



January 10, 2013

Serving the Communities of
Compton, Lynwood, Paramount
and Willowbrook, as well as
portions of Athens, Bellflower,
Carson, Downey, Dominguez,
Lakewood, Long Beach, and
South Gate

1111 East Artesia Boulevard
Compton, CA 90221-5393
Phone: (310) 900-1600
Fax: (310) 605-1458
www.compton.edu

KEITH CURRY, Ed.D.
Interim Chief Executive Officer

THOMAS E. HENRY
Special Trustee

Special Trustee
Compton Community College District

Dear Special Trustee Henry:

Happy New Year! I wish you and the dedicated employees of Compton Community College District a Joyous and Healthy New Year. As I reflect on the past year and our accomplishments, I truly appreciate the hard work and dedication the employees of Compton Community College District continue to provide to students. As we begin the new calendar year, let us all continue to be inspired in our daily work by the words – “every student is a success story”.

The next regular Board of Trustees meeting will be held on Tuesday, January 15, 2013. Closed session begins at 5:00 p.m., with open session commencing at 6:00 p.m. The regular board meeting includes a presentation on the Compton Community College District’s Facilities Projects, by Ms. Linda Owens, Interim Director of Facilities, Planning, and Operations.

The January 15, 2013 Board Agenda includes the following:

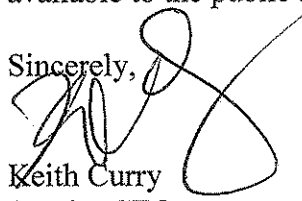
- A. The consent section includes various purchase orders necessary for operation of the District and the El Camino College Compton Center; as well as all personnel actions.
- B. The action agenda includes the revised Special Trustee Advisory Committee Bylaws; Board Policy 6400 -Audits; and an agreement with NTD Architecture for Architect of Record and DSA Closeout Certification Services on the Learning Resource Center and other Facilities Projects.
- C. Per your request, the discussion/information agenda includes the Chief Executive Officer Search Timeline. In addition, the discussion/information section includes the Special Trustee Advisory Committee Meeting Minutes; the Special Trustee Advisory Committee 2013 Goals; the Special Trustee Advisory Committee and the Measure CC Citizens’ Bond Oversight Committee Meeting dates; the board meeting presentations and reports schedule for 2013; and the Measure CC Bond Fund Category Budgets and Balances through December 31, 2012.

The items below are included for your perusal:

1. Memo from Felipe Lopez dated January 9, 2013, providing an update on the District's Professional Services contract with S. Haigler.
2. Memo from Felipe Lopez dated January 9, 2013, providing an update on the Compton Community College District requesting the issuance of 2012-2013 Tax Revenue Anticipation Notes (TRANS)
3. Memo from Felipe Lopez dated January 9, 2013 providing an update on the vendor Logos Two, Inc. – Conflict of Interest Disclosure
4. Memo from Linda Owens dated January 9, 2013, providing an update on the Compton Construction Projects.
5. Memo from Reuben James dated January 9, 2013, providing a list of the Special Events for the month of January 2013.
6. Compton Community College District and El Camino College Compton Center News Releases for December 6, 2012 through January 10, 2013.

If you would like to request additional back-up information on any Board Agenda items prior to the January 15, 2013 board meeting, please contact Ms. Paula VanBrown, Executive Assistant to the CEO, at (310) 900-1600, ext. 2001. Any additional back-up information will also be made available to the public at the January 15, 2013 board meeting.

Sincerely,



Keith Curry
Interim CEO



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Sincerely,

Keith Curry
Interim CEO



OFFICE OF BUSINESS SERVICES

To: Dr. Keith Curry, Interim Chief Executive Officer

From: Felipe R Lopez, Chief Business Officer

Date: January 9, 2013

Subject: Professional Services Contract

Below is a summary of the professional services contract to be provided by S. Haigler, CPA:

Over the past several audits it has been noted the Payroll Clearance Fund and related benefit liabilities have not been consistently reconciled on a complete and timely basis. However, due to changes in personnel over the past several years, the District does not have adequate trained personnel with the knowledge necessary to correct and implement processes needed. As a result, the balances in this fund and related benefit accounts have been recorded incorrectly and inaccurately.

