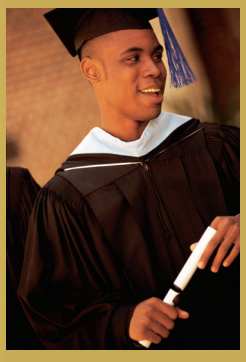
Compton Community College District



Comprehensive Assessment
Tenth Progress Report

August 2016

FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
CSIS California School Information Services

Table of Contents

Introduction and Executive Summary

ACCJC Standard III: Resources

Standard III-B: Physical Resources
Standard III-C:Technology Resources
Standard III-D: Financial Resources

ACCJC Standard IV: Leadership and Governance

Standard IV-A: Decision-Making Roles and Processes
Standard IV-B: Board and Administrative Organizations

Introduction

This tenth progress report for the Compton Community College District (Compton CCD) provides the latest in a series of periodic assessments conducted by the Fiscal Crisis and Management Assistance Team (FCMAT) of the district's progress in implementing the recommendations made in the initial Compton CCD Comprehensive Review conducted by FCMAT in April 2007.

Background

On June 30, 2006, Assembly Bill (AB) 318 provided a state loan (line of credit) of $30 million to the Compton CCD and mandated that FCMAT conduct a comprehensive assessment of the district in five operational areas and develop a recovery plan for the district. The five operational areas are Academic Achievement, Community Relations/ Governance, Facilities Management, Financial Management, and Personnel Management. FCMAT standards for the five operational areas have been associated with similar Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards to assist the district with recovery and regaining accreditation. However, the ACCJC accreditation process is separate and distinct from the legislatively mandated requirements of AB 318 and assessment by FCMAT.

"... the ACCJC accreditation process is separate and distinct from the legislatively mandated requirements of AB 318 and assessment by FCMAT."

FCMAT is required to file written status reports on the district's progress in implementing the recovery plan. The bill authorizes the Board of Governors of the California Community Colleges to suspend the authority of the Board of Trustees of the Compton Community College District for up to five years, plus a period lasting until the Chancellor, FCMAT, Director of Finance and the Governor concur with the special trustee that the district has sustained the progress and requirements of the assessment and recovery plan for two consecutive academic years, as provided in Education Code Sections 41329.59 and 71093.

In a letter dated July 21, 2006, the ACCJC notified the Compton CCD that the accreditation of Compton Community College would terminate on August 22, 2006. The letter also required the Compton CCD to notify its students that the college's accreditation had been revoked. Under the authority of AB 318 and Education Code Section 74292 (d), the Compton CCD identified a partner district, the El Camino Community College District (El Camino CCD) that agreed to provide accredited instructional programs to students at the Compton Center. Under this partnership, instructional services are provided on the Compton CCD site through El Camino and its Center known as the El Camino College Compton Community Educational Center (Compton Center) primarily to residents of Compton, Carson, Lynwood, Paramount, and parts of north Long Beach.

A Memorandum of Understanding (MOU) signed in August 2006 and updated in July 2008 and May 2013 as an "Agreement Between the El Camino Community College District and the Compton Community College District" outlines the agreement between the districts, and continues to be a redefined working document. As of July 1, 2015, the Compton Center includes operations under the direct management of El Camino CCD through the provost/chief executive officer (provost/CEO) at the Compton Center site. The provost/CEO reports to the superintendent/president of El Camino CCD for the operational aspects of the Compton Center, including its instructional programs and student services. Business services, facilities, personnel, governance components and other programs and

services are managed by the Compton CCD's provost/CEO, who reports to the state special trustee for the Compton CCD for these operational areas.

A formal Senior Management Group was established and is composed of the El Camino CCD superintendent/president, state special trustee, El Camino CCD vice presidents and the Compton CCD provost/CEO. The management group is chaired by the provost/CEO. The goals and objectives of the Senior Management Group are to monitor and assist the Compton Center and the Compton CCD in meeting ACCJC eligibility requirements, standards and commission policies.

The provisions of AB 318 and the subsequent revocation of the Compton Community College's accreditation are unprecedented and have necessitated an extremely complex governance and organizational structure to allow the partnering district to offer accredited courses. Compton Community College is the first California public community college to lose its accreditation, have a special trustee appointed to administer the college district, have the authority of its elected governing board suspended by legislation, and receive a multimillion-dollar state loan to continue operations. The transition of instructional procedures and systems has been challenging, including establishing the proper reporting relationships, lines of communication, and the appropriate names and references for the Compton Center, operating under the auspices of the El Camino CCD.

As the Compton CCD continues to address the operational deficiencies that led to the suspension of local governance and the revocation of accreditation, FCMAT's work with the district and the Compton Center is intended to assist the district in improving its basic operations and preparing for an eventual return to local governance.

FCMAT has developed a set of legal and professional standards to provide a standards-based assessment process for these reviews and has endeavored to associate these standards with similar standards of the ACCJC. This standards-based process and a rubric to rate the standards are explained in the following sections of this report.

Use of FCMAT Professional and Legal Standards

Since 1993 the Fiscal Crisis and Management Assistance Team (FCMAT) has been engaged 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 CCD. FCMAT professional and legal standards are being used to help the Compton CCD maintain fiscal solvency, improve operations and move toward recovery in each operational area.

For each ACCJC standard, appropriate FCMAT standards from the operational areas of Community Relations/Governance, Academic Achievement, Personnel Management, Financial Management and Facilities Management have been used to measure district progress. However, the ACCJC will conduct its own independent review to determine when accreditation will be restored to the Compton Center.

Each professional and legal standard has been scored, on a scale of 0 to 10, as to the Compton CCD's implementation of the standard at this point in time. These ratings provide a basis for measuring the district's progress in subsequent reporting periods.

The following represents a definition of terms and scaled scores. The single purpose of the scaled score is to establish the baseline of information by which the district's future gains and achievements in each of the standards can be measured over time.

Not Implemented (Scaled Score of 0)

There is no significant evidence that the standard is implemented.

Partially Implemented (Scaled Score of 1 through 7)

A partially implemented standard lacks completeness, and it is met in a limited degree. The degree of completeness varies as defined:

1. Some design or research regarding the standard is in place that supports preliminary development. (Scaled Score of 1)
2. Implementation of the standard is well into the development stage. Appropriate staff is engaged and there is a plan for implementation. (Scaled Score of 2)
3. A plan to address the standard is fully developed, and the standard is in the beginning phase of implementation. (Scaled Score of 3)
4. Staff is engaged in the implementation of most elements of the standard. (Scaled Score of 4)
5. Staff is engaged in the implementation of the standard. All standard elements are developed and are in the implementation phase. (Scaled Score of 5)
6. Elements of the standard are implemented, monitored and becoming systematic. (Scaled Score of 6)
7. All elements of the standard are fully implemented, are being monitored, and appropriate adjustments are taking place. (Scaled Score of 7)

Fully Implemented (Scaled Score of 8-10)

A fully implemented standard is complete relative to the following criteria:

8. All elements of the standard are fully and substantially implemented and are sustainable. (Scaled Score of 8)
9. All elements of the standard are fully and substantially implemented and have been sustained for a full school year. (Scaled Score of 9)
10. All elements of the standard are fully implemented, are being sustained with high quality, are being refined, and have a process for ongoing evaluation. (Scaled Score of 10)

Study Team

The FCMAT team and partners for this tenth progress review included the following agencies and individuals.

Administration and Report Writing – Fiscal Crisis and Management Assistance Team

- Diane Branham, Chief Management Analyst
- Laura Haywood, Technical Writer

Academic Achievement – no longer reviewed by FCMAT or included in the progress report

Personnel Management – no longer reviewed by FCMAT or included in the progress report

Facilities Management – Fiscal Crisis and Management Assistance Team

- Eric D. Smith, Fiscal Intervention Specialist
- Brad Pawlowski, Director of Support Services, Sanger USD*

Financial Management – Fiscal Crisis and Management Assistance Team

- Marisa Ploog, CPA, CFE, CGMA, CICA, Fiscal Intervention Specialist
- Michelle Giacomini, Chief Management Analyst
- Andrea Dodson, Management Analyst
- Scott Sexsmith, Management Analyst
- Debbie Martin, CPA, Internal Auditor, Kern CCD*

Community Relations and Governance – Collaborative Brain Trust

- Shirley Kelly, Retired Community College President
- Peggy Moore, Retired Community College Vice President of Instruction

*As a member of this study team, this consultant was not representing his or her respective employer but was working solely as an independent contractor for FCMAT.

Executive Summary

Summary of Progress

As demonstrated in this tenth progress report, improvement has been noted and the average ratings of the standards in the operational areas of Facilities Management, Financial Management and Community Relations/Governance of the Compton CCD have increased during this reporting period.

The partnership between the Compton CCD and the El Camino CCD continues to evolve under the leadership of the state special trustee, provost/CEO and El Camino College executive management team. Specific organizational roles and responsibilities of the governing entities and administrators continue to evolve and be clarified as they apply to the Compton CCD and the Compton Center. Reporting relationships are clearly communicated for all faculty, staff and students to navigate properly.

From a governance perspective, the special trustee provides decision-making authority in lieu of the Compton CCD elected governing board and personnel commission. The provost/CEO of the Compton CCD reports directly to the state special trustee and the superintendent/president of the El Camino CCD. This organizational structure is reflected in the CCCD/ECCD CEC 2015-2016 Organizational Structure, dated February 11, 2016. Compton CCD has required active leadership from both the special trustee and the provost/CEO to assist the district in developing and sustaining the internal capacity required to eventually return the district to local governance and regain the college's accreditation.

The state special trustee, provost/CEO and El Camino CCD executive management team have initiated planning strategies, implemented needed improvements, and brought organizational balance to the unique reporting structure of the governance partners. Provisions of the MOU and subsequent Agreement between the parties continue to ensure that the El Camino CCD Board of Trustees is engaged in issues of policy affecting students at the Compton Center.

The state special trustee, the provost/CEO and the chief business officer (CBO) have remained with the Compton CCD during this review period, which has continued to provide much-needed consistent, strong leadership to the district. The CBO and the director of accounting have continued to evaluate business office functions, develop and implement written processes and procedures for the Business Services Department, and increase internal controls. This has helped to improve fiscal practices and increase ratings in several of the Financial Management standards.

The director of facilities planning and operations has also remained with the district during this review period. Continuity and experience in this key leadership position has contributed to the continued improvement in facilities, maintenance and operations practices and progress in several Facilities Management standards.

The elected board serves in an advisory capacity and has continued to make progress in developing functional working relationships with each other, the special trustee, administration and staff. The general tenor of board meetings has also continued to improve. These improved practices have contributed significantly to the increased ratings in numerous Community Relations/Governance standards, and need to continue for the board to demonstrate its readiness to assume a decision-making role.

The recovery process for the Compton CCD and Compton Center required significant improvement, which has occurred incrementally over time. The partnership between the Compton CCD and the El

Camino CCD remains strong, and the entities continue to navigate through this unique and complex circumstance.

The Compton CCD, with the assistance of its partner, the El Camino CCD, and the special trustee has continued to make the progress necessary for a return to local governance.

Although responding to the FCMAT standards provides the basis of a review of district activities, it does not yield an accreditation self-study. The ACCJC has many standards not covered by the FCMAT review. Furthermore, the requirement for documentation to support the description of activities is very different. While the activities undertaken as part of the FCMAT review will be useful to the institution, the ACCJC has a distinct and separate process from FCMAT relative to accreditation.

Return to Local Governance

Assembly Bill 318 amended Education Code Section 71093 to allow the Board of Governors to authorize the chancellor to suspend the authority of the Compton Community College District Board of Trustees to exercise any powers or responsibilities or take any official actions with respect to the district's management. Suspension may be authorized for a period up to five years from the effective date of AB 318 of the 2005-06 regular session, plus a period lasting until the Chancellor, FCMAT, the Director of Finance, and the Governor concur with the special trustee that the district has, for two consecutive academic years, met the requirements of the comprehensive assessment and recovery plan.

The initial *Compton Community College District Comprehensive Review, April 2007* assessed the Compton CCD using 335 professional and legal standards in five areas of district operations. The standards were aligned to the four standards of the ACCJC to develop specific recommendations for operational improvements that would help prepare the district to return to fiscal solvency and local governance and enhance its readiness to re-establish accreditation. Scaled scores were assigned for each standard to provide a baseline measure of the district's implementation of the standards as of fall 2006. Each standard was measured and a scaled score from zero (not met) to 10 (fully met) was applied.

To focus the district's efforts on recovery, FCMAT selected a subset of these 335 standards in consultation with the appointed special trustee. The 183 standards were selected as having the highest probability, if addressed successfully, to assist the Compton CCD with recovery. These standards are identified in bold print in the Tables of Standards in each operational area section of this report. They were the focus of this visit and assessment. An average of the scores for the subset of standards in each of the operational areas was determined and became the baseline of data against which the district's progress was measured over time, during each review and assessment.

The district is not required to reach a scaled score of 10 in each of the selected standards, but is expected to make steady progress that can be reasonably sustained. It is reasonable to expect that the district can reach an average rating of at least a six, with no individual standard scored less than a four, in the subset of FCMAT standards identified under ACCJC standards I, II and IV, and ACCJC standards III-A, III-B, and III-C/D. ACCJC Standard III, which deals with how the district manages its resources, has been subdivided into three sections, to provide an average for the operational areas of human resource (personnel) management, physical resource (facilities) management and financial resource management.

When the average score of the subset of standards within an ACCJC standard or standard subdivision reaches a level of six, progress is considered to be substantial and sustainable, no individual standard in the subset is below a four, and the district has sustained the standards for two consecutive academic years, this particular operational area could be considered for return to the local district governing board, provided that the Community Relations/Governance standards have been substantially met and are sustainable and that operational area has been returned to the local governing board. It is conceivable that the Board of Trustees could regain local authority incrementally.

During the sixth and seventh review periods, the Personnel Management and Academic Achievement operational areas, respectively, reached an average rating of six with no individual standard below a four, and the district had sustained these ratings for two consecutive academic years. Therefore, these areas were not reviewed by FCMAT nor included in this tenth progress report.

However, because the required criteria had not been met for the Community Relations/Governance operational area, governance of Personnel Management and Academic Achievement was not returned to the local Board of Trustees and remained with the special trustee.

During this review period, the Facilities Management, Financial Management and Community Relations/Governance operational areas have reached an average rating of six with no individual standard below a four. The district has sustained these ratings for two consecutive academic years. Therefore, the district has met FCMAT's required rating standards in all five operational areas of the comprehensive assessment and recovery plan, as prescribed in AB 318 and Education Code Section 71093.

The ACCJC will conduct its own assessment to determine the eligibility requirements for accreditation. The ACCJC accreditation process is separate and distinct from the legislatively mandated requirements of AB 318 and assessment by FCMAT.

Recovery Plan

The *Compton Community College District Comprehensive Review, April 2007* assessed the district using 335 professional and legal standards and provided an in-depth review and a baseline score for each standard. A subset of FCMAT standards that were similar in nature to the ACCJC's four broad topic areas was identified to assist the district in focusing its efforts to more successfully achieve recovery and a return to local governance. This subset of standards is the focus of this tenth progress report. Although all professional and legal standards utilized in the comprehensive assessment process are important to any district's success, this identified subset of standards enables the district to focus its efforts on making progress toward recovery.

Following the initial comprehensive review in April 2007, FCMAT, with the collaboration of the special trustee, identified a subset of 186 FCMAT standards in the four ACCJC standards areas to be reviewed during each progress review. Three of those standards were eliminated during the third progress review because they were repetitive of other standards or were not applicable to the college or district. The subset of FCMAT standards included in this tenth progress report is:

- 27 (now 26) of 37 standards in ACCJC Standard I-A and I-B, Mission and Effectiveness – **no longer reviewed by FCMAT or included in the progress report**
- 16 (now 15) of 28 standards in ACCJC Standard II-A, II-B and II-C, Student Learning – **no longer reviewed by FCMAT or included in the progress report**

- 40 of 82 standards in ACCJC Standard III-A, Human Resources – **no longer reviewed by FCMAT or included in the progress report**
- 41 (now 40) of 71 standards in ACCJC Standard III-B, Physical Resources
- 41 of 88 standards in ACCJC Standard III-C, Technology, and III-D, Financial Resources
- 21 of 29 standards in ACCJC Standard IV-A and IV-B, Leadership and Governance

The subset of standards is identified in bold print in the Table of Standards displayed in each ACCJC standard section. Each progress review assesses only the identified subset of standards.

Later sections of this report provide greater detail on each of the standards in the identified subset of standards. For each standard, a description is provided of the district's progress in implementing the standard, and a rating, on a scale of 0-10, is provided of the district's progress at this point in time.

Summary Table of Progress

An average of the identified subset of FCMAT standards within each ACCJC standard area was calculated to provide a summary of the district's progress in that area. The average ratings from the *Compton Community College District Comprehensive Report, April 2007* of the identified subset of standards provided a baseline of data against which the district's progress can be measured during each review.

Standard	No. of Standards in Subset	No. of Standards Less than 4											Average Rating										
		April 2007	Jan. 2008	July 2008	June 2009	Jan. 2010	July 2010	June 2012	April 2013	April 2014	April 2015	April 2016	April 2007	Jan. 2008	July 2008	June 2009	Jan. 2010	July 2010	June 2012	April 2013	April 2014	April 2015	April 2016
ACCJC Standard I-A, Mission, and I-B, Institutional Effectiveness	26*	26	26	25	3	0	0	0	0	NR**	NR**	NR**	1.52	1.96	2.19	4.81	5.74	6.07	6.73	6.81	NR**	NR**	NR**
ACCJC Standard II-A, Instructional Programs; II-B, Student Support Services, and II-C, Library and Learning Support Services	15*	14	12	11	0	0	0	0	0	NR**	NR**	NR**	1.75	2.44	2.88	5.40	5.47	6.26	6.73	7.00	NR**	NR**	NR**
ACCJC Standard III-A, Human Resources	40	36	28	20	6	0	0	0	NR**	NR**	NR**	NR**	1.35	2.83	3.95	5.53	7.00	7.60	8.18	NR**	NR**	NR**	NR**
ACCJC Standard III-B, Physical Resources	40*	28	28	25	2	0	0	2	1	0	0	0	2.32	2.34	2.76	6.13	6.93	7.23	6.90	6.90	8.20	8.55	8.80
ACCJC Standard III-C, Technology, and III-D, Financial Resources	41	35	32	26	8	0	0	12	2	0	0	0	1.78	2.39	2.83	4.63	6.22	6.80	5.02	5.93	6.46	6.83	7.20
ACCJC Standard IV-A, Decision-Making Roles and Processes, and IV-B, Board and Administrative Organizations	21	17	17	17	1	0	0	6	6	0	0	0	2.10	2.14	2.71	5.33	7.10	6.61	5.48	5.71	6.19	7.62	8.52

* One standard eliminated because of redundancy or inapplicability to the college and/or district.

** NR = Not Reviewed

When the average rating of the subset of FCMAT standards in an operational area reaches a six, with no individual standard rated less than a four, and the district has sustained these ratings for two consecutive academic years, FCMAT will no longer review the area or include it in future progress reports.

Overview of Operational Areas of Management

Assembly Bill 318 required FCMAT to conduct a comprehensive assessment of the Compton Community College District (Compton CCD) and prepare a recovery plan addressing the five operational areas that include Academic Achievement, Personnel Management, Facilities Management, Financial Management, and Community Relations/Governance. FCMAT aligned the legal and professional standards used to assess these five operational areas with the four standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) to assist the district in its recovery. Because the Personnel Management and Academic Achievement operational areas reached an average rating of six with no individual standard below a four and the district had sustained these ratings for two consecutive academic years during prior review periods, these areas were not reviewed by FCMAT nor included in this tenth progress report.

Each of the identified subset of standards is presented in greater detail in later sections of this report. This section, however, provides an overall summary of the Compton CCD's management of each operational area.

Facilities Management

Overview

FCMAT reviewed and assessed 40 Facilities Management standards and prepared a comprehensive assessment based on the findings. These standards have been associated with similar ACCJC accreditation standards relating to Physical Resources (ACCJC Standard III-B) to assist the district with recovery and regaining accreditation. However, the ACCJC accreditation process is separate and distinct from the legislatively mandated requirements of AB 318 and assessment by FCMAT.

In June 2013, the district hired a permanent director of facilities planning and operations. This position has overall responsibility for facilities, maintenance, custodial, and grounds. The director served previously as the district's interim director of facilities planning and operations, and prior to that as a senior project manager for a construction management firm, and worked with the district in that capacity for several years.

The district has been proactive and successful in seeking local funds for capital improvements as evidenced by the passage of Measure CC in November 2002, which authorized the issuance of $100 million in general obligation bonds, and the passage of Measure C for an additional $100 million in November 2014 at an approval rating of 78%. These bond measures authorized funds to repair and renovate instructional classrooms and job training facilities, and upgrade security systems, electrical capacity, computer technology, energy efficiency, and roofing systems.

Compton Community College was originally constructed in the early 1950s and opened for classes in fall 1953. Since that time more facilities have been added to the campus. The district has embarked on an aggressive facilities campaign and continues to show significant improvement in this area. Some examples of facilities projects that have been completed or are in progress include the following:

Music Building Renovation (Y-Area/Little Theater)

The current total project budget is $2.5 million. WLC Architect, the architect of record for this project, submitted the documents to the Division of the State Architect (DSA) in December 2013. The bid contract for the project was awarded on March 22, 2016 for $1.679 million. The project is under construction.

Phase I – Central Plant/Stadium Lighting
The photovoltaic (solar) panels have been installed. The contractor is working on completing an interconnectivity agreement with Southern California Edison to operate the solar panels. The final power switch over to the new electrical system for the MIS and M&O buildings was completed April 6, 2014. The old Central Plant was decommissioned. The new Central Plant chilled water system provides cooling in the Math/Science, Childcare, and Vocational Technology buildings while the building cooling programming continues. The project has been closed out.

Phase I – Utility Infrastructure
Landscaping and irrigation along the main road is complete. Programming for the new lighting is complete. Connection of domestic water, gas and sewer to the existing buildings is complete. The project was completed on August 18, 2015.

Retention Basin/Practice Field
The retention basin is complete, and the contractor installed irrigation and hydroseeded the area. The project was completed in January 2015.

Phase II – Utility Infrastructure
Landscaping and irrigation along the main road, installation of fence panels in the northeast corner near the Greenleaf entrance and connection of domestic water, gas and sewer to the existing buildings is complete. The project was completed on August 18, 2015.

Allied Health Building
The California Department of Finance gave final approval for this project at the end of February 2014. The preconstruction meeting with the general contractor, AMG, was held March 20, 2014. A Notice to Proceed was issued to AMG on April 14, 2014. The project was completed in March 2016.

Compton CCD has created and maintains a facilities project priority list and continues to progress with a list of projects meeting these criteria. This list is revisited annually and is to be updated monthly through communication and prioritization between the provost/CEO, CBO, director of facilities planning and operations and other key members of cabinet.

Safety measures continue to improve, including campus security and employee safety. The Workplace Security Plan includes a communications system that is designed to encourage continuous flow of safety, health, and security information between management and employees. The plan states the district will perform periodic inspections designed to identify hazards, provide for freedom of movement and access, and ensure emergency contact information is current and posted. The plan is on file at both the facilities and planning and the police departments and is available for inspection by any users accessing the site. The plan includes a complete site map showing evacuation routes.

The district updated the Consolidated Contingency Plan in May 2015. The plan identifies contact information including response and medical treatment facilities in case of an emergency. The plan includes procedures for prevention, mitigation, and abatement of hazards, and lists emergency equipment that is to be available. An employee training plan is also included and contains methods for safe handling of hazardous chemicals, procedures in the event of a release, use of emergency responder equipment and procedures for coordinating with other local agencies.

The district's Facilities Master Plan includes an assessment of the condition of all buildings. The plan includes components for energy efficiency, mechanical, electrical and fire alarm systems, site utilities, technology, security and campus lighting. The Facilities Master Plan is a blueprint for the district to follow regarding new construction and maintenance requirements. The district has decided to temporarily postpone updating the Facilities Master Plan until the new Educational Master Plan is completed. The Educational Master Plan will drive the revision of the district's Technology and Facilities Master plans.

Financial Management

Overview

FCMAT reviewed and assessed 41 Financial Management standards and prepared a comprehensive assessment based on the findings. These standards have been associated with similar ACCJC accreditation standards relating to Technology and Financial Resources (ACCJC Standard III-C and III-D) to assist the district with recovery and regaining accreditation. However, the ACCJC accreditation process is separate and distinct from the legislatively mandated requirements of AB 318 and assessment by FCMAT.

The district continues to retain a strong leadership team that contributes to the improvement in the Financial Management standard ratings and influences the fiscal health of the district. Interviews, observations during fieldwork, and the review of supporting documentation show that the district has continued to make improvement and sustained or advanced its progress in all standards.

The district has established a solid leadership foundation, and the lines of authority and chain of command are clearly established and are recognized by staff. Staff continue to report that they clearly understand the administration's expectations of them. Management-level personnel are actively involved in directing and overseeing the work of staff in the Business Services Department, although some improvement is needed in overseeing payroll functions.

The Business Services Department has continued to establish routine practices in most areas and has sustained a strong, consistent leadership team, which strengthens its ability to provide high quality services and make ongoing progress in recovery. Continued stability in this area will be essential to further strengthen operational procedures and continue to make sustainable progress in all areas managed by the Business Services Department.

The working relationships between Compton CCD and El Camino CCD continue to be positive as a result of the consistency and strength of the current leadership team. Senior management, including the new superintendent/president of El Camino CCD, continue to report high levels of confidence in the Compton CCD leadership team.

Internal Control Environment, Fraud Detection and Internal Audit

It remains a district priority to ensure that sound internal controls are established, reviewed, and monitored to deter and prevent material misstatements. The provost/CEO remains committed to establishing an environment and culture that clearly communicates that fraud and other illegal acts will not be tolerated and that all allegations will be investigated. During this review period, the district formed an Audit Committee independent of the business office that is to periodically report to the board/special trustee the status of district financial, special and internal audit recommendations. The district also engaged an independent certified public accountant/certified fraud examiner to review the operational procedures of the Bursar's Office and payroll services. The results of these two reports were scheduled to be reviewed by the Audit Committee.

The establishment of the Audit Committee helps to offset the loss of objectivity and neutrality created as a result of the lack of an internal auditor position. The Audit Committee is to monitor the control structure and act as liaison between management and the internal audit function, and reports directly to the provost/CEO to maximize the effectiveness of the control structure.

The district continues to maintain a fraud prevention program, following Administrative Regulation 7701, Whistleblower Reporting Protocols. The regulation outlines the CEO's procedures if unlawful incidents are suspected of district employees in the performance of their duties. This regulation establishes processes for responding to and investigating reports of unlawful activities, as defined in Board Policy 7700, Whistleblower Protection. The policy also addresses how complaints of retaliation for making such reports are to be handled. A fraud hot line, which allows anonymous tips about potential fraud, also continues to be part of the fraud prevention program.

Budget Development and Financial Accounting and Reporting

The district continues to follow a structured budget development process based on a calendar of events and deadlines. The CBO is responsible for overseeing budget development and the resulting budget and is assisted by a budget analyst and one accountant responsible for categorical funds. Additional business office staff, such as the director of accounting and/or the accounting supervisor positions, should be cross trained in the budget process. In addition, the district should consider involving more staff members in budgeting, particularly with the projection of expenditures and the inclusion of expenditure plans.

The district has policies and procedures in place to facilitate budget development and alignment of resources with district goals and objectives. The district continues to use the TracDat software to assist deans and individual departments in developing their budgets. Using this application, faculty and staff are guided through a process that correlates the overarching district goals, unit and area plans, and budget augmentations.

The Planning and Budget Committee continued to meet regularly throughout the year and was provided information regarding the budget assumptions and projections. Discussion topics included the district's 2015-2016 Planning and Budget Calendar, overarching priorities, budget, five-year fiscal management plan, and financial obligations associated with other postemployment benefits (OPEB), the California Public Employees' Retirement System (CalPERS) and the California State Teachers' Retirement System (CalSTRS).

Quarterly financial statements are presented to the board/special trustee but continue to lack detailed explanations for large variances that occur in revenues, other financing sources, expenditures, other outgo and cash borrowing. The district should provide a narrative to explain the variances between reporting periods.

The district reconciled its two financial accounting and reporting software systems, Datatel and PeopleSoft, at the end of the 2012-13 fiscal year. However, due to the difficulties encountered in the timing of uploads into Datatel and the extensive time necessary to perform the reconciliations monthly, reconciliations are only completed quarterly. The district should routinely reconcile the two systems throughout the year to ensure that transactions are accurate and recorded timely.

Enrollment and Attendance

The district has an established process for recording and reporting enrollment and attendance; however, FCMAT's concern continues from prior review periods regarding the accuracy of some reports prepared and submitted to the state. The data reported in the Enrollment Fee Revenue reports is cu-

mulative; therefore, totals should increase from one reporting period to the next, but those reviewed by FCMAT continue to show a decline in fees paid from one period to the next. The procedures for completing the report should be reviewed to ensure that reports are completed properly.

To meet the district's goal of 6,060 full-time equivalent students (FTES), the FTES Goal and Actual report shows that 749 FTES will be used from summer 2015 and 350 FTES will be borrowed from summer 2016 to use in fiscal year 2015-16. Although the use of summer FTES in either fiscal year is a standard practice used by California community colleges, it should be done cautiously because summer FTES may eventually be exhausted by use in the prior fiscal year if borrowing occurs for several successive fiscal years. The administrative team reported that it has established a priority focused on student enrollment with the goal of mitigating and/or eliminating the need for borrowing.

Associated Student Body

The district has established a board policy and administrative regulation pertaining to ASB; however, adherence to the policy and regulation continues to be lacking in some areas. For example, evidence was not provided indicating that a list of all auxiliary organizations in good standing was given to the board/special trustee or that the reviews of auxiliary organization procedures and practices had been conducted. The district should ensure that its board policies and administrative regulations are being followed and revise policies and regulations if they are no longer current.

The district has developed an Associated Student Body Finance Code and Procedures Manual with written guidance on various operational procedures and best practices. The district is actively reviewing and updating the manual based on actual practice and/or to increase oversight and guidance. During this review period, FCMAT observed fewer inconsistencies in practice, and greater compliance with established procedures relative to the completion of journal entries, financial statements and bank reconciliations with management's oversight. FCMAT did observe inconsistencies related to the district's Finance Code and Procedures Manual regarding procedures for addressing inactive clubs. While the district's manual states that any remaining balances of a club that becomes inactive are to be transferred to the general (ASB) fund following a one-year claim period, the district's list of ASB clubs shows that a significant number of clubs have been inactive for a year or more and retain balances. Interviews with district staff and ASB representatives indicated they are aware of this and are actively working on rectifying the matter. The district office should play a more active role in oversight of these activities, including review and transfer of inactive club balances.

Maintenance, Operations and Facilities

Stability in the leadership of the Maintenance and Operations Department has continued; however, the department struggles with staffing issues of absenteeism, leaves and disciplinary actions. The ongoing and new modernization projects continue to be a significant focus for the director of facilities planning and operations, while managing day-to-day operations of the department. The department continues to share a work order system with the El Camino CCD, which has been economically advantageous. However, the shared system creates limitations in the district's ability to maximize the benefits that exist with an independent system. Therefore, the system is only used to track work order requests and staff assignments by trade.

The Maintenance and Operations Department continues to have limited controls in place to track small tools and equipment. Since the last review the department has suspended the process of checking tools in and out of locked storage bins due to limitations in staffing. The department does not maintain an up-to-date list of tools and equipment nor does it conduct routine physical inventories to ensure all items are accounted for.

Board policy, administrative regulations and procedures regarding the use of facilities have been established, and the district recently updated the policy and regulations. However, at the time of FCMAT's fieldwork the district had not yet implemented the newly adopted policy and regulations nor had the changes been reviewed with staff members responsible for processing facility use permits.

Technology

The district continues its efforts to revise its technology plan. The current technology plan was prepared for the period 2011 through 2016 and was focused on rebuilding the infrastructure, which was extremely frail and vulnerable to failure.

The new technology plan that is to be influenced by the new Educational Master Plan should include: all identified critical limitations, what is needed to incorporate and support advancing technologies, and cost estimates and funding sources. Under the leadership of the dean of student learning and the director of information technology, development of the plan should be collaborative and incorporate representation from all specialties.

Considerable change in end user devices and applications has occurred since development of the 2011-16 technology plan, and the district faces ongoing changes in user needs. Updating and managing equipment, applications and support has become a new focus and priority. There has been a considerable upgrade of lab and staff computers over the past year. A major upgrade to the networking infrastructure was also completed that replaced old networking components such as routers and switches. Approximately 200 wireless access points were installed and provide nearly campuswide coverage.

Community Relations and Governance

Overview

FCMAT reviewed and assessed 21 Community Relations/Governance standards and prepared a comprehensive assessment based on the findings. These standards have been associated with similar ACCJC accreditation standards relating to Leadership and Governance (ACCJC Standard IV) to assist the district with recovery and regaining accreditation. However, the ACCJC accreditation process is separate and distinct from the legislatively mandated requirements of AB 318 and assessment by FCMAT.

The last Compton CCD trustee election took place in November 2013. Due to redistricting all five seats were open; two incumbents were re-elected to the board, and three new members were elected. Pursuant to AB 318, the elected board is not authorized to perform the functions of a community college board and serves in an advisory capacity to the state appointed special trustee. Beginning in July 2014, the board members were seated at the dais for all meetings. Interviews with individual board members indicated that this change resulted in a more engaged and positive board. In July 2015, the role of the board members was expanded to allow them to attend closed sessions, make and second motions, and vote on agenda items at board meetings. This has been an important step in preparation for the return of rights, duties, and power to the Board of Trustees. All the members indicated that the tone of meetings is collegial. It is essential that the members continue to exhibit this preparation, decorum, and professionalism that will demonstrate their readiness to assume a full role when the district regains local authority to govern areas of operations.

Although the FCMAT standards do not explicitly address the unique nature of the partnership and Agreement Between the El Camino CCD and Compton CCD or the path to accreditation for the

center, the board must understand and demonstrate public support for the agreement and the accreditation plan. The board members must continue to develop a cooperative working relationship with each other and with the special trustee and administrative staff to continue improvement in the governance component.

Communications

External communication for the Compton Center is formally handled through the El Camino CCD director of community relations. Communications are handled in a variety of ways that include the district website and community meetings conducted by the provost/CEO and vice president. The provost/CEO continues to be committed to communicating information about the district, the campus facilities, the budget and the progress of initiatives. District information is regularly provided to the board. However, the review team did not find a formal plan for either external or internal communication.

The Consultative Council also provides a forum for the exchange and discussion of information. However, the meeting minutes for this review period did not include sufficient detail on the topics under discussion. Because this is the primary shared governance group at the Compton Center, and two key committees (Planning and Budget and Institutional Effectiveness) report to the council, the minutes should be more detailed so that interested parties know what transpires.

During previous reviews, individuals at all levels of the organization indicated that feedback to constituencies needed improvement. During this review, many individuals stated that it is the responsibility of the members of the various committees and councils to ensure they represent their constituents and report back to them about discussions and decisions. They indicated that closing the communication loop is important so that people realize how their ideas are used in decision-making. This improvement in the feedback provided to constituent groups is likely responsible for the improved perception of the effectiveness of the shared governance process.

Community Relations

Complaints received by the board are referred to the provost/CEO for resolution, and board members are aware of their role regarding informal public concerns. It is important for the board to continue this practice and not to speak or appear to be speaking for the entire board unless authorized to do so.

Community Collaboratives and District Committees

The outreach strategy for the Compton Center has been formalized in the Enrollment Management Plan and implementation is well under way. The district has supported the implementation by providing staffing and funding for the plan's activities. The Enrollment Management Plan places an emphasis on retention of students. The provost/CEO has continued to make a priority of developing relationships in the community.

Within the district, the Consultative Council and its committees provide the opportunity for individuals to provide advice and counsel. The district needs to continue its examination of committees and their functions and should ensure that constituency members of the Consultative Council and committees continue to report information to their respective groups so that staff and students are informed.

During a prior review period all segments of the campus community, including students, classified staff, faculty, and managers, indicated that at times senior management seemed to listen but not hear

what was shared. This situation has continued to improve, and individuals reported that they feel their contributions are taken seriously and that senior management is listening and hearing.

Board Roles/Boardsmanship

The Compton CCD has a full board serving in an advisory capacity with three new members as of the November 2013 election. The district has developed a specific training agenda for board members that addresses the areas of expectations, roles and responsibilities, and provides a framework for operations at board meetings. The team found general agreement about the importance of board training. This training should enable the board to assume its full role when the college/district again becomes an independent entity. The board should continue its commitment to training and should continue to work to fully understand the appropriate role and conduct of a board member at meetings and when dealing with the public and staff.

The board is informed on issues of importance. Staff members regularly provide reports, the provost/CEO and special trustee meet with board members to review operational issues, and the provost/CEO provides background information and data in advance of public meetings.

The board has made significant progress and must continue to work as a unified whole, show respect for one another and support the decisions of the majority. The board has developed positive working relationships with the special trustee and administration and treats them with respect.

Board Meetings

The 2015-16 board agendas and regular meeting minutes were posted to the district's website; however, minutes were not posted for three special board meetings and had not been presented to the board/special trustee for approval. All board meeting minutes should be presented for approval at the subsequent regular board meeting. In past review periods, board meeting agendas were posted in the Administration Building for both campus and public information; however, during fieldwork for this review period, the board meeting agenda was not posted timely. The district should ensure that it complies with Government Code Section 54954.2 regarding the posting of board meeting agendas. Members of the public have an opportunity to address both agenda and non-agenda items during board meetings.

