



Board Agenda

Compton Community College District

Tuesday, December 11, 2012
Closed Session to Commence at 5:00 p.m.
Open Session to Commence at 6:00 p.m.

DISTRICT BOARD ROOM
1111 E. Artesia Boulevard
Compton, California 90221

- I. **Call to Order at 5:00 p.m.**
- II. **Roll Call**
Mr. Thomas E. Henry, Special Trustee
Dr. Keith Curry, Interim CEO
- III. **Approval of Closed Session Agenda**
- IV. **Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- V. **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. **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
 1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
 - a. Manzoor Ahmad vs. Compton Community College District
 - b. Deborah Henderson vs. Compton Community College District
 - B. **CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION:**
 1. Significant exposure to litigation pursuant to Government Code Section 54956.9:
 - a. Three cases
 - C. **CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION:**
 1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
 - a. Claim of Kim Pridgett
 - D. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
 1. Agency designated representative: Dr. Keith Curry, Interim CEO
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957:

1. Interim Chief Executive Officer

VI. Reconvene to Open Session at 6:00 p.m.

VII. Roll Call

- Mr. Thomas E. Henry, Special Trustee
Dr. Keith Curry, Interim CEO

VIII. The Pledge of Allegiance

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

X. Approval of Open Session Agenda

XI. Requests to Address the Board of Trustees – Agenda/Non-Agenda Items

XII. Approval of Minutes of November 13, 2012

XIII. Reports from Representatives and Employee Organizations

1. Faculty Representative Report – Jerome Evans
2. Classified Representative Report – Vacant
3. Academic Senate President Report – Michael Odanaka
4. CCCFE Certificated Employees Report – Toni Wasserberger
5. CCCFE Classified Employees Report – Joseph Lewis
6. Associated Student Body Report – Michawn Browning
7. Student Trustee – Gloria Fitts

XIV. Presentations

1. Compton Community College District 6th Fiscal Crisis Management Assistance Team (FCMAT) Progress Report – Ms. Diane Branham, Chief Management Analyst

XV. Consent Agenda – Recommendation of Interim CEO

1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants
2. Human Resources
 - A. Eligibility List
 - B. Management Team Personnel Actions
 - C. Academic Employment and Personnel Changes
 - D. Classified Employees
 - E. Temporary Non-Classified Service Employees

XVI. Action Items

1. Office of the Special Trustee
 - A. Annual Organizational Meeting
2. Office of the Interim CEO
 - A. Absence of a Board Member

- B. Trustee Conference Requests
- C. Approval of Bond Measure CC Oversight Committee New Member
- D. Resolution 11/13/12.01 Approving Amended and Restated Bylaws for the Compton Community College District Measure CC Citizen's Bond Oversight Committee
- E. Board Policy 2715 – Code of Ethics and Standards of Practice
- 3. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Adjustments/Augmentations/Transfers
- 4. Facilities, Planning and Development
 - A. Change Orders

XVII. Discussion/Information Items

- 1. Office of the Special Trustee
 - A. Board Policy 2725 – Board Member Compensation
- 2. Office of the Interim CEO
 - A. Compton Community College District 6th Fiscal Crisis Management Assistance Team (FCMAT) Progress Report
 - B. Redistricting Action Plan
 - C. Board Presentations and Reports Schedule for 2012-2013
 - D. Special Trustee Advisory Committee Meeting Dates
 - E. Measure CC Citizens' Bond Oversight Committee Meeting Minutes of September 27, 2012
 - F. Measure CC Citizens' Bond Oversight Committee Meeting Dates
 - G. Board Policy 6400 – Audits
 - H. Administrative Regulation 6401 – Audits
- 3. Administrative Services
 - A. AB 2910 Quarterly Financial Status Report
- 4. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
- 5. Human Resources
 - A. Timeline for CEO Search
 - B. Memorandum of Understanding between the Compton Community College District, Compton Community College Academic Senate and the Compton Community College Federation of Employees, Local 3486, Certificated Unit
 - C. Memorandum of Understanding between the Compton Community College District, and the Compton Community College Federation of Employees, Certificated Unit.

XVIII. Oral Reports

- 1. Compton Center
- 2. Interim CEO Report
- 3. Board of Trustees Report
- 4. Special Trustee Report

XIX. Next regularly scheduled meeting date: January 15, 2013

Closed Session begins at 5:00 p.m.
Open Session begins at 6:00 p.m.

XX. 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, November 13, 2012
MINUTES**

- I. The Board of Trustees Meeting was called to order at 5:03 p.m.
- II. Roll Call – Members Present
 - Mr. Thomas Henry, Special Trustee
 - Dr. Keith Curry, Interim Chief Executive OfficerElected Trustees present:
 - Dr. Deborah Leblanc
 - Charles Davis
 - Lorraine Cervantes
- III. Approval of Closed Session Agenda – **Approved**
- IV. Requests to address the Board of Trustees – Closed Session Agenda Matters
 - No Requests
- V. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122, at 5:05 p.m., to discuss or take action on the following items:
 - A. Conference with Legal Counsel – Pending Litigation
 - B. Conference with Legal Counsel – Anticipated Litigation
 - C. Conference with Labor Negotiators pursuant to Government Code, Section 54957.6
 - D. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.
 - E. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957(B).
- VI. Reconvene to Open Session of the Board of Trustees at 6:02 p.m.
- VII. Roll Call – Members Present
 - Lorraine Cervantes
 - Charles Davis
 - John Hamilton
 - Deborah LeBlanc
 - Andres Ramos
 - Gloria Fitts
 - Thomas Henry
 - Keith Curry
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken by Special Trustee during closed session:
 - Claim of Mary Griffin approved in the amount of \$1,147.20 contingent upon the settlement agreement being signed by the parties.

No other reportable action
- X. Approval of Open Session Agenda – **Approved**
Board of Trustees Meeting – December 11, 2012

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

1. Nehasi Lee, student: His concept of Special Trustees' Responsibilities; demise of Compton College; Advisory Committee Meeting Minutes; requested list of governance committees meeting dates/times.
2. Barbara Calhoun, community member: Student transportation from CEC to ECC; Televising of Board Meetings.

XII. Approval of Minutes of October 16, 2012 – **Approved**

XIII. Reports from Representatives and Employee Organizations

- A. Faculty Representative Report – Jerome Evans: Absent
- B. Classified Representative Report – (Position vacant)
- C. Academic Senate President Report – Michael Odanaka: Commented on the Accreditation Summit; State Academic Fall Plenary; Academic Senate concerned with growing leadership among faculty.
- F. CCCFE Certificated Employees Report –Toni Wasserberger: Commented on maintenance issues; planning workshops with part-time faculty.
- E. CCCFE Classified Employees Report – Joseph Lewis: Absent
- F. Associated Student Body Report – Michawn Browning: Absent
- G. Report by Gloria Fitts, Student Trustee: Reported that ASB President is unable to attend Board meetings; the ASB will appoint someone to give her reports to the Board; commented on Minutes from the Advisory Committee.

XIV. Presentations

- 1) Special Trustee's Advisory Committee – Presented by Dr. Lestean Johnson, Chair:
Dr. Johnson presented a brief overview of the Special Trustee's Advisory Committee, highlighting the purpose of the committee, gave a brief bio of each of the committee members, and reviewed goals of the committee. Agendas and minutes are available on the District website. The next meeting of the Advisory Committee is scheduled for December 18, 2012.

Trustee LeBlanc introduced Leticia Vasquez, a former mayor of Lynwood, California. Vasquez was recently elected to the Central Basin Municipal Water District and is also an instructor of political science at Compton Center.

