



# **Board Agenda**

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

**Wednesday, May 16, 2012**  
**Closed Session to Commence at 5:00 p.m.**  
**Open Session to Commence at 6:00 p.m.**

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

- I. Call to Order at 5:00 p.m.**
- II. Roll Call**
  - Mr. Thomas E. Henry, Special Trustee
  - Dr. Keith Curry, Interim CEO
- III. Approval of Closed Session Agenda**
- IV. Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- V. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
  - A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:**
    - 1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
      - a. Bernadette Bryant vs. Compton Community College District
      - b. Manzoor Ahmad vs. Compton Community College District
  - B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:**
    - 1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
      - a. Claim of Christopher Halligan
      - b. Claim of Tim Meadows
  - 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 PERFORMANCE EVALUATION PURSUANT TO  
GOVERNMENT CODE SECTION 54957:**

1. Interim Chief Executive Officer

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

**VII. Roll Call**

Mr. Thomas E. Henry, Special Trustee

Dr. Keith Curry, Interim CEO

**VIII. The Pledge of Allegiance**

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

**X. Approval of Open Session Agenda**

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

**XII. Approval of Minutes of April 17, 2012**

**XIII. Public Hearing** – Compton Community College District Redistricting

**XIV. Public Hearing** – CCCFE Classified Unit Negotiations Proposal to Compton Community College District

**XV. Recognition of Redistricting Committee Members and Student Trustee**

**XVI. 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

**XVII. Presentations**

1. Update on Infrastructure Facilities Projects

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

1. Administrative Services
  - A. Purchase Orders
2. Human Resources
  - A. Eligibility Lists

- C. Academic Employment and Personnel Changes
- D. Classified Employees
- E. Temporary Non-Classified Service Employees

**XIX. Discussion/Action Items**

1. Office of the Special Trustee
  - A. Resolution No. 05-16-2012A - Resolution of the Special Trustee of the Compton Community College District Establishing Trustee Areas from which District Governing Board Members will be elected.
  - B. Process for Randomly Selecting Trustee Areas for Initial Term of Two (2) Years
  - C. Resolution No. 05-16-2012B – Resolution of the Special Trustee of the Compton Community College District Establishing Initial Terms of Office for Trustee Areas.
  
2. Office of the Interim CEO
  - A. Resolution No. 05-16-2012C - Regarding Layoff of Classified Personnel
  - B. Resolution No. 05-16-2012D - Process to Temporarily Loan Funds from the General Obligation Bond Project Fund to the Capital Outlay Fund.
  - C. Board Policy 3300 - Public Records
  
3. Academic Affairs/Student Services
  - A. 2012-2013 El Camino College Compton Center Academic Calendar
  
4. Administrative Services
  - A. Agreements/Amendments/Ratifications Contracts
  - B. Authorize Signature Resolution (LACOE)
  - C. Ratification of Change of Authorize Signatures on District Bank Accounts
  - D. Emergency Resolution for Provision of Repairs of Central Plant Boiler and at the Child Development Center (CDC) and Vocational Technology Center (VTC)
  - E. Budget Adjustments/Augmentations/Transfers
  
5. Facilities Planning and Development
  - A. Agreements/Amendments
  - B. Change Order Report for Measure CC Prop 39 Projects
  - C. Notice of Completion and Release of Retention for Walters and Wolf
  
6. Human Resources
  - A. Approval of Contract of Employment for Chief Business Officer
  - B. New Management Position

**XX. Discussion Items**

1. Office of the Special Trustee
  - A. 2011-2012 Compton Community College District Elected Board of Trustees Self-Evaluations
  - B. 2012-2013 Compton Community College District Elected Board of Trustees Goals

**XXI. Information Items**

1. Office of the Interim CEO

- A. Minutes from the Special Trustee's Advisory Committee
- B. Special Trustee's Advisory Committee Meeting Dates
- C. Board Presentations and Reports Schedule for 2011-2012 Revised
- D. Administrative Procedure 3301 - Public Records

2. Human Resources

- A. District Initial Collective Bargaining Proposal for 2011-2012 Negotiations

**XXII. Oral Reports**

- A. Compton Center
- B. Interim CEO Report
- C. Board of Trustees Report
- D. Special Trustee Report

**XXIII. Next regularly scheduled meeting date: June 19, 2012**

Closed Session begins at 5:00 p.m.

Open Session begins at 6:00 p.m.

**XXIV. Adjournment**

*Please note: If you would like a copy of any of the support documents/attachments, please contact Paula VanBrown at (310) 900-1600, Ext. 2001. Thank you!*

# COMPTON COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING Tuesday, April 17, 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 6:07 p.m.
  - VII. Roll Call – Members Present
    - Lorraine Cervantes
    - Charles Davis
    - John Hamilton
    - Deborah LeBlanc
    - Anesa Nelson
    - Andres Ramos
    - Thomas Henry
    - Keith Curry
  - VIII. Pledge of Allegiance – Led by Reuben James
  - IX. Report of Actions Taken by Special Trustee
    - Item V.A.1.** – Significant exposure to litigation relative to the Stronghold Bid Protest – Special Trustee, T. Henry: “After taking the matter under submission into consideration on April 3, 2012, I subsequently concluded to accept the District staff’s written response and recommendation to reject the bid protest lodged by Stronghold Engineering, Inc. regarding the Phase I Infrastructure Project. My reasons for doing so are set forth in my written, final decision sent to Stronghold Engineering, Inc. on April 9, 2012.”
- Report of Action Taken in Closed Session  
Item V.F.I – Public Employee Appointment Pursuant to Section 54957 - Interim Chief Executive Officer:

Special Trustee: "Subject to approval from the State Chancellor, allowing for an additional one-year extension due to business necessity relative to the contract and in regards to our CEO, Dr. Keith Curry, I have approved a new contract for the services of Dr. Keith Curry for 2012-2013 fiscal year. The annual compensation shall be \$188,320.00 plus stipends and health & welfare benefits provided to academic administrators. Copies of the contract are available, upon request, in the Human Resources Offices."

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 – Concern with upper management; budget mistakes. Concerned with Board Policy on smoking on campus.
- XII. Reports from Representatives and Employee Organizations
  - A. Faculty Representative Report – Jerome Evans: Congratulations to Dr. Curry on his re-instatement as Interim CEO, and that he has the full support of the faculty leadership.
  - B. Classified Representative Report – David Simmons: The classified staff also support the reappointment of Dr. Curry. Commented on smoking allotted smoking area
  - C. Academic Senate President Report – Saul Panski: Absent
  - D. CCCFE Certificated Employees Report –Toni Wasserberger: Absent
  - E. CCCFE Classified Employees Report – Joseph Lewis: Correction on Sunshine Issues document (page 71 of Agenda); Article IV – delete the work 'monthly' (Lewis distributed copies of the corrected document); commented on AR 6311 – Attendance and Time Reporting.
  - F. Associated Student Body Report – Amelia Apple: No Report
- XIII. Approval of Minutes of February 15, 2012 – Approved  
Approval of Minutes of March 20, 2012 – **Approved, as revised**  
**(Revision: Page 10, Item B. Special Trustee's Report – last sentence "... relative to the role of the Special Trustee, as fiscal advisor.")**
- XIV. Presentations
  - 1. 2012 Accountability Reporting for the Community Colleges (ARCC) Report –Marci Myers, Compton Center Research Analyst; presented 'Focus on Results' (ARCC Report) produced by the Chancellor's Office. This report shows recent trends on a variety of demographic and performance measures, along with comparisons with peers or other colleges with similar traits on individual measures. The ARCC report has two main parts - Part 1 is the overall community college systems report, academic measures and workforce outcomes, and Part 2 is a performance report for each community college in the system. El Camino College and El Camino Compton Center are separate reports. Ms. Myers presented the ARCC report for El Camino Compton Center.

The full 800 page report can be viewed on the Chancellor's Office website:

<http://www.cccco.edu/ChancellorsOffice/Divisions/TechResearchInfo/ResearchandPlanning/ARCC/tabid/292/Default.aspx>

Comments from the elected board members “Good Report.”

The 2012 ARCC Report – Received for information by the Special Trustee

2. Foundation for Compton Community College District – Mr. Tony Williams, President  
Mr. Williams gave an update on the Foundation. He stated that their goal is to support the District in its needs. Their understanding of these needs include supporting the ECC enrollment efforts, work with ECC to achieve accreditation for this institution, and have the Foundation established in and serving the community. They also raise money for student scholarships. Mr. Williams reported on the Foundation’s activities in the last three years.
  
- XV. Public Hearing – District Initial Collective Bargaining Proposal to CCCFE, Certificated Unit. Public Hearing opened at 6:54 p.m. No requests to speak. Hearing closed at 6:55 p.m.
  
- XVI. Comments by:  
Special Trustee Henry: In response to a Trustee concern, Mr. Henry stated that he is interested in the elected members’ position relative to all action items. If trustees do not voice their opinion, he must assume they agree with the item, and it is important for him to know their view.
  
- XVII. Consent Agenda – Recommendation of Interim CEO – Approved
  1. Administrative Services
    - A. Purchase Orders
  2. Human Resources – **Approved**
    - A. Management Team Personnel Actions
    - B. Academic Employment and Personnel Changes
    - C. Classified Employees
    - D. Temporary Non-Classified Service Employees
  
- XVIII. Action Agenda
  1. Office of the Interim CEO – **Approved**
    - 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 – **Received**
  
  3. Administrative Services
    - A. Agreements/Contracts
      1. Agreement with California State University Fullerton 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.
      2. Agreement with California State University Fullerton to provide exposure to a university environment for low income first generation high school participants and
      - 3.

4. housing for the Upward Bound Math Science Summer Residential Program on their campus.
5. Agreement with Plannet Consulting, LLC. 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.

Amendments

1. Amendment to Agreement with El Camino College District. 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. Original agreement board approved November, 15, 2011.

Ratifications

1. Ratification of Agreement with Ronald P. Gerhard to provide assistance with budget development and accounting services.
  - 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  
The Special Trustee reported that he tried to make this appointment as he had done at Lassen, but he was informed that the situation was different and the Chancellor's Office was not willing to do that; which means we have to advertise out for the position. Dr. Curry will be encouraged to apply for the permanent position as CEO. Dr. Curry has been provided a contract extending his interim position for the next fiscal year. Per Title V Regulations, an interim position can only be for one year unless the Chancellor approves and additional year. The Special Trustee has requested the Chancellor approve extension of the interim position for one additional year, and Dr. Curry's contract is subject to this approval.
  - B. BP 2715 – Code of Ethics and Standards of Practice  
The Special Trustee emphasized that the Board must adhere to the standards and eligibility requirements, and self-study continually, and requested that they review and reflect on the Code of Ethics and Standards of Practice and absolutely must adhere to them continually.

**XIX. Information Items – Received**

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

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. Dr. Curry reported that the Chancellor has appointed him to serve on the Successor Board. The FCMAT Team will be on campus April 23-27<sup>th</sup>, and May 14-17<sup>th</sup>.

B. Board of Trustees’ Reports

Trustee Cervantes: Commented on parking meter locations; Thanked Dr. Curry for changing the Board meeting for May to Wednesday, May 16, 2012.

Trustee Ramos: Reported that he attended Lynwood Rotary Club meeting and presented redistricting information.

Trustee LeBlanc: Asked Special Trustee to thank Dr. Scott for his visit; supports Dr. Curry reappointment; encourages continued facility improvements; Invited anyone attended the Trustee Conference in San Diego to also attend the African American Caucus on May 4, 2012. Dr. LeBlanc requested that the meeting be adjourned in memory of Bishop Carl W. Stewart of Emmanuel Temple in Lynwood, and Ms. Betty Kesten.

Student Trustee Nelson: Thanked Dr. Curry and Lt. Box for parking meters

Special Trustee Report – The next regularly board meeting is scheduled for May 16, 2012

XXI. **Meeting adjourned** at 8:50 p.m. in memory of Betty Kesten and Bishop W. Carl Stewart

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

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

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

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

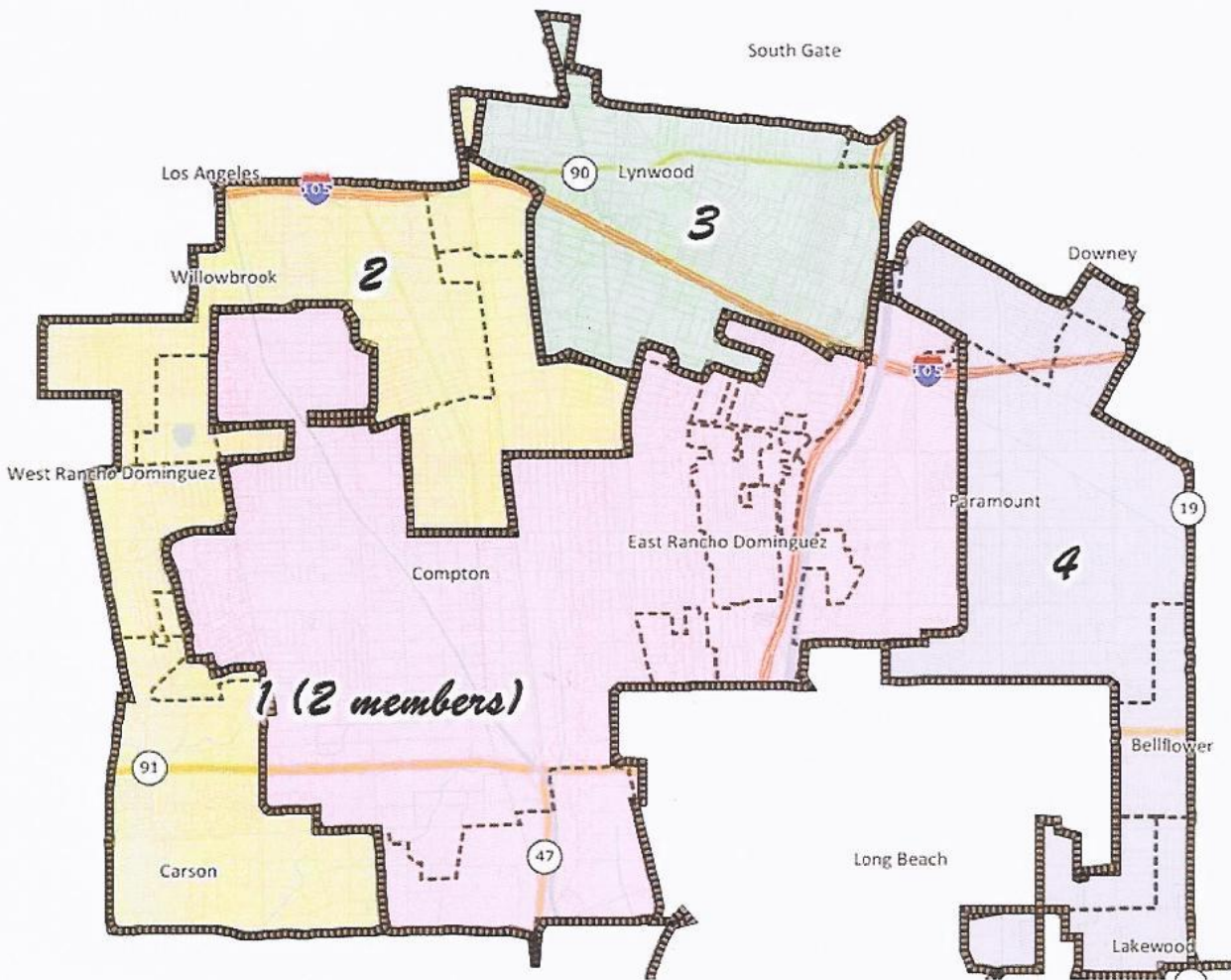
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**XIII. PUBLIC HEARING – COMPTON COMMUNITY COLLEGE DISTRICT  
REDISTRICTING**

It is recommended that the Special Trustee hold a public hearing on the proposed Compton Community College District Redistricting area maps.

