

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

- A. Human Resources – The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.**
1. The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.
 - a. *Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority. Criteria for selection of faculty include knowledge of the subject matter or service to be performed (as determined by individuals with discipline expertise), effective teaching, scholarly activities, and potential to contribute to the mission of the institution. Institutional faculty plays a significant role in selection of new faculty. Degrees held by faculty and administrators are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established.*
 - b. *The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.*
 - c. *Faculty and others directly responsible for students progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.*
 - d. *The institution upholds a written code of professional ethics for all its personnel.*
 2. The institution maintains a sufficient number of qualified faculty with full-time responsibility to the institution. The institution has a sufficient number of staff and administrators with appropriate preparation and experience to provide the administrative services necessary to support the institution’s mission and purposes.
 3. The institution systematically develops personnel policies and procedures that are available for information and review. Such policies and procedures are equitably and consistently administered.

- a. *The institution establishes and adheres to written policies ensuring fairness in all employment procedures.*
 - b. *The institution makes provision for the security and confidentiality of personnel records. Each employee has access to his/her personnel records in accordance with law.*
4. The institution demonstrates thorough policies and practices an appropriate understanding of and concern for issues of equity and diversity.
- a. *The institution creates and maintains appropriate programs, practices, and services that support its diverse personnel.*
 - b. *The institution regularly assesses its record in employment equity and diversity consistent with its mission.*
 - c. *The institution subscribes to, advocates, and demonstrates integrity in the treatment of its administration, faculty, staff and students.*
5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.
- a. *The institution plans professional development activities to meet the needs of its personnel.*
 - b. *With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.*
6. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.

Use of FCMAT Professional and Legal Standards

Since 1998 the Fiscal Crisis and Management Assistance Team (FCMAT) has been involved in assisting California K-12 school districts under State Administration to return to local governance. FCMAT developed a standards-based assessment tool as part of this work, and has adapted it for use in assessing and monitoring the Compton Community College District. FCMAT professional and legal standards are being used in conjunction with the Accrediting Commission for Community and Junior Colleges (ACCJC) standards, as Compton Community College District seeks not only to return to local governance but also seeks to re-establish its academic accreditation.

For ACCJC Standard III – Resources, appropriate FCMAT standards from the operational areas of Personnel Management, Financial Management, and Facilities Management have been used to measure progress on ACCJC Standards III-A, III-B, III-C and III-D. The Accrediting Commission for Community and Junior Colleges will conduct its own accreditation review to determine when accreditation will be restored to the Compton Community College District. It is hoped that by addressing the recommendations made in this report to implement the FCMAT professional and legal standards, the Compton Community College District (CCCD) will be assisted in readying itself for the ACCJC accreditation review in the future.

Each professional and legal standard has been provided a score, on a scale of 1 to 10, as to the CCCD's implementation of the standard at this particular point in time. These ratings provide a basis for measuring the district's progress over the course of time.

<i>Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources</i>		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
A. Human Resources				
Standard to be Addressed				
Organization and Planning - Personnel Management Standards				
1.1	An updated and detailed policy and procedures manual exists that delineates the responsibilities and operational aspects of the Human Resources Division.	1	3	3
1.2	The college has clearly defined and clarified roles for board and administration relative to recruitment, hiring, evaluation and dismissal of employees.	1	3	3
1.3	The Human Resources Division has developed a mission statement that sets clear direction for Division staff. The Human Resources Division has established goals and objectives directly related to the college's goals that are reviewed and updated annually.	1		
1.4	The Human Resources Division has an organizational chart and a functions chart that include the names and positions and job functions of all staff in the Human Resources Division.	8		
1.5	The Human Resources Division has a monthly activities calendar and accompanying lists of ongoing personnel activities to be reviewed by staff at planning meetings.	1	5	6
Communications - Personnel Management Standards				
2.1	The Human Resources Division utilizes the latest technological equipment for incoming and outgoing communications.	2	2	3
2.2	The Human Resources and Business Divisions have developed and distributed a menu of services that includes the activities performed, the individual responsible, and the telephone numbers where they may be contacted.	8		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
2.3	The Human Resources Division provides an annual report of activities and services provided during the year.	0	0	1
2.4	The Human Resources Division staff is cross-trained to respond to client need without delay.	0	2	3
2.5	The Human Resources Division holds regularly scheduled staff meetings.	1	5	6
2.6	Various publications are provided on a number of subjects to orient and inform various clients.	0		
Employee Recruitment/Selection - Personnel Management Standards				
3.1	The Governing Board provides equal employment opportunities for all people without regard to race, color, creed, sex, religion, ancestry, national origin, age, or disability.	1	3	3
3.2	Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.	1	3	3
3.3	The job application form requests information that is legal, useful, pertinent, and easily understood.	1		
3.4	The Human Resources Division has a recruitment plan that contains recruitment goals, including the targeting of adjunct faculty positions. The college has established an adequate recruitment budget that includes funds for travel, advertising, staff training, promotional materials and the printing of a year-end report, and that effectively implements the provisions of the college recruitment plan.	0	1	2
3.5	The college has developed materials that promote the college and community, are attractive, informative and easily available to all applicants and other interested parties.	0		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
3.6	The college has identified people to participate in recruitment efforts, and has provided them with adequate training to carry out the college's recruitment goals.	0		
3.7	The college has effectively identified a variety of successful recruitment sources, including Web sites, job fairs, and other colleges and universities publications.	3		
3.11	The college systematically initiates and follows up on reference checking on all applicants being considered for employment.	1	3	5
3.12	Selection procedures are uniformly applied.	1	3	5
3.13	The college appropriately monitors faculty assignments and reports as required.	1	3	4
3.14	Appropriateness of required tests for specific classified positions is evident.	4		
3.15	The college has implemented procedures to comply with state legislation governing short-term employees.	1		
3.16	In the merit system, recruitment and selection for classified service are delegated to the Personnel Commission.	Not applicable		
3.17	The Personnel Commission prepares an eligibility list of qualified candidates for each classified position that is open, indicating the top three candidates.	Not applicable		
3.18	Classified recruitment results are provided in an annual report to the Personnel Commission Board.	Not applicable		
Employee Induction and Orientation - Personnel Management Standards				
4.1	Initial orientation is provided for all new staff, and orientation handbooks are provided for new employees in all classifications: certificated and classified employees including full-time, part-time, hourly, limited-term.	1	4	4

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
4.2	The Human Resources Division has developed materials of the college's activities and expectations for new employee orientation.	4		
4.3	The Human Resources Division has developed an employment checklist to be used for all new employees that includes college forms and state and federal mandated information. The checklist is signed by the employee and kept on file.	1	3	5
Operational Procedures - Personnel Management Standards				
5.1	Personnel files are complete, well-organized and up to date.	1	3	5
5.2	The Human Resources Division non-management staff members have individual desk manuals for all of the personnel functions for which they are held responsible.	1		
5.3	The Human Resources Division has an operation procedures manual for internal department use in order to establish consistent application of personnel actions.	1	2	5
5.4	The Human Resources Division has a process in place to systematically review and update job descriptions. These job descriptions shall be in compliance with the Americans with Disabilities Act (ADA) requirements.	1	1	2
5.5	The Human Resources Division has procedures in place that allow for both personnel and payroll staff to meet regularly to solve problems which develop in the process of new employees, classification changes, and employee promotions.	1	4	5
5.6	Wage and salary determination and ongoing implementation are handled without delays and conflicts (temporary employees, stipends, shift differential, etc.).	4	4	5
5.7	Regulations or agreements covering various types of leaves are fairly administered.	4	4	4

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
5.8	Human Resources Division staff members attend training sessions/workshops to keep abreast of the most current acceptable practices and requirements facing Human Resources administrators.	5		
5.9	The Human Resources Division provides employees with appropriate forms for documenting requested actions (e.g. leaves, transfers, resignations, and retirements).	3		
5.10	Established staffing formulas dictate the assignment of personnel to the various programs.	0		
State and Federal Compliance - Personnel Management Standards				
6.1	Policies and regulations exist regarding the implementation of fingerprinting requirements for all employees.	1	5	6
6.2	The Governing Board requires every employee to present evidence of freedom from tuberculosis as required by state law.	4		
6.4	A clear implemented policy exists on the prohibition of discrimination.	1		
6.5	All certificated employees hold one or more valid certificates, credentials or diplomas or equivalencies that allow the holder to engage in services designated in the document.	4	6	8
6.8	The college has established a process by which all required notices and training sessions have been performed and documented such as those for sexual harassment and nondiscrimination.	1	3	4
6.9	The college is in compliance with Title IX Policies on discrimination and Government Code 12950(a) posting requirements concerning harassment or discrimination.	3	5	6
6.10	The college is in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).	5	6	8

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
6.11	The college is in compliance with the Family Medical Leave Act (FMLA) including posting the proper notifications.	2	5	6
6.12	The college is in compliance with the Americans with Disabilities Act (ADA) in application procedures, hiring, advancement or discharge, compensation, job training and other terms, conditions, and privileges of employment.	1	2	3
6.13	The college has identified exempt and nonexempt employees and has promulgated rules and regulations for overtime that are in compliance with the Fair Labor Standards Act and California statutes.	1	3	3
6.14	Current position descriptions are established for each type of work performed by certificated and classified employees.	1	1	3
6.15	The college obtains a criminal record summary from the Department of Justice before employing an individual, and does not employ anyone who has been convicted of a violent or serious felony.	1	5	6
Use of Technology - Personnel Management Standards				
7.1	An online position control system is utilized and is integrated with payroll/financial systems.	8		
7.3	The certificated and classified departments of the Human Resources Division have an applicant tracking system.	0	1	2
7.4	The Human Resources Division has a program providing funds and time for staff training and skills development in the use of computers.	1		
7.5	The Human Resources Division has computerized its employee database system including, but not limited to: credentials/qualifications, seniority lists, evaluations, personnel by funding source/program/location, and Workers' Compensation benefits.	8		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
Staff Training - Personnel Management Standards				
8.1	The college has developed a systematic program for identifying areas of need for training for all employees.	0	3	4
8.2	The college makes provisions for division-directed professional development activities.	1		
8.3	Faculty, staff and other members of the college are provided with diversity training.	1		
8.4	The college has adopted policies and procedures regarding the recognition and reporting of sexual harassment.	1		
8.5	The college provides training for all management and supervisory staff responsible for employee evaluations.	1	1	3
8.6	The college provides training opportunities to managers and supervisors in leadership development and supervision. Training topics might include interpersonal relationships, effective supervision, conflict resolution, cultural diversity, gender sensitivity and equity, and team building.	1		
8.7	The college develops handbooks and materials for all training components.	0		
Evaluation/Due Process Assistance - Personnel Management Standards				
9.1	The evaluation process is a regular function related to each employee and involves criteria related to the position.	2	1	3
9.2	Clear policies and practices exist for the written evaluation and assessment of classified and certificated employees and managers.	2	1	3
9.3	The Human Resources Division provides a process for the monitoring of employee evaluations and the accountability reporting of their completion.	1		
9.4	The Human Resources Division has developed an evaluation handbook and provided due process training for managers and supervisors.	1	1	3

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
9.5	The Human Resources Division has developed a process for providing assistance to certificated and classified employees performing at less-than-satisfactory levels.	2		
9.6	The board evaluates the president based upon pre-approved goals and objectives.	1		
10.2	The Human Resources Division has developed recognition programs for all employee groups.	0		
Employee Services - Personnel Management Standards				
10.3	The Human Resources Division has available to its employees various referral agencies to assist employees in need.	10		
10.4	Employee benefits are well understood by employees through periodic printed communications provided by the Human Resources Division. Timely notification of annual open enrollment periods is sent to all employees.	8		
10.5	The Human Resources Division provides new hires and current employees with a detailed explanation of benefits, the effective date of coverage, along with written information outlining their benefits and when enrollment forms must be returned to implement coverage.	8		
10.6	Employees are provided the state's injury report form (DWC Form 1) within one working day of having knowledge of any injury or illness.	8		
10.7	The college notifies the third party administrator of an employee's claim of injury within five working days of learning of the injury and forwards a completed Form 5020 to the insurance authority.	8		
10.8	The college's workers' compensation experiences and activities are reported periodically to the President's cabinet.	0		
10.9	The workers' compensation unit is actively involved in providing injured workers with an opportunity to participate in a modified duty program.	1		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
10.10	The workers' compensation unit maintains the California OSHA log for all work sites and a copy is posted at each work site during the month of February as required.	1		
Employer/Employee Relations - Personnel Management Standards				
11.1	The college has collected data that compare the salaries and benefits of its employees with colleges of similar size, geographic location and other comparable measures.	1		
11.2	The Human Resources Division involves administrators in the bargaining and labor relations decision making process.	1		
11.3	The Human Resources Division provides all managers and supervisors (certificated and classified) training in contract management with emphasis on the grievance process and administration. The Human Resources Division provides clearly defined forms and procedures in the handling of grievances for its managers and supervisors.	1	1	1
11.4	The Human Resources Division provides a clearly defined process for bargaining with its employee groups (i.e., traditional, interest-based).	1	1	3
11.5	The Human Resources Division has a process that provides management and the board with information on the impact of bargaining proposals, e.g., fiscal, staffing, management flexibility, student outcomes.	1	1	1
11.6	Bargaining proposals and negotiated settlements are "sunshined" in accordance with the law to allow public input and understanding of employee cost implications and, most importantly, the effects on the students of the college.	5		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
Employee Benefits/Workers' Compensation - Personnel Management Standards				
12.1	The college has its self-insured workers' compensation programs reviewed by an actuary in accordance with Education Code Section 17566 and filed with the appropriate agencies.	8		
12.2	Timely notice of annual open enrollment period is sent to all eligible employees.	10		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 1.1 – Organization and Planning

Professional Standard:

An updated and detailed policies and procedures manual exists that delineates the responsibilities and operational aspects of the Human Resources Division.

Sources and Documentation:

1. Interviews with the Acting Dean of Human Resources and other Human Resources Division staff
2. Review of former policies and procedures affecting academic and classified personnel
3. Review of current plans and priorities enumerated by the Associate Vice President of Human Resources for El Camino College
4. Collective bargaining agreements impacting policies and procedures
5. Human Resources Procedure Manual
6. Letter from attorney regarding merit system
7. Administrative Policy 7120 (draft)
8. Employees' Personnel Policy and Procedures Handbook

Progress on Implementing the Recommendations of the Recovery Plan:

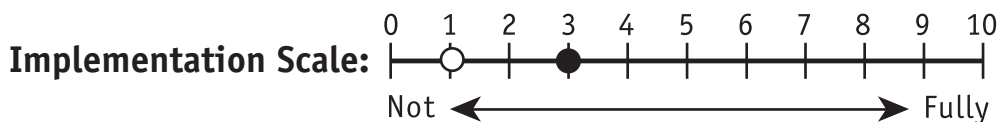
1. With respect to policies and procedures affecting classified personnel, the college had been operating under the rules and regulations established by the Personnel Commission, which was terminated through AB 318. A legal opinion recently provided to El Camino College and the Compton Center indicates that the Commission's rules and regulations are to remain in effect. The Special Trustee will serve as the Personnel Commission, in addition to his role as the Board of Trustees for the Compton CCD. The most recent site visit confirms the continuation of the Commission's policies and procedures through the Special Trustee serving as the Commission. This arrangement and administrative process appears to be working well, as confirmed by a review of recent classified recruitment selection procedures and required approval of position eligibility lists.
2. The interactions between the Compton Center and El Camino College instructional programs will affect the manner in which the Center will deal with human resources-related policies regarding academic personnel. The recently completed negotiation between Compton and the American Federation of Teachers (AFT) resulted in a collective bargaining agreement that will affect the nature and timing of changes in existing personnel practices directly related to issues such as faculty evaluation procedures (a new methodology of academic evaluation procedures and scheduling of tenured faculty evaluations was included in the new agreement and implemented for all faculty during the past academic year). However, some provisions must still be finalized in terms of administrative guidelines and forms.
3. The intent of the El Camino College administration is to implement its Human Resources policies and procedures at the Compton Center over a period of time. With the merit system in place at the center, certain functions will operate separately and apart from El Camino College's procedures. Because this is a complex and intricate endeavor, the concept is to identify and take immediate action on areas identified as having high priority. It is anticipated that

development and implementation of a comprehensive policy and procedure manual for El Camino College and the Compton Center will be a one- to two-year project. Compton Center staff have developed their own policies and plan to present the new policies to the Compton Special Trustee and El Camino College staff for approval in the coming months.

4. The Compton Center Human Resources Division manual contains current policies and procedures related to employment and employee benefits. Although most policies are now in place, these procedures have not been communicated effectively to management staff or other key personnel. In addition, there is a clear need to train management and other key personnel regarding changes in practices.
5. The Compton Center Human Resources Department has done a commendable job in the continued improvement and expansion of the Employees' Personnel Policy and Procedures Handbook, including additional modifications resulting from the latest collective bargaining agreements. The revised handbook will be scheduled for management review and approval before being directed to appropriate legal counsel for final review and approval.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 1.2 – Organization and Planning

Professional Standard:

The college has clearly defined and clarified roles for board and administration relative to recruitment, hiring, evaluation and dismissal of employees.

(For this review, the “board” is interpreted to mean Special Trustee since the board has been set aside by AB 318. “Administration” is interpreted to relate to the group of temporary management personnel working under the direction of the Provost and assigned to the Compton Center.)

Sources and Documentation:

1. Board policies in effect subject to official action of the Special Trustee
2. Interviews of the Special Trustee and the Dean of Human Resources
3. AB 318 regarding authority of former board policies and roles
4. Faculty, management and classified hiring procedures
5. AP 7120, Recruitment and Hiring procedures (draft)
6. Board agendas through April 2008 indicating personnel actions, job description and other submittals to the board/Special Trustee affecting human resources operations.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Special Trustee serves as the Compton District board and has conducted open board meetings with a published agenda and minutes using essentially the same procedures as the former board. Personnel actions continue to be brought to the Special Trustee acting as the Personnel Commission for approval because the Compton District continues to have responsibility for the personnel and payroll allocated to the Center.
2. In the absence of a Personnel Commission, actions requiring board approval for classified employees are now submitted to the Special Trustee, who serves as the Personnel Commission. In the recent past, most Personnel Commission and board actions involved the re-employment of laid off classified personnel from the re-employment list for both regular and temporary assignments. These actions do not reflect the complete recruitment and selection process including: recruitment testing, establishment of eligibility lists and other features legally mandated as part of a merit system. Although the Board of Trustees’ responsibilities have not changed with respect to personnel actions, the Special Trustee carries out these responsibilities serving as the board. These responsibilities include hiring, separation from employment (resignation, retirement and disciplinary termination), promotion (excluding testing and selection for promotional positions), and implementing disciplinary action.

