



CONSULTATIVE COUNCIL AGENDA

Facilitator: Keith Curry/ Minodora Moldoveanu

Recorder: Paula VanBrown

Date: October 12, 2020

Time: 2:00 p.m.

Location: Zoom Meeting

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce, and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment

Attendees

___ Christine Aldrich	___ Stephen Kibui	___ Rachelle Sasser
___ Sheri Berger	___ Elizabeth Martinez	___ Lauren Sosenko
___ Keith Curry	___ Amankwa McKinzie	___ Holly Schumacher Zakoren
___ Linda Coleman	___ Minodora Moldoveanu	
___ Queen Juarez-Ward	___ Heather Parnock	

AGENDA

1. **Review Minutes from October 5, 2020**
2. **President/CEO Items**
 - A. COVID-19 Update
 - B. Update on [Draft Eventual Return to Campus Plan](#) - Status Report
 - C. Update on Compton College Spring 2021 Classes
 - D. Compton College Athletics
3. **Compton College Response to the California Community Colleges Call to Action**
4. **Board Policies and Administrative Regulations Review**
5. **Campus Committees Update**
 - A. 2020-2021 Institutional Standing Committees
6. **Thinking Out of the Box**
7. **Other Items**
8. **Future Agenda Items**
 - A. 2020-2021 Compton Community College District Budget Update
 - B. Compton CCD October 20, 2020, Board of Trustees Agenda Review

**Next Scheduled Meeting: October 19, 2020, at 2:00 p.m.
Zoom Meeting**



**CONSULTATIVE COUNCIL MEETING
MINUTES**

Facilitators: Keith Curry/ Minodora Moldoveanu
Date: October 5, 2020

Recorder: Paula VanBrown
Location: Zoom

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

Attendees:

Christine Aldrich	Minador Moldoveanu	Lauren Sosenko
Sheri Berger	Heather Parnock	Holly Schumacher-Zakoren
Keith Curry	Jasmine Phillips	Queen Juarez-Ward
Pilar Huffman		

MINUTES

1. Review minutes from September 28, 2020

The Consultative Council reviewed the minutes; approved, with correction)
Correction #4, bullet #5: Child Developmen, (s/b Developmen(t) Center.

Dr. Keith Curry reported that the offer for the EOP&S/CARE Guided Pathways position has been accepted. Employment will begin on October 14, 2020. This item will be on the agenda for approval at the Special Board of Trustees meeting on October 6, 2020.

2. President/CEO Items

- A. COVID-19 UPDATE: Dr. Curry reported that he is working with the bargaining units to get the COVID-19 MOU signed. He would like to present to the Board of Trustees at the Special Board meeting on Tuesday, October 6, 2020 and instructed staff to move forward with implementation of the COVID-19 MOU.
- B. Update on Draft Eventual Return to Campus Plan – Status Report
- C. Update on Compton College Spring Classes; Sheri Berger – CTE classes – we are trying to meet student demand. CTE students have been contacted for COVID-19 testing. Department Chairs have until Wednesday to make changes to have more asynchronous classes for Distance Education approved faculty. No chemistry classes are scheduled on-campus for spring 2020. On campus labs are scheduled two days a week, and lectures are scheduled two days a week at different hours. Dr. Paul Flor is working with faculty and chairs in those specific areas. We are waiting for a response from L.A. County to know if cosmetology classes can come back in person.
- D. Dr. Curry will be meeting with other college presidents from the South Coast Conference regarding athletics. Dr. Curry said he doesn't know how this will play out, as some colleges are eager to participate and some are concerned about the budget. For Compton College it will cost about an additional \$200,000 for athletics to operate in the spring.

E. Taste of Thanksgiving Replacement Event – Dr. Curry reported that he has received no other ideas for Thanksgiving other than delivering a box of cookies from Maya’s Cookies. Dr. Curry will have Pilar Huffman move forward with ordering cookies for employees for the Thanksgiving project.

3. Compton College Response to the California Community Colleges Call to Action –

The Compton College Response to Chancellor’s Office “Call to Action” that Tina Kuperman and Dr. Kendahl Radcliff worked on and it will be presented to the Consultative Council next week. Included with today’s agenda is the first draft of this document. If you have any comments, please submit them directly to Tina Kuperman or Dr. Radcliff. They met with managers last week, will meet with the EEO Committee this week, and the Academic Senate at their next meeting. Dr. Curry will present this first draft to the Board of Trustees on October 20, 2020, for review and feedback before submitting it for approval in November 2020.

4. Update on Student Resources

Dr. Curry reported that he included the Update on Student Resources in his newsletter last week. He said there was a small glitch with EveryTable so the number of meals from EveryTable has been increased to ten per week. Students cannot pickup meals from the EveryTable store, but EveryTable will deliver the meals directly to the students. There are still laptops and hotspots available. Four hundred additional laptops are to be delivered next week; 402 laptops and 438 WiFi hotspots have been given out; 77 students are participating in the meals; 88 vouchers for Uber Eats have been distributed. The Cares Act - 644 students got \$700 on September 25th. There will be another pull for the Cares Act this week, and then another one after October 15th. Dr. Curry said the reason for waiting until after October 15th is to make sure there will be money if new students show up for the 8-week session. They have been working with the Chancellor’s Office and the Foundation for California Community Colleges on the list for the WiFi hotspots. The key for that is making sure the students check their email to sign off on all the waivers; that’s been one of the major issues.

Dr. Minodora Moldoveanu commented that the hotspots arrived somewhat late this semester. Do we know why and can the hotspots be given out earlier next semester, because students had been struggling quite a bit with attending classes without the proper WiFi. Dr. Curry responded that he actually had the schedule and some actually went out the second and third weeks. The ones for the fifth week – the issue was some students did not check their email and sign the waivers. Jasmine Phillips commented to remove a barrier, could these basic needs forms be combined with WiFi hotspot waiver form, so they don’t have to do again. Dr. Curry said he will look at this form and discuss with Tosin (Olawatosin Williams) for next semester. We need to get away from using all these applications.

