

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

Description	Standards	April 2007 Rating	Oct. 2007 Rating	Comments	Responsible
<b>Human Resources</b>					
<b>Organization and Planning - Personnel Management Standards.</b>	<b>1.0</b>				
An updated and detailed policy and procedures manual exists that delineates responsibilities of HR Division.	1.1	1	4	District adopted CCLC model policies and is in the process of customizing them for the ECE and create procedures. Faculty negotiations included ECC in both hiring and evaluation of faculty.	Barbara Perez
Clearly defined roles for board & administration relative to recruitment, hiring, evaluation & dismissal.	1.2	1	5	Roles exist in the bargaining agreements, board policies and procedures.	Barbara Perez
HR has a monthly activities calendar & list of ongoing personnel activities for staff to review at planning meeting.	1.5	1	6	Staff is maintaining a calendar of activities that is reviewed during staff meetings.	Barbara Perez
<b>Communications - Personnel Management Standards.</b>	<b>2.0</b>				
HR utilizes that latest technological equipment for incoming and outgoing communication.	2.1	2	4	Phones and computer systems are relatively new. District is working to upgrade copiers. Staff researching new applicant tracking system.	Barbara Perez
HR provides an annual report of activities and services provided during the year.	2.3	0			Barbara Perez
HR staff is cross-trained to respond to client needs without delay.	2.4	0	6	Cross-training is occurring in the office with different training activities via LACOE and job shadowing at ECC.	Barbara Perez
HR holds regularly scheduled staff meetings.	2.5	1	10	Regular meetings are being held - agendas and minutes available.	Barbara Perez
<b>Employee Recruitment/Selection - Personnel Management Standards.</b>	<b>3.0</b>				
The Governing Board provides equal employment opportunities for all people.	3.1	1	4	District adopted policies on non-discrimination. Hiring procedures have been delineated to ensure fairness. Procedures in place need to evaluate effectiveness.	Barbara Perez
Employment procedures and practices are conducted in a manner that ensures equal employment. Written hiring procedures are provided.	3.2	1	5	Written procedures are in place. Have not codified the approval process for new and replacement positions.	Barbara Perez

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DRAFT

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HR has a recruitment plan that contains recruitment goals- targeting adjunct faculty. Established adequate budget.	3.4	0	2	Working to establish appropriate staffing level to current needs . Recruitments have occurred in key areas but the outcome has not been successful. Additional funding is being addressed.	Barbara Perez
College systematically initiates and follows up on references checking on all applicants considered for employment.	3.11	1	4	Reference checks are conducted on all finalists. Forms exist for faculty, management and classified staff.	Barbara Perez
Selection procedures are uniformly applied.	3.12	1	6	The office staff works hard to ensure that the procedures are uniformly followed during any recruitment.	Barbara Perez
The college appropriately monitors faculty assignments & reports as required.	3.13	1	5	New contracts and reports from Colleague assist but they are not user friendly. Queries are being designed to assist in monitoring loads.	Barbara Perez
<b>Employee Induction an orientation - Personnel Management Standards.</b>	<b>4.0</b>				
Initial orientation is provided for all new staff, and orientation handbooks are provided in all classifications.	4.10	1	5	At this time all new employees have an individual orientation. Staff is working with D. Manno to create a corresponding orientation based on ECC's model.	Barbara Perez
HR has developed an employment checklist for new employees that includes forms & information-which is signed by employee & kept on file.	4.30	1	6	Checklists exist that record all pertinent documentation and are used to monitor receipt of information.	Barbara Perez
<b>Operational Procedures - Personnel Management Standards.</b>	<b>5.0</b>				
Personnel files are complete, well-organized and up to date.	5.1	1			Barbara Perez
HR has an operation procedure manual for internal department use in order to establish consistent application of personnel actions.	5.3	1	3	A procedures manual does is exist but it is old. Staff is in the process of documenting current practice.	Barbara Perez
HR has a process in place to systematically review & update job description w/compliance with ADA requirement.	5.4	1	3	Classification review was interrupted so before any position is recruited, the job is updated. Still need to incorporate ADA.	Barbara Perez