Because these responsibilities pertain to the Compton District, not the Compton Center, the El Camino CCD Board of Trustees is not directly involved in them. While both the Compton District Special Trustee and the President of El Camino College communicate openly and continually on potential areas of conflict, a similar open and continual communication must exist between the Human Resources departments for the Compton Center and for El Camino College to facilitate effective administrative procedures and ensure that faculty and administrators assigned to the Compton Center meet the qualifications for similar positions at El Camino College.

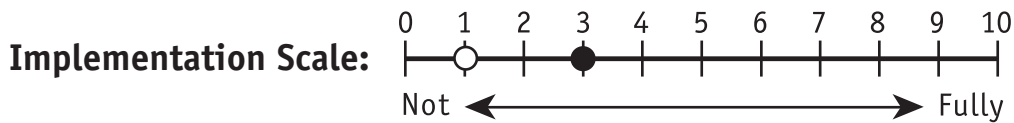
- a. Although the Compton District Personnel Commission has been set aside, the merit system rules and regulations remain in place and are fully operational based upon the assessment team's review of documents and personal interviews.
 - b. Because the charge of this assessment team is focused on the Compton District and the Compton Center Human Resources operations, the El Camino Board has not been interviewed to determine the extent to which that board understands the hiring, evaluation and dismissal processes.
 - c. The assessment team has determined that the Special Trustee has approved new hires for classified, academic personnel and administrative assignments according to applicable procedures while acting as the Compton District Board of Trustees. These actions have resulted from the use of classified employee re-employment lists, established and administered in accordance with California Education Code, and/or open and promotional recruitment procedures applicable to respective employee categories.
3. As the Compton Center, El Camino College and Compton District administration have made considerable efforts to align the number of full-time faculty with actual student enrollment, recruitment and selection of full-time faculty positions has been limited. Unfortunately, the Compton Center has been operating and managing its instructional program with interim chief instructional officers; this has hampered efforts to establish more effective accountability for teaching loads and efficient use of faculty. As a result, the correlation between staffing levels and instructional program offerings has been detrimentally affected. At the same time, the Compton Center instructional and Human Resources administrative staff continue to develop an effective working relationship with the instructional leadership at El Camino College. Part of that relationship involves the determination of appropriate staffing levels for the Compton Center instructional programs. There is still an expectation among faculty, based on statements allegedly made by the State Chancellor, that no faculty will be laid off for an unspecified period to permit proper assessment of course offerings.
 4. Even with the reported significant increase in FTES for the 2007-08 academic year, it does not seem prudent to maintain a level of faculty staffing that is based on the much higher enrollment that existed prior to the implementation of state-controlled administration of the Compton District. Further study is required to determine reasonable levels of faculty staffing based on annual projected enrollments and course offerings. Such a study is under way, but thus far the results are inconclusive.
 5. The Special Trustee, acting as the Board of Trustees and as the Personnel Commission, is operating consistently under his understanding of this complex matter.
 6. The recruitment, hiring, evaluation and dismissal functions of the Compton Center's human resources are not well understood by the administration, partially because of the need for a published final version of an operations manual that incorporates El Camino College's policies and procedures with the terms of the revised collective bargaining agreement with the AFT. Although commendable progress is being made, it may be several months before all the elements are in place. Additional concerns are as follows:
 - a. A large percentage of existing management personnel are employed as temporary or interim, while others are only recently hired. Personnel evaluation cannot legitimately be

performed by independent contractors, interim administrators or temporary employees. The issue of which management personnel are empowered to evaluate subordinates is being evaluated, but the answer is unclear at this point. Under any circumstances, frequent turnover of Compton Center management positions detracts from an efficient and effective employee evaluation program.

- b. The human resources staff is working on a plan to develop documentation and training of administration regarding new policies and procedures affecting personnel actions. There is a draft of new policies and procedures (AP 7120); however, the decision to implement these policies and procedures is not final.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 1.5 – Organization and Planning

Professional Standard:

The Human Resources Division has a monthly activities calendar and accompanying lists of ongoing personnel activities to be reviewed by staff at planning meetings.

Sources and Documentation:

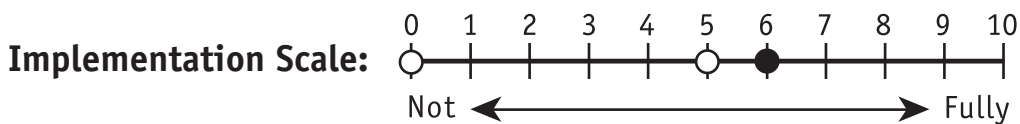
1. Interviews with all Human Resources staff
2. Calendars (beginning 6/07 to 10/07) and memoranda regarding key dates
3. Calendars from 11/07 to 5/08

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton District Human Resources staff are more effectively developing and maintaining calendars of events and activities. These calendars and relevant information are communicated widely and distributed internally during department staff meetings.
2. The Compton Center Human Resources Department sends periodic reminder memos to staff regarding deadlines for activities, reports and other key dates.
3. Since the inception of the El Camino College and Compton District partnership, regular Human Resources staff meetings are held once per month for communication and planning.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 2.1 – Communications

Professional Standard:

The Human Resources Division utilizes the latest technological equipment for incoming and outgoing communications.

Sources and Documentation:

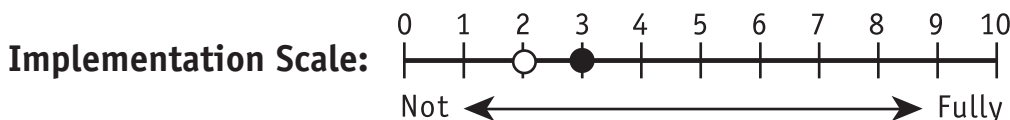
1. Interviews of Human Resources staff and examination of technology equipment utilized
2. Interview with the Director of Information Technology Services
3. Review of Operating Manual for new RICOH copier

Progress on Implementing the Recommendations of the Recovery Plan:

1. The division uses relatively new computer equipment that is adequate for its needs, with appropriate connectivity to the county office of education and software available on the center’s network. Staff are evaluating the acquisition of human resources software that will facilitate the recruitment and selection process and alleviate some of the delays resulting from the need for selection committee members to come to a central location to review candidate application materials.
2. The division has access to the Internet using equipment that is up to date.
3. The division now has sufficient copy machine capability that can be linked to the computer system.
4. A designated room and a laptop terminal are available for applicants to complete an application form in the Human Resources office. The division does not make use of an applicant tracking system. After considerable research and collaboration with the El Camino College Human Resources division, an applicant tracking system called Greentree was purchased but is not yet installed at the Center. Although implementation procedures will place additional time demands on Human Resources staff, the resulting product will alleviate some of the workload for department personnel and facilitate review of application materials by selection committee members.

Standard Implemented: Partially

April 2007 Rating: 2
January 2008 Rating: 2
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 2.3 – Communications

Professional Standard:

The Human Resources Division provides an annual report of activities and services provided during the year.

Sources and Documentation:

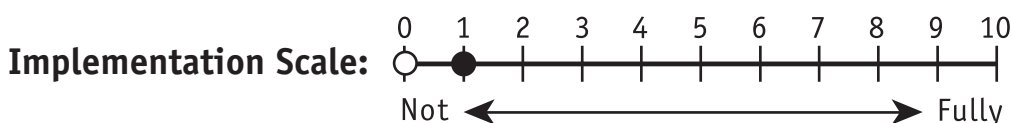
1. Interviews of division staff and the Compton Center Dean of Human Resources
2. Materials provided by the staff regarding past practices
3. Human Resources monthly reports covering March-May 2008

Progress on Implementing the Recommendations of the Recovery Plan:

1. There is no recollection on the part of staff that annual reports were prepared by HR Department or Personnel Commission staff.
2. There is no evidence that reports (annual or periodic) have been submitted to the Compton Board of Trustees or the Personnel Commission regarding human resources activities.
3. The Compton Dean of Human Resources has initiated a monthly report to the Compton Center Provost addressing such matters as vacancies, number of applicants, positions filled, terminations, data on workers' compensation claims, legal updates, collective bargaining matters, grievances and other requested information (from the Special Trustee or Provost). Monthly reports should include a list of special projects and progress reports, projections and objectives identified for the next reporting period and other pertinent data required by management. The review team was unable to verify how these reports are being used as part of the Compton Center strategic planning process because the Compton CCD and El Camino CCD were in the process of selecting a permanent Provost for the Compton Center at the time of the fieldwork.
4. The Compton Center HR Department is in the planning and preparation stages of developing an annual report that will be presented to the Compton CCD Special Trustee/Board and the El Camino CCD Board regarding 2007-2008 HR operations for the Center. It is anticipated that the report will be finalized and presented in fall 2008.

Standard Implemented: Partially

April 2007 Rating: 0
January 2008 Rating: 0
July 2008 Rating: 1



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 2.4 – Communications

Professional Standard:

The Human Resources Division staff is cross-trained to respond to client need without delay.

Sources and Documentation:

1. Interviews of Compton Center HR Department staff members
2. Interview of Dean and other leadership
3. Staff-prepared list of cross-trained activities

Progress on Implementing the Recommendations of the Recovery Plan:

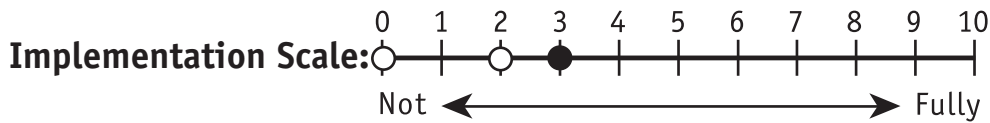
1. Each of the Compton Center Human Resources Department employees, supervised by the Dean of Human Resources, is assigned a major HR activity or group of employees (classified, certificated) and is now being cross-trained to improve department efficiency and effectiveness.
 - a. One Personnel Analyst is primarily assigned to academic personnel matters. Although she provides general assistance in other HR operations as necessary, she is not being cross-trained on classified tasks or on the other desks in Human Resources.
 - b. A Personnel Specialist works primarily on classified personnel matters and is the only holdover from the former Personnel Commission staff. Although this employee assists with Commission-related personnel activities and those outside of the Personnel Commission purview, she is not cross-trained on academic personnel tasks.
 - c. A Benefits Specialist specializes in the health benefits function and is not cross-trained on the other desks' tasks.
 - d. Another Personnel Specialist works on workers' compensation claims as well as property and liability insurance claims. This employee also serves as the primary interface with attorneys and other legal counsel on risk management legal matters and other HR legal actions. She is not cross-trained on the other desks' tasks.
 - e. A receptionist/clerical support position provides additional clerical/secretarial assistance to the Dean and other department personnel.
2. Interviews with the Compton Center Dean of HR and Department employees confirm progress in cross-training in the following areas: health and welfare benefits administration; generation of faculty assignments; receipt and processing of candidate applications and related materials; entering employee data into the information technology system; and personnel file maintenance. In addition, the classified and certificated recruitment areas have been cross-trained and the benefits and workers' compensation functions have also made progress in cross-training.
3. Compton Center HR employees are still learning the El Camino CCD HR operational process, procedures and methodology, as well as maintaining control over the layoff lists, re-employment lists and other matters affecting the center. Currently, there are approximately 135 employees in nearly 45 classifications employed at the Compton Center, a significant reduction from when Compton functioned independently as a community college district.

Not only does that staff reduction magnify the need for cross-training as a component of the institutional (and HR Department) culture, it also provides the opportunity to facilitate the implementation of cross-training while the organization is smaller.

4. Cross-training must be continued and incorporated into the department's ongoing planning structure. The Compton Center HR Department staffing level is sufficient to allow cross-training opportunities for all department staff.

Standard Implemented: Partially

April 2007 Rating: 0
January 2008 Rating: 2
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 2.5 – Communications

Professional Standard:

The Human Resources Division holds regularly scheduled staff meetings.

Sources and Documentation:

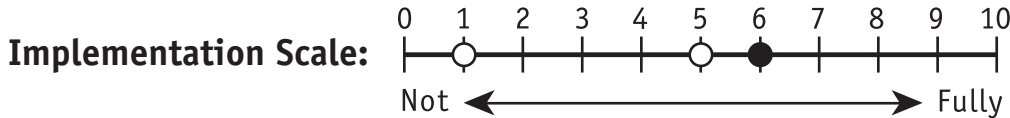
1. Interviews with the Compton Center HR Dean and department staff
2. Review of minutes of staff meetings from June 2007 to October 2007
3. Review of minutes of staff meetings for February and March 2008

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department has been conducting regular monthly staff meetings since approximately June 2007. However, the ongoing need for planning and stability warrants strong consideration of more frequent meetings (preferably biweekly) to facilitate training, cross-training, communication and strategic planning. However, significant progress has been made in scheduling and conducting regular meetings and the associated communication improvements.
2. A review of the meeting summaries confirms that these comprehensive summaries are prepared for each meeting and that clear action items and accountabilities are identified.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 3.1 – Employee Recruitment/Selection

Professional Standard:

The Governing Board provides equal employment opportunities for all people without regard of race, color, creed, sex, religion, ancestry, national origin, age or disability.

Sources and Documentation:

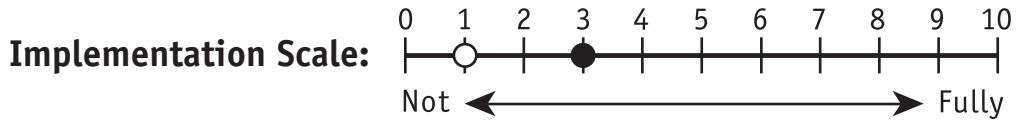
1. Board Policy 7100, Commitment to Diversity (undated)
2. Interviews with Compton Center HR Dean, Interim Vice President of HR for El Camino CCD, Compton Center HR staff, other Center administrative and academic staff
3. Compton CCD Faculty Selection Procedures (May 10, 2007) applicable to full and part-time (adjunct) faculty selection
4. Compton CCD Administrator Selection Procedures (May 10, 2007), including educational administrator retreat rights
5. Personnel Commission Rules and Regulations for Classified Employees, 9/05
6. Application forms and information materials, including vacancy notices and distribution list for vacancy notices
7. Demographics for five recent recruitment/selection procedures for different employee groups

Progress on Implementing the Recommendations of the Recovery Plan:

1. Comprehensive selection procedures have been placed into effect that detail the process to advertise, recruit, screen and select qualified administrators, faculty and classified staff within the parameters of equal opportunity and faculty and staff diversity guidelines.
2. Statistical information, including diversity monitoring at each level of the selection process, is maintained by Compton Center HR staff on applicant pools for each category of employee recruitment/selection.
3. Statistical information reports on selection processes indicate a sizable number of “not listed” with regard to ethnic origin of candidates within the applicant pools. HR staff should (1) provide ethnic and gender breakdown of candidates at each level of the selection process (applicants, interviewed and selected) and (2) visually observe “unknown” candidates selected for personal interview to reduce the number of “not listed.”
4. No indication is made that selection committee members are provided a utilization analysis (diversity analysis) for the department to which the position will be assigned to assist in the determination of defined goals before the screening/selection process begins. There is no adverse impact report in place. These statistics should be maintained and monitored to evaluate appropriate actions to improve diversity hiring.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 3.2 – Employee Recruitment/Selection

Professional Standard:

Employment procedures and practices are conducted in a manner that ensures equal employment opportunities. Written hiring procedures are provided.

Sources and Documentation:

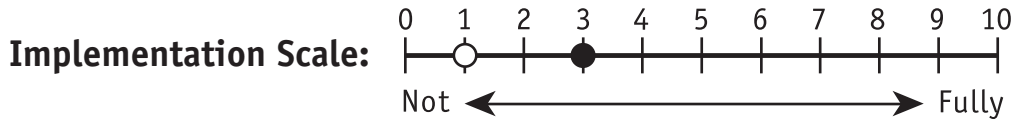
1. Interviews with Compton Center Dean of HR and HR Department staff as well as other Center administrative and faculty members
2. Compton CCD Faculty Selection Procedures (May 10, 2007) applicable to full- and part-time (adjunct) faculty selection
3. Compton CCD Administrator Selection Procedures (May 10, 2007), including educational administrator retreat rights
4. Personnel Commission Rules and Regulations for Classified Employees, 9/05
5. Application forms and information materials, including vacancy notices and distribution list for vacancy notices

Progress on Implementing the Recommendations of the Recovery Plan:

1. Comprehensive selection procedures have been placed into effect by Compton Center HR staff that detail the process to advertise, recruit, screen and select qualified administrators, faculty and classified staff within the parameters of equal opportunity, affirmative action and staff diversity.
2. Statistical information is maintained on applicant pools for each category of employee recruitment/selection processes.
3. However, statistical information reports on selection processes indicate a sizable number of “not listed” in applicant pools. HR staff should (1) provide ethnic and gender breakdown of candidates at each level of the selection process (applicants, interviewed and selected); and (2) visually observe “unknown” candidates selected for personal interview to reduce the number of “not listed.”
4. There is no indication that selection committee members are provided a utilization analysis to assist in determining defined goals before the screening/selection process begins. Adverse impact reports have not been provided, perhaps because of the incomplete data.
5. Application forms and materials clearly emphasize the commitment of the Compton Center to equal employment opportunity. The provision does not identify the EEO compliance officer to whom information and/or complaints can be directed.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 3.4 – Employee Recruitment/Selection

Professional Standard:

Standard 3.4 The Human Resources Department has a recruitment plan that contains recruitment goals, including the targeting of adjunct faculty positions. The college has established a recruitment budget that includes funds for travel, advertising, staff training, promotional materials and printing a year-end report, and that effectively implements the provisions of the college recruitment plan.

