



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 district.compton.edu

**KEITH CURRY, Ed.D.**Chief Executive Officer

THOMAS E. HENRY Special Trustee Special Trustee Compton Community College District

Dear Special Trustee Henry:

Spring is upon us and students appear eager to complete the semester and move ahead to transfer to a four-year university, find a job or return to the Compton Center for another semester to finish their course work. We continue to be inspired in our daily work by the words — "every student is a success story".

Today, March 16, 2012, marks my one year anniversary as the Interim CEO of the Compton Community College District. I would like to take this opportunity to thank the students, faculty, staff, managers, board members our partnering district and you for making this past year a very rewarding experience. The last month has been a busy one filled with activities, events and community meetings. I am pleased to report my participation at numerous events and activities in the community. I also had the opportunity to speak at several K-12 school board and city council meetings throughout the district regarding our redistricting efforts.

For the month of March the District intends to have two Board of Trustees meetings. The next regular Board of Trustees meeting will be held on Tuesday, March 20, 2012. Closed session will begin at 5:00 p.m., with open session commencing at 6:00 p.m. At the regular board meeting, Vavrinek, Trine, Day and Company LLP, an independent external auditing firm will be presenting the 2010-2011 Measure CC General Obligation Bond audit report. A Special Board of Trustees meeting will be held on Wednesday, March 21, 2012 at 6:00 p.m. to hold the second Redistricting Public Hearing.

The March 20, 2012 Board Agenda includes the following:

- A. The consent section includes various purchase orders necessary for the operations of the District and El Camino College Compton Center, as well as all personnel actions.
- B. The action agenda includes recommendations for the Measure CC Bond Oversight Committee; California Community College Trustee Board Elections; the 2012-2013 Compton Community College District Board of Trustee meeting dates; and a request to surplus items for auction, sale and disposal.
- C. The information section includes a financial report on the Compton Community College District Line of Credit; a draft of the Facilities Memorandum of Understanding between the Compton Community College District and the El Camino Community College District; the Board Meeting Presentations and Reports Schedule for 2011-2012; and the Redistricting Action Plan.

The following items are included for your perusal:

- 1. Message from Interim CEO, dated February 29, 2012
- 2. Letter providing a summary of the District 2010-2011 audit findings.
- 3. Letter to campus community, regarding spending freeze for 2011-2012 fiscal year.

- 4. Memo from Elizabeth Martinez, Interim Director of EOPS/CARE dated March 9, 2012 regarding EOPS/CARE bookstore purchases.
- 5. Memo from Reuben James dated March 8, 2012, providing clarification on the District consultant agreement with Ms. Julia Sylva.
- 6. Memo from Gerald Sequeira, Chair, Planning and Budget Committee, dated March 13, 2012, outlining the PBC's responses to the District 2011-2012 Mid-Year Budget Reduction Proposal and the 2012-2013 Budget Planning Proposal.
- 7. District response to Gerald Sequeira memo, dated March 15, 2012
- 8. Memo from Linda Owens dated March 14, 2012, updating me on the Library/Learning Resource Center Construction Project.
- 9. Memo from Linda Owens dated March 14, 2012, updating me on the MIS Stabilization project.
- 10. Memo from Rachelle Sasser dated March 14, 2012, providing clarification on the Tutoring position versus the Supplemental Instruction Tutor position.
- 11. Memo from Reuben James dated March 14, 2012, updating me on the automated daily permit pay station machines.
- 12. Redistricting Public Hearing Flyer
- 13. Compton Community College District and El Camino College Compton Center News Releases for February 3, 2012 through March 14, 2012.

Finally, the District is scheduled for a FCMAT visit on April 23-27, 2012, for the following areas: Academic, Personnel and Facilities. On May 14-17, 2012, the FCMAT visit will be for the following areas: Governance and Finance.

If you would like to request additional back-up information on any Board Agenda items prior to the March 20, 2012 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 March 20<sup>th</sup> board meeting.

Interim CEO

c: CCCD Board of Trustees Vice President, Deans, Directors

## COMPTON COMMUNITY COLLEGE DISTRICT FEBRUARY 29, 2012

### MESSAGE FROM INTERIM CEO

#### On the Road Again.

This past month I have continued to participate in a number of community engagement activities. As part of the redistricting process for the Compton Community College District trustee areas, members of the Redistricting Committee and I have attended several city council, school board and business and service organization meetings. At these meetings we are sharing information about the redistricting process and requesting input regarding the four proposed trustee area maps. This information is all available on the District's website – <a href="https://www.district.edu">www.district.edu</a> and click on "Redistricting Committee".

Additionally, I have been meeting with state and federal elected officials over the past thirty days. Recently, I met with the assembly members and state senators who represent the Compton District. We discussed the progress made at the district to date; as well as current issues we are addressing as we prepare for a FCMAT visit in April.

I am continuing to bring congressional representatives and state and local elected officials to the Compton Center so they see first-hand the enthusiasm of the students, faculty and staff. Additionally, several business leaders and ministerial leaders have visited the District and more meetings are being scheduled for March and April.

#### **Budget News**

In other news for the District, many of you are aware of the "February surprise" that the State of California gave community college districts. Last week the governor announced an additional \$149 million "take back" from the current year (2011-12) community college budget. This amount equates to an additional \$871,000 budget reduction for the Compton District from our current year budget. I will be sharing with the Planning and Budget Committee what the impact of this latest budget cut means to the Compton District. I will publish a CEO Message in the next week or so outlining plans for addressing this \$871,000 reduction.

Additionally, a Compton District Budget Forum will take place on Tuesday, April 24 at 1:00 p.m. in the Student Lounge. I encourage everyone to plan to attend this important meeting.

As always, I want to close on a more positive note – thank you all for what you do to assist the El Camino College Compton Center students make their own success story – because – Every Student is a Success Story.



Serving the Communities of Carson, Compton, Lynwood North Long Beach, Paramount and Willowbrook

1111 East Artesia Boulevard Compton, CA 90221-5393 Phone: (310) 900-1600 Fax: (310) 900-1696 www.compton.edu

KEITH CURRY, Ed.D. Chief Executive Officer

THOMAS E. HENRY Special Trustee Tuesday, February 14, 2012

Special Trustee

Dear Special Trustee Henry:

On February 14, 2012, Vavrinek, Trine, Day and Company LLP, an independent, external auditing firm completed the Compton Community College District annual financial audit. Vavrinek, Trine, Day and Company, LLP is required to conduct its audits in a manner consistent with both federal accounting standards and the California Community Colleges Board of Governor's audit requirements. This audit covers the fiscal year ending June 2011.

