



Board Agenda

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

Tuesday, November 15, 2011

Closed Session to Commence at 5:00 p.m.

Open Session to Commence at 6:00 p.m.

2011-2012 Compton Community District
Redistricting Public Hearing at 7:00 p.m.

DISTRICT BOARD ROOM

1111 E. Artesia Boulevard
Compton, California 90221

- I. **Call to Order at 5:00 p.m.**
- II. **Roll Call**
 - Thomas E. Henry, Special Trustee
 - Dr. Keith Curry, Interim CEO
- III. **Requests to Address the Board of Trustees – Closed Session Agenda Matters**
- IV. **Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122 to discuss or take action on the following items:**
 - A. **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:**
 1. Conference with legal counsel--existing litigation (Subdivision (a) of Section 54956.9)
 - a. Bernadette Bryant vs. Compton Community College District
 - b. Landeros vs. Compton Community College District
 - B. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**
 1. Agency designated representative: Dr. Keith Curry, Interim CEO
Employee organizations: Compton Community College Federation of Employees, Classified Employees Federation of Employees, Certificated Employees
- V. **Reconvene to Open Session at 6:00 p.m.**
- VI. **Roll Call**
 - Thomas E. Henry, Special Trustee
 - Dr. Keith Curry, Interim CEO

- VII. The Pledge of Allegiance**
- VIII. Report of Actions Taken in Closed Session Pursuant to Government Code Section 54957.1**
- IX. Oath of Office - Student Trustee, Anesa Nelson**
- X. Requests to Address the Board of Trustees – Non-Agenda Matters**
- XI. Presentations**
 - a. Financial Aid Department
- XII. Approval of Minutes of September 27, 2011**
- XIII. Discussion/Action Agenda**
 - A. Office of the Interim CEO
 - CEO 1 Board of Trustees Presentations and Reports Schedule for 2011-2012 Revised -Informational Item
 - CEO 2 Redistricting Action Plan -Information Item
 - CEO 3 PARS Supplementary Retirement Plan (SRP) Resolution
 - CEO 4 PARS Supplementary Retirement Plan Timeline -Information Item
 - B. Academic Affairs
 - AA 1 Accreditation – Eligibility Proposal Status Report -Information Item
 - C. Business Services - Consent Calendar
 - BSD 1 Purchase Orders
 - BSD 2 Agreements/Contracts
 - BSD 3 Ratification of Agreement with San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program # CN110123
 - BSD 4 Approval of Stale Dated Warrant(s)
 - C. Business Services Facilities Planning and Development - Consent Calendar
 - BSDF 1 Facilities Planning and Development – Agreements/Ratifications
 - BSDF 2 Facilities Planning and Development – Utility Infrastructure Phase 1, Central Plant & Stadium Lighting Bid Approval Recommendation
 - D. Human Resources - Consent Calendar
 - HRD 1 Management Team Personnel Action
 - HRD 2 Academic Employment and Personnel Changes
 - HRD 3 Classified Employees
 - HRD 4 Approval of the Revised Management Salary Schedule
 - HRD 5 Reallocation of Senior Classified Position
 - HRD 6 Approval and Ratification of Agreement between the Compton Community College District and the Compton Community College Federation of Employees, Certificated Unit
 - E. Public Hearing – Compton Community College District Redistricting

XIV. Reports from Representatives and Employee Organizations

- A. Student Trustee – Anesa Nelson
- B. Faculty Representative Report – Jerome Evans
- C. Classified Representative Report – David Simmons
- D. Academic Senate President Report – Saul Panski
- E. CCCFE Certificated Employees Report – Toni Wasserberger
- F. CCCFE Classified Employees Report – Joseph Lewis
- G. Associated Student Body Report – Amelia M. Apple

XV. Oral Reports

- A. Compton Center
- B. Interim CEO Report
- C. Board of Trustees Report
- D. Special Trustee Report

XVI. Future Agenda Items

XVII. Next regularly scheduled meeting date: December 6, 2011

Closed Session begins at 5:00 p.m.
Open Session begins at 6:00 p.m.

XVIII. Adjournment

Please note: If you would like a copy of any of the support documents/attachments, please contact Paula VanBrown at (310) 900-1600, Ext. 2001. Thank you!

COMPTON COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, October 18, 2011

MINUTES

- I. The Board of Trustees Meeting was called to order at 5:10 p.m.
- II. Roll Call
 - Mr. Thomas Henry, Special Trustee
 - Dr. Keith Curry, Interim Chief Executive Officer
- III. Requests to address the Board of Trustees – Closed Session Agenda Matters
 - No Requests
- IV. Recess to Closed Session in accordance with the Ralph M. Brown Act (Government Code Sections 54950 and following) and Education Code Section 72122.
- V. Reconvene to Open Session of the Board of Trustees at 6:00 p.m.
- VI. Roll Call
 - Thomas Henry
 - Keith Curry
- VII. Pledge of Allegiance – All
- VIII. Report of Actions Taken in Closed Session (Subdivision (a), Section 54956.9)
 - A. Claim of Tressie J. Hattan - Denied
 - B. Claim of Parul Shukla – Approved in the amount of \$6,702.00No other reportable action

Comments by the Special Trustee
- IX. Requests to address the Board of Trustees – Non-Agenda Item
 - Nehasi Lee, student
 - Lorraine Cervantes, elected trustee
 - Fredwil Hernandez, former student
 - Felicia Hattan, District employee
- X. Presentations
 - Academic Affairs Program Review – Barbara Perez, VP Compton Center
- XI. Approval of Minutes of September 27, 2011 – **Approved**

XII. Discussion/Action Agenda

A. Office of the Interim Chief Executive Officer – **Approved (*as amended)**

- CEO 1 Informational Item – Board of Trustees Presentations and Reports Schedule for 2011-2012 (Revised)
- CEO 2 Informational Item – Compton Community College District will be accepting applications for the Special Trustee’s Advisory Committee.
- CEO 3 Informational Item – Compton Community College District will be accepting applications for the Measure CC Citizens’ Bond Oversight Committee.
- CEO 4 Board of Trustees 2011-2012 Meeting Schedule (Revised)
- CEO 5 Notice of Public Hearing – Compton Community College District Redistricting
*** Amendment (CEO 5 – Approved with the inclusion of Revision 2 Map)**

Requests to address the Board of Trustees –Agenda Item: CEO 5

Trustee Charles Davis requested that the Redistricting Hearing included Revision 2 of the redistricting maps.

Trustee Lorraine Cervantes commented on the redistricting plan.

B. Business Services - Consent Calendar – **Approved**

BSD 1 Purchase Orders

BSD 2 Agreements/Contracts

1. Agreement with Juanita L. Cruz to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
2. Agreement with Lee Gilbert to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
3. Agreement with Linda Jones to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
4. Agreement with Russell Jones to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
5. Agreement with Sandra Kaumaya to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
6. Agreement with Bobbie Lanham to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
7. Agreement with Beatriz Lopez to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
8. Agreement with Reginald McCoy to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
9. Agreement with Delores Pace to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
10. Agreement with Brenda Parks to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
11. Agreement with Sandra Smith to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
12. Agreement with Curtis Thomas to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
13. Agreement with Frances Wright to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis
14. Agreement with Cinthya Zavala-Guzman to provide a series of parenting workshops for the caregivers in Foster & Kinship Care Education Program on an as needed basis

15. Ratification of Agreement with Fred Kennedy Associates, Inc. – contractor desires the use of classroom space for the DUI Program
 16. Ratification of Agreement with Fred Kennedy Associates, Inc. – contractor desires the use of office space for the DUI Program
 17. Ratification of Agreement with Parchment Inc. to provide transcript order and delivery solution to Compton College alumni 24 hours a day online, pay online, and have their
- BSD 3 Agreement with the Chancellor of the California Community Colleges – District Participation in the 2011 Chancellor’s Office Tax Offset Program (COTOP)
- BSD 4 Yosemite Community College District Child Development Training Consortium 2011-2012 Instructional Agreement – Agreement Number 11-12-4159
- BSD 5 Approval of Stale Dated Warrant(s)
- C. Human Resources - Consent Calendar – **Approved**
- HRD 1 Management Team Personnel Action
 - HRD 2 Academic Employment and Personnel Changes
 - HRD 3 Classified Employees
 - HRD 4 Temporary Non-Classified Service Employees
 - HRD 5 New Classification for Classified Position
- D. 2011-2012 Compton Community College District Budget Hearing and Budget Adoption – **Adopted**
The regular Board Meeting recessed at 7:15 for Public Hearing and Budget Adoption of the 2011-2012 Compton Community College District Budget.

Requests to address the Board of Trustees - Comments on the 2011-2012 CCCD Budget:

Saul Panski
Joseph Lewis
Lorraine Cervante
Charles Davis
David Simmons
Toni Wasserberger

Hearing Closed @7:35 p.m. – **2011-2012 CCCD Budget Adopted**

XIII. Reports from Representatives and Employee Organizations

- A. Student Trustee Report – Vacant
- B. Faculty Representative Report – Jerome Evans: No report
- C. Classified Representative Report – David Simmons: No report
- D. Academic Senate President Report – Saul Panski: Thanked Student Representatives and also Fred Harris from the Chancellor’s Office; Commented on Accreditation Forum
- E. CCCFE Certificated Employees Report –Toni Wasserberger: Reported that the Faculty contract was ratified.
- F. CCCFE Classified Employees Report – Joseph Lewis: No report
- G. Associated Student Body Report – Amelia Apple: Reported on student activities and stated that applications for Student Trustee are still being accepted.

XIV. Oral Reports

- A. Compton Center – Barbara Perez, VP, Compton Center
- B. Interim CEO Report – Dr. Keith Curry
- C. Board of Trustees Comments
Trustee Cervantes
- D. Special Trustee Report – Thomas E. Henry

XV. Future Agenda Items:

XVI. Adjournment – 8:45 p.m.

XVII. Next regularly scheduled meeting: November 15, 2011

Closed session begins at 5:00 p.m.
Open session begins at 6:00 p.m.

