



Board Agenda

Compton Community College District

Tuesday, February 19, 2013
Closed Session to Commence at 5:00 p.m.
Open Session to Commence at 6:00 p.m.

DISTRICT BOARD ROOM

1111 E. Artesia Boulevard
Compton, California 90221

- I. **Call to Order at 5:00 p.m.**
- II. **Roll Call**
 - Mr. Thomas E. Henry, Special Trustee
 - Dr. Keith Curry, Interim CEO
- III. **Approval of Closed Session Agenda**
- IV. **Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- V. **Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
 - A. **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
 1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
 - a. Manzoor Ahmad vs. Compton Community College District
 - b. Deborah Henderson vs. Compton Community College District
 - B. **CONFERENCE WITH LEGAL COUNSEL– EXISTING LITIGATION:**
 1. Conference with legal counsel--existing litigation (Subdivision (a) of Government Code Section 54956.9)
 - a. Compton Community College District v. RAW International, Inc.
 - b. Compton Community College District v. Barnhart Black IPO, et.al.
 - C. **CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:**
 1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
 - a. Claim of Lanicesha Dodson
 - D. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
 1. Agency designated representative: Dr. Keith Curry, Interim CEO
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees

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

1. Interim Chief Executive Officer

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

VII. Roll Call

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

VIII. The Pledge of Allegiance

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

X. Approval of Open Session Agenda

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

XII. Approval of Minutes of January 15, 2013

XIII. Reports from Representatives and Employee Organizations

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

XIV. Presentations

1. 2011-2012 Compton Community College District Financial Audit Report and the 2011-2012 Measure CC General Obligation Bond Audit Report.

XV. Consent Agenda – Recommendation of Interim CEO

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

XVI. Action Items

1. Office of the Interim CEO
 - A. Trustee Conference Requests
2. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Transfers
 - C. 2011-2012 CCCD Financial Audit Report
 - D. 2011-2012 Measure CC General Obligation Bond Audit Report
3. Facilities, Planning and Operations
 - A. Authorization of a Professional Services Agreement with WLC Architects for Architectural and Professional Services on the Music Building Renovation Project
 - B. Agreements/Amendments/Ratifications
 - C. Change Orders
 - D. Notice of Completion and Release of Retention for Southland Industries
4. Human Resources
 - A. Revised Academic Positions

XVII. Discussion/Information Items

1. Office of the Special Trustee
 - A. Agreement Between the El Camino College District and the Compton Community College District
2. Office of the Interim CEO
 - A. Special Trustee's Advisory Committee Minutes of December 18, 2012
 - B. Special Trustee's Advisory Committee Meeting Dates
 - C. Measure CC Citizens' Bond Oversight Committee Meeting Dates
 - D. Board of Trustees Presentations and Reports Schedule for 2013
3. Academic Affairs/Student Services
 - A. El Camino College Compton Center FTES Goals and Actual 2012-2013
 - B. El Camino College Compton Center 2012 Annual Fact Book Report
4. Administrative Services
 - A. Actual Enrollment Fee Revenue Report 323, California Community Colleges
 - B. CCCD 2012-2013 Budget Update
5. Facilities, Planning and Operations
 - A. Measure CC Bond Fund Category Budgets and Balances
6. Human Resources
 - A. Chief Executive Officer Search Timeline

XVIII. Oral Reports

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

XIX. Next regularly scheduled meeting date: March 19, 2013

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

XX. Adjournment

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

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, January 15, 2013

MINUTES

- I. The Board of Trustees Meeting was called to order at 5:07 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, at 5:03 p.m., to discuss or take action on the following items:
 - A. Conference with Legal Counsel – Pending Litigation
 - B. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)
 - C. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957(B)
 - D. Conference with Labor Negotiators pursuant to Government Code, Section 54957.6
 - E. Public Employee Performance Evaluation Pursuant to Government Code Section 54957.
- VI. Reconvene to Open Session of the Board of Trustees at 6:33 p.m.
- VII. Roll Call – Members Present
 - Lorraine Cervantes
 - Charles Davis
 - John Hamilton
 - Deborah LeBlanc
 - Andres Ramos
 - Gloria Fitts
 - Thomas Henry
 - Keith Curry
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken by Special Trustee during closed session:

In closed session, the Special Trustee approved a Settlement Agreement and Memorandum of Understanding to resolve the grievance of Saul Panski, et al., pursuant to which the District and CCCFE (Certificated Unit) agreed to clarify Section 18.7(a)(6) of the CCCFE (Certificated Unit) Collective Bargaining Agreement providing for Term Life Insurance Benefits for retirees. The District agreed to reimburse the two grievants for insurance premiums already paid in an amount not to exceed \$2,100.00 each, and the grievants released the District from liability.

No other reportable action

- X. Approval of Open Session Agenda – **Approved**
- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Items
- XII. Approval of Minutes of December 11, 2012 – **Approved**
- XIII. Reports from Representatives and Employee Organizations
 - A. Faculty Representative Report – Jerome Evans: Happy New Year to Special Trustee, CEO, Board Members and all others present on behalf of the faculty.
 - B. Classified Representative Report – (Position vacant)
 - C. Academic Senate President Report – Michael Odanaka: Pleased with Mr. Lopez’s leadership of the Business Office; commented on construction projects.
 - D. CCCFE Certificated Employees Report –Toni Wasserberger (report given by Professor Evans): The Union and District have returned to the negotiation table and are working on the Certificated contract.
 - E. CCCFE Classified Employees Report – Joseph Lewis: Absent
 - F. Associated Student Body Report – No Report
 - G. Report by Gloria Fitts, Student Trustee – Happy New Year. The ASB will be sponsoring several Black History Month events. Students are encouraged to become more involved in student government, and to participate in the voting process.
- XIV. Presentation – Update on Facilities Projects presented by Ms. Linda Owens, Interim Director of Facilities, Planning & Operations.
- XV. **Consent Agenda – Approved**
 - 1. Administrative Services
 - A. Purchase Orders
 - B. Stale Dated Warrants
 - 2. Human Resources – **Approved, as revised**
 - A. Academic Employment and Personnel Changes
 - B. Eligibility List
 - C. Classified Employees
(Revision: 2C, a.1. Add “Placing on the” 39-month reemployment list.
 - D. Temporary Non-Classified Service Employees
- XVI. **Action Items – Approved, as revised***
 - 1. Office of the Special Trustee
 - A. Special Trustee’s Advisory Committee Bylaws - Revised
 - 2. Office of the Interim CEO
 - A. Board Policy 6400 – Audits
 - B. Absence of a Board Member – Ratification
 - 3. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Adjustments/Augmentations/Transfers
 - C. Non-Resident Tuition Fee For 2013-2014
(Revision: Item 3C, Paragraph 1, ~~\$190.00~~, changed to \$184.00 per unit;
Paragraph 3, ~~\$222.00~~, changed to \$216.00 per unit.
 - D. Ratification of Resolution #01-04-2013 of the Board of Trustees of the Compton Community College District Requesting the Issuance of 2012-2013 Tax and Revenue Anticipation Notes

4. Facilities, Planning and Development
 - A. Authorization of a Professional Services Agreement with NTD Architecture for Architect of Record & DSA Closeout Certification Services
 - B. Agreements/Amendments/Ratifications
 - C. Change Orders
5. Human Resources
 - A. New Classified Position

XVII. Discussion/Information Items – Items received for information

1. Office of the Interim CEO
 - A. Administrative Regulation 6401 – Audits
 - B. Special Trustee’s Advisory Committee Minutes of October 30, 2012
 - C. Special Trustee’s Advisory Committee 2013 Goals
 - D. Special Trustee’s Advisory Committee Meeting Dates
 - E. Measure CC Citizens’ Bond Oversight Committee Meeting Dates
 - F. Board of Trustees Presentations and Reports Schedule for 2013
2. Facilities, Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
3. Human Resources
 - A. CEO Search Timeline

XVII. Oral Reports

- A. Compton Center Report
Barbara Perez, VP Compton Center – Student enrollment for the winter session is 100% filled; the FTES goal was 5,963 and this target has been met.
- B. Interim CEO Report:
Dr. Curry – A memorial service will be held for Dr. Abel B. Sykes, former Superintendent/President of Compton Community College on Saturday, January 19th at 3:00 p.m. in the City of Compton Council Chambers. On February 5, 2013 Dr. Curry will provide an update to the Compton City Council as it relates to CCCD and what has been happening here this past year. The Financial Audit for the fiscal year ending 2012 and the Bond Audit has been posted on our web-site. On January 15, 2013, the CEO and the CBO will attend a budget workshop in Sacramento.

XVIII. Board of Trustees Reports:

- A. Trustee LeBlanc – Commended the CEO for getting the audit filed in a timely fashion. Attended the consumer electronics convention in Las Vegas last week and observed a lot of high tech, higher education items. Looking forward to eventually putting some of these items in our classroom. Thanks to administration and the CEO for the construction projects underway.

XIX. Special Trustee Report:

The Special Trustee – Mr. Henry reported that he represented the College of the Redwoods last week at their accrediting hearing.

XX. Next regularly scheduled meeting: *Tuesday, February 19, 2013*

Closed session begins at 5:00 p.m.

Open session begins at 6:00 p.m.

- XIX. Meeting adjourned at 8:10 p.m. in memory of Dr. Martin Luther King, Jr., and all he did for this country and also in memory of Dr. Abel Sykes, former Compton Community College Superintendent/President.

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

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

XV. CONSENT AGENDA – RECOMMENDATIONS OF THE INTERIM CEO

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

2. Human Resources
 - A. Management Team Personnel Actions
 - B. Academic Employment and Personnel Changes
 - C. Eligibility List
 - D. Classified Employees
 - E. 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
 JANUARY 2013**

Run Date
 2/1/2013

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 02/19/2013

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Special Trustee.
 It is recommended that the following purchase orders be approved and that payment be authorized.