Sources and Documentation:

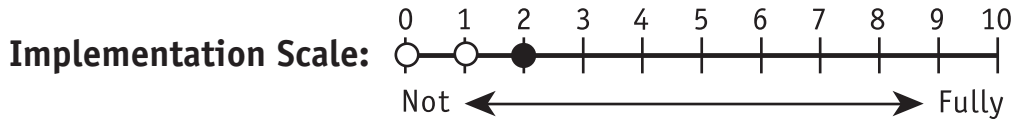
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Compton CCD Faculty Selection Procedures (May 10, 2007) applicable to full- and part-time (adjunct) faculty selection
3. Compton CCD Administrator Selection Procedures (May 10, 2007), including educational administrator retreat rights
4. Personnel Commission Rules and Regulations for Classified Employees, 9/05
5. Application forms and information materials, including vacancy notices and distribution list for vacancy notices
6. Recruitment Status Report indicating division and department of assignment, status (open, closed, pulled, not posted) and status comments
7. Registration invoice for (January) 2007 California Community Colleges Annual Job Fair in Los Angeles
8. Employment Interest Form available for potential applicants
9. April 2008 budget for the Compton Center

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR department is provided a budget allocation which includes appropriations for advertising, staff training, conferences and equipment. However, a significant need continues to exist for positive public relations/promotional materials to enhance and create positive visibility of the Center.
2. The Compton Center must develop a comprehensive public relations program to enhance the community and state image of the Center as a means to facilitate a more effective instructional outreach and employee recruitment program.
3. There is no evidence of a program and cadre of students, faculty, staff and administration to become ambassadors for the Compton Center who will actively engage in student and employee recruitment. Nor is there an indication of funding to create, establish and maintain an operational budget that facilitates the success of the Center's recruitment plan.

Standard Implemented: Partially

April 2007 Rating: 0
January 2008 Rating: 1
July 2008 Rating: 2



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 3.11 – Employee Recruitment/Selection

Professional Standard:

The college systematically initiates and follows up on reference checking on all applicants being considered for employment.

Sources and Documentation:

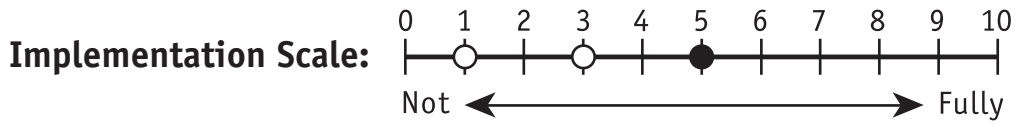
1. Board Policy 7100, Commitment to Diversity (undated)
2. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
3. Faculty and Staff Diversity EEO Plan (9/05)
4. Compton CCD Faculty Selection Procedures (May 10, 2007) applicable to full and part-time (adjunct) faculty selection
5. Compton CCD Administrator Selection Procedures (May 10, 2007), including educational administrator retreat rights
6. Personnel Commission Rules and Regulations for Classified Employees, 9/05
7. Reference Check Form for Management and Faculty Candidates (1/07)
8. Reference Check Form for Classified Employees (5/07)

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Faculty and Staff Diversity/Equal Employment Opportunity Plan clearly identifies the process and procedures to be used by administration in performing reference checks on candidates for employment.
2. The Reference Check for Management and Faculty Candidates, dated January 2007, identifies 14 questions to be posed to specified contacts. Among the topics addressed are: supervision/delegation of authority; fiscal/budget effectiveness; ability to manage conflicts, work deadlines and work schedules. Some topics of questionable value include: “political savvy,” “what position would you employ this person in today,” and “what comments would you like to make regarding this candidate” (general versus qualifications for the position for which the center is hiring).
3. The Reference Check Form for Classified Personnel addresses topics such as length of time the reference has known the candidate, cooperation with co-workers, acceptance of criticism, would the reference rehire the candidate and “additional comments.”
4. Employee selection procedures identify the district HR, Selection Committee Chair and members as those who will check with the candidate’s specified references and “others who are likely to have relevant information about the candidate’s suitability for employment.”
5. The reference/background checking forms appear to be in use according to the directions and criteria established by the Compton Center HR Department. Further, they are properly completed for each recruitment and by the appropriate personnel.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 3.12 – Employee Recruitment/Selection

Professional Standard:

Selection procedures are uniformly applied.

Sources and Documentation:

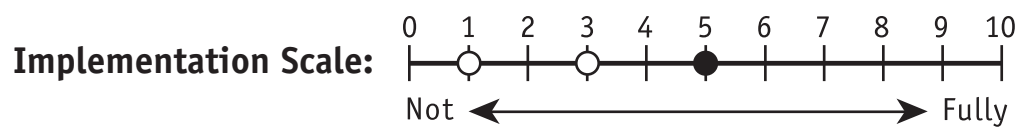
1. Board Policy 7100 – Commitment to Diversity (undated)
2. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
3. Compton CCD Faculty Selection Procedures (May 10, 2007) applicable to full and part-time (adjunct) faculty selection
4. Compton CCD Administrator Selection Procedures (May 10, 2007), including educational administrator retreat rights
5. Personnel Commission Rules and Regulations for Classified Employees, 9/05
6. Application forms and information materials, including vacancy notices and distribution list for vacancy notices

Progress on Implementing the Recommendations of the Recovery Plan:

1. Comprehensive selection procedures are in effect that detail the process to advertise, recruit, screen and select qualified administrators, faculty and classified staff within equal opportunity parameters.
2. Statistical information is maintained on applicant pools for each category of employee recruitment/selection processes.
3. Statistical information reports on selection processes indicates a sizable number of “not listed” in applicant pools. HR staff should (1) provide ethnic and gender breakdown of candidates at each level of the selection process (applicants, interviewed and selected) and (2) visually observe candidates selected for personal interview to reduce the number of “not listed.”
4. There is no indication that selection committee members are provided a utilization analysis or adverse impact to assist in determining defined goals before the screening/selection process begins.
5. Compton Center HR management and staff reflect a commitment to the uniform application of the selection procedures for employees at all levels of the organization.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	3
July 2008 Rating:	5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 3.13 – Employee Recruitment/Selection

Professional Standard:

The college appropriately monitors faculty assignments and reports as required.

Sources and Documentation:

1. Interview with Dean of HR and Compton Center HR Department Staff and Interim Vice President of Human Resources for El Camino CCD
2. Interview with Compton Center Interim Vice President of Academic Affairs
3. Compton CCD Faculty Selection Procedures (May 10, 2007) applicable to full- and part-time (adjunct) faculty selection
4. Compton CCD Administrator Selection Procedures (May 10, 2007), including educational administrator retreat rights
5. Application forms and information materials, including vacancy notices and distribution list for vacancy notices
6. FSA Audit Report (Adjunct Faculty), July 2007
7. FSA Audit Report (Full-Time Faculty), August 2007
8. Compton Educational Center Faculty Teaching Load Report

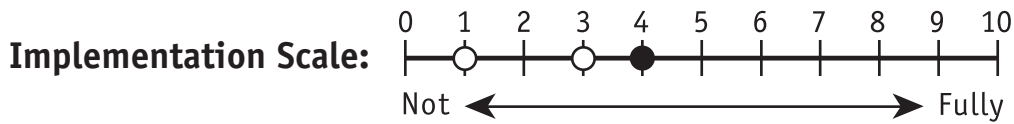
Progress on Implementing the Recommendations of the Recovery Plan:

1. Candidates for employment as faculty members are carefully evaluated to ensure they meet the qualifications specified in the California Community Colleges Chancellor's Office published booklet of minimum qualifications to teach in instructional disciplines through applicable degrees or the college's equivalency process.
2. Upon selection, official transcripts are re-evaluated by Compton Center HR staff to ensure that minimum qualifications are met for the discipline in which the candidate will be employed, either through educational accomplishments or the El Camino equivalency process.
3. The Compton Center coordinated and cooperated with the El Camino College HR Department through an extensive analysis to ensure current full-time faculty members and adjunct faculty are fully qualified by El Camino requirements to teach in the assigned discipline. The audit report information for both full-time and adjunct faculty was completed in August 2007.
4. The Compton Center HR and Academic Affairs Departments closely coordinate the monitoring of faculty assignments to ensure that instructors meet the minimum qualifications for assigned classes. The Compton Center HR staff will notify the Interim Vice President of Academic Affairs if a faculty assignment is not within the parameters of the qualifications to teach in the discipline.
5. There now appear to be adequate technology systems available to the El Camino CCD and the Compton Center to facilitate and expedite administrative review of the qualifications of full-time and adjunct faculty to teach in an assigned discipline as well as to determine and publish faculty loads.

6. There is no evidence of a procedure for faculty to add disciplines to their permanent personnel file so they may be authorized to teach in multiple disciplines. This procedure needs to be developed and implemented in a cooperative project involving Compton Center HR, El Camino and Compton Center Academic Affairs and the respective Academic Senate representatives.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 4



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 4.1 – Employee Induction and Orientation

Professional Standard:

Initial orientation is provided for all new staff, and orientation handbooks are provided for new employees in all classifications: certificated and classified employees including full-time, part-time, hourly and limited-term.

Sources and Documentation:

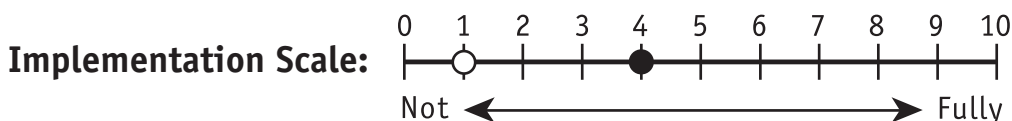
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Employees' Policies and Procedures Handbook, 2/05
3. Handbook for Classified Employees (draft), 10/07
4. Employees' Personnel Policy and Procedures Handbook (4/08)

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton Center HR staff stated that all new employees are now individually oriented by Human Resources staff.
2. The Employees' Personnel Policy and Procedures Handbook is an extensive manual covering employment, benefits, performance reviews, conflict resolution and grievance procedure and an array of other policies dealing with safety, lost and found items, and other matters. The manual is comprehensive. Performance appraisal, employment procedures and other policies and procedures enumerated in this manual have recently been updated to reflect changes in the collective bargaining agreement between Compton CCD and the AFT unit representing classified personnel. The manual builds a good framework but is not yet approved by Compton Center management or El Camino Human Resources staff.
3. The Handbook for Classified Employees was revised in June 2005. It also was revised in October 2007 and was provided as a draft. The handbook appears complete and clear and now needs to be finalized. Much of the material contained in this manual can be retained. Good progress has been made.
4. Orientation for management employees is still lacking. Emphasis needs to be placed on filling management vacancies with permanent staff.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 4.3 – Employee Induction and Orientation

Professional Standard:

The Human Resources Division has developed an employment checklist to be used for all new employees that includes college forms and state and federal mandated information. The checklist is signed by the employee and kept on file.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. New Employee Orientation Checklist for division staff and the employee's supervisor
3. Personnel file checklist
4. Personnel file update schedule

Progress on Implementing the Recommendations of the Recovery Plan:

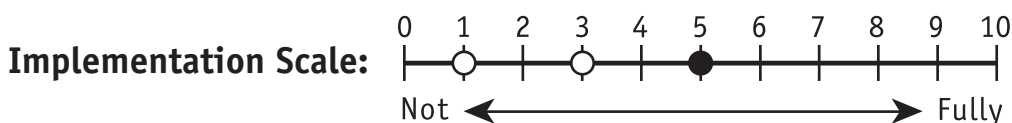
1. The checklists provided for new employee orientation were used under the Compton College management structure and do not represent changes to policies and procedures being considered through El Camino oversight. The checklists are complete and have been successfully implemented. Staff should continue implementing the El Camino standards with respect to orientation procedures and checklists.
2. Personnel files have now been reorganized and reviewed by the Human Resources staff and each employee to ensure all data is present, including the checklists. The review includes documentation standards for files that reflect El Camino standards. The preliminary review by staff revealed that files frequently lacked important checklists and documentation. Compton Center HR staff indicate that files are current and accurate.

Standard Implemented: Partially

April 2007 Rating: 1

January 2008 Rating: 3

July 2008 Rating: 5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 5.1 – Operational Procedures

Professional Standard:

Personnel files are complete, well organized and up-to-date.

Sources and Documentation:

1. Interviews of primary staff responsible for the personnel files
2. Personnel files
3. Personnel File Checklist
4. Observation of personnel file storage area
5. Personnel file update memo to all employees

Progress on Implementing the Recommendations of the Recovery Plan:

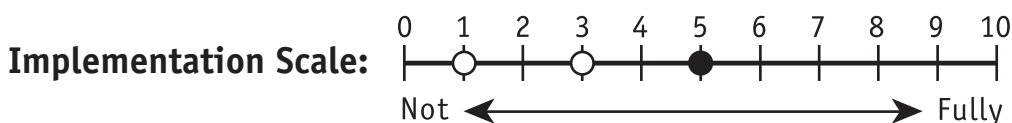
1. The files reviewed were complete and well organized. However, the district's Human Resources Division staff report that some material is missing and that the staff has been engaged in a complete review of all the files (including content and organization) according to the well-established and sound Human Resources Division practices of El Camino College. The review has now been completed. The review included allowing the opportunity for employees to review their own file.
2. The personnel files have now been moved to an area that has much less traffic. The file room is now kept locked, with surveillance over the area and alarms on the outside of the building to alert security of possible break-ins. Thus, the security and confidentiality of employee data and files has been significantly improved. However, a counter and a latched swinging door are still needed to enhance security and keep unauthorized people out of the Human Resources offices, particularly the file room.

Standard Implemented: Partially

April 2007 Rating: 1

January 2008 Rating: 3

July 2008 Rating: 5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 5.3 – Operational Procedures

Professional Standard:

The Human Resources Division has an operation procedures manual for internal department use in order to establish consistent application of personnel actions.

Sources and Documentation:

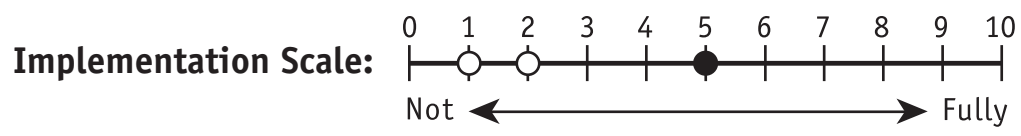
1. Human Resources Procedures Manual
2. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
3. Rules and Regulations of the Personnel Commission
4. Pre-Employment Process (Certificated)
5. Pre-Employment Process (Classified) – draft
6. Workers' Compensation Process – draft
7. Compton Center Desk Manuals – Office of Human Resources

Progress on Implementing the Recommendations of the Recovery Plan:

1. There is now an extensive set of desk manuals that serve as a guideline for personnel practices. A process is now in place to maintain the manuals to reflect changes in organization, forms and policies. Procedures are now updated and progress is being made to complete the manuals for the entire division. Most processes are covered by the manual following this well-organized effort to document internal operations.
2. Since the manuals reflect internal operations, there is no expectation that management needs to approve the content. Review of the product indicated that it is thorough. The review team has not verified that changes to labor agreements have been updated in the desk manuals.
3. The progress in implementing this set of recommendations has been significant. During the first visit by the assessment team, the Compton Center HR staff provided a narrow three-ring binder as its department manual. During the second visit the manual had grown to two narrow binders. On this third visitation, the team was presented with two very broad binders and a separate sizable volume of materials to supplement the binders. That effort clearly indicates that the Compton Center HR Department staff recognizes the need for documentation of their recovery efforts and acknowledges the need to improve the efficiency and effectiveness of HR operations with a comprehensive operational manual.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 5.4 – Operational Procedures

Professional Standard:

The Human Resources Division has a process in place to systematically review and update job descriptions. These job descriptions shall be in compliance with the Americans with Disabilities Act (ADA) requirements.

Sources and Documentation:

1. Job descriptions for classified and faculty classifications, full-time, hourly, management and confidential
2. Interviews with Compton Center Dean of HR, HR Department staff, and other administrators and faculty assigned to the Center

Progress on Implementing the Recommendations of the Recovery Plan:

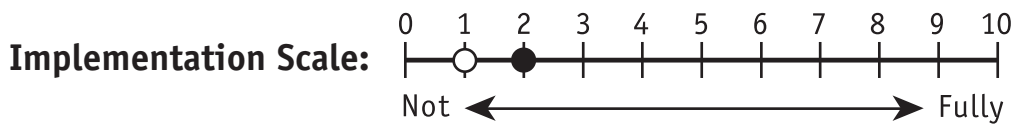
1. Job descriptions exist for classified positions. However, the descriptions are outdated and position allocations to classifications are reportedly inaccurate due to major changes in job responsibilities over time.
2. The last classification and compensation study for classified positions was performed in 2000. The study was implemented in 2001.
3. Job descriptions covering academic positions are generic and seem inaccurate. The assessment team was advised by Compton Center HR Department personnel that job descriptions do not exist for several job titles.
4. New classifications established since the appointment of the Special Trustee as the Compton CCD Board of Trustees and Personnel Commission improved consistency by having new classifications and related class specifications/job descriptions approved according to standard procedures.
5. With the exception of those recently prepared, job descriptions covering classified and academic positions generally do not comply with the requirements of the Americans with Disabilities Act in terms of identifying essential functions. The El Camino CCD and Compton Center HR departments should evaluate the potential of conducting a joint ADA compliance review of all available job descriptions to bring both agencies into compliance. Recently developed job descriptions included a comprehensive evaluation of duties and responsibilities within ADA criteria.
6. El Camino College recently released a Request for Proposals to perform a classification and compensation study for the Compton Center, with expected products including updated class specifications for classified positions as well as recommendations for placement of each classification on the salary schedule. However, the RFP was cancelled due to lack of appropriately qualified vendors. The plan was to release the RFP again after the first of the year (2008), but instead a systematic review of the classifications was performed by El Camino and Compton Center personnel to bring content up to date and to more closely match

the El Camino model. While the content appears to be well-described in the completed class descriptions that were provided, this does not ensure that each employee is properly allocated to the correct classification.

7. Some positions allocated to supervisory classes no longer supervise other employees. The situation needs to be carefully evaluated in terms of strategic planning and potential effect on the classified bargaining unit represented by AFT.
8. There does not appear to have been a recent systematic review of Fair Labor Standards Act (FLSA) status including overtime exempt and non-exempt positions in the classified service.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 1
July 2008 Rating: 2



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 5.5 – Operational Procedures

Professional Standard:

The Human Resources Division has procedures in place that allow for both personnel and payroll staff to meet regularly to solve problems that develop in the processing of new employees, classification changes and employee promotions.

