

**EL CAMINO COLLEGE**

Progress Report

Submitted by

El Camino College  
16007 Crenshaw Boulevard  
Torrance, California 90506

to

Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

October 15, 2007

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## **Statement on Report Preparation**

The Progress Report completion was directed by Francisco M. Arce, Vice President of Academic Affairs and Accreditation Liaison Officer, in coordination with the Vice President of Administrative Services, the Vice President of Student Services, and the Provost/CEO of the Compton Center. The report was recommended to the Superintendent/President, Thomas M. Fallo, and approved by the Board of Trustees at the October 15, 2007 meeting.

The Progress Report did not have faculty involvement at this point because they are not involved in the development of the blended organizational structure and the definition and accountability for oversight of the operation and function of the Center. Initially there was an understanding that ECC would be submitting a Status Report and not a Progress Report. Your letter from April 23, 2007 uses Status Report and Progress Report interchangeably and as this report was being developed, it was treated as a Status Report which was a follow up on the Status Report that was completed on February 28, 2007. Future progress reports may involve a broader representation of the constituent groups if directed by the Commission. At this time, it seemed appropriate to focus on the work of the senior management team and how they resolved the development of the organizational structure and the roles and responsibilities of key administrative personnel.

This Progress Report is an accurate representation of the status of the partnership between the El Camino Community College District, the Compton Community College District and the Chancellor's Office to establish an educational center at the former site of Compton College. The first year was a year of triage, the second will require further stabilization of the Center and the Compton Community College District. A great deal of progress was made during the last year. It is expected that it will take one to three more years to achieve stabilization of the educational center.

**A. Status on the progress of the “blended” organizational structure in defining accountability and oversight for the operation and function of the Center between El Camino and the Special Trustee**

To improve the management of the Compton Community Educational Center, last spring the El Camino College (ECC) President in coordination with the Compton Community College District (CCCD) Special Trustee created the El Camino College/Compton Community College District (ECC/CCCD) Senior Management Team that includes: the ECC President as chair, the Special Trustee, the Center Provost and the three ECC Vice Presidents and the Associate Vice President. This group meets about every three to four weeks or more often if necessary to develop policy, to consult and to problem solve. This team has formalized into the major governance body for the Educational Center and aspects of the Compton Community College District. The team also developed the principles and policies for the operational and functional organization of the Center. Describing the role of the key administrative personnel and the special trustee is one of the major outcomes. These are described below and in the administrative organization chart.

Roles and Responsibilities of the Key Administrative Personnel

The administrative leadership model needed to succeed in the early stages of this recovery process is projected to become less hierarchical and more collaborative. The following key administrative positions reflect the manner in which the leadership roles shall interact when operating the El Camino College Compton Community Educational Center and the Compton Community College District. (Appendix 1)

Special Trustee

This position has direct oversight responsibilities for the Compton Community College District. The Special Trustee functions in all respects like an elected Board of Trustees. The Special Trustee’s primary point of contact with the Compton Educational Center (CEC) is through the Provost. In general, all rules, codes and regulations that apply to elected governing boards are assumed to exist for this position. Special Trustee is exempt from Brown Act requirements. The powers and authority of the Special Trustee are more specifically described in the legislation to amend the government code popularly known as AB 318 Chapter 50 of the California Education Code. (Appendix 2)

Superintendent/President

The El Camino College President is the senior administrator with ultimate oversight responsibility for the operation and control of the Compton Community Educational Center. The primary point of contact with the Center is through the Provost and the El Camino College Vice Presidents. The operational management team is identified as the President’s Cabinet which includes the Provost of the Compton Community Educational Center, hereafter called the Center. The Chief Executive Officer of the CCCD is the Provost and is the primary contact for the District operations.

Provost/Chief Executive Officer

As the overall team leader, when working collaboratively with the El Camino College Vice Presidents on Center issues and decisions, the Provost has full responsibility for the execution of

all agreed upon actions. This person is the on-sight senior administrator and is the official spokesperson for the El Camino College Compton Community Educational Center or the designee of the Superintendent/President. The Provost reports to the Superintendent/President of El Camino Community College and attends all Cabinet meetings as well as the El Camino College Board of Trustee meetings.

The Provost is also the Chief Executive Officer (CEO) reporting to the CCCD Special Trustee. The Provost/CEO is primarily responsible for operations of the CCCD such as budget, fiscal policy, and the administration of labor agreements, legal matters, bond management, facilities management and human resources. The Vice President of Administrative Services has oversight responsibilities in these areas and coordinates with the Provost to ensure operations are meeting legal and fiscal requirements of the District and the Center.

### Vice Presidents

Each Vice President shall assume full oversight responsibilities for the management of their respective area of operation. While working collaboratively with the Provost, operational responsibility for each functional area remains with the Vice Presidents. In this capacity, the Vice Presidents will be required to implement all El Camino College policies and procedures related to academic and support functions. The Provost retains the responsibility of the chief employment administrator. This split between the process control responsibility of the Vice Presidents and the employee supervision of the Provost marks the primary difference in the leadership team. For example, the decision to temporarily transfer CCCD staff to El Camino College to learn processing procedures is a Vice President's decision. The actual transfer of CCCD employees requires the Provost's agreement.

This collaborative model of decision making will result in regular meetings with the Vice Presidents and Provost to discuss issues and suggest directions to be taken. The President's Cabinet will collaborate on issues that require El Camino College resources or that may affect the El Camino Community College District such as accreditation, fiscal stability, enrollment, services to constituents.

## **B. Status on the progress of the administrative accountability and oversight for the Center within the "blended" organizational structure**

The Substantive Change Proposal approved by the Commission on March 28, 2007 outlined the levels of ECC administrative oversight of the Center. Year one and two of the five year plan are reiterated below:

1. First Year: Crisis Management
  - a. The initial year will focus on developing procedures and processes to establish routine functions. This will require significant El Camino College involvement in the operations and oversight. Initially, several key El Camino College managers, for example, Human Resources, may be assigned on a full-time temporary basis.

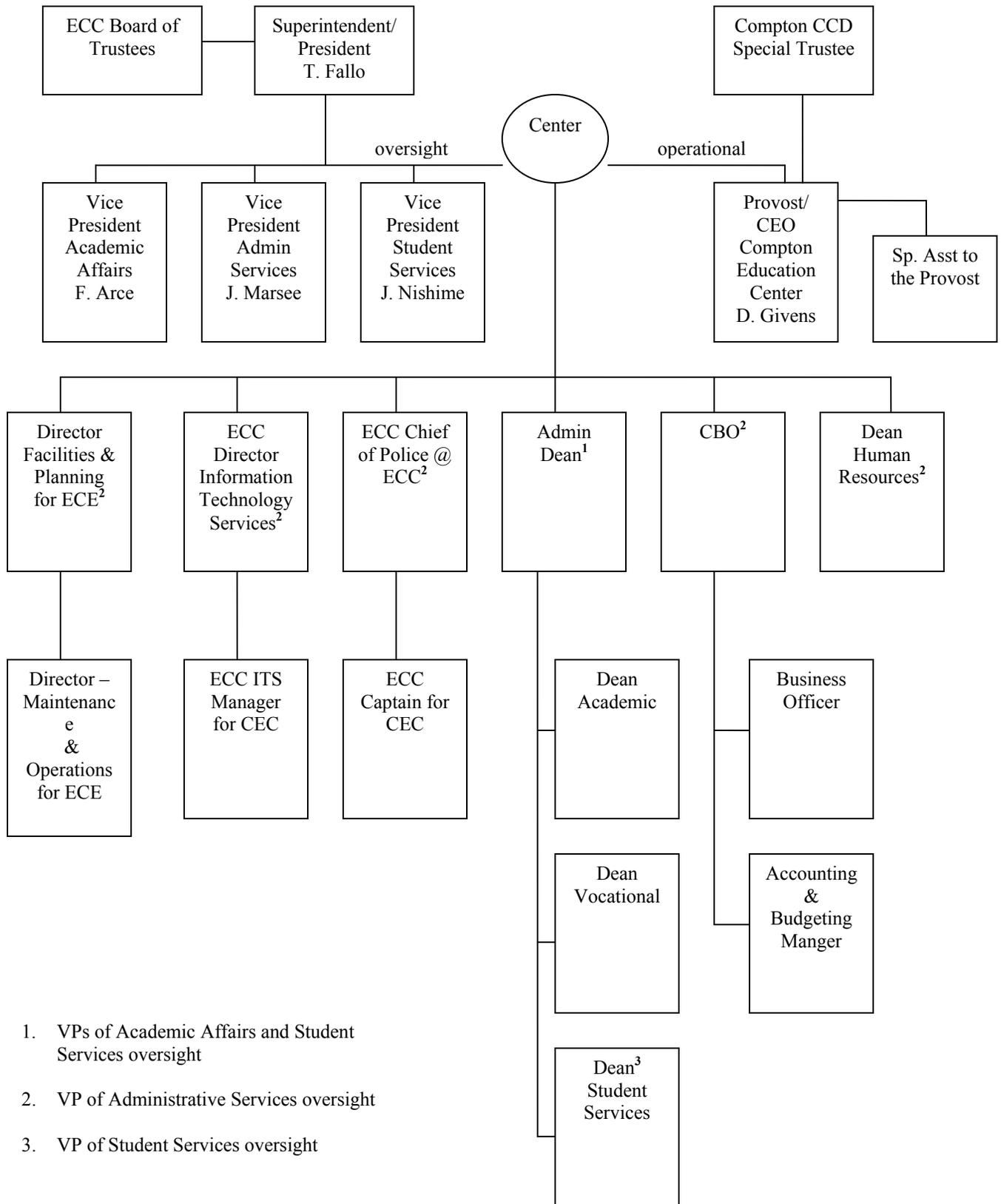
- b. A substantial amount of transaction processing will be completed at El Camino College, for example, in financial aid, payroll and purchasing. This will be facilitated by the current configuration of Datatel and Los Angeles County Office of Education Information Technology System consistencies between the two campuses. El Camino College will provide training and supervision for faculty, staff and managers as appropriate.
  - c. El Camino College will provide training and supervision for preliminary data entry. This will give the employees time to develop skills and written procedures for the ongoing operation of Compton Center.
2. Year Two: Stabilization. Hiring Management Team.
- a. Managers will be hired at the Compton Community Educational Center to provide direct supervision and assume responsibility for evaluation, staff development and performance review. A culture of understanding that evaluations will be performed will be established.
  - b. Some functions, such as Purchasing, will begin to shift back to the Compton Center.

In many respects significant progress was made during year one to strengthen oversight and administration of the Center. Progress continues to build and the partnership relationship has become more refined and blended giving ECC Vice Presidents more direct involvement in the operations of the Center. Essentially ECC is responsible for managing and monitoring all of the areas of Center operations and the Compton District operations through the Provost.

To improve the operation of the Center, several Compton District employees were re assigned to report to the ECC Business Office to train and to carry out the duties and responsibilities of their jobs under the new supervision. Some ECC managers were assigned to work at the Center in Facilities, Financial Aid, Instruction and Student Services. Some key staff at the Center are ECC employees, this group includes: the Assistant Director of Financial Aid, the Director of Facilities and Planning, the Director of Maintenance and Operations, the Director of Information and Technology, the Director of Title V, and the Police Department Captain. ECC management staff members are assigned to Compton to provide direct oversight in critical areas of operation because the CCCD does not have the capacity to staff and manage in these areas. This resulted in ECC assuming responsibility for oversight, operation and management of the CCCD responsibilities formerly seen as exclusive.

The Center Deans report to the Provost and indirectly to the Vice Presidents. The Deans meet with the Vice Presidents one on one and in the respective VP management councils. Center Deans and Directors regularly attend meetings scheduled by the Vice Presidents on the main campus or at the Center.

The management and organization structure are presented on the following page. The circle represents Center and the integration of ECC and CEC management functions that allow internal support through the Provost and the Vice Presidents under the direction of the Superintendent/President.



## **C. Status on the selection and supervision of Center faculty and staff, including hiring or assignment process, qualifications review, supervision and evaluation, support for improvement, discipline and dismissal from the Center**

### **1. Selection and supervision**

The CCCD has an operational Human Resources Department and a Dean of Human Resources in place to manage all matters related to personnel services and support. Selection of classified staff is under the purview of the Provost and the Special Trustee, though opening positions for hire or termination is discussed and decisions are made at the Cabinet level approval. The CCCD Human Resources Department handles all of the hiring process and the ECCD Human Resources Unit may provide support when necessary. Classified staff are supervised by their immediate supervisor and evaluated in accordance with the CCCD evaluation policy. As mentioned above the CCCD Business Office staff report to the appropriate manager the ECC main campus.

The selection of CCCD managers follows the CCCD management hiring policy, but the final interview is scheduled with the Provost and the ECC Superintendent/President. The same process applies to hiring faculty. As noted in the response to question two, some managers are employees of El Camino College assigned to work at the Center. They report to the Provost/CEO and are overseen by the Vice Presidents when appropriate. Classified staff is selected by the CCCD management staff.

### **2. Qualifications review**

Faculty members are selected according to the CCCD faculty hiring policy. To strengthen the relationship between the two faculty members, an ECC faculty member sits on the faculty hiring committees. All faculty members must meet the Minimum Qualifications for Faculty and Administrators in California Community Colleges. The Superintendent/President must approve all full time faculty hired; however the CCCD is the legal employer. The same applies to the management hired; they are hired according to the CCCD management hiring policy. The minimum qualifications for educational managers are based on the Minimum Qualifications for Faculty and Administrators in California Community Colleges. To resolve immediate management shortfalls at the Center, ECC transferred selected managers to the Compton Center for short term assignments.

### **3. Supervision and evaluation**

The Provost and Center managers are responsible for supervising and evaluating faculty and staff members. Some Compton staff members are reassigned to report to ECC managers on the main campus until they are trained in new processes and procedures. This is most prevalent in the Business Services Office and after proficiency and systems are established at the Center, employees will be returned. The Vice Presidents have oversight over their respective areas, however, work through the Provost to manage the day to day operations. As stated earlier, there are cases where some managers at the Center may work directly with the Vice Presidents.

The revised CCCD faculty evaluation policy provides for one ECC faculty member to serve on the peer review team of a Compton faculty member. In fall 2007 the faculty evaluation process will be implemented under the direction of the Interim Executive Dean and Provost. (Attachment 3) Faculty evaluations will occur over a three year period. One-third of the faculty members are identified for evaluation during 2007-08; the second third are scheduled for 2008-09 and a final third are scheduled for 2009-10. (Attachment 4) Tenured faculty will be evaluated using a simplified process while contract faculty will undergo another more in-depth evaluation process described in the attached faculty evaluation policy. The interim status of so many management staff made it difficult to progress with the evaluation of faculty and staff during the first of the partnership.

#### **4. Support for improvement**

Compton faculty and staff are eligible to attend all Staff Development Programs and Activities on the main campus. ECC has a strong Staff Development Program that hosts weekly activities, workshops and training programs. These are typically advertised through the campus list-serves and are also sent to the Compton Center. The full time Compton faculty participated in the mandatory flex day in August and will become a part of all future flex activities.

Some managers were assigned to work at the Center to help improve services and more directly supervise staff and services. Those positions were noted above. Management recruitments are currently in place for the provost, three deans, the chief business officer, a director of enrollment services, a director of outreach and recruitment, a director of child development services and a special assistant to the provost. Through negotiations with the Chancellor's Office one million dollars was shifted to become part of the El Camino College apportionment foundation grant. These funds are primarily used by ECC to hire staff, managers and services to directly support services at the Center. The results are quick and very positive and allows for ECC to recruit fresh talent for the Center.

#### **5. Discipline and dismissal**

The classified staff and faculty are employees of the CCCD and are primarily evaluated by CCCD managers and supervisors. The overwhelming majority of management staff are on interim status and assigning ECC managers the Center is an attempt to stabilize the management team and the staff. The CCCD is faced with a number of employee legal cases that are in some level of litigation or dispute. Some CCCD employees are under special administrative evaluation to assess their competency to do their jobs. These evaluations are supervised by the Center and ECC management staff reporting to the Provost.

#### **D. Status on the progress of faculty governance structures at the Center and its relationship with those at El Camino**

The Center has a constituent based Shared Governance Committee (SGC) chaired by the Interim Dean of Nursing and Child Development Programs.(Attachment 5) This Committee has several

subcommittees reporting to it, however, at this writing there was not any evidence such as agendas and minutes from any of these committees to validate if they meet and how often. The Provost is invited to attend some of the meetings of the SGC if there are issues she must address. The Planning and Budget Committee (PBC) was re established in August by the Provost with support from the Vice President of Administrative Services. The PBC is co chaired by the interim chief financial officer and a faculty member with oversight from the Vice President of Administrative Services.

Center faculty members are represented by an Academic Senate on CCCD matters and a Faculty Advisory Council on matters related to the ECC Academic Senate. The ECC Academic Senate revised its bylaws in spring 2007 to create a vice president officer position to represent the Center faculty on the senate. The Center faculty members are proportionally represented on the ECC Academic Senate as are all main campus instructional and student services divisions. With those revisions the Compton faculty members were given a voice on academic and professional matters in the consultation process. Currently the Center Vice President to the ECC Academic Senate is also the President of the CCCD Academic Senate. (Attachment 6) The ECC College Curriculum Committee also revised its bylaws to include representation from the Center faculty. (Attachment 7)

#### **E. Status of the progress for the Center's budget**

All Compton Community College District federal, state and local funding is segregated into separate (from ECC) general ledgers and bank accounts. While not accredited, the State continues to accept and fund the district as a separate entity under a special funding arrangement that was legislatively prescribed through enabling legislation—AB 318 (2006). The Compton Community College District is audited annually by external auditors.

The El Camino Educational Center developed its second (2007-08) budget under a shared governance process. A budget planning and development calendar and shared governance committee is in place to both oversee the current budget and prepare for the development of the 2008-09 budget.

The Planning and Budget committee is co-chaired by the interim Compton College Business Officer and a faculty member. The El Camino Vice President for Administrative Services established the funding parameters for the development of the 2007-08 budget, such as revenue expectations, balanced budget and criteria for using line of credit funds (LOC). ECC Senior management team reviewed recommendations for positions, the utilization of LOC and confirmed expenditure projections as presented by the Planning and Budget Committee. The Provost takes the tentative and final budgets to the Special Trustee for approval. The ECC Board of Trustees does not approve or review the Center's budget. (Attachment 8)

While the current budget is balanced (revenue equals expenditure), there are several challenges related to full-time equivalent growth that must be met to prevent potential downsizing in the 2008-09 budget. The challenge will be to continue the FTES growth patterns while not over extending the staffing or use of the line-of-credit borrowing. The Compton Community College District Budget is attached.

## **APPENDICES**

Appendix 1: Guiding Principles

Appendix 2: AB 318, Chapter 50

Appendix 3: Compton Community College District (CCCD) Faculty Evaluation Policy

Appendix 4: CCCD Faculty Evaluation Schedule

Appendix 5: CCCD Shared Governance Policy

Appendix 6: Constitutional Amendment—Restructuring to Include Compton Center Faculty,  
Spring 2007

Appendix 7: ECC College Curriculum Committee By-Laws Revised in Spring 2007

Appendix 8: CCCD 2007-2008 Budget

Working Draft September 26, 2007  
Responsibilities for Administering Functions and Operations at the  
El Camino College Compton Community Educational Center

Roles and Responsibilities of the Key Administrative Personnel

The Compton Community Educational Center presents a unique and new model for the administration of an educational center. The infrastructure, including employees and facilities, from its previous college status remains largely in tact although faculty and support service staff have been downsized to reflect reduced Full-Time Equivalent Student (FTES). Two independent entities, El Camino Community College District and Compton Community College District, exist concurrently to provide oversight and operational management of separate but supportive functions.

The Compton Community College District is the funded entity and retains oversight and fiduciary responsibility for the District's assets and current employees. A Special Trustee has been appointed by the State Chancellor, pursuant to AB 318, Community Colleges; Compton Community College District, to act as his representative on all issues and matters which would typically be addressed by the former elected Board of Trustees. El Camino Community College District, in the capacity of the accredited college district, has assumed management responsibilities for the academic and operational functions of the Compton Community Educational Center. In this capacity of coexisting dual organizations, several senior positions have cross-functional responsibilities which require clarity of purpose and fluidity of evolving operations, for example, Special Trustee, Superintendent/President, Provost, and Vice Presidents.

