



Board Agenda

Compton Community College District

Tuesday, April 15, 2014
Closed Session to Commence at 4:00 p.m.
Open Session to Commence at 5:00 p.m.

BOARD ROOM
1111 E. Artesia Boulevard
Compton, California 90221

- I. Call to Order at 4:00 p.m.**
- II. Roll Call**
 - Dr. Deborah LeBlanc
 - LoWanda Green
 - Leslie Irving
 - Sonia Lopez
 - Andres Ramos
 - Miguel Quintero
 - Mr. Thomas E. Henry, Special Trustee
 - Dr. Keith Curry, Chief Executive Officer
- III. Approval of Closed Session Agenda**
- IV. Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- V. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
 - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO GOVERNMENT CODE SECTION 54957(B):**
 1. Three Cases
 - B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**
 1. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9.
 - a. One Case
 - C. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
 1. Agency designated representative: Dr. Keith Curry, CEO
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(B):

1. Chief Executive Officer

VI. Reconvene to Open Session at 5:00 p.m.

VII. Roll Call

LoWanda Green
Leslie Irving
Sonia Lopez
Andres Ramos
Miguel Quintero
Dr. Deborah LeBlanc
Mr. Thomas E. Henry, Special Trustee
Dr. Keith Curry, Chief Executive Officer

VIII. The Pledge of Allegiance

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

X. Approval of Open Session Agenda

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

XII. Minutes of March 25, 2014

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XIII. Recognition: Michael Odanaka, Faculty Member of the Year Award Winner from the Faculty Association of California Community Colleges

XIV. Reports from Representatives and Employee Organizations

1. Faculty Representative Report – Jerome Evans
2. Classified Representative Report – Clifford Seymour
3. Academic Senate President Report – Michael Odanaka
4. CCCFE Certificated Employees Report – Toni Wasserberger
5. CCCFE Classified Employees Report – Dr. Joseph Lewis
6. Associated Student Body Report – ASB Representative

XIV. Presentations

1. 2014-2015 Compton Community College District Budget Assumptions

XV. Consent Agenda – Recommendation of the CEO

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1. Administrative Services
 - A. Purchase Orders
2. Human Resources
 - A. Management Team Personnel Action
 - B. Academic Employment and Personnel Changes
 - C. Temporary Non-Classified Service Employees

XVI. Action Items

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1. Office of the CEO
 - A. Board of Trustees' Travel/Conference Requests
 - B. Absence of a Board Member
 - C. Board Policy 5205 – Student Accident Insurance
 - D. Board Policy 6150 – Designation-Authorized Signatures (Revised)
2. Administrative Services
 - A. Contracts
 - B. Budget Transfers
3. Facilities Planning and Development
 - A. Contracts
 - B. Change Orders
 - C. Resolution #04-15-2014A - Emergency Resolution for Provision of Repairs to the Heating, Ventilation, and Air Conditioning (HVAC) Systems in the Math/Science, Vocational Technical, Management Information Systems, Library-Student Success Center, and Child Development Center Buildings.
4. Human Resources
 - A. Resolution No. 04-15-2014B - Compton Community College District Withdrawal of Membership in the Schools Alliance for Workers' Compensation Excess, SAWCX II JPA and Declare Membership in the Protected Insurance Program for Schools and Community Colleges Joint Powers.

XVII. Discussion/Information Items

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1. Office of the Special Trustee
 - A. Special Trustee's Advisory Committee Meeting Minutes of February 10, 2014
 - B. Special Trustee's Advisory Committee Meeting Dates 2014
2. Office of the CEO
 - A. Board of Trustees Presentations and Reports Schedule for 2014
 - B. Citizens' Bond Oversight Committee 2014 Meeting Dates
 - C. Update on Compton Community College District 50% Law Compliance for the 2012-2013 Year
3. Facilities Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
 - B. 2014-2015 Tentative Budget Assumptions

XVIII. Oral Reports

1. Compton Center
2. Chief Executive Officer
3. Student Trustee
4. Board of Trustees
5. Special Trustee

XIX. Next regularly scheduled meeting date: Tuesday, May 20, 2014

Closed Session begins at 4:00 p.m.
Open Session begins at 5:00 p.m.

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, March 25, 2014

MEETING MINUTES

- I. The Board of Trustees Meeting was called to order at 4:06 p.m.
- II. Roll Call – Members Present
 - Mr. Thomas Henry, Special Trustee
 - Dr. Keith Curry, Chief Executive Officer
- III. Approval of Closed Session Agenda – **Approved**
- IV. Requests to address the Board of Trustees – Closed Session Agenda Matters
 - No Requests
- V. Recess to Closed Session at 4:08 p.m. in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122, to discuss or take action on the following items:
 - A. Public Employee Discipline/Dismissal/Release/Pursuant to Government Code Section 54957(B)
 - B. Conference with Legal Counsel – Existing Litigation (Subdivision (a) of Section 54956.9)
 - C. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
 - D. Public Employee Performance Evaluation Pursuant to Government Code Section 54957(B)
- VI. Reconvene to Open Session of the Board of Trustees at 5:03 p.m.
- VII. Roll Call – Members Present

	<u>Members Absent</u>
LoWanda Green	Deborah LeBlanc Excused
Leslie Irving	Sonia Lopez Excused
Andres Ramos	
Miguel Quintero	
Keith Curry	
Thomas Henry	
- VIII. Pledge of Allegiance – Led by Reuben James
- IX. Report of Actions Taken by Special Trustee during closed session:
 - No reportable action taken**
- X. Approval of Open Session Agenda – **Approved, with corrections**
 - (Correction: Pg. 23 – Revenue From Total – ~~9,037.00~~, s/b 339,037.00**
 - Pg. 31 – Meeting date ~~June 9~~, s/b June 4, 2014**
- XI. Requests to address the Board of Trustees – Agenda/Non-Agenda Items
 - Lorraine Cervantes – Concerned that the amount of money for trustee travel is not enough; feels the District should be a member of NALEO because of the great training and benefits it offers; commented on the Fire Academy.
 - Nehasi Lee – Commented on the Brown Act Training; told the Special Trustee that he should make a report at all board meetings; told the Special Trustees what his duties are in relation to the Personnel Commission.
- XII. Minutes of February 18, 2014 – **Approved**

XIII. Reports from Representatives and Employee Organizations

- A. Faculty Representative Report – Jerome Evans: No report, deferred his time to Michael Odanaka
- B. Classified Representative Report – Gloria Hughes: Absent. Dr. Lewis reported that she is no longer the classified representative; Mr. Clifford Seymour is the new classified representative to the board.
- C. Academic Senate President Report – Michael Odanaka: Reported that Vanessa Haynes and Pam West were inducted into the National Association of University Women. He introduced Paul Flor, president elect of the Academic Senate.
- D. CCCFE Certificated Employees Report –Toni Wasserberger: Reported that the union is concerned with the budget, and that she still has not received a report on overload/sick leave time since 2009.
- E. CCCFE Classified Employees Report – Dr. Joseph Lewis: Introduced new classified representative to the board, Clifford Seymour. Thanked Administration for the Myers-Briggs Personality Inventory in-service training, and suggested meeting to decide how to utilize that training, and how to offer that training to a new segment of our population. He reported the results of the classified union elections: Travis Martin, Secretary; Lillie Rodgers, Vice President, and Felicia Hattan, Treasurer. Dr. Lewis voiced his concerns regarding the District’s classified hiring practice. He also requested status on the lack of hot water in the Administration Building restrooms.
- F. Associated Student Body Report – None

The new Classified representative, Clifford Seymour thanked the board for their past support of the classified union.