Beginning in July 2014, the elected board members have been seated at the dais for all board meetings, and beginning in July 2015 they make and second motions, vote on agenda items, and attend closed session. Interviews indicated that the board is working hard to understand the issues and work together rather than as five individuals. Board members will also need to ensure that they deal with controversial and complex issues in a cooperative manner.

The review team attended the March 22, 2016 Board of Trustees meeting. Board members acted in a professional manner at this meeting. The board meeting was conducted in a cordial and respectful manner, and members were clearly prepared to engage in meaningful discussion. Interviews and review of the 2015-16 board meeting minutes revealed an informed and interested board. Although agenda items can at times be extremely sensitive matters to board members, their conduct at meetings should remain professional. The best way for the Board of Trustees to demonstrate that it is able to assume typical board tasks, and to demonstrate its future ability for accreditation purposes, is to model the behavior that is expected of community college board members.

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.*

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 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 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]**	3	3	3	4	4	5	5	5	8	8	9
1.5	**The college has a documented process for issuing master and submaster keys. A collegewide standardized process for the issuance of keys to employees is followed by all college administrators.**	3	3	4	7	7	7	5	6	7	8	8
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	5	6	6	6	7	8	8	8
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										

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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	4	4	5	4	4	8	8	9
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	6	6	5	4	4	7	8	8
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	6	7	6	6	4	7	8	8
1.15	**The Injury and Illness Prevention Program (IIPP) requires periodic inspections of facilities to identify conditions. [CCR Title 8 §3203]**	2	2	2	5	5	5	3	3	7	8	8
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	6	7	8	8	8	10	10	10
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										

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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	7	8	8	8	4	8	9	9
1.23	The college maintains Materials Safety Data Sheets. [LC 6360 et seq., CCR Title 8 §5194]	6										
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 requirements of the safety program.**	0	0	0	5	4	5	6	5	6	7	8
1.25	**The college conducts periodic first aid training for employees.**	0	0	0	4	5	5	3	4	6	6	7
Facilities Management – Facility Planning												
2.1	The college has a long-range facilities master plan.	5										
2.2	**The college possesses a Facilities Planning Manual for the California Community Colleges.**	0	0	0	8	10	10	10	10	10	10	10
2.3	**The college seeks state and local funds.**	6	6	7	10	10	10	10	10	10	10	10
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	8	8	8	8	7	8	9	9
2.6	**The college has developed and implemented an annual capital planning budget.**	5	5	6	7	8	8	9	8	9	9	9

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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	8	9	10	9	8	10	10	10
2.11	**The college has developed a process to determine debt capacity.**	4	4	4	8	9	10	9	8	10	10	10
2.12	**The college is aware of and monitors the assessed valuation of taxable property within its boundaries.**	4	4	4	8	9	10	10	10	10	10	10
2.14	The college has developed an asset management plan.	5										
2.16	**The college has established and utilizes an organized methodology of prioritizing and scheduling projects.**	2	2	3	7	8	8	7	8	9	9	10
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. [EC 84660]**	1	1	2	8	8	9	8	6	8	9	10
3.4	**The college maintains a plan for the maintenance and modernization of its facilities. [EC 84660, 84670-84674]**	1	1	2	8	8	8	8	8	9	9	9
3.6	**The college has established and maintains a system for tracking the progress of individual projects.**	2	2	3	6	7	8	8	9	9	10	10

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
3.7	**Furniture and equipment items are routinely included within the scope of modernization projects.**	2	2	2	6	7	8	7	7	8	8	8
3.8	**Refurbishing, modernization, and new construction projects take into account technology infrastructure needs.**	1	1	2	7	8	8	7	8	9	9	10
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	8	8	8	7	7	8	9	10
Facilities Management – Construction of Projects												
4.1	**The college maintains an appropriate structure for the effective management of its construction projects.**	1	1	1	6	6	7	6	7	8	9	9
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	8	8	8	8	8	8	8	8
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										

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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	4	7	7	7	7	8	9	10
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 of Education and implemented throughout the college.**	0	0	0	3	6	7	7	7	8	8	8
8.3	**Cost-effective, energy-efficient design has been made a top priority for all college construction projects.**	1	1	1	5	8	8	8	9	10	10	10

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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. Included in the training is how to inventory supplies and equipment and when to order or replenish them.**	1	1	2	5	5	5	5	6	6	6	6
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	3	6	6	6	7	8	8	8
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 they will be expected to perform and on which they will be evaluated.**	2	2	3	5	7	7	7	8	8	8	8
8.8	**Necessary staff, supplies, tools and equipment for the proper care and cleaning of the college are available. 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	5	5	7	7	7	8	8	8

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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	5	5	5	6	6	7	8	9
8.10	**The Governing Board of the college provides clean and operable flush toilets for use of students. Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 631, CCR Title 5 14030, EC 17576]**	3	3	3	6	6	5	5	4	6	6	6
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	6	7	7	7	8	8	9	9
8.12	**The college has a documented process for assigning routine repair work orders on a priority basis.**	3	3	4	6	6	7	7	8	9	9	9
Facilities Management – Instructional Program Issues												
9.1	**The college has developed a plan for attractively landscaped facilities.**	4	4	4	4	7	7	7	7	8	8	8
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	code section N/A	code section N/A						
9.4	The college has adequate lighting, electrical service, heating and ventilation.	7										

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
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 82537 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	8	8	8	8	9	9	9	9
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.	7										
11.2	The college provides clear and comprehensive communication to staff of its facilities plans.	5										

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:

The college ensures 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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district updated the Consolidated Contingency Plan in May 2015. The plan template is provided by Los Angeles County to give organizations a format to comply with the emergency planning requirements of three hazardous materials emergency response plans required in California: Hazardous Materials Business Plan, Hazardous Waste Generator Contingency Plan, and the Underground Storage Tank Emergency Response Plan and Monitoring Program. This plan is relied on to meet storage and usage quantities required by California state laws and regulations by the county of Los Angeles Certified Unified Program Agency. The plan identifies contact information including response and medical treatment facilities in case of an emergency. It identifies the Workplace Security Plan as the document used to coordinate evacuation. The plan also includes procedures for prevention, mitigation, and abatement of hazards, and lists emergency equipment to be available and employee training to be provided.

2. The Workplace Security Plan includes a communications system that is designed to encourage continuous flow of safety, health, and security information between management and employees. The plan states the district will perform periodic inspections designed to identify hazards, provide for freedom of movement and access, and ensure emergency contact information is current and posted. The plan is on file at both the facilities and planning and the police departments and is available for inspection by any users accessing the site. The plan includes a complete site map for evacuation purposes.

   The Keenan & Associates consulting firm conducted the district's hazardous material inventory on October 29, 2015. The findings of this report indicate that the district has effectively implemented policies and procedures to ensure proper hazardous material storage. Recommendations that were highlighted in the report had been corrected at the time of FCMAT's fieldwork.

3. The district has contracted with Tremco and instituted the American National Standards Institute Z400.1-2003 for Material Safety Data Sheet preparation, which is a 16-section format. This format has been accepted in the United States as meeting compliance requirements of the Occupational Safety and Health Administration (OSHA) regulations.

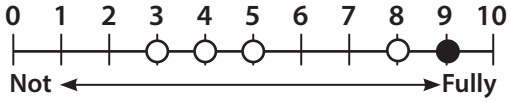
4. An employee training plan is included in the 2015 Consolidated Contingency Plan that includes methods for safe handling of hazardous chemicals, procedures in the event of a release, use of emergency responder equipment and procedures for coordinating with other local agencies.

5. A March 2016 memo to staff regarding Safety Data Sheets (SDS), also known as Material Safety Data Sheets (MSDS), binders for each custodial closet indicated that binders will be secured in the closet and contain SDS information. The memo further indicated that supervisors will discuss SDS as part of their safety meetings and will update binders as needed.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	4
January 2010 Rating:	4
July 2010 Rating:	5
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



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 sub-master keys. A collegewide standardized process for the issuance of keys to employees is followed by all college administrators.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton CCD's Facilities Master Plan continues to include plans and techniques to provide electronic security throughout the campus. Components include door position switches, motion detectors, and door controllers through a master server to audit and control access to campus buildings. The district has created a key distribution chart that depicts the process for issuing and controlling keys for new employees and an exit plan for those who leave the district's employ.

2. Rekeying had been incorporated in the district's master plan, including the plan to rekey campus buildings with programmable key cards. Four buildings – the district's Student Success Center (SSC), Central Plant, Management Information System, and the Allied Health Building are finished and are equipped with programmable key card systems.

3. The key issuance process provides guidelines and procedures for the issuance and control of keys and all forms of access to a door(s), master keys, buildings, cabinets, equipment, or vehicles to ensure the security of all district facilities and property. The review team was provided documentation validating that the campus police control the distribution of all keys for facilities and ensure the return of keys upon employee exit from employment.

4. The district has installed and activated 26 emergency "code blue" telephones strategically located throughout the campus; the system is integrated with the electronic key card system. Each code blue phone has a red emergency button that, when pressed, will automatically dial 911. These phones are to be used only for actual or perceived emergency situations. The district has developed a graphic representation for the location of all security cameras and code blue telephones that is posted in each building for emergency response procedures for students, staff and faculty. Interviews indicated that the "code blue" telephones are functional, are routinely tested to ensure the integrity of the system, and the camera system has assisted in crime investigations such as parking lot vehicle damage and identifying accomplices to crimes.

5. The district provided a sample completed Property and Equipment Release form that indicated the signed acceptance of district keys by an employee.

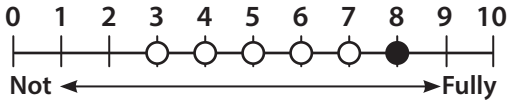
6. Administrative Regulation 3331, Key Issuance and Return, includes information regarding the return of keys. The district should ensure a college checkout procedure form is completed and signed by the separating employee and their immediate supervisor. This document should be maintained in the employee's personnel file.

7. Interviews and documentation reviewed indicated that the district is moving toward key standardization with the ASSA key system. All modernized areas of the campus and new construction will include key standardization as basic criteria of project construction.

Standard Implemented: Fully – Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	4
June 2009 Rating:	7
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	5
April 2013 Rating:	6
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



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 the 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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has established a consistent schedule for checking lighting throughout the campus. The maintenance and operations staff and the campus Police Department routinely inspect campus lighting conditions. Regular observations contribute to the timely repair of inoperative lighting and the installation of additional lighting where a need has been determined.

2. The Facilities Master Plan dated July 2012 identifies lighting design goals and includes existing conditions and the proposed solutions for the entire campus. The plan has been completed and includes new lighting standards for entry points to the campus, parking areas, pedestrian pathways and stadium lighting. A notice of completion for the lighting project was approved at the August 18, 2015 board meeting.

3. Lighting is listed as a standing agenda item for most Health and Safety Committee meetings. Committee concerns and updates are discussed during these meetings.

4. Phase I photovoltaic (solar) panels for the Central Plant stadium lighting are installed and approved by Southern California Edison.

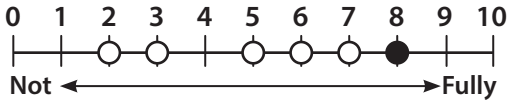
5. The district was allocated $170,000 in Proposition 39 funds for fiscal year 2014-15. A project list approved by the California Energy Commission has been completed and included lighting upgrades in the Vocational Technology Building.

6. At the time of FCMAT's fieldwork, some of the exterior lighting worked only intermittently, and the district was in the process of resolving this issue.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	6
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district updated the Consolidated Contingency Plan in May 2015. The plan identifies the Workplace Security Plan as the document used to coordinate evacuation. The plan also includes procedures for prevention, mitigation, and abatement of hazards, and lists emergency equipment to be available and employee training to be provided.

2. The updated Consolidated Contingency Plan includes emergency contact information in case of a local emergency and identifies the following plans for hazardous materials:

   Prevention

   - Lab tech training and awareness for the handling, transporting and storage of hazardous materials.
   - Knowledge of Safety Data Sheets (SDS).
   - Implementation of an Injury and Illness Prevention Program (IIPP) – hazard identification, scheduled safety and inspections.
   - Implementation of IIPP – hazard correction.
   - General safety "tailgate" meeting, safety topics on personal protective equipment (PPE) and other related topics.

   Mitigation

   - Safety awareness training to report any unsafe or hazardous condition as a priority one for mitigation.
   - Quarterly inspections of facility grounds and storage areas.

   Abatement

   - General training on personal safety through PPE, containment and abatement if material is nonharmful.
   - Emergency spills – Call Compton Fire Department for abatement (911).
   - If planned abatement, contract with lowest-cost qualified vendor to provide services, certifications and waste tickets for disposal.

3. A March 2016 memo sent to staff regarding SDS binders for each custodial closet indicated that binders will be secured in the closet and contain SDS information. The memo further

indicated that supervisors will discuss SDS as part of their safety meetings and will update binders as needed.

4. The IIPP, updated in October 2015, contains a hazardous materials and protection checklist for use in inspecting laboratories and facilities. Included in the program are scheduled and unscheduled inspections and a form to complete and submit if hazards are identified. Information provided to FCMAT indicates that inspections were completed during this review period. All forms in the IIPP have been updated to reflect the appropriate responsible parties. Additionally, changes have been made to the document to mirror the common terminology used in the industry.

5. The cleaning schedules provided to the review team include a list of the requirements to have MSDS available on the work site.

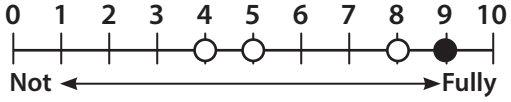
6. A campuswide chemical inventory was completed on October 29, 2015. Records indicate that the district has contracted with North Star Environmental to conduct a quarterly pickup of all hazardous material.

7. In September 2014, the district completed an Asbestos Hazard Emergency Response Act (AHERA) plan with the assistance of Alta Environmental. The plan includes an inventory of assumed and tested asbestos material. The plan specifies initial and annual employee training to include: familiarity with all plans and procedures specified in the Consolidated Contingency Plan, methods for safe handling of hazardous materials, safety procedures in the event of a release or threatened release of a hazardous material, use of emergency response equipment and supplies under their control, procedures for coordination with local emergency response organizations, and hazardous waste generator training.

Standard Implemented: Fully - Substantially

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	4
January 2010 Rating:	4
July 2010 Rating:	5
June 2012 Rating:	4
April 2013 Rating:	4
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. A maintenance and operations planned work list was provided that reflects needed repairs and improvements for the 2015-16 fiscal year. The improvements listed include ceiling tile remediation in the gym, replacing exterior doors, repairing HVAC/boilers, replacing water valves in showers/locker rooms, gas line repair in the Math and Science Building, flooring replacement in the Administration and Vocational Technology buildings, paint in men's and women's locker rooms and campuswide roofing.

   FCMAT conducted site walks with the director of facilities planning and operations that provided excellent visual confirmation of all the campus improvements, including painting, installation of synthetic turf, installation of street signs, and the rejuvenation of landscaping throughout the campus.

2. Health and Safety Committee meeting minutes record ongoing discussion items involving the identification and reporting of safety issues and the remedial actions taken.

3. The IIPP, updated in October 2015, contains a hazardous materials and protection checklist for use in inspecting laboratories and facilities. Included in the program are scheduled and unscheduled inspections and a form to complete and submit if hazards are found.

4. Interviews indicated that the provost/CEO and director of facilities planning and operations schedule regular site walks.

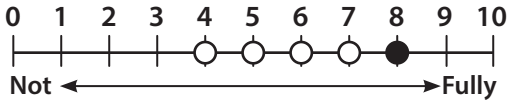
5. The district's Program Effectiveness Summary, which addresses security, emergency preparedness, fire prevention, playground safety, chemical safety, forklift safety and training, asbestos, pest management and IIPP includes reporting of unsafe conditions and recommendations for corrective action.

6. The district should continue to conduct routine site walks to ensure conditions identified during the Health and Safety Committee meetings are addressed. The committee should review any deficiencies identified using the Hazard Identification/Correction Form (Appendix F of the CCCD Injury and Illness Prevention Program). This form is given to all employees and provides a method to report various hazards on the campus. The committee should also track how these hazards are corrected.

Standard Implemented: Fully - Substantially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	6
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	5
June 2012 Rating:	4
April 2013 Rating:	4
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The condition of the campus continues to improve, and site walks conducted with the director of facilities planning and operations demonstrated thorough cleaning and maintenance of most buildings. During FCMAT's fieldwork, the campus was clear of litter. Flowerbeds have been installed in multiple areas and improved the overall campus aesthetics.

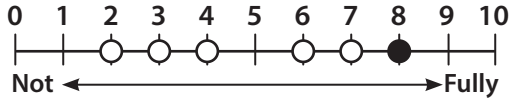
2. The maintenance department contracts annually with Advance Fire Extinguisher for all fire extinguishers to be serviced. The district provided a matrix of the location, quantity, size and manufacturer of fire extinguishers distributed throughout the campus. The utility maintenance workers are responsible for checking all fire extinguishers monthly, which includes dating and initialing the tags on each extinguisher. Fire extinguishers observed by FCMAT reflected current service and inspections.

3. The Work Schedule Detail Report dated March 2016 lists tasks that are to be completed to provide a safe, clean, and functional environment. FCMAT observed that accountability measures are in place to help ensure these procedures are followed and tasks are completed. At the time of FCMAT's fieldwork, a shift in the Maintenance and Operations Department's reporting structure was evolving to ensure a greater level of accountability and that the director of facilities planning and operations has more time to ensure proper oversight of all construction and modernization projects.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	6
April 2013 Rating:	4
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The IIPP provided to FCMAT was updated in October 2015. The document specifies the following inspections:

   Scheduled Safety Inspections

   Upon initial implementation of the Program inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

   Thereafter, safety inspections will be conducted at the frequency described below:

   1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
   2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

   Unscheduled Safety Inspections

   1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that present new hazards.
   2. Keenan, or designee, will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
   3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

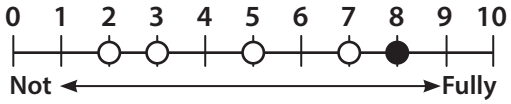
2. FCMAT reviewed documentation indicating that required safety inspections occurred during this review period.

3. The cleaning schedules list the requirements to fix or report unsafe conditions. FCMAT reviewed work order documentation and completion dates for work orders from April 1, 2015 through March 25, 2016 that demonstrated evidence of reporting, and repairs were performed that demonstrate periodic inspections were completed.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	5
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The El Camino Compton Center Workplace Security Plan dated 2015 establishes the minimum requirements pursuant to the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act to maintain the following goals included in the plan: 1) to make every employee aware of the potential for violence in the workplace, 2) to increase the employee's ability to recognize the early warning signs of a potentially violent person or situation, 3) to explain how to record incidents indicative of a potential problem, and 4) to encourage employees to report suspicious incidents to the appropriate manager through proper procedures.

2. The district's IIPP for workplace security addresses the hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. This type may also include an intruder attack at a district office or the taking of hostages. Type II involves a violent act or threat of violence by a recipient of a service provided by the district, such as a student, customer, passenger or a criminal suspect or prisoner. Examples may include a disgruntled student or employee who attempts to retaliate against the actions of faculty or staff such as a threat issued because of poor grades, work assignments and/or personality conflicts. Type III involves a violent act or threat by a current or former employee, student, supervisor or manager, or an employee's or student's spouse or lover, an employee's or student's relative or friend, or another person who has a dispute with an employee or student.

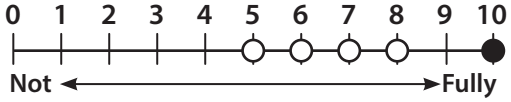
3. The campus police post campus alerts on the district website to inform the public about incidents that occur on campus and to provide information on how to protect students, faculty and community members and report activities to the proper authorities. The campus police utilize Nixle, which is a community information service that helps the district stay connected to information provided by campus police or local law enforcement agencies. Information is immediately available over a cell phone by text message, by email, and over the web. Account information can be customized so students or faculty receive the information that matters most to them. Only authenticated agencies and community organizations can securely publish information. There are four types of messages: emergency alerts, advisories, community information and traffic.

4. The campus police have instituted a community policing philosophy. This philosophy emphasizes a partnership with relevant stakeholders. Police officers actively engage students, staff, local businesses, and neighbors to proactively develop solutions to underlying conditions related to campus safety. Police Department staff reported and crime statistics data indicated that through this collaborative approach, the department has built credibility with the student body and continues to limit criminal activity and unwanted behaviors.

Standard Implemented: Fully - Sustained

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. Boiler maintenance continues to be outsourced through Southland Industries. Documentation provided to the review team included blanket purchase orders for HVAC services, air conditioning repair, and roof repair as needed.

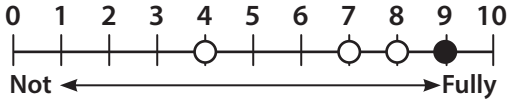
2. At the time of FCMAT's fieldwork, flue gas analysis was being scheduled with Southern California Gas for boilers throughout the campus.

3. The district should conduct annual inspections of boilers and fired pressure vessels and document deficiencies and repairs.

Standard Implemented: Fully - Substantially

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	7
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	4
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



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 program.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Tartar Safety Committee mission states: "Our Mission is to provide and maintain a safe campus environment through planning, training, education and dedication to improve safety for our students, visitors, faculty and staff."

2. The Work Environment Expectations document states that "every employee is responsible for safety and for achieving the District's goal of providing a safe work environment."

3. The IIPP states that the program "describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the Compton Community College District."

4. The Consolidated Contingency Plan updated in May 2015 identifies emergency response plans and procedures for the campus. The plan includes prevention, mitigation and abatement of hazardous materials. The plan also includes notification procedures and employee training.

5. The Health and Safety Committee, chaired by the director of facilities planning and operations and the Police Department lieutenant, meets for one hour monthly to discuss needs, concerns, and updates to issues. Members of the committee include staff from the Maintenance and Operations Department, campus police, faculty, administration, and student representatives.

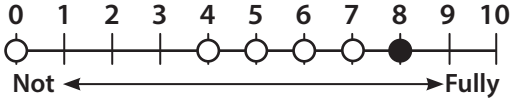
6. Maintenance staff continue to receive professional development training for first aid, CPR, and automated external defibrillator (AED) objectives in accordance with the American Heart Association Heartsaver First Aid CPR AED program for the 2015-16 fiscal year. The director of facilities planning and operations completed the certification process. Documentation provided to FCMAT confirms the maintenance and operations staff is current on their training.

7. The district is working with Keenan & Associates to expand routine safety trainings. In October 2015, managers, faculty and staff were provided online access to the following training modules: Title IX and Sexual Misconduct, Clergy Act, Campus SaVE Act Employees-Sexual Violence Awareness, and Active Shooter. Additional trainings were provided in the following subject areas: environmental, energy management, security, health, human resources, nutritional services, social and behavioral and transportation.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	5
January 2010 Rating:	4
July 2010 Rating:	5
June 2012 Rating:	6
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



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.

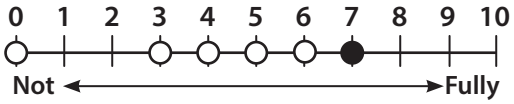
Progress on Implementing the Recommendations of the Recovery Plan:

1. The district continues to conduct the required training to ensure that maintenance and custodial employees maintain valid first aid certifications. Maintenance and custodial staff are scheduled to complete their bi-annual certification for first aid, CPR, and AED objectives and skills evaluations in accordance with the American Heart Association Heartsaver First Aid CPR AED program by October 2016.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	4
January 2010 Rating:	5
July 2010 Rating:	5
June 2012 Rating:	3
April 2013 Rating:	4
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	7

Implementation Scale:



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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district updated its Facilities Master Plan in July 2012. The plan includes sections covering new construction, facility improvements, existing building inventory, projected needs, lighting, landscaping, energy efficiency priorities and recommendations.

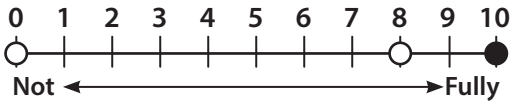
2. The district uses the online Facilities Planning Manual of the California Community College system. This plan includes the priority of its five-year construction plan projects and a budget and narrative of each project's intent and scope.

3. The district has decided to temporarily postpone updating the Facilities Master Plan. The current focus is the development and implementation of an Educational Master Plan in connection with the accreditation process. When the Educational Master Plan is completed, interviews indicated that the district will use that as a roadmap to update the Facilities and Technology Master Plans.

Standard Implemented: Fully - Sustained

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	8
January 2010 Rating:	10
July 2010 Rating:	10
June 2012 Rating:	10
April 2013 Rating:	10
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has been proactive and successful in seeking local funds for capital improvements as evidenced by the passage of Measure CC in November 2002, which authorized the issuance of $100 million in general obligation bonds, and the passage of Measure C for an additional $100 million in November 2014 at an approval rating of 78%. These bond measures authorized funds to repair and renovate instructional classrooms and job training facilities, and upgrade security systems, electrical capacity, computer technology, energy efficiency, and roofing systems.

2. Following are the district's Proposition 39 projects:

   Year 1 – The district was allocated $215,372 in Proposition 39 (California Clean Energy Jobs Act) funds for fiscal year 2013-14. Express Energy Services completed this lighting upgrade project last year. All close-out documentation for Year 1 was accepted by the state.

   Year 2 – The district was allocated $170,000 in Proposition 39 funds for fiscal year 2014-15. The approved project upgraded the lights in the Vocational Technology Building with more energy efficient lights. The project was complete at the time of FCMAT's fieldwork.

   Year 3 – The district's proposed allocation is $137,000 in Proposition 39 funds for fiscal year 2015-16. The district has been in discussions with Southern California Edison and the Gas Company, and their consultants have provided the state with a proposed Year 3 project list, which includes new boilers in the Vocational Technology Building, Math and Science Building, and the Child Development Building that was installed in March 2016.

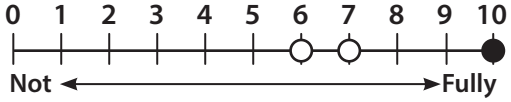
   Year 4 - The district anticipates a fourth year of funding to be provided for fiscal year 2016-17 and is identifying additional projects for completion. A finalized project list had not been completed at the time of FCMAT's fieldwork.

3. The district continues to maximize local bond dollars with state funding for the infrastructure replacement capital outlay projects. At the time of FCMAT's fieldwork, it was reported that the new Instructional Building #1 has been partially financed from state funding. The receipt of any new state funding and management of these projects continues to reside with El Camino CCD, which has the management responsibility to ensure that projects stay within scope and budget.

Standard Implemented: Fully - Sustained

April 2007 Rating:	6
January 2008 Rating:	6
July 2008 Rating:	7
June 2009 Rating:	10
January 2010 Rating:	10
July 2010 Rating:	10
June 2012 Rating:	10
April 2013 Rating:	10
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 2.5 - Facility Planning - Properly Staffed and Funded Facility Planning Function

Professional Standard:

The college has a properly staffed and funded facility planning department.

Progress on Implementing the Recommendations of the Recovery Plan:

1. In June 2013, the Compton CCD hired a permanent director of facilities planning and operations after operating with several interim facilities directors in the past.

2. The current staff includes the director of facilities planning and operations. The director was a senior project manager for a construction management firm and worked with the district in that capacity for several years. The director has extensive experience working with the state regarding project funding and the Division of the State Architect's Office.

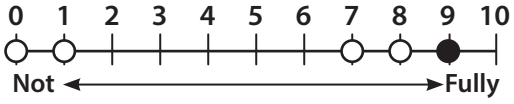
3. The district augments planning of capital construction and modernization projects by contracting for architecture and construction management services.

4. At the time of FCMAT's fieldwork, it was reported that the organizational reporting structure was going to be adjusted to ensure the director of facilities planning and operations was able to spend more time overseeing modernization and capital projects.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	1
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



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 has developed and implemented an annual capital planning budget.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The 2015-16 adopted budget includes items for site improvements and capital projects. The projects included ceiling tile remediation in the gym, replacing exterior doors, repairing HVAC/boilers, replacing water valves in showers/locker room, gas line repair in the Math and Science Building, flooring replacement in the Administration and Vocational Technology buildings, paint in men's and women's locker rooms and campuswide roofing.

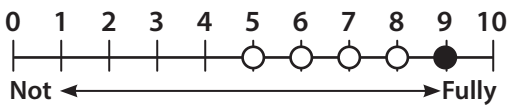
2. The district's five-year capital outlay plans are developed and updated in Fusion, a web-based project planning and management software used by all of California's community college districts and the California Community Colleges Chancellor's Office to support their facilities. Fusion facilitates project planning analysis as a decision-making tool to determine the district's priority for projects receiving state funding under the five-year capital outlay plan. Each project is defined by budget, intent and scope including the anticipated time schedule and why the project is needed. The district contracts with HMC Architects to ensure all of the above data points are accurately reported.

3. The district needs to develop a new five-year Facilities Master Plan; however, it cannot embark on this process until the new Educational Master Plan has been completed. At the completion of both plans, the district should continue to fund the capital outlay projects.

Standard Implemented: Fully - Substantially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	6
June 2009 Rating:	7
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	9
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



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]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has historical assessed valuations provided by KNN Public Finance. The district's bonding capacity is a statutory limit on the amount of general obligation bonds that can be issued, and all calculations are subject to validation by the Los Angeles County auditor-controller. KNN provided the following calculations for the 2015-16 fiscal year based on:

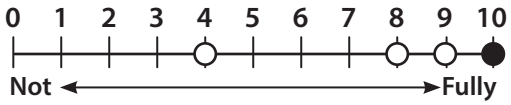
   - Current assessed value multiplied by statutory debt limit factor
   - Less: outstanding general obligation bonds
   - Statutory debt limit factor of 2.50% of assessed value for community college districts

Estimated Current Bonding Capacity	
2015-16 Total Assessed Value	$18,198,401,078
Statutory Debt Limit Factor	2.50%
Bonding Capacity	$454,960,027
Outstanding General Obligation Bonds	(78,150,577)
Available Bonding Capacity	$376,809,450

Standard Implemented: Fully - Sustained

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	8
January 2010 Rating:	9
July 2010 Rating:	10
June 2012 Rating:	9
April 2013 Rating:	8
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



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.

Progress on Implementing the Recommendations of the Recovery Plan:

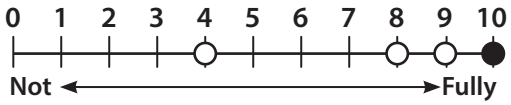
1. The district contracts with KNN Public Finance to document and evaluate its debt capacity.

2. The 2015-16 assessed valuation is $18,198,401,078 and the district's bonding capacity is estimated to be $454,960,027.

Standard Implemented: Fully - Sustained

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	8
January 2010 Rating:	9
July 2010 Rating:	10
June 2012 Rating:	9
April 2013 Rating:	8
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 2.12 - Facility Planning - Awareness and Monitoring of Assessed Valuation

Professional Standard:

The college is aware of and monitors the assessed valuation of taxable property within its boundaries.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has successfully passed and issued local general obligation bonds under Measure CC, authorized by the voters in November 2002, and Measure C authorized in November 2014. The assessed valuations of taxable property and fluctuations that may affect the district's bonding capacity are available from the Los Angeles County Auditor-Controller's Office.

2. The district has experienced five consecutive years of assessed value growth after experiencing two years of decline.

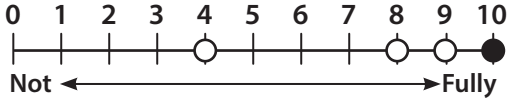
3. The estimated assessed valuation for fiscal year 2015-16, as provided by KNN Public Finance, is $18,198,401,078.

4. The district has a report that includes assessed valuation history, land use analysis, residential parcel assessment analysis, delinquency history, largest secured taxpayers, and historical tax rates.

Standard Implemented: Fully - Sustained

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	8
January 2010 Rating:	9
July 2010 Rating:	10
June 2012 Rating:	10
April 2013 Rating:	10
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. According to Education Code 15278, the purpose of the Citizens' Bond Oversight Committee is to "inform the public concerning the expenditure of bond revenues." The Compton CCD committee resumed meetings in May 2012 and continues to meet regularly.

2. The 2017-21 Five-Year Construction Plan dated March 2016 includes a list of capital facilities projects prioritized in alignment with the plan.

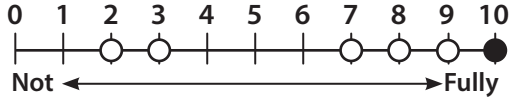
3. The district has continued its engagement with construction management consultant Lend Lease to assist with the state-funded projects as directed by the El Camino Community College District.

4. In November 2015, Vicenti, Lloyd, Stutzman Business Consultants and CPAs completed an independent financial audit of Proposition 39 General Obligation Bonds, Measure CC. The opinion of this report indicated that the financial statements presented fairly the financial position of the bonds as of June 30, 2015 in accordance with generally accepted accounting principles.

Standard Implemented: Fully - Sustained

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	7
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 3.1 - Facilities Improvement and Modernization - Appropriate Use of the Scheduled Maintenance and Special Repair Funding in the Capital Outlay Projects Funds

Legal Standard:

The college has a restricted capital outlay fund, and a portion of those funds is expended for maintenance and special repairs only. [EC 84660]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district provided agendas and minutes of the Citizens' Bond Oversight Committee meetings and an estimate regarding the outstanding bonding capacity of the district. Financial activity reports were provided from the district's financial system depicting capital for routine maintenance and special repair projects for 2015-16.

2. The district operates a restricted capital outlay fund that includes the five-year capital outlay plans. They are developed, budgeted and updated in Fusion, a web-based project planning and management software used by all of California's community college districts and the California Community Colleges Chancellor's Office to support their facilities. At the time of FCMAT's fieldwork, the following projects were completed:

   1. Student Success Center
   2. Infrastructure Phase I & II
   3. Management Information System (MIS)
   4. Allied Health Building
   5. Synthetic turf field

   The following projects are under construction:

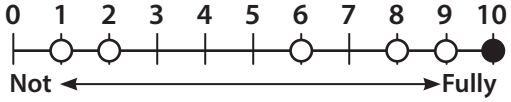
   1. Theater
   2. Swing space (temporary housing for Instructional Building #1)
   3. Cosmetology Program classrooms
   4. Campus Police Department office
   5. Instructional Building #1

3. The district has taken steps to post Citizens' Bond Oversight Committee meeting minutes to the district's website for public access; however, not all of the meeting minutes for 2014-15 and 2015-16 had been posted at the time of FCMAT's fieldwork. The district has updated the website to reflect the committee members' specific areas of representation.

Standard Implemented: Fully - Sustained

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	9
June 2012 Rating	8
April 2013 Rating:	6
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 3.4 - Facilities Improvement and Modernization - Plan for Maintenance and Modernization Exists

Legal Standard:

The college maintains a plan for the maintenance and modernization of its facilities. [EC 84660, 84670-84674]

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district's Facilities Master Plan Update prepared by HMC Architects contains detailed information regarding the district's projects, including project justification, descriptions, and costs; priority order; load distribution; staff forecast; instructional focus; and whether the project is to be funded through local funds, the state or both. The plan includes detailed information on infrastructure upgrades for the health and safety of students and staff.

2. Information included in the Facilities Master Plan Update indicates that the campus has existed in its current location for six decades and has been distinguished by the high quality and durability of its facilities. Many of the buildings have a long history of service, and there is a need to address issues arising from the evolving building code, aging infrastructure, and deferred maintenance, and to embrace advances in energy efficiency and educational technology. Analysis of the condition and cost to rehabilitate these facilities led to the identification of those for which renovation is not a feasible option. In addition, the analysis of the existing campus identified temporary facilities to be replaced with space in permanent facilities.

   The Facilities Master Plan states in its introduction that it is designed to:

   - Meet the requirements of the State Chancellor's Office.
   - Assist in decision making at the campus and the district.
   - Reconcile directly into the Five-Year Capital Construction Plan.
   - Be a living document to be revisited regularly (revise as needed).

3. The district provided a maintenance plan with a budget of $459,451 for the 2015-16 fiscal year that included ceiling tile remediation in the gym, replacing exterior doors in the Student Success Center, repair of the HVAC and boilers in the V-row, replacing water valves in showers, repair of the main gas line, replacing flooring campuswide, painting the women's and men's locker rooms and reroofing campuswide.

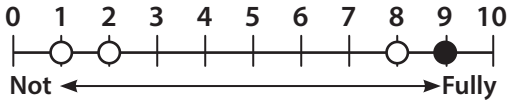
4. Several years ago the district migrated from the School Preventative Maintenance System to the School Dude system for processing and managing maintenance work orders. The El Camino CCD had an existing contractual relationship with School Dude, and the Compton Center was added as a satellite school. This accessibility helps staff to quickly identify facility concerns and request repairs, and allows maintenance staff to more expeditiously learn of issues and prioritize repairs. The School Dude work order system is also beneficial in that it allows maintenance to track work orders electronically to ensure completion and to prevent or more efficiently address common problems. The district has added the cost of the preven-

tive maintenance work order software to the planning budget including annual maintenance costs.

Standard Implemented: Fully – Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 3.6 - Facilities Improvement and Modernization - Maintenance of a System for Tracking Project Progress

Professional Standard:

The college has established and maintains a system for tracking the progress of individual projects.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The El Camino CCD has contracted with Lend Lease to provide services for the Compton Center to monitor and track all state and local facilities projects. Lend Lease utilizes the Impact 3D/I software program that is integrated with the California Community Colleges Chancellor's Office Fusion software and the district's PeopleSoft financial software. The software is web-based and allows for portal entry for data uploads with multiple-level security. The software provides real-time data and includes but is not limited to reimbursement requests, initial and final project proposals in Fusion, contracts, invoices, warrants and cash flow statements by project.

2. At the time of FCMAT's fieldwork, the following projects were completed or construction plans were in progress:

   Music Building Renovation (Y-Area/Little Theater)
   The current total project budget is $2.5 million. WLC Architect, the architect of record for this project, submitted the documents to DSA in December 2013. The bid contract for the project was awarded on March 22, 2016 in the amount of $1.679 million. The project is under construction.