Lauren Sosenko asked for clarification. Dr. Curry explained that there is one application for basic needs. Then if the student gets a laptop or hotspot, they have to fill out another form for confirmation. Lauren Sosenko explained this is not a second application. This waiver is only to accept rules and responsibilities in accepting the hotspots. She said she doesn’t think this is a barrier. The barrier is that students are not checking their email, and we have to confirm that they’re enrolled. If we don’t have to confirm that they are enrolled, that’s taking one of the barriers away, but then we’re taking the risk of having an issue with fraud with people getting laptops who are not really Compton College students. Dr. Curry stated that the question is how to do this and he will talk to staff today about the forms because that’s something we can do for spring. Then for fall 2020, Dr. Curry will try to get all the categorical programs to basically have the same one application and include the Student Resources application. So if the student wanted to apply for EOP&S or CalWORKS, it is all in the same application. We’ll put together a subcommittee to start working on that, because we have to get away

⁴ from all these different applications. Lauren Sosenko said that it's totally possible, but whether that's going to remove a barrier, she is not sure, so it needs to be studied and looked at closely. Dr. Curry said this is not removing a barrier, but is removing a step. Students seem to not be checking their emails because they're overwhelmed with so much going on and a lot of that has to do with COVID-19. That's why it's important that we utilize Canvas to do the announcements and have a schedule of what announcements go on Canvas and also give information to faculty so they can make announcements as well.

5. Campus Committees Update (Included in agenda packet)

A. 2020-2021 Institutional Standings Committees – Dr. Curry said he has updated this document and is waiting for Professional Development Committee input. He also needs to verify with Amankwa McKinzie if Rosa Ledesma no longer on the Auxilliary Services committee. He has removed her name from the committee but needs to verify if the information he was given was accurate or not. Dr. Curry reported that he has made the changes on the Faciltiies Committee, and also the change that Jeanette Morales is the co-chair on the Planning and Budget Committee this semester over Dr. Jose Villalobos.

6. Thinking Out of the Box

None

7. Other Items

Dr. Curry asked how people are feeling about athletics; should we offer them or not? Some colleges want to offer sports; others want us to all be together and not offer sports. Dr. Curry said he thinks some presidents are looking for a way out of offering sports. If we all agree not to do it – Dr. Curry said he doesn't know. One concern is in regards to cost; the second is the COVID-19 testing. Do we have the resources to test every athlete every week? That would be a necessity. Another concern is about away games. What about traveling to other colleges and what are their testing protocols? If we're testing every week and other colleges are not testing at all, that is a problem.

Dr. Moldoveanu asked Heather Parnock if something can be noted on the Compton College home page about October being LGBTQ month, is here something that could be included? Heather asked what would that be linked to, because the home page is essentially used to be able to link a short cut to information that lives on our website. Dr. Moldoveanu responded that it would be fine to link it to the Office of Student Development's online calendar just as a reminder. Heather Parnock replied okay.

8. Future Agenda Items

- A. Update on Board Policies and Administrative Regulations
- B. Compton College Response to the California Community Colleges Call to Action
- C. 2020-2021 Compton College District Budget to Actuals Update
- D. Compton College Athletics

**The next Consultative Council meeting is scheduled for Monday, October 12, 2020
at 2:00 p.m. via ZOOM**

COMPTON COMMUNITY COLLEGE DISTRICT**2020 BOARD POLICIES and ADMINISTRATIVE REGULATIONS REVIEW SCHEDULE**

Board Policy #	Policy	Responsible	Board Review First Reading*	Completed
BP 2010	Board Membership	Keith Curry	February 18, 2020	X
BP 2100	Board Elections	Keith Curry	February 18, 2020	X
BP 2210	Officers	Keith Curry	February 18, 2020	X
BP 2300	Regular Meetings of the Board	Keith Curry	February 18, 2020	X
BP 2305	Annual Organizational Meeting	Keith Curry	February 18, 2020	X
BP 2310	Closed Sessions	Keith Curry	February 18, 2020	X
BP 2320	Special and Emergency Meetings	Keith Curry	February 18, 2020	X
BP 2340	Agendas	Keith Curry	March 17, 2020	X
BP 2350	Public Participation	Keith Curry	July 21, 2020	X
BP 2360	Minutes	Keith Curry	February 18, 2020	X
BP 2370	Representatives at Board Meetings	Keith Curry	April 21, 2020	X
BP 2710	Conflict of Interest	Keith Curry	May 19, 2020	X
BP 2725	Board Member Compensation	Keith Curry	April 21, 2020	X
BP 2750	Board Self-Evaluation	Keith Curry	February 18, 2020	X
BP 2760	Board Political Activity and Resolutions	Keith Curry	March 17, 2020	X
BP 3225	Institutional Effectiveness	Lauren Sosenko	April 21, 2020	X
BP 3226	Institutional Research Board	Lauren Sosenko	June 16, 2020	X
BP 3250	Institutional Planning	Lauren Sosenko	March 17, 2020	X
BP 3280	Grants	Lauren Sosenko	March 17, 2020	X
BP 3300	Public Records	Jim Grivich	February 18, 2020	X
BP 3430	Prohibition of Harassment	Rachelle Sasser	April 21, 2020	X
BP 3500	Campus Safety	Ramund Box	March 17, 2020	X
BP 3505	Emergency Response Plan	Ramund Box	March 17, 2020	X
BP 3530	Weapons on Campus	Ramund Box	March 17, 2020	X
BP 3540	Sexual and Other Assaults on Campus	Ramund Box & Tina Kuperman	May 19, 2020	X
BP 3550	Drug Free Environment & Drug Prevention Program	Ramund Box	June 16, 2020	X
BP 3560	Alcoholic Beverages	Reuben James	October 20, 2020	X
BP 3600	Auxiliary Organizations	Reuben James	October 20, 2020	X

