GOVERNING BOARD AGENDA

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Special Meeting

March 9, 2011

Open Session 3:00 p.m.
Closed Session 5:00 p.m.
Open Session 5:30 p.m.

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

925.229.1000 Phone
925.370.2019 Fax

www.4cd.edu
NOTICE OF SPECIAL MEETING
of the
GOVERNING BOARD

Notice is hereby given that the Governing Board of the Contra Costa Community College District will hold a special meeting on **Wednesday, March 9, 2011, at 3:00 p.m.** at the George R. Gordon Education Center, for the purposes listed below.

**BOARD SUBCOMMITTEE REPORT ON WARD V VACANCY**

**INTERVIEW APPLICANTS TO FILL BOARD VACANCY FOR WARD V AND TAKE ACTION TO APPOINT A MEMBER PURSUANT TO EDUCATION CODE 5091**

**RECESS TO CLOSED SESSION**
- Conference with legal counsel – existing litigation
- Conference with labor negotiator
  - Agency negotiator: Eugene Huff
    - Employee organizations: United Faculty and Public Employees Union, Local 1
    - Unrepresented employees: Manager/supervisor/confidential employee groups

**NONCONSENT AGENDA – ACTION ITEM**

**HUMAN RESOURCES BOARD REPORT**

**4-S Resolution of Reduction of Academic Management Staff – ROLL CALL VOTE REQUIRED**

John T. Nejadly
President, Governing Board

Contra Costa Community College District
500 Court Street, Martinez, California 94553
925.229.1000 www.4cd.edu
I. CALL SPECIAL MEETING TO ORDER – 3:00 p.m.
   • Call special meeting to order. Notation of Board member(s) absent under provisions of Board Report No. 30-F, 2.12.86.

II. INTERVIEW APPLICANTS TO FILL BOARD VACANCY FOR WARD V AND TAKE ACTION TO APPOINT A MEMBER PURSUANT TO EDUCATION CODE 5091
   • 3:00-3:30 Board subcommittee report on Ward V vacancy
   • 3:30-4:00 Interview applicant (Robert Calone)
   • 4:00-4:30 Interview applicant (Simone Gikanga)
   • 4:30-5:00 Interview applicant (Vincent Gregory Manuel)

III. RECESS TO CLOSED SESSION – 5:00 P.M.
   A. Conference with legal counsel – existing litigation
   B. Conference with labor negotiator
      1. Agency negotiator: Eugene Huff
         a. Employee organizations: United Faculty and Public Employees Union, Local 1
         b. Unrepresented employees: Manager/supervisor/confidential employee groups

IV. RECONVENE PUBLIC SESSION - APPROXIMATELY 5:30 P.M.
   • Announcement of reportable actions taken by Governing Board in closed session

V. PLEDGE OF ALLEGIANCE TO U.S. FLAG

VI. 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 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.

VII. NONCONSENT AGENDA – ACTION ITEM
   A. HUMAN RESOURCES BOARD REPORT – Recommend approval of:
      4-S Resolution of Reduction in Academic Management Staff - ROLL CALL VOTE REQUIRED

VIII. ADJOURN

More detailed information about the agenda can be obtained at the office of the Chancellor. The Contra Costa Community College District will provide reasonable accommodations for disabled individuals planning to attend Board meetings. Please call the Executive Coordinator to the Board at 925.229.1000, ext. 1204, for information and arrangements.

* If business is not concluded by 5:30 p.m., the Board will reconvene to the special meeting and recess to closed session at the end of the special meeting.
March 3, 2011

Chancellor’s Office
Contra Costa Community College District
500 Court St.
Martinez, CA 94553

RE: Governing Board Ward V Appointment

Dear Governing Board,

I was born in East Contra Costa County and am a lifelong resident of Pittsburg. I attended Pittsburg schools and received an AA Degree from Diablo Valley College, and a B.S Degree from Golden Gate University. I have long understood the importance of education, whether it be for employment, personal knowledge or self esteem. With that said I am a Board of Director for Kasimu Education Fund in Malawi, Africa where I oversee the disbursements of funds for educational studies, scholarships, food and nutrition programs for children and the construction of classrooms as well as high school and teacher housing. This is in a poor village in Manyesa, Malawi, Africa whose residents have never before enjoyed formal education

My work career began as a young boy working in my father’s retail business. There I met and got acquainted with people from all walks of life. This experience allowed me to appreciate the economic diversity and cultural differences that exist in our community.

After college and the subsequent completion of a five year apprenticeship training program I began a 38 year career in the plumbing industry. It didn’t take long for my employers to realize my management abilities and I was promoted to job foreman and general superintendent. I have also been a vocational teacher of apprenticeship plumbing since 1978. I have served on the State of California Delta Protection Commission for 16 years where I worked with city and state officials from Northern California making Delta land use decisions.

My children received an excellent education while attending Los Medanos College and I am fully committed to ensure that our Community College District thrives. While many in the community attend community college intending to transfer to a 4 year institution, our community colleges must also serve those interested in 2 year degrees and in vocational education. I am now retired and would be particularly interested in supporting further development of Career Technical Education programs in such areas as nursing, “green” technology, construction management and computer generated drafting. I am eager to continue sharing my knowledge and my work experience with the community by serving on the Contra Costa Community College Board.

Robert Calone
Ward V Governing Board Application

Name ____________________________

Home Address ______________________

City, State, Zip _____________________

Phone: Home ______ Business ______ N/A

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.)

See attached
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 may not be an employee of the District and serve 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: ________________________________

The deadline to file applications is March 3, 2011. Please return this form to:

Chancellor's Office
Contra Costa Community College District
500 Court St.
Martinez, CA 94553

Ward V Governing Board Application
Robert Calone
293 Pueblo Drive
Pittsburg, CA 94565
925-432-3300 (h)/925-229-0883
e-mail: robertcalone@att.net

Education

- BS Degree in Management, Minor in Engineering Golden Gate University 1976
- AA Degree Diablo Valley College 1973
- Student at Santa Clara University - 3 years
- Completion of Journeyman Apprenticeship Training Program (5 year program)
  Lifetime single subject teaching credential
- Continuation studies of United Association of Journeymen and Apprentices of the
  Plumbing and Pipe fitting Industry of the United States and Canada at Purdue University
  and Washtenaw Community College in Cooperation with Michigan State University.

Public and Community Service

- Member of Reclamation District 2122 since 1985
- Currently serving as President and Treasurer of Reclamation District 2122
- Original member of the Delta Protection Commission for the State of California elected by
  the West Delta consequently elected to four; 4 year terms of service.

Work History

- Part time vocational education teacher since 1978.
- Former Superintendent of Plumbing for Los Medanos Plumbing Co.
- Retired Journeyman Plumber of U.A. of Plumbers and Steamfitters Local 159
  (member 43 years)
Supplemental Questionnaire for Ward V Board Applicant

1. Please state why you are seeking appointment to the Contra Costa Community college District Governing board.

I am a native of the City of Pittsburg and a life-long Pittsburg resident. I am a product of Pittsburg High School, have been married for 46 years and raised two daughters. Contra Costa County has seen tremendous growth in recent years. Eastern Contra Costa continues to transition from rural to dense communities further increasing our County’s diversity, both economically and culturally. Los Medanos College and the Community College District play a critical role in preparing our young people in East County to be productive, successful adults. My life experience convinces me that education is the key to success. I am retired now and would like to share my knowledge and experiences for the betterment of our community. I feel I can do this by becoming a member of the Board.