   Phase I – Central Plant/Stadium Lighting
   The photovoltaic (solar) panels have been installed. The contractor is working on completing an interconnectivity agreement with Southern California Edison to operate the solar panels. The final power switch over to the new electrical system for the MIS and M&O buildings was completed April 6, 2014. The old Central Plant was decommissioned. The new Central Plant chilled water system provides cooling in the Math/Science, Childcare, and Vocational Technology buildings while the building cooling programming continues. The project has been closed out.

   Phase I – Utility Infrastructure
   Landscaping and irrigation along the main road is complete. Programming for the new lighting is complete. Connection of domestic water, gas and sewer to the existing buildings is complete. The project was completed on August 18, 2015.

   Retention Basin/Practice Field
   The retention basin is complete, and the contractor installed irrigation and hydroseeded the area. The project was completed in January 2015.

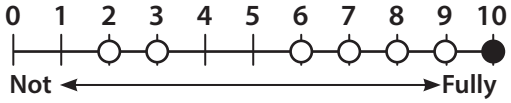
Phase II – Utility Infrastructure
Landscaping and irrigation along the main road, installation of fence panels in the northeast corner near the Greenleaf entrance and connection of domestic water, gas and sewer to the existing buildings is complete. The project was completed on August 18, 2015.

Allied Health Building
The California Department of Finance gave final approval for this project at the end of February 2014. The preconstruction meeting with the general contractor, AMG, was held March 20, 2014. A Notice to Proceed was issued to AMG on April 14, 2014. The project was deemed complete in March 2016.

Standard Implemented: Fully - Sustained

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	9
April 2014 Rating:	9
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 3.7 - Facilities Improvement and Modernization - Furniture and Equipment Included in Modernization Program

Professional Standard:

Furniture and equipment items are routinely included within the scope of modernization projects.

Progress on Implementing the Recommendations of the Recovery Plan:

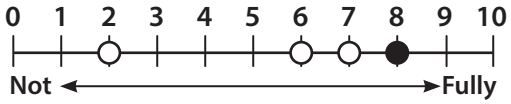
1. The district continues to include furniture and equipment items routinely with each new construction and modernization project.

2. Furniture and equipment planning are essential to ensure the facilities accommodate users' needs and maximize the safe, effective and efficient use of facilities. The district provided a furniture and equipment list for the Allied Health Building renovation project. The district has established a furniture and equipment budget of $800,000 for this project.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 3.8 - Facilities Improvement and Modernization - Technology Infrastructure Needs for Facilities Projects

Professional Standard:

Refurbishing, modernization, and new construction projects take into account technology infrastructure needs.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has developed a Comprehensive Master Plan using the program review process to drive outcome. The program review process asks members of a discipline or department to critically assess their program, identify necessary adjustments, and design a mechanism to institute and evaluate proposed changes. Desired outcomes from the program review process include evaluation of program effectiveness, program development and improvement, clarification and achievement of program goals, assessment of student learning outcomes, and linkage of planning and budgeting.

2. The district's Technology Plan is integrated into the Comprehensive Master Plan. The Technology Plan indicates that it follows the Educational Plan and takes into consideration the many technological needs cited in that chapter. The Technology Plan provides a technology vision for the district and Compton Center, guiding planning principles, technology issues to consider, resources, training, and the need for funding at both the district and the center. Lastly, the plan lists planning agenda items to address the issues facing the district and the center. The district continues to engage in a self-assessment process to determine the needs and associated costs of upgrading infrastructure, including technology.

3. In 2014 AT&T performed a complete assessment of the district's servers, life term of the servers, and security of the network, and made recommendations on the network and security including an assessment of campuswide Wi-Fi technologies. The goal was to provide Wi-Fi access anytime and anywhere to students on campus.

   Based on the AT&T assessment, the district proceeded with infrastructure, security and wireless projects in 2015. The infrastructure project included the replacement of all data communication support devices for the district, including intermediate distribution frame (IDF) switches, and dually redundant fiber connections to the core. The existing Cisco ASA firewalls were also replaced with next generation layer 7 Palo Alto firewalls, which included exterior firewalls that protect the district via its ISP connection. Two internal firewalls were implemented as part of the wireless installation. In summer 2015, approximately 200 access points were deployed campuswide, which included internal spaces such as classrooms and staff offices and external spaces such as athletics, library, student common areas, stadium and parking lots. This $3.5 million project was completed over a six-month period.

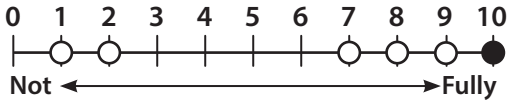
4. The district hired a director of information technology during this review period. At the time of FCMAT's fieldwork, scheduled job shadowing for the transition between the director and his predecessor was in process. This transition has facilitated the exchange of information regarding security documentation, capital projects and operational responsibilities.

5. The district needs to develop a new five-year technology plan; however, it cannot embark on this process until the Educational Master Plan has been completed.

Standard Implemented: Fully - Sustained

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	7
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 3.13 - Facilities Improvement and Modernization - Knowledge of Office of Public School Construction and the Division of the State Architect Procedures

Professional Standard:

College staff are knowledgeable of procedures in the Division of the State Architect (DSA).

Progress on Implementing the Recommendations of the Recovery Plan:

1. DSA provides design and construction oversight for school districts and community colleges. DSA develops and maintains accessibility standards and codes utilized in public and private buildings throughout California. The regulations are complex and continually change.

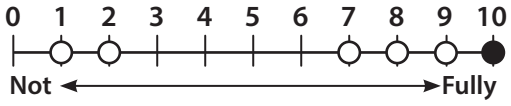
   The director of facilities planning and operations served previously as a senior project manager for a construction management firm that worked with the district for several years. The director has extensive experience in construction planning and development and is extremely knowledgeable regarding DSA requirements for the application and submittal processes.

2. The district uses four separate architectural firms that have extensive knowledge of DSA requirements.

Standard Implemented: Fully - Sustained

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 4.1 - Construction of Projects - An Appropriate Project Management Structure Exists

Professional Standard:

The college maintains an appropriate structure for the effective management of its construction projects.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district adopted Board Policy 6600, Capital Construction (revised October 16, 2012), which dictates the CEO's responsibility to plan and manage the district's capital outlay and construction programs.

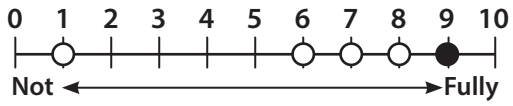
2. The El Camino CCD has contracted with Lend Lease to provide services for the Compton Center to monitor and track all state and local facilities projects. Lend Lease utilizes the Impact 3D/I software program that is integrated with both the California Community Colleges Chancellor's Office Fusion software and the district's PeopleSoft financial software. The software is web-based and allows for portal entry for data uploads with multiple-level security. The software offers real-time data and includes reimbursement requests, initial and final project proposals, contracts, invoices, warrants and cash flow statements by project.

3. The CBO and director of facilities planning and operations jointly review facilities planning and management of construction projects.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	6
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 4.3 - Construction of Projects - Maintenance of Appropriate Project Records and Drawings

Professional Standard:

The college maintains appropriate project records and drawings.

Progress on Implementing the Recommendations of the Recovery Plan:

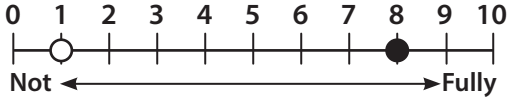
1. The district maintains an appropriate and organized automated and paper archive of all project as-built architectural drawings and related contract documents. The more recent projects are in good order and automated through the use of AutoCAD software.

2. The district contracts with project management, construction management, architect and engineering firms that assist with project records management. The record-keeping system for storing facility plans and drawings is adequate to fulfill this standard. However, records are kept at multiple locations including the trailer where Lend Lease is housed and in the maintenance department, rather than in one centralized location. District staff verified that district-controlled plans have been moved to the Central Plant building, which is constructed from concrete block and is fire rated.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 5.3 - Compliance with Public Contracting Laws and Procedures - Conflict of Interest Statements and Compliance

Professional Standard:

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.

Progress on Implementing the Recommendations of the Recovery Plan:

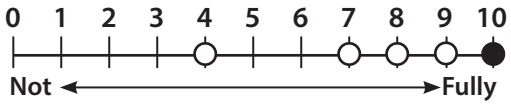
1. Documentation was provided to support an updated certification to the state special trustee regarding Form 700, Annual Filing of Statement of Economic Interests for the director of facilities planning and operations.

2. The provost/CEO and CBO have established procedures to collect the conflict of interest statements for staff members who are employed by Compton CCD or El Camino CCD management staff that work on the Compton campus.

Standard Implemented: Fully - Sustained

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.1 - Facilities, Maintenance and Custodial - Implementation of an Energy Conservation Policy

Professional Standard:

An energy conservation policy has been approved by the Board of Education and implemented throughout the college.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton CCD has adopted the California Community Colleges Board of Governors Energy and Sustainability Policy that requires the district to exceed Title 24 regulations by 15% for all construction projects approved at the college. The policy contains guidelines necessary to reduce energy consumption pursuant to the Governor's Executive Order that requires all community colleges to participate in statewide energy conservation and reduced electrical demand.

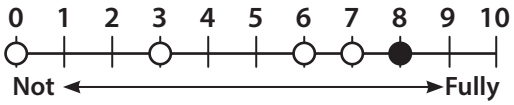
2. The district completed the Facilities Master Plan document that includes a critical component on energy efficiency/sustainability. The plan details alternative methods to reduce energy and alternative renewable energy sources for use in the design phase for all projects.

3. Board Policy 3340, Energy and Sustainability, was issued August 10, 2010. This policy dictates the responsibility of the CEO in the development of a district energy and sustainability plan. The policy also indicates that the CEO or designee shall establish regulations to ensure the plan is properly administered, funded, executed, and monitored. Development and implementation of the energy conservation regulations are essential to full compliance with this standard but had not been developed and adopted at the time of FCMAT's fieldwork.

4. The district applied for a solar interconnection agreement through Southern California Edison that authorizes the production of solar energy through the district's Central Plant facility and received written approval. The project was completed in March 2015.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	3
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale: 

ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.3 - Facilities, Maintenance and Custodial - Energy-Efficient Design Criteria for New Construction and Modernization

Professional Standard:

Cost-effective, energy-efficient design has been made a top priority for all college construction projects.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton College was originally constructed and occupied in the early 1950s, including the utility infrastructure for the campus. Four buildings have been added since construction of the original campus in 1953. However, technology, power requirements, electrical upgrades, mechanical upgrades, emergency communications, fire/life safety, and sewer requirements have all changed per the Uniform Building Code requirements and the DSA's office. The board/special trustee adopted BP 3340 on August 10, 2010, and a number of incremental steps have been taken to meet this standard. The district completed the Facilities Master Plan document that includes a critical component on energy efficiency/sustainability. The plan details alternative methods to reduce energy and alternative renewable energy sources for use in the design phase of all projects.

2. Pursuant to Government Code Section 15814.30 regarding all new public facilities and Title 24 of the California Code of Regulations, Part 6 titled Energy Code, Compton CCD contracted with Southern California Edison on behalf of the 2009 Bridge Period California Community College Partnership Program. This program meets the California Community Colleges Board of Governors energy efficiency and conservation goals, and the California Public Utilities Commission funds the incentive for the program.

3. Board Policy 3340, Energy and Sustainability, was issued August 10, 2010. This policy dictates the responsibility of the CEO in the development of a district energy and sustainability plan. The policy also indicates the CEO or designee shall establish regulations to ensure the plan is properly administered, funded, executed, and monitored. Regulations supporting the policy should identify the importance of cost-effective and energy-efficient design.

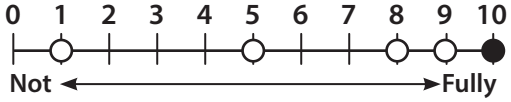
4. Ongoing verbal communications between the director of facilities planning and operations and the provost/CEO identifies the status of capital facilities projects planned and under construction.

5. The Five-Year Construction Plan narratives reflect the incorporation of best practices training for staff, energy-efficient technology and energy management systems.

Standard Implemented: Fully - Sustained

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	5
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	9
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.5 - Facilities Maintenance and Custodial - Adequate Maintenance Records and Inventories

Professional Standard:

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. Included in the training is how to inventory supplies and equipment and when to order or replenish them.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The director of facilities planning and operations implemented the Hillyard Cleaning Cost Analysis Program (CCAP) in fiscal year 2013-14. This program involves a site study by Hillyard to include all custodial and janitorial areas. Cleaning and maintenance needs are assessed based on a thorough evaluation of surface types and area size to determine the proper products, methods, and staffing required to meet district standards; job cards are then developed for each process. The job cards include the standard, method, supplies and equipment needed to complete each task, along with safety precautions. Hillyard provides training for this program, including proper implementation and safety. An inventory, budget control, and ordering system are also included in the program.

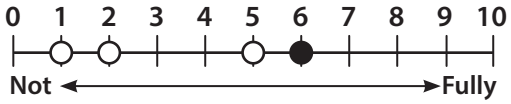
2. The district has implemented the School Dude work order system to schedule routine maintenance tasks, track and assign work orders and manage larger maintenance and repair projects. Supplies and equipment inventories are recorded manually. The district has an inventory of supplies and materials and minor equipment, including tools, that is manually tracked on an inventory list for related maintenance projects. In the prior review period, employees used a checkout procedure to track the location of this type of equipment.

3. The implementation of these programs has increased the efficiency of the maintenance staff by organizing schedules, tracking equipment and supply inventories, standardizing procedures and improving training and competency. However, the inventory spreadsheet used to track minor equipment and tools is not comprehensive and up-to-date, and the process of securing small tools and equipment for maintenance and grounds in bins and checking them out as needed has been suspended since November 2015 due to a staffing shortage.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	5
June 2012 Rating:	5
April 2013 Rating:	6
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.6 - Facilities Maintenance and Custodial - Procedures for Evaluation of Maintenance and Operations Staff

Professional Standard:

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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has an evaluation process that includes board-approved standard evaluation forms.

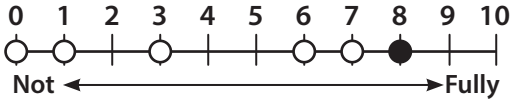
2. The district has created a process to notify departments to help ensure that evaluations are performed and submitted timely to the Human Resources Department. The collective bargaining agreement between Compton CCD and the Compton Community College Federation of Classified Employees provides for every permanent classified employee to be evaluated annually, no later than May 1. At the time of FCMAT's fieldwork, all of the department's employees were evaluated by April 2015 and were scheduled to be re-evaluated by April 2016.

3. The employee handbook addresses performance evaluations as a key component of personal development, promotion and compensation. The chief human resources officer has provided in-service training for supervisory personnel in the proper documentation of performance standards. The training also includes guidelines for both new and current supervisory personnel in completing employee evaluations.

4. The chief human resources officer has implemented procedures to track and help ensure that evaluations are done in compliance with board policy and collective bargaining agreements.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	1
June 2009 Rating:	3
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	6
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale: 

ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.7 - Facilities Maintenance and Custodial - Identification of Maintenance and Custodial Responsibilities

Professional Standard:

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 they will be expected to perform and on which they will be evaluated.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Job definitions and duties are documented in the job descriptions of the maintenance and custodial employees. Tasks and descriptions are identified by job classification, e.g., carpenter or utility maintenance worker. Standardization of jobs and functions is ongoing in an effort to help to define processes, responsibilities and performance levels.

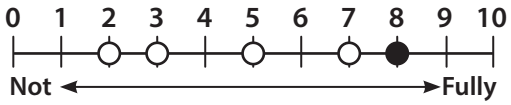
2. The director of facilities planning and operations uses the School Dude work order system to schedule routine maintenance tasks, work order tasks and repair projects.

3. The director of facilities planning and operations implemented the Hillyard CCAP in 2013-14 to determine campus custodial needs. The program provides specific direction as to the frequency, method, supplies, equipment and time needed to complete each task.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.8 - Facilities Maintenance and Custodial - Availability of Custodial Supplies and Equipment

Professional Standard:

Necessary staff, supplies, tools, and equipment for the proper care and cleaning of the college are available. 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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The director of facilities planning and operations implemented the Hillyard CCAP in fiscal year 2013-14 to determine campus facility custodial needs. The program provides specific direction as to the frequency, method, supplies, equipment and time needed to complete each task. Cleaning standards may be adjusted according to staffing available. These adjustments in the CCAP ensure that regular essential cleaning is maintained while the frequency of non-essential tasks is reduced.

2. The director of facilities planning and operations uses the School Dude work order system to schedule routine maintenance tasks, work order tasks and repair projects.

3. The implementation of these programs should increase the efficiency of the maintenance and operations staff by organizing schedules, tracking equipment and supply inventories, standardizing procedures, and improving training and competency.

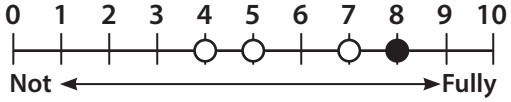
4. Staff interviewed indicated they had the tools and supplies needed to perform their duties. During the prior review period, employees had to share equipment for some tasks; however, the district has purchased custodial equipment, such as extractors and buffers, eliminating the need for sharing.

5. As the district proceeds with its facilities campaign, the adequacy of maintenance and custodial equipment should be evaluated annually and inventories of such need to be kept up-to-date.

Standard Implemented: Fully - Substantially

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.9 - Facilities Maintenance and Custodial - Implementation of a Preventive Maintenance Program

Professional Standard:

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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district provided a maintenance plan with a budget of $459,451 for the 2015-16 fiscal year that included ceiling tile remediation in the gym, replacing exterior doors in the Student Success Center, repair of the HVAC and boilers in the V-row, replacing water valves in showers, repair of the main gas line, replacing flooring campuswide, painting the women's and men's locker rooms and reroofing campuswide.

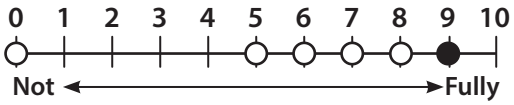
2. The director of facilities planning and operations implemented the Hillyard CCAP in fiscal year 2013-14 to determine campus facility custodial needs. The program continues to provide specific direction as to the frequency, method, supplies, equipment and time needed to complete each task. Cleaning standards may be adjusted according to staffing available. These adjustments in the CCAP ensure that regular essential cleaning is maintained while the frequency of nonessential tasks is reduced.

3. The director of facilities planning and operations uses the School Dude work order system to schedule routine maintenance tasks, work order tasks and repair projects.

4. The district has contracted with Southland Industries (Envise) and has implemented its Concepts Two Preventative Maintenance Program. The Concepts Two program includes inventory of equipment, air filter service on HVAC units and other special services, including a thorough inspection of all mechanical equipment supporting Math/Science, Vocational Technology, MIS, Child Development and the old Central Plant buildings.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	5
June 2012 Rating:	6
April 2013 Rating:	6
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale: 

ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.10 - Facilities Maintenance and Custodial - Adequate Repair and Supervision of Buildings

Legal Standard:

The Governing Board of the college provides clean and operable flush toilets for use of students. Toilet facilities are adequate and maintained. All buildings and grounds are maintained. [CCR Title 5 §631, CCR Title 5 §14030, EC 17576]

Progress on Implementing the Recommendations of the Recovery Plan:

1. Deep cleaning and maintenance have occurred in some restrooms, and visual inspections by FCMAT validated that the district provides clean and operable flush toilets for students. Limitations exist because of the age and condition of some of the facilities.

2. Interviews with staff indicated that programs are being implemented to ensure proper cleaning and maintenance of facilities.

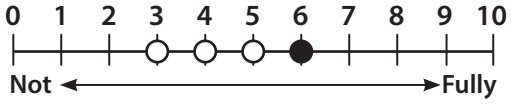
3. The district has hired two provisional workers who restock supplies in the men's and women's restrooms as part of their daily duties.

4. At the time of FCMAT's fieldwork, some of the grounds areas had not been properly maintained and weeded. District staff acknowledged the issue and indicated that plans are under way to hire a senior groundskeeper that should address this issue.

Standard Implemented: Partially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	5
June 2012 Rating:	5
April 2013 Rating:	4
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.11 - Facilities Maintenance and Custodial - Planned Program Maintenance System

Professional Standard:

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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton CCD has a board/special trustee-approved Facilities Master Plan, and prepares the required annual five-year deferred maintenance and space inventory plans. A comprehensive Facilities Master Plan has been completed regarding the condition and assessment of all buildings. The plan includes components for energy efficiency, mechanical, electrical and fire alarm systems, site utilities, technology, security and campus lighting. The Facilities Master Plan is a blueprint for the district to follow regarding new construction and maintenance requirements.

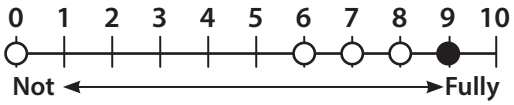
2. The district has implemented the School Dude work order system to schedule and track routine maintenance items to include servicing, repairing and replacing equipment.

3. HMC Architects prepared the district's Facilities Master Plan. The plan contains detailed information regarding the district's projects including project justification, descriptions and costs; priority order; load distribution; staff forecast; instructional focus; and whether the project is to be funded through local funds, the state, or both. The plan includes detailed information on infrastructure upgrades for the health and safety of students and staff.

4. The district needs to develop a new five-year Facilities Master Plan; however, it cannot embark on this process until the Educational Master Plan has been completed.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale: 

ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 8.12 - Facilities Maintenance and Custodial - Priorities for Assignment of Routine Repair Work Orders

Professional Standard:

The college has a documented process for assigning routine repair work orders on a priority basis.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district implemented the School Dude work order processing software and processes to track ongoing projects and schedule routine duties.

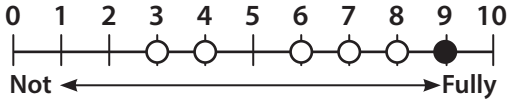
2. The district has continued the work order prioritization process, with health and safety repairs as the top priority for all employees. Facilities inspection log sheets have been created with specific tasks for daily maintenance.

3. The provost/CEO and director of facilities planning and operations communicate weekly with maintenance and custodial staff to budget, plan and prioritize facility needs.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	4
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 9.1 - Instructional Program
Issues - Plan for Attractive Landscaped Facilities

Professional Standard:

The college has developed a plan for attractively landscaped facilities.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district's architect has developed conceptual landscape plans for improved campus landscaping. These are included in the 2012 Facilities Master Plan. The Facilities Master Plan details the overhaul of the campus infrastructure and the demolition and construction of several structures, which are to be completed in the next few years. District staff report that the plans to improve campus landscaping in some areas are on hold until after the major construction has been completed. The district has developed a conceptual landscape plan that includes partial components of the campus such as planting schemes, medians, parking lots and the interior quad area.

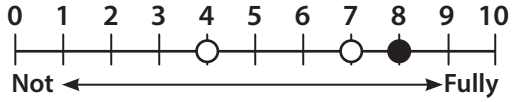
2. As part of the employee evaluation process, each maintenance and operations staff member is to adopt either a campus building or grounds area. District staff state that this adoption program will help to identify landscaping areas that need to be addressed. The district has a Facilities Master Plan that is augmented by funding from state and local (Measure CC and Measure C) sources. Many of the requested projects will address some of the infrastructure problems, such as nonfunctioning sprinklers, but many replacements or upgrades to the infrastructure cannot occur until a later phase of the Facilities Master Plan because of proposed construction and demolition of existing facilities.

3. Campus landscaping was greatly improved with projects completed for the driveway access, parking lots, etc.

Standard Implemented: Fully - Substantially

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-B: Physical Resources
FCMAT Facilities Management Standard 10.2 - Community Use of Facilities - Compliance with Civic Center Act for Community Use

Legal Standard:

Education Code Section 82537 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.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district revised Board Policy 6700, Civic Center and Other Facilities Use, on December 15, 2015. The policy states that the "District's administrative rules, regulations, and procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers."

   The district also revised Administrative Regulation 6701, Civic Center and Other Facilities Use, on December 15, 2015. The administrative regulation identifies civic center permit categories and cash collection procedures.

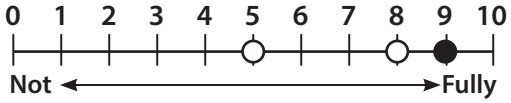
   The policy and corresponding administrative regulations are accompanied by a fee schedule that lists fees for all facilities on the campus. Interviews indicated that the district is in the process of adopting a new facility fee schedule for civic center use.

2. The adopted policies and regulations are in accordance with Education Code Sections 82537-82548 and are based on fee schedules for nonprofit, youth and school activities, and other for-profit organizations. However, Administrative Procedure 6701A, which includes the district rental fee schedules, has not been revised since April 16, 2009. Administrative Regulation 6701 states that these schedules are to be reviewed, updated and published annually.

Standard Implemented: Fully - Substantially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	9
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



Sources and Documentation

Interviews:

Chief business officer

Director of facilities planning and operations

Director of fiscal affairs

Director of information technology

Manager of MIS

Police lieutenant

Provost/chief executive officer

Special trustee

Utility maintenance supervisor

District Documents:

Board policies and administrative regulations relative to physical resources

CCCD/ECCD CEC 2015-16 organizational chart, February 11, 2016

Facilities Department organizational chart, March 1, 2016

CCCD Audit Report, period ending June 30, 2015

CCCD Proposition 39 Financial and Performance Audits, period ending June 30, 2015

District Assessed Valuation Calculation, 2014

El Camino College Compton Center Annual Security Report 2015

Consolidated Contingency Plan, revised May 2015

Custodial Machinery Inventory, February 2016

Grounds Equipment Inventory

Grounds Crew Schedule

Grounds Crew Zones, May 8, 2015

Grounds and Landscape Maintenance 2015

Work Order Summary Report, March 25, 2016

Allied Health Building Furniture and Equipment List

Scheduled Maintenance Allocation Workbook 2016

CCCD Hazard Prevention Form, October 2014

Material Safety Data Sheets - Memo to M&O Staff, March 21, 2016

Annual Unified Program Facility Permit, 2015-16

CCCD Safety Meeting minutes, 2014-15

CCCD Technology Plan 2012

CPR Training Log, October 2014

Forklift Training Log, December 2014

Sign-in Sheets for Various In-services provided to M&O Employees, 2015-16

Facilities Planning and Operations Crew Work Schedule, March 24, 2016

CCCD BOG Energy and Sustainability Policy

Classified Evaluation Schedule 2015

CCCD Facilities Master Plan, July 2012

Injury and Illness Prevention Program (IIPP), October 2015

Key Distribution Chart 2015

Fast Facts about El Camino College Compton Center and Measure C

Citizens' Bond Oversight Committee meeting agendas and minutes, 2015-16

Form 700, director of facilities planning and operations, 2015

Collective Bargaining Agreement, Compton Community College Federation of Classified Employees, May 2, 2013

Compton Campus Projects Update memo from director of facilities planning and operations to CEO, March 28, 2015

Exterior Lighting Plan Allied Health Building

Site Lighting Plan

AHERA Plan, September 17, 2014

Keenan SWACC Property and Liability Inspection Report, October 2015

Keenan Hazardous Material Inventory, 2015

Keenan Safe Colleges Training

2016 Fire Extinguisher Service Schedule

2017-21 Five-Year Construction Plan, March 2016

Southland Industries Preventative Maintenance Program, 2014-17

Air-Ex Air Conditioning Inc. Maintenance Services Agreement, May 22, 2015

Job Description Senior Groundskeeper

Property and Equipment Release Form

Program Effectiveness Summary

Work Schedule Detail Report, March 2016

Work Environment Expectations

2015-16 Adopted Budget

Financial Activity Reports, 2015-16

Classified Employee Handbook

Maintenance and Operations Planned Work List, 2015-16

Other:

Site walk/observation

Compton Community College District website (http://www.district.compton.edu)

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.

C. Technology Resources – Technology resources are used to support student learning programs and services and to improve institutional effectiveness. Technology planning is integrated with institutional planning.

1. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems.
   a. Technology services, professional support, facilities, hardware, and software are designed to enhance the operation and effectiveness of the institution.
   b. The institution provides quality training in the effective application of its information technology to students and personnel.
   c. The institution systematically plans, acquires, maintains, and upgrades or replaces technology infrastructure and equipment to meet institutional needs.
   d. The distribution and utilization of technology resources support the development, maintenance, and enhancement of its programs and services.

2. Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of evaluation as the basis for improvement.

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
C. Technology Resources												
Standard to be Addressed												
Financial Management Standards -- Management Information Systems												
17.1	**Management information systems support users with information that is relevant, timely and accurate. Standards are imposed to ensure the maintainability, compatibility, and supportability of the various systems.**	2	2	2	4	7	7	7	7	7	7	7
17.2	Automated systems are used to improve accuracy, timeliness, and efficiency of financial and reporting systems. Employees receive appropriate training and supervision in the operation of the systems.	2										
17.3	Selection of information systems technology conforms to legal procedures specified in the Public Contract Code. Additionally, there is a process to ensure that needs analyses, cost/benefit analyses, and financing plans are in place prior to commitment of resources. The process facilitates involvement by users, as well as information services staff, to ensure that training and support needs and costs are considered in the acquisition process.	5										
17.4	Major technology systems are supported by implementation and training plans. The cost of implementation and training is included with other support costs in the cost/benefit analyses and financing plans supporting the acquisition of technology systems.	2										
17.5	Access to administrative systems is reliable and secure. Communications pathways that connect users with administrative systems are as free of single points-of-failure as possible, and are highly fault tolerant.	8										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
17.6	Hardware and software purchases conform to existing technology standards. Standards for copiers, printers, fax machines, networking equipment, and all other technology assets are defined and enforced to increase standardization and decrease support costs. Requisitions that contain hardware or software items are forwarded to the technology department for approval prior to being converted to purchase orders. Requisitions for non-standard technology items are approved by the Management Information Systems Division unless the user is informed that district support for non-standard items will not be available.	4										
17.7	**Computers are replaced on a schedule based on hardware specifications.**	1	1	1	6	8	8	8	8	7	7	7
17.8	Network standards, such as the following, are being followed by the college: 1) A stable firewall is used with separate DMZ and "inside" network; 2) the college follows EIA/TIA 568-B for all network cabling; 3) A Web content filter is used for all outbound Internet access; 4) The college uses an e-mail spam filter for all inbound e-mail; 5) Administrative and academic network traffic is kept separate; 6) Switches and network hubs are installed, and the college ensures that switches support certain features; 7) Login banners are added to all network elements that will support them; 8) The college has transitioned from all non-TCP/IP protocols; and 9) The college uses a VPN for any access to the internal network from the outside.	6										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
17.9	**Administrative system users are adequately trained in the use of administrative systems and receive periodic training updates to ensure that they remain aware of system changes and capabilities.**	1	2	2	6	7	7	7	8	8	8	8
17.10	Business office computers, computer screens, operating systems and software applications used for administrative system access are kept up to date.	8										

ACCJC Standard III-C: Technology Resources
FCMAT Financial Management Standard 17.1 – Management Information Systems

Professional Standard:

Management information systems support users with information that is relevant, timely and accurate. Standards are imposed to ensure the maintainability, compatibility, and supportability of the various systems.

Progress on Implementing the Recommendations of the Recovery Plan:

1. In February 2016 Compton CCD hired a full-time director of information technology to lead technology efforts on the campus. This technology leadership position replaces the manager of MIS position, which was staffed by El Camino CCD but funded by the Compton CCD. At the time of FCMAT's fieldwork, the new director was working in collaboration with his chief technology officer counterpart at El Camino CCD.

2. Compton CCD has a technology plan for July 1, 2011 through June 30, 2016. The purpose of the plan is to establish guidelines to help the district support and enhance technology. District staff examined the state of technology throughout the Compton CCD and developed a five-year plan to ensure adequate, reliable infrastructure and equipment. However, the increased use of technology, outdated software applications, hardware limitations, and budgetary challenges all make this version of the plan obsolete.

   No updates to this plan were provided to FCMAT during this review period; however, technology staff indicated that the district has begun a process to revise the plan, led by the dean of student learning in the Career and Technical Education Department. The district recognizes that the original technology plan focused on rebuilding the infrastructure, and there has since been considerable change related to end user devices and applications. The recent modernization project included upgrading technology infrastructure to fiber-optic cable to meet high speed data connection requirements campuswide. Staff reported that the upgrade is now substantially complete with only some minor fiber extensions needing to be completed.

   A major technology infrastructure upgrade took place during summer 2015. This included an extensive analysis performed by AT&T of the existing networking equipment and communication paths. As a result of the analysis, the 10-year-old core routers and switches were replaced, single mode fiber was installed, and approximately 200 wireless access points were installed.

   The new wireless system provides students, staff, faculty and guests nearly campuswide coverage from the parking lots to the classrooms along with appropriate login security management.

   The upgrade also addressed cyber security, with the replacement of the core firewall with two new next generation layer 7 Palo Alto firewalls.

The technology plan needs to be updated to address critical limitations. It should identify what is needed to incorporate and support advancing technologies. It should also clearly present budget amounts and identify funding sources. The plan update should be a collaborative project that incorporates representation from all specialties, and the technology management team should take an active leadership role in developing the plan.

3. The district has worked diligently to stabilize its technology infrastructure over the last several years to ensure its network is reliable. The district has a dedicated network server room located in the Management Information Systems (MIS) Department. The server room has a redundant cooling system and a generator power backup, ensuring the district's ability to avoid disruptions in service and properly protect the equipment. While the server room provides adequate space for district needs and houses recently replaced core MIS equipment, the district has not yet begun to refurbish the rest of the technology center as organized workspace for technology staff nor has a timeline been established for these improvements. Staff indicated that this space reconfiguration has been put on hold pending the analysis of future technology support staffing needs that may result from accreditation requirements.

4. The district manages a parallel system with routine backups of network data. This data is stored locally on an EMC brand storage area network (SAN). A tape backup is created from this SAN storage and is removed weekly and held at an offsite storage facility. Tapes are stored at the offsite location for four weeks and then brought back into the tape rotation. If the system requires restoration, only four weeks of data can be recovered. The technology staff reported they are developing a disaster recovery system that will have real time disc-to-disc backup to El Camino Community College with the intent to backup critical data and, in the case of a disaster, to be able to recover access by making that data available on servers located at El Camino Community College. The backup of data from the EMC SAN to another SAN located at El Camino CCD has begun, and servers are in place at El Camino CCD to host the needed backup software. However, the servers needed for recovery have yet to be budgeted or purchased.

   The new director of information technology has begun to re-evaluate the entire backup and recovery strategy to determine if the current plan is the best option for the district. The director has concerns that because Compton CCD and El Camino CCD are in the same regional area, a large-scale disaster would negatively impact both sites and could impair the ability to bring systems back online. The director indicated that he will investigate the feasibility of cloud-based hosted systems, such as Microsoft's Azure, for possible backup and restore options.

   There is no documentation of specific backup and restore procedures or of the related staff duties and responsibilities. The MIS Department should create written operational policies and procedures documenting essential duties of the technology services staff, including those related to systems backup. The district should review the four-week backup cycle to determine if this short period is adequate in meeting its need for data recovery. If a longer recovery period is needed, increase it both in the current tape rotation procedures and in planning for the new disaster recovery system.

5. Technology staff reported that when vendors are selected for projects, the vendors are required to provide system information (fixed asset, add, remove and change procedures, manuals, etc.) as part of the scope of work. All documentation, including written procedures, continues to be provided by El Camino CCD.

6. All technology support positions are Compton CCD employees. The manager of MIS had continued his efforts to build capacity in the technology staff through training and dissemination of information and by working to implement and strengthen operational procedures that support best practices. The new director of information technology continues to push routine responsibility to the rest of the team, all of whom have played a significant role working with and learning from vendors during modernization and upgrade projects.

   As part of the recent Microsoft Exchange upgrade project, the MIS Department's information systems engineer attended a Microsoft Exchange migration class. The new director of information technology acknowledges the need to continue providing timely and relevant professional learning opportunities to the technology support staff.

7. The district's nine-member Technology Committee includes management, faculty, staff and student representatives. The committee includes individuals who have an understanding of technology including social media, cross-campus projects, and the need for long-range plans in addition to support for individual issues. The committee meets monthly and prepares minutes; however, none were provided to FCMAT during this review period. Due to an increased focus on regaining accreditation, staff reported that the committee has begun discussion of technology staffing needed to manage and sustain technology services without support from El Camino CCD, and must also propose a budget plan that addresses these needs along with ongoing device and infrastructure replacement. The committee chair recognizes the need to include all of these items in an updated technology plan.

8. Users in the Compton CCD business office must enter financial transaction data into two separate systems: Datatel (hosted at the El Camino CCD) and PeopleSoft (hosted at LACOE). To address problems associated with duplicate data input, users at El Camino CCD have developed applications that allow data entered into the Datatel system to be electronically uploaded to PeopleSoft. The Compton CCD continues to struggle working in two systems, as financial transactions are not updated timely into PeopleSoft. Staff cannot obtain a clear picture of the district's budget vs. actuals throughout the year because at any point there are transactions that have been processed in Datatel that are not reflected in the PeopleSoft general ledger.

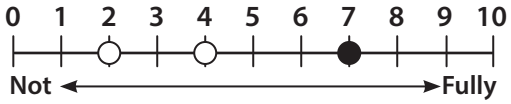
   Staff indicated that LACOE has issued a request for proposal (RFP) for a new integrated financial system. However, until a decision is made and migration is complete, the business office must continue to reconcile the two systems. Staff members continued to report that this is a very time intensive process and ultimately the two systems are reconciled quarterly. During the prior review period, Compton CCD hired an accountant who has been assigned these reconciliation duties. To automate this process, a macro has been created to analyze the data from PeopleSoft and Datatel. The accountant uses this macro to identify and research the details of variances during quarterly reconciliations.