Board₆ Policy #	Policy	Responsible	Board Review First Reading*	Completed
BP 3725	Information and Communication Technology Accessibility and Acceptable Use	Steve Kibui/ Andrei Yermakov	December 8, 2020	
BP 3800	Personal Data Protection	Andrei Yermakov	June 16, 2020	
BP 3810	Claims Against the District	Jim Grivich	February 18, 2020	X
BP 3900	Speech: Time, Place, and Manner	Elizabeth Martinez	October 20, 2020	
BP 4010	Academic Calendar	Barbara Perez	March 17, 2020	X
BP 4020	Program, Curriculum, and Course Development	Sheri Berger	November 17, 2020	
BP 4030	Academic Freedom	Sheri Berger	November 17, 2020	
BP 4050	Articulation	Elizabeth Martinez	November 17, 2020	X
BP 4260	Pre-Requisites and Co-Requisites	Sheri Berger	November 17, 2020	
BP 4245	Academic Rank	Barbara Perez	January 21, 2020	X
BP 4300	Field Trips and Excursions	Andree Pacheco	October 20, 2020	X
BP 5050	Student Success and Support Program	Nelly Alvarado	April 21, 2020	X
BP 5010	Counseling	Cesar Jimenez	April 21, 2020	X
BP 5120	Transfer Center	Nelly Alvarado	April 21, 2020	X
BP 5130	Financial Aid	Keith Cobb	April 21, 2020	X
BP 5140	Disabled Student Programs and Services	Elizabeth Martinez	April 21, 2020	X
BP 5150	Extended Opportunity Programs and Services	Christine Aldrich	April 21, 2020	X
BP 5205	Student Accident Insurance	Elizabeth Martinez	May 19, 2020	X
BP 5220	Shower Facilities for Homeless Students	Bailey Smith	May 19, 2020	X
BP 5300	Student Equity	Bailey Smith	April 21, 2020	X
BP 5400	Associated Student Body	Andree Pacheco	June 16, 2020	X
BP 5800	Prevention of Identity Theft in Student Financial Transactions	David Leung	June 16, 2020	X
BP 6100	Delegation of Authority	Keith Curry	March 17, 2020	X
BP 6150	Designation of Authorized Signatures	Keith Curry	March 17, 2020	X
BP 6300	Fiscal Management	Keith Curry	March 17, 2020	X
BP 6310	Payroll	David Leung	May 19, 2020	X
BP 6330	Purchasing	Reuben James	May 19, 2020	X
BP 6340	Contracts	Reuben James	May 19, 2020	X

Board⁷ Policy #	Policy	Responsible	Board Review First Reading*	Completed
BP 6450	Wireless or Cellular Telephone Use	Andrei Yermakov	June 16, 2020	X
BP 6500	Real Property	Steve Kibui	December 8, 2020	
BP 6520	Fixed Asset Security and Accounting	Steve Kibui	December 8, 2020	
BP 6540	Insurance	Steve Kibui	December 8, 2020	
BP 6550	Disposal of Property	Steve Kibui	December 8, 2020	
BP 6600	Capital Construction	Linda Owens	July 21, 2020	X
BP 6750	Parking	Ramund Box/ Reuben James	July 21, 2020	X
BP 7100	Commitment to Diversity	Rachelle Sasser	April 21, 2020	X
BP 7140	Collective Bargaining	Rachelle Sasser	April 21, 2020	X
BP 7210	Academic Employees	Rachelle Sasser	May 19, 2020	X
BP 7230	Classified Employees	Rachelle Sasser	May 19, 2020	X
BP 7240	Confidential Employees	Rachelle Sasser	May 19, 2020	X
BP 7250	Educational Administrators	Rachelle Sasser	May 19, 2020	X
BP 7260	Classified Employees	Rachelle Sasser	May 19, 2020	X
BP 7272	Unclassified Employees	Rachelle Sasser	May 19, 2020	X
BP 7310	Nepotism	Rachelle Sasser	May 19, 2020	X
BP 7320	Health Examinations	Rachelle Sasser	April 21, 2020	X
BP 7340	Leaves	Rachelle Sasser	April 21, 2020	X
BP 7350	Resignations	Rachelle Sasser	April 21, 2020	X
BP 7360	Discipline and Dismissal - Academic Employees	Rachelle Sasser	June 16, 2020	X
BP 7370	Discipline and Dismissal - Classified Employees	Rachelle Sasser	June 16, 2020	X
BP 7390	Salary Deductions	Rachelle Sasser	June 16, 2020	X
BP 7400	Employee Travel	Steve Kibui	October 20, 2020	X
BP 7500	Volunteers	Rachelle Sasser	June 16, 2020	X
BP 7510	Domestic Partners	Rachelle Sasser	April 21, 2020	X
BP 7700	Whistleblower Protection	Rachelle Sasser	April 21, 2020	X
BP 7710	Political Activity	Keith Curry	April 21, 2020	X

