



Board Agenda

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

Tuesday, April 17, 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 – ANTICIPATED LITIGATION:**
 - 1. Significant exposure to litigation pursuant to Subdivision (b) of Section 54956.9:
One case
 - B. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:**
 - 1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
 - a. Bernadette Bryant vs. Compton Community College District
 - b. Manzoor Ahmad vs. Compton Community College District
 - C. 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

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):

One Matter

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

1. Interim Chief Executive Officer

F. PUBLIC EMPLOYEE APPOINTMENT PURSUANT TO 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 by the Special Trustee

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

XI. Approval of Open Session Agenda

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

XIII. Reports from Representatives and Employee Organizations

1. Faculty Representative Report – Jerome Evans
2. Classified Representative Report – David Simmons
3. Academic Senate President Report – Saul Panski
4. CCCFE Certificated Employees Report – Toni Wasserberger
5. CCCFE Classified Employees Report – Joseph Lewis
6. Associated Student Body Report – Amelia M. Apple

XIV. Approval of Minutes of February 15, 2012

Approval of Minutes of March 20, 2012

XV. Presentations

1. Accountability Reporting for the Community Colleges (ARCC) Report
2. Foundation for Compton Community College District

XVI. Public Hearing – CCCFE, Certificated Unit Initial Collective Bargaining Proposal to the District

XVII. Consent Agenda – Recommendation of Interim CEO

1. Administrative Services
 - A. Purchase Orders

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

XVIII. Action Agenda

1. Office of the Interim CEO
 - A. Board of Trustees Scheduled Meeting Dates – Revised
 - B. Notice of Public Hearing – Compton Community College Redistricting
 - C. BP 3570 – District Smoking Policy
 - D. Special Trustee’s Advisory Committee Appointment
 - E. Resolution No. 04-17-2012

2. Academic Affairs/Student Services
 - A. Accountability Reporting for the Community Colleges (ARCC) Report

3. Administrative Services
 - A. Agreements/Contracts
 - B. Stale Dated Warrants
 - C. Budget Adjustments/Assumptions/Transfers
 - D. Bookstore Agreement Between El Camino Community College District and Compton Community College District

4. Facilities Planning and Development
 - A. Fast Track Construction – Termination for Convenience

5. Human Resources
 - A. Revised Classified Position
 - B. Revised Allocation for Classified Positions

XIX. Discussion Items

1. Office of the Special Trustee
 - A. Chief Executive Officer Selection Process
 - B. BP 2715 – Code of Ethics and Standards of Practice

XX. Information Items

1. Office of the Interim CEO
 - A. AR 3571 – District Smoking Policy Administrative Procedure
 - B. AR 6311 – Attendance and Time Reporting Administrative Procedure
 - C. Board Presentations and Reports Schedule for 2011-2012 Revised
 - D. 2011-2012 Budget and Planning Calendar
 - E. Compton Community College District Redistricting Action Plan
 - F. Redistricting Committee Recommendations to the Special Trustee
 - G. Minutes from the March 22 and April 5, 2012 Redistricting Committee Meetings

- H. Settlement Agreement – Landeros vs. Compton Community College District
- I. Stipulation for Dismissal and Judgment in the Landeros vs. Compton Community College District
- J. Special Trustee’s Advisory Committee Meeting Dates

- 2. Human Resources
 - A. CCCFE, Classified Unit Negotiations Proposal

XXI. Oral Reports

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

XXII. Next regularly scheduled meeting date: May 16, 2012

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

XXIII. 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 SPECIAL MEETING

Wednesday, February 15, 2012

MINUTES

- I. The Board of Trustees Meeting was called to order at 4:31 p.m.
- II. Roll Call – Members Present
 - Mr. Thomas Henry, Special Trustee
 - Dr. Keith Curry, Interim Chief Executive Officer
- III. Approval of Closed Session Agenda – Approved
- IV. Requests to address the Board of Trustees – Closed Session Agenda
 - There were 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.
- VI. Reconvene to Open Session of the Board of Trustees at 5:03 p.m.
- VII. Call to order
- VIII. Roll Call – Members Present
 - Lorraine Cervantes
 - Charles Davis
 - Andres Ramos
 - Thomas Henry
 - Keith Curry
 - Absent: John Hamilton
 - Deborah LeBlanc
 - Anesa Nelson
- IX. Pledge of Allegiance – Led by Rachelle Sasser
- X. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
 - The Special Trustee took action not to re-employ an educational administrator employed in the categorical program.
 - No other reportable action
- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Items
 - 1)Nehasi Lee, student – MOU between El Camino College District and the Compton CC District.
 - 2)Trustee Cervantes – Remarked on MOU

February 15, 2012

XII. Presentation:

2010-2011 Compton Community College District Audit Report – Presented by Heidi White, Vavrinek, Trine, Day & Co., LLP

XIII. **Consent Agenda – Recommendation of Interim CEO**

1. Human Resources – **Approved**
 - A. Academic Employment and Personnel Changes
 - B. Temporary Non-Classified Service Employees
 - C. Eligibility Lists

XIV. **Action Agenda**

- A. Office of the Interim CEO
 1. 2010-2011 Compton Community College District Audit Report – **Received**
 2. Administrative Services – **Approved**
 - A. Budget Adjustments/Augmentations/Transfers
 3. Facilities Planning and Development – **Approved**
 - A. Agreements/Amendments
 - i. Amend to Agreement with S & K Engineers to provide the compensation allocated for engineering services in the approved Infrastructure Replacement Phase 1 & 2 projects budgets and compensation for additional services needed to modify the Phase I Utility Infrastructure, Central Plant and Stadium Lighting bid documents. This is the fourth amendment to this agreement.
 - B. Utility Infrastructure Phase I, Central Plant & Stadium Lighting Bid Approval Recommendation – **Approved (subject to ECC and State approval)**
 4. Human Resources – **Approved**
 - A. Resolution No. 02-15-2012B – Reduction or Discontinuance of Particular Kinds of Service

XV. **Next regularly scheduled meeting: March 20, 2012**

Closed session begins at 5:30 p.m.
Open session begins at 6:00 p.m.

XVI. **Meeting Adjourned**

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

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, March 20, 2012

MINUTES

- I. The Board of Trustees Meeting was called to order at 5:05 p.m.
- II. Roll Call – Members Present
 - Mr. Thomas Henry, Special Trustee
 - Dr. Keith Curry, Interim Chief Executive Officer
- 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.
- VI. Reconvene to Open Session of the Board of Trustees at 6:04 p.m.
- VII. Roll Call – Members Present
 - Lorraine Cervantes
 - Deborah LeBlanc
 - Andres Ramos
 - Thomas Henry
 - Keith Curry
 - Absent: Anesa Nelson
 - John Hamilton
- VIII. Pledge of Allegiance – Led by David Simmons
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
 - Claim of Chelvi Subramaniam – Denied
 - Claim of Catherine Pate – Approved in the amount of \$1,500.00
 - No other reportable action
- X. Approval of Open Session Agenda – **Approved**
- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Items
 - 1) Nehasi Lee, student – Expenditures from bond funds; bond audit; Facilities MOU

- XII. Approval of Minutes of February 7, 2012 – **Approved**
- XIII. Presentation – Measure CC General Obligation Bond Audit Report by Heidi White, Auditor
- XIV. Public Hearing – District Initial Collective Bargaining Proposal to CCCFE, Certificated Unit at 6:51 p.m.
- XV. Comments by:
Professor Saul Panski concerned about Board Policies relating to Negotiations

Public Hearing ended

- XVI. **Consent Agenda – Recommendation of Interim CEO – Approved**
 - 1. Administrative Services
 - A. Purchase Orders
 - 2. Human Resources – **Approved (*as revised)**
 - A. Academic Employment and Personnel Changes
 - B. Classified Employees
 - C. Temporary Non-Classified Service Employees
- *(Revision – 2C, Item #1 – hourly rate corrected to \$14.50 per hour; effective February 9, 2012)**

XVII. **Action Agenda**

- 1. Office of the Interim CEO – **Approved**
 - A. 2010-2011 Bond Measure CC General Obligation Bond Audit Report
 - B. Approval of Bond Measure CC Oversight Committee
 - C. Absence of a Board Member
 - D. Board Travel
 - E. California Community College Trustees Board Elections
 - F. 2011-2012 Board Meeting Dates (Revised)
 - G. 2012-2013 Board Meeting Dates
- 2. Administrative Services – **Approved**
 - A. Agreements/Contracts
 - 1. Agreement with **Skillpath On-Site Training Seminars** to provide coaching and team building skills for managers to effectively communicate manager to employee.
 - 2. Amendment to Agreement with **Vavrinek, Trine, Day & Co., LLP** to provide the compensation allocated for the additional amount of time and expense in completing the audit procedures. Original agreement board approved on February 16, 2010.
 - 3. Ratification of Agreement with the **Law Offices Of Julia Sylva** to provide legal advice and representation on matters related to redevelopment agreements 07/01/10 – 06/30/11
 - 4. Ratification of Agreement with the **Law Offices Of Julia Sylva** to provide legal advice and representation on matters related to redevelopment agreements 07/01/11 – 06/30/12
 - B. Amendment 02 - Local Agreement For Child Development Services (REVENUE) – CCTR-1092
 - C. Amendment 02 - Local Agreement For Child Development Services (REVENUE) – CSPP-1177
 - D. Approval of Stale Dated Warrant(s)
 - E. Budget Adjustments/Augmentations/Transfers
 - F. Surplus Items for Auction, Sale and Disposal

3. Facilities Planning and Development – **Approved**
 - A. Agreements/Contracts
 1. Agreement with **HMC Architects** to provide master architect services
 - B. Change Order Report for Measure CC Proposition 39 Projects
4. Human Resources – **Adopted**
 - A. District Initial Collective Bargaining Proposal for 2011-2012 Negotiations

XVIII. Information Items – Received (*as amended)

1. Office of the Interim CEO
 - A. Compton Community College District Line of Credit Expenditures
 - B. Facilities Memorandum of Understanding
 - C. Auxiliary Services Administrative Regulation
 - D. Board Presentations and Reports Schedule for 2011-2012
 - E. Special Trustee Advisory Committee Meeting Schedule
 - F. Special Trustee Advisory Committee January 31, 2012 Meeting Minutes
 - G. Redistricting Committee Action Plan
 - H. Redistricting Committee February 2, 2012 Meeting Minutes
2. Academic/Student Services
 - A. El Camino College Compton Center FTES
 - B. Success and Retention
 - C. Student Learning Outcomes
3. Administrative Services
 - A. 2011-2012 Budget Reduction
 - B. 2012-2013 Budget Planning Proposal
 - C. AB 2910 Quarterly Financial Status Report
4. Human Resources
 - A. Faculty Negotiations Proposal

***(Amendment – Information Item 2E – Special Trustee Advisory Committee Meeting of Tuesday, June 12, 2012 changed to Tuesday, June 5, 2012)**

XIX. Reports from Representatives and Employee Organizations

- A. Student Trustee Report – Anesa Nelson: Absent
- B. Faculty Representative Report – Jerome Evans: California Community Colleges Job Registry Job Fair was held on January 28, 2012; the Center was well represented by our staff/faculty.
- C. Classified Representative Report – David Simmons: Requested adjournment in memory of Eric Marshall, former CCCD Bus Driver who was killed by a drunk driver last night while riding his motorcycle.
- D. Academic Senate President Report – Saul Panski: No Report
- E. CCCFE Certificated Employees Report –Toni Wasserberger: No Report
- F. CCCFE Classified Employees Report – Joseph Lewis: Absent
- G. Associated Student Body Report – Amelia Apple: No Report

XX. Oral Reports

- A. Interim CEO Report – Dr. Keith Curry
Dr. Curry commented that the Interim CEO report is contained in his Board Letter dated March 16, 2012.

B. Board of Trustees' Reports

Trustee Cervantes: Requested an attendance report of all elected trustees; Concerned with ECC's name on the Major League Baseball Academy; the City of Compton Redevelopment Agency honored her with recognitions from Congress and other elected officials.

Trustee Ramos: Concerned about discontinuance of Upward Bound Program. Attended Lynwood's new Chamber of Commerce grand-opening.

Trustee Davis: Concerned with repetition of issues by board members; asked if there will be a summer program. Barbara Perez responded that yes, there will be a summer program.