The district should continue efforts to routinely reconcile the information in the two systems. If a new financial system is implemented, it will likely eliminate the need for the manual reconciliation, creating greater efficiencies in budget and finance activities.

Standard Implemented: Partially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-C: Technology Resources
FCMAT Financial Management Standard 17.7 – Management Information Systems

Professional Standard:

Computers are replaced on a schedule based on hardware specifications.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Staff indicated that the technology hardware inventory has been updated; however, no documentation of this effort was provided to FCMAT, and the district has not yet established an ongoing replacement plan. Technology staff indicated a desire to consolidate the inventory data to provide a single comprehensive accounting that becomes the basis for a replacement schedule. As part of their efforts to create an accurate inventory, the technology group has completed the upgrade to desktop/laptop management software to automatically produce these inventory lists. This project included upgrading from Symantec's Altiris Deployment Solution 6.9 to Symantec Management Platform 7.5, which allows the district to accurately inventory the Windows 7 and new computers. In addition to this feature, the software allows technology staff to analyze the statistics generated related to the use of software applications installed on computers. This information will be of great use in reviewing software licensing counts, renewals and upgrades.

   Technology has a limited useful life and requires ongoing support and upgrades to ensure it remains functional. A comprehensive inventory and replacement schedule is essential to district operations and the educational programs. Increased dependency on technology is created as connectivity is enhanced and new equipment and software are acquired and installed. The district needs to develop a technology equipment replacement schedule that includes cost projections, and incorporate those projections into its multiyear financial projections, ensuring that resources are identified to support this investment in technology. Although a budget is prepared for the MIS Department, the district still lacks an ongoing budget commitment for routine replacement of technology.

2. Staff indicated that over the past year the district replaced approximately 130 outdated computers of the 189 utilized by staff. Approximately 95 of those replaced utilized the Windows XP operating system, which Microsoft no longer supports. The district utilized a vendor to help install these computers and migrate user data from the old computers to the new.

   Staff also reported that the district replaced 149 lab computers, which is approximately 75% of all lab computers, during summer 2015 as planned. Interviews indicated that the next systems targeted for replacement include approximately 100 five-year-old Dell laptops used by staff and that staff will have their choice of either a laptop or tablet device as a replacement. At the time of FCMAT's fieldwork, this work had already begun with the technology staff doing the data migration and installation.

3. Identifying a stable, reliable and ongoing funding source is among the greater challenges in addressing equipment replacement needs. Interviews indicated that the outgoing manager of MIS and the new director of information technology have been included in budget develop-

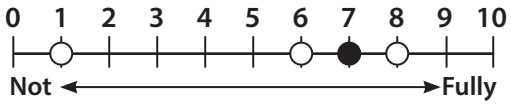
ment discussions for the 2016-17 proposed budget. At the time of FCMAT's fieldwork, the 2016-17 budget was still being developed and both the director of information technology and the CBO acknowledged the need to include a budget for equipment replacement, but an amount had yet to be determined. The director of information technology has been instructed by the CBO to develop an equipment replacement plan as soon as possible with the intent to include estimated replacement costs in the 2016-17 proposed budget.

Although the district still lacks an official ongoing equipment replacement cycle, it has now implemented tools that will allow staff to more accurately generate reports on aging hardware, which in turn should help determine the replacement cycle components and the costs. District administration should continue to meet with the technology leadership to identify and discuss needs to sustain current technology and support identified technology improvements. The district should identify stable, reliable and ongoing funding source(s) to meet the technology equipment replacement cycle and address new and ongoing needs.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	6
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-C: Technology Resources
FCMAT Financial Management Standard 17.9 – Management Information Systems

Professional Standard:

Administrative system users are adequately trained in the use of administrative systems and receive periodic training updates to ensure that they remain aware of system changes and capabilities.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Interviews with staff indicated that the challenge continues for the technology staff to seek and attend formal trainings related to supporting administrative systems due to the number and pace of technology related projects and staffing limitations. However, technology staff members were extensively involved in the technology infrastructure upgrade project over the last several years and have benefited greatly from training from contractors and vendors engaged in the projects.

   The direct involvement of technology staff in the comprehensive network assessment, and the deployment and configuration of wireless networks, network switches, server virtualization, fiber communication cabling, and a storage area network also served as hands-on professional development. Vendors shared their knowledge with technology staff consistently throughout these projects.

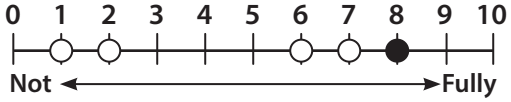
   The district should continue assessing the needs of its administrative system users and focus on developing and promoting training programs that address those needs. Although college staff have universally accepted computer-based training-on-demand options, the specific training needs of individual staff members should be a focus of improvement for this standard.

2. Training for end user staff is more complex, as it is based on applications utilized and the needs of staff for individual departments. El Camino CCD provides most end user training, and all district staff members are presented with opportunities to receive local training in applications such as PowerPoint, computer basics, screencasting, gradebook, Excel, and webpage maintenance. LACOE offers routine annual trainings related to financial matters and student attendance.

Standard Implemented: Fully – Substantially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



Sources and Documentation

Interviews:

Chief business officer

Chief technology officer, El Camino CCD

Dean of student learning

Director of information technology

Information systems engineer

Manager of MIS, El Camino CCD

District Documents:

Various email communications regarding staff training

El Camino College Compton Community Educational Center Technology Plan 2011-2016, June 13, 2012

2015-2016 Standing Committees, March 10, 2016

Other:

MIS Building tour/observation

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.

D. Financial Resources – Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

1. The institution relies upon its mission and goals as the foundation for financial planning.

   a. Financial planning is integrated with and supports all institutional planning.
   b. Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.
   c. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies and plans for payment of liabilities and future obligations.
   d. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

2. To assure the financial integrity of the institution and responsible use of financial resources, the financial management system has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making.

   a. Financial documents, including the budget and independent audit, reflect appropriate allocation and use of financial resources to support student learning programs and services. Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately.
   b. Appropriate financial information is provided throughout the institution.
   c. The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and realistic plans to meet financial emergencies and unforeseen occurrences.
   d. The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets.
   e. All financial resources, including those from auxiliary activities, fund-raising efforts, and grants are used with integrity in a manner consistent with the mission and goals of the institution.
   f. Contractual agreements with external entities are consistent with the mission and goals of

the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution.

g. The institution regularly evaluates its financial management processes, and the results of the evaluation are used to improve financial management systems.

3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
D. Financial Resources												
Standard to be Addressed												
Financial Management Standards -- Internal Control Environment												
1.1	**Integrity and ethical behavior is the product of the college's ethical and behavioral standards, how they are communicated, and how they are reinforced in practice. All management-level personnel exhibit high integrity and ethical values in carrying out their responsibilities and directing the work of others.**	1	2	4	5	6	5	5	6	8	9	9
1.4	**The organizational structure clearly identifies key areas of authority and responsibility. Reporting lines are clearly identified and logical within each area.**	1	2	2	5	6	6	6	7	7	7	7
1.5	Management has the ability to evaluate job requirements and match the requirements to the employee's skills.	2										
1.6	The college has procedures for recruiting capable financial management and staff and hiring competent people.	2										
1.7	**All employees are evaluated on performance at least annually by a management-level employee knowledgeable about their work product. The evaluation criteria are clearly communicated and, to the extent possible, measurable. The evaluation includes a follow-up on prior performance issues and establishes goals to improve future performance.**	3	4	4	6	6	7	7	7	8	8	8
1.8	**Top management sets the tone and establishes the environment. Therefore, appropriate measures are implemented to discourage and detect fraud.**	0	0	4	5	5	5	1	5	6	7	8

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
Financial Management Standards -- Inter- and Intra-Departmental Communications												
2.1	**The business and operations departments communicate regularly with internal staff and all user departments on their responsibilities for accounting procedures and internal controls. The communications are written whenever possible, particularly when they (1) affect many staff or user groups, (2) are issues of high importance, or (3) reflect a change in procedures. Procedures manuals are necessary for the communication of responsibilities. The departments also are responsive to user department needs, thus encouraging a free exchange of information between the two (excluding items of a confidential nature).**	1	2	4	6	7	8	6	7	7	7	7
2.2	**The financial departments communicate regularly with the Governing Board and community on the status of college finances and the financial impact of proposed expenditure decisions. The communications are written whenever possible, particularly when they affect many community members, are issues of high importance to the college and board, or reflect a change in policy.**	1	2	2	5	6	7	3	5	7	7	8
2.3	The Governing Board is engaged in understanding globally the fiscal status of the college, both current and as projected. The board prioritizes college fiscal issues among the top discussion items.	1										
2.4	**The college has formal policies and procedures that provide a mechanism for individuals to report illegal acts, establish to whom illegal acts should be reported, and provide a formal investigative process.**	1	1	3	5	5	5	3	5	7	8	9

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
2.5	**Documents developed by the financial departments for distribution to the board, staff and community are easily understood.**	3	3	3	4	7	8	7	7	7	7	8
Financial Management Standards -- Staff Professional Development												
3.1	The college has developed and uses a professional development plan for training business staff. The plan includes the input of business office supervisors and managers, and, at a minimum, identifies appropriate programs office-wide. At best, each individual staff and management employee has a plan designed to meet their individual professional development needs.	2										
3.2	The college develops and uses a professional development plan for the in-service training of department staff by business staff on relevant business procedures and internal controls. The plan includes the input of the business office and the departments/divisions and is updated annually.	0										
Financial Management Standards -- Internal Audit												
4.1	**The Governing Board has adopted policies establishing an internal audit function that reports directly to the president or Governing Board.**	0	0	4	8	6	6	1	3	4	4	6
4.2	Internal audit functions are designed into the organizational structure of the college. These functions include periodic internal audits of areas at high risk for non-compliance with laws and regulations and/or at high risk for monetary loss.	0										
4.3	Qualified staff members are assigned to conduct internal audits and are supervised by an independent body.	0										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
4.4	**Internal audit findings are reported on a timely basis to the Governing Board and administration, as appropriate. Management then takes timely action to follow up and resolve audit findings.**	0	0	1	3	5	5	0	3	4	4	5
Financial Management Standards -- Budget Development Process (Policy)												
5.1	**The budget development process requires a policy-oriented focus by the Governing Board to develop an expenditure plan that fulfills the college's goals and objectives. The Governing Board focuses on expenditure standards and formulas that meet the college's goals. The Governing Board avoids specific line-item focus, but directs staff to design an entire expenditure plan focusing on student and college needs.**	1	1	2	4	7	8	3	5	6	7	7
5.2	The budget development process includes input from staff, administrators, board and community.	1										
5.3	**Policies and regulations exist regarding budget development and monitoring.**	1	1	0	6	8	8	8	8	9	10	10
5.4	**The college has a clear process to analyze resources and allocations to ensure that they are aligned with strategic planning objectives and that the budget reflects college priorities.**	0	0	1	5	7	7	4	4	4	5	6
5.5	The college has policies to facilitate development of a budget that is understandable, meaningful, reflective of college priorities, and balanced in terms of revenues and expenditures.	0										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
5.6	**Categorical funds are an integral part of the budget process and have been integrated into the entire budget development. The revenues and expenditures for categorical programs are reviewed and evaluated in the same manner as unrestricted general fund revenues and expenditures. Categorical program development is integrated with the college's goals and is used to respond to specific college student needs to support student learning outcomes.**	0	0	1	5	7	7	4	4	4	5	6
5.7	The college has the ability to accurately reflect its net ending balance throughout the budget monitoring process. The 311A and 311Q reports provide valid updates of the college's net ending balance. The college has tools and processes that ensure that there is an early warning of any discrepancies between the budget projections and actual revenues or expenditures.	0										
5.8	The college utilizes formulas for allocating funds to departments/divisions. This can include staffing ratios, supply allocations, etc. These formulas are in line with the board's goals and directions, and are not overridden.	0										
Financial Management Standards -- Budget Development Process (Technical)												
6.1	**The Budget Office has a technical process to build the preliminary budget amounts that includes: the forecast of revenues, the verification and projection of expenditures, the identification of known carryovers and accruals and the inclusion of concluded expenditure plans. The process clearly identifies the sources and uses of funds. Reasonable FTES and COLA estimates are used when planning and budgeting. The same process is applied to all funds.**	0	1	1	5	6	6	3	4	4	4	4

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
6.2	An adopted budget calendar exists that meets legal and management requirements. At a minimum the calendar identifies statutory due dates and major budget development activities.	0										
6.3	Standardized budget worksheets are used to communicate budget requests, budget allocations, formulas applied and guidelines.	0										
Financial Management – Budget Adoption, Reporting, and Audits												
7.1	The college adopts its annual budget and files it with the Chancellor's Office within the statutory time lines.	0										
7.3	The college has procedures that provide for the development and submission of a college budget and interim reports that adhere to criteria and standards and are approved by the Chancellor's Office.	5										
7.4	The college completes and files its interim budget reports within the statutory deadlines.	2										
7.5	**The quarterly fiscal status reports show an accurate projection of the ending fund balance. Material differences are presented to the Governing Board with detailed explanations.**	3	3	1	3	6	6	4	4	4	5	5
7.6	The college has complied with the Governmental Accounting Standard No. 34 (GASB 34) which requires the college to develop policies and procedures and report in the annual financial reports on the modified accrual basis of accounting and the accrual basis of accounting.	8										
7.7	The college has arranged for an annual audit (single audit) within the deadlines established.	8										
Financial Management Standards -- Budget Monitoring												
8.1	All purchase orders are properly encumbered against the budget until payment.	1										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
8.2	**There are budget monitoring controls, such as periodic reports, to alert department and site managers of the potential for over-expenditure of budgeted amounts. Revenue and expenditures are forecast and verified monthly.**	0	3	3	4	6	7	5	5	6	6	6
8.4	Budget revisions are made on a regular basis and occur per established procedures, and are approved by the Governing Board.	0										
8.5	**The college uses an effective position control system that tracks personnel allocations and expenditures. The position control system effectively establishes checks and balances between personnel decisions and budgeted appropriations.**	1	1	1	3	7	8	6	6	6	6	6
Financial Management Standards -- Budget Communications												
9.1	The college budget is a clear manifestation of college policies and is presented in a manner that facilitates communication of those policies.	0										
9.2	**The college budget clearly identifies one-time sources and uses of funds.**	0	1	1	2	6	7	8	9	10	10	10
Financial Management Standards -- Attendance Accounting												
11.1	**An accurate record of enrollment and attendance is maintained.**	5	5	5	5	5	6	5	6	6	6	6
11.3	Students are enrolled and attendance reports are completed by staff and entered into the student information system in an efficient, accurate, and timely manner.	3										
11.5	**Procedures are in place to ensure that enrollment and attendance accounting and reporting requirements are met for weekly student contact hours (WSCH), daily student contact hours (DSCH), credit, non-credit, high school concurrent enrollment, and positive attendance.**	3	5	5	5	5	6	3	5	6	6	6

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
Financial Management Standards -- Accounting, Purchasing and Warehousing												
12.1	The college adheres to the Budget and Accounting Manual (BAM) and Generally Accepted Accounting Principles (GAAP) as required by Education Code Section 84030.	1										
12.2	**The college timely and accurately records all information regarding financial activity (unrestricted and restricted) for all programs. Generally Accepted Accounting Principles (GAAP) requires that for financial reporting to serve the needs of the users, it must be reliable and timely. Therefore, the timely and accurate recording of the underlying transactions (revenue and expenditures) is an essential function of the college's financial management.**	2	3	3	3	5	7	3	5	6	7	8
12.3	**The college forecasts its revenues and expenditures and verifies those projections monthly to adequately manage its cash. In addition, the college reconciles its cash to bank statements and reports from the county treasurer monthly. Standard accounting practice dictates that, to ensure that all cash receipts are deposited timely and recorded properly, cash is reconciled to bank statements monthly.**	2	2	2	2	5	6	5	5	5	6	7
12.4	**The college's payroll procedures are in compliance with established requirements. (Education Code Section 85241) Standard accounting practice dictates that the college implements procedures to ensure the timely and accurate processing of payroll.**	1	5	5	5	7	7	5	5	6	6	6
12.5	**Standard accounting practice dictates that the accounting work is properly supervised and work reviewed to ensure that transactions are recorded timely and accurately, and allow the preparation of periodic financial statements.**	1	2	2	4	5	6	3	5	6	6	7

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
12.6	Categorical programs, either through specific program requirements or through general cost principals, require that entities receiving such funds must have an adequate system to account for those revenues and related expenditures.	2										
12.7	**Generally accepted accounting practices dictate that, to ensure accurate recording of transactions, the college have standard procedures for closing its books at fiscal year-end. The college's year-end closing procedures should comply with the procedures and requirements established by the Chancellor's Office.**	1	1	0	2	4	7	3	5	6	7	7
12.8	The college complies with the bidding requirements of Public Contract Code Section 20111. Standard accounting practice dictates that the college have adequate purchasing and warehousing procedures to ensure that only properly authorized purchases are made, that authorized purchases are made consistent with college policies and management direction, that inventories are safeguarded, and that purchases and inventories are timely and accurately recorded.	4										
12.9	**The college has documented procedures for the receipt, expenditure and monitoring of all construction-related activities. Included in the procedures are specific requirements for the approval and payment of all construction-related expenditures.**	2	2	2	4	6	7	4	6	7	7	8
12.10	The accounting system has an appropriate level of controls to prevent and detect errors and irregularities.	1										
12.11	The college has implemented an account code structure that enables the standard financial reporting required by the state and ensures that the college is in compliance with guidelines.	4										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
Financial Management Standards – Student Body Funds												
13.1	**The Governing Board adopts policies and procedures to ensure compliance regarding how student body organizations deposit, invest, spend, raise and audit student body funds.**	3	3	4	5	7	9	5	5	5	5	5
13.2	Proper supervision of all student body funds is provided by the Board. This includes establishing responsibilities for managing and overseeing the activities and funds of student organizations, including providing procedures for the proper handling, recording and reporting of revenues and expenditures.	2										
13.3	The college provides training and guidance to college personnel and students on the policies and procedures governing student body accounts.	1										
13.4	**Monitoring is performed by the Business Services Office to provide adequate oversight of student funds and to ensure proper handling and reporting.**	1	1	2	6	8	9	5	5	5	5	6
Financial Management Standards -- Multi Year Financial Projections												
14.2	**The college annually provides a multiyear revenue and expenditure projection for all funds of the college. Projected fund balance reserves are disclosed. The assumptions for revenues and expenditures are reasonable and supportable.**	0	0	0	1	5	7	2	4	4	4	4
14.3	Multiyear financial projections are prepared for use in the decision-making process, especially whenever a significant multiyear expenditure commitment is contemplated.	0										
14.4	Assumptions used in developing multiyear projections are based on the most accurate information available.	0										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
Financial Management Standards -- Long-Term Debt Obligations												
15.1	**The college complies with public disclosure laws of fiscal obligations related to health and welfare benefits for retirees, self-insured workers' compensation, and collective bargaining agreements.**	0	5	5	5	6	7	8	8	9	10	10
15.2	When authorized, the college uses only non-voter approved, long-term financing such as certificates of participation (COPS), revenue bonds, and lease-purchase agreements (capital leases) to address capital needs, and not operations. Further, the general fund is used to finance current school operations, and in general is not used to pay for these types of long-term commitments.	8										
15.3	For long-term liabilities/debt service, the college prepares debt service schedules and identifies the dedicated funding sources to make those debt service payments. The college projects cash receipts from the dedicated revenue sources to ensure that it will have sufficient funds to make periodic debt payments. Cash flow projections are continually monitored to ensure that any variances from the projections are identified as early as possible to allow the district sufficient time to take appropriate measures or identify alternative funding sources.	8										
15.4	The college has developed and uses a financial plan to ensure that ongoing unfunded liabilities from employee benefits are recognized as a liability of the college. A plan has been established for funding retiree health benefit costs as the obligations are incurred.	0										

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
Financial Management Standards -- Impact of Collective Bargaining												
16.1	**The college has developed parameters and guidelines for collective bargaining that ensure that the collective bargaining agreement is not an impediment to efficiency of college operations. At least annually, collective bargaining agreements are analyzed by management to identify those characteristics that are impediments to effective delivery of college operations. The college identifies those issues for consideration by the Governing Board. The Governing Board, in the development of its guidelines for collective bargaining, considers the impact on college operations of current collective bargaining language, and proposes amendments to contract language as appropriate to ensure effective and efficient college delivery. Governing Board parameters are provided in a confidential environment, reflective of the obligations of a closed executive board session.**	8	8	8	8	8	8	8	8	8	9	10

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
16.2	The Governing Board ensures that any guideline developed for collective bargaining is fiscally aligned with the instructional and fiscal goals on a multiyear basis. The president ensures that the college has a formal process in which collective bargaining multiyear costs are identified for the Governing Board, and those expenditure changes are identified and implemented as necessary prior to any imposition of new collective bargaining obligations. The Governing Board ensures that costs and projected college revenues and expenditures are validated on a multiyear basis so that the fiscal issues faced by the college are not worsened by bargaining settlements. The public is informed about budget reductions that will be required for a bargaining agreement prior to any contract acceptance by the Governing Board. The public is notified of the provisions of the final proposed bargaining settlement and is provided with an opportunity to comment.	0										
Financial Management Standards -- Maintenance and Operations Fiscal Controls												
18.1	**The college has a comprehensive risk-management program that monitors the various aspects of risk management including workers' compensation, property and liability insurance, and maintains the financial well-being of the college.**	4	5	6	6	6	6	8	9	9	10	10
18.2	**The college has a work order system that tracks all maintenance requests, the worker assigned, dates of completion, labor time spent and the cost of materials.**	2	2	3	5	5	7	7	7	8	8	8
18.3	**The college controls the use of facilities and charges fees for usage in accordance with college policy.**	5	5	4	5	7	7	7	9	9	8	8

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
18.4	**The Maintenance Department follows standard college purchasing protocols. Open purchase orders may be used if controlled by limiting the employees authorized to make the purchase and the amount.**	5	5	4	4	7	6	7	8	9	10	10
18.5	**Materials and equipment/tools inventory are safeguarded from loss through appropriate physical and accounting controls.**	5	5	6	6	6	6	4	4	4	5	5
18.6	College-owned vehicles are used only for college purposes. Fuel is inventoried and controlled as to use.	5										
18.8	Capital equipment and furniture is tagged as college-owned property and inventoried at least annually.	1										
18.9	The college adheres to bid and force account requirements found in the Public Contract Code (Sections 20111 and 20114). These requirements include formal bids for materials, equipment and maintenance projects that exceed $50,000; capital projects of $15,000 or more; and labor when the job exceeds 750 hours or the materials exceed $21,000.	7										
18.10	Standard accounting practices dictate that the college has adequate purchasing and contract controls to ensure that only properly authorized purchases are made and independent contracts approved, and that authorized purchases and independent contracts are made consistent with college policies, procedures, and management direction. In addition, appropriate levels of signature authorization are maintained to prevent or discourage inappropriate purchases or contract awards.	4										

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard III: Resources		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
Financial Management Standards – Food Service Fiscal Controls												
19.1	The college operates the food service programs in accordance with applicable laws and regulations.	3										
Financial Management Standards – State-Mandated Cost												
21.1	**The college has procedures that provide for the appropriate oversight and management of mandated cost claim reimbursement filing. Appropriate procedures cover: the identification of changes to existing mandates; training staff regarding the appropriate collection and submission of data to support the filing of the mandated costs claims; forms, formats, and time lines for reporting mandated cost information; and review of data and preparation of the actual claims.**	2	2	3	4	7	7	8	7	7	7	7

ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 1.1 – Internal Control Environment

Professional Standard:

Integrity and ethical behavior is the product of the college's ethical and behavioral standards, how they are communicated, and how they are reinforced in practice. All management-level personnel exhibit high integrity and ethical values in carrying out their responsibilities and directing the work of others.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has established board policy and administrative regulations addressing the requirements of board members and certain identified administrative staff for disclosing personal activities that may present a conflict of interest while exercising the duties of their position. Board Policy (BP) 2710, Conflict of Interest, dated December 15, 2009, addresses the limitations and disclosure requirements of board members and other district employees where personal activity or financial interest has or may have an effect that is in conflict or incompatible with their duties as officers of the district. Administrative Regulation (AR) 2711, Conflict of Interest Disclosure, dated December 15, 2009, describes in detail the general requirements, designated employee positions, disclosure categories, gifts and honoraria. Each section of the AR places the highest priority on honesty and integrity in all public and personal relationships by board members and senior administrators, and further extends to construction consultants. Ensuring annual compliance with this policy and administrative regulation demonstrates the district's ongoing commitment to enhance its ethical and behavioral standards and provides a strong basis for an internal control environment that is conducive to preventing fraud, misappropriation of funds and other illegal activities.

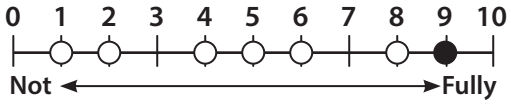
2. The Compton CCD special trustee and provost/CEO continue their commitment and diligence to ensure organizational expectations are communicated regularly to employees. Consistent integrity and ethical behavior by management sets the organizational expectations, provides the necessary leadership for all staff and creates an environment of high ethical and moral value. The continuing leadership demonstrated by the provost/CEO and CBO provides an ongoing sense of stability for staff. Staff expressed that they clearly understand the administration's expectations of them, and management-level personnel are actively involved in directing and overseeing the work of staff in the Business Services Department. Staff members continue to speak highly of the leadership.

3. The district continues to routinely review and update board policy and administrative regulations. Several years ago the administrative team established a goal to review 15 or more each year, and FCMAT found continued progress in this area based on interviews, review of district communications, and updated board policies and administrative regulations. The district should continue efforts to ensure that all board policies and administrative regulations are routinely reviewed, updated, developed and implemented; and the continued development of operational procedures should also occur to strengthen policy effectiveness. The district should ensure staff are informed and trained in all areas of change that affect their areas of responsibility.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	4
June 2009 Rating:	5
January 2010 Rating:	6
July 2010 Rating:	5
June 2012 Rating:	5
April 2013 Rating:	6
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 1.4 – Internal Control Environment

Professional Standard:

The organizational structure clearly identifies key areas of authority and responsibility. Reporting lines are clearly identified and logical within each area.

Progress on Implementing the Recommendations of the Recovery Plan:

1. An organizational structure that provides clearly defined lines of authority significantly enhances internal control. Accountability is a critical component of an effective control environment and is established through organizational structure and effective communication. Assembly Bill (AB) 318 set forth the parameters of the partnership between El Camino CCD and Compton CCD and created the Compton Center. The El Camino College Compton Center operates as a center of El Camino Community College and, under the partnership, provides accredited courses for instruction. El Camino CCD provides oversight and management of the instructional programs and supporting services.

   FCMAT was provided with an organizational chart for 2015-16, dated February 11, 2016, reflecting minimal change to the organizational structure since the last report, such as changes in title for a few positions. Each division in the organizational chart is subdivided into its supporting departments. This chart provides direction for management and support staff by documenting clear lines of authority.

   AR 3101, Management Organization Chart, issued March 15, 2010, does not reflect the district's most up-to-date organizational chart. The chart in AR 3101 should be updated to reflect the actual structural delineation, lines of authority and reporting to the Compton CCD provost/CEO and El Camino CCD or the regulation should be revised so that it does not incorporate such detail.

2. Employees interviewed continued to indicate that they understand the organizational reporting structure for communication and the appropriate chain of command.

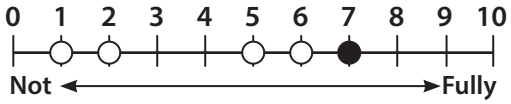
3. Continuity of staff in the CBO and director of accounting positions continued in this review period, allowing the district to maintain a strong, consistent leadership team in the Business Services Department. The ongoing stability in department leadership continues to strengthen the ability to provide high quality services.

4. Under the governance structure and partnership agreement, El Camino CCD continues to provide oversight to the Compton Center as necessary to help ensure Compton CCD's fiscal recovery, and will assist with compliance efforts and progress toward accreditation for the center. Senior management of the El Camino CCD continue to report high levels of confidence in the Compton CCD leadership team. The working relationships between the two institutions continue to be positive as a result of the consistency and strength of the leadership team.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	5
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	6
April 2013 Rating:	7
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 1.7 – Internal Control Environment

Professional Standard:

All employees are evaluated on performance at least annually by a management-level employee knowledgeable about their work product. The evaluation criteria are clearly communicated and, to the extent possible, measurable. The evaluation includes a follow-up on prior performance issues and establishes goals to improve future performance.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has established and continues to use systematic evaluation instruments for all employee groups. For faculty, two evaluation formats have been established and agreed upon including a standard evaluation and a special evaluation. The format and frequency of certificated staff evaluations depend on the position held, the duration of time in the position and other circumstantial factors.

   The foundation for the classified employee evaluation is established by the personnel commission and outlined in the Rules and Regulations of the Classified Service. This document specifies the frequency and timing of classified employee performance evaluations, the responsible party for providing evaluations, procedures for completion and the appeals process if the employee is not satisfied with the evaluation. Further information is provided in the Guide to Evaluation of Performance in the Classified Service document prepared by the Compton CCD Human Resources Department. The classified evaluation document is a basic tool for assessing employees' performance related to quantity and quality of work, judgment, working relations, initiative, dependability and reliability, attendance and punctuality, safety and communication skills.

   The management evaluation document includes templates for basic, comprehensive and administrative evaluations. This standardized framework provides the necessary guidance for managers and ensures that the district's overarching goals are addressed in the process. Performance evaluations are required annually for all management and classified employees.

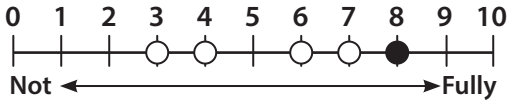
2. The Human Resources Department continues to manage the annual evaluation process, which is initiated each year through communications with management. A memo is sent to administrators and managers each March along with a list of employees to be evaluated. The review team selected and reviewed a sample of employee evaluations and continues to observe instances where the evaluator addresses specific areas of improvement and provides measurable goals to attain satisfactory results on future evaluations. At the time of FCMAT's fieldwork, evaluations for the May 2015 review period had been completed and lists and communications had been distributed for the 2016 evaluation cycle. The district continues to meet the required timeframe for most employee evaluations. Timely, consistent execution of evaluations is essential to guide employees in meeting the duties and responsibilities of their positions as outlined in their job description. Employee evaluations serve as a tool for addressing areas of weakness in performance and to acknowledge and encourage progress. District leaders understand their roles and the need to move through the appropriate stages of the evaluation process when performance weaknesses are identified but are consistently

challenged by competing priorities on their time. Regular training regarding best practices for completing employee evaluations should continue.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 1.8 – Internal Control Environment

Professional Standard:

Top management sets the tone and establishes the environment. Therefore, appropriate measures are implemented to discourage and detect fraud.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The solidification of the management hierarchy continues to improve the effectiveness and efficiency of management oversight of employees and their work. The recognition by staff and faculty of the management hierarchy in execution and oversight of daily staff assignments continues to demonstrate the expectation of high integrity and ethical behavior throughout the organization.

2. The CBO continues to assume the Business Services Department's leadership role and manages some routine tasks focused on budget development, financial projections and facilities accounting. The director of accounting is primarily focused on financial accounting aspects of the department and continues to provide technical assistance and guidance to staff. Department staff continue to report that while they work more closely with the director, the CBO remains involved in daily operations and provides leadership to the management team.

3. The primary objective for management is to achieve effective internal controls and include reasonable assurance that:

   a. Compliance with policies, procedures, plans, laws and regulations is achieved
   b. Assets are safeguarded against theft and/or loss
   c. Financial information is accurate and reliable
   d. Financial and operational information is timely
   e. Resources are used effectively, efficiently and economically
   f. Established operational and programmatic goals and objectives are met

   To meet this objective, written operational policies and procedures for business office functions continue to be developed, although the number of new procedures being developed has decreased.

4. Formal operational policies and procedures help to establish protocols for the completion, review and oversight process of each function in the business office. When properly designed, implemented and followed, written procedures improve the effectiveness of the internal control structure and offer reasonable assurance that occurrences of fraud will be avoided. Modifications to procedures or standardized forms continue as needed. Communication and staff training are essential to the successful implementation of procedural changes. Employees are not consistently informed and familiar with modified procedures and forms as changes take place.

5. While all employees have some degree of responsibility for the district's internal controls, management is ultimately responsible for detecting fraud. Each member of the management team should be familiar with the signs of fraud. Although the CBO is responsible for ensur-

ing proper internal controls are established and procedures are implemented in the Business Services Department to properly safeguard assets, the district should not rely solely on this position to identify and prevent fraud or other illegal activities.

During this review period, the district formed an Audit Committee independent of the business office that reports to the provost/CEO. The 2015-2016 Standing Committees document states that purpose of this committee is to "… periodically report to the Board the status of previous district audit, special audit, and internal audit recommendations." The district also engaged in independent reviews of two areas in the business office through a consultant agreement with an independent certified public accountant/certified fraud examiner. The first independent review was designed to assess operational procedures of the Bursar's Office and the second review focused on an assessment of the district's payroll services. The results of these two reports were scheduled to be reviewed by the Audit Committee at its February and May 2016 meetings; however, minutes from the February 2, 2016 meeting were not provided to FCMAT to confirm that discussion had occurred.

6. Establishing and maintaining a fraud prevention program is essential in fraud deterrence. The district adopted Administrative Regulation 7701, Whistleblower Reporting Protocols, September 6, 2013, outlining the CEO's procedures if unlawful incidents are suspected of district employees in the performance of their duties. This regulation establishes processes for responding to and investigating reports of unlawful activities, as defined in Board Policy 7700, Whistleblower Protection, adopted June 8, 2010. The policy also addresses how complaints of retaliation for making such reports are to be handled.

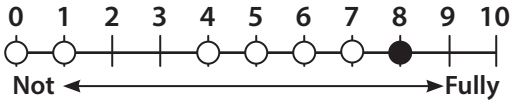
7. The district's fraud prevention program continues to include a fraud hot line, which allows anonymous tips about potential fraud. Although the administration remains committed to increasing awareness throughout the district of the WeTip program, FCMAT's observations indicated that posters promoting the program throughout the campus have been limited during the past two reviews. Program promotion through multiple postings throughout the campus, including department and student notice boards, would help create program awareness and convey a higher level of focus by the administration regarding fraud prevention. The WeTip flyer can also be accessed by going to the district's website.

8. Compton CCD continues to work to discourage and detect fraud by developing and implementing applicable policies and procedures. Ongoing efforts by the leadership in the business office to provide effective oversight, review, training, and reinforcement of proper internal controls and operational procedures helps to provide reasonable assurance that the district's operations are effective, efficient and sound, and that the financial information is reliable.

Standard Implemented: Fully - Substantially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	4
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	5
June 2012 Rating:	1
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 2.1 – Inter- and Intra-Departmental Communications

Professional Standard:

The business and operations departments communicate regularly with internal staff and all user departments on their responsibilities for accounting procedures and internal controls. The communications are written whenever possible, particularly when they (1) affect many staff or user groups, (2) are issues of high importance, or (3) reflect a change in procedures. Procedures manuals are necessary for the communication of responsibilities. The departments also are responsive to user department needs, thus encouraging a free exchange of information between the two (excluding items of a confidential nature).

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Business Services Department continues to communicate with internal staff and user departments on their responsibilities for accounting procedures and internal controls in varying ways and at varying times throughout the year. Internally, the leadership team continues to develop and document procedures for routine accounting activities and generally incorporates participation in that development by those staff members directly responsible for the task.

   Documented procedures for routine tasks in the business office, including those managed by senior accounting staff, are assisting in communicating changes, identifying intersections with other tasks and providing reference resources to help guide staff through the learning process when duties are reassigned. Additionally, collaboration among business office staff in advance of changes could assist in identifying factors not considered prior to implementation and help alleviate frustrations experienced by staff that may not have been aware that any change affecting their work took place.

2. FCMAT reviewed several documents designed to provide information to employees and others on changes to board policy and business procedures established to strengthen internal controls. Among items reviewed were memorandums, emails and other communications that demonstrate efforts to inform and train internal staff and external departments on new or revised business procedures and responsibilities, and revisions to board policy and administrative regulations that affect financial areas. Although the CBO reviews the development and/or revision of board policy and administrative regulations that affect accounting procedures and internal controls, staff continue to report that not all changes are routinely communicated to employees.

3. The district does not maintain institutional (desk) procedure manuals for day-to-day tasks in the Business Services Department, but rather utilizes an internal network shared drive to retain electronic versions of established and draft processes and procedures, which are accessible to all Business Services staff.

4. Stability in the business office leadership team continues during this review period. Focus on the development of documented processes and procedures for day-to-day operations con-

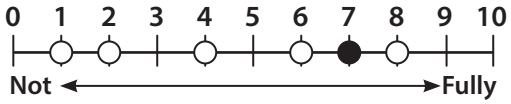
tinues as weaknesses in established processes are identified. Some minor shift in roles and responsibilities have occurred in the Business Services Department with the addition of two new staff members over the last 18 months.