Board⁸ Policy #	Policy	Responsible	Board Review First Reading*	Completed
BP 8300	Workplace Violence Plan	Rachelle Sasser	April 21, 2020	X
BP 8410	Child Abuse Reporting	Rachelle Sasser	April 21, 2020	X
AR 2311	Derogatory Communication	Keith Curry	March 17, 2020	X
AR 2321	Special and Emergency Meeting Notifications	Keith Curry	March 17, 2020	X
AR 2341	Agenda Development & Notification	Keith Curry	March 17, 2020	X
AR 2711	Conflict of Interest Disclosure	Keith Curry	March 17, 2020	X
AR 3226	Institutional Research Board	Lauren Sosenko	June 16, 2020	X
AR 3281	Grants Applications	Keith Curry	March 17, 2020	X
AR 3333	Campus Closure	Keith Curry	March 17, 2020	X
AR 3341	Energy Conservation	Linda Owens	July 21, 2020	X
AR 3342	Water Management	Linda Owens	July 21, 2020	X
AR 3343	Sustainable Building	Linda Owens	July 21, 2020	X
AR 3344	Physical Plant	Linda Owens	July 21, 2020	X
AR 3431	Prohibition of Harassment	Rachelle Sasser	April 21, 2020	X
AR 3530	Weapons on Campus	Ramund Box	March 17, 2020	X
AR 3601	Auxiliary Organization Protocols	Reuben James	October 20, 2020	X
AR 3720	Computer and Network Use	Andrei Yermakov	December 8, 2020	
AR 3725	Information and Communication Technology Accessibility and Acceptable Use	Steve Kibui/Andrei Yermakov	December 8, 2020	
AR 3800	Personal Data Protection	Andrei Yermakov	June 16, 2020	
AR 3811	Claims Against the District	Jim Grivich	February 18, 2020	X
AR 3900	Speech: Time, Place, and Manner	Elizabeth Martinez	October 20, 2020	X
AR 4020	Program, Curriculum, and Course Development	Sheri Berger	November 17, 2020	
AR 4025	Philosophy and Criteria for Associate Degree	Sheri Berger	November 17, 2020	
AR 4260	Pre-Requisites and Co-Requisites	Sheri Berger	November 17, 2020	
AR 4300	Field Trips and Excursions	Andree Pacheco	October 20, 2020	X
AR 5050	Student Success and Support Program	Nelly Alvarado	April 21, 2020	X
AR 5010	Counseling	Cesar Jimenez	April 21, 2020	X
AR 5120	Transfer Center	Nelly Alvarado	April 21, 2020	X
AR 5130	Financial Aid	Keith Cobb	April 21, 2020	X

Board⁹ Policy #	Policy	Responsible	Board Review First Reading*	Completed
AR 5140	Disabled Students programs Services	Keith Cobb	April 21, 2020	X
AR 5150	Extended Opportunity Programs and Services	Christine Aldrich	April 21, 2020	X
AR 5220	Shower Facilities for Homeless Students	Elizabeth Martinez	July 21, 2020	X
AR 5500	Standard of Student Conduct	Elizabeth Martinez	October 20, 2020	X
AR 6450	Mobile Communication Device	Andrei Yermakov	June 16, 2020	X
AR 6552	Records Retention and Destruction	Andrei Yermakov	June 16, 2020	X
AR 7121	Administrative Recruitment and Selection	Rachelle Sasser	October 20, 2020	
AR 7122	Faculty Recruitment and Selection	Rachelle Sasser	October 20, 2020	
AP 3301A	Public Records	Jim Grivich	February 18, 2020	X
AP 3900	Speech: Time, Place and Manner	Elizabeth Martinez	October 20, 2020	X
AP 6251A	Budget and Expenditure Management	Steve Kibui	July 21, 2020	X
AP 6252A	Position Control	Steve Kibui	July 21, 2020	X
AP 6341B	Facilities Order	Steve Kibui/ Linda Owens	July 21, 2020	X
AP 6341C	Personal Services Agreement	Reuben James	July 21, 2020	X
AP 6701A	Civic Center Other Facilities Use	Reuben James	April 21, 2020	X
Form 6341B	Facilities Order Agreement	Steve Kibui/ Linda Owens	July 21, 2020	X
Form 6341C	Personal Services Agreement	Reuben James	July 21, 2020	X
Form 6701A-1	Facility Use Application-Permit	Reuben James	April 21, 2020	X
Form 6701A-5	Facility Reservation Guidelines	Reuben James	April 21, 2020	X
Form 6701A- 6	Facility Usage Rules	Reuben James	April 21, 2020	X

Updated 10.11.20



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 3560 Alcoholic Beverages

**Issued: May 17, 2016
Revised: October 20, 2020**

References:

Business and Professions Code Section 25608;
34 Code of Federal Regulations Section 668.46(b)

The *President*/Chief Executive Officer is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus.

Applicable Administrative Regulation
AR 35640 – Alcoholic Beverages



BP 3600 Auxiliary Organizations

Issued: March 16, 2010
Revised: November 21, 2017
Revised: October 20, 2020

References:

Education Code Sections 72670, et seq.
Title 5, Sections 59250, et seq.

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.

The *President/Chief Executive Officer (CEO)* shall establish the administrative regulations necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those regulations to the Chancellor for the California Community Colleges as required by law. At a minimum, the regulations shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative regulations ~~promulgated~~ *adopted* by the *President/CEO* pursuant to this policy. Notwithstanding anything contained in the administrative regulations, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

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

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs for disabled students.

The auxiliary organizations recognized by the Compton Community College District are:

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

Applicable Administrative Regulation

AR 36040 – Auxiliary Organization Protocols



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 3900 Speech: Time, Place and Manner

**Issued: March 16, 2010
Revised: December 12, 2017
Revised: October 20, 2020**

References:

Education Code Sections 76120, 666301

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Compton Community College District is considered a non-public forum, except for those areas of the college that are designated as areas generally available for use by students or the community, which are designated public forums. The *President/Chief Executive Officer (CEO)* or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative regulations promulgated by the *President/CEO* or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to the requirements of this policy. (Education Code Section 76120).

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District. (Education Code Section 76120).

