



**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 20, 2007**

**District Board Room**

**1111 E. Artesia Boulevard**

**Compton, California 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)
      - 1) Ross vs. Compton CCD
      - 2) Bonds vs. Compton CCD
      - 3) Villalobos, Ghafelebashi and Boroudjerdi vs. Compton CCD
      - 4) Roach vs. Compton CCD

- 5) Rabun vs. Compton CCD
- 6) Department of Education vs. Compton CCD-ACN 09-2006-7278
- 7) Grievance of Manzoor Ahmad
- 8) Grievances of Estina Pratt and Eleanor Sonido

**B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION:**

1. Significant exposure to litigation pursuant to Government Code Section 54956.9(b)(1) and (3)(C) the following claims or complaints:  
(None)

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

(None)

**D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6:**

1. Agency designated representative: Doris P. Givens, CEO/Provost  
Employee organizations: Compton Community College  
Federation of Employees, Classified Employees
2. Employee Organization: Compton Community College District  
Police Officers' Association

**E. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:**

4 Matters

- 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 – Art Flemming
- 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 – Ignacio Alvarez

**XI. Requests to Address the Board of Trustees – Agenda/Non-Agenda Matters (including Closed Session Items)**

**XII. Information/Presentation – Chief Executive Officer**

**XIII. Approval of Minutes of October 23, 2007**

**XIV. Discussion/Action Agenda**

- A. BT1 Consideration and Adoption of Revised Policy and Procedure for Handling Complaints of Unlawful Discrimination.
- B. Business Services Actions/Consent Calendar
  - BSD 1 Purchase Orders
  - BSD 2 Agreements/Contracts
  - BSD 3 Resolution for Authorization for Temporary Borrowing Between Funds – Fiscal Year 2007/2008
  - BSD 4 Agreement with San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program #93-575
  - BSD 5 Agreement between Compton Community College District and Vicente, Lloyd, and Stutzman, LLP
  - BSD 6 Ratification of Agreement with the Chancellor of the California Community Colleges-District participation in the 2008 Chancellor’s Office Tax Offset Program (COTOP)
- C. Human Resources Actions/Consent Calendar
  - HRD 1 Management Team Personnel Action
  - HRD 2 Academic Employment
  - HRD 3 Classified Personnel
  - HRD 4 Temporary Non-Classified Service Employees

**XV. Next meeting date: Tuesday, December 18, 2007**

Closed session begins at 12:00 noon  
Open session begins at 4:00 PM

**XVI. 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. 2274.  
Thank you!*

# COMPTON COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 23, 2007

### MINUTES

- I. The Board of Trustees Meeting was called to order at 12:00 p.m.
- II. Roll Call  
Members Present:  
    Dr. Peter Landsberger, Special Trustee  
    Dr. Doris Givens, Provost/CEO
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters – No Requests
- IV. Recess to Closed Session at 12:02 p.m. for Discussion and/or Action in accordance with the Brown Act, Government Code Section 54950 et.esq, and the Education Code and pursuant to Government Code Section 54954.5.
- V. Reconvene to Open Session of the Board of Trustees at 4:00 p.m.
- VI. Roll Call  
Members Present:  
    Peter Landsberger  
    Doris Givens
- VII. A Reflective Moment – Dr. Givens
- VIII. Pledge of Allegiance
- IX. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)  
**No reportable action.**
- X. Reports from Representatives and Employee Organizations
  - 1) Faculty Representative Report – Art Flemming
  - 2) Academic Senate President Report – Saul Panski – Absent
  - 3) CCCDFE Certificated Employees Report – Rodney Murray
  - 4) CCCDFE Classified Employees Report – Joseph Lewis – No Report
  - 5) Confidential/Supervisory Representative Report – Roy Patterson - Absent
  - 6) Associated Student Body Report – Ignacio Alvarez – Absent

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

Those who spoke are listed below:

- 1) Lorraine Cervantes
- 2) F. C. Herbert – Community Member
- 3) Earl Stevens – Cocaine Anonymous Coordinator
- 4) Johnny Harris – Cocaine Anonymous
- 5) Fredwil Hernandez - Student
- 6) Nehasi Lee – Student

XII. Presentation – Focus on Results

Dr. Doris Givens introduced Ms. Irene Graff (Research Analyst ECC)

Presentation: Accountability Reporting for the California Community Colleges (ARCC) ARCC is the new CCC Accountability System for Academic Performance per AB1417.

A. Public Comment

Darwin Smith  
Joseph Lewis  
Art Flemming  
Nehasi Lee

B. Acceptance of the Focus on Results: Accountability Reporting for the California Community Colleges (ARCC)

**ARCC Report Received by Special Trustee Landsberger**

XIII. Information/Presentation – Chief Executive Officer – **Information Items**

A. Enrollment Management – Keith Curry

The winter schedule is posted on our website and the spring schedule should be posted by next week. There are currently 98 sections being offered for the winter session and anticipate adding more sections for the spring. These schedules will be mailed to the communities we serve and a newsletter will be sent to all of our feeder high schools.

Our FTES is currently 1400. The 07/08 Enrollment Management Plan has been completed.

B. Upward Bound / Upward Bound Math & Science Summer Residential Program – Macheo Shabaka, Director of TRIO Programs

Tenisha Powers, Upward Bound Coordinator and Lorena Patton, Upward Bound Math/Science Program

There was a slide presentation of the Upward Bound Summer Residential Program at UC Irvine and some of the student participants of this 6-week summer program were introduced.

XIV. Approval of Minutes of September 18, 2007 – **Approved (as revised) by Special Trustee (Revision – BSD 3 Removed; BSD3 Information Item)**