2. What skills and abilities would you bring to the work of the Board?

I have 16 years of experience working on a Board of a public agency. There, I’ve developed both the ability to listen to others as well as to communicate my ideas.

I have been a part-time vocational instructor since 1978 and understand many of the challenges instructors face.

I also had a very successful career as a construction superintendent where I learned the value of working collaboratively with employees, employers, developers and inspectors. Thru my schooling and my public and professional career, I’ve developed the leadership and management skills that I’m confident will make me an asset to the College Board.

3. Please describe your experience in serving on boards, commissions or appointed or elected positions. Please list the dates and how these experiences would contribute to your service on the Board.


Trustee for JATC (Joint Apprenticeship Training Committee). This committee oversees the operation of an apprenticeship program and makes decisions on curriculum, program finances and student discipline.

1996 & Current Director of Kasimu Education Fund (school in Malawi, Africa). Make policy, management and financial decisions for this charity

These Commissions and Boards all regularly make policy, financial and management decisions that had wide-ranging effect on our community.
4. Describe other community involvement and experience that would contribute to the work of the Board and the community college?

I have volunteered as a vocational instructor to at-risk adults thru North Richmond Youth Build. The work entailed instruction in construction work, while refurbishing abandoned County Housing authority properties as well as providing classroom training and other supplemental, academic instruction.

I have also volunteered with Habitat for Humanity in the construction of affordable housing in Pittsburg.

I am currently working as Director of Kasimu Education Fund, a non-profit group. Kasimu provides funding for educational facilities, faculty housing and child nutrition in Manyesa, Malawi, Africa. I work with this community’s leaders, educators, and administrators of the school.

I have regularly worked on various fundraisers at the Pittsburg high school, our grammar schools and my church.

5. Please give an example of how you have handled being part of a voting body when you have had a different point of view or position that the majority of the board members.

I present my point of view and explain my reasoning. That said, I firmly believe in majority rule and defer to the majority when my position does not prevail.

6. What is your approach to working with a team of people in achieving policy level goals?

Experience tells me that consensus building is the best way to govern. I am interested in other people’s perspective and opinion and think a full airing of an issue leads to the best result.

7. What do you hope to accomplish by serving as a trustee?

Beyond serving an economically and culturally diverse population, the District serves students with 2 different goals. Some students are attending in preparation for transfer to a 4-year college. Other students are uncertain about their future or unprepared academically or financially for a 4-year program. Many are searching for a career and our community colleges are perfectly suited for this purpose. The Community College District can help to impart dignity and worth to professional and trade careers. The District should encourage parents to support those children that are not interested in 4-year degrees. As a long-time vocational education instructor, I want to coordinate Career Technical Education courses with the job opportunities in and around Contra Costa County. This could include nursing, welding, radiology, medical office administration, construction management, “green” construction technologies, etc. My goal would be to make CTE in the District a model for the state.
March 2, 2011

To Whom it May Concern,

It is my pleasure to write this in support of the candidacy of Mr. Robert Calone for the open position on the Contra Costa County Community College District Board of Education.

I have known Mr. Calone for a number of years and had the pleasure of serving with him on the Delta Protection Commission during both my time on the Contra Costa Board of Supervisors and as a member of the California State Assembly.

He is and has been an active, intelligent and reasoned voice for progress on water and community issues. His experience with labor and through many local community organizations is well known and representative of his knowledge and experience. Bob has also been active in advancing educational causes both through training programs and through the local schools.

He would be a thoughtful and outstanding addition to the Community College Board.

If I can be of further assistance please feel free to contact me.

Sincerely,

Joseph E. Canciamilla

Joseph E. Canciamilla
March 3, 2011

To Whom it May Concern:

It is my honor and pleasure to recommend Robert J. Calone for the open position on the Contra Costa County Community College Board.

I have known Robert for many years. With his experience in teaching, management, organization skills, public service I know he would do an excellent job. Education is a prime concern for him and now that he is retired he has the time to share his knowledge with others.

He has been teacher of apprenticeship training, president of Reclamation District 2122, served the State of California for 16 years on the Delta Protection Commission, worked full time as a general superintendent and even had time to manage Winter Island Duck Club. He is also a director of a non profit group that is educating children in Africa.

If I can be of any more assistance please contact me.

Sincerely,

Stephen Lewis, M.D., F.A.C.P., C.D.E.

Retired Navy Captain
March 2, 2011

Chancellor’s Office  
Contra Costa Community College District  
500 Court St.  
Martinez, CA 94553

To Whom It May Concern:

I am pleased to have this opportunity to write this letter in support of Robert Calone’s application for appointment to the vacant Contra Costa County Community College Governing Board seat to represent Ward V.

As a long-time vocational teacher, Mr. Calone has a demonstrated commitment to ensuring our community colleges thrive and serve all of their students exceptionally well. He wants to ensure students who wish to transfer to four-year institutions are able to do so with as few difficulties as possible, and he wants to ensure those students interested only in two-year degrees or vocational education receive the best-possible instruction and class choices.

I also know that Mr. Calone shares my interest in expanding development of Career Technical Education programs in areas like nursing, solar and renewal technology, construction management, and computer generated drafting.

Mr. Calone also has experience working with local and state officials from his tenure as a member of the Delta Protection Commission. I believe such experience is extremely important as all government sections must work cooperatively together to respond to the continuing fiscal emergency facing our higher education institutions and schools.

If you have any questions about my support for Robert Calone’s appointment, please contact Craig Cheslog, Principal Advisor to the State Superintendent of Public Instruction, Superintendent’s Initiatives Office, by phone at 916-319-0554 or by e-mail at ccheslog@cde.ca.gov.

Sincerely,

Tom Torlakson
TT:ccc
WARD V APPLICANT

SIMONE GIKANGA
Simone Gikanga  
3265 Oso Grande Way  
Antioch, CA 94531

Tel: 1-925-753-1010

Email: srgikanga@gmail.com

To Whom It May Concern:

Application for Contra Costa Community College Governing School Board Ward V

I am confident that I qualify for the above position because of the knowledge, skills, and experience that I have. In addition, I have an unrelenting quest for acquiring knowledge to further the well-being of those surrounding me. My skill set is intertwined with professionalism, knowledge, and innate ability for collective bargaining and my commitment to adopt principles and policies that coincide with educational methodologies is something people who become acquainted with me are impressed by.

I have worked in the nonprofit sector with people facing homelessness, HIV/AIDS, mental health, substance abuse, domestic violence, prostitution and LGBT. As a strong advocate for education based programs, I exhibit a fervent belief in community outreach and an unrelenting belief in community awareness. As a manager, I have interfaced with several city agencies and foundations to strengthen the minds of the populace, while executing the missions within these nonprofit sectors. This is self-empowerment through education.

Based on the skill set of active listening and participation, with the experience and education, I am confident that I am the right candidate for this position.

If you have any questions, please don’t hesitate to let me know.