XIV. Presentations

1. Compton Community College District Facilities Projects Update – Linda Owens, Director, Facilities, Planning and Operations.
Ms. Owens gave a comprehensive PowerPoint presentation and distributed copies of her presentation on the District Facilities Projects. The Grand Opening of the Library-Student Success Center will be held on April 15, 2014 @ 2:00 p.m.

Audience Comments:

Mr. Rudolfo Ruval, student, asked about the location of the Music Building, because he is unable to identify it on the handout.

XV. Consent Agenda – Recommendation of Interim CEO

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

XVI. Action Items – Approved

2. Office of the Special Trustee
 - A. California Community College Trustees Board Elections
Compton Community College District voted for the following eight vacancies to the California Community College Trustee Board.
 1. *Paul Gomez, Chaffey CCD
 2. Adrienne Grey, West Valley-Mission CCD
 3. Pam Haynes, Los Rios CCD

4. *Jim Moreno, Coast CCD
 5. Stephen P. Blum, Ventura CCD
 6. *Laura Casas, Foothill-DeAnza CCD
 7. *Stephan Castellanos, San Joaquin Delta CCD
 8. *Nancy Chadwick, Palomar CCD
- *Incumbents

B. 2014 Board Meeting Dates – Revised

3. Office of the CEO

- A. Absence of a Board Member
- B. Board of Trustees' Travel/Conference Request
- C. Approval of Special Trustee's Advisory Committee Member
- D. Ratification – Learning Resources Center (LRC) Name Change

3. Administrative Services

- A. Contracts
 1. ERNESTINE BLANCHARD - To provide CPR/First Aid training to CARE students with lifesavings skills in case of emergencies.
 2. VAVRINEK, TRINE, DAY & CO., LLP - Original agreement board approved on July 16, 2013. The Period of Performance shall now be amended from June 30, 2014 to September 30, 2014
- B. Ratification of Agreement with Chabot-Las Positas Community College District in Providing Compton Regional Early Childhood Mentor Program # CN110123
- C. Budget Adjustments/Augmentations/Transfers

4. Facilities Planning and Development

- A. Contracts
- B. Change Orders

XVII. Discussion/Information Items – These items were reviewed and discussed

1. Office of the Special Trustee
 - A. Special Trustee's Advisory Committee 2014 Meeting Dates. All Advisory Committee meetings are held in the District Boardroom beginning @5:30 p.m.
2. Office of the CEO – Items presented for information
 - A. Board of Trustees Presentations and Reports Schedule for 2014
 - B. Citizens' Bond Oversight Committee 2014 Meeting Dates
 - C. Board Policy 2735 – Board of Trustees' Travel (First Reading)
 - D. Board Policy 5205 – Student Accident Insurance (First Reading)
3. Academic/Student Services
 - A. El Camino College Compton Center FTES Goals and Actuals 2013-2014
Ms. Perez stated that this report shows the Full-Time Equivalent Students (FTES), what our goals and actuals are. This is the basis for our funding. Starting about 2006/2007, there was a steady increase in our FTES until 2012/13, at which time the state was in extreme fiscal distress and there was no certainty that Prop 30 would pass at which time we cut our course offerings. In 2012-2013 we had to borrow 174 FTES from the 2013/14 fiscal year to meet our FTES goals so that we would be fully funded. That has put us in a slight deficit this year, but course offerings have been increased. We have more students in class, but not yet as many as there should be. Six new classes have been added this week. We may have to borrow 400 FTES from next year. We are working diligently on the Student Success Services and Programs.

4. Administrative Services
 - A. 2014-2015 Budget Development Calendar
 - B. AB 2910 Quarterly Financial Status Report
 - C. Measure CC Bond Fund Category Budgets and Balances

XVIII. Oral Reports

1. Compton Center – Barbara Perez, VP Compton Center
Ms. Perez' report is contained in item 3A above.
2. CEO Report:
Dr. Curry reported that Pam West and Vanessa Haynes were inducted into the National Association of University Women. Patricia Bonacic has been appointed as the Interim Dean, Student Services, effective April 16, 2014. Dr. Curry introduced FCMAT team members, Peggy Moore and Shirley Kelly.
3. Board of Trustees Reports:
Student Trustee Miguel Quintero reported that students are concerned about FTES borrowing, and also about students having to go between the Torrance and Compton campuses in order to get all of the classes they need. Mr. Quintero is excited about the opening of the Library-Student Success Center. There is concern about the lack of lighting in some areas of the campus and feels it is a waste of money to have lights coming on before dark.

Trustee Andres Ramos: Stated that he is concerned about the course offerings; need more classes during the morning hours and fewer on Friday afternoons. Mr. Ramos reported that he attended a dinner event with Janice Hahn and she stated that she is interested in the Compton Center getting accredited. Mr. Ramos said he is excited about the opening of the SSC, and also requested more board workshops.

Trustee Irving: Stated that she is excited about the Grand Opening of the SSC and also reported that she feels her interview with FCMAT was positive and productive.

Trustee LoWanda Green: Said that she is looking forward to the Grand Opening of the Library-Student Success Center.
4. Special Trustee: Mr. Henry reported that he had a good meeting with FCMAT today. He will be participating in a panel discussion on accreditation at the CCLC conference to be held in May in Newport Beach. This is a similar presentation as the one he participated at last years' conference.

- XIX. Next regularly scheduled meeting: **Tuesday, April 15, 2014**
Closed session begins at 4:00 p.m.
Open session begins at 5:00 p.m.
- XX. Meeting adjourned at 6:50 p.m.

Compton Community College District – 1111 East Artesia Boulevard -- Compton, California 90221

Agenda for the Compton Community College District Board of Trustees
from
Office of the Chief Executive Officer (CEO)
Keith Curry

XV. CONSENT AGENDA – Recommendation of the CEO

1. Administrative Services
 - A. Purchase Orders

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

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

1A. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR MARCH 2014

Compton Community College District
BOARD OF TRUSTEES PURCHASE ORDER LISTING
Meeting Date: 4/15/2014