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

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

A. Office of the Interim CEO

- CEO 1 Board of Trustees Presentations and Reports Schedule for 2011-2012 Revised - Informational Item
- CEO 2 Redistricting Action Plan - Information Item
- CEO 3 PARS Supplementary Retirement Plan (SRP) Resolution
- CEO 4 PARS Supplementary Retirement Plan Timeline - Information Item

CEO 1 BOARD OF TRUSTEES PRESENTATIONS AND REPORTS SCHEDULE FOR 2011-2012 (REVISED) -INFORMATIONAL ITEM

**Board of Trustees Presentations and Reports
Schedule for 2011 – 2012 – REVISED**

MONTH	PRESENTATION	REPORT
August 2011	Facilities Update	Notice of Public Hearing FTES Compton Center
September 2011	Educational Master Plan	Quarterly Fiscal Status Report Accreditation Update
October 2011	Academic Affairs Program Review Presentation	Facilities Update Budget Adoption Notice of Public Hearing
November 2011	Financial Aid Presentation CCCD Redistricting	
December 2011	Student Services Program Review Presentation	Success & Retention FTES Compton Center Quarterly Fiscal Status Report
January 2012	Basic Skills	
February 2012	2010-2011 Audit Presentation	2010-2011 Audit Report Notice of Public Hearing
March 2012	Student Government Presentation CCCD Redistricting	FTES Compton Center
April 2012	Accountability Reporting for the Community Colleges (ARCC) 2012-2013 Budget Planning Proposal	Citizens Oversight Committee Notice of Public Hearing
May 2012	Facilities Presentation: Capital Projects/Bonds CCCD Redistricting	Quarterly Fiscal Status Report Foundation
June 2012	Student Learning Outcomes	Tentative Budget Accreditation Update
July 2012	First Year Experience Program Presentation FCMAT Presentation	

Rev. November 9, 2011

CEO 2 REDISTRICTING ACTION PLAN – INFORMATION ITEM

It is recommended that the Special Trustee receive for information the Redistricting Action Plan.

REDISTRICTING ACTION PLAN

September 2011

1. Host Redistricting Workshops on September 14, 15, 16, 2011.

October 2011

1. Provide draft plans with options for Trustee Areas and ask for public input.
2. Post trustee areas with proposed boundaries outlined for public review online and make printed copies available in the Office of the Interim CEO.
3. Place advertisement in the local newspapers announcing the Redistricting November public hearing.

November 2011

1. Redistricting overview by Mapping Consultants at November 15, 2011 Board meeting.
2. Special Trustee holds first public hearing at November board meeting.
3. CEO establishes a Redistricting committee. The committee will gather input and provide the strengths and weakness of each map to the Special Trustee relative to the District boundaries.

December 2011

1. Deadline for potential applicants for the Redistricting committee to submit their resume and cover letter to the Interim CEO office.

January 2012

1. Special Trustee approves the names of individuals selected to the Redistricting committee at the January 2012 board meeting.
2. Redistricting committee holds first meeting to develop an outreach/information plan, with assistance from District staff.

February 2012

1. Redistricting Committee holds second meeting.
2. Place advertisement in the local newspapers announcing the Redistricting March public hearing.

March 2012

1. Special Trustee holds second public hearing at March 2012 board meeting.

April 2012

1. Redistricting committee holds third meeting and forwards the strengths and weakness of each of the proposed maps to the Special Trustee.
2. Redistricting committee strengths and weakness to each of the proposed maps are reviewed at the April 2012 board meeting.

May 2012

1. Special Trustee holds third public hearing at May board meeting
2. Special Trustee adopts, by resolution of ordinance, new Trustee election areas.
3. Submit waiver for Amending Trustee Elections to the Board of Governors for the July 2012 meeting.

July 2012

1. Receive approval from Board of Governors.

September 2012

1. Submit new Trustee Areas to the Los Angeles County Recorder's office.

November 2013

1. New Compton Community College District Trustee areas are effective for the November 2013 elections.

CEO 3 RESOLUTION FOR THE PROPOSED PUBLIC AGENCY RETIREMENT SERVICES (PARS) SUPPLEMENTARY RETIREMENT PLAN (SRP)

It is recommended that the Special Trustee approve the adoption of the Resolution for the Proposed PARS Supplementary Retirement Plan for Academic Employees (Faculty Members).

In order to participate in this plan, Academic Employees must meet the following criteria set forth by the District:

1. Academic Employees of the Compton Community College District as of November 16, 2011;
2. Have completed 5 years of consecutive District service in a tenured position as of November 16, 2011;
3. Are age 55 with 5 years of STRS service or age 50 with 30 years of STRS service as of date of resignation;
4. Resign from District employment effective no later than June 30, 2012

It is recommended that the Compton Community College District offer a retirement incentive to eligible Academic Employees who resign effective June 30, 2012. Academic Employees who submit Letters of Resignation by Friday, December 9, 2011 will receive:

<u>Number of Faculty</u>	<u>Percent of Full Salary from 2011-2012</u>
10	70%
12	75%
15	80%

Effective July 1, 2012 through June 30, 2014 Academic Employees who participate in the PARS Supplementary Retirement Plan will have right of first refusal to teach part-time assignments in their discipline up to six hours per term, after the full-time (regular instructors) have been given their teaching assignments.

COMPTON COMMUNITY COLLEGE DISTRICT
LOS ANGELES COUNTY, CALIFORNIA

BOARD RESOLUTION #2011/1115

**RESOLUTION FOR THE PROPOSED PARS SUPPLEMENTARY
RETIREMENT PLAN**

WHEREAS it is determined to be in the best fiscal interest of the District and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District Service;

WHEREAS there is no cash option available to employees in lieu of this retirement incentive offer;

WHEREAS Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

WHEREAS the District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the Supplementary Retirement Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Special Trustee of the District hereby adopts the PARS Supplementary Retirement Plan, as part of the District Retirement Program, effective November 16 2011; and;
2. The retirement incentive must meet the District's fiscal and operational objectives in order for the plan to go into effect. If these goals are not reached, the District may withdraw the retirement incentive. If the District withdraws the retirement incentive, resignations may be rescinded; and
3. The Special Trustee of the District hereby appoints the Chief Executive Officer, or his/her successor or his/her designee as the District's Plan Administrator; and
4. The District's PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the plan and to maintain compliance of any relevant regulations issued.

AYES: _____ NOES: _____ ABSENT: _____ ABSTAIN: _____

STATE OF CALIFORNIA)
)
COUNTY OF LOS ANGELES)

Keith C. Curry, the Chief Executive Officer of the Compton Community College District of Los Angeles County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on November 15, 2011 and passed by a _____ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2011.

Keith C. Curry, Chief Executive Officer

CEO 4 PARS SUPPLEMENTARY RETIREMENT PLAN TIMELINE – INFORMATION ITEM



November 1, 2011	PARS Plan Overview for Faculty
November 8, 2011	Selection of SRP Plan
November 15, 2011	Board Approval (Window Period Opens)
<i>November 16, 2011</i>	<i>Announcement Letter/Enrollment Packets Mailed to Eligible Employees' Homes</i>
November 21 & 22, 2011	Group Orientation Meetings
<i>December 5 & 6, 2011</i>	<i>One-on-One Employee Workshops</i>
<i>December 9, 2011</i>	<i>SRP Enrollment Forms & Letters of Retirement due to PARS Office (Window Period Closes)</i>
June 30, 2012	Employee Must Retire from District
July 1, 2012	Plan Effective Date
August 1, 2012	First Benefit Payment

Agenda for the Compton Community College District Board of Trustees
from
Academic Affairs/Student Services
Barbara Perez, Vice President

**AA 1 ACCREDITATION ELIGIBILITY PROPOSAL STATUS REPORT –
INFORMATION ITEM**

It is recommended that the Special Trustee receive for information the El Camino College Accreditation Eligibility Proposal Status Report.

Members of the Accreditation Steering Committee:

Francisco Arce
Tiffany Carr
Keith Curry
Ann Garten
Jo Ann Higdon
Andrew Krynicki
Jeanie Nishime
Michael Odanaka
Saul Panski
Barbara Perez
Rachelle Sasser
Chelvi Subramaniam
David Vakil
Pieter Van Niel

For more information about accreditation, please visit
El Camino College Compton Center's accreditation Web page:
www.compton.edu/campusinformation/accreditation/

Purpose

This document was prepared by members of the El Camino College Compton Center Accreditation Steering Committee (ASC). It summarizes each of the five subcommittees' findings relative to the 21 Accrediting Commission for Community and Junior Colleges' (ACCJC) accreditation eligibility criteria.

The five subcommittees include:

- I. Organization
- II. Instruction/Faculty
- III. Student Services/Public Information
- IV. Financial Integrity
- V. Planning and Evaluation

Below is a listing of the 21 ACCJC Eligibility Criteria. The subcommittees were responsible for the analysis of each criterion, and the finding of whether the criterion is met, is partially met, or not met.

ACCJC Criteria	Criterion Description	Responsible Subcommittee	Criterion Met, Partially Met or Not Met
1	Authority	I	Met
2	Mission	I	Met
3	Governing Board	I	Met
4	Chief Executive Officer	I	Met
5	Administrative Capacity	I	Met
6	Operational Status	I	Met
7	Degrees	II	Met
8	Educational Programs	II	Met
9	Academic Credit	II	Met
10	Student Learning and Achievement	II	Partially Met
11	General Education	II	Met
12	Academic Freedom	II	Met
13	Faculty	II	Met
14	Student Services	III	Met
15	Admissions	III	Met
16	Information and Learning Resources	III	Met
17	Financial Resources	IV	Not Met
18	Financial Accountability	IV	Not Met
19	Institutional Planning and Evaluation	V	Not Met
20	Public Information	III	Met
21	Relations with the Accrediting Commission	Accreditation Liaison Officer	Will be met when applicable

The following pages include a summary of accreditation eligibility application criteria, supporting documentation, and the Accrediting Steering Committee's (ASC) assessment of each criterion for the El Camino College Compton Center as of October 27, 2011.

The summaries have been categorized into three areas: Criteria Met; Criteria Partially Met; and Criteria Not Met.

The criteria description is excerpted from the ACCJC "Eligibility, Candidacy, and Initial Accreditation Manual," published in August 2009 and updated with the information from ACCJC's document "Eligibility Requirements for Accreditation," edited in June 2011.

CRITERIA MET

1: Authority

The institution is authorized or licensed to operate as an educational institution and to award Associate Degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.

Supporting Documentation

Degree-granting approval statement, authorization to operate, or certificates from appropriate bodies.

Issues and/or Notes

Accreditation Steering Committee agreed that El Camino College is the submitting the application, not Compton Community College District.

2: Mission

The institution's educational mission must be clearly defined, adopted, and published by its governing board consistent with its legal authorization, and be appropriate to an Associate Degree-granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

Supporting Documentation

- A. Copy of the mission statement as it appears in a published catalog or other public document.
- B. Minutes of governing board meeting where the mission statement was adopted.
- C. Any recent revisions to the mission statement.

3: Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being accomplished. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership should be sufficient in size and composition to fulfill all board responsibilities.