| P.O. Number | Vendor Name | Site Name | Description | P.O. Cost |
|---|------------------------|---------------------|-----------------------------|--------------------|
| Fund 01 Unrestricted-Compton Ed Center | | | | |
| P0601699 | Gaylord Brothers, Inc. | Div. Office Instr. | Non-Instruct Supplies | \$432.35 |
| P0601700 | Office Solutions | Academic Programs | Non-Instruct Supplies | \$864.89 |
| P0601701 | Computer Graphics | Fine Arts | Instructional Supplies | \$696.70 |
| P0601702 | Bellflower Music | Fine Arts | Instructional Supplies | \$185.25 |
| P0601703 | D & G Paving | Operations | Equipment Rental | \$3,675.00 |
| P0601704 | Oasis Business Supply | Academic Programs | Non-Instruct Supplies | \$276.52 |
| P0601705 | Norcostco Denver | Theatre/Dance | Instructional Supplies | \$176.96 |
| P0601706 | O. C. L. C. , Inc. | Div. Office Instr. | Library Books | \$1,000.00 |
| P0601708 | Learning Express, LLC. | Div. Office Instr. | License Fee/Site Licenses | \$3,728.00 |
| P0601709 | Pulse Team Wear | Athletics | Non-Instruct Supplies | \$1,945.65 |
| P0601710 | Long Beach Auto Clinic | Operations | Equipment Rental | \$2,000.00 |
| P0601711 | IDR Environmental | Academic Affairs | Maintenance Contracts | \$3,119.00 |
| P0601765 | American Print Media | Public Relations & | Multi Media Advertising | \$100.00 |
| P0601768 | West la Music | Academic Programs | Instructional Supplies | \$1,579.00 |
| P0601769 | Pocket Nurse Medical | Nursing | Instructional Supplies | \$400.00 |
| P0601777 | J. W. Pepper & Son, | Fine Arts | Instructional Supplies | \$296.69 |
| P0601778 | Los Angeles County | Operations | Other Services and Expenses | \$560.00 |
| P0601779 | Los Angeles Tax | Operations | Other Services and Expenses | \$297.50 |
| P0601780 | Los Angeles County | Operations | Contract Services | \$1,987.20 |
| P0601801 | Nick Fuscardo | Athletics | Other Services and Expenses | \$225.00 |
| P0601846 | The College Board | Office of the CEO | Dues And Memberships | \$325.00 |
| P0601847 | All Data | I&T Division | Instructional Supplies | \$1,062.75 |
| P0601848 | El Camino Compton | Childhood Education | Instructional Supplies | \$152.71 |
| P0601849 | Vizion Marketing | Student Recruitment | Printing | \$5,450.00 |
| P0601850 | Oasis Business Supply | Learning Center | Instructional Supplies | \$1,709.95 |
| P0601857 | Premier Computer | Counseling Office | General Office Supplies | \$423.15 |
| P0601858 | TAJ Office & School | Counseling Office | General Office Supplies | \$206.00 |
| P0601859 | Premier Computer | Counseling Office | General Office Supplies | \$196.07 |
| P0601860 | University of Texas | Theatre/Dance | Instructional Supplies | \$134.16 |
| P0601885 | Logos Two, Inc. | Athletics | Non-Instruct Supplies | \$1,377.81 |
| P0601886 | California Pro Sports | Athletics | Non-Instruct Supplies | \$572.23 |
| P0601906 | Los Angeles County | Operations | Other Services and Expenses | \$1,992.80 |
| P0601919 | Shannon Williams | Athletics | Non-Instruct Supplies | \$625.88 |
| P0601930 | C S P C a | Human Resources | Dues and Memberships | \$434.00 |
| P0601948 | Oasis Business Supply | Life Sciences | Instructional Supplies | \$3,004.14 |
| P0601949 | Printex | Fiscal Services | Printing | \$1,549.98 |
| P0601957 | Western Regional | Academic Affairs | Dues and Memberships | \$75.00 |
| Fund 01 Total: 37 | | | | \$42,837.34 |

| | | | | |
|----------------|---------------------------------------|-------------------------|--|--------------------|
| Fund 10 | Restricted-Compton Ed Center | | | |
| P0601795 | Ricoh Corp | EOPS | Repairs Non-instructional | \$500.00 |
| P0601958 | Link-Systems | Basic Skills --Compton | License Fee/Site Licenses | \$2,800.00 |
| P0601959 | Vizion Marketing | BFAP Augmentation | Printing | \$3,512.00 |
| P0601960 | EDGT, Inc. | DHS Mentoring | Instructional Supplies | \$1,275.30 |
| P0601973 | Compansol | TRIO | General Office Supplies | \$249.00 |
| | | Fund 10 Total: 5 | | \$8,336.30 |
| | | | PO Funds Total: 42 | \$51,173.64 |
| Fund 01 | Unrestricted-Compton Ed Center | | | |
| B0610799 | Office Xpress | Div Office Instr. | Non-Instruct Supplies | \$666.00 |
| B0610800 | David Hurr Piano | Fine Arts | Repairs Parts and Supplies | \$500.00 |
| B0610811 | S. Haigler, CPA | Fiscal Services | Contract Services | \$1,200.00 |
| B0610813 | Gardena Postmaster | Public Relations & | Postage | \$15,000.00 |
| B0610814 | Gardena Postmaster | Public Relations & | Postage | \$190.00 |
| B0610818 | Saul J. Panski | Presidents Office | Legal Settlements | \$2,100.00 |
| B0610819 | Pieter J. Van Niel | Presidents Office | Legal Settlements | \$2,100.00 |
| B0610820 | Pocket Nurse | Nursing | Instructional Supplies | \$2,000.00 |
| B0610821 | Cbelow Subsurface | Operations | Contract Services | \$5,000.00 |
| | | Fund 01 Total: 9 | | \$28,756.00 |
| Fund 10 | Restricted-Compton Ed Center | | | |
| B0610812 | Office Xpress | Matriculation | Non-Instruct Supplies | \$3,700.00 |
| | | Fund 10 Total: 1 | | \$3,700.00 |
| Fund 46 | Bond Fund-Series 2012C-Compton | | | |
| B0610810 | C2 Reprographics | Infrastructure Phase II | Blue Printing-Construction | \$3,000.00 |
| | | Fund 46 Total: 1 | | \$3,000.00 |
| | | | BPO Funds Total: 11 | \$35,456.00 |
| | | | <u>Grand Total POs and BPOs: 53</u> | \$86,629.64 |

1B. APPROVAL OF STALE DATED WARRANT(S)

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

| <u>WARRANT(S) #</u> | <u>AMOUNT</u> |
|---------------------|---------------|
| 19825293 | \$1,620.20 |

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

2A. MANAGEMENT TEAM PERSONNEL ACTION

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

1. Resignation – Mr. Benjamin Torres Rodriguez, Director of Accounting, Range 3, Step 3, Business Affairs, effective January 30, 2013.
2. Extend Assignment – Ms. Elizabeth Martinez, Interim Director of Outreach and School Relations, Range 3, Step 2, Student Services, from February 28, 2013 through April 30, 2013.
3. Assignment – Mr. Steven Haigler, Interim Director of Accounting, Range 3, Step 3, Business Affairs, effective February 19, 2013.

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. Employment – Ms. Nancy Torres-Guimaraes, part-time English Instructor, Class II, Step 1, effective February 9, 2013 – June 7, 2013.
2. Employment – Mr. Robert Puglisi, part-time English Instructor, Class II, Step 1, effective February 9, 2013 – June 7, 2013.
3. Employment – Ms. Shannon Sims, part-time English Instructor, Class VI, Step 1, effective February 9, 2013 – June 7, 2013.
4. Employment – Mr. Jeremy Hector, part-time English Instructor, Class II, Step 1, effective February 9, 2013 – June 7, 2013.
5. Employment – Mr. John O’Kane, part-time English Instructor, Class VI, Step 1, effective February 9, 2013 – June 7, 2013.
6. Employment – Ms. Maria Martinez, part-time History Instructor, Class III, Step 2, effective January 2, 2013 – June 30, 2013.
7. Assignment – Ms. Carmela Aguilar, from full-time ESL Instructor, Class IV, Step 28, to full-time Counselor, Class IV, Step 28 effective February 6, 2013.
8. Employment – Ms. Denise Stipe, part-time Nursing Instructor, Class III, Step 1, effective April 1, 2013 – June 30, 2013.
9. Employment – Mr. Steven Bankhead, part-time Art Instructor, Class III, Step 1, effective February 9, 2013 – June 7, 2013.
10. Employment – Mr. Juan Antonio Tavares, part-time Spanish Instructor, Class II, Step 1, effective February 9, 2013 – June 7, 2013.
11. Employment – Mr. Ibrahim Derin Ganley, part-time Economics Instructor, Class VI, Step 1, effective February 9, 2013 – June 7, 2013.

2C. ELIGIBILITY LIST

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

Adapted Computer Technology Specialist

Established: 01/29/13

Expires: 01/29/14

| RANK | NAME |
|------|-------------------|
| 1. | Seymore, Clifford |
| 2. | Treat, David |

2D. 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. Mr. Clifford Seymore, Adapted Computer Technology Specialist, Range 25, Step D, Special Resource Center, Student Affairs, effective February 20, 2013, probation.

b) Provisional Employment

1. Ms. Patricia Burditt, Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective November 1, 2012 through November 13, 2012, not to exceed 120 days (NTE 20 hours per week).
2. Ms. Theresa Clement, Children’s Center Aide, Range 15, Step A, Child Development Center, Academic Affairs, effective February 11, 2013 through June 30, 2013, not to exceed 120 days (NTE 20 hours per week).
3. Mr. Jorge Martinez, Laboratory Technician, Range 25, Step A, Math/Science, Academic Affairs, effective February 20, 2013 through June 7, 2013, not to exceed 120 days (NTE 35 hours per week).

2E. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Citlally Angulo Garcia, Student Worker I, Rate C, \$8.50 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
2. Jorge Arriaga, Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 23, 2013 through June 30, 2013, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

3. Gina Caballero, Student Worker II, Rate F, \$10.75 per hour, Monday through Friday (Days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 11, 2013 through June 30, 2013, Child Development Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
4. Adryan Casas, Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 7, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
5. Rafael Diaz, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
6. Rafael Diaz, Supplemental Instruction Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).
7. Oahn Dinh, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
8. Oahn Dinh, Supplemental Instruction Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).
9. Lorena Fonseca, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
10. Melva Harding, Student Worker II, Rate F, \$10.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 11, 2013 through June 30, 2013, Child Development Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
11. Amanda Martinez, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
12. Diana Martinez, Tutor, Rate B, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 23, 2013 through June 30, 2013, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
13. Dennis Masias, Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).

14. Emily Monge, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).
15. Maryam Myers, Student Worker I, Rate E, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective January 16, 2013 through June 30, 2013, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
16. Ify Nzenwa, Supplemental Instruction Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 10 hours per week).
17. Daisy Pimentel, Tutor, Rate B, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 23, 2013 through June 30, 2013, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
18. Jessica Pino, Tutor, Rate B, \$8.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 23, 2013 through June 30, 2013, Upward Bound Math/Science, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
19. Ralynn Ross, Student Worker I, Rate A, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Academic Affairs, not to exceed 120 days (NTE 35 hours per week).
20. Grace Rumould, Supplemental Instruction Tutor, Rate C, \$12.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 20 hours per week).
21. Monique Simon, Student Worker II, Rate F, \$10.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 11, 2013 through June 30, 2013, Child Development Center, Academic Affairs, not to exceed 120 (NTE 15 hours per week).
22. Carlos Tinoco, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 25 hours per week).
23. Juan Antonio Tavarez, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).
24. Triem Vu, Tutor, Rate E, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 9, 2013 through June 7, 2013, Learning Resource Center, Academic Affairs, not to exceed 120 days (NTE 15 hours per week).

25. Arlana Walton, Student Worker V, Rate A, \$14.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective February 4, 2013 through June 30, 2013, Outreach, Student Affairs, not to exceed 120 days (NTE 35 hours per week).
26. Arthur Washington, Assistant Coach (Basketball), \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective December 1, 2012 through March 31, 2013, Athletics, Student Affairs, not to exceed 120 days (NTE 35 hours per week).

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

XVI. ACTION ITEMS

1. Office of the Interim CEO
 - A. Trustee Conference Requests

2. Administrative Services
 - A. Agreements/Amendments/Ratifications
 - B. Budget Transfers
 - C. 2011-2012 Compton Community College District Financial Audit Report
 - D. 2011-2012 Measure CC General Obligation Bond Audit Report

3. Facilities, Planning and Operations
 - A. Authorization of a Professional Services Agreement with WLC Architects for Architectural and Professional Services on the Music Building Renovation Project
 - B. Agreements/Amendments/Ratifications
 - C. Change Orders
 - D. Notice of Completion and Release of Retention for Southland Industries

4. Human Resources
 - A. Revised Academic Positions

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

1A. TRUSTEE CONFERENCE REQUESTS

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

- 1) Trustees Deborah LeBlanc.
 - a. Community College League of California Annual Trustee Conference, May 3-5, 2013, Lake Tahoe, Nevada.