Sincerely,

Simone Gikanga
Simone R. Gikanga
3265 Oso Grande Way
Antioch, CA 94531
510.366.1534
srgikanga@gmail.com

**OBJECTIVE:** Is to obtain a position in management utilizing strong organizational, interpersonal, and communication skills in order to meet the mission of the nonprofit sector: to empower marginalized groups, offering a high quality of care in a professional atmosphere.

**SUMMARY OF SKILLS AND ACCOMPLISHMENTS:**

- Research development: Reporting, fundraising, collaborating
- Community outreach: creating events and executing plan—strong delivery.
- Human Resources: recruit hire, train, and supervise applicable law, organizational, and Union policy and procedure.
- Spokesperson: City officials, philanthropists, and collaborating agencies
- Innate ability to lead, strong sense of crisis intervention.

**EDUCATION:**
Bachelor of Science, Criminal Justice Administration
California State University, East Bay, Hayward, CA, March 2011

**RELEVANT WORK EXPERIENCE:**
Lighthouse Mentoring Program- Antioch, CA
Counselor, 2009 – 2011

- Ensured the safety of (8-10) female and male residents ranging from ages 8 -18y/o.
  - Developed and implemented treatment plans based on clinical experience and knowledge.
    - Extracurricular activities to foster: socialization, team building, etiquette, health and wellness.
  - Counseled clients, individually and in group sessions, to assist in unlearning, accepting change, and making changes themselves.
    - Encouraged clients to express their feelings and discuss what is happening in their lives, and help them to develop insight into themselves and their relationships.
  - Maintained confidential records relating to youths daily operations.
    - Collected information about clients through groups and observation.
    - Advocated/coordinated services or to resolve on behalf of youth and the organization.
    - Collaborated with staff and outside agencies to perform clinical assessments and develop treatment plans.

Hamilton Family Center – San Francisco, CA
Residential Coordinator, 2008 – 2009
Supervised 13 – 15 staff members, (250) residents, in a three-tier, all functional, building. Ensuring the daily operations of the five shelter programs, as they coincide with the two programs under my management. Performed through Standards of Care (SOC), state licensing, as well as Local Union 3 policies and procedures.

- **Human Resources Functions**
  - Oriented, trained, coached, motivated, measured, and evaluated designated staff in accordance with organizational policies, procedures and programs. Conduct performance appraisals, administer employee recognition program, undertakes coaching and training programs as necessary, and ensures discipline and corrective action as appropriate.

- **Collaboration**
  - Interfaced with other program staff including case managers, facilities and custodial staff, children’s program and administrative staff to assure communication, consistency and teamwork across the program.
  - Outside agencies: government and city officials, Unions, advocates, law enforcement, court room personal.

- **Intervention**
  - Tackled opposition to programs policies through grievance polices.
  - Maintained family atmosphere: volume in speaking as well as in numbers, demeanor, language, attire—overall health of the environment.

- **Reporting**
  - Grant proposals, program development, department manuals, staff meetings, supervisions, performance evaluations/reviews, state and county reporting as it relates to funding.

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**Residential Youth Counselor (Group Home), 2007 – 2008**
MAC’s Children & Family Services, Inc. - San Francisco, CA

**THPP Program Manager, 2007 – 2008**
MAC’s Children & Family Services, Inc. - San Francisco, CA

**Group Home Manager, 2004 –2005**
SAGE Project, Inc. – San Francisco, CA

**Shelter Counselor, 2000—2004**
Episcopal Community Services, San Francisco, CA

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**CERTIFICATIONS/TRAININGS:**
- Non-violent Communication
- Dialectical Behavior Therapy
- Harm Reduction: Motivational Interviewing, Negotiating Change
- Time Management with Mission in Mind
- Child Abuse Mandated Reporter Training
- African-American Conference of 2009
- Suicide Prevention
- Sexual Harassment Training
- Transference / Counter – Transference
- Motivational Coaching: Negotiating Change
Ward V Governing Board Application

Name Simone R. Gikanga

Home Address 3265 Oso Grande Way

City, State, Zip Antioch, CA 94531

Phone: Home 925.753.1010 Business 510.366.1534

E-mail address srgikanga@gmail.com

Occupation Student

Company Los Medanos Community College

Business Address 2700 East Leland Road

City, State, Zip Pittsburg, CA 94565

Please complete the following or attach a current resume.

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

Attached

Ward V Governing Board Application
Employment History (last 10 years)
Attached

Public and Community Service
Attached

☐ (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 may not be an employee of the District and serve 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; 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: 3/5/2011

The deadline to file applications is March 3, 2011. Please return this form to:

Chancellor’s Office
Contra Costa Community College District
500 Court St.
Martinez, CA 94553

Ward V Governing Board Application
Supplemental Questionnaire for Ward V Board Applicant

1. Please state why you are seeking appointment to the Contra Costa Community College District Governing Board.

2. What skills and abilities would you bring to the work of the Board?

3. Please describe your experience in serving on boards, commissions or appointed or elected positions. Please list the dates and how these experiences would contribute to your service on the Board.

4. Describe other community involvement and experience that would contribute to the work of the Board and the community college?

5. Please give an example of how you have handled being part of a voting body when you have had a different point of view or position that the majority of the board members.

6. What is your approach to working with a team of people in achieving policy level goals?

7. What do you hope to accomplish by serving as a trustee?

8. Applicants may attach supporting materials and letters of reference. However, the maximum amount of materials that may be submitted is 10 pages.
Supplemental Questionnaire for Ward V Board Applicant

1. Please state why you are seeking appointment to the Contra Costa Community College District Governing Board.

The board at this time is in a position that can be a force so massive as to tackle-time. We are a City, County, and Country, in a global world, at the end of a depression, some wars and revolutions—as an institution whose premise by nature is change—we must do as our global counterparts and immerse our residents in the business of education. I would be honored—elated to serve with you all, to discover and fold education into our district to ensure that there is a high quality of life that is strongly correlated with education.

The College District Governing Board has the ability to make an immense difference in how our students are educated. They have the ability to make it possible for the students to receive education that will help them not only develop skills to contribute to the city, county and country, but also the global market place; this is especially important in the ever changing world of technology infused through education. We are experiencing economical and political changes which students need to be aware of. I am interested in the board position because I would like to be part of this revolution. As a member of this district, I know what young people go through and I am sure I can use this knowledge and experience to make it possible for more young people to go to college; which as we all agree, will lead to a higher quality of life.

2. What skills and abilities would you bring to the work of the Board?

I bring the commitment to excellence. I am hardworking and committed to all endeavors that may transpire as a governing board member. I have an innate ability to lead, therefore: active listening, effective communication, and guided resistance are attributes that are effortless and concentrated in my performance. I possess the skills and abilities to understand where we have been, where we are now, and where we are headed. I ensure that I am current on local, county, and national news, more importantly; I share the information with members of my community as we interface in our daily operations.

3. Please describe your experience in serving on boards, commissions or appointed or elected positions. Please list the dates and how these experiences would contribute to your service on the Board.

