

Governing Board
Vicki Gordon, *President*
Greg Enholm, *Vice President*
Timothy J. Farley, *Secretary*
John E. Márquez
John T. Nejedly
Kwame Baah-Arhin, *Student Trustee*

Chancellor
Helen Benjamin, Ph.D.



College Presidents
Contra Costa College
Mojdeh Mehdizadeh
Diablo Valley College
Ted Wieden (Interim)
Los Medanos College
Robert Kratochvil, Ed.D.

GOVERNING BOARD AGENDA
CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Special Meeting

October 18, 2016

Public Session 9:00 a.m.

George R. Gordon Education Center
500 Court Street
Martinez, California 94553

925.229.6820 Phone
925.370.2019 Fax

www.4cd.edu

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA**

George R. Gordon Education Center
500 Court Street
Martinez, California 94553

October 18, 2016
Public Session: 9:00 a.m.

TABLE OF CONTENTS

Written materials distributed to the Governing Board within 72 hours of the Board's regular meeting/study session are available for public inspection at the Chancellor's Office in the District Office located at 500 Court Street, Martinez, California, 94553. This does not apply to closed session materials.

I. OPEN PUBLIC SESSION - CALL TO ORDER – 9:00 A.M.

- Call special meeting to order. Notation of Board member(s) absent under provisions of Board Report No. 30-F, 2.12.86.

II. PLEDGE OF ALLEGIANCE TO U.S. FLAG

III. PUBLIC COMMENT

According to Government Code Section 54954.2(a), when responding to public comment, Governing Board members and staff may respond as summarized below:

- *briefly respond to statements made or questions posed by persons making public comment;*
- *ask questions for clarification or make a brief announcement;*
- *provide a reference to staff or other resources for factual information;*
- *request staff to report back to the body at a later meeting; or*
- *direct staff to place the matter on a future agenda.*

IV. DISCUSSION TO DETERMINE PROCESS TO FILL BOARD VACANCY FOR WARD IV

- Review Board Policy 1021 and Administrative Procedure 1021.01, Vacancies on the Governing Board

V. SIGN DOCUMENTS

VI. ADJOURN

More detailed information about each agenda item is contained in the Governing Board reports, copies of which are available upon request at the office of the Chancellor and at each college President's office. The Contra Costa Community College District will provide reasonable accommodations for disabled individuals planning to attend Governing Board meetings. For information and arrangements call the Executive Coordinator to the Governing Board at 925.229.6821.

The mission of the Contra Costa Community College District is to attract students and communities, to cultivate a sustainable culture of wellbeing, learning, success and achievement for our students. As a District, we are dedicated to continuously increasing our ability to serve the evolving needs of our students and community by providing accessible, equitable and outstanding higher education learning opportunities and support services. All decisions about resources are informed by looking at access and success through an equity lens.

VACANCIES ON THE GOVERNING BOARD

Vacancies on the Governing Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Governing Board shall be governed by Education Code Section 5090.

Within 60 days of a vacancy or the filing of a deferred resignation, the Governing Board shall either order an election or make a provisional appointment to fill the vacancy.

Election

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

Provisional Appointment

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091.

1. The person appointed to the position shall hold office only until the next regularly scheduled election for District Governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.
2. The provisional appointment will be made by a majority, public vote of the Governing Board members at a public meeting.

Education Code Sections 5090 et seq.
Government Code Section 1770

VACANCIES ON THE GOVERNING BOARD

Whenever a vacancy occurs, the Governing Board shall within 60 days of the vacancy either order an election or make a provisional appointment to fill the vacancy. Should a vacancy occur following the resignation of a Governing Board member, he or she may not defer the effective date of his or her resignation for more than 60 days after official notification is received.

When an election is ordered to fill the vacancy, it shall be held on the next established election date provided pursuant to Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code not less than 130 days after the order of the election.

Should the Governing Board decide to fill the vacancy by making a provisional appointment, the following steps shall be taken.

Announcement of the Vacancy

Upon the Governing Board's decision to fill a Board vacancy by provisional appointment instead of an election, the Chancellor shall assure there is ample publicity and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. The posted notice of vacancy shall include directions to complete the provisional appointment applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Governing Board.

Persons applying for provisional appointment to the Governing Board shall receive a letter from the Chancellor containing information about the District and the Governing Board including the Governing Board Provisional Appointment Application Form (Exhibit A) which may include supplemental questions, to be completed and returned by a specific date.

Review of Applications and Selection of the Provisional Appointment

In a public session, Governing Board members will review and discuss all provisional appointment applications to determine applicants to be interviewed. Interviews and final selection of the provisional appointment shall be made by a majority vote of the Governing Board members at a public meeting called for that purpose.

Announcement of the Provisional Appointment Decision

When the provisional appointment is made, the Governing Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. A notice of the appointment shall be published in a newspaper of general circulation. The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the vacancy.

It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of the county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

In the event the Governing Board fails to make a provisional appointment or order an election within the prescribed 60-day period, the county superintendent of schools shall order an election to fill the vacancy.

A provisional appointment confers all powers and duties of a Governing Board member upon the appointee immediately following his/her appointment. A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Governing Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Education Code Section 5090 et seq.
Government Code Sections 1770, 6061



GOVERNING BOARD PROVISIONAL APPOINTMENT APPLICATION FORM

Name _____

Home Address _____

City, State, Zip _____

Phone: Home _____ Business _____

E-mail address _____

Occupation _____

Company _____

Business Address _____

City, State, Zip _____

Please complete the following or attach a current resume.

Education (List degrees or highest year completed and the college or school.)

Employment History (last 10 years)

Public and Community Service

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and your relationship _____

I understand that I cannot be an employee of the District while serving as a member of the Board.

I certify that I meet all eligibility requirements. (Note: To be eligible, an individual must be at least 18 years old; must be a resident [of the District/of the area]; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: _____

Date: _____

Deadline for applications is _____

Please return this form to:

**Chancellor's Office
Contra Costa Community College District
500 Court Street
Martinez, CA 94553**

MINUTES OF THE GOVERNING BOARD
OF THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Special Meeting

Date: October 18, 2016
Time: 9:00 a.m. – Public Session
Place: George R. Gordon Education Center
500 Court Street
Martinez, California 94553
Presiding Officer: Vicki Gordon, President

ROLL CALL

Present: Vicki Gordon, President
Greg Enholm, Vice President
Tim Farley, Secretary
John E. Márquez

Those present constituted a quorum.

OPEN PUBLIC SESSION AND PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Board President Vicki Gordon opened the public session at 9:01 a.m. Ms. Gordon then called on Mr. Márquez to lead the Pledge of Allegiance to the U.S. flag.

DISCUSSION TO DETERMINE PROCESS TO FILL BOARD VACANCY FOR WARD IV

Ms. Gordon said this special meeting was held to discuss whether a provisional appointment should be made or a special election held for the Ward IV vacancy. Ms. Gordon, Mr. Enholm, Mr. Farley and Mr. Márquez all agreed that a provisional appointment should be made.

The Board emphasized the importance of having a good process. Ms. Gordon directed human resources to lead this effort, and emphasized all applications should be screened to ensure the applicant lives within Ward IV and is a registered voter. The Board also agreed that it would review and discuss all applications at a special meeting, following by a second special meeting to interview three finalists. Ms. Gordon told the Board to review their calendars for late November and early December as the dates for these special meetings would be proposed soon.

Executive Vice Chancellor, Administrative Services Eugene Huff questioned whether the Board wanted to add further questions to the supplemental questionnaire contained in the application found in Administrative Procedure 1021.01, Vacancies on the Governing Board. The Board said it did not want any other questions added to the provisional appointment application form. Mr. Huff said human resources would place the application packet on the website by October 25, 2016, with a closing date of November 15, 2016. Mr. Márquez commended Ms. Gordon for her leadership throughout the meeting.

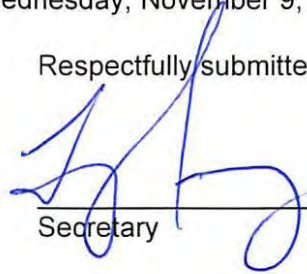
PUBLIC COMMENT

Ray Sloan, Martinez community member and Alexander Pandell, Danville community member, spoke regarding the provisional appointment process.

ADJOURNMENT

There being no further business to come before the Governing Board, Ms. Gordon adjourned the meeting at 9:48 p.m. The next regular meeting of the Governing Board will be held at the George R. Gordon Education Center on Wednesday, November 9, 2016, at 4:00 p.m.

Respectfully submitted,



Secretary

HB:pk

Governing Board

Vicki Gordon, *President*
Greg Enholm, *Vice President*
Timothy J. Farley, *Secretary*
John E. Márquez
John T. Nejedly
Kwame Baah-Arhin, *Student Trustee*

Chancellor

Helen Benjamin, Ph.D.



pathways to success

College Presidents

Contra Costa College
Mojdeh Mehdizadeh
Diablo Valley College
Ted Wieden (Interim)
Los Medanos College
Robert Kratochvil, Ed.D.

GOVERNING BOARD AGENDA

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Special Meeting

November 29, 2016

Public Session 9:00 a.m.

Closed Session 2:30 p.m.

**George R. Gordon Education Center
500 Court Street
Martinez, California 94553**

**925.229.6820 Phone
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III. INTERVIEW APPLICANTS TO FILL BOARD VACANCY FOR WARD IV AND SELECTION OF TWO FINALISTS

A. Interview applicants

<u>Name</u>	<u>Time</u>
1. Frank Quattro	9:00 a.m.
2. April Treece	9:30 a.m.
3. Gary Walker-Roberts	10:00 a.m.
4. Jerome Pandell	10:30 a.m.
5. Carl Nichols	11:00 a.m.

B. Governing Board deliberation and decision of finalists 11:30 a.m.

C. Lunch break 12:00 p.m.

IV. INTERVIEW FINALISTS TO FILL BOARD VACANCY FOR WARD IV – APPROXIMATELY 1:00 P.M. (IF NECESSARY)

A. Finalist 1 1:00 p.m.

B. Finalist 2 1:30 p.m.

V. GOVERNING BOARD DELIBERATIONS AND ACTION TO APPOINT A MEMBER TO FILL BOARD VACANCY FOR WARD IV PURSUANT TO EDUCATION CODE 5091 – APPROXIMATELY 2:00 P.M.

The mission of the Contra Costa Community College District is to attract students and communities, to cultivate a sustainable culture of wellbeing, learning, success and achievement for our students. As a District, we are dedicated to continuously increasing our ability to serve the evolving needs of our students and community by providing accessible, equitable and outstanding higher education learning opportunities and support services. All decisions about resources are informed by looking at access and success through an equity lens.

