar

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Quarterly Financial Status Report – Form CCFS – 311Q
- BSD 4 Amendment 01 - Local Agreement for Child Development Services (Revenue)
– CCTR-1092
- BSD 5 Amendment 01 - Local Agreement for Child Development Services (Revenue)
– CSPP-1177
- BSD 6 Notice of Public Hearing – 2011-2012 Final Budget

BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR AUGUST 2011

Run Date
8/31/2011

Compton Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 09/27/2011

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01	Unrestricted-Compton Ed Center			
P0404483	Ricoh	Operations	Maintenance Contracts	\$115.20
P0500276	Fisher Scientific	Life Sciences	Instructional Supplies	\$4,873.52
P0500286	National Business	Fiscal Services	General Office Supplies	\$333.84
P0500287	Villa Flowers	Student Recruitment	Non-Instruct Supplies	\$177.14
P0500288	Global Medical	Athletics	Non-Instruct Supplies	\$2,750.11
P0500289	Expressions to Wear	Student Recruitment	Non-Instruct Supplies	\$1,962.94
P0500290	S&B Foods	First Year	Non-Instruct Supplies	\$1,000.00
P0500291	S&B Foods	Student Recruitment	Non-Instruct Supplies	\$1,975.00
P0500294	4IMPRINT.COM	Student Recruitment	Printing	\$3,160.72
P0500296	Southern Calif Football	Athletics	Dues and Memberships	\$1,800.00
P0500297	Vizion Marketing	Student Recruitment	Printing	\$1,087.50
P0500298	Computerland of	Human Resources	General Office Supplies	\$200.79
P0500301	Gardena Postmaster	Student Recruitment	Postage	\$1,344.00
P0500302	SVM, lp	Student Recruitment	Non-Instruct Supplies	\$333.80
P0500336	S & B Foods	Student Recruitment	Non-Instruct Supplies	\$255.00
P0500337	Expressions to Wear	Student Recruitment	Non-Instruct Supplies	\$1,133.05
P0500340	Mid City Mailing	Student Recruitment	Postage	\$450.00
P0500341	National Promotions &	Student Recruitment	Printing	\$765.00
P0500343	Expressions to Wear	Student Recruitment	Non-Instruct Supplies	\$699.27
P0500344	Hills Rentals	Student Recruitment	Non-Instruct Supplies	\$561.13
P0500357	S&B Foods	Fiscal Services	General Office Supplies	\$55.50
P0500368	Riddell/All American	Athletics	Non-Instruct Supplies	\$3,989.15
P0500399	One World Globes &	Behavioral & Social	Instructional Supplies	\$3,493.06
P0500400	Student Insurance	Human Resources	Student Accident Ins	\$52,852.00
P0500401	Oasis Business Supply	Academic Programs	Non-Instruct Supplies	\$1,910.29
P0500402	Mapshop	Academic Programs	Instructional Supplies	\$320.81
P0500412	Bearcom	Operations	Other Services and Expenses	\$154.67
P0500413	GST Inc	Information Technology	Contract Services	\$1,550.00
P0500414	Computerland	Information Technology	Maintenance Contracts	\$15,972.00
P0500441	CDW-G	Academic Affairs	Instructional Supplies	\$256.09
P0500443	Multiquip Inc.	Operations	Repairs Non-instructional	\$4,808.88
P0500461	Expressions to Wear	Student Recruitment	Non-Instruct Supplies	\$210.43
P0500465	CCLC/CCCAA	Athletics	Dues and Memberships	\$5,980.00
P0500466	South Coast	Athletics	Dues and Memberships	\$5,200.00
P0500467	Vizion Marketing	Student Recruitment	Non-Instruct Supplies	\$1,305.01
P0500516	California Community	Office of the CEO	Dues and Memberships	\$1,500.00
P0500517	Thomson West	Office of the CEO	General Office Supplies	\$68.51
P0500518	California Community	Office of the CEO	Dues and Memberships	\$9,021.00
		Fund 01 Total: 38		\$133,625.41