XV. **Discussion/Action Agenda**

A. Business Services Actions/Consent Calendar

BSD 1 Purchase Orders – **Approved by Special Trustee**

BSD 2 Agreements/Contracts – **Approved by Special Trustee**

1. Ratification of Agreement with Mary Ann Harmon to Provide Writing/ Editing Services

2. Ratification of Agreement with Karen Dow to Provide Specialized Services and/or Connection with Graphic Design for Publications and Logo Design
  3. Ratification of Agreement with Lenora Levias. The Contractor will Provide Life Skill Seminars and Empowerment Workshops to EOPS/ CARE Students
  4. Agreement with Infant Childcare Center. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
  5. Agreement with New Beginning Academy. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
  6. Agreement with the Cultural Caboose Childcare Center. The Contractor will Provide Part-Time Work Activity and Opportunities to CalWorks Students
  7. Ratification of Agreement with the Stevenson Orthopedic Medical Clinic. The Contractor will Provide Services During Home Football Games and Bowl Game; Mass Team Physical Examination For Fall, Winter, and Spring Sports
  8. Authorize the CEO to Ratify the Agreement with School Web Services Inc.
  9. Agreement with LaJuanda Richardson to Provide Services as an Instructor for a Series of Parenting Classes for the Foster & Kinship Care Education Training Program on an as Needed Basis
  10. Ratification of Agreement with Helene Ansel of the Ansel Group to Plan, Organize and Manage the Promotion and Delivery of Marketing Materials
- BSD 3 Resolution for Authorization for Temporary Borrowing Between Funds – Fiscal Year 2007-2008 – **No Action**
- BSD 4 Child Development Training Consortium 2007-2008 Instructional Agreement – Agreement Number 07-08-4159 – **Approved by Special Trustee**
- BSD 5 Ratification of Agreement between Compton Community College District and Atkinson, Andelson, Loya, Ruud & Romo – **Approved by Special Trustee**
- BSD 6 Actual Enrollment Fee Revenue Report 323, California Community Colleges – **Approved by Special Trustee**
- BSD 7 Agreement Between Compton Community College District and Vicenti, Lloyd, & Stutzman, LLP – **Approved by Special Trustee**
- BSD 8 Facilities Planning and Development Routine Report – Measure CC. Prop 39 Projects – **Approved by Special Trustee**
1. Change Order #23 Learning Resource Center Project (Bid Package #19)
  2. Change Order #11 Learning Resource Center Project (Bid Package #7)
  3. Final Acceptance of Work for T.B. Penick at The Learning Resource Center Project (Bid Package #3)
- BSD 9 Annual Financial and Budget Report (Financial Report for Fiscal Year 2006-2007; Budget Report for Fiscal Year 2007-2008) – Form CCFS-311– **Approved by Special Trustee**
- BSD10 Ratification of Agreement with Los Angeles County Office of Education (Teen Fathers) – **Approved by Special Trustee**
- D. Human Resources Actions – **Approved by Special Trustee**
- HRD 1 Management Team Personnel Action
  - HRD 2 Academic Employment
  - HRD 3 Classified Personnel
  - HRD 4 Temporary Non-Classified Service Employees



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**Agenda for the Compton Community College District Board of Trustees  
from  
Special Trustee**

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**XIV. DISCUSSION / ACTION AGENDA**

BT1 Compton Community College District Policy and Procedures for Handling  
Complaints of Unlawful Discrimination

**BT1**

**COMPTON COMMUNITY COLLEGE DISTRICT  
POLICY AND PROCEDURES  
FOR  
HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION**

## **Introduction and Scope**

These are the written policies and procedures for filing and processing complaints of unlawful discrimination at Compton Community College District. Students, including students of the El Camino College, Compton Center, employees, and others affiliated with the District may use the procedures described herein to make a complaint of unlawful discrimination, including harassment.

A copy of these written policies on unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

These policies and procedures were adopted by the Compton Community College District Special Trustee on November 20, 2007.

## **Unlawful Discrimination Policy**

The policy of the Compton Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the Compton Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment.

The policy of Compton Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the Compton Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, §§ 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

## **Retaliation**

It is unlawful and contrary to the policy of the Compton Community College District for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

## **Academic Freedom**

The Compton Community College District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

## **Responsible District Officer and Title IX Coordinator**

The Compton Community College District has identified the Interim Dean of Human Resources to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to title 5, section 59328 of the California Code of Regulations<sup>1</sup>, and for coordinating their investigation.

The District has also identified the Interim Dean of Human Resources as the District's Title IX Coordinator whom the District has appointed to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 and its regulations. Students, including students of the El Camino College, Compton Center, employees, and others affiliated with the District may use the procedures described herein to make a complaint of noncompliance with Title IX.

The responsible District officer and Title IX Coordinator may be contacted as follows:

Rachelle Sasser, Interim Dean of Human Resources  
Compton Community College District  
1111 E. Artesia Boulevard  
Compton, CA  
(310) 900-1600 x 2140

The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

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<sup>1</sup> All references to title 5 are to Title 5 of the California Code of Regulations.

## **Informal/Formal Complaint Procedure**

When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will:

- (1) Undertake efforts to informally resolve the charges;
- (2) Advise the complainant that he or she need not participate in informal resolution;
- (3) Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- (4) Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- (5) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

### **Filing of Formal Written Complaint**

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the Interim Dean of Human Resources and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/discrimination/discrimination.htm>

The completed form must be filed with the responsible District officer and Title IX Coordinator identified above or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

### **Initial Review of a Formal Written Complaint**

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- A complaint that is filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator, and that meets the other requirements of this policy, will be investigated. Complaints filed by third parties (such as a witness to an incident) will be reviewed and investigated if it is reasonable to do so based on the source and nature of the information.<sup>2</sup>
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

### **Defective Complaint**

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the claimant will also be sent to the State Chancellor's Office.

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<sup>2</sup> Third-party complainants are not eligible to receive the Notice of Administrative Determination and appeal rights described in this policy. The District will determine on a case-by-case basis what information regarding the disposition of a complaint may be disclosed to third-party complainants. State and federal laws protecting the confidentiality of student information, and other privacy considerations, may limit the District's ability to provide information to third-party complainants.

## **Notice to State Chancellor or District**

A copy of all complaints filed in accordance with the title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

### **Investigation and Administrative Determination**

The responsible District officer shall promptly investigate every complaint of unlawful discrimination filed pursuant to this policy, consistent with the requirements of a thorough and complete investigation. During the course of a complaint investigation, the responsible District officer will give the complainant and the accused an opportunity to identify witnesses and other evidence that may be relevant to the complaint.

The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know" basis is usually essential to a thorough investigation, and the District may also be required to release information in connection with discipline of the accused, if unlawful discrimination is found to have occurred.

If an investigation results in a finding of unlawful discrimination, the District will take reasonable steps to prevent recurrence of any discrimination, and to correct its negative effects on the complainant and others where appropriate.

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- (a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District Special Trustee and the State Chancellor.

In any case involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300, et seq., the responsible District officer will complete the investigation and forward a copy or summary of the report to the complainant, and written notice setting forth all the following to the complainant:

- (a) the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future (see footnote 10);
- (c) the proposed resolution of the complaint; and

- (d) the complainant's right to appeal to the District Special Trustee and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

### **Complainant's Appeal Rights**

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's Special Trustee within 15 days from the date of the administrative determination. If an appeal is timely filed, the District's Special Trustee will review the original complaint, the investigative report, the administrative determination, and the appeal. Untimely appeals will not be considered.
- The District's Special Trustee will issue a final District decision in the matter within 45 days after receiving a timely-filed appeal. Alternatively, the District's Special Trustee may elect to take no action within 45 days of receipt of a timely-filed appeal, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's Special Trustee will be forwarded to the complainant and to the State Chancellor's Office.
- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the Special Trustee issues the final District decision or permits the administrative determination to become final by taking no action within 45 days of a timely-filed appeal. The appeal must be accompanied by a copy of the decision of the Special Trustee or evidence showing the date on which the complainant filed an appeal with the Special Trustee, and a statement under penalty of perjury that no response was received from the Special Trustee within 45 days from that date.