- VI. **RECESS TO CLOSED SESSION – APPROXIMATELY 2:30 P.M.**
- Public employee discipline/dismissal/release (Government Code section 54957)
- VII. **RECONVENE PUBLIC SESSION – APPROXIMATELY 3:00 P.M.**
- VIII. **SIGN DOCUMENTS**
- IX. **ADJOURN**

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Standard IV: Leadership and Governance

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. In multi-college districts or systems, the roles within the district/system are clearly delineated. The multi-college district or system has policies for allocation of resources to adequately support and sustain the colleges.

A. Decision-Making Roles and Processes

1. Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.
2. The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.
3. Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.
4. Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.
5. Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.
6. The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.
7. Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

B. Chief Executive Officer

1. The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.
2. The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.
3. Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:
 - establishing a collegial process that sets values, goals, and priorities;
 - ensuring the college sets institutional performance standards for student achievement;
 - ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions;
 - ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning;
 - ensuring that the allocation of resources supports and improves learning and achievement; and
 - establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.
4. The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.
5. The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.
6. The CEO works and communicates effectively with the communities served by the institution.

C. Governing Board

1. The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)
2. The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.
3. The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.
4. The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7)
5. The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.
6. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.
7. The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.
8. To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.
9. The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.
10. Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.
11. The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other

personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)

12. The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.
13. The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

D. Multi-College Districts or Systems

1. In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.
2. The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.
3. The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.
4. The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO's accountable for the operation of the colleges.
5. District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.
6. Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.
7. The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

End Note - Catalog Requirements

The following list of required information must be included in the college catalog.

1. General Information

- Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
- Educational Mission
- Representation of accredited status with ACCJC, and with programmatic accreditors if any
- Course, Program, and Degree Offerings
- Student Learning Outcomes for Programs and Degrees
- Academic Calendar and Program Length,
- Academic Freedom Statement
- Available Student Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Names of Governing Board Members

2. Requirements

- Admissions
- Student Tuition, Fees, and Other Financial Obligations
- Degrees, Certificates, Graduation and Transfer

3. Major Policies and Procedures Affecting Students

- Academic Regulations, including Academic Honesty
- Nondiscrimination
- Acceptance and Transfer of Credits
- Transcripts
- Grievance and Complaint Procedures
- Sexual Harassment
- Refund of Fees

4. Locations or Publications Where Other Policies may be found



FRANK QUATTRO

Ward IV Provisional Appointment Applicant

Contra Costa Community College District
Governing Board
November 29, 2016

RECEIVED
11.15.16



GOVERNING BOARD PROVISIONAL APPOINTMENT APPLICATION FORM

Name Frank J. Quattro

Home Address 1765 Birds Hill Court

City, State, Zip Danville CA 94526

Phone: Home (925)352-9839 cell Business (510)652-4177

E-mail address fquattro@sbcglobal.net

Occupation Director/ Owner

Company Quattro Barber Colleges Corp

Business Address 3815 Telegraph Avenue

City, State, Zip Oakland, CA 94609

Please complete the following or attach a current resume.

Education (List degrees or highest year completed and the college or school.)

Employment History (last 10 years)

See resume

Public and Community Service

K to college - volunteer and sponsor
Contra Costa Democratic Central committee
- Appointed 2006, Elected 2008 and 2010
Candidate for CCCCDC trustee Ward IV
Endorsed by CFA, MDEA, Tom Torick, KSON,

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and your relationship _____

I understand that I cannot be an employee of the District while serving as a member of the Board.

I certify that I meet all eligibility. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of Ward IV; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: J. Huff

Date: 11/15/2016

Deadline for applications is November 15, 2016.

Please return this form to:

Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrative Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

1765 Birds Hill Ct.
Danville, CA 94526
fquattro@moler.org

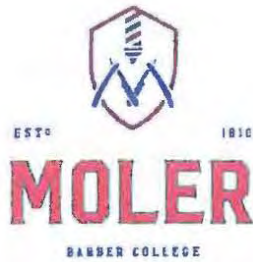
FRANK QUATTRO

Experience

- | | | |
|----------------------|--|-----------------------------|
| Feb 2008 to current | Moler Barber College
CEO, Director, Licensed Barber & Instructor, Dep't of ED Cert. Financial Aid Professional | San Pablo/ Oakland/ Hayward |
| | <ul style="list-style-type: none">• Built state accredited (BPPE) trade school in San Pablo and trained/instructed student barbers• Purchased nationally accredited (TITLE IV) Accredited with the ACCSC Moler Barber College in Oakland July 2011• Built new school in Hayward (Opening 11-22-16) increasing enrollment by 40% all while attaining the highest student graduation rates and highest pass rates on the State of CA Board of Barbering test of any barber school in California. | |
| Feb 2004 to Feb 2008 | Granite Funding
President/ Licensed Broker/ Business Partner | Danville, CA |
| | <ul style="list-style-type: none">• Opened new office February 2005• Sold commercial and residential loans• Managed and trained staff and loan agents | |
| 2002-2004 | Priority Financial
Sales Manager | San Ramon, CA |
| | <ul style="list-style-type: none">• Hired and trained and managed loan agents• Wrote and co-produced original Television Marketing Campaigns• Implemented new programs that increased earnings | |
| 2000-2002 | Priority Financial
Loan Officer | San Ramon, CA |
| | <ul style="list-style-type: none">• Trained new loan officers• Implemented streamline loan program – speeding up profitability for the company | |
| 1994- 2000 | Associated Staffing Consultants
Proprietor/ Recruiter | Concord, CA |
| | <ul style="list-style-type: none">• Developed & Expanded job order accounts and recruited candidates• Doubled revenues for each fiscal year | |

Education

San Francisco State University	San Francisco, CA	BA English Literature
Diablo Valley College	Pleasant Hill, CA	AA general education studies
De La Salle High School	Concord, CA	High School Diploma



November 15, 2016

Dear Governing Board Members,

I am excited to apply for appointment as Trustee of the Contra Costa Community College Board. The CCCC is one of the most important institutions in our community and has provided opportunity and changed the lives of countless citizens in our county. As a graduate of Diablo Valley College, not only was I given the opportunity to pursue my education, and advance my career, but my wife, mother and sister also completed their course of studies at DVC before transferring to complete their further education. The opportunity that my family and I were given at the Community College is part of what inspires me as a post-secondary educator today and gives me perspective on how I run my schools.

Currently my wife and I own and operate three nationally accredited vocational training schools, Moler Barber College. Our Oakland School has been in continuous operation since 1910. When I began operation of our first school seven years ago, we had 15 students and one location, now by the close of 2016 we have three campuses and close to 250 students. In 2017, I am slated to open two cosmetology schools bringing our projected enrollment to over 400 students and five locations.

Despite our growth, growth is not our main focus. Student success has always been our goal. By this standard we have had great success. According to our accrediting commission, the Accrediting Commission of Career Schools and Colleges, our graduates had the highest pass rate at the state licensing exam of any school in California. Our students also far exceed all standards for graduation rate and post-graduation employment.

In the past I taught in the Mt. Diablo Unified School District and was a general education instructor at Heald Institute of Technology. In my various roles as an educator I have always been humbled by the drive and enthusiasm of my students. I look forward to bringing my knowledge of Title IV regulations, and unique perspective as an educator, school director and entrepreneur to the board so we can work together to serve our students and community.

Warmest Regards,

Frank Quattro
Director
Moler Barber Colleges

Main Campus: 3815 Telegraph Avenue, Oakland CA 94609
Satellite: 14330 San Pablo Avenue, St. C, San Pablo CA 94806
Satellite: 22425 Main Street, Hayward, CA 94541

(510)652-4177 phone

www.moler.org

(925)233-1414 fax

11/15/2016

To Whom It May Concern:

Frank Quattro is uniquely qualified to become the next Trustee of the Contra Costa Community College District. He has a long and distinguished commitment to education, including his time as a teacher in the Mt. Diablo Unified School District. His experience as a business owner gives him a financial perspective that would be an asset to the District.

Frank has a tremendous ability to build relationships. His listening skills are one of his many strengths. People quickly recognize that he is a person of integrity and empathy.

I'm delighted to see Contra Costa Community College District focus on partnering with school districts. Frank would help continue to improve these relationships.

I'm hopeful of seeing Frank join you on the Board.

Best regards,

Brian Lawrence
Trustee, Mt. Diablo Unified School District

B T Lawrence

McNerney for Congress
PO BOX 690371
Stockton, CA 95269
(209) 956-2872

November 15, 2016

Governing Board
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Dear Governing Board Members,

It's my pleasure to recommend Frank Quattro for the position of Trustee of Ward IV for the Contra Costa Community College Board.

I first met Frank when I ran for Congress in 2006, at which time Frank was running for the Ward IV Community College Governing Board seat.

I've come to know Frank as being hard-working, honest, and committed to community service. I believe that his knowledge of the post-secondary education sector and expertise in Title IV accreditation will be an advantage to the Governing Board. It is my understanding that he successfully put this knowledge to work to expand his nationally-accredited vocational schools, Moler Barber College, from one campus to three locations. He has demonstrated a commitment to the success of his students, which is exemplified by his college achieving the highest student graduation rates and highest pass rates on the California Board of Barbering test.

Again, I recommend Frank Quattro for appointment to the Contra Costa Community College Board of Trustees.

Sincerely,



Jerry McNerney



*"Small Town Atmosphere
Outstanding Quality of Life"*

November 15, 2016

Ms. Vicki Gordon, President
Greg Enholm, Vice President
Tim Farley, Secretary
John Marquez
Kwame Baah-Arhin, Student Member
Members of the Contra Costa Community College District Governing Board

Subject: Appointment of Frank Quattro to Governing Board

Dear Governing Board Members:

I write to enthusiastically support the application of Frank Quattro for Governing Board Member Ward IV. I have known Frank for several years, as we have both been members of the San Ramon Valley communities of Danville and San Ramon.

Frank exhibits exceptional qualities of leadership, compassion and intellect which will serve him well as a Governing Board Member. He does not shy away from complex challenges. He has a talent for getting along well with diverse groups of people, without compromising standards of excellence and integrity.

I have also observed the business side of Frank. As is his habit, Paul focuses on the long-term goal, using his business and leadership skills in dealing with the many people who comprise the complexities of a major business, to make everyone successful. As a businessman and a five time Mayor, Councilmember of Danville, I interact constantly with people in the civic arena, I know an effective person when I see one. I have no doubt that Frank Quattro will serve the Community College District and his fellow associates well, if he is appointed to fill the untimely vacancy of Ward IV.

I strongly urge your consideration and acceptance of Frank's request to lead our community in Ward IV. You will find him a continuing asset to our community along with the students and faculty of the Contra Costa Community College District.

If I can provide any additional information, please do not hesitate to contact me on my cell phone at 510.366.0716 or email at Arnerich@Danville.ca.gov.