Fund 10	Restricted-Compton Ed Center			
P0500379	Panera Bread	Foster Care Ed	Non-Instruct Supplies	\$226.15
	Fund 10 Total: 1			\$226.15
Fund 45	Revenue Construct Bond - Compton			
P0500490	Trane Commercial	Learning Resource	Professional Services-Bond	\$53,121.11
	Fund 45 Total: 1			\$53,121.11
Fund 60	Workers' Comp - Compton Ed Ctr			
P0500292	SAWCX II	Human Resources	Insurance	\$41,527.00
	Fund 60 Total: 1			\$41,527.00
Fund 64	Property/Liability Ins-Compton			
P0500293	SWACC	Human Resources	Insurance	\$309,759.00
P0500342	SWACC	Human Resources	Insurance	\$2,991.00
	Fund 64 Total: 2			\$312,750.00
	PO Funds Total: 43			\$541,249.67
Fund 01	Unrestricted-Compton Ed Center			
B0510395	TAJ Office & School	Student Recruitment	Non-Instruct Supplies	\$5,600.00
B0510396	TAJ Office & School	Transfer Center	Non-instructional Supplies	\$500.00
B0510405	Home Depot Credit	Operations	Other Services and Expenses	\$8,400.00
B0510406	S&B Foods	Student Recruitment	Non-Instruct Supplies	\$2,125.00
B0510409	Office Depot	Operations	General Office Supplies	\$1,000.00
B0510410	Grainger	Operations	Other Services and Expenses	\$1,500.00
B0510411	Okada Nursery	Operations	Other Services and Expenses	\$1,500.00
B0510412	Yamada Service Center	Operations	Other Services and Expenses	\$3,000.00
B0510413	Color Spot Nurseries	Operations	Other Services and Expenses	\$3,000.00
B0510414	Hillyard Floor Care	Operations	Custodial Supplies	\$9,000.00
B0510415	Global Office	Human Resources	General Office Supplies	\$4,000.00
B0510421	Facebook	Public Relations &	Multi Media Advertising	\$25,000.00
B0510422	National TV Radio	Public Relations &	Multi Media Advertising	\$15,000.00
B0510423	National TV Radio	Public Relations &	Multi Media Advertising	\$35,000.00
B0510424	National TV Radio	Public Relations &	Multi Media Advertising	\$24,200.00
B0510425	Mid City Mailing	Public Relations &	Postage	\$12,000.00
B0510426	American Foothill	Public Relations &	Printing	\$4,000.00
B0510427	San Dieguito Printers	Public Relations &	Printing	\$46,000.00
B0510428	Ronald I. Miranda	Public Relations &	PSA Contract Services	\$3,500.00
B0510429	Mary A. Harmon	Public Relations &	PSA Contract Services	\$2,000.00
B0510430	Walters Wholesale	Operations	Other Services and Expenses	\$3,000.00
B0510431	Smarden Supply	Operations	Other Services and Expenses	\$1,000.00
B0510441	Department of General	Human Resources	Other Services and Expenses	\$3,300.00
B0510442	Tigerdirect.Com	Information Technology	Equipment	\$2,000.00
B0510448	Martin Ludlow	Office of the CEO	Personal and Consultant Svcs	\$60,000.00
B0510455	Alert Services, Inc.	Athletics	Non-Instruct Supplies	\$7,324.42
B0510456	Thyssenkrupp Elevator	Operations	Contract Services	\$16,676.80
B0510457	TAJ Office & School	Office of the CEO	Non-Instruct Supplies	\$2,000.00
B0510459	Tracy J. Breshears	Public Relations &	PSA Contract Services	\$13,000.00
B0510460	Charlotte Lassos	Public Relations &	PSA Contract Services	\$41,500.00
B0510461	Marco Power	Operations	Other Services and Expenses	\$3,000.00
B0510462	Verizon Wireless	Civic Center Division	Other Services and Expenses	\$500.00
B0510476	Carson Supply	Operations	Repairs Parts and Supplies	\$5,000.00
B0510477	Southern California	Operations	Lights and Power	\$600,000.00
B0510478	Dunn Edwards Paint	Operations	Maintenance	\$2,000.00
B0510479	Pep Boys	Operations	Other Services and Expenses	\$6,000.00