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01 Unrestricted-Compton Ed Center				
P0702467	Harland Technology	Behavioral & Social	Rents/ Leases and Repairs	\$1,154.00
P0702468	Engraving Awards Gifts	Office of the CEO	Other Rentals	\$529.82
P0702489	Tour Coach Charter &	Transfer Center	Travel and Conference	\$4,189.50
P0702490	He Entertainment	Student Affairs	Non-Instruct Supplies	\$2,000.00
P0702492	Jill Gray	Human Resources	Medical Expense	\$40.00
P0702495	Bev's Balloons, Flowers,	Student Affairs	Non-Instruct Supplies	\$487.91
P0702496	Demco	Academic Affairs	General Office Supplies	\$242.66
P0702497	Institute for Chemical	Academic Affairs	Instructional Supplies	\$5,234.37
P0702503	Pocket Nurse	Academic Affairs	Instructional Supplies	\$9,776.68
P0702504	VWR International	Academic Affairs	New Equipment - Instr Lease	\$19,677.68
P0702512	Interact Communication,	Public Relations &	Contract Services	\$3,500.00
P0702554	Melissa's Party Supply	Fiscal Services	Other Services and Expenses	\$296.48
P0702564	Elizabeth Martinez	Transfer Center	Conferences Other	\$2,800.00
P0702590	TAJ Office & School	I&T Division	Instructional Supplies	\$768.60
P0702591	TAJ Office & School	I&T Division	Instructional Supplies	\$569.40
P0702595	Carolina Biological	Academic Affairs	Instructional Supplies	\$3,104.50
P0702596	Gridworks	Academic Affairs	Instructional Supplies	\$5,995.55
P0702600	A-1 Office Concepts	DSPS	Equipment	\$653.92
P0702602	Tablet Kiosk	DSPS	Equipment	\$4,498.06
P0702615	TAJ Office & School	I&T Division	Instructional Supplies	\$613.75
P0702618	El Camino College	Financial Aid	Institutional Return of Funds	\$6,493.00
P0702619	El Camino College	Financial Aid	Institutional Return of Funds	\$7,486.00
P0702677	Swaine Studios	Office of the CEO	Printing	\$1,678.60
P0702688	TAJ Office & School	Office of the CEO	New Equipment -	\$13,206.44
P0702715	The Evergreen State	Academic Affairs	Conferences Mgmt	\$12,900.00
P0702745	The Human Solution	Academic Affairs	General Office Supplies	\$313.61
P0702746	AssetWorks	Fiscal Services	Non-Instruct Supplies	\$827.50
P0702779	El Camino College	Financial Aid	Institutional Return of Funds	\$7,759.00
P0702797	A-1 Office Concepts	DSPS	Equipment	\$1,079.10
P0702799	The National Association	Office of the CEO	Non-Instruct Supplies	\$110.00
P0702800	Office Solutions	Learning Center	Instructional Supplies	\$1,326.38
P0702801	Bobco Metals	I&T Division	Instructional Supplies	\$4,169.25
P0702829	Electric Car Sales &	Fiscal Services	Other Services and Expenses	\$2,500.00
P0702853	C & R Cleaners	Student Affairs	Non-Instruct Supplies	\$327.00
P0702854	Smith Productions	Academic Affairs	Contract Services	\$1,000.00
P0702855	Computerland of Silicon	Information Technology	Maintenance Contracts	\$10,000.00
P0702876	Los Angeles County Fire	Operations	Repairs Parts and Supplies	\$742.00
P0702877	A1 Party	Student Affairs	Non-Instruct Supplies	\$408.00
P0702931	Airgas West	I&T Division	New Equipment - Instructional	\$9,731.10

P0702990	Oasis Business Supply	Behavioral & Social	Non-Instruct Supplies	\$1,024.89
P0703005	C.S.U.L.B. Daily	Public Relations &	Multi Media Advertising	\$289.00
P0703006	CSU Fullerton Daily Titan	Public Relations &	Multi Media Advertising	\$707.55
P0703007	University Times	Public Relations &	Multi Media Advertising	\$596.20
P0703008	C. S. U. N. Daily Sundial	Public Relations &	Multi Media Advertising	\$424.75
Fund 01 Total: 44				\$151,232.25

Fund 10 Restricted-Compton Ed Center

P0702565	Tour Coach Charter &	TRIO	Transportation	\$952.38
P0702599	TAJ Office & School	DSPTS	New Equipment Less Than	\$2,113.83
P0702604	Mytha Pascual	BFAP Augmentation	Special Events-Direct Costs	\$412.61
P0702780	Borden Decal	Parking Services	Non-instructional Supplies	\$3,677.31
P0702878	Nelly Alvarado	Summer Food Program	Other Services and Expenses	\$120.00
P0702879	Nelly Alvarado	Summer Food Program	Other Services and Expenses	\$198.72
Fund 10 Total: 6				\$7,474.85

Fund 30 Child Development Ctr - Compton

P0702798	Department of Social	CDC	Other Services and Expenses	\$1,320.00
Fund 30 Total: 1				\$1,320.00

Fund 40 Capital Outlay Fund-Compton Ed

P0702645	Trail Creek Computers	CSI-Campus Site	Site Improvements	\$1,333.00
Fund 40 Total: 1				\$1,333.00

Fund 45 Revenue Construct Bond - Compton

P0702653	CDW-G	Learning Resource	Software	\$2,583.00
P0702654	Stanley Convergent	MIS Building	Building	\$13,250.00
Fund 45 Total: 2				\$15,833.00

Fund 64 Property/Liability Ins-Compton

P0702491	Keenan & Associates	Human Resources	Insurance	\$1,857.41
Fund 64 Total: 1				\$1,857.41

PO Funds Total: 55 \$179,050.51

Fund 01 Unrestricted-Compton Ed Center

B0710828	Oklahoma Tire & Auto	Operations	Repairs Parts and Supplies	\$1,000.00
B0710832	Vizion Marketing	Fiscal Services	Printing	\$2,750.00
B0710837	Bearcom	Fiscal Services	Other Services and Expenses	\$1,500.00
B0710838	Cintas - First Aid &	Human Resources	Contract Services	\$4,500.00
B0710840	EBSCO SUBSCRIPTION	Div Office Instr.	Publications/ Periodicals and	\$12,060.13
Fund 01 Total: 5				\$21,810.13

Fund 10 Restricted-Compton Ed Center

B0710859	Office Xpress	DSPTS	General Office Supplies	\$3,200.00
Fund 10 Total: 1				\$3,200.00

Fund 45 Revenue Construct Bond - Compton

B0710846	Ninyo & Moore	Learning Resource	Testing & Inspection	\$6,384.00
Fund 45 Total: 1				\$6,384.00

Fund 46 Bond Fund-Series 2012C-Compton

B0710817	Barco Products	Infrastructure Phase I	Site Improvements	\$5,000.00
B0710854	Geotek, Inc.	Allied Health Bldg -	Testing & Inspection	\$87,664.00

B0710855	Alta Environmental	Allied Health Bldg -	Testing & Inspection	\$6,072.00
B0710856	LCC 3 Construction	Allied Health Bldg -	Testing & Inspection	\$216,384.00
Fund 46 Total: 4				\$315,120.00
			BPO Funds Total: 11	346,514.13
Grand Total POs and BPOs: 66				525,564.64

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

2A. MANAGEMENT TEAM PERSONNEL ACTION

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

1. Retirement – Robert Butler, Director of Special Programs and Services, Range 3, Step 5, Student Services, effective June 30, 2014, first day of retirement July 1, 2014, and that a plaque be prepared and presented to him in recognition of his service to the District since 1986.

2B. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

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

1. Employment – Charlette Ford-Charles, part-time Nursing Instructor, Class II, Step 1, effective April 19, 2014.

2C. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES:

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

1. Sarina Donohoo, Student Worker V, Rate A, \$14.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 1, 2014 through June 30, 2014, Outreach, Student Affairs (NTE 25 hours per week).
2. Wade Gay, Student Worker III, Rate A, \$11.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 1, 2014 through June 30, 2014, Student Life, Student Affairs (NTE 25 hours per week).
3. Cindy Rodriguez, Student Worker V, Rate A, \$14.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 1, 2014 through June 30, 2014, Outreach, Student Affairs (NTE 25 hours per week).
4. Luis Vasquez, Student Worker I, Rate E, \$9.00 per hour, Monday through Friday (days vary), hours between 8:00 a.m. to 8:00 p.m. (hours vary), effective April 1, 2014 through June 30, 2014, Outreach, Student Affairs (NTE 20 hours per week).