Sincerely yours,

Newell Arnerich
Danville Councilmember
Serving 22 years on the Danville Council

510 LA GONDA WAY, DANVILLE, CALIFORNIA 94526

Administration
(925) 314-3388

Building
(925) 314-3330

Engineering & Planning
(925) 314-3310

Transportation
(925) 314-3310

Maintenance
(925) 314-3450

Police
(925) 314-3410

Parks and Recreation
(925) 314-3400



APRIL TREECE

**Ward IV Provisional
Appointment Applicant**

Contra Costa Community College District
Governing Board
November 29, 2016

APRIL TREECE

5510 Southbrook Drive | Clayton, California 94517 | 925-672-3759 | opuscomm@pacbell.net

November 14, 2016

Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrator Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Dear Mr. Huff:

Please find enclosed an application in response to the Contra Costa Community College District's request for qualified applicants to serve as an appointed member for Ward IV of the Governing Board.

I am a registered voter in Contra Costa County, and I am a resident of Ward IV. With my professional background and commitment to community service, I have the skill sets you are looking for in a Governing Board member, and I will dedicate the time required to fulfill these responsibilities should I be given the opportunity.

Having served on the Board of Education for Mt. Diablo Unified School District for eight years concluding in 2008, I have a deep commitment to the community and understand the important role governing boards play in setting the vision, goals and measures of success. I know the importance of attending all Board meetings, district events, study sessions, and other opportunities for continuous learning which allows building shared knowledge and trust, and forming a collaborative and united team with the organizational leader.

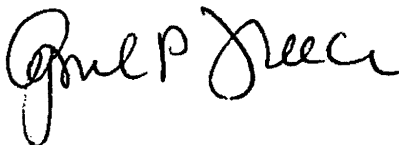
As a School Board member, it was critical to balance the needs of a very diverse student body and I was committed to a vision of high expectations for all students ensuring equity and access for our most vulnerable.

As the director of a STEM program serving East Bay schools and districts, I have a working knowledge of Contra Costa County communities which are served by the District's three colleges and branch campuses, and I have worked on behalf of and for the benefit of these communities as I work with secondary education partners.

I hope you will agree after review of my application, biography, and three letters of recommendation from: 1) a Mt. Diablo School Board member, 2) the executive director of the Workforce Development Board of Contra Costa County, and 3) an elected official, that I meet your requirements for consideration as an appointee to Contra Costa Community College District's Governing Board filling the vacant seat in Ward IV.

Please let me know if you need any further information. You may contact me at 925-672-3759 or via e-mail at opuscomm@pacbell.net.

Sincerely,





GOVERNING BOARD PROVISIONAL APPOINTMENT APPLICATION FORM

Name April P. Treece

Home Address 5510 Southbrook Drive

City, State, Zip Clayton, CA 94517

Phone: Home 925-672-3759 Business 925-672-3759

E-mail address opuscomm@pacbell.net | april@ccpartnership.org

Occupation Director-STEM Workforce Initiative

Company Contra Costa Economic Partnership

Business Address 500 Ygnacio Valley Road, Suite 470

City, State, Zip Walnut Creek, CA 94596

Please complete the following or attach a current resume. **Resume Attached.**

Education (List degrees or highest year completed and the college or school.)

BA-Mass Communications, Antioch University

Employment History (last 10 years)

January 2001-Present:
Director-STEM Workforce Initiative
Contra Costa Economic Partnership

(See resume attached.)

Public and Community Service

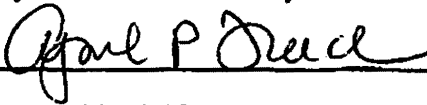
1999 to present-Business/Education Committee; Concord Chamber of Commerce
1999 to 2016--East Bay Leadership Council Board of Directors
2011-2016--Workforce Development Board of Contra Costa County (WDBCCC)
2003-2006--WDBCCC Youth Council
2010-2014--California Linked Learning Alliance Leadership Council
2010 to present--CSU East Bay STEM Gateways Partnership

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and your relationship _____

I understand that I cannot be an employee of the District while serving as a member of the Board.

I certify that I meet all eligibility. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of Ward IV; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature:



Date:

11/14/16

Deadline for applications is November 15, 2016.

Please return this form to:

**Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrative Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553**

Linda K. Mayo

925.937.0804

150 Grove Circle, Pleasant Hill, CA 94523-4003

mayolk@aol.com

November 14, 2016

To Whom It May Concern:

It is my honor to provide a recommendation for April Treece who is applying to serve as an appointed member for Ward IV of the Governing Board of Contra Costa Community College District. I have known Ms. Treece since the early 1990s when she worked for Mt. Diablo Unified School District as their Public Information Officer and I as a PTA leader. Later, she and I served together on the Mt. Diablo School Board from 2000 to 2008. Today I continue to work with her as a volunteer supporting secondary school students' pursuit of engineering and science through the annual Intel-affiliated Contra Costa Science Fair held at Los Medanos College.

I know from personal experience that Ms. Treece's passion for and dedication to public education, her keen leadership skills and her deep knowledge of Contra Costa schools, districts and communities will be assets to the College District as you strive to provide outstanding learning opportunities for an increasingly diverse body of students attending your colleges.

When April served with me on the School Board, I observed her ability to make decisions always keeping student success at the center. She helped to set educational policy for the district and state, and during her tenure, presided over Mt. Diablo's development of its Career Integrated Academics policy in 2003—which brought college and career readiness to the forefront of the district—long before it rose in importance in the state and country.

April is committed to excellence in everything she does, always coming prepared to fulfill her proper role. She seeks divergent viewpoints on key issues with the intent of making the best decisions possible when affecting outcomes for students. She has the courage to stand up for her convictions but seeks consensus as well, having respect for the will of the majority. I observed this time and again at the school board level, and I continue to see this as I work with her with industry and educators in support of STEM programming.

Because of her wide range of managerial experiences in business and nonprofits, I know she values the distinct role each individual plays in any organization—and honors the governing board role of setting policy and guiding the institutional leader, while avoiding crossing the line into the operational aspects.

I also have observed the hunger April has for continuous learning. She uses research and studies to help inform her work, and believes in the importance of data-informed decision-making—I experienced this with her school board work and I continue to see it with her STEM work as she supports the development and strengthening of secondary career pathways.

While I have referenced April's skills, I think it is important to note that April cares deeply about students and their individual success. Critical to all that April does is the blending of learning that engages the head, hands and heart—she embraces the importance of Career Technical Education, and its value in building strong ladders to success from high school to postsecondary education, training and careers—especially for our community's most vulnerable youth.

Your institution would be well served by a Governing Board member like April Treece. For all of these reasons and more, I recommend you consider her for your Ward IV appointment in December.

Sincerely,



Mt. Diablo Unified School District Trustee (for identification purposes only)

November 14, 2016

To Whom It May Concern:

April Treece has been an active member of the Workforce Development Board of Contra Costa County (WDBCCC) for many years. She just concluded a four-year term on our Board in early 2016, having been appointed by the Contra Costa County Board of Supervisors in 2011. This is the second term in which she has served--in 2003-2006 she was appointed to the Workforce Development Board's Youth Council.

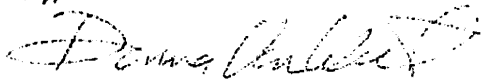
During her most recent term, April Treece served as the co-chair of both the Business and Economic Development Committee (BED) 2013-14 and the Youth Council 2015-16. She also served on the WDBCCC's Executive Committee.

While leading the BED Committee, April presided over that committee's transition to an industry sector strategy, overseeing in-depth studies of both the Advanced Manufacturing and Health sectors' workforce talent development needs now and projected into the future. That early work has now led to the development of an East Bay focus on Advanced Manufacturing and Health/Life Sciences which are a part of the state's Sling Shot effort.

The expertise April Treece brought to the leadership of the WDBCCC Youth Council also had an impact on the way youth services are delivered in Contra Costa County as well. In her tenure on the Youth Council, April presided over a transition to include career pathways consideration for Youth Service Provider contracts especially in sectors including Advanced Manufacturing, Construction, Health/Life Sciences and Information & Communications Technology. She was also part of the planning and application for the state's Career Pathways Trust proposal which brought \$1.7 million to the region engaging 10 school districts, 4 community colleges and 4 Workforce Development Boards together focused on high-wage, high-skill, and high-demand careers. This work has led to a new Earn & Learn East Bay system, and a focus on young people's more purposeful transition from high school graduation to post-secondary education and training leading to careers in sectors of high growth in our regional economy.

As the interim Executive Director of the Workforce Development Board of Contra Costa County, I can say that our leadership team has had first-hand experience with April Treece, we benefiting from her knowledge about economic development and youth systems, and are grateful for her service.

Sincerely,



Donna P. Van Wert, Interim Executive Director
Workforce Development Board Contra Costa County
Pleasant Hill CA
dvanwert@ehsd.cccounty.us
925-602-6820

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0014
(916) 319-2014
FAX (916) 319-2114
DISTRICT OFFICE
2151 SALVIO STREET, SUITE 395
CONCORD, CA 94520
(925) 521-1511
FAX (925) 602-1536

Assembly California Legislature



SUSAN A. BONILLA
CHAIR: HUMAN SERVICES
ASSEMBLYWOMAN, FOURTEENTH DISTRICT

COMMITTEES
APPROPRIATIONS
BANKING AND FINANCE
HEALTH
LOCAL GOVERNMENT

November 14, 2016

To Whom It May Concern:

As a long-time supporter of the STEM Workforce Initiative created and directed by April Treece at the Contra Costa Economic Partnership (CCEP), it is my pleasure to recommend Ms. Treece for consideration as an appointed member of the Governing Board for the Contra Costa Community College District.

April has a deep commitment to students and keeps them at the center of all education decision-making, whether as a member of a school board, a developer of new educational non-profits and programming, or an engaged citizen in our community.

Ms. Treece has been responsible for organizing a demand-driven effort to leverage business relationships and bring new investments to public education partners in support of STEM and student success. Over the years, she has earned the respect of business, as well as career pathway teachers, schools, and districts which rely on her to help bring "real world" learning to classrooms. Through this work, she has remained committed to developing more purposeful transitions for students from high school to post-secondary education, which has involved partnering with local community colleges and universities.

I have known April for over a decade and have witnessed the passion she brings to her work in support of public education. She believes strongly in engaging the broader community—including business—in support of systemic change. Having spent 25 years at AT&T, and the last 16 years engaging industry with the CCEP STEM Initiative, April has first-hand knowledge of the business community and their need for skilled talent in the emerging STEM economy. Because of this, she is able to help employers understand why it is important to get involved and sustain their support for STEM-related programs.

April has also mobilized industry to weigh in on important aspects of state policy-making, including expanding resources for STEM-related efforts like Common Core and Next Generation Science Standards, Linked Learning transformation strategies, and Career Technical Education investments. I know I can call on April to testify at State Legislative hearings related to STEM and education policy because of the breadth of her knowledge and her work with schools and employers in our community.

It gives me great pleasure to recommend April Treece for consideration as a member of the Contra Costa Community College District's Governing Board. I believe her unique talents will enhance the college district's ability to achieve its strategic outcomes focused on student success.