# Accrediting Commission for Community and Junior Colleges

## Standard III: Resources

DRAFT

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HR has procedures in place to allow for both personnel and payroll staff to meet regularly to solve problems.	5.5	1	6	Regularly scheduled meeting occur between HR and payroll after each board meeting.	Barbara Perez
Wage & salary determination & ongoing implementation are handled without delays and conflicts.	5.6	4	5	There has been some improvement in communication between HR and Academic Affairs but there is still room for improvement. Faculty changes are not always promptly transmitted.	Barbara Perez
Regulations or agreements covering various types of leaves are fairly administered.	5.7	4	7	Covered by bargaining agreements	Barbara Perez
<b>State and Federal Compliance - Personnel Management Standards.</b>	<b>6.0</b>				
Policies & regulations exist regarding the implementation of fingerprinting requires for all employees.	6.1	1	6	Board policy exists - HR office has applied for direct information from DOJ for results. Employees sent to ECC for Livescan.	Barbara Perez
All certificated employees hold one or more valid certificates, credentials or diplomas or equivalences to engage in services designed in the document.	6.5	4	8	Complete review of minimum qualifications was done. Those that did not meet mq's were required to petition for equivalency. All new assignments are monitored.	Barbara Perez
The college has established a process by which all required notices and training sessions have been performed and documented such as those for sexual harassment and nondiscrimination.	6.8	1	6	Working with L. Middleton at ECC, training has been held for faculty and staff on harassment. Required signs have been ordered.	Barbara Perez
The college is in compliance with Title IX Policies on discrimination & Government Code 129550(a).	6.9	3	5	Working with OCR to update forms and procedures. District has a plan to provide employees with necessary information.	Barbara Perez
The college is in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).	6.10	5	9	New forms have been created which inform employees of their rights and the cost of COBRA benefits.	Barbara Perez
The college is in compliance with the Family Medical Leave Act (FMLA) including posting the proper notifications.	6.11	2	4	Bargaining agreements contain language.	Barbara Perez

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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The college is in compliance with the ADA.	6.12	1	3	Reviewing reasonable accommodation forms	Barbara Perez
The college has identified exempt and non-exempt employees and has promulgated rules and regulation for overtime that are in compliance with the Fair Labor Standards Act and California statutes.	6.13	1	4	This has been negotiated but union is at impasses. List does exist that identifies exempt/non-exempt positions. Procedures to approve overtime or comp time have been established and are in use.	Barbara Perez
Current position descriptions are established for each type of work performed by certificate & classified.	6.14	1	4	In progress but still need to do classification review.	Barbara Perez
The college obtains a criminal records summary form the DOJ before employing an individual.	6.15	1	5	Fingerprinting is occurring but generally does not happen before employment.	Barbara Perez
<b>Use of Technology - Personnel Management Standards.</b>	<b>7.0</b>				
The certificated & classified department of HR have an applicant tracking system.	7.3	0	2	Researching options	Barbara Perez
<b>Staff Training - Personnel Management Standards.</b>	<b>8.0</b>				
The college has developed a systematic program for identifying areas of need for training for all employees.	8.1	0	3	In conjunction with ECC, a needs assessment is being prepared. All staff development activities are shared with both campuses.	Barbara Perez
The college provides training for all management and supervisory staff responsible for employee evaluations.	8.5	1	5	All managers went through evaluation training in 06-07. Need to plan for on-going training. Working on processes for faculty evaluations.	Barbara Perez
<b>Evaluation/Due Process Assistance - Personnel Management Standards.</b>	<b>9.1</b>				
The evaluation process is a regular function related to each employee and involves criteria related to the position.	9.1	2			Barbara Perez
Clear policies and practices exist for the written evaluation and assessment of classified & certificated employees and managers.	9.2	2	3	Policies are in place however the instrument is not.	Barbara Perez