As noted in the recommendation in the audit, the District must provide training to designated personnel to understand the transactions in order to properly reconcile the Payroll Clearance Fund and related benefit accounts. In order to implement this recommendation, the District would like to enter into a professional services contract to assist in the matter. The professional services will consist in the following:

1. Review the accounting for health and welfare benefits
2. Analyze and implement policies and procedures
3. Work in conjunction with District personnel in all functions in order to obtain the knowledge necessary to implement new policies and procedures
4. Issue a report detailing the cause of the issue and what procedures are deemed necessary to correct and implement effective internal controls.

The District estimates the cost and financial impact to be no more than \$1,200. The District believes that the cost is minimal for the benefit it will receive which includes much needed training. In order to move forward the District must have sufficient knowledge in all transactions and be provided trainings to ensure personnel are knowledgeable in their respective areas.

The Chief Business Officer is responsible for designating the personnel to be trained and will be working closely with the professional service contractor and ensuring the District properly implements the audit finding.



OFFICE OF BUSINESS SERVICES

To: Dr. Keith Curry, Interim Chief Executive Officer

From: Felipe R Lopez, Chief Business Officer

Date: January 9, 2012

Subject: FY2013 Tax Revenue Anticipation Note (TRAN)

Below is a summary of the purpose of a TRAN - Resolution No. 12-13/01513:

Government Code Sections 53850 and 53858 grant Community College Districts the ability to issue Tax and Revenue Anticipation Notes (TRANs) during times when District's anticipate they may experience cash shortfalls. Cash shortfalls may arise due to the timing differential of monthly cash receipts and disbursements throughout the 2012-13 fiscal-year.

As the State continues to suffer cash flow shortages, Districts will continue to find ways to supplement cash flow shortages. System-wide, with the passing of the Governor's Proposition 30, resulted in a decrease in deferrals totaling approximately \$801 million in fiscal year 2012-13. However, the passing of Proposition 30 did not make things any easier for Districts, in fact, made it much more difficult from a cash flow standpoint. Districts will suffer approximately 40% less funding from January 2013 to mid-June 2013 than in prior years. In addition, the statewide shortfall of \$327 million is primarily due to the RDA revenue estimates not materializing. The education trailer bill language assures we will be made whole on that, but the funding is likely to come at the end of the fiscal year and/or deferred into next fiscal year.

Because of these reasons and as included in our 2012-13 adopted budget, and in estimating cash flow, the District is projecting a cash deficit in March 2013. In order to offset this cash deficit, the District is anticipating a TRAN will be needed mid-year in an amount not to exceed \$10 million.

It is my recommended that the Special Trustee approve the Resolution requesting the issuance of 2012-2013 Tax and Revenue Anticipation Notes.



OFFICE OF BUSINESS SERVICES

To: Dr. Keith Curry, Interim Chief Executive Officer
From: Felipe R Lopez, Chief Business Officer
Date: January 9, 2012
Subject: Logos Two, Inc. – Conflict of Interest Disclosure

Below is a summary of the District evaluation of Logos Two for compliance with the District's Conflict of Interest Disclosure procedure:

The District in the past years and this year has been doing business with Logos Two, Inc. to provide miscellaneous athletic items for the Athletic Department. It was disclosed that Logos Two, Inc. has association with a part-time coach in the Athletic Department at the El Camino College Compton Center. This association began in fiscal year 2012-13 only.

In accordance with the District's Administrative Procedure 2711, Conflict of Interest Disclosure, the District is disclosing to the Special Trustee and Board Members this relationship under section D. Employee Responsibility of Administrative Procedures 2711.

Outside professional, private financial interests or arrangements, or the receipt of benefits from third parties can create an actual or perceived appearance of impropriety. District faculty and staff must at all times avoid the appearance of unethical or compromising practices in relationships, actions and communications.