If more information would be helpful, please do not hesitate to contact me at (925) 323-6897 or at sbonilla04@aol.com.

Sincerely,

A handwritten signature in cursive script that reads "Susan A. Bonilla". The signature is written in black ink and is positioned above the printed name.

Susan A. Bonilla
Assemblywoman, 14th District



April Treece, Director—STEM Workforce Initiative Contra Costa Economic Partnership

Ms. Treece is the Director of the STEM (Science Technology Engineering Math) Workforce Initiative for the Contra Costa Economic Partnership (CCEP). CCEP is the premier economic development nonprofit in the East Bay and is made up of business, government and education leaders dedicated to creating and retaining quality jobs in the region. CCEP is the sister nonprofit of the East Bay Leadership Council.

Since 2001, Ms. Treece has managed the STEM Workforce Initiative and, through The Initiative, CCEP has become one of the leading business/education intermediaries in the East Bay. Its role is *to convene, connect, coordinate, measure and sustain* bridging activities between business and K-12 public education in an effort to secure a long-term workforce pipeline into high-wage, high-skill, high-demand careers in the regional economy.

The Workforce Initiative is research-based and focuses primarily on STEM careers including those found in three of the largest industry sectors in the East Bay including Health/Life Sciences, Environmental Sciences & Renewable Energies, and Engineering, Construction & Manufacturing. Ms. Treece works directly with public high schools whose long-term goals include transformation strategies using the Linked Learning approach and which align multi-grade career-themed pathways to post-secondary education and industry talent pipeline forecasts. She also works strategically with over 400 industry partners in the region.

All of the STEM Workforce Initiative efforts lead to the creation of a seamless system and purposeful transitions for students from high school to post-secondary education, training, and high demand careers in the region.

Ms. Treece began her career as a communications professional in a Fortune 500 company. She has consulted with school districts for over a decade and has set education policy for 8 years as a school leader for one of the larger school districts in the East Bay. She has a BA in Communications from Antioch University.

She began her public service commitment with the San Francisco School Volunteers in 1983 and concluded her tenure there as Board President in 1987. She has continued that commitment throughout her career. Most recently, she has served on the board of the East Bay Leadership Council (2001-2016) and the Workforce Development Board of Contra Costa County (2011-2016). In her board service, she has held a variety of leadership positions including Education Committee Chair (EBLC), Workforce Development Board Youth Council co-chair, Workforce Development Board Business & Economic Development Committee co-chair, and she currently serves on the Education Committee of the Greater Concord Chamber of Commerce and the East County Business/Education Alliance. Ms. Treece is on the Executive Committee of CSU-East Bay's STEM Gateways Partnership—a groundbreaking coalition of business, education, nonprofit, civic and philanthropic organizations focused on STEM. From 2010-14, she also served on the California Linked Learning Alliance Leadership Council.

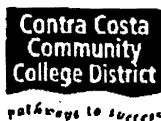
Ms. Treece has a distinguished career which includes being honored by President Ronald Reagan in 1987 at White House ceremonies for innovative programming, volunteerism and business/education engagement in the East Bay. In addition, she has received the You Make a Difference Award, California High School, 2011; California Health Occupations Students of America Administrator of the Year Award, 2006; Friend of Adult Education Award, Mt. Diablo Unified School District, 2000; Friend of Education, Acalanes Union High School District, 1997; Volunteer of the Year, Pleasanton Unified School District, 1987; Award of Excellence, Pleasanton Unified School District, 1986.



GARY WALKER-ROBERTS

Ward IV Provisional Appointment Applicant

Contra Costa Community College District
Governing Board
November 29, 2016



GOVERNING BOARD PROVISIONAL APPOINTMENT APPLICATION FORM

Name GARY WALKER - ROBERTS

Home Address 3845 Killdeer Dr.

City, State, Zip Antioch, CA. 94509

Phone: Home 925.726.9332 Business _____

E-mail address garysimeonwalker@icloud.com

Occupation Retail / Training

Company Louis Vuitton, USA

Business Address 233 Geary St.

City, State, Zip San Francisco, CA. 94102

Please complete the following or attach a current resume.

Education (List degrees or highest year completed and the college or school.)

Employment History (last 10 years)

Public and Community Service

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and your relationship _____

I understand that I cannot be an employee of the District while serving as a member of the Board.

I certify that I meet all eligibility. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of Ward IV; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: Y. B. Walker - Roberts

Date: 11/15/16 @ 2:10 pm

Deadline for applications is November 15, 2016.

Please return this form to:

**Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrative Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553**

GARY SIMEON WALKER-ROBERTS

3845 Killdeer Dr., Antioch, CA, 94509 | 925.726.9332 | garysimeonwalker@icloud.com

LEADERSHIP, PUBLIC SERVICE

“Re-elect Monica Wilson for Antioch City Council” Campaign

Election 2016

Volunteer Field Director, Phone Banking

- Collaborated with campaign leaders and candidate to solidify campaign strategy
- Outreached with constituents and community at large in securing candidate’s second term
- Bolstered constituents’ votes by tailoring narrative and message
- Active attendance during candidate’s debate and City Council meetings

Contra Costa Community College District

2015- 2016 Academic Year

Student Trustee

- Chaired the Student Trusty Advisory Council, complying by Robert's Rules of Order and the Brown Act
- Represented 50,000+ students in the entire CCCC District (4CD)
- Collaborated with Board Members, College Presidents, and Community Leaders for the establishment of a Veterans Resource Center within the district
- Championed for increased student voice, as an alternate on the Chancellor Search Committee
- Advocated to have Student Trustees from all (3) colleges on the board, a potential future policy change that all Student Governments passed through votes
- Actively present for Bond Oversight committee meeting

<http://cccadvocate.com/2714/news/student-trustee-finds-strength-in-past-optimism-for-future>

<http://lmceexperience.com/campus/2016/05/13/trustee-ends-his-term>

<https://www.youtube.com/watch?v=G3og9VQtoa0>

Los Medanos College Associated Students

2014-2015 Academic Year

President

- Chaired student government meetings in compliance with district, college, board policies, Roberts Rule's of Order and the Brown Act
- Represented 9,000+ students while navigating the participatory governance space
- Developed strong rapport with college President, Assemblymember Jim Frazier, and community leaders
- Represented LMC students in participatory governance processes
- Collaborated regularly with students, administration, governing board, faculty, and staff on student affairs
- Successfully lead three *Elevating Diversity Series*, minority group events representing LGBT, DSPS, and Asian-Pacific Islanders
- Collaborated with student Veterans and administrators to form the Veterans Advocacy Task Force, in turn honored as Chair of the committee
- Partnered with Assemblymember Jim Frazier to establish the first Veterans Center in the district, located at LMC

<http://lmceexperience.com/news/2014/09/04/fresh-faces-represent-students-2/>

<http://lmceexperience.com/top-stories/2015/02/24/veterans-dinner/>

<http://lmceexperience.com/top-stories/2015/04/23/diversity-elcvated/>

United Faculty

2014-2015 Academic Year

Student Representative

- Collaborated with DVCAS, LMCAS and CCC Student Reps. to advocate for Bond Measure E
- Presented at 4CD Governing Board meetings to give updates on Bond Measure E
- Attended Bond Oversight meetings in the district, and United Faculty meetings at DVC
- Participated in *March-in-March* and met with State Legislatures to advocate for increased FT Faculty and additional office hours for Adjunct Faculty in our district

Los Medanos College Associated Students

Fall Semester 2014

Senator

- Represented LMC students and engaged in participatory governance processes with constituency groups
- Participated in Region III College District committee to represent LMC
- Advocate for Social Change and Acceptance: Moderated a *Janet Mock Discussion* at LMC. Janet Mock, NY Times Best Selling Author: Redefining Realness

<http://lmcexperience.com/news/2014/09/18/diversity-highlighted/>

ALLIES Club at Los Medanos College

2014 - 2015 Academic Year

President

- Advocated for campus "safe space" for LGBTQ – Straight Allies students.
- Re-chartered the club after many years of dormancy
- Strongly advocated for accessibility and equability on campus
- Collaboration with college President to establish Gender Neutral restrooms on campus

<http://lmcexperience.com/news/2014/10/23/new-equality-standard>

<http://lmcexperience.com/campus/2014/10/23/club-hits-spot>

Soup Kitchen, Bethel Island, CA

Yearly Thanksgiving

Volunteer Server/Greeter

Contra Costa County: Children & Family Services

Volunteer/Mentor

- Provide respite services for foster parents by facilitating group activities for foster youth.
- Encourage and build self-esteem in foster youth to instill self-worth for personal development.

Wyndham Vacation Resorts, Inc.

Feb 2011- Feb 2012

Board Trustee

- Elected to the Governing Board of Directors to represent owners and help lead the Owners Association
- Created and approved annual budgets, ensured the board adhered to by-laws, Brown Act and Robert's Rules
- Attended conference calls and meetings

EDUCATION

Arizona State University

M.A., English

2016

- Cum Laude
- Senior Applied Project/Thesis; LGBT Advocacy, Transgender Equality & Equity
- Scholarly Work: <http://scalar.usc.edu/works/trans-visibility-/index>
- Publication: <http://lmcexperience.com/perspectives/2015/01/30/speech-includes-lgbt-milestone/>
- Publication: <http://lmcexperience.com/perspectives/2016/10/04/stakes-are-high-for-lgbt-rights/>

California State University, East Bay

B.A., Ethnic Studies: Gender & Sexuality

2015

- Cum Laude

Los Medanos College

**A.A., Arts & Humanities
A.A., Behavioral Science & Social Science**

2015

2013

- Summa Cum Laude, Honors
- Student Speaker: Presented the commencement speech to over 1,000 attendees

Foreign Languages, Aptitude

- Intermediate Spanish
- Beginner French
- Proficient with Excel, PowerPoint, and Microsoft Word programs
- Excellent presentation and motivational speaking skills
- Strong negotiation and conflict resolution skills

MANAGEMENT

Louis Vuitton, USA

June 2016- current

Fragrance Expert/Trainer

- Build strong relationship with Executive Management teams in US and France
- Develop strategy for optimum sale and growth within fragrance division
- Analyze Client Advisors' product knowledge and individual goals
- Successfully launched the new Fragrance category and exceeded expected trajectory

<http://bywayofberlin.com/an-afternoon-with-louis-vuitton/>

Solazyme, LLC - Algenist Cosmetics

Sept 2015- June 2016

Account Executive – Hawaii and Northern CA Region

- Established strong relationship with senior management of Sephora, Nordstrom, and ULTA
- Forecasted quarterly budget allocation for account coordinators and freelancers
- Developed and managed teams of Account Coordinators, leading them toward profitable sales output

Anthony Brands, LLC

Sept 2011 – Sept 2015

Account Executive/Trainer – Northwestern US, Alaska, Southwestern Canada

- Proven accomplishment in exceeding sales objectives, increasing market shares and regional rank
- Established strong relationship with senior management of Sephora, Nordstrom, ULTA, Blue Mercury as well as independent vendors
- Forecasted quarterly budget allocation for account coordinators and freelancers

Clarins USA, Inc

Feb 2010 – Sept 2011

Retail Training Executive – Hawaii, Washington, and Northern CA Region

- Created and developed successful event strategies nationwide
- Trained account executives and sales associates on communication skills, product knowledge, business presentation, conflict resolution
- Effectively communicated education strategy and sales goals to field teams while compiling feedback.
- Forecasted budget allocation for trainings and events regionally

Clarins USA, Inc

May 2005 – Jan 2010

Headquarter Regional Account Manager

- Notoriously delivered double digit growth YOY in retail and net shipment, yielding annual bonuses
- Ensured successful program compliance between companies
- Facilitated team building course for Account Executives with focus in coaching, evaluating, and training

Contra Costa Community College District
Human Resource Department
c/o Mr. Eugene Huff
500 Court Street
Martinez, CA. 94553

Dear CCCC CD Governing Board Trustees,

It is with my deepest gratitude that I request to be considered for the Ward IV CCCC CD Governing Board Member position. I am an active citizen who advocates for our community colleges and our diverse students while encompassing the district's philosophy "... *of excellence in learning and equitable student success*".