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

XVI. Action Items

1. Office of the CEO
 - A. Board of Trustees' Travel/Conference Requests
 - B. Absence of a Board Member
 - C. Board Policy 5205 – Student Accident Insurance
 - D. Board Policy 6150 – Designation-Authorized Signatures (Revised)

2. Administrative Services
 - A. Contracts
 - B. Budget Transfers

3. Facilities Planning and Development
 - A. Contracts
 - B. Change Orders
 - C. Resolution #04-15-2014A - Emergency Resolution for Provision of Repairs to the Heating, Ventilation, and Air Conditioning (HVAC) Systems in the Math/Science, Vocational Technical, Management Information Systems, Library-Student Success Center, and Child Development Center Buildings.

4. Human Resources
 - A. Resolution No. 04-15-2014B - Compton Community College District Withdrawal of Membership in the Schools Alliance for Workers' Compensation Excess, SAWCX II JPA and Declare Membership in the Protected Insurance Program for Schools and Community Colleges Joint Powers.

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

1A. BOARD OF TRUSTEES' TRAVEL/CONFERENCE REQUESTS

It is recommended that the Special Trustee approve conference attendance for 2014 California Community College League of California Trustees Conference, May 2-4, 2014, Newport Beach, California, for Trustee Leslie Irving.

1B. ABSENCE OF A BOARD MEMBER

It is recommended that the Special Trustee excuse Trustee Deborah LeBlanc from the Tuesday, June 17, 2014 Board of Trustees Meeting with no loss of salary.

1C. BOARD POLICY 5205 - STUDENT ACCIDENT INSURANCE

It is recommended that the Special Trustee approve the Compton Community College District Board Policy 5205 – Student Accident Insurance.



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 5205 Student Accident Insurance

Issued: March 25, 2014

Reference:

Compton Community College District shall assure that El Camino College Compton Center students are covered by accident insurance in those instances required by law or contract. The student accident insurance will be managed by the Dean of Human Resources or designee.

1D. BOARD POLICY 6150 – DESIGNATION of AUTHORIZED SIGNATURES (REVISED)

It is requested that the Special Trustee approve the following revised Board Policy 6150 – Designation of Authorized Signatures.



COMPTON COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES POLICIES

BP 6150 Designation of Authorized Signatures

**ISSUED: June 16, 2012
REVISED: March 24, 2014**

Reference:

Education Code Sections 85232, 85233

Authority to sign order and other financial transactions on behalf of the Board is delegated to the following officers, or their successors, when their employment is approved by the Board of Trustees. This policy will be reauthorized at least once each year at the annual organizational meeting of the Board of Trustees.

Special Trustee
Chief Executive Officer
Chief Business Officer
Director of Fiscal Affairs
Director of Accounting

The authorized signatures shall be filed with the Los Angeles County Office of Education.

The CEO shall establish such regulations as are necessary detailing other signature authorizations to initiate order and other financial transactions.

Applicable Administrative Regulation:

AR 6151 Authorized Signatures

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

2A. CONTRACTS

It is recommended that the Special Trustee, in accordance with Board Policy 6340, approve the following Contracts.

AGREEMENT

- 1. CONTRACTOR:** FAIRBANK, MASLIN, MAULLIN, METZ & ASSOCIATES
SERVICES: To conduct a public opinion poll to understand the knowledge and attitudes among the District's constituents on related educational issues and to determine the feasibility of passing the Bond Measure. Under a separate request for proposal, the District intends to select a consultant to provide election strategy services for the Bond Measure
- REQUESTING DEPT:** BUSINESS SERVICES
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 04/16/14 – 12/31/14
NTE: \$35,000.00.

2B. BUDGET TRANSFERS/ADJUSTMENTS/AUGMENTATIONS

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

FISCAL YEAR 2013-2014

1. General Fund – Unrestricted
2. General Fund – Restricted
3. Capital Outlay Fund
4. Measure CC Bond Fund
5. Measure CC Bond Fund Series 2012C

1. General Fund – Unrestricted

-FROM-

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 6,605.00
3XXX	Employee Benefits	366.00
4XXX	Supplies and Materials	<u>6,700.00</u>
		\$13,671.00

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services	\$ 900.00
6XXX	Capital Outlay	<u>12,771.00</u>
		\$13,671.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$13,671

Summary of Transfers:

Transfers to Other Operating Expenses and Services made to provide funds for new Learning Resource Center Equipment, National Summer Institute fees for Academic Affairs, license and site fees for Division Office Instructional Services, maintenance contracts for Information and Technology Services, office furniture for Admissions and Records, and to transfer budgets for Information and Technology Services and to correct the DSPS District Match budget.

2. General Fund – Restricted

-FROM-

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
7XXX	Other Outgo	\$10,350.00

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
2XXX	Classified and Other Nonacademic Salaries	\$ 400.00
4XXX	Supplies and Materials	6,810.00
7XXX	Other Outgo	3,140.00
		\$10,350.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$10,350

Summary of Transfers:

Funds from Other Outgo reallocated to CARE contract services and printing budgets. Funds reallocated in Parking-Student Permits budget for decals and Foster Care budget to provide funds instructional supplies, instructors for mandatory training and business cards.

3. Capital Outlay Fund

-FROM-

Fund Balance:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
		\$ 6,713.21

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6XXX	Capital Outlay	\$ 6,713.21

Summary Total **\$ 0.00**

Total Transfer Amount - \$6,713

Summary of Transfers:

Funds from fund balance allocated to opening balance for Testing and Inspection for Infrastructure Phase I.

4. Measure CC Bond Fund

-FROM-

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services	\$13,443.00

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
4XXX	Supplies and Materials	\$ 2,583.00
6XXX	Capital Outlay	<u>10,860.00</u>
		\$13,443.00

Summary Total **\$ 0.00**

Total Transfer Amount - \$13,443

Summary of Transfers:

Funds from holding account allocated to Supplies and Materials for new software for the Learning Resource Center and to Capital Outlay to provide funds for Stanley Solutions Security for the MIS Building renovation.

5. Measure CC Bond Fund Series 2012C

-FROM-

Expenditures:

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
5XXX	Other Operating Expenses and Services	\$53,943.30

-TO-

<u>Major Object</u>	<u>Description</u>	<u>Amount</u>
6XXX	Capital Outlay	\$53,943.30

Summary Total **\$ 0.00**

Total Transfer Amount - \$53,943.30

Summary of Transfers:

Funds from holding account allocated to Capital Outlay for BPO0610340 for Heider Engineering Services for Infrastructure Phase I.

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

3A. CONTRACTS

It is recommended that the Special Trustee, in accordance with Board Policy 6340, approve the following Contracts.