The governing board is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. The board adheres to a conflict of interest policy which assures that those interests are disclosed and that they 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.

Supporting Documentation

- A. Biographical information about governing board members.
- B. Copy of governing board bylaws.
- C. Copy of conflict of interest policy.
- D. Certification that there is no board majority of persons with employment, family, ownership, or personal interest in the institution; this must be signed by the chief executive officer and governing board chair.

4: Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

Supporting Documentation

- A. Name, address, and biographical information about chief executive officer.
- B. Certification of CEO's full-time responsibility to the institution signed by chief executive officer and governing board chair.

5: Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience, to provide the administrative services necessary to support its mission and purpose.

Supporting Documentation

- A. Organizational chart, including names of those in the identified positions.
- B. Names and biographical information about administrative staff.

Issues and/or Notes

Need transitional plan for functions handled by ECC on behalf of CCCD and for ECC positions funded by CCCD, including: Director of Facilities, Construction, and Planning; and the Supervisor of Information Technology.

See Appendix A for detail of functions performed by ECC

6: Operational Status

The institution is operational, with students actively pursuing its degree programs.

Supporting Documentation

- A. Enrollment history of institution (most recent three years suggested).
- B. Enrollments in institutional degree programs by year or cohort, including degrees awarded.
- C. Current schedule of classes.

7: Degrees

A substantial portion, or majority, of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

Supporting Documentation

- A. List of degrees, course credit requirements, and length of study for each degree program.
- B. General education courses and requirements for each degree offered.
- C. Catalog designation of college-level courses for which degree credit is granted.
- D. Data describing student enrollment in each degree program and student enrollment in the institution's non-degree programs.

8: Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Supporting Documentation

- A. Names of programs which reflect the mission of the institution, including documentation of at least one degree program of two academic years in length.
- B. Documentation from catalog or other public document which describes courses and curricular sequence of educational programs.
- C. Documentation of location(s) of educational programs, including a list of those offered electronically.
- D. Student learning outcomes for degree programs.

9: Academic Credit

The institution awards academic credits based on generally accepted practices in degree-granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.

Supporting Documentation

- A. Institutional policies on transfer and award of credit (See Commission Policy on the Award of Credit and Policy on Transfer of Credit).
- B. Catalog documentation of credits awarded.
- C. Formula used by the institution to calculate values of units of academic credit, especially for laboratory, clinical, or other learning configurations.

11: GENERAL EDUCATION

The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, Standard II.A.3, (Appendix B) for areas of study required for general education.

Supporting Documentation

- A. List of general education courses currently offered, including catalog descriptions and evidence of student learning outcomes, wherever they exist, i.e., course outlines, syllabi, etc.
- B. Course outlines for language and quantitative reasoning courses.
- C. Evidence that general education courses are of higher education rigor and quality.

Issues and/or Notes

Statements of Student Learning Outcomes exist for 98% of courses offered at the Compton Center. These SLO statements are listed in course syllabi, program review, and the online curriculum database CurricUNET.

12: Academic Freedom

The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Supporting Documentation

Board approved policy on academic freedom.

Issues and/or Notes

Academic freedom is delineated in both ECC Board policy and CCCD contract.

13: Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

Supporting Documentation

- A. Full-time and part-time faculty roster, including degrees and experience (note that faculty degrees must be from US accredited institutions or the equivalent).
- B. Faculty responsibilities statement or contract outlining faculty responsibilities.
- C. Current schedule of classes identifying faculty responsible for each class.

Issues and/or Notes

Faculty meets state and ECCCD minimal qualifications.

14: Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Supporting Documentation

- A. Demographic characteristics of students.
- B. Evidence that the institution assesses student needs for services and provides for them.
- C. List of student services provided which reflects the mission of the institution.
- D. Description of programs for special student populations.

Issues and/or Notes

- A. Assessment – some exams not given because of lack of staffing
 - B. DSPTS – services for the deaf and hard of hearing need to be strengthened; Learning Disability testing services needed
 - C. Career Center – could be combined with Transfer Center
 - D. More detailed information needed on website for EOPS, Transfer and Financial Aid
 - E. Return to Title IV (Pell grant refund to DOE) must be completed on a timely basis
- See functions provided by ECC on behalf of ECC Compton Center in Appendix A*

15: Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

Supporting Documentation

- A. Copy of admissions policy from the college catalog or other published statement.
- B. Copy of enrollment application.
- C. Statement of student qualifications for admission.
- D. Statement of roles and expectations of admissions personnel.

Issues and/or Notes

See Admissions functions provided by ECC on behalf of ECC Compton Center in Appendix A

16: Information and Learning Resources

The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

Supporting Documentation

- A. Profile of holdings and resources, including electronic resources.
- B. Copies of agreements for access to external resources.

Issues and/or Notes

- A. Data collection: Not clear how data collection is done.
- B. Software available for instructional tutoring.
- C. On-going budget for updating collection; staffing.
- D. No administrative oversight and guidance.

20: Public Information

The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

General Information

- A. Official Name, Address(es), Telephone Number(s), and Website Address of the Institution
- B. Educational Mission
- C. Course, Program, and Degree Offerings
- D. Academic Calendar and Program Length
- E. Academic Freedom Statement

- F. Available Student Financial Aid
- G. Available Learning Resources
- H. Names and Degrees of Administrators and Faculty
- I. Names of Governing Board Members

Requirements

- A. Admissions
- B. Student Fees and Other Financial Obligations
- C. Degree, Certificates, Graduation and Transfer

Major Policies Affecting Students

- A. Academic Regulations, including Academic Honesty
- B. Nondiscrimination
- C. Acceptance of Transfer Credits
- D. Grievance and Complaint Procedures
- E. Sexual Harassment
- F. Refund of Fees
- G. Locations or Publications Where Other Policies May be Found

Supporting Documentation

- A. Catalog or other public document which serves that purpose.
- B. Recent print or other media advertisements.
- C. Policies regarding public disclosure.

CRITERION PARTIALLY MET

10: Student Learning and Achievement

The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Supporting Documentation

- A. Catalog statements which establish student learning outcomes for courses, programs and degrees.
- B. Student learning outcome data from educational program reviews.
- C. Graduation, transfer, job placement, licensure examination pass rate history, course completion, retention term to term, progression to the next course/level, program completion, as appropriate to the institutional mission.

Issues and/or Notes

Considerable progress has been made in meeting this criterion but some issues remain:

- A. Need to demonstrate that course and program assessments are linked to quantifiable, verifiable improvements in student learning and achievement.
- B. Need to document allocation of fiscal resources to implement course and program review recommendations to enhance student learning outcomes.
- C. Expect to be at "proficiency" level on the ACCJC rubric by end of 2012 and at the "sustainable continuous quality improvement" level by 2013.

CRITERIA NOT MET

17: Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Supporting Documentation

- A. Past, current, and proposed budgets and financial statements.
- B. Documentation of any external foundation or other funding support.
- C. Documentation of funding base.

Issues and/or Notes

There are problems with accounting data accuracy; support for some instructional areas is insufficient; and the OPEB (Other Post-Employee Benefits) has not been funded and still has a \$14 million liability.

18: Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its Eligibility Application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending

immediately prior to the date of the submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the Eligibility Application process.

Supporting Documentation

- A. Past, current, and proposed budgets.
- B. Certified independent audits, including management letters (most recent three years suggested).
- C. Financial aid program review/audits, if the institution is a participant.
- D. Student loan default rates and relevant USDOE reports, if the institution is a participant.

Issues and/or Notes

The two most recent audits (2008-09 and 2009-10) continued to reveal significant findings in all accounting areas.

The Sound Fiscal Management Self-Assessment Checklist, used by the ACCJC visiting teams, contains items a visiting team would likely not find acceptable when examining the Compton Community College District.

19: Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.

Supporting Documentation

- A. Written, current institutional plans that describe ways in which the institution will achieve its educational goals.
- B. Evidence of how the results of institutional plans are used to guide resource planning and allocation, facilities plans, and other significant institutional planning efforts and decision making processes.
- C. Evidence that the institution engages in regular, self-reflective evaluation of its operations and of student learning outcomes, and uses the results of this evaluation to identify strengths and areas in need of improvement for purposes of developing institutional plans.
- D. Evidence that well-defined decision-making processes and authority serve to facilitate planning and institutional effectiveness.

Issues and/or Notes

- A. Adopt Educational Master Plan (EMP) for the El Camino College Compton Center; “integrated planning” is not possible.
- B. Integrate the EMP with all processes.
- C. Document linkages between the EMP and planning documents.
- D. Develop a cycle of evaluation of funded allocations.
- E. Develop evaluation tools during 2011-2012 for each of the institution’s goals and measure the progress that was made for each goal.

CRITERION WILL BE MET WHEN APPLICABLE

Note: The following Eligibility Requirement refers to institutions with Candidacy or Accredited status and must be maintained to continue to have its Candidacy continued or Accreditation reaffirmed.

21: Relations with the Accrediting Commission*

The institution provides assurance that it adheres to the Eligibility Requirements and Accreditation Standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.

** This Eligibility Requirement may not be fully realized until Candidacy or Initial Accreditation has been achieved.*

Supporting Documentation

- A. Copy of the policy adopted and published by governing board assuring compliance with this criterion.
- B. List of other accreditations held by institution and information regarding standing with those organizations.
- C. Copy of directory pages or website which describe the institution's representation by those accrediting bodies.

Issues and/or Notes

This criterion is handled by El Camino College Compton Center's Accreditation Liaison Officer, Francisco Arce.

EL CAMINO COLLEGE COMPTON CENTER FUNCTIONS

PROVIDED BY EL CAMINO COLLEGE

Admissions & Records

- A. El Camino College Compton Center would need to reassign a current Admissions and Records staff member to perform these functions:
 - a. Veterans Services
 - b. 320 Report/ Other State Reports*
 - c. International Student Programs
 - d. Academic Renewal
 - e. Creating the Academic Calendar
 - f. Credit by Exam
 - g. Downloading of Admissions applications from CCCApply*
 - h. Emails to New/ Returning Students*
 - i. ITS Error Reports*

**Information and Technology Services (ITS) support is crucial.*
- B. ECC Compton Center would need to hire an Admissions and Records Evaluator for Degree Evaluations, Transfer Certification, and Substitution of Courses.
- C. ECC Compton Center would continue to utilize the current process for requesting transcripts for former Compton College students.
- D. ITS would need to provide ECC Compton Center with a service to generate add codes and rosters.

Counseling

- A. El Camino College Compton Center would need to hire or reassign a counselor to perform the following functions:
 - a. International Student Counseling
 - b. Veteran Students Counseling
 - c. Articulation
- B. Counseling Technology Services would need to be provided by SARS and College Source.