B0510480	Eberhard Equipment	Operations	Other Services and Expenses	\$6,000.00
B0510481	Unifirst Corporation	Operations	Other Services and Expenses	\$2,500.00
B0510482	Advanced Fire	Operations	Other Services and Expenses	\$2,317.00
B0510483	Aqua Flo	Operations	Other Services and Expenses	\$1,000.00
B0510484	South Bay Document	Operations	Other Services and Expenses	\$2,000.00
B0510485	Medco Sports Medicine	Athletics	Non-Instruct Supplies	\$2,100.00
B0510493	UPW Waste &	Operations	Waste Disposal	\$9,750.00
B0510498	Compton Athletic Entry	Athletics	Other Services and Expenses	\$900.00
B0510503	Compton Tartars	Athletics	Other Services	\$22,000.00
B0510504	Compton Tartar Meal	Athletics	Travel and Conference	\$13,000.00
B0510505	Three-D Pest Control	Operations	Pest Control	\$13,000.00
B0510506	Universal College of	I&T Division	Contract Services	\$200,000.00
B0510507	Long Beach Unified	I&T Division	Contract Services	\$40,000.00
B0510523	National Charter Lines	Fiscal Services	Student Transportation Rental	\$14,500.00
B0510524	Tourcoach Charter &	Fiscal Services	Student Transportation Rental	\$14,500.00
B0510526	Enterprise Rent-A-Car	Fiscal Services	Student Transportation Rental	\$5,000.00
B0510527	Joseph Zeronian	Office of the CEO	PSA Contract Services	\$10,000.00
B0510528	Vasquez & Company,	Board of Trustees	Contract Services	\$187,000.00
B0510529	S&b Foods	Office of the CEO	Food/Food Supplies	\$1,000.00
			Fund 01 Total: 55	\$1,519,193.22

Fund 10 Restricted-Compton Ed Center

B0072482	A-1 Office Concepts	CalWORKs	General Office Supplies	\$2,000.00
B0510453	TAJ Office & School	Foster Care Ed	Non-Instruct Supplies	\$5,000.00
B0510502	EL POLLO LOCO #	YESS Grant	Non-Instruct Supplies	\$3,000.00
			Fund 10 Total: 3	\$10,000.00

Fund 30 Child Development Ctr - Compton

B0510487	Altadena Certified Dairy	Child Development	Non-Instruct Supplies	\$5,000.00
B0510489	Bimbo Bakeries USA	Child Development	Non-Instruct Supplies	\$1,500.00
B0510490	U.S. Foodservice	Child Development	Non-Instruct Supplies	\$24,000.00
			Fund 30 Total: 3	\$30,500.00

Fund 45 Revenue Construct Bond - Compton

B0071788	Southland Industries	MIS Building	Buildings	\$386,500.00
B0071790	Leo A. Daly	MIS Building	Architecture & Engineering	\$80,000.00
B0072172	Elmco Duddy	Learning Resource	Professional Services-Bond	\$4,000.00
B0072173	Liebert Corporation	Learning Resource	Professional Services-Bond	\$45,000.00
B0072175	Alameda Construction	Learning Resource	Site Improvements	\$34,541.00
B0072176	Bergman & Dacey	Learning Resource	Professional Services-Bond	\$80,000.00
B0072177	COFFEY	Little Theater -	Testing & Inspection	\$3,960.00
B0072178	Dlr Group WWCOT	Learning Resource	Professional Services-Bond	\$180,000.00
B0072179	DVV Associates Inc.	Learning Resource	Professional Services-Bond	\$8,000.00
B0072180	Fast Track	Learning Resource	Professional Services-Bond	\$260,000.00
B0072181	Geotek, Inc.	Learning Resource	Professional Services-Bond	\$2,500.00
B0072182	HMC Architecture	Learning Resource	Professional Services-Bond	\$30,000.00
B0072183	LCC 3 Construction	Learning Resource	Professional Services-Bond	\$50,000.00
B0072184	S & K Engineers	Utilities Master Plan -	Architecture & Engineering	\$250,000.00
B0072186	Vanir Construction	Program Support	Professional Services-Bond	\$270,000.00
B0072187	Walters and Wolf	Learning Resource	Architecture & Engineering	\$200,000.00
B0072188	William J. Budget	Learning Resource	Architecture & Engineering	\$8,000.00
B0072213	Press Telegram	Learning Resource	Professional Services-Bond	\$5,000.00
B0072356	Dmg Corporation	Learning Resource	Professional Services-Bond	\$44,645.00
			Fund 45 Total: 19	\$1,942,146.00