5. Interviews with staff identified mixed opinions regarding the level of communications within the business office and between the business office and other departments. Although internal staff reported that they feel they understand their responsibilities, lines of authority and resources available to them, some continue to express a desire for more departmentwide collaboration. Weaknesses continue in communicating details that affect multiple tasks, including those associated with account coding for salaries and benefits between positions managed by the Human Resources Department and budget and payroll managed by the Business Services Department. Inadequate or untimely communication of changes, such as proper account code assignment for personnel, results in reclassification entries and/or budget revisions, which in turn contributes to operational inefficiencies. These circumstances can also make it difficult for departments to effectively monitor and manage their budgets. The Business Services Department should conduct routine department meetings to aid in mitigating these weaknesses.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	4
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	6
April 2013 Rating:	7
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 2.2 – Inter- and Intra-Departmental Communications

Professional Standard:

The financial departments communicate regularly with the Governing Board and community on the status of college finances and the financial impact of proposed expenditure decisions. The communications are written whenever possible, particularly when they affect many community members, are issues of high importance to the college and board, or reflect a change in policy.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The CBO routinely provides the provost/CEO with a high level overview of state budget factors at each significant point in the fiscal cycle, including the January presentation of the governor's proposed state budget, May revision and final budget assumptions and the general effect each has on the district. Additionally, the CBO presents quarterly and annual financial status reports at board meetings throughout the fiscal year. While greater detail may be provided verbally during presentations, reports provided to the board/special trustee in board agenda materials or accessible through web links are generally summarized. Although some factors used to provide the basis of foundational calculations are present, the details supporting significant revenue and expenditure projections are lacking. Financial reports should provide the assumptions used as the foundation for budget development and financial projections and the details associated with significant financial changes or variances from one period to the next. Materials prepared to communicate fiscal status to the board/special trustee should clearly communicate the essential details contained in reports and projections.

   Board meeting agendas include items such as the quarterly and annual financial status reports, which are presented as discussion/information items to the board. The board minutes reflect that items are reviewed and discussed.

2. The district's Business Services Department regularly presents purchase orders, stale dated checks, and budget transfers/augmentations to the board/special trustee for approval, with purchase orders and stale dated checks appearing as consent items on the board agendas. The documentation for budget transfers/augmentations continues to provide the rationale for their necessity and when presented as action items, facilitates board discussion.

3. The district continues to provide the board with routine updates for facilities planning and development including those projects funded with Measure CC and Proposition 39 bond funds. Board meeting minutes and supplemental documentation provide descriptive and financial details for most items presented. However, bond expenditure reports lack detail including narrative support to provide the user with any information associated with the item presented. The district should ensure narrative detail related to significant changes accompanies financial updates.

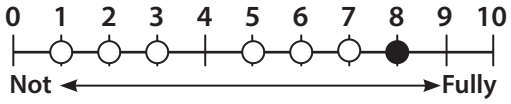
4. The district uses several forums to disseminate and discuss information pertaining to its financial activities, including the financial impact of proposed expenditure assumptions and decisions. Among these forums are the Planning and Budget Committee that serves as the

steering committee for campuswide financial planning and budget development; the Special Trustee's Advisory Committee, which advises the special trustee regarding the management of the district; and the Bond Oversight Committee, which informs the public concerning the district's expenditure of revenue received from the sale of voter-authorized bonds. Each committee plays an integral role in obtaining, considering, questioning, understanding and communicating information regarding fiscal aspects of the district.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	5
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 2.4 – Inter- and Intra-Departmental Communications

Professional Standard:

The college has formal policies and procedures that provide a mechanism for individuals to report illegal acts, establish to whom illegal acts should be reported, and provide a formal investigative process.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has adopted policies and administrative regulations that establish district organizational hierarchy and increase the resistance to fraud including: organizational structure, access to facilities and property, delegation of authority, procurement, asset security and accounting, reporting of crimes and an annual external audit.

2. The district adopted BP 7700, Whistleblower Protection, on June 8, 2010 that requires the CEO to establish regulations regarding the reporting and investigation of suspected fraudulent activities and provides protection from retaliation for those who make such reports in good faith and/or assist in the investigation of such reports.

3. BP 7700 references AR 7701, Whistleblower Reporting Protocols, which was issued September 6, 2013 and encourages and provides guidance to individuals to report suspected incidents of unlawful activities, including the steps for reporting suspected acts and assurances to protect those who report from retaliation. The AR also provides for an investigative process and lists alternative agencies an employee may contact that are external to the district, including the State Auditor's Whistleblower Hotline, Bureau of State Audits and the California Department of Insurance Fraud Division. These procedures solidify the established methods for reporting inappropriate activities.

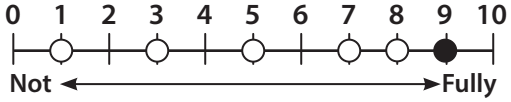
4. The district adopted BP 8400, Reporting of Crimes, on October 20, 2009 that requires the CEO to ensure, as required by law, that reports are prepared of all crimes committed on campus and reported to campus police, as well as arrests made for the same, that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The policy requires the CEO to ensure that "required reports of non-criminal acts of hate violence are prepared" and made available as required by law, and indicates that the crime report information will be collected and distributed annually.

5. The CBO continues to communicate to the campus community regarding the district's established whistleblower reporting protocols for individuals to follow if they suspect incidents of unlawful activities by district employees in the performance of their duties. A memorandum from the CBO dated February 24, 2016 encourages staff members to read AR 7701, Whistleblower Reporting Protocols, and provides a website link to the regulation. The memo also reminds staff of the We-Tip program, and provides the phone number to call to anonymously report information of any unlawful activity. A link was also provided to the We-Tip website, where crimes such as academic fraud, drugs/illegal substance, workers' compensation fraud, discrimination, harassment, threats, safety violations, burglary and weapons can be reported.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating	5
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 2.5 – Inter- and Intra-Departmental Communications

Professional Standard:

Documents developed by the financial departments for distribution to the board, staff and community are easily understood.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district continues to provide routine financial reports in many forums including meetings with the provost/CEO, state trustee, board of trustees, cabinet, Planning and Budget Committee, and for many purposes including budget development study sessions, negotiations, financial projections, project reporting and analysis. The details of materials presented are generally appropriate for the forums for which they are intended. Budget and financial information is consistent in structure, generally reported by fund and summarized by object code, and is commonly accompanied by basic revenue and expense assumptions. Financial information for the unrestricted and restricted resources is presented separately in the proposed and final budgets for consideration and approval. Financial data for fiscal years is presented in three columns: one presenting financial data for the last fiscal year completed and audited, one presenting estimated or unaudited year-end projections for the fiscal year under way, and one for the fiscal year under development. Greater object code detail is provided in the tentative budget, while amounts are presented by major object code in the final budget. Detailed district assumptions, projections, goals and plans are essential to providing readers a clear understanding of the basis of financial projections. Although some details are provided in the introductory overview of assumptions, tying those figures back to the final numbers presented continues to be challenging as complete detail is lacking. A summary of significant changes presented by major object code would help readers to interpret the changes in budget amounts from one period to the next.

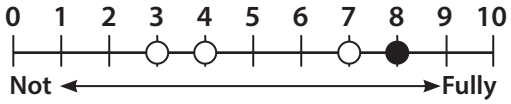
2. Generally, budget development is a collaborative effort, with contributions from the provost/CEO, CBO, cabinet members, Planning and Budget Committee, Consultative Council, and some departments, all of whom work to define and develop the assumptions and details of the tentative budget. The district continues to meet regularly with the Planning and Budget Committee, which is comprised of members from management, faculty, staff and student groups. Discussion items include current budget, future budget, facility issues, enrollment plans, overarching goals, budget assumptions and other business topics as determined by the committee. Meeting minutes indicate that the CBO actively presents budget and financial information to committee members and encourages dialogue and input; committee members review the content of budget materials and make inquiries demonstrating active participation; responses are provided where clarity is needed; and when necessary, matters that require additional research are brought back for further discussion at subsequent meetings.

3. The documents distributed by the business office to committee and advisory board members continue to be in a narrative or spreadsheet format. To increase involvement and understanding, it is a best practice to use visual presentations, including graphs and charts to help those unfamiliar with the fiscal environment to more easily understand the budget and fiscal issues.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 4.1 – Internal Audit

Professional Standard:

The Governing Board has adopted policies establishing an internal audit function that reports directly to the president or Governing Board.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district revised Administrative Regulation 6401, Audits, on November 17, 2015. Revisions to this administrative regulation incorporated the authorization for the CEO to "… call for a special audit or internal audit whenever the best interest of the district will be served." It further states that the "CEO shall establish an audit committee to review the annual district audit, special audit, and internal audit reports." The regulation indicates that the Audit Committee reports to the board the status of audit recommendations, implying it is their role to follow up on deficiencies noted in those reports.

   During this review period, the district established an Audit Committee to review the annual district audit, special audit, and internal audit reports and periodically report the status of audit recommendations to the board/special trustee. This was done in an effort to implement FCMAT's recommendation regarding establishing and monitoring proper internal controls in key operational areas including the business office, Bursar's Office, financial aid, categorical programs and state and federal grants. The Audit Committee reports directly to the provost/CEO and includes representatives from the management, faculty and staff constituent groups; student representatives have not yet been assigned to the committee. Audit Committee meetings are scheduled approximately once per quarter and special sessions can be calendared if deemed necessary. The initial meeting occurred December 8, 2015.

2. Although the district does not employ an internal audit position, it remains a priority of the district to ensure that sound internal controls are established, reviewed, and monitored to deter and prevent material misstatement. The district and the provost/CEO remain committed to fostering an environment and culture that clearly communicates that fraud and other illegal acts will not be tolerated and that all allegations will be investigated. While the district acknowledges the importance of the internal audit function, an alternative approach to meeting this objective has been implemented as opposed to staffing a position dedicated to this purpose. The district has chosen to outsource some of the duties traditionally managed through the internal audit function. Additionally, the CBO and director of accounting actively review and monitor operational areas and make adjustments to procedures where improvement in internal controls is deemed necessary to address system weaknesses.

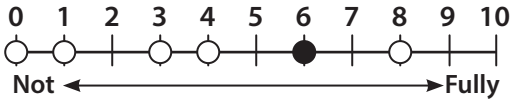
3. The district hired an independent external auditor to conduct a review and analysis of the Bursar's Office internal control system for cash collections, evaluate the system for weaknesses and susceptibility to potential misappropriation, and propose improvements where applicable. That review occurred in April 2015, and review of the report was listed as an agenda item for the February 2, 2016 Audit Committee meeting. FCMAT was not provided with minutes for that meeting.

The district also hired the same independent external auditor to conduct a review and analysis of the payroll department's internal control system. That review and analysis was conducted during this review period and was included on the February 2, 2015 Audit Committee meeting agenda for a status discussion. Interviews indicated that the report had been completed but not yet released at the time of FCMAT's fieldwork.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	4
June 2009 Rating:	8
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	1
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	4
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 4.4 – Internal Audit

Professional Standard:

Internal audit findings are reported on a timely basis to the Governing Board and administration, as appropriate. Management then takes timely action to follow up and resolve audit findings.

Progress on Implementing the Recommendations of the Recovery Plan:

1. In June 2013 an Internal Operations Review Plan was designed to identify existing internal controls and monitor and update processes and procedures in the district business office. The original list ranked areas of risk as priority 1-4, with 1 requiring immediate attention within six months; 2, immediate attention within 12 months; 3, attention within 18 months; and 4, attention within 24 months. Although a status update of initial priorities was developed in June 2014, the district has not updated the priorities list to identify new areas of focus since the plan was released on June 30, 2013.

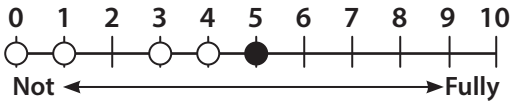
   Although this plan has not been updated to incorporate newly identified items, the district has continued efforts to conduct reviews in some areas, including a recent study pertaining to payroll.

2. Although the district does not staff an internal audit position, it has engaged external professional services to assist in mitigating fraud risk and identifying control weaknesses in specific areas over the last year, specifically the Bursar's Office and the payroll department, as discussed in Standard 4.1. Interviews with staff indicated the district plans to present all findings and internal control weaknesses identified in these reviews to the Audit Committee. Actions taken to mitigate findings identified in the reviews should be clearly documented and communicated to affected staff members, cabinet, the Audit Committee and the board of trustees/special trustee.

3. The district should continue efforts focused on routinely reviewing and monitoring systems and procedures established to identify weaknesses in the internal control structure. Follow-through in the development of processes and procedures that mitigate identified weaknesses is essential, ultimately reducing the risk of loss to the district.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	1
June 2009 Rating:	3
January 2010 Rating:	5
July 2010 Rating:	5
June 2012 Rating:	0
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	4
April 2016 Rating:	5

Implementation Scale: 

ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 5.1 – Budget Development Process (Policy)

Professional Standard:

The budget development process requires a policy-oriented focus by the Governing Board to develop an expenditure plan that fulfills the college's goals and objectives. The Governing Board focuses on expenditure standards and formulas that meet the college's goals. The Governing Board avoids specific line-item focus, but directs staff to design an entire expenditure plan focusing on student and college needs.

Progress on Implementing the Recommendations of the Recovery Plan:

1. BP 6200, Budget Preparation, was revised and approved by the board/special trustee on January 20, 2015 (the district's website shows a prior revision date of October 24, 2014). The revised policy includes an increase in the unrestricted general fund reserve from 5% to 10%. This policy provides that the CEO solicit recommendations from the cabinet and Planning and Budget Committee, and that the budget development process include:

   - Support of the district's master and educational plans
   - Budget assumptions presented to the board for review
   - Budget projections that address long-term goals and commitments

   Board policy also mandates budget study sessions to be scheduled for board members and a public hearing to be scheduled "in which interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget."

   The accompanying administrative regulation, AR 6201, Budget Calendar, states that the CEO directs that the budget for each fiscal year be prepared within a defined process and timeline with various phases for preliminary budget development to final budget adoption. Budget assumptions must be finalized by January 31 with a narrative that describes the overall goals and objectives of the district that have primary consideration in the budget development process. In accordance with AR 6201, the assumptions shall include:

   - Forecast beginning balance and directions regarding the goals and objectives for the ending balance
   - Projection for cost of living adjustment
   - Forecasts for full-time equivalent students, full-time equivalent faculty and revenue
   - Forecast and impact of collective bargaining
   - Standardized formulas and ratios to be used in allocating funding among departments
   - Assumptions about and material changes in the district's debt capacity and the community's capacity for general obligation bonds
   - Guidance regarding drawing down the line of credit

2. Minutes of the Planning and Budget Committee dated March 2015 through September 2015 indicate the committee's recommendations were solicited by the district at many points in the 2015-16 budget development process, including the review of overarching priorities, budget assumptions, tentative budget and five-year fiscal management plan.

   A 2015-16 budget workshop was held for the governing board on April 28, 2015 and included a presentation of the tentative budget assumptions. A tentative budget for the 2015-16 fiscal year was presented to the board/special trustee for approval at the June 16, 2015 board meeting. Final budget assumptions were presented to the board/special trustee on August 18, 2015, and the district's 2015-16 final budget was presented for approval on September 8, 2015. Board minutes for both the tentative and final budget reflect that the hearing was properly noticed on the previous agenda and the regular meeting adjourned for the public hearing as required by the California Code of Regulations Title 5, Sections 58301 and 58305; meeting minutes reflect that there were no audience comments but do not consistently include the times hearings are opened and closed. The presentation of both the tentative and final budgets included budget assumptions with a multiyear financial analysis that included one historical year (2013-14), projected current year (2014-15) and budget for new year (2015-16).

   During the October 20, 2015 board meeting, a five-year fiscal management plan was presented for discussion and approval.

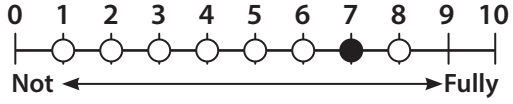
3. Minutes indicate that during the October 20, 2015 board meeting, the special trustee discussed the 2015 Elected Board of Trustees' Goals. These goals include a section for fiscal responsibilities to study, review and provide input on the 2015-16 budget; study and review the 2014-15 audit report; monitor the 2015-16 budget; and to study and be responsive to the impact of fiscal changes that may occur nationally, locally, and/or at the state level.

4. To make further progress in this standard, the district needs to ensure it follows the process and timeline provided in AR 6201.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 5.3 – Budget Development Process (Policy)

Professional Standard:

Policies and regulations exist regarding budget development and monitoring.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The revised BP 6200 describes the budget development process and establishes that the annual budget "shall support the District's master and educational plans." The policy reflects the establishment of an unrestricted general fund reserve of 10%, doubling the California Community Colleges Chancellor's Office recommended reserve level of not less than 5%.

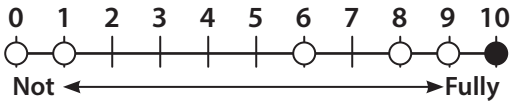
2. Budget management is the responsibility of the CEO in accordance with BP 6250 and AR 6251. This policy requires board approval for changes between major object code classifications. A review of agenda items for regularly scheduled board meetings indicates that they reflect the approval of budget transfers with supporting documentation.

3. BP 6300 provides for fiscal management in accordance with principles contained in the California Code of Regulations, Title 5, Section 58311 and the California Community Colleges Budget and Accounting Manual.

Standard Implemented: Fully - Sustained

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	0
June 2009 Rating:	6
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standards 5.4 and 5.6 – Budget Development Process (Policy)

Professional Standard:

Standard 5.4: The college has a clear process to analyze resources and allocations to ensure that they are aligned with strategic planning objectives and that the budget reflects college priorities.

Standard 5.6: Categorical funds are an integral part of the budget process and have been integrated into the entire budget development. The revenues and expenditures for categorical programs are reviewed and evaluated in the same manner as unrestricted general fund revenues and expenditures. Categorical program development is integrated with the college's goals and is used to respond to specific college student needs to support student learning outcomes.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton CCD has established board policies, administrative regulations and written documentation that facilitate budget development and allocates resources in alignment with district goals and objectives.

2. The budget development process is well developed with supporting documentation to guide the process in board policy and department manuals. Individual unit plans are submitted to department deans for review, and deans work with the provost/CEO and/or vice president prior to submission of the plans to the Planning and Budget Committee and Consultative Council for information and review. The provost/CEO consults with the special trustee before final approval.

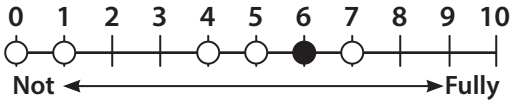
3. The Planning and Budget Committee reviews unit and area plans to ensure proper alignment with overarching district goals and objectives. The district continues to use a web-based interactive data-driven software program, TracDat, to align organizational goals and objectives with budget augmentations, including allocations of one-time funding, for each unit and department. TracDat allows faculty and staff the ability to make the connection between recommendations from the program review process and annual planning. Although the extent of use is inconsistent between departments, the software provides quantitative measurements for outcomes and the ability to take action for improvement in a timely fashion.

4. Categorical funds are budgeted at a base level in the tentative and final budgets, with adjustments made when augmentations are received throughout the year. While categorical expenditures associated with annual planning objectives may be included in TracDat, other budget details are developed by the division managers and deans with the assistance of the vice president and the Business Services accountant. Budget revision occurs throughout the year when new augmentations are received or budget transfers are required for expenditures. The business office requires budget augmentation requests to be entered in TracDat for review and approval.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	1
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	4
April 2013 Rating:	4
April 2014 Rating:	4
April 2015 Rating:	5
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 6.1 – Budget Development Process (Technical)

Professional Standard:

The Budget Office has a technical process to build the preliminary budget amounts that includes: the forecast of revenues, the verification and projection of expenditures, the identification of known carryovers and accruals and the inclusion of concluded expenditure plans. The process clearly identifies the sources and uses of funds. Reasonable FTES and COLA estimates are used when planning and budgeting. The same process is applied to all funds.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The CBO has primary responsibility to prepare initial projections of revenue for the general operating budget. The process begins with a calculation of full-time equivalent students (FTES) and cost of living adjustment (COLA) estimates from the Governor's January budget proposal. The budget assumptions for the 2015-16 tentative budget were presented at the April 28, 2015 budget workshop special board meeting. After the state budget had been approved, the assumptions were updated and included in the final budget, which was approved September 8, 2015.

   In the prior review period, the administrative team reported that enrollment was a priority and concentrated efforts were under way to examine student enrollment data. For the 2014-15 final budget, enrollment increased but the number of classes per student decreased, causing a reduction in FTES of approximately 500. According to data analyzed by the provost/CEO, approximately 40% of students were taking six units or less. The district anticipated borrowing 500 FTES from summer 2015 to balance the 2014-15 fiscal year, for a total FTES of 5,716. Excluding plans to borrow FTES, actual 2014-15 FTES were 16.5% lower than the estimate of 6,251 contained in the 2014-15 final budget. The district received stability funding under CCR Title 5, Section 58776 in 2014-15 based on the prior year FTES, an increase of 844 FTES.

   In the 2015-16 final budget, administration estimated 5,216 FTES with the expectation that the district would receive stability funding to previously projected 2014-15 FTES levels. Since that time, the administration revised the 2015-16 estimate to 5,505 with plans to borrow FTES from summer 2016 to achieve funding of 6,060 FTES.

   The provost/CEO plans to stabilize FTES by 2016-17 by attracting more students to generate more revenue. Two new programs will be added to the list of class offerings: cosmetology and a fire academy. An ongoing partnership with the local K-12 school district, started in fall 2015, allows high school students to earn their AA degree concurrently with high school graduation and generate additional FTES.

2. The CBO and budget analyst are primarily responsible for budget development with assistance from the accountant for categorical funds. The CBO prepares department allocations for initial distribution. The budget analyst, CBO and accountant complete the input process in the financial software.

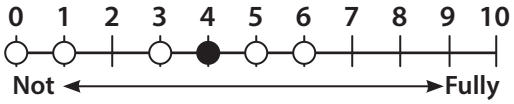
The provost/CEO recognizes that the budget process is evolving and that more needs to be done to incorporate approved unit plans that link to the district's overarching goals and objectives into the final budget. The CBO, hired in 2012, has provided stability in the Business Services Department; however, the budget process should include cross-training of other department personnel such as the director of accounting and/or the accounting supervisor positions. The district should also consider involving more staff members in the process, particularly with the projection of expenditures and the inclusion of expenditure plans.

3. As indicated in previous review periods, the district should include assumptions for all funds in the narrative section of the tentative and final budgets. In addition, the district has responsibility over Associated Student Body funds, which should be an integral component of the budget process and presentation.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	5
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	3
April 2013 Rating:	4
April 2014 Rating:	4
April 2015 Rating:	4
April 2016 Rating:	4

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 7.5 – Budget Adoption, Reporting, and Audits

Professional Standard:

The quarterly fiscal status reports show an accurate projection of the ending fund balance. Material differences are presented to the Governing Board with detailed explanations.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Quarterly financial status reports presented to the board/special trustee during this review period continue to lack detailed explanations for large variances that occur in revenues, other financing sources, expenditures, other outgo and cash borrowing. While simplicity of information is often preferred for presentation purposes, the district would benefit from providing greater detail in the back-up documentation and speaking to the significant changes in presentations. For example, the most recent reporting periods in 2015-16 from September 30, 2015 to December 31, 2015 showed an increase in unrestricted revenues of $944,913 and an increase in unrestricted expenditures of $119,409 with no explanation for the change.

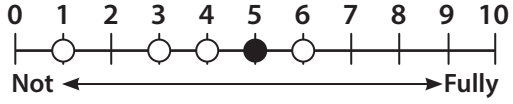
2. The quarterly financial status reports demonstrate under-projection of the ending fund balance. The Q4 report accurately projects the ending fund balance, but the variance between the Q3 and Q4 reports is a 37.5% increase. Variance between Q1, Q2 and Q3 reports is a maximum of 6%, indicating that the ending fund balance is understated until actual data is known. Although conservative projections are prudent, overly conservative projections may limit the district's ability to make timely financial decisions.

3. The district should communicate quarterly financial statement variances and changes to the board/special trustee and ensure that presentation materials, supporting documentation and detailed narratives accompany all reports and are made available in the board agendas and other financial links on the district's website.

Standard Implemented: Partially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	1
June 2009 Rating:	3
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	4
April 2013 Rating:	4
April 2014 Rating:	4
April 2015 Rating:	5
April 2016 Rating:	5

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 8.2 – Budget Monitoring

Professional Standard:

There are budget monitoring controls, such as periodic reports, to alert department and site managers of the potential for over-expenditure of budgeted amounts. Revenue and expenditures are forecast and verified monthly.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Business Services manual has comprehensive budget development and monitoring guidelines, including a section that defines specific processes for budget tracking, maintenance and monitoring throughout the year. The manual identifies departmental employees responsible for budget such as deans, directors and others authorized to approve expenditures or modify the budget (departmental budget holders). Departmental budget holders are expected to review budget status reports at least monthly from the Datatel system and report any discrepancies to the CBO for review.

   Interviews disclosed that departmental budget holders have online access to the Datatel financial system and can review and/or print a hard copy of their budget report independently. Departments may request financial reports from staff in the Business Services Department. While departmental budget holders indicated they reviewed their budgets, some noted difficulties resulting from the delay in budget modifications associated with salary and benefit distributions that are submitted to the Human Resources Department using Personnel Activity Report (PAR) forms and the timeline for reconciliation of the district's two financial systems.

2. Complicating the issue of budget monitoring are departments not following established purchasing procedures, which require the preparation of purchase orders for expenditures. The use of purchase orders ensures that sufficient funds are available in the budget to make each purchase and encumber the budget prior to the purchase taking place. While the district's financial system blocks the creation of new requisitions if insufficient resources are available in the budget to support the expenditure, these controls are ineffective when bypassed by staff. Although the CBO has discussions with staff members that fail to follow district procedures, followed up by a letter outlining the process to use for future purchases, violations continue to occur.

3. The Business Services manual states that twice each fiscal year managers are offered campuswide budget review by the CBO. This has not taken place during the 2013-14, 2014-15 or 2015-16 fiscal years. The CBO and budget analyst hold managers responsible for their budgets and monitoring their departmental reports and offer individual training/assistance as needed on request.

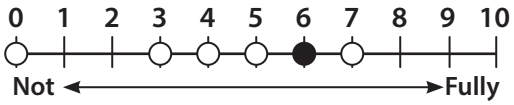
4. The district uses two accounting systems, Datatel and PeopleSoft. Its partner, El Camino CCD, requires the use of Datatel, and LACOE requires the use of PeopleSoft. The district uses the Datatel system for budgeting and accounts payable, but the two systems do not automatically reconcile and only PeopleSoft is audited by the district's external auditors.

Routine monthly reconciliations between systems are essential to ensure that data is accurately reflected in each system. However, due to the difficulties encountered in the timing of uploads into Datatel and the extensive time necessary to perform the reconciliations monthly, they are only completed quarterly. This is an improvement over the prior year's biannual process due to the hiring of an additional accountant position in the business office.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	4
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 8.5 – Budget Monitoring

Professional Standard:

The college uses an effective position control system that tracks personnel allocations and expenditures. The position control system effectively establishes checks and balances between personnel decisions and budgeted appropriations.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Position control is the system used to control and track all relevant information for all positions approved by the board of trustees/special trustee, including the assigned pay schedule, work days and other qualification criteria. Each approved position should be uniquely identifiable by a position number. Each new position created and approved is set up in position control and likewise, any position eliminated by the district (one that the district will no longer staff in the future) should be removed from the system. Position control allows a district to track all approved positions, staffed and unstaffed. As employees are hired for a position, they are assigned the appropriate position number. It should only be possible to commit each position number to one full assignment, although multiple employees could be assigned a partial assignment. It is best practice for the data maintained in the position control system to be used as the foundation for the district's budget and to drive payroll. Salaries and benefits are the single largest expenditure in the general fund operating budget, totaling approximately 71.3% for the district in 2015-16 according to the 2015-16 Final Budget. Thus, it is essential that the information managed in the position control system is routinely matched to the budget and payroll data.

2. The district has adopted, revised, and implemented regulations to appropriately control and track positions but has difficulty with the implementation of proper procedures to effectively monitor position control. For example, the district previously used the position control reports in the Human Resources System (HRS). Instead, the district has started maintaining position control on a spreadsheet, which doesn't provide easy access to information like the current number of board/state trustee approved open positions. Administrative Regulation 6252 and Administrative Procedure 6252A detail the requirements for obtaining approval to establish a new position or fill an existing position. The administrative procedures detail the steps and workflow necessary to process the requirements and communicate the actions to the necessary departments. The process also incorporates a check and balance system that ensures compliance and review of position control actions.

3. The district has implemented procedures to establish new positions that are added to the budget. Interviews with district administrators and staff, however, identify a lack of appropriate management oversight to ensure that the position control records are routinely updated and reconciled. The director of accounting who oversees the budget analyst responsible for maintaining position control is not familiar or involved with this function, and the CBO lacks the time necessary to review the work. During the prior review period, interviews indicated that the budget analyst had only recently eliminated more than 100 positions from the system that were vacant and will remain unfilled. During the current review period, interviews indicated that no reconciliation occurred since the prior visit. The district should compare budgeted positions with active position control records and make necessary adjustments at least annually.

4. Management staff responsible for overseeing budgets indicated they were unable to obtain timely budget-to-actuals comparison of staffing costs. This is primarily due to the lack of integrated financial systems as information is not updated timely. The district uses two systems for position control, Datatel and PeopleSoft. While Administrative Procedure 6252A calls for a budget technician to perform a weekly review of the differences between the two systems, this task is not routinely performed. Interviews with staff indicated that these systems are reconciled quarterly. Although the district's annual audit historically cited findings associated with the reconciliation of the two systems, no findings were cited in the 2014-15 audit.

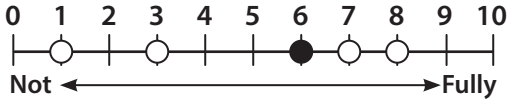
   A reliable position control system must be maintained throughout the fiscal year to prevent over- or under-budgeting by including only those positions that have been district-approved. In addition, a reliable position control system prevents a district from omitting from the budget routine annual expenses such as substitutes and estimated costs for employee salary schedule step and/or column changes.

5. Interviews with employees indicated that the Business Services Department recognizes there are several areas for improvement. The district should reconcile position control with records in human resources and they should agree with budgeted salary and benefit information. The district should continue to evaluate business office staffing and skill levels to ensure there is enough staff and that the current staff have the training and skills necessary to accomplish the work required.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	3
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	6
April 2013 Rating:	6
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 9.2 – Budget Communications

Professional Standard:

The college budget clearly identifies one-time sources and uses of funds.

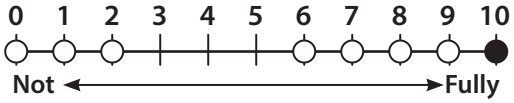
Progress on Implementing the Recommendations of the Recovery Plan:

1. The narratives to the budget reports presented to the board of trustees/special trustee clearly identify one-time revenues and expenditures. These narratives provide sufficient documentation to demonstrate that the district has sustained a reliable system and process for this standard.

Standard Implemented: Fully - Sustained

April 2007 Rating:	0
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	2
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	8
April 2013 Rating:	9
April 2014 Rating:	10
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 11.1 – Attendance Accounting

Professional Standard:

An accurate record of enrollment and attendance is maintained.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has an established process for recording and reporting enrollment and attendance; however; there is an ongoing concern regarding the accuracy of some of the reports prepared and submitted to the state. Compton CCD's first (P1) Estimated Enrollment Fee Revenue report for fiscal year 2014-15 (CCFS-323) due on January 15, 2015 was submitted to the state timely. The total estimated fees at that time were $907,745. The second (P2) Estimated Enrollment Fee Revenue report due on April 15, 2015 was also submitted to the state timely. The total estimated fees at that time were $850,676, a reduction in revenue of $57,069 over the time period January to April 2015. The final Actual Enrollment Fee Revenue report due on September 15, 2015 was submitted to the state on September 23, 2015. The total actual fees at that time were $837,775, a reduction in revenue of $12,901 over the time period April to June 2015.

   Compton CCD's first (P1) Estimated Enrollment Fee Revenue report for fiscal year 2015-16 (CCFS-323) due on January 15, 2016 was submitted to the state timely. The total estimated fees at that time were $1,041,420. The second (P2) Estimated Enrollment Fee Revenue report is due on April 15, 2016. At the time of FCMAT's fieldwork, this report was not yet due.

   Revenue for enrollment fees charged pursuant to Education Code Sections 76300 and 76140 includes fees paid and receivables recorded for courses beginning after the close of the 2014 spring term through the close of the 2015 spring term. Since this is a cumulative annualized fiscal report, the total "fees paid" is expected to increase over the time period January to April 2015. No rationale or revised reports were provided to FCMAT to indicate the district identified and corrected errors in the reports provided for review. The procedures for completing the CCFS-323 report should be reviewed and understood to ensure that reports are completed properly and the state is provided accurate information. P2 for fiscal year 2015-16 was not yet due at the time of FCMAT's fieldwork, so analysis could not be completed as to whether the cumulative report issues described above have been corrected.

2. A review of the 2014-15 CCFS-320 Apportionment Attendance report, Annual, showed a total of 5,216.6 full-time equivalent students (FTES). The district goal for the fiscal year was 6,060. Three hundred and twelve FTES from summer 2014 were used in the fiscal year 2014-15 report.

   To meet the district's goal of 6,060 FTES, the FTES Goal and Actual report shows that 749 FTES will be used from summer 2015 and 350 FTES will be borrowed from summer 2016 to use in fiscal year 2015-16. The use of summer FTES in either fiscal year is a standard practice in California community colleges. However, continued use of this practice may result in a deficit in summer FTES available for use in the fiscal year 2016-17.

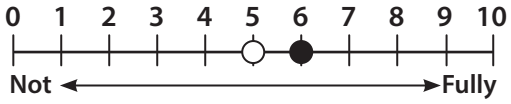
The CCFS-320 report was due to the Chancellor's Office on July 15, 2015, and was electronically submitted on July 15, 2015 and signed by the provost/CEO on July 23, 2015. This report is prepared by the El Camino CCD academic affairs analyst and is reviewed and signed by the Compton CCD provost/CEO.

3. The Compton Center follows El Camino CCD's student drop policy for nonpayment. Students must pay 100% of their fees within a specified period of time or they are automatically dropped from the class roster. In addition, the district has contracted with the Franchise Tax Board for the California Tax Offset Program. Under the terms of the agreement, unpaid student fees going back a number of years are automatically withheld from state refund checks.

Standard Implemented: Partially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	6
June 2012 Rating:	5
April 2013 Rating:	6
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 11.5 – Attendance Accounting

Professional Standard:

Procedures are in place to ensure that enrollment and attendance accounting and reporting requirements are met for weekly student contact hours (WSCH), daily student contact hours (DSCH), credit, non-credit, high school concurrent enrollment, and positive attendance.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Compton CCD utilizes El Camino CCD's student enrollment, registration and attendance processes, forms and systems, which are consistent with industry standards and are designed to ensure that student attendance is accurately recorded and reported. The CCFS-320 Apportionment Attendance reports are prepared by the El Camino academic affairs analyst. The CCFS-323 Enrollment Fee Revenue reports are prepared by Compton CCD.

2. The 2014-15 Annual Financial and Budget Report, Form CCFS-311 Master Report, includes a cover page that is to be signed and dated by the CBO and the superintendent or CEO. The CBO and the provost/CEO signed and dated this report on October 6, 2015 and October 8, 2015, respectively. The due date for this report was October 10, 2015.

   The 2014-15 311-Q for the fourth quarter was electronically certified and signed by the CBO on September 1, 2015 and by the provost/CEO on September 3, 2015, which is more than two weeks past the due date of August 15, 2015. The 2015-16 first quarter 311-Q was electronically submitted on November 16, 2015, which was one day late. Signatures of the CBO and provost/CEO are dated November 16, 2015 and November 18, 2015, respectively. The 2015-16 second quarter 311-Q, due February 15, 2016, was executed and electronically filed by the district on February 16, 2016, which was one day late. The district should ensure that state reports are executed properly and filed timely.

3. The CCFS-323 Actual Enrollment Revenue report for 2014-15 was submitted on September 23, 2015, but was due September 15, 2015. The 2015-16 CCFS-323 report for P1 was filed timely. At the time of FCMAT's fieldwork the 2015-16 P2 was not yet due.

   The P1 and P2 reports filed for 2013-14 and 2014-15 included P1 revenue greater than that reported on the P2. As indicated in Standard 11.1, analysis of whether this has been corrected for 2015-16 could not be performed. Because this is a cumulative report the accuracy of the information reported in the prior review period is questionable. The CBO should review and ensure the accuracy of all reports prior to submission. The district should ensure that state reports are executed properly and filed timely.

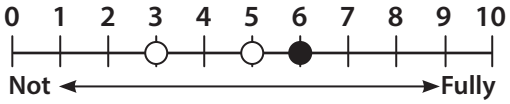
4. Compton CCD's 2015-16 Final Budget incorporates a projection of 5,860 FTES. The district is offering 1,500 course sections to meet that FTES target. Interviews with El Camino CCD staff and Compton's management indicated that Compton continues to rely on "borrowing" from summer FTES to meet its cap, which maximizes state funding in any single fiscal year. FTES from summer term can be used in either fiscal year. Although this is a standard business practice used by California community colleges, caution should be used as summer

FTES may eventually be exhausted by use in the prior fiscal year if borrowing continues to occur for several successive fiscal years. The administrative team reported that enrollment is a priority and anticipates eliminating the need for borrowing by the 2016-17 fiscal year.

Standard Implemented: Partially

April 2007 Rating:	3
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	6
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 12.2 – Accounting, Purchasing and Warehousing

Professional Standard:

The college timely and accurately records all information regarding financial activity (unrestricted and restricted) for all programs. Generally Accepted Accounting Principles (GAAP) requires that for financial reporting to serve the needs of the users, it must be reliable and timely. Therefore, the timely and accurate recording of the underlying transactions (revenue and expenditures) is an essential function of the college's financial management.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district continues to demonstrate improvement in overall accounting and recording entries as evidenced through the removal of material weakness findings during the last four annual audits. The district should continue its efforts by ensuring the director of accounting or CBO continues to review and approve all journal entries and other accounting corrections prior to posting to the financial system.

   Note 15 in the June 30, 2014 annual audit report indicated that the district implemented GASB 65. Note 15 also states, "Additionally, the financial statements reflect corrections of accumulated accounting errors …which were discovered and corrected by management." Note 15 in the June 30, 2015 annual audit indicated that the district implemented GASB 68. This indicates the business office leadership's technical understanding and application of GAAP.

