



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

Closed Session to Commence at 12:00 noon

Open Session to Commence at 4:00 PM

Tuesday, November 28, 2006

District Board Room

1111 E. Artesia Blvd.

Compton, CA 90221

- I. **Call to Order at 12:00 noon**
- II. **Roll Call**
- III. **Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- IV. **Recess to Closed Session for Discussion and/or Action on the following items in accordance with the Brown Act, Government Code Section 54950 et seq., and the Education Code and pursuant to Government Code Section 54954.5**
 - A. **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
 1. Conference with legal counsel--existing litigation
(Subdivision (a) of Section 54956.9)
 - a. Arroyo vs. Compton CCD
 - b. Compton CCD vs. U.S. Department of Education
 - c. Greene vs. Compton CCD
 - d. Roach vs. Compton CCD
 - e. Washington vs. Drummond
 - f. Wilson vs. Compton CCD

B. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION:

1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(A): five cases
2. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:
 - a. Bonds vs. Compton CCD
 - b. Ross vs. Compton CCD
 - c. Carlock vs. Compton CCD
 - d. Roach vs. Compton CCD
 - e. Boroudjerdi vs. Compton CCD
 - f. Ghafelebashi vs. Compton CCD
 - g. Villalobos vs. Compton CCD
 - h. Archuleta vs. Compton CCD
 - i. UMCE vs. Compton CCD
 - j. Zapien vs. Compton CCD

C. INITIATION OF LITIGATION PURSUANT TO SUBDIVISION (C) OF SECTION 54956.9: three cases

D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6:

1. Agency designated representative: Dr. Doris Givens, Chief Executive Officer
Employee organizations: Compton Community College Federation of Employees, Certificated Unit
2. Agency designated representative: Dr. Doris Givens, Chief Executive Officer
Employee organizations: Compton Community College Federation of Employees, Classified Employees

E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:

Two cases

F. PUBLIC EMPLOYEE EMPLOYMENT:

None

V. Reconvene to Open Session at 4:00 PM

- VI. Roll Call**
- VII. A Reflective Moment**
- VIII. The Pledge of Allegiance**
- IX. Report of Actions Taken in Closed Session Pursuant to Government Code Section 54957.1**
- X. Reports from Representatives and Employee Organizations**
 - A. Student Trustee Report – Vacant
 - B. Faculty Representative Report – Carol Sandvik
 - C. Classified Representative Report – Vacant
 - D. Academic Senate President Report – Saul Panski
 - E. CCCDFE Certificated Employees Report – Rodney Murray
 - F. CCCDFE Classified Employees Report – Joseph Lewis
 - G. Confidential/Supervisory Representative Report – Roy Patterson
 - H. Associated Student Body Report – Hilda Gaytan

**Pubic Hearing
5:00 PM**

- A. Opportunity for members of the public to comment on Compton Community College Federation of Employees, Certificated Unit's initial bargaining proposals for the 2006-2007 contract re-openers
- B. Opportunity for members of the public to comment on Compton Community College Federation of Employees, Classified Unit's initial bargaining proposals for the full contract 2006-2007

- XI. Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters**
- XII. Information/Presentation by Chief Executive Officer**
 - A. CCCD Consultant Agreement Template
 - B. Presentation by Fiscal Affairs Office regarding 2005-06 budget
 - C. Monthly status report on enrollment recruitment, retention and management
 - D. Status Report on the new Library/Learning Resource Center
 - E. Status Report on Bookstore and Cafeteria
 - F. Status Report on Financial Aid
 - G. Status Report on Facilities Maintenance Task Force
 - H. Presentation of TRIO Programs
 - I. Other
- XIII. Special Trustee's Report/Discussion**
 - A. AB318 Board of Advisors

- B. Substantive Change Proposal from El Camino College Submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC)
- C. El Camino College District/Compton Community College District Contract

XIV. Approval of Minutes of September 26, 2006

XV. Consent Agenda

BSD 1 Purchase Orders and Blanket Purchase Orders for October 2006

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund :	01	Unrestricted-Compton		
P0090864	Jones Biomedicals	V.P. Academic Affair	Instructional Supplies/Lo	\$2,121.25
P0090884	Compliance Poster	Human Resources	Other Services And Expens	\$43.75
P0090901	Falcon Fuels	Operations	Gasoline	\$7,400.00
P0090907	Tait Environmental Systems	Operations	Repairs Noninstructional	\$2,363.00
P0090919	Advance Fire Extinguisher Co.	Operations	Other Services And Expens	\$3,713.76
P0090924	Sea Clear Pools, Inc.	Operations	Repairs Parts And Supplie	\$1,072.76
P0090926	Rayvern Lighting Supply Co.	Operations	Repairs Parts And Supplie	\$2,421.01
P0090929	Specialists Custom Mirrors	Operations	Rents/ Leases And Repairs	\$3,050.00
P0090932	Datatel, Inc.	Information Technolo	Maintenance Contracts	\$3,150.00
P0090933	Regal Forms	Campus Police Depart	General Office Supplies	\$1,597.00
P0090935	UPW Waste & Recycling Service	Utilities	Waste Disposal	\$5,164.54
P0090950	New Century Imaging, Inc.	Presidents Office	General Office Supplies	\$326.20
P0090952	New Century Imaging, Inc.	Financial Aid	General Office Supplies	\$326.10
P0090966	Modern Imaging Solutions	Fiscal Services	General Office Supplies	\$377.29
P0090967	Acapulco Car Wash	Campus Police Depart	Other Services And Expens	\$1,008.00
P0090968	Yamada Service Center	Operations	Repairs Parts And Supplie	\$990.07
P0090969	DIABLO VALLEY COLLEGE	Adminstration	Travel And Conference Exp	\$10.00
P0090970	Metronome Inc	Information Technolo	Equipment	\$13,270.81
P0090971	Card Integrators	Student Affairs	Other Services And Expens	\$10,492.50
P0090973	Keith Curry	Student Affairs	General Office Supplies	\$40.32
P0090974	Keith Curry	Physical Education	General Office Supplies	\$125.86
P0090975	Kelly Paper	Adminstration	General Office Supplies	\$65.44
P0090976	Aquatech	Operations	Repairs Noninstructional	\$750.00
P0090978	V & V Manufacturing, Inc.	Campus Police Depart	General Office Supplies	\$95.21
P0090980	Alpine Forklift	Operations	Repairs Noninstructional	\$132.00
P0090985	Bestway Laundry Solutions	Physical Education	Equipment	\$12,552.38
P0091028	Minuteman Press	Human Resources	General Office Supplies	\$755.53
P0091032	Waxie Sanitary Supply	Operations	Custodial Supplies	\$6,964.03
P0091037	Quinlan Publishing Group	Campus Police Depart	General Office Supplies	\$147.00
P0091039	Modern Imaging Solutions	Student Affairs	General Office Supplies	\$319.07
P0091041	Maverick Label.Com	Campus Police Depart	Other Services And Expens	\$760.12
P0091042	Computerland of Silicon Valley	Information Technolo	Software	\$246.83
P0091045	Compton Football Trust	Physical Education	Contract Services	\$628.00
P0091051	Home Depot	Operations	Repairs Noninstructional	\$105.32
P0091053	Ponisan Products	Operations	Custodial Supplies	\$2,902.19
P0091060	Modern Imaging Solutions	Adminstration	General Office Supplies	\$457.44
P0091067	Elizabeth Martinez	Transfer Center	General Office Supplies	\$200.00
P0091068	Elizabeth Martinez	Transfer Center	Hospitality	\$9.98
P0091069	Unifirst Corporation	Operations	Laundry	\$2,758.89
P0091071	Ricoh Corp	Information Technolo	Equipment	\$809.71
P0091073	S & B Food Services Catering Serv	Transfer Center	Hospitality	\$406.73
P0091074	Roper Tree Surgeon	Operations	Other Services And Expens	\$7,400.00
P0091075	Bank of America	Human Resources	General Office Supplies	\$727.00