Fund 60	Workers' Comp - Compton Ed Ctr			
B0510400	CCCD W/C Trust	Human Resources	Insurance	\$250,000.00
		Fund 60 Total: 1		\$250,000.00
Fund 64	Property/Liability Ins-Compton			
B0510401	CCCD Prop & Liab Trust	Human Resources	Insurance	\$75,000.00
		Fund 64 Total: 1		\$75,000.00
			BPO Funds Total: 82	\$3,826,839.22
			<u>Grand Total POs and BPOs: 125</u>	\$4,368,088.89

BSD 2 A. AMENDMENTS

- 1. CONTRACTOR:** VASQUEZ & COMPANY LLP
SERVICES: Original agreement board approved on August 9, 2011. This amendment will increase maximum approved compensation from \$187,420 to \$232,420. To address the findings, overseeing the closing of the books, provide on the job training to Business Office staff, drafting written accounting manual procedures, preparing new or revised policies, management reporting to ensure reliability, analysis of Bond Fund for propriety, development of a Cost Allocation Plan, development of Federal Cost Allocation Plan in accordance with OMB, and oversee and assist with the preparation for the 2011 audit.
- REQUESTING DEPT:** BUSINESS SERVICES
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 07/01/11 – 09/30/11
NTE: \$232,420.00

B. RATIFICATIONS

- 1. CONTRACTOR:** ATKINSON, ANDELSON, LOYA, RUUD & ROMO
SERVICES: To provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Chief Executive Officer of the District or designee.
- REQUESTING DEPT:** OFFICE OF THE CEO
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 07/01/11 – 06/30/12
NTE: \$150,000.00
- 2. CONTRACTOR:** COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
SERVICES: To provide redistricting service to assist the District in evaluating their current Trustee Electoral Process, census data and the impact that this data has on such processes
- REQUESTING DEPT:** SPECIAL TRUSTEE
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 09/14/2011 – 03/01/12
NTE: \$40,000.00
- 3. CONTRACTOR:** FISCAL CRISIS MANAGEMENT AND ASSISTANCE TEAM (FCMAT)
SERVICES: To conduct one Annual Progress Review of the District's operations in accordance with Assembly Bill 318
- REQUESTING DEPT:** SPECIAL TRUSTEE
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 07/01/2011 – 06/30/12
NTE: \$125,000.00

4. **CONTRACTOR:** FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
SERVICES: To provide grant funding, fiscal management, and accountability for the Youth Empowerment Strategies for Success-Independent Living Program (YESS-ILP)
REQUESTING DEPT: OUTREACH AND RELATIONS WITH SCHOOLS
FUNDING: GRANT
DATES: 07/01/11 – 06/30/12
NTE: \$22,500.00 REVENUE
5. **CONSULTANT:** RONALD P. GERHARD
SERVICES: To provide assistance with budget development and accounting services
REQUESTING DEPT: OFFICE OF THE CEO
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 09/19/11 – 12/31/11
NTE: \$20,000.00 / \$125.00 per hour
6. **CONTRACTOR:** PARKER & COVERT, LLP
SERVICES: To provide certain legal services to be rendered at the request and direction of the CEO, Dr. Keith Curry or his designee(s) pursuant to Education Code Section 70902
REQUESTING DEPT: OFFICE OF THE CEO
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 07/01/11 – 06/30/12
NTE: \$25,000.00

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

It is recommended that the Board of Trustees receives the following Compton Community College District Quarterly Financial Status Report – Form CCFS-311Q for the quarter ending June 30, 2011.