In addition to the complexity of the reporting structure, the Compton Community Educational Center is an evolving organization which cannot remain static if Accreditation is to be realized. For instance, as presented in the El Camino College response to the Compton Request for Proposals (RFP), the assumption of training needs, the rebuilding of the management and staff hierarchy and expertise to be able to function on new systems and within El Camino College's established policies and procedures, requires an evolutionary approach to management and oversight of the Center. The scope and significant milestone expectations to assist Compton Community Educational Center to successfully recover its Accreditation as a college is anticipated to take eight to ten years, comprised of the following milestones: Two years waiting period required by the Accrediting Commission for Community and Junior Colleges; two years Accreditation Application period; four to six years to go through process.

The plan submitted to the Accrediting Commission for Community and Junior Colleges with the El Camino Community College District Substantive Change Request and noted below for the business operations, reflects how all areas of the Compton Community Educational Center will be expected to transition over the next five years.

1. First Year: Crisis Management

- a. The initial year will focus on developing procedures and processes to establish routine functions. This will require significant El Camino College involvement in the operations and oversight. Initially, several key El Camino College managers, for example, Human Resources, may be assigned on a full-time temporary basis.
- b. A substantial amount of transaction processing will be completed at El Camino College, for example, in financial aid, payroll and purchasing. This will be facilitated by the current configuration of Datatel and Los Angeles County Office of Education Information Technology System consistencies between the two campuses. El Camino College will provide training and supervision for faculty, staff and managers as appropriate.
- c. El Camino College will provide training and supervision for preliminary data entry. This will give the employees time to develop skills and written procedures for the ongoing operation of Compton Center.

2. Year Two: Stabilization. Hiring Management Team.

- a. Managers will be hired at the Compton Community Educational Center to provide direct supervision and assume responsibility for evaluation, staff development and performance review. A culture of understanding that evaluations will be performed will be established.
- b. Some functions, such as Purchasing, will begin to shift back to the Compton Center.

3. Year Three: Multi-Campus District Fiscal Operations

- a. This will be a significant transition year as the Compton Community Educational Center will begin assuming full input and supervisory responsibilities.
- b. Activities remaining at El Camino College will be offered on a direct reimbursable basis.
- c. El Camino College will assume a strong audit and oversight role in assuring that good fiscal and business practices are being followed.

- d. Compton Community Educational Center will begin to function in a multi-college mode gaining more independence while following El Camino College guidelines and policies.
4. Year Four: Multi-College Operations
    - a. Continue trend toward independence with El Camino College performing functions made practical via cost efficiencies, for example, computer processing.
    - b. El Camino College procedures and fiscal policies remain in practice.
  5. Year Five: Single Campus Contracted Partnership
    - a. El Camino College and Compton Community Educational Center to develop long-term operational and process-oriented agreements to continue business relationship in a cost-benefit arrangement.
    - b. El Camino College is contracted to provide fiscal oversight to the Compton Community Educational Center.

The administrative leadership model needed to succeed in the early stages of this recovery process is projected to become less hierarchical and more collaborative. The following key administrative positions reflect the manner in which the leadership roles shall interact when operating the Compton Community Educational Center (not the Compton Community College District).

#### Special Trustee

This position has direct oversight responsibilities for the Compton Community College District. The Special Trustee functions in all respects like an elected Board of Trustees. The Special Trustee's primary point of contact with the Compton Community Educational Center is through the Provost. In general, all rules, codes and regulations that apply to elected governing boards are assumed to exist for this position. Special Trustee is exempt from Brown Act requirements.

(Role of the Chief Executive Officer at Compton District to be defined and added here.)

#### Superintendent/President

The El Camino College President is the senior administrator with ultimate oversight responsibility for the operation and control of the Compton Community Educational Center. The primary point of contact with the Compton Community Educational Center is through the Provost and the El Camino College Vice Presidents. The operational

management team is identified as the President's Cabinet which includes the Provost of the Compton Community Educational Center. The Chief Executive Officer of the Compton Community Center is the Provost and is the primary contact for the Compton Community College District.

#### Provost

As the overall team leader when working collaboratively with the El Camino College Vice Presidents on Compton Community Educational Center issues and decisions, the Provost will take full responsibility for the execution of all agreed upon actions. This person is the on-sight senior administrator and is the official spokesperson for the El Camino College Compton Community Educational Center or designee of the Superintendent/President.

#### Vice Presidents

Each Vice President shall assume full oversight responsibilities for the management of her or his respective area of operation. While working collaboratively with the Provost, direction operational responsibility for each functional area remains with the Vice Presidents. In this capacity, the Vice Presidents will be required to implement all El Camino College policies and procedures related to academic and support functions. The Provost retains the responsibility of the chief employment administrator. This split between the process control responsibility of the Vice Presidents and the employee supervision of the Provost marks the primary difference in the leadership team. For example, the decision to temporarily transfer Compton Community Educational Center staff to El Camino College to learn processing procedures is a Vice President's decision. The actual transfer of Compton Community Educational Center employees requires the Provost's agreement.

This collaborative model of decision making will result in regular meetings with the Vice Presidents and Provost to discuss issues and suggest directions to be taken. The President's Cabinet will collaborate on issues that require El Camino College resources or impacts the El Camino Community College District, for example, Accreditation.

## Assembly Bill No. 318

### CHAPTER 50

An act to amend Sections 41329.50, 41329.51, 41329.52, 41329.55, and 71093 of, to add Sections 41329.58 and 41329.59 to, and to add Article 5 (commencing with Section 74292) to Chapter 5 of Part 46 of, the Education Code, and to amend Section 63049.67 of the Government Code, relating to community colleges, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor June 30, 2006. Filed with  
Secretary of State June 30, 2006.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 318, Dymally. Community colleges: Compton Community College District.

(1) Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law requires the board of governors to appoint a chief executive officer, known as the Chancellor of the California Community Colleges. Existing law provides for the establishment of community college districts throughout the state, including the Compton Community College District. Existing law authorizes these districts to provide instruction to students at the campuses operated by these districts.

This bill would express various findings and declarations of the Legislature with respect to the withdrawal of accreditation from the Compton Community College District and the impact the withdrawal would have on the students and residents of the Compton Community College District.

(2) Existing law authorizes emergency advance apportionments to be provided to a school district that complies with prescribed requirements, including the submission of a report issued by an independent auditor with respect to the financial conditions and budgetary controls of the district, a written management review conducted by a qualified management consultant approved by the county superintendent of schools, and a fiscal plan adopted by the governing board to resolve the financial problems of the district.

This bill would authorize a community college district that has had a trustee appointed pursuant to specified provisions to request, and receive an emergency apportionment. The bill would appropriate \$30,000,000 from the General Fund to the Board of Governors of the California Community Colleges for apportionment to the Compton Community College District as an emergency apportionment, as specified.

To the extent the funds appropriated by this bill are allocated to a community college district, as defined by existing law for purposes of Section 8 of Article XVI of the California Constitution, those funds may be applied toward the minimum funding requirements for school districts and community college districts imposed by Section 8 of Article XVI of the California Constitution.

(3) Existing law establishes the County Office Fiscal Crisis and Management Assistance Team (FCMAT), which consists of persons having extensive experience in school district budgeting, accounting, data processing, telecommunications, risk management, food services, pupil transportation, purchasing and warehousing, facilities maintenance and operation, and personnel administration, organization, and staffing. Existing law authorizes community college districts to request the FCMAT to provide specified services, at that district's expense, as specified.

This bill would require the FCMAT to conduct an extraordinary audit of the Compton Community College District on or before October 30, 2006. The bill would require the FCMAT to conduct a comprehensive assessment and prepare a recovery plan, to be delivered to the Chancellor's Office of the California Community Colleges and the Department of Finance, for the Compton Community College District addressing 5 specified operational areas, on or before January 31, 2007. The bill would require the FCMAT to file a written status report at regular intervals with the appropriate fiscal and policy committees of the Legislature, the advisory committee to the special trustee, the Chancellor of the California Community Colleges, the Director of Finance, and the Secretary for Education. The bill would require these status reports to include the progress that the Compton Community College District is making in meeting the recommendations of the FCMAT comprehensive assessment and addressing the deficiencies identified by the Accrediting Commission for Community and Junior Colleges. The bill would require that up to \$500,000 be provided to the Compton Community College District from a specified item of the annual Budget Act to fund this audit.

(4) Existing law, until January 1, 2008, authorizes the board of governors to authorize the chancellor to suspend, for a period of up to one year, in accordance with a prescribed procedure, the authority of the Board of Trustees of the Compton Community College District, or of any of the members of the board, to exercise any powers or responsibilities or to take any official actions with respect to the management of the district. Existing law authorizes the chancellor to renew a suspension under this provision as many times, and as often, as he or she finds it necessary during the period of the operation of the provision. Existing law authorizes the chancellor to appoint a special trustee, at district expense, to manage the district, in accordance with a prescribed procedure.

This bill would instead authorize the board of governors to suspend the authority of the Board of Trustees of the Compton Community College District under this provision for a period of up to 5 years from the effective date of this bill, plus a period lasting until the chancellor, the FCMAT, the

Director of Finance, and the Secretary for Education concur with the special trustee that the district has, for 2 consecutive academic years, met the requirements of the comprehensive assessment conducted, and the recovery plan prepared, pursuant to the bill. The bill would delete the authority of the chancellor to renew a suspension under this provision as many times, and as often, as he or she finds it necessary during the period of the operation of the provision. The bill would exempt the chancellor from complying with specified requirements relating to preferences for disabled veterans, and from complying with the State Contract Act, in appointing the special trustee. The bill would authorize the chancellor to assume, and delegate to the special trustee, powers and duties of the Compton Community College District Personnel Commission that the chancellor determines are necessary for the management of the personnel functions of the district. The bill would authorize the special trustee to be a member of the State Teachers' Retirement System or the Public Employees' Retirement System for the period of service as a special trustee, if that person has been a member of either of those systems, unless the special trustee elects, in writing, not to be a member.

The bill would authorize the special trustee to do all of the following: implement substantial changes in the fiscal policies and practices of the Compton Community College District; revise the academic program of the Compton Community College District to reflect realistic income projections in response to the dramatic effect of the changes in fiscal policies and practices upon program quality; encourage all members of the college community to accept a fair share of the burden of the full recovery of the Compton Community College District in 5 specified operational areas; enter into agreements on behalf of the Compton Community College District and, subject to any contractual and statutory obligation of the Compton Community College District, change any existing district rules, regulations, policies, or practices as necessary for the effective implementation of the recovery plan, as specified; and appoint an advisory committee, as specified.

The bill would extend the operation of this provision indefinitely.

(5) Existing law sets forth procedures to be followed in the event of the formation of a new community college district or the reorganization of an existing community college district.

This bill would set forth procedures to be followed in the event that the Compton Community College's accreditation is terminated by the regional accrediting body recognized by the board of governors.

The bill would authorize the chancellor to oversee all actions at the Compton Community College District related to the loss of the college's accreditation. The bill would require the district to complete the provision of instruction in all classes for which it intends to claim apportionment prior to the date of the loss of accreditation. The bill would provide that, notwithstanding any other provision of law, the Compton Community College District would continue to be eligible to receive state funding as provided under the bill even if the accreditation is terminated.

The bill would require the Compton Community College District to identify a partner district that would agree to provide accredited instructional programs to students residing in the Compton Community College District. The bill would authorize the special trustee and the partner district to enter into one or more agreements for the provision of instructional services or other services. The bill would specify the educational services that the partner district would agree to provide to Compton Community College District students.

The bill would require that the Compton Community College District receive an apportionment, as specified, for courses provided at the Compton Community Educational Center by the partner district. The bill would provide that a statute requiring that 50% of the current expense of education, as defined, be expended on the salaries of classroom instructors would not apply to the Compton Community College District from the 2003–04 fiscal year to the 2008–09 fiscal year, inclusive.

Because the bill would impose new duties on the Compton Community College District, it would constitute a state-mandated local program.

(6) A provision of the California Constitution requires that a local or a special statute is invalid in any case if a general statute can be made applicable.

This bill would express the finding and declaration of the Legislature that, due to the unique circumstances relating to the accreditation status of Compton Community College, a general statute cannot be made applicable, and the enactment of specified provisions of the bill as a special statute is therefore necessary.

(7) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

(8) The bill would declare that it is to take effect immediately as an urgency statute.

Appropriation: yes.

*The people of the State of California do enact as follows:*

SECTION 1. With respect to the general background and intent of the act that adds this section, the Legislature finds and declares all of the following:

(a) Accreditation is a means for ensuring the academic quality and accountability for the colleges in the California Community College system. Additionally, students of the California Community Colleges must attend an accredited community college in order to participate in federal financial assistance programs.

(b) All colleges within the California Community Colleges system should be accredited by the recognized regional accrediting association serving California.

(c) The loss of accreditation by a college of the California Community Colleges presents a severe burden for the students of that college and for the residents of the community served by that college. Neither the students nor the residents should be deprived of educational opportunities due to the loss of accreditation by a community college.

(d) The Legislature finds that a California community college district whose colleges have lost accreditation presents the state with financial and educational emergencies and that extraordinary measures are required to address those emergencies.

(e) The Accrediting Commission for Community and Junior Colleges has found that Compton Community College does not meet accreditation standards, and has decided to withdraw accreditation. That decision may become effective on or before June 30, 2006. It is in the public interest to provide services through an accredited college to the persons adversely affected by the loss of accreditation by Compton Community College. Accordingly, it is the intent of the Legislature to provide for uninterrupted educational opportunities through another accredited community college for the students who currently attend the Compton Community College District and to provide continued meaningful access to that educational opportunity within the California Community College system to the residents of the Compton Community College District.

(f) In order to provide for continuing educational opportunities through an accredited college for the residents of the Compton Community College District and for the preservation of federal funding for students of the Compton Community College District, extraordinary legislative measures are required.

SEC. 2. With respect to meeting the needs of current students and residents of the Compton Community College District, the Legislature finds and declares all of the following:

(a) The appropriate way to provide for immediate continuing educational opportunities to the students and residents of the Compton Community College District is for the Compton Community College District to identify another community college district that is willing to serve as a partner and provide accredited educational and related administrative and support services using the facilities of the Compton Community College District as an educational center in that area. Those educational and support services should include offering a full range of credit courses leading to an associate degree for Compton students, making provisions for continuing or accelerating educational offerings for current Compton Community College students who are close to graduating, providing special counseling services to assist Compton Community College students who are considering transferring to other community colleges or baccalaureate institutions, and meeting the

transitional needs of significant numbers of students who previously attended the Compton Community College District.

(b) Although uninterrupted service to existing students is the highest priority, a critically important measure of ongoing educational success in the Compton area will be the extent to which the community college system is able to identify problems that lead to the loss of accreditation and to construct a recovery plan to address those problems. In the near future, significant efforts must be made to determine the needs and desires of students served by the elementary and secondary schools within the Compton Community College District and to formulate long-term success strategies for them within the California Community College system.

(c) The Compton Community College District will require enhanced state assistance and resources in order to address the issues that led to loss of accreditation and to contract for continued educational and support services for the students and residents of the Compton Community College District. The Board of Governors of the California Community Colleges will also require additional resources to oversee federally required actions resulting from the loss of accreditation and to support the educational recovery efforts.

(d) The Compton Community College District will also have responsibilities related to its loss of accreditation, including, but not limited to, actions mandated by federal authorities for reconciling student financial assistance programs. The Compton Community College District must also continue to support the efforts of the partner district to provide the services described in this act. The Board of Governors of the California Community Colleges must be authorized to continue its oversight role of the Compton Community College District to ensure that these transitional responsibilities are met.

(e) Because of circumstances beyond the control of the state, there may be a period of time before the partner district is authorized to distribute federal financial assistance to Compton students. Should this occur, state resources should be available to replace federal funding so as to allow affected students to complete the academic term they began before federal funding became unavailable.

SEC. 3. With respect to financing the activities described in this act, the Legislature finds and declares all of the following:

(a) The Legislature must provide fiscal support to the Compton Community College District to maximize its efforts to contract for educational services and to provide stability for the students and residents of the Compton Community College District.

(b) It is not possible to identify all actions that may be required to give effect to this bill or the expenses related to those actions.

(c) The Compton Community College District should also have access to existing emergency funding resources.

SEC. 4. Section 41329.50 of the Education Code is amended to read:

41329.50. The following definitions apply to this article, and, except as provided in subdivision (d), apply to Article 2 (commencing with Section

41320) and Article 2.5 (commencing with Section 41325), unless the context clearly indicates or requires another or different meaning:

(a) “Bank” means the California Infrastructure and Economic Development Bank.

(b) “Bonds” has the same meaning specified in Section 63010 of the Government Code.

(c) “Loan” and “emergency apportionments” means the financing described in Sections 41329.51, 41329.52, and 41329.53. The financing does not constitute a borrowing, but, instead, constitutes an advance payment of apportionments subject to repayment with interest as described in the article.

(d) “School district” means a school district that requests an emergency apportionment pursuant to Section 41320, including an administrator appointed pursuant to Article 2 (commencing with Section 41320) and a trustee appointed pursuant to Article 2.5 (commencing with Section 41325), or, for the purposes of this article only, a community college district, including a special trustee appointed pursuant to Section 71093 or 84040.

SEC. 5. Section 41329.51 of the Education Code is amended to read:

41329.51. Notwithstanding any other law, an emergency apportionment is a financing provided to a community college district as authorized by the Legislature or to a school district, other than a community college district, complying with the requirements contained in Article 2 (commencing with Section 41320) and Article 2.5 (commencing with Section 41325). The emergency apportionment shall be made pursuant to either Section 41329.52 or Section 41329.53, as determined by statute. The school district, the bank, and the Superintendent of Public Instruction, or the Board of Governors of the California Community Colleges, as appropriate, shall promptly perform the duties specified in the statute making the emergency apportionment.

SEC. 6. Section 41329.52 of the Education Code is amended to read:

41329.52. (a) A school district may receive a two-part financing designed to provide an advance of apportionments owed to the district from the State School Fund.

(b) The initial emergency apportionment shall be an interim loan from the General Fund to the school district. General Fund money shall not be advanced to a school district until that district agrees to obtain a lease financing as described in subdivision (c) and the bank adopts a reimbursement resolution governing the lease financing. The interim loan shall be repaid in full, with interest, from the proceeds of the lease financing pursuant to subdivision (c) at a time mutually agreed upon between the Department of Finance and the bank. The interest rate on the interim loan shall be the rate earned by moneys in the Pooled Money Investment Account as of the date of the initial disbursement of emergency apportionments to the school district.

(c) The school district shall enter into a lease financing with the bank for the purpose of financing the emergency apportionment, including a

repayment to the General Fund of the amount advanced pursuant to subdivision (b). In addition to the emergency apportionment, the lease financing may include funds necessary for reserves, capitalized interest, credit enhancements and costs of issuance. The bank shall issue bonds for that purpose pursuant to the powers granted pursuant to the Bergeson-Peace Infrastructure and Economic Development Bank Act as set forth in Division 1 (commencing with Section 63000) of Part 6.7 of the Government Code. The term of the lease shall not exceed 20 years, except that if at the end of the lease term any rent payable is not fully paid, or if the rent payable has been abated, the term of the lease shall be extended for a period not to exceed 10 years.

SEC. 7. Section 41329.55 of the Education Code is amended to read:

41329.55. (a) Simultaneous with the execution of the lease financing authorized pursuant to Section 41329.52, the bank shall provide to the Controller and the school district a notification of its lease financing. The notice shall include a schedule of rent payments to become due to the bank from the school district and the bond trustee. The Controller shall make the apportionment to the bond trustee of those amounts on the dates shown on the schedule. The bank may further authorize the apportionments to be used to pay or reimburse the provider of any credit enhancement of bonds and other ongoing or periodic ancillary costs of the bond financing issued by the bank in connection with this article. If the amount of rent payments vary from the schedule as a result of variable interest rates on the bonds, early redemptions, or changes in expenses, the bank shall amend or supplement the schedule accordingly.