XV. Approval of Consent Agenda – **Approved**

Discussion/Action Items

1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants
2. Human Resources
 - A. Management Team Personnel Actions
 - B. Eligibility List
 - C. Academic Employment and Personnel Changes
 - D. Classified Employees

Action Items

1. Office of the Interim CEO
 - A. Absence of a Board Member (L. Cervantes) – **Approved**
 - B. Resolution 10/16/12.01 – **Approved**
 - C. Board Policy 2715 – Code of Ethics and Standards of Practice (1st reading) – **To be returned at December Board Meeting**

Comments:

Trustee Cervantes: "Yes. This ethics – we had a board retreat and we talked about these ethics and all of this and we were told that we should adopt policies as though we were a normal board who did vote and did ... you know... in fact, what was going on; so being that, if that's what the purpose of this training and stuff we took, why do we have in here on page 21 at the top, 'Using Appropriate Channels', why do we have 'Special Trustee' in there – because

normal boards don't have a special trustee. And down here 'Giving Priority to the District and its Strategic Partner', normal boards don't have partners. Ethics is a standard thing, that all boards should apply to and these two sections are inappropriate in the ethics policy that we want to adopt; they belong someplace else. Plus, I'm a little offended when you have to tell me how to respect the special trustee and how to respect the partnership or an agreement or contract – I'm not a child".

Trustee LeBlanc: "No comments on this board policy, but I'd like to have the minutes reflect that the board training was very informative – the ethics training that we received from Mr. McGinnis. A number of these items were addressed during the training.

Trustee Cervantes: "I don't remember us talking about the special trustee ..."

Trustee LeBlanc: "No, we did not".

Trustee Cervantes: "Nor a partnership"

Trustee LeBlanc: "We did not."

Trustee Cervantes: "We did standard stuff for all college boards"

D. Resolution 11/13/12.01 Approving Amended and Restated Bylaws for the Compton Community College District's Measure CC Citizens' Bond Oversight Committee – **Received** (1st reading)

E. Resolution #11/13/12.02 Regarding Layoff of Classified Personnel – **Approved, as corrected** (correction: page 38, 4th paragraph ~~CEO/Provost~~, change to Interim CEO)

2. Administrative Services

A. Agreements/Amendments/Ratifications – **Approved**

1. Children "R" Us Child Development Center - To provide part-time work for CalWORK's students majoring in Child Development hands on experience. To help foster growth and empower students to obtain their educational goals.
2. Melinda Palacio - To provide a presentation of literary works at the annual English Department Compton event

B. Budget Transfers – **Approved**

C. Interfund Transfers for 2012-2013 – **Approved, as revised**

(Revision: Transfer amount reduced from \$100,000 to \$70,000)

Discussion ensued regarding internal controls on allocated funds/transfers.

Trustee Davis asked of there were any system that protects from overrunning any account?

Special Trustee stated: "We will have a report on that because that's my concern; if it happened here it could happen in other areas. So there's our due diligence and I am approving this for \$70,000. But Dr. Curry, this is on you and me. I am concerned about all the programs, because if it happened here, it could happen in a number of other areas."

3. Facilities, Planning and Development

A. Agreements/Amendments/Ratifications

1. Walters & Wolf - To furnish three lites of glass. Remove and replace one broken lite at the LRC barrel roof. – **Approved**
2. DLR Group/WWCOT-The original agreement was board approved on April 12, 2011. This amendment is to correct Board Agenda Item BSDF 3, to reflect correct proposal amount of \$1,391,950.00, PO B610596. Board item states contract amount is \$1,340,950.00. – **Item pulled from agenda**
3. DLR Group/WWCOT-The original agreement was board approved on April 12, 2011. This is the first amendment to the agreement, is in the amount of \$12,900.00, which includes reimbursable expenses of \$440.00 and will increase the maximum approved compensation from \$1,391,950.00 to

\$1,404,850.00. To provide additional services to prepare Storm Water Pollution Prevention Plan for the Allied Health Renovation project – **Item pulled from agenda**

4. KPFF Consulting Engineers -To provide QSP services in accordance with the State of California Water Resources Control Board, General Permit, Order No. 2009-000-DWQ and NPDES NO. CAS000002 regulatory guidelines set forth in the General Permit. The services will be conducted by a California Storm Water Quality Association (CASQA) issued QSP or under supervision of the Certified QSD/QSP; plus services listed on pages 2 through 4 of the proposal. – **Approved**

B. Change Orders

1. Pinner Construction - Change Order #2 Central Plant/Stadium Lighting Project – **Approved, as revised** (Revision: Item CE001 Pulled to correct information presented)
2. Pinner Construction - Change Order #2 Utility Infrastructure Phase 1 – **Approved**

Meeting recessed @ 7:50 p.m.

Meeting resumed @ 8:00 p.m.

XVI. Discussion/Information Items – **Items Received for Information**

1. Special Trustee
 - A. Board of Trustees' Goals
2. Office of the Interim CEO
 - A. Redistricting Action Plan
 - B. Board Presentations and Reports Schedule for 2012-2013
 - C. Special Trustee Advisory Committee Meeting Dates
 - D. Special Trustee Advisory Committee Meeting Minutes of August 28, 2012
 - E. Measure CC Bond Oversight Committee Meeting Dates
3. Administrative Services
 - A. Annual Financial Status Report – Form CCFS – 311A
4. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
5. Academic Affairs
 - A. Accreditation Update
6. Human Resources
 - A. Timeline for CEO Search

XVIII. Oral Reports

- A. Compton Center Report
Barbara Perez, VP Compton Center – Thanks to Proposition 30, we will be holding winter session. We are currently analyzing our status to determine if we will add additional courses during the spring.
- B. Interim CEO Report:
Dr. Curry – Reported that on Friday, December 7, 2012, we will hold our winter Staff/Faculty Appreciation Breakfast. We are currently working with ministers in Compton to organize a “Feed Compton” event, where Thanksgiving meals for about 5,000 will be provided.
- C. Board of Trustees Reports:
 1. Trustee Cervantes – Requested a copy of the Special Trustee’s contract. Dr. Curry stated that it is posted on the Compton District website, but he would provide copies to the board members.
 2. Trustee Davis – Thankful for passing of Proposition 30. Inquired about the formula for distribution of these funds.
 3. Trustee LeBlanc – Delighted with passage of Proposition 30. Watched a football game between Compton College and San Bernardino Valley College on TV. Made a presentation on adult learning at the Annual Conference for the African American Association for Adult and Continuing Education. Delight about the ribbon-cutting ceremony.
- D. Special Trustee Report: Thanked the Board members who attended the ribbon-cutting ceremony for the MIS project. Appreciated the input and dialog from the elected board. Stated that his salary is \$192,000/year as a trustee at Compton; meals for the month of October were \$42.00, and he rents cars from Thrifty Car Rental.

He is required to be on-site two days, but must be available by phone 24/7. Thanked the Board for the contributions.

Trustee LeBlanc thanked the Special Trustee and the Interim CEO for the service to the community.

XIX. Next regularly scheduled meeting: Tuesday, December 11, 2012

Closed session begins at 5:00 p.m.

Open session begins at 6:00 p.m.

XX. Meeting adjourned at 8:45 p.m. in memory of Veteran's' Day and the fallen soldiers.

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

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Felipe Lopez, CBO

XV. CONSENT AGENDA – RECOMMENDATION OF INTERIM CEO

1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants

2. Human Resources
 - A. Eligibility List
 - B. Management Team Personnel Actions
 - C. Academic Employment and Personnel Changes
 - D. Classified Employees
 - E. Temporary Non-Classified Service Employees

1A. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR NOVEMBER 2012

Run Date
12/3/2012

Compton Community College District BOARD OF TRUSTEES PURCHASE ORDER LISTING Meeting Date: 12/11/2012