Trustee LeBlanc: Congratulated Dr. Curry on his 1-Year Anniversary as Interim CEO; congratulated Bruce Boyden (Oversight Committee member) who is receiving an outstanding award by the National Association of Women's Council; commended A2MEND for the outstanding conference held in support of African American Male Students; On March 1, 2012 she received an Outstanding Service Award from National University for her 25 years of service and contributions; attended the Water Replenishment District of Southern California's Water Festival; acknowledges the services to the District of retiring faculty members.

Special Trustee Report – Thomas E. Henry: Commented on board member attendance and feels any issues will be resolved by the Interim CEO. He will be serving on a panel at the CCLC's Trustee Conference in San Diego in May relative to accreditation and fiscal matters and also a session relative to the role of the Special Trustee as fiscal advisor.

XXI. **Meeting adjourned in memory of Mr. Eric Marshall**, at 9:04 p.m.

XXII. **Next regularly scheduled meeting: April 17, 2012**

Closed session begins at 5:30 p.m.
Open session begins at 6:00 p.m.

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

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

XV. PUBLIC HEARING – CCCFE, CERTIFICATED UNIT INITIAL COLLECTIVE BARGAINING PROPOSAL TO COMPTON COMMUNITY COLLEGE DISTRICT

It is recommended that the Special Trustee hold a Public Hearing on the CCCFE, Certificated Unit Initial Collective Bargaining Proposal to Compton Community College District.

COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES
LOCAL 3486
FACULTY PROPOSALS FOR SUNSHINING
ADDENDUM OF 3-20-2012

Given the fiscal constraints of the District, the recommendations of the Planning and Budget Committee, and the uncertainty of the state's resources, the Federation wishes to modify its compensation proposal to delete the reference to any percentage increase and to substitute the statement "To Be Determined during the process of negotiations."

COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES
FACULTY UNIT
LOCAL 3486

ITEMS FOR CONTRACT NEGOTIATION REOPENERS
2010-2013

I. Retiree Benefits:

Benefit increases in future agreements shall apply to retirees and shall remain in effect until the retiree and spouse of domestic partner qualify for and register for Medicare.

For retirees with 20 years of district service but who are not eligible for Medicare, the District shall pay the premiums for Part A and Part B of the Medicare coverage.

Emeritus status shall be granted to faculty with a minimum combination of full and part-time service of 25 years. Emeritus status shall include the following:

- Seniority in assignments: first preference for two classes per term in any qualified discipline, subject to positive evaluations

- Office space with computer
- Email address
- Parking Permit
- Library privileges
- Emeritus Identification card

Continuation of life insurance and Long Term Care Policies with the same premium rate as that paid for active employees.

II. Seniority:

District, discipline, and course seniority shall apply to the selection of hourly assignments; course seniority is defined as the most times an instructor taught a particular course in the last three years in which the course was offered.

District seniority and discipline seniority shall apply to the reduction of adjunct staff, subject to satisfactory evaluation,.

Retirees shall be granted the right of first refusal for two classes per term.

III. Compensation:

10% on-schedule increase to full and part-time salary schedules.
10% increase in Health and Welfare benefits.

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

XVI. CONSENT AGENDA

1. Administrative Services
 - A. Purchase Orders

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

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

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

Run Date
4/3/2012

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 04/17/2012

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				
P0502461	Express Pos	Fiscal Services	General Office Supplies	\$832.49
P0502462	U.S. Bank	Fiscal Services	Administrative Fees	\$250.00
P0502463	Los Angeles County	Operations	Other Services and Expenses	\$560.00
P0502473	Ahern Rentals	Operations	Rents/ Leases and Repairs	\$170.74
P0502474	Ahern Rentals	Operations	Contract Services	\$2,648.61
P0502475	3M Library Systems	Div. Office Instr.	Maintenance Contracts	\$2,144.00
P0502476	Exlibris Group	Div. Office Instr.	License Fee/Site Licenses	\$11,601.43
P0502477	Los Angeles County	Fiscal Services	Election	\$100.00
P0502478	El Camino College	Fiscal Services	Printing	\$77.44
P0502479	O. C. L. C. , Inc.	Div. Office Instr.	Instructional Supplies	\$2,400.00
P0502486	Tigerdirect.Com	Information Technology	Non-Instruct Supplies	\$1,820.82
P0502530	Daily Breeze, the	Board of Trustees	Printing	\$246.53
P0502531	American Print Media	Board of Trustees	Printing	\$80.00
P0502532	GST Inc	Information Technology	Equipment	\$3,181.99
P0502533	Grainger	Information Technology	Equipment	\$485.95
P0502534	Cal-Ed Optical	Life Sciences	Repairs Parts and Supplies	\$4,011.75
P0502535	United States Postal	Copy Center	Postage	\$10,000.00
P0502536	Paris Laser Printer	Admissions/Records	Equipment	\$209.87
P0502575	Biopac Systems, Inc.	Academic Affairs	New Equipment - Instr Lease	\$13,093.69
P0502576	Gst Information	Academic Affairs	New Equipment - Instr Lease	\$2,716.09
P0502584	Bobco Metals	I&T Division	Instructional Supplies	\$2,245.69
P0502585	Airgas West	I&T Division	Instructional Supplies	\$2,689.28
P0502667	La Opinion	Fiscal Services	Multi Media Advertising	\$338.00
P0502668	Bearcom	Operations	Repairs Parts and Supplies	\$872.39
P0502674	New Century Imaging,	Admissions/Records	General Office Supplies	\$334.96
P0502675	Office Depot	Nursing	General Office Supplies	\$1,184.90
P0502676	4IMPRINT.COM	Student Recruitment	Non-Instruct Supplies	\$411.78
P0502677	Premier Computer	Div. Office-Student	Non-Instruct Supplies	\$376.25
P0502693	J.B. Imprints	Fiscal Services	Printing	\$371.45
P0502721	TAJ Office & School	First Year	General Office Supplies	\$1,386.28
P0502728	Learning Express, LLC	Div. Office Instr.	License Fee/Site Licenses	\$3,637.80
P0502735	Oasis Business Supply	Academic Programs	Non-Instruct Supplies	\$678.29
P0502736	American Library	Academic Programs	Dues and Memberships	\$300.00
P0502737	Oasis Business Supply	Humanities	Instructional Supplies	\$126.71
P0502741	Exlibris Group	Div. Office Instr.	License Fee/Site Licenses	\$18,844.06
P0502743	Caage Fence	Operations	Contract Services	\$1,200.00
P0502766	Survey Monkey	Academic Programs	Non-Instruct Supplies	\$299.99
P0502767	Computerland of	Information Technology	Maintenance Contracts	\$10,000.00

P0502815	Assessment	Nursing	Instructional Supplies	\$2,392.51
P0502818	Coursey Enterprises,	Nursing	Other Services and Expenses	\$34.60
P0502819	David Hur	Academic Programs	Repairs Parts and Supplies	\$258.75
P0502820	National Charter Lines	Natural Sciences	Transportation	\$550.00
P0502854	El Camino College	Financial Aid	Institutional Return of Funds	\$1,168.00
P0502855	Hyland Software, Inc.	Financial Aid	License Fee/Site Licenses	\$4,200.00
P0502856	School Outfitters	Academic Affairs	New Equipment - Instr Lease	\$2,258.17
P0502883	Dept. of Highway Patrol	Office of the CEO	Contract Services	\$7,695.38
Fund 01 Total: 46				\$120,486.64

Fund 10 Restricted-Compton Ed Center

P0502411	S and B Compton	TANF	Food/Food Supplies	\$267.50
P0502428	Pacific Parking	Parking Fees Permit	New Equipment -	\$65,031.07
P0502480	California State	TRIO - Upward Bound	Other Services and Expenses	\$2,212.50
P0502484	California State	TRIO - Upward Bound	Other Services and Expenses	\$2,212.50
P0502648	Coast Party Rentals	BFAP Augmentation	Special Events-Direct Costs	\$141.44
P0502664	E.C.C.C.D. Bookstore	EOPS	Text Books	\$8,749.00
P0502842	William L. Garrison	TRIO - Upward Bound	Indirect Costs	\$3,000.00
Fund 10 Total: 7				\$81,614.01

Fund 30 Child Development Ctr - Compton

P0502782	Department of Social	CDC	Other Services and Expenses	\$485.00
Fund 30 Total: 1				\$485.00

Fund 45 Revenue Construct Bond - Compton

P0502439	AT&T Datacom, Inc	MIS Building	Buildings	\$5,000.00
P0502447	AT&T Datacom, Inc	MIS Building	New Equipment -	\$221,329.64
P0502452	AT&T Datacom, Inc	MIS Building	Maintenance Contracts	\$47,796.90
P0502453	AT&T Datacom, Inc	MIS Building	Software	\$69,972.47
Fund 45 Total: 4				\$344,099.01

PO Funds Total: 58 \$546,684.66

Fund 01 Unrestricted-Compton Ed Center

B0510923	American Express	Board of Trustees	Travel and Conference	\$3,000.00
B0510924	CDW Computer	Information Technology	Non-Instruct Supplies	\$2,250.00
B0510926	Tigerdirect.Com	Information Technology	Non-Instruct Supplies	\$800.00
B0510927	Printex	Fiscal Services	Printing	\$1,600.00
B0510928	Mb Painting	Operations	Contract Services	\$12,000.00
B0510932	Weatherproofing	Operations	Contract Services	\$45,000.00
B0510954	Compliance Roster Co	Human Resources	General Office Supplies	\$1,000.00
B0510958	Midwest Library Service	Div Office Instr.	Library Books	\$10,000.00
B0510966	Waste Resources	Operations	Waste Disposal	\$30,000.00
Fund 01 Total: 9				\$105,650.00

Fund 10 Restricted-Compton Ed Center

B0510919	S&B Foods	TRIO - Upward Bound	Travel and Conference	\$800.00
B0510956	Claudia Garcia	Model	PSA Contract Services	\$1,661.00
B0510957	Mildred Hillis	Model	PSA Contract Services	\$1,661.00
B0510968	Scholars in Progress	TRIO - Upward Bound	Contract Services	\$1,150.00
B0510969	Scholars in Progress	TRIO - Upward Bound	Contract Services	\$1,150.00
Fund 10 Total: 5				\$6,422.00

Fund 45 Revenue Construct Bond - Compton

B0510916	AT&T Datacom, Inc	MIS Building	Project Mgt-Bond Project	\$147,200.00
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Fund 45 Total: 1	\$147,200.00
BPO Funds Total: 15	\$259,272.00
<u>Grand Total POs and BPOs: 73</u>	\$805,956.66

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

2A. MANAGEMENT TEAM PERSONNEL ACTION

1. Mr. Felipe Lopez, Chief Business Officer, Range 7, Step 1, effective April 30, 2012.

2B. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

1. Employment - Ms. Patrice Daniels, part time Nursing Instructor, Class III, Step 1, effective April 9, 2012.
2. Salary Adjustment - Mr. Christopher Halligan, full time English Instructor, Class III, Step 16, effective March 27, 2012.
3. Salary Adjustment - Ms. Tiombe Preston, part time Counselor, Class IV, Step 11, effective February 11, 2012.
4. Salary Adjustment - Ms. Hoa Pham, full time Child Development Instructor, Class VI, Step 13, effective February 11, 2012.
5. Salary Adjustment - Mr. Brent Kooiman, full time Automotive Body Collision Repair Instructor, Class I, Step 13, effective August 25, 2011.
6. Salary Adjustment - Mr. Dale Ueda, full time HVAC Instructor, Class I, Step 13, effective August 25, 2011.
7. Salary Adjustment - Ms. Dorothy Foral, part time Fashion Instructor, Class IV, Step 2, effective August 25, 2011.
8. Stipend assignments - The following part time instructors are conducting program reviews in their disciplines, to be paid \$500 each, upon completion of the program review:
 - a. Robert Morris - Fire & Emergency Technology
 - b. Robert Rooks - Real Estate
 - c. Darwin Smith - Philosophy
 - d. Phillip Yaghmai - Machine Tool Technology
9. Amend Retirement - Mr. LeRoy Porter, full-time ESL Professor, Class V, Step 29, effective June 8, 2012, first day of retirement June 9, 2012, and that a plaque be prepared and presented to him in recognition of his service to the District since 1987.