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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The HR has developed an evaluation handbook & provided due process training for managers & supervisors.	9.4	1			Barbara Perez
<b>Employer/Employee Relations - Personnel Management Standards</b>	<b>11.0</b>				
The HR provides all managers and supervisors training in contract management with emphasis on the grievance process.	11.3	1	3	New faculty agreement has been completed and will be reviewed once published.	Barbara Perez
The HR provides a clearly defined process for bargaining with its employee groups.	11.4	1	6	The district utilizes traditional bargaining practices. Ground rules were adopted by all parties.	Barbara Perez
The HR has a process that provides management and the board with information on the bargaining proposals.	11.5	1	6	Board is kept abreast of negotiations in closed session. Management is asked for input at the beginning of negotiations.	Barbara Perez
<b>Physical Resources.</b>					
<b>Facilities Management - School Safety.</b>	<b>1.0</b>				
<b>School Safety - Storage and Disposal of Flammable or Toxic Materials.</b> The college ensures that the custodial & maintenance staffs are regularly informed of restrictions pertaining to storage & disposal of flammable or toxic materials.	<b>1.4</b>	3	4	Budgeted to order six flammable storage containers to be placed at key locations on campus. In conjunction with El Camino College, scheduled training for all M&O personnel in hazardous material identification, handling and disposal.	Bob Gann
<b>Documented Process for issuing keys.</b> The college has a documented process for issuing master and sub-master keys.	<b>1.5</b>	3	4	Attempted to identify all holders of Grand Master keys and determined that positive identification of all holders will be unlikely. Drafting key policy and procedure. Keyed many critical or sensitive control areas with "off master" keys. Scheduled a meeting with key and lock manufacture to discuss proposal for re-keying campus for a new Grand Master system.	Bob Gann

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Standard III: Resources**

DRAFT

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<b>Sufficient and maintained outside lighting.</b> Outside lighting is properly placed and monitored on a regular basis to ensure safety.	1.7	2	3	Commissioned a consultant to conduct an outdoor lighting study. Scheduled an evening curb to curb campus walk to identify every outdoor light and review the commissioned lighting study. Tested timers that automatically activate outdoor evening lights.	Bob Gann
<b>Knowledge of chemical compounds used in school programs.</b> Maintenance/Custodial personnel have knowledge of chemical compounds used in school program.	1.11	4	5	In conjunction with El Camino College, scheduled training for all M&O personnel in hazardous material identification, handling and disposal. Provided custodial training through LAUSD for M&O custodial staff. Conducted in-house safety training in application of herbicides for M&O grounds personnel.	Bob Gann
<b>Building examinations are performed and unsafe conditions are reported.</b> Building examinations are performed, and required action are taken by the Governing Board upon report of unsafe conditions.	1.12	5	6	Commissioned Construction Management Firm 3DI to conduct a campus Facility Condition Index (FCI) assessment. Announced intent to initiate M&O building adoption program when in every Compton Facility, grounds area, field, road and parking lot is adopted by an M&O employee. Each M&O "Building Manager" will walk their adopted facilities weekly, recording all visible deficiencies, initiate repair requests and monitor status of previously identified deficiencies. Meet with Union leaders gaining buy-in of the building adoption program.	Bob Gann
<b>Sanitation is maintained and fire hazards are corrected.</b> Sanitary, neat and clean conditions of the school premises exist and the premises are free from conditions that would create a fire hazard.	1.14	2	4	Commissioned a study by MC2 to review the custodial practices at the Compton Center. Study completed August 2, 2007. Notified all evening custodial staff that they would be used from the evening shift to the day shift where they can be more effectively managed. Briefed shift move to Union leadership and received buy-in. Contracted with a vendor to recharge fire extinguishers and inspect.	Bob Gann

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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<b>Inspections of facilities required by the injury and illness prevention program.</b> The Injury and Illness Prevention Program (IIPP) requires periodic inspection of facilities to identify conditions.	1.15	2	4	Announced Building Adoption program as described in paragraph A.5.2. above.	Bob Gann
<b>Plan for prevention of campus crime and violence.</b> A comprehensive school safety plan exists for the prevention of campus crime and violence.	1.18	5	5	Re-keying and outdoor lighting initiatives as described above. Awarded an inventory control contract to Maximus.	Bob Gann
<b>Safe work practices for boiler and fired pressure vessels.</b> Safe work practices exist with regard to boiler and fired pressure vessels.	1.22	4	6	Identified need for recurring inspection, operation and certification of boiler and fired pressure vessel service contract and including funding in the budget for the contract.	Bob Gann
<b>A comprehensive employee safety program is maintained.</b> The college maintains a comprehensive employee safety program.	1.24	0	4	Identified significant safety concerns with current standard maintenance and operations practices. Announced the formation of the Safety Committee to be chaired by the Director of M&O and requested representatives from facility, students, and administrators.	Bob Gann
<b>Periodic first aid training for employees.</b> The college conducts periodic first aid training for employees.	1.25	0	5	Discussed with campus Nurses program the scheduling of CPR and first aid training for all M&O employees.	Bob Gann
<b>Facilities Management - Facility Planning</b>	<b>2.0</b>				
<b>Facilities planning and construction manual for California Community Colleges.</b> The college possesses a Facilities Planning and Construction Manual for the California Community College.	2.2	0	10	Downloaded the Facilities Planning and Construction Manual for California Community Colleges from the web site. Director of Facilities Planning reviews manual regularly.	Bob Gann