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				
P0601281	El Camino College	Financial Aid	Institutional Return of Funds	\$1,582.00
P0601282	Plannet Consulting	Information Technology	Contract Services	\$10,792.24
P0601301	Gst Inc	Office of the CEO	New Equipment - Instructional	\$2,440.23
P0601319	Emergent Systems	Information Technology	Contract Services	\$500.00
P0601320	Hertz Equipment	Civic Center Division	Rents/ Leases and Repairs	\$116.36
P0601333	Wayne Ward	Office of the CEO	Non-Instruct Supplies	\$24.65
P0601334	Ricky L. Shabazz	Student Recruitment	Non-Instruct Supplies	\$106.75
P0601335	Keith Curry	Office of the CEO	Non-Instruct Supplies	\$22.77
P0601336	El Camino College	DSPS	Contract Services	\$1,997.36
P0601337	Tigerdirect.Com	Office of the CEO	New Equipment - Instructional	\$221.30
P0601338	Educause	Information Technology	Contract Services	\$40.00
P0601339	Duplo Usa Corporation	Copy Center	Non-instructional Supplies	\$156.60
P0601340	Insight Systems	Information Technology	Equipment	\$759.94
P0601341	Emergent Systems	Information Technology	Equipment	\$674.25
P0601387	CDW-G	Civic Center Division	Repairs Non-instructional	\$217.80
P0601389	El Camino College	Academic Affairs	Dues and Memberships	\$250.00
P0601439	Villa Flowers	Transfer Center	Non-instructional Supplies	\$434.73
P0601440	Cintas Document	Operations	Contract Services	\$2,495.05
P0601443	New Game	Nursing	Other Services And Expenses	\$217.50
P0601445	Vizion Marketing	Transfer Center	Non-instructional Supplies	\$299.06
P0601446	TAJ Office & School	Fiscal Services	Equipment	\$434.99
P0601460	S and B Compton	I&T Division	Hospitality	\$212.50
P0601464	Bev's Balloons,	Student Affairs	Non-Instruct Supplies	\$529.56
P0601467	Press Telegram	Operations	Other Services and Expenses	\$1,921.02
P0601469	4IMPRINT.COM	Counseling Office	General Office Supplies	\$529.07
P0601478	U.S. Department of	Office of the CEO	Legal Settlements	\$5,717.00
P0601489	The Magic Rose	Student Affairs	Non-Instruct Supplies	\$150.00
P0601490	City of Long Beach, P.	Office of the CEO	Printing	\$1,500.00
P0601491	Kelly Paper Company	Nursing	Other Services and Expenses	\$207.89
Fund 01 Total: 29				\$34,550.62
Fund 10 Restricted-Compton Ed Center				
P0601324	S and B Compton	Model	Non-Instruct Supplies	\$359.75
P0601342	S and B Compton	EOPS CARE	Hospitality	\$235.50
P0601388	CCLC	Board of Trustees	Travel and Conference	\$550.00
P0601438	Pamela	Foster Care Ed	Non-Instruct Supplies	\$153.89
P0601476	Airline Tickets 4 Less	TRIO - Upward Bound	Transportation/ Mileage and	\$317.70
P0601477	California State	TRIO - Upward Bound	Other Services and Expenses	\$11,985.00
Fund 10 Total: 6				\$13,601.84
Fund 45 Revenue Construct Bond - Compton				
P0601332	J & a Windows & Doors	MIS Building	Building	\$1,829.00
Fund 45 Total: 1				\$1,829.00
PO Funds Total: 36				\$49,981.46

Fund 01	Unrestricted-Compton Ed Center				
B0610758	Ad Club	Human Resources	Multi Media Advertising		\$7,000.00
B0610766	Stericycle	Nursing	Maintenance Contracts		\$500.00
		Fund 01 Total: 2			\$7,500.00
Fund 45	Revenue Construct Bond - Compton				
B0610757	R. Dependable	Program Support	Remodeling & Renovations		\$54,620.00
		Fund 45 Total: 1			\$54,620.00
Fund 46	Bond Fund-Series 2012C-Compton				
B0610763	Minco Construction	Infrastructure Phase II	Site Improvements		\$10,177,700.00
		Fund 46 Total: 1			\$10,177,700.00
			BPO Funds Total: 4		\$10,239,820.00
		<u>Grand Total POs and BPOs: 40</u>			\$10,289,801.46

1B. APPROVAL OF STALE DATED WARRANT(S)

LACOE has determined that certain checks have not been cashed and processed through the banking system. After six months, through an automatic process, reverses the original transaction. It is recommended that the Special Trustee approve the following Stale Dated Warrant:

<u>WARRANT(S) #</u>	<u>AMOUNT</u>
18072385	\$ 8.00

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

2A. ELIGIBILITY LIST

Pursuant to Personnel Commission Rule 50.100.1, that the Special Trustee serving in the capacity of the Personnel Commission hereby approves the following Eligibility List:

Director of Admissions and Records

Established: 11/13/12

Expires: 11/13/13

NAME
Bell, Richette
Hatten, Felicia
Martinez, Steve
Nguyen, Binh

2B. MANAGEMENT TEAM PERSONNEL ACTION

It is recommended that the Special Trustee ratify/approve the employment and personnel changes for Management as shown below.

1. Amend Retirement - Dr. Susan Dever, Dean of Academic Affairs, Range 4, Step 5, Academic Affairs, effective December 31, 2012, first day of retirement January 1, 2013, and that a plaque be prepared and presented to her in recognition of her service to the District since 2008.
2. Retirement – Mr. Albert Olguin, Director of Athletics, Range 3, Step 5, Student Affairs, effective January 31, 2013, first day of retirement February 1, 2013, and that a plaque be prepared and presented to him in recognition of his service to the District since 2008.
3. Employment - Ms. Richette Bell, Director of Admissions and Records, Range 3, Step 1, Student Affairs, effective January 1, 2013.

2C. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

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

1. Employment – Ms. Helene Wagner, part-time Speech Instructor, Class IV, Step 4, effective February 9, 2013 – June 7, 2013.
2. Employment – Mr. Steven Shibuya, part-time Machine Tool Technology Instructor, Class I, Step 1, effective February 9, 2013 through June 30, 2013.

2D. CLASSIFIED EMPLOYEES:

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

a) Provisional Employment

1. Ms. Erika Yates, Learning Center Assistant, Range 25, Step A, Learning Resources Center, Academic Affairs, effective January 2, 2013 through February 7, 2013.

2E. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Josefina Aguilar, Student Worker I, Rate E, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Math/Science, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Jesus Claustro, 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 January 2, 2013 through June 7, 2013, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
3. Stephen Conteh, Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
4. Rafael Diaz, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resources Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
5. Oahn Dinh, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resources Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
6. Jeffrey Douglas, 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 January 2, 2013 through June 7, 2013, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
7. Mary Duffield, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
8. Max Evans, 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 January 2, 2013 through June 7, 2013, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).

9. Lorena Fonseca, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
10. Wade Gay, Student Worker III, Rate A, \$11.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Student Life, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
11. Susanne Gilmore, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
12. Teresa Gladin, Student Worker V, Rate B, \$14.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Health & Human Services, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
13. Mohammad Habib, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
14. Rolando Hernandez, Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
15. Bruce Jacobs, 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 January 2, 2013 through June 7, 2013, English, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
16. Charlotte Lassos, Professional Expert, \$75.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through June 30, 2013, Office of the CEO. Scope of project: Writer: Interviews students, alumni, employees for articles, news releases, newsletters, websites, and other internal and external publications for Compton Community College District and El Camino College Compton Center. (NTE 300 hours)
17. Ronald Miranda, Professional Expert, \$75.00 per hour, Monday through Friday (days vary) hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 1, 2013 through June 30, 2013, Office of the CEO. Scope of project: Graphic Designer including: Community Newsletter, Print Advertisement, Power Point presentations, etc. for Compton Community College District and El Camino College Compton Center. (NTE 60 hours)
18. Amanda Martinez, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

19. Regina Massich, 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 January 2, 2013 through June 7, 2013, Writing Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
20. Jennifer Ortiz, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Writing Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
21. Wendy Sparrow, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
22. Carlos Tinoco, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 2, 2013 through February 5, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
23. Ralynn Ross, Student Worker I, Rate A, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 3, 2013 through February 8, 2013, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).

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

XVI. ACTION ITEMS

1. Office of the Special Trustee
 - A. Annual Organizational Meeting

2. Office of the Interim CEO
 - A. Absence of a Board Member
 - B. Trustee Conference Requests
 - C. Approval of Bond Measure CC Oversight Committee, New Member
 - D. Resolution 11/13/12.01 Approving Amended and Restated Bylaws for the Compton Community College District Measure CC Citizen's Bond Oversight Committee
 - E. Board Policy 2715 – Code of Ethics and Standards of Practice

3. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Adjustments/Augmentations/Transfers

4. Facilities, Planning and Development
 - A. Change Orders

**Agenda for the Compton Community College District Board of Trustees
from
Office of the Special Trustee
Thomas E. Henry**

1A. ANNUAL ORGANIZATIONAL MEETING

This meeting is called as prescribed in Education Code Section 72000 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and clerk, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board Member as a representative to the Los Angeles County School Trustees Association as prescribed in Education Code Section 72403, (D) select a Board member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees, (E) appoint a Secretary to the Board.