1. It is the responsibility of each District faculty and staff members to remain free of any and all interests and activities which are, or could be, detrimental or in conflict with the best interests of the District.
2. In order to maintain the highest standard of ethical conduct, District faculty and staff with other professional or financial interests shall disclose them in compliance with applicable conflict of interest/conflict of commitment policies, and shall not engage in any activity or transaction which is in violation of those policies.

The District has been doing business with Logos Two, Inc. since 2008 without any conflict. Not until fiscal year 2012-13 did the conflict began. However, the part-time coach associated with Logos Two, Inc. has no approval authority or purchasing authorization of District funds. The purchased followed the District's normal procurement procedures and based on the purchases provided to the District, it is in the District's best interest to continue business with Logos Two, Inc. Therefore, based on the information, it is determined that there is no violation of the District's Administrative Procedure 2711 and the purchase is in the best interest of the District.

MEMORANDUM

TO: DR. KEITH CURRY, INTERIM CEO
FROM: LINDA OWENS, INTERIM DIRECTOR OF FACILITIES, PLANNING AND OPERATIONS
SUBJECT: COMPTON CAMPUS PROJECTS UPDATE (BOND AND STATE FUNDED PROJECTS)
DATE: JANUARY 9, 2013

General - In general, current projects at the District are moving forward. The Facilities, Business, and Administration offices have been working together to process contractor/consultant invoices timely. Blanket Purchase Orders for the Bond Projects opened in the 2012/13 fiscal year will remain open indefinitely based on contract amounts and construction schedules to assist with tracking expenses/invoices against each project.

The District has several projects that require Division of the State Architect (DSA) close-out. Those projects include the Learning Resource Center, Childcare Development Center, Stadium, Vocational Technical, and Math/Science Buildings. The District issued a Request for Proposal (RFP) in late August to hire a DSA close-out specialist and Architect of Record (for the LRC). A negotiation with the top ranked proposer is scheduled for mid December, going to the board for approval in January 2013.

SIX CAMPUS PROJECTS:

I. Learning Resource Center/Library Project

The new Architect of Record for the Learning Resource Center (LRC) will work to furnish specifications and drawings to go out for bid and select a contractor to finish the LRC so that it will open in the spring of 2014. Final acceptance of the LRC project by DSA will require the closeout of construction change documents for the LRC Project.

Interior Programming & Completion – HMC Architects has finalized the interior programming. They will work briefly with the new Architect of Record for the LRC to incorporate the changes into drawings and specifications.

Heating Ventilation/Air Conditioning Modifications - The Chevron settlement agreement is still being discussed between the attorneys.

II. Little Theater/Music Building Renovation (Y-Area) – The District finalized a settlement agreement with the previous Architect, Elements and paid them in early September. The District issued a Request for Qualifications (RFQ) for a new Architect for the Music Building Renovation in September 2012. The current total project budget is 1.2 million. Four firms responded. Presentations by the four firms were held on November 26, 2012. The Business Office has finalized the ranking and notified the Architects. Negotiations with two of the top ranked proposers are scheduled for early January, going to the board for approval in February 2013.

III. Server Room and MIS Building Enhancements – Dr. Curry authorized the transfer of a million dollars into the MIS Project budget. This amount covered recommendations (HVAC, window closure, AT&T) submitted that are necessary to ensure ongoing operation of the MIS data storage going forward. Phase 1 of the project was completed in November 2012. Remaining phases are dependent upon future budget allocations.

IV. Phase 1 - Central Plant / Stadium Lighting – The building foundation shop-drawings have been reviewed by the structural engineer. Slab thickness changes are required to the building pad to accommodate the new system. Over excavation and construction of the Central Plant building pad is to be adjusted per the revised structural drawings. The Central Plant Equipment is scheduled to be delivered in March 2013.