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Standard III: Resources**

DRAFT

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<b>Facility planning - State and local funds.</b> The college seeks state and local funds.	2.3	6	8	Hired Director of Facilities Management and Planning with expertise in State funding processes for California Community Colleges. Evaluated on-site facilities to maximize access to available funding. Submitted 3 IPPs and 1 FPP in 2007 to the Chancellor's office for funding.	Bob Gann
<b>Properly staffed and funded facility planning department.</b> The college has a properly staffed and funded facility planning department.	2.5	0	7	Director of Facilities Planning with extensive facility planning experience hired. Director of Maintenance & Operations with extensive planning experience hired. Funding for salaries and equipment included in approved budget.	Bob Gann
<b>Implementation of an annual capital planning budget.</b> The college has developed and implemented an annual capital planning budget	2.6	5	7	Completed facilities needs assessment and interim planning projections. Capitol improvements budget prepared. Capitol budget moving through committees towards Board adoption.	Bob Gann
<b>Assessment of local bonding capacity.</b> The college assesses its local bonding capacity.	2.10	4	7	Hired a consultant analysis in progress.	Bob Gann
<b>Process to determine debt capacity.</b> The college has developed a process to determine debt capacity.	2.11	4	7	Hired a consultant analysis in progress.	Bob Gann
<b>Assessment of valuation of taxable property within its boundaries.</b> The college is aware of & monitors the assessed valuation of taxable property within its boundaries.	2.12	4	7	Hired a consultant analysis in progress.	Bob Gann
<b>Facility planning - methodology of prioritizing and scheduling projects.</b> The college has established & utilizes an organized methodology of prioritizing & scheduling projects.	2.16	2	7	Established a Facilities Committee to review and comment of Facilities needs and to prioritize contemplated projects. Facilities Committee drafting a qualitative analysis check list for project prioritization.	Bob Gann



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Standard III: Resources**

DRAFT

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<b>Facilities Management - Facilities Improvement and Modernization.</b>	<b>3.0</b>				
<b>Portion of restricted capital outlay fund expended for maintenance and special repairs.</b> The college has a restricted capital outlay funds and a portion of those funds is expended for maintenance & special repairs only.	3.1	1	2	Evaluating budgetary and program requirements for future implementation.	Bob Gann
<b>Maintenance of a Modernization and Maintenance plan for facilities.</b> The college maintains a plan for the maintenance and modernization of its facilities.	3.4	1	8	Five year planning for upgrading and stabilization of campus facilities in place. Budget for Modernization and Maintenance Plan prepared and submitted for approval.	Bob Gann
<b>Maintenance of a modernization and maintenance plan for facilities.</b> The college has established and maintains a system for tracking the progress of individual projects.	3.6	2	5	Draft policies and procedures for tracking progress of individual projects and other related management functions under evaluation. Developing native capacities to track project and contractor performance.	Bob Gann
<b>Furniture and equipment included in modernization.</b> Furniture and equipment items are routinely included within the scope of modernization projects.	3.7	2	5	Planning for including furniture and equipment in planned modernization.	Bob Gann
<b>Technology infrastructure needs are met with refurbishing, modernization, and new construction projects.</b> Refurbishing, modernization, and new construction projects take into account technology infrastructure needs.	3.8	1	7	Technology infrastructure needs are evaluated for inclusion in the planning and funding process. Technology infrastructure included in the IPPs and FPP submitted. Substantial modernization of MIS facility planned. Substantial modernization of MIS equipment planned.	Bob Gann
<b>College staff are knowledgeable of procedures in the division of the State Architect.</b> College staff are knowledgeable of procedures in the Division of State Architect (DSA).	3.13	1	10	Two directors hired, both with extensive DSA experience. Staff enrollment in DSA Academy planned.	Bob Gann
<b>Facilities Management - Construction of Projects.</b>	<b>4.0</b>				