AGREEMENT

- 1. CONTRACTOR:** KPFF CONSULTING ENGINEERS
SERVICES: To provide QSP services in accordance with the State of California Water Resources Control Board for the Allied Health Building. The services will be conducted by a California Storm Water Quality Association (CASQA) issued QSP or under supervision of the Certified Qualified SWPPP Developer QSD/QSP To prepare drawings showing connections to buildings for domestic water, fire water, natural gas, sanitary sewer, and storm sewer. The scope of work includes review of as-built (record) drawings and field investigation of existing buildings
- REQUESTING DEPT:** FACILITIES
FUNDING: BOND MEASURE CC
DATES: 04/16/14 – 06/30/15
NTE: \$40,000.00.

RATIFICATION

- 1. CONTRACTOR:** OMB ELECTRICAL ENGINEERS, INC.
SERVICES: To prepare complete electrical construction documents and specifications for a separate stand-alone project encompassing power provisions to support the low-voltage systems designed by PlanNet as reviewed and discussed on-site. Includes the addition of an electrical panel to support additional IT power needs as discussed
- REQUESTING DEPT:** FACILITIES
FUNDING: BOND MEASURE CC
DATES: 03/01/14 – 04/15/14
NTE: \$6,200.00

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

1. Minco Construction Change Order #10 – Utility Infrastructure Phase 2

It is recommended that the Special Trustee approve the following change order for the Utility Infrastructure Phase 2 project. Additional work was not part of the original scope:

1. Change Order 1:
Description: Provide material, labor, and equipment to remove/replace dirt Segment 5. Geotechnical requirement, required to achieve compaction. Field conditions.

Change Order Cost: \$14,007.00

2. Change Order 2:
Description: Provide material, labor, and equipment to reroute storm drain at Segment 7 in two locations. Field Condition/Design clarification.

Change Order Cost: \$ 2,501.60

3. Change Order 3:
Description: Provide material, labor, and equipment to repair gas line broken by Phase 1 contractor. Emergency repair completed by this contractor – will be back charged to Phase 1 contractor.

Change Order Cost: \$ 247.28

4. Change Order 4:
Description: Provide material, labor, and equipment to replace old deteriorated irrigation system including sprinkler heads, pipes, scrubbers and wire of existing irrigation system at Administration area. District request.

Change Order Cost: \$ 7,521.83

Total Change Order 10 Amount	\$24,277.71
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Contractor: Minco Construction	<u>Amount:</u>
Original Contract Amount	\$10,177,700.00
Net change by previous Change Orders (9)	(\$460,742.37)
Net sum prior to this Change Order	\$9,716,957.63
Amount of Change Order No. 10	\$24,277.71
New Contract Sum	\$9,741,235.34
Percentage of Change to contract, to Date	-4.29%

Adjustment to Contract Time:	
Original Completion Date Amount	November 30, 2013
Adj Approved Previous Change Orders	194
Completion Date Prior to this Change Order	June 12, 2014
Adj Approved This Change Order (# days)	0
New Completion Date	June 12, 2014

2. Pinner Construction Co., Inc. - Change Order #14 Central Plant/Stadium Lighting

It is recommended that the Special Trustee approve the following change order for the Utility Infrastructure Phase 1 project. Additional work was not part of the original scope:

1. Change Order 1:

Description: Provide all material, labor and equipment to provide kick plates at pedestrian gates. Code compliance and ADA required – Design clarification.

Change Order Cost: \$3,370.66

2. Change Order 2:

Description: Provide all material, labor and equipment to install condenser water pipe seismic bracing/clamps. Design clarification – DSA/Code required.

Change Order Cost: \$4,904.82

Total Change Order 13 Amount	\$8,275.48
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Contractor: Pinner Construction Co Inc.,	<u>Amount:</u>
Original Contract Amount	\$10,008,432.00
Net change by previous Change Orders (13)	\$75,291.05
Net sum prior to this Change Order	\$10,083,723.05
Amount of Change Order No. 14	\$8,275.48
New Contract Sum	\$10,091,998.53
Percentage of Change to contract, to Date	0.83%

Adjustment to Contract Time:

Original Completion Date Amount	October 3, 2013
Adj Approved Previous Change Orders	252
Completion Date Prior to this Change Order	June 12, 2014
Adj Approved This Change Order (# days)	0
New Completion Date	June 12, 2014

3. Pinner Construction Co., Inc. - Change Order #16 Utility Infrastructure Phase 1

It is recommended that the Special Trustee approve the following change order for the Utility Infrastructure Phase 1 project. Additional work was not part of the original scope:

3. Change Order 3:

Description: Provide material, labor and equipment to replace cable from newly installed vault that feeds the football stadium light poles. Vault was vandalized; cable was stolen.

Change Order Cost: \$18,978.42

4. Change Order 4:

Description: Provide all material, labor and equipment to repair water leak at Vocational Tech. Existing condition repaired.

Change Order Cost: \$ 3,508.35

5. Change Order 5:
 Description: Provide material, labor and equipment to repair water leak in Lot G.
 Existing condition repaired.

Change Order Cost: \$ 7,497.12

Total Change Order 15 Amount	\$29,983.89
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Contractor: Pinner Construction Co Inc.	<u>Amount:</u>
Original Contract Amount	\$17,641,568.00
Net change by previous Change Orders (15)	\$2,208,018.50
Net sum prior to this Change Order	\$19,849,586.50
Amount of Change Order No. 15	\$29,983.89
New Contract Sum	\$19,879,570.39
Percentage of Change to contract, to Date	12.69%

Adjustment to Contract Time:	
Original Completion Date	October 3, 2013
Adj Approved Previous Change Orders	252
Completion Date Prior to this Change Order	June 12, 2014
Adj Approved This Change Order (# days)	0
New Completion Date	June 12, 2014

3C. EMERGENCY RESOLUTION #04-15-2014A FOR PROVISION OF REPAIRS TO THE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEMS IN THE MATH/SCIENCE, VOCATIONAL TECHNICAL, MANAGEMENT INFORMATION SYSTEMS, LIBRARY-STUDENT SUCCESS CENTER, AND CHILD DEVELOPMENT CENTER BUILDINGS.

It is recommended that the Special Trustee approve the following revised Resolution #04-15-2014A – Emergency Resolution for Provision of Repairs to the HVAC System in the Math/ Science, Vocational Technical, MIS, Library-Student Success Center, and Child Development Center Buildings.

RESOLUTION NO. 04-15-2014A

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

WHEREAS, the existing HVAC systems have not been operating adequately to maintain a safe and healthy system in the classroom and offices in the in the Math Science, Vocational Technology, MIS, Student Success Center and Child Development Center Buildings;

WHEREAS, the aforementioned deficiencies are causing poor indoor air quality and occupant safety until certain items are corrected;

WHEREAS, functional HVAC is vital to the continuance of the existing classes and offices at the various buildings,

WHEREAS, immediate action must be taken to permit the continuance of existing operations with as little disruption and ensure the safety and welfare to building occupants, Students, Staff and Faculty;

WHEREAS, competitive bidding for HVAC repairs would cause unnecessary delay in provision of suitable faculty and instructional facilities for the continuance of the current operations, classes and programs of the District;

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

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

WHEREAS, correction to the HVAC system in various classroom and office buildings is an integral part of ensuring the continuance of existing District classes and to ensure the safety of students, faculty and staff and, therefore, it would work an incongruity and not produce any advantage to the District to competitively bid the work,

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

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

ADOPTED by the Special Trustee of the Compton Community College District of Los Angeles County, California, on this 15th day of April, 2014 at the regularly scheduled Board of Trustees' meeting.