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING
Meeting Date : 11-28-2006

The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0091084	Modern Imaging Solutions	Fiscal Services	General Office Supplies	\$411.60
P0091092	Keith Curry	Student Affairs	General Office Supplies	\$75.60
P0091093	Compton College Bookstore	Student Affairs	Other Services And Expens	\$3,391.46
P0091094	Kern County Superintendent of Sch	Administration/Speci	PSA Contract Services	\$24,928.90
P0091096	California Pro Sports	Physical Education	Non-Instruct Supplies	\$7,119.83
P0091102	Hillyard Floor Care Supply	Operations	Custodial Supplies	\$3,256.60
P0091113	Waxie Sanitary Supply	Operations	Equipment	\$5,134.31
P0091114	California Pro Sports	Physical Education	Non-Instruct Supplies	\$573.51
P0091115	Sunstate Equipment	Physical Education	Equipment	\$2,223.62
P0091135	California Pro Sports	Physical Education	Non-Instruct Supplies	\$2,224.54
P0091136	California Pro Sports	Physical Education	Non-Instruct Supplies	\$2,303.44
P0091137	California Pro Sports	Physical Education	Non-Instruct Supplies	\$3,905.66
P0091156	City of Inglewood Pts Process	Campus Police Depart	Other Services And Expens	\$403.95
P0091164	CCC District Petty Cash	Physical Education	Other Payments To/For Stu	\$800.00
P0091166	Rayvern Lighting Supply Co.	Operations	Repairs Noninstructional	\$2,603.07
P0091167	Waxie Sanitary Supply	Operations	Custodial Supplies	\$1,029.79
P0091207	Kaleung Tsou	Information Technolo	Other Services And Expens	\$490.00
P0091209	Ricoh Corp	Information Technolo	Noninstructional Supplies	\$7,466.89
P0091210	Canon Business Solutions	Copy Center	Maintenance Contracts	\$5,183.03
P0091213	Bank of America	Operations	Custodial Supplies	\$2,342.83
P0091215	Roc Software Systems, Inc.	Information Technolo	Repairs Noninstructional	\$1,840.25

Fund 01 Total : 64

Fund : 10 Restricted-Compton E

P0090977	Office Xpress	StudentServ/ActivCtr	General Office Supplies	\$993.29
P0090979	Office Xpress	StudentServ/ActivCtr	General Office Supplies	\$4,127.63
P0090981	College of Dupage Press	StudentServ/ActivCtr	Capital Outlay	\$605.00
P0091116	Louis C. Paige	TRIO	Other Services And Expens	\$2,000.00
P0091214	CCC Bookstore	EOPS CARE	Student Stipends	\$11,626.69

Fund 10 Total : 5

Fund : 45 Revenue Constrct Bon

P0090939	Leidenfrost, Horowitz & Associate	Student Service Cent	Site Improvements	\$6,175.00
P0090940	BRJ & Associates	Remodeling Projects	Contract Services	\$86,418.00
PC39300	Chevron Energy Solutions	Ctr for Arts Product	Buildings	\$1,024,547.00
PC39301	DOUGLAS E. BARNHART	Learning Resource Ce	Construction Management	\$141,530.39
PC39303	Professional Service Industries,	Learning Resource Ce	Testing & Inspection	\$553.00
PC39305	Sandy Pringle Associates	Learning Resource Ce	Testing & Inspection	\$15,000.00
PC39306	Metronome Inc	Learning Resource Ce	Direct Supp	\$45,085.36

Fund 45 Total : 7

Run Date
11/16/2006

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING
Meeting Date: 11-28-2006

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The following purchase orders have been issued in accordance with the District's purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Funds Total : 76				\$1,514,627.33
Fund :	01	Unrestricted-Compton		
B0090714	Kern County Superint	Administration/Speci	PSA Contract Services	\$27,406.90
B0090883	Lewis Brisbois Bisga	Board Of Trustees	Legal	\$44,148.67
B0097599	Ad Club	Human Resources	Multi Media Advertising	\$10,000.00
B0097623	Three-D Pest Control	Operations	Pest Control	\$5,000.00
B0097624	Price Glass & Mirror	Operations	Rents/ Leases And Repairs	\$5,000.00
B0097625	Tait Environmental S	Operations	Repairs Noninstructional	\$2,160.00
B0097626	Global Office Equipm	Campus Police Depart	General Office Supplies	\$1,000.00
B0097638	Positive Recovery Ce	Human Resources	Medical Expense	\$2,000.00
B0097643	Global Office Equipm	Human Resources	General Office Supplies	\$4,000.00
Fund 01 Total :				9
Fund :	30	Child Developmnt Ctr		
B0091040	Bimbo Bakeries Usa	Child Development Ce	Hospitality	\$2,000.00
B0097610	South Bay Food	Child Development Ce	Hospitality	\$3,000.00
B0097611	Mwd Inc Alta Dena Da	Child Development Ce	Hospitality	\$5,000.00
B0097612	Us Food Service	Child Development Ce	Hospitality	\$10,000.00
Fund 30 Total :				4
Fund :	45	Revenue Constrct Bon		
BC3904	BRJ & Associates	Recruitment Expansio	Contract Services	\$450,000.00
BC3907	Rychen Technology Pa	Learning Resource Ce	New Equipment - Noninstru	\$6,500.00
BC3908	Pierre Sprinkler and	Learning Resource Ce	Landscape Architecture	\$3,784.50
BC3909	National Constructio	Ctr for Arts Product	Equipment Rental	\$10,000.00
BC3910	Pierre Sprinkler and	CDC	Landscape Architecture	\$30,000.00
BC3911	Tower Glass Inc.	Learning Resource Ce	Landscape Architecture	\$30,896.64
BC3912	Jubany	Training Room Expans	Architecture & Engineerin	\$35,000.00
BC3913	Liedenfrost Horowitz	Student Service Cent	Architecture & Engineerin	\$10,000.00
BC3914	Minco Construction	Learning Resource Ce	Landscape Architecture	\$78,760.04
Fund 45 Total :				9
Funds Total : 22				\$775,656.75
Grand Total POs and BPOs : 98				TOTAL :

Compton Community College District
PURCHASE ORDER LISTING WITH \$10,000 OR MORE
2005 - 2006

