



SPECIAL TRUSTEE'S ADVISORY COMMITTEE

Compton Community College District

1111 E. Artesia Boulevard - Compton, California 90221

MEETING AGENDA

Monday, December 16, 2013 – 6:30 P.M.

I. Call to Order

II. Roll Call

Lestean Johnson, Chair	Amelia Apple	Olivia Verrett
Amirah Hendrickson, Vice Chair	Marie Hollis	
Domitila Aguilar	Cynthia Macon	
Keith Curry, CEO		
Thomas Henry, Special Trustee		

III. Pledge of Allegiance

IV. Approval of Agenda

V. Review/Approval of October 31, 2013 Meeting Minutes

VI. Public Comments on Agenda/Non-Agenda Items

VII. Recognition of Special Trustee Advisory Committee Members

VIII. Discussion/Information Items

1. Compton Community College District's Five-Year Budget Assumptions
2. Special Trustee's Advisory Committee Appointments

IX. Presentation

1. El Camino College Compton Center Accreditation Update

X. Action Items

1. 2013 Special Trustee's Advisory Committee Evaluations

XI. Advisement Agenda

1. Investigation of the Feasibility of Local School Funding Opportunities for Facilities Projects.
2. Future Agenda Items

XII. Reports

1. CEO Update
2. Advisory Committee
3. Special Trustee

XIII. Adjournment

VIII. DISCUSSION/INFORMATION ITEMS

1. Compton Community College District's Five-Year Budget Assumptions
2. Special Trustee's Advisory Committee Appointments

1. COMPTON COMMUNITY COLLEGE DISTRICT'S FIVE-YEAR BUDGET ASSUMPTIONS

It is recommended that the Special Trustee's Advisory Committee receive for information the Compton Community College District's Five-Year Budget Assumptions.

	A	B	C	D	E	G	H
1	Factor	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
3	Data: As a % unless otherwise stated.						
5	REVENUE CHANGES:						
6	Funded COLA	0%	0%	0%	0%	0.5%	1%
7	Growth	0%	0%	0%	0%	0.5%	1%
8	FTES State-Forced Workload Reduction		369-436	200	200	200	200
9	Estimated, Funded FTES	5,994	5900-5,560	5900-5,560	5900-5,560	6,195-5,838	6,590-6,116
10	Special Trustee Categorical funding	(\$645,000)	(\$325,000)	0%	0%	0%	0%
11	APPROPRIATION CHANGES:						
12	PERS Employer Rate	10.923%	11.417%	11.417%	11.417%	11.417%	11.417%
13	STRS Employer Rate -steady at	0	0	0	0	0	0
14	Election Expense	0	0	\$520,000	0	\$250,000	0
15	Health Insurance Rate	0	6-8%	6-10%	6-10%	6-10%	6-10%
16	Utilities	0	0	15%	2%	2%	2%
17	Insurance - Work Comp	0	5-8%	5-8%	5-8%	5-8%	5-8%
18	Insurance - Liability	0	2-3%	2-3%	2-3%	2-3%	2-3%
19	PARS Obligations *	\$109,842	0%	0%	0%	0%	0%
20	Police Services Contract	\$1,363,918	1%	1%	1%	1%	1%
21	UGF Line of Credit Repayment	0	\$500,000	\$200,000	0%	0%	0%
22	Notes:						
23	* Total PARS obligation is \$549,210 (5 annual payments of						
24							
25	Dates Reviewed						
26	Planning & Budget Committee (PBC)	7/31/20					
27	Compton/ECC Senior Management	8/8/20					
28	Compton Consultative Council	8/20/20					
29	Compton Board	9/11/20					
30							
31							
32							
33	Updated 08/29/2012						

Compton Community College District
Five-Year Budget Projections

Assumptions

	5900-5,560	5900-5,560	5900-5,560	6,195-5,838	6,590-6,116
Projected FTES					
Funded credit FTES	5956	5956	5956	5956	6590
Funded noncredit FTES	37	37	37	37	50
Base funding credit	4564.825	4564.825	4564.825	4564.825	4564.825
Base funding noncredit	2744.957	2744.957	2744.957	2744.957	2744.957
Workload reductions (FTES)	496	436	200	200	200