The proposed maps for the new Compton Community College District Trustee Areas have been available since October 24, 2011 in the Office of the Interim CEO and on the district website, [http://district.compton.edu/district\\_information/district-redistricting.asp](http://district.compton.edu/district_information/district-redistricting.asp)

# Current Compton Lines



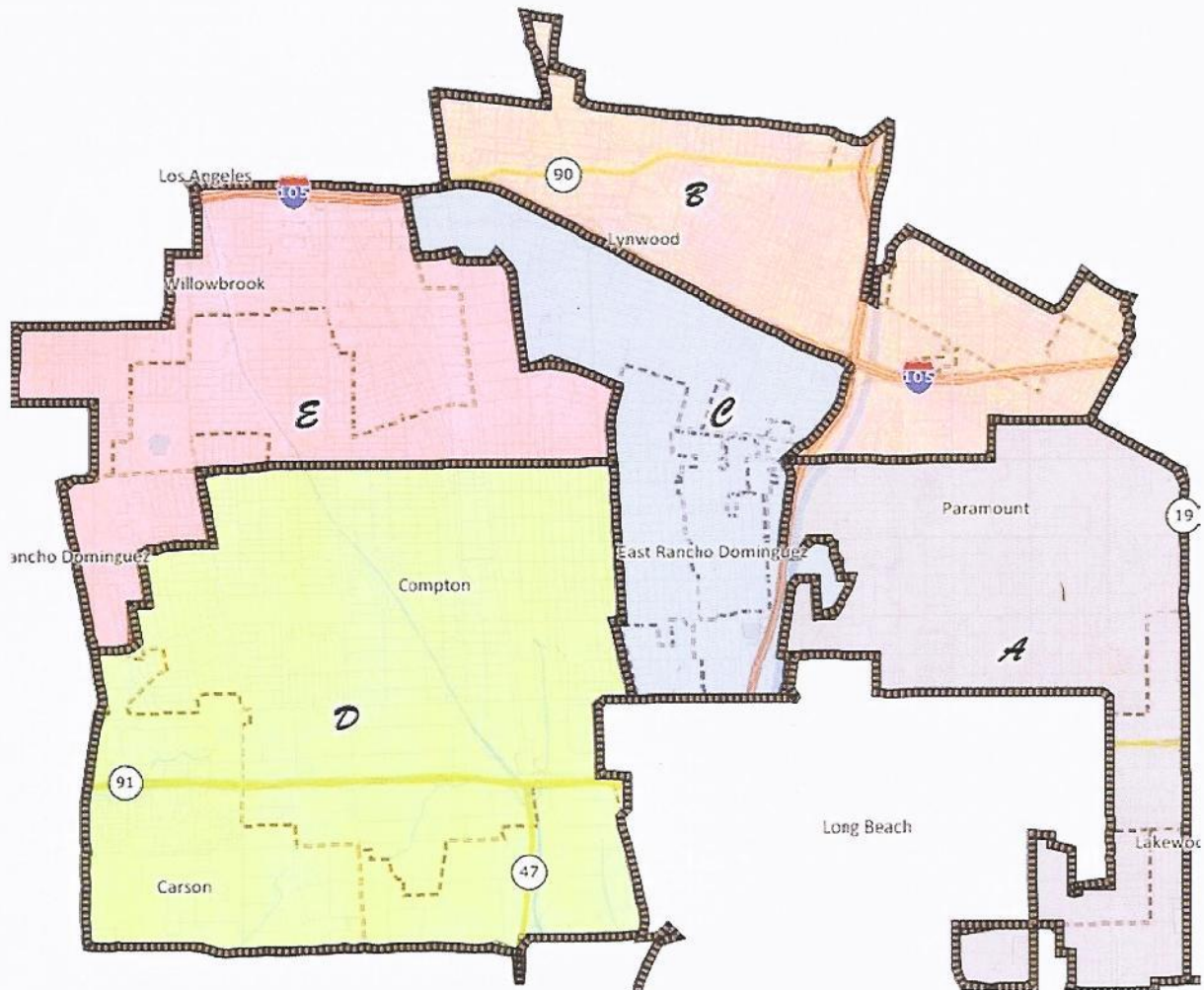
## Current Populations

	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
COMPTON1 (two members)	121,048	(460)	0%	32,713	27%	780	1%	84,229	70%
COMPTON4	59,153	(1,601)	-3%	8,831	15%	3,454	6%	39,966	68%
COMPTON3	58,979	(1,775)	-3%	5,415	9%	419	1%	51,941	88%
COMPTON2	64,588	3,834	6%	22,108	34%	831	1%	39,876	62%

## 2005 - 2009 Citizen Voting Age Population (used in voting rights act cases)

	CVAP Population	Black CVAP	%	Asian CVAP	%	Latino CVAP	%
COMPTON1 (two members)	49,560	24,288	49%	273	1%	21,965	44%
COMPTON4	29,440	5,080	17%	2,023	7%	15,252	52%
COMPTON3	21,905	3,698	17%	233	1%	16,498	75%
COMPTON2	32,702	18,137	55%	452	1%	11,333	35%

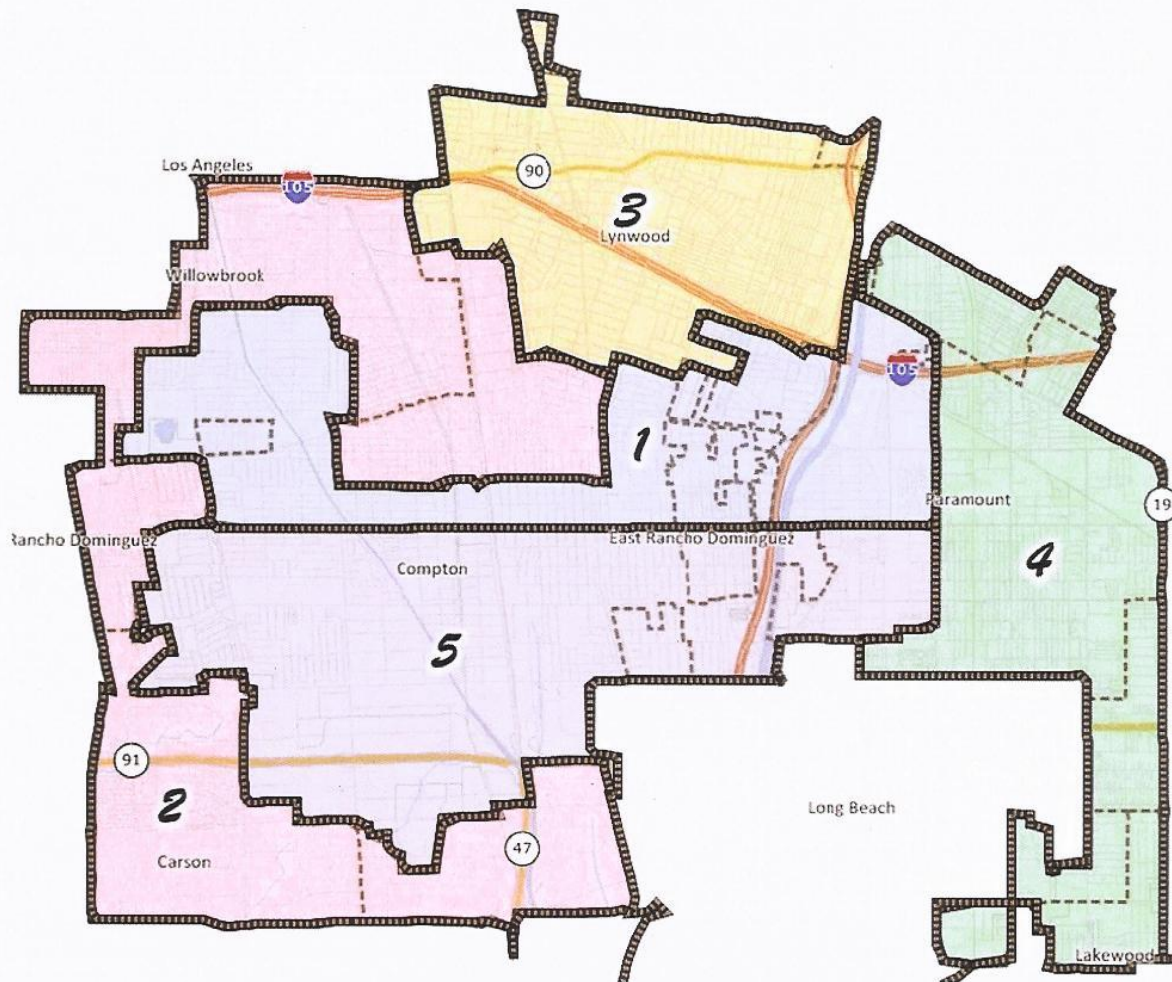
# Version 1



Version 1									
	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	61,085	331	1%	9,666	16%	3,472	6%	41,553	68%
B	60,299	-455	-1%	4,540	8%	752	1%	52,688	87%
C	61,877	1,123	2%	10,481	17%	224	0%	49,631	80%
D	62,727	1,973	3%	24,691	39%	866	1%	34,948	56%
E	57,780	-2,974	-5%	19,748	34%	170	0%	37,206	64%
Citizen Voting Age Population									
				Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A				5,793	20%	1,899	7%	14,366	51%
B				2,418	10%	389	2%	18,541	78%
C				9,049	35%	148	1%	13,931	54%
D				18,168	61%	367	1%	9,260	31%
E				15,775	61%	178	1%	8,950	35%



# Version 2



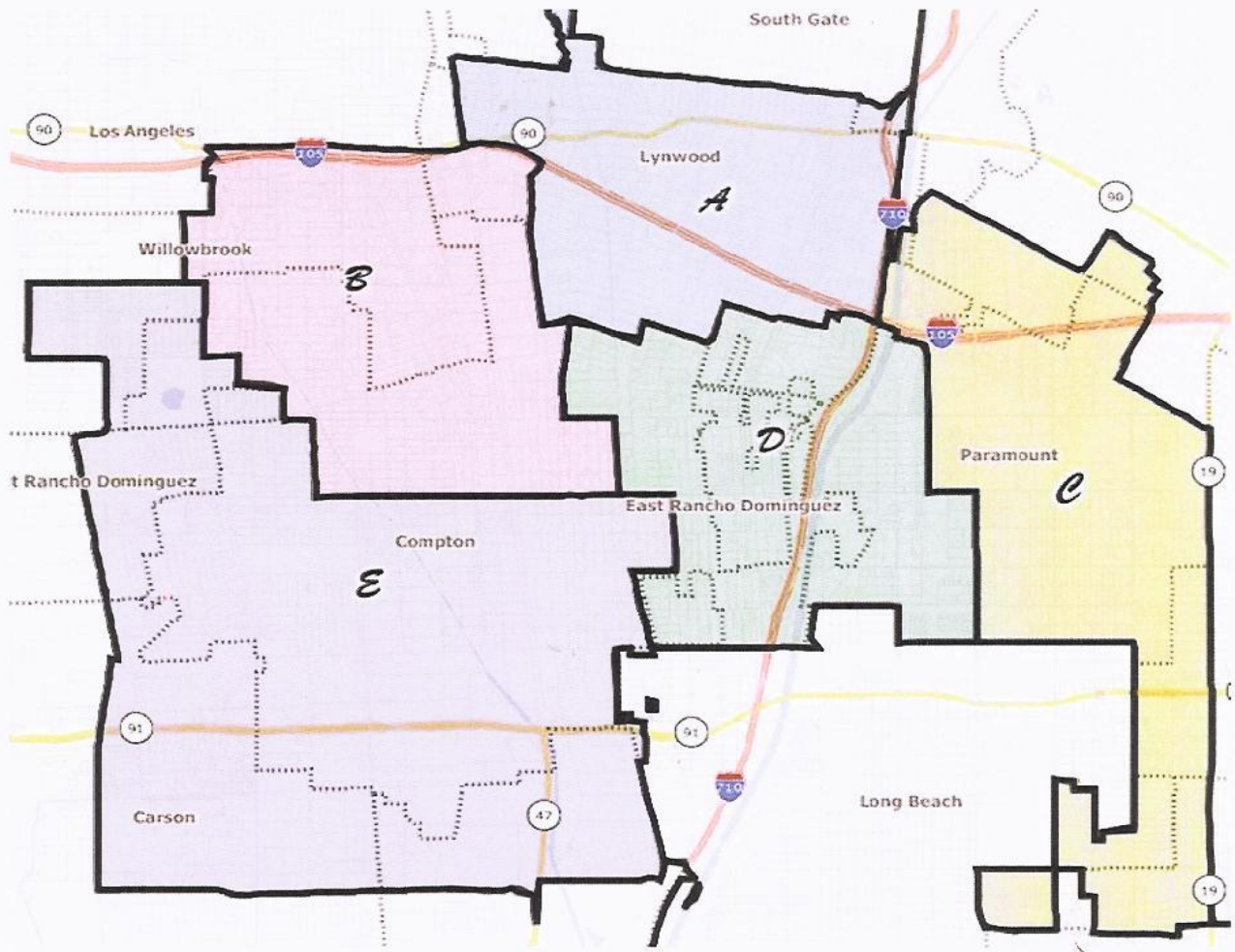
## Version 2

	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	61,085	331	1%	9,666	16%	3,472	6%	41,553	68%
B	60,299	(455)	-1%	4,540	8%	752	1%	52,688	87%
C	61,877	1,123	2%	10,481	17%	224	0%	49,631	80%
D	62,727	1,973	3%	24,691	39%	866	1%	34,948	56%
E	57,780	(2,974)	-5%	19,748	34%	170	0%	37,206	64%