(b) Except where financing is for a community college district, the Controller shall make the apportionment only from moneys in Section A of the State School Fund designated for apportionment to the district and any apportionment authorized pursuant to this subdivision shall constitute a lien senior to any other apportionment or payment of State School Fund moneys to or for that district not made pursuant to this subdivision.

(c) If financing is for the Compton Community College District, the Controller shall make the apportionment only from moneys in Section B of the State School Fund. Any apportionment authorized pursuant to this subdivision shall constitute a lien senior to any other apportionment or payment of Section B State School Fund moneys.

(d) The amount apportioned for a school district pursuant to this section is an allocation to the district for purposes of subdivision (b) of Section 8 of Article XVI of the California Constitution. For purposes of computing revenue limits pursuant to Section 42238 for any school district, the revenue limit for any fiscal year in which funds are apportioned for the district pursuant to this section shall include any amounts apportioned by the Controller pursuant to subdivisions (a), (b), and (c), as well as Section 41329.57.

(e) No party, including the school district or any of its creditors, shall have any claim to the money apportioned or to be apportioned to the bond trustee by the Controller pursuant to this section.

SEC. 8. Section 41329.58 is added to the Education Code, to read:

41329.58. The sum of thirty million dollars (\$30,000,000) is hereby appropriated, without regard to fiscal year, from the General Fund to the Board of Governors of the California Community Colleges for apportionment to the Compton Community College District as an emergency apportionment to finance, among other things, the activities described in Article 5 (commencing with Section 74292) of Chapter 5 of Part 46.

SEC. 9. Section 41329.59 is added to the Education Code, to read:

41329.59. (a) On or before October 30, 2006, the Fiscal Crisis and Management Assistance Team (FCMAT) shall conduct an extraordinary audit of the Compton Community College District, to be delivered to the Board of Governors of the California Community Colleges and the Director of Finance, focused upon an examination of alleged fraud, misappropriation of funds, or other illegal fiscal practices. The audit shall be conducted in a timely and efficient manner.

(b) On or before January 31, 2007, the FCMAT shall conduct a comprehensive assessment and prepare a recovery plan, to be delivered to the Board of Governors of the California Community Colleges and the Department of Finance, for the Compton Community College District addressing the five operational areas: financial management, academic achievement, personnel management, facilities management, and governance/community relations.

(c) The FCMAT shall file a written status report at regular intervals with the appropriate fiscal and policy committees of the Legislature, the advisory committee to the special trustee, the Board of Governors of the California Community Colleges, the Director of Finance, and the Secretary for Education. The status reports shall include the progress that the Compton Community College District is making in meeting the recommendations of the FCMAT comprehensive assessment and addressing the deficiencies identified by the Accrediting Commission for Community and Junior Colleges.

(d) Notwithstanding any other provision of law, an amount of up to five hundred thousand dollars (\$500,000) shall be provided to the Compton Community College District from any funds budgeted for FCMAT in Item 6110-107-0001 of Section 2.00 of the annual Budget Act or any other funds available from prior budget years for FCMAT for the purpose of funding the audit described in subdivision (a) of this section.

SEC. 10. Section 71093 of the Education Code is amended to read:

71093. Notwithstanding any other provision of law:

(a) The board of governors may authorize the chancellor to suspend the authority of the Board of Trustees of the Compton Community College District, or of any of the members of that board, to exercise any powers or responsibilities or to take any official actions with respect to the management of the district, including any of the district's assets, contracts, expenditures, facilities, funds, personnel, or property. The board of governors may authorize suspension for a period up to five years from the

effective date of Assembly Bill 318 of the 2005–06 Regular Session, plus a period lasting until the chancellor, the Fiscal Crisis and Management Assistance Team, the Director of Finance, and the Secretary for Education concur with the special trustee that the district has, for two consecutive academic years, met the requirements of the comprehensive assessment conducted, and the recovery plan prepared, pursuant to Section 41329.59.

(b) A suspension authorized by this section becomes effective immediately upon the delivery of a document to the administrative offices of the Compton Community College District that sets forth the finding of the chancellor that a suspension pursuant to this section is necessary for the establishment of fiscal integrity and security in that district.

(c) (1) If and when the chancellor suspends the authority of the Board of Trustees of the Compton Community College District or any of its members pursuant to this section, the chancellor may appoint a special trustee as provided in paragraph (3) of subdivision (c) of Section 84040, at district expense, to manage the district. The chancellor is authorized to assume, and delegate to the special trustee, those powers and duties of the Board of Trustees of the Compton Community College District that the chancellor determines, with the approval of the board of governors, are necessary for the management of that district. The Board of Trustees of the Compton Community College District may not exercise any of the duties or powers assumed by the chancellor under this section.

(2) The chancellor may appoint as a special trustee under this section a person who has served in a similar capacity prior to the enactment of the act that adds this section. A special trustee appointed under this section shall serve at the pleasure of the chancellor.

(3) Notwithstanding any other provision of law, in order to facilitate the appointment of the special trustee, the chancellor is exempt, for the purposes of this section, from the requirements of Article 6 (commencing with Section 999) of Chapter 6 of Division 4 of the Military and Veterans Code and Part 2 (commencing with Section 10100) of the Public Contract Code.

(d) Notwithstanding any other provision of law, at any time that this section is in effect, the chancellor is authorized to assume, and delegate to the special trustee, those powers and duties of the Compton Community College District Personnel Commission that the chancellor determines are necessary for the management of the personnel functions of the Compton Community College District. The personnel commission may not exercise any of the powers or duties assumed by the chancellor.

(e) Notwithstanding any other provision of law, if the special trustee has been a member of the State Teachers' Retirement System or the Public Employees' Retirement System at any time prior to appointment, he or she shall, for the period of service as special trustee, be a member of the system to which he or she belonged, unless the special trustee elects, in writing, not to be a member. If the special trustee chooses to be a member, the special trustee shall be placed on the payroll of the district, or the payroll of another local education agency or other entity with which the

district has an exchange agreement pursuant to Section 87422 or other applicable provisions of law, for the purpose of providing appropriate contributions to the applicable retirement system.

(f) The special trustee appointed pursuant to this section is authorized to do all of the following:

(1) Implement substantial changes in the fiscal policies and practices of the Compton Community College District.

(2) Revise the academic program of the Compton Community College District to reflect realistic income projections in response to the dramatic effect of the changes in fiscal policies and practices upon program quality.

(3) Encourage all members of the college community to accept a fair share of the burden of the full recovery of the Compton Community College District in the five operational areas of finance, academics, personnel facilities, and governance.

(4) Enter into agreements on behalf of the Compton Community College District and, subject to any contractual and statutory obligation of the Compton Community College District, change any existing district rules, regulations, policies, or practices as necessary for the effective implementation of the recovery plan. Any agreement authorized by this section shall be binding upon the district for the term of the agreement, notwithstanding the removal of the special trustee for any reason or the reinstatement of any powers or responsibilities of the board of trustees. No agreement authorized by this paragraph shall materially impair the security and other interests of the holders of any bonds issued pursuant to Article 9 (commencing with Section 63049.67) of Chapter 2 of Division 1 of Title 6.7 of the Government Code.

(5) Appoint an advisory committee to advise the special trustee with respect to the management of the Compton Community College District and the establishment and implementation of the arrangements for provision of services by a partner district pursuant to Article 5 (commencing with Section 74292) of Chapter 5 of Part 46. This advisory committee may include residents of the communities served by the Compton Community College District, and any outside experts deemed appropriate by the special trustee. No member of the advisory committee shall receive any compensation or benefits for his or her services as a member of the advisory committee.

(g) In the event of a vacancy in the special trustee position, the chancellor shall temporarily assume all of the powers and duties of the special trustee until another special trustee can be appointed pursuant to this section.

SEC. 11. Article 5 (commencing with Section 74292) is added to Chapter 5 of Part 46 of the Education Code, to read:

Article 5. Continuing Services If Compton Community College Loses Accreditation

74292. Notwithstanding any other provision of law, the following steps shall be taken to address the imminent risk that Compton Community College's accreditation will be terminated by the regional accrediting body recognized by the Board of Governors of the California Community Colleges:

(a) The Chancellor of the California Community Colleges is authorized to oversee all actions at the Compton Community College District related to the loss of the college's accreditation and efforts described in this article to address that situation. The Compton Community College District shall reimburse the Board of Governors of the California Community Colleges for any expenses incurred by the chancellor or his or her staff in carrying out this oversight responsibility.

(b) The Compton Community College District shall complete the provision of instruction for all classes for which it intends to claim apportionment prior to the date of its loss of accreditation.

(c) Notwithstanding any other provision of law, the Compton Community College District shall continue to be eligible to receive state funding as provided in this article even if its accreditation is terminated.

(d) (1) The Compton Community College District shall identify a partner district that will agree to provide accredited instructional programs to students residing in the Compton Community College District. The special trustee assigned to the Compton Community College District pursuant to Section 71093 and the partner district are authorized to enter into one or more agreements to provide instructional services or other services, and to make any other necessary preparations to implement the educational programs described in this article, as well as any related necessary administrative or support services, in a timely manner so as to ensure that services to Compton Community College students will not be interrupted and that those students will remain eligible for federal financial assistance. The agreement or agreements shall provide that the partner district is entitled to receive a reasonable administrative fee to be fixed by the mutual agreement of the parties.

(2) The partner district shall be a district in good standing with the Accrediting Commission for Community and Junior Colleges (ACCJC), and shall have successfully completed the accreditation cycle and secured accreditation for its colleges. A district with a college that is on warning, probation, or show-cause status with the ACCJC, or that is being monitored for fiscal stability by the chancellor's office is not considered a district in good standing for the purposes of this article.

(e) The partner district may offer any programs or courses for which it has secured applicable approvals. In addition, any programs and courses that were previously approved by the board of governors to be offered by the Compton Community College District may continue to be offered by

the partner district in the territory of the Compton Community College District without additional state approval until June 30, 2011.

(f) No later than 30 days after Compton Community College's loss of accreditation, the board of governors shall approve the facilities of Compton Community College as an off-campus educational center of the partner district. The center shall be known as the Compton Community Educational Center. The board of governors shall give notice of its approval to the county committee and county superintendent having jurisdiction over any territory affected by the action.

(g) The board of governors may permanently or temporarily waive any of its regulatory requirements necessary to effectuate this article, including, but not necessarily limited to, its regulations regarding educational centers.

(h) The partner district is eligible to provide instruction at the center without the recommendation of the California Postsecondary Education Commission under Section 66904 until the district secures the commission's recommendation for the facility to operate as an off-campus educational center or until June 30, 2011, whichever occurs first.

(i) The partner district shall comply with all federal requirements to ensure that students taking classes offered by the partner district at the Compton Community Educational Center remain eligible for federal financial assistance.

(j) Students enrolled in the Compton Community College District as of January 31, 2006, shall be subject to the following conditions:

(1) The partner district shall ensure that any student who, by the end of the Spring 2006 term, has completed at least 75 percent of the courses required for the degree or certificate he or she is pursuing will be able to complete that program. Every reasonable effort shall be made to allow other students who have begun work toward a certificate or degree, but who have not completed 75 percent of the required coursework, to continue and complete their programs.

(2) Students enrolling in classes provided by the partner district pursuant to this section shall be considered students of the partner district, shall receive credit from the partner district for classes they successfully complete, shall receive certificates or degrees they earn from the partner district, and shall receive financial aid through the partner district if they meet all applicable eligibility requirements.

(3) The partner district shall maintain student records related to the attendance of students in classes it offers pursuant to this section in accordance with all applicable state and federal laws.

(4) The partner district shall consider each student who enrolls for classes no later than the Spring 2007 term to be a continuing student for purposes of enrollment priorities.

(5) Any regulations of the board of governors relating to minimum residence at the college granting a degree shall not be applicable.

(k) The board of governors shall adopt any regulations necessary to implement this article. These regulations may be adopted as emergency

regulations that may remain in effect for up to one year from the date of adoption, and shall not be subject to paragraph (5) or (6) of subdivision (a) of Section 70901.5 or to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.

(l) (1) The partner district shall provide the services described in this article for a minimum of five years from the date those services commence pursuant to subdivision (d), and shall thereafter provide the services for any additional period determined necessary by the board of governors. In addition, the board of governors may require, in its sole discretion, that the services described herein be modified or terminated at an earlier date based on the best interests of the California Community Colleges system and its students.

(2) Notwithstanding paragraph (1), either the partner district or the special trustee appointed pursuant to Section 71093 may initiate termination of the agreements described in subdivision (d) by giving 180 days' written notice to the other party and to the board of governors. No termination pursuant to this subdivision may take effect until the end of the semester following the notice provided under this paragraph, so as to protect students from a mid-term interruption of educational services. Should the partner district provide notice of a desire to terminate any agreements at a time when the trustee determines that services provided under those agreements are still necessary to serve the interests of Compton students and residents or at a time when the Compton Community College District is not fully accredited and bonds issued pursuant to Section 41329.52 are outstanding, the partner district shall continue the services until it can secure a district to provide uninterrupted comparable services to the satisfaction of the special trustee.

(m) (1) The Compton Community College District shall continue to be responsible for ensuring that all of its permanent records are retained and stored as required by state law and that all records related to its administration of programs under Title IV of the federal Higher Education Act are retained for a minimum of three years after the conclusion of its participation in those programs.

(2) The Compton Community College District shall be responsible for institutional actions related to the loss of accreditation, including actions that are required under Section 688.26 of Title 34 of the Code of Federal Regulations, related to the ending of the participation of the Compton Community College District in programs under Title IV of the federal Higher Education Act, refunding any students' unearned tuition and fees, refunding to the federal government any unexpended federal student financial aid funds, returning to lenders any loan proceeds not distributed to students, or the collection of outstanding student debts to the Compton Community College District.

(n) In addition to addressing the ongoing educational needs of the students of the Compton Community College District, the partner district and the special trustee appointed pursuant to Section 71093 shall take steps aimed at achieving the goal of seeking renewed accreditation for Compton

Community College at the earliest feasible date. Progress toward achieving this goal shall be periodically reported to the board of governors.

(o) No person, firm or organization shall, without the permission of the Compton Community College District, use the name “Compton Community College,” or any name of which these words are a part, or any abbreviation thereof.

74292.5. Notwithstanding any other provision of law, so long as any bond issued pursuant to Section 63049.67 of the Government Code for the Compton Community College District is outstanding, all real property leases securing those bonds shall be leased by the Compton Community College District, and not the Compton Community Educational Center or any partner district.

74292.7. Cal Grant awards to students of the Compton Community College District shall not be adversely affected by this article.

74293. Notwithstanding any other provision of law:

(a) The partner district shall provide educational programs, as described in Section 74292, at the Compton Community Educational Center on the following terms:

(1) To the extent determined necessary by agreement between the Compton Community College District and the partner district, the Compton Community College District shall assign its current employees, or reemploy former employees, to provide educational or support services to students under the instructional services or other agreements described in Section 74292. The Compton Community College District has no obligation to assign or to reemploy persons who occupy or previously occupied administrative or supervisory positions to those positions. Notwithstanding any other provision of law, a person who provides services pursuant to this paragraph shall not be deemed to be an employee of the partner district or gain any status with the partner district for any purpose.

(2) Individuals providing educational or support services pursuant to paragraph (1) who serve as academic employees or educational administrators shall meet applicable minimum qualifications established by the Board of Governors of the California Community Colleges as well as any other job-related qualifications for service that are established by the partner district.

(3) The partner district shall have the primary right to direct activities under the contract or contracts in a manner that is consistent with the role of Compton Community College District as the employer of the individuals who are assigned duties under the agreements by the partner district. The partner district shall provide performance assessments to the special trustee appointed pursuant to Section 71093 regarding the services provided by employees of the Compton Community College District.

(b) Nothing in this section shall be construed to limit the ability of the Compton Community College District to employ employees of any type or

class as otherwise authorized by law as needed to provide necessary services.

(c) The Compton Community College District shall continue to be responsible for all retiree benefits that it offered its employees prior to the date of its loss of accreditation and for retirement and other benefits for its employees assigned to provide services pursuant to subdivision (a). The partner district shall have no responsibility for any retiree or other benefits for persons provided by the Compton Community College District to serve under instructional services or other agreements described in this article.

(d) Nothing in this section shall be construed to limit the ability of the partner district to assign its existing personnel to oversee or manage services provided under instructional services or other agreements described in Section 74292 or to employ employees of any type or class as otherwise authorized by law as needed to provide oversight and management of those services. Any person who provides services pursuant to this subdivision shall not be deemed to be an employee of the Compton Community College District or gain any status with that district for any purpose, and that person shall not lose any rights, benefits, or status that he or she had previously acquired with the partner district.

(e) Nothing in this article shall be construed to interfere with, or require any change in, the existing bargaining units and collective bargaining agreements of the Compton Community College District.

(f) All existing statutory due process protections for employees of the Compton Community College District shall remain in effect including, but not necessarily limited to, the provisions governing layoff or dismissal, acquisition of tenure, and all other provisions of the Education Code except as expressly provided in this article.

(g) Nothing in this article shall be construed to interfere with or preclude negotiations with employee organizations in either of the districts over the effects, if any, of the partner district's operation of the Compton Community College District.

74295. Notwithstanding any other provision of law:

(a) The Compton Community College District shall receive apportionment for courses provided at the Compton Community Educational Center by the partner district pursuant to Section 74292, subject to the transfer of moneys described in Sections 41329.53 and 41329.55 and in accordance with the following schedule:

(1) For the 2005–06 fiscal year, an amount not less than the amount that was received by the Compton Community College District for the attendance of full-time equivalent students for the 2004–05 fiscal year.

(2) For the 2006–07 fiscal year, an amount not less than 90 percent of the amount that was received by the Compton Community College District for the attendance of full-time equivalent students for the 2004–05 fiscal year.

(3) For the 2007–08 fiscal year, an amount not less than 80 percent of the amount that was received by the Compton Community College District

for the attendance of full-time equivalent students for the 2004–05 fiscal year.

(4) For the 2008–09 fiscal year, an amount not less than 70 percent of the amount that was received by the Compton Community College District for the attendance of full-time equivalent students for the 2004–05 fiscal year.

(b) In allocating funds for categorical aid to the Compton Community College District, the Chancellor of the California Community Colleges shall treat the Compton Community Educational Center as a separate college.

(c) The Compton Community College District shall not be subject to Section 84362 for the 2003–04 fiscal year to the 2008–09 fiscal year, inclusive.

(d) Should the loss of accreditation by the Compton Community College result in a lapse of federal financial assistance to otherwise eligible students before their eligibility is recognized through the partner district, the Compton Community College District may use a portion of the proceeds from the loan described in Section 41329.58 to provide comparable amounts of assistance to eligible students. This replacement funding shall not extend beyond the end of the term during which the lapse of federal funding occurred.

(e) The provisions of subdivision (a) shall be used solely to determine the apportionment funding to be allocated to the Compton Community College District. In computing statewide entitlements to funding based upon the attendance of full-time equivalent students, neither the Compton Community College District nor its partner district shall be credited with more full-time equivalent students for the Compton Community College District than were actually enrolled in attendance. It is the intent of the Legislature that any amounts necessary to make the apportionments required pursuant to subdivision (a) shall be drawn from the total statewide funding available for community college apportionments.

74296. Notwithstanding any other provision of law:

(a) In any action in which a court finds that any provision of this article is unlawful, or in any action challenging the implementation of this article, the Board of Governors of the California Community Colleges, the partner district, the Compton Community College District, and their respective officers, employees, and agents, are immune from the imposition of any award of money damages, including the award of attorney’s fees, except to the extent that any liability for those claims arises from the gross negligence or willful misconduct of the party claiming the immunity.

(b) The state shall, from funds specifically appropriated for that purpose, indemnify and defend the partner district from and against any claims, other than claims based upon gross negligence or willful misconduct, arising out of its participation in the activities specified in this article.