Sources and Documentation:

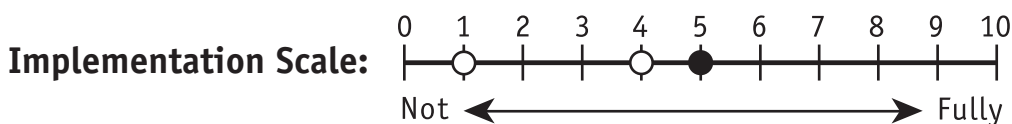
1. Interview with the Dean of Human Resources and department staff who regularly interact with Payroll Department staff
2. Interview with the Director of Fiscal Services
3. Minutes of Human Resources Division meetings, June-September 2007
4. Minutes of Human Resources meeting with payroll personnel in March 2008

Progress on Implementing the Recommendations of the Recovery Plan:

1. Before the initial assessment process of the district began in 2007, the two staff members who performed the Center's payroll function resigned. Without trained payroll personnel and regular staff, this situation caused a number of problems in processing payroll and payroll changes as well as delays in compensating some district staff. In an effort to overcome those problems, the Human Resources staff has been aggressive in correcting problems and supporting the function as much as possible. The payroll function is now staffed with permanent personnel. During the period of time that various corrective action steps needed to be taken, Human Resources personnel identified this problem as the most pressing issue with which they were faced.
2. Throughout the time period where corrective action was taken on the payroll processing deficiencies, and since then, regular meetings were held between Human Resources and the payroll function to correct past problems and plan for more effective cooperation and communication. These meetings are being maintained, with well-prepared agendas and meeting summaries that indicate accountability for action items.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 4
July 2008 Rating: 5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 5.6 – Operational Procedures

Professional Standard:

Wage and salary determination and ongoing implementation are handled without delays and conflicts (temporary employees, stipends, shift differentials, etc.).

Sources and Documentation:

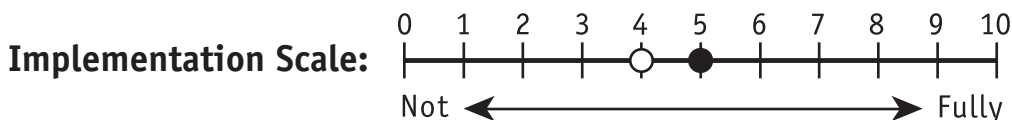
1. Human Resources Procedure Manual
2. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
3. Certificated and classified salary schedules

Progress on Implementing the Recommendations of the Recovery Plan:

1. The information flow to the HRS system from the Human Resources Division is intact and reportedly working without delays. This interface has not been altered or influenced by El Camino requirements, with the exception of approval requirements necessary to make changes to a compensation record.
2. The organizational structure has only recently been revised. Therefore, it will take some time to develop the entire process of payroll interface and implementation of new policies with respect to approval authority for compensation changes or other matters affecting wage and salary determination. Meanwhile, the interfaces are timely.
3. Salary schedules covering certificated, classified and management personnel are in accord with labor contracts.
4. The benefits employee in the Compton Center Human Resources Department administers the property and liability insurance, which is largely a business function. The suggestion to move this function to the Business Office does not appear to have been considered.
5. The Compton Center HR Department staff report timely changes in classified staff salaries, although minor delays continue with respect to certificated changes.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 5



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 5.7 – Operational Procedures

Professional Standard:

Regulations or agreements covering various types of leaves are fairly administered.

Sources and Documentation:

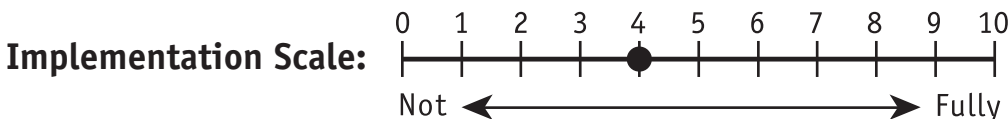
1. Leave policy as indicated in the Procedure Manual for employees and management
2. Applicable sections of the collective bargaining agreements with respect to leaves
3. Interviews of union leadership for academic and classified employees
4. Interviews with the Compton Center Dean of HR and responsible department staff member assigned to administer the leave program

Progress on Implementing the Recommendations of the Recovery Plan:

1. There was no negative feedback from union leadership or staff indicating that any leaves of absence are improperly or unfairly administered. All leave of absence programs appear to be administered consistently, without preferential treatment to any employee or employee group.
2. Because the administration of most leaves of absence is subject to the collective bargaining process and incorporated into the agreements with faculty and classified bargaining units, it is unlikely that significant problems will be encountered. Should a problem occur, the grievance procedure of the collective bargaining agreements will be the logical method of resolution.
3. Appropriate forms and records for monitoring and controlling leaves are maintained by the designated Personnel Specialist in the Compton Center HR Department. That employee is knowledgeable on the provisions of the collective bargaining agreements, Personnel Commission rules and regulations and board policies governing leaves, and administers the leave programs in accordance with those guidelines.
4. An issue was raised by several employees who indicated their leave balances were inaccurate, mostly on the high side. The assessment team previously indicated that there should be documented evidence that a complete audit of leave balances has occurred. However, no information has been presented to indicate that this audit has taken place.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.1 – State and Federal Compliance

Professional Standard:

Policies and regulations exist regarding the implementation of fingerprinting requirements for all employees.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06) including Request for LiveScan Service (10/98)
4. Recruitment brochures and advertisements (10/06)
5. Department procedures for interviewing management, academic and classified personnel (09/92)
6. Vacancy announcement brochures (09/92)
7. Hiring process for management and full-time faculty responsibility charts (undated)
8. AP 7337, Fingerprinting
9. Applicable Education Code sections

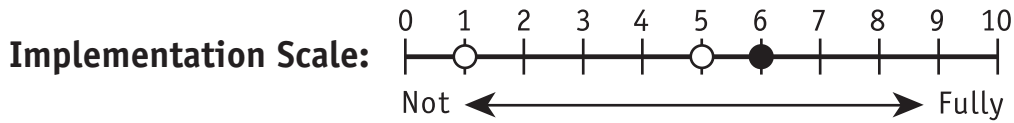
Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton Center HR Department staff have developed a comprehensive policy/procedure and administrative regulation that adequately addresses the fingerprinting of all employees.
2. The Compton Center and El Camino Community College District have developed clearly defined processes for fingerprinting all employees.
3. Full-time faculty members and classified employees are electronically fingerprinted through a LiveScan system at El Camino, which automatically transmits the prints to the California Department of Justice for expeditious reporting/processing. Information regarding arrests, convictions and possible judicial probation status is included in the state reporting transmitted to the Compton Center's Human Resources Department. These processes are designed to provide rapid notification of employees that may have a conviction that precludes employment in a public education system (narcotic and sex convictions), as well as other convictions that are potentially job-related.
4. The Compton Center Human Resources Department has a form that facilitates the monitoring of fingerprinting through LiveScan, whether the fingerprinting is at a certified governmental or private vendor site. The Human Resources Department directly receives information from the Department of Justice.
5. The Center now has a procedure for receipt, evaluation and secure storage of printed LiveScan reports that are not retained in the employee's permanent personnel file to maintain confidentiality.

- The Compton Center HR Department has a procedure in place that allows applicants to provide confidential information regarding arrests and convictions before employment. This process may provide options regarding employment decisions after extensive recruitment/selection procedures have been followed.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.5 – State and Federal Compliance

Professional Standard:

All certificated employees hold one or more valid certificates, credentials or diplomas or equivalencies that allow the holder to engage in the services designated in the document.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. The California Community Colleges' Chancellor's Office Minimum Qualifications To Teach in the California Community Colleges
3. Faculty and Staff Diversity/EEO Plan (9/05)
4. Application forms and materials (9/06)
5. Recruitment brochures and advertisements (10/06)
6. Department procedures for interviewing management, academic and classified personnel (09/92)
7. Vacancy announcement brochures
8. Hiring process for management and full-time faculty responsibility charts (undated)
9. Memorandum of Understanding between the El Camino Community College District and the Compton Community College District (08/06)
10. El Camino College: Local Qualifications for Faculty Hires (1990)
11. FSA Audit, Full Time and Adjunct Faculty (1/08)

Progress on Implementing the Recommendations of the Recovery Plan:

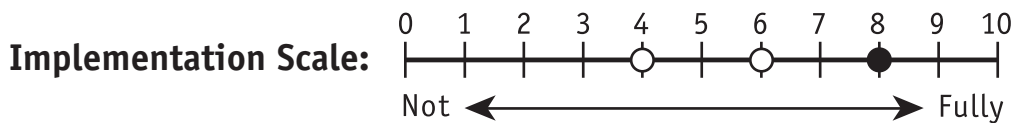
1. The Compton Center HR Department includes the minimum qualifications for employment in the vacancy announcements for academic employees and educational administrators. These are specified in the Minimum Qualifications document published and maintained by the California Community Colleges' Chancellor's Office in consultation with the State Academic Senate. Qualifications beyond the minimum requirements are not incorporated into the recruitment materials or the application evaluation criteria.
2. The Compton Center vacancy announcements for academic employees and educational administrators do not contain a statement that minimum qualifications can be attained through an equivalency process.
3. Full-time faculty vacancy announcements will continue to be required to contain the minimum qualifications for employment and equivalency statements in effect for El Camino CCD. The requirement is necessitated by the removal of accreditation for Compton CCD. As a result of that action and the execution of the Memorandum of Understanding between the El Camino CCD and the Compton CCD (08/06), academic employees will teach curriculum approved through El Camino CCD.
4. Compton Center HR Department staff and the academic/educational administrator selection committee members review application materials to certify that minimum qualifications have

been met through the comparison of educational achievement to the minimum qualifications list or the equivalency process utilized by El Camino CCD.

5. El Camino CCD Human Resources Department personnel conducted an evaluation of all Compton academic employees to verify that state-mandated minimum qualifications or equivalency processes were met. The purpose was to ensure authorization for Compton CCD academic employees to teach in the appropriate discipline granted to them. As a result of that internal audit/assessment, one faculty member was allowed to return to a higher education program to complete the degree requirements during the 2006-07 academic year. The Compton Center continues to lack an automated procedure to expeditiously obtain full-time and part-time/adjunct faculty assignments in a timely manner each semester to verify and confirm that all academic employees are employed and assigned to work in a discipline for which they are fully qualified.
6. Staff completed the review and retraining of non-qualified faculty members. Working with El Camino staff, a complete FSA audit of faculty was conducted in July and August 2007 and adjunct faculty in January 2008.

Standard Implemented: Fully - Substantially

April 2007 Rating: 4
January 2008 Rating: 6
July 2008 Rating: 8



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.8 – State and Federal Compliance

Professional Standard:

The college has established a process by which all required notices and training sessions have been performed and documented, such as those for sexual harassment and nondiscrimination.

Sources and Documentation:

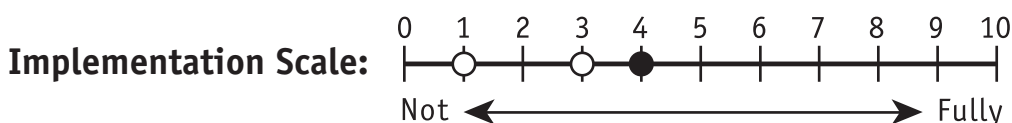
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06) including Request for LiveScan Service (10/98)
4. Recruitment brochures and advertisements
5. Department procedures for interviewing management, academic and classified personnel (09/92)
6. Training/staff development announcements and brochures
7. Hiring process for management and full-time faculty responsibility charts (undated)
8. Course outline for “Harassment in the Workplace” presented in August 2007
9. AB 1825 Sexual Harassment: Awareness Training (Atkinson, Andelson, Loya, Ruud & Romo)

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center now has a comprehensive process for planning and documenting training/staff development programs. Steps have been taken to involve El Camino trainers in these matters. The assessment team was provided no evidence of a training needs assessment performed for the Center.
2. Training/staff development programs conducted by the Compton Center HR Department have primarily focused on activities associated with selection committees, and legally mandated training for administrators and supervisors to prevent workplace sexual harassment and discrimination. Accurate record-keeping of training sessions and attendees is not readily available for past programs. However, most recent programs are well-documented and the Center HR Department is closely monitoring and administering the legally mandated training.
3. The materials provided in the most recent training program regarding sexual harassment are complete and appropriate.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 4



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.9 – State and Federal Compliance

Professional Standard:

The college is in compliance with Title IX Policies on discrimination and Government Code 12950(a) posting requirements concerning harassment or discrimination.

Sources and Documentation:

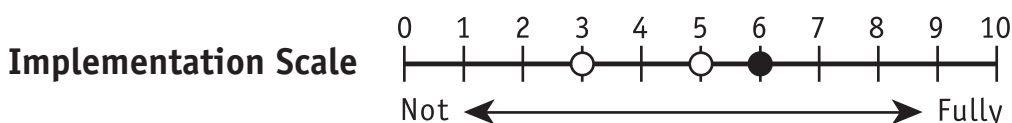
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06)
4. Recruitment brochures and advertisements
5. Department procedures for interviewing management, academic and classified personnel (09/92)
6. Training/staff development announcements and brochures
7. Hiring process for management and full-time faculty responsibility charts (undated)
8. Review of legal postings regarding discrimination, complaint procedures, Title IX Compliance, and other topics
9. Board agenda item dealing with Adoption of Revised Policy and Procedure for Handling Complaints of Unlawful Discrimination, First Reading (10/23/07), approved 11/20/07

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department is in compliance with the legal posting requirements associated with Title IX legal provisions and the related complaint procedures. Information has been disseminated that these bulletin board postings are in the Human Resources Office.
2. Title IX policies and procedures regarding employment have now been developed and disseminated. The current plan of the Compton Center HR Department is to incorporate the policies, procedures and applicable forms into the revised Faculty and Staff Diversity Plan. The discrimination complaint procedure directed and legally mandated by the California Community Colleges' Chancellor's Office would also be included. It is the understanding of the assessment team that the board-approved revised policies and procedures have been implemented.
3. The Compton Center HR Department continues to conduct an ongoing evaluation of all legal posting notices on public display/access in the office as well as updating required forms.

Standard Implemented: Partially

April 2007 Rating: 3
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 6.10 – State and Federal Compliance

Professional Standard:

The college is in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

Sources and Documentation:

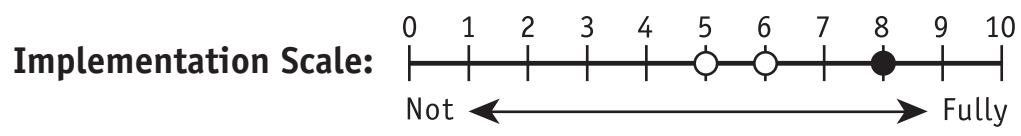
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06) including Request for LiveScan Service (10/98)
4. General Notice of COBRA Continuation Coverage Rights (11/06)
5. Notice of Right to Elect COBRA Continuation Coverage
6. Department procedures for interviewing management, academic and classified personnel (09/92)
7. Vacancy announcement brochures (09/92)
8. Hiring process for management and full-time faculty responsibility charts (undated)
9. Presentation to employees regarding COBRA training (4/08)

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department has developed informational materials and sample communications that notify affected personnel of their rights to continue enrollment in the district health and welfare benefit program under COBRA regulations.
2. The Compton Center HR Department has established procedures and forms to notify affected personnel of their rights under COBRA in a timely manner. Included in the notification memorandum are the costs related to such continuation, enrollment deadlines, period of coverage eligibility and a question/answer sheet addressing more common inquiries regarding COBRA insurance continuation.
3. Notices of rights and benefits of affected employees under COBRA continuation are timely, informative and understandable.
4. There is no evidence of an evaluation of current computer hardware and software equipment use that will facilitate development of correspondence, assignment of eligibility period and timely receipt of insurance premium payments related to COBRA compliance requirements. There is evidence of manual entries to a form indicating COBRA payments by employees. This function appears to be under control.

Standard Implemented: Fully - Substantially

April 2007 Rating: 5
January 2008 Rating: 6
July 2008 Rating: 8



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 6.11 – State and Federal Compliance

Professional Standard:

The college is in compliance with the Family Medical Leave Act (FMLA), including posting the proper notifications.

Sources and Documentation:

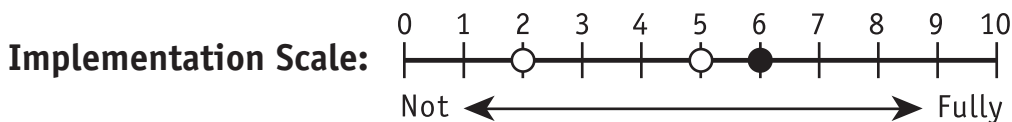
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06)
4. Family and Medical Leave Act (FMLA) of 1993 information materials prepared by Compton Center Human Resources Division (undated)
5. Sample FMLA letter prepared by Compton Center Human Resources Division (undated)
6. Department procedures for interviewing management, academic and classified personnel (09/92)
7. Vacancy announcement brochures
8. Hiring process for management and full-time faculty responsibility charts (undated)

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department has developed extensive and complete informational materials and sample communications that notify affected personnel of their rights to continue employment status and health and welfare benefits under federal FMLA.
2. The Compton Center HR Department has established procedures to notify affected personnel of their rights under federal FMLA in a timely manner. Included in the notification letter is the acknowledgement of the basis for taking leave as well as the rights and benefits.
3. Notices of rights and benefits under the FMLA are timely, informative and understandable.

Standard Implemented: Partially

April 2007 Rating: 2
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.12– State and Federal Compliance

Professional Standard:

The college is in compliance with the Americans with Disabilities Act (ADA) in application procedures, hiring, advancement or discharge, compensation, job training and other terms, conditions, and privileges of employment.