President/Co-Founder: Democracy Matters
2003
My experience in founding the student organization, Democracy Matters, at California State University East Bay Campus (formerly CSU, Hayward) allowed me to view the many stages of development and collaboration. In ensuring that we were a recognized
group on campus I had to meet filing guidelines and deadlines per the policies and procedures of the Associated Students governing body. Likewise, this required that I speak to faculty to acquire an advisor. Further, I was responsible for meeting with other campus organizations, faculty, staff, and the student body to discuss various topics. I adopted Robert’s Rule of Order for our parliamentary procedures. As a new organization we appointed board members, ensured the marketing and promotions of our organization. The prelude of such works involved community forums, attending University meetings (in support of organizations as well), rallying in Sacramento, discussion platforms, and weekly meetings.

Residential Coordinator: Hamilton Family Center 2008
My work experience in San Francisco has cultivated tolerance in addressing unique groups and individuals being serviced and employed in the region. Attending city meetings, building partnerships with other agencies and respecting the tenure of personnel in the city enabled me to recall that in matters of a collective body, I am a student and then a teacher. It allowed me to further understand that formalities are not personalized, and can be changed to service present affairs as we transition into the twenty-first century.

Such experience has allowed me to observe and participate in the fundamentals of acquiring an elective body to work towards a common goal. It has resulted in the understanding of the order of parliament, through Robert’s Rule of Order, and moreover, has allowed me to construct relationships that must be maintained regardless of opposing viewpoints. Further, allowing me to develop not just as an individual, yet as a participatory citizen.

4. Describe other community involvement and experience that would contribute to the work of the Board and the community college?

I am also a student at LMC. I attend college functions: club events, Associated Students, and utilize on-campus services. I am also an active member of my community forums and meetings, and will attend school board meetings and governance meetings, and volunteer with the City of Antioch, as well. I am also an active member of New Birth Church. We are members of Antioch Recreation Center, Delta Ballet Academy, In-Shape, Xtreme, Pittsburg Adult Education, and others. This is participatory involvement, I make sure my family lives in a neighborhood where they genuinely care for another’s we’ll-being.

5. Please give an example of how you have handled being part of a voting body when you have had a different point of view or position that the majority of the board members.
I try to make sure that I am conveying my points clearly and with great depth. I make sure that I am free of emotional responses and I am well researched on material discussed in a particular meeting. I would also suggest that we move the item to the next agenda to discuss at a later date, when possible. If I am in a position of difference, I may need to ask more questions, meet the member to discuss further, and educate myself further on the topic. I balance respect and the mission of the board I am serving.

6. What is your approach to working with a team of people in achieving policy level goals?

Coming prepared, ready to be an added vise—a vise that holds realistic goals, accomplishments, and solutions in place. I will approach discussions with an analytical mindset, focused on the subject matter, and verbalize my views in order to generate discussion, and not dissent. Making sure tasks are completed and ensuring that I am knowledgeable of the bodies of people I am working with.

7. What do you hope to accomplish by serving as a trustee?

In my quest to strengthen admissions, enhance the participation of college students at an individual and collective level, and revitalize community leadership among students of color, I hope to accomplish these tasks through the fervent believe that: the governing body of public education is carried out through the ideal of Albert Einstein, were, “No problem can be solved by the same consciousness that created it. We need to see the world anew.”
March 1, 2011

To Whom It May Concern:

With regard to your opening for a member for Ward V of the Governing Board, I'd like to take this opportunity to recommend Simone Gikanga.

I have known Mrs. Gikanga for over 12 years. She is a woman that has overcome great odds and serves as a beacon for all those to follow. I've been lucky enough to know this truly inspirational female since she was a young teen when she learned from an early age that success does not come easy. I'm happy to say that Mrs. Gikanga never lost sight during her struggles...they were a requirement for the great things that she eventually accomplished.

As a teenager Simone left a troubled home in Pittsburg along with her biological sisters. After years with their grandparents, Simone and her siblings were split up and sent to group homes across the Bay Area. Through the tumultuous transitions, school became a source of motivation and a reason to succeed for Simone. Upon graduation she became an advocate for other children in group homes; working intimately with school counselors and community organizations for any and all educational needs of her clients.

As a new mother of two, Mrs. Gikanga is concerned about the welfare and education of not only her children, but others as well. She is committed to helping the school district provide every student with a world-class education while eliminating differences in achievement between students based on area of residence, ethnicity, race, gender, or program placement.

I feel very confident that she will be an extremely important asset to the Governing Board because she has walked in the shoes of the “people on the other side” and can answer questions and view situations from a different perspective. Her youthfulness and fresh eyes can add energy and be an added inspiration for movement veterans.

If you have any further questions please do not hesitate to contact me.

Sincerely,

Diedre J. Goree
(510)238-4129
Dear Board Member Appointee Committee,

February 21, 2011

It is my true pleasure to write a letter of recommendation on behalf of Ms. Simone Gikanga to be an appointed member of the Contra Costa Community College District Ward V of the Governing Board. I have been Simone’s Educational Opportunity Program Counselor at CSU, East Bay since June 1997 and would like to share with you why Ms. Gikanga is the best candidate for your seat.

First, Ms. Simone Gikanga is a dedicated student, who has had to overcome many financial and personal issues just to get to CSUEB. Simone is the first in her family to attend college and has had to experience firsthand poverty and homelessness. Simone’s motivation to do well comes from all of the difficult experiences she has had to endure and she also gains strength from the support of her family and friends. This Winter 2011 Miss Gikanga will have completed her Bachelor’s degree in Criminal Justice, which is an outstanding achievement in itself but take into account the tremendous challenges she has experienced makes her academic achievement all the more remarkable. Miss Gikanga is the epitome of persistence.

Second, Simone is passionate about all levels of education and sees it as the way to a better life. More importantly Ms. Gikanga also knows that gaining a college degree will not only put her in position to help others but also allow her to be a role model for her community. Giving back to the community that Simone grew up in is very significant to her. And the first place that Ms. Gikanga would like to start having an impact is with Ward V. She has attended Los Medanos Community College and hopes that she can to keep it affordable for low income and returning students if appointed to the Ward V seat. Equally important, Ms. Gikanga knows the kind of impact a teacher can have on a young mind and will fight to keep K-5 classroom sizes manageable in Ward V.

Ms. Simone Gikanga is an outstanding candidate to be an appointed member of the Contra Costa Community College District Ward V of the Governing Board. I believe that Ms. Simone Gikanga’s lifelong residency within the district, firsthand academic experience, and personal qualities such as her honesty and integrity make her qualified for this position. If you have any questions with regard to this matter, please do not hesitate to contact me. I may be reached at (510) 885-3751.

Sincerely,

Diane Petersen, MS
EOP Counselor
WARD V APPLICANT

VINCENT GREGORY MANUEL
February 24, 2011

Chancellor’s Office
Dr. Helen Benjamin
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Dear Dr. Helen Benjamin:

I am responding to the Governing Board Provisional Appointment for the District V Seat on the Contra Costa Community College District Board. The position is one that I am familiar with and I believe that my resume’ will attest to my credentials for this position. Therefore, it is with considerable interest that I enclose my resume for your review.

As you conduct your search, please consider my 22 years of local government experience. I earned a Masters Degree in Public Administration, and a Bachelors of Science Degree in Business Management.