2C. CLASSIFIED EMPLOYEES:

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

Employment

1. Resignation - Mr. Robert Graham, Manager of Accounting, Range M2, Step 2, Business Services, Administrative Affairs, effective March 23, 2012.
2. Resignation - Mr. Reginald Hall, Adapted Computer Technology Specialist, Range 23, Step G, Special Resource Center, Student Affairs, effective March 28, 2012.

3. Mr. Andrew Krynicki, Accountant, Administrative Services, effective March 31, 2012, first day of retirement April 1, 2012, and that a plaque be prepared and presented to him in recognition of his service to the District since 2001.
4. 39-month Reemployment List – Ellen Lodan, April 18, 2012.

Provisional Employment

1. Ratification -- Ms. Quyen Nguyen, Accounting Technician, Range 22, Step A, Business Services, Administrative Affairs, effective April 2, 2012 through June 30, 2012, not to exceed 120 days (NTE 35 hours per week).
2. Mr. Timothy Stewart, Instructional Assistant, Range 24, Step G, Theatre Arts, Academic Affairs, effective March 1, 2012 through April 4, 2012, not to exceed 120 days (NTE 35 hours per week).

2D. 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, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2012 through June 30, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
2. Nicole Papillion, Tutor, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 5, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
3. Coral Ramirez, Tutor, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 5, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
4. Rosie Reyes, Student Worker, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 1, 2012 through June 30, 2012, Financial Aid, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
5. La Kenya Rolland, Student Worker, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 5, 2012 through June 8, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).

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

XVII. ACTION AGENDA

1. Office of the Interim CEO
 - A. Board of Trustees Scheduled Meeting Dates – Revised
 - B. Notice of Public Hearing – Compton Community College Redistricting
 - C. BP 3570 – District Smoking Policy
 - D. Special Trustee’s Advisory Committee Appointment
 - F. Resolution No. 04-17-2012

2. Academic Affairs/Student Services
 - A. Accountability Reporting for the Community Colleges (ARCC) Report

3. Administrative Services
 - A. Agreements/Contracts
 - B. Stale Dated Warrants
 - C. Budget Adjustments/Assumptions/Transfers
 - D. Bookstore Agreement Between El Camino Community College District and Compton Community College District

4. Facilities Planning and Development
 - A. Fast Track Construction – Termination for Convenience

5. Human Resources
 - A. Revised Classified Position
 - B. Revised Allocation for Classified Positions

1A. APPROVAL OF BOARD OF TRUSTEES’ SCHEDULED MEETING DATES – REVISED

It is recommended that the Special Trustee approve the Revised Board of Trustees Regularly Scheduled Meeting Dates 2011-2012.

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

Tuesday, September 27, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, October 18, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, November 15, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, December 6, 2011	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, January 17, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, February 7, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, March 20, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, April 17, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Wednesday, May 16, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)
Tuesday, June 12, 2012	5:00 p.m. (Closed Session) 6:00 p.m. (Open Session)

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

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

Revised April 17, 2012

**1B. NOTICE OF PUBLIC HEARING – COMPTON COMMUNITY COLLEGE
REDISTRICTING**

It is recommended that the Special Trustee approve a public hearing on the proposed maps for Compton Community College District Redistricting. The Special Trustee shall hold a public hearing on the proposed Compton Community College District Trustee Areas on Wednesday, May 16, 2012 at 6:00 p.m. in the Compton Community College District Boardroom, located in the Administration Building at 1111 E. Artesia Boulevard, Compton, California 90221.

The proposed maps for the new Compton Community College District Trustee Areas are available in the Office of the Interim CEO and on the district website, www.district.compton.edu.

1C. DISTRICT SMOKING POLICY

It is recommended that the Special Trustee approve the District Smoking Policy



COMPTON COMMUNITY COLLEGE DISTRICT BOARD POLICY

BP 3570 DISTRICT SMOKING POLICY

ISSUED: March 27, 2012

REVISED:

References:

California Government Code 7596-7598

California Ed Code 76030-76033(e)

Smoking Policy

- A. All state and federal laws will be enforced on the Compton Community College District location.
- B. Smoking is not permitted in any building on campus, in college owned or leased facilities, or in college owned vehicles.
- C. Smoking shall be permitted in designated smoking areas only.
- D. This policy and administrative regulations applies to all faculty, staff, students and the general public.

1D. SPECIAL TRUSTEE'S ADVISORY COMMITTEE APPOINTMENT

It is recommended that the Special Trustee approve the following names for approval for service on the Special Trustee Advisory Committee for a term of one year each.

APPLICANTS SELECTED:

- Mark Guillen
- Martina Rodriguez
- Olivia Verrett

SPECIAL TRUSTEE ADVISORY COMMITTEE BIOS

Mark Guillen:

Coming from a family with a long tradition of public service and community involvement, Mark Guillen is a true product of the local community. Having attended the local schools, leaving only for a short time to attend college at UCLA, Mr. Guillen continues to reside in the city of Paramount, with his wife Claire, their two daughters, and all of his extended family.

Like his father Manuel, and his Uncle Raymond, who collectively served in public office for over 35 years, Mark has been active in his local community, involved in a variety of local issues such as the passage of a bond measure for the Paramount Unified School District, and sitting on the Citizens' Oversight Committee for Compton Community College District.

Presently, Mark Guillen is a staff engineer for the Los Angeles County Sanitation District, in the Research and Monitoring department. The Sanitation Districts is a public agency entrusted to manage wastewater and solid waste on a regional scale and consist of 23 independent special districts serving about 5.7 million people in Los Angeles County. Mr. Guillen recently served on the Compton Community College District Redistricting Committee.

Martina Rodriguez:

Mrs. Martina Rodriguez has been a Lynwood resident since 1982. Professionally she has been employed with the University of California, administering After School Programs, and currently is employed with the Los Angeles Unified School District (LAUSD), also with After School Programs.

Martina Rodriguez has been active as a community volunteer and leader in a variety of programs and organizations in the educational field. She also served a term as a School Board member for the Lynwood Unified School District (LUSD) (2001-2005). She is an active member of her parish, St. Phillip Neri Catholic Church in Lynwood, was awarded Woman-of-the-Year in 2007 by Assembly Member De La Torre of the 50th District, and is now a member of the California Central Committee for the Democratic Party.

Ms. Rodriguez's extensive involvement in and support for public education started with her 8 years as a volunteer with the parent council for the pre-school Head Start Program at Drew University. Her activities included being involved in oversight of the expenditure of funds, screening of applicants for new hires and sitting on an interview panel for the selection of the director of Head Start at the site. Overlapping the involvement with Head Start program, she was involved for 17 years with the parent council and related committees for Abbott Elementary School within the LUSD, including serving as PTA President in 1992. Following

her one term on the LUSD School Board, in 2005 she took a leadership role in organizing Lynwood Save Our Students (SOS) with the goal to ensure quality education for all Lynwood students and help this community based organization to become a nonprofit organization. She also helped organize and lead Parent Organizing Network (PON), whose goal was to educate parents on their rights and responsibilities in helping schools provide quality education for all students.

Ms. Rodriguez served as President for two terms of the Lynwood Rotary Club in 2006 and 2010. For two decades she has been an active parishioner at St. Phillip Neri Parish to include being a volunteer for fund raising activities, as well as serving as a Lay Eucharist Minister. Martina Rodriguez recently served on the Compton Community College District Redistricting Committee.

Olivia Verrett:

As a public servant, Olivia Verrett has worked diligently to advocate, within an institutional framework with the City of Carson and the NAACP, to secure the rights of the average citizen. She has always served a multitude of cities. Feeling incumbent to step up to the plate and offer her experience and skills to help Compton College regain its footing for the communities it serves. Ms. Verrett she has served as a member of the Compton Community College Bond Oversight Committee.

Ms. Verrett earned her Associate of Arts degree in Administration of Justice, Bachelor of Science in Political Science, and her Masters of Science degree in Sociology. Ms. Verrett has been an active member of many community organizations, including the city of Carson as Chair of the Human Relations Commission, Public Safety Task Force, Women's Task Force, and Code of Ethics Task Force member, Chair El Camino Compton Educational Center's Special Trustee's Advisory Board, NAACP Carson-Torrance Branch former President, Planning Commissioner for the City of Carson, NAACP State Conference Officer and former South Bay National Congress of Black Women, Inc. 1st Vice Chair. She currently serves as the California State Conference NAACP, Women in the NAACP Chair. She is mostly interested in serving Compton Community College District. Olivia Verrett also recently served on the Compton Community College District Redistricting Committee.

1E. RESOLUTION NO. 04-17-2012

**BEFORE THE SPECIAL TRUSTEE OF THE
COMPTON COMMUNITY COLLEGE DISTRICT
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION IMPLEMENTING THE DISCONTINUATION OF 0.60 FTE OF
FACULTY EMPLOYEE CAROLYN WARD'S SERVICES AS A RESULT OF
DISCONTINUANCE OR REDUCTION OF A PARTICULAR KIND OF
ACADEMIC SERVICE (IMPLEMENTING LAYOFF OF FACULTY), PROVIDING
DIRECTION TO ISSUE NOTICE TO CAROLYN WARD, WHOSE SERVICES
ARE DISCONTINUED OR REDUCED, AND TAKING RELATED ACTIONS**

RESOLUTION NO. 04-17-2012

WHEREAS, on February 15, 2012, the Special Trustee of the Compton Community College District adopted Resolution Number 02-15-2012B, which called for the discontinuation and reduction of particular kinds of academic services for the 2012-2013 school year, as described and set forth in that Resolution;

WHEREAS, on or before March 15, 2012, the Interim Chief Executive Officer provided notice to the undersigned Interim Special Trustee of the recommendation that Carolyn Ward receive notice that 0.60 FTE of her services will not be required for the ensuing school year (2012-2013), pursuant to Education Code Sections 87740 and 87743;

WHEREAS, on or before March 15, 2012, the Interim Chief Executive Officer's designee served Carolyn Ward with notice that it has been recommended that 0.60 FTE of her services will not be required for the 2012-2013 school year, pursuant to Education Code Sections 87740 and 87743;

WHEREAS, said notice served upon Carolyn Ward advised her that she could request a hearing to determine if there was cause for discontinuing 0.60 FTE of her services for the 2012-2013 school year, and that if she failed to timely request a hearing, said failure would constitute a waiver of the right to a hearing, and that 0.60 FTE of her services would accordingly be discontinued pursuant to the recommendation, without a hearing;

WHEREAS, Carolyn Ward failed to request a hearing, and thus she has waived her right to a hearing on the recommendation that 0.60 FTE of her services be discontinued for the 2012-2013 school year;

WHEREAS, the particular kind of service to be discontinued and reduced as referenced in Resolution Number 02-15-2012B is determined to be a particular kind of services within the meaning of Education Code Section 87743;

WHEREAS, the particular kind of service referenced in Resolution Number 02-15-2012B will be discontinued and reduced within the meaning of Education Code Section 87743 not later than the beginning of the 2012-2013 school year;

WHEREAS, no probationary employee or any other employee with less seniority is being retained to render a service in a faculty service area(s) in which the records of the District maintained pursuant to Education Code Section 87743.4 reflect that Carolyn Ward possesses the minimum qualifications prescribed by the board of governors;

WHEREAS, sufficient cause exists for the discontinuation of 0.60 full-time equivalent academic positions, and pursuant to and within the meaning of Education Code Section 87740, said cause relates to the welfare of the colleges and the pupils thereof;

NOW, THEREFORE, BE IT RESOLVED that sufficient cause exists for the discontinuation of 0.60 FTE of Carolyn Ward's services for the 2012-2013 school year, and that said services are discontinued effective upon the close of this school year, i.e., the end of Carolyn Ward's last working day prior to June 30, 2012;

BE IT FURTHER RESOLVED that this decision is effective immediately and that the Interim Chief Executive Officer or designee(s) take such actions as are necessary and appropriate to implement the undersigned Interim Special Trustee's decision, including at least giving appropriate notice to Carolyn Ward of the discontinuance of 0.60 FTE of her services, with such notice being given on or before May 14, 2012, or as otherwise will be timely, in the manner prescribed by law;

BE IT FURTHER RESOLVED that reemployment rights be afforded to Carolyn Ward to the extent required by, and in accordance with, the Education Code.