Complainants must submit all appeals in writing.

### **Forward to State Chancellor**

In any case not involving employment discrimination, within 150 days of receiving a complaint, the responsible District officer will forward the following to the State Chancellor:

- A copy of the final District decision rendered by the Special Trustee or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- A copy of the notice of appeal rights the District sent the complainant.
- Any other information the State Chancellor may require.

The District will keep these documents on file for a period of at least three years after closing the case, and in any case involving employment discrimination, make them available to the State Chancellor upon request.

### **Extensions**

The responsible District officer may file a written request that the State Chancellor grant an extension of the 90- or 150-day deadlines specified above for submission of materials to the complainant and State Chancellor's Office. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

### **Notice, Training, and Education for Students and Employees**

The Compton Community College District's responsible officer shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District's written policy on unlawful discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and at least once every two years thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

### **Definitions**

Definitions applicable to nondiscrimination policies are as follows:

- "Appeal" means a request by a complainant made in writing to the Compton Community College District Special Trustee pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the

- administrative determination of the District regarding a complaint of discrimination.
- “Association with a person or group with these actual or perceived characteristics” includes advocacy for or identification with people who have one or more characteristics of a protected category listed under “Unlawful Discrimination Policy” and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
  - “Complaint” means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.
  - “Days” means calendar days.
  - “Gender” includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
  - “Mental disability” includes, but is not limited to, all of the following:
    - (1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
      - (A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
      - (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
      - (C) “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.
    - (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
    - (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
    - (4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
    - (5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).  
 “Mental disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
  - “Physical disability” includes, but is not limited to, all of the following:
    - (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
      - (A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
      - (B) Limits a major life activity. For purposes of this section:
        - (i) “Limits” shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

- (ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
  - (iii) "Major life activities" shall be broadly construed and include physical, mental, and social activities and working.
- (2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- (4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- (5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
- (6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- "District" means the Compton Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
- "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation.
- "Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, when:
  - submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
  - submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
  - the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or
  - submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Sexual harassment may include, but is not limited to:

- (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)

- (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
  - (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
  - (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
  - (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
  - (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
  - (7) Favoritism in awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decisionmaker has a sexual relationship.
- "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.
  - "Unlawful discrimination" means discrimination based on a category protected under title 5, section 59300, including sexual harassment and retaliation.

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Rory Livingston, Interim CBO**

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**Consent Calendar**

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Resolution for Authorization for Temporary Borrowing between Funds for Fiscal Year 2007-2008

**Action Calendar**

- BSD 4 Agreement with San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program #93-575
- BSD 5 Agreement between Compton Community College District and Vicenti, Lloyd, & Stutzman, LLP
- BSD 6 Ratification of Agreement with the Chancellor of The California Community Colleges – District Participation in the 2008 Chancellor’s Office Tax Offset Program (COTOP)

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Rory Livingston, Interim CBO**

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BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR  
OCTOBER 2007.

**District**

**11/5/2007 BOARD OF TRUSTEES PURCHASE ORDER LISTING**

**Meeting Date: 11/20/2007**

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.

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 01</b>	<b>Unrestricted-Compton Ed Center</b>			
P0101216	Luis Romero	Athletics	Contract Services	\$75.00
P0101222	Gst Inc.	Information Technology	Equipment	\$1,840.25
P0101224	CCFC Annual	Office the CEO	Dues and Memberships	\$750.00
P0101226	Cate-R-U's Services	Student Affairs	Other Services and Expenses	\$514.19
P0101227	Gridworks	Nursing	New Equipment -	\$4,556.24
P0101228	Greenwood Publishing	Admissions/Records	General Office Supplies	\$209.74
P0101230	Cccbca Membership	Recreation	Confernces Mgmt	\$130.00
P0101265	Academic Uprise, Inc	Student Recruitment	Conferences Other	\$150.00
P0101266	U S Postmaster	Information Technology	Postage	\$175.00
P0101268	Higher Ed Jobs.Com	Human Resources	Multi Media Advertising	\$345.00
P0101273	Los Angeles County	Office the CEO	Dues and Memberships	\$100.00
P0101274	Lewis Brisbois Bisgaard	Office the CEO	Contract Services	\$11,105.31
P0101275	Konica Minolta	Office the CEO	Maintenance Contracts	\$243.84
P0101277	Community College	Office the CEO	Contract Services	\$13,933.00
P0101309	Gill Correa	Athletics	Contract Services	\$92.00
P0101310	Raymond Plummer	Athletics	Contract Services	\$97.00
P0101311	Keith W. Johnson	Athletics	Contract Services	\$92.00
P0101312	Glenn Johnson	Athletics	Non-Instruct Supplies	\$42.00
P0101313	Glenn J. Johnson	Athletics	Non-Instruct Supplies	\$132.00
P0101314	Csu Dominguez Hills	Athletics	Contract Services	\$2,142.00
P0101316	South Bay Document	Utilities	Waste Disposal	\$333.20
P0101317	E.G. Brennan & Co.,	Admissions/Records	General Office Supplies	\$467.85
P0101318	Gallardo's Party Supply	Transfer Center	Other Services and Expenses	\$220.00
P0101319	Mt. San Antonio	Athletics	Non-Instruct Supplies	\$375.00
P0101320	Chabot-Las Positas	Athletics	Non-Instruct Supplies	\$385.00
P0101323	Unilete Inc.	Athletics	Non-Instruct Supplies	\$2,760.38
P0101324	Unilete Inc.	Athletics	Non-Instruct Supplies	\$4,958.39
P0101326	Business Card	Administration	Travel and Conference	\$510.68
P0101327	Ucr Regents	Athletics	Non-Instruct Supplies	\$120.00
P0101328	4IMPRINT.COM	Student Recruitment	Other Services and Expenses	\$632.94
P0101329	Albert Turner	Athletics	Non-Instruct Supplies	\$624.35
P0101330	David C. Berck	Athletics	Non-Instruct Supplies	\$17.77
P0101331	Craig Cummings	Athletics	Contract Services	\$90.00
P0101332	Earl S. Jordan	Athletics	Contract Services	\$25.00
P0101334	TAJ Office & School	Administration	General Office Supplies	\$216.63
P0101335	International E-Z Up,	Student Recruitment	Other Services and Expenses	\$3,949.18
P0101363	E.C.C.C.D. Bookstore	Library	Library Books	\$4,000.00
P0101364	Viatron Systems Inc	Information Technology	Maintenance Contracts	\$14,940.00
P0101365	Sampaguita	Earth Sciences	Transportation/ Mileage and	\$700.00
P0101366	Falcon Fuels, Inc.	Operations	Gasoline	\$8,000.00
P0101367	Nickey Petroleum	Operations	Gasoline	\$5,000.00
P0101399	Oasis Business Supply	Campus Police	General Office Supplies	\$1,627.11
P0101400	Oasis Business Supply	Campus Police	Equipment	\$708.15
P0101401	National Business	Campus Police	General Office Supplies	\$2,826.41
P0101403	Ricky Shabazz	Student Recruitment	Other Services And Expenses	\$215.42
P0101404	Darren Deckard	Athletics	Contract Services	\$92.00