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Standard III: Resources**

DRAFT

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<b>Maintenance of an effective structure for management of construction projects.</b> The college maintains an appropriate structure for the effective management of its construction projects.	4.1	1	8	Two Directors hired with extensive experience in management of construction projects. Implementation of management and process programs for Construction Management	Bob Gann
<b>Maintenance of appropriate project records and drawings.</b> The college maintains appropriate project records and drawings.	4.3	1	5	Implementation of an electronic and paper document archive. Assembled available documentation on existing site and structures. Implementing electronic document standards on future projects. Obtained copies of available drawings from DSA.	Bob Gann
<b>Facilities Management - Compliance with Pubic Contracting Laws &amp; Procedures.</b>	<b>5.0</b>				
<b>Conflict-of-Interest statement files are collected and maintained.</b> The college maintains files of conflict-of-interest statements and complies with legal requirements.	5.3	4	5	Investigated and studied current contracting processes.	Bob Gann
<b>Facilities Management - Facilities Maintenance &amp; Custodial.</b>	<b>8.0</b>				
<b>Implementation of an energy conservation policy.</b> An energy conservation policy has been approved by the board and implemented throughout the college.	8.1	0	6	Collecting and reviewing consumption information. Campus energy audit and energy conservation program proposed and moving towards approval.	Bob Gann
<b>Energy efficient design criteria for new construction and modernization.</b> Cost-effective, energy-efficient design has been made a top priority for all college construction projects.	8.3	1	6	Identified the need for energy conservation as part of the design process.	Bob Gann
<b>Adequate maintenance records and inventories.</b> Adequate maintenance records and repots are kept, including a complete inventory of supplies, materials, and tools and equipment.	8.5	1	4	Identified the need for improved records	Bob Gann

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Standard III: Resources**

DRAFT

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<b>Procedures for evaluation of maintenance and operations staff. Procedures are in place for evaluating the work quality of maintenance and operations staff.</b>	8.6	0	8	Shifted most of the M&O personnel from the evening shift to the day shift where they can be more closely managed. Reviewing prior evaluations for all M&O staff. Reviewing job descriptions for all M&O staff.	Bob Gann
<b>Custodial and maintenance staff job descriptions.</b> Major areas of custodial and maintained responsibilities and specific job to be performed have been identified.	8.7	2	4	Reviewing all job descriptions of M&O workers and matching with the expanded roll of the M&O Department.	Bob Gann
<b>Maintenance of necessary supplies, tools, equipment, and training.</b> Necessary staff, supplies, tools & equipment for the proper care and cleaning of the college are available.	8.8	4	5	Identified the need for a revamped tool room, expendable supply inventory, maintenance equipment and training program.	Bob Gann
<b>Implementation of a preventative maintenance program.</b> The college has an effective preventive maintenance program that is scheduled and followed by the main staff.	8.9	0	4	Identified need to establish PM program.	Bob Gann
<b>Adequate repair and supervision of school buildings.</b> The Governing Board of the college provides clean and operable flush toilets for the use of students.	8.10	3	5	Items as described for this area above to correct all sanitation hazards and provide for appropriate building and grounds maintenance.	Bob Gann
<b>Implementation of a planned program maintenance system.</b> The college has implemented a planned program maintenance system that includes an inventory of all facilities and equipment that will require maintenance and replacement.	8.11	0	5	Identified Facility Infrastructure program projects that have been neglected over the years and submitted as part of our master plan to gain State funding for upgrades.	Bob Gann
<b>Priorities for assignment of routine repair work orders.</b> The college has a documented process for assigning routine repair work orders on a priority basis.	8.12	3	5	Identified need for establishing a scoring system to insure limited maintenance dollars are applied to mission critical work orders.	Bob Gann