- a. Election of Officers for period December 11, 2012 through the Annual Organizational Meeting in December, 2013.

It is recommended that the Board elect officers for the period December 11, 2012 through the Annual Organizational Meeting in December, 2013.

ORGANIZATIONAL PROCEDURES

ACTION

1. President
2. Vice President
3. Clerk

- b. Los Angeles County Committee on School District Organization

The Board is to appoint a representative to the Los Angeles County Committee on School District Organization

- c. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2012-2013.

- d. California Community College Trustees Board Election

It is recommended that the Board appoint a member to review nominations for membership in the California Community College Trustees Board and make a recommendation to the Board of Trustees.

- e. Secretary to the Board for period December 11, 2012 through the Annual Organizational Meeting in December 2013.

It is recommended that Keith Curry be appointed Secretary to the Board for the period December 12, 2012, through the Annual Organizational Meeting in December, 2013.

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

2A. ABSENCE OF A BOARD MEMBER

It is recommended that the Special Trustee excuse Trustee Lorraine Cervantes from the Tuesday, December 11, 2012 Board of Trustees Meetings with no loss of salary due to illness.

2B. TRUSTEE CONFERENCE REQUESTS

It is recommended that the Special Trustee approve conference attendance for the following:

- 1) Trustees Deborah LeBlanc.
 - a. Community College League of California Annual Legislative Conference, January 26-28, 2013, Sacramento, California.
 - b. Conference of Minority Public Administrators' (COMPA) – February 21-25, 2013, Long Beach, California
- 2) Trustees Charles Davis
 - a. Community College League of California Annual Legislative Conference, January 26-28, 2013, Sacramento, California.

2C. APPROVAL OF BOND MEASURE CC OVERSIGHT COMMITTEE, NEW MEMBER

It is recommended that the Special Trustee appoint the following individual to serve on the Measure CC Citizens' Bond Oversight Committee.

Community at-large Representative:
Irene Shandell, 2-Year Term

BIOGRAPHY:

Irene Shandell retired from the Internal Revenue Service where she was a supervisor of revenue officers for the Internal Revenue Service. Her responsibilities involved administering, supervising, and performing work related to collecting delinquent taxes, surveying for unreported taxes, and securing delinquent returns.

Ms. Shandell received a B.S. in General Education from California State University Dominguez Hills, and a Minor in Public Administration in 1997.

2D. RESOLUTION NO. 11/13/12.01

It is recommended that the Special Trustee approve Resolution #11/13/12.01, Resolution Approving Amended and Restated Bylaws for the Compton Community College District Measure CC Citizens' Bond Oversight Committee.

The following items are provided as back-up documentation to this resolution:

- i. Citizens' Bond Oversight Committee Amended and Restated Bylaws
- ii. Citizens' Bond Oversight Committee Bylaws (Original)

**COMPTON COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 11/13/12.01**

**RESOLUTION OF THE SPECIAL STATE TRUSTEE OF THE COMPTON COMMUNITY
COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS THEREFORE**

WHEREAS, the Board of Trustees of the Compton Community College District (the “District”) previously adopted a resolution requesting Los Angeles County (the “County”) to call an election for general obligation bonds (the “Bond Election”) to be held on November 5, 2002; and

WHEREAS, notice of the Bond Election was duly given and on November 5, 2002 the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$100,000,000 (“Measure CC”); and

WHEREAS, based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure CC were in favor of issuing the aforementioned bonds; and

WHEREAS, the Board of Trustees of the District has established independent citizens' bond oversight committee (the “Committee”) in connection with issuance of bonds under Measure CC; and

WHEREAS, the Board of Trustees has previously approved Bylaws governing such Committee but now the Special State Trustee desires to amend and restate such Bylaws, in whole.

NOW, THEREFORE, THE SPECIAL STATE TRUSTEE OF THE COMPTON COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Authorization. Measure CC was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the “Act”).

Bylaws. The Committee shall operate pursuant to the Board approved Amended and Restated Bylaws. The Committee shall have only those responsibilities granted to them in the Act, in the resolutions calling for the election for Measure CC and in the Amended and Restated Bylaws. The Amended and Restated Bylaws, as submitted herewith and attached hereto, are hereby approved. The previous Bylaws relating to Measure CC are rescinded and of no further force and effect.

i. CITIZENS' BOND OVERSIGHT COMMITTEE AMENDED AND RESTATED BYLAWS

Section 1. Committee Established. The Compton Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "Election"), in obtaining authorization from the District's voters to issue up to \$100,000,000 aggregate principal amount of the District's general obligation bonds ("Measure CC"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The State Special Trustee (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure CC. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the duties set forth in Section 3.1, 3.2 and 3.3 and shall refrain from those activities set forth in Sections 3.4 and 3.5:

3.1 **Inform the public.** The committee shall inform the public concerning the district's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the board or the public shall come from the chair acting on behalf of the committee. The chair shall only release information that reflects the majority view of the committee

3.2 **Review expenditures.** The committee shall review expenditure reports produced by the district to ensure that (a) bond proceeds were expended only for the purposes set forth in the measure cc; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses, in accordance with attorney general opinion 04-110 issued on November 9, 2004.

3.3 **Annual report.** The committee shall present to the board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board/Chief Executive Officer. Either the Board or the Chief Executive Officer, as the Board shall determine, shall have the following powers reserved to it, and the committee shall have no jurisdiction over the following types of activities:

- (i) Approval of projects funded with Measure CC.
- (ii) Approval of contracts
- (iii) Approval of change orders
- (iv) Appropriation of bond funds
- (v) Handling of all legal matters
- (vi) Approval of bond project plans and schedules
- (vii) Approval of Deferred Maintenance Plan
- (viii) Approval of the sale of bonds

3.5 Measure CC projects only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of implementation for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities

4.1 In order to perform the duties set forth in section 3.0, the committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Chief Executive Officer.

(c) Review copies of deferred (scheduled) maintenance proposals or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large appointed by the Board.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts Of Interest. Members of the Committee, are not subject to Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§

81000 et seq.), and are not required to complete the Form 700. However, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Amended and Restated Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose term has expired may continue to serve on the Committee until a successor has been appointed.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the chief executive officer or his or her designee will review the applications; and (c) the chief executive officer or his or her designee will make recommendations to the board.

5.6 Removal;Vacancy. The board may remove any committee member for any reason, including failure to attend two consecutive committee meetings without reasonable excuse or for failure to comply with the committee ethics policy. Upon a member's removal, his or her seat shall be declared vacant. The board, in accordance with the established appointment process shall fill any vacancies on the committee. Vacancies shall sought to be filled within 180 days of a vacancy. Members whose terms have expired may continue to serve on the committee until their successor has been appointed.

5.7 Compensation. The Committee Members Shall Not Be Compensated For Their Services.

5.8 Authority of Members. (A) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, as an individual, and (c) Committee and its members shall have the right to request and receive copies of reports and records relating to Measure CC projects which have been prepared for the Board and which have become a public record.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The committee shall meet at least once a year including an annual organizational meeting, but no more frequently than quarterly.

6.2 Location. All meetings shall be held within the jurisdiction of the Compton Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) Preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) Provision of a meeting room, including any necessary audio/visual equipment;

(c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) Retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Board, upon the recommendation of the Chief Executive Officer shall appoint the initial Chair of the Committee. Thereafter the Committee shall elect the Chair and a vice-chair who shall act as chair only when the chair is absent. No person shall serve as chair for more than two consecutive one-year terms.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of its final Annual Report which reflects the final accounting of the expenditure of all Measure CC monies.

**CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Compton Community College District;

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

ii. MEASURE CC CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS



Compton Community College District

Measure CC Citizens' Bond Oversight Committee Bylaws

Section 1. Committee Established. The Compton Community College District (the "District") was successful at the election conducted on November 5, 2002 (the "Election"), in obtaining authorization from the District's voters to issue up to \$100,000,000 aggregate principal amount of the District's general obligation bonds. The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Compton Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure CC. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 **Review Expenditures.** The Committee may review quarterly expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1 (b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.



Compton Community College District

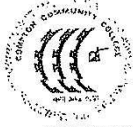
Measure CC Citizens Bond Oversight Committee Bylaws

3.4 Duties of the Board/Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of Deferred Maintenance Plan, and
- (vii) Approval of the sale of bonds.