I am a strong believer in participation as means to stay informed and enjoy serving others. Soon after I began my education, I made it my mission to attend meetings pertaining to our community colleges. As a participant at board meetings, I learned of matters facing the community college district and through that knowledge, I was inspired to support the diverse group of students on both a local level and district level.

To name a particular success, through collaboration, I build strong rapport with students, school administrators, community members, and the Los Medanos College President to establish gender-neutral bathrooms at the LMC campus. This outcome helped LMC to become a more inclusive and equitable campus for both the LGBT and Disabled communities. Amongst my equity and diversity collaborations, this outcome remains special to me because I identify as an openly LGBT leader. I believe my identity would bring a very unique minority point-of-view to matters that face our district today. Moreover, I endeavored toward leadership roles that granted me the opportunity to master professional governing procedures. I firmly believe that my strong values mirrors into my life of civic service. Today, I remain strongly involved in my commitment to our community colleges and communities by attending school related events, board meetings, and city council meetings in order to staying informed through community outreach.

I would love the opportunity to contribute my unique experiences and continued knowledge as your Ward IV CCCC CD Governing Board Member. I am confident that I stand as an ideal candidate for the position, can execute the responsibilities fairly, and represent the Board professionally. I possess the passion and the dedication and I am ready to utilize my leadership, advocacy, and sharp collaboration skills to advance the vision and strategic plans of our district. My attached resume provides specific examples of my proven record of accomplishment to student success, equity and diversity, and successful collaboration through the participatory governance process. I thank you for your time and consideration.

All the best,


Gary Walker-Roberts

COMMITTEES

CHAIR: TRANSPORTATION
ACCOUNTABILITY AND
ADMINISTRATIVE REVIEW
INSURANCE
VETERANS AFFAIRS

CHAIR: SELECT COMMITTEE
ON IMPROVING BAY AREA
TRANSPORTATION SYSTEMS

WEBSITE

www.assembly.ca.gov/frazier

Assembly California Legislature



JIM FRAZIER
ASSEMBLYMEMBER, ELEVENTH DISTRICT

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0011
(916) 319-2011
FAX (916) 319-2111

DISTRICT OFFICES
1261 TRAVIS BOULEVARD, SUITE 110
FAIRFIELD, CA 94533
(707) 399-3011
FAX (707) 399-3030

150 CITY PARK WAY
BRENTWOOD, CA 94513
(925) 513-0411
FAX (925) 513-3511

November 14, 2016

Contra Costa Community College District
Human Resource Department
c/o Mr. Eugene Huff
500 Court Street
Martinez, CA 94553

Dear Contra Costa Community College District Governing Board:

As the State Assemblymember representing eastern Contra Costa County, I write in support of my constituent, Gary Walker-Roberts, as he seeks appointment to the Contra Costa Community College District (CCCCD) Governing Board, Ward IV Trustee position.

Serving as a member of the Assembly Committee on Veterans Affairs, I had the privilege of becoming acquainted with Gary during his work as Chair of the Los Medanos College (LMC) Veterans Advocacy Task Force wherein we discussed the needs of our region's diverse community-college students as well as the challenges faced by re-entry students including our veteran students. This collaboration led to a successful Veterans Appreciation Dinner at Los Medanos College in February of 2015, and highlighted Mr. Walker's commitment to service, ability to advocate and build relationships across community groups.

For the past two years, Gary has held two critical leadership positions supporting the educational mission of Contra Costa Community College District serving as President of the LMC Associated Students and as the Student Trustee of the Contra Costa Community College District respectively. Mr. Walker's commitment toward veteran-college students drove him to collaborate with college district leaders, community stakeholders and government officials like me to champion the need for veteran-specific service space on our community college campuses. Indeed, his leadership played a vital role in the establishment of CCCC'D's first official Veterans Resource Center at Los Medanos College. With an educational background in Ethnic Studies, Gary also understands the needs of underrepresented students and seeks to promote student accessibility and equity as a top priority for student success.

With his experience as a CCCC'D student leader, his familiarity with the operations and governance of the district gained as the Student Trustee of the CCCC'D Governing Board and his collaborative work within the community over the past two years, I am pleased to offer my support for Gary Walker-Roberts' effort to obtain appointment to the position of Contra Costa Community College District's Governing Board, Ward IV Trustee. Please feel free to contact me if I may offer any additional assistance at (707) 399-3011.

Sincerely,

JIM FRAZIER
Assemblymember, 11th AD

Contra Costa Community College District

Human Resource Department

c/o Mr. Eugene Huff

500 Court Street

Martinez, CA. 94553

Dear Honorable Trustees of the Contra Costa College District Governing Board,

I highly recommend Gary Walker-Roberts as a worthy candidate for the Trustee Ward IV seat with the Contra Costa Community College District. Mr. Walker-Roberts is a committed advocate for his community and has a strong acumen for building partnerships across diverse constituencies evidenced across East Contra Costa County.

As an East Contra Costa County community member, Mr. Walker-Roberts worked closely with Antioch community leaders and "every day" voters to build a groundswell of support for my campaign. He has a passion for higher education and making sure students are connected to the resources that they need. In fact, he facilitated a meeting with myself and the Los Medanos College Associated Students Board to engage students in the political process.

Mr. Walker-Roberts makes a point of coming to city council meetings, as well as attended political forums to cultivate relationships with local city and county officials. He encourages community members to participate in the political process, whether it be walking precincts, making phones and putting up yards signs.

Mr. Walker-Roberts has excellent communication skills, is extremely organized, and reliable. I am confident that with his political savviness, he is more than capable of navigating complex systems. He has truly been an asset to my campaign and the work I continue to do throughout the community. If there are any further questions with regard to his background and qualifications, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica E. Wilson". The signature is fluid and cursive, with a large initial "M" and "W".

Monica E Wilson
Councilwoman City of Antioch
mwilson@ci.antioch.ca.us
925-628-0749

**Contra Costa Community College District
Human Resource Department
c/o Mr. Eugene Huff
500 Court Street
Martinez, CA. 94553**

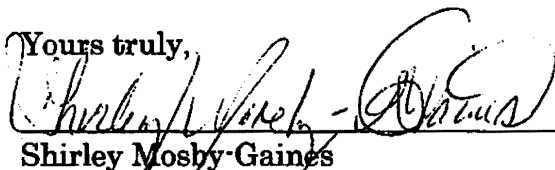
Dear Contra Costa Community College Board Trustees,

It is my honor to provide this recommendation letter for Gary Walker-Roberts as a Ward IV CCCCDC Governing Board Member. During my attendance at a local event, as a Pastor representing our faith base group and as an active community member I had the privilege of connecting with Gary. Although I speak of my disposition, I am a mother first to two college-bound teenagers. I was immediately drawn to Gary's passion on the beneficial path of community college. I felt that I now have a knowledgeable ally for which allowed me to make informed decision toward the best collegiate direction for my children.

Gary understood the urgency of my concerns and was dedicatedly accessible when needed. Initially, I considered sending my children to a four-year university but was hesitant of its costly requirements. Unsure of such alternative, Gary became my go-to for information in the community college level. He directed me to resources from all three community colleges, ensuring that my children's interests were nurtured toward the proper academic major. In addition, Gary warmly shared his personal path toward higher education that consisted of success, heartbreak, perseverance, and passion. A humbling gesture from a person who I owe nothing to, but yet so dedicated to seeing my children and others succeed.

I know in my heart of hearts that Gary will represent all community members and community college students perfectly. Moreover, he will, undoubtedly, uphold the Contra Costa Community College District to its highest standard. I strongly support Gary Walker-Roberts as our Ward IV Board Member.

Yours truly,



Shirley Mosby-Gaines

Proud Community College Mom and Faith Base Community Leader



JEROME PANDELL

Ward IV Provisional Appointment Applicant

Contra Costa Community College District
Governing Board
November 29, 2016

RECEIVED
MAY 16



GOVERNING BOARD PROVISIONAL APPOINTMENT APPLICATION FORM

Name JEROME PANDELL

Home Address 157 TIVOLI LANE

City, State, Zip DANVILLE, CA 94506

Phone: Home (925) 980-2620 Business (925) 974-1700

E-mail address jeromepandell@gmail.com

Occupation CONSTRUCTION LITIGATION ATTORNEY

Company PANDELL LAW FIRM, INC.

Business Address 1990 NORTH CALIFORNIA BOULEVARD, SUITE 1010

City, State, Zip WALNUT CREEK, CA 94596

Resume attached; narrative answers below.

Please complete the following or attach a current resume.

Education (List degrees or highest year completed and the college or school.)

I'm a proud product of San Ramon Valley public schools, having grown up in Danville after being born in Walnut Creek. After graduating from San Ramon Valley High School in Danville in 2001, I went on to study political science at Northwestern University in Evanston, Illinois, from which I received a Bachelor of Arts, with honors, in 2005. Upon graduating from Northwestern, I returned home to attend University of California, Hastings College of the Law, in San Francisco. After graduating from law school in 2008, I passed the California Bar Exam and began practicing law.

Employment History (last 10 years)

Upon passing the bar exam in 2008, I began working at Pandell Law Firm, Inc., a civil litigation practice owned and managed by my mother, Jane Curran Pandell. My practice mostly comprises representing design professionals and construction consultants (and, occasionally, owners and developers) in a variety of matters involving public, private, residential, and commercial construction projects. During law school, I completed a judicial externship with the Hon. Martin J. Jenkins of the U.S. District Court for the Northern District of California. I also worked for the State of California Office of Legislative Counsel, which involved drafting legislation and policy memorandums to the California state legislature members. My first legal job involved working for the Office of the Alameda County Public Defender's Juvenile Division, where I oversaw a program advising clients living in group homes on educational opportunities and rehabilitation.