I am currently employed with Contra Costa County as the Redevelopment Project Manager for Rodeo. In this position I organize, direct, and manage the activities within my project area and I provide staff assistance to the Rodeo Municipal Advisory Council. The Rodeo Project Area consists of approximately 650 acres with a mix of residential, commercial, industrial, and waterfront land uses.

I previously worked as Chief of Staff for Supervisor Federal D. Glover, who was successfully re-elected for a second and third term. I was responsible for the overall organization and management of the Supervisor’s District Office. I was responsible for monitoring and analyzing upcoming issues for the Supervisor as well as responding to constituent concerns. I managed a team of four and together we served two Municipal Advisory Councils and worked with three incorporated Cities.

Prior to working for Supervisor Glover, I was the Neighborhood Development Services Division Manager for the City of Pittsburg, California. I worked through the City Manager’s office and was responsible for the overall administration of the City’s Community Development Block Grant (CDBG) program as well as managing the City’s Housing Rehabilitation program. I was responsible for providing technical assistance...
related to CDBG eligibility questions and related matters as well as the preparation, production and presentation of key CDBG documents such as the Annual Action Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and the Consolidated Plan. I assisted with capacity building for sub-recipients and served as the City’s monitor for HUD compliance matters. I also served as the Staff person to the City’s Community Advisory Commission, a commission comprised of 15 citizens that served as an advisory body to the City Council and who also reviewed CDBG applications.

Prior to my employment with the City of Pittsburg, I worked as a Program Manager and CITYLINK Manager with the League of California Cities for six years, effectively working with a wide variety of public officials and local governments throughout the state. My responsibilities included the development and implementation of programs and projects; facilitating change; exercising professional judgment; recommending solutions; establishing and maintaining effective professional relationships with staff, and public officials.

Before accepting the position with the League of California Cities, I was afforded the opportunity to work with the City of Oakland in the City Manager’s Office as a Staff Assistant for two years. During that time, I assisted the Executive management staff with policies and administrative matters that involved working with other city departments regarding research and special projects, analysis of policies and procedures as well as departmental operations. I conducted special assignments for the City Manager and I also participated in the recovery efforts following the 1989 Loma Prieta Earthquake.

As a public management professional for the past 22 years and currently serving as Redevelopment Project Manager, I assure you that I am dedicated and committed to establishing a strong working relationship with staff, students, community groups, residents, business leaders, and surrounding local agencies. In addition, I continue to strive to develop innovative solutions to problems while utilizing sound administrative policies and practices. I am a politically astute local government professional with a commitment to the community.

Thank you for your time and I look forward to the opportunity to serve the residents of District V.

Sincerely,

Vincent Gregory Manuel
Supplemental Questionnaire for Ward V Board Applicant

1. Please state why you are seeking appointment to the Contra Costa Community College District Governing Board.

2. What skills and abilities would you bring to the work of the Board?

3. Please describe your experience in serving on boards, commissions or appointed or elected positions. Please list the dates and how these experiences would contribute to your service on the Board.

4. Describe other community involvement and experience that would contribute to the work of the Board and the community college?

5. Please give an example of how you have handled being part of a voting body when you have had a different point of view or position that the majority of the board members.

6. What is your approach to working with a team of people in achieving policy level goals?

7. What do you hope to accomplish by serving as a trustee?

8. Applicants may attach supporting materials and letters of reference. However, the maximum amount of materials that may be submitted is 10 pages.
February 24, 2011

Chancellor’s Office
Dr. Helen Benjamin
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Supplemental Questionnaire for Ward V Board Applicant

1. Please state why you are seeking appointment to the Contra Costa Community College District Governing Board.

Response:
The primary reason that I would like to serve is my belief in service to my community. I recently ran for a vacant seat on the Antioch School District Board because I believed that I could contribute my time, education, and experience in assisting the Board through very difficult budgetary times. Likewise, I continue to believe that I can contribute my twenty-two years of public service experience to the CCCCD to assist it in carrying out its mission and goals while considering very difficult budgetary constraints. I have seen how important the CCCCD is to so many people over the years and I would like to be a part of continuing the great work of so many before me in insuring that the District remains strong and continues to be a valuable asset to Contra Costa County.

2. What skills and abilities would you bring to the work of the Board?

Response:
My Bachelors degree in Business Management, my Masters Degree in Public Administration, my two years of law school and completion of all but my dissertation in Public Administration have enabled me to be successful in the field of Public Administration for twenty-two years. Throughout my career I have worked for the citizens of California, Oakland, Pittsburg and Contra Costa County while my residence has continued to be the City of Antioch. I would bring to the Board a broad background in policy making and budget analysis with the local knowledge of the District V community. I have had previous experience serving citizen committees and serving on local boards for the betterment of East County.
3. Please describe your experience in serving on boards, commissions or appointed or elected positions. Please list the dates and how these experiences would contribute to the work of the Board and the community college?

Response:
Planning Commissioner, Planning Commission, City of Antioch 2008 to present (Term Ends 2012)
Board of Administrative Appeals, City of Antioch (June 1999 – March 2003)
2003 Graduate, Leadership East County, Antioch Chamber of Commerce
2006 Certificate of Completion for Community Emergency Response Team Training (CERT)
All of these experiences would enable me to quickly understand the processes and procedures that the CCCC Board follows as it conducts its business. It has also taught me many of the nuances of policy making and the ability to get to consensus.

4. Describe other community involvement and experience that would contribute to the work of the Board and the community college?

Response:
My six years working with Supervisor Glover as his Chief of Staff enabled me to become extremely familiar with the residents of District V including Bay Point, Pittsburg, Antioch, Oakley, Bethel Island and Knightsen. East County is a very diverse community and especially over the last ten years as the County experienced phenomenal growth. In my work and leisure I have met and become familiar with the many issues and concerns of its residents. This knowledge enables me to represent the residents extremely well and to be able to communicate with them on a regular basis.

5. Please give an example of how you have handled being part of a voting body when you have had a different point of view or position than the majority of the board members.

Response:
During my experience sitting on various Boards and Commissions I have always tried to understand different points of view while maintaining the primary focus on what would be best for the community. There have been several times when I did not agree with the majority of the board but I was able to state my point of view and at the end of the discussion we agreed to disagree. On a Board I do not have the expectation that we will always agree but we should always demonstrate civility in discussing matters and agree to move on at the end of the discussion.
6. What is your approach to working with a team of people in achieving policy level goals?

Response:
Working with a team of people to approach a policy level goal enables the team to draw upon the assets of each of its members. As a team we bring together a diverse group of professionals with a variety of educational experiences. While continuing to focus on the mission and the goals of CCCCD we can determine the best course of action as a team on individual matters.

7. What do you hope to accomplish by serving as a trustee?

Response:
During my abbreviated time on the CCCCD Board I plan to quickly come up to speed on the various issues presently facing the District by doing my due diligence in meeting with the appropriate executives, teachers, staff, students and community members in gaining an understanding of what is most important to the District and specifically to District V. I look forward with great enthusiasm for the opportunity to serve the residents of my East County Community and the greater community of Contra Costa County.

Thank you for your time and consideration in reviewing my responses.

I look forward to the process and the opportunity to serve.