Sources and Documentation:

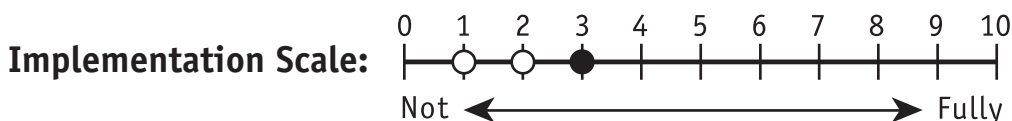
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06)
4. Department procedures for interviewing management, academic and classified personnel
5. Vacancy announcement brochures including ADA sections
6. Hiring process for management and full-time faculty responsibility charts (undated)
7. Job descriptions including complete working conditions sections

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department does not have current class specifications/job descriptions for management, faculty and classified employees that meet ADA legal mandates for identification of essential job duties.
2. Although the Compton Center HR Department has established procedures to provide accommodations for the classified employee selection procedures within the Rules and Regulations for Classified Service, the assessment team found no comparable rules or procedures for management and faculty selection processes.
3. Recent vacancy announcements contain provisions for reasonable accommodations and working conditions but no designation of essential functions in the listing of duties.
4. Because the RFP for a classification and compensation study has been rescinded, there is no systematic process for identification of essential job functions as prescribed by ADA. There has been considerable improvement, however, in the statements of working conditions on more recent vacancy announcements and newly prepared job descriptions.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 2
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.13 – State and Federal Compliance

Professional Standard:

The college has identified exempt and nonexempt employees and has promulgated rules and regulations for overtime that are in compliance with the Fair Labor Standards Act and California statutes.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06)
4. Department procedures for interviewing management, academic and classified personnel
5. Vacancy announcement brochures
6. Rules and Regulations for the Classified Service published by the Compton CCD Personnel Commission
6. Hiring process for management and full-time faculty responsibility charts (undated)

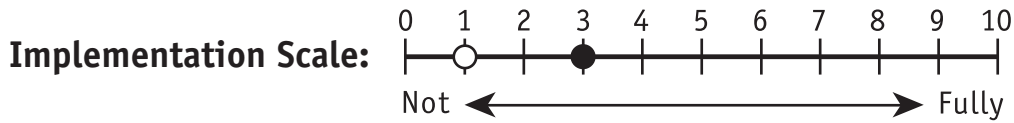
Progress on Implementing the Recommendations of the Recovery Plan:

1. The assessment team was provided an excerpt from the Rules and Regulations of the Classified Service dated 9/05 that defined 14 classified management positions that were exempt from overtime provisions. The stated criteria for such exemption was that “the classifications of established positions ... are clearly and reasonably management positions ... (and) the duties, flexibility of hours, salary, benefit structure, and authority of these classes are of such a nature that they should be set apart from positions subject to overtime ...”
2. The Rules and Regulations of Compton Community College District Personnel Commission also identifies seven classifications that are exempted from the overtime compensation for hours worked in excess of eight per day, but not for hours worked in excess of 40 hours per week. The division should continue to ensure that a monitoring/accounting system is in place to ensure legal compliance with the rights and benefits prescribed by overtime compensation.
3. The full copy of the Rules and Regulations provided to the review team had an abbreviated provision for exempt versus non-exempt classified position(s) that apparently predates the reference excerpt.
4. The Rules and Regulations for the Classified Service developed by the Compton CCD Personnel Commission includes a section (70.300) that defines overtime on the basis of hours worked per day, days per week and compensation versus compensatory time off work.
5. Attempts to identify exempt positions are on hold pending implementation of the new classified bargaining unit contract. No evidence was provided to this assessment team demonstrating that a systematic review or determination of exempt/non-exempt positions had taken place.

- The Compton Center should ensure that training/staff development activities provided through the HR Department include the legal requirements of overtime and compensatory time to ensure that district administrators provide consistent and uniform application of those legal mandates.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 3
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.14 – State and Federal Compliance

Professional Standard:

Current position descriptions are established for each type of work performed by certificated and classified employees.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06)
4. Class specifications for all classifications within the Compton CCD's classified service
5. Class specifications/job descriptions developed for the recruitment/selection process for administrator and academic employee positions at the time of recruitment/selection
6. Department procedures for interviewing management, academic and classified personnel (09/92)
7. Vacancy announcement brochures
8. Hiring process for management and full-time faculty responsibility charts (undated)
9. Request for Proposal for a Classification and Compensation Plan (to be revised)
10. Review of recently prepared job descriptions

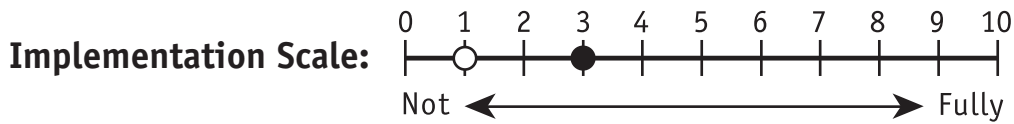
Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department has class specifications/job descriptions on file for positions in the classified service that were previously developed by the Personnel Commission. The class specifications/job descriptions were last updated in 2000 and thus are not current. A systematic review of these descriptions is scheduled as a collaborative effort of Human Resources personnel from Compton Center and El Camino College.
2. Revisions and/or modifications to the class specification/job description for administrative vacancies at the Compton Center are now being re-evaluated to ensure assignment to the appropriate salary grade based on appropriate compensation criteria.
3. The Compton Center HR Department has established procedures to create and/or modify the job description of educational administrators and academic employees when recruitment procedures are initiated for vacant or soon-to-be vacant positions.
4. The center distributed an RFP for a classification and compensation study in 2007. When a decision was made to conduct a second RFP, that process was initiated in early 2008. Subsequently an administrative decision was reached to conduct an in-house classification study. The assessment team was provided revisions that updated reporting relationships, working conditions and representative duties. There is also an attempt to standardize use of titles and class descriptions between the Compton Center and El Camino College. The El Camino College administration has effectively communicated with the Board of Trustees on the terms, conditions and methodology of the classification study.

- The descriptions may be updated but the allocations of positions to the descriptions/classification may not be entirely accurate, which is an inherent problem with in-house classification studies. In past reviews, jobs needed to be reclassified in several areas to recognize differences in duties brought about by reorganization and redistribution of functions to accommodate laid off positions.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 1
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 6.15 – State and Federal Compliance

Professional Standard:

The college obtains a criminal record summary from the Department of Justice before employing an individual and does not employ anyone who has been convicted of a violent or serious felony.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Faculty and Staff Diversity EEO Plan (9/05)
3. Application forms and materials (9/06) including Request for LiveScan Service (10/98)
4. Recruitment brochures and advertisements (10/06)
5. Department procedures for interviewing management, academic and classified personnel (09/92)
6. Vacancy announcement brochures
7. Hiring process for management and full-time faculty responsibility charts (undated)
8. Draft of fingerprinting policy and forms
9. Live Scan Submission policy and procedure (2007-08)

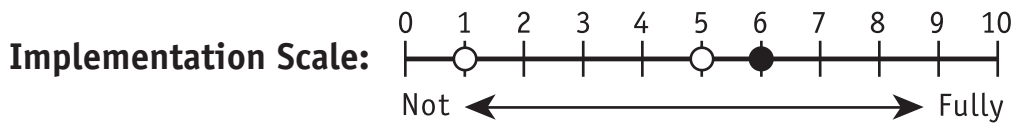
Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department has developed a comprehensive policy/procedure and administrative regulation that adequately addresses the fingerprinting of all employees.
2. The Compton Center and El Camino Community College District have developed clearly defined processes to fingerprint all employees.
3. Full-time faculty members and classified employees are electronically fingerprinted through a LiveScan system at El Camino. That system automatically transmits the prints to the California Department of Justice for expeditious reporting/processing. Information regarding arrests, convictions and possible judicial probation status is included in the state reporting transmitted to the Compton Center's HR Department. These processes are designed to provide rapid notification of employees that may have a conviction that precludes employment in a public education system (narcotic and sex convictions), as well as other convictions that are potentially job-related.
4. The Compton Center HR Department has a form that facilitates the monitoring of fingerprinting through LiveScan, whether the fingerprinting process is followed at a certified governmental or private vendor site.
5. The Compton Center HR Department has a procedure in place for receipt, evaluation and storage of printed LiveScan reports in a secure area away from employees' permanent personnel files to maintain confidentiality and security.
6. The Compton Center HR Department has drafted a procedure that would allow applicants to provide confidential information regarding arrest and conviction information during the

application process and before employment. This process may provide options regarding employment decisions after extensive recruitment/selection procedures have been followed.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 7.3 – Use of Technology

Professional Standard:

The academic and classified departments of the Human Resources Division have an applicant tracking system.

Sources and Documentation:

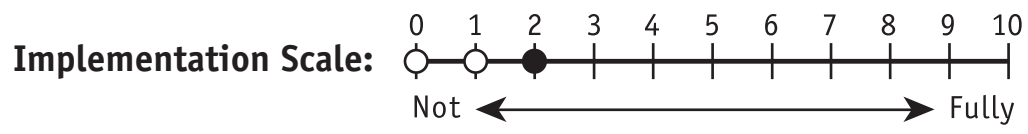
1. Interviews with the Dean of Human Resources and the Director of Information Technology Services for the Compton Center
2. Summary of Technology Used prepared by the Human Resources Division staff

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center has no applicant tracking system. However, El Camino CCD and Compton Center HR Department personnel have completed an intensive evaluation of electronic applicant tracking software systems for acquisition and use by both facilities. The software evaluation group has recommended purchasing a system that will facilitate applicant tracking for statistical analysis associated with affirmative action and diversity hiring, as well as automated notification letters for unsuccessful candidates. While the implementation phase of the system will be time consuming and detailed, the result should facilitate HR operations.
2. A summary of applicant data is provided for each recruitment in a spreadsheet. While the volume of recruitment for classified and certificated positions is not expected to be large, the Center could still benefit from use of an automated system that includes steps from requisition through application through placing the successful applicant on the payroll. Systems are available at several levels of sophistication and power. The Center could benefit from a basic system to properly control this process and provide an audit trail for all recruitments. El Camino College could benefit from an updated system as well.
3. El Camino College uses a DOS-based program that does not interface with other software and does not allow integration with Web-based services.
4. Compton Center and El Camino HR Department staff recently selected an applicant tracking system after considerable analysis. Greentree Software has been contracted to install the Web-based system at the Center in the very near future. The system will be utilized for classified and academic personnel and is a good selection in terms of its application for the center.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	1
July 2008 Rating:	2



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 8.1 – Staff Training

Professional Standard:

The college has developed a systematic program for identifying areas of need for training for all employees.

Sources and Documentation:

1. Southern 30 Training Consortium 2007-2008 Training Calendar
2. Atkinson, Andelson, Loya, Ruud & Romo, “Practical Guidelines for Evaluators in Documenting Unsatisfactory Employee Performance” (2001)
3. Compton Community College District, “Guide to the Evaluation of Employee Performance in the Classified Services” (undated)
4. Brochure on Classified Professional Development Day (4/8/08) and listing of attendees
5. Technology Training Schedule for El Camino College - Staff Development Office (spring 2008)
6. List of staff development opportunities offered for El Camino and Center staff for 2008
7. Conferences and seminars attended by Human Resources personnel
8. Current Developments in Workers’ Compensation (Liebert, Cassidy, Whitmore 2006)
9. Understanding Potential Risks Involving Property and Liability, Employment Practices and ADA (Keenan & Associates – 2/08 and 3/08)
10. Faculty Professional Development Program (2008)

Progress on Implementing the Recommendations of the Recovery Plan:

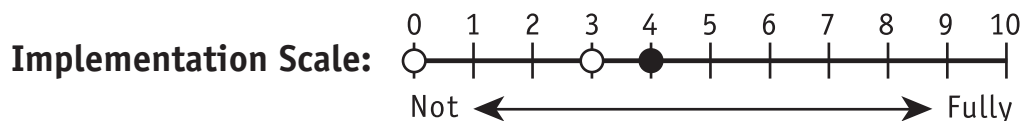
1. The Compton Center HR Department has become an active member and financial contributor to the Southern 30 Consortium to provide important, timely and professional training workshops to members of the management team and HR staff. Training topics scheduled for 2007-08 included: Hiring the EEO Way, Performance Management, Preventing Harassment, Short-Term Employees and Professional Experts, Adjunct Faculty, Absenteeism and Abuse of Leave, Workers’ Compensation, and Disability Discrimination.
2. Compton Center HR Department personnel advertise and encourage management team personnel to attend the training workshops at no cost to the employee (each participating community college district contributes an annual financial contribution based on the organization’s size for a specified amount of professional development training activities).
3. Workshops are prepared and presented by Liebert, Cassidy and Whitmore legal staff and are pertinent to management, screening committee members, staff involved in collective bargaining, instructional administrators and faculty department chairs.
4. Arrangements were also made by the Compton Center HR Department to have additional training conducted by the law firm of Atkinson, Andelson, Loya, Ruud & Romo intended for any employee (classified, faculty and management) that supervises and evaluates classified employees, especially as it pertains to unsatisfactory (classified) employee performance. Approximately 40 employees representing a number of operational departments attended the workshop. The Compton Center booklet, “A Guide to the Evaluation of Employee

Performance in the Classified Service” is the study guide for a workshop that addresses the evaluation process and forms used for evaluating the center’s classified personnel.

5. El Camino CCD and the Center administrative personnel have supported the involvement of the Center’s Dean of Human Resources in the Chief Human Resource Officer (CHRO) organization and participation in meetings of the Southern 30 group and the semi-annual CHRO Conference. Others in the Human Resources Division have attended in-depth training programs, and the paraprofessional portion of the CHRO conference can be made available to appropriate Compton Center and El Camino HR personnel.
6. The professional development programs offered at El Camino appear very complete and are open to Compton Center employees.
7. The recently developed Faculty Professional Development program was a collaborative effort between outside consultants and faculty. The report includes faculty development plans and includes ideas for faculty connection to the classroom, training to incorporate technology into the classroom, training to develop online classes, development of instructional materials, projects related to specific academic disciplines and learning strategies. The report has been presented but the programs have not yet been fully implemented.

Standard Implemented: Partially

April 2007 Rating: 0
January 2008 Rating: 3
July 2008 Rating: 4



ACCJC Standard III-A: Human Resources
FCMAT Personnel Management Standard 8.5 – Staff Training

Professional Standard:

The college provides training for all management and supervisory staff responsible for employee evaluations.

Sources and Documentation:

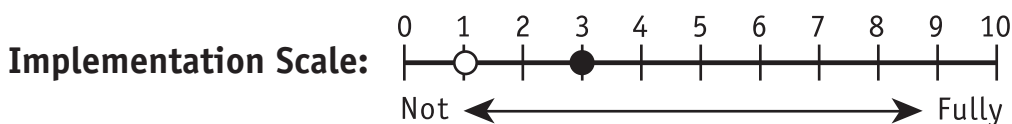
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Interviews with the Interim Vice President of Academic Affairs, the Compton Center Provost and the Compton CCD Special Trustee
3. Collective bargaining agreements for faculty and classified bargaining units
4. Process for evaluations of management personnel (4/08) including forms
5. Classified Employee Performance Evaluation Training materials (4/08) including a Guide to the Evaluation of Employee Performance in the Classified Services
6. Faculty Development Project outline and report (2008)

Progress on Implementing the Recommendations of the Recovery Plan:

1. All faculty were evaluated this spring using the newly established process developed as a part of the collective bargaining agreement between the district and AFT. A faculty development plan has been established for each faculty member as part of the Faculty Development Project. Training has been recommended and is in the planning stages for a comprehensive program covering the faculty. Management and colleagues received training on the methodologies to be employed.
2. Collective bargaining between the Compton Center and the classified employee organization has been completed. One of the topics of the bargaining process is classified evaluation procedures. Training on classified evaluation procedures and forms has now been implemented and all classified staff were evaluated in spring 2008 after complete management training was provided.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 1
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standards 9.1, 9.2, 9.4 – Evaluation/Due Process Assistance

Professional Standard:

Standard 9.1 The evaluation process is a regular function related to each employee and involves criteria related to the position.

Standard 9.2 Clear policies and practices exist for the written evaluation and assessment of classified and certificated employees and managers.

Standard 9.4 HR has developed an evaluation handbook and provided due process training for managers and supervisors.

Sources and Documentation:

1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Interviews with the Interim Vice President of Academic Affairs, the Compton Center Provost and the Compton CCD Special Trustee
3. Collective bargaining agreements for faculty and classified bargaining units
4. Article X of the collective bargaining agreement adopted 5/22/07 dealing with El Camino faculty evaluations

Progress on Implementing the Recommendations of the Recovery Plan:

1. Evaluation policies and procedures for administrators and previous faculty are included in the publication, “Assembly Bill 1725, Employment Standards and Procedures” published in 1992. Evaluation policies and procedures for classified, faculty and administration have been revised as a component of the collective bargaining agreement provisions for the respective bargaining units and implemented by both employee groups during the spring 2008 semester.
2. Negotiations with the employee organization representing full-time faculty resulted in a new evaluation process (Article X of the new collective bargaining agreement). Tenured faculty will be evaluated every six years. All faculty were recently evaluated (spring 2008) under the new plan to establish a baseline and a professional development plan for each employee. Concerns have been voiced by administrators that six years is too long a period between evaluations to ensure quality instruction for students.
3. All classified employees were evaluated in April 2008 in accordance with a Center-wide professional development plan.
4. This assessment team previously noted the discrepancy between the collective bargaining agreement and the Personnel Commission Rules and Regulations for Classified Personnel in referencing the number and timing of evaluations for probationary classified employees. It does not appear that the discrepancy has been corrected. The collective bargaining agreement specified two probationary evaluations, during the third and fifth month of employment; the Rules and Regulations specified three probationary evaluations at the end of the second, fourth and sixth months of employment. Since there have not been many new classified em-

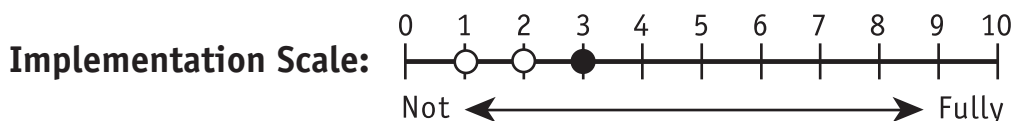
ployees hired, there remains a concern about how this will be addressed.

5. No information was provided to show that corrective action had been taken on the deficiencies previously cited in scheduling and conducting adjunct faculty evaluations. The last report provided to the assessment team indicated that only nine of 57 adjunct faculty had been evaluated between the 2003 spring semester and the 2006 spring semester.

6. Preliminary feedback from the management team on the recently negotiated faculty evaluation procedure has been skeptical to pessimistic regarding the six-year full evaluation cycle for tenured faculty members. A six-year cycle could pose problems in obtaining sufficient corrective action by faculty evaluated as needing to improve. The details of the faculty evaluation provision have been explained to administrators responsible for tenured faculty evaluation. This will also need to be closely monitored to ensure that less-than-satisfactory performance can be adequately addressed and corrected. In addition, succeeding evaluation processes will have to be developed and reviewed from the standpoint of collective bargaining because all of the full-time faculty were evaluated under the new evaluation provision of the collective bargaining agreement. Discussions by Compton Center administrators will need to address the issue of keeping all of the 2008 employees on the same evaluation cycle and establishing different evaluation dates for faculty hired as of academic year 2008-09. In the alternative, different evaluation periods could be considered for a portion of those faculty evaluated in 2008.

Standard Implemented: Partially

April 2007 Rating: 2 (9.1, 9.2); 1 (9.4)
January 2008 Rating: 1
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 11.3 – Employer/Employee Relations

Professional Standard:

The HR Department provides all managers and supervisors training in contract management with emphasis on the grievance process.