Special Resource Center

- A. El Camino College Compton Center provides the Learning Disability Assessment referrals to El Camino College.
- B. ECC Compton Center has a contract with El Camino College's SRC to provide Sign Language Interpreters/Readers.
- C. Alternative Media-Braille Services

Assessment Center

- A. Assessment Platform
 - a. El Camino College Compton Center would need to purchase a platform and site licenses from the College Board.
- B. Uploading of Assessment Scores into the ECC Datatel Colleague system
 - a. El Camino College Compton Center would need to reassign a current Admissions and Records staff member to perform this function. ITS support is crucial in this area.

- C. Missing Exams: Waiver exams (Contemporary Health, Math Competency); C-NET (Computerized Nurse Entrance Test), DRP (Degrees of Reading Power), and various online nursing assessments for the Nursing Department
 - a. El Camino College Compton Center would need to purchase exams and train staff to offer the test.
- D. Validation Reports and Other Reports
 - a. A research office at El Camino College Compton Center would need to be able to conduct the required studies and reports.

Financial Aid

- A. Accounting/ Drawdown of Financial Aid Funds from the Department of Education
- B. SAP Calculations

Bookstore

- A. Current contract with the El Camino College Bookstore expires June 30, 2012.

ECC Information and Technology Services

- A. Student Clearing House
 - a. ECC ITS sends data multiple times during the term
- B. Probation/ Dismissal Run
 - a. Run process to set students standings (probation, dismissal, etc.) each term
- C. Final Grades
 - a. Run edit check and set the final grades which then shows on the transcript
- D. Printing of Rosters
 - a. Print attendance rosters each term
- E. Reports
 - a. Various reports published & or printed (enrollment, FTES, cohort)
- F. Assessment Test Scores
 - a. Upload the test scores into colleague
- G. CCCApply
 - a. Automated upload of admissions applications into colleague and set appropriate holds
- H. ECC Portal
 - a. ECC Portal used for registration, Web payment, degree audit, etc.
- I. Dean's List
 - a. Produce the listing of students eligible for Deans list honor
- J. Listing for U.S. Armed Forces
 - a. Generate listing of student mailing information for the armed forces
- K. Sallie Mae Extract
 - a. Send information to Sallie Mae for Financial Aid debit cards & award information
- L. Process Accounts Payable Warrants
 - a. Produce and electronically transfer the files which produce checks for vendors
- M. Board Report
 - a. Produce the listing of purchase orders for Compton Community College District Board agenda
- N. ITS Helpdesk
 - a. Run the work order system being used by Compton MIS to track work orders

- O. Windows Active Directory
 - a. Maintain ID/password to network that enable El Camino College Compton Center staff to login on their computer to ECC network
- P. Email Server
 - a. Process email for Compton District and Center using @elcamino.edu address
- Q. System Security
 - a. Set up user's ID/ password into different systems (email, colleague, sars, portal etc.)
- R. www.Compton.edu
 - a. Currently hosting the El Camino College Compton Center website on ECC server
- S. Faculty Portal Programs
 - a. View/download rosters
 - b. No show drops
 - c. Active enrollments
 - d. Final grades & midterm grades
- T. Student Portal Administration
 - a. Set up students email & Portal account based on admissions applications, if enrolled in classes then set up permissions to the different class sites (when applicable)
- U. Registration Appointments
 - a. Assign student registration appointment based on board policy
- V. Class Schedule
 - a. Produce the "printed" class schedule which goes to public information
- W. CCCTran
 - a. Generate & automatically send transcript via CCCTran
- X. Credentials transcript
 - a. Run software & set up for student transcript request from Credentials Inc.
- Y. 320 Report
- Z. Online Add
 - a. Custom program for student online add (stickers)
- AA. Payroll info from LACOE
 - a. Upload the budget & payroll info into Colleague
- BB. Faculty Contracts
 - a. Colleague generates faculty contracts based on the teaching load
- CC. Edit Checks
 - a. Various edit checks on schedule to verify accuracy
- DD. Colleague Registration Setup
 - a. Setup of registration parameters (school calendar, term start, various deadline dates for adds and drops)
- EE. Various Servers for Student Registration
 - a. Too many to list here, need to be aware that that there are multiple servers and software that run for Portal, WebAdvisor, Ed plans, authentication, etc. ...which needs to be kept constantly updated with latest release.
- FF. Colleague Patches and Custom Software
 - a. Apply Colleague patches and analyze the impact of each on custom development and when needed re-do the customization.
- GG. Academic Calendar
 - a. Maintain the academic calendar with holidays, flex days, etc. which is also sent to state chancellor's as the official college calendar
- HH. Positive Attendance Tracking
 - a. Tracking of positive attendance and upload into Colleague to reflect on 320 Report

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Dr. Keith Curry, Interim CEO

Consent Calendar

- BSD 1 Purchase Orders
- BSD 2 Agreements/Contracts
- BSD 3 Ratification of Agreement with San Francisco Community College District in Providing Compton Regional Early Childhood Mentor Program # CN110123
- BSD 4 Approval of Stale Dated Warrant(s)

BSD 1 PURCHASE ORDERS AND BLANKET PURCHASE ORDERS FOR OCTOBER 2011

Compton Community College District

Run Date

11/2/2011

BOARD OF TRUSTEES PURCHASE ORDER LISTING

Meeting Date: 11/15/2011

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

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 01	Unrestricted-Compton Ed Center			
P0500942	Education	Board of Trustees	Contract Services	\$18,300.38
P0500943	Community College	Presidents Office	Dues and Memberships	\$825.00
P0500944	Political Data Inc.	Board of Trustees	Printing	\$389.72
P0500952	Williams Sound, LLC	DSPS	Equipment	\$807.35
P0500953	XAP Inc.	Admissions/Records	Contract Services	\$11,484.00
P0500955	Ricoh Corp	DSPS	Equipment	\$3,302.38
P0500963	GST Inc	Copy Center	Noninstructional Supplies	\$0.02
P0500983	TAJ Office & School	Fiscal Services	General Office Supplies	\$642.88
P0501015	GST Systems Design	Fiscal Services	General Office Supplies	\$168.95
P0501028	Press Telegram	Fiscal Services	Other Services and Expenses	\$911.27
P0501069	Sesac	V.P. Academic Affairs	License Fee/Site Licenses	\$350.00
P0501074	El Camino College	Financial Aid	Institutional Return of Funds	\$16,711.00
P0501076	Pasco Scientific	V.P. Academic Affairs	New Equipment - Instr Lease	\$3,003.23
P0501077	Sargent Welch	Natural Sciences	Instructional Supplies	\$8,860.91
P0501078	El Camino Compton	Childhood Education	Instructional Supplies	\$693.28
P0501079	JH Recognition	Nursing	Instructional Supplies	\$393.84
P0501080	Sargent Welch	Natural Sciences	Instructional Supplies	\$537.16
P0501103	Oasis Business Supply	Academic Programs	Non-Instruct Supplies	\$173.07
P0501104	Intelecom	Academic Programs	License Fee/Site Licenses	\$1,500.00
P0501105	Tour Coach Charter &	Transfer Center	Transportation/ Mileage and	\$543.75
P0501106	National Business	Academic Programs	Non-Instruct Supplies	\$788.44
P0501107	Norcostco Denver	Theatre/Dance	Instructional Supplies	\$2,079.56
P0501115	Smith Productions	V.P. Academic Affairs	Contract Services	\$1,000.00
P0501121	South Bay Electric	I&T Division	Instructional Supplies	\$449.14
P0501124	Keith S. Higgins	Civic Center Division	Other Rentals	\$299.00
P0501125	Vega Auto Body	I&T Division	Instructional Supplies	\$2,021.06
P0501126	Grainger	Theatre/Dance	Instructional Supplies	\$245.71
P0501128	Systematic Office	I&T Division	Instructional Supplies	\$288.95
P0501129	Compton Community	Academic Programs	Dues and Memberships	\$250.00
P0501130	Borden Decal	Fiscal Services	Parking Permits	\$1,427.35
P0501131	Oasis Business Supply	I&T Division	Instructional Supplies	\$52.59
P0501132	Oasis Business Supply	Humanities	Instructional Supplies	\$52.87
P0501134	GST Information	Fiscal Services	Equipment	\$2,673.34
P0501169	AT&T Datacom, Inc	Information Technology	Maintenance Contracts	\$27,978.08
P0501171	Systematic Office	I&T Division	Instructional Supplies	\$904.13
P0501172	Office Xpress	Admissions/Records	General Office Supplies	\$502.59
P0501175	Gridworks	Information Technology	Contract Services	\$1,000.00
Fund 01 Total: 37				\$111,611.00