3.5 Viewer-Approved Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.
- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.



Compton Community College District

Measure CC Citizens' Bond Oversight Committee Bylaws

(g) The adoption of a plan for publicizing the activities of the Committee and the determination as to whether a mailer, a newspaper notice or website materials would best suit the distribution of the Committee's findings and recommendations.

(h) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39.

(i) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/ President.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number. The committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.



Compton Community College District

Measure CC Citizens' Bond Oversight Committee Bylaws

- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large appointed by the Board.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary, in accordance with Government Code Section 1020.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §~ 81000 *et seq.*), and to complete the Form 700 as required by all "designated employees" of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of one (1) years, beginning July 1 and may be reappointed. No member may serve more than two (2) consecutive terms. ~~At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.~~

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) each trustee area member will appoint one (1) member who must be able to communicate effectively through verbal and written skills (b) appropriate local groups will be solicited for applications; (c) the trustee members will review applications submitted by their district representation; (d) trustee members will submit one (1) application per committee designation (e) trustee area members will determine the remaining appointments by a majority vote of the final applicants per committee designation.

5.6 Removal: Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.



Compton Community College District

Measure CC Citizens' Bond Oversight Committee Bylaws

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year including an annual organizational meeting to be held in July.

6.2 Location. All meetings shall be held within the Compton Community College District, located in Los Angeles County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*; Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

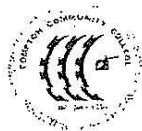
Section 7. District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.



Compton Community College District

Measure CC Citizens' Bond Oversight Committee Bylaws

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board at least semi-annually in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent/President shall appoint the initial Chair. Thereafter, the Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for a one (1) year term.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by Board of Trustees.

Section 11. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.



Compton Community College District

Measure CC Citizens' Bond Oversight Committee Bylaws

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to following carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Compton Community College District;
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

2E. BOARD POLICY - BP 2715 CODE OF ETHICS AND STANDARDS OF PRACTICE

It is recommended that the Special Trustee approve Compton Community College District Board Policy 2715.



COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES POLICIES

BP 2715 Code of Ethics and Standards of Practice

Issued: November 16, 2010

Revised: November 13, 2012

Reference: Accreditation Standard IV.B.1.a, e, & h

The Board maintains high standards of ethical conduct for its members. As the public's representatives, Trustees must practice the highest ethical standards in performing their sworn duties. The activities and deliberations of the Board will be conducted following these tenets:

- ***Acting as a Whole:*** Board members recognize that legal and effective functioning is by the board as a whole. District matters are not governed by individual actions of Board members. When acting as Board members, trustees speak and act on behalf of the district, not as individuals. Board members use care not to misrepresent their individual opinions or actions as those of the Board. Although trustees abide by Board direction, they retain the right to seek changes in decisions through ethical and constructive channels.

In dealing with the public, individual trustees always clarify whether they speak as a member of the Board or as a private citizen..

- ***Managing Conflicts of Interest:*** Board members avoid any conflict of interest or the appearance of impropriety that could result because of their position. They do not intentionally use their Board memberships for personal gain or personal prestige. They inform the entire Board or the Board president when a matter under consideration might involve or appear to involve such a conflict.
- ***Monitoring Board Compensation and Expenses:*** Board members ensure that all district funds are spent appropriately and legally, including those that relate to their own expenses. They ensure that their expenses are authorized, reasonable and directly related to their trusteeships.
- ***Handling Special Interest Groups:*** Board members render all decisions regarding the issues at hand based on the available facts and their independent judgments and refuse to surrender that judgment to individuals or special interest groups. At the same time, district employees, their representatives, students and their governing officers are encouraged to express their views to Board members.

Board members are aware that they are responsible to all citizens of the district, and not solely to those who elected them. The authority delegated to trustees by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community. All members of the public are encouraged to express their views to Board members.

- ***Using Appropriate Channels:*** Board members promote a healthy working relationship with the Special Trustee, the Chief Executive Officer and his or her staff by:
 - a. supporting a cohesive and responsive administration and maintaining a climate of "no surprises"
 - b. supporting district personnel in the appropriate performance of their duties and ensuring that they have the requisite responsibility and necessary authority to perform effectively
 - c. sharing all concerns, complaints and recommendations, as appropriate, with other Board members, the Special Trustee and the Chief Executive Officer.
- ***Maintaining Appropriate Conduct at Board Meetings:*** Board members contribute to Board meetings in a way that facilitates thoughtful deliberation, good decision-making and the effective use of the time available. They participate actively and constructively, stay focused on the business at hand, avoid conduct that is disruptive or distracting, and treat everyone who interacts with the Board with respect. Board members meet only in public sessions unless authorized by law to meet in closed session.
- ***Maintaining Confidentiality of Closed Sessions:*** Board members do not disclose or publically discuss deliberations in closed session (except as specifically authorized or required by law) and maintain the confidentiality of all legally privileged information they receive.
- ***Exercising Authority as Trustees:*** Board members respect their elected position as trustees and in no way misuse their authority. Board members keep informed about the district, educational issues, and responsibilities of trusteeship. They commit the time and energy necessary to discharge their duties. They strive to promote the highest quality educational opportunities to all members of the community while ensuring fiscal stability, institutional integrity and operational efficiency.
- ***Handling of Administrative Matters:*** Board members focus Board attention on policy determination, planning, overall evaluation and the maintenance of the district's fiscal stability. While district employees, students and citizens are encouraged to freely express their views to Board members, Board members refrain from involving themselves in matters that are delegated to the Chief Executive Officer, except as needed to fulfill their proper oversight responsibilities.
- ***Giving Priority to the District and its Strategic Partner:*** Board members give priority to their obligation to advocate for and protect the district. While they may participate in other community activities, they hold the district's interests as paramount to those of any other community group or organization. Because the District has entered into a strategic partnership with El Camino College, Board members support the partnership with El Camino and work to promote its success.

Behavior Alleged to be Contrary to the Code of Ethics and Standards of Practice: Behavior that is alleged to be contrary to the Code of Ethics and Standards of Practice should be brought to the attention of the President of the Board (unless the President's behavior is in question, in which case the allegation should be brought to the attention of the Vice President of the Board. In that event, all references in this Rule to the "President" should be considered as references to the Vice President.)

The President will discuss the allegation with the Board member in question and may establish an ad hoc committee to examine the matter and recommend further action to the Board.

If the Board finds that a violation has occurred and that a sanction is warranted, the Board may, by resolution, impose an appropriate sanction. Appropriate sanctions include, but are not limited to, reprimand, censure, or withholding of Board member compensation.

~~This policy shall become effective immediately upon approval, but shall be repealed automatically on July 1, 2011, unless the Board and Special Trustee act before that date to readopt the policy in the same or modified form.~~

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

3A. AGREEMENT/AMENDMENTS/RATIFICATIONS

RATIFICATION

- 1. CONSULTANT: GOLDEN WINGS ACADEMY CHILD DEVELOPMENT CENTER**
- SERVICES:** To provide part-time work for CalWORKs students majoring in Child Development hands on experience. To help foster growth and empower students to obtain their educational goals
- REQUESTING DEPT:** CALWORKS
- FUNDING:** CATEGORICAL
- DATES:** 11/15/12 – 05/31/13
- NTE:** No cost to the District

3B. BUDGET ADJUSTMENTS/AUGMENTATIONS/TRANSFERS

It is recommended that the Special Trustee approve or ratify the following adjustments, augmentations, and transfers. The adjustments do not adversely affect the total District budget.

FISCAL YEAR 2012-2013

- 1. General Fund – Unrestricted
- 2. General Fund – Restricted
- 3. Measure CC Bond Fund

1. General Fund – Unrestricted

Expenditures:

		-FROM-	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
1XXX	Academic Salaries		\$30,000.00
4XXX	Supplies		1,000.00
6XXX	Capital Outlay		<u>120.00</u>
			\$31,120.00

		-TO-	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
2XXX	Classified & Other Non-Academic Salaries		\$30,000.00
4XXX	Supplies		120.00
5XXX	Other Operating Expenses and Services		<u>1,000.00</u>
			\$31,120.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$31,120.00

Summary of Transfers:

Funds moved from Academic Salaries, Supplies and Capital Outlay to provide budget for positions, travel, and supplies.