2. Districts are required by the California Community Colleges Chancellor's Office Budget and Accounting Manual (BAM) to properly classify expenditures using four-digit activity codes as described in the Taxonomy of Programs (TOPS) manual. Prior independent audits contained findings that indicated many instances of incorrect TOPS coding were found and corrected for audit purposes, but not corrected in the district's financial system. The district has not had a repeat of this finding during the last three fiscal years, indicating a clearer understanding and oversight of TOPS code application. Misclassification of activity could directly affect the 50% law calculations.

   Interviews with staff indicated that management made references to the BAM throughout the year but no training was provided during this and the last review period. The district should ensure that all applicable staff members receive training on the use of the BAM.

3. The district has continued to reduce the number of audit findings reported in the annual audit, with no findings in the 2013-14 and 2014-15 audit reports. The systematic reduction and ultimate elimination of findings in each of the last several fiscal years demonstrates ongoing improvement in financial management and oversight.

4. Individual departments have online access to print financial reports for monitoring purposes. Accounting staff meet with department chairs and directors to review budget issues at key intervals during the fiscal year and are available as needed to answer questions. The CBO

conducts a quarterly budget to actuals variance review in conjunction with financial reporting activities to identify any areas that appear to be problematic and require further review.

5. Each year, business office staff attend LACOE's annual year-end closing trainings. LACOE provides written procedures for monthly/annual closing processes, and the Business Services Department has continued developing written processes and procedures for individual tasks, including a year-end closing checklist. Closing documents are published and accessible by all staff on a shared network drive. The CBO and the director of accounting indicated that staff will once again attend the LACOE year-end training for 2015-16.

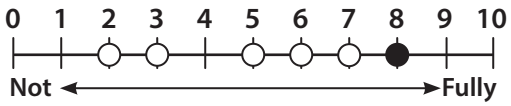
   The district established a routine year-end cutoff date for purchasing, and two notifications were sent to all staff informing them of the March 28, 2015 unrestricted general fund purchasing cutoff for the 2014-15 fiscal year. However, no such communications were provided to FCMAT for the 2015-16 fiscal year.

6. Interviews with staff indicated that a quarterly reconciliation process has been established between Datatel and PeopleSoft. The district has hired an accountant to perform this task and the monthly bank statement reconciliations. The El Camino CCD has provided Compton with spreadsheets used for reconciliation purposes. Review of the electronic spreadsheets and paper documentation at the time of fieldwork confirm that reconciliations between the two systems are completed quarterly, and the bank reconciliations are performed monthly. District staff expressed that reconciliations are not conducted more frequently throughout the year because of timing differences between the two systems in transaction processing and posting.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	3
January 2010 Rating:	5
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 12.3 – Accounting, Purchasing and Warehousing

Professional Standard:

The college forecasts its revenues and expenditures and verifies those projections monthly to adequately manage its cash. In addition, the college reconciles its cash to bank statements and reports from the county treasurer monthly. Standard accounting practice dictates that, to ensure that all cash receipts are deposited timely and recorded properly, cash is reconciled to bank statements monthly.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Business Services Department management staff oversees cash management for the district. On July 1, 2014 the CBO issued a memorandum to the CEO that indicates he reviews cash weekly by receiving a daily cash balance report and updates the cash flow projection monthly to reflect prior month actuals. A 2015-16 cash flow projection was completed in February 2016. Interviews with the CBO indicated no tax revenue anticipation notes (TRANs) would be needed in fiscal year 2015-16. Review of the updated cash flow document confirmed no TRAN would need to be issued for fiscal year 2015-16. FCMAT was not provided with a cash flow projection for 2016-17, but staff reported they do not anticipate the need for a TRAN, as the lowest cash balance for any month in the current fiscal year is $9 million, which is sufficient to cover monthly expenses.

2. The strength and technical knowledge of the Business Services Department's team continues to increase with the ongoing stability of leadership that possess strong accounting and auditing backgrounds. A review of a sample of revolving fund bank reconciliations indicates ongoing improvement in their timely completion and review. The preparation dates noted on reconciliations for the October and November 2015 Union Bank account 0561 reflect the subsequent month and review by management shortly thereafter. A new accountant was hired and has been on staff since January 2015; reconciliation duties have been assigned to this position, allowing management more time to supervise staff and increase focus on processes and procedures.

3. Interviews with management and Bursar's Office staff confirmed that all cash is collected at the Bursar's Office and deposited into the clearing account. AR 6301 states, "The CCCD commercial clearing account balance is to be transferred to LACOE not less than weekly and more often whenever the balance reaches $90,000 in order to ensure the district is receiving interest on its unused funds." The Bursar's Office policies and procedures mirror AR 6301. Clearing account bank statements from March through November 2015 were provided, and review of these statements and reconciliations revealed compliance with AR 6301.

   Journal entries are prepared for collections, and a check is prepared for deposit to the County Treasurer's Office. All deposits to the County Treasurer and related journal entries are reviewed and signed by the CBO or the director of accounting prior to deposit and posting to the district's system of record (PeopleSoft). Documentation was shared with the review team that indicated staff continue the practice of reconciling the district's cash in the county treasury monthly.

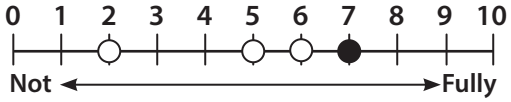
4. AB 318 was approved by the governor in June 2006 and appropriated $30 million to the district as an emergency apportionment for cash flow purposes. This is considered to be a line of credit against advance apportionments, subject to repayment with interest. To date, the district has drawn down three installments totaling approximately $17.9 million. Annual payments of $1,292,420 are due on June 1 of each fiscal year. The outstanding debt as of June 30, 2015 is estimated at $13.1 million. The district expressed no plans to further access the line of credit, but is exploring options with the California Community Colleges Chancellor's Office to refinance the line of credit at a lower interest rate.

   The district staff presented the 20-year debt service schedule, based on the total draws to date of $17.9 million, to the board on March 16, 2010. The CBO has included an annual debt service payment of $1,292,420 for the line of credit in the multiyear financial projection spreadsheet.

Standard Implemented: Partially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	2
January 2010 Rating:	5
July 2010 Rating:	6
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	5
April 2015 Rating:	6
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 12.4 – Accounting, Purchasing and Warehousing

Legal Standard:

The college's payroll procedures are in compliance with established requirements. (Education Code Section 85241) Standard accounting practice dictates that the college implements procedures to ensure the timely and accurate processing of payroll.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Payroll Department continues to maintain procedure standards in payroll processing. However, interviews continue to indicate that a lack of consistent oversight and supervision exists. Interviews with staff also indicated that district management only occasionally reviews and approves payrolls submitted to LACOE, and that payroll staff review their own work and then rely on LACOE for the main check and balance of the submission. However, staff reported that they are taking more time to review their work to ensure all items are correct. LACOE has the documentation that supports each employee's pay rate, and reviews the submission with the documentation to ensure accuracy. Review and approval of all payroll reports by district management, prior to submission to the county office, is essential for proper internal controls and to protect district assets.

2. Sound internal controls dictate that no single employee has the ability to prepare, generate, authorize and distribute payments; each of these duties should be properly segregated. Payroll staff reported that payroll checks and/or stubs are disbursed by the specialist who processed the payroll. The district should segregate the duties of distributing payroll checks from the employee who generates the payroll. This could be done by having each payroll specialist distribute the paychecks prepared by the other.

3. Meetings between the Human Resources and Payroll departments that give staff the opportunity to discuss board agenda items, LACOE issues, PERS/STRS matters, and process improvement ideas are no longer held on a regular monthly basis. These meetings were conducted to discuss personnel items approved by the board/special trustee, after which the floor was open for discussion on other topics. Concerns regarding a lack of communication about staffing changes that affect payroll continue. The district should re-establish a schedule of routine meetings between staff members in the Human Resources and Payroll departments. Input for agenda items should be sought from staff in both departments prior to each meeting and include board meeting items and other matters that affect both departments. The meetings should present an environment for sharing challenges in routine duties and collaboration to identify options for resolution and improvement.

4. Payroll specialists continue to regularly attend training events at LACOE.

5. Payroll staff continue to receive copies of new employee contracts, and interviews indicated that payroll staff routinely compare the information in all new employee contracts with information reported on timesheets to ensure that new employees are compensated appropriately and to further reduce payroll errors. During the current review period, interviews with staff

and management revealed growing concerns with the timeliness of payroll processing. The district has engaged an external certified public accountant to review the processes associated with payroll; however, the report had not yet been issued at the time of FCMAT's fieldwork.

6. Payroll and benefits are processed through an interface between the HRS position control system and both Datatel and PeopleSoft financial reporting systems. Posting in two financial systems creates timing differences that must be reconciled when the district reports state-required financial activities, budget and variance reports. This reconciliation process is performed manually. Routine reconciliation continues to be a challenge due to the amount of time that passes between the processing of each payroll and the upload from PeopleSoft to Datatel by El Camino CCD. Interviews indicated that LACOE is considering a new enterprise resource planning (ERP) software, the implementation of which could be beneficial to the district. A new ERP could integrate the financial, payroll and budget systems and eliminate the need for reconciliation of data between multiple systems, resulting in improved efficiencies and greater confidence in financial data.

7. Interviews indicated that the El Camino CCD vice president continues to include a position control number on all contracts. If the position control number is not on the contract, payroll staff verifies the position with the vice president directly prior to inputting payroll.

8. The budget analyst is responsible for reconciling position control to payroll. Inconsistency in completing routine reconciliations between position control and payroll records continued during this review period. Although efforts continue in the business office to clean up the data stored in position control, interviews indicated this remains a work in progress. The district should review and reconcile position control and payroll records monthly and resolve any discrepancies timely to improve maintenance of position control and further reduce payroll errors.

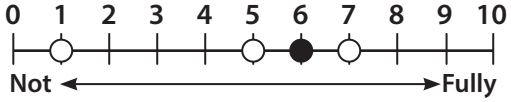
9. Department supervisors authorize overtime and compensatory time. AR 6311, Attendance and Time Reporting, describes the regulations to which the district must adhere. The district had developed a draft Payroll Department – Policies and Procedures document dated February 1, 2013. No updates to this draft were provided to FCMAT during this review period. The district should review and update, as necessary, applicable board policy, administrative regulations and department procedures to comply with sick leave requirements established by AB 1522, which became effective July 1, 2015.

10. The district has implemented a process for expediting payroll deduction payments to vendors. Previously payroll deduction checks were processed and then mailed to vendors. Now, a detailed deduction register is run, then the vendors are contacted with the information and payment is sent electronically.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 12.5 – Accounting, Purchasing and Warehousing

Professional Standard:

Standard accounting practice dictates that the accounting work is properly supervised and work reviewed to ensure that transactions are recorded timely and accurately, and allow the preparation of periodic financial statements.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Consistency in business practices and oversight are an important role of the leadership in the business office. Staff continue to express confidence in the district's administrative team. Documentation provided to the review team also indicates that management continues to review and approve much of the work performed by business office staff; however, as indicated elsewhere in this report, oversight is still lacking in some areas. Staff reported that the CBO and the director of accounting routinely request supporting documentation and/or clear explanation from staff regarding their work during the review process. Reports prepared for submission to any agency must be reviewed by management to help ensure accuracy and confirm that all costs associated with the program are included. Staff reported that management continues to review reports before they are distributed. FCMAT noted management approval on many of the documents provided during this review period, which demonstrates ongoing improvement in this process.

2. Although the momentum has slowed, the CBO and the director of accounting continue their efforts in developing and implementing operational processes and procedures for business office tasks.

3. The district has established an administrative regulation that outlines the distribution of revenue associated with enterprise activities. AR 3601, Section XIX, states the following:

   > To the extent that the bookstore, food services, and campus vending services generate a net profit, after deducting district expenses for maintenance and utilities, the funds may be deposited in the following auxiliary organization accounts: 50% of the net funds may be deposited in the Associated Student Body for Compton Community College District accounts; 25% of the net funds may be deposited in the Auxiliary Services fund to support student programs as designated by the Auxiliary Services committee and approved by the CEO; and the remaining 25% of the net funds may be deposited in the Foundation for the Compton Community College District accounts to be used for student scholarships (see AR 3602 Student Scholarships), the Academic Awards Tea and graduation related expenses.

   Proceeds received from student enterprise activities go directly to the Bursar's Office and are deposited in the district accounts at the County Treasurer. In addition, the June 28, 2011 Master Agreement between the Compton CCD and Foundation for Compton CCD indicates that the foundation is a nonprofit organization existing pursuant to state laws and the Internal Revenue Code Section 501(c)(3). The master agreement indicates that funds may be disbursed to the Associated Student Body (ASB), Foundation and Auxiliary as described in the paragraph above.

Review of bank statements for the general ASB account from February 2015 through January 2016 indicate that deposits associated with activity for 2013-14 and 2014-15 were made September 3, 2015. As of January 2016, the documentation provided did not reflect any disbursements to the ASB related to the current fiscal year activity. Review of bank statements for the scholarship account from February through December 2015 did not show deposits from net proceeds from bookstore, food services or campus vending services. FCMAT was not provided with any detailed accounting of activities generated by these sources or approvals of transfers.

AR 3610 indicates that the district "may" make transfers based on net profit, which could require the fiscal year to conclude to determine the net proceeds available for distribution. Management should provide ongoing routine oversight of all accounting activities and ensure funds are properly and regularly disbursed.

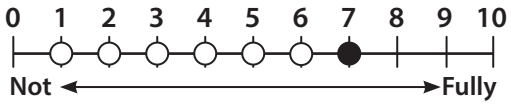
4. Ongoing stability in the leadership in the Business Services Department has contributed greatly to the progress made in the comprehensive financial standards. The CBO and director of accounting continue to work to improve oversight in the business office, provide guidance and training to staff, and establish improved business practices by developing and implementing operational processes and procedures for several operational areas in the department.

5. The CBO and director of accounting perform many high level accounting tasks. In January 2015, the district hired an accountant who completes bank statement reconciliations and Datatel to PeopleSoft reconciliations monthly and quarterly, respectively. These tasks were previously done by the director of accounting. Delegation of these duties to a staff accountant now allows more time for management review and oversight.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	4
January 2010 Rating:	5
July 2010 Rating:	6
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	6
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 12.7 – Accounting, Purchasing and Warehousing

Professional Standard:

Generally accepted accounting practices dictate that, to ensure accurate recording of transactions, the college have standard procedures for closing its books at fiscal year-end. The college's year-end closing procedures should comply with the procedures and requirements established by the Chancellor's Office.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district has an established year-end closing checklist, which staff and management reported is available to staff on the Business Services internal shared drive; however, the last copy of this checklist provided to FCMAT was the one applicable to the 2013-14 fiscal year-end closing. Additionally, the district historically sent out memos addressing purchasing cut-off procedures and dates to district employees prior to year-end; however, no such documents were provided to FCMAT for the 2015-16 fiscal year.

   Interviews indicated that the CBO and director of accounting continue to perform the predominant share of tasks associated with year-end closing; however, the Business Services Department staff members are clear on their responsibilities for year-end closing that are delegated to them. The CBO and director of accounting should continue to play an active role in the year-end closing process, and provide staff with guidance, oversight, and assistance when necessary.

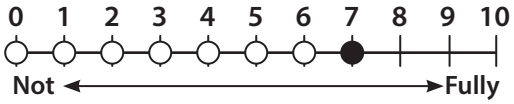
2. The district continues to follow year-end closing procedures and schedules for PeopleSoft systems established by LACOE. Although the district does not have an established procedures manual, step-by-step desk procedures for some tasks have been developed and are available to staff on the shared drive, as reported by staff and evidenced through visual observation by FCMAT during this review period. The director of accounting reported that procedures are continually being reviewed and updated.

3. The district has had no findings in its 2013-14 and 2014-15 annual audit reports, which demonstrates ongoing improvement and adherence to accounting procedures. The 2012-13 audit report included two findings, 2013-3 and 2013-4, related to timely reconciliation of cash and payroll clearing accounts, respectively. Documentation reviewed by FCMAT during this review period supports the timely preparation and review of reconciliations, which are essential components of year-end closing procedures. A new accountant was hired in January 2015; reconciliation duties have moved back to the staff, allowing management more time to supervise staff and increase focus on processes and procedures.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	0
June 2009 Rating:	2
January 2010 Rating:	4
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 12.9 – Accounting, Purchasing and Warehousing

Professional Standard:

The college has documented procedures for the receipt, expenditure and monitoring of all construction-related activities. Included in the procedures are specific requirements for the approval and payment of all construction-related expenditures.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Interviews with staff and review of documentation, including the equipment purchase guidelines, accounts payable department policies and procedures, and the independent performance audit report for the period ended June 30, 2015, indicated procedures are in place to ensure approval of purchase orders is obtained before construction start dates, payment process sheets are signed by Business Services Department staff, and payments are made timely.

   The accounts payable policy and procedures for capital and bond expenditures specifically require all expenditures to be reviewed and approved by the CBO and/or designated individuals, which was substantiated through management interviews and review of documentation provided by the district. The procedures further require specific payment processing forms that identify invoices as Measure CC and State Capital Outlay Projects. The CBO confirmed that he continues to have sole control over all aspects of financial accounting and reporting of the bond projects. All work should be reviewed and approved by an additional staff or management employee to help ensure that internal controls are maintained.

2. The district's Measure CC general obligation bond financial statement findings for the years ending June 30, 2014 and 2015 identified no deficiencies or material weaknesses. The reports included one finding in fiscal year 2013-14 and no findings in the year ending June 30, 2015. The June 30, 2014 finding cited an exception to Education Code Sections 15280 and 15282. Per Section 15280, the Citizens' Bond Oversight Committee is required to issue regular reports on the results of its activities and make available the minutes of committee proceedings on the district's website. The June 30, 2014 audit indicates that although six meetings were held during the year, only two committee meetings were posted for public record. FCMAT's review of the district's website during this review period found that the minutes for 2013-14 had subsequently been posted.

   The 2013-14 audit also indicates that the district's Citizens' Bond Oversight Committee website did not reflect representation from two of the committee groups (business organization and enrolled student) required per Education Code Section 15282. The district has since made edits to its website postings; however, FCMAT was not provided with any documentation to verify that the members reflected on the website are current.

   Review of the district's website indicates that agendas for 2014-15 and 2015-16 bond committee meetings are posted, with the exception of the September 3, 2015 meeting. However, not all meeting minutes are posted. Six meetings were conducted during the 2014-15 fiscal year and, as of FCMATs fieldwork, four meetings had been conducted for 2015-16. Minutes

for 2014-15 meetings were posted to the website, with the exception of the June 2015 meeting. Minutes were not posted for three of the four 2015-16 meetings. The district should update the website with all available information related to the Citizens' Bond Oversight Committee so it is available for public review.

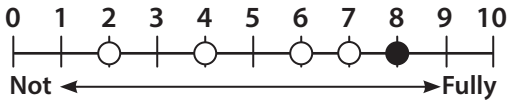
3. Financial and performance audit reports for Measure CC general obligation bonds are posted on the district's website for fiscal years 2009-10 through 2014-15. The Citizens' Bond Oversight Committee annual reports are only posted through 2014. The 2015 annual report should be added to the website.

4. The Football Field project was properly documented from Prequalification Notice, to project bid notification, to board/special trustee approval for bid results and award, notice of intent to award, and notice to proceed. Bid and award notification documents were provided to FCMAT for review, and indicate compliance with the district's construction purchasing guidelines.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	4
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	4
April 2013 Rating:	6
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 13.1 – Student Body Funds

Professional Standard:

The Governing Board adopts policies and procedures to ensure compliance regarding how student body organizations deposit, invest, spend, raise and audit student body funds.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The board/special trustee adopted BP 3600, Auxiliary Organizations, and AR 3601, Auxiliary Organization Protocols, on March 16, 2010. However, the district is not following its policy and regulation in some areas as indicated below.

2. BP 3600, Auxiliary Organizations, gives the board the authority to recognize and approve auxiliary organizations established to provide the district supportive services, specialized programs and functions identified in Title 5. The policy explains requirements for such organizations to be approved, and states that all recognized auxiliary organizations must comply with Education Code provisions as follows:

   - The composition of a board of directors and the way in which it conducts its meetings;
   - Conducting an annual audit;
   - Employing its work force;
   - Expending and appropriating its funds, and keeping its records.

   Based on BP 3600, the auxiliary organizations recognized by the Compton Community College District are:

   - Foundation for the Compton Community College District
   - Associated Student Body Compton Community College District
   - Patrons Association

3. AR 3601, Auxiliary Organization Protocols, outlines the way that auxiliary organizations must conduct business, which is a requirement of Board Policy 3600.

   The AR requires that an annual report be submitted to the board of directors of the auxiliary organization and the CEO by September 15 of each year, and that the report include the following:

   - All financial statements required to be filed with the state Chancellor's Office
   - A comparison of budgeted and actual expenditures
   - A description of major accomplishments of the organization
   - A description of improvements proposed for operation of the organization

   FCMAT requested but was not provided with documentation necessary to verify that this report is filed annually.

The AR states that the CEO shall annually provide to the Board of Trustees a list of all auxiliary organizations in good standing. A review of the board meeting minutes did not show that the list was provided during this review period. The AR also states that "All auxiliary organization procedures and practices shall be reviewed to determine compliance with Education Code Sections 72670 et seq., and the policies, rules and regulations of the Board of Governors, and of the District. The CEO shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter." FCMAT requested but was not provided with documentation necessary to verify that reviews are occurring.

The district should ensure that board policies and administrative regulations are being followed in a timely and complete manner, and revise policies and regulations if they are no longer current.

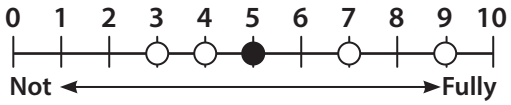
4. In addition to maintaining a district specific Associated Student Body Finance Code and Procedures Manual with written guidance on various operational procedures and best practices, the business office also recommends the FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference for use as general guidance. FCMAT also recommends the addition of language to BP 3600 to explain that the FCMAT manual supplements the district's board policy or procedures on student organizations and booster auxiliary organizations. Sample board policy language is as follows:

   > The Governing Board adopts on an ongoing basis the most recent Fiscal Crisis and Management Assistance Team (FCMAT) Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference as Compton Community College's ASB Manual. In the event of any conflict between the most recent FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference and Compton Community College's ASB processes or procedures, the policies and procedures established by Compton Community College will prevail.

   This verbiage allows the district flexibility and clarity to follow its own specific policies and procedures that may differ from those in the FCMAT manual.

Standard Implemented: Partially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	4
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	9
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	5
April 2015 Rating:	5
April 2016 Rating:	5

Implementation Scale: 

ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 13.4 – Student Body Funds

Professional Standard:

Monitoring is performed by the Business Services Office to provide adequate oversight of student funds and to ensure proper handling and reporting.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district is ultimately responsible for all activities of the Associated Student Body (ASB); as such, board policy, procedures and internal controls must be established by the district to facilitate those duties. Additionally, an appropriate degree of financial oversight and routine follow-up of the activities of the ASB are also essential to ensure that established procedures are followed. A significant level of oversight and support from the district's business office is essential to ensure that student body funds are handled appropriately.

2. District business office staff are responsible for general oversight of student body activities. In this capacity, the business office staff should:

   - Serve as a resource and answer questions from the ASB staff.
   - Develop and update the district's ASB manual, policies and procedures based on input from those staff responsible for ASB, student organizations and district auditors. The questions asked throughout the year and the findings noted by the auditors should also be taken into consideration when updating the policies and procedures manual.
   - Provide training at least annually on the district's procedures. This includes providing new staff members and student council members with copies of the district's ASB manual and training during the year.
   - Make periodic visits to the ASB office to review the ASB procedures in operation and answer questions. It is a good practice to visit with those responsible for ASB at least once a year and more often if the ASB appears to have problems or continues to have audit findings year after year.
   - Obtain and review financial reports from the ASB at least quarterly.
   - Review the reconciled bank statements for all ASB accounts regularly, preferably monthly.
   - Work with the ASB staff to respond to problems and audit findings noted by the auditors in the annual audit, and develop corrective actions to resolve the issues.
   - Follow up on all issues regarding the administration of student organizations.
   - Develop accounting procedures for recording and controlling the student body organization's financial transactions.
   - Periodically review procedures to ensure they conform to prescribed accounting procedures, taking into consideration any input from ASB staff, student organizations and district auditors when updating policies and procedures.

Interviews with staff and students involved in ASB activities indicated that the district is engaging in routine monitoring of ASB activities and funds. FCMAT continues to recommend that the business office provide annual training to both staff and students who assume responsibilities for ASB activities.

3. Journal entries, financial statements and bank statement reconciliations are completed with management's oversight, and FCMAT observed fewer inconsistencies in oversight during this review period. FCMAT was provided 2015-16 bank statement reconciliations for all three of the bank accounts (general, club and scholarship). At the time of FCMAT's fieldwork, the general and club accounts were reconciled through January 2016, and the scholarship account through December 2015. Management should ensure staff complete bank reconciliations within 30 days of statement receipt to facilitate early identification of errors or questions.

   Extra attention should be given to the status of outstanding checks and deposits not cleared after one month. FCMAT's review indicated that a $250 check drawn on the scholarship account had been outstanding since September 2015, and checks for $49.36 and $30 drawn on the club account were outstanding since October 29, 2014 and February 25, 2015 respectively. It is likely the checks have been lost or misplaced by the recipients; attention should be given to initiating the process to reissue the checks. The district's ASB manual states that "The ASB accountant or bookkeeper should verify that outstanding reconciling items are cleared within the following month."

4. FCMAT observed improvement in the district's processes for reconciling ASB bank statements during this review period. Signatures and dates supporting reconciliation preparation and approval were present.

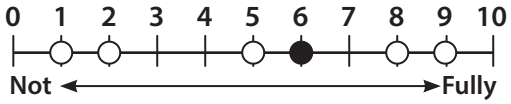
5. The business office has developed a comprehensive Associated Student Body Finance Code and Procedures Manual for ASB staff, which supplements the FCMAT Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference to address district specific issues as they occur. FCMAT observed edits to the district's manual indicating that the district is actively reviewing and updating the manual based on actual practice and/or to increase oversight and guidance.

6. Section III. E. of the district's Finance Code and Procedures Manual includes procedures for inactive clubs. Based on the definition in the manual, the district's list of ASB clubs includes a significant number of inactive clubs. The district's ASB manual states that any remaining balances of a club that becomes inactive are to be transferred to the general (ASB) fund following a one-year claim period. Although district business office staff members and ASB student representatives acknowledged that there are several inactive clubs and discussions are taking place for addressing the matter, it has not yet been resolved.

Standard Implemented: Partially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	8
July 2010 Rating:	9
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	5
April 2015 Rating:	5
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 14.2 – Multiyear Financial Projections

Professional Standard:

The college annually provides a multiyear revenue and expenditure projection for all funds of the college. Projected fund balance reserves are disclosed. The assumptions for revenues and expenditures are reasonable and supportable.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The CBO continues to prepare a five-year projection for the unrestricted general fund. Multiyear projections allow the district to analyze the effects of assumptions over multiple years and include economic and agency specific factors affecting changes in FTES, revenue and expenditures. Multiyear financial projections (MYFP) are intended to provide management with the time necessary to make appropriate budgetary adjustments to ensure that the district maintains an adequate fund balance and fiscal solvency.

   The details considered and incorporated into an MYFP are based on factors known at the time of preparation and are essential to the accuracy of the projection in any given year presented. The modification of factors in each year of the projection, such as the projected change in FTES, inclusion and subsequent elimination of one-time revenue sources and/or expenditures can have a significant effect on the results of the projection if not taken into account. FCMAT was provided with a draft Five-Year Fiscal Management Plan updated February 4, 2016. This projection is considered a working document that is updated annually, when assumptions change, and when information becomes available that affects future years. The February 4, 2016 version provided to FCMAT is being prepared as part of the 2016-17 budget development process. This plan provides key assumptions intended for use in budget development. The revision dates provided in the plan indicate that it is routinely updated to reflect identified changes and reviewed by the Planning and Budget Committee, Consultative Council and board of trustees/special trustee. Key assumptions associated with revenue and expenditure changes are considered over a multiyear period, including STRS and PERS employer contribution rate increases, changes in long-term debt obligations, other postemployment benefit (OPEB) obligations, and repayment of the line of credit.

   Although FCMAT was provided with a current MYFP, the CCCD Five-Year Budget Assumptions workbook posted on the district's website is dated August 29, 2012 and is considerably outdated. The online version of this document and the detail contained in it is dramatically different than that of the projections currently relied on by the administration. The district should ensure that financial documents on the website are routinely posted and/or updated to include the most current information.

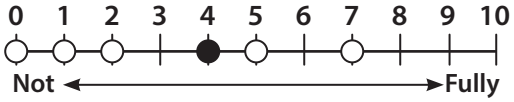
2. While the district has traditionally completed an MYFP only for the unrestricted general fund, the foundation of this standard is for the projection to be completed for all funds and incorporating the entire fund, not just unrestricted resources. The district has not demonstrated that it prepares MYFPs for the child development, bond interest and redemption, capital outlay projects and revenue bond construction funds, nor does it include the restricted general fund in the MYFP it does prepare. Preparing MYFPs for all funds, and including the

restricted resources separately in the general fund, allows the district to determine if financial assumptions associated with other resources and funds will impact the unrestricted general fund. The multiyear assessment of all funds and resources creates a complete picture of the district's financial position for the current and subsequent years.

Standard Implemented: Partially

April 2007 Rating:	0
January 2008 Rating:	0
July 2008 Rating:	0
June 2009 Rating:	1
January 2010 Rating:	5
July 2010 Rating:	7
June 2012 Rating:	2
April 2013 Rating:	4
April 2014 Rating:	4
April 2015 Rating:	4
April 2016 Rating:	4

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 15.1 – Long-Term Debt Obligations

Professional Standard:

The college complies with public disclosure laws of fiscal obligations related to health and welfare benefits for retirees, self-insured workers' compensation, and collective bargaining agreements.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Through June 2014, the district was self-insured for workers' compensation for the first $500,000 of each claim and participates in the School Alliance for Workers' Compensation Excess II Joint Powers Authority to provide excess coverage. In May 2014, the district committed to changing from being self-insured for workers' compensation to contracting with the Protected Insurance Program for Schools and Community Colleges Joint Power Authority (PIPS) for workers' compensation reinsurance protection effective July 1, 2014, which is administered by Keenan & Associates.

   The district has contracted with Bay Actuarial Consultants for periodic actuarial services. The actuarial study considers frequency of claims, average claim amount, size of loss distributions and loss development patterns. The most recent report dated June 22, 2015 shows projected unpaid losses of $1,509,000. This same amount is reflected in the Statement of Net Position in the annual audit report dated June 30, 2015. Note 12 of the audit report shows assets available to pay claims at June 30, 2015 total $2,916,352. The district remains liable for any claims submitted prior to the change to PIPS. FCMAT was not provided with any documentation that quantifies any outstanding financial obligation for losses associated with claims not covered by the PIPS program.

2. The Governmental Accounting Standards Board (GASB) issued Accounting Standards 43 and 45 for other postemployment benefits (OPEB) in July 2004. This pronouncement requires employers who provide other postemployment benefits to employees to recognize the expense and related liabilities in the annual financial statements. As of June 30, 2015, the district plan consists of 79 retirees and beneficiaries that receive benefits, and 205 active plan members.

   Interviews with administrators and with Planning and Budget Committee members indicated that the district has implemented a plan to prefund future contributions in addition to the mandatory pay-as-you-go costs associated with postemployment benefits through mutual agreements between the district, the Planning and Budget Committee and the bargaining units. This agreement establishes an irrevocable trust to fully fund postemployment benefits over 20 fiscal years. According to the June 30, 2015 audit report, the district contributed $619,747 in addition to the prior year contribution of $250,000 to the GASB Statement No. 43 trust with the Futuris Public Entity Investment Trust to be administered by Keenan & Associates. The expected annual contribution of $250,000 increases to $1.4 million in 2029 following the final payment of the district's state loan. These amounts may be amended by the district and bargaining units by mutual agreement. The CBO indicated that $750,000 was scheduled to be contributed in the fiscal year 2015-16. In accordance with GASB Statement No. 45, the district reported the following obligation in Note 11 to the audited financial statements for the year ended June 30, 2015:

Net OPEB obligation, beginning of year	$5,977,159
Annual required contribution	1,721,216
Interest on net OPEB obligation	346,675
Adjustment to annual required contribution	-437,555
Contributions	-1,131,831
Net unfunded OPEB obligation	$6,475,664

According to the latest actuarial report by Total Compensation Systems, Inc., dated September 3, 2015, the total pay-as-you-go plan annual estimates are $546,298 in 2015-16, $604,889 for 2016-17 and $709,483 in 2017-18.

3. The district's initial proposal to the certificated bargaining unit for July 1, 2014 through June 30, 2016 was presented and sunshined at the May 19 and June 16, 2015 board meetings.

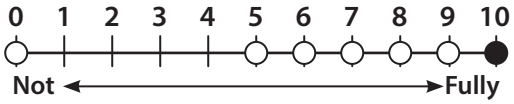
   As discussed in Standard 16.1, the district has ratified multiyear agreements with its certificated and classified bargaining units.

4. The district implemented GASB Statements 68 and 71 for the fiscal year ended June 30, 2015. As a result, in Note 13 and in the Statement of Net Position on the June 30, 2015 audited financial statements, the district reported its proportionate share of the net pension liabilities, pension expense and deferred inflow of resources of $22,808,355, $1,991,317 and $6,312,056, respectively.

Standard Implemented: Fully - Sustained

April 2007 Rating:	0
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	5
January 2010 Rating:	6
July 2010 Rating:	7
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 16.1 – Impact of Collective Bargaining

Professional Standard:

The college has developed parameters and guidelines for collective bargaining that ensure that the collective bargaining agreement is not an impediment to efficiency of college operations. At least annually, collective bargaining agreements are analyzed by management to identify those characteristics that are impediments to effective delivery of college operations. The college identifies those issues for consideration by the Governing Board. The Governing Board, in the development of its guidelines for collective bargaining, considers the impact on college operations of current collective bargaining language, and proposes amendments to contract language as appropriate to ensure effective and efficient college delivery. Governing Board parameters are provided in a confidential environment, reflective of the obligations of a closed executive board session.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The process for collective bargaining is consistent with industry standards. The administration and board/special trustee take into consideration not only compensation, but other contractual language. Factors other than compensation are reviewed and considered for negotiations when re-openers create opportunity for revision and when the entire contract expires and is open for negotiations.

   The CBO is a member of the district's certificated and classified collective bargaining teams. The inclusion of the CBO during all collective bargaining sessions helps ensure that the financial impact of all discussions and potential decisions is considered and evaluated prior to agreement between the parties.

   As of July 2015, the advisory board has been included in closed session board meetings. Review of board meeting agendas indicates collective bargaining issues are a component of closed session discussions.

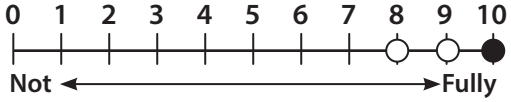
2. The district ratified a multiyear settlement agreement with the certificated bargaining unit for the period 2014-17 at a regularly scheduled board meeting held on November 17, 2015. The agreement incorporated language modifications to compensation and several articles throughout the contract. Increases to compensation were agreed upon and retroactively applied beginning July 1, 2014 and each year that follows: 2014-15, 3%; 2015-16, 3%; and 2016-17, 2.85%. Negotiations for the 2016-17 fiscal year may include two non-economic issues selected by each party and health and welfare benefits.

3. The district ratified a multiyear settlement agreement with the classified bargaining unit for the period 2014-17 at a regularly scheduled board meeting held on November 17, 2015. The agreement incorporated language modifications to compensation for 2014-15 and 2015-16 and several articles throughout the contract. The parties agreed to a 5% salary schedule increase retroactively applied beginning July 1, 2014 and a 1% salary schedule increase effective January 1, 2015. Negotiations for the 2016-17 fiscal year related to compensation, fringe benefits and two additional articles selected by each party may be reopened beginning September 1, 2016 for the 2016-17 fiscal year.

Standard Implemented: Fully - Sustained

April 2007 Rating:	8
January 2008 Rating:	8
July 2008 Rating:	8
June 2009 Rating:	8
January 2010 Rating:	8
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 18.1 – Maintenance and Operations Fiscal Controls

Professional Standard:

The college has a comprehensive risk management program that monitors the various aspects of risk management including workers' compensation, property and liability insurance, and maintains the financial well-being of the college.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district continues to contract with the Statewide Association of Community Colleges Joint Powers Authority (SWACC) for the property and liability insurance coverage administered by Keenan & Associates. The total program cost for the period July 1, 2015 to July 1, 2016 is $299,947 and provides coverages for general, liability, property, crime, equipment breakdown, information/cyber security and privacy, and excess liability. Additional premiums are charged for risk management services.

2. The district contracted with the Protected Insurance Program for Schools and Community Colleges Joint Power Authority (PIPS) for workers' compensation reinsurance protection beginning July 1, 2014, previously being self-insured with the Schools Alliance for Workers' Compensation Excess II JPA from June 1, 2011 to June 30, 2014. PIPS is a self-insurance program that integrates risk transfer to reinsurers and risk retention by its self-insured members and is administered by Keenan & Associates. This structure provides catastrophic protection up to $155 million per occurrence and frequency protection up to $1.5 million per occurrence in excess of a 99% actuarial confidence level.

   Although the district has moved to the PIPS program for workers' compensation coverage, it is still obligated to pay for prior claims submitted under the former self-insurance program. FCMAT was not provided with any documentation estimating the projected liability for unpaid losses associated with claims not covered by PIPS.