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

2A. AGREEMENTS

It is recommended the Special Trustee approves the following contracts:

- 1. CONSULTANT: ALL ABOUT KIDS**
SERVICES: To provide part-time work for CalWORKs students majoring in Child Development hands on experience. To help foster growth and empower students to obtain their educational goals

REQUESTING DEPT: CALWORKS
FUNDING: CATEGORICAL
DATES: 02/20/13 – 05/10/13
NTE: No cost to the District

- 2. CONSULTANT: BAY ACTUARIAL CONSULTANTS**
SERVICES: To perform an actuarial analysis of the District’s workers’ compensation program and produce a written report describing analysis and explaining conclusions. The report will provide self-insurance funding rates for 2012-2013 and an estimate of the liability for unpaid self-insured losses as of June 30, 2012. The company will examine the trends in claim severity and frequency as well as the trend in overall funding cost

REQUESTING DEPT: HUMAN RESOURCES
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 02/20/13 – 06/30/13
NTE: \$4,400.00

- 3. 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: 02/20/13 – 06/30/13
NTE: \$6,000.00

B. RATIFICATION

**1. CONSULTANT:
SERVICES:**

LINK-SYSTEMS INTERNATIONAL

To provide online tutorial service available 24 hours per day, seven days per week. Implemented to meet online student academic needs to improve success rates in distance education and increase compliance with accreditation requirements for access to comparable student services for distance education

REQUESTING DEPT:

ACADEMIC AFFAIRS

FUNDING:

GENERAL FUND RESTRICTED

DATES:

02/1/13 – 06/30/13

NTE:

\$2,800

2B. BUDGET ADJUSTMENTS/AUGMENTATIONS/TRANSFERS

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

FISCAL YEAR 2012-2013

1. General Fund – Unrestricted
2. General Fund – Restricted
3. Measure CC Bond Fund Series 2012C

1. General Fund – Unrestricted

Revenue:

| | | -FROM- | |
|---------------------|--------------------------------|---------------|--------------------|
| <u>Major Object</u> | <u>Description</u> | | <u>Amount</u> |
| 88XX | Local Income - Auxiliary Funds | | \$ 7,878.00 |
| Expenditures: | | | |

| <u>Major Object</u> | <u>Description</u> | | <u>Amount</u> |
|---------------------|---|--|---------------------|
| 2XXX | Classified and Other Nonacademic Salaries | | \$ 1,000.00 |
| 4XXX | Supplies and Materials | | 7,500.00 |
| 5XXX | Other Operating Expenses and Services | | 101,215.00 |
| 6XXX | Capital Outlay | | <u>6,000.00</u> |
| | | | \$115,715.00 |

| | | -TO- | |
|---------------------|---|-------------|---------------------|
| <u>Major Object</u> | <u>Description</u> | | <u>Amount</u> |
| 2XXX | Classified and Other Nonacademic Salaries | | \$ 10,000.00 |
| 4XXX | Supplies and Materials | | 15,215.00 |
| 5XXX | Other Operating Expenses and Services | | 28,378.00 |
| 6XXX | Capital Outlay | | 60,000.00 |
| 7XXX | Other Outgo | | <u>10,000.00</u> |
| | | | \$123,593.00 |

| | |
|--------------------------------------|----------------|
| Summary Total | \$ 0.00 |
| Total Transfer Amount - \$123,593.00 | |

Summary of Transfers:

Salary savings from Information Technology Supervisor position transferred to Academic Affairs and Fiscal Services to support academic and student services programs. Funds transferred from supply budget to create hospitality budget for First Year Experience Program student holiday and year-end activities. Transfer from equipment budget to cover the cost of DataTel maintenance contract. Transfers from supplies to other services and expenses to pay outstanding invoices, provide funds for the Nursing Department, printer maintenance contract and Athletic Department Spring sports equipment. Salary savings in Outreach Dept. transferred to supplies to provide funds for upcoming student events. Auxiliary funds used to augment First Year Experience Program non-instructional supplies and transportation budgets and Athletics Department Conferences Management budget.

2. General Fund – Restricted

Revenue:

| | | -FROM- | |
|---------------------|--------------------------------------|---------------|--------------------|
| <u>Major Object</u> | <u>Description</u> | | <u>Amount</u> |
| 86XX | General Apportionment – DSPS Program | | \$ 6,035.00 |
| 88XX | Local Income - Auxiliary Funds | | <u>1,260.00</u> |
| | | | \$ 7,295.00 |

Expenditures:

| <u>Major Object</u> | <u>Description</u> | <u>Amount</u> |
|---------------------|---|---------------------|
| 1XXX | Academic Salaries | \$ 7,208.00 |
| 2XXX | Classified and Other Nonacademic Salaries | 74,748.00 |
| 3XXX | Employee Benefits | 4,450.00 |
| 4XXX | Supplies and Materials | 9,749.00 |
| 5XXX | Other Operating Expenses and Services | 28,392.00 |
| 6XXX | Capital Outlay | <u>300.00</u> |
| | | \$124,847.00 |

-TO-

| <u>Major Object</u> | <u>Description</u> | <u>Amount</u> |
|---------------------|--|---------------------|
| 1XXX | Academic Salaries | \$ 42,174.00 |
| 2XXX | Classified and Other Non-Academic Salaries | 28,884.00 |
| 3XXX | Employee Benefits | 11,800.00 |
| 4XXX | Supplies and Materials | 295.00 |
| 5XXX | Other Operating Expenses and Services | 8,093.00 |
| 6XXX | Capital Outlay | 1,800.00 |
| 7XXX | Other Outgo | <u>9,096.00</u> |
| | | \$132,142.00 |

| | |
|----------------------|----------------|
| Summary Total | \$ 0.00 |
|----------------------|----------------|

Total Transfer Amount - \$132,142.00

Summary of Transfers:

Reallocated funds from supplies to other operating expenses for conference attendance. CalWorks budget adjusted to agree with FY 12-13 allocation. Transfer from supplies to equipment to provide additional funds needed to pay United Refrigeration, Inc. invoice. Unused funds from Classified and Other Nonacademic salaries reallocated to pay program costs for PS MAPP Program. Unused EOPS Academic and Classified and Other Nonacademic salaries reallocated to fund projected expenses for counseling, conferences, hospitality, repairs, computer equipment and student services. Career Advance Academy Program salary and benefits reallocated to provide funds for conferences and teaching salaries. DSPS restricted budget augmented by additional state funding and salary and benefit budgets adjusted to fund new counseling position and student equipment. Auxiliary funds used to provide YESS Program funds for student transportation (bus passes).

3. Measure CC Bond Fund Series 2012C

Expenditures:

| | | -FROM- | |
|-------------------------------------|---------------------------------------|---------------|---------------------|
| <u>Major Object</u> | <u>Description</u> | | <u>Amount</u> |
| 5XXX | Other Operating Expenses and Services | | \$ 81,025.00 |
| | | -TO- | |
| <u>Major Object</u> | <u>Description</u> | | <u>Amount</u> |
| 6XXX | Capital Outlay | | \$ 81,025.00 |
| Summary Total | | | \$ 0.00 |
| Total Transfer Amount - \$81,025.00 | | | |

Summary of Transfers:

Reallocate from Other Operating Expenses and Services holding account to Capital Outlay for printing costs associated with Allied Health and Infrastructure Phase II projects printing costs, Allied Health project bid process and to provide additional funds for GeoTek contract related to Infrastructure Phase I project.

2C. 2011-2012 COMPTON COMMUNITY COLLEGE DISTRICT FINANCIAL AUDIT REPORT

It is recommended the Special Trustee accept the annual financial audit report prepared by Vavrinek, Trine, Day and Co. for Compton Community College District. Copies of the audit report for the 2011-2012 fiscal year have been distributed to Special Trustee. The District received an unqualified opinion on its financial statements for 2011-2012. The public may review the annual financial audit report in the Office of the Interim CEO, or on the web at http://www.district.compton.edu/district_budget/audits/index.asp

2D. 2011-2012 MEASURE CC GENERAL OBLIGATION BOND AUDIT REPORT

It is recommended that the Special Trustee receive the annual Measure CC General Obligation Bond Audit report prepared by Vavrinek, Trine, Day and Co. for the Compton Community College District. Copies of the audit report for the 2011-2012 fiscal year have been distributed to the Special Trustee. The District received an unqualified opinion on its Measure CC General Obligation Bond Fund financial statements for 2011-2012. The public may review the audit report in the Chief Executive Officer Office, in the Administration Building, or on the web at: http://www.district.compton.edu/measure_cc_bond/audits/index.asp

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

3A. AUTHORIZATION OF A PROFESSIONAL SERVICES AGREEMENT WITH WLC ARCHITECTS FOR ARCHITECTURAL AND PROFESSIONAL SERVICES ON THE MUSIC BUILDING RENOVATION PROJECT

BACKGROUND

Compton Community College District solicited interested firms to participate in a Request for Qualifications (RFQ) process for an Architectural and Professional services on the Music Building Renovation Project. Of the four firms responding with a proposal submittal package, all four were selected for a final interview. Based upon the ranking taken after that interview by the seven-member selection committee, the firm WLC Architects was selected.

FUNDING

Music Building (formerly known as the Little Theater) renovation project had previously been approved by DSA in 2007 and voided in 2011.

The Music Building has not been used for over ten years. The reprogramming work includes but is not necessarily limited to interior renovation (HVAC, electrical, sound systems, special finishes, restrooms and ADA updates) and exterior modifications (new ticket booth, ADA ramps, and minor site work). The District wishes to use the building as a multi-purpose auditorium (plays, small music ensembles, board meetings, seminars, etc.), so functionality issues must be addressed.

The source of funding for these services will be provided from Measure CC Bond funds with a total project budget anticipated to be approximately one million dollars (\$1,000,000).

RECOMMENDATION

It is recommended that the Special Trustee authorize approval of the WLC Architects Agreement for Professional Services. This Agreement is not to exceed \$124,250 (includes reimbursable expenses estimated at \$5,000)

BACK-UP INFORMATION

- Agreement for Professional Services between WLC Architects and District dated February 11, 2013 (Exhibits attached to Professional Services Agreement),
- Proposal for Professional Services Agreement from WLC Architects dated revised February 6, 2013.

RESOURCE PERSON

Felipe R. Lopez

3B. AMENDMENTS

It is recommended the Special Trustee approves the amendment to the following contract:

- 1. CONSULTANT: S&K ENGINEERS**
SERVICES: To provide additional services for the modification of Infrastructure Phase 1 & 2 Project light system, which includes providing new lighting calculations, revising the new fixture layout for the entire campus, revise conduit, wiring plans, voltage drop calculations, and revise panel schedules on drawings. The additional work will be \$60,000, which is allocated between the two phases as follows: \$44,000 to Phase 1 and \$16,000 to Phase 2.
- REQUESTING DEPT:** FACILITIES
FUNDING: BOND MEASURE CC
DATES: 07/01/12 – 10/31/13
NTE: \$5,067,050.00

3C. FACILITIES PLANNING AND DEVELOPMENT – CHANGE ORDER REPORTS FOR CAPITAL PROJECTS & MEASURE CC. PROP 39 PROJECTS

1. Pinner Construction - Change Order #5 Utility Infrastructure Phase 1

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

1. Installation of storm drain sub-outs and adding multiple stub-outs for Fire Hydrants to accommodate the new Allied Health Building. The District directed the contractor to proceed with the work due to the upcoming construction of the Allied Health Building. Additional work was not part of the original scope of work.

| | |
|-------------------|-------------|
| Change Order Cost | \$18,152.86 |
|-------------------|-------------|

2. Installation of a handicap ramp added to the west portion of parking Lot A. The District directed the contractor to proceed with the work due to ADA compliance. Additional work was not part of the original scope of work.

| | |
|-------------------|-------------|
| Change Order Cost | \$ 6,264.06 |
|-------------------|-------------|

| | |
|----------------------------------|----------------------------------|
| Total Change Order Amount | <u><u>\$24,416.92</u></u> |
|----------------------------------|----------------------------------|

| | |
|---|-----------------------|
| Contractor: Pinner Construction Co Inc., | <u>Amount:</u> |
| Original Contract Amount | \$17,641,568.00 |
| Net change by previous Change Orders (4) | (\$943,683.62) |
| Net sum prior to this Change Order | \$16,697,884.38 |
| Amount of Change Order No. 5 | \$24,416.92 |
| Percentage of Change Order No. 5 | 0.14% |
| New Contract Sum | \$16,722,301.30 |
| Percentage of Change to contract, to Date | -5.21% |

| | |
|--|-----------------|
| Adjustment to Contract Time: | |
| Original Completion Date Amount | October 3, 2013 |
| Adj Approved Previous Change Orders | 0 |
| Completion Date Prior to this Change Order | October 3, 2013 |
| Adj Approved This Change Order (# days) | 0 |
| New Completion Date | October 3, 2013 |

3D. NOTICE OF COMPLETION AND RELEASE OF RETENTION FOR SOUTHLAND INDUSTRIES

Authorization is requested to file the Notice of Completion of work for the MIS Server Room Stabilization Project and release retention payments to Southland Industries for this project.