The audit report and findings are included in the February 15, 2012 Special Board Meeting packet material. We are pleased that we received an unqualified opinion audit report. The audit findings for 2010-2011 fiscal year begin on page 61 of the audit report. There are twenty-six audit findings, most of which are the results of compliance testing by the auditors. Below are a brief summary of the findings:

- 1. Audit findings # 1-7, are various adjusting journal entries that were proposed by the auditors. The Administrative Services staff has begun the required research and the District will implement additional training for staff. Additionally, the District is in the process of hiring a Chief Business Officer who will be responsible for implementing procedures and internal controls to resolve these audit findings.
- 2. The auditors recommend that the District hire an Internal Auditor. The auditors recommend that the Internal Auditor position will maintain and monitor the internal control process throughout the District. The District has taken this recommendation under advisement. The Chief Business Officer will be responsible for reviewing and ensuring that proper internal control procedures are adhered to.
- 3. Audit finding #11, the auditors recommend that cash reconciliation of the clearing account is completed on a monthly basis. The District agrees and has taken steps to implement this recommendation.
- 4. Audit finding # 12, the auditors recommend that all payments to employees through the Associated Student Body should be processed through the District payroll system. The Administrative Services staff has begun to implement this recommendation.
- 5. Audit finding # 13, the auditors recommend that the District implement controls for using District credit cards to ensure that receipts are submitted to Administrative Services and to ensure payments are made on timely basis to avoid late charges. The District's Director of Fiscal Affairs will take immediate steps to implement this recommendation.

- 6. Audit finding # 14, the auditors recommend that the District develop detailed desk procedure guidelines for staff preparing contracts. The District agrees with this recommendation and the Director of Fiscal Affairs will take immediate steps to implement this recommendation.
- 7. Audit finding # 18, the auditors recommend that the District train an employee in the proper reconciliation of the payroll clearance fund procedure to ensure all balances owed to third parties are remitted to the proper agency in a timely manner. The District's Manager of Accounting will implement this recommendation.
- 8. Audit finding # 19, the auditors recommend that management monitor and ensure employees use their vacation on time. The District will review and revise existing board policies and administrative regulations to implement this recommendation.
- 9. Audit finding # 22, the District is not in compliance with the 50 Percent Law calculation. The District has submitted a waiver of the 50 Percent Law calculation requirement for the 2010-2011 fiscal year to the State Chancellor's office.
- 10. Audit finding # 25 is an apportionment (FTES) finding for contracted services with Universal College of Beauty. The District was not in compliance with guidelines and legal opinion provided by the State Chancellor's Office for instructional services agreements. All instructors providing educational services to students are to have valid contracts with the District and are to be under the monitoring and control of a District Instruction Dean. The District has begun to address this deficiency by generating contracts for faculty working under an instructional services agreement that are not paid directly by the district. The District will initiate discussions with the Chancellor's Office with regards to prior year funding.
- 11. Audit finding # 26, the District under reported student enrollment fees to the State Chancellor's Office. The Manager of Accounting has begun the required research of this finding.

In closing, over the next month I would like to inform you that District staff will develop a plan to address all of the audit findings and recommendations. The plan will be presented to you at the April 2012 Board Meeting.

Sincerely

Kelth C/Curry

Interim CEO

c. CCCD Board of Trustees Tom Fallo, President, El Camino College Vice President, Deans, Directors



#### OFFICE OF BUSINESS SERVICES

To:

All Faculty, Staff, and Administrators

From:

Keith Curry, Interim Chief Executive Officer

Date:

March 15, 2012

Subject: 2011-2012 Spending Freeze

The current fiscal situation for California is having a serious impact on Compton Community College District. The District adopted 2011-2012 budget in comparison to the actual state apportionment shows a decrease in state revenue in the amount of 1.4 million dollars. Effective today, March 15, 2012, the District is implementing a Spending Freeze on all unrestricted funds.

Effective today, March 15, 2012, no new expenditures may be initiated for general unrestricted funds. Any exceptions for Academic/Student Services expenditures must be approved by Ms. Barbara Perez, Vice President Compton Center and all other exceptions must be approved by me prior to processing.

All unrestricted fund blanket purchase orders will be frozen today, March 15, 2012. All blanket purchase orders will be reviewed to determine which requests need to be closed for this fiscal year. Please review all current unrestricted fund blanket purchase orders to make sure that all goods and/or services have been received. Please note, the last day to receive merchandise or services for the 2011-2012 fiscal year is Thursday, June 28, 2012.

Finally, Monday, April 2, 2012 is the cut-off date for all purchase requisitions for restricted funds with the exception listed below:

- 1. Safety and health emergencies
- 2. Repair of buildings/grounds
- 3. Repair of equipment
- 4. Cafeteria catering expenses
- 5. Change Orders

All restricted fund requisitions must be approved in Datatel by 5:00 p.m. on Monday, April 2, **2012** or they will be deleted from the system unprocessed.

# Memo

To: Barbara Perez, Vice President Compton Center

From: Elizabeth Martinez, EOPS/CARE Interim Director

Date: 3/9/2012

Re: EOP&S and CARE: El Camino College Book Store Purchase Orders

#### Message

**EOPS Textbook Service**—Is considered a service to the student and provides EOPS students with books necessary for their success in reaching their educational goals and objectives. EOPS book services are given in a form of a voucher and may only be used to purchase required textbooks and workbooks for classes enrolled in. Books are property of the student and they cannot be required to return books to the EOPS Office.

Please note: There is a required minimum expense of at least \$221,025 per the Chancellor's EOPS allocation for the Compton Center. See attached form. Expenses are shown in the object code 7000.

**EOPS Book Loan**—Is an alternative to the book service. This is similar to a library for the EOPS/CARE student. EOPS/CARE book loans are only available to EOPS students. Books are purchased by the EOPS program for student use. Books are property of the EOPS program and student are required to return the books the EOPS office.

Please note: There was a one-time special textbook augmentation specifically for textbook assistance (i.e., grants, services, rentals, loans for textbooks) to assist EOPS students by June 30, 2012. Please see attached letter.

Expenses are shown in the object code 4000.

#### **EOPS Students Served**

Fall 2011 735 <u>Spring 2012 579</u> Total 1,314

## EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) Fiscal Year 2011-2012 EOPS Final Allocations

College	2011-2012 EOPS Allocation	Required District Contribution	Funded Student Cap	Required Textbook Expenditures
Alameda	410,885	68,325	371	74,028
Allan Hancock	435,646	104,882	363	131,161
American River	870,626	131,948	875	287,714
Antelope Valley	606,886	132,122	532	52,103
Bakersfield	623,766	96,360	609	224,146
Barstow	291,092	77,976	217	57,389
Berkeley City	212,741	106,286	101	42,968
Butte	876,253	131,088	881	127,813
Cabrillo	311,594	122,138	197	14,739
Canada	334,268	83,172	258	68,785
Canyons	305,101	94,671	212	51,824
Cerritos	644,602	98,633	634	103,429
Cerro Coso	513,236	206,859	310	111,044
Chabot	441,699	220,146	245	76,731
Chaffey	643,281	231,277	456	143,670
Citrus	590,207	86,902	576	151,133
Coastline	208,495	144,866	52	38,642
Columbia	248,147	64,065	171	50,430
Compton	714,004	112,446	708	221,025
Contra Costa	646,899	159,737	525	117,863
Copper Mountain	140,753	28,994	83	24,371
Cosumnes River	662,287	110,326	629	136,409
Crafton Hills	299,877	67,664	226	78,524
Cuesta	302,724	86,605	222	57,336
Cuyamaca	357,745	78,715	292	28,374
Cypress	534,445	131,988	458	43,904
De Anza	782,160	225,493	608	131,175
Desert	297,714	56,833	244	68,896
Diablo Valley	632,798	178,431	523	112,416
East Los Angeles	1,067,036	160,720	1,084	266,016
El Camino	1,058,098	262,856	947	189,366
Evergreen Valley	526,223	91,783	494	42,865
Feather River	153,781	22,716	108	34,808
Folsom Lake	253,788	66,041	182	30,947
Foothill	508,855	212,957	286	107,693
Fresno City	1,174,529	267,391	1,080	177,587
Fullerton	901,120	281,376	739	191,504
Gavilan	357,015	80,344	278	25,975
Glendale	1,169,103	369,488	953	170,391
Golden West	795,228	163,391	735	101,451

### CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

1102 Q STREET SACRAMENTO, CA 95811-6549 (916) 445-8752 http://www.ccco.edu



January 9, 2012

TO:

**EOPS Directors** 

FROM:

Cheryl Fong, Interim State Coordinator, EOPS and CARE Programs

SUBJECT:

Notification of FY 2011-2012 EOPS Special Textbook Augmentation

Synopsis: I am pleased to announce that the Chancellor's Office has received approval to award every EOPS program with a special one-time budget augmentation from the California State Assembly to provide much-needed textbook assistance to EOPS students during fiscal year 2011-2012. The funds are specifically intended to help more low-income students pay toward the high cost of education.

This memorandum serves as the official notification of award to the districts. An adjustment will be made to the 2011-2012 EOPS allocation reflecting the special augmentation and posted to the Chancellor's Office Fiscal Services Second Principal Apportionments Report (P2) for EOPS in June 2012.

The \$1,000,000 augmentation will be shared equitably among all 113 EOPS programs, thereby allowing each program to expend an additional \$8849-\$8850 this fiscal year for textbook assistance to eligible students. Programs that are funded to serve 491 students or less under the current EOPS allocations funding formula are each awarded \$8,850; the remaining EOPS programs will each receive \$8,849.

Specific requirements must be met to expend the special one-time EOPS textbooks augmentation (heretofore referred to as "special augmentation"):

- 1. The special augmentation must be expended specifically for textbook assistance (i.e., grants, services, rentals, loans for textbooks) to assist EOPS students by June 30, 2012.
- The special augmentation may be awarded to provide textbook assistance to students who are accepted as <u>new</u> to EOPS during spring term 2012.
- 3. The special augmentation may also be awarded to supplement textbook assistance awarded to current/continuing EOPS students during FY 2011-2012.
- 4. The special augmentation is <u>not</u> permitted to supplant the FY 2011-2012 college EOPS textbook obligation. The special augmentation therefore will not impact the existing or future EOPS textbook obligation for any college.
- 5. There is no carryover of funds permitted. Any unexpended funds from the special augmentation must be returned to the state at the end of FY 2011-2012.

Action Requested: Colleges must **not** utilize the SSARCC system to report expenditures from this one-time budget augmentation for EOPS textbooks. Because this is a special augmentation of funds dispersed separate and apart from the annual EOPS allocation, every college EOPS program is required to report the expenditure of the augmentation dollars and the number of students assisted by the augmentation in the attached budget reporting form provided specifically for this purpose.

Please note that the 2011-2012 EOPS Special Textbook Augmentation budget report is **due by July 1, 2012** (postmark) to the Chancellor's Office. Questions pertaining to the reporting of the EOPS special textbook augmentation may be addressed to Kelly Gornik, EOPS/CARE Specialist.

<u>Contact</u>: Cheryl Fong, Interim State Coordinator, EOPS and CARE Programs

E-mail <u>cfong@cccco.edu</u> Telephone (916) 323-5954

Kelly Gornik, EOPS/CARE Specialist E-mail kgornik@ccco.edu
Telephone (916) 323-4281

#### Attachments

cc: Superintendent-Presidents
Chief Business Officers

**Chief Student Services Officers** 

Supervising Administrators of EOPS



#### OFFICE OF BUSINESS SERVICES

To:

Dr. Keith Curry, Interim Chief Executive Officer

From:

Reuben James, Director of Fiscal Affairs

Date:

March 8, 2012

Subject:

Legal Counsel for Redevelopment Board Letter

The College is a recipient of statutory funds (see AB1290; SB211) and Health and Safety Code; "pass-through funds") from surrounding redevelopment agencies ("RDAs"). Most RDAs have paid the statutory funds to the College. However, they have not paid the full amount of statutory funds due and they have not paid them on a timely basis. In 2008, we hired Julia Sylva, of Lewis Brisbois, Bisgaard & Smith, now with Law Offices of Julia Sylva ("Consultant"), to assist us with the accounting and collection of these pass-through funds.

The Consultant prepared a comprehensive report which calculated the tax increment funds due to the College, pursuant to statute and contract. Thereafter, the consultant wrote letters to each taxing entity, enclosing the study, and demanding full and timely payment. Immediately, thereafter, the College received funds they had not received before.

We need to keep this momentum going forward and continue to require follow up to seek compliance. Although the RDAs have been asked to cease operations by Governor Brown, there are still back payments and past due pass-through funds due from each taxing entity, which the Consultant will assist in collecting. The Consultant has been cost-effective. Fiscal year 2010-2011, we received \$29,197 and fiscal year 2011-2012 to date we received \$41,829.74, which we would not have received otherwise. These RDA's are dilatory, forgetful creditors. The Consultant has been helpful in collecting these funds, without the necessity of litigation.

I therefore recommend approval of renewal of the Consultant Agreement. We continue to need assistance with our real estate negotiations and compliance with pass-through payments.

Dr. Curry, I would be remiss if I did not apologize for the request for a ratification in this matter; this was an oversight by the District.



Serving the Communities of Carson, Compton, Lynwood North Long Beach, Paramount and Willowbrook

1111 East Artesia Boulevard Compton, CA 90221-5393 Phone: (310) 900-1600 Fax: (310) 900-1696 www.compton.edu

Keith Curry, Ed.D Chief Executive Officer

Thomas E. Henry Special Trustee

#### MEMORANDUM

To:

Dr. Keith Curry, CEO

From:

Gerald Sequeira, Chair Planning and Budget Committee

Date:

March 13, 2012

Subject:

Recommendations on 2011-2012 Budget Reduction and 2012-2013

**Budget Planning Proposal** 

On March 13, 2012 Dr. Keith Curry presented to the Planning and Budget Committee (PBC) the 2011-2012 Mid-Year Budget Reduction Proposal outlining reductions to the 2011-2012 budget as a result of the midyear December trigger cuts and the "February Surprise" cut. The committee voted to support Dr. Curry's proposal for addressing these cuts 3 in favor, 0 opposed, and 2 abstentions.