Sources and Documentation:

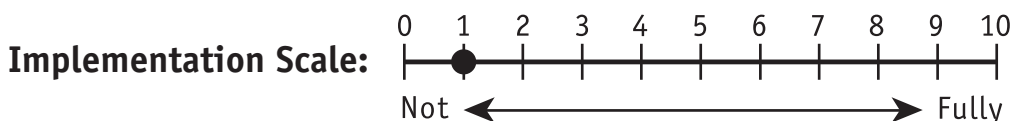
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Interviews with Interim Vice President of Academic Affairs, Compton Center Provost and Special Trustee
3. Collective bargaining agreements for faculty and classified bargaining units
4. Collective bargaining agreement (certificated) 2/1/2007 through 6/30/2010

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department does not have a program to train administrators and supervisors in contract administration, notably grievance, evaluation and leave provisions.
2. The HR Department has initiated appropriate planning of instructional components/topics to include an effective training program for management team personnel and supervisors who administer the classified and faculty collective bargaining agreements.
3. The Compton Center Dean of Human Resources has been included in the faculty and classified collective bargaining process. That inclusion will benefit the performance of contract administration responsibilities and will help identify training needs for administrators and managers.
4. Compton Center administrators and supervisors still have a significant need for an effective contract administration training program that includes grievance procedures, evaluation and leave provisions, as well as layoff and re-employment provisions for classified personnel.
5. Compton Center negotiation team members for classified bargaining must clearly understand the scope and topics of collective bargaining without infringement on the legal rights and authority of the Personnel Commission. A training session for senior management and negotiations team members with legal counsel would be helpful.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 1
July 2008 Rating: 1



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 11.4 – Employer/Employee Relations

Professional Standard:

The HR Department provides a clearly defined process for bargaining with its employee groups.

Sources and Documentation:

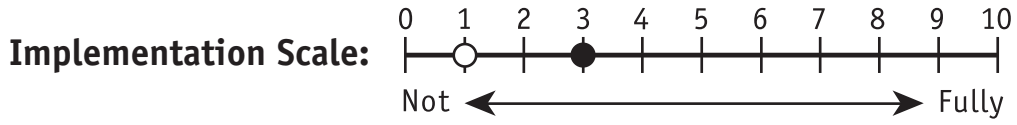
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Interviews with the Interim Vice President of Academic Affairs, the Compton Center Provost and Compton CCD Special Trustee
3. Collective bargaining agreements for faculty and classified bargaining units
4. Collective bargaining agreement (certificated) 2/1/2007 through 6/30/2010

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center HR Department does not provide a clearly defined process for collective bargaining with its employee organizations. The Dean of Human Resources participated in the negotiations process and in the recently completed collective bargaining process with faculty. There are new collective bargaining agreements in place for both the classified and faculty units. The manner in which the HR Division will participate in ongoing collective bargaining remains unclear.
2. The Compton Center chief spokesperson for the classified and faculty collective bargaining procedures is fully knowledgeable of the legal processes and procedures required to conduct negotiations.
3. Compton Center administrators and HR classified support staff have a significant need for in-service/professional development training in the legal mandates associated with collective bargaining processes defined by state law and by Public Employees Relations Board (PERB) rulings and regulations.
4. Senior administrators of El Camino CCD are cognizant of the legal authority and responsibility of the Compton Center administration to engage in collective bargaining with classified and faculty employee organizations. Interviews confirmed close coordination between the Compton CCD Special Trustee and the Superintendent/President of El Camino to maintain an effective working relationship between the two organizations and reach an agreement that would be in keeping with the terms of the MOU between El Camino and Compton CCD.
5. Compton CCD must continue to confirm that collective bargaining processes and the resultant agreement with the classified employee organization will not infringe on the legal rights and responsibilities of the Compton Personnel Commission.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 1
July 2008 Rating: 3



ACCJC Standard III-A: Human Resources

FCMAT Personnel Management Standard 11.5 – Employer/Employee Relations

Professional Standard:

The HR Department Division has a process that provides management and the Board of Trustees with information on the impact of bargaining proposals, e.g. fiscal, staffing, management flexibility, student outcomes.

Sources and Documentation:

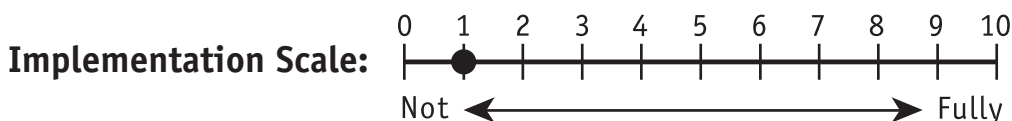
1. Interviews with Compton Center Dean of HR, HR Department staff as well as other administrators and faculty assigned to the Center
2. Interviews with the Interim Vice President of Academic Affairs, the Compton Center Provost and Compton CCD Special Trustee
3. Collective bargaining agreements for faculty and classified bargaining units

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton CCD Special Trustee serves as the Board of Trustees and as chief negotiator with the faculty employee organization. This dual role also facilitates communication with regard to district and classified employee organization proposals during negotiations. The dual role will undoubtedly continue for the foreseeable future.
2. There continues to be minimal communication between the Compton Center management team and the faculty regarding bargaining discussions/proposals. This limits awareness of proposals and minimizes the opportunity for beneficial comment and information for use by the chief negotiator. The lack of involvement of key senior administration in collective bargaining creates problems with contract administration because of the lack of effective communication, which could also lead to a lack of support for the negotiated agreement.
3. The Compton Center Dean of Human Resources has been included in the faculty and classified collective bargaining process. HR must facilitate communication and training on collective bargaining agreement provisions.
4. Compton Center management team and supervisors still have a significant need for an effective training program for contract administration to include grievance procedures, evaluation and leave provisions, as well as layoff and re-employment provisions for classified personnel.

Standard Implemented: Partially

April 2007 Rating: 1
January 2008 Rating: 1
July 2008 Rating: 1



Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

B. Physical Resources – Physical resources, which include facilities, equipment, land, and other assets, support student learning programs and services and improve institutional effectiveness. Physical resource planning is integrated with institutional planning.

1. The institution provides safe and sufficient physical resources that support and assure the integrity and quality of its programs and services, regardless of location or means of delivery.
 - a. *The institution plans, builds, maintains, and upgrades or replaces its physical resources in a manner that assures effective utilization and the continuing quality necessary to support its programs and services*
 - b. *The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.*

2. To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.
 - a. *Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.*
 - b. *Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.*

<i>Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources</i>		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
B. Physical Resources				
Standard to be Addressed				
Facilities Management – School Safety				
1.3	The college has developed a plan of security that includes adequate measures of safety and protection of people and property. [EC 32020]	6		
1.4	The college ensures that the custodial and maintenance staffs are regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	3	3	3
1.5	The college has a documented process for issuing master and sub-master keys. A college-wide standardized process for the issuance of keys to employees is followed by all college administrators.	3	3	4
1.7	Outside lighting is properly placed and monitored on a regular basis to ensure the operability/ adequacy of such lighting and to ensure safety while activities are in progress in the evening hours. Outside lighting provides sufficient illumination to allow for the safe passage of students and the public during after-hours activities. Lighting also provides security personnel with sufficient illumination to observe any illegal activities on campus.	2	2	3
1.9	Each public agency is required to have on file written plans describing procedures to be employed in case of emergency. [EC 32001, GC 3100, 8607, CCR Title 8 §3220]	6		
1.11	Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the potential hazards and shelf life. [F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]	4	4	4

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
1.12	Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 81162]	5	5	6
1.14	Sanitary, neat and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]	2	2	3
1.15	The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]	2	2	2
1.16	Appropriate fire extinguishers exist in each building and current inspection information is available. [CCR Title 8 §6151]	6		
1.17	All exits are free of obstructions. [CCR Title 8 §3215]	7		
1.18	A comprehensive school safety plan exists for the prevention of campus crime and violence. [EC 66300]	5	5	5
1.19	Requirements are followed pertaining to underground storage tanks. [H&SC 25292, Title 23 Chapter 16]	7		
1.20	All asbestos inspection and asbestos work completed is performed by Asbestos Hazard Emergency Response Act (AHERA) accredited individuals. [EC 49410.5, 15 USC 2641 et seq., 40 CFR part 763]	6		
1.21	All playground equipment (at the Child Development Center) meets safety code regulations and is inspected in a timely fashion as to ensure the safety of the students. [H&SC 115725-115750, PRC 5411]	8		
1.22	Safe work practices exist with regard to boiler and fired pressure vessels. [CCR Title 8, §782]	4	4	4
1.23	The college maintains Materials Safety Data Sheets. [LC 6360 et seq., CCR Title 8 §5194]	6		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
1.24	The college maintains a comprehensive employee safety program. Employees are made aware of the college safety program and the college provides in-service training to employees on the requirement of the safety program.	0	0	0
1.25	The college conducts periodic first aid training for employees.	0	0	0
Facilities Management – Facility Planning				
2.1	The college has a long-range facilities master plan.	5		
2.2	The college possesses a Facilities Planning and Construction Manual for the California Community Colleges (1997).	0	0	0
2.3	The college seeks state and local funds.	6	6	7
2.4	The college has a district-wide Facility Planning Committee in place.	5		
2.5	The college has a properly staffed and funded facility planning department.	0	0	1
2.6	The college has developed and implemented an annual capital planning budget.	5	5	6
2.7	The college has standards for real property acquisition and disposal. [EC 39006, 17230-17233]	8		
2.9	The college has established and utilizes a selection process for the selection of licensed architectural/engineering services. [GC 4526]	5		
2.10	The college assesses its local bonding capacity. [EC 15100]	4	4	4
2.11	The college has developed a process to determine debt capacity.	4	4	4
2.12	The college is aware of and monitors the assessed valuation of taxable property within its boundaries.	4	4	4
2.14	The college has developed an asset management plan.	5		

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
2.16	The college has established and utilizes an organized methodology of prioritizing and scheduling projects.	2	2	3
2.19	A college that has passed a general obligation bond has created a Citizens Oversight Committee to ensure the appropriateness of expenditures related to the passage of the college's local school bond measure.	6		
Facilities Management – Facilities Improvement and Modernization				
3.1	The college has a restricted capital outlay fund and a portion of those funds is expended for maintenance and special repairs only. [EC84660]	1	1	2
3.4	The college maintains a plan for the maintenance and modernization of its facilities. [EC 17366]	1	1	2
3.6	The college has established and maintains a system for tracking the progress of individual projects.	2	2	3
3.7	Furniture and equipment items are routinely included within the scope of modernization projects.	2	2	2
3.8	Refurbishing, modernization, and new construction projects take into account technology infrastructure needs.	1	1	2
3.9	The college obtains approval of plans and specifications from the Division of the State Architect prior to the award of a contract to the lowest responsible bidder. [EC 81052, 81130 et seq.]	8		
3.10	All relocatables in use throughout the college meet statutory requirements. [EC 81130, 81160]	8		
3.13	College staff are knowledgeable of procedures in the Division of the State Architect (DSA).	1	2	2
Facilities Management – Construction of Projects				
4.1	The college maintains an appropriate structure for the effective management of its construction projects.	1	1	1

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
4.2	Change orders are processed and receive prior approval from required parties before being implemented within respective construction projects.	6		
4.3	The college maintains appropriate project records and drawings.	1	1	1
4.4	Each Inspector of Record (IOR) assignment is properly approved.	10		
Facilities Management – Compliance with Public Contracting Laws and Procedures				
5.1	The college complies with formal bidding procedures. [GC 54202, 54204, PCC 20111]	8		
5.2	The college has a procedure for requests for quotes/proposals. [GC 54202, 54204, PCC 20111]	7		
5.3	The college maintains files of conflict-of-interest statements and complies with legal requirements. Conflict of interest statements are collected annually by the President/Superintendent and kept on file.	4	4	4
5.4	The college ensures that the biddable plans and specifications are developed through its licensed architects/engineers for respective construction projects.	6		
5.5	The college ensures that requests for progress payments are carefully evaluated.	10		
5.6	The college maintains contract award/appeal processes. [GC 54202, 54204, PCC 20111]	7		
5.7	The college maintains internal control, security, and confidentiality over the bid submission and award processes. [GC 54202, 54204, PCC 20111]	7		
Facilities Management – Facilities Maintenance and Custodial				
8.1	An energy conservation policy has been approved by the board and implemented throughout the college.	0	0	0

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
8.3	Cost-effective, energy-efficient design has been made a top priority for all college construction projects.	1	1	1
8.5	Adequate maintenance records and reports are kept, including a complete inventory of supplies, materials, tools and equipment. All employees required to perform maintenance on the college sites are provided with adequate supplies, equipment and training to perform maintenance tasks in a timely and professional manner.	1	1	2
8.6	Procedures are in place for evaluating the work quality of maintenance and operations staff. The quality of the work performed by the maintenance and operations staff is evaluated on a regular basis using a board-adopted procedure that delineates the areas of evaluation and the types of work to be evaluated.	0	0	1
8.7	Major areas of custodial and maintenance responsibilities and specific jobs to be performed have been identified. Custodial and maintenance personnel have written job descriptions that delineate the major areas of responsibilities that they will be expected to perform and on which they will be evaluated.	2	2	3
8.8	Necessary staff, supplies, tools and equipment for the proper care and cleaning of the college are available. In order to meet expectations, the college is adequately staffed and staff is provided with the necessary supplies, tools and equipment as well as the training associated with the proper use of such.	4	4	4
8.9	The college has an effective preventive maintenance program that is scheduled and followed by the maintenance staff. This program includes verification of completion of work by the supervisor of the maintenance staff.	0	0	0

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
8.10	The Governing Board of the college provides clean and operable flush toilets for the use of students. Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title §631, CCR Title 5 14030, EC 17576	3	3	3
8.11	The college has implemented a planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement. Data includes purchase prices, anticipated life expectancies, anticipated replacement time lines, and budgetary resources necessary to maintain the facilities.	0	0	0
8.12	The college has a documented process for assigning routine repair work orders on a priority basis.	3	3	4
Facilities Management – Instructional Program Issues				
9.1	The college has developed a plan for attractively landscaped facilities.	4	4	4
9.3	The Governing Board of any college maintains all of the campuses established by it with equal rights and privileges as far as possible. [EC 35293] The college has developed and maintains a plan to ensure equality and equity of its facilities throughout the college.	3	3	4
9.4	The college has adequate lighting, electrical service, heating and ventilation.	7		
9.5	Classrooms are free of noise and other barriers to instruction. [EC 32212]	7		
9.6	The learning environments provided within the college are conducive to high quality teaching and learning.	8		
Facilities Management – Community Use of Facilities				
10.2	Education Code Section 38130 establishes terms and conditions of school facility use by community organizations, in the process requiring establishment of both “direct cost” and “fair market” rental rates, specifying what groups have which priorities and fee schedules.	5	5	5

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B Standard to be Addressed		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating
10.3	The college maintains comprehensive records and controls on civic center implementation and cash management.	6		
Facilities Management – Communication				
11.1	The college’s public information office coordinates a full appraisal to students, staff and community of the condition of the college’s facilities and of efforts to rectify any substandard conditions.			
11.2	The college provides clear and comprehensive communication to staff of its facilities plans.			

The standards in bold text are the identified subset of standards for ongoing reviews.

ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.4 - School Safety - Restrictions on Flammable and Toxic Materials

Legal Standard:

Ensure that the custodial and maintenance staff is regularly informed of restrictions pertaining to the storage and disposal of flammable or toxic materials. [F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

Sources and Documentation:

1. Board policy
2. Hazard communication program
3. Availability of Materials Safety Data Sheets (MSDS) copies
4. List of hazardous substances on site
5. Evidence of training programs or sessions
6. Evidence of flammable storage cabinets
7. Evidence that chemicals are stored appropriately
8. Appropriate labeling on pipes and storage areas

Progress on Implementing the Recommendations of the Recovery Plan:

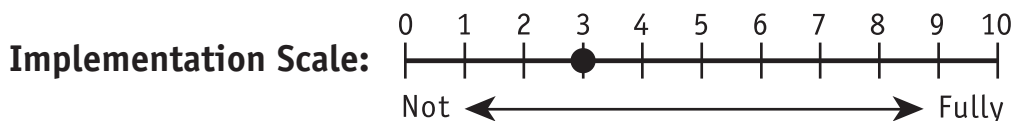
1. No board policy specific to a hazard communication program had been developed as of the May 2008 site visit. The college has identified the need to update and create board policies, but no action has been taken.
2. As of the May 2008 site visit, the hazard communication program had not been updated. The college identified the need to update the plan at the last review, but no action has been taken.
3. Annual training procedures for employees must be developed, and documentation of the training must be maintained. The college has identified the need for these procedures at each review, but to date no action has been taken.
4. Hazardous materials training for all building and grounds staff, plant managers, and employees has not taken place. However, the college reports that five members of the custodial staff attended a hazard communication and blood borne pathogens training session conducted at El Camino Community College in November 2007. Additionally, the Director of Maintenance and Operations holds weekly meetings during which safety briefings are presented. The director plans to address seismic tipping hazards training in one of the upcoming training sessions. At the time of the site visit, the college reported that a separate training had not been scheduled for all maintenance and operations personnel, but the need to do so was identified.
5. The college has not developed a complete list of hazardous substances. Pursuant to Code of Regulations, Title 8, Section 5184(e)(1)(A), a complete list of hazardous substances must be provided within the written hazard communication program, preferably with an indication of the work area where the substances are found. The college must develop such a list. Also, the

Director of Maintenance and Operations reports that a room-by-room inventory and identification of potential tipping hazards will be conducted during custodial rounds, and a project to correct these hazards with appropriate seismic strapping will be completed by September 1, 2008.

6. The college has not provided the local fire department with a list of hazardous substances that are stored on the site (including science labs). The college must develop the list of hazardous substances and provide the list to the local fire department. Once the staff completes the project detailed above, the inventory list of hazardous substances should be provided to the local fire department.
7. The college has not informed outside contractors of hazardous substances that are present on the site. The college must provide outside contractors with this information, preferably utilizing the list of hazardous substances once it is developed. It is the contractor's responsibility to disseminate this information to its employees and subcontractors. As previously recommended, once the college has completed the inventory project, the list of hazardous substances should be provided to outside contractors.

Standard Implemented: Partially

April 2007 Rating: 3
January 2008 Rating: 3
July 2008 Rating: 3



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 1.5 - School Safety - Documented Process for Key Control

Professional Standard:

The college has a documented process for issuing master and submaster keys. A college-wide standardized process for the issuance of keys to employees is followed by all college administrators.