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the *United States Constitution*, and of *Section 2 of Article 1 of the California Constitution*. *“Hate violence” is defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992 (Senate Bill 1115) to mean any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. Acts shall not be considered “hate violence” based on speech alone, except upon a showing that the speech itself threatens violence against a specific person or group of persons, that the person or group of persons against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat.* (Education

¹⁴ *Code section 66301.*) Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Non-students may obtain use of areas, classrooms, rooms, buildings, facilities, and grounds, not reserved and open for speech or expressive activities, pursuant to the Civic Center Permit rules set forth in Board Policy 6700, regarding “Civic Center and Other Facilities Use.”

Applicable Administrative Regulation:

AR 3900 Speech: Time, Place and Manner



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4300 Field Trips and Excursions

Issued: June 20, 2017
Revised: October 20, 2020

Reference:

Title 5 Section, 55220

The *President/Chief Executive Officer (CEO)* shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The *President/CEO*, under authorization from the Board of Trustees, may authorize field trips and excursions for students in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country.

The *President/CEO* may delegate the authority to the appropriate Vice President.

The District does not endorse, support or assume liability in any way for any employee or student of this District who does not follow established procedures for field trips and student travel.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds. No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Applicable Administrative Regulation:
AR 4300 Field Trips and Excursions



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 7400 Employee Travel

**Issued: July 20, 2010
Revised: July 18, 2017
Revised: October 20, 2020**

Reference:

Education Code Sections 87032

The *President/Chief Executive Officer (CEO)* is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The *President/CEO* shall establish regulations regarding the attendance of other employees at conferences, meetings, or activities. The regulations shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the United States must be approved in advance by the Board.

Applicable Administrative Regulation:

AR 7400 Reimbursement of Travel Expenses



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 4300 Field Trips and Excursions

Issued: September 12, 2017
Revised: October 20, 2020

References:

Board Policy 4300 - Field Trips and Excursions
Title 5, Section 55220

I. Definitions

- A. *Field Trip* shall be defined as an instructional trip which provides for registered students to attend a designated program of instruction away from Compton College for a specified period of time and for which the instructor arranges transportation.
- B. An *Alternate Class Site Meeting* shall be defined as one in which the regularly scheduled class location is changed and for which students arrange their own transportation.

A field trip within the boundaries of the District or within a fifty (50) mile radius of the campus may be designated as a class held at an alternate site off-campus, if the period of instruction is to run for seven (7) or fewer hours.

- C. An *Excursion* shall be defined as an instructionally-related social, educational, cultural, athletic, or musical activity.
- D. The District may provide transportation by use of District equipment or contracted transportation to the sites of approved field trips/excursions. When District equipment is used the governing board shall secure liability insurance as appropriate.
- E. Every effort shall be made to allow students with disabilities to participate in field trips and alternate class site meetings. In the event that a student with a disability is unable to participate, an alternate activity shall be provided.
- F. The following activities must be coordinated with, and approved by the Vice President of Student Services or designee:
 - 1. Athletic activities
 - 2. Off-campus activities involving student organizations, clubs, etc.
 - 3. Participation in recreational/sports activities and events
 - 4. Dances
 - 5. Picnics
 - 6. Approved and calendared non-District sponsored activities

II. Procedures for Field Trips and Excursions

A. Planning and Approval Procedures for Field Trips

1. Notice of required field trips should be provided in advance on the instructor's syllabus. The instructor must submit properly completed forms to his/her division dean at least four (4) weeks prior to the date of the event.
2. The Vice President of Academic Affairs or their designee must approve all field trips.
3. No class or group may be authorized to take a field trip under this policy if any student who is a member of such an identifiable group would be excluded from participation in the field trip because of lack of funds or disability. All students shall be given an equal opportunity to participate.
4. All field trips shall be supervised by an employee of the District.
5. If the field trip is canceled, immediate notification shall be given to the responsible dean.
6. Only regularly-enrolled members of the class may participate in the field trip.
7. Reconnaissance: If instructor reconnaissance is deemed necessary in preparation for the field trip, approval and District transportation shall be obtained from the responsible Dean.
8. Immediately prior to departure, an accurate roster of all participants shall be left with the Transportation Department, Campus Police *Department Office* and the Vice President of Student Services.

B. Planning and Approval Procedures for Excursions

1. A completed "Excursion Approval Form" with a copy of the minutes showing approval of the excursion by the club shall be submitted to the *Office of Student Development Office* at least three (3) weeks prior to the event.
2. All excursions must receive prior approval by the Vice President of Student Services or designee.
3. Other co-curricular excursions must be approved by the appropriate Dean/Director and submitted to the Vice President of Student Services Office.
4. In order for faculty or staff to use a District vehicle and gas card on an approved field trip or excursion they must complete a transportation request form and submit the form to the transportation office at least two weeks in advance of the trip.

5. *Students who wish to drive their own vehicles must complete a Student Volunteer Transportation Agreement. This agreement must be completed in its entirety and be submitted to the division/department office prior to departure. All submissions are subject to approval. Once clearance is obtained the student may use his/her personal vehicle.*

C. Transportation

1. The instructor/employee must schedule the use of District-owned vehicles through the Vice President of Administrative Services or designee. The instructor/employee must complete appropriate vehicle-use forms and submit them to his/her Dean or Director at least four (4) weeks prior to the event.
2. All field trips and excursions shall proceed directly to the location designated in the original application using the safest route unless emergency or hazardous conditions shall make it unsafe to do so. When such conditions arise, the only acceptable alternative is to return to the College by the shortest safe route available. It shall be the duty of the employee designated as the responsible representative to determine when conditions are too hazardous to continue the trip.