Dr. Curry also presented to PBC an addendum to the budget assumptions for the 2012-2013 budget titled 2012-2013 Budget Planning Proposal. The addendum provides two budget reduction scenarios. Option 1 assumes the passage of the State ballot propositions this upcoming fall and plans for a reduction of \$2 million from the current budget. Option 2 assumes the defeat of the State ballot propositions and plans for a reduction of \$3.5 million from the current budget. Given the tenuous budget situation and the experience from the current budget year of additional surprise cuts on top of the trigger cuts that the State believed would not occur, PBC voted to recommend 3 in favor, 0 opposed, and 2 abstentions to add \$500,000 in additional discretionary (non staff, faculty, or section reduction) cuts to Option 1 to bring the total budget reductions in Option 1 to \$2.5 million. PBC hopes that the additional \$500,000 in cuts under Option 1 will help the District absorb additional cuts from the State.



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 district.compton.edu

KEITH CURRY, Ed.D. Chief Executive Officer

THOMAS E. HENRY Special Trustee Thursday, March 15, 2012

Mr. Gerald Sequeira Chair, Planning and Budget Committee

Dear Mr. Sequeira,

Thank you for forwarding me the Planning and Budget committee recommendation on the 2012-2013 Budget Planning Proposal. After further review, we decided to increase the district reductions in Option one from 2 million dollars to 2.4 million dollars. Enclosed is the revised Compton Community College District 2012-2013 Budget Planning Proposal that will be presented to the Special Trustee on Tuesday, March 20, 2012.

Thank you, and please share this communication with the Planning and Budget committee members.

Sincerely

Keith Curry
Interim CEO

Compton Community College District

Encl.

### **Compton Community College District 2012-2013 Budget Planning Proposal**

Budget Reductions (Fund 01)	\$2.4 million Option 1 5900 FTES	\$3.5 million Option 2 5560 FTES
Section Reductions (@ 4.11 FTES per)	126	208
Section Reductions @\$3,500 each Reduce Manager/Supervisor Positions Reduce Hourly Classified/Casual/Student Worker	441,000 200,000 100,000	729,000 300,000 250,000
Reduce Classified Positions @ \$55,000 (net)		275,000
Freeze Faculty Positions @ \$50,000 (net)	250,000	250,000
Freeze Classified Positions @ \$55,000 (net)	55,000	165,000
Reduce Contract Services and Operating		
Expenses	900,000	900,000
Reduce Supplies & Materials	80,000	87,000
Equipment	60,000	65,000
Reduce Site Improvements	98,000	98,000
Reduce Travel & Conferences	60,000	65,000
Reduce Enrollment Management Funding	35,000	40,000
Reduce Advertising	21,000	26,000
SUB-TOTAL	2,300,000	3,250,000
General Fund Reserve Reduction	100,000	250,000
SUB-TOTAL	100,000	250,000
TOTAL	2,400,000	3,500,000

Notes: to PBC March 12, to Consultative Council March 13, to Management Group March 19, to Board March 20

#### **DRAFT-THESE ESTIMATES WILL CHANGE-DRAFT**

#### **MEMORANDUM**

TO:

KEITH CURRY, INTERIM CEO

FROM:

LINDA OWENS, SR. PM, VCM

SUBJECT: LIBRARY/ LEARNING RESOURCE CENTER CONSTRUCTION PROJECT UPDATE

**DATE:** 3/14/2012

#### 1.0 BACKGROUND

The project includes a) corrections to the glazed barrel vault assembly including curb replacement; b) usability modifications to the existing HVAC system; c) programming and completing enhancements to meet current and future user and technology requirements; and d) DSA closeout.

#### 2.0 PROJECT STATUS

Glazed Barrel Vault/Curb Replacement - The demolition and replacement of the curb at the base of the barrel vault was completed in October 2011. Installation of the glazing panels and metal trim pieces is ongoing by Walters and Wolf and should be complete by April/May 2012. The construction change directive for this work should be submitted to the Department of the State Architect for close out. Additional evaluations of the glazed barrel vault may be required by DSA as well as at adjoining glazing systems.

HVAC Modifications - The Final agreement between Chevron and the District for the completion of corrective revisions to the HVAC system is going through final review by the respective party's attorneys; and is almost complete regarding the necessary modifications to the HVAC system. Chevron plans to address modifications and enhancements to the HVAC system that are necessary to ensure proper performance and comfort of occupants in the LRC. Part of the settlement agreement with Chevron will require the District's release of approximately \$160,000 in retained funds to Chevron when their work is completed. Once finalized, the agreement will go before the Special Trustee for approval.

Programming for LRC/ Completion Contractor – The LRC Reprogramming Project Team met in February 2012 to discuss and finalize the programming for each of the rooms in the LRC. HMC was asked to put together a preliminary estimate of how much the programming requests may cost. A partial scope of work for a completion contractor was assembled. Interior improvements include repairs and or installation of new carpet; electrical and data distribution; acoustic enhancements and programming modifications. Also included in the scope is recommissioning of all constructed systems; and relocation of existing labs on campus and the library collection and equipment.

**DSA Closeout** – Bergman Dacey Goldsmith is working on an RFP to select a DSA close-out specialist to close out numerous change orders at the LRC.

**Preliminary Budget to open** – (prior guestimate) \$1.4 - \$1.6 Million for project management and consultants; \$600,000 for DSA corrections; \$1.2 million for interior improvements and; \$1 million for technology. Total: \$4.4 million.

#### **MEMORANDUM**

TO: KEITH CURRY, INTERIM CEO

FROM: LINDA OWENS, SR. PM, VCM

SUBJECT: MIS STABILIZATION STATUS UPDATE

**DATE:** 3/14/2012

#### 1.0 BACKGROUND

The existing Server and Data systems in the MIS building were damaged as a result of intermittent high-heat exposure during the time period of 2006-2009, and having exceeded their useful life, were/are experiencing failures and interruptions in service that were/are increasing in frequency and duration. These failures have a cascading effect that, when coupled with the end of life status of the equipment, make a catastrophic, non-recoverable system failure a certainty in the near future which would cause a campus closure for 3-6 months in addition to the permanent loss of historic data.

It was determined that immediate action was required to continue existing operations with as little disruption to the educational program as possible and prevent the loss of essential systems including telephone, intranet, internet, data storage, and fire and security alarms. The design and installation of new building systems including framing and finishes, doors and access controls, electrical systems, HVAC, data connectivity, fire suppression systems and other work necessary to support and secure the new networking gear and servers was included in the scope of work.

At the regular meeting of the Compton Community College District Board of Trustees on March 8, 2011; a Public Contract Code Section 20113 Emergency Resolution, BSD 7, was passed by the Board of Trustees authorizing the CEO of the District to enter into such contracts as necessary to complete this work as quickly as possible. The Emergency Resolution was also approved by Los Angeles County Office of Education.

Work on the project began almost immediately after approval of the emergency resolution by the Board of Trustees. The work is being performed on a "fast-track" basis where construction activities were being performed as the district's consultants completed portions of the design. The project was bifurcated into two phases. Phase 1 addressing "emergency" installation of the server array and networking gear; and Phase 2 addressing the remaining build-out of office and storage spaces in the balance of the MIS building.