AB 2910, Chapter 1486, Statutes of 1986, required that California community college districts report quarterly on their financial condition.

DESCRIPTION: Fiscal Year 2010-2011 Fourth Quarter – Financial and Budget Report (CCFS-311Q)

BSD 4 AMENDMENT 01 - LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES (REVENUE) – CCTR-1092

The original agreement was board approved on July 12, 2011. This amendment will increase maximum approved compensation from \$263,812.00 to \$277,558.00.

It is recommended that the Board of Trustees approve the Local Agreements for Child Development Services for 2011-2012 REVENUE

F.Y. 2011-12 – Total amount encumbered by this contract: \$277,558.00
Contract Number: CCTR-1092
Program Type: GENERAL CHILD CARE & DEVELOPMENT PROGRAM
Project Number: 19-6442-00-1

BSD 5 AMENDMENT 01 - LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES (REVENUE) – CSPP-1177

The original agreement was board approved on July 12, 2011. This amendment will increase maximum approved compensation from \$309,244.00 to \$318,425.00.

It is recommended that the Board of Trustees approve the Local Agreements for Child Development Services for 2011-2012 REVENUE

F.Y. 2011-12 – Total amount encumbered by this contract: \$318,425.00
Contract Number: CSPP-1177
Program Type: CALIFORNIA STATE PRESCHOOL PROGRAM
Project Number: 19-6442-00-1

BSD 6 NOTICE OF PUBLIC HEARING – 2011-2012 FINAL BUDGET

It is recommended that the Special Trustee approve a public hearing on Compton Community College District's Proposed 2011-2012 Final Budget. Pursuant to Title 5, Section 58301, the Special Trustee shall hold a Public Hearing on the 2011-2012 Final Budget on October 18, 2011 at 7:00 p.m. in the Compton Community College District Board Room, located in the Administration Building at 1111 E. Artesia Boulevard, Compton, CA. 90221.

The final budget will be available for public inspection from October 7, 2011 through October 18, 2011 in the Office of the CEO.

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Dr. Keith Curry, Interim CEO

BUSINESS SERVICES FACILITIES PLANNING AND DEVELOPMENT

Consent Calendar

- BSDF 1 Facilities Planning And Development – Ratifications
- BSDF 2 Facilities Planning And Development – Change Order Report For Measure CC, Prop 39 Projects.

BSDF 1 FACILITIES PLANNING AND DEVELOPMENT - RATIFICATIONS

- 1. **CONTRACTOR:** ALTA ENVIRONMENTAL
SERVICES: To provide MIS Project - bulk sampling of roofing materials for asbestos
REQUESTING DEPT: BOND MEASURE CC
FUNDING: BOND FUND
DATES: 08/31/11 – 08/30/16
NTE: \$685.75

- 2. **CONTRACTOR:** S & K ENGINEERS
SERVICES: To provide Facilities Order Agreement (FOA) reassessment of the Storm Water Pollution Prevention Plan (SWPPP) and additional construction phase services to comply with current regulations
REQUESTING DEPT: BOND MEASURE CC
FUNDING: BOND FUND
DATES: 08/22/11 – 10/22/11
NTE: \$12,500.00

BSDF 2 FACILITIES PLANNING AND DEVELOPMENT – CHANGE ORDER REPORT FOR MEASURE CC. PROP 39 PROJECTS.

1. Southland Industries Change Order #1 MIS Project

The District has a contract with Southland Industries to renovate the MIS project approved by the by the Board on June 12, 2011. See attached BSD 7 – Emergency Resolution No. 10-11/030811 for Provision of Repairs of Data and Network Systems at the MIS building.