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
P0090940	BRJ & Associates	Remodeling Projects	Contract Services	\$86,418.00
P0090970	Metronome Inc	Information Technolo	Equipment	\$13,270.81
P0090971	Card Integrators	Student Affairs	Other Services And Expens	\$10,492.50
P0090985	Bestway Laundry Solutions	Physical Education	Equipment	\$12,552.38
P0091094	Kern County Superintendent of Sch	Administration/Speci	PSA Contract Services	\$24,928.90
P0091214	CCC Bookstore	EOPS CARE	Student Stipends	\$11,626.69
PC39300	Chevron Energy Solutions	Ctr for Arts Product	Buildings	\$1,024,547.00
PC39301	DOUGLAS E. BARNHART	Learning Resource Ce	Construction Management	\$141,530.39
PC39305	Sandy Pringle Associates	Learning Resource Ce	Testing & Inspection	\$15,000.00
PC39306	Metronome Inc	Learning Resource Ce	Direct Supp	\$45,085.36
B0090714	Kern County Superint	Administration/Speci	PSA Contract Services	\$27,406.90
B0090883	Lewis Brisbois Bisga	Board Of Trustees	Legal	\$44,148.67
B0097599	Ad Club	Human Resources	Multi Media Advertising	\$10,000.00
B0097612	Us Food Service	Child Development Ce	Hospitality	\$10,000.00
BC3904	BRJ & Associates	Recruitment Expansio	Contract Services	\$450,000.00
BC3909	National Constructio	Ctr for Arts Product	Equipment Rental	\$10,000.00
BC3910	Pierre Sprinkler and	CDC	Landscape Architecture	\$30,000.00
BC3911	Tower Glass Inc.	Learning Resource Ce	Landscape Architecture	\$30,896.64
BC3912	Jubany	Training Room Expans	Architecture & Engineerin	\$35,000.00
BC3913	Liedenfrost Horowitz	Student Service Cent	Architecture & Engineerin	\$10,000.00
BC3914	Minco Construction	Learning Resource Ce	Landscape Architecture	\$78,760.04

- CEO 1 Authorization to the Chief Executive Officer to Terminate Consultant Contract Agreement with James Todd and Associates
- CEO 2 Authorization to the Chief Executive to execute a consultant agreement with Gaston Green to provide financial aid related services

XVI. Discussion/Action Agenda

A. Business Services Actions

BSD 2 Agreements/Contracts

- 1. Ratification – Agreement with Savanjoy Financial Services for ASB Accounting and Financial Reporting

CONSULTANT: SAVANJOY FINANCIAL SERVICES
 SERVICES: Consultant shall provide services to the District for the ASB Accounting and Financial Reports.
 REQUESTING DEPT: Student Affairs Division
 DATES: 11/05/06 - 06/30/07
 COST: \$50 per hour and NTE \$1,300 per month

- 2. Amendment to the Agreement with Savanjoy Financial Services approved on July 25, 2006 for rate change

CONSULTANT: SAVANJOY FINANCIAL SERVICES
 SERVICES: N/A
 REQUESTIG DEPT: Title V Project Office
 DATES: 11/29/06 - 06/30/07
 COST: Rate Change only

- 3. Agreement with Dr. Hal Bateman to provide services in Enrollment Management

CONSULTANT: HAL BATEMAN
 SERVICES: Consultant shall provide services in Enrollment Management
 REQUESTIG DEPT: Student Affairs Division
 DATES: 12/06/06 - 03/01/07
 NTE: \$500.00 per day

- 4. Agreement with Edward Grice to provide strategic planning services for the Compton Community College District Foundation as part of the capacity building goal under Title V

CONSULTANT: EDWARD GRICE
 SERVICES: Consultant shall provide Strategic Planning Consulting in Accordance with Specified Scope of Work
 REQUESTIG DEPT: Title V Project Office
 DATES: 11/29/06 – 02/28/07
 NTE: \$5300

- 5. Ratification – Agreement with Headinghome to provide DJ and Photography for ASB activity

CONSULTANT: HEADINGHOME
 SERVICES: DJ & PHOTOGRAPHY
 REQUESTIG DEPT: ASB
 DATES: 11/04/06
 NTE: \$300

6. Agreement with Vavrinek, Trine, Day & Co., LLP (VTD) to conduct bond audit
CONSULTANT: VAVRINEK, TRINE, DAY & CO., LLP (VTD)
SERVICES: Consultant shall provide auditing services to compile a report for the Measure CC General Bond approved November 2, 2002. 1) Observe that District procedures for disbursement of funds related to the voter approved general obligation bonds were applied in accordance with CCCD Board Policies. 2) Verify Compliance with project expenditures. 3) Prepare a schedule of all costs incurred from 07/01/05 through 06/30/06 - General Obligation Bond Measure Funding. 4) Calculate the balance available for expenditure of the Bond proceeds.
REQUESTING DEPT: Fiscal Affairs Office
DATES: 11/20/06 - 12/31/06
NTE: \$26,350

7. Agreement with Rhythm Interactive, Inc. to provide the Compton Community College District Foundation with Website Management as part of the resource development goal under Title V
CONSULTANT: RHYTHMINTERACTIVE
SERVICES: Consultant shall provide an ongoing website management plan in an effort to keep site current with engaging content. 1) Actively Management the CCF website to support ongoing marketing efforts and to consistently reflect current information with regard to content, critical dates, and images. 2) Implement a monthly retainer which will allocate 2.37 hours per month toward ongoing consulting, client communication, general management, and minor website updates.
REQUESTING DEPT: Title V Project Office
DATES: 11/29/06 TO: 6/30/07
NTE: \$208.33 (monthly retainer) / \$110 per hour if additional hours are needed.

8. Ratification -- Agreement with Skyy D. Fisher to provide services for Early Start to Emancipation Preparation (ESTEP) youth with emphasis on independent living skills
CONSULTANT: SKYY D. FISHER I
SERVICES: Consultant shall provide services for Early Start to Emancipation Preparation (ESTEP) youth with emphasis on Independent Living Skills.
REQUESTING DEPT: Foster/Kinship Care
DATES: 09/01/06 TO: 11/30/06
NTE: \$800

9. Ratification -- Agreement with April McLaghlin to provide services for the foster parents Partnering for Safety and Permanence Model Approach to Partnerships in Parenting (PS MAPP)
CONSULTANT: APRIL MCLAUGHLIN
SERVICES: Consultant shall provide services for the Foster Parent Partnering for Safety and Permanence/Model Approach to Partnerships in Parenting. (PS MAPP). Ms. Laughlin is certified by the Department of Children and Family Services.
REQUESTING DEPT: Foster/Kinship Care
DATES: 09/01/06 - 11/30/06
NTE: \$2,000

10. Ratification -- Agreement with Donna M. Jones to provide services for the Foster Care Education Training Program

CONSULTANT: DONNA M. JONES, RNC, NP, MA, MSN
SERVICES: Consultant shall provide professional services for the Foster Care Education Training Program as a Bilingual Trainer for Fragiel Infant Training for Drug and Substance Abuse Infants.
REQUESTING DEPT: Foster/Kinship Care
DATES: 09/01/06 - 11/30/06
NTE: \$3,500

11. Ratification -- Agreement with Brenda Parks to provide services to training parents who serve children with severe emotional problems.