Early on it became apparent that we had to add a Phase 1.1 which included building systems and/or components that would have been constructed and/or installed in Phase 2 but which were required to be completed in order to ensure functionality of the support systems included in Phase 1.

#### 2.0 PROJECT STATUS

A preliminary budget and schedule based upon our best estimate of scope and duration was submitted to the CBO on April 4, 2011. A budget of \$2,400,000 was authorized by BSD 7 with an additional \$1,000,000 added in December 2011 to cover scope of work from AT&T, Southland and other contractors. The current projected project budget is \$2,815,021; \$574,979 under the approved 3,400,000 budget. The current date of completion is September, 2012.

#### 3.0 SOUTHLAND CHANGE ORDER

The original Southland Contract for completion of the work excluding design and provision of the server array and network gear was submitted to the board in the amount of \$500,000. It was noted on the original board report that, since evaluation of building systems and design work had not been completed at that time, the amount was a placeholder only. The current Southland change orders, \$1,747,724, represent the cost for the fully designed Phase 1 of the project as well as the Phase 1.1 referred to above.



ME | 124 (C)

Serving the Communities of Carson, Compton, Lynwood North Long Beach, Paramount and Willowbrook

1111 East Artesia Boulevard Compton, CA 90221-5393 Phone: (310) 900-1600 Fax: (310) 900-1696 www.compton.edu

KEITH CURRY Interim Chief Executive Officer

THOMAS E. HENRY Special Trustee March 14, 2012

Keith Curry Interim Chief Executive Officer Compton Community College District

**RE:** Exempt Positions

Dear Dr. Curry:

Please find job descriptions for the following exempt positions: Tutor Supplemental Instruction (SI) Tutor

Also provided is the Exempt Salary Schedule. The above information was requested by a member of the Board of Trustees at the February 17, 2012, Board meeting.

Rachelle Sasser

Dean, Human Resources

Compton Company College District

Enclosure:

Tutor Job Description

Supplemental Instruction (SI) Tutor Job Description

Exempt Salary Schedule

### COMPTON COMMUNITY COLLEGE DISTRICT EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER



PRES PROMETO

#### TUTOR (Exempt)

\_\_\_\_

Regular

lyr.

2yr.

3yr.

BA Degree

HOURLY:

\$8.00

\$8.75 \$12.00

\$15.00

\$20.00

**PURPOSE:** 

Under supervision of assigned staff of Academic Affairs, provide tutorial assistance to students.

#### **ESSENTIAL DUTIES/FUNCTIONS:**

Depending on the assigned program, an incumbent may perform a combination of the following duties:

- Provide individual assistance to assigned students in an established instructional program.
- Utilizes prescribed materials and supplies as related to individual student needs.
- Maintain required prescribed records.
- · Assist students in clarifying and understanding related academic concepts.
- Ability to deal with negative behavior patterns of students.
- Establish rapport quickly and maintain a positive relationship.
- Resourceful in adapting to changing needs of student interest.
- Reliable in meeting schedules.
- Able to creatively adapt ideas and materials to help students better understand.
- The position is open to full or part-time students in a community or four-year college.
- There must be proof of satisfactory classroom work on a continuing basis.

#### **SPECIAL INFORMATION:**

- Must provide transcripts and proof of enrollment.
- This position is not eligible for fringe benefits.
- This position is exempt from overtime.

### COMPTON COMMUNITY COLLEGE DISTRICT EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER



....

### Supplemental Instruction (SI) Tutor (Exempt)

MIDIV.

Regular

AA Degree

**BA** Degree

BA Degree (enrolled in Masters Program)

HOURLY:

\$8.00

\$8.75

12.00

\$20.00

**PURPOSE:** 

Under supervision of assigned staff of Academic Affairs, provide tutorial assistance to students.

#### **ESSENTIAL DUTIES/FUNCTIONS:**

Depending on the assigned program, an incumbent may perform a combination of the following duties:

- Assigned to a specific course section for a 16 week semester.
- Attend required supplemental instruction training and staff meetings.
- Meet weekly with assigned instructor for the specific section.
- Attend all class lectures of the specific course section.
- Facilitate 2-3 supplemental instruction sessions per week. Supplemental instruction sessions are interactive group sessions that focus on course content, learning skills and life skills.
- Provide individual assistance to assigned students in an established instructional program.
- Utilize prescribed materials and supplies as related to interactive group sessions needs.
- Maintain required prescribed records.
- Assist students in clarifying and understanding related academic concepts.
- Establish rapport quickly and maintain a positive relationship with students.
- Resourceful in adapting to changing needs of student interests.
- Ability to deal with negative behavior patterns of students.
- · Reliable in meeting schedules.
- Ability to adapt ideas and materials to help students understand curriculum.
- Continuous promotion of supplemental instruction in specific course section.
- Maintain attendance records and submit required paperwork.
- Ability to remain flexible in adjusting schedules for supplemental instruction sessions and times.

#### **SPECIAL INFORMATION:**

- This position is open to full or part-time students in a community or four-year college.
- Must maintain a 2.0 GPA.
- This position is not eligible for fringe benefits.
- This position is exempt from overtime.

#### COMPTON COMMUNITY COLLEGE DISTRICT EXEMPT SALARY SCHEDULE 2008 - 2009

	Hourly Salary						
·	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F	
Student Worker I	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25	Entry level. Provides basic help for basic tasks and duties under supervision.
Student Worker II	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	Same duties as Student Worker I, but requires experience and some specialized knowledge, skills or training.
Student Worker III	\$11.00	\$11.25	<b>\$11.50</b>	\$11.75	\$12.00	\$12.25	Provides assistance and for more complex tasks. Must use independent judgment under supervision. Requires specialized knowledge, skills or training.
Student Worker IV	\$12.50	<b>\$12.75</b>	\$13.00	<b>\$13.25</b>	\$13.50	\$13.75	Provides support and assistance in an advanced capacity. Must use independent judgment with moderate supervision. Requires specialized knowledge, skills or training for specific functions.
Student Worker V	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	Provides support and assistance in a highly advanced capacity. Must use independent judgment with minimal supervision. Requires highly specialized knowledge, skills or training for specific functions.
Tutor	\$8.00 Entry	\$8.75 1yr. Exp.	\$12.00 2yrs. Exp.	\$15.00 3+yrs. Exp.	}		BA Degree) ts. Based on prior practice

<sup>\*</sup> Requires enrollment in a 2 or 4 year college or university.

Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel.

<sup>\*</sup> Proof of enrollment in at least 6 units and payment required (except summer).

<sup>\*</sup> Requires course work or a degree in the tutor area.

#### COMPTON COMMUNITY COLLEGE DISTRICT EXEMPT SALARY SCHEDULE 2008 - 2009

#### **INTERPRETERS/TEACHER ASSOCIATES**

**Hourly Salary** 

Interpreter \$19.10

Teacher Associate\* \$22.80

No enrollment required.

\* Proof of successful passing of at least two parts of the CBEST required.