Public and Community Service

In 2015, the San Ramon Valley Unified School District Board of Education appointed me to the Facilities Oversight & Advisory Committee, which monitors school construction bond projects at the District's 36 elementary and secondary campuses. Since 2013, I have served on the U.C. Hastings College of the Law Alumni Board of Governors, working with Hastings leaders on initiatives to help U.C. Hastings students and recent graduates continue to succeed in the changing field of law and advocate for continued investment in public higher education at the state level. As an alumnus and a law student, I also actively participated in chancellor and dean searches. In 2015, I also served as fundraising co-chair for Citizens for Quality Schools, which ran the successful Measure A parcel tax renewal campaign for the San Ramon Valley Unified School District. Since 2005, I have served in a variety of volunteer roles for Northwestern University as well.

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and your relationship _____

I understand that I cannot be an employee of the District while serving as a member of the Board.

I certify that I meet all eligibility. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of Ward IV; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: _____

Date: 11/15/2016

Deadline for applications is November 15, 2016.

Please return this form to:

**Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrative Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553**

JEROME PANDELL
157 TIVOLI LANE | DANVILLE, CA 94506
jeromepandell@gmail.com | (925) 980-2620

Contra Costa Community College District
500 Court Street
Martinez, CA 94553

November 15, 2016

Dear Contra Costa Community College Trustees,

My name is Jerome Pandell, and I respectfully submit this application to join your ranks as the new trustee from Ward IV.

The passing of Trustee John Nejedly represented a tragic loss for the Contra Costa Community College District, both in terms of perspective on important issues and institutional memory. I apply for this post knowing nobody can easily fill his shoes. However, I believe my experience as a construction litigation attorney and my community service to students and public education institutions at both the K-12 level and in higher education match some strengths for which Trustee Nejedly became known. I also bring the perspective of someone not far removed from my own college experience, a unique voice at a time when students face challenges related to accessibility and affordability of higher education.

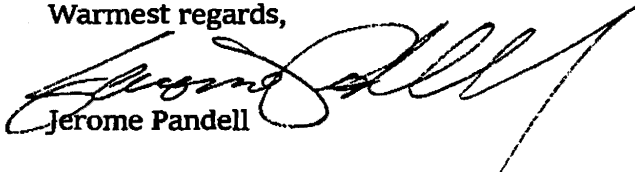
As an attorney at Pandell Law Firm, my practice focuses on representing design professionals in civil litigation matters. Some of the disputes I handle (and successfully resolve, usually through mediation) involve publicly funded projects. This provides me with knowledge of how trustees must provide stewardship of public funds used for construction of educational facilities. Such stewardship prevents costly errors and maintains the voters' trust that tax dollars are spent in service of the mission of public education—ensuring success of students in a positive learning environment lead by committed faculty.

I further developed this knowledge of education facilities as an appointed member of the San Ramon Valley Unified School District's Facilities Oversight & Advisory Committee, on which I've served since 2015. The FOAC oversees design and construction of bond projects at the District's 36 campuses. As a member of the U.C. Hastings Alumni Board of Governors, I worked closely with former Chancellor Frank Wu (who wrote one of my reference letters as someone who knows my work ethic and approach to serving on a board) on education policy issues affecting all levels of public education in California.

The vital role of public education represents a passion of mine that runs in the family. My father was a chemistry professor at C.S.U. Stanislaus and St. Mary's College of California for 40 years, but his mother—an immigrant from Greece—obtained an A.A. from San Francisco City College and became a docent at the California Academy of Sciences. In my mom's family, both her mother and sister obtained nursing degrees after graduating from community colleges. My high school debate coach—Beth Pramme—was a student at Diablo Valley College at the time and champion debater for the D.V.C. team.

I know what a great community college experience does for students, in our community and beyond. My guiding principle as a trustee will be—borrowing from *The Advocate* at Contra Costa College—to dedicate myself “to bettering our communities and the experiences of our students” each day I serve.

Warmest regards,


Jerome Pandell

JEROME PANDELL

ATTORNEY AT LAW

CONTACT

✉ jeromepandell@gmail.com

🌐 www.jeromepandell.com

☎ (925) 980-2620

📍 157 Tivoli Lane
Danville, CA 94506

in /in/jeromepandell

Jerome C. Pandell is admitted to practice law in the State of California. At Pandell Law Firm, Inc., since 2008, he handles a wide array of litigation matters involving the design and construction industry. A graduate of the University of California, Hastings College of the Law, Jerome served as co-chair of the Moot Court Board and Executive Editor of the *Hastings Communications & Entertainment Law Journal (COMM/ENT)*. In law school, Jerome completed a federal judicial externship for the Honorable Martin J. Jenkins, formerly of the United States District Court, Northern District of California, and worked for the State of California Office of Legislative Counsel. In 2005, Jerome received a Bachelor of Arts in Political Science with honors from Northwestern University in Evanston, Illinois. In 2012 and again in 2014, Jerome was anointed as a Northern California Rising Star by *Super Lawyers*, an organization that rates outstanding lawyers who attain a high-degree of peer recognition and professional achievement. Jerome also serves his community in a variety of capacities related to education, including as a member of the San Ramon Valley Unified School District Facilities Oversight & Advisory Committee and as a member of the U.C. Hastings College of the Law Board of Governors, where he serves on the Executive Committee as the Student Liaison. Jerome was born in Walnut Creek, California, and grew up in nearby Danville, graduating from San Ramon Valley public schools.

EDUCATION

UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW

Juris Doctor 2008

Activities: Co-Chair, Moot Court Board; Executive Editor, *Communications & Entertainment Law Journal*; Co-Chair, Law Journal Writing Competition

NORTHWESTERN UNIVERSITY

Bachelor of Arts 2005

Activities: Managing Editor, *The Daily Northwestern*; Assistant Speech & Debate Coach, Latin School of Chicago; Assistant Debate Coach, Glenbrook North H.S.; Academics Chair, Willard Residential College

SCIENCES PO (INSTITUT D'ETUDES POLITIQUES - PARIS, FRANCE)

Certificate 2003

European Union Studies

SAN RAMON VALLEY HIGH SCHOOL

Diploma 2001

LEGAL EMPLOYMENT

PANDELL LAW FIRM, INC.

Senior Associate

Walnut Creek, CA
September/2008 to Present

Responsibilities include representing clients at trial, arbitration and mediation, developing case strategy, meeting with clients and insurance carriers, taking and defending expert witness and percipient witness depositions, drafting motions, drafting trial and mediation briefs, conducting oral arguments in court, negotiating and drafting settlement agreements, managing all discovery, meeting with regulatory bodies on behalf of clients' professional associations, and supervising staff.

UNITED STATES DISTRICT COURTS

Judicial Externship for The Hon. Martin Jenkins (U.S. District Court, Northern District of California)

San Francisco, CA
August/2007 to December/2007

Served as a deputy law clerk for federal judge, drafting memoranda, opinions, and orders.

STATE OF CALIFORNIA OFFICE OF LEGISLATIVE COUNSEL

Summer Associate

Sacramento, CA
May/2007 to August/2007

The Office of Legislative Counsel is a nonpartisan public agency that drafts legislative proposals, prepares legal opinions, and provides other legal services to the California Legislature.

OFFICE OF THE ALAMEDA COUNTY PUBLIC DEFENDER

Law Clerk

Oakland, CA
May/2006 to August/2006

Provided legal support by drafting memorandums and motions for attorneys working in the Juvenile Division of the Public Defender's Office; started a program to advise clients placed in group homes on educational opportunities and authored dozens of reports on progress toward rehabilitation.

COMMUNITY SERVICE

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Member, Facilities Oversight & Advisory Committee
Danville, CA

January/2015 to Present

The Facilities Oversight & Advisory Committee fulfills the promise to voters that expenditures of Measure D school construction bond funds are scrutinized by an independent citizens' oversight board. The volunteer community members comprising the FOAC meet regularly throughout the year to review projects and expenditures as well as provide input to the SRVUSD Board of Education on the design process of Measure D funded projects.

UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW

Member, Alumni Board of Governors
San Francisco, CA

2013 to Present

Student Liaison, Executive Committee: The Alumni Board of Governors coordinates outreach efforts for the College to alumni and students. The mission of the Alumni Association is to strengthen and nurture bonds between UC Hastings colleagues and the law school by providing outstanding opportunities for personal and professional growth, that help ensure student success both during law school and after graduation.

CITIZENS FOR QUALITY SCHOOLS - Fundraising Co-Chair

San Ramon, CA

January/2015 to May/2015

Served as Fundraising Co-Chair for campaign in favor of Measure A, a parcel tax benefiting the San Ramon Valley Unified School District. The campaign raised almost \$100,000.00 from the community and, as a result of a strong team of volunteer campaign leaders, the parcel tax renewal passed with more than 75% approval.

NORTHWESTERN UNIVERSITY

Founding Member, University Leadership Circle Regional Board of Directors
Evanston, IL/San Francisco, CA

2005 to Present

The Northwestern University Leadership Circle is a vibrant community of engaged philanthropists who provide significant support for Northwestern, higher education initiatives, current students, and recent alumni.

CONTRA COSTA COUNTY BAR ASSOCIATION - Member, Young Lawyers Task Force

Concord, CA

2014 to Present

Work with attorneys throughout Contra Costa County and the East Bay to help connect recent law school graduates and young lawyers with connections for job opportunities and mentorship.

SKILLS & AREAS OF KNOWLEDGE

Construction Law, Civil Litigation, Legislative Relations, Higher Education, Educational Fundraising, Mediation, Alumni Relations, Legislation, Educational Leadership, Public Policy, Higher Education Administration, Legal Writing, Policy Analysis, Nonprofit Fundraising, Journalism, Student Affairs, Politics

HONORS

Super Lawyers® Magazine - SUPER LAWYERS® "RISING STARS", NORTHERN CALIFORNIA - 2014, 2012

Super Lawyers is a rating service of outstanding lawyers from more than 70 practice areas who have attained a high-degree of peer recognition and professional achievement. This selection process includes independent research, peer nominations and peer evaluations.
<http://bit.ly/SuperLawyerPandell>

Democratic Party of Contra Costa County - CONTRA COSTA COUNTY YOUNG DEMOCRAT OF THE YEAR

Inductee, Contra Costa County Democratic Party Hall of Fame

2014

Joan Buchanan
19 Mott Drive
Alamo, CA 94507
Bu4567@aol.com
925 980-6662 (mobile)

November 14, 2016

Dear Contra Costa Community College Trustees,

I am honored to write this letter of recommendation for Jerome Pandell for Ward IV trustee. I have known Jerome for many years. He graduated from our local schools with my children. He is someone who cares deeply about people and our community and would be a tremendous asset to your board and the diverse people you serve.