CONSULTANT: BRENDA PARKS
SERVICES: Consultant shall as a Certified "D" Rate Trainer will offer training for parents who serve children with emotional problems. The training teaches parents specialized techniques on handling children with severe and persistent emotional and/or behavioral problems. Provide resources for caregivers to take their children for psychological treatment and education. Ms. Parks possesses a Master of Arts Degree.
REQUESTING DEPT: Foster/Kinship Care
DATES: 09/01/06 - 11/30/06
NTE: \$2,500

12. Ratification -- Agreement with Devin Jones to conduct a series of five Modules of Independent Living Skills Training Classes for Foster Youth from ages 16 to 18.

CONSULTANT: DEVIN JONES
SERVICES: Consultant shall conduct 5 modules of Independent Living Skills Training classes for foster youths ranging from ages 16-18 years old. Mr. Jones has an extensive background in Human Services and Child Advocacy. He also possesses a Bachelor of Arts Degree in Human Services.
REQUESTING DEPT: Foster/Kinship Care
DATES: 09/01/06 - 11/30/06
NTE: \$6000

13. Ratification -- Agreement with Dione Washington to conduct a series of parenting workshops on positive discipline and other related activities for the Kinship Care Program.

CONSULTANT: DIONE WASHINGTON
SERVICES: Consultant shall plan and conduct a series of Parenting Workshops on Positive Discipline that works. This shall include related activities for Kinship Care, Foster Care, and other care providers. Dr. Washington possesses a Master degree in Early Childhood Education. She is also certified by the Department of Children and Family Services.
REQUESTING DEPT: Foster/Kinship Care
DATES: 10/01/06 - 11/30/06
NTE: \$2,500

14. Ratification -- Agreement with Jacquelyn Ervin to provide services for the Independent Living Skills training program for foster youth.

CONSULTANT: JACQUELYN ERVIN

SERVICES: Consultant shall provide services for the Independent Living Skills Training Program for foster youths. Ms. Ervin has been providing training for our youths for well over ten years. She is Certified by the Department of Children and Family Services to be a trainer for this class.

REQUESTING DEPT: Foster/Kinship Care

DATES: 09/01/06 - 11/30/06

NTE: \$6000

15. Ratification -- Agreement with LaJunda Richardson to provide services for the Independent Living Skills training program for foster youth

CONSULTANT: LAJUNDA RICHARDSON

SERVICES: Consultant shall conduct 5 modules of Independent Living Skills Training classes for foster youth ranging from 16-18 years of age. Ms. Richardson has an extensive background in youth training and counseling. She also possesses a Master of Arts Degree in Human Services.

REQUESTING DEPT: Foster/Kinship Care

DATES: 09/01/06 - 11/01/06

NTE: \$6000

16. Ratification -- Agreement with Talbert Streets to provide services for the Independent Living Skills training program for foster youth

CONSULTANT: TABLERT STREETS

SERVICES: Consultant shall provide services for the Independent Living Skills Training Program for foster youths. Talbert Streets has been providing training for our foster youths for 5 years. he is certified by the Department of Children and Family Services to be a trainer for this class.

REQUESTING DEPT: Foster/Kinship Care

DATES: 09/01/06 - 11/30/06

NTE: \$6,000

17. Ratification -- Agreement with Ebony Jones – Streets to provide services for the Independent Living Skills training program for foster youth on as needed basis

CONSULTANT: EBONY JONES-STREET

SERVICES: Consultant shall provide services for the Independent Living Program on an as needed basis. Workshops on mock interviewing techniques, dressing for success, and how to prepare a resume.

REQUESTING DEPT: Foster/Kinship Care

DATES: 10/01/06 - 11/30/06

NTE: \$600

18. Ratification -- Agreement with Alice Martin-Ray to provide ES MAPP training

CONSULTANT: ALICE MARTIN-RAY

SERVICES: Consultant shall provide services as a Certified Trainer for the MAPP Training classes.

REQUESTING DEPT: Foster/Kinship Care

DATES: 09/01/06 - 11/30/06

NTE: \$2000

19. Ratification -- Agreement with Giselle Raines to provide services in Kinship Education, Preparation and Support (KEPS)

CONSULTANT: GISELLE RAINES

SERVICES: Consultant shall provide services for the kinship parent, Kinship Education, Preparation and Supports (KEPS). Mrs. Raines is certified by the Department of Children and Family Services.

REQUESTING DEPT: Foster/Kinship Care

DATES: 09/01/06 - 11/30/06

NTE: \$2000

20. Ratification – Agreement with Mildred Hills to provide services as a trainer for the Relative Care Program

CONSULTANT: MILDRED HILLIS

SERVICES: Consultant shall provide professional services as a certified trainer for the Relative Care Program. Mrs. Hillis is a certified trainer for the Department of Children and Family Services. She possesses a B.A. degree in Early Childhood Education.

REQUESTING DEPT: Foster/Kinship Care

DATES: 11/01/06 - 12/30/06

NTE: \$3000

21. Ratification – Agreement with Bobbie Mays to provide services as a trainer for the Relative Care Program

CONSULTANT: BOBBIE MAYS

SERVICES: Consultant provide professional services as a certified trainer for the Relative Care Program on an as needed basis. Mrs. Mays is approved and certified by the Department of Children and Family Services.

REQUESTING DEPT: Foster/Kinship Care

DATES: 11/01/06 - 12/30/06

NTE: \$3000

BSD 3 Annual Financial and Budget Report (Financial Report for FY 2005-2006; Budget Report for FY 2006-2007) – Form CCFS – 311

This Report is required by the California Community Colleges to be filed each quarter on the District's Financial Status.

DESCRIPTION: Fiscal Year 2005-2006 Annual Financial and Budget Report (CCFS-311)

BSD 4 Quarterly Financial Status Report – Form CCFS – 311Q

This Report is required by the California Community Colleges to be filed each quarter on the District's Financial Status.

DESCRIPTION: Fiscal Year 2006-2007 First Quarter - Financial and Budget Report (CCFS-311Q)

BSD 5 Facilities Planning and Development Routine Report -- Measure CC - Prop. 39 Projects:

1. Change Order #37 Learning Resource Center Project (Bid Package #5)
It is recommended the following unilateral change order #37 be ratified to amend McMahon Steel Company's contract, LRC bid package #5.

Contractor:
McMahon Steel Company, Inc

Amount:
\$40,855.36

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,066,000.00
Prior Adjustments:	\$157,748.88
Adjustment for this Change:	\$40,855.36
Revised Contract Sum:	\$2,264,604.24

Reason(s):

The cost for metal deck increased while the project start was delayed due to building relocation and utility issues.

Total amount: \$40,855.36

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date:	October 8, 2005
Adjustment for this Change	0 days
Revised Completion Date:	October 8, 2005

2. Change Order #38 Learning Resource Center Project (bid package #5)
It is recommended the following unilateral change order #38 be ratified to amend McMahon Steel Company's contract, LRC bid package #5.

Contractor:
McMahon Steel Company, Inc.

Amount:
\$134,097.57

Total Adjustment to Contract Price:

Original Contract Sum:	\$2,066,000.00
Prior Adjustments:	\$157,748.88
Adjustment for this Change:	\$134,097.57
Revised Contract Sum:	\$2,398,701.81

Reason(s):

A change in scope extended the substructure for the metal roof from gridline D to gridline E.