2. General Fund – Restricted

Expenditures:

		-FROM-	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
3XXX	Employee Benefits		\$12,303.00
4XXX	Supplies		<u>7,428.00</u>
			\$19,731.00

		-TO-	
<u>Major Object</u>	<u>Description</u>		<u>Amount</u>
5XXX	Other Operating Expenses and Services		\$12,303.00
6XXX	Capital Outlay		<u>7,428.00</u>
			\$19,731.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$19,731.00

Summary of Transfers:

Funds transferred from Employee Benefits and Supplies to provide funds for TRIO Program student summer residential program and equipment for VTEA Program.

3. Measure CC Bond Fund

-FROM-

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services Holding	\$ 54,620.00

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6XXX	Capital Outlay	\$ 54,620.00

Summary Total **\$ 0.00**

Total Transfer - \$291,215.00

Summary of Transfers

Funds transferred from Other Operating Expenses and Services Holding account to Capital Outlay to pay construction costs.

**Agenda for the Compton Community College District Board of Trustees
from
Facilities, Planning & Development
Felipe Lopez, CBO**

4A. FACILITIES PLANNING AND DEVELOPMENT – CHANGE ORDER REPORTS FOR CAPITAL PROJECTS & MEASURE CC. PROP 39 PROJECTS

1. Pinner Construction - Change Order #3 Central Plant/Stadium Lighting Project

It is recommended that the Special Trustee approve the following change order for the Central Plant/Stadium Lighting Change:

1. Discrepancies were found concerning the door hardware and access controls with the Central Plant project. Scope of work was reconfigured for the door hardware, access controls, exterior colors and flooring. Additional work not part of the original scope of work.

Change Order Cost:	\$14,896.40
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Total Change Order Amount	\$14,896.40
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Contractor: Pinner Construction Co, Inc.	<u>Amount:</u>
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Original Contract Amount	\$10,008,432.00
Previously Approved Change Orders (2)	(\$87,975.23)
Amount of this Change Order	14,896.40
NEW CONTRACT AMOUNT	\$9,935,353.17

2. Pinner Construction - Change Order #3 Utility Infrastructure Phase 1

It is recommended that the Special Trustee approve the following change order for the Utility Infrastructure Phase 1 project:

1. Adjustments to the project design were made to meet ADA regulations. A 6” curb was installed based on contract plans, however it was determined it had to be removed and replaced to meet ADA regulations. Additional work not part of the original scope of work.
2. Contractor was directed to add striping for the Child Development Center along the Child Development Center road to provide for additional parking. Additional work not part of the original scope of work.

1. Change Order Cost	\$8,791.20
2. Change Order Cost	<u>\$818.55</u>
Total Change Order Amount	<u><u>\$9,609.75</u></u>

Contractor: Pinner Construction Co, Inc.

Amount:

Original Contract Amount	\$17,641,568.00
Previously Approved Change Orders (2)	\$(994,663.92)
Amount of this Change Order	\$9,609.75
NEW CONTRACT AMOUNT	\$16,656,513.83

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

XVII. DISCUSSION/INFORMATION ITEMS

1. Office of the Special Trustee
 - A. Board Policy 2725 – Board Member Compensation

2. Office of the Interim CEO
 - A. Compton Community College District 6th Fiscal Crisis Management Assistance Team (FCMAT) Progress Report
 - B. Redistricting Action Plan
 - C. Board Presentations and Reports Schedule for 2012-2013
 - D. Special Trustee Advisory Committee Meeting Dates
 - E. Measure CC Citizens’ Bond Oversight Committee Meeting Minutes of September 27, 2012
 - F. Measure CC Citizens’ Bond Oversight Committee Meeting Dates
 - G. Board Policy 6400 – Audits
 - H. Administrative Regulation 6401 – Audits

3. Administrative Services
 - A. AB 2910 Quarterly Financial Status Report

4. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances

5. Human Resources
 - A. Timeline for CEO Search
 - B. Memorandum of Understanding between the Compton Community College District, Compton Community College Academic Senate and the Compton Community College Federation of Employees, Local 3486, Certificated Unit
 - C. Memorandum of Understanding between the Compton Community College District, and the Compton Community College Federation of Employees, Certificated Unit.

Agenda for the Compton Community College District Board of Trustees
from
Office of the Special Trustee
Thomas E. Henry

1A. BP 2725 Board Member Compensation

It is recommended that the Special Trustee discuss the Board Policy 2725 – Board Member Compensation

COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 2725 Board Member Compensation Issued: June 8, 2010

Reference: Education Code Section 72024

Members of the Board who attend all board meetings during a calendar month shall receive \$240. Except as otherwise provided in this policy, a member of the Board who does not attend all meetings held by the Board in any month shall only receive a pro rata portion of the full monthly amount based upon the number of meetings the Board member actually attended compared to the total number of Board meetings held during the month.

A member of the Board may receive compensation for a meeting when absent if the Board finds that, at the time of the meeting, the member was performing services outside the meeting for the district, was ill, on jury duty, or that the absence was due to a hardship deemed acceptable by the Board.

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

2A. COMPTON COMMUNITY COLLEGE DISTRICT 6TH FISCAL CRISIS MANAGEMENT ASSISTANCE TEAM (FCMAT) PROGRESS REPORT

It is recommended the Special Trustee receives for information the Compton Community College District 6th FCMAT Progress Report.

The Compton Community College District 6th FCMAT Progress Report is available online at:
<http://www.district.compton.edu/fcmat.asp>

2B. 2011-2012 REDISTRICTING ACTION PLAN - INFORMATIONAL ITEM

It is recommended that the Special Trustee receives for information the 2011-2012 Redistricting Action Plan.

REDISTRICTING ACTION PLAN

September 2011

1. Host Redistricting Workshops on September 14, 15, 17, 2011.

October 2011

1. Provide draft plans with options for Trustee Areas and ask for public input.
2. Post trustee areas with proposed boundaries outlined for public review online and make printed copies available in the Office of the Interim CEO. Section available on website for public to post questions/comments.
3. Place legal advertisement in the local newspapers announcing the Redistricting November public hearing. Publicize via news releases to media lists, including local, state, federal elected officials, school district boards and superintendents and chambers of commerce; also publicize on Compton District website and Compton Center Facebook and Twitter accounts.

November 2011

1. Redistricting overview by Mapping Consultants at November 15, 2011 Board meeting.
2. Special Trustee holds first public hearing at November board meeting.
3. CEO establishes a Redistricting committee. The committee will gather input and provide the strengths and weakness of each map to the Special Trustee relative to the District boundaries.

December 2011

1. Deadline for potential applicants for the Redistricting committee to submit their resume and cover letter to the Interim CEO office. Publicize via CEO outreach to groups and organizations throughout the District; news releases, website, Facebook and Twitter.

January 2012

1. Special Trustee approves the names of individuals selected to the Redistricting committee at the January 2012 board meeting.

February 2012

1. Redistricting committee holds first meeting to develop an outreach/information plan, with assistance from District staff. Publicize via news releases, website, Facebook and Twitter.
2. Redistricting Committee holds second meeting on Thursday, February 23, 2012 from 9:30 a.m. - 11:00 a.m. in the Compton District Boardroom.
3. Place legal advertisement in the local newspapers announcing the Wednesday, March 21, 2012 Redistricting public hearing. Publicize via CEO outreach to groups and organizations throughout the District; news releases, website, Facebook and Twitter.

March 2012

1. Special Trustee holds second Redistricting public hearing on Wednesday, March 21, 2012 at 6:00 p.m. in the Compton District boardroom.
2. Redistricting Committee holds third meeting on Thursday, March 22, 2012 from 9:30 a.m. - 11:00 a.m. in the Compton District Boardroom.

April 2012

1. Redistricting committee holds fourth meeting on Thursday, April 5, 2012 from 9:30 a.m. - 11:00 a.m. in the Compton District Boardroom. Redistricting committee forwards the strengths and weakness of each of the proposed maps to the Special Trustee. Publicize via news releases, website, Facebook and Twitter.
2. Redistricting committee strengths and weakness to each of the proposed maps are reviewed at the April 2012 board meeting.
3. Place legal advertisement in the local newspapers announcing the May 2012 Redistricting Public Hearing. Publicize via CEO outreach to groups and organizations throughout the District; news releases, website, Facebook and Twitter.