The foregoing Resolution was adopted by the Special Trustee of the Compton Community College District on the 17th of April, 2012.

Thomas E. Henry
Special Trustee of the Compton Community
College District

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

2A. EL CAMINO COLLEGE COMPTON CENTER ACCOUNTABILITY REPORTING FOR THE COMMUNITY COLLEGES (ARCC) REPORT

It is recommended that the Special Trustee receive the El Camino College Compton Center Accountability Reporting for the Community Colleges (ARCC) Report.

Other resources related to the ARCC reports are available on the [ARCC webpage](#).

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

3A AGREEMENTS/CONTRACTS

A. AGREEMENTS

- 1. CONTRACTOR:** CALIFORNIA STATE UNIVERSITY FULLERTON
SERVICES: To provide exposure to a university environment for low income first generation high school participants and housing for the Upward Bound Summer Residential Program on their campus
REQUESTING DEPT: STUDENT SERVICES
FUNDING: UPWARD BOUND PROGRAM
DATES: 07/22/12 – 07/27/12
NTE: \$9, 170.00

- 2. CONTRACTOR:** CALIFORNIA STATE UNIVERSITY FULLERTON
SERVICES: To provide exposure to a university environment for low income first generation high school participants and housing for the Upward Bound Math Science Summer Residential Program on their campus
REQUESTING DEPT: STUDENT SERVICES
FUNDING: UPWARD BOUND MATH SCIENCE PROGRAM
DATES: 07/22/12 – 07/27/12
NTE: \$9, 170.00

- 3. CONSULTANT:** PLANNET CONSULTING, LLC
SERVICES: To assist in development of a comprehensive migration strategy, development of specific migration plans and staff augmentation, help to manage the migration process through execution of the physical equipment relocation, startup and provisioning. To provide IT systems migration planning, technical architecture and appropriate program management support in development of detail relocations plans and specifications supporting Compton Center internal and vendor resources for migration to the new data center space. PlanNet will provide specific systems migration methodology and oversight of the systems migration planning and all pre-migration activities
REQUESTING DEPT: MIS
FUNDING: CAPITAL OUTLAY
DATES: 04/18/12 – 06/30/12
NTE: \$30,000.00

B. AMENDMENT

1. **CONSULTANT:** **EL CAMINO COMMUNITY COLLEGE DISTRICT**
SERVICES: Administrator on loan – Babatunde Atane, an Employee of El Camino to the Center to work as the Interim Business Manager, Subject to the State Personnel Board Rule 427 and in accordance with Government Code, Section 19050.8. For services rendered during fiscal year 2011-2012.

The original agreement was board approved on November 15, 2011. This is the first amendment to the agreement, is in the amount of \$10,000, and will increase the maximum approved compensation from \$60,000 to \$70,000. In addition, the term of service is extended from March 31, 2012 to April 15, 2012.

REQUESTING DEPT: BUSINESS SERVICES
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 11/08/11 – 04/13/12
NTE: \$70,000.00

Compton Community College District will reimburse El Camino to cover the salary and employer-paid benefits that the employee will continue to receive while working at the center. Payment will be made monthly in arrears upon receipt of an invoice for the services provided each month. The agreement, however, will be amended to reflect any adjustments in salary and/or employer-paid benefits that may go into effect during the term of this agreement.

The term of the agreement shall be from November 8, 2011 through March 31, 2012. This agreement may be extended with the consent of all parties under the authority of Section 19050.8 of the Government Code.

C. RATIFICATION

1. **CONSULTANT:** **RONALD P. GERHARD**
SERVICES: To provide assistance with budget development and accounting services
REQUESTING DEPT: OFFICE OF THE CEO
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 03/26/12 – 06/30/12
NTE: \$20,000.00 / \$125.00 per hour

3B. 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, LACOE makes an entry to debit the un-cashed amount back in the Cash Account of CCD. An “Other Local Income” account is credited for the same amount. It is recommended that the Special Trustee approve the following Stale Dated Warrant:

<u>WARRANT(S) #</u>	<u>AMOUNT</u>
18828240	\$ 78.00
19158513	\$ 65.00

3C. 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.

- I. General Fund – Unrestricted and Restricted**
- II. Other Funds**

I. (a) General Fund - Unrestricted

Expenditures:

-FROM-		
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 662.00
2XXX	Classified and Other Nonacademic Salaries	28,455.00
3XXX	Employee Benefits	39,375.98
4XXX	Supplies and Materials	17,500.00
5XXX	Other Operating Expenses and Services	4,423.52
6XXX	Capital Outlay	13,000.00
7XXX	Other Outgo	25,000.00
		<u>\$ 128,655.50</u>

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 1.50
2XXX	Classified and Other Nonacademic Salaries	7,500.00
3XXX	Employee Benefits	42,754.00
4XXX	Supplies and Materials	14,150.00
5XXX	Other Operating Expenses and Services	64,250.00
		<u>\$ 128,655.50</u>

Summary Total	\$ 0.00
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Total Transfer Amount - \$128,655.50

Summary of Transfers:

- **Academic Salaries** - \$662 transferred to correct object code to match budget with expenses.
- **Classified and Other Nonacademic Salaries** - \$28,455 transferred to correct salary and benefit object codes to match budget with expenses.
- **Employee Benefits** - \$39,375.98 reallocated to correct object codes to match budget with expenses, to increase supplies, other operating expenses and services budgets for supplies such as theater props, medals, conference expenses and computer supplies
- **Supplies and Materials** - \$17,500 transferred to other operating expenses and services and Capital outlay to pay for new instructional equipment and to increase student worker budgets
- **Other Operating Expenses and Services** - \$4,423.52 transferred to increase student worker Budgets.
- **Capital Outlay** - \$13,000 transferred to cover additional costs of instructional equipment and computer supplies.
- **Other Outgo** - \$25,000 transferred to other operating expenses and services for return of Title IV funds.

(b) General Fund - Restricted

Revenue:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8600	General Apportionment/State Revenue	\$ 1,335.00
8600	General Apportionment – Basic Skills Carry forward	76,935.00
8800	Other Local Income – Basic Skills Carry forward	42,744.00
		<u>\$ 121,014.00</u>

-FROM-

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 2,100.00
2XXX	Classified and Other Nonacademic Salaries	22,637.00
3XXX	Employee Benefits	10,225.29
4XXX	Supplies and Materials	22,150.54
5XXX	Other Operating Expenses and Services	31,965.00
6XXX	Capital Outlay	5,050.00
7XXX	Other Outgo	8,840.00
		<u>\$ 103,092.83</u>

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 23,830.54
3XXX	Employee Benefits	10,053.00
4XXX	Supplies and Materials	13,335.00
5XXX	Other Operating Expenses and Services	78,379.29
6XXX	Capital Outlay	97,909.00
7XXX	Other Outgo	600.00
		<u>\$ 224,106.83</u>

Summary Total **\$ 0.00**

Total Transfer and Increase in Revenue - \$224,106.83

Summary of Transfers:

- **General Apportionment/State Revenue** – \$1,335 in additional funds allocated to Foster Care Program 3/22/12 and budgeted for additional consultant services and office supplies.
- **Other Local Income** - \$42,744 received from parking permits, budgeted to cover expenses related to parking services such as parking machines and supplies \$76,935 of Basic Skills unexpended prior year allocation budgeted to supplies and materials and other operating expenses for instructional supplies and equipment.
- **Academic Salaries** - \$2,100 of unused funds transferred to cover the cost of computer supplies and software.
- **Classified and Other Nonacademic Salaries** - \$22,637 used to increase student worker budgets, supplies and materials budgets and other operating expenses and services to reallocate amounts to the correct object codes
- **Employee Benefits** - \$10,225.29 transferred to increase supplies and materials budgets, other operating expenses and services and to allocate funds to correct object codes
- **Supplies and Materials** - \$22,150.54 transferred to other operating expenses and capital outlay.
- **Other Operating Expenses and Services** - \$31,965 transferred to supplies and to cover salary and benefit expenses.
- **Capital Outlay** - \$5,050 transferred to Parking Fees account for anticipated supply expenses and \$42,744 from citations allocated to cover equipment costs.
- **Other Outgo** – \$8,840 EOPS department budget adjusted for projected salary and benefit expenses and supplies and materials.

III. (a) Bond Revenue Construction Fund

Expenditures:

<u>Major Object</u>	<u>Description</u>	-FROM-	<u>Amount</u>
6XXX	Capital Outlay		\$ 26,498.00
			\$ 26,498.00

<u>Major Object</u>	<u>Description</u>	-TO-	<u>Amount</u>
4XXX	Supplies and Materials		\$ 6,998.00
5XXX	Other Operating Expenses and Services		19,500.00
			\$ 26,498.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$26,498

Summary of Transfers:

- **Capital Outlay** – \$26,498 transferred to supplies and materials and other operating expenses and services to allocate funds to the correct object code related to services rendered.

3D. BOOKSTORE AGREEMENT BETWEEN EL CAMINO COMMUNITY COLLEGE DISTRICT AND COMPTON COMMUNITY COLLEGE DISTRICT

It is recommended that the Special Trustee approves the agreement with El Camino Community College District to operate a student bookstore on the Compton Community College District site.

TERM OF AGREEMENT

The term of this Agreement is July 1, 2012 to June 30, 2014. Either party may terminate this Agreement with a ninety (90) day written notice.

COMPENSATION

The El Camino Community College District will pay the CCC District 3 percent commission of net sales (gross sales minus catalog sales, refunds and sales tax) up to \$1,300,000 million dollars; 4 percent commission on net sales from \$1,300,000 to \$1,500,000; 4.5 percent commission on net sales from \$1,500,000 to \$1,750,000; 5 percent commission on net sales above \$1,750,000. The DISTRICT will provide an accounting of sales and the 3 percent commission payment by the 30th of the following month.

4A. FACILITIES PLANNING AND DEVELOPMENT – FAST-TRACK CONSTRUCTION CORPORATION

It is recommended that the Special Trustee authorize the termination for convenience of Fast-Track Construction Corporation's Contract pursuant to their Contract Document A201-007, Page 44, Paragraph 14.4.

Fast-Track Construction, Corp. is currently the contractor for the Music Building Project.

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

5A. REVISED CLASSIFIED POSITION:

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

SCHEDULING SPECIALIST

DEFINITION

Under general supervision, provides specialized technical and logistical support to the development of the schedule of classes to facilitate publishing of the schedule and support on-line student registration. Assigns and maintains the booking schedule of classrooms throughout the District; maintains, verifies and updates records of faculty assignments including generating faculty contracts and monitoring loads; assists the front office of the department and provides technical and administrative support functions to the Dean of Academic Affairs or Vice President of Compton Center; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean of Academic Affairs. Supervision is exercised over student workers.

CLASS CHARACTERISTICS

This classification develops the schedule of classes to be offered at the District, as well as maintains and coordinates the classroom schedule by facilitating accurate room bookings. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is distinguished from the Event Coordinator/Scheduler in that the latter facilitates the scheduling and rental of college facilities. It is further distinguished from general administrative classifications by its specialization in class schedule, generating faculty contracts and room booking coordination.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Coordinates the development, preparation and timing of the class schedule with instructional areas and area administrator; enters data in student database and ensures accuracy of units, times, locations, days, curriculum changes and other course-related information for compliance with District and state regulations.
- Distributes preliminary class schedules and course descriptions to academic divisions for review and update. Collects information and proposals for rooms and times. Reviews schedules for conflicts and resolves problems with appropriate administrator or faculty member.
- Organizes and oversees the processing of all scheduling information, materials, equipment, and clerical procedures; reviews schedule input from divisions for accuracy and completeness.