Vincent Gregory Manuel
EXECUTIVE SUMMARY

EDUCATIONAL BACKGROUND

Masters Public Administration (MPA), Earned Degree - December, 1988
Southern University, Baton Rouge, Louisiana 70813

Bachelor of Science in Business Management, Earned Degree - May, 1984
Southern University, Baton Rouge, Louisiana 70813

Golden Gate University, San Francisco, California – ABD (All But Dissertation),
for the Doctorate of Public Administration (DPA) 1990-1994

Two Years of Law School Training, 1984-1985
Southern University, Baton Rouge, Louisiana 70813

WORK EXPERIENCE

Contra Costa County, REDEVELOPMENT AGENCY - Martinez, CA
August 14, 2006 to Present
Position: Redevelopment Project Manager

Contra Costa County, BOARD OF SUPERVISOR’S - Pittsburg, CA
January 3, 2001 to August 11, 2006
Position: Chief of Staff, for Supervisor Federal D. Glover, District 5

City of Pittsburg, COMMUNITY DEVELOPMENT DEPARTMENT - Pittsburg, CA
November 1, 1999 – December 2000
Position: Division Manager, Neighborhood Development Services (CDBG & Housing Rehabilitation)

City of Pittsburg, CITY MANAGER’S OFFICE - Pittsburg, CA
December 1996 – November 1999
Position: Administrative Analyst I, II, III - Community Development Block Grant (CDBG) Administrator

League of California Cities, EDUCATION AND TRAINING DEPARTMENT – Sacramento, CA
December 1990 – December 1996
Position: Education and Training Program Manager

City of Oakland, CITY MANAGER’S OFFICE - Oakland, CA
January 1989 – December 1990
Position: Staff Assistant

BOARDS, COMMISSIONS, & OTHER
Planning Commissioner, Planning Commission, City of Antioch 2008-2012
2003 Graduate, Leadership East County, Antioch Chamber of Commerce
Former Commission Chair, Antioch Police Crime Prevention Commission, City of Antioch
Former Board Member, Board of Administrative Appeals, City of Antioch
VINCENT GREGORY MANUEL

4721 Matterhorn Court
Antioch, California 94531
Home (925) 776-2350 / Work (925) 335-7232
Cell (925) 437-9797
Email: fortunate1@msn.com

SUMMARY OF EXPERIENCE

I offer a strong background in Public Administration and knowledge of City government structures. Proven experience in handling numerous challenging assignments simultaneously and the ability to work with a diverse community. I have a background in public management and experience that allows me the capability to exercise direct and indirect supervision over professional, technical and clerical personnel. I have relevant experience in local government policies and procedures, operations analysis and special projects. I have consistently demonstrated the ability to plan and coordinate a variety of complex projects, conduct studies and prepare reports and recommendations on a variety of city management issues and the ability to properly interpret and make decisions in accordance with laws, regulations, and policies.

I am knowledgeable in the areas of Redevelopment and Federal HUD programs such as CDBG, with an emphasis on coordination of fiscal and programmatic administrative tasks and familiar with the regulatory and statutory requirements. Knowledgeable in the principles of management, organization, budgeting and staffing, grant administration, monitoring, principles and techniques of fiscal management, administrative analysis and research techniques including statistics and their applications. Extremely skilled in graphic materials and presentation techniques, as well as all major office computer applications.

I am a self-starter, able to thrive in a fast-paced environment with multiple on going projects and tasks involving research, investigation and analysis. Excellent interpersonal and follow through skills, a “hands on” person with a great understanding for detail. In addition, I am also a quick study, possessing excellent written and oral communication and computers skills.
EDUCATIONAL BACKGROUND

Masters Public Administration (MPA), Earned Degree - December, 1988
Southern University, Baton Rouge, Louisiana 70813

Bachelor of Science in Business Management, Earned Degree – May, 1984
Southern University, Baton Rouge, Louisiana 70813

Golden Gate University, San Francisco, California – ABD (All But Dissertation), for the Doctorate of Public Administration (DPA)

Two Years of Law School Training, 1984–1985
Southern University, Baton Rouge, Louisiana 70813

High School Diploma, - May, 1980
Southern University Laboratory School, Baton Rouge, Louisiana 70813

ACADEMICS

Doctorate of Public Administration (All But Dissertation)
Grade Point Average – Overall = 3.5

Master of Public Administration
Grade Point Average – Overall = 3.5

Bachelor of Science Degree – Business Management
Grade Point Average – Overall = 3.0

BOARDS & COMMISSIONS
Planning Commissioner, Planning Commission, City of Antioch 2008-2012
2003 Graduate, Leadership East County, Antioch Chamber of Commerce
Former Commission Chair, Antioch Police Crime Prevention Commission, City of Antioch
Former Board Member, Board of Administrative Appeals, City of Antioch

OTHER ACTIVITIES
Municipal Management Assistants of Northern California (MMANC)
National Forum of Black Public Administrators (NFBPA)
American Society For Public Administrators (ASPA)
Alpha Phi Alpha, Fraternity Incorporated
Assistant Scout Master, Troop 48, Pittsburg
Member, Holy Rosary Catholic Church, Antioch

-- Page 2 of 9 --
WORK EXPERIENCE

Contra Costa County, REDEVELOPMENT AGENCY
2530 Arnold Drive, Suite 190, California 94553-1229
August 2006 – to Present

Position: Redevelopment Project Manager, Rodeo

- Serve as project manager for an assigned redevelopment project area.
- Provide staff assistance to an assigned redevelopment advisory body.
- Organize, direct, and manage activities within a redevelopment project area.
- Conceive, analyze, and implement special projects.
- Prepare reports, analysis and recommendations as needed to assure orderly project implementation.
- Manage the project area budget.
- Gather, analyze, and tabulate data.
- Confer with elected officials, local government officials and regional agencies as well as public and private partners on behalf of the Redevelopment Director.
- Interprets project conformance to applicable redevelopment plans, land use plans and ordinances and represents the Redevelopment Agency on planning matters at hearings before regional and state agencies.
- Currently working on the following projects in Rodeo: Parker Avenue Improvements; the Environmental Analysis of the Waterfront Marina; The Development of the Town Center; The Laurel Court Estates Housing Development; and the Willow/Hawthorne Mixed-use Development.
Contra Costa County, SUPERVISOR FEDERAL D. GLOVER
315 East Leland Road, Pittsburg, California 94565
January 2001 – August 2006

Position: Chief of Staff

- Responsible for overall organization and management of the Supervisor’s office.
- Responsible for the preparation and maintenance of the District Office’s budget.
- Responsible for the direct supervision of four staff members.
- Responsible for analyzing legislative issues for the Supervisor.
- Responsible for analyzing and interpreting complex reports.
- Responsible for direct communication with County Executives, Departments, and subordinate staff and other agency staff and the general Public on a continuous basis related to ongoing County issues.
- Supervise staff who serve as Liaison to two Municipal Advisory Councils.
- Responsible for the preparation and or review of all written documents that are produced in the Supervisor’s office.
- Responsible for preparing computer generated presentation materials for the Supervisor and on occasions making the presentations personally.
- Serve as representative for the Supervisor at numerous meetings and events.
CITY OF PITTSBURG
65 Civic Avenue, Pittsburg, California 94565
November 1, 1999 – December 2000