## Citizen Voting Age Population

	CVAP Population	Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A	30,762	5,793	20%	1,899	7%	14,366	51%
B	21,675	2,418	10%	389	2%	18,541	78%
C	24,832	9,049	35%	148	1%	13,931	54%
D	27,622	18,168	61%	367	1%	9,260	31%
E	28,903	15,775	61%	178	1%	8,950	35%

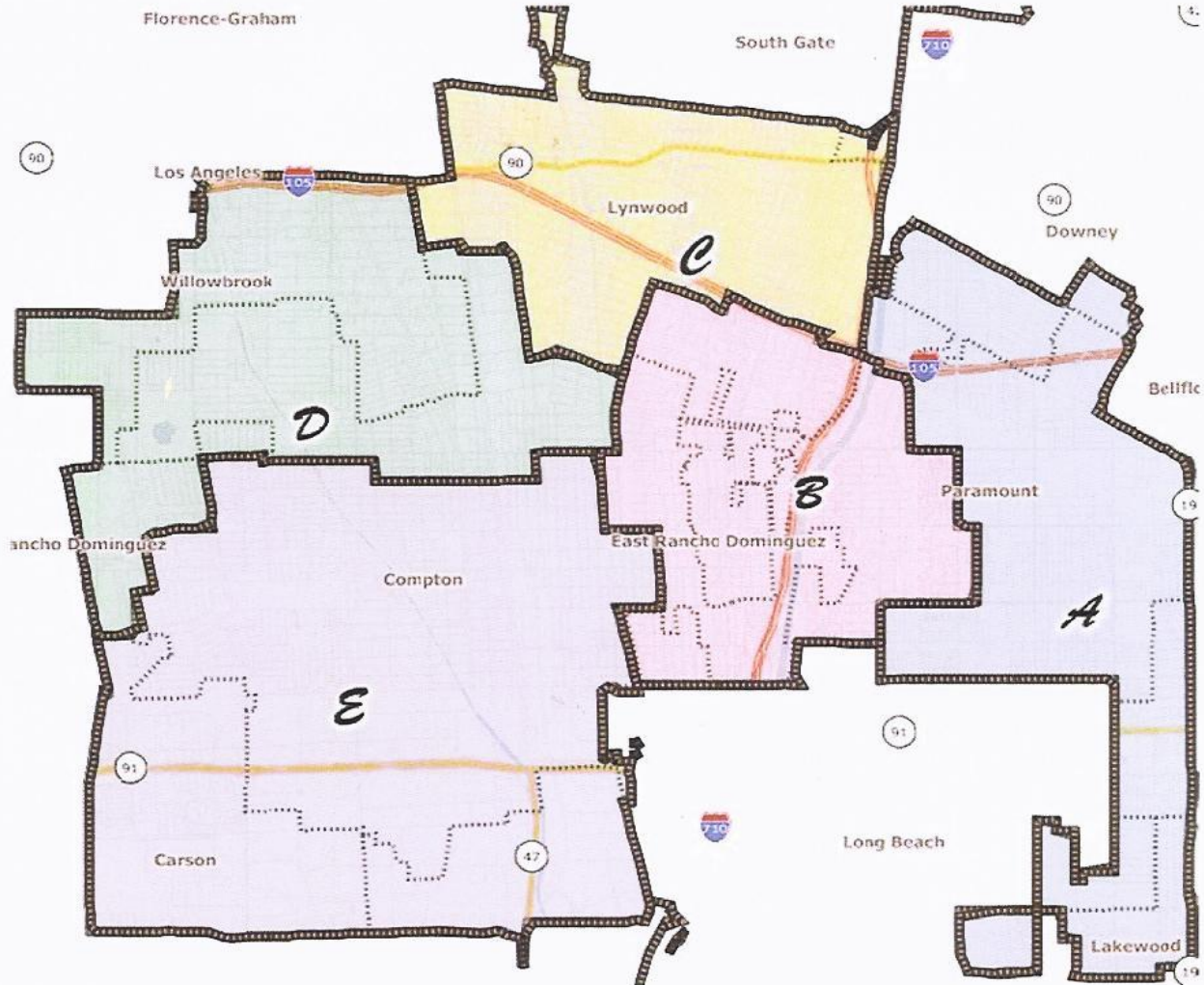
# Version 3



Version 3									
	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	60,904	57	0%	5,499	9%	424	1%	53,769	88%
B	60,166	-681	-1%	16,776	28%	161	0%	42,203	70%
C	62,272	1,425	2%	9,353	15%	3,494	6%	42,493	68%
D	59,955	-892	-1%	9,303	16%	527	1%	48,402	81%
E	60,941	94	0%	28,255	46%	878	1%	29,563	49%
Citizen Voting Age Population									
				Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A				3,685	17%	237	1%	16,931	76%
B				14,137	53%	121	0%	10,559	39%
C				5,515	18%	2,025	7%	15,861	52%
D				6,795	31%	138	1%	13,426	61%
E				21,123	66%	459	1%	8,383	26%



# Version 4



## Version 4

	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	61,729	882	1%	8,891	14%	3,559	6%	42,182	68%
B	60,654	(193)	0%	9,711	16%	475	1%	48,844	81%
C	59,395	(1,452)	-2%	5,629	9%	412	1%	51,845	87%
D	61,747	900	1%	20,374	33%	175	0%	40,511	66%
E	60,677	(170)	0%	24,559	40%	863	1%	33,033	54%

## Citizen Voting Age Population

	CVAP Population	Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A	30,762	5,106	17%	2,100	7%	16,116	52%
B	21,675	7,115	33%	81	0%	13,066	60%
C	24,832	4,613	19%	254	1%	17,471	70%
D	27,622	16,698	60%	178	1%	9,700	35%
E	28,903	17,713	61%	367	1%	8,804	30%

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

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**XIV. PUBLIC HEARING – CCCFE CLASSIFIED UNIT NEGOTIATIONS PROPOSAL TO COMPTON COMMUNITY COLLEGE DISTRICT**

Opportunity for members of the public to comment on Compton Community College District Federation of Employees (Classified Unit) initial collective bargaining proposals to Compton Community College District.



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

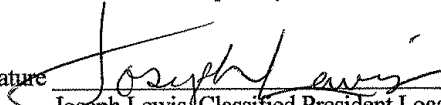
*Articles:*

- 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.
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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

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

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**XV. RECOGNITION OF REDISTRICTING COMMITTEE MEMBERS AND STUDENT TRUSTEE**

**RECOGNITION OF REDISTRICTING COMMITTEE MEMBERS**

It is recommended that the Special Trustee present a Certificate of Appreciation to the members of the Compton Community College District Redistricting Committee.

1. LeGrand Clegg
2. Mary Louise Godoy
3. Mark Guillen
4. Martina Rodriguez
5. Olivia Verrett

**RECOGNITION OF 2011-2012 STUDENT TRUSTEE**

It is recommended that the Special Trustee present a Certificate of Appreciation to the Student Trustee of the Compton Community College District.

1. Anesa Nelson

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

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**XVIII. CONSENT AGENDA**

1. Administrative Services
  - A. Purchase Orders
  
2. Human Resources
  - A. Eligibility Lists
  - 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**  
**Felipe Lopez, CBO**

**1A. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR APRIL 2012**

Run Date **Compton Community College District**  
4/30/2012 **BOARD OF TRUSTEES PURCHASE ORDER LISTING**  
**Meeting Date: 05/08/2012**

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

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 01 Unrestricted-Compton Ed Center</b>				
P0502909	Tour Coach Charter &	Fiscal Services	Student Transportation Rental	\$3,800.00
P0502946	Orion Telescope	Academic Affairs	New Equipment - Instr Lease	\$1,953.15
P0502947	Grainger	Mathematics	Repairs Parts and Supplies	\$443.70
P0502950	California Student Aid	Fiscal Services	Other Services and Expenses	\$5,170.00
P0502958	VS Athletics	Athletics	Non-Instruct Supplies	\$141.27
P0502959	Villa Flowers	First Year	Non-Instruct Supplies	\$104.50
P0502960	Tour Coach Charter &	First Year	Conferences Other	\$381.58
P0502961	El Camino College	Financial Aid	Institutional Return of Funds	\$44,373.00
P0502974	El Camino College	Financial Aid	Institutional Return of Funds	\$13,451.00
P0502989	Paramount Trophy	Transfer Center	Non-instructional Supplies	\$598.13
P0502991	Sargent Welch	Life Sciences	Instructional Supplies	\$7,464.60
P0502993	Herff Jones, Inc.	Academic Affairs	Instructional Supplies	\$1,990.13
P0502995	Kawai	Academic Affairs	New Equipment - Instr Lease	\$10,431.30
P0502996	Insight Systems	Academic Affairs	New Equipment - Instr Lease	\$441.39
P0502997	Tour Coach Charter &	First Year	Conferences Other	\$350.88
P0503000	New Game	Nursing	Other Services and Expenses	\$200.00
P0503003	Logan Telcom Wiring	Academic Affairs	New Equipment - Instr Lease	\$408.88
P0503023	Office Depot	Nursing	General Office Supplies	\$202.60
P0503038	Los Angeles County	Operations	Other Services and Expenses	\$297.50
P0503039	1099 Pro., Inc.	Fiscal Services	Other Services and Expenses	\$85.00
P0503045	Westcoast Sound	Student Affairs	Non-Instruct Supplies	\$3,412.50
P0503046	Vizion Marketing	Student Affairs	Non-Instruct Supplies	\$164.63
P0503047	Saw Service of America	I&T Division	Instructional Supplies	\$124.84
P0503048	Insight Systems	Academic Affairs	New Equipment - Instr Lease	\$575.58
P0503049	Handi-Tech	Academic Affairs	General Office Supplies	\$2,000.00
P0503057	Gridworks	Academic Programs	Equipment	\$12,436.03
P0503087	GST Inc	Academic Affairs	New Equipment - Instr Lease	\$7,889.26
P0503091	Insight Systems	Academic Affairs	New Equipment - Instr Lease	\$2,851.13
P0503093	Nurse Book, LLC	Nursing	New Equipment - Instructional	\$4,156.41
P0503110	Chester A. Fredd, III	Office of the CEO	Travel and Conference	\$62.96
P0503111	Keith Curry	Office of the CEO	Food/Food Supplies	\$30.39
P0503112	Rotary Club of Lynwood	Office of the CEO	Dues and Memberships	\$175.00
P0503113	Hospital Associates	Academic Programs	Equipment	\$1,231.35
P0503115	Associated Student	Board of Trustees	Travel and Conference	\$1,945.90
P0503117	Fazal K. Aasi	Academic Affairs	Dues and Memberships	\$90.00
P0503118	Harland Technology	Nursing	Maintenance Contracts	\$228.38
P0503131	ACCCA	Accounting Use Only	Prepaid Expense	\$3,750.00

P0503138	Caine & Weiner	Fiscal Services	Other Services and Expenses	\$818.85
P0503139	Virtual Graffiti Inc.	Information Technology	Maintenance Contracts	\$4,989.67
P0503140	Insight Systems	Information Technology	Equipment	\$1,859.63
P0503144	National Charter Lines	Natural Sciences	Transportation	\$900.00

**Fund 01 Total: 41** **\$141,981.12**

**Fund 10 Restricted-Compton Ed Center**

P0502891	Iris Y. Fernandez	CalWORKs	General Office Supplies	\$118.08
P0502948	SVM, LP	TANF	Transportation	\$17,950.00
P0502990	Ricoh Corp	DSPS	Equipment	\$5,127.26
P0502992	Expressions to Wear	TANF	Non-Instruct Supplies	\$14,994.75
P0502994	Link-Systems	Basic Skills --Compton	License Fee/Site Licenses	\$2,800.00
P0502998	Expressions to Wear	TANF	Non-Instruct Supplies	\$2,590.22
P0503022	Office Xpress	EOPS CARE	General Office Supplies	\$1,745.81
P0503058	CDW Computer	Basic Skills --Compton	Equipment	\$28,169.33
P0503090	Plato Learning	Basic Skills --Compton	License Fee/Site Licenses	\$21,478.13
P0503092	Office Xpress	EOPS	General Office Supplies	\$217.58
P0503116	Computerland of	Basic Skills --Compton	License Fee/Site Licenses	\$1,336.50
P0503129	SVM, LP	EOPS	Bus Passes and Food	\$12,050.00
P0503130	NDRS Inc.	EOPS	Other Outgo	\$1,500.00
P0503145	Airport Van Rental	EOPS CARE	Other CARE Services	\$500.00

**Fund 10 Total: 14** **\$110,577.66**

**Fund 45 Revenue Construct Bond - Compton**

P0503055	Geotek, Inc.	Allied Health Bldg -	Testing & Inspection	\$977.50
P0503056	AT&T	MIS Building	Buildings	\$3,476.02
P0503064	C2 Reprographics	Infrastructure Phase I	Blue Printing-Construction	\$6,435.94
P0503104	Geotek, Inc.	Infrastructure Phase I	Testing & Inspection	\$375.00
P0503105	American	Infrastructure Phase I	Blue Printing-Construction	\$214.90
P0503146	S & K Engineers	Infrastructure Phase II	Architecture & Engineering	\$448,156.40
P0503147	Daily Breeze, the	Infrastructure Phase II	Advertising-Bond Projects	\$2,330.15
P0503148	S & K Engineers	Infrastructure Phase I	Architecture & Engineering	\$41,920.00
P0503190	S & S Portable Service,	Learning Resource	Buildings	\$308.54

**Fund 45 Total: 9** **\$504,194.45**

**PO Funds Total: 64** **\$756,753.63**

**Fund 01 Unrestricted-Compton Ed Center**

B0510976	Waxie Sanitary Supply	Operations	Custodial Supplies	\$7,691.00
B0510978	National Promotions &	Public Relations &	Printing	\$7,000.00
B0510979	Vavrinek, Trine, Day &	Fiscal Services	Contract Services	\$77,245.00
B0510980	A1 Party	Student Affairs	Non-Instruct Supplies	\$4,951.16
B0510981	Enterprise Rent-A-Car	Fiscal Services	Student Transportation Rental	\$4,000.00
B0510987	Skillpath On-Site	Human Resources	Contract Services	\$3,000.00
B0510989	Melissa's Party Supply	Student Affairs	Non-Instruct Supplies	\$193.00
B0510990	The Magic Rose	Student Affairs	Non-Instruct Supplies	\$1,400.00
B0510991	Home Depot Credit	Student Affairs	Non-Instruct Supplies	\$700.00
B0510996	Plannet Consulting	Information Technology	Contract Services	\$30,000.00

**Fund 01 Total: 10** **\$136,180.16**

**Fund 10 Restricted-Compton Ed Center**

B0510975	Ricoh Corp	DSPS	Equipment	\$361.00
B0510985	Scholars in Progress	TRIO - Upward Bound	PSA Contract Services	\$2,301.00
B0510988	BUSD/ Cater R Us	EOPS	Hospitality	\$2,691.56

		<b>Fund 10 Total: 3</b>		<b>\$5,353.56</b>
<b>Fund 45</b>	<b>Revenue Construct Bond - Compton</b>			
B0510982	Vanir Construction	Program Support	Professional Services-Bond	\$92,000.00
B0510992	S & K Engineers	Infrastructure Phase I	Architecture & Engineering	\$3,125.00
		<b>Fund 45 Total: 2</b>		<b>\$95,125.00</b>
			<b>BPO Funds Total: 15</b>	<b>\$236,658.72</b>
			<b><u>Grand Total POs and BPOs: 79</u></b>	<b>\$993,411.95</b>

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

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**2A. ELIGIBILITY LISTS:**

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

Chief Business Officer

Established: 02/29/12

Expires: 02/29/13

NAME
Atane, Babatunde
Harmon, Arlitha
Lopez, Felipe

Human Resources Representative

Established: 04/10/12

Expires: 04/10/13

RANK	NAME
1.	Coleman, Linda
2.	Alaimo, Deborah
3.	Peller, Nichole
4.	Sanders, Danielle
5.	Davis, Robbie
6.	Alvarado, Nelly
7.	Henderson, Debra



## **2B. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES**

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

1. 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.
2. Retirement - Mr. Ivan Crosbie, full time English Professor, Class III, Step 26, effective June 8, 2012, first day of retirement June 9, 2012, and that a plaque be prepared and presented to him
3. Employment – Albert Jimenez, Instructional Specialist, Class 3, Step 11, effective August 23, 2012.