- Provides technical assistance to academic divisions for resolving room and time conflicts,
- Provides technical assistance to academic divisions for resolving room and time conflicts, room change requests, taking into consideration related classes and attendance.
- Prints and distributes course listings to departments for revisions; enters and edits data in computer using specialized software.
- Proofreads information submitted for the schedule and directory by academic divisions to verify accuracy of descriptions, links, majors, credit hours, schedule, and room. Edits directory information such as course sections, course codes, descriptions, prerequisites, and levels.
- Analyzes, evaluates, corrects and inputs data into the system from schedule information documents for the preparation of class schedules; runs reports, checks for accuracy and completeness and notifies instructional departments of errors, discrepancies or omissions.
- Coordinates with ITS department for reports, technical information, and on-line changes to course and schedule programs.
- Generates instructor assignment reports and contracts; monitors faculty workload limitations based on collective bargaining agreement limits.
- Works with Fiscal Services and Human Resources to ensure that are assigned the correct position control number based on their contract for a given term.
- Updates the schedule of classes throughout the semester. Prepares and distributes lists of additions, deletions, and changes to the schedule.
- Maintains electronic and paper records of schedules, catalogs, and other instructional services materials; maintains historical information and correspondence files for current and anticipated research and planning efforts.
- Performs general office functions including typing, filing, and answering telephones; assists the front office of the Academic Affairs department as needed.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, and local laws, regulations, policies, and procedures relevant to curriculum and class schedules.
- Modern office practices and technology, including personal computer hardware and software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, and data entry onto custom databases.
- English usage, spelling, vocabulary, grammar, and punctuation to proofread and edit written materials intended for public distribution.
- Associated Press (AP) style of writing and the American Psychological Association (APA) writing format.
- Record keeping principles and procedures.
- Math skills to interpret statistics and perform a full range of arithmetic calculations.
- Planning, organizing, and coordinating activities related to project.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Ability to:

- Organize, set priorities in a dynamic environment, exercise sound independent judgment and meet critical time deadlines.
- Review and proofread highly detailed class schedule information and identify errors, conflicts, omissions and other problems quickly and with a high degree of accuracy.
- Maintain academic calendar and room book.
- Perform basic algebraic calculations.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Coordinate, cross-reference, and resolve room scheduling conflicts.
- Organize and maintain a variety of records and files.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Understand and follow oral and written instructions.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Work closely and effectively with academic divisions, administration, Information Technology Services and other college personnel with regard to curriculum documentation and schedule of classes.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to an associate degree in a relevant field; and four years of progressively responsible administrative or technical experience in an instructional office involving curriculum, development of class schedules and/or associated responsibilities.

Licenses and Certifications:

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

5B. REVISED ALLOCATION FOR CLASSIFIED POSITIONS:

It is requested that the Special Trustee approve the following revised allocation for classified positions:

- Scheduling Specialist, FLSA: Non-Exempt, Range 27
- Human Resources Representative, FLSA: Non-Exempt, Range N

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

XVIII. DISCUSSION ITEMS

1. Office of the Special Trustee
 - A. Chief Executive Officer Selection Process
 - B. BP 2715 – Code of Ethics and Standards of Practice

1A. CHIEF EXECUTIVE OFFICER SELECTION PROCESS

It is recommended that the Special Trustee discuss the Chief Executive Officer Selection process.

1B. BP 2715 - CODE OF ETHICS AND STANDARDS OF PRACTICE



COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES POLICIES

BP 2715 Code of Ethics and Standards of Practice

Issued: November 16, 2010

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.

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

XVII. INFORMATION ITEMS

1. Office of the Interim CEO
 - A. AR 3571 – District Smoking Policy Administrative Procedure
 - B. AR 6311 – Attendance and Time Reporting Administrative Procedure
 - C. Board Presentations and Reports Schedule for 2011-2012 Revised
 - D. 2011-2012 Budget and Planning Calendar
 - E. Compton Community College District Redistricting Action Plan
 - F. Redistricting Committee Recommendations to the Special Trustee
 - G. Minutes from the March 22 and April 5, 2012 Redistricting Committee Meetings
 - H. Settlement Agreement – Landeros vs. Compton Community College District
 - I. Stipulation for Dismissal and Judgment in the Landeros vs. Compton Community College District
 - J. Special Trustee’s Advisory Committee Meeting Dates

2. Human Resources
 - A. CCCFE, Classified Unit Negotiations Proposal

1A. AR 3571 - DISTRICT SMOKING POLICY

It is recommended that the Special Trustee receive for information Administrative Regulation 3571 – District Smoking Policy



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 3571 DISTRICT SMOKING POLICY

ISSUED: March 27, 2012

REVISED:

References:

California Government Code 7596-7598
California Ed Code 76030-76033(e)

I. Tobacco Sales

E. Compton Community College District and its affiliated organizations will not sell tobacco.

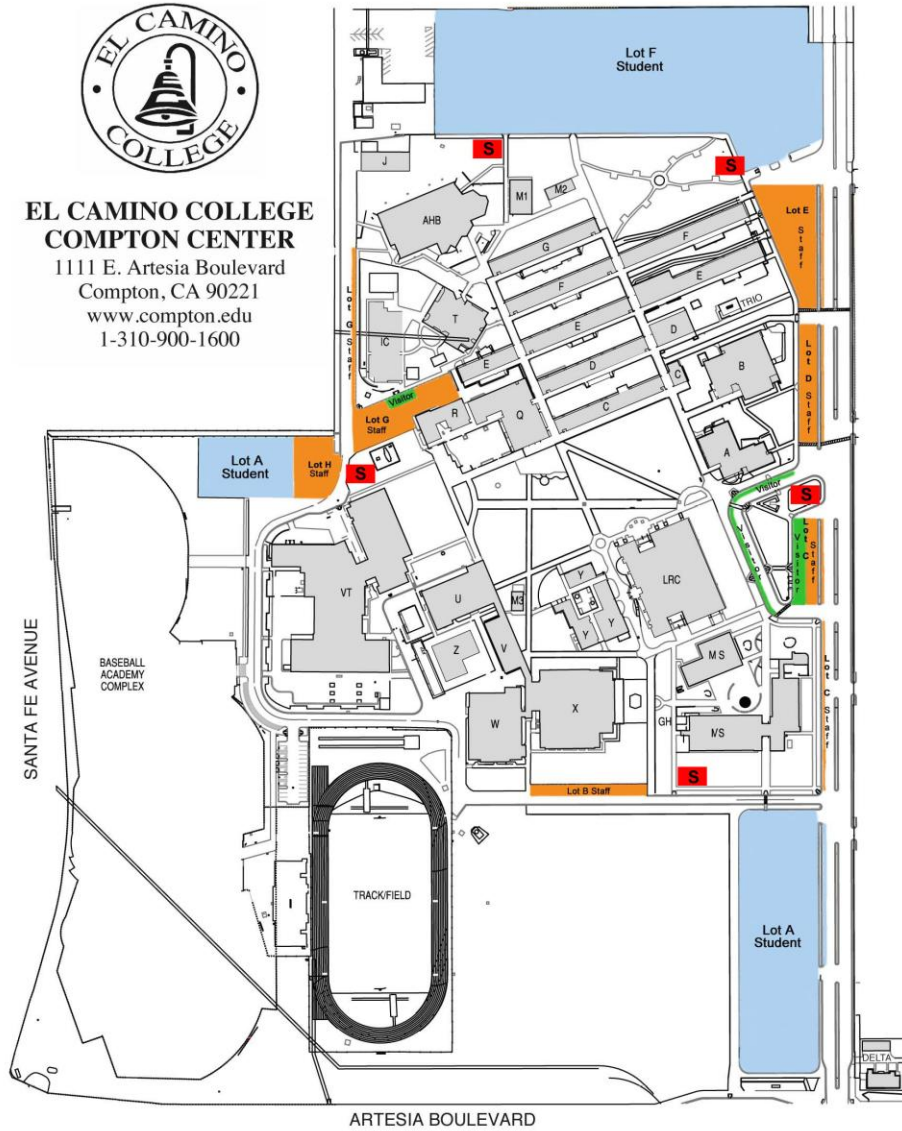
II. Smoking Policy

- A. It is the intent of the Board of Trustees to maintain a learning and workplace environment that is conducive to the health and safety of the students and employees of the District. Realizing the health hazards posed by second-hand smoke, it is the policy of the Compton Community College District to limit smoking to designated smoking areas. This administrative regulation pertains to students, faculty, staff, administrators, visitors, and the general public. This administrative regulation shall apply to all owned or leased Compton Community College District facilities and all owned or leased district vehicles.
- B. It is a violation of district policy to smoke in any area not officially marked or designated as a smoking area. A map of designated smoking areas will be posted on the college website and available in the police department, information booth and other areas on campus.
- C. The Police Department is authorized by the Compton Community College District Board of Trustees to enforce this administrative regulation, consistent with CA Gov. Codes 7596-7598 and Education Code 76033(e). Any person observed littering (such as throwing a cigarette on the ground) can be issued a citation for littering.

PROPOSED DESIGNATED SMOKING AREAS



**EL CAMINO COLLEGE
COMPTON CENTER**
1111 E. Artesia Boulevard
Compton, CA 90221
www.compton.edu
1-310-900-1600



EL CAMINO COLLEGE COMPTON CENTER	
A	Administration, Admissions & Records, Counseling, Student Services
AHB	Allied Health Building (closed during renovation)
B	Library, Health & Human Services Division, Nursing
C	Academic Affairs, Business Affairs, Human Resources, Vice President Compton Center
D	Welcome Center, Transfer Center, Student Support Services, Outreach & School Relations
DELTA	Foster & Kinship Care Education
E	Social Science, Family Studies, Ethnic Studies, TV Studio, Digital Photography, Financial Aid
F	Journalism Lab, Language/Writing Lab, Special Resource Center (DSP&S)
G	Spanish, Academic Senate, Assessment Center
IC	Child Development Center - Infant/Toddler Building
J	Maintenance
LRC	Learning Resources Center
MS	Math/Science
MIS	Management Information Systems
M1	ESL/Philosophy
M2	Police Department
M3	Police Department
Q	Student Lounge, Cafeteria, Faculty & Staff Lounge
R	Bookstore/Student Life
T	Abel B. Sykes, Jr. - Child Development Center
TRIO	Talent Search, Upward Bound, Upward Bound Math & Science
U	EOP&S/CARE, Women's Locker Room
V	Classrooms
VT	Engineering, Business, CIS, Machine Shop, Diesel, Auto Shop, Welding, CalWorks, Job Placement & Career Center, Print Shop
W	Physical Education, Athletics, Men's Locker Room
X	Gymnasium
Y	Music, Theater Arts
Z	Swimming Pool
S	*Proposed Designated Smoking Areas

1B. AR 6311 – ATTENDANCE AND TIME REPORTING

It is recommended that the Special Trustee receives for information Administrative Regulation 6311 – Attendance and Time Reporting



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 6311 Attendance and Time Reporting

ISSUED: June 16, 2009
REVISED: March 16, 2012

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

1. All attendance, time reporting, and payroll records shall be kept as required by California Labor Code Section 1174, appropriate Industrial Welfare Commission Orders, and as required by the Los Angeles County Office of Education (LACOE).
2. The nature and extent of attendance, time reporting, and leave accrual records are determined by employee's job classification and conditions of employment.
 - A. **Exempt Employees** are executive, administrative, and professional employees who are not subject to overtime and may be paid on a monthly basis providing all of the following conditions are met:
 - 1) Employees are not covered by a collective bargaining agreement regarding paydays to be applied.
 - 2) Employees are not subject to the federal Fair Labor Standards Act (FLSA).
 - 3) Employees' monthly remuneration does not include overtime pay.
 - B. **Non-Exempt Employees** are subject to overtime and must be paid at least twice a month on days designated by the employer.
3. **Recordkeeping Requirements**
 - A. **Statement of Wages:** At the time of payment employees shall be provided with a written itemized statement, showing the following pieces of information on a detachable part of the employee's check:
 - 1) Gross wages earned.
 - 2) Total hours worked (unless the employee is exempt from overtime requirements).
 - 3) When applicable, the number of piece rate units earned and any applicable piece rate.
 - 4) All deductions.
 - 5) Net wages earned.
 - 6) Inclusive dates of the pay period.
 - 7) Employee name and last four digits of the employee number or employee number.
 - 8) Name and address of the employer.
 - 9) All applicable hourly rates in effect during the pay period and the corresponding number of hours worked at each hourly rate by the employee.

- B. Quarterly, every employee shall receive an official District notice from the Payroll Office which will reflect an up-to-date accumulated vacation leave and illness leave balance as of that date.