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

4A. REVISED ACADEMIC POSITIONS:

It is recommended that the Special Trustee approve the following revised academic job descriptions:

- Dean of Student Success
- Dean of Student Learning

DEAN OF STUDENT SUCCESS

POSITION DESCRIPTION

Under the direction of the Vice President of Compton Center, plan, organize, and direct the operations of a major instructional division that includes academic support programs; provide leadership for the Center's student success programs and services to deliver an integrated instructional program that includes basic skills, academic and occupational education, and transfer courses and meets the diverse needs of the students and community; administer, supervise and evaluate the performance of assigned academic and support personnel; evaluate educational programs, courses and services that are related student success.

ESSENTIAL DUTIES/FUNCTIONS

- Provide leadership for the planning, development, implementation, coordination, and evaluation of the Center's Student Success Plan.
- Plan, develop and recommend and administer policies and procedures related to Academic Affairs.
- Provide leadership, oversight and administrative support for assigned programs and services within the instructional division, as assigned.
- Provide strategic leadership, and technical assistance to assigned instructional and student support departments to improve and develop curricula and opportunities according for student success.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum to meet student needs; resolve conflicts and issues within the division and between divisions.
- Assure compliance with all applicable laws, rules, regulations, accreditation standards and requirements for assigned area.
- Assist direct reports and the Vice President in the resolution of student, faculty, and public concerns related to assigned areas; ensure that the Vice President is informed of these concerns in a timely manner.
- Plan, implement and evaluate activities to ensure programs and support services are regularly assessed for evidence on student achievement and student learning, particularly in terms of student outcomes and adherence to accreditation standards.

- Consult with faculty to design a schedule of classes to meet the needs of a diverse student population; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the division.
- Provide administrative leadership for, and serve as the primary administrative liaison with the Student Success Committee.
- Provide administrative leadership and oversight for specific programs such as, but not limited to, Honors, Learning Communities, Supplemental Instruction, and Service Learning.
- Provide direction for the District's learning resources and academic support programs in library services, instructional technology, and information competency/literacy.
- Use the Education Master Plan and other relevant data resources to identify and plan for future academic and student support programs.
- Assist in the development of the college catalog, class schedules, and other publications.
- Work with faculty to ensure all programs within assigned area of responsibility meet requirements for all college planning and evaluation activities, including but not limited to program review, accreditation, resource allocation and student learning outcomes and assessments.
- Prepare and administer annual budget for assigned instructional areas; makes recommendations to meet the educational and support needs of students; review and approve expenditures according to established District policies and procedures.
- Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.
- Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.
- Facilitate partnerships with Division faculty, faculty in feeder high schools, four-year transfer institutions, and business and industry.
- Evaluate assigned personnel; organize committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and temporary employees; provide for the orientation and professional development of assigned personnel.
- Encourage excellence in teaching; orient new faculty and staff; determine needs for staff development; plan appropriate Division staff development activities including flexible calendar days; contribute to record-keeping for staff development accountability.
- Supervise the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned activities and personnel.
- Lead or participate in committees, initiatives, or teams as assigned; be responsible and accountable for completion of assigned tasks.
- Lead and maintain state-of-the-art practices, keeping abreast of current trends in the field or integrated instructional practices among disciplines.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE

- Master's degree from an accredited institution
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment
- Teaching and/or student services experience at the post-secondary level
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

DESIRABLE QUALIFICATIONS

- Earned doctorate from an accredited institution
- Background with learning theories that impact developmental learners
- Practical and operational understanding of learning assistance programs and learning-centered andragogy
- Familiarity of library and learning center services
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- Demonstrated strong interpersonal skills.

Knowledge of

- Principles and practices of leadership, management, and supervision.
- Purpose, mission, and goals of California Community Colleges.
- Adult learning theory and learning styles.
- State Education code sections and regulations, federal laws and regulations, and district policies related to community college instruction and matriculation.
- Laws, regulations, restrictions and requirements related to area of assignment.
- Goals and objectives of District's Education Master Plan.
- Community college curricula and the curriculum development process.
- Budget preparation, implementation and administration.
- Collective bargaining contract negotiations and administration.
- Interpersonal skills including tact, patience, and diplomacy.
- Oral and written communication skills.

Ability to

- Provide leadership, direction, and support to academic and classified staff involved in assigned programs and services.
- Plan, organize, direct, review and evaluate the development, implementation and evaluation of the Center's instructional programs and/or support services.
- Develop and modify curriculum to meet student and community needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.
- Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of employees.
- Interpret, apply and explain rules, regulations, policies and procedures.

- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Assure timely and accurate preparation and submittal of comprehensive statistical reports as required.
- Plan and organize work.
- Understand the needs of the Division in the context of the overall instructional program and participate with the management team to set goals and priorities for the District as a whole.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
- Organize multiple projects and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop grant or special projects applications.

DEAN OF STUDENT LEARNING

POSITION DESCRIPTION

Under the direction of the Vice President of Compton Center, plan, organize, and direct the operations of a major instructional division; provide leadership to deliver an integrated instructional program that includes basic skills, academic and occupational education, and transfer courses and meets the diverse needs of the students and community; administer, supervise and evaluate the performance of assigned academic and support personnel; evaluate educational programs, courses and services that are related student success.

ESSENTIAL DUTIES/FUNCTIONS

- Plan, develop and recommend and administer policies and procedures related to Academic Affairs.
- Provide leadership, oversight and administrative support for assigned programs and services within the instructional division, as assigned.
- Provide strategic leadership, and technical assistance to assigned instructional and student support departments to improve and develop curricula and opportunities according to student needs.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum to meet student needs; resolve conflicts and issues within the division and between divisions.
- Assist in the coordination and implementation of all components of the Center's Student Success Plan to ensure student success.
- Assure compliance with all applicable laws, rules, regulations, accreditation standards and requirements for assigned area.
- Coordinate with other academic administrators and administrators from the Student Affairs areas for the effective operation of both academic and student services.
- Assist direct reports and the Vice President in the resolution of student, faculty, and public concerns related to assigned areas; ensure that the Vice President is informed of these concerns in a timely manner.
- Plan, implement and evaluate activities to ensure programs and support services are regularly assessed for evidence on student achievement and student learning, particularly in terms of student outcomes and adherence to accreditation standards.
- Consult with faculty to design a schedule of classes including mode of delivery to meet the needs of a diverse student population; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the division.
- Use the Education Master Plan and other relevant data resources to identify and plan for future academic and occupational programs.
- Assist in the development of the college catalog, class schedules, and other publications.
- Work with faculty to ensure all programs within assigned area of responsibility meet requirements for all college planning and evaluation activities, including but not limited to program review, accreditation, resource allocation and student learning outcomes and assessments.

- Prepare and administer annual budget for assigned instructional areas; makes recommendations to meet the educational and support needs of students; review and approve expenditures according to established District policies and procedures.
- Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.
- Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.
- Facilitate partnerships with Division faculty, faculty in feeder high schools, four-year transfer institutions, and business and industry.
- Evaluate assigned personnel; organize committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and temporary employees; provide for the orientation and professional development of assigned personnel.
- Encourage excellence in teaching; orient new faculty and staff; determine needs for staff development; plan appropriate Division staff development activities including flexible calendar days; contribute to record-keeping for staff development accountability.
- Supervise the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned activities and personnel.
- Lead or participate in committees, initiatives, or teams as assigned; be responsible and accountable for completion of assigned tasks.
- Lead and maintain state-of-the-art practices, keeping abreast of current trends in the field or integrated instructional practices among disciplines.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE

- Master's degree from an accredited institution
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment
- Teaching experience at the post-secondary level
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

DESIRABLE QUALIFICATIONS

- Earned doctorate from an accredited institution
- Background in a discipline within the assigned area
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- Demonstrated strong interpersonal skills.

Knowledge of

- Principles and practices of leadership, management, and supervision.
- Purpose, mission, and goals of California Community Colleges.
- Adult learning theory and learning styles.
- Methods of instruction including distance learning.
- State Education code sections and regulations, federal laws and regulations, and district policies related to community college instruction and matriculation.
- Laws, regulations, restrictions and requirements related to area of assignment.
- Goals and objectives of District's Education Master Plan.
- Community college curricula and the curriculum development process.
- Budget preparation, implementation and administration.
- Collective bargaining contract negotiations and administration.
- Interpersonal skills including tact, patience, and diplomacy.
- Oral and written communication skills.

Ability to

- Provide leadership, direction, and support to academic and classified staff involved in assigned programs and services.
- Plan, organize, direct, review and evaluate the development, implementation and evaluation of the Center's instructional programs and/or support services.
- Develop and modify curriculum to meet student and community needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.
- Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of employees.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Assure timely and accurate preparation and submittal of comprehensive statistical reports as required.
- Plan and organize work.
- Understand the needs of the Division in the context of the overall instructional program and participate with the management team to set goals and priorities for the District as a whole.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
- Organize multiple projects and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop grant or special projects applications.

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

XVII. DISCUSSION/INFORMATION ITEMS

1. Office of the Special Trustee
 - A. Agreement Between the El Camino College District and the Compton Community College District

2. Office of the Interim CEO
 - A. Special Trustee's Advisory Committee Minutes of December 18, 2012
 - B. Special Trustee's Advisory Committee Meeting Dates
 - C. Measure CC Citizens' Bond Oversight Committee Meeting Dates
 - D. Board of Trustees Presentations and Reports Schedule for 2013

3. Academic Affairs/Student Services
 - A. El Camino College Compton Center FTES Goals and Actual 2012-2013
 - B. El Camino College Compton Center 2012 Annual Fact Book Report

4. Administrative Services
 - A. Actual Enrollment Fee Revenue Report 323, California Community Colleges
 - B. CCCD 2012-2013 Budget Update

5. Facilities, Planning and Operations
 - A. Measure CC Bond Fund Category Budgets and Balances

6. Human Resources
 - A. Timeline for Chief Executive Officer Search

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

1A. AGREEMENT BETWEEN THE EL CAMINO COLLEGE DISTRICT AND THE COMPTON COMMUNITY COLLEGE DISTRICT

It is recommended that the Special Trustee receives for First Reading the Agreement Between the El Camino College District and the Compton Community College District.

This Agreement is made and entered into on the ___ day of _____, 2013, by and between the El Camino Community College District (hereinafter referred to as “El Camino”), acting by and through its Superintendent/President, and the Compton Community College District (hereinafter referred to as “Compton District”), acting by and through the Special Trustee appointed by the Chancellor of the California Community Colleges (hereinafter referred to as “Chancellor”) to serve as the Compton District’s governing board. Collectively, referred to as “The Parties”.