## **2C. CLASSIFIED EMPLOYEES:**

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

### **A. Employment**

1. Retirement – Ms. Carolyn Lowe, Instructional Assistant, Range 24, Step 7, English, Academic Affairs, effective July 31, 2012, first day of retirement August 1, 2012, and that a plaque be prepared and presented to her in recognition of her service to the District since 1976.
2. Ms. La Tanya Elliott, Human Resources Representative, Range N, Step 7, Human Resources, effective April 18, 2012.
3. Linda Coleman, Human Resources Representative, Range N, Step 4, Human Resources, effective May 17, 2012.
4. Nicole Peller, Human Resources Representative, Range N, Step 2, Human Resources, effective June 1, 2012.

### **B. Provisional Employment**

1. Ratification – Mr. Timothy Stewart, Instructional Assistant, Range 24, Step G, Theatre Arts, Academic Affairs, effective April 5, 2012 through May 31, 2012, not to exceed 6 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. Christina Acoff, Student Worker, \$16.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective May 1, 2012 through June 30, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Terri Anderson, Student Worker, \$16.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective May 1, 2012 through June 30, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

3. Stephen Bergman, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
4. Stephen Bergman, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
5. Jesus Claustro, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
6. Jesus Claustro, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
7. Elizabeth Craigg, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
8. Elizabeth Craigg, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through July 26, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
9. Stephen Conteh, Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
10. Stephen Conteh, Tutor, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
11. Kimberly Delgado, 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 May 1, 2012 through June 30, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
12. Rafael Diaz, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
13. Rafael Diaz, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
14. Max Evans, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
15. Max Evans, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
16. Lorena Fonseca, Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

17. Lorena Fonseca, Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
18. Jennifer Fukasana, Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
19. Jennifer Fukasana, Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
20. Susanne Gilmore, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
21. Susanne Gilmore, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
22. Donna Harris, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
23. Donna Harris, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
24. Bruce Jacobs, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
25. Bruce Jacobs, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
26. Jose Lopez, 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 April 1, 2012 through June 30, 2012, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
27. Uche Maduagwu, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
28. Uche Maduagwu, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
29. Amanda Martinez, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
30. Amanda Martinez, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through July 26, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

31. Regina Massich, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 29, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
32. Regina Massich, Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, English, Academic Affairs, not to exceed 120 days (NTE 30 hours per week).
33. Emily Monge, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
34. Emily Monge, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
35. Amit Shah, Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
36. Amit Shah, Tutor, \$10.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
37. Wendy Sparrow, Tutor, \$15.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
38. Wendy Sparrow, Tutor, \$15.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
39. Carlos Tinoco, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
40. Carlos Tinoco, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
41. Treim Vu, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective June 18, 2012 through June 28, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
42. Treim Vu, Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective July 2, 2012 through August 9, 2012, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

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

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**XIX. Discussion/Action Items**

1. Office of the Special Trustee
  - A. Resolution No. 05-16-2012A - Resolution of the Special Trustee of the Compton Community College District Establishing Trustee Areas from which District Governing Board Members will be elected, approving the Election of Such Board Members in a By-Trustee Area Election Process.
  - B. Process for Randomly Selecting Trustee Areas for Initial Term of Two (2) Years
  - C. Resolution No. 05-16-2012B – Resolution of the Special Trustee of the Compton Community College District Establishing Initial Terms of Office for Trustee Areas.
  
2. Office of the Interim CEO
  - A. Resolution No. 05-16-2012C - Regarding Layoff of Classified Personnel
  - B. Resolution No. 05-16-2012D - Process to Temporarily Loan Funds from the General Obligation Bond Project Fund to the Capital Outlay Fund.
  - C. Board Policy 3300 - Public Records
  
3. Academic Affairs/Student Services
  - A. 2012-2013 El Camino College Compton Center Academic Calendar
  
4. Administrative Services
  - A. Agreements/Amendments/Ratifications Contracts
  - B. Authorize Signature Resolution (LACOE)
  - C. Ratification of Change of Authorize Signatures on District Bank Accounts
  - D. Emergency Resolution for Provision of Repairs of Central Plant Boiler and at the Child Development Center (CDC) and Vocational Technology Center (VTC)
  - E. Budget Adjustments/Augmentations/Transfers
  
5. Facilities Planning and Development
  - A. Agreements/Amendments
  - B. Change Order Report for Measure CC Prop 39 Projects
  - C. Notice of Completion and Release of Retention for Walters and Wolf
  
6. Human Resources
  - A. Approval of Contract of Employment for Chief Business Officer
  - B. New Management Position

**1A. RESOLUTION NO. 05-16-2012A - RESOLUTION OF THE SPECIAL TRUSTEE OF THE COMPTON COMMUNITY COLLEGE DISTRICT ESTABLISHING TRUSTEE AREAS FROM WHICH DISTRICT GOVERNING BOARD MEMBERS WILL BE ELECTED**

It is recommended that the Special Trustee approve the Compton Community College District Redistricting Resolution 05-16-2012A, establishing Trustee Areas from which District governing board members will be elected.

**WHEREAS**, The Compton Community College District (“District”) currently uses a method of election where five governing board members are elected by-trustee area from only four trustee areas; and

**WHEREAS**, election methods such as the District’s are subject to challenge under the California Voting Rights Act of 2001, codified at sections 14025 - 14032 of the California Elections Code (“CVRA”); and

**WHEREAS**, a true by-trustee area election process consisting of one area per trustee is less vulnerable to a challenge under the CVRA; and

**WHEREAS**, In a true by-trustee area election process, candidates for the District’s Board of Trustees (the “Board”) must reside within a specific geographic subarea of the District called a “trustee area” and candidates are elected only by the voters of that trustee area; and

**WHEREAS**, Education Code section 72036 allows Community College Districts to transition to a true by-trustee area election process upon the adoption of a resolution by the Special Trustee in support of transitioning to a by-trustee area election process and upon the approval of the Board of Governors of the California Community Colleges; and

**WHEREAS**, District staff and consultants have prepared proposed trustee area plans consisting of five trustee areas (one for each trustee) and recommendations (the “Plans”) that the Special Trustee has considered; and

**WHEREAS**, the Special Trustee has conducted a series of public meetings and public hearings to receive public input and comment on the Plans, including redistricting workshops on September 14, 15, and 17, 2011 and a public hearing on November 15, 2011; and

**WHEREAS**, a Redistricting Committee (the “Committee”) was established at the January 2012 board meeting and further public hearings were held by the Committee in March and April of 2012; and

**WHEREAS**, the Special Trustee and the Committee has considered the public input and comment on the Plans; and

**WHEREAS**, the Special Trustee hereby adopts Plan \_\_\_\_, a copy of which is attached to this Resolution as Exhibit “A”, for use in the District’s next regularly scheduled governing board member election occurring in November, 2013 in a by-trustee area election process; and

**WHEREAS**, Each trustee area in Plan \_\_\_\_ contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036; and

**WHEREAS**, all five trustee areas will elect in November 2013.

**NOW THEREFORE**, be it resolved by the Special Trustee for Compton Community College District as follows:

1. That the above recitals are true and correct.
2. That the Special Trustee hereby adopts Plan \_\_\_\_ for use in a by-trustee area election process commencing with the District's next regularly scheduled governing board member election occurring in November of 2013.
3. That the Special Trustee and/or his designee take all actions necessary to obtain the approval of this change from the Board of Governors of the California Community Colleges and provide whatever information or assistance may be required by the Board of Governors to complete this process

ADOPTED, SIGNED AND APPROVED this 16<sup>th</sup> day of May, 2012.

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Thomas E. Henry, Special Trustee for the  
Compton Community College District

I, \_\_\_\_\_, Clerk of the Governing Board of the Compton Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 16<sup>th</sup> day of May, 2012, and that it was so adopted by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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Clerk of the Governing Board of the  
Compton Community College District

**1B. PROCEDURE FOR RANDOMLY SELECTING TRUSTEE AREAS FOR INITIAL TERM OF TWO (2) YEARS**

It is recommended that the Special Trustee approve the following procedure to be utilized to randomly select the two (2) trustee areas that will elect for an initial term of two (2) years in the November 2013 governing board of trustees election.

At the board meeting and in full view of the public, District legal counsel shall mark 5 identical slips of paper from 1 to 5. Each number corresponds to a Trustee Area number, i.e., 1 = Trustee Area 1, 2 = Trustee Area 2, etc.

Each slip of paper shall then be placed inside one of five identical, opaque containers.

These containers will then be placed inside of another opaque container large enough to accommodate all five containers containing the five numbered slips of paper, where they will be mixed at random by District legal counsel.

Next, District legal counsel, without looking, will randomly select two of the identical, opaque containers, open them and read the numbers from the slips of papers and show the public the slips of paper for confirmation.

The two numbers randomly drawn shall be the Trustee Areas that will elect for an initial term of two years at the November 2013 governing board of trustees election.



**1C. RESOLUTION NO. 05-16-2012B - RESOLUTION OF THE SPECIAL TRUSTEE OF THE COMPTON COMMUNITY COLLEGE DISTRICT ESTABLISHING INITIAL TERMS OF OFFICE FOR TRUSTEE AREAS.**

It is recommended that the Special Trustee approve the Compton Community College District Redistricting Resolution 05-16-2012B, establishing Initial Terms of Office for Trustee Areas.

**WHEREAS**, The Compton Community College District (“District”) has adopted a redistricting plan that creates five (5) trustee areas; and

**WHEREAS**, all five trustee areas will elect in November 2013; and

**WHEREAS**, it has been determined by lot, accomplished by a random drawing conducted by District’s legal counsel at the board meeting held this 16th day of May, 2012, that the trustees elected from trustee areas \_\_\_ and \_\_\_ in November 2013 will serve an initial term of two year terms each; and

**WHEREAS**, the three remaining trustee areas, trustee areas \_\_\_\_, \_\_\_\_ and \_\_\_\_, will elect trustees in 2013 that will serve for a full four year term; and

**WHEREAS**, thereafter, in November of 2015, trustee areas \_\_\_ and \_\_\_ will elect trustees for a full four year term and in November of 2017, trustee areas \_\_\_\_, \_\_\_\_ and \_\_\_ will elect trustees for a full four year term, and so on and so forth; and

**NOW THEREFORE**, be it resolved by the Special Trustee for Compton Community College District as follows:

1. That the above recitals are true and correct.
2. That it has been determined, by lot, accomplished by a random drawing conducted by District’s legal counsel at the board meeting held this 16th day of May, 2012, that three of the trustees from Areas \_\_\_\_, \_\_\_\_ and \_\_\_\_ will serve four year terms following the November 2013 election; while two of the trustees from Areas \_\_\_ and \_\_\_ will serve two year terms following the November 2013 election.
4. That in November of 2015, trustee areas \_\_\_ and \_\_\_ will elect trustees for a full four year term and in November of 2017, trustee areas \_\_\_\_, \_\_\_\_ and \_\_\_ will elect trustees for a full four year term, and so on and so forth.
5. That the Special Trustee and/or his designee take all actions necessary to implement this Resolution.

ADOPTED, SIGNED AND APPROVED this 16th day of May, 2012.

---

Thomas E. Henry, Special Trustee for the  
Compton Community College District

I, \_\_\_\_\_, Clerk of the Governing Board of the Compton Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 16<sup>th</sup> day of May, 2012, and that it was so adopted by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

Clerk of the Governing Board of the  
Compton Community College District

**STRENGTHS AND WEAKNESSES OF THE PROPOSED COMPTON COMMUNITY COLLEGE TRUSTEE AREA REDISTRICTING MAPS SUBMITTED BY THE REDISTRICTING COMMITTEE**

**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.

# LETTER FROM PAUL MITCHELL, REDISTRICTING PARTNER



1107 9th Street,  
Suite 230  
Sacramento  
California 95814

PHONE 916 706-2055  
FAX 916 706-2560  
info@redistrictingpartners.com

To: Keith Curry  
Compton Community College District

From: Paul Mitchell

RE: Strengths and Weaknesses of Redistricting Options

Date: April 6, 2012

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As the redistricting process comes to a close we have been asked to provide a professional opinion as to the strengths and weaknesses of each of the current options.

There are a number of traditional redistricting criteria that are used in the process. Some of these criteria are very black and white, such as contiguity and population equality. Compactness is something that can be calculated in a number of different ways but ultimately comes down to a relative measurement.

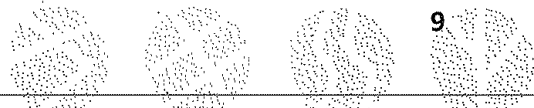
The most important component of a plan is how it respects Communities of Interest. This includes ethnic communities covered by the California and Federal Voting Rights Acts, residents that consider their city their community, those divided by a major freeway or unified by a common transportation corridor, and other groupings such as where students live, where families are connected socially and by shared workplaces, communities connected by faith, etc... Ultimately, the Communities of Interest by which lines are drawn are a decision for the District to make, provided that the other criteria and Voting Rights Act are followed.