ATTEST:

Thomas E. Henry, Special Trustee

Dr. Keith Curry, Chief Executive Officer

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

4A. RESOLUTION NO. 04-15-2014B - COMPTON COMMUNITY COLLEGE DISTRICT SAWCX II FINAL WITHDRAWAL RESOLUTION AND DECLARE MEMBERSHIP IN THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS AND COMMUNITY COLLEGES JOINT POWERS AUTHORITY.

It is recommended that the Special Trustee approves the following Resolution #04-15-2014B – Compton Community College District Withdrawal of Membership in the Schools Alliance for Workers’ Compensation Excess, SAWCX II JPA and Declare Membership in the Protected Insurance Program for Schools and Community Colleges Joint Powers.

The District presently self-insures \$500,000 per claim and purchases excess coverage through its membership in the Schools Alliance for Workers’ Compensation Excess, SAWCX II JPA.

WHEREAS, California school and college districts have determined there is a need for Workers’ Compensation coverage by combining their respective efforts to establish, operate and maintain a Joint Powers Agency for workers’ compensation coverage’s; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Compton Community College District declares its withdrawal of membership in the SAWCX II Joint Powers Authority and declares membership in the Protected Insurance Program for Schools and Community Colleges Joint Powers Authority and instructs its duly authorized agent to execute on behalf of Compton Community College District the attached Joint Powers Agreement and appoints Dr. Keith Curry, as its official representative to the Protected Insurance Program for Schools and Community Colleges Joint Powers Authority effective July 1, 2014.

ADOPTED by the Special Trustee of the Compton Community College District of Los Angeles County, California, on this 15th day of April, 2014 at the regularly scheduled Board of Trustees’ meeting.

ATTEST:

Thomas E. Henry, Special Trustee

Dr. Keith Curry, Chief Executive Officer
Secretary of Board of Trustees

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

XVII. Discussion/Information Items

1. Office of the Special Trustee
 - A. Special Trustee's Advisory Committee Meeting Minutes of February 10, 2014
 - B. Special Trustee's Advisory Committee 2014 Meeting Dates

2. Office of the CEO
 - A. Board of Trustees Presentations and Reports Schedule for 2014
 - B. Citizens' Bond Oversight Committee 2014 Meeting Dates
 - C. Update on Compton Community College District 50% Law Compliance for the 2012-2013 Year

3. Facilities Planning and Development
 - A. Measure CC Bond Fund Category Budgets and Balances
 - B. 2014-2015 Tentative Budget Assumptions

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

1A. SPECIAL TRUSTEE’S ADVISORY COMMITTEE MEETING MINUTES OF FEBRUARY 10, 2014

It is recommended that the Special Trustee receive for information the Special Trustee’s Advisory Committee 2014 Meeting Dates.

MEETING MINUTES - Monday, February 10, 2014

- I. The Special Trustee’s Advisory Committee Meeting was called to order at 5:45 p.m.

- II. **Roll Call** – Members Present

Lestean Johnson, Chair	Marie Hollis
Domitila Aguilar	Cynthia Macon
Amirah Hendrickson	Olivia Verrett
Keith Curry, CEO	
Thomas Henry, Special Trustee	

- III. **Pledge of Allegiance** - All

- IV. **Approval of Agenda** - Motion to approve agenda made by Ms. Hendrickson; seconded by Ms. Aguilar – **Approved**

- V.
 1. **Review/Approval of December 16, 2013 Meeting Minutes**
 2. **Review/Approval of October 21, 2013 Meeting Minutes**

Motion to approve Minutes of December 16, 2013 made by Ms. Aguilar; seconded by Ms. Verrett – **Approved**
Motion to approve Minutes of October 21, 2013 made by Ms. Hendrickson; seconded by Ms. Hollis – **Approved**

- VI. **Public Comments on Agenda/Non-Agenda Items** – No Requests

- VII. **Election of Officers**

Call for nominations for the Chair of the Special Trustee’s Advisory Committee by Dr. Keith Curry.

Ms. Verrett nominated Dr. Johnson for Chair; seconded by Ms. Aguilar
Unanimous vote for Dr. Lestean Johnson as Chair - **Approved**

The gavel was passed back to Chair, Dr. Johnson. Dr. Johnson called for nominations for the Vice Chair of the Special Trustee’s Advisory Committee.

Ms. Verrett nominated Ms. Hendrickson as Vice Chair; seconded by Ms. Johnson
Unanimous vote for Amirah Hendrickson as Vice Chair - **Approved**

- VIII. **Discussion/Information Items:**
 1. Special Trustee’s Advisory Committee Appointments

Dr. Curry – My office is sending you letters regarding your official appointments to the Special Trustee’s Advisory Committee this week. Dr. Curry thanked the members for the time they have given to this committee.

The following members were reappointed for one year:

Domitila Aguilar	Lestean Johnson
Amira Hendrickson	Olivia Verrett
Marie Hollis	

Special Trustee Henry also expressed his appreciation to the committee for their service.

Dr. Curry said that more representation is needed on this committee and he will be looking to have representatives from Paramount, East Rancho Dominguez, Downey/Bellflower, and South Gate; we would like to have someone from each of our service area cities.

Dr. Curry has asked the ASB to select a student representative; also will revise the Advisory Committee Bylaws to reflect a one-year term for the student member.

2. 2013 Special Trustee’s Advisory Committee Evaluations Results

Dr. Curry stated that he has received Evaluations from four of the committee members; he would like the other two to be submitted, and will provide the results at the March 26, 2014 meeting.

3. 2014 Special Trustee’s Advisory Committee Goals (Draft)

Three items were added to the Committee’s goals:

- 1) Item I.d. – Participation in CEO Community Roundtable activities.
- 2) Item II.e. – Complete the 2014 Special Trustee’s Advisory Committee Evaluation.
- 3) Item V. – Required Advisory Committee Training:
 - a. Brown Act
 - b. Ethics
 - c. Accreditation Basics

Ms. Hendrickson requested a list of talking points for the committee to use when going out to community meetings. Dr. Curry will work with the committee to develop this list.

Also, Item 111.c. – Five-year Budget Assumptions will be updated at the June 2014 Advisory Committee meeting.

Dr. Curry will ask Dr. Arce to make his presentation on the twenty-one Accreditation Standards and Eligibility Requirements at a future meeting.

IX. **Presentation:** Investigation of the Feasibility of Local School Funding Opportunities for Facilities Projects.

Dr. Curry distributed and reviewed copies of the Feasibility of Local School Funding Opportunities for Facilities Projects, which was approved by the Special Trustee at the last board meeting. He explained that he is in the process of exploring a potential facilities bond for Compton Community College District. The first step is engaging a public opinion firm to do a public opinion survey as it relates to a potential facilities bond. We are currently working on a proposal, not to exceed \$35,000, to hire a company to conduct a community survey. Our goal is to send the request for proposal this week and end the search on February 28, 2013.

Ms. Verrett expressed her pleasure at seeing the beautiful landscaping on campus, but is concerned about the unsightly city property across the street. The committee engaged in further discussion about that area.

Dr. Curry will meet with Dr. Willie O. Jones, councilman for this district, and also with Steven Neal from the city of Long Beach about this problem.