4. **Employer Records**

- 1) An accurate record of the time worked by each non-exempt employee is required to be kept. Such records must show:
 - When the employee begins and ends each work period (work schedule if the employee begins and ends at the same time each day).
 - Split shift intervals.
 - Total daily hours worked (or hour(s) absent if on negative time reporting).
- 2) Records must be maintained in an indelible ink or equivalent form and properly dated.
- 3) In addition to the statement of wages, comprehensive records showing employee names, addresses, occupations (job classifications), social security numbers and ages of all minors must be maintained.
- 4) Payroll records showing the hours worked each day and the wages paid to each employee are required to be kept at a central location. Such records are required to be kept for a period of three (3) years.

5. **Release of Payroll Information**

- 1) Employees are to be permitted to inspect or copy their payroll records (Labor Code Section 226(a)). Any comprehensive review of employee records shall be scheduled to occur at a reasonable time during the Payroll Office's scheduled service hours.
- 2) Time reporting and payroll records shall only be viewed by individuals other than the employee on a "need-to-know" basis. Generally, this means, but is not limited to, employees who are responsible for maintaining the files, supervisors and managers in the employee's chain of command.
- 3) All payroll records shall be maintained in a manner that reasonably insures security and privacy of each employee's record.
- 4) **Subpoena, Court Orders, and Requests from Outside Agencies:** Requests for payroll information in the form of a subpoena, court order, or request from an outside agency including, but not limited to, law enforcement agencies, should be forwarded to the Chief Business Officer (CBO) for response.

6. **Time Reporting Methods**

- A. **Positive Time Reporting** is the method used by hourly employees to record actual hours worked during a given pay period on a time report. Hourly employees may, but do not necessarily, work a set schedule each week.
- B. **Negative Time Reporting** is the system used by employees assigned to positions designated as salaried to report exceptions—absences and overtime worked—to their regularly assigned work schedule.

**TABLE AP 6311A
TIME REPORTING REQUIREMENT SUMMARY**

SERVICE	WORK SCHEDULE	FLSA CATEGORY	TIME REPORT
• Academic			
Classroom Faculty	<ul style="list-style-type: none"> • Teaching schedule on file in Academic Affairs • Exceptions from work schedule reported as absences. • Exempt from overtime 	Exempt	Negative
Non-Classroom Faculty	<ul style="list-style-type: none"> • Work schedule developed not later than second week of fiscal year and submitted via Department Head to supervising Dean. • Exceptions from work schedule reported as absences • Exempt from overtime 	Exempt	Negative
• Classified Service			
Regular Status	<ul style="list-style-type: none"> • Set work schedule identified on timesheet. • Actual time worked identified on timesheet. • Exceptions from work schedule reported as absences • Management and designated computer positions exempt from overtime. 	<ul style="list-style-type: none"> • Non-Exempt • Exempt 	Negative
Provisional / Temporary	<ul style="list-style-type: none"> • Actual time worked identified on timesheet. • Overtime reported. 	<ul style="list-style-type: none"> • Non-Exempt ¹ 	Positive
• Unclassified Service			
Student Employees	<ul style="list-style-type: none"> • Actual time worked identified on departmental timesheet. • May not work more than eight (8) hours in any given day. ² 	Non-Exempt	Positive
Professional Experts	Total hours worked per day.	Exempt	Positive
Community Representative	Total hours worked per day.	Exempt	Positive
¹ Management and designated computer positions are exempt.			
² Overtime applies if student works over 8 hours in a given day.			

7. **Time Reporting Variables**

A. Standard Days in a Month = 21.667 days
(260 Business Days/12 months = 21.667 days per month)

B. Standard Hours in a Month = 173.333
(21.667 days x 8 hrs a day = 173.333)

21.667 days per month x 8 hours per day = 173.333 Standard hours per month

C. **Work Week** is any seven consecutive days, starting with the same calendar day each week. FLSA requires that wages be calculated on a work week by work week basis. Work schedules must be translated into work weeks to determine FLSA wages due. Employees may have work periods different from seven days. For purposes of computing maximum hours per week in the District, the work week begins on Monday.

D. **Pay (Payroll Period)** is a four-week (faculty) or monthly (Classified) payroll schedule for which employees receive either a quadra-weekly or monthly salary warrant (paycheck). Some employees also receive a semi-monthly Earned Salary Allowance (ESA) paycheck at the mid-point of the monthly pay period.

E. **Payday** is the date when salary warrants are issued by LACOE. Warrants may not be issued to employees prior to this date.

F. An **absence** occurs whenever a salaried employee is not present to perform assigned duties during his/her scheduled duty hours (work schedule).

G. **Worked Time** is the time during which an employee performs duties and responsibilities for the District regardless of the employee’s job status. For salaried employees in jobs assigned to negative time reporting, work time does not include benefit hours but does include holiday time under the provisions for overtime below.

H. **Non-Worked Time** includes benefit hours and non-benefit hours as shown in Table AP6311A.

TABLE AR 6311B WORKED AND NON-WORKED TIME	
BENEFIT HOURS	NON-BENEFIT HOURS
Bereavement Leave	Compensatory Time
Court Appearances	Conference Attendance
Disability-Sick Leave	Employee-Elected Training
Family Care and Medical Leave	Facility Closure
Industrial Accident	Job Training
Leaves of Absence (General)	Jury Duty
Permissive Leaves Personal Leaves of Absences	Leave without Pay
Personal Necessity Leave	Paid-Time Off (PTO)
Vacation	Release Time
	Voting

- I. **Overtime** is authorized time worked in excess of eight (8) hours a day (except for employees on a 4/10 work schedule, exclusive of meal breaks, in any one day or time worked beyond 40 hours in a week for employees who are not exempt from FLSA. For employees on or 4/10 work week schedule, overtime is authorized in excess of 10 hours, respectively, in any one day.
8. **Accelerated or Projected Time Reporting:** Holidays and LACOE payroll processing timelines require the District to estimate employee attendance.
 - A. When an employee's actual attendance differs from the projected attendance, an adjusted timesheet, and when applicable, absence report is required within two (2) business days of the employee's return to work.
 - B. In the event the employee is unavailable due to an unexpected absence such as illness, personal emergency absence or bereavement, the supervisor's submittal signature (or supervising manager) is accepted. In this instance, the supervisor (or supervising manager) is certifying that the employee hours reported are accurate and/or will be corrected by the employee upon his/her return. A copy of the supervisor's time report will be sent to the employee by the Payroll Office with review and, if appropriate, correction instructions.
9. **352 Hour Vacation Limit Requirement**
 - A. In the event an employee accumulates in excess of 352 hours of vacation, the employee and their supervisor will be notified by the Chief Business Officer (CBO) that a special vacation time report schedule must be submitted and the date the special vacation time report schedule is due. The special time report must:
 - 1) Include least four (4) days vacation scheduled each month, for as many months as necessary until the vacation balance is reduced to below 352 hours for the fiscal year.
 - 2) Be submitted to the CBO after approval of the supervising manager no later than ten (10) business days of the CBO's request.
 - B. Vacation scheduled according to this procedure must be taken as scheduled unless a new vacation time report schedule is approved by the supervisor prior to submitting in advance to the CBO.
 - C. Effective July 1, 2009 no additional vacation will accrue once an employee reaches 352 accumulated hours except as provided for under subsection "4)" below.
 - 1) It is the employee's responsibility to request vacation in a regular and timely (three weeks in advance) fashion to avoid reaching the vacation accrual limit. An employee is expected to request vacation on a regular basis. If a manager does not respond to a vacation request within three working days, it is deemed approved.
 - 2) If the employee's vacation request was timely, but is denied due to a peak departmental workload period, the employee shall be provided the opportunity take the vacation at some other time during the same calendar month.
 - 3) Managers, other than the CEO, are not authorized to deny a timely vacation request that results in an employee accruing vacation in excess of the District's 352 hour limit.

- 4) If the CEO denies a vacation request, and the denial results in an accrual exceeding the 352 hour limit, the employee will continue to accumulate vacation until the balance is ultimately reduced below 352 hours. Once an employee has accumulated over 352 hours, vacation will continue to accrue until reduced equal to or below 352 hours as provided for in section "7.A" above.
 - 5) The only payment for accumulated vacation will occur when employment in all vacation earning positions ceases.
- D. Effective April 1, 2010, employees in excess of 352 hours accumulated vacation who are notified that they have not complied with the Regulation requirement to take at least four (4) days vacation per month shall cease to accumulate any additional vacation until such time as their accumulated vacation balance is reduced below 352 hours. If a vacation request is denied by their manager, the requirement to take the four days per month will be deferred for that month.

10. Responsibilities

- A. The Director of Fiscal Services is ensuring a payroll calendar is published each year that, at a minimum, identifies when timesheets and absence reports are due in the District's Payroll Office for each pay period and the corresponding bi-monthly and monthly paydays.
- B. Department Heads are responsible for ensuring timesheets are submitted to the District's Payroll Office by the timesheet submittal date.
- C. Supervisors are responsible for verifying timesheet and absence reports accurately reflect the employee's work and non-worked time.
- D. Individual employees are responsible for accurately reporting time worked and non-worked time according to established timelines and reporting procedures.
 - 1) The employee's signature that appears on the timesheet and, when applicable, appropriate absence form(s), attest that the time reported accurately represents the attendance.
 - 2) Employees are responsible for submitting (adjusted) timesheets and absence reports that may occur when time is worked differently than originally scheduled and/or reported to the District Payroll Office. Such adjustments are due in the District Payroll Office within five (5) business days of the employee's return or prior to the next payroll period, which is earlier.
 - 3) Failure to follow instructions regarding submission of timesheets and absence reports is a performance issue.

1C. BOARD PRESENTATIONS AND REPORTS SCHEDULE 2011-2012 - INFORMATIONAL ITEM

It is recommended that the Special Trustee receives for information the Revised Board Presentations and Reports Schedule 2011-2012

MONTH	PRESENTATION	REPORT
August 2011	Facilities Update	Notice of Public Hearing FTES Compton Center
September 2011	Educational Master Plan	Quarterly Fiscal Status Report Accreditation Update
October 2011	Academic Affairs Program Review Presentation	Facilities Update Budget Adoption Notice of Public Hearing
November 2011	Financial Aid Presentation CCCD Redistricting	
December 2011	Student Services Program Review Presentation	Quarterly Fiscal Status Report FTES Compton Center
January 2012	Basic Skills	Annual Fact Book
February 2012	2010-2011 Audit Presentation (February 15, 2012 Special Board Meeting)	2010-2011 Audit Report (February 15, 2012 Special Board Meeting) Notice of Public Hearing
March 2012	2010-2011 Measure CC General Obligation Bond Audit Report 2012-2013 Budget Planning Proposal CCCD Redistricting	FTES Compton Center Success & Retention
April 2012	Accountability Reporting for the Community Colleges (ARCC) Foundation for Compton Community College District	Notice of Public Hearing
May 2012	Facilities Presentation: Capital Projects/Bonds CCCD Redistricting	Quarterly Fiscal Status Report Citizens Oversight Committee
June 2012	Student Learning Outcomes	Tentative Budget Accreditation Update

Rev. April 11, 2012

1D. 2011-2012 PLANNING AND BUDGET CALENDAR - INFORMATIONAL ITEM

It is recommended that the Special Trustee receives for information the 2011-2012 Planning and Budget Calendar.