The plans created for the district were constructed to first create what was believed to be an optimal plan, unifying communities, following transportation borders while considering the ethnic communities of interest that were the point of the settlement agreement. As such, this first option is, from a traditional redistricting standpoint, the most easily justifiable plan.

Other plans were created to provide an understanding of the tradeoffs when looking at different approaches. These plans have been public for several months and the subject of many public hearings.

The following outlines the criteria used in each plan and a quick Strengths/Weaknesses of each option.

Option 1 - This plan follows natural city, freeway, and other boundaries as it equalizes population. It preserves the heart of the city of Paramount and splits Lynwood along the 105. Rosecrans is used as the primary North/South dividing line and this is the only plan that uses the LA River as a dividing line. The plan creates three Latino Majority-Minority



**STRENGTHS:** Creates the strongest plan to ensure the electoral strength of Latinos in three seats and African Americans in two.

**WEAKNESSES:** Like Option 3 it divides Paramount in a manner that is not ideal, however in doing so it maximizes the Latino citizen voting age population in the adjoining district. The district is compact in the Reock measure (compactness from center point) but not in the Schwartzberg measure (smooth boundaries).

Based on our analysis the most defensible plan would be Option 1 with its greater compactness, more justifiable lines around city boundaries and transportation corridors and strong compliance with the Federal Voting Rights Act. Option 4 is also a strong plan but lacks some of the justifications for where the boundaries are placed and therefore it could be argued that the plan used race as the predominant factor. Option 2 is not a strong plan from a technical standpoint because it fails to create the third Latino Majority-Minority seat and has at least two districts that are unnecessarily uncompact.

**ATKINSON, ANDELSON, LOYA, RUUD & ROMO**

**MEMORANDUM**

**TO:** Keith Curry, Interim Chief Executive Officer, Compton Community College District

**FROM:** Warren S. Kinsler and David A. Soldani

**DATE:** April 26, 2012

**RE:** **Analysis of Redistricting Options for Compton Community College District**

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**I. INTRODUCTION**

We have been asked to provide an analysis of the four proposed redistricting plan options (collectively, "Options") prepared by Redistricting Partners for the Compton Community College District ("District").

It should be noted that the legality of the Options must be evaluated under the Federal Voting Rights Act ("FVRA") because the California Voting Rights Act ("CVRA") does not apply to "by-trustee area" election methods.

This analysis is based upon information provided to us by Redistricting Partners.

**II. ANALYSIS**

**A. Plan 1**

This Plan is legally sound. The total population deviation is six percent (6%), well below the ten percent (10%) standard. (*Gaffney v. Cummings* 412 U.S. 772 (1973).)

This Plan also follows traditional districting criteria, is the most geographically compact and does the best job of preserving communities of interest<sup>1</sup>, of all of the Options. The Plan follows natural city, freeway and other boundaries, preserves the heart of the city of Paramount and splits Lynwood along the 105 and the LA River is also used as a dividing line.

This Plan creates three (3) majority-minority Latino areas (60% of the 5 areas) and two (2) majority-minority African-American areas (40% of the 5 areas). This is "roughly proportional" to the percentage of African-American Citizen Voting Age Population ("CVAP")

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<sup>1</sup> Communities of interest in this context can include ethnic communities, cities, neighborhoods and other geographic areas in which residents are connected socially by shared interests or other common characteristics. (*See, e.g., Miller v. Johnson*, 515 U.S. 900 (1995).)

in the District as a whole (approximately 38%) and to the percentage of Latino CVAP in the District as a whole (approximately 49%) and total Latino population (which stands at 71%).

“While such proportionality is not dispositive in a challenge to single-member districting, it is a relevant fact in the totality of circumstances to be analyzed when determining whether members of a minority group protected by the Federal Voting Rights Act have ‘less opportunity than other members of the electorate to participate in the political process and to elect representatives of their choice.’” (*Johnson v. DeGrandy*, 512 U.S. 997, 1000 (1994) (quoting 42 U.S.C. § 1973). *See also id.* (“no violation of § 2 can be found here, where, in spite of continuing discrimination and racial bloc voting, minority voters form effective voting majorities in a number of districts roughly proportional to the minority voters’ respective shares in the voting-age population.”).

### **Plan 2**

This Plan is potentially problematic. While the total population deviation is acceptable at six percent (6%), it is the least geographically compact and fails to preserve most of the logical communities of interest in the District. It continues many of the same problems associated with current District 1, i.e., its lines bear little relationship to traditional districting criteria such as cities, or major roadways or physical features (except for Compton Blvd.). It also “cracks,” i.e., splits up areas of both Latino and African-American voting strength.

This Plan creates only two (2) majority-minority Latino areas and two (2) majority-minority African-American areas. Moreover, it results in the creation of an area that splits African-American and Latino voting strength so that neither has a majority (Area 1 at 47% African-American and Latino CVAP, respectively). Thus, one group or the other will complain of vote dilution, most likely Latino voters. When compared with the other plans, which draw three Latino majority areas and two African-American majority areas, it could be argued that this plan results in a racial gerrymander because it splits an area of Latino voting strength.

### **Plan 3**

This Plan is the second-best from a legal perspective. The total population deviation is only three percent (3%). It is fairly geographically compact and does an adequate job of preserving most of the communities of interest in the District, as it utilizes city boundaries to a significant extent.

Like Plan 1, this Plan creates three (3) majority-minority Latino areas and two (2) majority-minority African-American areas.

### **Plan 4**

This Plan is also potentially problematic. While the total population deviation is acceptable, the boundaries are somewhat compact and it results in the creation of three (3) Latino CVAP minority-majority areas and two (2) African-American minority-majority areas, it also divides Paramount in a manner that would be difficult to justify. Furthermore, an even greater



concern is that this Plan appears to have been drawn largely utilizing race as the predominate factor. In other words, instead of using city boundaries or other logical communities of interest, the Plan cuts through areas in an attempt to capture minority voting strength at the expense of keeping cities and communities intact. Race cannot be used as the predominate factor in redistricting (*Shaw v. Reno*, 509 U.S. 630 (1993)).

### III. RECOMMENDATION

From a legal perspective, Plans 1 and 3 are superior to Plans 2 and 4 and should therefore be given primary consideration over Plans 2 and 4.

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

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**2A. RESOLUTION NO. 05-16-2012C - REGARDING LAYOFF OF CLASSIFIED PERSONNEL**

It is recommended that the Special Trustee approve the Compton Community College District Resolution No. 05-16-2012B, Regarding Layoff of Classified Personnel.

**WHEREAS**, Education Code section 88127 and Section 60.800 of the Rules and Regulations of the Classified Service (hereafter “Rules”) of the Compton Community College District (hereafter “District”) authorize the Governing Board of the District to initiate a layoff of classified employees based on a lack of work or lack of funds; and

**WHEREAS**, pursuant to Education Code section 71093, Board of Governors’ Resolution No. 2006-1, and the Chancellor’s Executive Order No. 2006-1, both the Governing Board and Personnel Commission of the District have been suspended, with the full authority and power of these bodies transferred to the Special Trustee; and

**WHEREAS**, the Chief Executive Officer (hereafter “CEO”) has recommended to the Special Trustee, serving in place of the Governing Board, that the services set forth below be eliminated based upon a lack of work and/or lack of funds; and

**BE IT RESOLVED** that the Special Trustee of the Compton Community College District, serving in place of the Governing Board, and pursuant to the recommendation of the CEO/Provost, hereby determines that the following classified positions be eliminated not later than June 30, 2012, due to a lack of work and/or lack of funds:

Eliminate two (2) eight (8) hour per day, 12 months per year, Human Resources Specialist positions.

**BE IT FURTHER RESOLVED** by the Special Trustee as follows:

1. That due to a lack of funds and/or lack of work, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code section 88127 and section 60.800 of the Rules.
2. That the CEO or designee is directed to give forty-five (45) days’ written notice of layoff to the affected classified employees pursuant to the requirements of law and the Rules, such that no layoff will be effective later than June 30, 2012, subject to negotiations to the extent required by law.
3. That the CEO or designee shall take any and all additional action necessary to effectuate the purpose of the layoff.
4. That the employees laid-off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code section 88117 and the Rules.

PASSED AND ADOPTED THIS 16<sup>th</sup> day of May, 2012, by the Special Trustee of the Compton Community College District of Los Angeles County, California.

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Thomas E. Henry, Special Trustee  
Compton Community College District

Dated: \_\_\_\_\_

**2B. RESOLUTION NO. 05-16-2012D - PROCESS TO TEMPORARILY LOAN FUNDS FROM THE GENERAL OBLIGATION BOND PROJECT FUND TO THE CAPITAL OUTLAY FUND.**

It is recommended that the Special Trustee approve Compton Community College District Resolution No. 05-16-2012C, Process to Temporarily Loan Funds from the General Obligation Bond Project Fund to the Capital Outlay Fund.

**WHEREAS**, the Compton Community College District (“District”) has established two separate funds for construction and facilities-related projects (“Construction Projects”); and

**WHEREAS**, the General Obligation Bond Project Fund (“Bond Fund”) is used to fund construction of voter-approved projects pursuant to the appropriate general obligation bond and the Capital Outlay Fund (“Capital Fund”) is used to fund Construction Projects that are eligible for reimbursement or matching funds from the State; and

**WHEREAS**, since Construction Projects eligible for reimbursement or matching funds from the State incur costs that require immediate payment prior to the District receiving eligible funds from the State, a process needs to be in place whereby certain funds are borrowed or loaned from the Bond Fund to satisfy costs incurred for Capital Fund Construction Projects and to maintain cash flow; and

**WHEREAS**, once the District receives reimbursement from the State for Capital Fund Construction Projects, all funds borrowed or loaned from the Bond Fund must be repaid; and

**WHEREAS**, the District will implement a quarterly reconciliation procedure to review, adjust and reconcile any loans, repayment or balances between the Bond Fund and the Capital Fund so that the District will be able to clearly and accurately indentify Bond Fund expenditures and Capital Fund expenditures; and

**WHEREAS**, any funds borrowed or loaned from the Bond Fund to satisfy costs incurred for Construction Projects funded, in whole or in part, through the Capital Fund must be approved by the District’s Governing Board of Trustees (“Board”) or by its approved designee through a delegation of authority; and

**WHEREAS**, the Governing Board of the District desires by a majority of the vote and pursuant to Education Code section 81655 and similar statutes, to delegate authority to the Special Trustee to approve any loans from the Bond Fund to satisfy costs incurred for Construction Projects funded, in whole or in part, through the Capital Fund, all subject to the approval or ratification by the Board, and to otherwise carry out the intent of this Resolution; and

**WHEREAS**, the proposed process to borrow Bond Funds to temporarily satisfy cost incurred for Capital Fund Construction Project, subject to approval by the Board or its designee, the repayment of any borrowed funds to the Bond Fund upon reimbursement from the State, the quarterly reconciliation of the accounts and balances of the Bond Fund and Capital Fund, and the delegation of authority to the Special Trustee are all consistent and in accordance with the Annual Financial Report dated June 30, 2012.

**NOW THEREFORE**, be it resolved by the Governing Board of the Compton Community College District as follows:

1. That the above recitals are true and correct.
2. In order to maintain cash flow on Construction Projects funded in whole or in part through the Capital Fund, it is necessary, at times, to borrow from the Bond Fund until the District receives reimbursement from the State.
3. Upon receipt of reimbursement from the State, any funds borrowed from the Bond Fund must be repaid.
4. The District's Board hereby approves the delegation of authority pursuant to a majority of the vote of the Board and Education Code section 81655 and similar statutes, to approve any loans from the Bond Fund to satisfy costs incurred for Construction Projects funded, in whole or in part, through the Capital Fund, all subject to the approval or ratification by the Board, and to otherwise carry out the intent of this Resolution.
5. This Resolution shall be effective as of the date of its adoption.

**ADOPTED, SIGNED AND APPROVED** this 16<sup>th</sup> day of May 2012.

---

Thomas E. Henry, Special Trustee  
Compton Community College District

I, \_\_\_\_\_, Clerk of the Governing Board of the Compton Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 16<sup>th</sup> day of May, 2012, and that it was so adopted by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

Clerk of the Governing Board of the  
Compton Community College District

**2C. BOARD POLICY 3300 – PUBLIC RECORDS**

It is recommended that the Special Trustee approve Board Policy 3300 – Public Records



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD POLICY**

**BP 3301 Public Records**

**ISSUED: MAY 16, 2012**

**REVISED:**

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**References:**

*Government Code Sections 6250 et seq.*

The Chief Executive Officer shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

See Administrative Procedure 3301.

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

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**3A. 2012-2013 EL CAMINO COLLEGE COMPTON CENTER ACADEMIC CALENDAR**

It is recommended that the Special Trustee approve the 2012-2013 El Camino College Compton Center Academic Calendar.