In recognition of the importance of a future independently accredited college within Compton District and the importance of the Accrediting Commission for Community and Junior Colleges’ (ACCJC) Eligibility Requirements, this Agreement addresses the mutual interest of the parties in ultimately achieving accredited status. El Camino is required to meet the ACCJC Standards, Eligibility Requirements, and the Commission policies continuously. In consideration of the mutual commitments contained herein, the parties agree as follows:

1. This Agreement, and the parties’ implementation of it, is intended to provide a set of binding mutual understandings to achieve the following goals:
 - A. Provide the students and residents of the Compton District with access to accredited community college programs and services that address their educational needs and contribute to the overall welfare and development of the community. Through El Camino and its Center on the Compton District’s facilities in Compton, California known as the “El Camino College Compton Community Educational Center,” also known as the “El Camino College Compton Center,” and hereinafter referred to as the “Center”;
 - B. Specify the various rights and responsibilities of each party in providing those programs and services;
 - C. Create the conditions under which the Compton District will have a genuine opportunity to establish a newly accredited college;*
 - D. Advance effective, mutually respectful relationships between and among the State Chancellor/Special Trustee, Superintendent/President of El Camino, ACCJC, faculty, staff, students and administrators of El Camino and the Compton District;

* Obtaining accreditation for the Center will be a multi-year process. Based on the *Eligibility, Candidacy and Initial Accreditation Manual* published by the Accrediting Commission for Community and Junior Colleges, the parties have outlined the steps required to gain accreditation and an anticipated time frame. The outline is appended to this Agreement as Attachment A, for information purposes only.

- E. Ensure the current structure is consistent with the ACCJC Standards and Eligibility Requirements and provide El Camino with the responsibility and authority needed to develop and transform the Center to an accredited institution within El Camino conforming to the accreditation requirements of the ACCJC;
 - F. Continue to safeguard El Camino College's positive accreditation status while moving the Center to an accredited college within El Camino;
 - G. Understand that El Camino is entrusted to move the Center to an accredited institution within El Camino and as such, El Camino must have complete authority for that task; and
 - H. Once the Center becomes an accredited college within the El Camino Community College District, a major substantive change proposal for revising the authority would be prepared by the Superintendent/President of El Camino College, President of Compton College, and Chancellor's Special Trustee. The parties, working with the Chancellor's Special Trustee, would need to prepare the Compton District in assuming authority over Compton College by assuring that the operation of Compton College is consistent with ACCJC Standards, Eligibility Requirements, and Commission policies.
2. All programs and services of the Center provided under this Agreement shall be offered exclusively by El Camino. During the term of this Agreement the Compton District shall assist El Camino and not interfere with the process that requires status as an accredited institution. The Compton District shall also refrain from engaging in any activity that would pose a demonstrable risk to El Camino's reputation and accreditation. Compton District shall cooperate with El Camino in its efforts to secure accreditation, and shall comply with every reasonable request of El Camino with respect to El Camino's efforts to maintain ACCJC Standards and Eligibility Requirements.
 3. On an annual basis, the Superintendent/President and the Special Trustee will meet with the ACCJC and the Chancellor to discuss progress toward the Center meeting all Eligibility Requirements and Accreditation Standards as necessary for obtaining institutional accreditation.

El Camino and the Center

4. As authorized by Chapter 50 of the Statutes of 2006 (AB 318, Dymally) (and any amendments thereto), El Camino shall manage the Center. The educational programs and services offered by El Camino at the Center shall consist of credit and non-credit offerings, and student support services. Students enrolling in classes at the Center shall be students of El Camino, shall receive credit from El Camino for classes they successfully complete, and shall receive certificates or degrees they earn from El Camino. El Camino shall maintain student records related to the attendance of students in classes, in accordance with all applicable state and federal laws.
5. The Center, and all of its educational programs and services, shall be under the exclusive management and authority of El Camino. As used in this Agreement, the Center's programs and services determined by El Camino, including but not limited to the following: credit and non-credit courses and programs; library and learning resource center services; counseling and matriculation services; admissions and records; financial aid; student life; categorical programs such as EOPS, DSPS, CalWorks, GAIN, and TANF; transfer center services; athletics; international students; relations with schools; and special programs and services such as the Foster/Kinship Care Program.

6. Subject to funding, El Camino may include the following among the programs and services it provides at the Center:
 - A. EOPS, Special Resources Center (DSPS), CalWorks, GAIN, TANF and other categorical programs (as well as federally supported programs and grants to Hispanic-Serving Institutions under Title V of the Higher Education Act) that are separate from and independent of similar programs provided at El Camino's Torrance campus;
 - B. An Associated Student Body (ASB) organization at the Center that is separate from and independent of the Associated Student's Organization at El Camino and that assesses and benefits from its own fees; and
 - C. The Center intercollegiate athletic teams are separate from and independent of the athletic teams at El Camino's campus. Unless otherwise agreed to by the parties, the teams shall be designated as the "Compton Tartars."
7. The educational programs and student support services offered at the Center shall be clearly identified as exclusively programs and services of El Camino, and El Camino shall have full authority over all aspects of the programs and services offered at the Center, including but not limited to, curriculum development and approval, program review, student assessment, student services and institutional planning for the Center. Furthermore, as more fully specified in Sections 12.A, 12.B, 13 and 17, below, El Camino shall have authority over faculty and staff qualifications and evaluation of their performance.
8. El Camino, in consultation with its Academic Senate shall ensure that faculty employed by the Compton District but assigned to provide educational and support services at the Center are accorded appropriate professional standing in academic and professional matters as they relate to the Center, including but not limited to, curriculum development and approval, program review, student assessment, student services and institutional planning for the Center.
9. El Camino shall comply with all state and federal requirements to ensure that qualified students enrolled at the Center remain eligible for state and federal financial assistance.
10. As authorized by the Education Code, Compton District shall collect fees as follows:
 - A. Non-resident tuition fees, materials fees, Associated Student Body (ASB) fees, and ASB Student Representation fees, which shall be set by El Camino upon the recommendation of Compton District.
 - B. Parking fees and facility use fees, which will be set by Compton District.
12. El Camino shall appoint a full-time Vice President, Compton Center (hereinafter referred to as the Vice President) to serve as the Chief Instructional and Chief Student Services Officer of the Center (Attachment B – Description of VP, Compton Center position). Once the Eligibility Application is approved by ACCJC, there will be a transition period and the function and duties of the Vice President, Compton Center will be performed by the Compton District CEO.

12. El Camino and Compton District shall agree upon a staffing plan for the Center that identifies every position that will be needed to provide services at the Center and that specifies which of the positions the Compton District will fund. The parties shall implement the staffing plan as follows:
 - A. To the extent the parties determine necessary and appropriate, the Compton District shall propose assignment of its current employees to provide services at the Center pursuant to the staffing plan. Before any individual employee is assigned to provide services at the Center, El Camino, in its sole discretion, shall have the right to review employee qualifications and to determine if the assignment is an appropriate one. If El Camino determines that the assignment is appropriate, the employee shall remain an employee of the Compton District and shall not become an employee of El Camino, but he or she will provide services at the Center under the day-to-day supervision of El Camino. If El Camino determines that the assignment is not appropriate and declines to accept the employee, he or she shall not be assigned to provide services for El Camino at the Center.
 - B. When new employees need to be hired by Compton District pursuant to the staffing plan, Compton District shall promptly undertake reasonable efforts to recruit qualified employees for those positions using hiring procedures adopted by Compton District following consultation with El Camino. The Superintendent/ President of El Camino or designee may choose to participate in final interviews for faculty and managers.
13. El Camino, acting through its Vice President, shall have the primary right to direct the activities of the Compton District employees assigned to provide educational and student support services at the Center consistent with the Compton District's contractual and legal rights and obligations as the employer of those individuals. The El Camino Vice President and the Compton District CEO shall work in a collegial and collaborative manner regarding these activities. Using evaluation procedures applicable to Compton District employees, El Camino shall also provide employee performance assessments to the Compton District regarding the services provided by the Compton District's employees. If El Camino finds that it is necessary to do so, El Camino may reassign a Compton District employee back to the Compton District after providing the Compton District with a reasonable opportunity to remedy any circumstances that El Camino believes warrants the reassignment.
14. Nothing in this agreement shall be construed to limit El Camino's ability to assign its own employees to oversee activities or to manage the educational and student support services at the Center, or to hire employees of any type or class as otherwise authorized by law as needed to provide oversight of activities or the management of educational and student support services at the Center. Any person who provides services pursuant to this section shall remain an employee of El Camino and shall not be deemed to be an employee of the Compton District nor shall any such employee gain any status with the Compton District for any purpose. It is understood by the parties that El Camino will assign its employees to provide services at the Center only if they voluntarily accept the assignment. El Camino and the Compton District may also enter into inter-jurisdictional agreements with each other to exchange employees needed for an interim period for a specific job classification.
15. As an alternative to delegating management of a Compton District operation to El Camino, as specified above, the parties may agree that El Camino will assume full responsibility for the operation (including staffing, equipment, and supplies) and that it will provide the Compton District with all relevant services associated with the operation as a service provider. Any such agreement shall be approved by the Special Trustee and shall take the form of a written agreement

that specifies all of the terms and conditions of the services to be provided by El Camino and the compensation payable to El Camino for those services.

The Compton District

16. The Compton District shall provide District facilities available to El Camino without charge and shall name those facilities the “El Camino College Compton Community Educational Center.”
17. The Special Trustee shall appoint a full-time CEO (Attachment C – Description of Compton District CEO position) for the Compton District. The CEO will serve as the chief executive and operational officer for the Compton District. The CEO will report to the State Special Trustee. Once eligibility is granted by the ACCJC, to the El Camino College Compton Center this position title will change to Provost/CEO. As Provost, the Provost/CEO will report to the Superintendent/President of El Camino; as CEO to the Special Trustee. Upon achieving accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton College and the Provost/CEO position title will change to President/CEO. As President the President/CEO will report to the Superintendent/President of El Camino; as CEO to the Special Trustee. The Superintendent/President of El Camino and the Special Trustee will mutually agree on the selection of the President/CEO.
18. The Special Trustee and the Superintendent/President of El Camino shall conduct an annual evaluation of the Compton District CEO. Such evaluation shall comply with any requirements set forth in the contract of employment with the Compton District CEO.
19. The Compton District shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. El Camino shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. Neither party shall have any responsibility for the salary or benefits of the other party’s employees.
20. The Compton District shall continue to be responsible for ensuring that all of its permanent records are retained and stored as required by state and federal law.
21. All real property leases securing the Compton District bonds shall be leased by the Compton District, and not the Center or El Camino.
22. The Compton District shall be responsible for all retiree benefits, as well as retiree benefits offered its employees prior to the date its accreditation was revoked.
23. The Compton District shall receive apportionment for El Camino courses provided at the Center.
24. Every Compton District employee who is assigned to provide services at the Center shall do so pursuant to Education Code Section 74293. No such employee shall be deemed to be an employee of El Camino nor shall any such employee gain any status with El Camino for any purpose.

Accreditation Plan

25. The parties acknowledge that a fundamental long-term goal of this Agreement is to establish a newly accredited college in the Compton District. The Compton District will assist and cooperate with El Camino to initiate an application for eligibility. In furtherance of that goal, the parties

shall develop an overall plan under which the Center will prepare for accreditation and complete all of the work necessary to enable El Camino, as a goal, to initiate an application for eligibility within five (5) years of this Agreement.

26. Under direction from the El Camino Superintendent/President, the Compton District CEO shall manage the following operations, subject to the authority of the Special Trustee, in conformance with authority under AB 318: business and administrative activities including accounting services (accounts receivable, accounts payable, general accounting and maintenance of the general ledger, and cashier services); budget development and administration; financial, credit and debt management; payroll services; purchasing, receiving and asset management; auxiliary services (including bookstore and cafeteria operations, grants administration); risk management and insurance; management information services; facilities maintenance and operations; construction and other capital improvement projects; human resources and labor relations; community and governmental relations that relate primarily to the Compton District and not of the Center (including, but not limited to, organization and operations of the Compton District and the office of the Special Trustee; and all other business, legal and administrative activities that relate primarily to the management of the Compton District).