P0101405	Darren Deckard	Athletics	Contract Services	\$92.00
P0101406	Thomas Isaacs	Athletics	Contract Services	\$92.00
P0101407	Scott Senor	Athletics	Contract Services	\$92.00
P0101408	Lester Facine	Athletics	Contract Services	\$92.00
P0101417	Christina's Uniforms	Student Affairs	Other Services and Expenses	\$170.49
P0101418	Raymundo Prisco	Athletics	Contract Services	\$75.00
P0101420	Tomark Sports, Inc.	Athletics	Equipment	\$1,459.80
P0101421	College of the Desert	Athletics	Non-Instruct Supplies	\$350.00
P0101422	Alert Services, Inc.	Athletics	Non-Instruct Supplies	\$206.52
P0101423	California Pro Sports	Athletics	Non-Instruct Supplies	\$106.38
P0101424	Commission on	Athletics	Non-Instruct Supplies	\$324.75
P0101425	Tour Coach Charter &	Athletics	Transportation/ Mileage and	\$714.28
P0101426	El Camino College	Athletics	Non-Instruct Supplies	\$230.00
P0101427	Gst Inc.	Admissions/Records	Equipment	\$487.13
P0101432	Datatel, Inc.	Information Technology	Maintenance Contracts	\$12,656.62
P0101434	Bobco Metals	Welding	Instructional Supplies/Lottery	\$4,330.00
P0101476	Global Office Supplies	Administration	General Office Supplies	\$472.98
P0101477	Maverick Label.Com	Fiscal Services	General Office Supplies	\$396.88
P0101478	NPA	Public Information	Multi Media Advertising	\$920.00
P0101479	Selig Industries	Operations	Repairs Parts and Supplies	\$155.00
P0101480	The Printing Factory	Transfer Center	Other Services and Expenses	\$2,789.85
P0101481	Waxie Sanitary Supply	Operations	Custodial Supplies	\$2,859.88
P0101482	Thompson West	Human Resources	General Office Supplies	\$156.53
P0101483	Atkinson, Andelson,	Board of Trustees	Legal	\$38,258.33
P0101484	Department of	Board of Trustees	Contract Services	\$15,293.10
P0101507	Tri-Best Visual Display	Nursing	New Equipment -	\$1,965.31
P0101509	Konica Minolta	Office the CEO	Dues and Memberships	\$291.29
P0101510	Ricky Shabazz	Student Recruitment	Non-Instruct Supplies	\$78.66
P0101511	Premier Computer	Admissions/Records	General Office Supplies	\$492.07
P0101515	Progressive Business	Human Resources	Publications/ Periodicals and	\$299.00
P0101516	Progressive Business	Human Resources	Other Services and Expenses	\$299.00
P0101517	SAWCX II	Institutional Services	Legal	\$5,402.00
P0101518	Altman's Winnebago	Operations	Custodial Supplies	\$398.39
P0101519	Turf Star, Inc	Operations	Noninstructional Supplies	\$142.96
P0101520	Sesac	Academic Affairs	License Fee/Site Licenses	\$306.00
P0101521	Van Lingen Towing	Campus Police	Repairs Noninstructional	\$54.00
P0101550	Hyatt Regency San	Transfer Center	Travel and Conference	\$297.00
P0101551	California	Transfer Center	Travel and Conference	\$545.00
P0101562	Alliance of Schools	Institutional Services	Property Insurance	\$1,759.00
P0101563	Michael Williams	Athletics	Contract Services	\$92.00
P0101564	Donald Milligan	Athletics	Contract Services	\$92.00
P0101565	James Taplin	Athletics	Contract Services	\$92.00
P0101566	David Gutierrez	Athletics	Contract Services	\$92.00
P0101567	Scott M. Vranesh	Athletics	Contract Services	\$92.00
P0101568	John Fallman	Athletics	Contract Services	\$92.00
P0101569	Steve White	Athletics	Contract Services	\$97.00
P0101570	Darrell E. Brooks	Athletics	Contract Services	\$92.00
P0101571	Nathan Gilmore	Athletics	Contract Services	\$92.00
P0101572	Bob Osborne	Athletics	Contract Services	\$97.00
P0101573	Kevin Gilbert	Athletics	Contract Services	\$92.00
P0101574	Brad Claude	Athletics	Contract Services	\$92.00
P0101575	Don Taylor	Athletics	Contract Services	\$92.00
P0101579	Golf Venture West	Operations	Noninstructional Supplies	\$210.71
P0101580	Golf Venture West	Operations	Noninstructional Supplies	\$195.41
P0101581	Golf Venture West	Operations	Noninstructional Supplies	\$497.38
P0101584	JPD Copier Products	Fiscal Services	Repairs Noninstructional	\$521.07