Sources and Documentation:

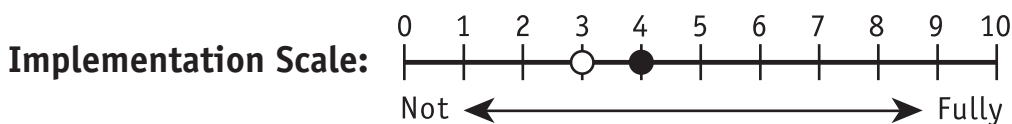
1. Interviews with site administrators and support staff
2. Evidence of new key control system
3. Copies of invoices paid for new access/key control system

Progress on Implementing the Recommendations of the Recovery Plan:

1. As reported in the last review, the college was unable to identify all grand master key holders. The college reports that it is most effective at this point to move to an electronic access control system for the entire campus. Since the last review, the college has started rekeying the campus. The access control system that was selected will allow the college staff to control access to buildings and remotely lock and unlock doors. Additionally, each staff member will have his or her own key card that will be assigned to him/her under his/her employee number to allow college staff more oversight over which buildings staff members can access.
2. The college began installing the new key system in March 2008. The Math and Science building is being upgraded first, because some infrastructure for the new key system already exists in the building. College staff plans to install the key system in the Vocational Technology building once the 2008-09 budget is approved. The new system is very expensive and will be done in stages. However, college staff report that it will be expandable and can tie into additional systems, which will allow for the system to be flexible over the long term. Therefore, staff feels the investment in campus safety is well worth the expense. Once the new key system is installed, college staff should review Board Policy 10.8 as recommended in the initial Comprehensive Review, and should revisit and revise the policy to address the new system. Administrators, division chairpersons, and the associate deans must continue to review the current policies and work with staff to ensure that the policies are followed.

Standard Implemented: Partially

April 2007 Rating: 3
January 2008 Rating: 3
July 2008 Rating: 4



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.7 - School Safety - Installation and Operation of Outside Security Lighting

Professional Standard:

Outside lighting is properly placed and monitored on a regular basis to ensure the operability/adequacy of such lighting and to ensure safety while activities are in progress in the evening hours. Outside lighting provides sufficient illumination to allow for safe passage of students and the public during after-hour activities. Lighting also provides security personnel with sufficient illumination to observe any illegal activities on campus.

Sources and Documentation:

1. Interview with Director of Facilities, Maintenance, and Operations, and staff
2. Site observation
3. Documentation of security lighting
4. Purchase order for equipment rental
5. Phase 1 capital facilities projects

Progress on Implementing the Recommendations of the Recovery Plan:

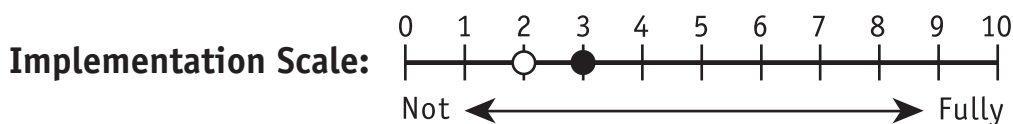
1. There has been no change in this board policy. The college has not developed a board policy regarding the amount of lighting that must be installed and the priority for funding to enforce this policy.
2. The college has identified the need to establish a routine schedule for checking lighting in all areas of the campus, but no action has been taken to date to establish such a schedule. Currently, the four-person evening shift custodial crew has a standing order to replace the burned-out lights accessible by standard ladders as needed and when time permits.
3. The college reports that the burned-out exterior light bulbs have been replaced. The four-person evening shift custodial crew has a standing order to complete “fill” work when time permits, which includes replacing burned-out exterior light bulbs and cleaning lenses. The projects are done with the limitation of using a standard ladder. Light fixtures that exceed the height accessible by a standard ladder have not been maintained. The Director of Maintenance and Operations has a rental agreement for a 40-foot boom lift to accomplish overhead projects, and has reserved one week for replacement and repair of the street and parking lot lights. Campus safety is still a chief concern, so the college should continue to maintain the existing exterior lighting. The college struggles to provide sufficient exterior lighting because the campus lacks both working and sufficient infrastructure. A complete upgrade of the campus-wide lighting infrastructure is scheduled to occur in two phases, with phase one scheduled to begin in September 2009, and phase two scheduled to begin in October 2011. Both phases are estimated to cost approximately \$2.3 million.
4. Although the college has identified the need to replace existing hallway lighting, no action has been taken. As part of the proposed Facilities Master Plan, some of the row buildings, where a considerable number of lighting deficiencies occur, are scheduled to be demolished

in the next few years. Understandably, the college does not want to undertake an expensive replacement of lighting for buildings that are scheduled to be demolished, but campus safety must be the most important concern. The college should make repairs in the existing hallway to provide for the best possible lighting, and maintain the existing lighting.

5. Lighting has not been installed in the middle quad area, so safety concerns remain. The campus-wide lighting project to replace and upgrade existing infrastructure is scheduled to begin the first phase in September 2009. Until that time, the college needs to maintain a safe and well-lit campus, so any improvements to increase lighting in this area should be made as soon as possible.
6. The college has not installed additional lighting in all courtyards for security during after-school activities and security surveillance. Lighting continues to be insufficient in these areas. As in other areas of the campus, lights are in place, but some are either nonfunctional or need new bulbs. The college plans to upgrade and replace all lighting with the campus-wide infrastructure project, but until the project can be completed, the college must continue to replace burned-out bulbs and make repairs to the existing infrastructure as needed. The college staff also should ensure that lighting turns on in the evenings at the correct time to allow for a well-lit campus.
7. The college has not installed lighting between buildings. This continues to cause security concerns because the areas between buildings are unlit and secluded.
8. The college has not installed lighting in back parking lots. The possibility of injury to students and staff, and the inability of security to conduct proper surveillance continues to exist. College staff reports that the lighting has not been installed in the back parking lots because these areas will be addressed in the campus-wide infrastructure project scheduled to begin September 2009.

Standard Implemented: Partially

April 2007 Rating: 2
 January 2008 Rating: 2
 July 2008 Rating: 3



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.11 - School Safety - Knowledge of Chemicals and Potential Hazards

Legal Standard:

Maintenance/custodial personnel have knowledge of chemical compounds used in school programs that include the potential hazards and shelf life. [F&AC 12981, H&SC 25163, 25500-25520, LC 6360-6363, CCR Title 8 §5194]

Sources and Documentation:

1. Board policies
2. Hazard communication program
3. Availability of Material Safety Data Sheet (MSDS) copies
4. List of chemical materials and shelf life
5. Interviews with maintenance/custodial staff

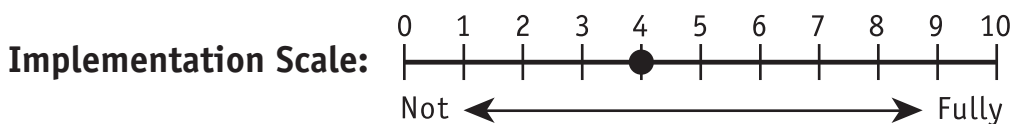
Progress on Implementing the Recommendations of the Recovery Plan:

1. No board policies have been adopted regarding hazardous chemicals.
2. The college still does not require science teachers to update the chemical inventory annually (or each semester).
3. College staff report that seismic lips have been installed in some science classrooms, but no supporting documentation was provided. The college intends to identify all areas where seismic lips are necessary and to complete the inventory and installation of these guards by July 1, 2008. The college also plans to take inventory of all tipping hazards and correct the hazards with seismic strapping. The proposed completion date for this project is September 1, 2008.
4. The college has not developed procedures to ensure that all buildings and grounds staff, plant managers, and faculty receive training on chemical compounds and hazardous substances used for instruction. All staff have not received training, though documentation indicates that a few staff members attended a hazard communication and blood-borne pathogen training in November 2007. Additionally, the Director of Maintenance and Operations reports that briefings on seismic tipping hazards will be incorporated into weekly staff meetings.

Training should be provided regularly to all staff.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.12 - School Safety - Inspection and Correction of Unsafe Conditions

Legal Standard:

Building examinations are performed, and required actions are taken by the Governing Board upon report of unsafe conditions. [EC 81162]

Sources and Documentation:

1. Interviews with Director of Facilities, Maintenance, and Operations, and staff
2. Employee evaluation samples to address inspection and correction of unsafe conditions

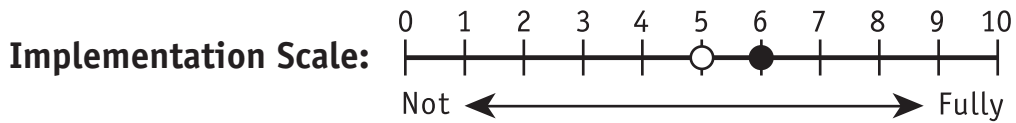
Progress on Implementing the Recommendations of the Recovery Plan:

1. The college has not adopted board policies to date to address this standard.
2. The college created a Scheduler position to help monitor the work order system and to assign and monitor projects. The position was filled from within the department. It was reported that the Scheduler receives work orders via e-mail or by paper copy and then assigns the work order to a maintenance and operations staff member. The Scheduler also assigns a tool kit to the assigned staff member for use in completing the work order. It is important that this position continue to oversee the work order process so that the Director of Maintenance and Operations can attend to other issues. The college should continue this positive step by moving to an electronic work order system. The maintenance and operations staff have been researching different electronic work order programs to implement, and have identified a program they would like to use. The program had not been implemented at the time of the site visit.
3. A formal communications procedure for work orders has not been developed. Based on site interviews, the process for work orders seems to be allowing for quicker assignment and completion of projects. The form of communication for work orders has not changed. Until a new electronic work order system is implemented, the college reports that work orders will continue to be submitted by e-mail or paper copy.
4. The college has not developed procedures for an annual facilities inspection to ensure that site staff are reporting all unsafe conditions. At the time of the last review, the college identified the need for building inspections and proposed a building adoption program. At the May 2008 site visit, college staff reported that the building adoption had started to be implemented. The goal for the program is to have every college facility, grounds area, field, road, and parking lot adopted by a maintenance and operations employee for inspection. Based on interviews with staff and sample evaluations completed in May 2008, staff have recently adopted campus buildings as part of the employee evaluation process. Because this program was just implemented in May 2008, no change could be observed.
5. The college has not repaired all substandard and potentially unsafe conditions. In site observation and interviews with staff, it appeared that staff tape off the hazard and fence unsafe areas so that students and staff cannot become injured. It was observed, however, that some

tripping hazards, either drop-offs in the concrete or covered holes, could be better marked. In one instance, a black covering for a tripping hazard had warped and did not provide a safe walking surface. Additionally, some yellow and white paint stripes used to mark potential tripping hazards had faded, and as a result, the tripping hazards were not clearly marked.

Standard Implemented: Partially

April 2007 Rating: 5
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.14 - School Safety - Sanitation is Maintained and Fire Hazards are Corrected

Legal Standard:

Sanitary, neat, and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard. [CCR Title 5 §633]

Sources and Documentation:

1. Interview with site administrators
2. On-site observation
3. Employee evaluation samples to address sanitation maintenance and correction of fire hazards

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Governing Board/Special Trustee has not adopted a board policy to delineate that all sanitation hazards are to be corrected immediately. Some of the sanitation hazards noticed during the previous site observations in 2006 and 2007 remain unchanged including:
 - a. Some restrooms with standing water on the floors, creating a slippery surface.
 - b. Some nonfunctioning toilets.
 - c. Some broken toilet seats.
 - d. Some sink water faucets not in working order.
 - e. Some dirty water fountains.
 - f. Some restrooms without soap, paper towels, or toilet paper.

Steam cleaners were purchased to be used in cleaning the restrooms, but it does not appear that the cleaners are being used. One men's restroom observed was missing stall doors and some of the fixtures did not work. Campus restrooms were unlocked and accessible by students. The college acknowledges that campus restrooms are not being maintained at the level desired and has created a plan to address this issue by closing surplus restrooms. The college reports that the maintenance and operations staff maintains 63 restrooms, which is the same number of facilities that were maintained when campus enrollment was approximately 6,000 students. In addition, the maintenance and operations staff has decreased by half. Effective fall 2008, maintenance and operations plans to close three men's and two women's restrooms to focus on better cleaning and service of the open restrooms. The college plans to renovate the restrooms in Buildings C through G over summer 2008 to provide cleaner and better maintained facilities.

2. The custodial work crews have been in place for a little over seven months, and college staff report improvements in the work completed by the crews. Previously, if a maintenance and operations staff member was absent, that staff member's assigned duties for the day would not be completed. Staff report that the crew members now act as back-up to each other and complete the tasks of an absent crew member. Additionally, the work crews allow some staff to attend to emergency situations while others can still perform daily work duties.
3. The work order process had not been revised since the last review. College staff report that health and safety hazards are generally reported immediately to the maintenance and opera-

tions department and, once reported, become a priority. The work order process was not documented, so it was not clear if work orders are created for health and safety hazard repairs or if jobs are verbally assigned.

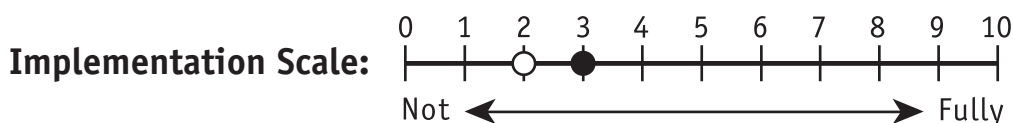
4. It does not appear that the college performs regular inspections of fire extinguishers to make sure they are in posted and required locations, and have been properly charged and inspected. Some fire hazards remain unchanged from the previous two reviews:
 - a. Classrooms without fire extinguishers.
 - b. Fire extinguishers blocked from easy access.
 - c. Fire extinguishers missing from designated areas where signage directed the reader to obtain the fire extinguishers.
 - d. Large storage areas with no fire extinguishers or designated extinguisher areas.

The college previously reported that it had contracted with a vendor to recharge and inspect fire extinguishers, but no documentation of this was provided at the last review, and, based on current site observations, it doesn't appear that the service is being provided.

5. The college has not provided on-site in-service training on site safety and cleanliness for all site operational personnel. The maintenance and operations department staff receives weekly training and safety briefings from the director, but no formal in-service training for all staff has been conducted.
6. At the time of the facilities review, employee evaluations were being completed. Evaluations are to be completed annually by the employees' supervisor and administrator. It was reported in the last review that supervisors did not periodically review the progress of site personnel in keeping campuses safe and clean. The annual evaluation process will allow for review of an employee's progress, but it is important for the supervisors to have an ongoing awareness of the employee's progress and work.
7. Classified employee performance evaluations completed for the period of 5/1/07 through 4/30/08 contain a section on safety, as was recommended in the previous review. The college should continue the annual employee evaluation process and ensure that the employee's supervisor and administrator both continue to contribute to the evaluation.

Standard Implemented: Partially

April 2007 Rating: 2
January 2008 Rating: 2
July 2008 Rating: 3



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 1.15 - School Safety - Injury/Illness
Prevention Program Inspections are Done

Legal Standard:

The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]

Sources and Documentation:

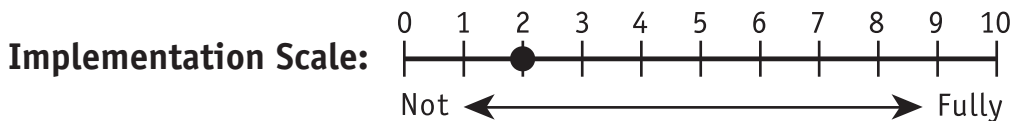
1. Interviews with staff

Progress on Implementing the Recommendations of the Recovery Plan:

1. The college had not updated the 13-year-old board policy addressing periodic facilities inspections at the time of the site visit.
2. There have been no updates made to the IIPP Handbook. The college has identified the need to draft a new IIPP Handbook and obtain board approval, but no action has been taken to date. The college plans to hire a consultant, using funds from the 2008-09 budget, to revise the new handbook.
3. The college has not provided training to staff regarding the IIPP program. The Director of Maintenance and Operations reported that once the new IIPP Handbook has been drafted and approved by the board, training for the handbook will be provided to staff. No action has been taken to date.

Standard Implemented: Partially

April 2007 Rating: 2
January 2008 Rating: 2
July 2008 Rating: 2



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.18 - School Safety - Plan for Prevention of Campus Crime and Violence

Legal Standard:

A comprehensive school safety plan exists for the prevention of campus crime and violence.
[EC 66300]

Sources and Documentation:

1. Interviews with college and site staff

Progress on Implementing the Recommendations of the Recovery Plan:

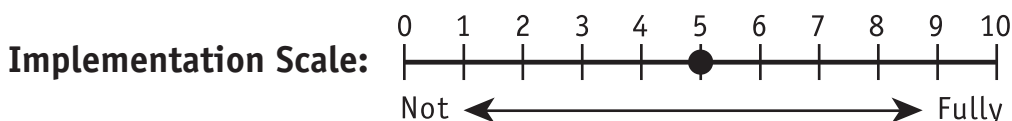
1. The board policies related to crime and violence prevention have not been updated. There has been no status change to the college plans to implement an inventory control program, and no action as of the date of the site visit. It was reported that once the identified restrooms are closed in summer 2008, the maintenance and operations department will use the five closed restrooms as storage closets for bathroom supplies. The department plans to inventory the supplies every two weeks and make the necessary replenishments at that time. In the previous reports, college staff indicated a significant problem of pilfering of bathroom supplies, specifically toilet paper and soap/soap dispensers. The department is hopeful that the new inventory system will allow the staff to work more efficiently utilizing several smaller supply closets, and also will reduce the pilfering of supplies. The college should continue to plan to improve controlled access to restrooms after hours.
2. Procedures have not been developed to ensure the annual updating and training of staff. The Director of Maintenance and Operations provides safety briefings at the weekly staff meetings, but a formal program has not been established.

Standard Implemented: Partially

April 2007 Rating: 5

January 2008 Rating: 5

July 2008 Rating: 5



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.22 - School Safety - Safety Boilers and Fired-Pressure Vessels

Legal Standard:

Safe work practices exist with regard to boiler and fired-pressure vessels. [CCR Title 8 §782]

Sources and Documentation:

1. On-site observation of boilers and fired pressure vessels
2. Maintenance logs
3. Tracking logs for vendor purchase orders

Progress on Implementing the Recommendations of the Recovery Plan:

1. As of the date of the site visit, there has been no change in this standard. The college reports it has not created a boiler log for each operating boiler.
2. There has been no change to this standard: The college has not developed the recommended work practices and procedures for boilers, and should implement the following items:
 - a. On-site maintenance logs that contain complete descriptions of the maintenance of all system components, including sensors, controllers, actuators, etc.
 - b. Maintenance log descriptions that include the dates of inspections, periodic preventative maintenance and suggestions, and system/component failure diagnosis.
 - c. Maintenance log descriptions that include procedures for the repair or replacement of defective components.