#### PROFESSIONAL EXPERTS\*\*/PART-TIME ASSISTANT ATHLETIC COACHS

	<u>Hourly Salary</u>
No Associate Degree	\$8.00
Associate Degree	\$11.70
Bachelor Degree	\$15.40
Master/Doctorate	\$19.10

<sup>\*\*</sup>Must provide (1) certification showing expertise in the area of profession and (2) three letters of recommendation from persons in their profession.

Board approved 07/15/08



#### OFFICE OF BUSINESS SERVICES

To:

Dr. Keith Curry, Interim Chief Executive Officer

From:

Reuben James, Director of Fiscal Affairs

Date:

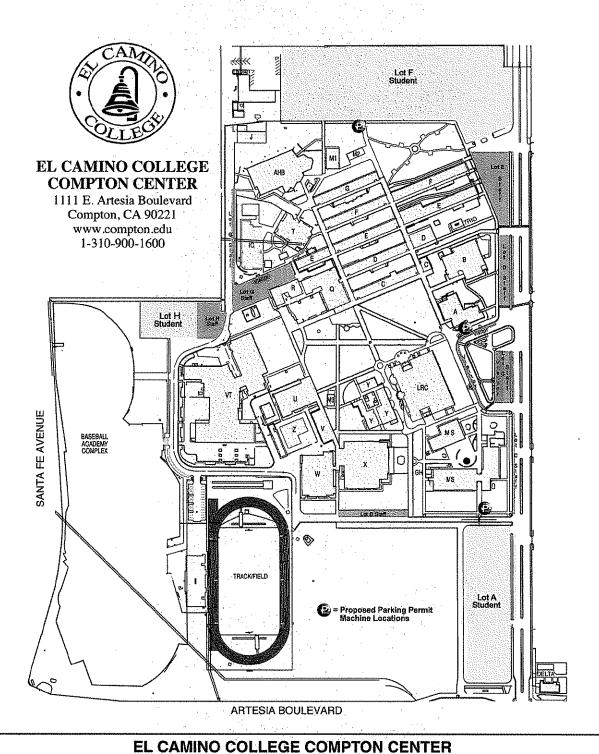
March 14, 2012

Subject:

Parking Pay Station Machines

Per the request of the Student Trustee and CEO, I was assigned to work with both the Accounting department and the Police department to order three parking meters for the District. The parking meters were purchased on Friday, March 13, 2012, in the amount of \$53,538. The district used the funds from the parking revenue. We expect the machines to arrive on campus by Friday, March 30, 2012. The students will be able to purchase daily parking permits with cash, debit and credit cards. The cost of the daily parking permits will be \$2.00.

Please see attached map for the location of the Parking Meters. (P) on the map indicates the locations of the parking pay station machines.



#### Math/Science Α Administration, Admissions & Records, MS Counseling, Student Services Allied Health Building (closed during renovation) MIS Management Information Systems AHB ESL/Philosophy M1 Library, Health & Human Services Division, Nursing МЗ Police Department C Academic Affairs, Business Affairs, Human Resources, Student Lounge, Cafeteria, Faculty & Staff Lounge Q Vice President Compton Center Bookstore/Student Life R D Welcome Center, Transfer Center, Student Support Services, Outreach & School Relations DELTA Foster & Kinship Care Education Abel B. Sykes, Jr. - Child Development Center Talent Search, Upward Bound, Upward Bound Math & Science TRIO EOP&S/CARE, Women's Locker Room Social Science, Family Studies, Ethnic Studies, TV Studio, Digital Photography, Financial Aid Journalism Lab, Language/Writing Lab, Classrooms Engineering, Business, CIS, Machine Shop, Diesel, Auto Shop, Welding, CalWorks, Job Placement & Career Center, Print Shop VT F Special Resource Center (DSP&S) W Physical Education, Athletics, Men's Locker Room Spanish, Academic Senate, Asessment Center G Х Gymnasium Child Development Center - Infant/Toddler Building Music, Theater Arts IC Maintenance Z Swimming Pool LRC Learning Resources Center



# Redistricting Public Hearing

Wednesday, March 21 6:00 p.m.

### **CCCD Board Room**

1111 E. Artesia Boulevard, Compton, CA 90221

For more information about the Redistricting Committee, or to view the redistricting action plan as well as the proposed maps for the new Compton Community College District Trustee areas, visit: www.district.compton.edu/district\_information/district-redistricting.asp

COMPTON COMMUNITY COLLEGE DISTRICT 310-900-1600, ext. 2000 ~ www.district.compton.edu

#### THE COMPTON BULLETIN, March 7, 2012

### Public hearing on proposed Compton Community College District Trustee Area Boundaries set for March 21

By Cheryl Scott Bulletin Staff Writer

COMPTON— Compton Community College District Special Trustee Thomas Henry will hold a public hearing on the proposed district trustee areas on Wednesday, March 21, at 6 p.m. in the CCCD boardroom, located in the Administration Building at 1111 E. Artesia Blvd.

The district is currently in the process of reviewing and modifying its elected trustee area boundaries. State law requires that boundaries of community college districts be reviewed every 10 years in order to keep the individual trustee areas population balanced. The review is underway now, and four options for redistricting have been presented.

The Compton district is also required by the terms of a legal settlement requiring the trustee areas to be ethnically balanced, with residents voting only for their area.

Alex Landeros and Luis Landeros filed a lawsuit last year against the district, stating that because the current trustee areas are not population-balanced they violate the districting principles of the Fourteenth Amendment of the United States Constitution, the California Constitution and the California Education Code.

Currently, trustees in the CCCD must live in the trustee area they represent. Residents vote by trustee area, only voting for candidates who reside in their specific trustee area.

The special trustee announced in January the appointment of five individuals to serve on the newly formed Redistricting Committee.

The committee is an important part of the CCCD's overall redistricting process. A recommendation for new trustee area boundaries will be presented to the Special Trustee at the May 2012 board meeting. Redistricting Committee members will review and provide input regarding the redistricting proposals.

The committee held its first meeting on Feb. 2.

The district is dealing with two issues in its plan to revise its boundaries. The committee will provide input on the proposed maps that would increase the number of trustee areas to five, with each area having one vote on the board.

Members of the public are encouraged to attend the meeting on March 21, and may also review the redistricting maps on the district website at: <a href="http://district.compton.edu/district\_information/district-redistricting.asp">http://district.compton.edu/district\_information/district-redistricting.asp</a>

Included on the redistricting Web page for review and input are the current Compton Community College District trustee areas and four additional proposed Compton Community College District trustee area maps. Members of the public may submit written comments on this Web page, and may

also create and submit maps indicating their "communities of interest" through an interactive redistricting mapping tool.

The Redistricting Committee will hold its next meeting on March 22 at 9:30 a.m. All meetings take place in the CCCD board room and are open to the public. An additional public hearing on the 5 proposed District Trustee Areas is scheduled for April 17 at 6 p.m. in the CCCD Board Room.