P0101586	Southern California	Utilities	Lights and Power	\$400.00
P0101587	Compton Community	Institutional Services	Liability - Self Insurance	\$3,055.00
P0101588	Elizabeth Martinez	Transfer Center	Hospitality	\$50.00
P0101591	J.B. Imprints	Fiscal Services	Printing	\$20.62
P0101593	L.A.C.O.E. Attn:	Institutional Services	Miscellaneous	\$2,600.00
P0101597	Expressions to Wear	Student Recruitment	Non-Instruct Supplies	\$832.50
P0101613	Vicenti, Lloyd,	Fiscal Services	Conferences Mgmt	\$159.00
P0101614	L.A.C.O.E. Attn:	Institutional Services	Miscellaneous	\$1,897.20
P0101619	Climatec Building	Operations	Maintenance Contracts	\$510.00
P0101620	Lab Safety Supply	Welding	Instructional Supplies/Lottery	\$272.80
P0101622	American Central Alarm	Institutional Services	Miscellaneous	\$299.40
P0101623	Cater R Us	Athletics	Non-Instruct Supplies	\$2,455.00
P0101624	T.A.J. Office & School	Fiscal Services	General Office Supplies	\$57.44
P0101626	Long Beach City	Athletics	Conferences Mgmt	\$100.00
P0101653	United Rentals	Operations	Rents/ Leases and Repairs	\$2,315.61
P0101654	Vicenti, Lloyd,	Fiscal Services	Conferences Mgmt	\$159.00
P0101655	Jpd Copier Products	Academic Affairs	General Office Supplies	\$533.78
P0101657	Bernan Associates	Library	Library Books	\$76.00
P0101658	Thompson Health Care	Library	Library Books	\$69.90
P0101659	Salem Press	Library	Library Books	\$89.85
P0101660	African American	Library	Library Books	\$499.90
P0101661	Thompson West	Library	Library Books	\$24.90
P0101662	College Source	Library	Library Books	\$803.00
P0101672	Premier Computer	Fiscal Services	General Office Supplies	\$160.14
P0101685	Office Xpress	Admissions/Records	General Office Supplies	\$90.93
P0101686	Bank of America	Board of Trustees	Contract Services	\$1,580.93
P0101687	Jd's Silkscreening	Athletics	Non-Instruct Supplies	\$2,293.82
P0101690	Florelle, Inc	Athletics	Non-Instruct Supplies	\$799.36
P0101691	T.A.J. Office & School	Fiscal Services	General Office Supplies	\$101.76
P0101692	Litter Mendelson, P. C.	Board of Trustees	Contract Services	\$865.10
P0101693	Darroch Young	Board of Trustees	Contract Services	\$400.00
P0101694	Ricky Shabazz	Student Recruitment	Non-Instruct Supplies	\$30.03
P0101695	Ricky Shabazz	Student Recruitment	Non-Instruct Supplies	\$244.21
P0101697	Ricky Shabazz	Student Recruitment	Non-Instruct Supplies	\$763.10
P0101700	Computer 1 Products	Fiscal Services	General Office Supplies	\$584.06
P0101703	Stevenson Orthopedic	Athletics	Contract Services	\$1,350.00
P0101705	Academic Senate for	Academic Senate	Dues and Memberships	\$870.33
P0101706	Academic Senate for	Academic Senate	Conferences Mgmt	\$190.00
<b>Fund 01 Total: 140</b>				<b>\$215,866.47</b>

**Fund 10**

**Restricted-Compton Ed Center**

P0101217	Office Xpress	CalWORKs	Non-Instruct Supplies	\$1,818.46
P0101218	TAJ Office & School	Matriculation	General Office Supplies	\$14.39
P0101219	Premier Computer	Matriculation	General Office Supplies	\$1,099.84
P0101220	Office Xpress	CalWORKs	Non-Instruct Supplies	\$136.64
P0101221	CSU Channel Islands	CalWORKs	Conferences Other	\$110.00
P0101223	True Colors, Inc.	CalWORKs	Non-Instruct Supplies	\$610.31
P0101225	Council for Opportunity	TRIO - Upward Bound	Travel And Conference	\$725.00
P0101229	Premier Computer	TRIO - Upward Bound	General Office Supplies	\$428.55
P0101244	Arbor Travel	CalWORKs	Conferences Other	\$130.68
P0101245	JSPAC Coordinantor	CalWORKs	Conferences Other	\$200.00
P0101246	Bev's Balloons,	TANF	Non-Instruct Supplies	\$236.85
P0101247	Red Lion Hotel -	CalWORKs	Conferences Other	\$90.93
P0101267	National Promotions &	CalWORKs	Printing	\$1,140.96
P0101269	Logan Telcom Wiring	EGADNP	Other Operating Expenses &	\$4,640.00
P0101276	Office Xpress	EOPS	Other Payments To/For	\$740.21
P0101289	Gst Inc.	Capacity Bldg for	Indirect Supplies	\$3,031.00

P0101321	S & B Food Services	TRIO - Talent Search	Noninstructional Supplies	\$1,530.77
P0101322	Sampaguita	TRIO - Talent Search	General Office Supplies	\$3,124.62
P0101325	Business Card	TRIO - Upward Bound	Travel and Conference	\$1,125.17
P0101333	Keith Curry	Matriculation	Conferences Other	\$289.65
P0101402	NPA	TRIO	Indirect Costs	\$920.13
P0101410	Sampaguita	TRIO - Upward Bound	Transportation	\$850.00
P0101413	National Charter Lines	TRIO - Talent Search	Transportation	\$450.00
P0101419	Modern Imaging	TRIO - Talent Search	General Office Supplies	\$851.91
P0101430	Printer Works, the	TRIO	General Office Supplies	\$127.99
P0101433	International Laser &	TRIO	General Office Supplies	\$784.00
P0101435	Junaid Siddiqui	TRIO - Upward Bound	PSA Contract Services	\$1,400.00
P0101512	Arbor Travel	CalWORKs	Conferences Other	\$600.00
P0101615	Michael J. Odanaka	EOPS	Conferences Other	\$60.00
P0101616	Michael J. Odanaka	EOPS	Conferences Other	\$101.48
P0101617	Heritage Business	BFAP Augmentation	General Office Supplies	\$876.50
P0101618	Cate-R-Us Services	BFAP Augmentation	Special Events-Direct Costs	\$264.00
P0101621	Regents University of	TRIO - Upward Bound	Other Services and Expenses	\$23,566.32
P0101625	Regents University of	TRIO - Upward Bound	Other Services and Expenses	\$8,838.47
P0101656	Computer 1 Products	06-07 Trailer Bill Instr	New Equipment - Instructional	\$545.36
P0101663	Premier Computer	EGADNP	Instructional Supplies/Lottery	\$280.57
P0101684	Elzie Madison	TRIO - Upward Bound	PSA Contract Services	\$1,667.00
P0101696	4IMPRINT.COM	Matriculation	Non-Instruct Supplies	\$9,560.96
P0101699	XAP Inc.	Matriculation	Contract Services	\$3,605.00
P0101702	California Online	Matriculation	Instructional Supplies/Lottery	\$7,000.00

**Fund 10 Total: 40 \$83,573.72**

**Fund 13 Compton Line of Credit**

P0101561	Wondries Fleet Division	Line of Credit Special	New Equipment -	\$107,365.35
P0101583	Glock, Inc.	Line of Credit Special	New Equipment -	\$5,637.66
P0101585	Proforce Law	Line of Credit Special	New Equipment -	\$2,930.94

**Fund 13 Total: 3 \$115,933.95**

**Fund 14 Gen Fund-Compton Ctr Related**

P0101436	CVIS	Information Technology	Software	\$1,575.04
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**Fund 14 Total: 1 \$1,575.04**

**Fund 30 Child Development Ctr - Compton**

P0101315	ABC School Supply	CDC	General Office Supplies	\$56.98
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**Fund 30 Total: 1 \$56.98**