Month	Activities	Responsible Party
July	<p>A. Tentative Budget is rolled into active status (purchasing can begin) on July 1.</p> <p>B. Final evaluation of current year goals and objectives are entered into plans in plan builder.</p> <p>C. Final revenue and expenditure adjustments are made to budget and reviewed by PBC.</p>	<p>1. Accounting</p> <p>2. Program faculty, staff, and managers</p> <p>3. CEO and VP Compton Center</p> <p>4. PBC</p>
August	<p>A. Review and discussion of the final budget assumptions by CEO and VP Compton Center with the PBC.</p> <p>B. Presentation of comments made by partner college (ECC) to the final budget.</p> <p>C. Final Budget line item review with PBC.</p>	<p>1. CEO and VP Compton Center</p> <p>2. PBC</p> <p>3. CEO</p> <p>4. CBO</p>
September	<p>A. Final Budget submitted to Board.</p>	<p>1. CEO</p>
October	<p>A. Review and discuss the status of the 2008 Accreditation Self-Study Planning Agenda items.</p> <p>B. PBC conducts annual self-evaluation.</p>	<p>1. PBC</p> <p>2. PBC</p>
November	<p>A. Review and revise planning priorities.</p> <p>B. Assess Program Review cycle to make sure program reviews are being completed in a timely manner.</p>	<p>1. Program Faculty, staff, and managers</p> <p>2. PBC</p>
December	<p>A. Submit prioritized Program plans for the next fiscal year.</p> <p>B. Review proposed midyear cuts/budget augmentation proposals and their linkage to budget and planning.</p>	<p>1. Program faculty, staff, and managers</p> <p>2. CEO and VP Compton Center</p>
January	<p>A. Determine preliminary revenue estimates.</p>	<p>1. CBO</p>

	<p>B. Begin assessment of key budget issues.</p> <p>C. Identify budget development assumptions.</p> <p>D. Evaluation of current fiscal year program plan goals and objectives by January 31.</p>	<p>2. PBC</p> <p>3. CEO and VP Compton Center</p> <p>4. Program faculty, staff, and managers</p>
February	<p>A. Submit prioritized Unit plans for the next fiscal year by February 28.</p> <p>B. Review planning process to make sure that programs plans were submitted on time and that prioritization of goals and objectives took place.</p> <p>C. Review and discuss linkage between program plans and College mission statement, strategic initiatives, and program reviews.</p>	<p>1. Deans/Directors</p> <p>2. PBC</p> <p>3. PBC</p>
March	<p>A. Determine enrollment targets, sections to be taught, and full-and part-time FTEF.</p> <p>B. CEO and VP Compton Center jointly determine ongoing operational costs including:</p> <ol style="list-style-type: none"> a. Full-time salaries b. Benefits, Utilities, GASB c. Legal and contract obligations <p>C. Develop Line Item Budgets for Operational Areas.</p> <p>D. Prioritized Area plan recommendations for the next fiscal year submitted to PBC by March 31.</p> <p>E. Review and discuss the status of the 2008 Accreditation Self-Study Planning Agenda items.</p>	<p>1. VP Compton Center</p> <p>2. CEO, VP Compton Center and Cabinet</p> <p>3. CBO</p> <p>4. CEO and VP</p> <p>5. PBC</p>
April	<p>A. Tentative budget information completed for PBC review by April 15.</p> <p>B. Initial planning and budget assumptions are finalized.</p> <p>C. Presentation of comments made by partner college (ECC) to the final budget.</p> <p>D. Proposed tentative budget is reviewed and discussed for recommendation.</p>	<p>1. CBO</p> <p>2. Senior Management Team</p> <p>3. CEO</p> <p>4. PBC</p>
May	<p>A. PBC submits recommended funding to CEO.</p> <p>B. CEO submits tentative budget to Board of</p>	<p>1. PBC</p> <p>2. CEO</p>

	Trustees for first reading.	
June	A. Tentative Budget is presented to the Board by June 20.	1. CEO

Some major plans, such as the Educational Master Plan or the Facility Master Plan have unique cycles that do not fit into an annual calendar cycle. These plans should be submitted to PBC review during final stages of the planning process, before their adoption.

1E. 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.

1F. REDISTRICTING COMMITTEE RECOMMENDATIONS TO THE SPECIAL TRUSTEE

It is recommended that the Special Trustee receives the Redistricting Committee's Strengths and Weaknesses of the proposed maps for the Compton Community College District Trustee Areas.

OPTION 1

Strengths

1. This version is more complete for the city of Paramount, because the Paramount trustee area includes the Sands area, which is located north of Orange Blvd, south of Rosecrans, and east of Garfield.
2. This option establishes cohesive District areas.

Weakness

1. Possibility that Carson would lose a representative to the Compton Community College District Board of Trustees, since the City of Compton would absorb the City of Carson.

OPTION 2

Strengths

1. Keeps the traditional Compton Community College District trustee election lines.
2. The west portion of Carson would potentially have representation on the Compton Community College District Board of Trustees.
3. The Carson/Willowbrook area would have a comparable population.

Weakness

1. Hard to make one cohesive District.

OPTION 3

Strength

1. Establishes a Cohesive District

Weaknesses

1. Possibility that Carson would lose a representative to the Compton Community College District Board of Trustees, since the City of Compton would absorb the City of Carson
2. Trustee area D is a transitional area, and residents are constantly moving in and out.
3. Parts of Paramount are absorbed into East Rancho Dominguez.

OPTION 4

Strength

1. Establishes a Cohesive District

Weaknesses

1. Possibility that Carson would lose a representative to the Compton Community College District Board of Trustees, since the City of Compton would absorb the City of Carson
2. Trustee area D is a transitional area, and residents are constantly moving in and out.
3. Parts of Paramount are absorbed into East Rancho Dominguez.

The proposed maps for the new Compton Community College District Trustee Areas are available in the Office of the Interim CEO and on the district website, www.district.compton.edu.

1G. MINUTES FROM THE MARCH 22, 2012 AND APRIL 5, 2012 REDISTRICTING COMMITTEE MEETINGS

It is recommended that the Special Trustee receives for information Minutes of the March 22, 2012 and April 5, 2012 Redistricting Committee Meetings

REDISTRICTING COMMITTEE Thursday, March 22, 2012 MEETING MINUTES

- I. The Redistricting Committee Meeting was called to order at 9:45 a.m.
- II. Roll Call – Members Present
 - LeGrand Clegg
 - Mary Louise Godoy
 - Mark Guillen
 - Olivia Verrett
 - Absent: Martina Rodriguez
- III. Public Comments – No requests
- IV. Review/approve minutes of February 23, 2012 committee meeting
 - Motion to approve by Olivia Verrett
 - Seconded by Mary Godoy
 - Motion APPROVED (as corrected)
 - (Correction of Minutes of 2/23/2012 – page 1, next to last sentence should be: ... twenty key people ~~to~~ participating)
- V. Dr. Curry reported on presentations he made at city councils and school board meetings for Carson, Paramount, Lynwood, and Compton.
- VI. Debriefing on Redistricting Public Hearing – Strengths & Weaknesses of Proposed Redistricting Maps

The Committee discussed the maps presented; version 2 is most favored. Mr. Clegg requested that maps include identification of the boundary streets.

Dr. Curry stated that at the April 5th meeting, Google maps will be provided that will show more detail. He will provide maps labeling the major streets, which will be mailed prior to the next meeting. He will also forward to the Committee and the elected board members a copy of the Landeros Settlement Agreement.
- VII. Final Comments:
 - Mary Godoy
 - Olivia Verrett
 - Andres Ramos

Deborah LeBlanc

VIII. Meeting adjourned at 10:45 a.m.

IX. Next scheduled meeting: April 5, 2012; 9:30 a.m.

REDISTRICTING COMMITTEE

Thursday, April 5, 2012

MEETING MINUTES

I. The Redistricting Committee Meeting was called to order at 9:35 a.m.

II. Roll Call – Members Present

Legrand Clegg

Mary Louise Godoy

Mark Guillen

Martina Rodriguez

Olivia Verrett

III. Public Comments – No requests

IV. Review/Approval of Minutes of March 22, 2012 Committee Meeting

Motion to approve by Legrand Clegg

Seconded by Olivia Verrett

Motion APPROVED

V. The Committee reviewed the maps citing the strengths and weaknesses of each

VI. Strengths & Weaknesses of Proposed Redistricting Maps

Motion to forward the strengths and weaknesses of each map to the Special Trustee made by Legrand Clegg.

Seconded by Martina Rodriguez

Motion APPROVED

VII. Final Comments

Mary Godoy

Legrand Clegg

Mark Guillen

VIII. Meeting adjourned at 11:10 a.m.

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

1H. SETTLEMENT AGREEMENT – LANDEROS VS. COMPTON COMMUNITY COLLEGE DISTRICT

It is recommended that the Special Trustee receives for information the Settlement Agreement – Landeros vs. Compton Community College District.

SETTLEMENT AGREEMENT

This Settlement Agreement (hereinafter "Agreement") is entered into as of June 14, 2011, by and between the COMPTON COMMUNITY COLLEGE DISTRICT, a California public community college district ("District"), and *JOAQUIN AVILA*, an attorney representing plaintiffs, in a dispute and litigation referenced below against the District, involving the application of the equal population principle as protected by the California Constitution and the California Voting Rights Act of 2001, Cal. Elec. Code §§ 14025-14032. District and Avila are collectively hereinafter referred to as the "Parties."

WHEREAS, the District currently utilizes a method of electing its Governing Board members (also referred to as the "Board of Trustees") consisting of a by-trustee area election involving only four (4) trustee areas, from which five (5) governing board members are elected (the "District's Election System"); and

WHEREAS, the total population of the trustee areas vary in some cases by in excess of fifty-nine percent (59%); and

WHEREAS, Avila has alleged the District's Election System may be in violation of the California Voting Rights Act and the California Constitution (the "Dispute"); and

WHEREAS, as authorized by Education Code Section 71093 (as amended by Statutes of 2006 Chapter 50, AB 318), Resolution 2006-01 of the Board of Governors of the California Community Colleges, and Executive Order 2006-01 by the Chancellor of the California Community Colleges, the authority of the Board of Trustees of the Compton Community College District has been suspended, and a Special Trustee has been duly appointed, and authorized to exercise any powers or responsibilities, or take any official actions with respect to the management of the District that would have otherwise been within the powers and responsibilities of the Board of Trustees; and

WHEREAS, despite the suspension of the Governing Board's authority, as set forth above, the obligation of the Special Trustee, serving in the place of the Governing Board, to order elections is not suspended, and this responsibility has been carried out; and

WHEREAS, the District in the interest of resolving this Dispute without resorting to the uncertainty and significant expense of contested and protracted litigation and not as an admission of liability, desires to settle and resolve any and all claims arising out of the Dispute; and

WHEREAS, the Parties warrant and represent that each is the sole owner and holder of all rights, interests and claims asserted against the other, and that each has the full right, power and authority to settle and compromise all claims asserted against each other without the consent of any other person or entity; and

WHEREAS, the Parties acknowledge the terms of this Agreement are contractual and not merely recitals, and the Parties further acknowledge that they are bound by this Agreement and their respective obligations as set forth herein.

.....

NOW, THEREFORE, for value received and in consideration of the mutual covenants and conditions as set forth below, the Parties agree as follows:

1. Either prior to or within ten (10) days of all Parties' execution of this Agreement, *Avila* will provide District with the names of the Plaintiffs. Within ten (10) days of providing the District with the Plaintiffs' names, District shall provide *Avila* with a draft Complaint to be filed in Los Angeles County Superior Court. ***Plaintiffs shall be represented by Joaquin Avila.*** Defendants shall be the Compton Community College District and Los Angeles County Superintendent of Schools. Compton Community College District shall be represented by Atkinson, Andelson, Loya, Ruud & Romo. Within ten (10) days of Parties' approval of a final Complaint, *Avila* shall file the Complaint in the Los Angeles County Superior Court
2. District will file an answer to the Complaint within the statutory time period.
3. If necessary, due to time limitations associated with the calling of the election by the County Superintendent, or the involvement of interveners, or other circumstances not yet known to the parties, the District may prepare for approval and filing by *Avila* an application for temporary or preliminary injunctive relief, including any required supporting documents.
4. Following the filing of District's and County Superintendent's responsive pleadings, the District and *Avila* agree to execute and submit a stipulated judgment to the Court containing at least the terms set forth hereinbelow:
 - (A) District will stipulate to an injunction that would enjoin the County Superintendent from calling the November 2011 election pursuant to Education Code sections 5302 and 5325, absent objection from the County Superintendent.
 - (B) District will retain a demographer and will prepare at least three (3) options for the reconfiguration of the District's trustee areas into five trustee areas, and the District's Special Trustee shall hold at least one (1) public hearing in the District to receive public input on the proposed options. In the development of the five trustee area plans, it is the understanding of the Parties that only those registered voters residing within a given trustee area will be able to vote for the office of trustee assigned to that trustee area and that the candidates for that trustee area must be a resident of that trustee area.
 - (C) Following the public hearing, the Special Trustee will adopt a resolution selecting a final option.
 - (D) Pursuant to the stipulated judgment, the Special Trustee will implement the Trustee areas without resorting to the call of an election for approval of the areas under Education Code section 5020.
 - (E) Alternatively, the Special Trustee may request the Los Angeles County Board of Education seek a waiver of as many of the sections of the Education Code as are necessary to implement the terms of the stipulated judgment.