Fund 10	Restricted-Compton Ed Center			
P0500954	Lacmta/Metro Mail	TRIO - Upward Bound	Other Services And Expenses	\$1,520.00
P0501122	Cal Poly Pomona	TRIO - Upward Bound	Indirect Costs	\$7,110.13
P0501123	Cal Poly Pomona	TRIO - Upward Bound	Indirect Costs	\$6,233.94
P0501133	Compton Community	Foster Care Ed	Non-Instruct Supplies	\$600.00
P0501170	Compton Community	Foster Care Ed	Non-Instruct Supplies	\$204.00
P0501173	Eureka - California	EOPS	Student Stipends	\$1,734.56
		Fund 10 Total: 6		\$17,402.63
Fund 13	Compton Line of Credit			
P0501188	U.S. Department of	Board of Trustees	Contract Services	\$66,586.08
		Fund 13 Total: 1		\$66,586.08
Fund 40	Capital Outlay Fund-Compton Ed			
P0501176	Plannet Consulting	Information Technology	Contract Services	\$26,500.00
		Fund 40 Total: 1		\$26,500.00
Fund 45	Revenue Constrct Bond - Compton			
P0501174	Hill Crane Service, Inc.	Learning Resource	Professional Services-Bond	\$564.00
		Fund 45 Total: 1		\$564.00
			PO Funds Total: 46	\$222,663.71
Fund 01	Unrestricted-Compton Ed Center			
B0510673	Global Office Supplies	Student Affairs	General Office Supplies	\$1,200.00
B0510674	California Air	Operations	Contract Services	\$5,000.00
B0510680	Canon Business	Information Technology	Maintenance Contracts	\$10,000.00
B0510681	Cal's Burglar & Fire	Operations	Contract Services	\$1,500.00
B0510685	Robert Skeels	Operations	Other Services And Expenses	\$3,000.00
B0510686	TAJ Office & School	Fiscal Services	General Office Supplies	\$8,000.00
B0510687	California Air	V.P. Academic Affairs	Maintenance Contracts	\$2,500.00
B0510689	Ronald P. Gerhard	Presidents Office	PSA Contract Services	\$5,000.00
B0510690	Vista Paint	Operations	Repairs Parts And Supplies	\$1,000.00
B0510691	Parker & Covert LLP	Board Of Trustees	Legal	\$15,000.00
B0510693	NTS Technical Service	V.P. Academic Affairs	Maintenance Contracts	\$1,728.00
B0510694	Special Resource	DSPS	Contract Services	\$16,000.00
B0510695	California Community	Board of Trustees	Election	\$32,500.00
B0510697	L.A. Security Storage	Fiscal Services	Other Rentals	\$5,580.00
B0510700	Canon Business	Copy Center	Maintenance Contracts	\$6,724.03
B0510701	Harris Janitorial	I&T Division	Instructional Supplies	\$1,000.00
B0510702	Snap-On Tools	I&T Division	Instructional Supplies	\$1,500.00
B0510703	M & M Auto Parts	I&T Division	Instructional Supplies	\$2,000.00
B0510704	Home Depot Credit	I&T Division	Instructional Supplies	\$1,500.00
B0510708	TEK Media Group	Academic Programs	Repairs Parts And Supplies	\$1,900.00
B0510710	National Business	Counseling Office	General Office Supplies	\$2,500.00
B0510718	Battery Systems-Long	Operations	Other Services And Expenses	\$200.00
		Fund 01 Total: 22		\$125,332.03
Fund 10	Restricted-Compton Ed Center			
B0510709	Office Xpress	EOPS CARE	General Office Supplies	\$500.00
		Fund 10 Total: 1		\$500.00
Fund 45	Revenue Constrct Bond - Comptn			
B0072185	HMC Architecture	Learning Resource	Professional Services-Bond	\$15,902.00
		Fund 45 Total: 1		\$15,902.00

Fund 64	Property/Liability Ins-Compton			
B0510699	Keenan & Associates	Human Resources	Insurance	\$75,000.00
		Fund 64 Total: 1		\$75,000.00
			BPO Funds Total: 25	\$217,592.03
			<u>Grand Total POs and BPOs: 71</u>	\$439,397.74

BSD 2 A. AGREEMENTS

1. CONSULTANT: LOS ANGELES COUNTY OFFICE OF EDUCATION
SERVICES: To ensure that families receive the proper services for which their children qualify for child care
REQUESTING DEPT: HEALTH & HUMAN SERVICES
FUNDING: RESTRICTED GENERAL FUND
DATES: 11/15/11 – 06/30/16
NTE: No Cost to the District
NTE: No Cost to the District

2. CONSULTANT: PHASE II SYSTEMS DBA PUBLIC AGENCY
SERVICES: RETIREMENT SERVICES (PARS)
To act as administrator to assist the District in the establishment of early retirement incentive programs through contributions to purchase an *IRC 403(b)* fixed annuity contract, for the benefit of District's eligible employees and their beneficiaries
REQUESTING DEPT: OFFICE OF THE CEO
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 11/15/11 – 12/13/2016
NTE: \$46,000.00

Payment for the Services will be remitted directly from contributions for the Plan that Agency has made to the Custodian unless otherwise stated in Exhibit 1B. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month. Contract is conditional on a minimum of ten Academic Employees participating in the Retirement Incentive Program.

Upon implementation of the Plan associated with this Agreement, the Agency agrees to pay an administration fee equal to four and three-quarters percent (4.50%) of all premiums made by the Agency on behalf of Participants in the subject Plan, subject to a \$5,000.00 minimum per year for five years. Fees will be billed to the Custodian as contributions are made by the Agency, and it will be the responsibility of the Custodian to pay those fees from the custodial assets of the Plan.

3. CONSULTANT: SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)/CITY OF HAWTHORNE
SERVICES: To provide with the assistance of the South Bay Work Investment Board (SBWIB) and DPSS-GAIN, CalWORKS students will be eligible to be placed in work study positions in public agencies (i.e. L.A. Superior Courts, L.A. Child Support Services, DPSS Offices, L.A. County of Mental Health, etc.

REQUESTING DEPT: CALWORKS
FUNDING: CALWORKS CATEGORICAL PROGRAM
DATES: 11/15/11 – 03/21/12
NTE: No Cost to the District
The employer reimburses the CalWORKs work study student.
CalWORKs pays 75% of student's salary directly to the employer
and the SBWIB 25%

B. RATIFICATIONS

- 1. CONSULTANT:** EL CAMINO COMMUNITY COLLEGE DISTRICT
SERVICES: Administrator on loan – Babatunde Atane, an Employee of El Camino to the Center to work as the Interim Business Manager, Subject to the State Personnel Board Rule 427 and in accordance with Government Code, Section 19050.8. For services rendered during fiscal year 2011-2012
- REQUESTING DEPT:** BUSINESS SERVICES
FUNDING: GENERAL FUND UNRESTRICTED
DATES: 11/08/11 – 03/31/12
NTE: \$60,000.00

Compton Community College District will reimburse El Camino to cover the salary and employer-paid benefits that the employee will continue to receive while working at the center. Payment will be made monthly in arrears upon receipt of an invoice for the services provided each month. The agreement, however, will be amended to reflect any adjustments in salary and/or employer-paid benefits that may go into effect during the term of this agreement.

The term of the agreement shall be from November 8, 2011 through March 31, 2012. This agreement may be extended with the consent of all parties under the authority of Section 19050.8 of the Government Code.

BSD 3 RATIFICATION WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT IN PROVIDING COMPTON REGIONAL EARLY CHILDHOOD MENTOR PROGRAM # CN110123

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

The Mentor Coordinator for Compton will provide the following services:

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

Budgeted Amount: No cost to the District

Term: August 1, 2011 – July 31, 2012

Appropriation or Grant Number: CN110123

Program Type: CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

BSD 4 APPROVAL OF STALE DATED WARRANT(S)

LACOE has determined that certain checks have not been cashed and processed through the banking system. After six months, LACOE makes an entry to debit the un-cashed amount back in the Cash Account of CCD. An “Other Local Income” account is credited for the same amount. It is recommended that the Special Trustee approve the following Stale Dated Warrant:

<u>WARRANT(S) #</u>	<u>AMOUNT</u>
18385924	\$ 1,900.00

Agenda for the Compton Community College District Board of Trustees
from
Administrative Services
Dr. Keith Curry, Interim CEO

Consent Calendar

BSDF 1 Facilities Planning and Development – Agreements/Ratifications

BSDF 2 Facilities Planning and Development – Utility Infrastructure Phase 1, Central
Plant & Stadium Lighting Bid Approval Recommendation

BSDF 1 FACILITIES PLANNING AND DEVELOPMENT - RATIFICATIONS

- 1. CONSULTANT:** HILL CRANE SERVICES
SERVICES: As part of the Emergency MIS Project, the District had purchased an Air Handler Unit (AHU) and other IS related equipment to keep the project on schedule. The AHU arrived early and since there was no room for storage onsite, Hill crane Services in Long Beach provided a quote for offloading and storing the AHU at their yard for two months
REQUESTING DEPT: BOND MEASURE CC
FUNDING: BOND FUND
DATES: 10/17/11 – 12/17/11
NTE: \$564.00
- 2. CONSULTANT:** SOUTHLAND INDUSTRIES
SERVICES: To remove duct work and accessories in the LRC reading/ atrium area and store at the west side of the area
REQUESTING DEPT: BOND MEASURE CC
FUNDING: BOND FUND
DATES: 10/24/11 – 12/17/11
NTE: \$14,375.00

BSDF 2 FACILITIES PLANNING AND DEVELOPMENT – UTILITY INFRASTRUCTURE PHASE 1, CENTRAL PLANT & STADIUM LIGHTING BID APPROVAL RECOMMENDATION

BACKGROUND

On December 29, 2010, the District received approval from the State Chancellor’s office of the Phase 1 Utility Infrastructure, Central Plant and Stadium Lighting working drawings located at the Compton Community Educational Center.

On November 3, 2011, the bids were opened for the Phase 1 Utility Infrastructure, Central Plant and Stadium Lighting project. At the time of writing this report, Stronghold Engineering is the low bidder with a bid minus contingency of \$28,800,000. Although there is a statutory time to allow contractors to withdraw; a review of the bids will be finalized by the meeting of the Board. This bid is within the original project budget estimate. It is recommended that the bid be awarded to Stronghold Engineering contingent on Department of Finance approval (DF 14D).

FUNDING

The project is funded with State Construction Act Funds and District Measure “CC” Funds. 12.6% of the original project budget estimate is provided by District Measure “CC” Funds as a local match.

RECOMMENDATION

It is recommended that the Special Trustee accept the Stronghold Engineering bid and approve an award of bid in the total amount of \$28,800,000 for the Phase 1 Utility Infrastructure, Central Plant and Stadium Lighting project located at the El Camino College District - Compton Community Educational Center contingent upon final Department of Finance approval and subsequent issuance of a DF 14D.

BACK-UP INFORMATION

Copy of Stronghold Engineering submitted bid package dated November 3, 2011 is available for review.

RESOURCE PERSON

Mr. Frederick J. Sturner

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

Consent Calendar

- HRD 1 Management Team Personnel Action**
- HRD 2 Academic Employment and Personnel Changes**
- HRD 3 Classified Employees**
- HRD 4 Approval of the Revised Management Salary Schedule**
- HRD 5 Reallocation of Senior Classified Position**
- HRD 6 Approval and Ratification of Agreement between the Compton
Community College District and the Compton Community College
Federation of Employees, Certificated Unit**

HRD 1. MANAGEMENT TEAM PERSONNEL ACTION -- None

HRD 2. ACADEMIC EMPLOYMENT AND PERSONNEL CHANGES

1. Retirement - Mr. Mario Macareno, full time Counselor, Class IV, Step 16, effective January 14, 2012, first day of retirement January 15, 2012, and that a plaque be prepared and presented to him in recognition of his service to the District since 1988.
2. Employment - Mr. Charles Hobbs, full time Systems Librarian, Class III, Step 13, effective November 21, 2011.
3. Employment - Mr. Jeffrey Douglas, part time Academic Strategies Instructor, Class III, Step 1, effective October 24, 2011.
4. Employment - Ms. Kimberly Harris, part time Nursing Instructor, Class III, Step 1, effective October 24, 2011.