**EL CAMINO COMMUNITY COLLEGE COMPTON CENTER  
COMPTON COMMUNITY COLLEGE DISTRICT  
SCHOOL YEAR CALENDAR - 2012-2013**

**JULY 2012**

S	M	T	W	T	F	S
[ 1 ]	2	3	*4	5	[ 6 ]	[ 7 ]
[ 8 ]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
	22	23				
[29]	30	31				

**NOVEMBER 2012**

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18	19	20	21	*22	*23	[24]
[25]	26	27	28	29	30	

**MARCH 2013**

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	17	18	19	20	21	
	24	25	26	27	28	29 30 31

**AUGUST 2012**

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			1	2	[ 3 ]	[ 4 ]
[ 5 ]	6	7	8	9	[10]	[11]
[12]	(13)	(14)	(15)	(16)	(17)	[18]
[19]	(20)	(21)	(22)	{23}	{24}	25
	26	27	28	29	30	31

**DECEMBER 2012**

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	[15]
[16]	(17)	(18)	(19)	(20)	(21)	[22]
[23]	*24	*25	[26]	[27]	[28]	[29]
[30]	*31					

**APRIL 2013**

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28	29	30				

**SEPTEMBER 2012**

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30						

**JANUARY 2013**

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[13]	14	15	16	17	18	[19]
[20]	*21	22	23	24	25	[26]
[27]	28	29	30	31		

**MAY 2013**

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19	20	21	22	23	24	25
26	*27	28	29	30	31	

**OCTOBER 2012**

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
[21]	[22]					
28	29	30	31			

**FEBRUARY 2013**

S	M	T	W	T	F	S
					1	[ 2 ]
[ 3 ]	4	5	{6}	{7}	*8	9
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17	*18	19	20	21	22	23
24	25	26	27	28		

**JUNE 2013**

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[ 9 ]	(10)	(11)	(12)	(13)	(14)	[15]
[16]	17	18	19	20		
[23]	24	25	26	27	[28]	[29]
[30]						

Fall	Spring	Flex Days	Summer	Winter Session	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [ ] - Campus Closed
- \* - Holidays (Management, Faculty, Staff, Students)
- ( ) - Campus Remains Open – Classes not in session



**EL CAMINO COMMUNITY COLLEGE DISTRICT  
SCHOOL YEAR CALENDAR 2012-2013  
SUMMER CALENDAR 2013**

JUNE 2013							JULY 2013							AUGUST 2013									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1		1	2	3	*4	[ 5 ]	[ 6 ]										
1	[ 2 ]	[ 3 ]		2	3	4	5		6	7	[ 8 ]	[ 7 ]	8	9	10		11	[ 12 ]	[ 13 ]	[ 4 ]	5	6	7
[ 9 ]	( 10 )	( 11 )	( 12 )	( 13 )	( 14 )	( 15 )	[ 14 ]	15	16	17	18	[ 19 ]	[ 20 ]	[ 11 ]	( 12 )	( 13 )	( 14 )	( 15 )	( 16 )	[ 17 ]			
[ 16 ]	17	18	19	20	[ 21 ]	[ 22 ]	[ 21 ]	22	23	24	25	[ 26 ]	[ 27 ]	[ 18 ]	( 19 )	( 20 )	( 21 )	{ 22 }	{ 23 }	24			
[ 23 ]	24	25	26	27	[ 28 ]	[ 29 ]	[ 28 ]	29	30	31				25	26	27	28	29	30	31			
[ 30 ]																							

Summer Session ----- 2013

Six-Week Session  
June 17 through July 25, 2013

Eight-Week Session  
June 17 through August 8, 2013

Summer Four-Day Workweek Schedule – 2013

The 4-day, 8-hours a day workweek for classified and administrative employees will begin Monday, June 11, 2013 and end Thursday, August 16, 2013. During this period of time, Fridays are non-work days.

Fall	Spring	Flex Days	Summer	Winter Session	No Classes
------	--------	-----------	--------	----------------	------------

- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [ ] - Campus Closed
- \* - Holidays (Management, Faculty, Staff, Students)
- ( ) - Campus Remains Open – Classes not in session

**EL CAMINO COMMUNITY COLLEGE COMPTON CENTER**

**SCHOOL YEAR CALENDAR SCHEDULE 2012-2013**

**Fall Semester 2012**

<b>Faculty &amp; Staff Development Flex Days</b>	<b>Thurs-Fri</b>	<b>August 23 &amp; 24</b>	<b>2012</b>
Mandatory Flex Day – 6 hours	<b>Thursday</b>	<b>August 23</b>	<b>2012</b>
<b>Fall Semester Classes Begin</b>	<b>Saturday</b>	<b>August 25</b>	<b>2012</b>
<b>Weekday Classes Begin</b>	<b>Monday</b>	<b>August 27</b>	<b>2012</b>
<b>Last Day to Drop and be Eligible for a Refund (Short-Term)</b>	<b>Friday</b>	<b>August 31</b>	<b>2012</b>
<b>Labor Day Holiday (Campus Closed)</b>	<b>Monday</b>	<b>September 3</b>	<b>2012</b>
<b>First Day to Apply for Graduation and Certificates (Fall)</b>	<b>Tuesday</b>	<b>September 4</b>	<b>2012</b>
<b>Last Day to Add (Full Semester Courses)</b>	<b>Friday</b>	<b>September 7</b>	<b>2012</b>
<b>Last Day to Drop and Be Eligible for a Refund (Full-Term)</b>	<b>Friday</b>	<b>September 7</b>	<b>2012</b>
<b>Last Day to Challenge Residency Status for Current Semester</b>	<b>Friday</b>	<b>September 7</b>	<b>2012</b>
<b>Last Day to Drop Without Notation on Permanent Record</b>	<b>Friday</b>	<b>September 7</b>	<b>2012</b>
<b>Active Enrollment Census</b>	<b>Monday</b>	<b>September 10</b>	<b>2012</b>
<b>Last Day to Apply for Degrees and Certificates (Fall)</b>	<b>Thursday</b>	<b>October 11</b>	<b>2012</b>
<b>Mid-Term Classes Begin</b>	<b>Saturday</b>	<b>October 20</b>	<b>2012</b>
<b>Veterans Day Holiday (Campus Closed)</b>	<b>Monday</b>	<b>November 12</b>	<b>2012</b>
<b>Last Day to Drop with a “W”</b>	<b>Friday</b>	<b>November 16</b>	<b>2012</b>
<b>Thanksgiving Day Holidays/Weekend (Campus Closed)</b>	<b>Thurs-Sun</b>	<b>November 22-25</b>	<b>2012</b>
<b>Fall Semester Ends</b>	<b>Friday</b>	<b>December 14</b>	<b>2012</b>
<b>Winter Recess (Campus Closed)</b>	<b>Sat-Tue</b>	<b>Dec 22, 2012 – Jan 1</b>	<b>2013</b>
<b>Christmas Holidays (Campus Closed)</b>	<b>Mon-Tue</b>	<b>December 24 &amp; 25</b>	<b>2012</b>
<b>New Year’s Holidays (Campus Closed)</b>	<b>Mon-Tue</b>	<b>Dec 31, 2012- Jan 1</b>	<b>2013</b>

**XV. Winter Session– 2013**

<b>Winter Session Classes Begin</b>	<b>Wednesday</b>	<b>January 2</b>	<b>2013</b>
<b>First Day to Apply for Degrees and Certificates (Spring)</b>	<b>Monday</b>	<b>January 7</b>	<b>2013</b>
<b>Last Day to Drop and Be Eligible for a Refund</b>	<b>Tuesday</b>	<b>January 8</b>	<b>2013</b>
<b>Last Day to Add</b>	<b>Tuesday</b>	<b>January 8</b>	<b>2013</b>
<b>Last Day to Drop Without Notation on Permanent Record</b>	<b>Tuesday</b>	<b>January 8</b>	<b>2013</b>
<b>Martin Luther King Holiday</b>	<b>Monday</b>	<b>January 21</b>	<b>2013</b>
<b>Last Day to Drop with a “W”</b>	<b>Monday</b>	<b>January 28</b>	<b>2013</b>
<b>Winter Session Classes End</b>	<b>Tuesday</b>	<b>February 5</b>	<b>2013</b>

(Weekend classes are not held during Winter Session)

**XVI. Spring Semester – 2013**

<b>Faculty &amp; Staff Development Flex Days</b>	<b>Wed-Thurs</b>	<b>February 6 &amp; 7</b>	<b>2013</b>
Mandatory Flex Day – 3 hours	<b>Wednesday</b>	<b>February 6</b>	<b>2013</b>
<b>Lincoln’s Day Holiday (Campus Closed)</b>	<b>Friday</b>	<b>February 8</b>	<b>2013</b>
<b>Spring Semester Classes Begin</b>	<b>Saturday</b>	<b>February 9</b>	<b>2013</b>
<b>Weekday Classes Begin</b>	<b>Monday</b>	<b>February 11</b>	<b>2013</b>
<b>Last Day to Drop and Be Eligible for a Refund (Short-Term)</b>	<b>Friday</b>	<b>February 15</b>	<b>2013</b>
<b>Washington’s Day Holiday (Campus Closed)</b>	<b>Monday</b>	<b>February 18</b>	<b>2013</b>
<b>Last Day to Add (Full Semester Courses)</b>	<b>Friday</b>	<b>February 22</b>	<b>2013</b>
<b>Last Day To Drop and Be Eligible for a Refund (Full Term)</b>	<b>Friday</b>	<b>February 22</b>	<b>2013</b>
<b>Last Day to Challenge Residency Status for Current Semester</b>	<b>Friday</b>	<b>February 22</b>	<b>2013</b>
<b>Last Day to Drop Without Notation on Permanent Record</b>	<b>Friday</b>	<b>February 22</b>	<b>2013</b>
<b>Active Enrollment Census</b>	<b>Monday</b>	<b>February 25</b>	<b>2013</b>
<b>Last Day to Apply for Degrees and Certificates (Spring)</b>	<b>Thursday</b>	<b>March 7</b>	<b>2013</b>
<b>Spring Recess (Faculty &amp; Students)</b>	<b>Sat-Fri</b>	<b>April 6 – 12</b>	<b>2013</b>
<b>Mid-Term Classes Begin</b>	<b>Saturday</b>	<b>April 13</b>	<b>2013</b>
<b>Last Day to Drop with a “W”</b>	<b>Friday</b>	<b>May10</b>	<b>2013</b>
<b>Memorial Day Holiday (Campus Closed)</b>	<b>Monday</b>	<b>May 27</b>	<b>2013</b>
<b>Graduation</b>	<b>Thursday</b>	<b>June 6</b>	<b>2013</b>
<b>Spring Semester Ends</b>	<b>Friday</b>	<b>June 7</b>	<b>2013</b>

**Summer Sessions – 2013 – El Camino College Compton Center**

**Six-Week Session - 2013**

Six-Week Session Begins	Monday	June 17	2013
Last Day to Drop and Be Eligible for a Refund	Thursday	June 20	2013
Last Day to Add	Thursday	June 20	2013
Last Day to Drop Without Notation on Permanent Record	Thursday	June 20	2013
Independence Day Holiday (Campus Closed)	Thursday	July 4	2013
Last Day to Drop with a “W”	Tuesday	July 16	2013
Six-Week Session Ends	Thursday	July 25	2013

**Eight-Week Session –2013**

Eight-Week Session Begins	Monday	June 17	2013
Last Day to Drop and Be Eligible for a Refund	Thursday	June 20	2013
Last Day to Add	Monday	June 24	2013
Last Day to Drop Without Notation on Permanent Record	Monday	June 24	2013
Independence Day Holiday (Campus Closed)	Thursday	July 4	2013
Last Day to Drop with a “W”	Thursday	July 25	2013
Eight-Week Session Ends	Thursday	August 8	2013

**Saturdays & Sundays – No Classes – 2012-2013 – El Camino College Compton Center**

**Fall Semester**

**November 24 & 25**

**December 15 & 16**

**Spring Semester**

**April 6 & 7**

**June 8 & 9**

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

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**4A. AGREEMENTS**

- 1. CONSULTANT:** TOTAL COMPENSATION SYSTEMS, INC.  
**SERVICES:** To provide the district's GASB 45 actuarial study. The study will serve the following purposes: To provide information to management costs and liabilities associated with retiree health benefits; financial implications of retiree health benefits, and information needed to comply with Governmental Accounting Standards Board Accounting Standard 12 (GASB 12) and Accounting Standards GASB 43 and 45 Related to "Other Postemployment Benefits" (OPEB's)
- REQUESTING DEPT:** HUMAN RESOURCES  
**FUNDING:** GENERAL FUND UNRESTRICTED  
**DATES:** 05/17/12 – 06/30/12  
**NTE:** \$1,600.00

**AMENDMENTS**

- 1. CONTRACTOR:** CHARLOTTE LASSOS  
**SERVICES:** The original agreement was board approved on July 12, 2011. This is the first amendment to the agreement, is in the amount of \$5,500, and will increase the maximum approved compensation from \$41,500 to \$47,000. To serve as the PSA writer, interview students, alumni and employees, for articles written for news releases, newsletters, Website and other internal and external publications for Compton Community College District and El Camino College Compton Center
- REQUESTING DEPT:** PUBLIC RELATIONS & MARKETING  
**FUNDING:** PUBLIC RELATIONS & MARKETING  
**DATES:** 07/01/11 – 06/30/12  
**NTE:** \$47,000.00/\$75.00 per hour
- 2. CONSULTANT:** RONALD MIRANDA  
**SERVICES:** The original agreement was board approved on August 9, 2011. This is the first amendment to the agreement, is in the amount of \$1,500, and will increase the maximum approved compensation from \$3,500 to \$5,000. To provide graphic designs for class schedules, community newsletters, print advertisements, power point presentations

**REQUESTING DEPT:** PUBLIC RELATIONS & MARKETING  
**FUNDING:** GENERAL FUND UNRESTRICTED  
**DATES:** 08/01/11 – 06/30/12  
**NTE:** \$5,000.00

**4B. AUTHORIZE SIGNATURE RESOLUTION (LACOE)**

**ISSUE**

The purpose of this item is to authorize a revised Signature Resolution for the period of May 1, 2012 to June 30, 2012.

**BACKGROUND**

The governing board of each school district and community college district is required to hold an annual organizational meeting.

**RECOMMENDATION**

It is recommended that the Special Trustee Authorize the following District employees to endorse Notices of Employment and Orders for Salary Payment, Commercial Payments, Contracts, Purchase Orders and Revolving Cash funds for the period of May 1, 2012 to June 30, 2012.

Thomas E. Henry, Special Trustee  
Dr. Keith Curry, Interim Chief Executive Officer  
Felipe Lopez, Chief Business Officer  
Reuben James, Director of Fiscal Affairs

**4C. RATIFICATION OF CHANGE OF AUTHORIZE SIGNATURES ON DISTRICT BANK ACCOUNTS**

**ISSUE**

The purpose of this item is to authorize a ratification of change of authorize signatures on District Bank account, effective May 1, 2012.

- Substitute Clearing Account
- Revolving Fund Account
- Associated Student Body General Fund Account
- Associated Student Body Clubs and Organizations Fund Account
- Associated Student Body Scholarship Fund Account

## **RECOMMENDATION**

It is recommended that the Special Trustee approve the ratification of Change of Authorized Signatures on District Bank account.