Jerome is smart and does his homework. He will read the board materials and meet with students and other constituents. He has strong interpersonal skills and is an excellent listener and problem solver. Jerome understands that it is more important to listen and get to the right answer, than personally winning a dispute.

Much of Jerome's focus and volunteer work has been with or for the benefit of youth and young adults. While he ran unsuccessfully for SRVUSD school board, he "wowed" the teachers in his interview, receiving their endorsement. The loss did not change his focus. He served on the Facilities Oversight Committee and co-chaired the fundraising committee for the district's successful parcel tax.

Jerome has served as student liaison to the board of Hastings College of Law, working to improve student outreach. He founded the regional Northwestern University Leadership Circle. Locally, he was instrumental in re-launching and organizing the Contra Costa Young Dems.

While Jerome has been blessed with excellent educational opportunities, he is well-aware of the challenges facing our state and believes that higher education should be accessible and affordable for all. Jerome understands the many roles community colleges play, especially in providing many students the opportunity to be the first in their family to attend college or others the ability to enhance their skills or start over.

During my 18-year service on the SRVUSD board and 6 years in the State Assembly, I represented and worked with constituents in both the San Ramon Valley and East County, most of whom live in Ward IV. I served with many different elected officials. It would have been a privilege to serve with Jerome. I truly believe he has the right skill set, work ethic and heart of an education leader. I have no doubt Jerome will be visible in all areas of his district. He will lead by example and will come with no personal agenda other than doing what is best for the students and the colleges.

My recommendation for Jerome Pandell for Ward IV trustee is unconditional. He truly is an outstanding candidate.

Please feel free to contact me if you have any questions.

Respectfully,



Joan Buchanan
Assembly Member, 15th District, 2008-14
SRVUSD Board Member, 1990-2008



Frank H. Wu
Distinguished Professor of Law

University of California Hastings College of the Law | 200 McAllister Street | San Francisco, CA 94102
phone 415.565.4830 | fax 415.565.4865 | www.uchastings.edu | wuf@uchastings.edu

Contra Costa Community College District
500 Court Street
Martinez, CA 94553

November 14, 2016

Dear Madam or Sir:

I write with an enthusiastic recommendation of Jerome Pandell for your Trustee opening. I have known Mr. Pandell for six years. He would be terrific.

By way of background, I was Chancellor & Dean of University of California Hastings College of the Law, of which Mr. Pandell is an alumnus, until January of this year. I also have been a Trustee myself, at Gallaudet University and now Deep Springs College.

Mr. Pandell is smart, enthusiastic, and dedicated. He cares about higher education. He is heavily involved with both UC Hastings and his undergraduate school, Northwestern, outside Chicago, Illinois. He serves on the UC Hastings Alumni Association Board of Governors. He is always engaged, and his participation has proven insightful and supportive. Among the issues he cares about is access to higher education.

I also know that Mr. Pandell is passionate about public policy. He's involved with the issues, more than almost anyone else I know. He studies the facts, and he considers all the options to form an opinion.

Please feel free to contact me if you need anything further. I believe Mr. Pandell would be a great addition.

Thank you.

Frank H. Wu

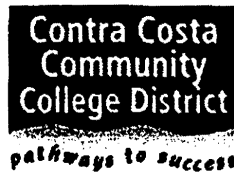


CARL NICHOLS

**Ward IV Provisional
Appointment Applicant**

Contra Costa Community College District
Governing Board
November 29, 2016

RECEIVED
11/16



GOVERNING BOARD PROVISIONAL APPOINTMENT APPLICATION FORM

Name: Carl Nichols

Home Address: 25 Fairmayden Lane

City, State, Zip: Danville, CA 94526

Phone: 650 454 6500 (cell)

E-mail: carl@nichols.us

Occupation: Non-profit manager & educator

Company: Girl Scouts of Northern California & University of California-Berkeley

Business Address: 1650 Harbor Bay Parkway

City, State, Zip: Alameda, CA 94502

Please complete the following or attach a current resume.

Education:

- **Harvard Business School, MBA**
- **Brown University, Bachelor of Science in Computer Science with honors**

Employment History (last 10 years):

Please see attached resume

Public and Community Service:

- Member, San Ramon Valley School District Bond Oversight Committee
- Board, Danville Redevelopment Successor Agency
- Lecturer, University of California-Berkeley
- Faculty Advisor, University of California-Davis
- Board, Leadership High School
- Board, San Francisco Education Fund
- Board, Kaizen Education Fund

(Check if applicable) I am related to a current employee of the District. If yes, name of employee and your relationship _____

I understand that I cannot be an employee of the District while serving as a member of the Board.

I certify that I meet all eligibility. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of Ward IV; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature: _____



Date: _____

11/4/2016

Deadline for applications is November 15, 2016.

Please return this form to:

Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrative Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

CARL M. NICHOLS
(650) 454 6500 • carl@nichols.us

Human Resources
c/o Eugene Huff
Executive Vice Chancellor, Administrative Services
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

November 4, 2016

Dear Governing Board:

I would appreciate your consideration as a candidate for the Ward IV Board seat as it would truly be an honor to serve the District and its students. I believe that my broad experience and passion for the Contra Costa Community College District's mission would enable me to be a valuable contributor to the Board and the District.

With work experience ranging from successful, mission-driven nonprofits and industry-leading Fortune 500 companies to innovative, entrepreneurial firms and numerous Board roles I bring a broad set of expertise and "best in class" experience to help support the growth, effectiveness and sustainability of the District. My expertise ranges from strategic planning, innovative thinking and willingness to implement new initiatives to continuous improvement, sound fiscal management and effective operational execution to ensure sustainability--all while working collaboratively with various stakeholders to ensure success.

I also bring diverse experience in education and youth development. As a member of the faculty at the University of California-Berkeley I bring both first-hand experiences from teaching students and working with faculty as well as a deep appreciation of the efforts and challenges that the District addresses. Having served on education-focused Boards, such as an inner-city charter high school, Leadership High, and education supporters, San Francisco Education Fund, I understand various education issues and the strategic choices that Boards face in continuously advancing the mission.

In addition to my experience being a strong match with the Board role I find that the District's mission "To transform lives by providing outstanding learning opportunities, nurturing and empowering all students to achieve their educational goals" reflects what I've passionately pursued. At Girl Scouts, for example, I value the role we play in fostering skills and leadership development which help young girls achieve new opportunities and realize their full potential. At Kaizen, an India-based education fund, the funding we provide for new education initiatives makes a meaningful difference in boosting education equity and opportunity among India's youths. I joined the Board and served as Treasurer of Leadership High School to help overcome 50% drop-out rates and develop life-long opportunities for low income youths. In sum, the District's goal of transforming lives through learning opportunities strongly resonates with my interests and represents an organization I'd truly value supporting.

Attached please find my application and resume.

Sincerely,



CARL M. NICHOLS
(650) 454 6500 • carl@nichols.us

Carl brings over 25 years of leadership experience with expertise in strategy, finance, operations and technology from nonprofit, education, entrepreneurial, and corporate settings.

Experience

2013-Present **GIRL SCOUTS OF NORTHERN CALIFORNIA** **ALAMEDA, CA**

Chief Business Officer

Lead finance, human resources, legal, risk management and revenue programs for this nonprofit which helps youth develop leadership skills and build life-long values; serves 80,000 members with 29 properties.

- **Leadership.** Partner with CEO and Board in defining key priorities, developing strategic insights/recommendations and creating plans. Coordinate cross-functional efforts to implement initiatives. Primary liaison to Board's Finance, Investment and Audit Committees.
- **Planning.** Help translate strategy and mission into actionable plans. Assess long range risks and opportunities; develop plans to address. Assist staff in innovating new approaches, assessing new initiatives and developing business cases for promising opportunities.
- **Sustainability.** Responsible for organization's sustainability by effectively leading a majority of the program revenues. Develop strategies for growing revenues while balancing the needs of the mission and serving under-resourced communities. Create programs, marketing, staffing and infrastructure to support.
- **Financial management.** Lead financial management, including accounting, reporting, analyses, audit and tax. Manage cost controls, annual budgeting and long term financial planning. Proactively analyze issues and define options to address.
- **Organization development.** Lead human resources supporting 400 employees, including recruiting, organizational design and staff development.

2010-2013 **OAKLAND ZOO** **OAKLAND, CA**

Chief Financial Officer

Led finance, accounting, administration and information technology for this nonprofit which provides conservation education and zoo operations serving over 650,000 people annually.

- **Ensured sound fiscal management.** Provided strategic and finance support to CEO and Board. Served as liaison to Board's Finance and Audit Committees. Set financial strategy to serve diverse regional market, balancing opportunities, risks and constraints. Restructured programs and pricing to ensure financial health. Managed accounting, audit and legal.
- **Developed strategies and operating plans.** Led long range planning for \$72 million expansion; worked with Board to craft financial strategies to support and staff to operationally implement. Assisted department leaders in analyzing and pursuing opportunities, including new product/service offerings and cost controls. Supported fundraising and county parcel tax initiatives to fund efforts.

- 2008-2010 **FIDO** **SAN FRANCISCO, CA**
Chief Operating Officer
 Co-founded firm developing community-based centers fostering childhood education/development. Working with CEO, Board and advisors, defined strategies, programs and operating plan then raised funding. Responsible for finance, administration, facilities, field operations and technology.
- 1996-2012 **OUTLOOK VENTURES** **SAN FRANCISCO, CA**
Managing Director
 Co-founded firm and led the planning and operations required to identify promising emerging technology opportunities for this venture capital firm. Assisted portfolio company management teams in translating their visions into plans and then successfully executing. Served on numerous Boards, providing executive counsel and ensuring effective governance. Results featured in *Wall Street Journal* and Harvard Business School case studies.
- 1994-1996 **PACIFIC BELL (now AT&T)** **SAN FRANCISCO, CA**
Assistant Vice President
 Led strategic planning and co-led financial management for this \$8 billion communications firm. Formed new group upon arrival; responsibilities grew to broad strategic and financial management activities. Created financial planning processes involving business unit leaders in systematic approach which integrated initiatives into operating plan and budgets. Led initiatives to enhance revenues, reduce costs and lower risk.
- 1991-1994 **SCRIVNER, INC.** **OKLAHOMA CITY, OK**
Vice President; assistant to CEO
 Initiated and led major business initiatives for this \$6 billion retailer and distributor. Worked collaboratively with customers and vendors to develop and execute new opportunities, leveraging deep understanding of our customers, use of new technologies and investment in growth areas.
- 1987-1991 **BOOZ • ALLEN & HAMILTON** **CHICAGO, IL & SAN FRANCISCO, CA**
Senior Associate, Associate, Research Associate
 Provided strategic and financial guidance to executives of Fortune 500 and non-profit firms. Developed business and operating strategies, growth plans, organization redesigns and investment evaluations. Worked closely with management teams to operationalize.
- Education** **HARVARD UNIVERSITY**
GRADUATE SCHOOL OF BUSINESS **BOSTON, MA**
 Master in Business Administration degree
- BROWN UNIVERSITY** **PROVIDENCE, RI**
 Bachelor of Science degree in Computer Science with honors.
- Personal** Married with two children. Community activities have included:
- Lecturer, University of California-Berkeley
 - Faculty Advisor, University of California-Davis
 - Board, Danville Redevelopment Successor Agency
 - Board, Leadership High School
 - Board, San Francisco Education Fund
 - Member, San Ramon Valley School District Bond Oversight Committee
 - Board, Kaizen Education Fund

MINUTES OF THE GOVERNING BOARD
OF THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Special Meeting

Date: November 29, 2016
Time: 9:00 a.m. – Open Session
Place: George R. Gordon Education Center
500 Court Street
Martinez, California 94553
Presiding Officer: Vicki Gordon, President

ROLL CALL

Present: Vicki Gordon, President
Greg Enholm, Vice President
Timothy J. Farley, Secretary
John E. Márquez

Those present constituted a quorum.