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 | E-Mail: agarten@elcamino.edu

For Immediate Release

March 5, 2012

#### **Compton Community College District Board to Meet**

The next meeting of the Compton Community College District Board of Trustees is scheduled for Tuesday, March 20, at 6:00 p.m. in the Board Room at 1111 E. Artesia Boulevard, Compton, CA 90221.

Closed session begins at 5:00 p.m. for anyone wishing to address the Board on closed session agenda items.

The Board Agenda is posted 72 hours in advance of the meeting on the District website, www.district.compton.edu.

All regular session Board meetings are open to the public.

**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.

#### latimes.com March 1, 2012

### Compton plans ballot measure on switching to voting by district

The agreement settles a suit that claimed current at-large elections for City Council seats diluted the voting power of Latinos, who make up a majority of residents but a minority of the electorate.

By Abby Sewell, Sam Allen and Ann M. Simmons, Los Angeles Times

Responding to long-standing complaints that Latinos are grossly underrepresented in local government, the city of Compton has agreed to settle a voting rights lawsuit with a plan that could change how officials are elected.

The suit was aimed at making it easier for Latinos, who now account for nearly two-thirds of the city's 96,000 residents, to gain greater clout at City Hall, where all council members and most of the top city leaders are black.

This imbalance has been the subject of much debate over the years as Compton's Latino population has grown and its black population has declined, part of a larger trend that has been reducing African American political clout across L.A. County.

Three Latinas filed a suit in 2010 in which they claimed that the city's current at-large election system violated Latino residents' rights by diluting their voting power. Although Latinos are a majority of the city's population, they are a minority of eligible voters. Less than 30% of Compton's approximately 62,000 Latino residents are citizens old enough to vote.

The suit sought to force a change to voting by district for the four council seats, which would allow for the creation of a Latino-majority district.

Under the settlement announced at Tuesday night's council meeting, the city agreed to put a measure on the June ballot that would institute by-district voting. If the measure fails in June, it will go to voters again in November.

City Atty. Craig Cornwell said the city hopes that by-district voting will encourage more residents to go to the polls in a city that has been plagued by low turnout. Frequently, less than 10% of registered voters cast ballots in the municipal elections.

Low turnout has been an issue in cities across southeast L.A. County, which have large immigrant populations that either cannot or do not vote.

"The common goal of wanting to increase voter turnout has led to this settlement," Cornwell said. "It is rare that the city can turn a litigated case over to the citizens for a determination on how the city will move forward, and this is such a case."

Many local government agencies, including the Compton Community College District and the cities of Modesto and Tulare, have faced similar lawsuits since the California Voting Rights Act was signed into law in 2002.

Michael Colantuono, an attorney who specializes in municipal law, said the act makes it very difficult for cities

with significant minority populations to defend at-large elections. The law requires by-district elections if there is any evidence of "race-based" voting, and if it can be shown that a minority district can be drawn.

"If you have a substantial number of underrepresented minorities, you can't win," Colantuono said.

Jesse Choper, a professor of law at UC Berkeley, said a shift to district voting could make a difference in Compton.

"It's a pretty simply math problem," he said. When a city has racially polarized voting and a minority group of voters, he said, "you get nothing in a citywide single district election."

Reaction in Compton on Wednesday was mixed.

Royce Esters, 74, is an African American businessman and has been a Compton resident since 1956, when the city was predominantly white and there were no blacks at City Hall. He said changing the voting regulations wasn't the solution to getting better Latino representation on the City Council.

Whether local elections are held district-by-district or at-large, going to the polls is what counts, Esters said.

He expressed the view of many Compton residents, that African Americans shouldn't have to compromise their hold on political power, which they long waited to capture from whites. Latinos should follow the example of African Americans, he said.

"We waited our turn," Esters said. "All they've got to do is campaign real hard and win."

Diana Sanchez, who ran for City Council in April 2009 and said she plans to run again in 2013, praised the city's decision to put the charter amendment issue to a vote.

"It's a step in the right direction," said Sanchez, 39, who was born and raised in Compton. "It will get voters to go out on election day, because they will see it as something important."

Other Latinos said they felt the plaintiffs should not have settled for placing a measure on the ballot.

Martin D. Chavez, 52, a third-generation Latino resident of Compton who ran unsuccessfully for council in 1989, said allowing residents to vote on amending the charter would probably maintain the status quo, because the Latino vote would be stymied by the same factors that have prevented Latino candidates from being elected.

"It's asking the electorate to leave what they have the same way," he said. "It's just another way to maintain control without giving up power."

Gay Grunfeld, an attorney representing the plaintiffs, Felicitas González and Flora Ruiz, said they were pleased with the solution (a third plaintiff is no long part of the suit). If voters approve the measure, Grunfeld said, the new district lines should be drawn in time for the city's next council election in April 2013.

The plaintiffs have been elusive. When asked to set up an interview with one of them, Grunfeld instead provided a third person, Enelida Alvarez, 30, who said she had been planning to join in the suit before it settled. Alvarez said she was pleased about the settlement's potential to increase voter turnout.

Grunfeld would not allow her to answer questions about how she became involved in the case or how she and other Latinos in the community felt about their political representation.



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 | E-Mail: agarten@elcamino.edu

#### For Immediate Release

March 1, 2012

### Public Hearing on Proposed Compton Community College District Trustee Area Boundaries Set for March 21

The Special Trustee for the Compton Community College District (CCCD) will hold a Public Hearing on the proposed District Trustee Areas on Wednesday, March 21 at 6:00 p.m. in the CCCD Boardroom, located in the Administration Building at 1111 E. Artesia Blvd., Compton, CA 90221.

The Compton Community College District, along with many other public agencies and school districts in California, is currently in the process of reviewing and modifying its elected trustee area boundaries. Every 10 years, community colleges, city councils and other local agencies must adjust their election boundaries in order to equalize the population and ensure fair elections.

Currently, trustees in the CCCD must live in the trustee area they represent. Residents vote by "trustee area," whereas, they may only vote for candidates who reside in their specific trustee area.

Members of the public are encouraged to attend this meeting, and may also review the redistricting maps on the district website at: district.compton.edu/district\_information/district-redistricting.asp.

Included on the redistricting Web page for review and input are the current Compton Community College District trustee areas and four additional proposed Compton Community College District trustee area maps. Members of the public may submit written comments on this Web page, and may also create and submit maps indicating their "communities of interest" through an interactive redistricting mapping tool.

The Redistricting Committee will hold their next meeting, March 22 at 9:30 a.m. All meetings take place in the CCCD Board room and are open to the public. An additional Public Hearing on the proposed District Trustee Areas is scheduled for April 17 at 6:00 p.m. in the CCCD Board room.

#### **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.



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 | E-Mail: agarten@elcamino.edu

For Immediate Release

February 28, 2012

#### El Camino College Compton Center to Host Free Tax Preparation Assistance Event March 3

El Camino College Compton Center will host a free event to help students and members of the public, who meet income eligibility requirements, file their federal and state taxes for free. Tax experts and volunteers from Turbo Tax, and the Computer and Communications Industry Association (CCIA), will be on hand to offer assistance. The free event will take place on March 3, 2012 from 10:00 am to 3:00 pm in the El Camino College Compton Center Vocational Technology building, Rooms VT-124 and VT-125. To avoid lines, attendees are encouraged to make a reservation by calling 866-577-1231.