Dr. Curry further reported on the resolution for Investigation of the Feasibility of Local School Funding Opportunities for Facilities Projects, and engaged the Committee in discussion of this item, the accreditation process and community concerns.

Step 2 of the process will be for the CEO to make a recommendation to the Special Trustee on hiring a company to conduct the community survey.

There was further discussion about the loss of accreditation and community perceptions by Ms. Hollis and other members. Mr. Henry gave additional information about the accreditation process and the position of this institution and the partnership with El Camino College District.

X. Advisement Agenda

1. Special Trustee's Advisory Committee ByLaws

Dr. Curry pointed out that he revised Item III B, the length of service for the student representative to the Advisory Committee to one year. The Committee also requested that Item IV.C., be revised to state the Special Trustee's Advisory Committee shall meet bi-monthly.

The Committee reviewed the revised Special Trustee's Advisory Committee ByLaws and a motion was made by Ms. Verrett to accept the ByLaws, as revised; motion was seconded by Ms. Aguilar; unanimously approved by the committee.

2. Future Agenda Items

Dr. Curry stated that the next Advisory Committee meeting will be on Wednesday, March 26 2014 and FCMAT representatives will be attending.

Dr. Curry stated that at the March 26th meeting, Vice President Perez will give an update on Compton Center, including enrollment, degrees and certificates, faculty hires, and an update on the

Student Success initiative, and adult education. We will also review the Special Trustee's Advisory Committee Goals and also the Talking Points.

Dr. Johnson stated that she would like to have Vice President, Barbara Perez, also provide an update on the El Camino College Compton Center Vocational programs.

XI. Comments:

1. CEO Update

The CEO announced that his CEO Roundtables have been going very well; he will be presenting a CEO Roundtable on March 4, 2014 at the Lynwood City Council. Reported that there are many activities being held on campus during Black History Month.

2. Advisory Committee

Ms. Verrett – Stated that she was extremely proud of Dr. Curry’s great presentation to the Carson City Council and thanked him for his presence.

Ms. Aguilar – Commented that she is excited and looking forward to March 4th.

Ms. Hendrickson – Remarked that she is very proud to see the beautiful landscaping on campus.

Ms. Hollis – “Keep looking up!”

Dr. Johnson – “Keep looking up”; commented that she attended the groundbreaking ceremony and was very impressed, everything was very nice she looks forward to the facilities mirroring the grounds.

3. Special Trustee

Mr. Henry reported that Dr. Barbara Beno will be on campus on April 15th for the Grand Opening of the Learning Resources Center and he would like to introduce the Advisory Committee to her at that time.

XII. Adjournment @ 7:20 p.m.

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

1B. SPECIAL TRUSTEE’S ADVISORY COMMITTEE 2014 MEETING DATES

It is recommended that the Special Trustee receive for information the Special Trustee’s Advisory Committee 2014 Meeting Dates.

Wednesday, June 4, 2014

Monday, August 18, 2014

Monday, October 20, 2014

Monday, December 15, 2014

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

2A. BOARD OF TRUSTEES PRESENTATIONS AND REPORTS SCHEDULE FOR 2014

It is recommended that the Special Trustee receive for information the Board Presentations and Reports Schedule for 2014.

Schedule for 2014

MONTH	PRESENTATION	REPORT
January 2014	2012-2013 CCCD Financial Audit Report 2012-2013 Measure CC General Obligation Bond Audit Report	
February 2014	Student Success and Support Program Implementation	2013-2014 Budget Update 2013 Annual Fact Book
March 2014	Facilities Projects	Compton Center FTES Quarterly Fiscal Status Report
April 2014	2014-2015 Tentative Budget Assumptions	
May 2014	2014-2015 Budget Workshop El Camino College Compton Center Student Success Scorecard	Notice of Public Hearing Student Learning Outcomes
June 2014	2014-2015 CCCD Tentative Budget	2014-2015 Tentative Budget Quarterly Fiscal Status Report
July 2014	Facilities Projects 2012-2013 Citizens' Bond Oversight Annual Report	Accreditation Update
August 2014	EOP&S/CARE Program 2014-2015 Final Budget Assumptions	Notice of Public Hearing FTES Compton Center
September 2014	2014-2015 Compton Community College District Budget	Quarterly Fiscal Status Report
October 2014	FCMAT CalWORKS Program	Faculty/Staff Professional Development
November 2014	Honors Transfer Program First Year Experience Program	
December 2014	Special Trustee's Advisory Committee Financial Aid	Quarterly Fiscal Status Report Accreditation Update Compton Center FTES

Created: 12.07.2013

2B. CITIZENS' BOND OVERSIGHT COMMITTEE MEETING DATES

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

April 24, 2014 @ 5:00 p.m.

June 26, 2014 @ 5:00 p.m.

2C. UPDATE ON COMPTON COMMUNITY COLLEGE DISTRICT 50% LAW COMPLIANCE FOR THE 2012-2013 YEAR

BACKGROUND:

In accordance with Fiscal Year 2012-2013 closing financial indicated that Compton Community College District was not in compliance with the Fifty Percent Law. The current expense of education for 2012-2013 was \$24,126,958.

The amount required to expend for salaries of classroom instructors was \$12,063,479. The amount actually expended for salaries of classroom instructors in the 2012-2013 fiscal year was \$11,564,347. The District had a deficiency in the amount of \$499,132.

UPDATE:

On Tuesday, February 4, 2014, the Chief Executive Officer for the Compton Community College District withdrew the District's Application for Exemption from the 50% Law for the 2012-2013 year. The District is required to submit a plan for spending the unexempted deficiency on salaries of classroom instructors during the 2013-2014 fiscal year by June 30, 2014.

The District has developed a plan for spending the unexempted deficiency on salaries of classroom instructors. The plan was shared with the Planning and Budget Committee at their March 25, 2014 meeting, and the Consultative Council meeting on April 7, 2014.

It is recommended the Special Trustee receives for information a copy of the Compton Community College District 50% Plan.



Mr. Michael Yarber
Fiscal Policy Specialist
California Community College Chancellor's Office
1102 Q Street
Sacramento, CA 95814-6511

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KEITH CURRY, Ed.D.
Chief Executive Officer

THOMAS E. HENRY
Special Trustee

Dear Mr. Yarber,

During the 2012-2013 fiscal year, Compton Community College District was not in compliance with the Fifty Percent Law. The Compton District expense of education for 2012-2013 was \$24,126,958. The Fifty Percent Law required expenditure amount for classroom instructor salaries was \$12,063,479. The amount actually expended for classroom instructor salaries in the 2012-2013 fiscal year was \$11,564,347. The Compton District was deficient in meeting the Fifty Percent Law by \$499,132.

The Compton District has implemented several measures to ensure we meet the Fifty Percent obligation for fiscal year 2013-2014. First, the Compton District has reduced non-instructional expenditures for the 2013-2014 fiscal year in the amount of \$350,000. This includes reductions in supplies, equipment, contracts, and consultant services. Second, Compton District has increased the number of faculty hires during the 2013-2014 fiscal year. The Compton District has hired 11 full-time faculty members this fiscal year, at a cost of \$634,540.

Third, the Compton District has applied a change in accounting for the Police Services Contract in accordance with the Budget and Accounting Manual (BAM). Working with the El Camino College Police Department, we conducted an analysis on the amount of time the El Camino College Police officers are spending monitoring the Compton District parking lots. It has been determined that the El Camino College Police officers are spending 61% of their time monitoring the Compton District parking lots.