REVENUES	2011 - 2012	2012-13	2013-14	2014-15	2015-16	2016-17
FEDERAL REVENUE						
Other Federal Revenues	27,527	30,000	0	0	0	0
Indirect Costs	0	0	15,000	15,000	15,000	15,000
TOTAL FEDERAL REVENUE	27,527	30,000	15,000	15,000	15,000	15,000
STATE REVENUE						
Part-time Faculty Salary	70,491	70,491	70,491	70,491	70,491	70,491
Part-time Faculty Insurance	336	336	336	336	336	336
General Apportionment	24,873,232	26,438,603	26,433,644	26,433,644	27,517,197	29,288,164
Prior Year Correction	385,958					
Enroll Fee Admin 2%	38,415	97,483	38,415	38,415	38,415	38,415
State Tax Subventions	30,285	30,000	29,000	29,000	29,000	29,000
Other State Tax Subventions	69	70	70	70	70	70
State - Lottery	1,022,518	787,876	798,000	798,000	810,000	830,000
State Mandated Costs	0	178,500	100,000	100,000	100,000	100,000
Other Miscellaneous State Revenue	-343	336	0	0	0	0
TOTAL STATE REVENUE	26,420,961	27,603,695	27,469,956	27,469,956	28,565,509	30,356,476
LOCAL REVENUE						
Secured Roll Tax Allocation	3,416,545	3,444,268	3,442,562	3,442,562	3,442,562	3,442,562
Prior Years Taxes	193,891	100,000	250,000	250,000	250,000	250,000
ERAF	-110,176	-100,000	100,000	100,000	100,000	100,000
Redevelopment Agency Fund	126,479	25,000	0	0	0	0
Rental and Leases	49,324	50,000	50,000	50,000	50,000	50,000
Interest and Investment	150,482	100,000	100,000	100,000	110,000	120,000
Enrollment Fees	878,463	735,000	735,000	735,000	764,400	810,264
Transcripts	5,289	4,000	4,000	4,000	4,160	4,410
Non Resident Fees	51,007	50,000	50,000	50,000	52,000	55,120
Parking Fees	0	30,000	0	0	0	0
Out of Country Tuition	125,463	80,000	80,000	80,000	83,200	88,192
Other Local Revenue	617,724	0	0	0	0	0
TOTAL LOCAL REVENUE	5,504,491	4,518,268	4,811,562	4,811,562	4,856,322	4,920,548
UNADJUSTED REVENUE	31,952,979	32,151,963	32,296,518	32,296,518	33,436,831	35,292,023
Funded COLA						
Workload Reductions	0	(1,990,264)	(912,965)	(912,965)	(912,965)	(912,965)
Restricted AB 318	0	(325,000)	(325,000)	(325,000)	(325,000)	(325,000)
PROJECTIVE REVENUE	31,952,979	29,836,699	31,058,553	31,058,553	32,198,866	34,054,058
BEGINNING BALANCE	3,054,963	4,458,552	3,656,653	3,060,286	2,493,783	2,335,361
PROJECTIVE REVENUE/BALANCE	35,007,942	34,295,251	34,715,207	34,118,839	34,692,648	36,389,419