Phase 1 – Utility Infrastructure - Construction along the Row Buildings Corridor and the East side of Voc Tech Building is in progress. Scope of work includes the installation of 10” Fire and Sanitary Sewer lines, 2” gas line and Main Electrical Lines. Installation of Fire, Domestic Water and Chilled Water lines along West Road near the Childcare Development Center is complete. However, installation of the road is pending completion of the design and installation of Southern Cal Edison’s main electrical feed and dry weather.

V. Phase II – Utility Infrastructure – Minco has started construction in parking Lot F with the installation of the chilled water lines and 24” sewer system running along the South edge of the Parking Lot.

VI. Allied Health – The Allied Health Project is currently out to bid. The bid due date has been revised due to the amount of RFI’s submitted through the bidding process. The revised bid due date is January 22, 2013.



OFFICE OF BUSINESS SERVICES

To: Dr. Keith Curry, Interim Chief Executive Officer
From: Reuben James, Director of Fiscal Affairs
Date: January 9, 2013
Subject: January Events

Below is the list of the special events that are scheduled for the month of January 2013.

Brother 2 Brother	Jan. 1, 8, 15, 22, 29, 2013 11:30 am – 12:45 pm	A-8
Upward Bound/Math Science Parent Orientation (Pending)	Jan. 12, 2013 7:00 am – 2:00 pm	Staff Lounge
Student Serve Staff Meeting	Jan. 18, 2013 1:00 pm – 2:00 pm	Staff Lounge
Meeting to Discuss Women's Conference	Jan. 19, 2013 9:00 am – 12:00 pm	Board Room
SAT Testing	Jan. 26, 2013 7:00 am – 2:00 pm	TBD



NEWS

El Camino College Compton Center | Public Relations & Marketing Department
16007 Crenshaw Blvd., Torrance, CA 90506
Contact: Ann M. Garten, Director, Community Relations
Telephone: (310) 660-3406 | Email: agarten@elcamino.edu

For Immediate Release

December 7, 2012

Registration for Winter/Spring 2013 at El Camino College Compton Center Begins December 12

Registration for the 2013 Winter session and Spring semester for new and returning ECC Compton Center students begins December 12, 2012, and will continue through February 6, 2013. All students are encouraged to register early for the best class selection. Current students may register online at www.compton.edu by clicking on *MyECC*. New students should click on the "Apply & Register Today" quick link on top left of the homepage to get started.

According to the Chancellor's Office, California Community College graduates, or certificate holders, nearly double their earnings within three years of graduation. The ECC Compton Center Winter/Spring 2013 class schedule is available online in a convenient PDF format. Winter classes begin Wednesday, January 2, 2013 and run through Tuesday, February 5, 2013. The Spring 2013 semester begins Saturday, February 9, 2013.

All student fees for Winter/Spring 2013 must be paid in full by the set deadline to prevent being dropped from classes. For students who register December 8, 2012 to February 4, 2013 the deadline is Monday, February 4, 2013.

ECC Compton Center offers students three convenient ways to pay their fees. Students can pay online by visiting www.compton.edu and clicking on *MyECC*, by credit card in the Bursar's Office, or by mailing a check or money order to El Camino College Compton Center; Bursar's Office; 1111 E. Artesia Blvd., Compton, CA 90221.

There is also a variety of financial aid and scholarship opportunities available to help students achieve their educational goals. For more information about grants and scholarships, and to receive assistance with the application process, contact the Financial Aid Office, Room E-17, at 310-900-1600, Ext. 2935.

Please call the Registration Help Line at 310-660-6034 for *MyECC* account assistance, or with any questions related to registration.

About El Camino College Compton Center

El Camino College Compton Center is the community's education solution offering a full complement of transfer and degree courses, as well as career and technical education. Students may earn an associate degree or certificate, transfer to a four-year university or train for a career. El Camino College Compton Center is located at 1111 E. Artesia Boulevard, Compton, CA 90221.

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N E W S

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For Immediate Release

December 12, 2012

The Foundation for the Compton Community College District Surpasses Osher Scholarship Endowment Goal and Looks Toward Future

One of the main goals of the Foundation for the Compton Community College District (FCCCD) since its establishment in 2009 is to help maintain and expand educational programs and services through financial support, scholarships and other needed resources. To further this mission, the Foundation participated in a historic fundraising campaign for the largest-ever scholarship endowment—the Osher Initiative for California Community College Students.