SEC. 12. Section 63049.67 of the Government Code is amended to read:

63049.67. (a) Notwithstanding any other provision of this division, a financing of emergency apportionments upon the request of a school district pursuant to Article 2.7 (commencing with Section 41329.50) of Chapter 3 of Part 24 of the Education Code, is deemed to be in the public interest and eligible for financing by the bank. Article 3 (commencing with Section 63041), Article 4 (commencing with Section 63042) and Article 5 (commencing with Section 63043) do not apply to the financing provided by the bank in connection with an emergency apportionment.

(b) The bank may issue bonds pursuant to Chapter 5 (commencing with Section 63070) and provide the proceeds to a school district pursuant to a lease agreement. The proceeds may be used as an emergency apportionment, to reimburse the interim emergency apportionment from the General Fund authorized pursuant to subdivision (b) of Section 41329.52 of the Education Code, or to refund bonds previously issued under this section. Bond proceeds may also be used to fund necessary reserves, capitalized interest, credit enhancement costs, and costs of issuance.

(c) Bonds issued under this article are not deemed to constitute a debt or liability of the state or of any political subdivision of the state, other than a limited obligation of the bank, or a pledge of the faith and credit of the state or of any political subdivision. All bonds issued under this article shall contain on the face of the bonds a statement to the same effect.

(d) Any fund or account established in connection with the bonds shall be established outside of the centralized treasury system. Notwithstanding any other law, the bank shall select the financing team and the trustee for the bonds, and the trustee shall be a corporation or banking association authorized to exercise corporate trust powers.

(e) Pursuant to Section 41329.55 of the Education Code, a school district other than the Compton Community College District shall instruct the Controller to repay the lease from moneys in the State School Fund designated for apportionment to the school district. Pursuant to Section 41329.55, if the school district is the Compton Community College District, the Controller shall be instructed to repay the lease from moneys in Section B of the State School Fund. Any amounts necessary to make this repayment shall be drawn from the total statewide funding available for community college apportionment consisting of funds in Section B of the State School Fund. Thereafter the Controller shall transfer to Section B of the State School Fund, either in a single or multiple transfers, an amount equal to the total repayment, which amount shall be transferred from the amount designated for apportionment to the Compton Community College District from the State School Fund. If these transfers from the district prove inadequate to repay any repayments for any reason, the Compton Community College District is required to use any revenue sources available to it for transfer and repayment purposes.

(f) Notwithstanding any other law, as long as any bonds issued pursuant to this section are outstanding, the following requirements apply:

(1) The school district for which the bonds were issued is not eligible to be a debtor in a case under Chapter 9 of the United States Bankruptcy Code, as it may be amended from time to time, and no governmental officer or organization is or may be empowered to authorize the school district to be a debtor under that chapter.

(2) It is the intent of the Legislature that the Legislature should not in the future abolish the Compton Community College District or take any action that would prevent the Compton Community College from entering into or performing binding agreements or invalidate any prior binding agreements of the Compton Community College District, where invalidation may have a material adverse effect on the bonds issued pursuant to this section.

(3) The Compton Community College District shall not be reorganized or merged with another community college district unless all of the following apply:

(A) The successor district becomes by operation of law the owner of all property previously owned by the Compton Community College District.

(B) Any agreement entered into by the Compton Community College District in connection with bonds issued pursuant to this section are assumed by the successor district.

(C) The apportionment authorized by subdivision (e) remains in effect.

(D) Receipt by the bank of an opinion of bond counsel that the bonds issued for the Compton Community College District will remain tax exempt following the reorganization or merger.

(g) Nothing in this section limits the authority of the Legislature to abolish the Compton Community College District when bonds issued for that district are no longer outstanding. Further, the Legislature may provide for the redemption or defeasance of the bonds at any time so that no bonds are outstanding. If the Legislature provides for the redemption or defeasance of the bonds issued for the Compton Community College District in order to abolish that district, it is the intent of the Legislature that the funds required for the redemption or defeasance should be appropriated from Section B of the State School Fund.

(h) The bank may enter into contracts or agreements with banks, insurers, or other financial institutions or parties that it determines are necessary or desirable to improve the security and marketability of, or to manage interest rates or other risks associated with, the bonds issued pursuant to this section. The bank may pledge apportionments made by the Controller directly to the bond trustee pursuant to Section 41329.55 of the Education Code as security for repayment of any obligation owed to a bank, insurer, or other financial institution pursuant to this subdivision.

SEC. 13. It is the intent of the Legislature that the funds provided in Item 6110-107-0001 of Section 2.00 of the annual Budget Act for the County Office Fiscal Crisis and Management Assistance Team (FCMAT) be available for FCMAT to undertake activities related to community colleges as authorized pursuant to Sections 84040 and 84041 of the Education Code.

SEC. 14. The Legislature finds and declares that, due to the unique circumstances relating to the accreditation status of Compton Community College, a general statute cannot be made applicable, and the enactment of Sections 7, 8, 9, and 11 of this act as a special statute is therefore necessary.

SEC. 15. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because this act provides for offsetting savings to local agencies or school districts that result in no net costs to the local agencies or school districts, within the meaning of Section 17556 of the Government Code.

SEC. 16. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order for educational programs and services to continue in the Compton Community College District to address financial hardships and accreditation challenges in time for the commencement of the 2006–07 academic year, it is necessary that this act take effect immediately.

ARTICLE X  
EVALUATION

A. General Provisions

1. The major aim of evaluation is to support student learning by improving instruction and educational services to students. However, formal evaluations have several purposes, which include:

- a. Recognizing outstanding performance;
- b. Improving satisfactory performance and furthering the growth of faculty members who are performing well;
- c. Identifying weak performance and assisting faculty members in achieving required improvement; and
- d. Documenting unsatisfactory performance.

Among the purposes of evaluation, the quest for the improvement of instruction and educational services to students is the highest goal. A systematic approach to evaluation is essential to the improvement of instruction and educational services to students. Therefore, a procedure that reviews a faculty member's performance of his or her assigned duties as well as all of his or her other contractual and professional responsibilities shall be implemented with these aims paramount.

- 2. All faculty members are considered potential members of Faculty Evaluation Teams. If a faculty member chosen to evaluate feels unable to serve on an Evaluation Team, the faculty member shall refer the matter to his or her dean.
- 3. Formal evaluations shall be conducted and documented as prescribed in this article. They shall occur at intervals that are at least as frequent as those prescribed in Sections B.1, D.1, and E.1 and can take the form of a basic evaluation, a comprehensive evaluation, or a specialized evaluation (for example, a Special Administrative Evaluation or a Division Chair evaluation).
- 4. All results of evaluation procedures, including data, discussions and recommendations made by the evaluators, shall be held in strict confidence by all persons involved in the evaluation process or in the handling of evaluation materials.
- 5. Evaluation procedures shall apply to all unit members, either directly or indirectly involved in the instructional process, and the results shall become a part of that individual's personnel file.

1 6. Evaluation will employ objective criteria which lend themselves to use in  
2 reaching conclusions relating to instruction or educational services. However,  
3 certain aspects of instruction and educational services cannot be reduced to  
4 specific objective criteria; therefore, professional judgment will be included in the  
5 evaluation procedure.  
6

7 7. Unless expressly provided otherwise, the following definitions shall apply  
8 throughout this article:  
9

- 10 a. "Basic evaluation" means an evaluation that reviews a faculty member's  
11 performance with little, if any, structured data gathering, and without the  
12 establishment of a Faculty Evaluation Team.  
13
- 14 b. "Comprehensive evaluation" means an evaluation that reviews a faculty  
15 member's performance based on information derived from considerable  
16 structured data gathering under the supervision of a Faculty Evaluation Team.  
17
- 18 c. "El Camino" means the El Camino Community College District.  
19
- 20 d. "Faculty Council" means the El Camino College Compton Center Faculty  
21 Council of the El Camino College Academic Senate.  
22
- 23 e. "Provost" means the Provost of the El Camino College Compton Center, or  
24 his or her designee.  
25
- 26 f. "Tenured faculty" means those faculty members who have completed their  
27 probationary period and obtained permanent status.  
28
- 29 g. "Probationary faculty" means those faculty members who are employed under  
30 an annual contract in a probationary assignment, but who have not completed  
31 their probationary period.  
32
- 33 h. "Temporary faculty" means those faculty members who are neither tenured  
34 nor probationary, and who are employed under provisions of the Education  
35 Code that authorize their service as temporary employees, full- or part-time.  
36

37 B. Evaluation of Tenured Faculty  
38

39 1. Tenured faculty members shall be evaluated every three academic years.  
40 Disregarding those instances in which a specialized evaluation is appropriate, the  
41 form of the evaluation shall alternate between a basic evaluation and a  
42 comprehensive evaluation, unless:  
43

- 44 a. The faculty member elects to receive a comprehensive evaluation; or  
45

- 1           b. The faculty member's Dean or Division Chair calls for a comprehensive  
2           evaluation.  
3
- 4       2. To initiate a formal evaluation, the Dean shall send the tenured faculty member,  
5       and his or her Division Chair, a notice informing them that the faculty member  
6       will be evaluated as provided in this article and, if a comprehensive evaluation is  
7       not already required by Section B.1, describing how the form of the evaluation  
8       will be determined.  
9
- 10      3. Basic evaluations shall be conducted as follows:  
11
- 12           a. The evaluation shall be recorded on the appropriate basic evaluation form (see  
13           Appendix \_) completed by the faculty member's Division Chair, or a tenured  
14           faculty member designated by the Division Chair in consultation with the  
15           Dean. Once completed, the evaluation shall be given to the faculty member  
16           and a copy shall be placed in the faculty member's personnel file.  
17
- 18           b. When the completed evaluation is given to the faculty member, it shall be  
19           accompanied by written advice that the faculty member may submit a written  
20           comment regarding the evaluation. If the faculty member chooses to submit a  
21           comment, it shall be appended to the copy of the evaluation contained in the  
22           faculty member's personnel file.  
23
- 24           c. In assessing the tenured faculty member's performance, the individual  
25           responsible for completing the evaluation shall not be required to conduct any  
26           structured data gathering. Instead, he or she shall rely on available  
27           information, but only to the extent that it is relevant and obtained from  
28           appropriate sources (for example, information derived from personal  
29           observation or experience with the tenured faculty member; from the tenured  
30           faculty member's peers or other co-workers; from student surveys, if any, self-  
31           evaluative material prepared by the tenured faculty member himself or herself,  
32           or prior evaluations). Nevertheless, by mutual agreement between the tenured  
33           faculty member and the individual responsible for completing the evaluation,  
34           the parties may specify that the evaluation shall include structured data  
35           gathering from peers or other co-workers, students, or other relevant sources  
36           to the extent they determine such data gathering will be useful and  
37           appropriate.  
38
- 39           d. In addition to indicating ratings of the tenured faculty member's performance,  
40           the individual responsible for completing the evaluation may recommend that  
41           the tenured faculty member engage in appropriate professional development  
42           activities.  
43
- 44           e. If a tenured faculty member's overall performance on his or her basic  
45           evaluation is rated "needs to improve" or "unsatisfactory," the faculty member

1 may request, and if requested, shall receive a comprehensive evaluation,  
2 which shall commence no later than the next regular semester.

3  
4 4. Comprehensive evaluations shall be conducted as follows:

- 5
- 6 a. The Provost shall appoint a Faculty Evaluation Team to conduct the
- 7 evaluation. The Team shall consist of:
- 8
- 9 i. the appropriate Division Chair or his or her designee;
- 10
- 11 ii. two tenured or probationary faculty members (in their third or fourth year
- 12 as probationary faculty) from the discipline of the faculty member being
- 13 evaluated designated by the Dean and confirmed by the Faculty Council
- 14 (to the extent practical, one of those faculty member's should be employed
- 15 by Compton and the other by El Camino);
- 16
- 17 iii. two tenured or probationary faculty members (in their third or fourth year
- 18 as probationary faculty) from the faculty at large designated by the Faculty
- 19 Council (to the extent practical, one of those faculty member's should be
- 20 employed by Compton and the other by El Camino, and one of the two
- 21 should be a nominee of the faculty member being evaluated).
- 22

23 The faculty member may submit a timely challenge to the appointment of any  
24 one voting member from the Faculty Evaluation Team. To be timely the  
25 challenge must be received in writing by the Provost on or before the date of  
26 the Faculty Evaluation Team's first meeting. Whenever a Team member needs  
27 to be replaced because of the receipt of a timely challenge, the Provost shall  
28 promptly appoint a replacement by following the appointment process  
29 applicable to the replacement member's predecessor.

- 30
- 31 b. Once appointed, the Faculty Evaluation Team shall elect one of its members
- 32 to serve as its chairperson. The role of the chairperson shall be to convene
- 33 meetings of the committee, prepare meeting agendas, preside at committee
- 34 meetings, and assemble an evaluation file (which shall be kept in the Human
- 35 Resources Office) consisting of all of the documents and other materials that
- 36 are relevant to the evaluation and that need to be preserved as a part of the
- 37 process.
- 38
- 39 c. Before commencing any structured data gathering or engaging in any other
- 40 substantive business, the Faculty Evaluation Team shall prepare a plan for the
- 41 evaluation that specifies:
- 42
- 43 i. The materials it intends to request from the faculty member being
- 44 evaluated (for example: self-evaluation materials; representative course
- 45 syllabi; sample class assignments, tests, or exercises; selected course

- 1                   handouts; previous student surveys, if available; or other relevant work  
2                   products.)
- 3
- 4                   ii. The manner and extent to which it intends to collect data from students,  
5                   peers, administrators and other individuals using the data collection  
6                   instruments set forth in Appendix \_\_ ;
- 7
- 8                   iii. How it intends to inquire into the nature and extent of the faculty  
9                   member's response to recommendations contained in any of his or her  
10                  previous evaluations;
- 11
- 12                  iv. Whom it intends to charge with the responsibility of collecting the data,  
13                  whether a member of the Team or not; and
- 14
- 15                  v. A general schedule under which the Team intends to complete its work  
16                  and appropriate protocols for giving the faculty member prior notification  
17                  of classroom visits or other data collection activities that require  
18                  interaction with the faculty member's students.
- 19
- 20                  d. Before adopting a final version of its plan, the Faculty Evaluation Team shall  
21                  share a draft of the plan with the faculty member being evaluated and solicit  
22                  his or her comments. Once it adopts a final plan, the Team shall send a copy  
23                  of the plan to the faculty member being evaluated and the Dean.
- 24
- 25                  e. At the conclusion of its data gathering, the Faculty Evaluation Team shall  
26                  review all of the data collected as part of the evaluation plan, as well as any  
27                  formal recommendations to the faculty member contained in his or her past  
28                  evaluations. Based on that information, the committee shall complete an  
29                  appropriate comprehensive evaluation summary using an appropriate  
30                  summary form (see Appendix \_\_). For each applicable performance category  
31                  listed on the form, the Team shall:
- 32
- 33                          i. prepare a brief narrative assessment of the faculty member's performance  
34                          that reflects the Team's analysis of the data it collected; and
- 35
- 36                          ii. assign one of the following ratings: exceeds expectations, meets  
37                          expectations, needs improvement.
- 38
- 39                  The Team may also include as a part of the comprehensive evaluation  
40                  summary any formal recommendations to the faculty member being evaluated  
41                  it believes are appropriate.
- 42
- 43                  f. As a part of the comprehensive evaluation summary the Faculty Evaluation  
44                  Team may, if it chooses, also include its recommendation as to whether the  
45                  faculty member's overall performance should be rated as satisfactory, needs to  
46                  improve, or unsatisfactory.

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- g. Formal actions of the Faculty Evaluation Team shall be taken by majority vote of the Team, but if all of the members of the Team do not agree with the content of the comprehensive evaluation summary, the Team shall provide for dissenting views to be documented and included as a part of the summary.
- h. In addition to completing a comprehensive evaluation summary, the Faculty Evaluation Team may also prepare a separate document containing any informal comments or recommendations to the faculty member being evaluated. Any such document shall be treated as a private communication to the faculty member and shall not become part of the evaluation file.
- i. The Faculty Evaluation Team shall forward the comprehensive evaluation summary to the faculty member being evaluated for his or her review and comment. It shall also provide the faculty member an opportunity to meet with the Team to discuss the evaluation.
- j. If, subsequent to meeting with the Faculty Evaluation Team, the faculty member submits comments, the Team shall review them and take any additional action it determines to be appropriate in light of the comments. Thereafter, it shall forward the completed evaluation file (including the evaluation plan, the data collection instruments the committee relied upon in preparing the evaluation, the comprehensive evaluation summary, and any other relevant documents) to the Dean. If the faculty member declines to meet with the Team, or (having met with the committee) fails to submit comments within five working days of the date on which the Team met with the faculty member, the Faculty Evaluation Team shall forward the completed evaluation file (including all of the materials referenced above) to the Dean.
- k. Based solely on the comprehensive evaluation summary and the accompanying materials in the evaluation file the Dean shall either:
  - i. complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and, based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory; or
  - ii. return the evaluation to the Faculty Evaluation Team with a written explanation of the reasons he or she declined to accept the evaluation, and comments regarding proposed steps the committee should take to remedy the problems he or she perceived.
- l. If the Dean declined to accept the evaluation and instead returned it to the Faculty Evaluation Team, the following shall occur:

- 1 i. The Faculty Evaluation Team shall review the explanation of the reasons  
2 the evaluation was not accepted and consider the proposed steps to remedy  
3 the problems the Dean perceived. If the Team determines that additional  
4 actions are necessary to enhance or improve the evaluation in light of the  
5 explanation and comments from the Dean, it shall take those actions. It  
6 may also revise, correct, or amend the evaluation summary in any way it  
7 determines is appropriate, or leave it unchanged.  
8
- 9 ii. Once the Faculty Evaluation Team has completed any actions it  
10 determined to be necessary to enhance or improve the evaluation and  
11 made any revisions, corrections or amendments to the evaluation summary  
12 it determined to be appropriate, it shall again forward the evaluation  
13 summary (with a written statement of the actions it took, if any) to the  
14 faculty member being evaluated for his or her comment. If the faculty  
15 member submits comments, the Team shall review them and take any  
16 additional action it determines to be appropriate in light of the comments.  
17 It shall then forward the completed evaluation summary to the Dean. If the  
18 faculty member declines to comment, or fails to comment within five  
19 working days of the date on which the committee sent the summary to the  
20 faculty member, the Faculty Evaluation Team shall forward the evaluation  
21 summary to the Dean.  
22
- 23 iii. Upon receiving the evaluation summary, the Dean shall complete the  
24 evaluation by formally accepting the Faculty Evaluation Team's  
25 evaluation summary and, based on the summary, rate the faculty  
26 member's overall performance as satisfactory, needs improvement or  
27 unsatisfactory.  
28
- 29 m. Once the Dean has completed the evaluation by formally accepting the  
30 Faculty Evaluation Team's evaluation summary and assigning a rating to the  
31 faculty member's overall performance, he or she shall deliver the evaluation  
32 summary to the faculty member and place a copy of it in the faculty member's  
33 personnel file.  
34
- 35 n. The completed evaluation, when delivered to the faculty member by the Dean,  
36 shall be accompanied by written advice that the faculty member may submit a  
37 written comment regarding the evaluation. If the faculty member chooses to  
38 submit a comment, it shall be appended to the copy of the evaluation  
39 contained in the faculty member's personnel file.  
40

#### 41 C. Special Administrative Evaluations

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- 43 1. The Provost may initiate an Special Administrative Evaluation if:  
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45 a. a faculty member's overall performance on his or her basic or comprehensive  
46 evaluation is rated "needs to improve" or "unsatisfactory;" or

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- b. the Provost cites identifiable issues about the faculty member's performance that are disclosed in the faculty member's basic evaluation and the Division Chair concurs that those issues warrant further review and documentation through a Special Administrative Evaluation; or
- c. the Provost cites identifiable issues about the faculty member's performance that are disclosed in the faculty member's comprehensive evaluation, and the Faculty Evaluation Team concurs that those issues warrant further review and documentation through a Special Administrative Evaluation; or
- d. the Provost determines that a Special Administrative Evaluation is appropriate to review events or circumstances that could lead to formal disciplinary action under Education Code Section 87732 (in which case the evaluation, once completed, shall be deemed to have served the purposes specified in Education Code Section 87671).