Therefore, for the 2013-2014 fiscal year, we will be changing the activity coding for a portion of the Police Services Contract, which would exclude approximately \$850,000 from the Fifty Percent calculation. Finally, the Compton District is in the process of negotiating with the Compton Community College District Federation of Employees (Certificated) on a compensation increase in the amount of \$265,000 for the 2013-2014 year.

With the implementation of the above measures, we anticipate the Compton District will meet the Fifty Percent obligation for the 2013-2014 fiscal year. We respectively are submitting a copy of our projected Fifty Percent calculation for 2013-2014, prior to the implementation of the Plan and after implementing the Plan.

If you have any questions or concerns, please contact me at 310-900-1600 ext. 2000.

Sincerely,

Keith Curry
CEO

Enclosures:

- 1) Fifty Percent Calculation for 2013-2014 Prior to Plan Implementation
- 2) Fifty Percent Calculation for 2014-2015 After Plan Implementation

**FIFTY PERCENT CALCULATION FOR 2013-2014 PRIOR TO
PLAN IMPLEMENTATION**

	Object Code	Activity (ECSA) AC 0100-5900 & AC 6110	Activity (ECSB) AC 0100-6799
Instructional Salaries	1100	3,754,698	3,754,698
	1300	2,723,000	2,373,000
Non-Instructional Salaries	1200	-	1,719,446
	1400	-	331,148
Non-Instructional Salaries	2100		2,975,649
	2300		378,391
Instructional Aides	2200	300,183	300,183
	2400	71,675	71,675
Employee Benefits	3000	2,045,720	4,335,443
Supplies & Materials	4000		276,355
Other Operating	5000		2,521,155
Total Before Exclusions		8,895,276	19,037,143
Less Exclusions		(241,494)	(1,512,430)
Total for ESC 84362, 50% Law		8,653,782	17,524,713
Percent of CEE		49.38%	

**FIFTY PERCENT CALCULATION FOR 2014-2015 AFTER
PLAN IMPLEMENTATION**

	Object Code	Activity (ECSA) AC 0100-5900 & AC 6110	Activity (ECSB) AC 0100-6799
Instructional Salaries	1100	4,595,318	4,595,318
	1300	2,638,000	2,638,000
Non-Instructional Salaries	1200	-	1,719,446
	1400	-	331,148
Non-Instructional Salaries	2100	-	2,974,649
	2300	-	378,391
Instructional Aides	2200	300,183	300,183
	2400	71,675	71,675
Employee Benefits	3000	2,045,720	4,335,443
Supplies & Materials	4000	-	276,355
Other Operating	5000	-	1,729,521
Total Before Exclusions		9,650,896	19,350,129
Less Exclusions		(241,494)	(1,512,430)
Total for ESC 84362, 50% Law		9,409,402	17,837,699
Percent of CEE		52.75%	

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

3A. MEASURE CC BOND FUND CATEGORY BUDGETS AND BALANCES

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

The following table reports Measure CC Bond expenditures through March 31, 2014.

The following table reports Measure CC Bond expenditures through PERIOD 9 – March 31, 2014

CATEGORY	BUDGET	EXPENDED	BALANCE
Unassigned	\$ 960,750	\$ -	\$ 960,750
Learning Resource Center	4,405,000	\$ 2,680,707	1,724,293
Master Planning	122,000	\$ 6,597	115,403
Utilities Master Plan	218,000	\$ 264,691	(46,691)
Allied Health Building **	1,800,000	\$ 13,659	1,786,341
MIS Building Renovation Phase 1	50,000	\$ 13,250	36,750
Program Support	10,000	\$ 789	9,211
Campus Wide Improvement	125,000	\$ 39,587	85,413
Infrastructure Phase 1 *	8,900,000	\$ 5,277,997	3,622,003
Music	1,134,250	\$ 91,722	1,042,528
Infrastructure Phase 2*	4,150,000	\$ 1,323,416	2,826,584
	\$ 21,875,000	\$ 9,712,415	\$ 12,162,585

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

** These projects are funded by State Capital Outlay funds (~70%) and Measure CC Bond funds (~30%)

3B. 2014-2015 TENTATIVE BUDGET ASSUMPTIONS

It is recommended that the Special Trustee receives for information the 2014-2015 Tentative Budget Assumptions.

Compton Community College District & El Camino College Compton Center

2014-2015 TENTATIVE BUDGET ASSUMPTIONS

The Tentative Budget reflects information available at this time from the California Community Colleges Chancellor's Office. It is anticipated that additional adjustments may be required as more information becomes available. The Tentative Budget will be submitted to the Special Trustee for approval at the June 11, 2014 Board of Trustees meeting.

I. Basic Revenue and Expense Assumptions:

- A. Projected beginning balance: \$4,968,698
- B. Estimated local, state and other revenue: \$33,309,263
- C. Targeted reserve for contingency and ending fund balance: \$3,931,197 (11.16%) of budgeted expenditures.
- D. Budget the General State Apportionment in alignment with the El Camino College Compton Center generating 6,680 FTES. This includes 6,242 FTES for 2014-2015 and 438 FTES for 2013-2014.
- E. Offering 1,600 sections in the 2014-2015.
- F. Cost of Living Adjustment (COLA) funding of 0.86% or \$39.87 credit FTES equates to approximately \$248,885 based on 6,242 FTES.
- G. Budget for the GASB "pay as you go" costs for Retiree Benefits: \$669,799.
- H. Budget for the PARS Retirement Payment: \$109,842. The total remaining district liability for participating in PARS is: \$219,684.
- I. Project Public Employee Retirement System contributions at 11.70%.
- J. Budget for projected utilities increase of 2% or a total cost of \$1,086,300.
- K. Budget all step and column increases of approximately \$300,000.
- L. Budget to fill the following nine faculty positions:
 - a. Art
 - b. English-Two Positions
 - c. Human Development
 - d. Machine Tool Technology
 - e. Mathematics-Two Positions
 - f. Nursing
 - g. Welding
- M. Budget to fill three new non-faculty positions.
- N. Budget for the Vice President of El Camino College Compton Center (\$160,000, including benefits) and the Information Technology Supervisor (\$143,000 including benefits) positions.
- O. Budget for line of credit debt expense (\$1,292,420).
- P. Administrative fee to El Camino College (\$50,000)
- Q. Budget for the Police Services Contract with El Camino College (\$1,400,000).
- R. Budget for the following one-time expenses (310,000):
 - a. Technology Plan (\$50,000)
 - b. Enrollment Management Plan (\$100,000)
 - c. One-Time Planning Allocations (\$50,000)
 - d. Site Improvements (\$110,000)

- S. Unrestricted Budget includes the following interfund transfers out in the amount of \$668,000:
 - a. Transfer \$200,000 to the line of credit for expenses from the 2009-2010 fiscal year. Total amount due to the line of credit is \$2,000,000. After the transfer the remaining amount due to the line of credit fund will be \$1,600,000. The District intends to complete the final transfer to the line of credit by the 2019-2020 year.
 - b. Transfer \$468,000 to the Property & Liability Fund.
- T. 2014-2015 line of credit expenses:
 - a. Fiscal Crisis Management Assistance Team (FCMAT) annual review (\$175,000).