The Compton District shall not enter into any contract, employ any consultant or independent contractor, or employ any employee with management or supervisory duties that may have impact on the Center, without first securing the approval of the Superintendent/President, or designee.

The Compton District CEO shall provide sufficient resources and personnel knowledgeable in the rules, processes and deadlines of the State Capital Outlay Program. These employees will ensure that the legislatively established project scope, budget and schedule will be adhered to resulting in the timely completion of the project(s).

27. If the El Camino Superintendent/President determines that actions of the Compton District will negatively impact the operations of the Center, the Superintendent/ President and the Special Trustee, shall meet with the Compton District CEO to resolve the concerns.
28. El Camino management of Compton District operations pursuant to Section 25, the following shall apply:
 - A. All employees assigned to work in the operation shall remain employees of the Compton District and shall not gain any status with El Camino for any purposes.
 - B. El Camino may assign its own employees to assist in providing services needed in the operation, or may hire employees of any type or class as otherwise authorized by law as needed to provide oversight of the Compton District; nor shall any such employee gain any status with the Compton District for any purpose. It is understood by the parties that El Camino will assign its employees to provide services at the Compton District only if they voluntarily accept the assignment.
 - C. The Compton District shall remain responsible for the salary and benefits of its employees working in the operation and El Camino shall remain responsible for the salary and benefits of its employees working in the operation.
 - D. In managing the operation of the Compton District, El Camino requires that no funds of the Compton District are expended or committed without approval of the Special Trustee, or an

appropriate Compton District official acting under delegated authority from the Special Trustee.

Budget Development and Monitoring

29. El Camino, in consultation with Compton District, shall set up an annual budget development procedure that includes a budget development calendar, defines the roles and responsibilities of Compton District and El Camino officials involved in the process, and identifies the manner in which appropriate collegial consultation will occur. Following that procedure El Camino will develop a budget for the Center and the operations it manages pursuant to Sections 26 and 28, above. The budget, which shall be updated annually, shall be based upon enrollment projections and other operational goals agreed upon by the parties and shall consist of:
 - A. an operating budget for the Center for the upcoming fiscal year;
 - B. an operating budget for the operations El Camino manages pursuant to Sections 26 and 28, above, for the upcoming fiscal year; and
 - C. a projected budget for the Center for each of the two succeeding fiscal years.
30. Before adopting the annual budget, the Special Trustee shall determine if the Superintendent/President concurs with the proposed budget. If the Superintendent/President concurs, the Special Trustee shall adopt the budget as specified in section 31. If the Superintendent/President does not concur, the Special Trustee shall either modify the budget as necessary to obtain the Superintendent/President's concurrence, or adopt the budget without the concurrence. In the latter case, El Camino will be deemed to have given notice of termination of this Agreement on the date of the budget's adoption and the termination procedure set forth in Section 46 shall be automatically invoked.
31. Once the Special Trustee adopts the annual budget, the Compton District shall, as a first priority, fund the Center's operating budget for the current fiscal year and the current operating budget for the operations El Camino manages pursuant to this agreement. El Camino shall provide fiscal and administrative oversight for the operation of the Center and all matters related to the Center.
32. Once the annual budget is adopted by the Special Trustee, the Superintendent/ President, Special Trustee and the Compton District CEO shall monitor the Compton District budget for fiscal stability, and for purposes of assuring that the budget allows for progress toward an independently accredited college. As such, all contracts in consultation with the Special Trustee shall be pre-approved by the Superintendent/ President prior to the Special Trustee taking action. Contracts deemed to jeopardize fiscal stability of the Compton District and/or accreditation of an independent college, by the Superintendent/President, shall not be approved by the Special Trustee.

Furthermore, any contract agreement with a term longer than one year in duration and/or any contract exceeding \$83,400 (Competitive Bid Limit, per the Public Contract Code (PCC) Section 20111(a)) shall be pre-approved by the Chancellor of the California Community Colleges, or designee prior to the Special Trustee taking action.

33. If the parties are unable to reach concurrence on this Agreement's contract provisions and/or the adopted budget, the parties are required to meet jointly with the Chancellor of the California Community Colleges for dispute resolution.

Recruitment, Retention, Marketing and Enrollment

34. The parties agree that student enrollment at the Center is an important, quantifiable measure of service to the community, and recognize that the Center's enrollment will ultimately determine the Compton District's entitlement to State apportionment. As a consequence, El Camino acknowledges that the Compton District has a substantial interest in monitoring enrollment at the Center and agrees to exercise best efforts to match enrollment to available apportionment funding.
35. The El Camino Vice President in consultation with the Compton District CEO shall prepare annual short and long-term recruitment, retention, marketing and enrollment management plans for the Center which shall be presented to the Superintendent/President for review and approval. The process by which the various plans are developed shall provide for broad participation by the Compton District faculty, staff, students and administrators.
36. By April 15 of each academic year the Compton District CEO and Vice President shall establish an enrollment goal for the Center for the subsequent academic year. Through the budget development process the Compton District shall identify the funding necessary to achieve that goal and ensure that the funding is made available.
37. El Camino shall record attendance at the Center according to rules and regulations prescribed by the Board of Governors of the California Community Colleges and shall submit accurate and timely attendance reports to the Chancellor's Office. Before submitting any such report, however, El Camino shall provide the Compton District with an opportunity to review the report.

Miscellaneous

38. Under the terms of this Agreement, and in accordance with AB318 the parties acknowledge that all authority that would otherwise be vested in the Compton District's Governing Board by law is delegated to the Special Trustee.
39. El Camino shall be entitled to an annual administrative fee of \$50,000 for its services under this Agreement, payable at the beginning of each fiscal year. Upon the Compton District's receipt of El Camino's invoice for the fee, the Compton District shall remit the fee to El Camino within 30 days.
40. Effective in 2006 and increased annually by inflation thereafter, the Chancellor, acting under his authority under title 5, California Code of Regulations Section 58771, shall authorize annually the amount of \$4,000,000.00 as an increase in revenue to El Camino.
41. The Superintendent/President and Special Trustee will set the compensation for the Compton District CEO. Total compensation means salary, benefits, and other remuneration. This compensation will be consistent with the experience required and responsibilities of the position.
42. The Compton District shall defend and indemnify El Camino, its officers, employees or agents, in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of the Compton District, its officers, employees or agents in the performance of this

agreement, and El Camino shall defend and indemnify the Compton District, its officers, employees or agents, in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of El Camino, its officers, employees or agents in the performance of this agreement. It is expressly understood that in the event of a claim, action, or lawsuit based upon an act or omission of a Compton District employee assigned to provide services at the Center under this agreement, the Compton District employee shall not be deemed to be an agent of El Camino unless the act or omission giving rise to the claim, action or lawsuit was one required by El Camino or taken at the explicit direction of an El Camino supervisor or manager.

43. During the term of this Agreement, each party shall maintain in effect a policy or policies of insurance issued by one or more insurance companies and/or a memorandum or memoranda of coverage issued by a joint powers authority providing the coverage identified below:
 - A. Liability to a third party for bodily injury, sickness, or disease and for physical injury to tangible property and/or for loss of use of tangible property not physically injured that is neither expected nor intended from the standpoint of the insured or of the covered party. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence with an aggregate limit of no less than \$5,000,000.
 - B. Liability to a third party for “personal injury” offense(s) as defined by the applicable policy of insurance or memorandum of coverage. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence or claim with an aggregate limit of no less than \$5,000,000.
 - C. Liability to a third party for “errors and omissions” as defined by the applicable policy of insurance or memorandum of coverage. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence or claim with an aggregate limit of no less than \$5,000,000.
 - D. Automobile Liability with the following limits: Primary Bodily Injury limits of \$1,000,000 per occurrence and Primary Property Damage limits of \$5,000,000 per occurrence or combined single limits of Primary Bodily and Primary Damage of \$10,000,000 per occurrence.
 - E. Workers’ Compensation Insurance with the limits established and required by the State of California.
 - F. Employer’s Liability with limits of \$5,000,000 per claim.
44. During the term of this Agreement, each party shall cause the other party and its elected and appointed officers, directors, employees and agents to be named as additional insured under the policy or policies of insurance providing the coverage identified above for claims arising out of actual or alleged acts or omissions on the part of the other party, its elected and appointed officers, employees and agents and/or cause the other party, its officers, employees and agents to be named as a covered party or as an additional covered party under the memorandum or memoranda of coverage providing the coverage identified above for claims arising out of actual or alleged acts or omissions on the part of the other party, its elected and appointed officers, employees and agents. However, this provision shall not apply to the coverage for “errors and omissions.”

45. By July 1 of each year, each party shall provide to or cause to be provided to the other party a certificate or certificates of insurance identifying the policy or policies of insurance to which the other party has been named as an additional insured and/or certificate or certificates of coverage or similar document(s) identifying the memorandum or memoranda of coverage to which each party has been named as an additional covered party. Each such policy or memorandum shall state that not less than thirty (30) days' written notice shall be given to the other party prior to cancellation; and, shall waive all rights of subrogation. Each party shall immediately notify the other party in the event of material change in, or failure to renew, each policy or memorandum.
46. This Agreement shall take effect immediately and shall remain in effect until it is terminated. Either party may initiate termination of this Agreement by giving 180 days written notice to the other party, and to the Board of Governors of the California Community Colleges, of its intent to terminate. No termination pursuant to this section shall take effect until the end of the semester following the expiration of the notice period provided under this section so as to protect students from a mid-term interruption of educational services. Regardless of which party may initiate the termination of this Agreement, all parties shall meet with the President of ACCJC in order to completely understand the implications of terminating the partnership and the process required by ACCJC regarding the closure of the Center.
47. Notwithstanding anything in Section 46 to the contrary, in the event El Camino initiates termination of this Agreement by giving notice to the Compton District and the Board of Governors of its intent to terminate pursuant to the preceding section, the Chancellor shall meet with the Superintendent/President of El Camino to determine if the proposed termination by El Camino relates to factors that can be resolved with the Chancellor's assistance. If that is not the case, and if El Camino declines to withdraw its notice of termination within ninety days after it was initially given to the Compton District and the Board of Governors, the Special Trustee shall immediately act to terminate the agreement pursuant to Education Code Section 74292(1) (2), which explicitly authorizes the Special Trustee to initiate termination of agreements with a partner district. Thereafter, the Special Trustee, the Chancellor and the Board of Governors of the California Community Colleges shall be deemed to have waived any and all rights whatsoever that they may have to require El Camino to continue to provide services as a partner district. This waiver provision is irrevocable and its inclusion in this agreement has been relied upon by El Camino as a material inducement for its willingness to enter into this Agreement.
48. Any notice required to be delivered under this Agreement to the other party must be in writing and shall be effective (i) when personally delivered to the other party or (ii) three business days after

deposit in the United States mail, postage fully prepaid and addressed to the respective party as set forth below (or to such other address and to such other persons as the parties may hereafter designate by written notice to the other):

To the Compton District:

Special Trustee
COMPTON COMMUNITY COLLEGE DISTRICT
1111 E. Artesia Boulevard
Compton, CA 90221

To El Camino:

Superintendent/President
EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard
Torrance, CA 90506

To the Chancellor and Board of Governors:

Chancellor
CALIFORNIA COMMUNITY COLLEGES
1102 Q Street
Sacramento, CA 95811

- 49. This Agreement represents the entire understanding between the parties and supersedes all prior agreements, written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the Compton District and El Camino.

IN WITNESS WHEREOF, the parties have executed this agreement on, _____, **2013**.