(F) Alternatively, if AB 684 (Block) passes in a form consistent with its language as of May 31, 2011, and acceptable to the Special Trustee, the Special Trustee may seek final approval of the trustee areas consistent with the provisions of AB 684.

(G) District will prepare and transmit a final map of the five trustee areas to the Los Angeles County Superintendent of Schools pursuant to Education Code section 5031 and to the Los Angeles County Elections Official.

(H) The new trustee areas will be implemented during the election held in November of 2013 where all five trustee areas will elect trustees. Three of the newly elected trustees will serve a four year term and two of the newly elected trustees will serve a two year term. The determination of which trustees will serve a two year term and which trustees will serve a four year term shall be determined by lot. All current trustees, whose terms would expire prior to November of 2013, shall have their terms extended until a successor qualifies following the November 2013 election.

5. In the event of delays not caused by the District or *Avila*, or if the court fails to sign the Stipulated Judgment and issue the requested injunctive relief in time to prevent the County Superintendent from calling the Governing Board's November 2011 election, this agreement shall be a nullity except that if the District, Avila and the County Superintendent have signed and filed the Stipulated Judgment, the District's obligations in Paragraph 7, below will remain enforceable.
6. If any provision of this agreement is finally determined by a court to be unenforceable, then the remainder of this agreement shall be deemed a nullity, except for Paragraph 7.
7. Attorneys' Fees and Costs. District shall incur, and be solely responsible for all costs and expenses related to preparing the Complaint, any applications for temporary or preliminary injunctive relief, the Stipulated Judgment and for demographic services and the costs of proceeding through the administrative process. Notwithstanding the foregoing, upon entry of the Stipulated Judgment or at the time that the Court indicates that the Court will not sign the Stipulated Judgment or at the time that the Court does not issue the requested injunctive relief, District shall pay to *Joaquin Avila* the amount of \$40,000 in settlement of all fees and costs associated with the above referenced litigation and the Dispute. If any third parties, excluding the Los Angeles County Superintendent of Schools (only if it does not oppose Plaintiffs' litigation), join this litigation in any manner, and the litigation proceeds forward, if at the end of the litigation, the Plaintiffs are determined to be prevailing parties for purposes of an award of attorneys' fees, litigation expenses and costs, nothing in this agreement shall prevent Avila from filing a motion to collect such fees, expense and costs from such third parties and from the Los Angeles County Superintendent of Schools if it opposes Plaintiffs' litigation.
8. The Parties further agree to only disseminate public statements about the Complaint and the Dispute that are mutually acceptable to and approved by the Parties.
9. Upon taking the actions described herein, the Parties hereby release and forever discharge each other and each other's respective directors, officers, employees, attorneys,

successors and assigns, from any and all claims, demands, suits, rights, actions, causes of action, expenses, interest, costs, damages, attorneys' fees, liability or obligation of any kind, whenever or however derived, whether known or unknown, foreseen or unforeseen, suspected or unsuspected, present or future, in any way relating to or connected with the Dispute.

10. Upon the exchange of documents and actions taken described in Paragraphs 1 through 4 herein, the Parties hereby agree to waive any and all rights and benefits that it now has or in the future may have under California Civil Code section 1542, which states in relevant part:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

11. No supplement, modification, waiver or amendment with respect to this Agreement shall be binding unless executed in writing and signed by the party against whom enforcement of such supplement, modification, waiver or amendment is sought.
12. All agreements, covenants and representations, oral or written, of the Parties concerning the subject matter of this Agreement are contained herein. No other agreements, covenants or representations, oral or written, have been made by any party to any other party concerning the subject matter of this Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements, representations and covenants concerning the subject matter of this Agreement are merged herein. This is a fully integrated document.
13. The Parties hereto agree to execute all further and additional documents, and undertake such further acts, as shall be reasonable, convenient, necessary or desirable to carry out the provisions of this Agreement, and the Parties further agree to cooperate with each other to effectuate the intent of this Agreement.
14. The Parties represent and declare that, in executing this Agreement, they relied solely upon their own judgment, belief, knowledge and the advice and recommendations of their own independently selected counsel concerning the nature, extent and duration of their rights and claims. The Parties further represent and declare that they have not been influenced by any representations or statements concerning any matters made by any other party or by any person or attorney representing any other party.
15. The Parties acknowledge the opportunity that this Agreement be reviewed by their respective attorney and it has been approved as to form. They further agree that this Agreement is to be construed and interpreted without regard to the identity of the party drafting this Agreement.
16. This Agreement shall in all respects be interpreted, enforced and governed by and under the laws of the State of California applicable to such instruments, persons, transactions

and subject matter which have legal contexts and relationship solely within the State of California.


17. This Agreement may be executed in separate counterparts, each of which shall be considered an original but all of which shall constitute one Agreement.
18. Each of the signatories to this Agreement warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign.

Dated: 7/12/2011

COMPTON COMMUNITY COLLEGE
DISTRICT


By: Genethia Hudley-Hayes
Special Trustee

Dated: June 14, 2011


By: JOAQUIN G. AVILA
Attorney for the Plaintiffs

II. STIPULATION FOR DISMISSAL AND JUDGMENT IN THE LANDEROS VS. COMPTON COMMUNITY COLLEGE DISTRICT

It is recommended that the Special Trustee receives for information the Stipulation for Dismissal and Judgment in the Landeros vs. Compton Community College District.

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

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9 Attorneys for Compton Community College District
10 and Genethia Hudley-Hayes, Special Trustee to the
11 Compton Community College District

12 JOAQUIN G. AVILA
13 LAW OFFICE
14 P.O. Box 33687
15 Seattle, Washington 98133
16 Telephone: (206) 724-3731
17 Fax: (206) 398-4261

18 Attorney for Plaintiffs
19 Alex Landeros and Luis Landeros

20 SUPERIOR COURT OF THE STATE OF CALIFORNIA
21 FOR THE COUNTY OF LOS ANGELES
22 SOUTH CENTRAL DISTRICT (COMPTON)

23 ALEX LANDEROS, LUIS LANDEROS,

24 Plaintiffs,

25 v.

26 COMPTON COMMUNITY COLLEGE
27 DISTRICT; GENETHIA HUDLEY-HAYES,
28 SPECIAL TRUSTEE TO THE COMPTON
COMMUNITY COLLEGE DISTRICT, JON
R. GUNDRY, INTERIM LOS ANGELES
COUNTY SUPERINTENDENT OF
SCHOOLS; and DOES 1 through 50, inclusive,

Defendants.

CASE NO. TC025426

STIPULATION FOR DISMISSAL AND JUDGMENT

COMPLAINT FILED: June 17, 2011

[Exempt Gov. Code. § 6103]

1 DISTRICT (“Special Trustee”), by and through their counsel of record, Warren S. Kinsler, Esq.,
2 of Atkinson, Andelson, Loya, Ruud & Romo, do hereby agree and stipulate as follows:

3 **STIPULATION**

4 1. Plaintiffs alleged that the District was in violation of the California Voting Rights
5 Act of 2001 (California Elections Code sections 14025, *et seq.* [the “CVRA”]) and the California
6 Constitution (Cal. Const., Art. 21, sec. 2(d)) because the District’s method of election resulted in
7 vote dilution for Latino residents and denied them effective political participation in governing
8 board member elections and the District’s method of election prevents Latino residents from
9 electing candidates of their choice or influencing the outcome of the District’s elections.

10 2. In response to the filing of this action, Plaintiffs and Defendants entered into a
11 stipulated injunction enjoining the November 2011 governing board member election, which was
12 approved and signed by the Court on July 7, 2011.

13 3. Plaintiffs and District have further entered into a settlement agreement which
14 provided for, among other things, the transition of the District’s election method to a true district-
15 based method consisting of one trustee area per governing board member seat (“Agreement”).

16 4. The parties have taken all actions required of them by the terms of the Agreement
17 and now desire that this matter be dismissed, with prejudice.

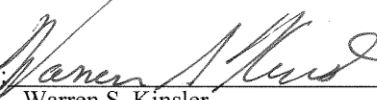
18 **THEREFORE IT IS STIPULATED AS FOLLOWS:**

19 Plaintiffs and Defendants, by and through their counsel of record, hereby agree and
20 stipulate as follows:

21 1. Plaintiffs’ Complaint for Violation of the California Voting Rights Act shall be
22 voluntarily dismissed in its entirety, with prejudice.

23 ATKINSON, ANDELSON, LOYA, RUUD & ROMO

24
25 DATED: March 29, 2012

26 By: 
27 Warren S. Kinsler
28 Attorneys for Defendants
Compton Community College District and
Genethia Hudley-Hayes, Special Trustee to the
Compton Community College District

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

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JOAQUIN G. AVILA LAW OFFICE

DATED: March __, 2012

By: _____
Joaquin G. Avila, Esq.
Attorneys for Plaintiffs
Alex Landeros and Luis Landeros

JUDGMENT

The above-captioned matter is hereby dismissed, with prejudice.

Dated: _____, 2012

Judge of the Superior Court

005735.00123/10318961

1J. 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

Special Trustees Advisory Committee Meeting Dates 2012 (Revised)

Wednesday, April 25, 2012

Tuesday, June 12, 2012

Tuesday, August 28, 2012

Tuesday, October 30, 2012

Tuesday, December 18, 2012

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

3A. CCCFE, CLASSIFIED UNIT NEGOTIATIONS PROPOSAL

Making Public the Initial Bargaining Proposal of the Compton Community College District Federation of Employees, Classified Unit

The initial bargaining proposal of the Compton Community College Federation of Employees (Classified Unit) has been received. Copies of the proposal are available in the District's Human Resources office for review. This proposal will be placed on the Board of Trustees meeting agenda for public input at the next regularly scheduled meeting.

*Compton Community College
District
Federation of Employees, Local 3486-1
2012-2013 Sunshine Issues
Voted On and Submitted March 26, 2012*

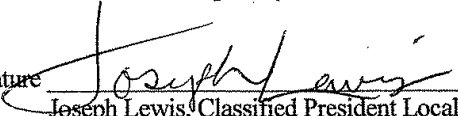
Articles:

- I. (Article XVII) The Classified Service bargaining unit employees are seeking a 4.9 percent across the board wage increase for school year 2012-2013.
 - II. (Article XVII) COLA language to be inserted into Agreement providing that annual floor increase for Classified Service bargaining unit employees shall be no less than the rate of the annual consumer price index for the Los Angeles-Long Beach metropolitan area.
 - III. (Article XVIII) Classified employees are requesting a 10% increase on health & welfare benefits above the \$10,000.00 for 2012-2013.
 - IV. (Article XVIII) Monthly educational salary increase for degrees earned including degrees currently held.

AA= \$200 BA= \$300 MA= \$400 Ph.D., EDD, etc. \$500
 - V. (Article XVII-Appendix A) One step to be added (G) to the Classified salary scale.
 - VI. (Article XXI) Classified employees are requesting first preference to apply for open positions before public application outreach, (open/promotional).
 - VII. (New Article) Add language to clarify that outsourcing or contracting out classified work is prohibited, unless the work cannot be performed by a classified employee because of technical machinery operation or special expertise not within the Utility Maintenance Worker or Tradesman's skill capacity to perform. The District shall comply in all respects with education code section; 88003.1 when purporting to contract out bargaining unit work.
 - VIII. (Article XIX) Reinstate Staff Development funds for classified employees.
 - IX. (Article XVIII) District to comply with the previous agreement to establish IRS section 125 Plan pertaining to health and welfare related benefits.
 - X. (Article XVIII) Classified receives full medical benefits after fifteen (15) years of service.
 - XI. (Articles IX & XIII) Lay-offs based on the seniority list as is; regardless of categorically funded status.
-

XII. (Article XVII) Longevity increase: 10 years=\$125.00, 15 years=\$135.00, 20 years=\$150.00

XIII. (Articles IX & XVII) During summer terms, Classified work hours @ 4 day weeks/8 hours per day.

Signature 
Joseph Lewis, Classified President Local 3486