Position: Neighborhood Development Services, Division Manager -

- Providing coordination, development, and administration of plans, projects and programs designed to improve neighborhood, housing, and economic conditions.
- Working closely with local housing providers to develop program partnerships.
- Serve as Staff to the Community Advisory Commission and other community groups and organizations to develop plans.
- Oversee the development and processing of grant applications for the City's Community Development Block Grant, including disbursements of funds.
- Prepares reports for higher level City officials and other government agencies on program activities and accomplishments.
- Directs and approves development and coordination of plans, projects, and programs carried out through grant funds and in accordance with City, State and Federal regulations.
- Coordinates public meetings with various community organizations and groups in developing new programs.
- Responsible for the development of special literature, documents, plans, and reports for publicizing the progress or development of new and existing programs.
- Prepares budgets, Federal Block Grant applications and accounting cost estimates.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Responsible for coordinating Neighborhood Planning efforts and Code Enforcement activities into a comprehensive program by providing effective communication and coordination focusing on planning goals, objectives and priorities for the division. Responsible for managing the implementation of long-term community land use and development objectives through neighborhood and area development studies and use of the General Plan, zoning and precise plans.
- Oversees the planning, organizing and conducting of research; report preparation and recommendations for land use, zoning, population trends, transportation, community needs, housing and environmental issues.
- Oversees the maintenance, updates and demographic analysis and other data required for community planning and maintenance of general plan elements, environmental impact reports, ordinances and other policies and procedures.
Position: Administrative Analyst I, II, III - Community Development Block Grant (CDBG) Administrator

- Responsible for planning and coordinating the administrative and technical work in community development programs, specifically Community Development Block Grants (CDBG), housing, and redevelopment

- Perform highly responsible analysis of programs, budgets, operational and other administrative processes

- Provide technical assistance and advice on program planning and fiscal management

- Responsible for carrying out the general administrative duties of the CDBG Program

- Responsible for the preparation, production and presentation of key CDBG entitlement documentation such as the Annual Action Plan, the Consolidated Annual Performance Evaluation Report (CAPER), Consolidated Plan preparation and updates, Integrated Disbursement and Integration System (IDIS) maintenance, Community 2020 and other related documents

- Assist with capacity building for sub-recipients

- Monitor active grants to ensure that all stipulations and HUD regulations regarding the use of funds are met

- Maintain appropriate records and documentation to satisfy audit requirements
League of California Cities, Education and Training Department
1400 K Street, Sacramento, California 95814
December 1990 – December 1996

Position: Program Manager

- Responsible for planning, organizing, and supervising programs sponsored by the League for city officials throughout the state.
  - Mayors and Council Executive Forum
  - Mayors and Council Members Institute
  - City Managers Department
  - City Attorney’s
  - Public Works Officers
  - Policy Committee
  - Legislative Conference Planning Commissioners Institute
  - Redevelopment
  - Transportation & Public Works Policy Committee East Bay Division
  - Community Services
  - Financial Management City Clerks
  - Leadership Team Workshop Downtown Revitalization
  - Disciplinary Actions
  - League of CA Cities Annual Conference
  - Fire Chiefs

- Responsible for approximately 19 major meetings per year with budgets reaching nearly one million dollars

- Responsible for staffing the Transportation and Public Works Policy Committee; the City Clerks Department; and the East Bay Division

- My various assignments enabled me to become familiar with a diverse group of city officials and issues throughout the state.
City of Oakland, City Manager’s Office
475 14th Street, 9th Floor, Oakland, California 94612
January 1989 – December 1990

Position: Staff Assistant

- Assisted the executive management staff with policies and administrative matters that involved working with other city departments regarding research and special projects, analysis of policies and procedures and departmental operations
- Conducted special assignments for the City Manager
- Participated in the major recovery efforts following the Loma Prieta Earthquake of October 1989, managed through the City Manager’s Office

General Electric Information Services
401 North Washington Street, Rockville, Maryland 20850
January 1987 – May 1987

Position: Human Resources Intern

- Responsible for staffing positions with the best qualified personnel
- Performed administrative matters related to personnel; promotions, wages and salary classifications, record keeping and processing and keeping track of vacation credits and sick leave taken
- Responsible for learning the overall management of the organization

Southern University, Department of Public Administration
Baton Rouge, Louisiana 70813
August 1986 – December 1988

Position: Teaching/Graduate Assistant

- Assisted the Dean of the School of Public Policy with various special departmental projects
- Responsible for the Creation, Development and Set-up of the Department of Public Administration’s computer laboratory
- Responsible for the development and teaching of computer courses
- Responsible for attending various departmental meetings
- Responsible for providing student tutorial assistance

-- Page 8 of 9 --
COURSES TAKEN IN:

**Neighborhood Revitalization Seminars**

Community Economic Development Principles, Practices, and Strategies; Analytical Tools and Methods in Community Economic Development; Choosing and Implementing a Community Revitalization Strategy

**Doctoral Program – Public Administration**

Doctoral Writing Workshop; Dynamic of Contemporary American Civilization; Public Manager & Governmental Context; Planning, Developing, Evaluating Public Programs; Management, Government & the Public Interest; Comparative Public Administration; Topical Problems; Conflict Resolution; Public Finance; Ethics In Public Administration; Public Policy Analysis & Program Evaluation

**Masters Program – Public Administration**

Applied Research I; Applied Research II; American Federalism; Ethics & Public Policy; Fiscal Management; Human Resources Management; Internship I; Internship II; Principles & Practices In Public Administration; Public Finance; Public Policy; Seminar In Public Administration; Seminar In Public Policy; Urban Economics; Urban Law Management; Thesis I & Thesis II

**Bachelor of Science – Business Management**

Introduction to Business; Principles of Management; Production Management; Personnel Management; Business and Government; Business Law; Management Internship; Elementary Accounting I; Elementary Accounting II; Real Estate; Business Policies; Business Finance; Principles of Marketing; Principles of Economics I; Principles of Marketing II; Consumer Economics; Consumer Behavior; Advertising; Professional Selling

**Law School Training**

Civil Law Property; Contracts; Basic Civil Procedure; Legal Writing; Torts I; Introduction to Law; Legal Research; Constitutional Law; Obligations; Family Law; Criminal Law; Torts II; Legal Writing II; Corporations; Professional Responsibility; Trial Advocacy; Military Law; Criminal Procedure; Civil Procedure I; Civil Procedure II; Evidence; Sales and Lease; Agency and Partnership; Appellate Advocacy

**Military**

Leadership Laboratory 110; United States Defense Establishment; Leadership Laboratory 111; American Military History; Leadership Laboratory 210; Small Unit Management & Organization; Leadership Laboratory 211; Applied Leadership & Management
VINCENT GREGORY MANUEL  
4721 Matterhorn Court, Antioch, CA 94531  
Home (925) 776-2350 Cell (925) 437-9797  
Work (925) 335-7232 / Email: fortunate1@msn.com

-- REFERENCES --

Federal D. Glover  
Contra Costa County Supervisor  
District 5  
315 East Leland  
Pittsburg CA 94565  
(925) 427-8138

James D. Davis, Mayor  
City of Antioch  
P.O. Box 5007  
Antioch, CA 94531-5007  
(925) 779-7000

Wade Harper, Mayor Pro Tem  
City of Antioch  
P.O. Box 5007  
Antioch, CA 94531-5007  
(925) 779-7000
February 24, 2011

Dr. Helen Benjamin
Chancellor’s Office
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Dear Dr. Benjamin:

It is with enthusiasm and my distinct pleasure to write to you and offer this letter of reference for Mr. Vincent G. Manuel to the Governing Board Provisional Appointment for the District V Seat on the Contra Costa Community College District Board. I have personally known Mr. Manuel for nearly fifteen years and he has continuously exemplified the highest level of professionalism and integrity. I originally met Vincent when he worked for the City of Pittsburg and I was impressed with his level of knowledge and his ability to work in the City Manager’s office providing service to the community through his work with the City’s Community Development Block Grant Program.