Any Special Administrative Evaluation initiated under Subsection a, b or c of this section shall be commenced within thirty working days of the completion of the basic or comprehensive evaluation. Furthermore, it shall be concluded within sixty days after it was commenced.

2. Special Administrative Evaluations shall be conducted by an appropriate Dean or other administrator designated by the Provost (hereinafter referred to as a Dean) as follows:

- a. If the Special Administrative Evaluation follows a basic or comprehensive evaluation, the Dean shall solicit input from:
  - i. the individual who completed the evaluation (in the case of a basic evaluation), or the Faculty Evaluation Team (in the case of a comprehensive evaluation);
  - ii. appropriate individuals the faculty member identifies as having relevant information about his or her performance; and
  - iii. any others the Vice President or his or her designee believes should have relevant information about the performance of the faculty member.

All such input shall be considered by the Dean before he or she completes the Special Administrative Evaluation.

b. The Dean may, if it is appropriate to the evaluation, observe the faculty member as he or she teaches or performs his or her other duties, conduct student surveys with prior notification to the faculty member as to when such

1 surveys would occur, or collect relevant data through other appropriate data  
2 collection methods.

3  
4 c. The Special Administrative Evaluation shall be recorded on the appropriate  
5 Special Administrative Evaluation form (see Appendix \_\_). Once the Dean  
6 has completed the form, he or she shall deliver the evaluation to the faculty  
7 member, offer to meet with the faculty member to discuss it, and — after the  
8 meeting, if one occurred — place a copy of the form in the faculty member's  
9 personnel file.

10  
11 d. The completed Special Administrative Evaluation, when delivered to the  
12 faculty member by the Dean, shall be accompanied by written advice that the  
13 faculty member may submit a written comment regarding the evaluation. If  
14 the faculty member chooses to submit a comment, it shall be appended to the  
15 copy of the Special Administrative Evaluation contained in the faculty  
16 member's personnel file.

#### 17 18 D Evaluation of Division Chairs

19  
20 1. During a faculty member's service as a Division Chair, his or her performance of  
21 the Division Chair's duties and responsibilities shall be evaluated at the end of his  
22 or her first year of service as Division Chair and at least once every other  
23 academic year thereafter.

24  
25 2. The evaluation of a Division Chair shall be conducted in the same manner as a  
26 Special Administrative Evaluation with the following modifications:

27  
28 a. In place of the list of individuals specified in Section C.2.a, the Dean shall  
29 solicit information about the Division Chair's performance of his or her duties  
30 and responsibilities as chair from faculty and staff in the division (including  
31 all those who ask to provide relevant information), as well as any others the  
32 Dean believes should have relevant information about the faculty member's  
33 performance as Division Chair.

34  
35 b. Rather than recording the evaluation on a Special Administrative Evaluation  
36 Form, the Dean shall record the evaluation on the Division Chair Evaluation  
37 Form (see Appendix \_\_).

38  
39 c. The evaluation of a Division Chair is a specialized evaluation that is separate  
40 from and in addition to the normal evaluation of the Division Chair as a  
41 faculty member.

#### 42 43 E. Evaluation of Temporary Faculty

44  
45 1. Temporary faculty shall be evaluated during their first semester of employment  
46 and at least once during the following three semesters of employment. Thereafter,

- 1 each temporary faculty member shall be evaluated at least once every three years  
2 provided a break of service of more than one year has not occurred.  
3
- 4 2. To initiate a formal evaluation, the Dean shall send the temporary faculty  
5 member, and his or her Division Chair, a notice informing them that the faculty  
6 member will be evaluated as provided in this article and specifying the time by  
7 which the evaluation should be completed.  
8
- 9 3. The evaluation shall be conducted as follows:  
10
- 11 a. The Dean shall appoint a Faculty Evaluation Team to conduct the evaluation.  
12 The Team shall consist of:  
13
- 14 i. the appropriate Division Chair or his or her designee;  
15
- 16 ii. one tenured or probationary faculty member from the discipline of the  
17 faculty member being evaluated.  
18
- 19 b. The Faculty Evaluation Team shall prepare a plan for the evaluation that, at a  
20 minimum, provides for the following data collection:  
21
- 22 i. Observation, on at least one occasion, of the faculty member in class or at  
23 his or her work station.  
24
- 25 ii. In the case of teaching faculty or faculty who work directly with students,  
26 student surveys collected from the faculty member's students.  
27
- 28 iii. Collection of relevant work products from the faculty member (e.g.  
29 representative course syllabi; sample class assignments, tests, or exercises;  
30 selected course handouts).  
31
- 32 iv. Submission of a self-evaluation by the faculty member.  
33
- 34 c. After preparing its plan, the Faculty Evaluation Team shall send a copy of the  
35 plan to the faculty member along with a general schedule under which the  
36 Team intends to complete its work.  
37
- 38 d. At the conclusion of its data gathering, the Faculty Evaluation Team shall  
39 review all of the data collected as part of the evaluation plan. Based on that  
40 information, the committee shall complete an evaluation summary using an  
41 appropriate summary form (see Appendix \_\_). For each applicable  
42 performance category listed on the form, the Team shall:  
43
- 44 i. prepare a brief narrative assessment of the faculty member's performance  
45 that reflects the Team's analysis of the data it collected; and  
46

- 1           ii. assign one of the following ratings: exceeds expectations, meets  
2           expectations, needs improvement.

3  
4           The Team may also include as a part of the evaluation summary any formal  
5           recommendations to the faculty member being evaluated it believes are  
6           appropriate.

- 7  
8           e. The Faculty Evaluation Team shall forward the evaluation summary to the  
9           faculty member being evaluated for his or her review and comment. The  
10          Faculty Evaluation Team shall also provide the faculty member an  
11          opportunity to meet with the Team (or one of its members as a representative)  
12          to discuss the evaluation.  
13  
14          f. If, subsequent to meeting with the Faculty Evaluation Team (if one occurred),  
15          the faculty member submits comments, the Team shall review them and take  
16          any additional action it determines to be appropriate in light of the comments.  
17          Thereafter, it shall forward the completed evaluation file (including the  
18          evaluation plan, the data collection instruments the committee relied upon in  
19          preparing the evaluation, the evaluation summary, and any other relevant  
20          documents) to the Dean. If the faculty member declines to meet with the  
21          Team, or fails to submit comments within five working days of the date on  
22          which the Team met with the faculty member, the Faculty Evaluation Team  
23          shall forward the completed evaluation file (including all of the materials  
24          referenced above) to the Dean.  
25  
26          g. Based solely on the evaluation summary and the accompanying materials in  
27          the evaluation file the Dean shall either:  
28  
29                i. complete the evaluation by formally accepting the Faculty Evaluation  
30                Team's evaluation summary and, based on the summary, rate the faculty  
31                member's overall performance as satisfactory, needs improvement or  
32                unsatisfactory; or  
33  
34                ii. return the evaluation to the Faculty Evaluation Team with a written  
35                explanation of the reasons he or she declined to accept the evaluation, and  
36                comments regarding proposed steps the Team should take to remedy the  
37                problems he or she perceived.  
38  
39          h. If the Dean declined to accept the evaluation and instead returned it to the  
40          Faculty Evaluation Team, the following shall occur:  
41  
42                i. The Faculty Evaluation Team shall review the explanation of the reasons  
43                the evaluation was not accepted and consider the proposed steps to remedy  
44                the problems the Dean perceived. If the Team determines that additional  
45                actions are necessary to enhance or improve the evaluation in light of the  
46                explanation and comments from the Dean, it shall take those actions. It

1 may also revise, correct, or amend the evaluation summary in any way it  
2 determines is appropriate, or leave it unchanged.

3  
4 ii. Once the Faculty Evaluation Team has completed any actions it  
5 determined to be necessary to enhance or improve the evaluation and  
6 made any revisions, corrections or amendments to the evaluation summary  
7 it determined to be appropriate, it shall again forward the evaluation  
8 summary (with a written statement of the actions it took, if any) to the  
9 faculty member being evaluated for his or her comment. If the faculty  
10 member submits comments, the Team shall review them and take any  
11 additional action it determines to be appropriate in light of the comments.  
12 It shall then forward the completed evaluation summary to the Dean. If the  
13 faculty member declines to comment, or fails to comment within five  
14 working days of the date on which the committee sent the summary to the  
15 faculty member, the Faculty Evaluation Team shall forward the evaluation  
16 summary to the Dean.

17  
18 iii. Upon receiving the evaluation summary, the Dean shall complete the  
19 evaluation by formally accepting the Faculty Evaluation Team's  
20 evaluation summary and, based on the summary, rate the faculty  
21 member's overall performance as satisfactory, needs improvement or  
22 unsatisfactory.

23  
24 i. Once the Dean has completed the evaluation by formally accepting the  
25 Faculty Evaluation Team's evaluation summary and assigning a rating to the  
26 faculty member's overall performance, he or she shall deliver the evaluation  
27 summary to the faculty member and place a copy of it in the faculty member's  
28 personnel file.

29  
30 j. The completed evaluation, when delivered to the faculty member by the Dean,  
31 shall be accompanied by written advice that the faculty member may submit a  
32 written comment regarding the evaluation. If the faculty member chooses to  
33 submit a comment, it shall be appended to the copy of the evaluation  
34 contained in the faculty member's personnel file.

#### 35 36 F. Evaluation of Probationary Faculty

37  
38 Probationary faculty shall be evaluated as specified in Article X(a), Evaluation of  
39 Probationary Faculty and Tenure Review.

#### 40 41 G. Effective Date

42  
43 The initial use of the evaluation procedures set forth in the article to evaluate tenured  
44 and temporary faculty shall be phased in as follows:  
45

- 1           1. Temporary faculty shall be evaluated in accordance with Section E.1, with  
2           any employment at Compton College counting towards the interval between  
3           evaluations.  
4
- 5           2. Tenured faculty members shall be initially evaluated using these procedures in  
6           three groups. Those who have social security numbers the final two digits of  
7           which are evenly divisible by three shall be evaluated during the 2007-2008  
8           academic year; those who have social security numbers the final two digits of  
9           which are divisible by three with a remainder of 1, shall be evaluated during  
10          the 2008-2009 academic year; and those who have social security numbers the  
11          final two digits of which are divisible by three with a remainder of 2 shall be  
12          evaluated during the 2009-2010 academic year. If the social security number  
13          is an odd number, the initial evaluation under this article shall be a basic  
14          evaluation. If the social security number is an even number, the initial  
15          evaluation under this article shall be a comprehensive evaluation.

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ARTICLE X (a)

EVALUATION OF PROBATIONARY FACULTY AND TENURE REVIEW

A. General Provisions

- 1. The purpose of a probationary period is to give probationary faculty members who are candidates for tenure the opportunity to demonstrate that they meet the needs and expectations of the District and are performing at a level that warrants the granting of tenure. As a consequence, tenure review is, in a sense, the conclusion of the selection process: continued review and rigorous evaluation leading to a recommendation to the Board on whether to employ an individual as a permanent, tenured member of the faculty.
- 2. All results of evaluation procedures that are a part of the tenure review process, including data, discussions and recommendations made by the Tenure Review Committee or any other evaluator, shall be held in strict confidence by all persons involved in the evaluation process or in the handling of evaluation materials.
- 3. Evaluation of probationary faculty will employ objective criteria which lend themselves to use in reaching conclusions relating to instruction or educational services. However, certain aspects of instruction and educational services cannot be reduced to specific objective criteria; therefore, professional judgment will be included in the evaluation procedure.
- 4. Unless expressly provided otherwise, the following definitions shall apply throughout this article:
  - a. "Board of Trustees" means the governing board of the Compton Community College District or the State's Special Trustee acting on the Board's behalf.
  - b. "El Camino" means the El Camino Community College District.
  - c. "Academic Senate" means the Academic Senate of the Compton Community College District.
  - d. "Provost" means the Provost of the El Camino College Compton Center, or his or her designee.

B. Tenure Review Committee

- 1. Within twenty working days of a probationary faculty member's first day of service in a probationary position, the Provost shall appoint a Tenure Review Committee to evaluate his or her performance and supervise the probationary faculty member's tenure review. The committee shall consist of:
  - a. the appropriate Division Chair;

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- b. two tenured faculty members from the discipline of the faculty member being evaluated designated by the Dean and confirmed by the Academic Senate (to the extent practical, one of those faculty member’s should be employed by Compton and the other by El Camino);
- c. two tenured faculty members from the faculty at large designated by the Academic Senate (to the extent practical, one of those faculty member’s should be employed by Compton and the other by El Camino, and one of the two should be a nominee of the faculty member being evaluated).

The faculty member may submit a timely challenge to the appointment of any one voting member of the Tenure Review Committee. To be timely the challenge must be received in writing by the Provost on or before the date of the committee’s first meeting.

- 2. To the extent practical, the membership of the Tenure Review Committee shall remain constant throughout the probationary faculty member's probationary period. However, a committee member shall be replaced if his or her service was challenged pursuant to the final paragraph of Section B.1, or he or she:
  - a. resigns, retires, or becomes unavailable for continued service on the committee for any other reason;
  - b. will be absent on a leave of absence for one semester or more; or,
  - c. in the case of the Division Chair vacates his or her assignment as Division Chair.

Whenever a committee member needs to be replaced, the Provost shall promptly appoint a replacement by following the appointment process applicable to the replacement member's predecessor.

- 3. Once appointed, the Tenure Review Committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and assemble a tenure review file (which shall be kept in the Human Resources Office) consisting of all of the documents and other materials that are relevant to the process and that need to be preserved.
- 4. As one of its initial acts, the Tenure Review Committee will meet with the probationary faculty member to review the tenure review process and to discuss, in general terms, how it will be conducted.

C. First-Year Evaluation and Recommendation

- 1 1. As provided in Education Code Section 87605, "a faculty member shall be  
2 deemed to have completed his or her first contract year if he or she provides  
3 service for 75 percent of the first academic year." As a consequence, if a  
4 probationary faculty member's service as a probationary employee begins during  
5 the spring semester, his or her service during that academic year does not count as  
6 his or her first contract year for the purposes of tenure review, and he or she shall  
7 receive a first-year evaluation during the following fall semester. All other  
8 probationary faculty members shall receive their first-year evaluation during the  
9 fall semester of the academic year during which they first served as a  
10 probationary employee.  
11
- 12 2. Before commencing the evaluation, the Tenure Review Committee shall prepare a  
13 recommended plan for the evaluation that anticipates the need to submit all  
14 required recommendations and supporting materials in a timely fashion so that the  
15 Board can act before March 15, and that specifies:  
16
  - 17 a. The materials it intends to request from the probationary faculty member (for  
18 example: self-evaluation materials; representative course syllabi; sample class  
19 assignments, tests, or exercises; selected course handouts; or other relevant  
20 work products.)  
21
  - 22 b. The extent to which it intends to collect data from students, peers,  
23 administrators or other individuals using the data collection instruments set  
24 forth in Appendix \_\_;  
25
  - 26 c. Whom it intends to charge with the responsibility of collecting the data,  
27 whether a member of the committee or not; and  
28
  - 29 d. A general schedule under which the committee intends to complete its work.  
30
- 31 3. Notwithstanding anything in Section C.2 to the contrary, the evaluation plan shall  
32 provide for appropriate peer observation of the probationary faculty member;  
33 student surveys, where relevant; and preparation of a tenure review portfolio by  
34 the probationary faculty member, which shall be maintained and built upon by the  
35 faculty member throughout his or her probationary period. The portfolio shall  
36 include relevant materials specified by the Tenure Review Committee such as:  
37 course syllabi; class handouts; exams, test and quizzes; and other materials that  
38 document curriculum development or service improvement activities, professional  
39 development or research activities, professional contributions to the department or  
40 Center, publications, relevant community service, awards and honors, etc.  
41
- 42 4. Before adopting a final version of its recommended evaluation plan, the  
43 committee shall share a draft of the plan with the probationary faculty member  
44 and solicit his or her comments. Once it adopts a final recommended plan, the  
45 committee shall send a copy of the recommended plan to the Dean for review and  
46 approval. If the Dean does not approve the plan, he or she shall return it to the

- 1 Tenure Review Committee with an explanation of the revisions needed to obtain  
2 approval. When the Dean does approve the recommended plan, he or she shall  
3 indicate his or her approval on the plan and return it to the committee with a copy  
4 to the probationary faculty member.  
5
- 6 5. At the conclusion of its data gathering, the Tenure Review Committee shall  
7 review all of the data collected as part of the evaluation plan. Based on that  
8 information, the committee shall complete an appropriate comprehensive  
9 evaluation summary using an appropriate summary form (see Appendix \_\_\_). For  
10 each applicable performance category listed on the form, the committee shall:  
11
- 12 a. prepare a brief narrative assessment of the probationary faculty member's  
13 performance that reflects the committee's analysis of the data it collected; and  
14
- 15 b. assign one of the following ratings: exceeds expectations, meets expectations,  
16 needs improvement.  
17
- 18 6. As a part of the comprehensive evaluation summary the Tenure Review  
19 Committee shall also include:  
20
- 21 a. recommendations to the probationary faculty member regarding actions he or  
22 she should consider to maintain or improve his or her progress towards  
23 achieving tenure;  
24
- 25 b. the committee's recommendation as to whether the faculty member's overall  
26 performance should be rated as satisfactory, needs to improve, or  
27 unsatisfactory; and  
28
- 29 c. the committee's recommendation regarding the probationary faculty  
30 member's continued employment as specified in Section G.  
31
- 32 7. Formal actions of the Tenure Review Committee shall be taken by majority vote,  
33 but if all of the members of the committee do not agree with the content of the  
34 comprehensive evaluation summary, the committee shall provide for dissenting  
35 views to be documented and included as a part of the summary.  
36
- 37 8. The Tenure Review Committee shall forward the comprehensive evaluation  
38 summary to the probationary faculty member for his or her review and comment.  
39 It shall also provide the faculty member an opportunity to meet with the  
40 committee to discuss the evaluation.  
41
- 42 9. If, subsequent to a meeting with the committee, the faculty member submits  
43 comments, the committee shall review them and take any additional action it  
44 determines to be appropriate in light of the comments. Thereafter, it shall forward  
45 the completed evaluation file (including the evaluation plan, the data collection  
46 instruments the committee relied upon in preparing the evaluation, the

1 comprehensive evaluation summary, and any other relevant documents) to the  
2 Dean. If the probationary faculty member declines to meet with the committee, or  
3 (having met with the committee) fails to submit comments within five working  
4 days of the date on which the committee met with the faculty member, the Tenure  
5 Review Committee shall forward the completed evaluation file (including all of  
6 the materials referenced above) to the Dean.

7  
8 10. Based solely on the comprehensive evaluation summary and the accompanying  
9 materials in the evaluation file the Dean shall either:

- 10  
11 a. complete the evaluation by
- 12  
13 i. formally accepting the Tenure Review Committee's evaluation summary;  
14 and — based on the summary—
  - 15  
16 ii. rating the faculty member's overall performance as satisfactory, needs  
17 improvement or unsatisfactory; and
  - 18  
19 iii. making a recommendation regarding the probationary faculty member's  
20 continued employment as specified in Section G; or
- 21  
22 b. return the evaluation to the Tenure Review Committee with a written  
23 explanation of the reasons he or she declined to accept the evaluation, and  
24 comments regarding proposed steps the committee should take to remedy the  
25 problems he or she perceived.

26  
27 11. If the Dean declined to accept the evaluation and instead returned it to the Tenure  
28 Review Committee, the following shall occur:

- 29  
30 a. The Tenure Review Committee shall review the explanation of the reasons the  
31 evaluation was not accepted and consider the proposed steps to remedy the  
32 problems the Dean perceived with the evaluation. If the committee determines  
33 that additional actions are necessary to enhance or improve the evaluation in  
34 light of the explanation and comments from the Dean, it shall take those  
35 actions. It may also revise, correct, or amend the evaluation summary in any  
36 way it determines is appropriate, or leave it unchanged.
- 37  
38 b. Once the Tenure Review Committee has completed any actions it determined  
39 to be necessary to enhance or improve the evaluation and made any revisions,  
40 corrections or amendments to the evaluation summary it determined to be  
41 appropriate, it shall again forward the evaluation summary (with a written  
42 statement of the actions it took, if any) to the probationary faculty member for  
43 his or her comment. If the faculty member declines to comment, or fails to  
44 comment within five working days of the date on which the committee sent  
45 the summary to the faculty member, the Tenure Review Committee shall  
46 forward the evaluation summary to the Dean.