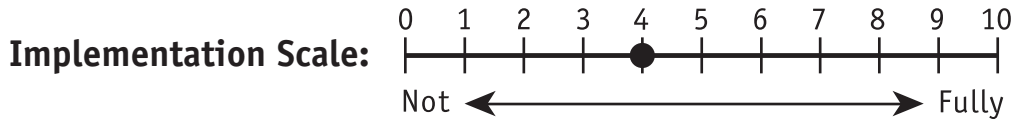
Ongoing training on the general industry safety orders should continue for maintenance/custodial staff. College staff reported that one staff supervisor assesses the boilers throughout the year.

College staff report that the central plant maintenance is completed by an outside contracted company, Southland Industries. The college provided a summary of work orders and POs completed by Southland Industries documenting that the company is performing maintenance and start-up operations. The college should continue to have on-site qualified field technicians to place the systems in operation, making tests, adjustments, and changes as necessary to ensure the safe and successful operation of the equipment and systems.

3. The college identified the need for a recurring inspection, operation, and certification of boiler and fired pressure vessel service contracts, and contracted with Southland Industries to complete these processes.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 1.24 - School Safety - Maintenance of a Comprehensive Employee Safety Program

Professional Standard:

The college maintains a comprehensive employee safety program. Employees are made aware of the college safety program, and the college provides in-service training to employees on the requirements of the safety program.

Sources and Documentation:

1. Board Policy 9.1
2. Board Policy 9.2
3. Interview with site administrators

Progress on Implementing the Recommendations of the Recovery Plan:

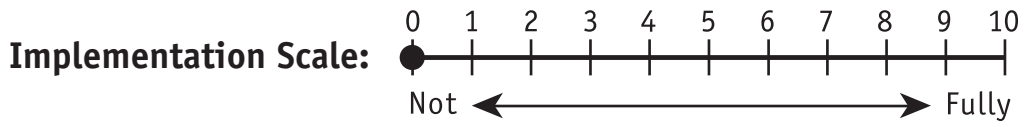
1. There has been no change to the board policy since the last review. College staff has recognized the need to update the board policies, but no changes have been made to date. The board policy has not been updated to reflect changes in staffing and titles, such as the two positions of Director of Facilities Management and Planning and Director of Maintenance and Operations that were added last year. These positions are employed by El Camino Community College, but work at and are responsible for Compton Community College. The two directors currently report to both entities, El Camino and the Special Trustee and/or Provost at Compton. As reported in the last review, these positions might more appropriately report solely to the Special Trustee and/or Provost, who are responsible for the Compton campus facilities and safety.
2. There has been no change in the status of the Injury and Illness Prevention Program (IIPP) since the last review. College staff have identified the need to update the program, and have a handbook in draft form, but no action has been taken since the last review. There continues to be no evidence of an existing or ongoing injury prevention program.
3. At the site visit, it was still unclear if one administrator had been assigned to meet the requirements of the board policy. However, the Director of Maintenance and Operations indicated that a plan to update the IIPP handbook was still in place. Additionally, this director has started to review possible safety trainings, such as CPR. The college should formally assign an administrator to this role and a comprehensive employee safety plan should be created to include injury prevention training and safety meetings.
4. At the last facilities review, the college had identified the need for a safety committee and announced plans to create the committee chaired by the Director of Maintenance and Operations. As of the May 2008 site visit, no action had been taken to further develop the committee. The college should select the representatives and support the formation of the committee.

Standard Implemented: Not Implemented

April 2007 Rating: 0

January 2008 Rating: 0

July 2008 Rating: 0



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 1.25 - School Safety - Conduct of First Aid Training for School Site Personnel

Professional Standard:

The college conducts periodic first aid training for employees.

Sources and Documentation:

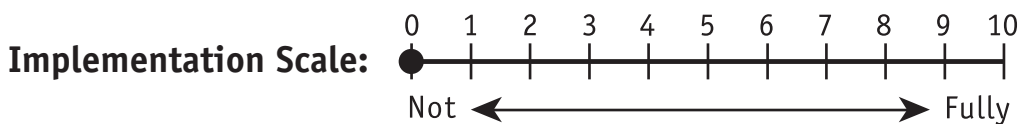
1. Board policy
2. Interview with site administrators
3. Copies of bargaining unit agreements
4. Observation of employees and safe practices

Progress on Implementing the Recommendations of the Recovery Plan:

1. There has been no change to the board policy for school safety since the last site review. The college has no board policy regarding minimum first aid training for all college employees.
2. The college had not, as of the site visit, reviewed the bargaining agreements to determine if existing wording for safe working conditions should be clarified to include first aid training.
3. It was still unclear if one specific administrator had been assigned to coordinate the first aid training for all employees; however, the Director of Maintenance and Operations indicated that a plan to provide safety trainings, such as CPR, was being reviewed.
4. The Director of Maintenance and Operations reported that various safety and training briefings are presented during weekly staff meetings, but the briefings have not focused specifically on first aid training. The college should formally assign an administrator to the role of first aid training coordinator for employees. As of the site visit, no formal first aid training for all employees had taken place.
5. The college has not provided first aid training to employees.

Standard Implemented: Not Implemented

April 2007 Rating: 0
January 2008 Rating: 0
July 2008 Rating: 0



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 2.2 - Facility Planning - Facilities Planning Manual

Professional Standard:

The college possesses a Facilities Planning Manual for the California Community Colleges (dated 1997).

Sources and Documentation:

1. College reported information

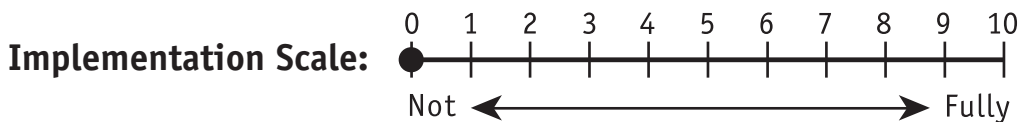
Progress on Implementing the Recommendations of the Recovery Plan:

1. At the time of the last facilities review, the college reported it had obtained a copy of the Facilities Planning and Construction Manual for California Community Colleges from the Web site, and that the Director of Facilities Planning reviews the manual regularly. The college did not provide new information or documentation at the May 2008 site visit that it has any other guides associated with facilities planning and construction. There had been no change to this standard as of the May 2008 site visit, partly because no new major construction or projects have occurred on the campus. El Camino Community College has two directors with extensive experience in facilities planning and management who are responsible for the Compton facility master plan. An ongoing recommendation is for the college to review the Facilities Planning Manual before any new construction or major projects begin.

Progress in this standard will be reflected when Compton CC begins phases of the Facilities Master Plan and can connect progress to specifics in the Facilities Planning Manual.

Standard Implemented: Not Implemented

April 2007 Rating: 0
January 2008 Rating: 0
July 2008 Rating: 0



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 2.3 - Facility Planning - Efforts to Seek State and Local Matching Funds

Professional Standard:

The college seeks state and local funds.

Sources and Documentation:

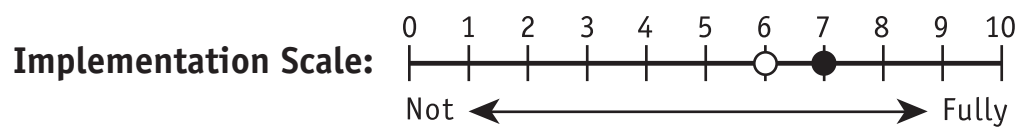
1. Interviews with Director of Facilities Management and Planning and Director of Maintenance and Operations
2. Cost Estimate Summary and Anticipated Time Schedule paperwork
3. Draft of Facilities Master Plan dated May 20, 2008

Progress on Implementing the Recommendations of the Recovery Plan:

1. In November 2002, 76% of voters authorized the college to issue \$100 million in general obligation bonds (Measure CC). Measure CC authorized funds to repair and renovate academic classrooms and job training facilities and upgrade safety security systems, electrical capacity, computer technology, energy efficiency, and leaky roofs.
2. The college has \$50 million in general obligation bonds yet to be issued. Reconciliation of the previously issued bonds was to begin in early December 2007. At the time of the May 2008 site visit, the reconciliation had not started and there was no estimated completion date.
3. At the time of the last site visit, El Camino Community College had hired two director positions, a Director of Facilities Management and Planning and a Director of Maintenance and Operations, to manage the facilities and maintenance department at Compton College. Both positions have been at the campus for less than a year, but have made some significant steps in planning for the campus. The Director of Facilities Management and Planning actively seeks matching state and local funds for proposed construction projects and other areas of facilities department maintenance. The Director has been utilizing the Web-based program database network, "Facilities Utilization, Space Inventory Options Net," or FUSION. College staff have used the network for documenting planning (including forecasting, capital outlay at the college and statewide level, and local assistance planning) and project management.
4. The college continues to rely on consultants to provide support to the director positions. This will continue as the college works its way through the reconciliation of expended bond funds and makes plans to issue and use the balance of the voter-approved bonds.

Standard Implemented: Partially

April 2007 Rating: 6
January 2008 Rating: 6
July 2008 Rating: 7



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 2.5 - Facility Planning - Properly Staffed and Funded Facility Planning Function

Legal Standard:

The college should have a properly staffed and funded facility planning department.

Sources and Documentation:

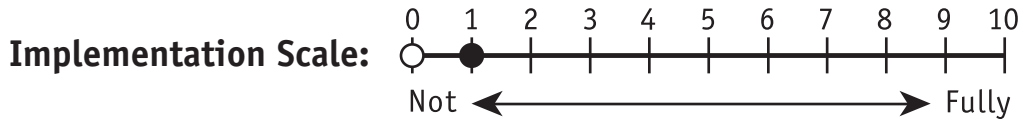
1. Interviews with site administrators
2. College documentation

Progress on Implementing the Recommendations of the Recovery Plan:

1. There has been no status change to this standard. The college has not developed job descriptions, roles, and responsibilities for each position associated with facility planning and funding.
2. As of the May 2008 site visit, the Director of Facilities, Management, and Planning and the Director of Facilities, Maintenance, and Operations had been in their positions eight to ten months. The two directors have extensive experience in facilities planning and management, but have not trained existing employees to be able to support the directors. The two directors plan to have one or two Compton CC maintenance and operations personnel take advantage of staff development opportunities. However, to date, the training opportunities have not been made available. The two leaders in facilities planning and maintenance and operations should provide budget and opportunities for professional growth in the department.
3. At the time of the May 2008 facilities review, the college had not developed a system of on-going assessment and evaluation to determine whether departments associated with facilities planning and funding are properly staffed, properly functioning, and funded to meet evolving project servicing requirements.
4. The Maintenance and Operations Department continues to struggle to obtain sufficient funding for routine support services and maintenance, which impairs the ability to be properly staffed and supplied with materials needed to maintain the campus. The Director of Maintenance and Operations is consumed with the process of generating, tracking, and approving paperwork for basic services and support at the campus. Staffing support at the business operations or maintenance and operations level should be provided to assist the director in handling these general and routine-but-necessary processes.
5. The Director of Facilities, Management, and Planning actively seeks funding for campus construction, major projects, and developing the Facilities Master Plan for the campus.

Standard Implemented: Partially

April 2007 Rating: 0
January 2008 Rating: 0
July 2008 Rating: 1



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 2.6 - Facility Planning - Implementation of an Annual Capital Planning Budget

Professional Standard:

The college should develop and implement an annual capital planning budget.

Sources and Documentation:

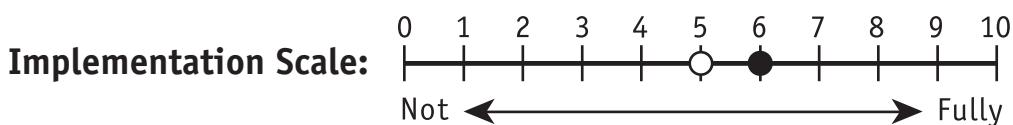
1. Interviews with site administrators
2. Documentation of draft Facilities Master Plan dated May 20, 2008, and Capital Facilities Projects and Spending Plan

Progress on Implementing the Recommendations of the Recovery Plan:

1. Since the previous visit, Compton CC staff has focused a significant amount of time on gathering input and preparing the Facility Master Plan. The college has drafted a capital facilities projects plan that includes local and state funding for expenditures. As of the May 2008 review, the plan is divided into phases. Phase 1 addresses the college's priority to open and occupy the Learning Resource Center (LRC). Once the LRC becomes occupied, the next projects in Phase 1 will begin. At the time of the facilities review, the plan was still in draft form. The college should continue to develop and finalize the Facilities Master Plan.

Standard Implemented: Partially

April 2007 Rating: 5
January 2008 Rating: 5
July 2008 Rating: 6



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 2.10 - Facility Planning - Assessment of Local Bonding Capacity and Monitor Legal Bonding Limits

Legal Standard:

The college assesses its local bonding capacity. [EC 15100]

Sources and Documentation:

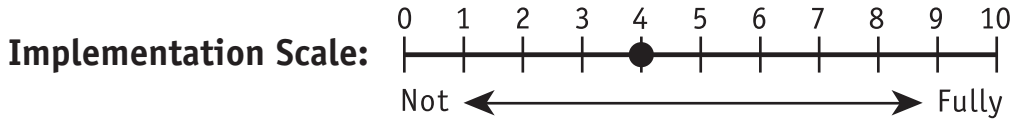
1. Interviews with site administrators

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton CC plans to issue voter-approved local bonds to move forward on the Facility Master Plan.
2. There has been no change to the staff training programs. The college has not established a training program in municipal financing for staff members in the Business Department who are responsible for overseeing capital facilities funds for expansion and modernization. These responsibilities continue to belong to the Director of Facilities, Management, and Planning and outside consultants. The current director is well qualified to manage the responsibility; however, the college should provide the appropriate training for staff so that the financial burden of utilizing outside consultants is minimized.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 2.11 - Facility Planning - Process to Determine Debt Capacity

Professional Standard:

The college has developed a process to determine debt capacity.

Sources and Documentation:

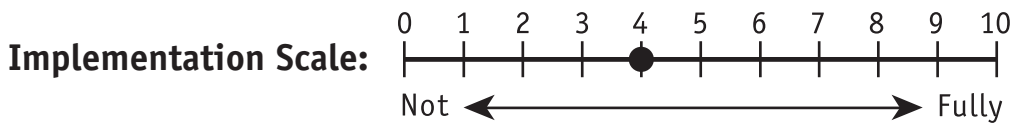
1. Interviews with site administrators

Progress on Implementing the Recommendations of the Recovery Plan:

1. There has been no change to the staff training program for municipal financing. The current director is well-qualified to manage the responsibility. To date the college still needs to provide training in municipal financing for staff members in the business department responsible for overseeing capital facilities funds for expansion and modernization.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 2.12 - Facility Planning - Awareness and Monitoring of Assessed Valuation

Professional Standard:

The college should be aware of and monitor the assessed valuation of taxable property within its boundaries.

Sources and Documentation:

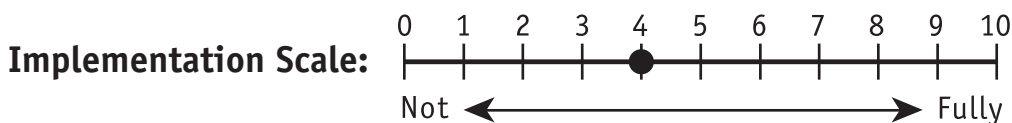
1. Interviews with site administrators

Progress on Implementing the Recommendations of the Recovery Plan:

1. There has been no change since the last facilities review; the college still does not have a process to monitor the assessed valuation of taxable property within its boundaries.
2. The Director of Facilities, Management, and Planning and the Director of Facilities, Maintenance, and Operations possess most of the knowledge and skills regarding Facility Planning and the associated municipal financing issues. College staff still do not completely understand the relationship between assessed valuation and the issuance of general obligation bonds, and no staff training has been provided to date.
3. The college has not made any changes to develop staff training for municipal financing. The college has not sought training in municipal financing for staff members in the business department responsible for overseeing funds for the expansion and modernization of capital facilities.
4. As of the last facilities review, no documentation was provided that the college has continued to work with a financial advisor whose expertise is municipal financing for college/school districts in the state, and no status change was provided as of the May 2008 review.

Standard Implemented: Partially

April 2007 Rating: 4
January 2008 Rating: 4
July 2008 Rating: 4



ACCJC Standard III-B: Physical Resources

FCMAT Facilities Management Standard 2.16 - Facility Planning - Priorities and Scheduling of Projects

Professional Standard:

The college has established and utilizes an organized methodology of prioritizing and scheduling projects.

Sources and Documentation:

1. Review board policies
2. Interviews with staff
3. Review of college records and reports including the draft Facilities Master Plan dated May 20, 2008

Progress on Implementing the Recommendations of the Recovery Plan:

1. There has been no change in board policy since the last review; the college still has not established the recommended board policies and procedures that will allow prioritization of future projects.
2. As of the May 2008 facilities review, the college still has not provided documentation that staff has been assigned specifically for the management of the project teams (architect, construction manager, contractors, and inspectors) with the exception of the Director of Facilities, Management, and Planning who oversees these areas.
3. The Facilities Committee, which was established to review and comment on facilities needs and prioritize projects, was temporarily suspended while the Facilities Master Planning Steering Committee took precedence to develop the Facilities Master Plan. College staff report that the Facilities Master Planning Steering Committee met with the members of the Facilities Committee as the draft Facilities Master Plan was being developed to solicit members, input and keep them informed of the progress on the plan. The next Facilities Committee meeting was scheduled in June 2008. It is not clear what role the board and Special Trustee hold for the Facilities Committee. The board/Special Trustee should give the Facilities Committee direction regarding facility priorities that will meet the college's educational priorities.
4. College staff report that the Bond Oversight Committee's last meeting was October 9, 2007, but it will begin meeting again to discuss the sale of the remaining bonds.
5. The Facilities Master Plan, drafted and discussed at a board meeting in May 2008, will be the template used to establish project priorities and schedules. Progress in this standard is expected to increase as the Facilities Master Plan and associated capital improvements begin.

Standard Implemented: Partially

April 2007 Rating: 2
January 2008 Rating: 2
July 2008 Rating: 3