**Fund 40 Capital Outlay Fund-Compton Ed**

P0101707	Marcor Remediation,	Scheduled Maintenance	Repairs Noninstructional	\$14,282.00
P0101708	Ctl Environmental	Scheduled Maintenance	Repairs Noninstructional	\$6,468.00

**Fund 40 Total: 2 \$20,750.00**

**PO Funds Total: 187 \$437,756.16**

**Fund 01 Unrestricted-Compton Ed Center**

B0101120	Medco Sports Medicine	Athletics	Non-Instruct Supplies	\$4,678.86
B0110735	El Camino Compton	Learning Resource	Noninstructional Supplies	\$3,000.00
B0110736	El Camino Compton	Learning Resource	Noninstructional Supplies	\$3,000.00
B0110740	Optima Healthcare	Human Resources	Medical Expense	\$2,000.00
B0110757	Oasis Business Supply	Fiscal Services	General Office Supplies	\$1,250.00
B0110762	School Web Services	Public Information	Contract Services	\$49,575.00
B0110769	City of Inglewood	Campus Police	Other Services and Expenses	\$2,000.00

B0110770	E.C.C.C.D. Bookstore	Library	Library Books	\$4,000.00
B0110771	Bank of America	Office the CEO	Visa/Mastercard Fees	\$9,000.00
B0110788	S & B Food Services	Transfer Center	Hospitality	\$1,000.00
B0110789	Global Office	Student Affairs	General Office Supplies	\$1,000.00
B0110792	Neopost Inc.	Information Technology	Maintenance Contracts	\$4,000.00
B0110798	Compliance Poster	Institutional Services	Legal	\$5,000.00
B0110799	Datatel, Inc.	Information Technology	Maintenance Contracts	\$15,000.00
B0110802	Peterson's	Transfer Center	Noninstructional Supplies	\$400.00
B0110803	Helene Ansel	Public Information	PSA Contract Services	\$36,000.00
B0110814	San Dieguito Printers	Public Information	Printing	\$45,000.00
B0110818	Waxie Sanitary Supply	Operations	Custodial Supplies	\$5,000.00
B0110827	Three-D Pest Control	Operations	Pest Control	\$5,000.00
B0110836	UPW Waste &	Operations	Waste Disposal	\$30,000.00
B0110838	Aa Equipment Co.	Operations	Other Services and Expenses	\$5,000.00
B0110851	Global Office	Student Affairs	Other Services and Expenses	\$6,000.00
B0110853	United States Postal	Mailroom	Postage	\$10,000.00
B0110854	Southland Industries	Institutional Services	Repairs Noninstructional	\$19,600.00
<b>Fund 01 Total: 24</b>				<b>\$261,103.86</b>

**Fund 10 Restricted-Compton Ed Center**

B0110725	T.A.J. Office & School	TRIO - Upward Bound	General Office Supplies	\$1,500.00
B0110726	T.A.J. Office & School	TRIO - Upward Bound	Indirect Costs	\$10,000.00
B0110727	TAJ Office & School	TRIO - Upward Bound	General Office Supplies	\$2,300.00
B0110741	E.C.C.C.D. Bookstore	EOPS CARE	Student Stipends	\$250,000.00
B0110742	E.C.C.C.D. Bookstore	EOPS	Student Stipends	\$350,000.00
B0110743	Office Xpress	EOPS	New Equipment -	\$2,500.00
B0110744	Office Xpress	EOPS	General Office Supplies	\$2,000.00
B0110745	Office Xpress	EOPS CARE	General Office Supplies	\$2,500.00
B0110746	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food	\$21,000.00
B0110747	L.A.C.M.T.A.	EOPS	Bus Passes and Food	\$10,000.00
B0110748	About Time Catering	EOPS CARE	Bus Passes and Food	\$10,000.00
B0110749	About Time Catering	EOPS	Bus Passes and Food	\$5,000.00
B0110800	SVM, lp	EOPS CARE	Bus Passes and Food	\$25,000.00
B0110801	SVM, lp	EOPS	Bus Passes and Food	\$10,000.00
B0110813	Office Xpress	CalWORKs	Non-Instruct Supplies	\$2,000.00
B0110819	SVM, lp	CalWORKs	Bus Passes and Food	\$20,000.00
B0110837	Office Xpress	DPSS	Non-Instruct Supplies	\$4,000.00
B0110852	Ricoh Corp	TRIO - Upward Bound	Indirect Costs	\$12,000.00
<b>Fund 10 Total: 18</b>				<b>\$739,800.00</b>

**Fund 14 Gen Fund-Compton Ctr Related**

B0110804	Law Offices of Larry	Administrative Services	PSA Contract Services	\$41,000.00
B0110834	Law Offices of Larry	Administrative Services	Contract Services	\$41,000.00
<b>Fund 14 Total: 2</b>				<b>\$82,000.00</b>

**Fund 30 Child Developmnt Ctr - Compton**

B0110790	Target Stores	Child Development	Non-Instruct Supplies	\$2,000.00
<b>Fund 30 Total: 1</b>				<b>\$2,000.00</b>

**Fund 45 Revenue Construct Bond - Compton**

B0110841	Inland Acoustics, Inc.	Learning Resource	Construction Management	\$5,000.00
B0110842	Veneklasen Associates	CDC	Building Construction	\$750.00
B0110843	T. B. Penick and Sons,	Learning Resource	Buildings	\$50,000.00
B0110844	Sandy Pringle	Learning Resource	Testing & Inspection	\$60,000.00
B0110845	Pasco Doors	Learning Resource	Construction Management	\$9,000.00
B0110846	National Business	CDC	Building Construction	\$2,000.00

B0110847	Minco Construction	Learning Resource	Buildings	\$35,000.00
B0110848	Dnam Construction	CDC	Building Construction	\$20,000.00
B0110849	Bergman & Dacey	Learning Resource	Legal -Bond Projects	\$110,000.00
B0110850	DOUGLAS E.	Learning Resource	Construction Management	\$86,000.00
BC45801	BRJ & Associates	Learning Resource	Construction Management	\$300,000.00
<b>Fund 45 Total: 11</b>				<b>\$677,750.00</b>
			<b>BPO Funds Total: 56</b>	<b>\$1,762,653.86</b>
<b><u>Grand Total POs and BPOs: 243</u></b>				<b>\$2,200,410.02</b>

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**Agenda for the Compton Community College District Board of Trustees  
from  
Administrative Services  
Rory Livingston, Interim CBO**

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BSD 2    AGREEMENTS/CONTRACTS

1.    Ratification of Agreement with Photography by Tony Kawashima, Inc. to Provide Photographic Services
2.    Ratification of Agreement with Mary Cavalier to Provide Specialized Services and/or Advice in Connection with Vocational Nurse Instructional Program
3.    Amendment Authorization for CEO to Execute Website Development Agreement with School Web Services Inc.
4.    Amendment Authorization for CEO to Execute Website Hosting Agreement with School Web Services Inc.