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- c. Upon receiving the evaluation summary, the Dean shall complete the evaluation by:
  - i. formally accepting the Tenure Review Committee's evaluation summary; and — based on the summary—
  - ii. rating the faculty member’s overall performance as satisfactory, needs improvement or unsatisfactory; and
  - iii. making a recommendation regarding the probationary faculty member’s continued employment as specified in Section G.

12. Once the Dean has completed the evaluation by formally accepting the Tenure Review Committee's evaluation summary, assigning a rating to the faculty member’s overall performance, and making a recommendation about the faculty member’s continued employment, he or she shall deliver the evaluation summary to the probationary faculty member and the Provost for inclusion in the faculty member's tenure review and personnel files.

13. The completed evaluation, when delivered to the probationary faculty member by the Dean, shall be accompanied by written advice that the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's tenure review and personnel files.

D. Second-Year Evaluation and Recommendation

- 1. Each probationary faculty member shall be evaluated during the fall semester of his or her second contract year. As a continuation of the tenure review process, the evaluation shall cover the entire period since the probationary faculty member's last evaluation, not just his or her performance during the fall semester.
- 2. The second-year evaluation shall be conducted in the manner specified in Sections C.2 through C.13, with the addition that, as a part of the evaluation, the Tenure Review Committee shall review the probationary faculty member's prior evaluations and inquire into the nature and extent of the faculty member's response to the recommendations contained in those evaluations.
- 3. At the same time it forwards the completed second-year evaluation file to the Dean, the Tenure Review Committee shall forward its recommendation regarding the probationary faculty member's continued service. Based solely on the comprehensive evaluation summary and the accompanying materials in the evaluation file, the Tenure Review Committee shall, except under the circumstances described in Section G.4, recommend one of the following two actions: that the probationary faculty member be given notice by the Board that he

1 or she will be employed for the following two academic years as a probationary  
2 faculty member, or that the probationary faculty member be given notice by the  
3 Board that he or she will not be employed for the following academic year.  
4

5 E. Third- and Fourth-Year Evaluations and Recommendation  
6

- 7 1. Each probationary faculty member shall be evaluated during the fall semester of  
8 his or her third contract year, and again during the fall semester of his or her  
9 fourth contract year. As a continuation of the tenure review process, each  
10 evaluation shall cover the entire period since the probationary faculty member's  
11 last evaluation, not just his or her performance during the semester in which the  
12 evaluation is conducted.  
13
- 14 2. The third- and fourth-year evaluations shall be conducted in the manner specified  
15 in Sections C.2 through C.12, with the addition that, as a part of the evaluation,  
16 the Tenure Review Committee shall review the probationary faculty member's  
17 prior evaluations and inquire into the nature and extent of the faculty member's  
18 response to the recommendations contained in those evaluations.  
19
- 20 3. Notwithstanding anything in Section C to the contrary, neither the Tenure Review  
21 Committee nor the Dean shall forward any recommendation regarding the  
22 probationary faculty member's continued service as a part of the evaluation  
23 conducted during the faculty member's third contract year, but they shall do so as  
24 a part of the evaluation conducted during the fourth contract year.  
25

26 F. Special Administrative Evaluations  
27

- 28 1. At any time during a probationary faculty member's probationary period, the  
29 Provost may initiate a Special Administrative Evaluation if:  
30
  - 31 a. the probationary faculty member requests a Special Administrative  
32 Evaluation; or  
33
  - 34 b. an evaluation conducted pursuant to Sections C, D or E discloses identifiable  
35 issues about the probationary faculty member's performance that the Provost  
36 reasonably determines warrants further review and documentation through a  
37 Special Administrative Evaluation; or  
38
  - 39 c. the probationary faculty member's Tenure Review Committee recommends a  
40 Special Administrative Evaluation (which the committee may do at any time it  
41 determines such a recommendation to be appropriate); or  
42
  - 43 d. the Provost determines that a Special Administrative Evaluation is appropriate  
44 to review events or circumstances that could lead to formal disciplinary action  
45 under Education Code Section 87732 (in which case the evaluation, once

1 completed, shall be deemed to have served the purposes specified in  
2 Education Code Section 87671).

3  
4 Any administrative evaluation initiated under Subsection F.1.a, b or c shall be  
5 commenced within thirty working days of the completion of the evaluation, or  
6 receipt of the Tenure Review Committee's recommendation to conduct the  
7 evaluation, whichever is relevant. Furthermore, it shall be concluded within forty-  
8 five working days after it was commenced.

- 9  
10 2. If the Special Administrative Evaluation was requested by the probationary  
11 employee; follows an evaluation conducted pursuant to Sections C, D, or E; or  
12 was initiated upon the recommendation of the Tenure Review Committee, the  
13 Dean shall solicit input from:  
14  
15 a. the Tenure Review Committee;  
16  
17 b. appropriate individuals the probationary faculty member identifies as having  
18 relevant information about his or her performance; and  
19  
20 c. any others the Dean believes should have relevant information about the  
21 performance of the faculty member.

22  
23 All such input shall be considered by the Dean before he or she completes the  
24 administrative evaluation.

- 25  
26 3. The Dean may, if it is appropriate to the evaluation, observe the probationary  
27 faculty member as he or she teaches or performs his or her other duties, conduct  
28 student surveys, or collect relevant data through other appropriate data collection  
29 methods.  
30  
31 4. The Special Administrative Evaluation shall be recorded on the appropriate  
32 Special Administrative Evaluation form (see Appendix \_\_). Once the Dean has  
33 completed the form, he or she shall deliver the evaluation to the probationary  
34 faculty member and the Provost for inclusion in the faculty member's personnel  
35 file.  
36  
37 5. The completed Special Administrative Evaluation, when delivered to the faculty  
38 member by the Dean, shall be accompanied by written advice that the faculty  
39 member has the right to submit a written comment regarding the evaluation. If the  
40 faculty member chooses to submit a comment, it shall be appended to the copy of  
41 the Special Administrative Evaluation contained in the faculty member's  
42 personnel file.

43  
44 G. Recommendations to the Board  
45

- 1 1. Before March 15 of each probationary faculty member's first, second and fourth  
2 contract years, the Provost shall forward the recommendation of the faculty  
3 member's Tenure Review Committee and Dean regarding the probationary faculty  
4 member's continued service, along with the Provost's recommendation regarding  
5 that matter to the Board of Trustees. The Provost's recommendation shall be based  
6 solely on the Tenure Review Committee's comprehensive evaluation summaries,  
7 accompanying materials in the evaluation file, any Special Administrative  
8 Evaluations that were performed, and the recommendations of the Tenure Review  
9 Committee and the Dean.  
10
- 11 2. Except as provided in Section G.4, below, any recommendation forwarded during  
12 a probationary faculty member's first contract year shall be a recommendation to  
13 notify the faculty member that:  
14
  - 15 a. he or she will be employed for the following academic year as a second year  
16 probationary faculty member, or that  
17
  - 18 b. he or she will not be employed for the following academic year.  
19
- 20 3. Except as provided in Section G.4, below, any recommendation forwarded during  
21 a probationary faculty member's second contract year shall be a recommendation  
22 to notify the faculty member that:  
23
  - 24 a. he or she will be employed for following two academic years as a  
25 probationary faculty member, or that  
26
  - 27 b. he or she will not be employed for the following academic year.  
28
- 29 4. Notwithstanding Sections G.2 and G.3, the Provost may, during a probationary  
30 faculty member's first or second contract year, recommend that the faculty  
31 member be employed for all subsequent academic years as a tenured faculty  
32 member, but only in extraordinary circumstances where that recommendation has  
33 been initiated by the Tenure Review Committee on the basis of documented  
34 evidence that the probationary faculty member is performing at a level that  
35 warrants the granting of early tenure, and the Provost finds that there are clear and  
36 compelling reasons to conclude that the action will be in the best interests of the  
37 district. No recommendation made pursuant to this section, and no action  
38 accepting or rejecting any such recommendation, shall be grievable.  
39
- 40 5. Any recommendation forwarded during a probationary faculty member's fourth  
41 contract year shall be a recommendation to notify the faculty member that:  
42
  - 43 a. he or she will be employed for all subsequent academic years as a tenured  
44 faculty member, or that  
45
  - 46 b. he or she will not be employed for the following academic year.

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**H. Mentors**

1. Every probationary faculty member shall be encouraged to request a mentor. When a probationary faculty member requests a mentor, the Dean shall consult with the probationary faculty member and his or her Division Chair to identify and recruit an appropriate mentor. A mentor can be any tenured faculty member employed by either Compton or El Camino who volunteers to serve in that capacity, but he or she may not serve on the probationary faculty member's Tenure Review Committee.
2. A tenured faculty member may serve as a mentor to more than one probationary faculty member, but since effective mentoring often requires the investment of an extensive amount of time and effort, a single faculty member should not generally be designated as a mentor for more than two probationary faculty members at any time.
4. During the period of mentoring, the mentor shall consult and interact with the probationary faculty member for the purposes of enhancing the probationary faculty member's effectiveness and ability to perform his or her basic duties, and encouraging the probationary faculty member's professional growth. All mentors shall adhere to any mentoring guidelines adopted by the District.

**I. Effective Date**

These procedures became effective for probationary faculty members initially employed in probationary positions on or after July 1, 2007.

**EL CAMINO COLLEGE COMPTON CENTER**  
**EVALUATION SCHEDULE**

	name	ssn	calculation	Eval year		
	AASI, FAZAL					
1*	ARROYO, CELIA	72	24.00	2007-2008		
2*	BENTLEY, WALTER	72	24.00	2007-2008		
3	BERNAUDO, JOSE L.	99	33.00	2007-2008		
	BOATWRIGHT, EDDIE					
4	BOROUDJERDI, MOHAMMAD	69	23.00	2007-2008		
6	BUTLER, LINDA	45	15.00	2007-2008		
7	CORTEZ PEREZ, AURORA	33	11.00	2007-2008		
8*	DE SILVA, VERNELL R	66	22.00	2007-2008		
9	FISHER, CARROLL	51	17.00	2007-2008		
10*	FLOR, PAUL M	00	0.00	2007-2008		
11*	HATHMAN, HILDA R.	69	23.00	2007-2008		
	HENNING, DEBORAH					
12*	HOFFMAN, AUGUST	18	6.00	2007-2008		
	JOHNSON, RENE					
13*	LAZAR, SHEMIRAN I.	60	20.00	2007-2008		
14	LYLES, CORNELIA L	87	29.00	2007-2008		
15	MARADIAGA, AXA	21	7.00	2007-2008		
16	MARUYAMA, DAVID	69	23.00	2007-2008		
17	MCPATCHELL, DAVID O.	81	27.00	2007-2008		
18*	MENDOZA, LADISLAO	90	30.00	2007-2008		
20	MOORE, BILLIE JO	33	11.00	2007-2008		
21*	MY, ALEXANDER P.	36	12.00	2007-2008		
22	ODANAKA, MICHAEL J	69	23.00	2007-2008		
23*	ROACH, DONALD A	72	24.00	2007-2008		
	ROACH, RUTH A.					
25*	SHAIKH, MOHOMAD N.	42	14.00	2007-2008		

**EL CAMINO COLLEGE COMPTON CENTER**  
**EVALUATION SCHEDULE**

	name	ssn	calculation	Eval year		
26*	SUBRAMANIAM,THAMIZHCHELVI	72	24.00	2007-2008		
	SWEENEY,ELIZABETH					
27	THOMAS,SHIRLEY	09	3.00	2007-2008		
28*	UCH,MANDEDA R	42	14.00	2007-2008		
29*	VALDRY,ANDREE B.	48	16.00	2007-2008		
	WALLANO					
30	WARD,CAROLYN D.	03	1.00	2007-2008		
31*	YAHYE,ABDIRASHID M	90	30.00	2007-2008		
32	SONIDO,ELEANOR L.	79	26.33	2008-2009		
33	ADEVA,ANGELITA	34	11.33	2008-2009		
34	AGUILAR,CARMELA	40	13.33	2008-2009		
35	AHMAD,MANZOOR	01	0.33	2008-2009		
36	ALLOTEY,STANLEY	19	6.33	2008-2009		
37	ARROYO,SILVIA T.	49	16.33	2008-2009		
38	BENSON,EUGENE	28	9.33	2008-2009		
39	BOATWRIGHT,EDDIE	04	1.33	2008-2009		
40	BUNTING,IKAWEBE	07	2.33	2008-2009		
41	CLARK,LEONARD R	97	32.33	2008-2009		
42	FLEMMING,ARTHUR H.	34	11.33	2008-2009		
43	GARRETT,CURTIS	16	5.33	2008-2009		
44	GHAFELEBASHI,MOHAMMAD M.	85	28.33	2008-2009		
45	HAYNES,VANESSA	40	13.33	2008-2009		
46	JOLLY,JEFFRY T.	73	24.33	2008-2009		
47	MEJIA,CARLOS	04	1.33	2008-2009		
48	MORGAN,ROBERT S	28	9.33	2008-2009		
49	NAMAZI,ABBAS	10	3.33	2008-2009		
50	O GUYNN,VALARIE G	94	31.33	2008-2009		
51	OSANYINPEJU,ABIODUN	04	1.33	2008-2009		

**EL CAMINO COLLEGE COMPTON CENTER**  
**EVALUATION SCHEDULE**

	name	ssn	calculation	Eval year		
52	PANSKI,SAUL J	07	2.33	2008-2009		
53	PORTER,LEROY M	01	0.33	2008-2009		
54	ROACH,RUTH A.	82	27.33	2008-2009		
55	VAN NIEL,PIETER J	82	27.33	2008-2009		
56	VILLALOBOS, JOSE	55	18.33	2008-2009		
57	WILLIAMS,HERKIE LEE	58	19.33	2008-2009		
58	WU,HUNG Y	28	9.33	2008-2009		
59	WILLIAMS,FRANCES M	64	21.33	2008-2009		
60	ABBASSI,ALI	14	4.67	2009-2010		
61	ALLEN,JENNELL	38	12.67	2009-2010		
62	ALPERN,RONNY	50	16.67	2009-2010		
63	BUTLER,ROBERT	44	14.67	2009-2010		
64	CAVENESS,ALLEN	44	14.67	2009-2010		
65	COLLINS,DIANE E.	44	14.67	2009-2010		
66	CROSBIE,IVAN A	11	3.67	2009-2010		
67	ESTRADA,HARVEY L.	38	12.67	2009-2010		
68	EVANS,JEROME L.	14	4.67	2009-2010		
69	FRENCH PRESTON,ESSIE	53	17.67	2009-2010		
70	GARCIA,ANNARUTH	77	25.67	2009-2010		
71	HALLIGAN,CHRISTOPHER	62	20.67	2009-2010		
72	JOINER,ROBERT LEE	74	24.67	2009-2010		
73	KEIG,WILLIAM E.	32	10.67	2009-2010		
74	KHALILZADEH,MOHAMMAD H.	41	13.67	2009-2010		
75	LAMM,FREDERICK R	29	9.67	2009-2010		
76	MACARENO,MARIO COSSIO	83	27.67	2009-2010		
77	MARTINO,SAMUEL S.	23	7.67	2009-2010		
78	MC LAUGHLIN,PATRICK W	62	20.67	2009-2010		
79	MEHDIZADEH,NASROLLAH	50	16.67	2009-2010		

**EL CAMINO COLLEGE COMPTON CENTER**  
**EVALUATION SCHEDULE**

	name	ssn	calculation	Eval year		
80	MITCHELL,DARNELL	44	14.67	2009-2010		
81	MITU,ZENIADA	14	4.67	2009-2010		
82	MURRAY,RODNEY	11	3.67	2009-2010		
83	NORTON,THOMAS A.	89	29.67	2009-2010		
84	PARKER,NORMA E.	32	10.67	2009-2010		
85	PHILLIPS,MARJERITTA	08	2.67	2009-2010		
86	PRATT,ESTINA A	32	10.67	2009-2010		
87	RADCLIFFE,KENDAHL L	05	1.67	2009-2010		
88	ROSS,DOVARD L	11	3.67	2009-2010		
89	RYDALCH,TOMMY D	11	3.67	2009-2010		
90	SAGHAFI,CYRUS MAJID	41	13.67	2009-2010		
91	SAHEBJAME,MOHSEN	41	13.67	2009-2010		
92	SANDVIK,CAROL	02	0.67	2009-2010		
93	SHARIFIAN ATTAR,MOHAMMAD H	80	26.67	2009-2010		
94	STEWART,ELLA	41	13.67	2009-2010		
95	SWEENEY,ELIZABETH	62	20.67	2009-2010		
96	TAVAKKOLI,MOHAMAD	26	8.67	2009-2010		
97	THREADGILL,CHERYL D.	65	21.67	2009-2010		
98	WASSERBERGER,TONI E	71	23.67	2009-2010		
99	WEST,PAMELLA L	05	1.67	2009-2010		

## **BP 3251 Institutional Standing Committee**

Through Shared Governance Committee approval, the following are the Institutional Standing Committee to meet Compton Community College District (CCCD) needs.

There are four (4) committees which will report to the **SHARED GOVERNANCE COMMITTEE**

1. Accreditation (to be revived as needed)
2. Institutional Effectiveness (to monitor recovery and policy development)
3. Equal Employment Opportunity/Staff Diversity
4. Budget and Planning

There are seven (7) sub-committees which will be part of the **BUDGET AND PLANNING COMMITTEE:**

1. Facilities
  - a) Occupational Health Safety and Environment
2. Technology
3. Enrollment Management
4. Matriculation
5. Student Equity
6. Staff Development
7. Health and Welfare

There are five (5) Committees which will report to the **CCCD ACADEMIC SENATE**

1. Hiring and Equivalency
2. Tenure Review/Denial
3. Administrative Hiring/Retreat (per AB1725)
4. Sabbatical Leave
5. Professional Relations

There are four (4) committees which will report to the newly established El Camino College – Compton Community Educational Center **FACULTY COUNCIL**

1. Curriculum
2. Transfer Collaboratives
3. Distance Education
4. Campus Events (e.g., Black History, Convocation, Commencement, etc)

Approved by Shared Governance Committee 4/17/07.

**Proposed changes to ECC Academic Senate Constitution  
Restructuring resulting from Partnership with Compton – Approved by Senate Mar. 20, 2007**

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ARTICLE I Name and Definitions

Section 2. Definitions

The term “faculty” shall mean all personnel defined in the El Camino College Federation of Teachers Agreement and Compton Community College District Federation of Teachers Agreement

The term “division senator” is the individual who is elected by the full-time faculty of a division or educational center to represent such unit.

The term “educational center” shall mean a formally recognized El Camino College educational center as defined in Title 5.

The terms “faculty council” or “educational center council” shall mean a standing committee of the Senate located at each educational center. This Committee will represent the needs and concerns of faculty at its educational center and will select its membership in accordance with locally developed bylaws that shall be approved by the Senate.

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ARTICLE III Senate Membership

Section 1. Senators

The composition of the Senate shall be one senator for each twelve Full-Time Equivalent Faculty (FTEF) members per division to be elected by full-time faculty. Each division shall have at least two senators. Adjunct faculty shall have two members-at-large from the Main Campus and up to one from each educational center on the Senate to be elected by the adjunct faculty of that center.

Divisions and educational centers having FTEF shall be entitled to senate members on the following basis:

1 through 24	-	two	(2)	members
25 through 36	-	three	(3)	members
37 through 48	-	four	(4)	members
49 or more	-	five	(5)	members

The division or educational center represented may exercise recall of a full-time senator at any time. See Bylaws Article III.

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ARTICLE IV Officers

**Section 1. Officers. The Senate shall elect from among its members:**

- President;
- President-Elect, who may also hold another senate office, until beginning his or her term as president;
- Vice Presidents: Vice President of Educational Policies, Vice President of Legislative Action, Vice President of Finance and Special Projects, Vice President of Faculty Development, and Vice President of Educational Centers (an elected chair of an educational center council);
- Secretary;

- Other Officers, as deemed necessary.