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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<b>Facilities Management - Instructional Program Issues.</b>	<b>9.0</b>				
<b>Plan for attractive landscaped facilities.</b> The college has developed a plan for attractively landscaped facilities.	9.1	4	6	Identified non-working sprinkler systems and making a priority to repair. Identified need for new mowing equipment and have held demonstrations from potential vendors. Collecting proposals.	Bob Gann
<b>Plan for equality and equity of facilities.</b> The Governing Board of any college maintains all of the campuses established by it with equal rights and privileges as far as possible.	9.3	3	6	Creating a Facility Master Plan to execute the Education Master Plan. Forming a Facilities Committee to recommend approval of all major construction and modernization projects to the shared governance committee who recommends to the Provost.	Bob Gann
<b>Facilities Management - Community Use of Facilities.</b>	<b>10.0</b>				
<b>Plan to establish terms and conditions of school facility use.</b> Education Code Section 38130 establishes terms and conditions of school facility use by the community organizations, in the process requiring establishment of both "direct cost" and "fair market" rental rates, specifying what groups have which priorities and fee schedules.	10.2	5	6	Identified need to create plan for school use.	Bob Gann
<b>Technology Resources.</b>					
<b>Financial Management Standards - Management Information Systems.</b>	<b>17.0</b>				
MIS support users with information that is relevant, timely and accurate.	17.1	2	3	MIS has put in procedures to emulate the ECC ITS division in notifying users of system issues via periodic bulletins.	John Wagstaff
Computers are replaced on a schedule based on hardware specifications.	17.7	1	3	Conducting computer inventory. Student labs upgraded to handle VISTA.	John Wagstaff

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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Administrative system users are adequately trained in the use of administrative systems and receive periodic training updates and are aware of system changes & capabilities.	17.9	1	3	users in various departments have been trained by their counterparts at El Camino on the use of the Datatel Colleague system. There still needs to training identified and trainers hired to do training on other technology items such as use of office suite of products	John Wagstaff
<b>Financial Resources.</b>					
Financial Management Standards-Internal Control Environment.	1.0				Janice Ely
Integrity and ethical behavior are the product o the college's ethical and behavioral standards, how they are communicated, and how they are reinforced in practice. All management-level personnel exhibit high integrity and ethical values in carrying out their responsibilities and directing the work of others.	1.1	1	3	El Camino College staff are leading by example in this area. Formal discussions and evaluations of staff have not been implemented yet. Business Manager is working one on one with Accounting Director at Compton Center as of this writing. Initial meeting was held with all Compton Accounting staff in January 2007 to indicate what standards were expected of them and that they were to question anything they did not think was appropriate.	Janice Ely
The organizational structure clearly identifies key areas of authority and responsibility. Reporting lines are clearly identified and logical within each area.	1.4	1	3	The organizational structure continues to change. I do not think it is logical in its current configuration and that there are too many managers over the accounting functions. There needs to be one manager because the functions all integrate into the final financial records of the district. Managers in charge do not seem to have the appropriate background or experience to lead the units.	Janice Ely
All employees are evaluated on performance at least annually by a management-level employee knowledgeable about their work product. Evaluation criteria are clearly communicated and measurable.	1.7	3	6	In Spring 07, all classified employees were evaluated. In the fiscal area, managers were also evaluated.	Janice Ely

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Standard III: Resources**

DRAFT

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Top management sets the tone and establishes the environment for reliable financial reporting. Therefore, appropriate measures are implemented to discourage and detect fraud.	1.8	0	3	Polices and procedures are in place to assure that all purchases are reviewed and approved.	Janice Ely
<b>Financial Management Standards - Inter and Intra-Departmental Communications.</b>	<b>2.0</b>				
The business and operations departments communicate regularly with internal staff and all user departments on their responsibilities for accounting procedures and internal controls.	2.1	1	3	The accounting department does communicate financial information to the departments and training has occurred in budget control and requisitioning and bill payment. Internal control issues have been noted. Lack of staff prevents proper checks and balances for internal control . Flowcharting is occurring to do process review.	Janice Ely
The financial departments communicate regularly with the Governing Board and community on the status of college finances and the financial impact of proposed expenditure decisions.	2.2	1	3		Janice Ely
The college has formal policies and procedures that provide a mechanism for individuals to report illegal acts, establish to whom illegal acts should be reported, and provide a formal investigative process.	2.4	1	5	Board Policy exists for both code of ethics and a whistle blower.	Janice Ely
Documents developed by the financial department for distribution to the board, staff and community are easily understood.	2.5	3	4		Janice Ely
<b>Financial Management Standards - Internal Audit.</b>	<b>4.0</b>				
The Governing Board has adopted policies establishing an internal audit function that reports directly to the president or Governing Board.	4.1	0	3	There are plans to hire an internal auditor. Action to hire this individual have not taken place yet.	Janice Ely