**1. RATIFICATION OF AGREEMENT WITH PHOTOGRAPHY BY TONY KAWASHIMA, INC. TO PROVIDE PHOTOGRAPHIC SERVICES**

**CONSULTANT:** PHOTOGRAPHY BY TONY KAWASHIMA, INC.  
**SERVICES:** To provide photographic services.  
**REQUESTING DEPT:** STUDENT AFFAIRS  
**DATES:** 10/15/07 – 06/30/08  
**NTE:** \$5,000.00/\$120.00 per hour

**2. RATIFICATION OF AGREEMENT WITH MARY CAVALIER TO PROVIDE SPECIALIZED SERVICES AND/OR ADVICE IN CONNECTION WITH VOCATIONAL NURSE INSTRUCTIONAL PROGRAM**

**CONSULTANT:** MARY CAVALIER  
**SERVICES:** To provide specialized services and/or advice in connection with Vocational Nurse Instructional Program  
**REQUESTING DEPT:** ACADEMIC AFFAIRS  
**DATES:** 11/01/07 – 05/01/08  
**NTE:** \$5,000.00/\$50.00 per hour for 100 hours

**3. AMENDMENT AUTHORIZATION FOR CEO TO EXECUTE WEBSITE DEVELOPMENT AGREEMENT WITH SCHOOL WEB SERVICES INC.**

**CONSULTANT:** SCHOOL WEB SERVICES INC.  
**SERVICES:** Develop the content which means all data, text, pictures, sound, graphics, logos, marks, symbols, video and other materials supplied by district to developer under this agreement, as such materials may be modified from time to time by the parties  
**REQUESTING DEPT:** PUBLIC INFORMATION  
**DATES:** 10/11/07 – 01/31/08  
**NTE:** \$49,575.00

Option 1: SWS will perform the Web site planning, design, consulting, training, and software customization, with MOSS as the software, for a one time-fee of \$49,575.00.

Recurring Fees: Web Site Hosting, Backup, and Technical Support: \$800/Month (or \$8,640/year if paid annually).

Payment for the project will be made in two installments: 50% at the start of the project, 25% upon the completion the design and planning phase, and the remaining 25% upon the completion of the project. Recurring fees will be

paid monthly or annually depending on the option selected.

**4. AMENDMENT AUTHORIZATION FOR CEO TO EXECUTE WEBSITE HOSTING AGREEMENT WITH SCHOOL WEB SERVICES INC.**

**CONSULTANT:** SCHOOL WEB SERVICES INC.  
**SERVICES:** "Attachment A" to Provide Mapping of Site Architecture and Navigation, The Design of a Vibrant and Dynamic Web Site Home Page and Templates, Template Integration with OmniUpdate or Sharepoint and Training Services  
**REQUESTING DEPT:** PUBLIC INFORMATION  
**DATES:** 10/11/07 – 01/31/08  
**NTE:** No cost to District

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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BSD 3 RESOLUTION FOR AUTHORIZATION FOR TEMPORARY BORROWING  
BETWEEN FUNDS – FISCAL YEAR 2007-2008

It is recommended that the Special Trustee approve the Resolution for  
Authorization for Temporary Borrowing between Funds for Fiscal Year 2007-2008.

**COMPTON COMMUNITY COLLEGE DISTRICT**

**RESOLUTION 07/08-11-20-07**

**AUTHORIZATION FOR TEMPORARY BORROWING BETWEEN FUNDS 2007-2008**

The Special Trustee of the Compton Community College District authorizes, Dr. Doris Givens, Provost or her designee, to make temporary cash loans between fund whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$1,000,000.00. The total amount to be transferred at any one time may not exceed \$1,000,000.00.

These authorized transfers are temporary in nature, to be accounted for as loans between funds, and are not to be treated as income or as a contribution from one fund to another.

Any transfers made during the year shall be repaid by no later than fiscal year end. Any transfers within 120 days of the year end may be repaid next year, provided any such intended carryover is reported to the board.

A report of transfers made each month is to be provided to the Special Trustee in the following week.

Transfers are to be in accordance with legal requirements.

This action and written authorization by the person herein designated may be used by the Los Angeles County Office of Education to permit transfers and repayments.

ADOPTED by the Compton Community College District Governing Board on the 20<sup>th</sup> day of November, 2007.

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Dr. Peter J. Landsberger, Special Trustee

ATTEST:

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Dr. Doris Givens, Secretary, Board of Trustees

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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BSD 4    AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
IN PROVIDING COMPTON REGIONAL EARLY CHILDHOOD MENTOR  
PROGRAM #93-575

El Camino College will take the lead in El Camino/Compton Regional Early Childhood Mentor Program. In addition to El Camino College, the Compton Regional Early Childhood Mentor Program includes the San Francisco Community College District.

The Mentor Coordinator for Compton will provide the following services:

- Recruitment of child care providers who wish to become mentors.
- Adherence to campus lab policies.
- Enroll teachers and providers in the mentor teachers' course for credit.
- Appoint and train Selection Committee Members in the use of the Harms and Clifford Early Childhood Environmental Rating Scale.
- Oversee student placements and maintain placement history, student evaluations and stipend amounts.

Budgeted amount: \$6,486.00

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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BSD 5    AGREEMENT BETWEEN COMPTON COMMUNITY COLLEGE DISTRICT  
AND VICENTI, LLOYD, & STUTZMAN, LLP

**Issue**

It is recommended that the Special Trustee authorize the agreement with Vicenti, Lloyd & Stutzman, LLP which will provide assistance in reviewing and reconciling the District's Associated Student Body records.

**Background**

Vicenti, Lloyd & Stutzman, LLP will provide to the District reconciliation of Associated Student Body activity for 2004-2005, 2005-2006, 2006-2007 fiscal years for inclusion in the June 30, 2007, audit report.

**Scope**

The Consultant will assist the management of CCCD in the accounting and preparation of financial statements, to include a Balance Sheet, Income Statement and any other related financial statements for the ASB for the fiscal year ending June 30, 2007. Our procedures will include:

1. Obtaining an understanding of the accounting processes and procedures for the ASB;
2. Assure the validity and appropriateness of the financial activities of the ASB for the fiscal years 2004-05, 2005-06, 2006-07;
3. Interviewing appropriate staff as necessary;
4. Review a sample of supporting documents associated with financial transactions during the above mentioned periods;
5. Confirm balance sheet accounts with third parties;
6. Determine if records are in auditable format to issue an opinion;
7. Determine if there are any elements of concern warranting further investigation;
8. Prepare a Balance Sheet, Income Statement and related financial statements for the fiscal year ending June 30, 2007;
9. Advise and brief appropriate CCCD officials of any internal control weaknesses and of any elements of concern warranting further investigation (written reports will only be prepared if requested by CCCD);
10. Review and Advise on Associated Student Body Financial Policies.