3. Assembly Bill 1432, which was signed by the governor on September 29, 2014, requires all educational agencies to provide annual child abuse reporting and detection training to all employees who are mandated reporters under the Child Abuse and Neglect Reporting Act (Penal Code Section 11166, et seq.). The district needs to obtain proof of completing the training from mandated reporters within the first six weeks of the school year or within the first six weeks of that person's employment.

   The district continues to contract with Keenan & Associates for employee training services, which include those related to mandatory reporting, through SWACC's excess property and liability JPA, Schools Association for Excess Risk (SAFER). All employees are required to complete online training courses for child abuse mandatory reporting, sexual harassment, confidentiality, and facility emergency training. Communications are sent to department managers through email regarding participation requirements. The Human Resources Department is able to monitor the status of completion using a due date report and communicates with the manager and employee when the required training has not been completed. Additional safety

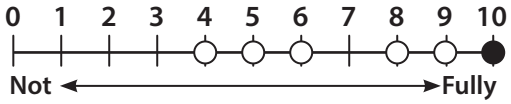
training modules are also made available to staff in the following areas: emergency management; employment practices/supervisory; environmental; health; human resources; informational technology; nutrition services; security; social and behavioral; and transportation.

4. The district continues to maintain an employee safety program and has a safety committee as discussed in Standard 1.24 of the Physical Resources section of this report.

Standard Implemented: Fully - Sustained

April 2007 Rating:	4
January 2008 Rating:	5
July 2008 Rating:	6
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	8
April 2013 Rating:	9
April 2014 Rating:	9
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 18.2 – Maintenance and Operations Fiscal Controls

Professional Standard:

The college has a work order system that tracks all maintenance requests, the worker assigned, dates of completion, labor time spent and the cost of materials.

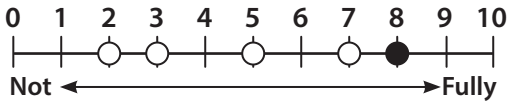
Progress on Implementing the Recommendations of the Recovery Plan:

1. The district continues its use of the web-based work order tracking system, SchoolDude. The SchoolDude system is shared with the El Camino CCD as this was deemed to be more cost effective, although the district may benefit from maintaining its own licensed version of the software to maximize system use. The system allows the Maintenance and Operations Department to document, access and track maintenance requests including detailed information associated with each request such as description, location, status, time taken to complete the work, cost of materials associated with the repair, and budget codes. The system allows users to prioritize work orders, provide a status update, assign the craftsperson, and enter start/end dates and a full description of the work to be performed. However, additional modules, not available on the El Camino CCD system, are necessary to fully achieve this goal. The district continues to use the system for a very narrow purpose of recording work order requests and managing basic staff assignments by trade.

2. Signs are posted throughout the campus providing information on how to report maintenance issues, and the signs include a call line for reporting. Calls from this number continue to go directly to the director of facilities planning and operations, who assesses the details of the request and then forwards the information to a staff member in the Maintenance and Operations Department. The staff member enters the work order in the SchoolDude system or sends an email with the details of the request to the department supervisors. Greater efficiency could be attained if the requests were initiated by the requesting party directly in the SchoolDude system. Progress in fully utilizing this system continues to be limited.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	5
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale: 

ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 18.3 – Maintenance and Operations Fiscal Controls

Professional Standard:

The college controls the use of facilities and charges fees for usage in accordance with college policy.

Progress on Implementing the Recommendations of the Recovery Plan:

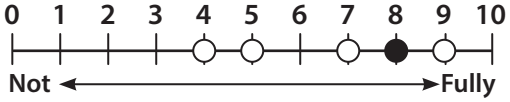
1. The district has a process for facilities use that is established through board policy and includes administrative rules, regulations and procedures including Education Code Section 82537 regarding the use of civic centers. BP 6700 and AR 6701, Civic Center and Other Facilities Use, revised on December 15, 2015, addresses all terms for facility use permits. However, Administrative Procedure 6701A, which includes the district rental fee schedules, has not been revised since April 16, 2009. Administrative Regulation 6701 states that these schedules are to be reviewed, updated and published annually. During the prior review period, staff reported that the district was evaluating the established fee schedule for facility use; however, the process has not yet been completed.

2. At the time of FCMAT's fieldwork, the new facility use agreement forms had not been implemented and the staff member responsible for processing facility use permits had not been provided an overview or training on the changes made to the policy, administrative regulations or forms. Permits continue to be processed based on the former established policy; as such the newly adopted policy remains unimplemented. Review of sample transactions indicate that in general terms, the district follows procedures as established under the former policy for submission, review and approval of facility use agreements.

Standard Implemented: Fully - Substantially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	4
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	9
April 2014 Rating:	9
April 2015 Rating:	8
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 18.4 – Maintenance and Operations Fiscal Controls

Professional Standard:

The Maintenance Department follows standard college purchasing protocols. Open purchase orders may be used if controlled by limiting the employees authorized to make the purchase and the amount.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The district continues to follow procedures established for purchase requisitions and purchase orders, which have been implemented by the district as best practices to improve purchasing controls and reduce incidents of unauthorized purchases. The district does not maintain a warehouse to stock large quantities of supplies because of space limitations. Rather, the Maintenance and Operations Department relies on routine orders as needed from custodial supply vendors. The district continues to use blanket purchase orders (POs) for restocking supplies, making this process relatively simple. Blanket POs are created in Datatel annually for routine operational purchasing. They are established for the entire fiscal year and list the names of staff members who are permitted to place orders and/or authorize payment. The system allows blanket POs to be established and adjusted as necessary through a purchase order change request. The changes are made by purchasing staff and documented in Datatel, forwarded to accounts payable to assist with the payment process, and the vendor is notified. POs cannot be increased if unencumbered balances are insufficient in the account line. If balances are insufficient for the desired increase, the accounting staff work with the requesting department to perform a budget transfer.

   Interviews with purchasing staff indicated that the director of facilities planning and operations has a greater understanding of the budget, and the allocation of funds for blanket POs for the Maintenance and Operations Department continued to improve during this review period.

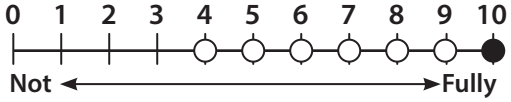
2. The district utilizes an electronic purchase requisition system. After a requisition is initiated in the system, it is routed electronically for required authorizations and preparation of a purchase order by the purchasing technician. When the requisition is received by the Purchasing Department, it is reviewed and a PO number is assigned. The purchasing technician verifies account coding and ensures that information provided on vendor quotes is reflected correctly on the PO and includes appropriate pricing, tax, shipping, etc., and tries to mitigate any issues that may delay payment processing by accounts payable. Once complete, the director of fiscal affairs signs all POs.

3. Contracts and purchase orders are placed on the board agenda for approval/ratification.

Standard Implemented: Fully - Sustained

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	4
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	10
April 2016 Rating:	10

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 18.5 – Maintenance and Operations Fiscal Controls

Professional Standard:

Materials and equipment/tools inventory are safeguarded from loss through appropriate physical and accounting controls.

Progress on Implementing the Recommendations of the Recovery Plan:

1. While the Maintenance and Operations Department has an established process for safeguarding items such as cleaning supplies and custodial materials, it has historically been challenged to control the access and use of tools and equipment for maintenance. During the last review period, interviews with staff and management indicated that storage bins for small tools and equipment were being used to safeguard these items and to control access. The process of securing small tools and equipment for maintenance and grounds in bins and checking them out as needed has been suspended since November 2015 due to a staffing shortage. Interviews with management indicated no instances of theft have occurred during this review period.

   A separate bin is used to maintain a centralized supply of custodial cleaning products and supplies, and Maintenance and Operations Department supervisors are the only staff members with keys to this storage facility.

2. The Maintenance and Operations Department does not have a formal inventory system for tracking small tools and equipment; however, the department continues to work on implementing a system to track these items. Interviews with management and supporting documentation indicate that while a list of tools and equipment was prepared, it is not up-to-date and no routine physical inspection takes place to ensure all items remain at the district. Small tool inventories should be sufficiently detailed to account for items purchased by the department and should be updated as items are lost, damaged or otherwise disposed of. Physical inventories should take place at least annually, and the documented inventory lists should be updated accordingly and dated.

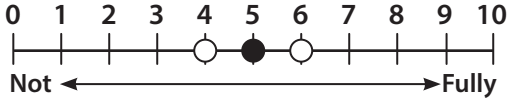
   A physical inventory of fixed assets was completed by AssetWorks, and FCMAT was provided a copy of the fixed asset database dated June 30, 2015. Fixed asset inventory and valuations of this type generally include fixed assets with values at or above a specified dollar threshold, and do not include small tools.

3. Compton CCD department administrators are responsible for reporting transfers of property within and between divisions and in general assume responsibility for the care, custody and control of all department property. AR 6535, Use of District Equipment, clearly describes the responsibilities of each employee related to the custody, use and authority associated with district equipment under their control.

Standard Implemented: Partially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	6
June 2009 Rating:	6
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	4
April 2013 Rating:	4
April 2014 Rating:	4
April 2015 Rating:	5
April 2016 Rating:	5

Implementation Scale:



ACCJC Standard III-D: Financial Resources
FCMAT Financial Management Standard 21.1 – State-Mandated Cost

Professional Standard:

The college has procedures that provide for the appropriate oversight and management of mandated cost claim reimbursement filing. Appropriate procedures cover: the identification of changes to existing mandates; training staff regarding the appropriate collection and submission of data to support the filing of the mandated costs claims; forms, formats, and time lines for reporting mandated cost information; and review of data and preparation of the actual claims.

Progress on Implementing the Recommendations of the Recovery Plan:

1. State Government Code Section 17550 et seq. authorizes the district to file mandated cost claims for reimbursement of certain services mandated by the state. Mandated cost claims are an opportunity for Compton CCD to recover funds spent on these activities.

2. Starting in 2012-13 local education agencies are able to participate in the California Community College Mandate Block Grant rather than filing claims for specific mandates. The district continued to opt in to the Mandate Block Grant and received $164,037 for the 2015-16 fiscal year.

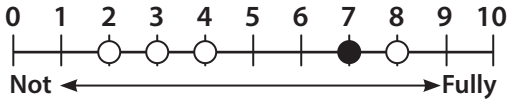
   Districts are able to file annual reimbursement claims for mandates that are not included in the block grant. Payment for these claims would be received at some future time when the state makes the funds available as part of the state budget, although the state continues to delay payments for these reimbursements.

3. Although the district no longer engages consultant services for preparation of mandated cost claims that are not included in the block grant, it should review mandates that are not included in the block grant, and assess whether pursuing these claims would generate sufficient revenue to offset the cost for staff and/or an outside consultant to prepare claims.

Standard Implemented: Partially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	8
April 2013 Rating:	7
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	7

Implementation Scale:



Sources and Documentation

Interviews:

Academic affairs analyst (attendance), El Camino CCD

Accountants

Accountant, Bursar's Office

Accounting supervisor

Accounting technicians

Board of Trustees members

Budget analyst

Certificated bargaining unit member

Chief business officer

Chief human resources officer

Classified bargaining unit member

Consultative Council members

Director of accounting

Director of admissions and records

Director of athletics and student activities

Director of facilities planning and operations

Director of fiscal affairs

Event coordinator/scheduler

Interim dean of student learning

Payroll specialists

Planning and Budget Committee members

Provost/chief executive officer

Purchasing agent

Purchasing technician

Senior administrative assistant

Special trustee

Superintendent/president, El Camino CCD

Utility maintenance supervisor

Vice president administrative services, El Camino CCD

District Documents:

2014-15 LACOE Year-End Closing Manual

2015-16 Adopted Budget Cover Letter, August 24, 2015

2015-16 Final Budget, September 8, 2015

2015-16 Final Budget Narratives and Assumptions

2014-15 General Ledger Datatel and PeopleSoft Reconciliation Support

2015-16 Account Availability Reports

2015-16 Classified Payroll Time Sheet Due Date Scheduled

2015-16 CCCD/ECCD CEC Organizational Structure, February 11, 2016

2015-16 Employee List, August 10, 2015

2015-16 General Ledger PeopleSoft Export YTD

2015-16 Mandated Programs Block Grant Payments, October 22, 2015

2015-16 Mandated Programs Block Grant Payment Notification, December 14, 2015

2015-16 Position Control PAR Log

2015-16 Position Control Template-PeopleSoft

2016-17 Overarching Priorities

A Guide to the Evaluation of Employee Performance in the Classified Service, Office of Human Resources (no date)

Accounts Payable User Manual

Actuarial Review of the Compton CCD Workers' Compensation Program, June 22, 2015, Bay Actuarial Consultants

Actuarial Study of Retiree Health Liabilities as of March 1, 2015, September 3, 2015 Total Compensation Systems, Inc.

Analysis of Compliance with the 50 Percent Law, 2014-2015 Budget Year

ASB 2015-16 Account Availability Report, March 4, 2016

ASB 2015-16 General Ledger Detail Trial Balance Report, March 4, 2016

ASB Five Year Revenue and Expense Report 2011-2015

ASB Multi-Year Analysis, September 23, 2015

ASB –Memorandum re: Improvement in District Oversight (Draft)

Associated Student Body Finance Code and Procedures

Bank reconciliations and statements for various accounts, February 2015-January 2016

Board of Trustees Presentations and Reports Schedule for 2015

Board Meeting Agendas and Minutes, April 2015 - April 2016

Board Policies and Administrative Regulations and Procedures regarding Finance and District Operations

Budget to Actual Report, December 31, 2015

Business Services – Budget Development, Monitoring, and Maintenance Policies and Procedures Manual, (various revision dates based on procedure)

Cash Flow Worksheet (TRAN Info) 2015-16

CCFS-311Q Quarterly Financial Status Report – 2014-2015 Q4, June 30, 2015

CCFS-311Q Quarterly Financial Status Report – 2015-2016 Q1, September 30, 2015

CCFS-311Q, Quarterly Financial Status Report – 2015-2016 Q2, December 31, 2015

CCFS-320 - Apportionment Attendance Report - 2014-2015 Annual, July 15, 2015

CCFS-320 - Apportionment Attendance Report - 2014-2015 P1, January 16, 2015

CCFS-320 - Apportionment Attendance Report – 2014-2015 P2, April 21, 2015

CCFS-323 2015 Estimated Enrollment Fee Revenue Report - Second Principal Apportionment, April 15, 2015

CCFS-323 2015 Actual Enrollment Fee Revenue Report Recalculation, September 15, 2015

CCFS-323 2016 Estimated Enrollment Fee Revenue Report – First Principal Apportionment, January 15, 2016

Certificated employee performance evaluation forms

Classified employee performance evaluation forms

Classified employee performance evaluation status communications, various dates

CEC Strategic Planning – 5-Year Comprehensive Master Plan 2017-2022, September 23, 2015

CEO communications to staff re: 2016-2017 Overarching Priorities, February 22, 2016

Combined Line of Credit Debt Service Schedule, June 1, 2009

Compton CCD 2015 Elected Board of Trustees' Goals, February 17, 2015

Compton CCD 2016 Elected Board of Trustees' Goals, January 25, 2016

Compton CCD Audit Committee Meeting Agenda and Minutes, December 8, 2015

Compton CCD Audit Committee Meeting Agenda, February 23, 2016

Compton CCD-Compton Center Planning Model, not dated

Compton CCD and El Camino CCC 2015-2016 Overarching Priorities, undated

Compton CCD Employees Policy and Procedures Handbook, August 2008

Compton CCD Measure CC General Obligation Bond Financial and Performance Audit Report, June 30, 2015

Compton CCD Proposed Line of Credit Debt Service Schedule, not dated

Compton CCD Strategic Planning Summit Materials and Report, May-November 2015

Compton CCD Tentative Budget Fiscal Year 2015-2016, June 16, 2015

District Equipment Checklist Samples

Draft Equipment Purchase Guidelines, February 19, 2013

El Camino College Compton Center FTES Goal and Actual 2011-2016, December 4, 2015

El Camino College Compton Center 5 Year FTES Projection 2014-2019, March 4, 2016

El Camino College District Compton Center School Year Calendars draft

Employee evaluation status lists, 2014-15

Employee evaluation samples, 2014-15

Evaluation Procedure for District Administrators, June 7, 2011

Facilities Planning and Operations Completed Work Order Samples, June 2015-March 2016

Facilities Project-Construction Manual Compton Football Field, June 15, 2015

Facilities Project-Bid Advertisement Order Confirmation, June 8, 2015

Facilities Project-Board Agenda Approval Contract Ratification, July 8, 2015

Facilities Project-Board Minutes Approval Contract Ratification, July 8, 2015

Facilities Project-Change Order Sample Form

Facilities Project-Notice of Intent to Award Contract Letter, Football Field Replacement, June 24, 2015

Facilities Project-Project Award Letter Football Field Replacement, June 24, 2015

Facilities Project-Notice to Proceed Letter, Football Field Replacement, June 1, 2015

Facilities Project-Communications re: Construction Documents, June 17, 2015

Facility Use Agreement Executed Permit Samples

Five-Year Fiscal Management Plan (2013-14 through 2017-18) – Unrestricted General Fund, Updated February 4, 2016

Fixed Asset Data Base, June 30, 2015

Form 6701A-2c Facility Use Agreement Application/Permit, January 26, 2016

Form 700 2014-15 Annual Statement of Economic Interests Completed Forms

Form 700 2014-2015 Filed List

Form 700 Fair Political Practice Commission 2014-15 Deadline Memo, February 27, 2015

Independent Audit Report, June 30, 2015

Job Description, Accountant, July 2009

Job Description, Accounting Technician, July 2009

LACOE HRS District Payroll Schedule, January 2016

LACOE HRS Position Control Manual, Vol. 2, 2012

LACOE Bulletin 4084 – 2014-15 Year-End Closing Area Meetings and Webinars, April 15, 2015

LACOE Bulletin 4230 – Falcon Fuels Contract Piggyback, November 9, 2015

LACOE Bulletin 4266 – 2016 Standard Mileage Rate, December 21, 2015

LACOE Bulletin 4269 – Competitive Bid Limit Increase, January 4, 2016

LACOE Bulletin 4285 – Equipment Contract Piggyback, January 15, 2016

Letter of Intent to the California Community Colleges Chancellor's Office (CCCCO), August 30, 2014 – FY 2015 Mandate Block Grant

Letter to the CEO dated February 12, 2015 to explain the need for a review of the Bursar's Office Internal Control and the reporting process and structure to do so, pursuant to the 2013 Internal Audit Plan

Manager employee performance evaluation forms

Memorandum re: Athletes meal money, Revised February 2, 2016

Memorandum re: Audit Holds, (Draft) April 28, 2016

Memorandum re: Stale dated check from ASB Club account bank reconciliation (Draft) April 28, 2016

Memorandum re: Travel (Draft) April 28, 2016

Memorandum from CBO re: Unlawful Activity and Reporting Guidelines, September 19, 2014

Memorandum from CBO re: Unlawful Activity and Reporting Guidelines, February 24, 2016

Memorandum to the CEO re: 2014-2015 CCC District Budget Update, February 12, 2015

Memorandum to the CEO re: 2015-2016 CCC District Budget Update, May 15, 2015

Memorandum to the CEO re: 2015-2016 CCC District Tentative Budget, June 10, 2015

Memorandum to the CEO re: 2016-2017 CCC District Budget Update, January 21, 2016

Memorandum to the CEO re: Five Year Fiscal Management Plan Development, July 1, 2014

Memorandum to the CEO re: Other Postemployment Benefits (OPEB) Plan, March 1, 2013

Memo to Campus Community Unlawful Activity and Reporting Guidelines, February 24, 2016

Memorandum to Faculty re: Attendance Accounting Instructions for Spring 2015, January 13, 2015

Memorandum to Managers: Outstanding Invoices and Unrecorded Receipts for Fiscal Year 2015, July 1, 2015

Memorandum to Managers: Preparing, Reviewing, & Submitting Financial Reports, August 28, 2015

Memorandum to Staff re: 2014-2015 Requisition Cut-Off Dates, Year-End Closing Reminder, March 13, 2015

Memorandum to Staff re: 2016-17 Overarching Priorities, February 22, 2016

Memorandum to Staff re: Classified Employee Performance Evaluations, March 25, 2015

Memorandum to Staff re: Invoices without Approved Requisitions, March 15, 2015

Memorandum to Staff re: Approved Time Reporting Forms, June 25, 2015

Memorandum to Staff re: Policies & Procedures, July 23, 2015

Message from the Provost/CEO to ECC Faculty, Staff and Managers, February 18, 2016

Newsletters – ECC and Compton Center, July 2015-February 2016

Object Code Guidelines, February 3, 2015

Organization Chart, Business Services, February 11, 2016

Payroll Accounting Reports, various months 2015-16

Payroll Audit Reports, various months 2015-16

Planning and Budget Calendar, 2015-2016

Planning and Budget Calendar, 2016-17

Planning and Budget Committee Meeting Agendas and Minutes, March 2015-February 2016

Policies and Procedures - Accounts Payable Department, November 1, 2012

Policies and Procedures - Purchasing Department, revised February 1, 2013

Policies and Procedures - Capital Outlay Bond Funds, March 8, 2013

Policies and Procedures - Contract Change Order, February 1, 2013

Procedures draft – Employee Payroll Deductions, February 19, 2016

Professional Consulting Services Agreement for Internal Control Review of Bursar's Operation Cash Controls

Property and Casualty Claims Administration Agreement, July 1, 2013 - June 30, 2016 by Keenan & Associates, no execution date

- Amendment No 1, effective July 1, 2014
- Amendment No 2, effective July 1, 2015
- Reporting Addendum

Protected Insurance Program for Schools & Community Colleges (PIPS)

- 2015-16 SWACC and PIPS Pre-Renewal Presentation Materials
- Deposit Renewal Rates Program Year July 1, 2015-June 30, 2016

Purchase Order Listing for Board Approval, April 2015 through February 2016

Purchase Order Terms and Conditions

Purchasing Guidelines, January 1, 2015

Purchasing Procedures, January 15, 2013

Rules and Regulations of the Classified Service, Compton CCD Personnel Commission, revised September 2005

Sample Open Purchase Orders

Sample Budget Transfers, May 2015-January 2016

Sample Deposit Transactions, January 2016

Sample Expenditure Transfers, June 2015-January 2016

Sample Program Review & Planning Reports, TracDat 2015-2016

Sample Revolving Fund Disbursement Transaction, January 2016

Special Trustee Advisory Committee Meeting Minutes, various 2015

Standards for Internal Control in the Federal Government (provided by the district), GAO September 2014

Student Attendance Accounting Manual (SAAM) (provided by the district), California Community Colleges Chancellor's Office (CCCCO), January 2001

SWACC 2015-16 Program Summary, by Keenan and Associates, July 1, 2015

- SWACC 2015-16 Memorandum of Coverage
- SWACC 2015-16 Program Year Renewal letter
- SWACC letter dated July 2, 2014 on Mandatory Reporting requirements
- SWACC letter dated April 27, 2015 on 2015-2016 WeTip Membership
- SWACC Services and Resources, 2015-16

SWACC Compton CCD Estimated Contribution/Premium Summary, July 1, 2015-July 1, 2016

SWACC Certificate of Coverage, July 7, 2015

Tentative Agreement for Proposed 2014-2017– Contract between Compton Federation of Certificated Employees and Compton CCD, October 14, 2015

Tentative Agreement between Compton CCD and CCC Federation of Classified Employees, November 3, 2015

WeTip Poster/Flyer

Other:

Site walk and facilities observation

Compton Community College District website (http://www.district.compton.edu)

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IV: Leadership and Governance

A. Decision-Making Roles and Processes – The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

1. Institutional leaders create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.

2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes.

   a. Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.
   b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.

3. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies.

4. The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission standards, policies, and guidelines, and Commission requirements for public disclosure, self study and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.

5. The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IV: Leadership and Governance		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
A. Decision-Making Roles and Processes												
Standard to be Addressed												
Communications - Community Relations and Governance												
1.3	**Staff input into college operations is encouraged.**	1	2	2	4	7	6	7	7	7	8	9
Community Collaboratives, Advisory Committees - Community Relations and Governance												
3.1	**The board and president support partnerships and collaborations with community groups, local agencies and businesses.**	2	2	3	5	8	7	8	8	9	9	9
3.2	**The board and the president establish broad-based committees or councils to advise the college on critical college issues and operations as appropriate. The membership of these collaboratives and councils should reflect the full cultural, ethnic, gender and socioeconomic diversity of the student populations – Shared Governance, Academic Senate, etc.**	3	3	3	4	6	6	7	8	7	8	9
3.3	Community collaboratives and college Shared Governance, and Academic Senate have identified specific outcome goals that are understood by all members.	2										
3.4	The college encourages and provides the necessary training for collaborative and council members to understand the basic administrative structure, program processes and goals of all college partners.	3										
3.5	Community collaboratives and college councils effectively fulfill their responsibilities and provide a meaningful role for all participants.	3										

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

ACCJC Standard IV-A: Decision-Making Roles and Processes
FCMAT Community Relations/Governance Standard 1.3 – Communications

Professional Standard:

Staff input into college operations is encouraged.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The Compton Center has a Consultative Council whose purpose, as stated in the Compton CCD 2015-2016 Standing Committees document, is "To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the Provost/CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis." The committee has a membership of seven, representing management, the Academic Senate, the certificated bargaining unit, the classified bargaining unit, the Associated Student Body and confidential employees, and is chaired by the provost/CEO. The two committees that directly function in the governance area are Institutional Effectiveness and Planning and Budget. These committees have their own purpose or mission. See Standard 3.2 for additional information regarding the council and various committees.

2. The center also has 10 operational campus committees: Accreditation Steering; Audit; Facilities; Health, Safety and Parking; Technology; Enrollment Management; Student Success; Professional Development; Auxiliary Services; and Health Benefits. Each of these committees has members from the campus constituency groups. This year, an Audit Committee and an Accreditation Steering Committee were formally added to the operational committee group.

   The purpose of the Accreditation Steering Committee is "to coordinate the El Camino College Compton Center accreditation activities." The steering committee is composed of the "Provost/CEO, Accreditation Liaison Officer, El Camino College Vice Presidents, standard team leaders, a representative from Institutional Research and Planning, and other interested individuals." As many as 43 individuals are involved in this committee.

   The center should continue the standing committee structure and ensure that the actions and deliberations of the committees are published and disseminated to help guarantee widespread communication.

3. Since the previous review period, the Institutional Effectiveness Committee has undergone some changes. Because of some of the challenges, including the departure of a co-chair, the group did not meet in fall 2015 but worked on refining the process for review and approval of program review documents so it would be more effective.

   The center still provided the program reviewers with data but focused primarily on interpretation of the data to complete the review. Now failure to comply with program review submission deadlines results in no overload assignments, no additional program support and no budget since planning and budget are linked together. The committee agreed that getting the

deans involved would allow nonsubstantive changes to be made by the dean and the program staff, which would move the process forward. This has been the case.

The center addressed the previous FCMAT concerns and recommendations with appropriate attention and consultation, and the program review process has been improved. More reviews are going through the process timely, and the linkages to budget and planning are clearer and more effectively implemented.

4. The review team attended a Consultative Council meeting on March 21, 2016 at which most of the council members were present. The provost/CEO reviewed the March 22, 2016 elected Board of Trustees meeting agenda. In addition, representatives gave reports, and a discussion of campus committees took place that included the request for agendas and minutes from the previous years and a 2015-16 campus committee evaluation document. Discussions also indicated that the committee website is being updated.

   The Consultative Council meets regularly, and meeting minutes indicate that most members are present. During the prior review period, the team recommended that more detail be provided in the meeting minutes. Because part of the intent of meeting minutes is to memorialize actions and recommendations, it is helpful if they contain enough detail so that the campus community who are not at the meetings can understand the issues discussed. Fostering communication between and among the campus constituents was a concern during the prior review. While discussions have improved between campus representatives and their constituent groups, there is still a need to provide more campuswide communication about the actions and discussions of Consultative Council, which is the primary committee at the center that deals with participatory governance.

5. The review team met with some members of the Planning and Budget Committee. As recommended in the prior report, and discussed further in Standard 3.2, the center should develop a process that provides an opportunity for committee members to attend budget discussions that occur during the summer.

6. During the prior review, interviews with representative groups indicated a perception by some that while input was sought, they did not see their ideas reflected in decisions. Some of this is a natural outcome of not selecting particular ideas offered in the shared governance process. Interviews also indicated that some of the representatives did not inform their constituent groups of the decisions and the background surrounding them. During this review, conversations with center leadership from the faculty, managers and classified staff indicated that much improvement has occurred in this area. The Academic Senate leadership indicated they are full partners with the center in decision-making. They indicated that their ideas and suggestions are seriously considered and they take responsibility for informing their constituents about decisions and conversations. Classified representatives echoed this sentiment.

   The constituent groups are committed to the upcoming accreditation process and are working with the provost/CEO and upper management to participate and support the center's effort in this regard.

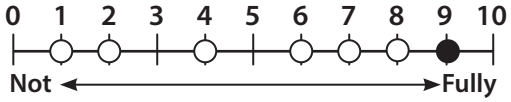
The review team found that previous issues between long-time faculty and newer faculty members have been much less problematic, and newer faculty are reaching out and embracing the challenges of campus governance. These types of attitudes and behaviors, which can improve collaboration and positively impact the educational opportunities for students at the center, should continue to be encouraged.

7. The provost/CEO continues to make himself available for members of the campus community to meet with him informally on any matter of concern, to share ideas and ask questions.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	2
July 2008 Rating:	2
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-A: Decision-Making Roles and Processes
FCMAT Community Relations/Governance Standard 3.1 – Community Collaboratives, Advisory Committees

Professional Standard:

The board and president support partnerships and collaborations with community groups, local agencies and businesses.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The outreach strategy for the Compton Center has been formalized in the Enrollment Management Plan, and implementation is under way. The district has supported the implementation by providing funding and staffing for the activities described in the plan. Although the Enrollment Management Plan continues to have a focus on student success, and outreach and recruitment from feeder high schools, it also includes the development of partnerships. The current plan, dated January 1, 2016, covers the years 2015-18.

   The Enrollment Management Committee develops marketing, recruitment and retention plans. The 2015-2018 Enrollment Management Plan describes the committee as the body that distributes college resources to fund projects that work to increase matriculations, student success, and retention on campus. The plan indicates that the Enrollment Management Committee is committed to ensuring student success at El Camino College Compton Center and providing funding to programs, departments, and individuals to support innovative approaches to student success. Of the current nine objectives of the committee, eight refer to student success. However, the enrollment management and marketing plans include specific outreach strategies to engage local school districts and charter schools and to provide information to middle and high school students within the district's boundaries. In general, the goals are specific, include measurable results and the costs associated with them, as well as timelines and the responsible employee or office. Interviews indicated that two new programs, Fire Academy and Cosmetology, will be offered by the center within the next year. It is expected that these programs will contribute to enrollment growth at the center. The team was not provided with minutes from the Enrollment Management Committee, so its work could not be evaluated.

2. The provost/CEO continues to make a priority of developing relationships with local businesses and building partnerships with community and civic organizations. The provost/CEO informs the community of Compton Center activities and goals through meetings with church groups, business roundtables, and local councils. The provost/CEO has made several presentations in the local communities. The agendas for these presentations includes the process to accreditation, the MOU describing the partnership with El Camino CCD, the role of FCMAT, the district budget, the facilities master plan, the bond measures, and the opportunities for community participation in governance. Members of the Board of Trustees and the Special Trustee's Advisory Committee are invited to attend. The high school principals' breakfast, hosted by Compton CCD and attended by the provost/CEO, highlighted what is happening at the Compton Center with an emphasis on the First Year Experience program. The provost/CEO also serves as the district's representative to the Tri-City Adult Education Consortium.

3. The Special Trustee's Advisory Committee discussed the outreach activities of the center at its meeting on March 21, 2016.

4. The provost/CEO has developed close relationships with the Compton and Lynwood unified school districts' superintendents. The review team met with one of the superintendents. He expressed pleasure about the relationship with the center and the growing coordination between the two districts on projects relating to preparing students for college, including the College Promise program that ensures successful students will be able to attend college.

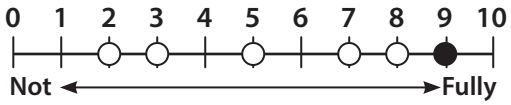
5. The members of the Board of Trustees also regularly attend community meetings. One of the board goals for 2016 is to "represent the public interest by participating in community activities and events; bring relevant observations to the Board for policy issues."

   The district should continue its outreach to community groups and the formation of partnerships that will serve the district and its students. Board members also should continue to participate in community outreach with each of their constituencies.

Standard Implemented: Fully - Substantially

April 2007 Rating:	2
January 2008 Rating:	2
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	8
July 2010 Rating:	7
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-A: Decision-Making Roles and Processes
FCMAT Community Relations/Governance Standard 3.2 – Community Collaboratives, Advisory Committees

Professional Standard:

The board and the president establish broad-based committees or councils to advise the college on critical college issues and operations as appropriate. The membership of these collaboratives and councils should reflect the full cultural, ethnic, gender and socioeconomic diversity of the student populations: Shared Governance, Academic Senate, etc.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The board/special trustee adopted Board Policy 2410 (10/20/2009), Board Policies, Administrative Regulations and Procedure, which states that employees and students shall have the opportunity to participate in the development of board policies and administrative regulations through a consultative process. Board Policy 2410 was revised on August 13, 2014.

   The board/special trustee also adopted Board Policy 2510 (7/20/2010), Participation in Local Decision Making. This policy states that, although the board is the ultimate decision maker, it is committed to ensuring that appropriate members of the district participate in developing policies and regulations. Additionally, the policy states that, except in emergency situations, the board will not take any action on matters subject to this policy until the appropriate constituent groups have been provided the opportunity to participate. Although these policies have been adopted, they are not fully operational because at present the special trustee is the decision maker.

2. The Consultative Council and its subcommittees are responsible for providing input for decision-making. The membership of the Consultative Council consists of three faculty members (including the Academic Senate president and the certificated unit president), one student, two classified employees (one representative of the confidential employees and a classified unit representative), one manager, and a staff assistant. The vice president attends meetings, and the provost/CEO serves as chair; these individuals are not members of the council. This form of the council was adopted four years ago and has been successful. The council meets weekly.

   The members receive reports on and consider such varied items as construction projects, the budget, progress toward accreditation, board policies and updates of committees, the planning summit, and facility updates. The committee also reviews upcoming Board of Trustees meeting agendas. Some meetings provide for reports from the various constituencies, although frequently a constituency has no report to give. The 2015-16 goals include improving communication and campus climate, addressing board policies and procedures, and maintaining and strengthening relationships between El Camino College and the Compton Center. The minutes of this committee are mostly limited to a statement of the actions taken, and thus do not describe the discussion that occurred. It is not clear whether the council is mainly the recipient of reports or, in fact, engages in serious discussion about the issues presented. More detailed minutes would allow nonmembers to understand the actions of the council. The provost/CEO and others indicated that the council members are encouraged to ask questions but

seldom do. The review team also observed this behavior during its visit. Recently the provost/CEO proposed that, in the future, the council be co-chaired by the provost/CEO and the Academic Senate President.

3. The Institutional Effectiveness Committee, a committee of the Consultative Council, is charged with focusing on the program review to ascertain that the questions are being addressed and to ensure the consistency of documents. The committee membership consists of two managers, four faculty members, two classified staff, and one student. The committee reviews the documents and recommends revisions using a feedback template. The committee also is responsible for monitoring the recommendations made by FCMAT that are related to the charge of the committee and reviewing the El Camino College Compton Center Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan.

   During the previous review period, the committee's detailed minutes showed that the committee focused almost exclusively on program reviews. The committee frequently returned program reviews to the authors for changes. Many reviews were cited for "missing the necessary rigor," and the suggestions for improvement of the documents were often quite specific. The quality of the program review documents had improved since the committee took an active role in their development and review. The program reviews are used in making budget allocations.

   After the previous review period, there was a change in the leadership of this committee. Additionally, the members realized that their procedure of returning reviews for corrections, etc. could delay the process if the authors of the review did not make timely revisions of their documents. The committee discussed whether they should pass the reviews on to keep the process moving. As a result of the leadership change and the desire to streamline the process, the committee did not meet during fall 2015. Thus, the review team was not provided with any meeting minutes to review. The committee plans to resume its business in the current semester, and the provost/CEO indicated he would like to assist the committee by providing a coordinator.

4. The Planning and Budget Committee, a committee of the Consultative Council, serves as the steering committee for campuswide planning and budgeting. The committee membership consists of two managers, four faculty members, two classified staff, and one student. It ensures that planning and budgeting are integrated and that budget allocations are consistent with district goals, master plans, and program review documents. Recent meetings include discussion of budget assumptions, what data should be provided to the committee and what form it should take, and approval of the 2015-16 budget. The detailed minutes of this committee reveal that the members discuss the issues. For example, the committee has discussed the link that must exist between planning and budgeting. The members agree that this critical link must occur through program review. The committee continues to struggle with the issue of the lack of faculty attendance at meetings held during the summer when budget information is available and important decisions are made regarding the next academic year's budget. A suggestion was made by the committee to appoint alternates; however, members recognize the importance of consistent attendance of the same people. The center should work to find a solution to the lack of faculty input during the summer.

Committee members recognize their role is advisory; however, they stated that they are genuinely being consulted and that important items are brought to them for consideration. They also stated that the planning process is improving.

5. Advisory committees are required for all technical programs. If properly constituted, they can provide valuable advice for program changes and development. Topics such as job opportunities in the field, industry expectations, preparation of students, and suggestions made by industry representatives are usually discussed. During the previous review period, interviews indicated that the goal is to have each committee meet twice a year. However, only one technical program, the Film/Video and New Media Program, had minutes from a meeting since the last review in April 2015.

   The district must make use of advisory committees, and make notes from the committee meetings available on the center's website for accreditation purposes.