Compton Community College District
Five-Year Budget Projections

EXPENSES	2011 - 2012	2012-13	2013-14	2014-15	2015-16	2016-17
ACADEMIC SALARIES						
Certificated Salaries	0	0	0	0	0	0
Instructional Salaries/Regular	5,787,767	5,604,685	5,754,685	5,904,685	6,054,685	6,204,685
Non Instructional Salaries/Regular	2,250,475	2,323,122	2,346,353	2,369,817	2,393,515	2,417,450
Instructional Salaries Other	3,513,288	3,065,000	3,095,650	3,126,607	3,157,873	3,189,451
Non Instructional Salaries Other	213,504	288,194	288,194	288,194	288,194	288,194
TOTAL ACADEMIC SALARIES	11,765,034	11,281,001	11,484,882	11,689,302	11,894,266	12,099,780
CLASSIFIED SALARIES						
Non Instructional Salaries Regular	4,259,082	4,616,081	4,666,081	4,716,081	4,766,081	4,816,081
Non-STRS Instructors	535,799	615,892	622,051	628,271	634,554	640,900
Non Instructional Salaries Non Reg	637,719	594,210	594,210	594,210	594,210	594,210
Instructional Aide	128,753	162,500	164,125	165,766	167,424	169,098
TOTAL CLASSIFIED SALARIES	5,561,353	5,988,683	6,046,467	6,104,329	6,162,269	6,220,289
EMPLOYEE BENEFITS						
State Teachers' Retirement System	876,642	911,490	920,605	929,811	939,109	948,500
Public Employees Retirement System	581,432	675,374	682,128	688,949	695,839	702,797
Social Security Survivors Disability	591,738	526,334	659,698	659,698	659,698	659,698
Health and Welfare	1,672,155	1,797,603	1,905,459	2,019,787	2,140,974	2,269,432
Unemployment Insurance	258,869	173,802	117,499	117,499	117,499	117,499
Workers' Compensation Insurance	482,092	471,380	494,949	519,696	545,681	572,965
Retiree Benefits	870,654	685,833	685,803	685,803	685,803	575,991
TOTAL EMPLOYEE BENEFITS	5,333,582	5,241,816	5,466,141	5,621,243	5,784,603	5,846,883
BOOKS, SUPPLIES AND MATERIALS						
Books and Supplies	0	4,445	4,445	4,445	4,445	4,445
Instructional Supplies	174,899	210,203	210,203	210,203	210,203	210,203
Non Instructional Repair Parts	24,636	71,417	71,417	71,417	71,417	71,417
Non Instructional Supplies	185,789	255,197	255,197	255,197	255,197	255,197
Gasoline	8,462	23,328	23,328	23,328	23,328	23,328
Food/Food Supplies	3,978	2,000	2,000	2,000	2,000	2,000
TOTAL BOOKS, SUPPLIES AND MAT.	397,764	566,590	566,590	566,590	566,590	566,590
CONTRACT SERVICES AND OPERATING EXPENSES						
Contract for Personal Services	2,355,966	1,970,103	2,083,103	2,096,233	2,109,494	2,122,888
Travel, Conference and Training	77,934	100,348	100,348	100,348	100,348	100,348
Dues and Memberships	33,834	35,740	35,740	35,740	35,740	35,740
Insurance	99,499	150,000	153,750	157,594	161,534	165,572
Utilities and Housekeeping Services	862,972	1,013,000	1,164,950	1,188,249	1,212,014	1,236,254
Contracts, Rentals, and Repairs	395,236	442,817	442,817	442,817	442,817	442,817
Legal, Elections, and Audit Expense	218,453	389,000	889,000	389,000	639,000	389,000
Othr Svcs, Postage, and Advertising	708,022	714,079	714,079	714,079	714,079	714,079
Miscellaneous	338,169	177,388	72,500	72,500	72,500	72,500
TOTAL CONTRACT SERVICES	5,090,085	4,992,475	5,656,287	5,196,560	5,487,526	5,279,198

Compton Community College District
Five-Year Budget Projections

EXPENSES	2011 - 2012	2012-13	2013-14	2014-15	2015-16	2016-17
CAPITAL OUTLAY						
Site Improvements	0	100,000	200,000	200,000	200,000	200,000
Buildings	0	0	0	0	0	0
Library Books	57,091	66,000	120,000	120,000	120,000	120,000
Equipment	121,198	202,033	204,053	202,033	202,033	202,033
TOTAL CAPITAL OUTLAY	178,289	368,033	524,053	522,033	522,033	522,033
OTHER OUTGO						
Other Outgo	1,292,420	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Interfund Transfers Out	874,767	850,000	560,500	575,000	590,000	605,000
Other Payments To/For Students	56,096	50,000	50,000	50,000	50,000	50,000
TOTAL OTHER OUTGO	2,223,283	2,200,000	1,910,500	1,925,000	1,940,000	1,955,000
TOTAL EXPENDITURES LESS CONTINGENCY	30,549,390	30,638,598	31,654,920	31,625,057	32,357,287	32,489,773
Reserve for Contingencies	0	1,500,000	500,000	400,000	400,000	1,700,000
GRAND TOTAL EXPENDITURES	30,549,390	32,138,598	32,154,920	32,025,057	32,757,287	34,189,773
ENDING BALANCE	4,458,552	2,156,653	2,560,286	2,093,783	1,935,361	2,199,646
	<u>35,007,942</u>	<u>34,295,251</u>	<u>34,715,207</u>	<u>34,118,839</u>	<u>34,692,648</u>	<u>36,389,419</u>
	-	-	-	-	-	-
Designated Fund Balance	439,368	529,526	329,526	219,684	109,842	-
Projected Contingency & Ending Balance Reserve	13.16%	10.21%	8.63%	7.19%	6.88%	12.00%
Annual Increases (Decreases)						
PERS	0	93,942	0	0	0	0
STRS	0	0	0	0	0	0
Election	0	0	520,000	0	250,000	0
Health and Welfare	0	-124,498	101,100	107,166	113,596	120,412
Utilities and Housekeeping Services	0	-55,000	151,950	23,299	23,765	24,240
Insurance - Workers' Compensation	0	-51,969	22,596	23,726	24,913	26,158
Insurance - Liability	0	25,000	10,500	10,815	11,139	11,474
Cost Reduction from Academic Hourly	0	0	0	0	0	0
Back-fill of Categorical from UGF	0	0	0	0	0	0
PARS Obligation - actual annual payments	109,000	109,000	109,000	109,000	109,000	109,000
Police Services Contract	0	13,639	13,776	13,913	14,052	14,193
UGF Line of Credit Repayment	0	500,000	-300,000	0	0	0