HRD 3. CLASSIFIED EMPLOYEES:

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

A. Employment

1. Retirement -- Ms. Camela McClain, Human Resources Representative, Range L, Step 7, Human Resources, Administrative Services, effective November 14, 2011, first day of retirement November 15, 2011, and that a plaque be prepared and presented to her in recognition of her service to the District since 1976.

B. Provisional Employment

1. Ratification -- Mr. Lester Green, Utility Maintenance Worker, Range 19, Step G, Maintenance and Operations, Administrative Services, effective October 1, 2011 through December 31, 2011.

HRD 4. APPROVAL OF THE REVISED MANAGEMENT SALARY SCHEDULE

It is requested that the Special Trustee approve the following Revised Management Employee Salary Schedule.

**COMPTON COMMUNITY COLLEGE DISTRICT
REVISED MANAGEMENT SALARY SCHEDULE**

	Step 1	Step 2	Step 3	Step4	Step 5
Range 1	\$43,496	\$46,106	\$48,873	\$51,804	\$57,913
Range 2	\$77,201	\$82,107	\$87,348	\$92,924	\$98,855
Range 3	\$85,756	\$91,230	\$97,053	\$103,249	\$109,839
Range 4	\$95,266	\$101,346	\$107,816	\$114,699	\$122,020
Range 5	\$104,269	\$110,524	\$117,156	\$124,184	\$131,634
Range 6	\$119,082	\$126,683	\$134,770	\$143,373	\$152,525
Range 7	\$138,970	\$147,840	\$157,277	\$167,316	\$177,996

HRD 5. REALLOCATION OF SENIOR CLASSIFIED POSITION:

It is recommended that the Special Trustee approve the reallocation of the Senior Classified Administrative classification shown below.

- Chief Business Officer, Range 7

HRD 6. APPROVAL AND RATIFICATION OF AGREEMENT BETWEEN THE COMPTON COMMUNITY COLLEGE DISTRICT AND THE COMPTON COMMUNITY COLLEGE FEDERATION OF EMPLOYEES, CERTIFICATED UNIT:

It is requested that the Special Trustee approve and ratify the tentative agreement reached between the Compton Community College District and the Compton Community College Federation of Employees, Certificated Unit, for a successor agreement effective July 1, 2010 through June 30, 2013.

COMPTON COMMUNITY COLLEGE DISTRICT
COMPTON COMMUNITY COLLEGE FEDERATION OF CERTIFICATED
EMPLOYEES NEGOTIATIONS
TENTATIVE AGREEMENT
2010-2011

Toni Warranberry
7/6/11
R. Jones 7/6/11

The Compton Community College District ("District") and the Compton Community College Federation of Employees, Certificated Unit (hereafter "Federation") have completed negotiations for the 2010-2011 academic year and agree to maintain the provisions of the current faculty collective bargaining agreement, except as modified below:

COLLECTIVE BARGAINING AGREEMENT MODIFICATIONS

1. Article VII: Instructors' Rights, Duties, and Responsibilities.

Add new section 7.7 as follows:

7.7 Full-time employment with the District is the faculty member's primary employment obligation.

2. Article VIII: Support Services.

Modify the language in Section 8.1 as follows:

8.1 In order to assure the effectiveness of the instructional program, after consultation with Division Chairs, the District is responsible for assigning classified and student support staff for instructionally-related assignments. It is important that these areas be provided with support services to maintain adequate levels of instruction to comply with curriculum requirements and safety standards, and thereby maintain the effectiveness of the instructional programs.

3. Article XV: Workload.

Modify the language in Sections 15.1, 15.2, and 15.4 as follows:

15.1.a The standard work year for full-time contract, regular faculty members, and non-teaching faculty shall be as it appears in the academic work calendar, subject to the approval of the Board of Trustees.

15.2.a During the course of a standard work week, each full-time contract or regular teacher or faculty member shall be on campus or on institutional business a minimum of 33.75 hours per week. Each full-time contract or regular faculty member shall have a minimum of one office hour per unit member's instructional day for a minimum of five office hours per week. Full-time faculty members will be required to fulfill 10 hours per week with professional obligations required under Section 15.6a of the Agreement.

After consultation with the Division Chairs, the District shall schedule classes at its discretion. Faculty members may select their course assignments in consultation with Division Chairs subject to approval of the Dean.

15.2.b Non-Teaching Counseling faculty shall be required to have a work week of 33.75 hours. 31.25 hours of the Non-Teaching Counseling faculty hours shall be considered scheduled hours which include, but are not limited to, student appointments, Human Development courses, matriculation workshops, classroom presentations, division meetings, recruitment, and professional development activities that are approved by the Dean of the area.

15.2.b(1) 2.5 hours of the Non-Teaching Counseling faculty hours shall be considered Counseling Preparation Time.

15.2.b(2) Each non-teaching counseling faculty member shall be provided with 30 minutes preparation time prior to the first student appointment of the day, except during official registration periods. Counseling preparation time may include, but is not limited to, counseling, student, and faculty follow-up activities.

15.2.b(3) Any counselor teaching a course as part of load shall be given preparation time equivalent to that of any other teaching faculty member.

15.4.b The part-time faculty shall be scheduled after all full-time load schedules have been set; the District may employ a part-time faculty member up to 67% of a full-time load assignment.

15.4.e It is the unit member's responsibility to ensure that overload classes have the necessary enrollment. If an instructor's overload class is cancelled due to low enrollment, the full-time instructor cannot bump a part-time instructor to maintain an overload assignment.

4. **Article XVI: Calendar.**

Modify the language in Section 16.4 as follows:

16.4 Each full-time faculty member is responsible for 24 hours of professional development each year. A total of 12 hours shall be identified for Flex (faculty

development) in the academic calendar of which two (2) days shall be offered at the beginning of fall term and two (2) shall be offered at the beginning of spring term.

- a. Each full-time faculty shall be required to attend three (3) hours of scheduled morning campus Flex activity each semester at both El Camino and at Compton Center. Failure to comply shall result in the unit member's salary being docked the number of hours out of compliance with this section. Any request for excuse shall be submitted at least three (3) working days in advance except in the case of illness or unanticipated emergency. This shall apply only to mandatory Flex activities. Part-time faculty attendance and participation in Flex day activities are voluntary.
- b. Faculty members attending the three-hour afternoon sessions for division meeting and division activities shall receive three (3) hours of Flex credit.
- c. All District-approved workshops and faculty development programs given during Flex days shall constitute appropriate Flex credit.
- d. Faculty members shall receive Flex credit during the academic year for participation in District-approved workshops and for attendance at District-approved conferences.
- e. As a matter of professionalism, all full time faculty members are expected to complete the required 24 hours and submit any Flex credit receipts acquired during the semester to the office of Academic Affairs.

6. **Article XVIII: Compensation.**

Modify Section 18.6 as follows:

- 18.6.c.3 Verification of prior employment must be submitted to the Office of Human Resources no later than ten (10) days after the commencement of service.

Certificated Salary Schedule: Class VI - Masters Degree with a total of 102 units above the Bachelors Degree or earned Doctorate.

- 18.6.e Eliminate vocational areas (refer to "Minimum Qualifications for Faculty and Administrators Handbook" published by the California Community Colleges Chancellor's Office).

7. **Article XX: Seniority.**

Delete Section 20.4

8. **Article XXIV: Distance Learning and On-Line Courses.**

Modify Section 24.3 as follows:

24.3.b(3) Delete and replace as follows: Division Chairs and Deans shall be granted guest access for the purpose of content review of online courses any time from the beginning to the end of the semester. Evaluation of faculty in on-line courses shall be in accordance with the evaluation guidelines set forth in Article X.

24.3.b(5) No faculty member, full or part-time, shall be displaced because of online courses.

24.3.b(6) (New section.) No more than two on-line courses shall be taught by a faculty member at any time, except with prior written approval of the faculty member's dean. This restriction does not include hybrid courses.

9. **New Article XXV: Agreement.**

Add new Article XXV, Agreement, as follows:

This Agreement between the Compton Community College District and the Compton Community College Federation of Employees, Certificated Unit, Local 3486, covers the period of July 1, 2010, through June 30, 2013, and becomes effective immediately upon ratification by the parties, except as specifically provided in Memoranda of Understanding.

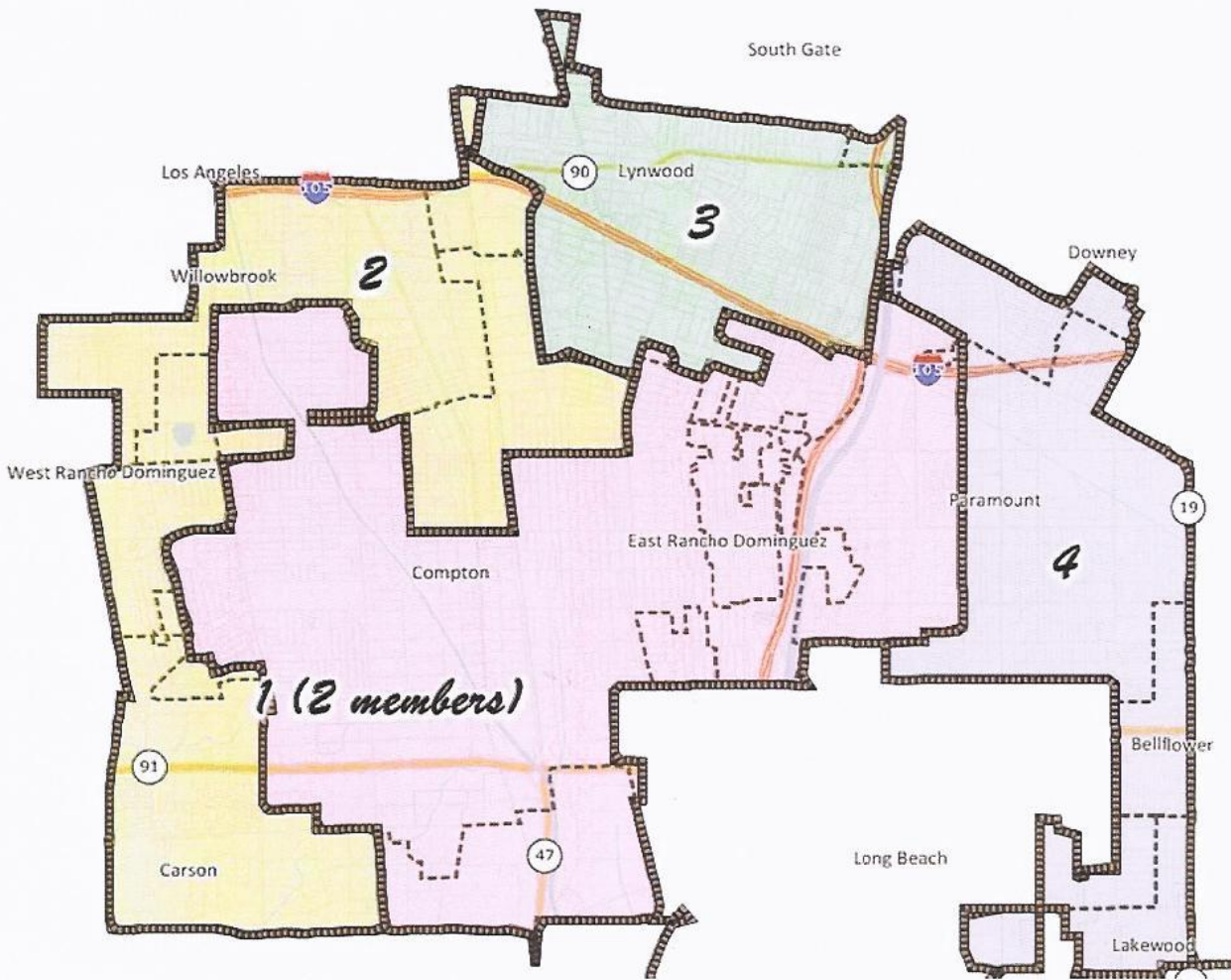
During each of the 2011-12 and 2012-13 fiscal years, there shall be reopeners on Article XVIII, compensation, and up to two other articles selected by each party.