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#### **Section 4. Duties of Officers and Other.**

It shall be the duty of each officer to uphold the academic and professional matters as delineated in Title 5 of *The California Code of Regulations*.

4.1 Senate President: The president shall preside over meetings of the Senate, as outlined in Robert's Rules of Order; chair the Executive Committee; represent the Senate to the administration, the Board of Trustees, and the State Academic Senate for the California Community Colleges (ASCCC); appoint representatives to educational center councils; and appoint a parliamentarian, newsletter editor and sergeant-at-arms, as deemed necessary.

Vice Presidents: The vice presidents shall preside over meetings of their respective standing committees, as outlined in *Robert's Rules*, report to the Senate, interface with the college administration in the appropriate areas, and bring proposals to the Senate for approval by the body.

4.3.1 Vice President of Educational Policies, in coordination with the Vice President of Academic Affairs and the division deans, shall investigate, monitor and propose matters concerning educational policies, such as degree and certificate requirements, grading policies, standards and policies regarding student preparation and success, and the processes for program review and accreditation.

4.3.2 Vice President of Legislative Action shall investigate, monitor and propose matters concerning district and college governance structures as related to faculty roles and disseminate state legislative action matters to the Senate.

4.3.3 Vice President of Finance and Special Projects shall be the Senate's voting member of the Planning and Budget Development Committee (PBC); report on the proposed actions of the PBC; represent the Senate position to the PBC; monitor and propose processes for institutional planning and budget development; and, handle special projects as assigned by the Senate president.

4.3.4 Vice President of Faculty Development, in coordination with the Vice President of Academic Affairs, shall investigate, monitor and propose policies for faculty professional development activities, and present proposals for use of faculty development funds to the Senate.

4.3.5 Vice President of Educational Centers, in coordination with the Senate President, shall communicate the needs and concerns of faculty at educational center councils to the full Senate.

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#### **Section 1. Committees**

1.1 Standing Committees: The following committees are deemed to be long-term in nature and dealing with substantive issues. (See Article IV Section 1.3)

- a. College Curriculum
- b. Educational Policies
- c. Faculty Development
- d. Finance and Special Projects (to represent the Senate as a voting delegate on the Planning and Budget Committee)
- e. Legislative Action
- f. Educational Center Faculty Council

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### ARTICLE VI - Executive Committee

#### **Section 1. Voting Members: president, vice-presidents and secretary.**

Ex-Officio Members: past president, president-elect, newsletter editor and parliamentarian, and others, as appointed.

Section 2. Powers: The Executive Committee may make agreements with the District on non-policy issues provided these agreements are approved by a majority of the Executive Committee. Agreements on policy issues (as listed in Article II, Section 1) require a majority vote of the Senate.

# COLLEGE CURRICULUM COMMITTEE BYLAWS

## 1. CCC STRUCTURE

### 1.1 Voting Representatives

Voting Representatives shall be one full-time faculty member from each academic division, one full-time faculty counselor, one full-time faculty librarian, and one full-time faculty member from the Compton Community Education Center. The Vice President of Academic Affairs (VPAA) shall be a voting representative and the Council of Academic Deans and Directors shall also have a voting representative.

### 1.2 Term of Faculty Representatives

The term of a faculty CCC representative shall be three years. The elections will be staggered so that one third of the representatives are elected each year.

### 1.3 Election of Faculty Representatives

The election process shall be initiated in each Academic Division, the Counseling Division, the Library, and the Compton Community Education Center in compliance with the Academic Senate Constitution. CCC elections for full terms shall take place in the fall semester of the last year of a term. Only full-time faculty are eligible to vote for a faculty representative.

1.3.1 Should a CCC representative not complete his or her term, the replacement shall be elected for the remainder of the term.

1.3.2 Should a CCC representative be required to take a leave exceeding one month, an interim representative must be appointed by the division dean, or if appropriate, the area director, and the senior Academic Senate representative for the period of the leave.

### 1.4 Vice President of Academic Affairs Representative

If for any reason the VPAA is unable to meet the attendant responsibilities of a CCC representative, then he or she shall appoint a designee from the Council of Academic Deans and Directors to fulfill the responsibilities on an interim basis.

### 1.5 Council of Academic Deans and Directors Representative

The Council of Academic Deans and Directors CCC representative will be appointed for a three-year term by the VPAA or the designee.

1.5.1 Should a Council of Deans and Directors CCC representative not complete his or her term, the VPAA or the designee shall appoint a replacement for the remainder of the term.

1.5.2 Should the Council of Deans and Directors CCC representative be required to take a leave exceeding one month, an interim representative shall be appointed by the VPAA or the designee.

## 1.6 Ex-Officio Representatives

The Ex-Officio representatives of the CCC, who are non-voting members, shall include but are not limited to:

1. Articulation Officer
2. Chair-Elect (when not serving as a division representative)
3. Curriculum Advisor
4. Director of Workforce and Community Education
5. Immediate Past Chair (when not serving as a division representative) shall serve for one year following completion of his or her term as CCC Chair
6. Matriculation Officer
7. Member of the Associated Students (selected by President of Associated Students)
8. Student Services Advisor, Evaluations Unit

## 1.7 Responsibilities of All Representatives

These shall include:

1. Regular and punctual attendance at all meetings
2. Attend at least one in-service training session each academic year
3. Knowledge of current curriculum procedures and policies
4. Careful study and review of all curriculum proposals in advance of meetings
5. Assistance to faculty with curriculum issues and proposal preparation

## 2. CCC CHAIR

### 2.1 Term of Office for CCC Chair

The term of office is two years.

### 2.2 Qualifications of CCC Chair

A candidate for Chair must have two years of CCC experience and either be a current CCC faculty representative or present Chair or immediate past Chair.

### 2.3 Election of CCC Chair

#### 2.3.1 Election Process

The election will be coordinated by the Curriculum Advisor and an Election Committee appointed by the CCC Chair.

The Election Committee will consist of two voting CCC members.

#### 2.3.2 Election Timeline

- 2.3.2.1 Regular Election: The election will occur no later than the 12<sup>th</sup> week of the spring semester during the seated Chair's first year of office.

2.3.2.2 Special Election: In the event that a vacancy will exceed a period of six months, a special election will be held to fill the position for the remainder of the term. The CCC will determine the special election timeline.

### 2.3.3 Chair Elect

2.3.3.1 If the seated Chair is not re-elected, the person elected will serve as Chair-Elect for one academic year before taking office. The Chair-Elect may attend the weekly meetings with the Chair, VPAA or designee, and Curriculum Advisor throughout the year prior to taking office. The Chair-Elect shall serve as Acting Chair at the CCC meetings when the Chair cannot be present or needs to relinquish the chair. The Chair-Elect will also serve as either the division representative or as an ex-officio representative.

2.3.3.2 If the seated Chair cannot serve, then the Chair-Elect assumes the office of Chair for an interim period not to exceed 6 months.

### 2.3.4 Chair Pro Tempore

A Chair Pro Tempore shall be designated by the CCC Chair at the beginning of an academic year when there is no Chair-Elect. The Chair Pro Tempore shall serve as Acting Chair at the CCC meetings when the Chair cannot be present or needs to relinquish the chair.

## 2.4 Appointment of CCC Chair

In the event that neither the Chair nor Chair-Elect can serve, then the Academic Senate President shall appoint, in mutual agreement with the CCC, a Chair who shall serve for an interim period not to exceed 6 months.

## 2.5 Duties of CCC Chair

The Chair shall:

1. Preside at CCC meetings
2. Report at the regular Academic Senate meetings on actions of the CCC and curriculum issues
3. Attend weekly meetings with the VPAA or designee and the Curriculum Advisor and others as appropriate
4. Function as a liaison with the Distance Education Advisory Committee and other committees as appropriate
5. Attend the State Academic Senate meetings and appropriate breakout sessions
6. Attend curriculum workshops at the local, regional, and state levels
7. Participate in developing the annual curriculum calendar
8. Serve as CCC liaison with the Academic Senate, Council of Academic Deans and Directors, Division Curriculum Committees, Faculty, Cabinet, and Board of Trustees as appropriate

9. Notify division deans, or if appropriate, the area director, and senior Academic Senate representatives of CCC vacancies and timeline for elections of division representatives
10. Consult with the CCC prior to seeking action from non-CCC bodies
11. Share with the CCC copies of all written communication in a timely manner
12. Perform additional duties as mutually agreed upon by the CCC and VPAA or designee

#### 2.6 Reassigned Time for CCC Chair

The reassigned time for the CCC Chair shall be no less than 30%.

### **3. OPERATIONAL PROCEDURES**

#### 3.1 Quorum for Meetings

The quorum for conducting business at CCC meetings shall be 50% of the faculty representatives.

#### 3.2 Attendance Requirements

Members unable to attend a meeting should notify the Curriculum Office for an excused absence. When a CCC faculty representative has more than two consecutive, unexcused absences, the Chair shall notify the division's dean, or if appropriate, the area director, Academic Senate representatives, and faculty that the division's and/or the College's interests and concerns are not being adequately represented. In order to ensure the participation of ex-officio members of the CCC, when any of those members have more than two consecutive unexcused absences, the Chair and VPAA or the designee shall notify the appropriate administrator that the College's curriculum may be compromised by the ex-officio member's lack of involvement and representation.

#### 3.3 Meeting Times

The regular meetings of the CCC shall take place during the Fall and Spring semesters on the second and fourth Tuesdays of the month from 2:30 p.m. to 4:30 p.m. Adjustments to the regularly scheduled meeting dates may be made by a majority vote of the CCC. Adjustments to the meeting times may be requested by the CCC Chair. Meeting times may be extended as long as a quorum exists. Special meetings may be called by the CCC Chair as necessary.

### **4. RESPONSIBILITIES OF FACULTY REPRESENTATIVES**

#### 4.1 CCC Division Representative

The Division's/Compton Community Education Center's CCC Representative serves as a liaison and resource person for the Division/Compton Community Education Center faculty in matters of curriculum review, curriculum development, and College and State curriculum practices and procedures. The representative is responsible for thorough study and review of all curriculum proposals.

- 4.2 CCC Librarian Representative  
The CCC Librarian Representative serves as a liaison between the CCC and the Library. The library representative also serves as a resource person for divisions and faculty in matters of curriculum review, curriculum development, and College and State curriculum practices and procedures. The representative is responsible for thorough study and review of all curriculum proposals. In addition, the librarian serves as a liaison between the CCC and Learning Resources regarding curriculum-related matters.

## **5. DIVISION CURRICULUM/TECHNICAL REVIEW COMMITTEE (DCC) COMPOSITION AND RESPONSIBILITIES**

- 5.1 Division Dean  
The Dean is responsible for coordinating the development of all division curriculum and informing the Council of Academic Deans and Directors of curriculum developments that may affect other divisions. The Dean is a resource person for regulatory guidelines, faculty load, WSCH, lecture/lab ratios, fiscal implications, and related matters regarding curriculum proposals.
- 5.2 CCC Division Representative  
The Division's CCC representative serves as a liaison and resource person for the division.
- 5.3 Division Representatives  
Division representation will include a minimum of four faculty members who provide appropriate discipline expertise. Division representatives are responsible for the thorough review and approval of all division curriculum proposals.
- 5.4 Division Counselor  
The Division Counselor(s) serves as a resource person(s) for the division in such matters as transfer, articulation, associate degrees, certificates, and student needs.
- 5.5 Clerical Support  
A member of the division's clerical staff, under the direction of the Division Dean and with the assistance of the CCC representative, is responsible for providing to the CCC, clean, error-free proposals prepared on proper forms.
- 5.6 The DCC conducts technical review for all proposals. Technical review ensures that Title 5 regulations have been met, that local procedures are adhered to, and that course specifications have been appropriately addressed. The DCC should refer to the guidelines for curriculum preparation/review found in the Curriculum Handbook for El Camino College.

## **6. DIVISION CURRICULUM/TECHNICAL REVIEW COMMITTEE PROCEDURES**

- 6.1 **DCC Meetings**  
At least two regularly scheduled DCC meetings will be held in each division per semester. Meeting dates are to be forwarded to the CCC Chair no later than the first day of the Fall semester. All division faculty members and the Counseling Division are to be notified of DCC meeting dates. Minutes of the meetings are to be kept on file in the division office. Names of DCC members and meeting dates should be established at the end of the Spring term preceding the upcoming academic year and forwarded to the CCC Chair prior to the beginning of the academic year.
- 6.2 **In-Service Training**  
All DCC members will attend at least one in-service training session each academic year. These in-service training sessions will be presented by members of the CCC and, when appropriate, by DCC members.
- 6.3 **Curriculum Review**  
DCC members will review curriculum in accordance with the Curriculum Handbook for El Camino College, the California Community Colleges Program and Course Approval Handbook, Title 5 of the California Code of Regulations, and District policies.

## **7. REVIEW OF CURRICULUM DECISIONS**

- 7.1 Refer to the current Curriculum Appeals Process Flow Charts which are located in the Curriculum Handbook for El Camino College.

## **8. OTHER CONSIDERATIONS**

- 8.1 **CCC Subcommittees**  
The Chair shall form subcommittees to address curricular issues. All CCC representatives are expected to serve on subcommittee assignments, and faculty at large may be appointed to serve.

Adopted: 10-13-98  
Revised/Approved by Academic Senate: 1-26-99  
Revised/Approved by Academic Senate: 9-14-99  
Revised/Approved by Academic Senate: 9-25-01  
Revised/Approved by Academic Senate: 3-25-03  
Revised/Approved by Academic Senate: 9-23-03  
Revised/Approved by Academic Senate: 11-15-05  
Revised/Approved by Academic Senate: 9-19-06

**FINAL BUDGET  
ALL FUNDS  
2007/2008**

FUND	General Unrestricted (01)	General Restricted (10)	General Line of Credit (01.2)	Student Financial Aid (70)	Workers Comp. (60)	Child Development (33 & 33.1)	Capital Outlay Projects (40)	General Obligation Bond (45)	Total
Beginning Balance	60,877	1,641,158	3,408,486	-292,950	-794,515	-294,276	1,104,640	4,097,195	8,930,615
<b>Income</b>									
Federal	0	3,234,203	0	2,795,000	0	0	0	0	6,029,203
State	27,213,892	2,871,604	6,538,800	348,000	0	719,641	0	0	37,691,937
Local	2,515,102	20,000	0	0	1,086,200	0	0	652,062	4,273,364
Interfund Transfers	0	300,000	0	1,378,983	0	350,000	0	0	2,028,983
<b>Total Income</b>	<b>29,728,994</b>	<b>6,425,807</b>	<b>6,538,800</b>	<b>4,521,983</b>	<b>1,086,200</b>	<b>1,069,641</b>	<b>0</b>	<b>652,062</b>	<b>50,023,487</b>
<b>Total Available</b>	<b>29,789,871</b>	<b>8,066,965</b>	<b>9,947,286</b>	<b>4,229,033</b>	<b>291,685</b>	<b>775,365</b>	<b>1,104,640</b>	<b>4,749,257</b>	<b>58,954,102</b>
<b>Appropriations</b>									
Academic Salaries	9,473,810	991,381	0	0	0	67,400	0	0	10,532,591
Classified Salaries	6,608,053	1,439,124	0	0	0	438,322	0	0	8,485,500
Staff Benefits	5,218,619	542,900	0	0	0	138,280	0	0	5,899,799
Supplies/Books	502,452	347,790	0	0	0	42,804	0	0	893,046
Other Operating Expenses	4,625,587	447,821	1,000,000	0	506,031	121,994	0	305,000	7,006,432
Capital Outlay	406,391	591,686	548,081	0	0	0	0	3,062,467	4,608,625
Other Outgo	2,954,959	501,820	4,337,085	3,143,000	0	3,000	0	0	10,939,864
<b>Total Appropriations</b>	<b>29,789,871</b>	<b>4,862,522</b>	<b>5,885,166</b>	<b>3,143,000</b>	<b>506,031</b>	<b>811,801</b>	<b>0</b>	<b>3,367,467</b>	<b>48,365,858</b>
Reserve for Contingencies	2,059,959	3,204,442	4,062,120	1,086,033	-1,232,515	-36,435	1,104,640	1,381,790	11,630,034
General Reserve	0	0	0	0	1,018,169	0	0	0	1,018,169
<b>Total Appropriations/Reserves</b>	<b>29,789,871</b>	<b>8,066,965</b>	<b>9,947,286</b>	<b>4,229,033</b>	<b>291,685</b>	<b>775,365</b>	<b>1,104,640</b>	<b>4,749,257</b>	<b>61,014,061</b>

EL CAMINO COLLEGE - COMPTON CENTER  
 2007-2008 FINAL BUDGET  
 GENERAL FUND UNRESTRICTED - INCOME

Account Number	Description	2006-2007 Final	2007-2008 Tentative
BEGINNING BALANCE JULY 1		-5,155,169	60,877
ADJUSTMENT			
ADJUSTED BEGINNING BALANCE JULY 1		<u>-5,155,169</u>	<u>60,877</u>
 <u>INCOME</u>			
<u>STATE INCOME</u>			
8610	Principal Apportionment	26,740,352	26,498,722
8610	Part-Time Faculty Apportionment	288,448	301,515
8610	Prior Year Apportionment Correction	-344,503	0
8610	One Time Reappropriation/Trailer Bill	448,302	0
8613	Current Year Correction	0	0
8614	SFAA Enrollment Fee Administration	49,655	49,655
8672	Homeowner's Property Tax Relief	0	0
8680	Lottery Funds	577,332	364,000
8690	Other State Revenue	21,377	0
8691	Mandated Cost Claims	<u>90,057</u>	<u>0</u>
Total State Income		27,871,020	27,213,892
<u>LOCAL INCOME</u>			
8850	Rentals and Leases	0	25,000
8860	Interest and Investment Income	0	50,000
8874	Enrollment Fees	600,733	0
8879	Transcript Fees	5,000	5,000
8880	Non-Resident Tuition	32,000	32,000
8885	Non-Resident Tuition-Foreign	0	0
8890	Processing Fees	5,000	5,000
8893	Miscellaneous Income	10,000	10,000
8893	Santa Monica Summer School Reimbursement	1,020,000	0
8980	Transfer in from LOC Special Reserve	<u>3,123,000</u>	<u>2,388,102</u>
Total Local Income		4,795,733	2,515,102
TOTAL INCOME - ALL SOURCES		<u>32,666,753</u>	<u>29,728,994</u>
TOTAL BEGINNING BALANCE AND INCOME		<u><u>27,511,584</u></u>	<u><u>29,789,871</u></u>

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2006-2007 Final	2007-2008 Tentative
<u>EXPENDITURES / APPROPRIATIONS</u>			
<u>ACADEMIC SALARIES</u>			
1100	Regular Schedule, Teaching	6,672,318	5,091,820
1200	Regular Schedule, Non-Teaching	1,900,851	870,272
1300	Other Schedule, Teaching	2,600,688	2,001,718
1400	Other Schedule, Non-Teaching	12,460	1,510,000
Total Academic Salaries		11,186,317	9,473,810
<u>CLASSIFIED SALARIES</u>			
2100	Full Time	4,386,336	5,338,695
2200	Instructional Aides, Full time	387,365	562,365
2300	Student Help, Hourly and Overtime	472,520	706,993
Total Classified Salaries		5,246,221	6,608,053
<u>STAFF BENEFITS</u>			
3120	State Teachers' Retirement	832,937	781,589
3200	Public Employees' Retirement	433,562	614,945
3300	Social Security - OASDI, Medicare	548,200	642,886
3400	Health and Welfare - Medical	1,776,306	2,220,000
3500	Unemployment Insurance	32,590	66,948
3600	Workers' Compensation Insurance	457,630	442,251
3900	Retiree Benefits	450,000	450,000
Total Staff Benefits		4,081,225	5,218,619
<u>BOOKS, SUPPLIES AND MATERIALS</u>			
4200	Books	1,627	2,000
4300	Instructional Supplies	84,082	99,428
4400	Other Instructional Supplies	24,852	40,000
4500	Non-Instructional Supplies	414,986	318,024
4600	Gasoline	23,021	43,000
Total Books, Supplies and Materials		548,568	502,452
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>			
5100	Contract for Personal Services	634,412	599,504
5200	Travel, Conference and In-Service Training	137,423	104,000
5300	Dues and Memberships	32,681	30,300
5400	Insurance	656,942	656,942
5500	Utilities and Housekeeping Services	883,226	966,683
5600	Contracts, Rentals, and Repairs	746,688	795,397
5700	Legal, Elections, and Audit Expense	1,390,025	400,000
5800	Other Services, Postage, Advertising	851,017	840,500
5900	Bad Debt Expense, Misc.	110,316	128,761
5910	Other Program Services	0	103,500
Total Contract Services and Operating Expenses		5,442,730	4,625,587