<u>Contractor:</u>	<u>Amount:</u>
Southland Industries	\$ 500,000.00

Total Adjustment to Contract Price:	
Original Contract Sum:	\$ 500,000.00
Prior Adjustments:	\$0.00
Adjustment for this Change (Increase):	\$805,724.00
Revised Contract Sum:	\$1,305,724.00

Reason(s):
Adjustment to Contract Time:
Current Completion date: No change
Adjustment for this Change: No change
Revised Completion Date: No change

Recommendation:
It is recommended that the Board of Trustees authorize ratification of the Southland Industries Change Order #1.

RESOURCE PERSON
Mr. Frederick J. Sturner, Director of Facilities Planning and Construction

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

Consent Calendar

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

HRD 1. MANAGEMENT TEAM PERSONNEL ACTION -- None

HRD 2. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

1. Retirement - Mr. Walter Bentley, Professor of Automotive Technology, Class I, Step 26, effective January 29, 2012.
2. Employment - Mr. Brent Kooiman, full time Automotive Collision and Repair Instructor, Class I, Step 13, effective August 25, 2011.
3. Employment - Mr. Dale Ueda, full time Air Conditioning and Refrigeration Instructor, Class IV, Step 11, effective August 25, 2011.
4. Employment - Ms. Cassandra Washington, full time Childhood Education Instructor, Class II, Step 11, effective August 25, 2011.
5. Employment – Dr. Karla Coti, full time Chemistry Instructor, Class VI, Step 11, effective August 25, 2011.
6. Employment - Mr. Joshua Peters, part time Art Instructor, Class III, Step 1, effective August 25, 2011.
7. Employment - Ms. Sylwia Kulczak, part time Academic Strategies Instructor, Class II, Step 1, effective August 25, 2011.
8. Employment - Ms. Dorothy Foral, part time Fashion Instructor, Class I, Step 2, effective August 25, 2011.
9. Employment - Mr. Juan Ortiz, part time Math Instructor, Class III, Step 1, effective August 25, 2011.
10. Employment - Dr. Alesky Polunchenko, part time Math Instructor, Class VI, Step 1, effective August 25, 2011.
11. Employment - Ms. Wendy Stockstill, part time Fine Arts Instructor, Class II, Step 1, effective August 25, 2011.
12. Employment - Ms. Becky Strong, part time Criminal Justice Instructor, Class I, Step 1, effective August 25, 2011.
13. Employment - Mr. Timothy Stewart, part time Theater Instructor, Class I, Step 1, effective August 27, 2011.
14. Employment - Mr. Richard Lawrence, part time Communications Instructor, Class V, Step 1, effective August 27, 2011.
15. Employment - Mr. John Millea, part time English Instructor, Class II, Step 1, effective August 25, 2011.
16. Salary Placement Adjustment - Ms. Renee Johnson, Associate Professor of Nursing. Placement is as follows:
 - Class VI, Step 17, effective August 28, 2009
 - Class VI, Step 18, effective August 29, 2010
 - Class VI, Step 19, effective August 25, 2011
17. Salary Placement Adjustment - Ms. Zenida Mitu, Associate Professor of Nursing. Placement is as follows:
 - Class VI, Step 16, effective August 25, 2009
 - Class VI, Step 17, effective August 25, 2010
 - Class VI, Step 18, effective August 25, 2011

18. Salary corrections for the following full time faculty contracts and overload assignments academic year 2011-2012:

Name	Discipline	FT Class/Step	PT Class/Step
1. Bosfield, Sandra	Nursing	VI, 16	VI, 3
2. Hayes-Cushenberry, Frances	Nursing	VI, 16	VI, 3
3. Pratt, Estina	Learning Center	V, 26	V, 4
4. Ward, Carolyn	Nursing	VI, 14	II, 3

19. It is recommended that the Special Trustee approve the following part time faculty assignments for the 2011 - 2012 academic year:

Humanities

- a. Noonan, Lloyd (Humanities)
- b. Page, Rita (Humanities)

Social Sciences, Creative and Fine Arts

- a. Aguilera, Peter (Sociology)
- b. French-Preston, Essie (Psychology)
- c. Georges, Joseph (Philosophy)
- d. Golding, Michael (Theater)
- e. Gutierrez-Padilla, Laura (Human Development)
- f. Harris, John (Sociology)
- g. Herrera, Raul (History)
- h. Jones, Morris (Political Science)
- i. Keskinel, Merick (Economics)
- j. Murray, Ricky (History)
- k. Van Benschoten, William (History)

HRD 3. CLASSIFIED EMPLOYEES:

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

A. Provisional Employment

- 1. Ratification -- Mr. Juan Diaz, Certified Athletic Trainer, Range 33, Step A, Athletics, Student Affairs, effective September 3, 2011 through November 12, 2011, not to exceed 120 days (NTE 35 hours per week).
- 2. Ratification -- Ms. Rosalie Latchison, Accounting Clerk, Range 19, Step A, Business Services, Administrative Affairs, effective August 15, 2011 through January 31, 2012, not to exceed 120 days (NTE 35 hours per week).
- 3. Ratification -- Ms. Pamela Wilkerson, Accounting Clerk, Range 19, Step A, Business Services, Administrative Affairs, effective August 15, 2011 through January 31, 2012, not to exceed 120 days (NTE 35 hours per week).
- 4. Ratification – Mr. Jose Ortega, Accounting Clerk, Range 19, Step F, Business Services, Administrative Affairs, effective August 15, 2011 through January 31, 2012, not to exceed 120 days (NTE 35 hours per week).

HRD 4. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Ratification -- Citlally Angulogarcia, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Ratification -- Charlette Burton, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Special Resource Center, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
3. Ratification -- Jamie Compton, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Special Resource Center, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
4. Ratification -- 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 June 20, 2011 through June 30, 2011, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
5. Ratification -- 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, 2011 through August 11, 2011, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
6. Ratification -- Alexis Gallegos, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2011 through July 31, 2011, Information Technology, Administrative Affairs, not to exceed 120 days (NTE 35 hours per week).
7. Ratification -- David Gascon, Assistant Coach (Football), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 11, 2011 through November 30, 2011, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
8. Ratification -- Jill Haus -- Instructional Associate -- EMT, \$13.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2011 through June 30, 2012, Career Technical Education, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
9. Ratification -- Bianca Hunter, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Special Resource Center, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
10. Ratification -- Briana Johnston, Student Worker, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 22, 2011 through December 31, 2011, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

11. Ratification -- Earl Jordan, Tutor, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 29, 2011 through December 16, 2011, Math/Science, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
12. Ratification -- Ariam Martinez, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
13. Ratification -- Laurie Olivares, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2011 through July 31, 2011, Information Technology, Administrative Affairs, not to exceed 120 days (NTE 35 hours per week).
14. Ratification -- Norma Ramirez, Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 28, 2011 through December 20, 2011, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
15. Ratification -- Maria Rojas, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Special Resource Center, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
16. Ratification -- Gladys Sales, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2011 through December 16, 2011, Special Resource Center, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
17. Ratification -- Brad Stene, Instructional Associate – EMT, \$13.000 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2011 through June 30, 2012, Career Technical Education, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
18. Ratification -- Jennifer Triplett, 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 August 27, 2011 through December 16, 2011, English, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
19. Ratification -- Bernardo Ventura, Assistant Coach (Football), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 11, 2011 through November 30, 2011, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
20. Ratification -- James Webb – Instructional Assistant – EMT, \$13.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 1, 2011 through June 30, 2012, Career Technical Education, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
21. David Chavezticas, Teacher Associate, \$15.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 14, 2011 through December 16, 2011, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