D. Regulations

1. The employee designated as the responsible representative shall make such counts or checks of students during field trips/excursions as may be deemed necessary for the safe return of all students and other personnel.
2. All students participating in field trips/excursions shall be subject to the supervision and discipline of the employee designated as the responsible representative.
3. It shall be the duty of the employee designated as the responsible representative of the District to notify all selected students of the starting time and location of the trip, and under the jurisdiction of his/her Dean/Director, to complete any other arrangements necessary for the purpose and safety of the trip.
4. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill." Ordinary care and skill mean that District authorities must ascertain the following:
 - a. All persons who drive District or contracted rental vehicles must receive the District's Safe Driver training from our *Campus* Police Department prior to departure and pass certification requirements to operate a 12-passenger van.

- b. Drivers will rotate every three hours and will observe posted speed limits.
- c. All drivers of personal vehicles transporting participants must have completed the District's Safe Driver training from our *Campus* Police Department.
- d. Drivers, at the time of the proposed driving, are not physically ill, under disabling medication, or otherwise physically or emotionally unfit to safely drive the vehicle.
- e. The District-owned vehicles in question have been inspected by designated District employees and such employees are reasonably satisfied that the vehicles are safe, having established a reasonable inspection system and by requiring meticulous adherence to that system of providing regularly scheduled maintenance of said vehicles.
- f. Contracted vehicles must be inspected by the designated responsible employee for safety, including all lighting systems, license plate, registration, brakes, and spare tires. Verification of the registration and appropriate license plates must also be conducted.
- g. Each District vehicle must carry a current copy of the District's insurance certificate and procedures for necessary actions in the event of an accident. In addition, prior to departure each driver is responsible for securing (and inspecting the contents of) a first aid kit for each vehicle. (See Section V.B and V.D of this Procedure)

III. Procedures for Alternate Class Sites

A. Planning and Approval Procedures

1. It is recommended that the instructor notify his/her division dean at least one (1) or more weeks prior to the date of the event.
2. All alternate class sites shall be supervised by an academic employee of the District.
3. If the alternate class site is canceled, immediate notification shall be given to the responsible dean, the students and the Transportation Department.
4. Only regularly-enrolled members of the class and auditors may participate in the alternate class site.
5. Students shall be notified of the alternate class site at least two (2) meetings in advance and shall be convened and dismissed at the alternate class site.

B. Transportation

1. Students shall travel to the alternate class site in the same manner in which they travel to attend the regularly assigned class.
2. The instructor shall NOT arrange private transportation for students either to or from the alternate class site.

C. Regulations

1. All students participating at the alternate class site shall be subject to the supervision and discipline of the certificated employee designated as the responsible representative.
2. It shall be the duty of the academic employee designated as the responsible representative of the District to notify all selected students of the starting time, location, and duration of the alternate class site meeting, and under the jurisdiction of his/her dean, complete any other arrangements necessary for the purpose and safety of the meeting.
3. Designated District employees, in order to reduce their liability, must exercise "ordinary care and skill" when conducting a class at an alternate class site.

IV. Insurance and Liabilities for Field Trips, Excursions and Alternate Class Sites

- A. The Vice President of Administrative Services or designee shall ensure that the District has sufficient insurance to protect the District and its employees from liability in the performance of their approved, legitimate duties under these procedures.
- B. The District shall provide or make available medical, hospital service, or accident insurance for students participating in field trips, excursions, and alternate class site meetings.
- C. All participants in voluntary field trips, excursions, and alternate class site meetings are deemed to have waived all liability claims against the District.
 1. All participants and the parents/guardians of minor student participants must sign a statement advising them of this waiver.
 2. A Field Trip/Excursion Waiver Form must be filled out and signed by each participant prior to the departure of each field trip/excursion.
 3. The Waiver, Release and Indemnity Agreement (hereafter referred to as ("Waiver Form")) shall be submitted to the Transportation Department prior to departure.

D. An employee of the District shall be present for the entire duration of the field trip, excursion or alternate class site meeting. He/She will have the same liability coverage as for on-campus activities.

V. Emergencies and Inappropriate Activities for Field Trips, Excursions and Alternate Class Sites

A. Misconduct

1. The instructor/employee shall inform students prior to the field trip, excursion or alternate class site meeting that misconduct could result in suspension from the trip, additional discipline, and/or that participants may be sent home during a trip if their conduct is deemed detrimental to the purpose and safety of the group. The student is responsible for the cost of transportation home.
2. The instructor may supplement the standards of conduct with additional regulations, which must be explained prior to the event (*per BP 5500 Standards of Student Conduct*).
3. The instructor shall exercise the same amount of care that a "reasonable person" would exercise in any incidents involving student misconduct or questionable legal activities.
4. Should a problem or concern arise during the field trip, excursion or alternate class site meeting, the instructor shall notify his/her dean and Office of Student Development immediately upon the return to campus and initiate the appropriate course of action.

B. Accidents involving a student, District employee, or vehicle

1. The instructor/employee shall obtain prompt emergency treatment for any injured individuals.
2. If the injury needs immediate care, the instructor/employee shall call 911 and have the individual transported to the paramedic-designated hospital. If the instructor/employee has any doubts, he/she is to follow the most conservative path -- call for help and send the individual to the hospital as soon as possible.
3. The District provides accident coverage for all students. This insurance is secondary to the individual's own medical coverage (per BP 5205 Student Accident Insurance). In an emergency, this insurance may be used to get the student treated in any hospital. In a non-emergency situation, care must be taken to refer the student to the appropriate medical facility. All first aid kits should contain the District's medical insurance form.
4. If a vehicle is involved in an accident, the passengers and injured should be removed to a point of safety. The nearest law enforcement agency should be contacted. Employee(s) and students should not leave the scene of the accident until the accident is reported to the law enforcement officials and the

disposition of passengers and vehicle has been arranged.

5. In the event of a mechanical breakdown or other road emergencies, the employee should contact Campus Police to determine the best means to get the vehicle back to campus.
6. The appropriate accident report form shall be completed and filed immediately upon return.