When I was elected to the Board of Supervisors I asked Vincent to join me as my Chief of Staff and he served in that capacity for six years. Together we served the residents of Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley and Pittsburg. He always worked very well with community members especially through difficult issues. Vincent continues to work for the County as a Redevelopment Project Manager serving the unincorporated area known as Rodeo in West County.

Vincent has been a resident of Antioch for the past twenty-two years and has been an active member of the community serving on the Police Crime Prevention Commission and currently on the City’s Planning Commission.

I would like to say that the reason that I would recommend Vincent for this position is because of his high integrity, his fairness in considering different points of view and because of his education and experience. Vincent is very capable and competent to fulfill the duties and responsibilities as a member of the Contra Costa Community College District Board.

Sincerely,

Federal D. Glover
Supervisor, District V
Ward V Governing Board Application

Name _______________________________

Home Address __________________________

City, State, Zip ________________________

Phone: Home (925) 437-9797 Business (925) 335-7232

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.)

Please see attached resume.
Employment History (last 10 years)
Please see attached resume.

Public and Community Service
Please see attached resume.

☐ (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 may not be an employee of the District and serve 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: ____________________________

The deadline to file applications is March 3, 2011. Please return this form to:

Chancellor’s Office
Contra Costa Community College District
500 Court St.
Martinez, CA 94553
March 1, 2011

Chancellor’s Office
Dr. Helen Benjamin
Contra Costa Community College District
500 Court Street
Martinez, CA 94553

Dear Dr. Helen Benjamin,

It is my honor to provide this letter of recommendation for Mr. Vincent Manual for Governing Board Provisional Appointment for the District V Seat on the Contra Costa Community College District Board. I am recommending him based on the passion, professionalism, leadership and the commitment to education he has shown in the community.

I am a past member of the Board of Trustees for the Antioch Unified School District. I am currently serving as Mayor Pro Tem for the City of Antioch. I endorsed Vincent for the Antioch Board of Trustees during the last election. With his strong commitment to education I firmly believed he was the best candidate for the job.

I have known Vincent since 2008 when he interviewed for an appointment to the Board of Trustees of the Antioch Unified School District. His passion for education was apparent then. I know him as a man of character and integrity.

Vincent has immersed himself in positions that require effective leadership, sound decision-making and good judgment. He has held leadership positions such as the Chief of Staff for County Supervisor Federal Glover, the Contra Costa County Redevelopment Agency and currently the Redevelopment Project Manager to name a few.

Furthermore, Vincent is recognized for his service to the City of Antioch on the Crime Prevention Commission, the Board of Administrative Appeals and the Planning Commission. Most recently his service to the City of Antioch on the Planning Commission has allowed the City Council to make sound and well informed decisions regarding future planning.

Vincent truly understands the importance of education; it was instilled in him, as his father was a long time educator. He has sought a doctoral degree in Public Administration and has all but completed his doctoral dissertation. I know Vincent as a family man as he and his family supports many of the community events throughout Antioch and Contra Costa County. His wife Sonia is also an educator.
The culmination of his education, experience, volunteer service and community involvement has prepared him for the role he is about to undertake on the Contra Costa Community College District Board; I know our citizens will be well represented.

Please do not hesitate to contact me directly at (925) 437-4300 to discuss this recommendation further.

Sincerely,

Wade Harper
GOVERNING BOARD
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
OF
CONTRA COSTA COUNTY
MARTINEZ, CALIFORNIA

REPORT NO. 4-S  DATE  March 9, 2011

PURPOSE  Resolution of Reduction in Academic Management Staff - ROLL CALL VOTE
REQUIRED TO MEMBERS OF THE GOVERNING BOARD

RECOMMENDATION

It is recommended that the attached Resolution of Reduction in Academic Management Staff be approved.

FUNDING SOURCE

Not applicable.

BACKGROUND

This action is being taken due to lack of work and/or lack of funds. Authorizing notices for all academic managers provides the District maximum flexibility facing significant financial uncertainty in 2011-12.
BEFORE THE GOVERNING BOARD
OF THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 4-S

WHEREAS, the Governing Board finds it necessary to reduce or eliminate certain services performed by academic management employees due to a lack of work, and/or lack of funds, and/or reorganization, and/or reduction of an activity or service.

WHEREAS, the provisions of Education Code section 87743 do not apply to the reductions or eliminations of services, as all of the affected employees are academic management/supervisory employees and are covered by Section 4.7.1 of the Management, Supervisory, and Confidential Employees Personnel Manual.

WHEREAS, the academic management employees whose positions are being eliminated have not have acquired tenured status as faculty members in the District, but may be eligible to retreat into first year probationary faculty positions pursuant to Education Code section 87458 and Section 4.8 of the Management, Supervisory and Confidential Employees Personnel Manual.

WHEREAS, all other academic management employees whose positions are not being eliminated may have their work year reduced for the 2011-12 academic year with a corresponding reduction in compensation.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That the services performed by academic management employees shall be reduced by the elimination of the following positions effective June 30, 2011:

   Senior Academic/Student Services Manager            CCC  1 FTE
   Senior Academic/Student Services Manager            DVC  1 FTE
   Dean                                                   DVC  1 FTE
   Executive Dean                                         DVC  1 FTE
   Academic/Student Services Manager                    DVC  1 FTE

2. That the Chancellor or designee give the employees currently holding these positions notice on or before March 15, 2011 that they shall not be reemployed in their academic management positions for the following 2011-12 academic year pursuant to Education Code sections 72411 and Section 4.7.1 of the Management, Supervisory, and Confidential Employees Personnel Manual and informing them of their retreat rights, if any, pursuant to Education Code section 87458.

BE IT FURTHER RESOLVED that the Chancellor or designee give all other academic management employees notice on or before March 15, 2011 that they may be reemployed for the 2011-12 academic year at a reduced number of days of service with a corresponding reduction in compensation. Notice of the Governing Board’s final decision as to whether to implement a reduced work year for 2011-12 and the amount of such reductions shall be communicated to affected academic management employees on or before June 30, 2011.
PASSED AND ADOPTED by the Governing Board of the Contra Costa Community College District of Contra Costa County this 9th day of March, 2011.

AYES: Ms. Van de Brooke, Mr. Nejedly, Ms. Grilli, Mr. Márquez

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote stated.

[Signature]

Tomi Van de Brooke
Secretary of the Governing Board
Contra Costa Community College District