May 2012

1. Special Trustee holds third public hearing at May board meeting
2. Special Trustee adopts, by resolution or ordinance, new Trustee election areas.
3. Submit waiver for Amending Trustee Elections to the Board of Governors for the July 2012 meeting.

July 2012

1. Receive approval from Board of Governors.

September 2012

1. Submit new Trustee Areas to the Los Angeles County Recorder's office prior to October 15, 2012 deadline.

November 2013

1. New Compton Community College District Trustee areas are effective for the November 2013 elections.

**2C. BOARD PRESENTATIONS AND REPORTS SCHEDULE 2012-2013 -
INFORMATIONAL ITEM**

It is recommended that the Special Trustee receives for information the Board Presentations and Reports Schedule 2012-2013.

**Board of Trustees Presentations and Reports
Schedule for 2012 – 2013**

MONTH	PRESENTATION	REPORT
July 2012	Compton Center Accreditation Status Report	Comprehensive Master Plan
August 2012	Facilities Presentation: Allied Health Building Project	Notice of Public Hearing FTES Compton Center
September 2012	2012-2013 Compton Community College District Budget	Quarterly Fiscal Status Report Redistricting Status Report Budget Adoption
October 2012	Financial Aid	Faculty/Staff Professional Development
November 2012	Special Trustee’s Advisory Committee	Accreditation Update
December 2012	FCMAT	Quarterly Fiscal Status Report
January 2013	Measure CC Bond Oversight Committee Student Success	Annual Fact Book FTES Compton Center Facilities Update
February 2013	2011-2012 CCCD Financial Audit Report	2012-2013 Budget Status Report
March 2013	2011-2012 Measure CC General Obligation Bond Audit Report	FTES Compton Center Success & Retention
April 2013	Foundation for Compton Community College District 2013-2014 Budget Planning Proposal	Measure CC Bond Oversight Committee
May 2013	Accountability Reporting for the Community Colleges (ARCC) Facilities Presentation: Capital Projects	Accreditation Update Notice of Public Hearing
June 2013	Student Learning Outcomes 2013-2014 Compton Community College District Tentative Budget	Tentative Budget Quarterly Fiscal Status Report

Revised:11.09.2012

2D. SPECIAL TRUSTEE'S ADVISORY COMMITTEE MEETING DATES

It is recommended that the Special Trustee receives for information the Special Trustee's Advisory Committee Meeting Dates - Revised

Tuesday, December 18, 2012 @ 6:30 p.m.

2E. MEASURE CC BOND OVERSIGHT COMMITTEE MEETING MINUTES OF SEPTEMBER 27, 2012.

It is recommended that the Special Trustee receives for information the Measure CC Citizens' Bond Oversight Committee Meeting Minutes of September 27, 2012.

COMPTON COMMUNITY COLLEGE DISTRICT

MEASURE CC CITIZENS' BOND OVERSIGHT COMMITTEE

September 27, 2012

MEETING MINUTES

- I. The Citizens' Bond Oversight Committee Meeting was called to order at 5:10 p.m.
- II. Review/Approval of July 20, 2012 meeting minutes – **Approved**, as corrected
(Correction, pg. 2, item #14 Dr. Keith Curry)
Motion to approve by Larry Edmonds
Seconded by L.C. Green
- III. Committee members introduced themselves and gave a brief bio. Trustee Lorraine Cervantes was also introduced.
- IV. Roll Call – Members Present
Bruce Boyden Dennis Lord
Martha Brown Arturo Ramos
Larry Edmonds Anthony Yanes
L.C. Green
Members Absent:
Kenyelle Smalley
Jasmine Haynes
- V. Approval of Agenda – **Approved**
Motion to approve
Seconded by L.C. Green
- VI. Public Comments on Agenda/Non-Agenda Items – No Requests

Introduction of:
Felipe Lopez, Chief Business Officer
Oscar Edwards, member, Special Trustee's Advisory Committee
Linda Owens, Sr. Project Manager, Vanir Construction Management
Thomas Hughes, Project Manager, Lend Lease Construction

Comments from Mr. Bruce Boyden regarding the role of the Oversight Committee.

- VII. Compton Community College District Measure CC Amended and Restated Bylaws
Mr. Lopez reported that Mr. David Casnoche, Bond Counsel, gave a briefing on the language update for the bylaws at the July 20, 2012 meeting. The language was modified to reflect current standards. The committee requested a copy of the current Bylaws for comparison to the amended bylaws to be provided at the next meeting.
- VIII. Compton Community College District Measure CC Bond Expenditures from July 1, 2012 through August 31, 2012.
Mr. Lopez distributed and reviewed a revised version of 2012 bond expenditures showing where we stand currently and the activity that we will have in 2013.

Mr. Boyden provided a brief historical background of Measure CC Bond (passed in 2002).
- IX. Compton Community College District /El Camino College Facilities Memorandum of Understanding (MOU) – Information Item
- X. Update on CCCD Facilities Projects
Ms. Linda Owens, Sr. Project Manager, Vanir Construction Management, presented updates on the MIS (Management Information Systems) Building; scheduled for completion in October. The Music Building, looking for a new architect of record; interviews will be held in November. RFP out for a new architect of record and a DSA (Department of the State Architects) close-out specialist. At least six buildings need to be closed-out including the LRC (LRC scheduled to open by Spring 2014), CDC, Major League Baseball, Math/ Science, and Voch Tech.
- XI. Update on El Camino College Compton Center Facilities Projects
Mr. Thomas Hughes, Project Manager, Lend Lease Construction, presented an update on Infrastructure Phase I Project (underground utilities, central plant, and stadium lighting). The installation of fire-water and domestic water systems have been completed. Parking lot A is being extended to accommodate about 75 more spaces and should be completed in December 2012. Infrastructure Phase II Project (underground utility infrastructure) will begin in mid-October. Phase II includes all areas from the Administration Building to Parking Lot L and all row buildings. The Allied Health Building will be demolished and rebuilt.
- XII. Comments:
a. Dr. Brown: Thanked Mr. Hughes for the tour at the last committee meeting.
b. Mr. Lopez stated that the drill-down on each project will be available on the District web-site.
c. Mr. Boyden stated that a printed copy of the status of construction projects should be available to the committee and the community. Thanked the presenters and the committee for their work.
d. Mr. Green: Thanked Ms. Owens and Mr. Hughes for their presentations.
- XIII. Adjournment: 6:40 p.m.

Next scheduled Oversight Committee Meeting: Thursday, November 29, 2012 @ 5:00 p.m.

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

2F. MEASURE CC BOND OVERSIGHT COMMITTEE MEETING DATES

It is recommended that the Special Trustee receives for information the Measure CC Bond Oversight Committee meeting dates and times. All committee meetings will be held in the District Board Room.

Thursday, February 28, 2013 @ 5:00 p.m.

Thursday, April 25, 2013 @ 5:00 p.m.

Thursday, June 27, 2013 @ 5:00 p.m.

2G. BOARD POLICY - BP 6400 Audits

It is recommended that the Special Trustee receive for first reading, the Compton Community College District Board Policy 6400 - Audits



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 6400 Audits

**ISSUED: June 16, 2009
REVISED: December 11, 2012**

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 shall assure that an annual external audit is completed. The CEO shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

In addition, the CEO shall assure that annual audits are completed in compliance with the approval of the District's general obligation bond measure (Measure CC) authorized pursuant to Section 1 of Article XIII A of the California Constitution.

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

Applicable Administrative Regulation:

AR6401 Audits

2H. ADMINISTRATIVE REGULATION AR 6401 – AUDITS

It is recommended that the Special Trustee receives for first reading, Compton Community College District Administrative Regulation AR 6401 – Audits.