22. Steve Chow, 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 September 14, 2011 through June 30, 2012, Upward Bound, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
23. Steve Chow, 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 September 14, 2011 through June 30, 2012, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
24. Johnna Jackson, 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 September 14, 2011 through June 30, 2012, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
25. Yesenia Rodriguez, Tutor, \$15.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary, effective September 14, 2011 through December 16, 2011, Upward Bound, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
26. Yesenia Rodriguez, Tutor, \$15.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary, effective September 14, 2011 through December 16, 2011, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

HRD 5. NEW CLASSIFICATION FOR CLASSIFIED POSITION:

It is requested that the Special Trustee approve the following classified job description:

- Financial Aid Supervisor

SEPTEMBER 2011
FLSA: EXEMPT
SALARY RANGE 33

FINANCIAL AID SUPERVISOR

DEFINITION

This position assists with the administration of the Financial Aid office and provides training, guidance, and supervision to Financial Aid Office staff members to enable them to better assist students in the process of applying for and receiving financial aid. It also ensures compliance with federal and state regulations, as well as institutional policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Financial Aid; Exercises supervision of assigned staff

CLASS CHARACTERISTICS

Financial Aid Supervisor is responsible for the day-to-day management and supervision of financial aid activities for the Financial Aid Office. The incumbent oversees and provides technical assistance to office staff in the intake of financial aid applications and supporting documentation, resolves complex and difficult financial aid processing and student account issues and works with governmental and private student aid funding agencies to resolve student account issues. The incumbent is also responsible for developing and maintaining record keeping systems and procedures in accordance with federal and state regulations. Assignments are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Financial Aid Supervisor is distinguished from Director of Financial Aid in that an incumbent in the latter class is responsible for the overall administration of District financial aid programs in addition to managing the operations of a campus financial aid office.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with the management, administration and coordination of all the Financial Aid Office activities.
- Supervises, trains and provides work direction and guidance to assigned personnel.
- Assists with the coordination of the clerical, technical and professional operations of the Financial Aid office.

- Oversees the comprehensive financial aid computer system and various other related financial aid systems and programs utilized by the Financial Aid Office including the development and up-date of the Financial Aid web site.
- Provides leadership and support with complex technical and regulatory financial aid functions.
- Monitors and reviews the work of technical staff to ensure compliance and accuracy with all applicable state and federal policies and procedure, department guidelines.
- Coordinates the verification of enrollment of students prior to financial aid being disbursed.
- Advises students and assists staff with matters related to financial aid, scholarships and grants.
- Explains application procedures, rules and regulations and counsels students to resolve financial aid related problems or conflicts.
- Maintains current knowledge of federal and state rules, regulations and policies and procedures related to the student financial aid programs.
- Interprets and implements procedural changes as required.
- Compiles information and data and prepare various financial aid reports for distribution to appropriate state and federal agencies.
- Maintains cooperative working relationships with campus departments and personnel, governmental agencies, financial institutions, and other colleges and universities concerning financial aid operations.
- Reaches out to students and community and promote the benefits of financial aid programs.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action.
- Current Federal and State and institutional regulations concerning financial aid and scholarship procedures and policies.
- Methods and techniques of needs analysis and financial aid packaging.
- Basic principles and practices of fiscal, statistical and administrative research and report preparation.
- Counseling and interviewing techniques and methods.
- Data processing systems and software applicable to analysis, awarding and disbursement of student financial aid.
- Modern office practice and procedures.
- Effective analytical and report writing techniques.
- Interpersonal skills that require tact, patience and diplomacy.

Ability to:

- Effectively interpret and apply federal, and State financial aid and scholarship laws, regulations, and procedures.
- Assemble and analyze data, prepare reports and make appropriate recommendations to college officials and government agencies.
- Communicate effectively both orally and in written form.

- Establish and maintain effective working relationships with others.
- Demonstrate sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Operate a computer and appropriate office equipment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with a major in Business or Public Administration or a closely related field; and three years of progressively responsible experience managing a comprehensive and diverse financial aid program including one year of supervisory experience. Knowledge of financial aid software programs is also required.

Equivalency: Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licenses and Certifications:

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL ELEMENTS

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.