EL CAMINO COLLEGE - COMPTON CENTER  
 2007-2008 FINAL BUDGET  
 GENERAL FUND UNRESTRICTED - EXPENDITURES

Account Number	Description	2006-2007 Final	2007-2008 Tentative
	<u>CAPITAL OUTLAY</u>		
6200	Construction	60,130	64,000
6300	Library Books	0	60,000
6410	Equipment	175,828	282,391
	Total Capital Outlay	<u>235,958</u>	<u>406,391</u>
	<u>OTHER OUTGO</u>		
7100	Debt Retirement	131,061	445,000
7300	Interfund Transfer (District Match for Inst. Equip.)	458,451	350,000
7300	Interfund Transfer (District Match for Sch. Maint)	120,176	100,000
7900	Reserve for Contingencies	60,877	2,059,959
	Total Other Outgo	<u>770,565</u>	<u>2,954,959</u>
	TOTAL EXPENDITURES / APPROPRIATIONS	27,511,584	29,789,871
	NET OPERATING SURPLUS(DEFICIT)	5,155,169	-60,877
	TOTAL ENDING BALANCE / RESERVES	<u><u>0</u></u>	<u><u>0</u></u>

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
GENERAL FUND RESTRICTED - INCOME

Account Number	Description	2006-2007 Final	2007-2008 Tentative
	BEGINNING BALANCE JULY 1	77,873	1,641,158
<u>INCOME</u>			
<u>FEDERAL INCOME</u>			
8120	Federal Work Study	521,190	521,190
8120	TANF	157,000	157,000
8120	Title V (Drew)	632,805	632,805
8170	VTEA (1102)	495,626	495,626
8190	Student Support Services (TRIO)	329,944	329,944
8190	Upward Bound Math/Science	260,796	260,796
8190	Upward Bound	609,934	609,934
8190	Talent Search	226,908	226,908
Total Federal Income		3,234,203	3,234,203
<u>STATE INCOME</u>			
8620	CalWORKS	753,451	753,451
8620	Disabled Student Program Services	226,851	226,851
8620	Extended Opportunity Program & Services	1,119,583	1,119,583
8620	Extended Opportunity Program & Services CARE	709,559	709,559
8620	Matriculation - Credit	339,263	339,263
8620	Transfer and Articulation Funds -one-time	5,000	5,000
8650	Board Financial Assists Program Admin. Allowance	308,873	308,873
8650	Faculty & Staff Diversity AB1725	10,577	10,577
8650	Instructional Equipment/Library Materials	100,000	100,000
8650	Scheduled Maintenance and Repairs	100,000	100,000
8650	Renovation for Capacity Bldg for Nursing Prgm Exp (2236)	144,430	144,430
8650	HRSA	262,486	262,486
8650	HRSA Enrollment Growth	57,142	57,142
8650	Telecommunications Tech Infrastructure Prog (TTIP)	36,697	36,697
8650	Trailer Bill-Instructional Material	270,516	270,516
8650	Trailer Bill - Scheduled Maintenance	270,516	270,516
8650	Trailer Bill - Career Tech	229,138	229,138
8650	Foster Youth Mentoring Program	56,969	56,969
8654	Prior Year Apportionment Adjustment	(2,129,447)	(2,129,447)
Total State Income		2,871,604	2,871,604
<u>LOCAL INCOME</u>			
8881/90	Parking Services Fees	20,000	20,000
Total Local Income		20,000	20,000
<u>INCOMING TRANSFERS</u>			
8980	Transfers from General Fund-Unrestricted - Parking	0	0
8980	District Match for Lib Mat/Instr Equip (from Fund 01)	300,000	33,000
Total Incoming Transfers		300,000	300,000

TOTAL INCOME - ALL SOURCES 6,425,807 6,425,807

TOTAL BEGINNING BALANCE AND INCOME 6,503,680 8,066,965

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
GENERAL FUND RESTRICTED - EXPENDITURES

Account Number	Description	2006-2007 Final	2007-2008 Tentative
<b>EXPENDITURES / APPROPRIATIONS</b>			
<b>ACADEMIC SALARIES</b>			
1100	Regular Schedule, Teaching	130,829	130,829
1200	Regular Schedule, Non-Teaching	789,179	789,179
1300	Part time, Teaching	45,681	45,681
1400	Part time, Non-Teaching	25,692	25,692
Total Academic Salaries		991,381	991,381
<b>CLASSIFIED SALARIES</b>			
2100	Full Time	668,897	668,897
2200	Instructional Aides, Full Time	56,056	56,056
2300	Student Help, Hourly and Overtime	714,171	714,171
Total Classified Salaries		1,439,124	1,439,124
<b>STAFF BENEFITS</b>			
3100	State Teachers' Retirement	52,874	52,874
3200	Public Employees' Retirement System	99,246	99,246
3300	Social Security - OASDI & Medicare	106,176	106,176
3400	Health and Welfare	216,118	216,118
3500	Unemployment Insurance	1,006	1,006
3600	Workers' Compensation Insurance	67,481	67,481
Total Staff Benefits		542,900	542,900
<b>BOOKS, SUPPLIES AND MATERIALS</b>			
4200	Books	9,793	9,793
4300	Instructional Supplies	79,299	79,299
4400	Other Instructional Supplies	3,652	3,652
4500	Non-Instructional Supplies	255,047	255,047
Total Books, Supplies, and Materials		347,790	347,790
<b>CONTRACT SERVICES AND OPERATING EXPENSES</b>			
5100	Personal Services/Indirect Costs	72,430	72,430
5200	Travel, Conference & In-Service Training	39,662	39,662
5600	Contracts, Rentals, and Repairs	54,145	54,145
5800	Other Services, Postage, Advertising	279,415	279,415
5900	Repro Services	2,168	2,168
Total Contracts Services and Operating Expenses		447,821	447,821
<b>CAPITAL OUTLAY</b>			
6100	Sites and Improvements	0	0
6300	Library Books	0	0
6410	Additional Equipment - Instruction	591,686	591,686
Total Capital Outlay		591,686	591,686
<b>OTHER OUTGO</b>			
7600	Other Payments to/for Students	501,820	501,820
Total Other Outgo		501,820	501,820
<b>TOTAL EXPENDITURES / APPROPRIATIONS</b>		<u>4,862,522</u>	<u>4,862,522</u>
<b>NET ENDING BALANCE / RESERVES</b>		<u>1,641,158</u>	<u>3,204,442</u>

EL CAMINO COLLEGE - COMPTON CENTER  
 2007-2008 FINAL BUDGET  
 LINE OF CREDIT - INCOME

Account Number	Description	2006-2007 Final	2007-2008 Tentative
BEGINNING BALANCE JULY 1		0	3,408,486
ADJUSTMENT			
ADJUSTED BEGINNING BALANCE JULY 1		<u>0</u>	<u>3,408,486</u>
 <u>INCOME</u>			
<u>STATE INCOME</u>			
8610	Principal Apportionment	0	0
8610	Part-Time Faculty Apportionment	0	0
8610	Prior Year Apportionment Correction	0	0
8610	One Time Reappropriation/Trailer Bill	0	0
8613	Current Year Correction	0	0
8614	SFAA Enrollment Fee Administration	0	0
8672	Homeowner's Property Tax Relief	0	0
8680	Lottery Funds	0	0
8690	Other State Revenue	7,896,800	6,538,800
8691	Mandated Cost Claims	<u>0</u>	<u>0</u>
Total State Income		7,896,800	6,538,800
 <u>LOCAL INCOME</u>			
8850	Rentals and Leases	0	0
8860	Interest and Investment Income	156,378	0
8874	Enrollment Fees	0	0
8879	Transcript Fees	0	0
8880	Non-Resident Tuition	0	0
8885	Non-Resident Tuition-Foreign	0	0
8890	Processing Fees	0	0
8893	Miscellaneous Income	0	0
Total Local Income		156,378	0
TOTAL INCOME - ALL SOURCES		<u>8,053,178</u>	<u>6,538,800</u>
TOTAL BEGINNING BALANCE AND INCOME		<u><u>8,053,178</u></u>	<u><u>9,947,286</u></u>

EL CAMINO COLLEGE - COMPTON CENTER  
 2007-2008 FINAL BUDGET  
 LINE OF CREDIT - EXPENDITURES

Account Number	Description	2006-2007 Final	2007-2008 Tentative
<u>EXPENDITURES / APPROPRIATIONS</u>			
<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>			
5100	Contract for Personal Services	1,425,000	1,000,000
5200	Travel, Conference and In-Service Training	0	0
5300	Dues and Memberships	0	0
5400	Insurance	0	0
5500	Utilities and Housekeeping Services	0	0
5600	Contracts, Rentals, and Repairs	0	0
5700	Legal, Elections, and Audit Expense	0	0
5800	Other Services, Postage, Advertising	0	0
5900	Bad Debt Expense, Misc.	0	0
	Total Contract Services and Operating Expenses	1,425,000	1,000,000
<u>CAPITAL OUTLAY</u>			
6200	Construction	0	327,000
6300	Library Books	0	0
6410	Equipment	0	221,081
	Total Capital Outlay	<u>0</u>	<u>548,081</u>
<u>OTHER OUTGO</u>			
7100	Debt Retirement	0	0
7300	Interfund Transfer	3,219,692	4,337,085
	Total Other Outgo	<u>3,219,692</u>	<u>4,337,085</u>
	TOTAL EXPENDITURES / APPROPRIATIONS	4,644,692	5,885,166
	NET OPERATING SURPLUS(DEFICIT)	3,408,486	653,634
	TOTAL ENDING BALANCE / RESERVES	<u>3,408,486</u>	<u>4,062,120</u>

EL CAMINO COLLEGE- COMPTON CENTER  
2007-2008 FINAL BUDGET  
STUDENT FINANCIAL AID FUND

Account Number	Description	2006-2007 Final	2007-2008 Tentative
BEGINNING BALANCE JULY 1		(1,435,032)	(292,950)
<u>INCOME</u>			
<u>FEDERAL INCOME</u>			
8150	Supplemental Ed. Opportunity Grant	1,950,559	295,000
8150	PELL Grant Program	1,350,839	2,500,000
8150	Prior Year Reimbursement	0	0
Total Federal Income		3,301,398	2,795,000
<u>STATE INCOME</u>			
8620	EOP&S Grant	0	170,000
8620	EOP&S CARE Grant	0	0
8650	Cal Grants	391,074	178,000
Total State Income		391,074	348,000
8980	Transfer in from LOC Special Reserve	0	1,378,983
<b>TOTAL INCOME - ALL SOURCES</b>		<u>3,692,472</u>	<u>4,521,983</u>

**TOTAL BEGINNING BALANCE AND INCOME** 2,257,440 4,229,033

<u>EXPENDITURES / APPROPRIATIONS</u>			
<u>OTHER OUTGO</u>			
7510	Supplemental Ed. Opportunity Grant	2,546,108	295,000
7520	PELL Grant Program	-174,082	2,500,000
7530	Cal Grants	178,364	178,000
7550	EOP&S Grant	0	170,000
Total Other Outgo		2,550,390	3,143,000

**TOTAL EXPENDITURES / APPROPRIATIONS** 2,550,390 3,143,000

**TOTAL ENDING BALANCE / RESERVES** -292,950 1,086,033

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
WORKERS' COMPENSATION FUND

Account Number	Description	2006-2007 Final	2007-2008 Tentative
	BEGINNING BALANCE JULY 1	-575,828	(522,684)
	Adjustments	0	(271,831)
	NET BEGINNING BALANCE JULY 1	<u>(575,828)</u>	<u>(794,515)</u>
	<u>LOCAL INCOME</u>		
8860	Interest Income	723.53	
8890	Other Local Revenues	100,000	
8980	Interfund Transfers In	<u>458,451</u>	<u>1,086,200</u>
	Total Local Income	559,175	1,086,200
	TOTAL INCOME - ALL SOURCES	559,175	1,086,200

TOTAL BEGINNING BALANCE AND INCOME	<u><u>-16,653</u></u>	<u><u>291,685</u></u>
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EXPENDITURES / APPROPRIATIONS

	<u>CONTRACT SERVICES AND OPERATING EXPENSES</u>		
5400	Insurance	268,490	268,490
5430	Liability	108,513	108,513
5454	Disability Insurance	48,025	48,025
5455	Insurance Deductible	12,452	12,452
5730	Self insurance Legal Fees	56,178	56,178
5730	Legal Fees	<u>12,372</u>	<u>12,372</u>
	Total Contract Services and Operating Expenses	506,031	506,031
7900	Reserve for Future Claims		
	TOTAL EXPENDITURES / APPROPRIATIONS	506,031	506,031

TOTAL ENDING BALANCE LESS RESERVES	(522,684)	(214,346)
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EL CAMINO COLLEGE - COMPTON CENTER  
 2007-2008 FINAL BUDGET  
 CHILD DEVELOPMENT FUND - INCOME  
 COMBINED (33 & 33.1)

Account Number	Description	2006-2007 Final	2007-2008 Tentative
	BEGINNING BALANCE JULY 1	(220,491)	(294,276)
<u>INCOME</u>			
<u>FEDERAL INCOME</u>			
8199	Child Development Food Program	0	0
Total Federal Income		0	0
<u>STATE INCOME</u>			
8621	State Revenue	325,349	325,349
8650	Reimbursable Categorical	158,500	158,500
8620		160,000	160,000
8660	Interest	27,792	27,792
8699	Other Local	48,000	48,000
Total State Income		719,641	719,641
<u>INCOMING TRANSFERS</u>			
8980	Transfer from General Fund	15,973	350,000
Total Incoming Transfers		15,973	350,000
TOTAL INCOME - ALL SOURCES		<u>735,614</u>	<u>1,069,641</u>
TOTAL BEGINNING BALANCE AND INCOME		<u><u>515,123</u></u>	<u><u>775,365</u></u>

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
CHILD DEVELOPMENT FUND -EXPENDITURES  
COMBINED (33 &33.1)

Account Number	Description	2006-2007 Final	2007-2008 Tentative
<b>EXPENDITURES / APPROPRIATIONS</b>			
<u>ACADEMIC SALARIES</u>			
1200	Regular Schedule, Non-Teaching	61,572	61,572
1300	Regular Schedule, Teaching	4,503	4,503
1400	Counselors-Other	1,325	1,325
Total Academic Salaries		67,400	67,400
<u>CLASSIFIED SALARIES</u>			
2100	Full Time	115,646	115,646
2240	Part Time - Instructional	256,869	256,869
2300	Part Time	65,808	65,808
Total Classified Salaries		438,322	438,322
<u>STAFF BENEFITS</u>			
3100	State Teachers' Retirement	5,421	5,421
3200	PERS	26,773	26,773
3300	Social Security - OASDI/Medicare	26,072	26,072
3400	Health & Welfare	69,086	69,086
3500	Unemployment Insurance	185	185
3600	Workers' Compensation	10,743	10,743
Total Staff Benefits		138,280	138,280
<u>BOOKS, SUPPLIES AND MATERIALS</u>			
4200	Books	1,488	1,488
4320	Instructional Supplies (Food & Kitchen Supplies)	1,505	1,505
4550	Non-Instruction Supplies	39,564	39,564
4552	Office Supplies	1,117	1,117
4790	Food Items/Catering	-869	-869
Total Books, Supplies, and Materials		42,804	42,804
<u>OTHER OPERATING EXPENSES</u>			
5133	PSA Contract Services	74,485	74,485
5150	Consultant Services	3,000	3,000
5180	Indirect Cost	3,498	3,498
5200	Travel, Conference, In-Service Training	4,286	4,286
5620	Maintenance Contracts	281	281
5800	Other Services, Postage, Advertising	5,303	5,303
5850	Postage	14,040	14,040
5892	Licenses	1,300	1,300
5912	Hospitality	15,800	15,800
Other Operating Expenses		121,994	121,994
<u>CAPITAL OUTLAY</u>			
6400	Equipment	0	0
Total Capital Outlay		0	0
<u>OTHER OUTGO</u>			
7600	Other Payments to/for Students	598	3,000
<b>TOTAL EXPENDITURES / APPROPRIATIONS</b>		<b>809,399</b>	<b>811,801</b>
<b>TOTAL ENDING BALANCE / RESERVES</b>		<b>-294,276</b>	<b>-36,435</b>

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
CAPITAL OUTLAY PROJECTS FUND

Account Number	Description	2006-2007 Final	2007-2008 Tentative
BEGINNING BALANCE JULY 1		1,092,863	1,104,640
ADJUSTMENTS			
ADJUSTED BEGINNING BALANCE JULY 1		1,092,863	1,104,640
<u>INCOME</u>			
<u>STATE INCOME</u>			
8651	Comm. College Construction	0	0
Total State Income		0	0
<u>INCOMING TRANSFERS</u>			
8860	Interest	11,777	
8980	Interfund Transfer-General Unrestricted	0	0
Total Incoming Transfers		11,777	0

TOTAL INCOME - ALL SOURCES 11,777 0

TOTAL BEGINNING BALANCE AND INCOME 1,104,640 1,104,640

<u>EXPENDITURES/APPROPRIATIONS</u>			
<u>CAPITAL OUTLAY</u>			
6120	Site Improvement	0	0
6200	Buildings	0	0
6400	New Equipment	0	0
Total Capital Outlay		0	0

TOTAL EXPENDITURES / APPROPRIATIONS 0 0

TOTAL ENDING BALANCE / RESERVES 1,104,640 1,104,640

EL CAMINO COLLEGE - COMPTON CENTER  
2007-2008 FINAL BUDGET  
GENERAL OBLIGATION BOND FUND

Account Number	Description	2006-2007 Final	2007-2008 Tentative
	BEGINNING BALANCE JULY 1	7,704,699	4,097,195
	ADJUSTMENT	1,786,859	
	<b>ADJUSTED BEGINNING BALANCE JULY 1</b>	<b>9,491,558</b>	<b>4,097,195</b>
<b><u>INCOME</u></b>			
<u>LOCAL INCOME</u>			
8860	Interest	532,994	152,062
8865	Bond Refinancing	0	0
8890	Proceeds from Insurance claim	0	500,000
	Total Local Income	532,994	652,062
8980	Interfund Transfer-Line of Credit	96,692	0
<b>TOTAL INCOME - ALL SOURCES</b>		<b>629,686</b>	<b>652,062</b>

<b>TOTAL BEGINNING BALANCE AND INCOME</b>	<u>10,121,244</u>	<u>4,749,257</u>
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<b>EXPENDITURES / APPROPRIATIONS</b>			
<u>CLASSIFIED SALARIES</u>			
2339	Overtime-Maintenance	13,693	
<u>BENEFITS</u>			
3000	Statutory Benefits	1,431	
<u>OTHER OPERATING EXPENSES</u>			
4500	Non-Instructional Supplies	47,032	30,000
5100	Consulting Services	837,034	250,000
5800	Other Services and Expenses	25,616	25,000
	Other Operating Expenses	909,682	305,000
<u>CAPITAL OUTLAY</u>			
6100	Building/Site Improvement	-276,143	20,000
6200	Buildings	3,874,787	2,500,000
6400	New Equipment	1,500,599	542,467
	Total Capital Outlay	5,099,243	3,062,467

<b>TOTAL EXPENDITURES / APPROPRIATIONS</b>	6,024,048	3,367,467
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<b>NET ENDING BALANCE / RESERVES</b>	<u>4,097,195</u>	<u>1,381,790</u>
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