2. SPECIAL TRUSTEE'S ADVISORY COMMITTEE APPOINTMENTS

It is recommended that the Special Trustee's Advisory Committee discuss the Special Trustee's Advisory Committee Appointments.

IX. PRESENTATION

1. EL CAMINO COLLEGE COMPTON CENTER ACCREDITATION UPDATE

It is recommended the Special Trustee's Advisory Committee receive a presentation on the El Camino College Compton Center Accreditation Update.



El Camino College
Compton Center

Accreditation Update

Keith Curry, CEO
Compton Community College District
Barbara Perez, Vice President
El Camino College Compton Center

Eligibility Requirements and Accreditation Standards

- Eligibility Criteria
- Accreditation Standards
- Both documents may be found on this web page:
 - <http://www.accjc.org/eligibility-requirements-standards>

Accreditation Steering Committee

- Compton Center's Accreditation Steering Committee has five subcommittees:
 - Organization and Governance
 - Instruction and Faculty
 - Student Services and Public Information
 - Financial Integrity
 - Planning and Evaluation

Eligibility Requirements

1. Authority – Criterion Met
 - ECC is authorized to operate an educational center
2. Mission – Criterion Met
 - Mission Statement was developed jointly by Compton & ECC
3. Governing Board – Criterion Met
 - This criterion relates to the El Camino College Board of Trustees.
4. CEO – Criterion Met and Strengthened
 - CEO job description was revised and approved by the Special Trustee in June 2012.
 - Permanent CEO was hired in Spring 2013.

Eligibility Requirements

5. Administrative Capacity - Criterion Met and Strengthened
 - Developed a plan to transition to Compton the functions currently done by ECC.

6. Operational Status – Criterion Met
 - Institution is operating
 - Students are pursuing and earning degrees

Eligibility Requirements

7. Degrees – Criterion Met
 - Programs lead to degrees
 - Significant proportion of students are enrolled in degree & certificate programs
8. Educational Programs – Criterion Met
 - Programs have sufficient length, content, and rigor for degrees and student outcomes
9. Academic Credit – Criterion Met
 - Credit is awarded following accepted practices

Eligibility Requirements

10. Student Learning and Achievement
 - Criterion partially met.
 - We believe the Compton Center has achieved proficiency, however we need to be at sustainability by fall 2014.
11. General Education – Criterion Met
 - General education is a substantial part of degree programs
12. Academic Freedom – Criterion Met
 - Academic Freedom assured by contracts and board policies

Eligibility Requirements

13. Faculty – Criterion Met
 - Faculty meet state and ECC minimum qualifications
 - Faculty review curriculum and assess learning
14. Student Services – Criterion Met
 - Full range of student services available to support learning & success and the mission
15. Admissions – Criterion Met
 - Admissions policies follow state practices
16. Information and Learning Resources-Criterion Met

Eligibility Requirements

17. Financial Resources- Criterion not met
 - Problems with accounting data accuracy
 - Post-Emp. Benefits: \$15.4 million liability is unmet
 - Since spring 2012, improvements have occurred
18. Financial Accountability - Criterion not met
 - Recent audits: significant findings
 - Completed “Sound Fiscal Management” self-assessment
 - Continue to complete audits on time and continue to reduce the number of audit findings.
 - Since spring 2012, improvements have occurred

Eligibility Requirements

19. Institutional Planning and Evaluation
 - Criterion not met
 - Comprehensive Master Plan was adopted August 2012.
 - Center and the District need to improve the linkages between the program review, planning, and budget allocation process.
 - Linkages must be documented by all departments and programs.
 - Must evaluate the program review, planning, budget allocation process, and measure progress toward the institutional goals.