AR 6401 Audits

ISSUED: December 11, 2012

REVISED:

Reference:

Board of Trustees Policy: BP 6400 Audits
Education Code Sections 15278 and 84040(b)
Title 5, Section 59102

The CEO directs that the following regulations are to apply to the audits at the Compton Community College District:

1. On or before May 1 of the fiscal year preceding the fiscal year to be audited, the Special Trustee shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.
2. An auditing firm's contract shall be for no longer than five years. The auditor may be retained for a period exceeding five consecutive years; however at the end of each contract term the District shall solicit proposals for audit services to encourage competitive pricing and change, if needed. The audit shall include all funds under the control or jurisdiction of the district. The audit shall identify all expenditures by source of funds and shall contain the following:
 - A. A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code §84040.5 and Title 5, §59102.
 - B. A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be submitted to the state Chancellor's Office by December 31. The annual district audit must be presented to the board for information.

The CEO may call for a special audit whenever the best interest of the district will be served. The Chief Business Officer and his/her designee may independently spot-audit any district account, including student organization and the revolving cash funds. Audit adjustments must be recorded in the accounting system and are to be reflected on the subsequent year's CCFS-311.

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Felipe Lopez, CBO

3A. AB 2910 QUARTERLY FINANCIAL STATUS REPORT

It is recommended that the Special Trustee receive the following Quarterly Financial Status Report for the quarter ending September 30, 2012. AB2910, Chapter 1486, Statutes of 1986 requires that California Community College District's report quarterly on their financial condition.

The report for September 30, 2012 is shown on the following Quarterly Financial Status Report for the Unrestricted General Fund (Fund 01)

Fiscal Year: 2012-2013

Quarter Ended: September 30, 2012

General Fund	2012-13 Budget	Year-to-Date Actuals	Percentage
Revenues			
Federal	\$ 30,000.00	\$ 14,150.00	47%
State	25,288,431.00	12,283,458.00	49%
Local	4,518,268.00	449,524.00	10%
Interfund Transfers	-	-	0%
Total Revenues	<u>\$29,836,699.00</u>	<u>\$12,747,132.00</u>	<u>43%</u>
Expenses			
Academic Salaries	\$11,281,001.00	\$2,251,577.00	20%
Classified Salaries	5,988,683.00	942,841.00	16%
Employee Benefits	5,241,816.00	670,202.00	13%
Supplies & Materials	566,590.00	90,765.00	16%
Other Operating Expenses	4,992,475.00	572,660.00	11%
Capital Outlay	368,033.00	1,947.00	1%
Other Outgo	<u>2,200,000.00</u>	<u>1,101.00</u>	<u>0%</u>
Total Expenses	<u>\$30,638,598.00</u>	<u>\$4,531,092.00</u>	<u>15%</u>

**Agenda for the Compton Community College District Board of Trustees
from
Facilities, Planning & Development
Felipe Lopez, CBO**

4A. MEASURE CC BOND FUND CATEGORY BUDGETS AND BALANCES

It is recommended that the Special Trustee receives for information the following Compton Community College District Measure CC Bond Fund Category Budgets and Balances.

The following table reports Measure CC Bond expenditures through November 30, 2012

CATEGORY	BUDGET	EXPENDED		BALANCE
Unassigned	\$ 3,800,917	\$ -		\$ 3,800,917
Allied Health Building *	1,800,000	139,972		1,660,028
Campus Wide Improvement	250,000	136,824		113,176
Infrastructure Phase 1 *	11,490,000	3,203,447	**	8,286,553
Infrastructure Phase 2*	5,000,000	227,678	**	4,772,322
Learning Resource Center	370,000	-		370,000
Master Planning	158,000	10,879		147,121
MIS Building Renovation Phase 1	891,215	386,741		504,474
Music	1,200,000	20,000		1,180,000
Program Support	210,000	109,620		100,380
Utilities Master Plan	723,460	96,918	**	626,542
	<u>\$ 25,893,592</u>	<u>\$ 4,332,080</u>		<u>\$ 21,561,512</u>

* These projects are funded by State Capital Outlay funds (~90%) and Measure CC Bond funds (~10%)

** All costs expended to date will be replenished by State Capital Outlay funds once reimbursement by the State

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

5A. TIMELINE FOR CHIEF EXECUTIVE OFFICER SEARCH

It is recommended that the Special Trustee receives for information the Timeline for the Chief Executive Officer Search.

TIMELINE FOR CEO SEARCH

June 2012

- Approval of CEO position description by the Special Trustee

September 2012

- Contact constituent groups to establish committee membership

October 2012

- Identification of search committee members

November 2012

- First Search Committee meeting
- Search Committee training
- Provide draft position announcement for review and input
- Announce position

January 2013

- Application submittal deadline
- Schedule additional committee meetings
- Determine screening criteria
- Paper screening of applications
- Select applicants to be interviewed

February 2013

- Special Trustee and Superintendent/President will review applicant pool to determine if size of the pool is adequate.
- Interview candidates
- Select finalists

March 2013

- Campus Forum(s) for finalists
- Interview finalists
- Special Trustee and Superintendent/President concur on selected candidate

April 2013

- Appointment of CEO

Rev. 11.01.2012

5B. MEMORANDUM OF UNDERSTANDING BETWEEN THE COMPTON COMMUNITY COLLEGE DISTRICT, COMPTON COMMUNITY COLLEGE ACADEMIC SENATE AND THE COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES, LOCAL 3486, CERTIFICATED UNIT

It is recommended that the Special Trustee receives for information the MOU between the CCCD, CCC Academic Senate and the CCCFE, Local 3486.

MEMORANDUM OF UNDERSTANDING BETWEEN THE COMPTON COMMUNITY COLLEGE DISTRICT, COMPTON COMMUNITY COLLEGE ACADEMIC SENATE AND THE COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES, LOCAL 3486, CERTIFICATED UNIT

The Compton Community College District and the Compton Community College District Federation of Employees- Certificated Unit agree that the following policies shall be the subject of negotiations:

Faculty Seniority
Faculty Emeritus


And once negotiated, agreed upon and ratified by both parties, these policies shall become part of the Compton Community College District Board Policies and shall also be reflected in the certificated contract.

The following policies shall be revised by the Academic Senate and the Compton Community College District Representatives and shall be completed by June 13, 2013, and are subject to the approval by the Special Trustee:

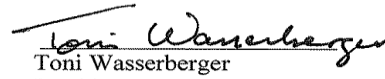
Academic Senate
Academic Rank

Keith Curry
Interim CEO
Compton Community College District

Date: 11/27/2012


Michael Odanaka
President, Academic Senate
Compton Community College District

Date: 11/27/2012


Toni Wasserberger
President
CCCFE- Certificated Unit

Date: 11/27/2012

5C. MEMORANDUM OF UNDERSTANDING BETWEEN THE COMPTON COMMUNITY COLLEGE DISTRICT, AND THE COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES, CERTIFICATED UNIT

It is recommended that the Special Trustee receives for information the MOU between the CCCD, and the CCCFE, Certificated Unit.

MEMORANDUM OF UNDERSTANDING BETWEEN THE
COMPTON COMMUNITY COLLEGE DISTRICT
AND THE COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES,
CERTIFICATED UNIT:

Recognizing the need to have tenured faculty on the evaluation teams of probationary faculty, and

Recognizing that until negotiations on Article X (Faculty Evaluations)(10.6 b-1 a., b., c., Tenure Review Committee) have been completed, modification of the number of faculty evaluators for each team is exigent, given the number of new faculty with probationary status , and

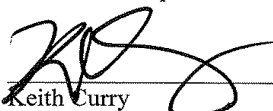
Recognizing that under the current contract article, division chairs are required to participate on all probationary evaluations,

The District and the CCCFE Certificated Unit agree that:


1. The number of faculty evaluators shall be 3, including the division chair.
2. a) One tenured faculty member designated by the Dean and confirmed by the Academic Senate.
b) One tenured faculty member designated by the Academic Senate in consultation with the Federation
2. The Division Chairs who have more than 2 probationary faculty to evaluate shall be able to designate a replacement for any additional probationary faculty subject to the approval of the Dean and Academic Senate representative in consultation with the Federation.

This Memorandum of Understanding in no way alters the probationary faculty member's right to timely challenge the appointment of one of the faculty evaluators.

This Memorandum of Understanding shall expire when the negotiations on the evaluation article have been completed and ratified by both parties.


Keith Curry
Interim CEO
Compton Community College District

Date: 11/27/2012


Toni Wasserberger
President
CCCFE- Certificated Unit

Date: 11/27/2012