6. The Special Trustee's Advisory Committee was established four years ago. The role of the committee is to advise the special trustee regarding policy matters that affect the district and its operations; promote community awareness of the district's efforts; focus on quality instruction, educational mission, fiscal stability, and ultimately accreditation; and foster community support for the district and the Compton Center. The number of members is not fixed; however, there are to be at least seven. There are currently eight members including the student member.

   The committee's goals include participation in community activities, active participation in its own committee meetings, monitoring of fiscal responsibility, demonstrating support of the partnership agreement, and participation in training sessions. These goals were all in the process of being met at the time of the review team's fieldwork. An examination of the committee meeting minutes revealed that the group considered a wide range of items consistent with its goals. The committee's goals for 2015 were essentially an update of its 2014 goals with the addition of a section on ethics, and 2016 goals were not provided to the review team. The committee members were responding to a self-evaluation survey at the time of the review team's fieldwork.

   Interviews with committee members indicated that good communication exists between them and the provost/CEO and the special trustee. Members expressed concern with the length of time required in the accreditation process; however, they basically understand the process. Members also expressed that the current membership is committed and cohesive.

   An examination of the meeting minutes for the last year revealed that some meetings lacked a quorum.

   The review team attended the March 21, 2016 Special Trustee's Advisory Committee meeting and observed that the members in attendance were informed, engaged, and took their role as advisors seriously. At this meeting, the special trustee told the committee that, when the elected Board of Trustees regains its duties and authority, there is no statutory authority for the continuance of this group. The members seemed to understand and applauded the continued progress toward an accredited college.

7. During the previous review period, the provost/CEO held a Strategic Planning Summit. Approximately 35 people attended. This was the first step in the formation of a Strategic Planning Committee with a membership of about 40 individuals. This work is continuing with small groups to develop ideas on such topics as the vision, mission, planning process at the center, and the center's committee structure. It is envisioned as a working group that develops a strong connection between planning and budget. The actual meetings take place at various community centers.

8. The center has established a shared governance committee structure to provide input to senior management for decision-making.

   FCMAT's eighth progress report stated, "Despite these active committees, the review team heard from all segments of the campus community, including students, classified staff, faculty, and managers, that at times senior management seems to listen but not hear what is shared. The perception of some is that minds are often already made up and the consultation process produces no changes. In any campus community, some individuals believe they have been heard only when they see their exact suggestions acted on immediately. However, during this review several individuals expressed concerns about shared governance. The district should continue to work to improve this perception."

   FCMAT's ninth progress report noted that this situation had improved. All constituents reported that they felt their contributions were taken seriously and that senior management was listening and hearing. The provost/CEO met regularly with the president of the Academic Senate, and deans indicated they were able to provide a bridge in communication between the faculty and upper management. The students stated that they were listened to and get results.

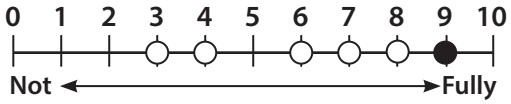
   Interviews conducted with the same groups during this review period revealed a continued and notable improvement in the perception of the effectiveness of shared governance at the center. Virtually everyone spoke of the improved communications between and among groups, particularly with upper level administration. Individuals expressed an understanding of their advisory role, but also indicated that their input was used in decision-making.

   During previous reviews, individuals at all levels of the organization indicated that feedback to constituencies needed improvement. During this review, many individuals stated that it is the responsibility of the members of the various committees and councils to ensure they represent their constituents and report back to them about discussions and decisions. They indicated that closing the communication loop is important so that people realize how their ideas are used in decision-making. This improvement in the feedback provided to constituent groups is likely responsible for the improved perception of the effectiveness of the shared governance process.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	4
January 2010 Rating:	6
July 2010 Rating:	6
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IV: Leadership and Governance

B. Board and Administrative Organizations – In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

   a. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.
   b. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.
   c. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.
   d. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.
   e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.
   f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity or board membership and staggered terms of office.
   g. The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.
   h. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.
   i. The governing board is informed about and involved in the accreditation process.
   j. The governing board has the responsibility for selecting and evaluating the college chief administrator (most often known as the president). The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the college.

2. The president has primary responsibility for the quality of the institution he/she leads. He/She provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

   a. The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/She delegates authority to administrators and others consistent with their responsibilities, as appropriate.

b. The president guides institutional improvement of the teaching and learning environment by the following:
- *establishing a collegial process that sets values, goals, and priorities;*
- *ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions;*
- *ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and*
- *establishing procedures to evaluate overall institutional planning and implementation efforts.*

c. The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.

d. The president effectively controls budget and expenditures.

e. The president works and communicates effectively with the communities served by the institution.

3. DOES NOT APPLY – it addresses the multi-college district.

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IV: Leadership and Governance		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
B. Board and Administrative Organizations												
Standard to be Addressed												
Community Relations - Community Relations and Governance												
2.5	**Board members refer informal public concerns to the appropriate staff for attention and response.**	3	3	3	5	7	6	7	8	8	9	9
2.9	Board members are actively involved in building community relations.	2										
Policy - Community Relations and Governance												
4.5	The college has established a system of securing staff and citizen input in policy development and review.	2										
Board Roles/Boardsmanship - Community Relations and Governance												
5.2	**Board members participate in orientation sessions, workshops, conventions and special meetings sponsored by board associations, and have access to pertinent literature, statutes, legal counsel and recognized authorities to understand duties, functions, authority and responsibilities of members.**	1	1	3	5	7	6	6	6	6	7	9
5.3	**The board has established a vision/ mission and uses that vision/mission as a framework for college action based on the identified needs of the students, staff and educational community through a needs assessment process.**	3	3	3	6	7	7	8	8	7	8	9
5.4	**The board makes decisions based on the study of all available data, including the recommendations of the president.**	3	3	3	4	7	7	3	3	4	6	8
5.5	**Functional working relations are maintained among board members.**	1	1	3	6	7	7	3	3	4	7	8

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IV: Leadership and Governance		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
5.6	**Individual board members respect the decisions of the board majority and support the board's actions in public.**	1	1	3	6	7	6	3	3	4	6	8
5.7	**Functional working relations are maintained between the board and administration.**	1	1	2	6	7	7	3	3	4	7	8
5.8	**The board publicly demonstrates respect for and support for the district staff.**	1	1	2	6	7	7	3	3	4	7	8
5.9	**The board publicly demonstrates respect for public input at meetings and public hearings.**	1	1	2	6	7	7	5	4	5	7	8
5.10	**Board members respect confidentiality of information shared by the administration.**	1	1	1	5	7	8	8	8	8	8	9
5.11	**Board members do not involve themselves in operational issues that are the responsibility of the president and staff.**	1	1	1	5	7	7	7	8	8	9	9
5.12	**The board acts for the community and in the interest of all students in the district.**	1	1	2	5	7	7	5	5	5	6	8
Board Meetings - Community Relations and Governance												
6.1	An adopted calendar of regular meetings exists and is published specifying the time, place and date of each meeting.	3										
6.2	**The board agenda is made available to the public in the manner and under the time lines prescribed by law.**	4	4	4	6	8	6	5	6	7	7	6
6.3	**Board members prepare for board meetings by becoming familiar with the agenda and support materials prior to the meeting.**	1	1	2	6	7	7	5	5	6	8	9

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

Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IV: Leadership and Governance		April 2007 Rating	Jan. 2008 Rating	July 2008 Rating	June 2009 Rating	Jan. 2010 Rating	July 2010 Rating	June 2012 Rating	April 2013 Rating	April 2014 Rating	April 2015 Rating	April 2016 Rating
6.4	Board meetings are conducted according to a set of bylaws adopted by the board.	1										
6.5	**Open and closed sessions are conducted according to the Ralph M. Brown Act.**	5	5	5	6	7	7	7	8	9	9	9
6.6	**Board meetings proceed in a businesslike manner while allowing opportunity for full discussion.**	5	5	5	6	7	6	3	3	4	7	9
6.7	The Board has adopted bylaws for the placement of items on the board agenda by members of the public.	4										
6.8	**Members of the public have an opportunity to address the board before or during the board's consideration of each item of business to be discussed at regular or special meetings and to bring before the board matters that are not on the agenda.**	4	4	4	7	8	7	7	7	8	9	9
6.9	**Board meetings focus on matters related to student educational attainment.**	1	1	1	3	7	5	5	6	6	8	9

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

ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 2.5 – Community Relations

Professional Standard:

Board members refer informal public concerns to the appropriate staff for attention and response.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The board/special trustee has adopted Board Policy 2200, Board Duties and Responsibilities (1/19/2010), which lists the board's responsibilities and indicates that the board is to provide policy, direction and guidance to the CEO, who is responsible for management of the district and its employees.

2. The elected board members have each served on the Compton CCD board at least two years and have been to board training workshops, some sponsored by California Community College Trustees (CCCT). In addition they attend important statewide conferences and interact with board members throughout the state. These opportunities have reinforced the necessity of following best practices.

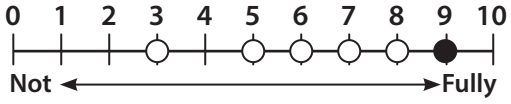
   Interviews with each individual elected board member indicated they are aware of their role regarding informal public concerns and route any operational concerns to appropriate district personnel. As the elected board receives more opportunities to govern, through the special trustee, it is important that they maintain this practice.

3. Interviews with district management staff did not reveal concerns in this area, and the review team received no reports of board members being inappropriately involved in routine staff matters.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.2 – Board Roles/Boardsmanship

Professional Standard:

Board members participate in orientation sessions, workshops, conventions and special meetings sponsored by board associations, and have access to pertinent literature, statutes, legal counsel and recognized authorities to understand duties, functions, authority and responsibilities of members.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The board/special trustee adopted Board Policy 2740 (adopted 12/15/2009, revised 8/18/2015), Board Education. This policy states that the board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

2. A Board of Trustees election was held in November 2013. This election followed the redistricting process; thus all five seats were open. Three new members were elected to the board, and two former members were re-elected. Members continue to express a strong desire to receive and participate in training on multiple subjects, including understanding their role.

   One of the 2016 board goals is to participate in a trustee education program. The district has developed a specific and thorough training agenda for board members. A goal is for the board members to complete training on ethics and sexual harassment during 2016.

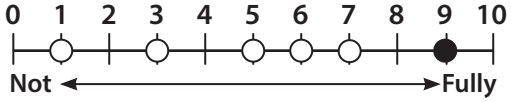
3. The board members and provost/CEO share the expectation that professional development is critical to ensure understanding of the most pressing issues affecting community colleges, and that training to understand the roles and responsibilities of board members is necessary for the trustees to be fully effective. Individual members attend conferences. For example, members attended the Community College League of California (CCLC) conference during this review period. Members received training on the Brown Act and had a presentation on parliamentary procedure that included role-playing. All trustees have either enrolled in or completed the CCLC Effective Trusteeship Program. Several members attended the CCLC Student Equity Conference. Interviews with board members revealed their continued desire for training.

4. At present, the role of the board is limited because it has no rights, duties or powers, but the board should continue to develop so it is ready to assume its complete role in the future. The board should continue its commitment to training and look for training opportunities that will help members fully understand the appropriate role and conduct of a board member at meetings and when dealing with the public.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	3
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	6
April 2013 Rating:	6
April 2014 Rating:	6
April 2015 Rating:	7
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.3 – Board Roles/Boardsmanship

Professional Standard:

The board has established a vision/mission and uses that vision/mission as a framework for college action based on the identified needs of the students, staff and educational community through a needs assessment process.

Progress on Implementing the Recommendations of the Recovery Plan:

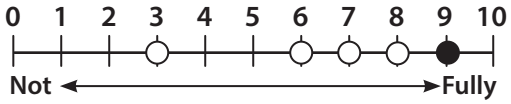
1. The Compton CCD has adopted a vision and mission statement (Board Policy 1200, Mission, Vision, and Strategic Initiatives, adopted 10/20/2009, revised 12/15/2015) that serves as a framework for planning documents across the institution. This statement was developed with input from faculty and staff, students, administrators, and the Board of Trustees. The document lays out the main themes that should be the strategic focus of the district for the short- and mid-term and should serve as the basis for allocating resources. During this review period, the mission statement, vision and strategic plan have all been reviewed. The provost/CEO and Board of Trustees should continue to periodically revisit this board policy to ensure it reflects the district's current needs and priorities for all faculty and students and use the policy to guide planning and budgeting decisions. A regular cycle for its review has been established, and as recommended in previous reviews, a three-year cycle has been developed for the review of all board policies and administrative regulations and procedures. Appropriate offices have been given review assignments, and the Consultative Council will review the process.

2. The Planning and Budget Committee, a committee of the Consultative Council, has as part of its purpose statement on the 2015-2016 Standing Committees' document "assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the Center's mission statement and strategic initiatives. The PBC makes recommendations with respect to all global Center and District planning and budgeting issues." The committee's budget augmentation criteria include the center's goals for meeting students' needs and fostering student success.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	7
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.4 – Board Roles/Boardsmanship

Professional Standard:

The board makes decisions based on the study of all available data, including the recommendations of the president.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Board Policy 2740, Board Education (adopted 12/15/2009, revised 8/18/2015), states that the Board of Trustees will engage in study sessions. An examination of board meeting agendas shows that, although study sessions have not been scheduled recently, reports to the board on district matters are scheduled frequently. In addition, at the time of FCMAT's fieldwork a 2016-17 budget workshop was scheduled for April 19, 2016. The district should also consider providing separate study sessions to the board members regarding other detailed topics.

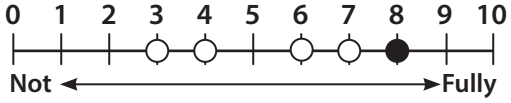
2. The provost/CEO and staff deliver background information and data in advance of public meetings to ensure the opportunity to review materials and ask questions. Staff members routinely provide reports and presentations at board meetings. For example, the board has received reports on the status of accreditation, budget development, professional development, financial aid, audits, construction projects and student learning outcomes. In addition, regular reports from the various college constituencies are scheduled. Staff should continue to provide reports to the board to help ensure its effectiveness as an advisory body.

3. The review team attended the March 22, 2016 Board of Trustees meeting. The board members acted in a very professional manner at this meeting. Interviews and review of the 2015-16 board meeting minutes revealed an informed and interested board.

Standard Implemented: Fully - Substantially

April 2007 Rating:	3
January 2008 Rating:	3
July 2008 Rating:	3
June 2009 Rating:	4
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	6
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.5 – Board Roles/Boardsmanship

Professional Standard:

Functional working relations are maintained among board members.

Progress on Implementing the Recommendations of the Recovery Plan:

1. Board members participate in public meetings in an advisory capacity. A Board of Trustees election was held in November 2013. This election followed the redistricting process; thus all seats were open. Three new members were elected to the board. Together with two re-elected members, the board is at its full membership of five.

   Interviews and review of the board meeting minutes indicated that the board is continuing to develop a functional working relationship. The board members need to continue to develop this relationship to ensure they effectively fulfill their advisory role.

2. Board members' participation in the statewide conference of community college trustees is providing the board members with a solid foundation on which to build functional working relations with one another. Interviews with the board members indicated that they feel a good working relationship is important and is continuing to develop.

3. The review team attended the March 22, 2016 Board of Trustees meeting. The board members acted in a very professional manner at this meeting. Interviews and review of the 2015-16 board meeting minutes revealed an interested and informed board. Although agenda items can at times be extremely sensitive matters to board members, their conduct at meetings remains professional.

4. The board should continue to work to fully understand the appropriate role and conduct of a board member both at meetings and when dealing with the public.

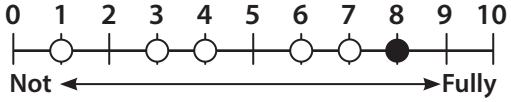
   Participation in training and professional development opportunities should be a routine expectation for board members. It should help to enhance their ability to set the tone and direction for the district and function cohesively as a board when the district regains local authority to govern areas of operations.

5. Beginning in July 2014, the board members were seated at the dais for all meetings. Interviews with individual board members indicated that this change resulted in a more engaged and positive board. In July 2015, the role of the board members was expanded to allow them to attend closed sessions and to make and second motions at board meetings. This has been an important step in preparation for the return of rights, duties, and powers to the Board of Trustees. All the members indicated that the tone of meetings is collegial. It is critical that the members continue to exhibit this preparation, decorum, and professionalism that will demonstrate their readiness to assume a full role when the district regains local authority to govern areas of operations.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	3
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.6 – Board Roles/Boardsmanship

Professional Standard:

Individual board members respect the decisions of the board majority and support the board's actions in public.

Progress on Implementing the Recommendations of the Recovery Plan:

1. As of the November 2013 election, the elected board has three new members and two re-elected members. Having a fully elected board demonstrates that the community wants to be involved and engaged in the Compton Center and the district. The board members participate in public meetings in an advisory capacity. The board members are continuing the progress they have made in working together and with the special trustee to ensure they effectively fulfill this advisory role in preparation to assume the decision-making role in the future.

   The agenda for orientation, training, and professional development for the board should continue to enhance their understanding of their roles and responsibilities, improve the board's ability to set direction for the district, and heighten their ability to communicate in a professional and respectful manner, with meeting discussion focused on relevant topics.

2. The board/special trustee adopted Board Policy 2715, Code of Ethics and Standards of Practice, dated 11/16/2010 and revised 11/13/2012. The policy states in part, "Board members recognize that legal and effective functioning is by the board as a whole. District matters are not governed by individual actions of Board members. When acting as Board members, trustees speak and act on behalf of the district, not as individuals. Board members use care not to misrepresent their individual opinions or actions as those of the Board."

   Individual board members stated that they work well together and, although they may not always agree, they develop a consensus and "stick together."

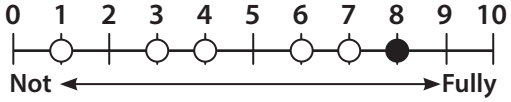
   The board needs to continue to develop a coherent, unified voice and a cooperative working relationship. Its members must completely understand and support the recovery plan, the MOU that describes the relationship between the Compton Center, Compton CCD and El Camino CCD, and the process to accreditation and be able to articulate them to the public.

3. See Standard 5.5, item #5.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	3
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	6
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.7 – Board Roles/Boardsmanship

Professional Standard:

Functional working relations are maintained between the board and administration.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The provost/CEO and special trustee continue to meet with and talk to board members to review operational issues. The elected board is also given extensive written documentation for each board meeting and for significant operational issues.

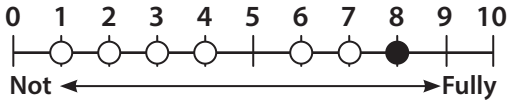
2. The board members are able to discuss issues in advance of the board meetings with the provost/CEO and, thus, are well informed about the issues.

3. The team observed, and administration confirmed, that the board members ask pertinent questions and are respectful and engaged at board meetings. Interviews with board members and staff also indicated that the working relationship between the administration and board is functional and professional.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.8 – Board Roles/Boardsmanship

Professional Standard:

The board publicly demonstrates respect for and support for the district staff.

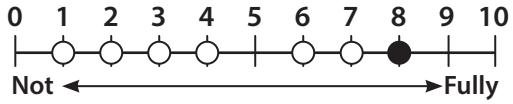
Progress on Implementing the Recommendations of the Recovery Plan:

1. The review team attended the March 22, 2016 board meeting at which all but the student member were present. Board members conducted themselves in an appropriate, professional manner. The development of a good working relationship with each other, staff, and administration; respect for district staff; respect for the majority opinion; and the general tenor of board meetings has continued to improve during this review period.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.9 – Board Roles/Boardsmanship

Professional Standard:

The board publicly demonstrates respect for public input at meetings and public hearings.

Progress on Implementing the Recommendations of the Recovery Plan:

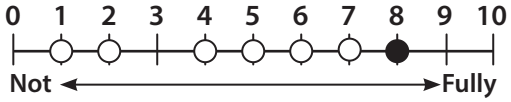
1. With respect to public input, board meetings are conducted in a professional and businesslike manner, with the board serving in an advisory capacity. Professional development through conference attendance and in-service training continues to provide board members with the understanding of their responsibilities, allowing them to effectively fulfill their roles.

2. Board minutes showed that time for public comments is provided at meetings and that members of the public comment on items at some meetings. It is important that board members not directly engage in conversations with members of the public during board meetings but instead direct their comments to the special trustee and district administration. The board members evidenced appropriate behavior in this regard at the March 22, 2016 meeting attended by the team. The provost/CEO should continue to ensure that opportunities for input are widely publicized, and the board should maintain these practices when governing authority is returned.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	5
April 2013 Rating:	4
April 2014 Rating:	5
April 2015 Rating:	7
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.10 – Board Roles/Boardsmanship

Professional Standard:

Board members respect confidentiality of information shared by the administration.

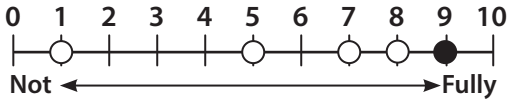
Progress on Implementing the Recommendations of the Recovery Plan:

1. Since July 2015 the board members have participated in closed session discussions, and have been privy to confidential information. The special trustee indicated that there have been no concerns about board members breaching the confidentiality of information presented to them. The orientation and ongoing training agenda for board members includes information on the Brown Act and on confidentiality. Board members should continue to receive training in this area and continue to treat confidential information in an appropriate manner.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	8
June 2012 Rating:	8
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.11 – Board Roles/Boardsmanship

Professional Standard:

Board members do not involve themselves in operational issues that are the responsibility of the president and staff.

Progress on Implementing the Recommendations of the Recovery Plan:

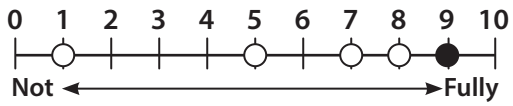
1. The board/special trustee has adopted several board policies that delegate operational issues to the appropriate staff. Board Policy 2200, Board Duties and Responsibilities (1/19/2010), delegates power and authority to the CEO to effectively lead the district and indicates that the board will respect the authority of the CEO by providing policy, direction, and guidance only to the CEO, who is responsible for the management of the district and its employees. Board Policy 2430, Delegation of Authority to the CEO (11/17/2009), delegates executive responsibility to the CEO for administering policies adopted by the board and executing all decisions of the board requiring administrative action. Board Policy 6100, Delegation of Authority (2/17/2009), specifically delegates authority to the CEO to supervise the general business and fiscal affairs of the district. Board Policy 7110, Delegation of Authority, Human Resources (10/20/2009), delegates to the CEO the authority to employ personnel, fix job responsibilities and perform other personnel actions subject to ratification by the board. With these adoptions, the board has in place the framework for meeting this standard.

2. The team received no reports of board members being inappropriately involved in routine staff matters, and the board members indicated they route any operational concerns to appropriate district personnel. Staff confirmed this.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 5.12 – Board Roles/Boardsmanship

Professional Standard:

The board acts for the community and in the interest of all students in the district.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The board/special trustee adopted Board Policy 2200, Board Duties and Responsibilities, dated January 19, 2010, which states in part that the board is committed to fulfilling its responsibilities to represent the public interest.

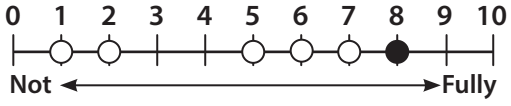
   In representing the public interest, the board must speak with a coherent, unified voice. It is in the best interest of the community and students for the board to completely understand and support the recovery plan; the MOU that describes the relationship between the Compton Center, Compton CCD and El Camino CCD; and the process to accreditation, and be able to articulate them to the public.

2. At present, the role of the board is limited because it has no rights, duties or powers. However, since July 2015, the board has assumed a greater role in district governance as described in Standard 5.5 item #5. The board should continue to develop so it is ready to assume its complete role in the future.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	5
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	5
April 2015 Rating:	6
April 2016 Rating:	8

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 6.2 – Board Meetings

Legal Standard:

The board agenda is made available to the public in the manner and under the time lines prescribed by law. (Government Code 54954.1, 54954.2)

Progress on Implementing the Recommendations of the Recovery Plan:

1. Board agendas are posted on the district's website at least 72 hours prior to the regular board meeting. The website states, "Effective August 19, 2014, all meeting agendas will be available here." By clicking on the site, a person can access all board agendas. In the past the agendas were also posted on a bulletin space in front of the provost/CEO's office. During fieldwork for this review period, the team found that the agenda was posted on the bulletin board the day before the board meeting. To fully comply with Government Code Section 54954.2, the agenda should be posted "in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one."

   The district has moved to an electronic, paperless system for providing meeting agendas and supporting documents to the board members. In addition, copies of the agenda and full board packets are available at the board meetings.

2. District administration reported that agendas are posted at least 24 hours prior to special board meetings as required by Government Code Section 54956.

3. The provost/CEO indicated that the website is in need of updating and redesigning for easier access, and the study team also found it was not easy to locate board meeting materials online. The district should continue to pursue website updates for ease of access by both the campus community and the public.

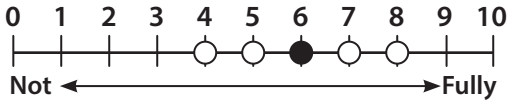
4. At the time of FCMAT's fieldwork, minutes for the April 28, July 8, and October 7, 2015 special board meetings had not been presented to the board/special trustee for approval. All board meeting minutes should be presented for approval at the subsequent regular board meeting.

5. A schedule of board meeting dates appears on the Board of Trustees page of the district website, which allows interested members of the public and Compton CCD employees to plan their schedules should they wish to attend.

Standard Implemented: Partially

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	6
January 2010 Rating:	8
July 2010 Rating:	6
June 2012 Rating:	5
April 2013 Rating:	6
April 2014 Rating:	7
April 2015 Rating:	7
April 2016 Rating:	6

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 6.3 – Board Meetings

Professional Standard:

Board members prepare for board meetings by becoming familiar with the agenda and support materials prior to the meeting.

Progress on Implementing the Recommendations of the Recovery Plan:

1. The review team attended the regularly scheduled elected Board of Trustees meeting on March 22, 2016. The team also attended the regularly scheduled meeting of the Special Trustee's Advisory Committee on March 21, 2016. At both meetings it was clear that the elected board and the advisory committee were prepared for the meetings.

2. The special trustee and the provost/CEO indicated that the elected board members continue to work hard to understand the issues and to work together as a board and not as five individuals. Because the board is limited to serving in an advisory capacity since a special trustee has been appointed and the educational and student service programs fall under the purview of the El Camino CCD board, they must limit the areas they discuss and concern themselves with as a board.

3. Beginning July 2014, the board members sat at the dais for all meetings but they did not make motions, vote on agenda items or attend closed session. In July 2015, the special trustee invited the board to perform these functions, and at the March 22, 2016 meeting attended by the review team, the board members attended closed session, made and seconded motions, voted on agenda items and were more actively engaged in discussion of agenda items. The board president conducted the meeting and invited board member participation in discussion and then in voting.

   Interviews with board members indicated that they are pleased with the opportunity to engage more fully as individual members and as a collective board. Each felt the board has grown in its understanding of its role and in working together on behalf of the Compton District.

   Trustees confirmed that they meet with the provost/CEO and special trustee for guidance when needed. The members seem more at ease in their roles and discuss and debate issues with each other at board meetings. Interviews with board members also indicated that they read the board material in advance of the meetings and are fully prepared and informed to discuss agenda items at the meetings.

   Three of the five board seats are up for election in November 2017.

4. The special trustee and the provost/CEO continue to provide board training for the elected board. Interviews with board members indicated that the trainings are helpful and well-received. Each of the elected board members expressed their eagerness to assist the center in working toward accreditation.

5. During a prior review period, the special trustee sought applications from the community to serve on the Special Trustee's Advisory Committee and provide advice. The purpose of the committee, as outlined in Assembly Bill 318 and stated in the Special Trustee's Advisory Committee document dated March 24, 2015, is as follows: "The CCCD Special Trustee's Advisory Committee is organized to advise the Special Trustee with respect to the management of the Compton Community College District." Currently the committee has eight members (including one student). Committee meetings are coordinated by an elected chair and vice chair, and are led by the chair.

   The review team attended the committee meeting on March 21, 2016 and found it to be well run and productive. All but the student member were in attendance at the meeting. Agenda items included a review and approval of prior meeting minutes; an accreditation update; and discussion/information items regarding the CCCD 2014-15 financial audit, the 2014-15 Measure CC general obligation bond audit and performance audit, the Compton District community outreach, and the Special Trustee's Advisory Committee bylaws. Interviews with two committee members indicated a clear sense of commitment to the district among the members. Members have varying backgrounds and represent different communities in the Compton CCD's service area.

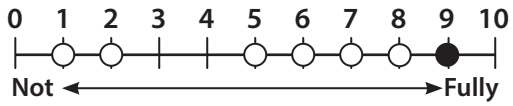
   Interviews with administrators indicated that six members of the committee completed their self-evaluations with all scores falling in the strongly agree or agree category. Information on the progress toward accreditation was discussed during the self-evaluation process with the suggestion that committee members share this with their communities so that correct information is presented.

6. Interviews with elected board members and members of the Special Trustee's Advisory Committee indicated that the groups work collaboratively with one another and are committed to making progress with the accreditation issue.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	2
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	5
April 2013 Rating:	5
April 2014 Rating:	6
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 6.5 – Board Meetings

Legal Standard:

Open and closed sessions are conducted according to the Ralph M. Brown Act. (Government Code 54950 et seq.)

Progress on Implementing the Recommendations of the Recovery Plan:

1. Closed session is held immediately after opening the board meeting. Open session occurs afterward and a report of any action taken in closed session is provided. The elected board members now attend closed session and thus are involved with confidential issues related to the district.

   Interviews with the provost/CEO and special trustee indicated that the board members handle the confidential nature of closed session discussions appropriately.

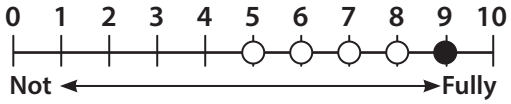
2. Information presented indicated that board meetings adhere to the Brown Act.

3. See Standard 6.2.

Standard Implemented: Fully – Substantially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	8
April 2014 Rating:	9
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 6.6 – Board Meetings

Professional Standard:

Board meetings proceed in a businesslike manner while allowing opportunity for full discussion.

Progress on Implementing the Recommendations of the Recovery Plan:

1. At the March 22, 2016 board meeting, the board conducted itself appropriately. All five members were present and engaged. The sitting elected board has been working together for approximately two years. Interviews with board members revealed that each member is pleased with the opportunity to function more fully in the business of governing. The board members were engaged in the meeting and appeared comfortable with their roles. The tension experienced at meetings during some previous visits was no longer apparent.

   The meeting was organized and conducted in a professional manner with members listening to one another, the special trustee, and the provost/CEO. The agenda contained a variety of action and discussion items.

2. The March 22, 2016 agenda included numerous items. Several constituent representatives attended the meeting but only the associated student body representative provided a report. Although it is up to the individual constituent representative whether or not to provide a report, in the interest of communication, occasional updates should be provided at board meetings.

   Action items included the California Community College Trustees board elections; a ground lease and joint occupancy agreement; student health clinic services agreement; facilities, planning, and development contracts; and change orders. The board members asked questions and commented as appropriate.

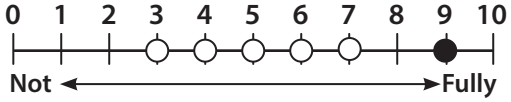
   Numerous discussion and information items were on the agenda, including the board's goals for 2016; a list of the presentations and reports scheduled for 2016; administrative regulations; full-time equivalent student goals and actuals for 2015-16; and financial items such as the bond fund budgets, quarterly financial status report and the enrollment management plan. Board members commented or asked questions that demonstrated they had read the material and were prepared to discuss and vote on each item.

3. The professional protocol used at the March 22, 2016 board meeting continued to be better than it had been at meetings during some previous review periods. Board members were clearly prepared, stayed on topic, and asked questions if uncertain.

Standard Implemented: Fully - Substantially

April 2007 Rating:	5
January 2008 Rating:	5
July 2008 Rating:	5
June 2009 Rating:	6
January 2010 Rating:	7
July 2010 Rating:	6
June 2012 Rating:	3
April 2013 Rating:	3
April 2014 Rating:	4
April 2015 Rating:	7
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 6.8 – Board Meetings

Legal Standard:

Members of the public have an opportunity to address the board before or during the board's consideration of each item of business to be discussed at regular or special meetings and to bring before the board matters that are not on the agenda (Education Code 35145.5).

Progress on Implementing the Recommendations of the Recovery Plan:

1. Board Policy 2350, Public Participation (adopted 10/20/2009, revised 7/21/2015), outlines the three ways in which a member of the public may address the board. A member of the public may submit a request to address the board on a non-agenda item by presenting that request in writing at least 10 minutes prior to the start of the meeting. A request may be submitted to the CEO at least 18 days prior to a regular board meeting requesting that an item be placed on the agenda, as provided in Board Policy 2340, Agendas (10/20/2009). A member of the public may submit a written communication to the board regarding an agenda item and/or request to speak on the item at the meeting; written communications regarding agenda items are to be received at least 24 hours prior to the meeting.

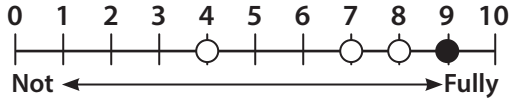
2. Board agendas and minutes indicate that the public is provided an opportunity to address the board at meetings. The special trustee and the provost/CEO indicated that at some meetings several members of the public address the board on both agenda and non-agenda items.

3. Included in the March 22, 2016 board packet for information was a copy of Board Policy 2350, Public Participation. It includes the process for speaking on an issue and protocol for behavior at board meetings.

Standard Implemented: Fully - Substantially

April 2007 Rating:	4
January 2008 Rating:	4
July 2008 Rating:	4
June 2009 Rating:	7
January 2010 Rating:	8
July 2010 Rating:	7
June 2012 Rating:	7
April 2013 Rating:	7
April 2014 Rating:	8
April 2015 Rating:	9
April 2016 Rating:	9

Implementation Scale:



ACCJC Standard IV-B: Board and Administrative Organizations
FCMAT Community Relations/Governance Standard 6.9 – Board Meetings

Professional Standard:

Board meetings focus on matters related to student educational attainment.

Progress on Implementing the Recommendations of the Recovery Plan:

1. A review of board agendas and minutes revealed that all constituency group leaders continue to have time on the agenda to discuss issues and successes in their areas. Senior management had a variety of issues on the agenda for the March 22, 2016 board meeting, including the center's Student Equity Plan, which relates to student success; an agreement for the partnership between the Compton CCD and Molina Medical Management, Inc. for student health clinic services; and the 2015-2018 Enrollment Management Plan.

   The team continues to recommend the incorporation of this information in the minutes because it is a good way to promote the center's educational agenda.

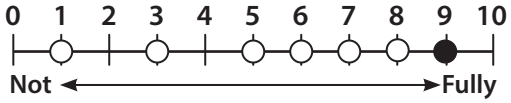
2. The provost/CEO and, when appropriate, the special trustee and others, report at each board meeting on items of interest at the Compton Center and to the district. Some of these items pertain to student educational attainment. For example, the dean of student learning presented a report on the Tri City Adult Education Consortium at the March 22, 2016 meeting.

3. The provost/CEO invites appropriate personnel to discuss progress in their area as it affects student success. For example, at the March 22, 2016 meeting, the associated student body president provided an update on student body clubs and organizations, which showcased the learning opportunities for students who get involved in campus activities.

   A review of the 2015-16 board minutes found that most meetings include reports on activities or programs that involve student learning and student achievement. These reports include particular educational programs, facilities that directly affect student learning, programs focused on student support efforts and the new Institutional Educational Program Initiative.

Standard Implemented: Fully - Substantially

April 2007 Rating:	1
January 2008 Rating:	1
July 2008 Rating:	1
June 2009 Rating:	3
January 2010 Rating:	7
July 2010 Rating:	5
June 2012 Rating:	5
April 2013 Rating:	6
April 2014 Rating:	6
April 2015 Rating:	8
April 2016 Rating:	9

Implementation Scale: 

Sources and Documentation

Interviews and Meetings:

Academic deans

Associated Student Body members

Board of Trustees members (individual meetings)

Classified union president

Faculty leaders (Academic Senate and certificated union)

Faculty, staff and administrators

Institutional Effectiveness Committee members

Planning and Budget Committee members

Provost/chief executive officer

Public relations officer, El Camino Community College District

Special trustee

Special Trustee's Advisory Committee members (two individual members)

Superintendent/president, El Camino Community College District

Superintendent, Lynwood Unified School District

Vice president, El Camino College Compton Center

Board of Trustees meeting, March 22, 2016

Consultative Council special meeting, March 21, 2016

Special Trustee's Advisory Committee meeting, March 21, 2016

District Documents:

Board policies and administrative regulations and procedures regarding governance

Compton Community College District 2015-2016 Standing Committees, March 10, 2016

Consultative Council meeting agendas and minutes, April 2015-March 2016

Planning and Budget Committee meeting agendas and minutes, April 2015-March 2016

CCCD/ECCD CEC 2015-2016 Organizational Structure (no date)

El Camino College Compton Center 2017 Accreditation Self-Evaluation Plan for Candidacy Application, March 10, 2016

El Camino College Compton Center Enrollment Management Plan 2015-2018, January 1, 2016

El Camino College Compton Center 2015-2016 Overarching Priorities

Institutional Effectiveness Partnership Initiative (Proposed Plan), March 2016

Film/Video and New Media Program Advisory Committee Minutes

Board of Trustees meeting agendas, minutes, and supplementary material, April 2015-March 2016

Special Trustee's Advisory Committee meeting agendas and minutes, April 2015-March 2016

Other:

Compton Community College District website (www.district.compton.edu)

El Camino College Compton Center website (www.compton.edu)