Total amount: \$134,097.57

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date:	October 8, 2005
Adjustment for this Change	0 days
Revised Completion Date:	October 8, 2005

3. Change Order #7 Child Development Center Project (Bid Package #7,9 & 15)

It is recommended the following unilateral change order #7 be ratified to amend ISEC's contract, CDC bid package #7, 9, 15.

<u>Contractor:</u>	<u>Amount:</u>
ISEC	\$1,606.45

Total Adjustment to Contract Price:

Original Contract Sum:	\$176,170.00
Prior Adjustments:	\$29,936.89
Adjustment for this Change:	\$1,606.45
Revised Contract Sum:	\$207,713.34

Reason(s):

Weather seals had to be added to the exterior hollow metal doors. Originally specified and installed seals were incorrect for the application.

Total amount: \$1,606.45

Adjustment to Contract Time:

Current Completion date:	May 31, 2006
Adjustment for this Change:	0 days
Revised Completion Date:	May 31, 2006

4. Change Order #15 Learning Resource Center Project (Bid Package #19)

It is recommended the following unilateral change order #15 be ratified to amend Minco Construction's contract, LRC bid package #19.

<u>Contractor:</u>	<u>Amount:</u>
Minco Construction	\$32,819.81

Total Adjustment to Contract Price:

Original Contract Sum:	\$1,377,700.00
Prior Adjustments:	\$203,612.25
Adjustment for this Change:	\$32,819.81
Revised Contract Sum:	\$1,614,132.06

Reason(s):

Per the District's request, the following changes were made:

Additional electrical outlets along F-line; relocation of electrical 2nd floor outlets at the reception desk; automation of the main library door and 2nd floor east and west doors; installation of card readers for stairwell doors to Provost area; cabling for a security monitor on the 2nd floor; and installation of electrical outlets in the atrium.

Total amount: \$32,819.81

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: August 31, 2006
Adjustment for this Change 91 days
Revised Completion Date: November 30, 2006

5. Change Order #5 Learning Resource Center Project (Bid Package #2)
It is recommended the following unilateral change order #5 be ratified to amend FYR Landscaping dba Pierre Sprinklers' contract, LRC bid package #2.

<u>Contractor:</u>	<u>Amount:</u>
FYR Landscaping dba Pierre Sprinklers	\$5,325.00

Total Adjustment to Contract Price:

Original Contract Sum:	\$64,700.00
Prior Adjustments:	\$2,894.64
Adjustment for this Change:	\$5,325.00
Revised Contract Sum:	\$72,919.64

Reason(s):

Soil on the North side of the plaza area and portions of the west had to be prepared for installation of 3,000 square feet of sod. Cost includes purchase and installation of sod.

Total amount: \$5,325.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: October 8, 2004
Adjustment for this Change 693 days
Revised Completion Date: September 1, 2006

6. Change Order #6 Learning Resource Center Project (Bid Package #2)
It is recommended the following unilateral change order #6 be ratified to amend FYR Landscaping dba Pierre Sprinklers' contract, LRC bid package #2.

<u>Contractor:</u>	<u>Amount:</u>
FYR Landscaping dba Pierre Sprinklers	\$4,223.62

Total Adjustment to Contract Price:

Original Contract Sum:	\$64,700.00
Prior Adjustments:	\$8,219.64
Adjustment for this Change:	\$4,223.62
Revised Contract Sum:	\$77,143.26

Reason(s):

Irrigation was installed in the north area that was to receive new sod.

Total amount: \$4,223.62

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: September 1, 2006
Adjustment for this Change 0 days
Revised Completion Date: September 1, 2006

7. Change Order #7 Learning Resource Center Project (Bid Package #2)

It is recommended the following unilateral change order #7 be ratified to amend FYR Landscaping dba Pierre Sprinklers' contract, LRC bid package #2.

Contractor:

FYR Landscaping dba Pierre Sprinklers

Amount:

\$4,831.14

Total Adjustment to Contract Price:

Original Contract Sum: \$64,700.00
Prior Adjustments: \$12,443.26
Adjustment for this Change: \$4,831.14
Revised Contract Sum: \$81,974.40

Reason(s):

The following changes were made to the LRC project:

- The trees in the planters against the Y building (west of the LRC) were removed prior to installation of new landscaping.
- Quick connect couplers were added for water usage.
- A shut-off valve was relocated to avoid being buried under concrete.

Total Amount: \$4,831.14

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: September 1, 2006
Adjustment for this Change 0 days
Revised Completion Date: September 1, 2006

8. Change Order #8 Learning Resource Center Project (Bid Package #2)

It is recommended the following unilateral change order #8 be ratified to amend FYR Landscaping dba Pierre Sprinklers' contract, LRC bid package #2.

Contractor:

FYR Landscaping dba Pierre Sprinklers

Amount:

\$4,766.09

Total Adjustment to Contract Price:

Original Contract Sum: \$64,700.00
Prior Adjustments: \$17,274.40
Adjustment for this Change: \$4,766.09
Revised Contract Sum: \$86,740.49

Reason(s):

Restore existing landscape and irrigation at north, south and west areas. These areas were outside of original scope but necessary for overall aesthetics.

Total Amount: \$4,766.09

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: September 1, 2006

Adjustment for this Change 0 days

Revised Completion Date: September 1, 2006

9. Change Order #24 Learning Resource Center Project (Bid Package #10)

It is recommended the following change order #24 be ratified to amend Standard Drywall's contract, LRC bid package #10.

Contractor:
Standard Drywall

Amount:
\$7,717.00

Total Adjustment to Contract Price:

Original Contract Sum: \$472,125.00

Prior Adjustments: \$134,092.48

Adjustment for this Change: \$7,717.00

Revised Contract Sum: \$613,934.48

Reason(s):

Metal ledge cap was installed at perimeter of 2nd floor and across bridge; and the beam shafts were enclosed along B-line.

Total amount: \$7,717.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: January 4, 2006

Adjustment for this Change 297 days

Revised Completion Date: October 31, 2006

10. Change Order #25 Learning Resource Center Project (Bid Package #10)

It is recommended the following change order #25 be ratified to amend Standard Drywall's contract, LRC bid package #10.

Contractor:
Standard Drywall

Amount:
\$23,872.00

Total Adjustment to Contract Price:

Original Contract Sum: \$472,125.00

Prior Adjustments: \$110,220.46

Adjustment for this Change: \$23,872.00

Revised Contract Sum: \$606,217.46

Reason(s):

- 1) Remobilization/re-layout bathrooms after 1st floor slab infills. Amount: \$534.00
- 2) Add framing, lath and plaster due to elimination of concrete curb. Amount: \$1,167.00
- 3) Additional framing of soffits along D-line. Original detail did not work. Amount: \$3,900.00
- 4) Re-frame window sills due to window size and layout changes. Amount: \$4,118.00
- 5) Extended scaffold rental. (this item was back-charged to another trade). Amount: \$14,280.00
- 6) Deletion of horizontal reveals in stucco.

Total amount: (\$127.00)

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: October 31, 2006
Adjustment for this Change 0 days
Revised Completion Date: October 31, 2006

11. Change Order #26 Learning Resource Center Project (Bid Package #10)

It is recommended the following change order #26 be ratified to amend Standard Drywall's contract, LRC bid package #10.