COMPTON COMMUNITY COLLEGE DISTRICT

By _____
Thomas E. Henry, Special Trustee

EL CAMINO COMMUNITY COLLEGE DISTRICT

By _____
Thomas M. Fallo, Superintendent President

I have reviewed this Agreement and assent to its terms. I also confirm that the Special Trustee has the power to sign it and, acting in accordance with the authority I have granted her under the law, to bind the Compton Community College District to the terms set forth in the agreement.

Brice Harris
Chancellor, California Community Colleges

Attachment - A

Requirements for Establishing Eligibility for Accreditation

Step 1- Establishing that the ACCJC Eligibility Requirements have been Met and Applying for Eligibility

Before making a formal application of any kind to the ACCJC, must first establish its eligibility, to become a Candidate for Accreditation. Criteria for establishing the Eligibility Requirements (ERs) include completing an assessment of the Center's relationship to the basic requirements for institutional eligibility and providing the Commission with a description (with relevant evidence) of how the institution meets standards in the following twenty-one areas:

Eligibility Requirements

- | | |
|-------------------------------------|---|
| 1 Authority | 14 Student Services |
| 2 Mission | 15 Admissions |
| 3 Governing Board | 16 Information and Learning Resources |
| 4 Chief Executive Officer | 17 Financial Resources |
| 5 Administrative Capacity | 18 Financial Accountability |
| 6 Operational Status | 19 Institutional Planning and Evaluation |
| 7 Degrees | 20 Integrity in Communication with the Public |
| 8 Educational Programs | 21 Integrity in Relations with the Accrediting Commission |
| 9 Academic Credit | |
| 10 Student Learning and Achievement | |
| 11 General Education | |
| 12 Academic Freedom | |
| 13 Faculty | |

El Camino College is responsible for and is committed to the Center demonstrating that it meets the twenty-one basic criteria for institutional eligibility. When El Camino determines that the Center meets the Eligibility Requirements, El Camino will submit an eligibility application and supporting documented evidence asking for eligibility status for the Center. The Eligibility Application explains in detail how the institution meets each of the Eligibility Requirements and provides evidence to support the explanation.

Eligibility status is not a formal affiliation with the Commission, but it is a prerequisite, for an institution to be able to proceed to seek Candidacy status. If Eligibility is denied, the Commission will state which Eligibility Requirements the institution has failed to meet. If Eligibility is granted, the Commission notifies the institution in writing and develops a time frame for the institution's self-study for Candidacy.

(Time Line – 2006 to Point of Eligibility Application – This process can take several years, depending on the Center's adherence to and sustainability of the Eligibility Requirements)

Step 2 – Candidacy Status

Once eligibility is granted, ACCJC develops a time frame for the Institution's self-study in preparation for the Candidacy review. The El Camino College Superintendent/President communicates the acceptance of or makes suggestions for modifications to the time frame. The Commission responds identifying a visit date. The Commission also invites Center staff to attend training for institutions undertaking the self-study. The Center will apply for candidacy status by completing and submitting a Self-Study Report using the Standards of Accreditation, the Self Study Manual, and other Commission policies and resources. This report needs to be supported by evidence that must be retained for later review by a visiting accreditation team.

Following submission of the Self-Study Report, the Commission will send a team to visit the Center for the purpose of determining if the institution meets the standards, policies and eligibility criteria of the Commission. The Commission team will verify how well the institution meets or exceeds the Standards of Accreditation. The steps for Candidacy remain separate and distinct from the steps to achieve Initial Accreditation. The visiting team report shall identify any perceived deficiencies in meeting Standards of Accreditation and any eligibility deficiencies. At its next regular meeting the Commission may grant the Center candidacy or provide for an extension, deferral, denial, or termination of candidacy. If Candidacy is denied, the institution may reapply for Candidacy by submitting another Self-Study Report after two years. If Candidacy is granted, the Center will be expected to remain in compliance with the standards of accreditation during the entire candidacy period, generally a period of at least two years. If granted, a timetable for Initial Accreditation is arranged by the Commission.

An institution that has achieved Candidacy status is an institution that has demonstrated that it minimally meets the Standards of Accreditation and has a limited time (four years total) to fully meet or exceed Standards. Candidacy status is a formal status of affiliation with the Commission and is awarded for two years. Under no circumstance may Candidacy status exceed a total of four years.

(Time Line – Eligibility Application Granted to Submission of Self Study – This process can take several years, depending on the Center's adherence to and sustainability of the Eligibility Requirements and Standards of Accreditation – Typically a Self Study takes Two Years)

Step 3 Achieving Initial Accreditation Status after Candidacy Status Granted

After at least two years as a candidate for accreditation, the Center will need to either apply for an extension of Candidacy beyond the initial two-year period, or apply for Initial Accreditation. To apply for Initial Accreditation, the Center must submit another Self-Study Report using the Standards of Accreditation, the Self Study Manual, and other Commission policies and resources. This Self Study Report is supported by evidence that the institution continues to meet the Eligibility Requirements as well as the ACCJC's standards and policies. Following submission of the report, a team visits the institution for the purpose of ensuring the institution meets all standards of the Commission. Following the review of the self-study and team reports, the Commission will grant initial accreditation to a new college, extend the period of candidacy, or deny initial accreditation.

If initial accreditation is granted, the new college could be named "Compton College". The new institution conducts a self-study and applies for reaffirmation every six years thereafter, which has

several parts. These include a six-year comprehensive evaluation, a midterm evaluation in the third year, annual reports and annual fiscal reports to the Commission, and other progress and substantive change reports and visits as deemed necessary by the Commission.

The periodic self-study and comprehensive evaluation by a visiting team is a peer review of ongoing institutional good practices. An accredited institution is expected to meet or exceed Accreditation Standards and comply with Commission policies at all times.

Source: Eligibility, Candidacy and Initial Accreditation Manual, a publication of the Accrediting Commission for Community and Junior Colleges, August 2009.

Attachment B

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, COMPTON CENTER

BASIC FUNCTION:

Under the direction of the Superintendent/President, serves as the chief academic and student services officer for the El Camino College Compton Education Center for the duration of the partnership. The vice president will provide leadership in the planning, development, and implementation of the District's instructional program, student services program and support services for the Center.

REPRESENTATIVE DUTIES:

Work collaboratively with the Compton Community College District CEO to assure Center institutional needs are met.

Develop, in conjunction with the CEO, enrollment goals that conform to the mission and priorities of the Center, allocate resources to attain those goals, and monitor achievement of the goals.

Work with the Vice Presidents of Academic Affairs and Student & Community Advancement and the leadership of the Compton Community College District to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.

Ensure that the operations at the Center are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.

Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.

Coordinate all activities in preparation of establishing eligibility for accreditation and serve as the liaison to the District's Accreditation Liaison Officer with the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

Participate in budget planning, development, and implementation with responsibility for monitoring assigned budgets for academic affairs and student services.

Participate, together with the CEO and Superintendent/President, in the selection of all Center instructional and student services managers and faculty. Similarly, participate with the CEO in the selection of Compton District managers.

Work with academic and support staff, community organizations and regional businesses to identify educational needs and to foster effective relationships with and in support of the Center.

Supervise and evaluate the performance of assigned personnel, with input from the CEO, including the deans at the Center and faculty, classified and student employees in the academic and student services programs.

Guide the development of an effective professional development program at the Center.

Evaluate the effectiveness of the Center's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.

Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and incorporate the results into the planning process anticipating the personnel, facilities and equipment needs of each program and work closely with the CEO to address those needs.

Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Implement an effective operation of the Center in terms of class scheduling, budget development and monitoring, maintenance operations, personnel procedures, and coordination with programs at El Camino College.

Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing, and directing an instructional program within an institution of higher education.

Budget preparation and controls.

Principles and practices of instruction, accreditation program review and planning.

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating an instructional program for the District.

Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

Work effectively within diverse student, staff, and community populations.

Communicate effectively orally and in writing..

Supervise the administration of the area budget.

Supervise and evaluate the performance of assigned staff.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a personal computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.
Work independently with little direction.
Use interpersonal skills and exercise tact, patience and courtesy.
Resolve problems effectively using conflict resolution skills.
Direct the maintenance of a variety of reports and files related to assigned responsibilities.
Develop creative solutions.
Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Requires a master's degree and three years of full-time post-secondary teaching experience and three years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education or a master's degree, post-secondary teaching experience and five years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

DESIRABLE QUALIFICATIONS:

Possession of an earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment
Attendance at multiple meetings
Extended periods of sitting

Attachment C

CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION:

Under the direction of the Special Trustee, the Chief Executive Officer (CEO) serves as the operational officer of Compton Community College District. The CEO currently reports directly to the Special Trustee of Compton Community College District and indirectly to the Superintendent/President of El Camino Community College District. Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center this position title will change to Provost/CEO reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District. Upon achieving initial accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton Community College and this position title will change to College President/CEO, reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District.

ESSENTIAL DUTIES/FUNCTIONS:

- Work with the Special Trustee and the elected governing board of Compton Community College District in a way that provides adequate support for the board to follow its governing policies, upholds standards of practice, and promotes trustee and board development.
- Develop board meeting agendas that engage Special Trustees and the elected governing board of Compton Community College District in broad policy-level discussions and provide information and advice that assists the board in reaching wise policy decisions.
- Provide leadership and direction to the departments, offices and other operational units of the District.
- Work collaboratively with El Camino College to ensure effective support for, and close coordination with, the Center.
- Develop and oversee the execution of plans to enhance the quality of District operations.
- Anticipate the personnel, facilities and equipment needs of the District. Work closely with El Camino College to align those needs with personnel, facilities and equipment needs of the instructional and student services programs of the Center, and to address the needs of both the Center and the District in a reasonable and prudent manner.
- Encourage communication and orderly collaborative decision making within the District. In addition, together with El Camino College, encourage communication and orderly collaborative decision making between and among all faculty, staff and administrators working at both the Center and the District.
- Define organizational roles and relationships within the District so as to maximize their effectiveness.

ESSENTIAL DUTIES/FUNCTIONS (Continued):

- Develop, in conjunction with the El Camino College, the District's Annual Strategic Review, annual goals and an annual budget to support the achievement of the District's mission, goals and priorities. Allocate resources to attain those goals, and monitor achievement of the goals.
- Participate, together with El Camino College in the selection of District managers. Similarly, participate with the El Camino College in the selection of Center instructional and student services managers and faculty.
- Serve as the co-chair of the El Camino College Compton Center accreditation steering committee.
- Coordinate the evaluation of all District managers and staff.

- Guide the development of an effective professional development program at the District.
- Represent the District in community, state, and national activities.
- Provide active guidance, support and oversight to groups like the Measure CC Bond Citizens Oversight Committee, Foundation for the Compton Community College District, and the Special Trustee Advisory Committee.
- Perform related duties as assigned.

Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center the following duties will be added to this position:

- Work with the El Camino College Vice Presidents of Academic Affairs and Student & Community Advancement to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.
- Ensure that the operations at the Center are consistent with El Camino College and Compton Community College District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.
- Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.
- Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.
- In conjunction with the El Camino College Compton Center accreditation liaison, coordinate all activities needed for accreditation, monitor participation in those activities, and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organizing, and directing an institution of higher education.
- Principles and practices of supervision and management.
- Budget preparation and controls.
- Principles and practices of instruction, accreditation, program review and planning.

ABILITY TO:

- Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).
- Provide overall leadership in planning, directing and evaluating programs and services for the District.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.
- Work effectively within diverse student, staff, and community populations.
- Communicate effectively orally and in writing.
- Supervise the administration of the institution's budget.
- Supervise and evaluate the performance of assigned staff.

- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a personal computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Use interpersonal skills and exercise tact, patience and courtesy.
- Resolve problems effectively using conflict resolution skills.
- Direct the maintenance of a variety of reports and files related to assigned responsibilities.
- Develop creative solutions.
- Promote scholarship and professional development.

REQUIRED QUALIFICATIONS:

- An earned master’s degree from an accredited higher education institution.
- Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
- Demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS:

- An earned doctorate degree from an accredited higher education institution
- Senior administrative leadership experience in higher education.
- Teaching/counseling experience in higher education.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.

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

2A. SPECIAL TRUSTEE’S ADVISORY COMMITTEE MEETING MINUTES

It is recommended that the Special Trustee receives for information the Special Trustee’s Advisory Committee Meeting Minutes of December 18, 2012.

SPECIAL TRUSTEE’S ADVISORY COMMITTEE
MEETING MINUTES

Tuesday, December 18, 2012 – 6:30 P.M.

I. The Special Trustee’s Advisory Committee Meeting was called to order at 6:50 p.m.

II. Roll Call – Members Present
Lestean Johnson, Chair
Amirah Hendrickson, Vice Chair
Amelia Apple
Oscar Edwards
Marie Hollis
Olivia Verrett
Keith Curry, Interim CEO

Members Absent:
Domatila Aguilar
Mark Guillen
Cynthia Macon
Martina Rodriguez
Thomas Henry, Special Trustee

III. Pledge of Allegiance

IV. Approval Agenda – **Approved**
Motion made by Olivia Verrett
Seconded by Amelia Apple
Approved

V. Review/Approval of Minutes of August 28, 2012
Motion made by Olivia Verrett to accept minutes
Seconded by Oscar Edwards
Approved

VI. Public Comments:
Nehasi Lee, student: Commented on availability of meeting minutes.

VII. Presentations:

Compton Community College District Update – Dr. Keith Curry
Dr. Curry gave a comprehensive update on the status of the District including FCMAT, Accreditation, Construction, Facilities Master Plan and Professional Development.

VIII. Discussion/Action Agenda

a) 2013 Special Trustee’s Advisory Committee Meeting Dates

Proposed Meeting Dates:

Monday, February 11, 2013

Monday, April 15, 2013

Monday, June 17, 2013

Monday, August 19, 2013

Monday, October 21, 2013

Monday, December 16, 2013

Motion made by Ms. Verrett to accept the proposed meeting dates

Seconded by Ms. Hendrickson

Approved

b) 2013 Special Trustee’s Advisory Committee Goals

Motion made by Ms. Verrett to accept, the 2013 Special Trustee’s Advisory Committee Goals, with the additional language to include “solicitation of community members”, Accreditation training, and Brown Act training.

Seconded by Ms. Apple

Approved

c) Compton Community College District 6th Fiscal Crisis Management Assistance Team (FCMAT) Progress Report. (This item will be discussed at the February 11, 2013 meeting).

IX. Advisement Agenda

a) Special Trustee’s Advisory Committee Bylaws

Discussion of proposed (additional) language for the Special Trustee’s Advisory Committee Bylaws: “Length of Membership and Removal from Membership”.

A. A member of the Special Trustee’s Advisory Committee shall serve for an initial term of two years. At the conclusion of two years, members may be reappointed for a one-year term. There is no limit on the number of one-year reappointments.

B. Members serve at the pleasure of the Special Trustee and may be removed at any time at the sole discretion of the Special Trustee, **including failure to attend two consecutive Special Trustee**

Advisory Committee meetings without reasonable excuse. Upon a member's removal, his or her seat shall be declared vacant.

Motion made by Mrs. Verrett to discuss additional language (in bold above) to be inserted in Committee Bylaws.

Seconded by Ms. Apple

Approved - Discussion ensued

Motion made by Mrs. Verrett to accept additional language (in bold above) to be inserted in Committee Bylaws.

Seconded by Mrs. Hollis

Approved

b) Future Agenda Items

The following items were suggested by Dr. Curry as future agenda items:

- i. 2011-2012 Annual Audit
- ii. 5-Year District Budget
- iii. Line of Credit Expenditures
- iv. Sub-committee on Community Involvement

The following items were suggested by the committee as future agenda items:

- i. Development of talking points to distribute to community
- ii. Beautification Project

X. Comments

1. CEO Update
2. Elected Board – None present
3. Advisory Committee
 - i. Dr. Johnson – Commended Dr. Curry for his commitment and goals and supports him fully. Gave update on Trustee Cervantes' condition.
 - ii. Amelia Apple – Pleased with the progress reported in the Facilities update. Stated that she loves this campus, feels it is her home and wants it to look as good as she feels about being here.
 - iii. Oscar Edwards – Announced that the Compton Science Fair will be held on Friday, May 25, 2013 in the district's gymnasium. Assemblyman Isadore Hall will hold a year-end celebration/holiday mixer on 12/ 19/2012 from 5:30 – 10:00 p.m. at 600 N. Alameda in Compton.
 - iv. Mrs. Hollis – Reported that she is pleased with the district's construction progress, but esthetically the campus is not pleasing. She suggested a beautification project involving the community to help beautify the campus. She feels that some of the local nurseries will donate plants/and or workers for this project.
Ms. Apple suggested enlisting high school seniors to make this their community service project.
 - v. Amirah Hendrickson – Enjoyed the interchange in this meeting. Happy to see progress on this campus and supports the CEO's efforts.

XI. **Adjournment**

Motion to adjourn made by Mrs. Hollis

Seconded by Mrs. Verrett

Approved – Meeting Adjourned at 8:40 p.m.

Next Scheduled Meeting: February 11, 2013; 6:30 p.m.

2B. SPECIAL TRUSTEE'S ADVISORY COMMITTEE MEETING DATES FOR 2013

It is recommended that the Special Trustee receives for information the Special Trustee's Committee meeting dates and times. All committee meetings will be held in the District Board Room at 6:30 p.m.

Monday, March 18, 2013 (Special Meeting)

Monday, April 15, 2013

Monday, June 17, 2013

Monday, August 19, 2013

Monday, October 21, 2013

Monday, December 16, 2013

2C. MEASURE CC BOND OVERSIGHT COMMITTEE MEETING DATES

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

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

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

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

2D. BOARD OF TRUSTEE’S PRESENTATIONS AND REPORTS SCHEDULE 2013 - INFORMATIONAL ITEM

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

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

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

Revised: 2.07.2013

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

3A. EL CAMINO COLLEGE COMPTON CENTER FTES GOALS AND ACTUAL 2012-2013

It is recommended that the Special Trustee receives for information the El Camino College Compton Center FTES Goals and Actual 2012-2013.

| | Total FTES Goal | Total FTES Revised Actual January 2013 |
|---|--------------------|--|
| Fiscal Year 2007-2008 | Goal | Actual |
| Summer 07 | 412 | 422 |
| Fall 07 - Spring 08 (includes 20% inc over 06/07) | 2,807 | 2,925 |
| Total | 3,219 | 3,347 |
| 2008-2009 | Goal | Actual |
| Summer 08 | 479 | 624 |
| Fall 08 - Spring 09 (includes 18% inc over 07/08) | 3,521 | 3,924 |
| Summer 09 (Shifted to 08/09) | 0 | 452 |
| Total | 4,000 | 5,000 |
| 2009-2010 | Goal | Actual |
| Summer 09 | 310 | 243 |
| Fall 09 - Spring 10 | 5,290 | 5,060 |
| Summer 10 (Shifted to 09/10) | 0 | 0 |
| Total | 5,600 | 5,303 |
| 2010-2011 | Goal | Actual |
| Summer 10 | 900 | 941 |
| Fall 10 - Spring 11 | 5,500 | 5,685 |
| Total | 6,400 | 6,626 |
| 2011-2012 | Goal | Actual |
| Summer 11 | 1,035 | 1,004 |
| Fall 11 - Spring 12 | 4,965 | 5,398 |
| Total | 6,000 | 6,402 |
| 2012-2013 | Goal | Projection |
| Summer 12 | 950 | 904 |
| Fall 12 - Spring 13 | 5,010 | 5,059 |
| Total | 5,960 | 5,963 |

Fall - Spring FTES numbers include the Winter Intersession.

3B. EL CAMINO COLLEGE COMPTON EDUCATION CENTER 2012 ANNUAL FACT BOOK

It is recommended that the Special Trustee receives for information the El Camino College Compton Center 2012 Annual Fact Book.

The El Camino College Compton Center 2012 Annual Fact Book is available online at:
http://www.elcamino.edu/administration/ir/docs/eccprofile/COM%20Annual%20Factbook_2012.pdf

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

**4A. ACTUAL ENROLLMENT FEE REVENUE REPORT 323, CALIFORNIA
COMMUNITY COLLEGES**

It is recommended the Special Trustee receives the Compton Community College District Actual Enrollment Fee Revenue Report 323. This report is required by the California Community Colleges to be filed each quarter on the District's Financial Status.

Estimated Enrollment Fee

1/15/2012 Report - Recalculation

| | <u>Fees Paid</u> | <u>Receivables</u> | <u>Total Fees</u> |
|--|----------------------------|---------------------------|----------------------------|
| Enrollment Fee Revenue 1 (ECS 76300) | \$391,074.00 | \$76,168.00 | \$467,242.00 |
| ECS 76140(k) Enrollment Fee Revenue 2 (Students from bordering states) | 0 | 0 | 0 |
| Total | <u>\$391,074.00</u> | <u>\$76,168.00</u> | <u>\$467,242.00</u> |

4B. COMPTON COMMUNITY COLLEGE DISTRICT 2012-2013 BUDGET

It is recommended the Special Trustee receives an update on the Compton Community College District 2012-2013 Budget.

Agenda for the Compton Community College District Board of Trustees
from
Measure CC Bond Fund
Felipe Lopez, CBO

5A. MEASURE CC BOND FUND CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure CC Bond expenditures through January 31st, 2013

| CATEGORY | BUDGET | EXPENDED | BALANCE |
|---------------------------------|----------------------|--------------------|----------------------|
| Unassigned | \$ 3,725,917 | \$ - | \$ 3,725,917 |
| Allied Health Building * | 1,800,000 | 154,319 | 1,645,681 |
| Campus Wide Improvement | 325,000 | 274,763 | 50,237 |
| Infrastructure Phase 1 *;** | 11,490,000 | 5,247,034 | 6,242,966 |
| Infrastructure Phase 2*; ** | 5,000,000 | 228,419 | 4,771,581 |
| Learning Resource Center | 370,000 | 911 | 369,089 |
| Master Planning | 158,000 | 15,994 | 142,006 |
| MIS Building Renovation Phase 1 | 891,215 | 409,589 | 481,626 |
| Music | 1,200,000 | 20,862 | 1,179,138 |
| Program Support | 210,000 | 148,620 | 61,380 |
| Utilities Master Plan** | 723,460 | 219,289 | 504,171 |
| | <u>\$ 25,893,592</u> | <u>\$,719,800</u> | <u>\$ 19,173,792</u> |

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

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

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

6A. TIMELINE FOR CHIEF EXECUTIVE OFFICER SEARCH

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

TIMELINE FOR CEO SEARCH

June 2012

- Approval of CEO position description by the Special Trustee

September 2012

- Contact constituent groups to establish committee membership

October 2012

- Identification of search committee members

November 2012

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

January 2013

- Application submittal deadline
- Schedule additional committee meetings
- Determine screening criteria
- Formulate Interview Questions

February 2013

- Special Trustee and Superintendent/President will review applicant pool to determine if size of the pool is adequate.
- Paper screening of applications
- Select applicants to be interviewed

March 2013

- Interview candidates
- Select finalists
- Campus Forum(s) for finalists

April 2013

- Interview finalists
- Special Trustee and Superintendent/President concur on selected candidates
- Appointment of CEO

Rev. 2.15.2013