Thomas E. Henry, Special Trustee  
Dr. Keith Curry, Interim Chief Executive Officer  
Felipe Lopez, Chief Business Officer  
Reuben James, Director of Fiscal Affairs

**4D. EMERGENCY RESOLUTION NO. 11-12/051512 – FOR PROVISION OF REPAIRS OF CENTRAL PLANT BOILER AND AT THE CHILD DEVELOPMENT CENTER (CDC) AND VOCATIONAL TECHNOLOGY CENTER (VTC)**

It is recommended that the Special Trustee approve Compton Community College District Emergency Resolution No. 11-12/051512, Provision of Repairs of Central Plant Boiler and at the Child Development Center (CDC) and Vocational Technology Center (VTC)

**WHEREAS**, the Compton Community College District (“District”) owns the college facilities known as the El Camino College Compton Community Educational Center (“Center”) located at 1111 E. Artesia Boulevard in the City of Compton, in the County of Los Angeles, California;

**WHEREAS**, the existing Boilers and electrical / mechanical systems are wholly inadequate to either warm the Child Development Center and Vocational Technology Center buildings or provide electrical / mechanical support to feed the hot water loop;

**WHEREAS**, the aforementioned deficiencies have already caused damage to the hot water loop, and damage will continue to accrue until such time as the boilers fail completely creating poor heating or until deficiencies in the HVAC and electrical / mechanical systems are corrected;

**WHEREAS**, a failure of the boilers will result in loss of essential building heating functions and result in the District being out of compliance with Cal/OSHA- Health and Safety Codes and the Education Code;

**WHEREAS**, the services provided by the boilers in the Central Plant building is vital to the continuance of the existing classes and operations at the Center,

**WHEREAS**, immediate action must be taken to permit the continuance of existing operations with as little disruption and ensure the safety and welfare to CDC and VTC students, faculty and staff;

**WHEREAS**, competitive bidding for the repair / replacement of the boilers and electrical / mechanical systems for the Central Plant would cause unnecessary delay in provision of suitable child development and instructional facilities for the continuance of the current operations, classes and programs of the District;

**WHEREAS**, Public Contract Code section 20654 provides that in an emergency, when any repairs, alterations, work or improvement is necessary to any college facility or to permit the continuance of existing college classes or to avoid danger to life or property, the Governing Board may, by unanimous vote, and approval of the Special Trustee make a contract in writing or otherwise on behalf of the District for the performance of labor and furnishing of services, materials or supplies without advertising for or inviting bids;

**WHEREAS**, Meaking v. Steveland (1977) 68 Cal.Aw.3d 490 and Los Angeles Dredging Company v. Long Beach (1930) 210 Cal. 348 hold that statutes requiring competitive bidding do not apply when competitive bidding would work an incongruity or not produce any advantage; and

**WHEREAS**, completion of the repair/construction of the boiler and electrical / mechanical systems for the CDC and VTC buildings is an integral part of ensuring the continuance of existing

District classes and to ensure the safety of students, faculty and staff and, therefore, it would work an incongruity and not produce any advantage to the District to competitively bid the work,

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board makes the following findings regarding the emergency which exists;

1. That the above recitals are true and correct.
2. That repair/construction of the boiler and electrical / mechanical systems for the CDC and VTC buildings are necessary to permit the continuance of the existing classes and operations at the Compton Community College District.
3. That it would work an incongruity and not produce any advantage to the District to require competitive bidding for the construction work.
4. That the District's Governing Board of Trustees, pursuant to Public Contract Code section 20654, unanimously finds that the failure and defects present at the boilers and electrical/ mechanical systems for the CDC and VTC buildings an "emergency" as defined by Public Contract Code section 1102.
5. That the District hereby authorizes delegates to the Chief Executive Officer or his designee to enter into such contracts as he shall deem appropriate for the repair/construction of the boilers and electrical / mechanical systems for the CDC and VTC buildings at Compton Community College District, all with the approval of the Special Trustees and Los Angeles County Superintendent as provided in Public Contract Code Section 20654. Any such contracts entered into by virtue of this emergency resolution shall be subject to and shall require subsequent ratification by the Special Trustee of the Compton Community College District.

ADOPTED by the Special Trustee of the Compton Community College District of Los Angeles County, California, on this 16<sup>th</sup> day of May, 2012 at the regularly scheduled Board of Trustee meeting.

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Thomas E. Henry, Special Trustee

ATTEST:

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Dr. Keith Curry, Interim Chief Executive Officer



**4E. 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:

<b>-FROM-</b>		
<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
1XXX	Academic Salaries	\$ 38,069.00
4XXX	Supplies and Materials	<u>450.00</u>
		<b>\$ 38,519.00</b>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 22,483.00
3XXX	Employee Benefits	4,586.00
5XXX	Other Operating Expenses and Services	11,000.00
6XXX	Capital Outlay	<u>450.00</u>
		<b>\$ 38,519.00</b>

**Summary Total** **\$ 0.00**

Total Transfer Amount - \$38,519.00

**Summary of Transfers:**

**Academic Salaries** - \$38,069 reallocated to classified salary and benefits (Joyce Duren), other operating expenses (DSPS consultants) and capital outlay (additional funds for Nursing Dept. equipment.)

(b) General Fund - Restricted

Revenue:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
8600	General Apportionment/State Revenue - BFAP	\$ 37,716.00
8600	General Apportionment – FKE Carry forward	431.00
8800	Other Local Income – Miscellaneous Scholarships	<u>8,271.00</u>
		<b>\$ 46,418.00</b>

**-FROM-**

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 12,483.00
3XXX	Employee Benefits	4,586.00
4XXX	Supplies and Materials	9,976.00
5XXX	Other Operating Expenses and Services	10,398.00
6XXX	Capital Outlay	4,000.00
7XXX	Other Outgo	21,619.00
		<u>\$ 63,062.00</u>

**-TO-**

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 32,716.00
4XXX	Supplies and Materials	1,279.00
5XXX	Other Operating Expenses and Services	11,264.00
6XXX	Capital Outlay	362.00
7XXX	Other Outgo	63,859.00
		<u>\$ 109,480.00</u>

**Summary Total** \$ 0.00

Total Transfer and Increase in Revenue - \$109,480.00

**Summary of Transfers:**

**General Apportionment/State Revenue** – \$37,716 in additional funds allocated to BFAP and budgeted for additional classified salaries and benefits and other operating expenses and services to provide funds for required Financial Aid Department event. FKE carry forward budgeted to pay outstanding invoice.

**Other Local Income** - \$8,271 received in miscellaneous scholarship income budgeted in restricted fund to facilitate disbursement to students

**Classified and Other Nonacademic Salaries** - \$32,716 of additional funds budgeted for BFAP classified and student worker salaries

**Supplies and Materials** - \$1,279 transferred from other object codes with unused budget to cover outstanding expenses.

**Other Operating Expenses and Services** - \$11,264 transferred from various object codes to cover anticipated year end expenses and BFAP required event.

**Capital Outlay** - \$362 transferred to cover outstanding invoice  
\$42,744 from citations allocated to cover equipment costs

**Other Outgo** – \$63,859 reallocated from other object codes with unused budget to in EOPS/CARE Program to provide funds for student services (bus passes, books and supplies)

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

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**5A. AGREEMENTS**

- 1. CONTRACTOR:** **BERGMAN, DACEY, & GOLDSMITH**  
**SERVICES:** To provide legal advice and representation on matters related to design bid preparation documents and construction contracting and litigation  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC  
**DATES:** 07/01/12 – 06/30/13  
**NTE:** \$200,000.00
  
- 2. CONTRACTOR:** **GEO TEK INC.**  
**SERVICES:** To provide all necessary supervision, material, and equipment to perform geotechnical testing and inspection services for Compton Community College District, Phase 1 Central Plant, Stadium Lighting and Utility Infrastructure Project. Geo Tek Inc. performed the initial geotechnical evaluation for the bases of Design  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC/STATE FUNDED CAPITOL OUTLAY PROJECT  
**DATES:** 05/18/12 – 12/31/13  
**NTE:** \$75,000.00
  
- 3. CONTRACTOR:** **HEIDER ENGINEERING SERVICES, INC**  
**SERVICES:** To provide all necessary supervision, material, and equipment to perform Soils and Material testing and inspection services for Compton Community College District, Phase 1 Central Plant, Stadium Lighting and Utility Infrastructure Project  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC/ STATE FUNDED CAPITOL OUTLAY PROJECT  
**DATES:** 05/18/12 – 12/31/13  
**NTE:** \$198,975.00
  
- 4. CONTRACTOR:** **LCC3 CONSTRUCTION SERVICES, INC.**  
**SERVICES:** To provide all necessary DSA Inspection for Compton Community College District, Phase 1 Central Plant, Stadium Lighting and Utility Infrastructure Project  
**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC/ STATE FUNDED CAPITOL OUTLAY PROJECT

**DATES:** 05/18/12 – 12/31/13  
**NTE:** \$166,152.00

**AMENDMENTS**

- 1. CONTRACTOR:** **BERGMAN, DACEY, & GOLDSMITH**  
**SERVICES:** The original agreement was board approved on January 17, 2012. This is the first amendment to the agreement, is in the amount of \$250,000, and will increase the maximum approved compensation from \$250,000 to \$450,000. To provide legal advice and representation on matters related to design bid preparation documents and construction contracting and litigation

**REQUESTING DEPT:** FACILITIES  
**FUNDING:** BOND MEASURE CC  
**DATES:** 07/01/11 – 06/30/12  
**NTE:** \$450,000.00

**5B. CHANGE ORDER REPORT FOR MEASURE CC. PROP 39 PROJECTS**

**1. Walters & Wolf Change Order #7 Learning Resource Center Project (Deductive Change Oder)**

The District has a contract Walters and Wolf to replace the glass barrel vault roof on the LRC Building. During the course of construction, Walters and Wolf damaged three adjacent water valve control boxes in the area east of the LRC building and dented a piece of mildewed drywall on the interior in the reading room area. This change order is to cover the purchase and installation of those items by others at a later date

<b><u>Contractor:</u></b>	<b><u>Amount:</u></b>
Walters & Wolf	\$1,089,109.20

<b>Total Adjustment to Contract Price:</b>	
Original Contract Sum:	\$776,452.00
Prior Adjustments:	\$312,657.00
Adjustment for this Change:	<\$500.00>
Revised Contract Sum:	\$1,088,609.20

<b>Adjustment to Contract Time:</b>	
Current Completion date:	November 30, 2014
Adjustment for this Change	N/A
Revised Completion Date:	March 31, 2012

**Recommendation:**

It is recommended that the Special Trustee authorize ratification of the Southland Industries Change Order #3.

**5C. NOTICE OF COMPLETION AND RELEASE OF RETENTION FOR WALTER AND WOLF**

Authorization is requested to file the Notice of Completion of work for the LRC Barrel Vault Replacement Construction Retrofit Project and release of retention payments to Walters and Wolf for this project.

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

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**6A. APPROVAL OF CONTRACT OF EMPLOYMENT FOR CHIEF BUSINESS OFFICER**

It is recommended that the Special Trustee approve the employment contract for Mr. Felipe Lopez, Chief Business Officer, effective April 30, 2012 through June 30, 2014. The contract is available upon request, in the Human Resources Office.

**6B. APPROVAL OF NEW MANAGEMENT POSITION**

It is recommended that the Special Trustee approve the Job Description for the Director of Accounting position.

**DIRECTOR OF ACCOUNTING**

**FLSA: EXEMPT**  
**Range 3**

	<b><u>Start</u></b>	<b><u>1 yr</u></b>	<b><u>2 yrs</u></b>	<b><u>3 yrs</u></b>	<b><u>4 yrs</u></b>	
<b><u>SALARY:</u></b>	<b>\$85,756</b>	<b>\$91,230</b>	<b>\$97,053</b>	<b>\$103,249</b>	<b>\$109,839</b>	<b>per year</b>

**POSITION DESCRIPTION:**

Under the direction of the Chief Business Officer, plans, organizes, coordinates, evaluates, and directs the District's general and special funds accounting, payroll, and related operations. Prepares and maintains financial records, statements and reports; supervise and evaluate the performance of assigned personnel.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Directs the District's general and special funds accounting, payroll, and student financial aid management functions.
- Directs the collection, recording, processing, consolidation, and distribution of a wide variety of accounting and payroll data.
- Directs the classification of documents, preparation of entries to the general books and ledgers, and preparation of accounting statements and special reports.
- Directs the pre-audit of payroll transactions requiring the verification of accuracy and completeness of personnel assignment authorizations, time reports, salary schedules, and payroll deductions.
- Directs the analysis of accounting and payroll reports to measure performance and identify deficiencies which may affect the ability of the District to meet financial and operational performance standards and goals.

**ESSENTIAL DUTIES/FUNCTIONS(Continued):**

- Directs and participates in the development and revisions of policies, procedures, practices, and guidelines pertinent to the administration of the District’s accounting, payroll, and related functions.
- Provides technical advice and guidance to District administrators on complex accounting, payroll, and related matters.
- Advises the Chief Business Officer and District management staff through oral and written reports of objectives, critical problems, achievements, improvement recommendations, and on requirements and restrictions of laws, rules, and policies affecting the District’s accounting, payroll, and related operations.
- Provides administrative direction to student financial aid programs at the colleges and directs the operations of the central financial aid unit.
- Approves or disapproves the disbursement of the District funds in accordance with applicable laws, rules, and policies.
- Coordinates the work of assigned units.
- Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the accounting, payroll, and related operations of the District and makes recommendations on how to implement new requirements.
- Directs the design, implementation, and maintenance of accounting and payroll systems to meet legal requirements, provide management with required information, and improve efficiency in the recording and reporting of data.
- Represents the District before state and local agencies on matters related to District accounting, payroll, and related functions.
- Directs and prepares correspondence, reports, and presentations regarding accounting, payroll, and related activities.
- Directs the selection, training, and supervision of unit staff to ensure proficient performance and a productive environment.
- Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, practices, procedures, and theories of accounting with an emphasis on governmental accounting.
- Principles, practices, and procedures of auditing.
- Banking and investment policies, regulations, and practices.
- Research, statistical, and forecasting methods used in accounting analysis and management.
- Federal, state, and local laws, ordinances, codes, and regulations affecting the accounting operations of the District.
- Federal, state, and local laws relative to wages, salaries, fringe benefits, deductions, and the disbursement of funds.
- Computer systems, software, and hardware used in the management of accounting systems.
- Principles and practices of organization and management.
- State legislative processes and procedures.

### **Page 3 – Director of Accounting**

- Principles and practices of business and public administration.
- Principles of supervision and training.

#### **ABILITY TO:**

- Plan, direct, and coordinate the District's general and special funds accounting, payroll, and related activities.
- Design and manage effective control, information, and documentation systems.
- Interpret and apply laws, rules, regulations, and policies pertinent to accounting, payroll, and related activities.
- Anticipate conditions, plan ahead, establish priorities, and meet schedules.
- Act independently and promptly to situations and events.
- Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations.
- Prepare effective written and oral communications, reports, and presentations.
- Effectively communicate highly technical information concisely and in understandable terms.
- Provide leadership and technical assistance to others.
- Motivate, direct, train, and develop others.
- Stimulate teamwork and promote cohesiveness to achieve unit and District goals.
- Establish and maintain effective and cooperative working relationships with District administration, staff and representatives of government agencies and various private organizations.
- Learn specialized software applications used in accounting systems.

#### **REQUIRED QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, business administration, economics, finance, public administration, or closely related field **OR**
- A valid license to practice as a Certified Public Accountant in California **AND**
- Five years of full time professional-level accounting experience. Two years of the required experience must have been in a recent administrative or supervisory position over a large accounting or payroll operation. Experience in governmental accounting or payroll is desirable.

#### **WORKING CONDITIONS:**

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.