In order to be eligible for free tax preparation services, one of the following must apply: earned \$31,000 Adjusted Gross Income (AGI) or less in 2011; qualify for the Earned Income Tax Credit (EITC); or served active military duty in 2011, including Reservists and National Guard, with a 2011 W-2 and an AGI of \$57,000 or less.

Participants need to bring a copy of their 2010 tax return, if available; a picture I.D. for each taxpayer and spouse, if applicable; a social security number or individual taxpayers' identification number (ITIN) for each family member; proof of income including W2s and 1099 forms; documentation of deductible expenses; and account and routing numbers of checking and savings accounts for direct deposit and a faster refund.

Walk-ins are welcome, but making an appointment is encouraged. Call 866-577-1231 and mention that you are calling to reserve a spot for the California Free Tax Event.

**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.



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 | E-Mail: agarten@elcamino.edu

#### For Immediate Release

February 28, 2012

#### Compton Community College District Special Trustee Advisory Committee to Meet

The Special Trustee Advisory Committee for the Compton Community College District (CCCD) will hold a meeting on Wednesday, February 29 at 6:30 p.m. in the CCCD Boardroom, located in the Administration Building at 1111 E. Artesia Blvd., Compton, CA 90221.

The committee will meet a minimum of four times per year, and all committee meetings are open to the public.

As outlined in AB 318, the CCCD Special Trustee Advisory Committee is organized exclusively for the following purposes:

- Provide advice to the Special Trustee of the Compton Community College District regarding policy matters that affect the District;
- Promote community awareness of the District's efforts;
- Foster community support for the District

More information on the role of the committee and a list of its members can be found by visiting the District website at: district.compton.edu/board\_of\_trustees/special-trustee/special-trustee-advisory-committee.asp.

**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.

###



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 | E-Mail: agarten@elcamino.edu

For Immediate Release

February 22, 2012

#### Compton Community College District Redistricting Committee to Meet February 23

The Compton Community College District (CCCD) Redistricting Committee will hold its next meeting on Thursday, February 23 at 9:30 a.m. All committee meetings are open to the public and take place in the CCCD Board Room located at 1111 E. Artesia Boulevard, Compton, CA, 90221.

The Compton Community College District, along with many other public agencies and school districts in California, has begun a process to review and modify its elected trustee area boundaries. Every 10 years, community colleges, city councils and other local agencies must adjust their election boundaries in order to equalize the population and ensure fair elections. The Redistricting Committee was recently appointed by the Special Trustee for the Compton Community College District to review and provide input regarding the redistricting proposals.

The Redistricting Committee held its first meeting on February 2, 2012. All committee members received copies of the following documents: California Voter Rights Act, CCCD Redistricting Action Plan, Brown Act, Robert's Rules of Order, Assembly Bill 684, and the *L.A. Wave* article "Landeros v. Compton Community College District." The agenda items covered at the meeting included an overview of the redistricting process, review of the four proposed maps for district boundary areas, and development of an outreach plan. In addition, the committee scheduled a redistricting Public Hearing for March 21, 2012, at 6:00 p.m.

The committee members also elected officers; Mark Guillen was elected chairperson and Olivia Verrett was elected vice chairperson.

For more information about the Redistricting Committee, or to view the redistricting action plan as well as the proposed maps for the Compton Community College District new trustee areas, go to the District website Redistricting Committee page at district.compton.edu/district\_information/district-redistricting.asp.

#### **About the Compton Community College District**

Board meetings are 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.



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 | E-Mail: agarten@elcamino.edu

For Immediate Release

February 16, 2012

#### El Camino College Compton Center Celebrates Black History Month with Series of Educational Events

El Camino College Compton Center will celebrate Black History Month with a schedule of events recognizing the historical contributions of African Americans in this country. Several of the events will bring black history to life with dancing, drumming and other musical elements. A dance performance and lecture by Chester Whitmore's Central Avenue Revue called "Roots of Rhythm" with will kick-off the series of events on Tuesday, February 21, 2012 at 7:00 pm. The performance will take place in the Student Lounge and explores the historical elements of the traditional African dance motif that is often found in more contemporary African American-based dance forms, such as ragtime, tap, swing and hip hop.

Compton native, Gerald C. Rivers, will return to perform at ECC Compton Center for the second year in a row on Thursday, February 28, 2012 at 11:00 a.m. in the Student Lounge. A professional actor and motivational speaker, Rivers will portray Martin Luther King Jr. in "Martin & Music" with the accompaniment of Broadway vocalist, Charles Holt.

Sponsored by the Office of Student Life and Associated Student Body, the Black History Month celebration at ECC Compton Center will also feature:

- A traditional African dress day and "African Drum & Dance Festival" featuring the Shine Women's Drum and Dance Troupe on Wednesday, February 22, 2012 at 12:00 p.m. in the Student Lounge. Drum processional assembles at the Administration Building flag pole at 11:45 a.m. All participants welcome!
- A lecture given by Dr. Ikaweba Bunting, ECC Compton Center political science professor and former resident of Tanzania, on "The 1960's Struggle for Black Liberation and the Tanzanian Experience" on Wednesday, February 29, 2012 at 11:00 a.m. in the Student Lounge.
- "The Journey: A Walk Through Time Featuring Dance Motifs of Past Eras" performed by ECC Compton Center's Dance Ensemble on Wednesday, February 29 at 7:00 p.m. in the Student Lounge.

Students, staff, faculty, alumni and members of the public are invited to attend all of the complimentary Black History Month events at ECC Compton Center. For more information, call the Office of Student Life at 310-900-1600, Ext. 2802.

**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.



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 | E-Mail: agarten@elcamino.edu

For Immediate Release

February 13, 2012

### Compton Community College District Board to Meet February 15 to Present 2010-2011 Financial Report

The Compton Community College District Board of Trustees will hold a meeting on Wednesday, February 15, at 5:00 p.m. to present the District's 2010-2011 annual financial report. The presentation will be made by independent, external auditing firm Vavrinek, Trine, Day and Company, LLP. The meeting is open to the public and will take place in the Board Room at 1111 E. Artesia Boulevard, Compton, CA 90221.

The Board Agenda is posted 72 hours in advance of the meeting on the District website, www.district.compton.edu.

#### **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.

###



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 | E-Mail: agarten@elcamino.edu

For Immediate Release

February 6, 2012

#### **Compton Community College District Board to Meet**

The next meeting of the Compton Community College District Board of Trustees is scheduled for Tuesday, February 7, at 6:00 p.m. in the Board Room at 1111 E. Artesia Boulevard, Compton, CA 90221.

Closed session begins at 5:00 p.m. for anyone wishing to address the Board on closed session agenda items.

The Board Agenda is posted 72 hours in advance of the meeting on the District website, www.district.compton.edu.

All regular session Board meetings are open to the public.

#### **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.

###