20. Public Information – Criterion Met
 - Catalog and schedules are accurate, current, and comply with ACCJC and state regulations

Eligibility Requirements

- 21. Relations with the Accrediting Commission
 - Criterion will be met
 - Responsibilities handled by the Accreditation Liaison Officer
 - Dr. Francisco Arce, Vice President of Academic Affairs at El Camino College, is the ECC Compton Center Accreditation Liaison Officer.

Current Status of Eligibility Application

In Spring 2013, the ASC co-chairs (CCCD CEO, ECC CEC VP and CEC Faculty Council Chair) recommended and the decision was made, to postpone submitting the eligibility application by one year. This provided the opportunity for those areas in the 21 eligibility criteria not yet meeting the standards, more time to prepare.

Review the Compton CCD 2012-13 fiscal year audit to determine if the CCD meets the ACCJC fiscal eligibility requirements.

- If yes: process continues.
- If no: the process for submitting the Eligibility Application is postponed, for one year.

Once Eligibility Application is completed, the application will be submitted by El Camino College.

Current Status of Eligibility Application

- Review Accreditation Standards to determine whether or not the standards are met at the ECC Compton Center. If determined accreditation standards are not met, develop action plan for the Center to meet the standards within a one-year timeframe.

More info: www.compton.edu/campusinformation/accreditation

Questions?



X. ACTION ITEMS

1. 2013 SPECIAL TRUSTEE'S ADVISORY COMMITTEE EVALUATIONS

It is recommended the Special Trustee's Advisory Committee completes the 2013 Special Trustee's Advisory Committee Evaluations.

**COMPTON COMMUNITY COLLEGE DISTRICT
SPECIAL TRUSTEE'S ADVISORY COMMITTEE
SELF-EVALUATION QUESTIONNAIRE 2013**

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Individual Members' Appraisal of All Members' Activities

	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
1. Participate in community activities and events and bring observations to the Special Trustee's Advisory Committee Meetings.					
a. Attend events in the community.					
b. Speak to community groups.					
c. Bring copies of community events and activities to other Advisory Committee members					
2. Participate in the operation of the District at Special Trustee's Advisory Committee Meetings.					
a. Regularly attend Special Trustee's Advisory Committee meetings					
b. Speak freely and openly on policy issues pertaining to Compton Community College District.					
c. Solicit opinions of fellow Special Trustee's Advisory Committee members and members of the community					
d. Present ideas during discussion and advisement section of Special Trustee's Advisory Committee Meetings					
3. Fiscal Responsibilities.					
a. Study, review and receive the 2011-2012 Annual Financial Audit					
b. Study, review and receive 2012-2013 Budget.					
c. Study, review and receive CCCD Five-Year Budget Assumptions					
d. Study, review and receive CCCD Line of Credit Expenditures					
e. Study, review and receive Measure CC Bond Expenditures					
4. Support Partnership with El Camino College					
a. Study, review, and provide input on the Partnership Agreement with El Camino College District					
b. Study, review, and provide input on the Facilities Memorandum of Understanding with El Camino College District.					
c. Receive and review El Camino College District Accreditation reports for the El Camino College Compton Center					
5. Participate in required Special Trustee's Advisory Committee Training.					
a. Ethics Training					
b. Online Accreditation Basics Workshop					
c. Brown Act Training Session					

XI. ADVISEMENT AGENDA

1. INVESTIGATION OF THE FEASIBILITY OF LOCAL SCHOOL FUNDING OPPORTUNITIES FOR FACILITIES PROJECTS.

It is recommended the Special Trustee's Advisory Committee discuss the Investigation of the Feasibility of Local School Funding Opportunities for Facilities Projects.

2. FUTURE AGENDA ITEMS

It is recommended that the Special Trustee's Advisory Committee discuss Future Agenda Items.