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

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**XX. Information Items**

1. Office of the Special Trustee
  - A. 2011-2012 Compton Community College District Elected Board of Trustees Self-Evaluations
  - B. 2012-2013 Compton Community College District Elected Board of Trustees Goals
  
2. Office of the Interim CEO
  - A. Minutes from the Special Trustee's Advisory Committee
  - B. Special Trustee's Advisory Committee Meeting Dates
  - C. Board Presentations and Reports Schedule for 2011-2012 Revised
  - D. Administrative Procedure 3301 – Public Records
  
3. Human Resources
  - A. District Initial Collective Bargaining Proposal for 2011-2012 Negotiations

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

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**1A. 2011-2012 COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
SELF-EVALUATIONS**

1. It is recommended that the Special Trustee discuss the 2012-2013 Compton Community College District Board of Trustees Self-Evaluations

Compton Community College District Governing Board  
*Board's Leadership: How Do We Rate Checklist*

Name (Optional) \_\_\_\_\_ Date \_\_\_\_\_

**Please check the applicable box in Section A.**

**Section A: Period/Date Rated**

July, 2011 – June, 2012

**INSTRUCTIONS:**

Use this checklist to check your perception of the Elected Board's leadership this period. Be as objective as you can. You will receive this checklist in your board packet annually. Please complete and submit it to the Special Trustee at the appropriate Board meeting. **NOTE:** "We" refers to 100% of the Board, e.g., 7 out of 7. If you are aware of one or more Board member(s) not in compliance with their duties and/or responsibilities as a Board member, per the question asked, circle "No" as your answer.

**Section B: Circle your answer to each area question in the columns to the right.**

AREAS	QUESTIONS	ANSWERS	
1.	Have we created an environment in which the CEO has the power to lead the District?	Yes	No
2.	Have we delegated authority to the CEO to lead and administer?	Yes	No
3.	Are we keeping the CEO informed, adhering to the rule of "no surprises"?	Yes	No
4.	Are we honoring the CEO as the point of contact for the District?	Yes	No
5.	Do we fully consider information and recommendations offered by the CEO?	Yes	No
6.	Are we supporting professional development for the CEO?	Yes	No

7.	Are we adhering to the standards of Board ethics?	Yes	No
8.	Are we ensuring that the CEO has the resources needed to do the job?	Yes	No
9.	Do we respect and support the CEO?	Yes	No
10.	Do we alert the CEO and Board President about our concerns prior to going public with them?	Yes	No
11.	Do all Board members receive the same communications from the CEO?	Yes	No
12.	Do we make it a practice to share information and questions with other Board members and the CEO without violation of the Brown Act?	Yes	No
13.	Do we keep the CEO informed about our contacts in the community, discussions with legislators and other policymakers, calls from citizens or District staff?	Yes	No
14.	Do we help the CEO in being effective by not making unnecessary demands on him?	Yes	No
15.	Do we provide guidance, support, dialogue, information, and feedback to our CEO?	Yes	No
16.	Do we rely on our CEO for leadership and have confidence in his recommendations?	Yes	No
17.	Is our time spent in governing, not managing, the District?	Yes	No
18.	Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the CEO?	Yes	No
19.	Do we honor the professionalism of District staff by allowing them to perform their duties?	Yes	No
20.	As trustees, do we monitor ourselves carefully to ensure that offering opinions to the CEO and staff is not construed as directions?	Yes	No
21.	When issues arise, do we question whether the advice we are about to offer reinforces our policy role, or is it an administrative decision?	Yes	No
22.	Do the Board President and the CEO emphasize that individual Trustees' opinions are simply opinions and that the only legitimate advice to the CEO comes from the Board as a whole?	Yes	No
23.	Do we have a clear understanding, as a Board, of what responsibilities must be redeemed by the CEO?	Yes	No
24.	Do we recognize that the Board (not a single Trustee) has the right to give provide advice to only one employee, the CEO?	Yes	No

25.	Have we done anything as a Board this year to foster trust? If your answer is “Yes”, write on the flipside of this page what we did this quarter, as a Board, to foster trust.	Yes	No
26.	Do we acknowledge that the CEO directs the staff, and not the Board?	Yes	No
27.	Do we invest the time in planning meetings to ensure success? [generate items; develop criteria; apply criteria]	Yes	No
28.	Do we model the behaviors that the Board values? [consensus building? starting/finishing on time? moving the agenda forward?]	Yes	No
29.	Do the CEO, Board President and other Trustees have a cooperative relationship?	Yes	No
30.	Do we invest the time to create an identity for our Board and a sense of teamwork?	Yes	No
31.	Does the Board work effectively to move deliberations and operations to the level of setting policy, goals, priorities, processes and frameworks, and monitor implementation?	Yes	No
32.	Has Board advice adhered to the Vision, Mission, Goals, and Values it has articulated to staff, students, and the public?	Yes	No
33.	Have Board advice been guided by institutional research, effective program review analysis, and support of institutional best practices that enable student learning?	Yes	No
34.	Do we provide fair, consistent, and constructive feedback to the CEO?	Yes	No

**Section C: Please compute your score below.**

A. Count “3” points for each “Yes” answer and “0” for each “No”  
 Number of “Yes” answers \_\_\_\_ x 3 points = \_\_\_\_\_ **TOTAL SCORE** \_\_\_\_\_

**B. Summary**

- i. What score did you give the Board? \_\_\_\_\_
- ii. What are our strong points this quarter? (List areas by the applicable number(s) in the first column):  
 \_\_\_\_\_
- iii. Where do we need to improve? (List areas by the applicable number(s) in the first column.)  
 \_\_\_\_\_

C. **Grade** your perception of the Board's Leadership this quarter with this scale. **Check your grade.**

**Effective:** 90 or above  
 **Acceptable:** 66 – 75

**Good:** 78 – 87  
 **Needs Improvement:** Under 66

D. Has our Board been an effective leader this quarter? \_\_\_\_\_ If not, what will it take to become one next quarter? (Write your response on the flipside of pages 1 and/or 2 of this document.)

## **1B. COMPTON COMMUNITY COLLEGE DISTRICT ELECTED BOARD OF TRUSTEES 2012-2013 GOALS**

It is recommended that the Special Trustee discuss the 2012-2013 Compton Community District Elected Board of Trustees Goals

- I. Participate in community activities and events and bring observations to the Board.
  - a. Attend events in the community.
  - b. Bring copies of community events and activities to other Elected Board members.
  
- II. Participate in the operation of the District at Board Meetings.
  - a. Speak freely and openly on policy issues.
  - b. Solicit opinions of fellow Elected Board members.
  - c. Present ideas during discussion section of Board Meetings.
  
- III. Continue a Trustee education program.
  - a. Attend a conference on Trustee responsibilities.
  - b. Submit materials from various sources to fellow Trustees.
  - c. Read Trustee education materials sent by various organizations.
  - d. Participate in District sponsored study sessions.
  
- IV. Support the CCCD Facilities Master Plan.
  - a. Monitor and approve Measure CC fiscal updates.
  - b. Study, review and receive the 2011-2012 Measure CC Bond financial audit.
  - c. Continue construction program.
  - d. Review construction program activities.
  
- V. Fiscal Responsibilities.
  - a. Study, review and approve the 2012-2013 Budget.
  - b. Study, review and receive the 2011-2012 annual financial audit.
  - c. Monitor 2012-2013 Budget.
  - d. Respond to national, state and local fiscal changes.
  
- VI. Support Partnership with El Camino College
  - a. Receive and review El Camino College Accreditation reports for the Compton Center.
  - b. Receive and review El Camino College Compton Center Student Learning Outcomes update.
  - c. Study, review, and provide input on the Partnership Agreement with El Camino College.
  - d. Study, review, and provide input on the Facilities Memorandum of Understanding with El Camino College.
  
- VII. Support the Foundation for Compton Community College District.
  - a. Support the Foundation activities.
  - b. Develop community involvement in the Foundation.

- VII. Support the Compton Community College District Redistricting Action Plan.
  - a. Submit new Trustee Areas to Los Angeles County Recorder and to the California Community College Board of Governors.
  
- VIII. Required Board Training.
  - a. Ethics, per AB 1234.
  - b. Sexual Harassment.

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

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**2A. MINUTES FROM THE SPECIAL TRUSTEE’S ADVISORY COMMITTEE**

It is recommended that the Special Trustee receives for information the Special Trustee’s Advisory Committee Meeting Minutes of February 29, 2012.

**SPECIAL TRUSTEE’S ADVISORY COMMITTEE**  
**Wednesday, February 29, 2012**



**MEETING MINUTES**

- I. The Special Trustee’s Advisory Committee Meeting was called to order at 7:30 p.m.
  
- II. Roll Call – Members Present
  - Domitila Aguilar
  - Amelia Apple
  - Oscar Edwards
  - Anirah Hendrickson
  - Marie Hollis
  - Lestean Johnson
  - Cynthia Macon
  - Keith Curry, Interim CEO
  - Thomas Henry, Special Trustee
  
- III. Review/Approval of Minutes of January 31, 2012 – **Approved**, as revised. (Revisions – Item VI – Half of the committee will serve for a one-year term, with the possibility of being reappointed).

Motion made by Dr. Johnson to accept minutes as revised  
Seconded by Mr. Edwards  
Approved (with revision)
  
- IV. Purpose of the Special Trustee’s Advisory Committee. Dr. Johnson reviewed the purpose of this committee: “As outlined in AB 318, the Compton Community College District Special Trustee’s Advisory Committee is organized exclusively for the following purposes:
  1. To provide advice to the Special Trustee of the Compton Community College District regarding policy matters that affect the District and its operations;
  2. Promote community awareness of the District’s efforts; focus on quality instruction, educational mission, fiscal stability and ultimately accreditation;
  3. Foster community support for the district.”

**Audience Comments:**

Nehasi Lee, Student: Comments on Brown Act, Roberts Rules of Order, AB318  
Lorraine Cervantes, Elected Trustee: Feels Dr. Johnson, as Vice Chair, should be moved to position of Chair, then a Vice Chair should be elected.



- V. Election of Advisory Committee Chairperson – (The previously elected chairperson is no longer a part of the Advisory Committee)  
Amirah Hendrickson moved that Dr. Johnson move up as Chairperson  
Seconded by Oscar Edwards  
Approved

Audience Comments:

Nehasi Lee, Student: Commented on voting for Chair/Vice Chair  
Lorraine Cervantes, Elected Trustee: Commented on voting for Chair/Vice Chair  
Camille Johnson, Former Student: Commented on voting for Chair/Vice Chair

Comments:

Special Trustee on Roberts Rules of Order  
Interim CEO suggested the election for Vice Chair be held at the next Advisory Committee Meeting

- VI. 2010-2011 Compton Community College District Audit – Ms. Heidi White, Vavrinek, Trine, Day & Co., presented the 2010-2011 District Audit. She distributed copies of and reviewed the Audit Report.

Comments;

Cynthia Macon, Committee Member  
Marie Hollis, Committee Member  
Nehasi Lee, Student  
Camille Johnson, Former Student  
Lorraine Cervantes, Elected Trustee  
Lestean Johnson, Committee Chair  
Thomas Henry, Special Trustee  
Oscar Edwards, Committee Member  
Lorraine Cervantes, Elected Trustee

- VII. Redistricting Presentation - Elaine Reodica, Assistant Director, District Services, Community College League of California, distributed copies of the four maps and reviewed the purpose and history of redistricting. Ms. Reodica gave a brief overview of the principals the redistricting consultant (Paul Mitchell) used to draw the boundary lines on each of the maps.

Dr. Curry requested that the Committee Members distribute the flyer announcing the public hearing to their respective communities, so more people are informed about the public hearing and have a chance to provide their input.

- VIII. Advisory Committee Meeting Schedule - Dr. Curry suggested that the Advisory Committee meet on the last Tuesday of every other month, beginning in April.

Motion made by Domitila Aguilar to hold the Advisory Committee meeting on the last Tuesday of every other month, beginning in April.  
Motion seconded by Amelia Apple  
Motion approved.

- IX. Compton Community College District Update - Dr. Curry reported that among the projects he is currently working on, the most important is the response to the District Audit and our corrective

X. action plan. Also, numerous reports for the Special Trustee and a detailed report of expenditures as they related to the Bond Funds and the Line of Credit will be presented at the March Board Meeting and at the April Advisory Committee Meeting. Please read Dr. Curry's Monthly CEO Plan, it outlines everything he is working on and is distributed the 14<sup>th</sup> and 16<sup>th</sup> of each month.

XI. Comments:

The Special Trustee reported on the meeting he had with Dr. Fallo and Dr. Barbara Beno. Dr. Beno has defined what the Accrediting Rules require relative to accreditation for El Camino and relative to the Center. Dr. Curry will share this information with the Elected Board and Advisory Board when it has been formalized.

Lorraine Cervantes: Stated that she is very proud of this committee, the Special Trustee and Dr. Johnson's leadership.

XII. Meeting Adjourned

Next Scheduled Meeting: April 25, 2012, 6:30 p.m.

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

## **2B. 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

Wednesday, April 25, 2012

**Wednesday, June 13, 2012**

Tuesday, August 28, 2012

Tuesday, October 30, 2012

Tuesday, December 18, 2012

**2C. 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

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

Rev. May 9, 2012

## **2D. ADMINISTRATIVE PROCEDURE 3301 – PUBLIC RECORDS**

It is recommended that the Special Trustee receives for information the Administrative Regulation 3301 – Public Records

### **COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES**

#### **AP 3301 Public Records**

**ISSUED:**

**REVISED:**

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#### **References:**

*Government Code Sections 6250 et seq.*

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chief Executive Officer.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chief Executive Officer may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the Chief Executive Officer or the designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243).
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a)).
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b)).

- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c)).
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g)).
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21).
- Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3).
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on the District's information technology system.

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

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**3A. MAKING PUBLIC THE INITIAL BARGAINING PROPOSAL OF COMPTON COMMUNITY COLLEGE DISTRICT (Information Item)**

Making public Compton Community College District’s recommended initial bargaining proposals to Compton Community College Federation of Employees, Classified Unit. 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**

**DISTRICT INITIAL PROPOSAL**

**2011-2012 COMPTON COMMUNITY COLLEGE  
FEDERATION OF CLASSIFIED EMPLOYEES NEGOTIATIONS**

The Compton Community College District (“District”) hereby submits its initial proposal for 2011 - 2012 negotiations with the Compton Community College Federation of Classified Employees (“CCCFE”). The District proposes to maintain the provisions of the current classified collective bargaining agreement except as modified below:

**ARTICLE XVII: COMPENSATION**

- Freezing column and step advancement.
- Implementation of Furlough Days.

**ARTICLE IX: HOURS OF EMPLOYMENT**

- Discuss Item G(2) Four Day Work Schedule.