C. Illness

1. Each participant shall be cautioned that health care is his/her personal responsibility. (Students should be warned about this in advance.)
2. A student who appears to be ill prior to the trip or who becomes ill may be sent home upon the decision of the employee. The student may be responsible for the cost of transportation home in such an instance.

D. First Aid Kits:

A first aid kit shall be in the possession of the instructor for all field trips.

VI. Fees, Costs and Reimbursement for Field Trips/Excursions and Alternate Class Sites

- A. All fees or related costs required of participants in field trips shall be clearly listed in advance of enrollment in the course. The refund policy shall conform to the District's general refund policies.
- B. District representatives shall be reimbursed for authorized and/or emergency expenses.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 36040 Auxiliary Organization Protocols

Issued: March 16, 2010
Revised: November 21, 2017
Revised: October 20, 2020

References:

Board Policy 3600 – Auxiliary Organizations
Education Code Sections 72670 et seq.;
Government Code Sections 12580 et seq.;
Title 5 Sections 59250 et seq.

Definitions

Board of Directors. The term board of directors as used herein means the governing board of an auxiliary organization.

Board of Trustees. The term Board of Trustees as used herein means the Board of Trustees of the District.

Board of Governors. The term Board of Governors as used herein means the Board of Governors of the California Community Colleges.

President/Chief Executive Officer (CEO). The term *President/CEO* as used herein means the *President/Chief Executive Officer* of the Compton Community College District or designee.

District. The term District as used herein means the Compton Community College District.

Associated Student Body. The terms Associated Student Body, Associated Student Organization, Student Association, Student Organization, or ASB as used herein means an organization formed by any group of students of the District in accordance with the provisions of Education Code Section 76060. All clubs and organizations recognized by an Associated Student Body or Organization shall be included in any auxiliary organization established by the Student Body or Organization.

Recognition and Establishment of Auxiliary Organizations

The *President/CEO* shall submit a recommendation to the Board of Trustees to establish an auxiliary organization when the organization will serve the District. The recommendation includes, but is not limited to, the following:

- The purpose(s) for which the auxiliary organization is to be established;
- Whether the proposed auxiliary organization will primarily serve the District or a particular District;
- The functions which the auxiliary organization is intended to perform;



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

- The proposed bylaws and articles of incorporation for the auxiliary organization, including the size and composition of the board of directors; and
- The proposed written agreement between the auxiliary organization and the District, *addressing, among other things, all of the requirements of as required in Title 5 Section 59259 subdivision (j).*

The process of recognition shall be as follows:

- When the *President/CEO* receives a request to establish an auxiliary organization, the *President/CEO* shall submit a recommendation concerning the establishment of said organization to the Board of Trustees within three months.
- The Board of Trustees shall hold a public hearing on each recommendation concerning the establishment of an auxiliary organization.

At a subsequent scheduled meeting after the public hearing, the board shall announce its decision concerning the establishment of the organization, and, if approved, authorize the functions it may perform, identify the number and category or categories of the board of directors and approve contractual arrangements.

At such time as the District recognizes an auxiliary organization, it shall submit to the ~~state~~ *California Community Colleges* Chancellor's Office any written agreements with the auxiliary organization, as well as the articles of incorporation, bylaws, or other governing instruments.

Recognized Services, Programs and Functions

Auxiliary organizations may be recognized and established by the Board of Trustees to perform ~~the following~~ services, programs and functions *which are an integral part of the community college educational programs. The following supportive services and specified programs have been determined to be appropriate:*

- Student association or organization activities;
- Bookstores;
- Food, *vending* and campus services;
- Student union programs;
- Facilities and equipment, including parking;
- Loans, scholarships, grants-in-aid;
- Workshops, conferences, institutes and federal and specially funded projects;
- Alumni activities;
- Supplementary health services;
- Gifts, bequests, devises, endowments and trusts; *and*
- Public relations programs.

~~No auxiliary organization shall be authorized by the Board of Trustees to engage in any other function unless the Board of Governors amends Section 59259 of Title 5 by adding~~



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

~~said function to the list of approved functions of auxiliary organizations.~~ This section shall not be construed to prohibit an auxiliary organization from taking actions essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal tax laws.

Operations of commercial services on a campus shall be self supporting when operated by an auxiliary organization.

Authority and Responsibility of Auxiliary Organizations

- ~~A. Participation in workshops, conferences, or institutes offered by auxiliary organizations shall not be included in reports to the state for the purpose of receiving apportionment funding.~~

All services, programs and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District. ~~Upon~~ *must be for the purposes of providing activities that are an integral part of the community college educational programs.* For example, Board of Trustees approval, an auxiliary organization may assume any of the services, programs and activities listed in these procedures in order:

- To provide the fiscal means and the management procedures that allow the District to carry on educationally related activities not normally funded by State apportionment;
- To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls except as expressly prohibited by the Education Code or Title 5, or the District's procedures; *or*
- To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the District in accordance with sound business practices.

Composition of Boards of Directors

The board of directors of each auxiliary organization shall have the following composition:

Student Associations or Organizations. The board of directors shall consist primarily of students. The Associated Student Body Advisor may attend and participate in meetings of the board of directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.

Other Auxiliary Organizations. Any other District approved auxiliary organization that is established pursuant to *Education Code* Section 72670 et seq. ~~of the Education Code~~ shall have a board of directors appointed in accordance with the organization's articles of incorporation or bylaws and consisting of voting membership from one or more of the following categories: administration, staff; members of the community; students.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

The size of the board of directors of an auxiliary organization shall be at least large enough to accommodate the one or more categories from which board members are selected.

The board of directors shall have the advice and counsel of at least one attorney admitted to practice in California and at least one certified public accountant. Upon being notified of the certified public accountant selected by an auxiliary organization, the district shall forward the applicable auditing and reporting procedures to the selected certified public accountant.