PUBLIC HEARING – COMPTON COMMUNITY COLLEGE DISTRICT REDISTRICTING

It is recommended that the Special Trustee hold a public hearing on the proposed Compton Community College District Redistricting area maps.

The proposed maps for the new Compton Community College District Trustee Areas have been available since October 24, 2011 in the Office of the Interim CEO and on the district website,
http://district.compton.edu/district_information/district-redistricting.asp

Current Compton Lines



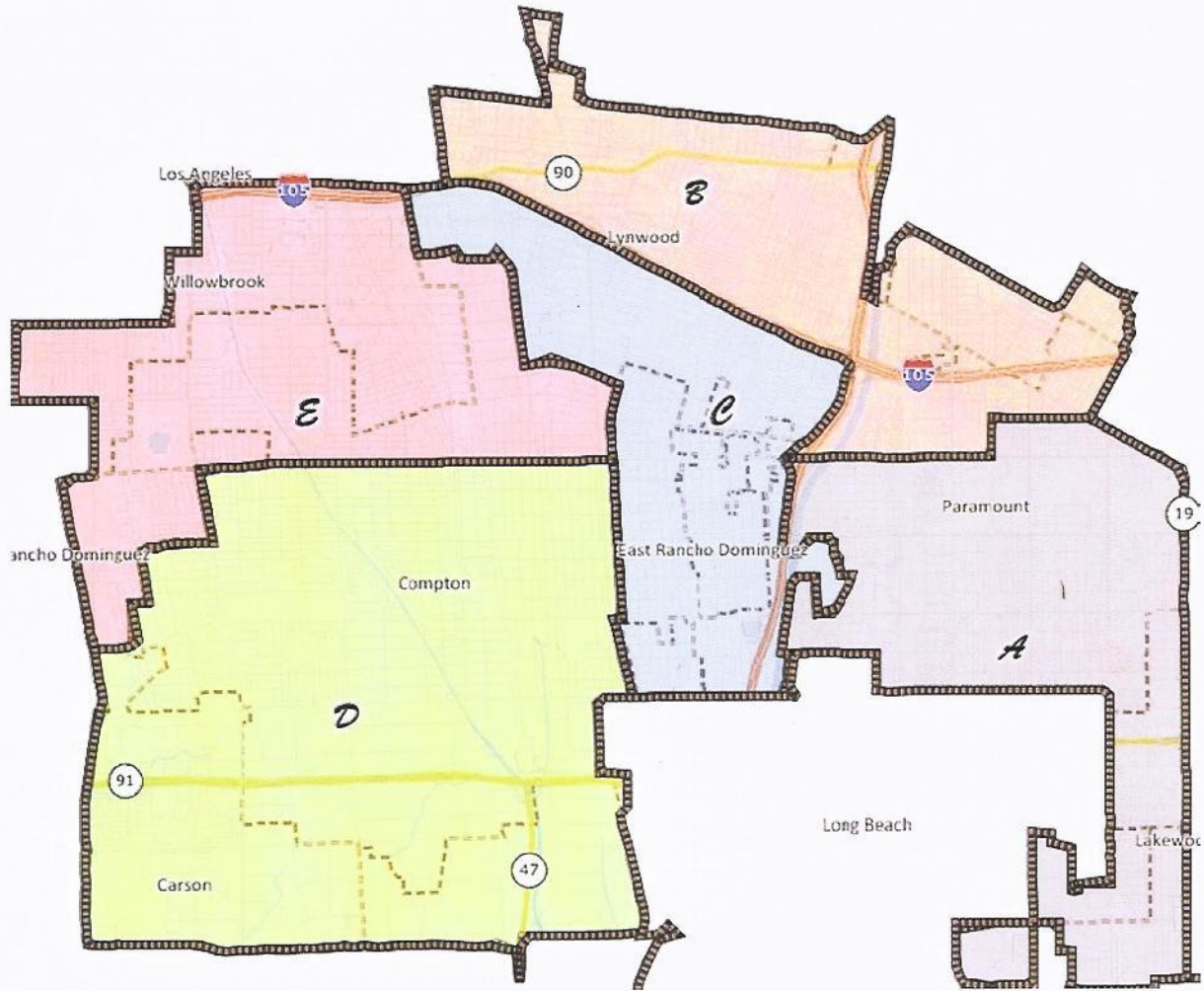
Current Populations

	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
COMPTON1 (two members)	121,048	(460)	0%	32,713	27%	780	1%	84,229	70%
COMPTON4	59,153	(1,601)	-3%	8,831	15%	3,454	6%	39,966	68%
COMPTON3	58,979	(1,775)	-3%	5,415	9%	419	1%	51,941	88%
COMPTON2	64,588	3,834	6%	22,108	34%	831	1%	39,876	62%

2005 - 2009 Citizen Voting Age Population (used in voting rights act cases)

	CVAP Population	Black CVAP	%	Asian CVAP	%	Latino CVAP	%
COMPTON1 (two members)	49,560	24,288	49%	273	1%	21,965	44%
COMPTON4	29,440	5,080	17%	2,023	7%	15,252	52%
COMPTON3	21,905	3,698	17%	233	1%	16,498	75%
COMPTON2	32,702	18,137	55%	452	1%	11,333	35%

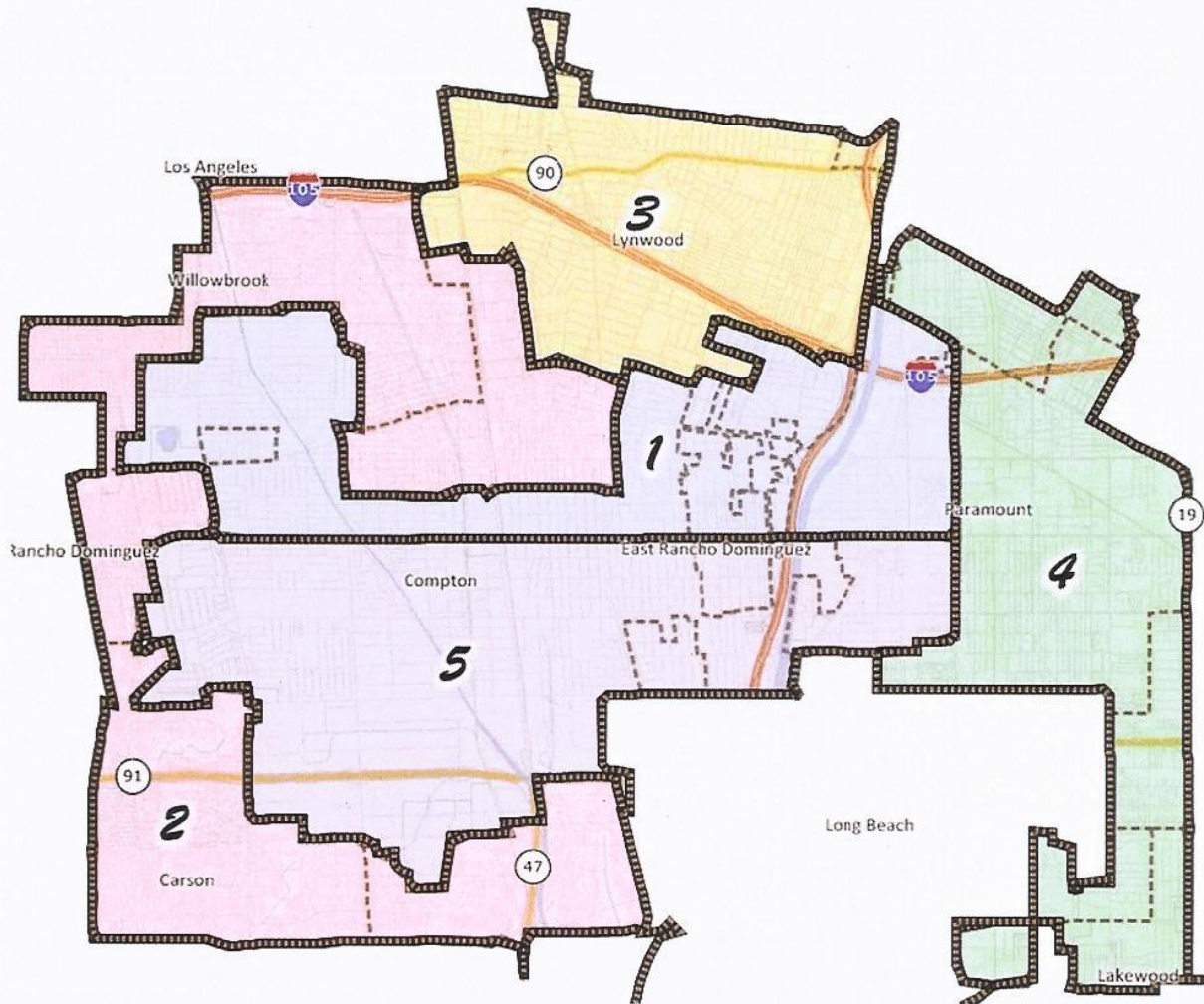
Version 1



Version 1									
	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	61,085	331	1%	9,666	16%	3,472	6%	41,553	68%
B	60,299	-455	-1%	4,540	8%	752	1%	52,688	87%
C	61,877	1,123	2%	10,481	17%	224	0%	49,631	80%
D	62,727	1,973	3%	24,691	39%	866	1%	34,948	56%
E	57,780	-2,974	-5%	19,748	34%	170	0%	37,206	64%