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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Internal audit findings are reported on a timely basis to the Governing Board and administration, as appropriate. Management then takes timely action to follow up and resolve audit findings .	4.4	0	0	This will occur once the auditor is hired. No action at this time.	Janice Ely
<b>Financial Management Standards - Budget Development Process (Policy).</b>	<b>5.0</b>				
The budget development process requires a policy-oriented focus by the Governing Board to develop an expenditure plan that fulfills the college's goals and objectives.	5.1	1	4	Process is under negotiation between partner districts. Budget module and calendar was developed and utilized to develop the current year budget. A workshop was held prior to the implementation.	Janice Ely
Policies and regulations exist regarding budget development and monitoring.	5.3	1	4	Budget monitoring is provided by the accounting staff and also by the internal control in the financial system. There has not been a history of providing reports but staff is beginning although area is understaffed.	Janice Ely
The college has a clear process to analyze resources and allocations to ensure that they are aligned with strategic planning objectives and that the budget reflects college priorities.	5.4	0	5	Revenue projections are developed based on the apportionment allocation and projected FTES. Budget manager is working closely with the VP -Administrative Services to develop a sound budget that falls within available resources	Janice Ely
Categorical funds are an integral part of the budget process and have been integrated into the entire budget development.	5.6	0	5	See 5.4	Janice Ely
<b>Financial Management Standards - Budget Development Process (Technical ).</b>	<b>6.0</b>				
The Budget Office has a technical process to build the preliminary budget amounts that includes: the forecast of revenues, the verification and projection of expenditures, the identification of known carryovers and accruals and the inclusion of concluded expenditure plan.	6.1	0	5	See 5.4	Janice Ely

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

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<b>Financial Management - Budget Adoption, Reporting, and Audits.</b>	<b>7.0</b>				
The quarterly fiscal status reports show an accurate projection of the ending fund balance. Material differences are presented to the Governing Board with detailed explanations.	7.5	3	5	The state quarterly report was not reconciled to the operational budget during 06-07. However, the reconciling practice will be implemented for 07-08 budget year.	Janice Ely
<b>Financial Management Standards - Budget Monitoring.</b>	<b>8.0</b>				
There are budget monitoring controls, such as periodic reports, to alert department and site managers of the potential for over-expenditure of budgeted amounts. Revenue and expenditures are forecast and verified monthly.	8.2	0	5	Did not occur in 06-07 because multiple systems and general ledgers were in place. This practice has been implemented for 07-08 utilizing a single system.	Janice Ely
The college uses an effective position control system that tracks personnel allocations and expenditures.	8.5	1	5	Position control is being worked on by staff and the Los Angeles County Office of Education. It is not tied to the budgeting module, however reports from the system are used to develop staffing lists and annual salary expenditure amounts. This information is used for budget projections.	Janice Ely
<b>Financial Management Standards - Budget Communications.</b>	<b>9.0</b>				
The college budget clearly identifies one-time sources and uses of funds.	9.2	0	5	Yes	Janice Ely
<b>Financial Management Standards - Attendance Accounting.</b>	<b>11.0</b>				
An accurate record of enrollment and attendance is maintained.	11.1	5	6	Compton Center is following the El Camino model. Enrollment records are maintained by the in-house financial system. The attendance component will have to be verified with the Admissions office, as to how attendance is tracked and verified.	Janice Ely