Contractor:
Standard Drywall

Amount:
\$7,717.00

Total Adjustment to Contract Price:

Original Contract Sum: \$472,125.00
Prior Adjustments: \$134,092.48
Adjustment for this Change: \$7,717.00
Revised Contract Sum: \$613,934.48

Reason(s):

- 1) Revise duct openings per HVAC contractor new layout. Amount: \$2,305.00
- 2) Patch wall for new cabinet and plumbing in Room 200. Amount: \$675.00
- 3) Add drywall along F-line (main library). Amount: \$3,335.00
- 4) Extra for prolonged activity due to numerous changes. Amount: \$1,305.00

Total amount: \$7,717.00

The change order amount falls within 10% of the original contract amount.

Adjustment to Contract Time:

Current Completion date: October 31, 2006
Adjustment for this Change 0 days

Revised Completion Date: October 31, 2006

12. Final Acceptance Of Work For Cowelco at the Child Development Center Project (Bid Package #5)

It is recommended that Final Acceptance of the Work done by the steel trade contractor, Cowelco Steel Contractors be approved.

Beneficial Occupancy for the CDC was granted on 5/24/06. The Architect of Record submitted a Certificate of Completion for the CDC on 7/31/06. Cowelco has submitted all of their contractual Closeout Documents required for Final Completion and Final Payment of their contract for the CDC Project.

13. Final Acceptance Of Work For Prescon at the Learning Resource Center Project (Bid Package #4)

It is recommended that Final Acceptance of the Work done by the masonry trade contractor, Prescon Builders, Inc. be approved.

Prescon has submitted all of their contractual Closeout Documents required for Final Completion and Final Payment of their contract for the LRC Project.

14. Purchase of Furniture, Fixtures & Equipment (FF&E) For Learning Resource Center

Additional items required for the learning Resource Center/Library. To be purchased under the WSCA contract administered by the California Department of General Services, contract number: A63309 valid through September 1, 2004 - August 31, 2007.

- 1) 3M Digital Wall Display plus White Board w/projector 3 @ \$8,930.00 each for the 48" x 36" (Total = \$26,790.00)
- 2) Installation of 110 computers @ \$80.00 each (Total = \$8,800.00)
- 3) Installation of Smart Boards 3 @ \$240.00 each (Total = \$720.00)
- 4) Installation of 3M Digital Easel White Board 28" x 32" (Total = \$783.00)
- 5) 3M Door Alarm System w/installation # 307442001 (Total = \$11,366.25)
- 6) Taxes to be assessed for all items with the exception of installation costs.

Fiscal Impact: \$50,669.43

Measure CC Bond Funds – Learning Resource Center/Library

Bond Fund: 45-56200-00-709000-1717

Budget Amount: \$2,000,000.00

B. Human Resources Actions

- HRD 1 Management Employment and Personnel Action -- none
HRD 2 Academic Employment and Personnel Changes
A. Employment and Personnel:

It is recommended that the Special Trustee approve the employment and personnel changes for certificated employees, new/revised classified position specifications, full time regular/limited term classified, and hourly (temporary) classified as shown in items A1-2 and B 1-5.

Certificated Personnel:

A. Employment

1. Ratification -- Employment – Ms. Catherine Lakatos, part-time counselor, to be paid \$40.98 per hour, not to exceed 14 hours per week, effective October 1 – December 15, 2006..
1. Ratification -- Employment – Ms. Maxine Mobley, adjunct instructor, to be paid \$53.38 per hour, not to exceed 15 hours per week effective August 14 – November 30, 2006.

B. Stipends

1. Ratification -- Special assignment stipend (Physical Education division chair duties) - Mr. Allen Caveness will be compensated for the period of August 28 – November 3, 2006 at the rate of \$2,000 per semester.
2. Ratification -- Division chair appointment (Physical Education) and stipend -- Ms. Diane Collins was appointed to serve as division chair effective November 6, 2006. Ms. Collins will be compensated for the period commencing November 16, 2006 at the rate of \$2,000 per semester.
3. Coaching assignment and stipend – Mr. Allen Caveness, head Men’s Basketball Coach, to be paid a stipend of \$3000 during the fall semester (per Section 20.2 of the faculty contract).
4. Band director stipend – Mr. Harvey Estrada, to receive a stipend of \$1500 annually per Section 20.2 of the faculty contract.
5. Drama coach stipend – Dr. Pieter Van Niel, to receive a stipend of \$1500 annually per Section 20.2 of the faculty contract.

HRD 3 New and Revised Classifications for Classified Positions
COMPTON COMMUNITY COLLEGE DISTRICT

DIRECTOR OF FINANCIAL AID

POSITION DESCRIPTION: Under the direction of the Dean of Student Affairs, and working closely with the El Camino College Director of Financial Aid, the Financial Aid Director plans, organizes and administers the

activities and operations of the Compton Center Financial Aid Office; implements the Centers student employment program; supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES/FUNCTIONS:

- Plan, organize and administer the activities and operations of the Financial Aid Office; develop and recommend goals, objectives, policies and procedures.
- Supervise and evaluate the performance of assigned personnel; interviews and select employees and recommend transfers, reassignment, and disciplinary action; provide or coordinate staff development activities.
- Monitor and review the work of technical staff to assure compliance with state and federal policies and regulations; monitor the compliance with department guidelines; recommend improvement and adjustments to inconsistencies or errors in work products; review award decision of department personnel.
- Serve on financial aid appeal committee; investigate and recommend appropriate determination of student requests for reinstatement of aid or exception to policy; recommend and implement changes to appeal committee guidelines.
- Conduct financial aid workshops for students and their parents; provide direct, in-depth information and advice to potential applicants; advises students in matters related to financial aid, scholarships and grants, explain application procedures, regulations and policies.
- Counsel students to resolve problems or conflicts; assists staff in identification and implementation of confrontation-reduction techniques.
- Coordinate the verification of enrollment of student of students prior to financial aid check disbursement; confirms that criteria are met for release of funds to students.
- Coordinate the Center's student employment program; allocate funds form the student employment budget to departments on campus; evaluate department requests for additional funding for student employment.
- Monitor student enrollment and academic progress to determine continued eligibility; inform students of approval or denial of financial aid appeals.
- Develop, prepare and effectively administer the department's annual budget; analyze and review budgetary and financial data; control and authorize department expenditures in accordance with established guidelines and directives.
- Direct and prepare a variety of narrative and statistical reports; present and maintain department reports and information; prepare and maintain records and files related to assigned personnel and department activities.
- Effectively communicate with other administrators, managers, faculty, staff, and organizations outside the Center to coordinate activities and programs; resolves issues and conflicts and exchanges information.
- Effectively utilize and manage the department's use of computer information systems.
- Attend and conduct meetings, including workshops and conferences to maintain current professional knowledge of assigned areas.
- Perform other duties as assigned by the Dean of Student Affairs.

REQUIRED QUALIFICATIONS

- Bachelor's degree in business administration, social science or related field and five (5) years increasingly responsible financial aid or related experience including one year in a supervisory capacity.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience using various types of computer software programs.
- Demonstrated experience implementing new technologies.
- Demonstrated ability to work effectively with diverse constituencies within a shared governance environment.
- Experience working in a demanding and complex academic environment.