Citizen Voting Age Population									
				Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A				5,793	20%	1,899	7%	14,366	51%
B				2,418	10%	389	2%	18,541	78%
C				9,049	35%	148	1%	13,931	54%
D				18,168	61%	367	1%	9,260	31%
E				15,775	61%	178	1%	8,950	35%

Version 2



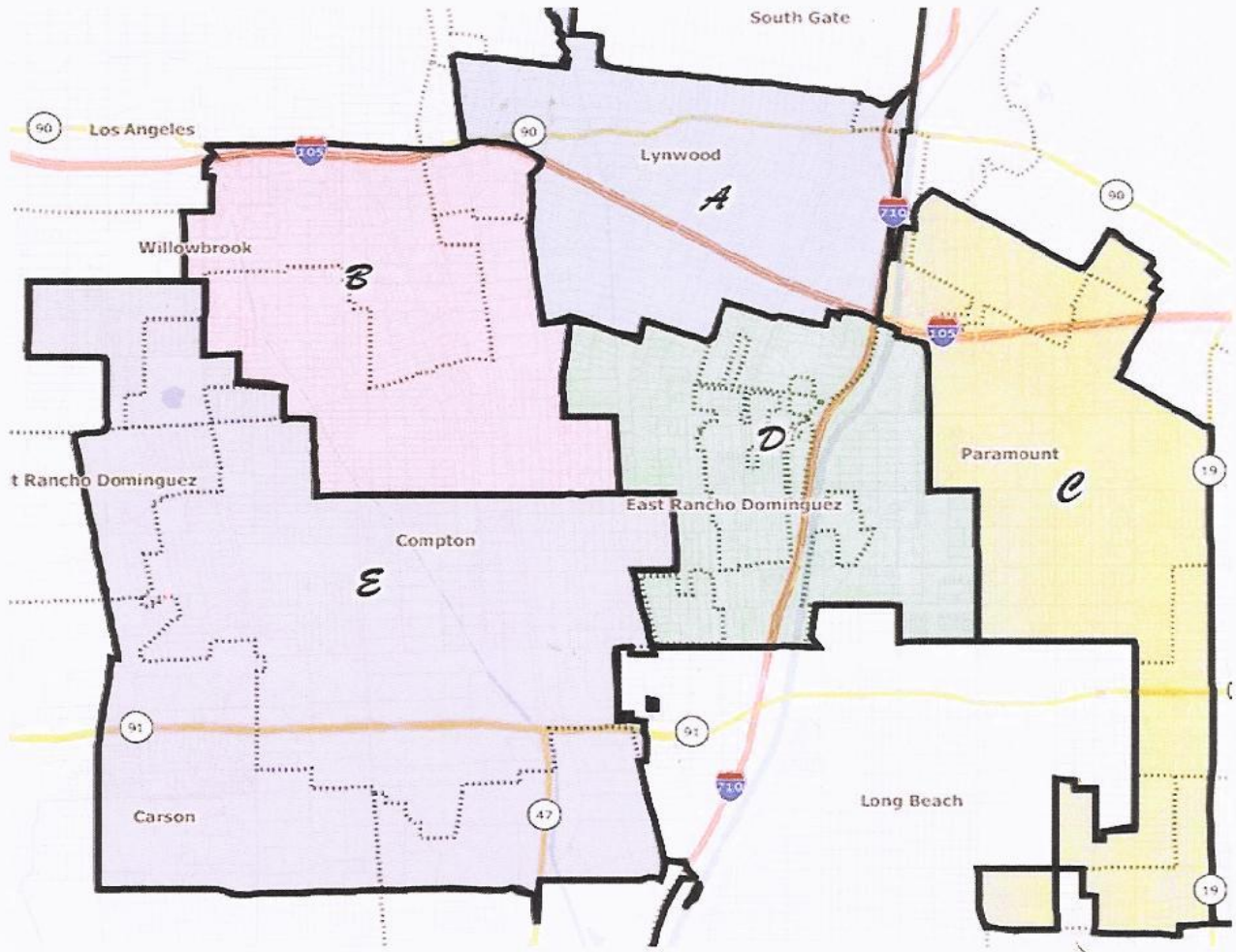
Version 2

	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	61,085	331	1%	9,666	16%	3,472	6%	41,553	68%
B	60,299	(455)	-1%	4,540	8%	752	1%	52,688	87%
C	61,877	1,123	2%	10,481	17%	224	0%	49,631	80%
D	62,727	1,973	3%	24,691	39%	866	1%	34,948	56%
E	57,780	(2,974)	-5%	19,748	34%	170	0%	37,206	64%

Citizen Voting Age Population

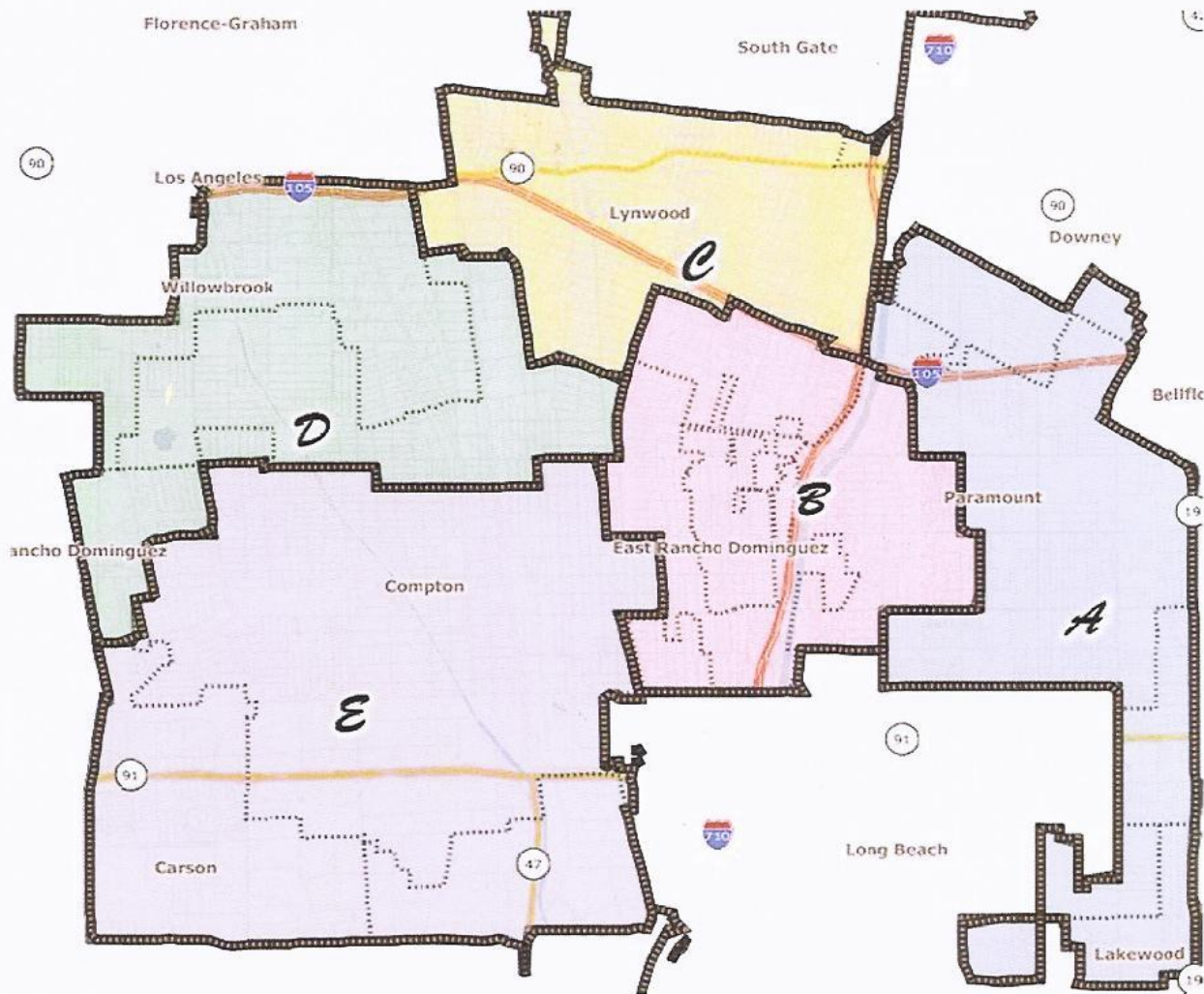
	CVAP Population	Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A	30,762	5,793	20%	1,899	7%	14,366	51%
B	21,675	2,418	10%	389	2%	18,541	78%
C	24,832	9,049	35%	148	1%	13,931	54%
D	27,622	18,168	61%	367	1%	9,260	31%
E	28,903	15,775	61%	178	1%	8,950	35%

Version 3



Version 3									
	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	60,904	57	0%	5,499	9%	424	1%	53,769	88%
B	60,166	-681	-1%	16,776	28%	161	0%	42,203	70%
C	62,272	1,425	2%	9,353	15%	3,494	6%	42,493	68%
D	59,955	-892	-1%	9,303	16%	527	1%	48,402	81%
E	60,941	94	0%	28,255	46%	878	1%	29,563	49%
Citizen Voting Age Population									
				Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A				3,685	17%	237	1%	16,931	76%
B				14,137	53%	121	0%	10,559	39%
C				5,515	18%	2,025	7%	15,861	52%
D				6,795	31%	138	1%	13,426	61%
E				21,123	66%	459	1%	8,383	26%

Version 4



Version 4

	Population	Deviation	% Deviation	Black	%	Asian	%	Latino	%
A	61,729	882	1%	8,891	14%	3,559	6%	42,182	68%
B	60,654	(193)	0%	9,711	16%	475	1%	48,844	81%
C	59,395	(1,452)	-2%	5,629	9%	412	1%	51,845	87%
D	61,747	900	1%	20,374	33%	175	0%	40,511	66%
E	60,677	(170)	0%	24,559	40%	863	1%	33,033	54%

Citizen Voting Age Population

	CVAP Population	Black CVAP	%	Asian CVAP	%	Latino CVAP	%
A	30,762	5,106	17%	2,100	7%	16,116	52%
B	21,675	7,115	33%	81	0%	13,066	60%
C	24,832	4,613	19%	254	1%	17,471	70%
D	27,622	16,698	60%	178	1%	9,700	35%
E	28,903	17,713	61%	367	1%	8,804	30%