Initially, the Foundation set a goal to raise \$146,000 before June 30, 2011, in order to be eligible for a 50 percent match from the Bernard Osher Foundation. Ultimately, the FCCCD surpassed that goal and raised more than \$190,000 toward the Osher Scholarship Endowment, an amount that was increased by the 50 percent match from the Osher Foundation. The endowment funds will be used to provide future scholarship support and since 2009, the FCCCD has distributed over 100 scholarships to ECC Compton Center students through its fundraising efforts.

The Foundation continues to make great strides in fundraising by strategically aligning itself with community members and area businesses. Specifically, the FCCCD would like to recognize Southern California Edison, Wells Fargo Bank, Arthur Q. Tyler Scholarship, Danny McDonald Memorial Scholarship, Stephanie Cooper Aspiring Teacher Memorial Scholarship and Robert Spiecker Memorial Scholarship for pledging support to the scholarship program.

In 2010, a Textbook Fund was established to help offset the increasing cost of textbooks for students, who may now use the Lending Library at ECC Compton Center where books are available for more than 30 courses. In 2012, the Foundation set a goal to raise \$45,000 toward the Textbook Fund, and asked for faculty and staff support, to be able to distribute book vouchers to eligible students with financial need.

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2-2-2-2 Foundation for the Compton Community College District

The Foundation is also seeking to provide additional support, beyond traditional scholarships, through a variety of initiatives. Community members may also donate to the CEO's Circle with a minimum annual unrestricted gift of \$1,500, as well as make donations specifically to the Tartar Athletics Program and Fine Arts Department.

The FCCCD is dedicated to addressing the challenges that the State of California has imposed on the District, and the communities it serves, through continued decreases in funding for education. One solution is through donations to the Foundation from businesses and individuals. Together as a community we can help every single student reach their full potential.

To make a donation, please contact Kim Baker Stanback at the FCCCD at 310-900-1600, Ext. 2971 or via email to kbaker@elcamino.edu.

About the FCCCD

The Foundation for the Compton Community College District (FCCCD) was established in 2009 with the mission of maintaining and expanding educational programs and services to students. Through partnerships with individuals and corporations in the surrounding areas, the Foundation provides financial support, scholarships and other needed resources to ECC Compton Center students. The Foundation also supports programs and services that enhance the academic environment.

About the Compton Community College District

Board meetings are usually held the third Tuesday of each month and are open to the public. The District is located at 1111 E. Artesia Boulevard, Compton, CA 90221.

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For Immediate Release

December 20, 2012

Compton Community College District Begins Recruitment Process for Chief Executive Officer Position

The Compton Community College District (CCCD) announced today that recruitment is underway to fill the position of Chief Executive Officer (CEO) for the District. Currently under the direction of the Special Trustee for the Compton Community College District, the CEO serves as the operational officer for the CCCD. The job description for the CCCD CEO may be viewed at:
www.district.compton.edu/administration/human-resources/docs/CEO2012.pdf.

A search committee has been established consisting of members of constituent groups served by the District, and held its first meeting and training in November. Recruited candidates for the CEO position have an application submittal deadline of January 24, 2013. The search committee will conduct an initial paper screening of the applications.

In February 2013, the Special Trustee and the Superintendent/President of El Camino Community College District will review the applicant pool to determine if the size of the pool is adequate. Candidate interviews will also take place in February and finalists for the CEO position will be selected.

A forum will be held in March 2013 to introduce the finalists, followed by another round of interviews for those candidates. The Special Trustee and the Superintendent/President of El Camino Community College District will select the final candidate and that person will be appointed as the new CEO for the CCCD in April 2013.

Questions about the CEO selection process may be directed to: Rachelle Sasser - Dean, Human Resources, 310-900-1600, extension 2400 or rsasser@elcamino.edu.

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