OPEN PUBLIC SESSION, CALL TO ORDER, PLEDGE OF ALLEGIANCE TO THE U.S. FLAG
AND PUBLIC COMMENT

Board President Vicki Gordon opened the public session at 9:00 a.m. Ms. Gordon summarized the process for this special meeting to fill the Ward IV vacancy by the provisional appointment process. She then called on Board Vice President Greg Enholm to lead the Pledge of Allegiance to the U.S. flag. April Ussam-Lemmons and Debora van Eckhardt, community members, spoke regarding Ward IV applicant Gray Walker-Roberts. Further, Ms. Gordon read a letter from Student Trustee Kwame Baah-Arhin regarding the qualifications of Mr. Walker-Roberts, and she noted that Iris Archuleta, community member, also praised the qualification of Mr. Walker-Roberts.

INTERVIEW APPLICANTS TO FILL BOARD VACANCY FOR WARD IV AND SELECITON OF
TWO FINALISTS

Ms. Gordon said five applicants would be interviewed. They would each have 25 minutes to answer seven screening interview questions. The five applicants interviewed were in the following order: Frank Quattro; April Treece; Gary Walker-Roberts; Jerome Pandell; and Carl Nichols.

Ms. Gordon noted that Mr. Nichols turned in additional paperwork supporting his application. Ms. Gordon also said two other applications were received for this provisional appointment, but the decision was made not to interview those two applicants.. One application was received after the deadline and the other application contained materials from someone who did not reside within Ward IV.

Mr. Farley said Mr. Walker-Roberts and Ms. Treece were tied in his rankings. Following Board policy, a coin was again tossed and Mr. Walker-Roberts won the toss, placing him as the first choice for Mr. Farley, followed by Ms. Treece as second choice..

Mr. Márquez said Mr. Walker-Roberts was his first choice and Mr. Nichols was his second choice. Ms. Gordon also selected Mr. Walker-Roberts as her first choice and Mr. Nichols as her second choice. .

After all rankings had been made, Mr. Farley said he wanted to make a motion for the provisional appointment nomination, adding there was no need to hold final interviews, since one applicant received most first place rankings. Mr. Farley's motion was seconded by Mr. Márquez and with two aye votes from Ms. Gordon and Mr. Enholm, the Board, with four aye votes, agreed to announce the provisional appointee without conducting final interviews.

On motion of Mr. Farley, seconded by Mr. Márquez, with two aye votes from Ms. Gordon and Mr. Enholm, the Governing Board, with four aye votes, chose Gary Walker-Roberts as the provisional appointee for Ward IV.

RECESS TO CLOSED SESSION

At this point in the meeting, Ms. Gordon said the Board would recess to closed session at 11:38 a.m. to discuss public employee discipline/dismissal/release.

RECONVENE PUBLIC SESSION

The Board reconvened to public session at 11:58 a.m. On motion of Mr. Farley, seconded by Mr. Enholm, with two aye votes from Ms. Gordon and Mr. Márquez, Ms. Gordon announced the Board, with four aye votes,, in closed session, approved the termination of a temporary faculty member (Employee ID No. 1518298).

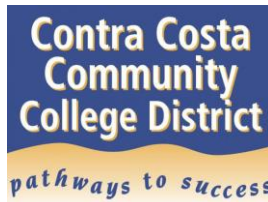
ADJOURNMENT

There being no further business to come before the Governing Board, Ms. Gordon adjourned the special meeting at 12:00 p.m.. The next regular meeting of the Governing Board will be held at the George R. Gordon Education Center on Wednesday, December 14, 2016, at 6:00 p.m.

Respectfully submitted,


Secretary

HB:pk



**Monday, March 12, 2018
Special Meeting - REVISED**

**George R. Gordon Education Center
500 Court Street
Martinez, California 94553**

**Closed Session - 6th Floor Board Room - 6:00 p.m.
Public Session - 2nd Floor Board Room - 7:15 p.m.**

1. CALL TO ORDER - 6:00 P.M.

A. Guidelines

2. PUBLIC COMMENT

A. Guidelines

3. RECESS TO CLOSED SESSION - APPROXIMATELY 6:05 P.M.*

A. Guidelines

B. Public employee discipline/dismissal/release (Government Code Section 54957)

4. RECONVENE PUBLIC SESSION - APPROXIMATELY 7:15 P.M.

A. Appeal of administrative determination regarding complaint of unlawful discrimination

5. PUBLIC COMMENT

A. Guidelines

6. REPORT OUT ON CLOSED SESSION

A. Report out on closed session

7. PLEDGE OF ALLEGIANCE TO U.S. FLAG

A. Pledge of Allegiance to U.S. flag

8. ACTION ITEMS

A. Election of New Officer(s) of the Governing Board - ROLL CALL VOTE REQUIRED

B. Determination of Method of Filling Vacancy for Trustee, Ward III - ROLL CALL VOTE REQUIRED

9. SIGN DOCUMENTS

10. ADJOURN

A. Guidelines

Special Governing Board Minutes of March 12, 2018

CALL TO ORDER

Vice President John E. Márquez called the special meeting to order on March 12, 2018, at 6:00 p.m.

PUBLIC COMMENT

There was no public comment.

RECESS TO CLOSED SESSION

Mr. Márquez said the Board would recess to closed session at 6:01 p.m. to discuss public employee discipline/dismissal/release and discuss appeal of administrative determination regarding complaint of unlawful discrimination.

RECONVENE PUBLIC SESSION. REPORT OUT ON CLOSED SESSION AND PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Mr. Márquez reconvened the public session at 7:15 p.m.

Mr. Márquez reported that in closed session, with a motion by Mr. Walker-Roberts, seconded by Ms. Gordon, with two aye votes from Mr. Márquez and Mr. Enholm, the Governing Board, by four aye votes, approved the Resolution Regarding Release and Nonreemployment of Educational Administrator. Further, Mr. Márquez said, with a motion by Mr. Walker-Roberts, seconded by Ms. Gordon, with two aye votes from Mr. Márquez and Mr. Enholm, the Governing Board, by four aye votes, voted to uphold the District's administrative determination regarding a complaint of unlawful discrimination.

Mr. Márquez then led the Pledge of Allegiance to the U.S. flag.

ELECTION OF NEW OFFICERS OF THE GOVERNING BOARD - ROLL CALL VOTE REQUIRED

Pursuant to the Rules and Regulations of the Governing Board, an election will be held to fill the vacant office of President of the Governing Board. In the event that the Vice President or Secretary is elected to fill the office of President, an election will be held to fill the office of Vice President or Secretary. On motion of Mr. Walker-Roberts, seconded by Mr. Enholm, by the following roll call vote: Mr. Márquez - aye; Mr. Walker-Roberts - aye; Mr. Enholm - aye; Ms. Gordon - aye, (Student Trustee Advisory Vote - aye); the Governing Board, by four aye votes, chose the following officers of the Board:

John E. Márquez, President
Gary Walker-Roberts, Vice President
Vicki Gordon, Secretary

DETERMINATION OF FILLING VACANCY FOR TRUSTEE, WARD III - ROLL CALL VOTE REQUIRED

The Governing Board reviewed Board Policy 1021 and Administrative Procedure 1021.01, Vacancies on the Governing Board in order to consider whether to make a provisional appointment or order an election for the Ward III vacancy. On motion of Ms. Gordon, seconded by Mr. Márquez, by the following roll call vote: Mr. Márquez - aye; Mr. Walker-Roberts - aye; Ms. Gordon - aye; Mr. Enholm - aye; (Student Trustee Advisory Vote - abstain); the Governing Board, by four aye votes, approved that neither a special election nor a provisional appointment would be sought for the Ward III vacancy. Instead, the Board approved that the vacancy would be filled during the upcoming November 6, 2018, election.

ADJOURNMENT

There being no further business to come before the Governing Board, Mr. Márquez adjourned the special meeting at 7:23 p.m. The next regular meeting of the Governing Board will be held at the George R. Gordon Education Center on Wednesday, March 28, 2018, at 6:00 p.m.

Respectfully submitted,


Vicki Gordon
Secretary, Governing Board

FEW:pk

BOARD Report

Contra Costa College
Diablo Valley College
San Ramon Campus
Los Medanos College
Brentwood Center

**Contra Costa
Community
College District**
pathways to success

Access Governing Board Reports, Agendas,
and Minutes online at www.4cd.edu

GOVERNING BOARD:

John E. Márquez, President (Ward I) • Gary Walker-Roberts, Vice President (Ward IV) • Vicki Gordon, Secretary (Ward II) • Greg Enholm (Ward V) • • Jessica Cisneros, Student Trustee

Special Governing Board Meeting of March 12, 2018

The Contra Costa Community College District (District) Governing Board met at the George R. Gordon Education Center on March 12, 2018. The special meeting began with closed session at 6:00 p.m., followed by the public meeting at 7:15 p.m.

Highlights of the meeting follow.

Governing Board Vacancy

The Governing Board unanimously voted to allow the voters to fill the Ward III Governing Board vacancy at the November 2018 election, instead of holding a special election or making a provisional appointment. The Governing Board will conduct business as a four-person Board through November.

Organizational Meeting

Following the resignation of Governing Board President Timothy J. Farley, the members held an organizational meeting and unanimously approved the following officers until the next organizational meeting scheduled for December 2018:

- President John E. Márquez
- Vice President Gary Walker-Roberts
- Secretary: Vicki Gordon

**THE NEXT REGULAR MEETING OF THE GOVERNING BOARD
WILL BE HELD ON MARCH 28, 2018, BEGINNING AT 6:00 P.M.,
AT THE GEORGE R. GORDON EDUCATION CENTER,
500 COURT STREET, MARTINEZ, CALIFORNIA**