**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

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Description	Standards	April 2007 Rating	Oct. 2007 Rating	Comments	Responsible
Procedures are in place to ensure that enrollment and attendance accounting and reporting requirements are met for weekly student contact hours (WSCH), daily student contact hours (DSCH), credit, non-credit, high school concurrent enrollment and positive attendance.	11.5	3	?	This will have to be referred to the Director of Admissions and Records or the VPs of Academic Affairs and Student Services.	Janice Ely
<b>Financial Management Standards - Accounting, Purchasing and Warehousing.</b>	<b>12.0</b>				
The college timely and accurately records all information regarding financial activity for all programs.	12.2	2	3	vendor payments are recorded immediately into the financial system. Cash receipts are the next area to be worked on for more timely recording. Staff needs extensive training,	Janice Ely
The college forecasts its revenues and expenditures and verifies those projections monthly to adequately manage its cash.	12.3	2	2		Janice Ely
The college's payroll procedures are in compliance with established requirements	12.4	1	5	yes, the payroll system follows the LACOE procedures.	Janice Ely
Standard accounting practice dictates that the accounting work is properly supervised and work reviewed in order to ensure that transactions are recorded timely and accurately, and allow the preparation of periodic financial statements.	12.5	1	3	Some of the accounting work is properly supervised. Again, having two different managers in charge of the accounting functions leads to lack of continuity.	Janice Ely
The college has documented procedures for the receipt, expenditure and monitoring of all construction-related activities.	12.9	2	3	Contractor has been engaged to implement an asset inventory. Someone in the Business Office has been assigned to the area.	Rocky Bonura
<b>Financial Management Standards - Student Body Funds.</b>	<b>13.0</b>				

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

Description	Standards	April 2007 Rating	Oct. 2007 Rating	Comments	Responsible
The Governing Board adopts policies and procedures to ensure compliance regarding how student body organization deposit, invest, spend, raise and audit student body funds.	13.1	3	3	ASB functions are to be examined this quarter and all financial transactions are being moved to the Datatel system.	Janice Ely
Monitoring is performed by the Business Services Office to provide adequate oversight of student funds and to ensure proper handling and reporting.	13.4	1	3	Accounting for the ASB funds has been transferred to the accounting office staff and staff has been trained in how to account for ASB funds. Staff was subsequently re-assigned and new staff have to be trained. This is a project for this quarter.	Janice Ely
<b>Financial Management Standards - Multiyear Financial Projections.</b>	<b>14.0</b>				
The college annually provides a multiyear revenue and expenditure.	14.2	0	4	This is a process that was begun last year and will continue in the budgeting process.	Janice Ely
<b>Financial Management Standards - Long-Term Debt Obligations.</b>	<b>15.0</b>				
The college complies with public disclosure laws of fiscal obligations related to health and welfare benefit for retirees, self-insured workers' compensation, and collective bargaining agreements.	15.1	0	5	The analysis have occurred.	Janice Ely/ Rocky Bonura / Barbra Perez
<b>Financial Management Standards - Impact of Collective Bargaining.</b>	<b>16.0</b>				
The college has developed parameters and guidelines for collective bargaining that ensure that the collective bargaining agreements is not an impediment to efficiency of college operations.	16.1	8	8	The amount of projected salary increases is always factored into the development of a balanced budget.	Janice Ely / Barbara Perez
<b>Financial Management Standards - Maintenance and Operations Fiscal Controls.</b>	<b>18.0</b>				

**Accrediting Commission for Community and Junior Colleges  
Standard III: Resources**

DRAFT

Description	Standards	April 2007 Rating	Oct. 2007 Rating	Comments	Responsible
The college has a comprehensive risk-management program that monitors the various aspects of risk management.	18.1	4	5	The Center has taken steps to improve its risk management program by partnering with ECCCD for several programs including loss control training for employees. The Center has also increased its insurance coverage's to acceptable standards for property and liability and workers' compensation	Rocky Bonura
The college has a work order system that tracks all maintenance requests, the worker assigned, dates of completion, labor time spent and the cost of materials	18.2	2			Bob Gann
The college controls the use of facilities and charges fees for usage in accordance with college policy.	18.3	5	6	Evaluating policies for effectiveness re-drafting as appropriate.	Bob Gann
The Maintenance Department follows standard college purchasing protocols.	18.4	5	7	Revising M and O procurement procedures to ensure compliance with CA Public Contract Code.	Bob Gann
Materials and equipment/tools inventory are safeguarded from loss through appropriate physical and accounting controls.	18.5	5	7	Functions stabilized.	Bob Gann
<b>Financial Management Standards - State-Mandated Cost.</b>	<b>21.0</b>				
The college has procedures that provide for the appropriate oversight and management of mandated cost claim reimbursement filing.	21.1	2			Janice Ely