**Duration of Agreement**

We expect to begin our work starting no earlier than mid December 2007 and expect to complete this engagement by April 30, 2008, assuming there are no unforeseen circumstances.

**Compensation**

The Consultant will bill the District after the completion of the project based on actual hours spent on the engagement, which we estimate will be no more than 100 hours. Our hourly rate for this type of service is as follows:

Partners	\$ 295.00
Director Cooper	\$ 325.00
Directors	\$ 285.00
Managers	\$ 175.00
Senior Associates	\$ 125.00
Associates	\$ 95.00
Administrative/Clerical	\$ 85.00

We estimate that fees will range between \$17,500 and \$20,000. The fee estimate is based on anticipated cooperation from CCCD and ASB personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Payment is due upon invoicing without regard to the current status or outcome of this matter. We require full payment of any indebtedness prior to the expression of any opinion, or issuance of any report or testimony. Ms. Heather McGee, Manager will oversee and manage this engagement. If for some reason Ms. McGee is unavailable to manage this engagement, an individual with comparable skills and qualifications will be assigned in her place.

It is recommended that the Special Trustee approve the agreement with Vicenti, Lloyd & Stutzman, LLP.

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**Agenda for the Compton Community College District Board of Trustees**  
**from**  
**Administrative Services**  
**Rory Livingston, Interim CBO**

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**BSD 6    RATIFICATION OF AGREEMENT WITH THE CHANCELLOR OF THE CALIFORNIA COMMUNITY COLLEGES – DISTRICT PARTICIPATION IN THE 2008 CHANCELLOR’S OFFICE TAX OFFSET PROGRAM (COTOP)**

The Chancellor agrees to act on behalf of the District for the purpose of collecting through the State Franchise Tax board’s Interagency Offset Program, outstanding student financial and proper non-financial aid obligations owed to the District.

The Chancellor’s Office Tax Offset Program (hereafter known as COTOP) will be a (self supporting) program with collection fees charged to the participating district for the administrative costs incurred by the Chancellor in operating the program.

The District will pay to the Chancellor the amount equal to but not grater than 25 percent (25%) of the amount which the Chancellor collects on behalf of the district from the Franchise Tax Board.

The term of this contract shall be from October 1, 2007 through December 29, 2008, which as defined by the Franchise Tax Board, is the end of the 2008 interagency program processing year.

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

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**Consent Calendar**

- HRD1. Management Team Personnel Action
- HRD2. Academic Employment and Personnel Changes
- HRD3. Classified Personnel
- HRD4. Temporary Non-Classified Service Employees

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## **HRD 1 – Management Team Personnel Action** – None

## **HRD 2 – Academic Employment and Personnel Changes**

1. Special Assignment – Mr. Ladislao Mendoza, Class V, Step 4, from December 15, 2007 through February 5, 2008, to perform duties in the absence of an athletic director (NTE 20 hours per week).
2. Ratification - Leave of Absence (paid medical leave) – Dr. Norma Parker, Spanish instructor, Class VI, Step 4, from October 8, 2007 through December 14, 2007.
3. Ratification (Substitute assignment) – Mr. Andres Moina-Egeren, Spanish instructor, Class VI, Step 1, from October 2, 2007 – December 14, 2007. Mr. Moina-Egeren is substituting for classes assigned to Dr. Norma Parker during her medical leave of absence.
4. Ratification (Employment) – Mr. Mashidu Ndoley, adjunct instructor, Spanish/French, Class VI, Step 4, for the fall semester (August 25, 2007 through December 14, 2007).
5. Ratification (Employment) – Ms. Karen Vogel, adjunct librarian, Class II, Step 1, for the fall semester (August 25 through December 14, 2007).
6. Ratification (Employment) – Ms. Roberta Hawkins, adjunct librarian, Class IV, Step 3, for the fall semester (August 25 through December 14, 2007).
7. Ratification (Employment) – Ms. Alice Cornelio, adjunct librarian, Class II, Step 1, for the fall semester (August 25 through December 14, 2007).
8. Ratification (Employment) – Ms. Anita Colby, adjunct librarian, Class II, Step 1, for the fall semester (August 25 through December 14, 2007).
9. Ratification (Employment) – Mr. Faith Tung, adjunct instructor, Machine Tool Technology, for the period of November 7 – December 14, 2007.
10. Emergency Hire – Mr. Richard Gwynn, adjunct instructor, Physical Education, for the period of November 10 – December 14, 2007.

## **HRD 3 – Classified Personnel**

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

### **A. Employment**

1. Ms. Miriam Alonso - Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound, Student Affairs Area, effective November 21, 2007, probation.
2. Ms. Nelly Alvarado - Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound Math/Science, Student Affairs Area, effective November 21, 2007, probation.
3. Ms. Brandi Marsh - Categorically Funded Program Specialist, Range CFP3, Step A, Upward Bound, Student Affairs Area, effective November 21, 2007, probation.

### **B. Provisional Employment**

1. Ratification -- Vanessa Hatcherson - Administrative Assistant, Range 20, Step D, Academic Affairs Office, Academic Affairs Area, effective October 1, 2007 through October 5, 2007, 35 hours per week, not to exceed 120 days.

#### **HRD 4 – Temporary Non-Classified Service Employees**

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

1. Ratification -- Tina Clayton - Student Worker, \$8.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective September 18, 2007 through December 21, 2007, Special Resource Center, Student Affairs Area, to provide note taking for students in the Special Resource Center, not to exceed 120 days. (NTE 35 hours per week).
2. Ratification -- Rafael Diaz - Tutor, \$20.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective August 27, 2007 through December 14, 2007, Learning Resource Center, Academic Affairs Area, increase in pay rate, enrollment in Master's Program, not to exceed 120 days. (NTE 15 hours per week).
3. Ratification -- Crystal Eubanks - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective November 18, 2007 through May 23, 2008, Upward Bound Math/Science, Student Affairs Area, provide Academic Enrichment in English to Upward Bound Math/Science participants, not to exceed 120 days. (NTE 10 hours per week).
4. Ratification -- Cynthia Lomeli - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective November 18, 2007 through May 23, 2008, Upward Bound, Student Affairs Area, provide Academic Enrichment in English to Upward Bound participants, not to exceed 120 days. (NTE 10 hours per week).
5. Ratification -- America Nguyen - Teacher Associate, \$22.80 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective November 18, 2007 through May 23, 2008, Upward Bound, Student Affairs Area, provide Academic Enrichment in English to Upward Bound participants, not to exceed 120 days. (NTE 10 hours per week).