COMPTON COMMUNITY COLLEGE DISTRICT

DIRECTOR OF FACILITIES PLANNING, CONSTRUCTION, AND CONTRACTS

POSITION DESCRIPTION: Under the direction of the Chief Executive Officer, the Director of Facilities Planning, Construction, and Contracts plans, organizes and directs the functions associated with facilities planning, construction, development of public works contracts, and the resolution of construction claims. The Director directs capital outlay appropriations, expenditures and reimbursements; researches and directs a variety of special projects as assigned; and trains, assigns, leads or supervises and evaluates the work of assigned personnel. The Director directs energy and air quality management programs and district activities related to the expansion, space utilization; directs and coordinates the preparation and timely submission of district's Facilities Master Plan, projects and drawings; develops, directs and coordinates campus safety, and District disaster preparedness program.

ESSENTIAL DUTIES/FUNCTIONS:

- Plan, organize and direct the functions associated with facilities planning, construction, development of public works contracts, and resolution of construction claims.
- Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination, and other disciplinary actions; plan coordinate and arrange for appropriate training of staff.
- Plan, organize and direct the bid process; develop bid packages for public works projects and other bids as assigned; advertise bids, conduct pre-bid meetings, direct and participate in the openings of bids , and report bid results to the Board of Trustees ; develop agreements, bonds and other required documents.
- Prepare and process change orders for presentation to the Board of Trustees, and for billing and payment.
- Plan, organize, coordinate, and direct the district activities related space utilization and reporting.
- Direct and coordinate the campus safety program; including but not limited to equipment operation, waste management, and hazardous materials management.
- Direct and coordinate the preparation and submission of the district's Facilities Master Plan, Initial Planning Projects, Preliminary Plans, and Working Drawings to appropriate state agencies on a timely basis.
- Direct and coordinate the development and submission of Scheduled Maintenance Projects, Hazardous Materials Projects, and Barrier Removal Projects to appropriate state agencies.
- Develop plans and specifications with architects and engineers for expansion, refurbishing, reconstruction, and remodeling of facilities and removal of architectural barriers; develop, maintain and coordinate signage for all district needs.
- Develop and implement comprehensive energy conservation and preventive maintenance programs for the District.
- Develop and implement the District's disaster preparedness program.
- Maintain District facilities drawings, prints, specifications, and related records, including the District's Facilities Master Plan.
- Prepare and submit requested documentations as requested by the Chief Executive Officer as well as the Fiscal Crisis and Management Assistance Team (FCMAT) as part of the comprehensive assessment and recovery plan.
- Attend meetings and workshops and serve on committees as directed; conduct employee hazard awareness, disaster preparedness training, and health and safety seminars as necessary.
- Receive and fill requests for certified payrolls in accordance with California Labor Code prevailing wage requirements; audit pay requests and miscellaneous billings submitted by contractors, subcontractors, consultants and other services; prepare and submit back charge billings to contractors.
- Research and compile information to prepare capital outlay reimbursement claims in accordance with chancellor's Office guidelines; compile data to complete quarterly capital outlay reports on projects approved by Chancellor's office.

- Supervise stop notice and payment bond remedies in accordance with Civil Code and Government Code; address subcontractor claims; address requests for, or substitution of, subcontractors.
- Research and direct a variety of special projects as assigned, communicate with District, County, State, or public officials to exchange or gather information; compile, arrange, and present information in written and oral form to assist with management decision making.
- Coordinate communications and activities, and provide information to other District departments for personnel, students, educational institutions, vendors, outside organizations, and the public as related to facilities construction and contracts.
- Compile information for and prepare a variety of statistical, narrative, and confidential reports, correspondence, memoranda and other documents, including Board action items and backup materials; assure accuracy and completeness of information.
- Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information regarding Board, District, personnel, student, claims resolution, or controversial matters.
- Train, assign, lead, or supervise and evaluate the work of assigned clerical personnel; complete performance evaluations; participate in selecting student workers; assure completion of all assignments in accordance with established time lines and approved procedures.
- Operate a computer terminal, microcomputer, and peripheral equipment to enter data, maintain records, and generate reports; utilize fax machine, fax and word processing, spreadsheet and other software as required by the position.
- Prepare and maintain budget.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED Certificate. **AND**
- Any combination equivalent to: a Bachelor's Degree in construction, architecture, civil engineering, public administration, or related field. **AND**
- Five years of increasingly responsible experience in public works project management, including two years experience in a supervisory capacity.

LICENSE AND OTHER REQUIREMENTS:

- Valid California Driver's License

DESIRABLE QUALIFICATIONS:

- Organization, policies, and procedures of facilities (public works) construction and contracts.
- Specialized or extensive policies, procedures, objectives, and requirements of facilities construction and contracts.
- Principles of supervision and training.
- Administrative analysis and report writing techniques.
- Budget preparation, monitoring, control methods and procedures.
- District organization, operations, policies, and objectives.
- Automated equipment⁵ and advanced operating procedures of word processing and spreadsheet software applications.
- Applicable sections of State Education Code, Public Contract Code, Civil Code, Labor Code, and other applicable laws, including the Privacy Act.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Plan, organize, and direct the functions associated with public works construction, development of public works contracts, and resolution of construction claims.
- Plan, organize, and direct the bid process.
- Prepare and process change orders.
- Fill request for certified payrolls in accordance with California Labor Code prevailing wage requirements.
- Research and prepare capital outlay reimbursement claims.

- Supervise stop notes and payment bond remedies.
- Address claims and request for subcontractors.
- Research and direct a variety of special projects.
- Train, assign, supervise, and evaluate the work of assigned clerical personnel.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Develop and conduct oral and written presentations.
- Compose and produce letters, reports, and other correspondence.
- Operate a computer terminal and microcomputer to enter data, maintain records, and generate reports.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Make decisions in procedural matters.
- Complete work with many interruptions.
- Maintain a variety of records including statistical and financial data.

HRD 4 Classified Personnel

A. Leave of Absence

1. Mr. David Berck, Certified Athletic Trainer, Range 33, Step F, Athletics, Student Services Area, effective November 2, 2006 through February 28, 2007 (paid, 50%).
2. Ms. Stacy Gosha, Instructional Associate, Range 22, Step F, Learning Resource Center, Academic Affairs Area, effective November 3, 2006 through December 22, 2006 (FMLA, paid, 50%).

B. Working out of Classification

1. Ratification -- Mr. Reynold Garcia, Categorically Funded Program Technician, Range CFP2, Step F, to Categorically Funded Program Specialist, Range CFP3, Step B, CalWORKs, Student Services Area, effective October 1, 2006 through March 31, 2007.
2. Ratification -- Ms. Velma Garrett, Categorically Funded Program Assistant, Range CFP1, Step C, to Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Services Area, effective October 24, 2006 through December 31, 2006.
3. Ratification -- Mr. Felix Starks, Categorically Funded Program Assistant, Range CFP1, Step C, to Categorically Funded Program Technician, Range CFP2, Step A, Financial Aid, Student Services Area, effective October 24, 2006 through December 31, 2006.

C. Limited Term Employment

1. Ratification -- Ms. Willda Bingham, Certified Athletic Trainer, Range 33, Step F, Athletics, Student Services Area, effective September 5, 2006 through February 2, 2007.
2. Ratification -- Mr. Eric Marshall, Bus Driver, Range 26, Step C, Maintenance & Operations, Administrative Affairs Area, effective September 14, 2006 through March 14, 2007.
3. Ratification -- Mr. Marcus Thompson, Police Officer, Range 25, Step A, Campus Police, Administrative Affairs Area, effective November 13, 2006 through May 13, 2007.

4. Ms. Millicent Cook, Financial Aid Assistant, Range 19, Step F, Financial Aid, Student Services Area, effective December 2, 2006 through March 1, 2007.
5. Mr. Phillip Glezer, Enrollment Services Supervisor, Range L, Step 6, Admission & Records, Student Services Area, effective December 3, 2006 through March 6, 2007.
6. Mr. Jose Lopez, Financial Aid Assistant, Range 19, Step F, Financial Aid, Student Services Area, effective December 2, 2006 through March 1, 2007.
7. Ms. Courtney Watson, Certified Athletic Trainer, Range 33, Step A, Athletics, Student Services Area, effective December 9, 2006 through February 2, 2007.

D. Employment

1. Ratification -- Ms. Pamela Godfrey, Categorically Funded Program Assistant, Range CFP1, Step A, Foster Care Education, Student Services Area, effective November 1, 2006 through May, 1, 2007.
2. Ratification Ms. Mayda Gonzalez, Children's Center Aide, Range 15, Step A, Child Development Center, Academic Affairs Area, effective October 25, 2006 through April 25, 2007.
3. Ratification -- Ms. Mary Nelson, Categorically Funded Program Assistant, Range CFP1, Step A, Foster Care Education, Student Services Area, effective November 1, 2006 through May 1, 2007.
4. Ratification -- Ms. Wanda Patterson, Categorically Funded Program Assistant, Range CFP1, Step A, Foster Care Education, Student Services Area, effective November 1, 2006 through May 1, 2007.
5. Ms. Nubia Arguello, Categorically Funded Program Assistant, Range CFP1, Step A, EOPS/CARE, Student Services Area, effective November 29, 2006 through April 1, 2007.
6. Mr. Calvin Jones, Categorically Funded Program Assistant, Range CFP1, Step A, Human Services, Academic Affairs Area, effective November 29, 2006 through June 14, 2007.

Mr. Obinna Onuoha, Categorically Funded Program Assistant, Range CFP1, Step A, Human Services, Academic Affairs Area, effective November 29, 2006 through June 14, 2007.

HRD 5 Temporary Non-Classified Service Employees

1. Ratification -- Ricardo Claustro – \$7.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective October 25, 2006 through December 16, 2006, Student Support Services Program, Student Services Area, to provide tutorial services for Student Support Services.
2. Ratification -- Nicole Ivery – \$7.75 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 29, 2006 through October 4, 2006, Financial Aid, Student Services Area, to assist with filing and answering phones during Colleague system transition.
3. Ratification -- Russell Robinson - \$8.031 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 1, 2006 through December

30, 2006, Athletics, Student Services Area, to assist with the input of athletics data into the athletics conferences approved statistical program.

4. Ratification -- Gloria Salas – \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective November 14, 2006 through December 22, 2006, Matriculation, Student Services Area, to assist with student registration functions in Records, data entry, and perform duties as assigned by admissions processing.
5. Ratification -- Norma Sanchez - \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective November 14, 2006 through December 22, 2006, Assessment Center, Student Services Area, to assist with student registration functions in Records, data entry, and perform duties as assigned by admissions processing.
6. Ratification -- Kimberley Williams – \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective November 14, 2006 through December 22, 2006, Matriculation, Student Services Area, to assist with counseling, appointments and the registration help line.

HRD 6 Presentation of and making public the Compton Community College District's initial proposal for the 2006-2007 contract re-opens negotiation with the Compton Community College Federation of Employees (Certificated Unit)

The Compton Community College District hereby submits its initial proposal for 2006-07 negotiations with the Compton Community College Federation of Employees (Certificated Unit) as follows:

ARTICLE VI: DIVISION CHAIR STRUCTURE

Modify provisions to comport with current needs and required responsibilities.

ARTICLE X: EVALUATION PROCEDURES

Revise evaluation procedures to clarify assessment process and criteria.

ARTICLE XVI: GRIEVANCE PROCEDURE

Revise grievance procedure on FSA and tenure denial.

ARTICLE XX: COMPENSATION

Discuss salary and health benefits as part of total compensation in light of state funding and the District budget.

HRD 7 Presentation of and making public the Compton Community College District's initial proposal for 2006-07 negotiations with the Compton Community College Federation of Employees (Classified Unit)

COMPTON COMMUNITY COLLEGE DISTRICT

DISTRICT INITIAL PROPOSAL
CCCFE CLASSIFIED UNIT NEGOTIATIONS
2006-2007

The Compton Community College District hereby submits its initial proposal for 2006-07 negotiations with the Compton Community College Federation of Employees (Classified Unit) as follows:

ARTICLE I: RECOGNITION

Update bargaining unit description.

ARTICLE II: EMPLOYEE RIGHTS

Revise personnel file procedures.

ARTICLE III: DISTRICT RIGHTS

Revise management rights provisions.

ARTICLE IV: FEDERATION RIGHTS

Revise Federation's right of access to employees.

ARTICLE VI: COMMITTEES

Revise the Federation's right to participate on District committees.

ARTICLE VII: LEAVES OF ABSENCE

- Clarify the District's right to verify leaves of absence.
- Revise vacation accrual credit.

ARTICLE VIII: HOLIDAYS

Review the number and scheduling of holidays.

ARTICLE IX: HOURS OF EMPLOYMENT

Review assignment of hours and work day scheduling.

ARTICLE XI: GRIEVANCE PROCEDURE

Revise appeal procedures at Level V.

ARTICLE XV: NON-DISCRIMINATION

Defer to existing laws, Board policy and regulations.

XVII: COMPENSATION

Discuss compensation as part of total compensation in light of state funding and the District budget.

ARTICLE XVIII: FRINGE BENEFITS

Discuss fringe benefits as part of total compensation in light of state funding and the District budget.

ARTICLE XXII (NEW): SUPPORT OF AGREEMENT

Include provisions addressing concerted activities.

C. Instructional Services Actions -- None

D. Resolution

1. Resolution to enter into a transaction with the California Department of Education for the purpose of providing child care and development services to the District under contract agreement #CSCC-6083
2. Resolution to enter into a transaction with the California Department of Education for the purpose of providing Infant and Toddler Child Care Resource Program to the District under contract agreement #CCAP-6134
3. Resolution to enter into a transaction with the California Department of Education for the purpose of providing instructional materials for child development services to the District under contract agreement #CIMS-6197
4. Notice of Withdrawal from Schools Excess Liability Fund Joint Powers Authority
5. Temporary Borrowing between Funds 2006-2007
6. Resolution to Close Inactive Bank Accounts

XVII. Next meeting date: December 12, 2006

Closed session begins at 12:00 noon

Open session begins at 4:00 PM

XVIII. Adjournment

Please note: All support documents/attachments to the board agenda of this board meeting is available in a binder at the back of the meeting room. If you would like a copy of any of the support documents/attachments, please contact Paula VanBrown in the Special Trustee's Office. Thank you!