Conduct of Boards of Directors

No member of ~~the~~ any board of directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member. Any contract or transaction entered into in violation of this section is void.

No contract or other transaction entered into by the board of directors of an auxiliary organization is void under the provisions of Education Code Section 72677; nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if pursuant to Education Code Section 72678 both of the following conditions are met:

- The fact of such financial interest is disclosed or known to the board of directors and noted in the minutes, and the board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members.
- The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

The provisions of Education Code Section 72678 above shall not be applicable if any of the following conditions are met:

- The contract or transaction is between an auxiliary organization and a member of the board of directors of that auxiliary organization.
- The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest.
- The contract or transaction is between an auxiliary organization and a corporation in which any member of the board of directors of that auxiliary organization is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock.
- A member of the board of directors of an auxiliary organization is interested in a contract or transaction within the meaning of Education Code Section 72677 and without first disclosing such interest to the governing board at a public meeting of the



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of his/her membership on the board of directors of an auxiliary organization, for personal pecuniary gain, regardless of whether he or she is or is not a member of the board at the time such gain is realized.

To help ensure compliance with these provisions, the Board of Directors of any auxiliary organization should adopt a conflict of interest policy. Each director must review and acknowledge the conflict of interest policy annually. The conflict of interest policy may address, among other things, the following: appropriate board conduct, gifts, confidentiality, fiduciary responsibilities, and conflicts of interest.

Bylaws

The bylaws of an auxiliary organization shall include, but not be limited to, specifying:

- The number of members of the board of directors, the categories from which members shall be selected and the method by which they shall be selected.
- The size of the board of directors.
- That at least one public business meeting will be held each quarter.
- The time table for the preparation and adoption of its program and annual budget and the submission of both for review to the *President/CEO*.
- That an attorney admitted to practice in this state and a licensed certified public accountant shall be selected to provide advice and counsel to the board of directors. Each shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the board which he/she serves. Neither the attorney nor the certified public accountant needs to be a member of the board of directors.
- The procedures for approving expenditures.
- The procedures for accepting gifts, donations, bequests, trusts and specially funded grants and other income.

Master Agreement between the District and Auxiliary Organizations

In the recognition and establishment of an auxiliary organization, there shall be a written agreement between the District and the auxiliary organization which sets forth the purposes of the auxiliary organization as permitted under this Regulation, and Title 5 Section 59259.

Should an auxiliary organization provide more than one service, program or function, such service, program or function may be authorized in one of more written contracts with the District. Such services, programs and functions thereby performed by an auxiliary organization may also be part of a joint powers agreement in accordance with Education Code Section 72671 and Government Code Sections 6500 *et seq.*



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

An auxiliary organization shall provide only those services, programs or functions authorized by a written agreement. No other service, program or function shall be permitted or performed unless a written agreement between the District and the auxiliary organization is amended to provide otherwise.

The agreement shall include, but is not limited to, the following provisions:

- The services, programs, or functions the auxiliary organization is to manage, operate or administer.
- A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District under usual District procedures.
- The areas of authority and responsibility of the auxiliary organization and the District or College.
- The facilities and services to be made available by the District to permit the auxiliary organization to perform the services, programs or functions specified in the written agreement.
- The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall be identified in sufficient time before it is incurred so that the organization may determine to what extent it is liable.
- Full reimbursement to the District for services performed by the District or by District employees in support of the auxiliary organization. No more than 50% of the reimbursement may be made in the form of non-monetary benefits that the auxiliary organization provides to the District, such as increased community officials and the auxiliary organization. The District shall assign a good-faith reimbursement value to such non-monetary benefits. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services, *unless the organization was established as an "auxiliary organization" pursuant to Education Code Sections 72670 et seq.* ~~Methods of proration where services are performed by District employees for the organization shall be as mutually determined.~~
- *Simple and equitable methods of proration where services are performed by District employees for the organization shall be mutually determined.*
- *A simple and stable mutually agreed upon method of determining in advance to what extent the organization shall be liable for indirect costs relating to specially funded programs (including federally sponsored programs).*
- The responsibility for maintenance and payment of operating expenses.
- Proposed expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District. With respect to these expenditures, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the board of directors of the auxiliary organization. The board of directors shall file with the *President/CEO* a statement of such policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, amounts,



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

and purpose for which the funds will be used, allowable expenditures, and procedures of control.

- The disposition to be made of net earnings derived from the operation of the auxiliary organization, including earnings derived from facilities owned or leased by the auxiliary organization, and provisions for reserves.
- The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of the operations under the agreement.
- The covenant of the auxiliary organization to maintain its organization and to operate in accordance with *Education Code* Sections 72670 through - 72682 of the ~~Education Code~~ and with the regulations contained in Title 5, Sections 59250 *et seq.*, as well as ~~District Board Policy~~ *board policy and these procedures*.
- The understanding that the auxiliary organization shall obtain the services and counsel of an attorney admitted to practice in the State of California whenever the need arises.
- The understanding that the auxiliary organization shall not enter into any contract or other business arrangement involving real property either by lease involving payments of more than \$25,000 per annum and duration terms of more than one year, or by purchase without prior notification and consultation with the *President/CEO*.

Personnel

Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions and benefits of its employees.

The aforesaid regulations shall not conflict with the implementing policies adopted by the Board of Trustees or with these procedures.

Except as otherwise provided in any board rules, the board of directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be *at least equal comparable* to the salaries prevailing in other educational institutions in the area or commercial operations of like nature ~~in the area~~.

Regular District employees may be employed by the auxiliary organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the auxiliary organization. District officers and employees who are required by the ~~District's Conflict of Interest Code Disclosure Regulation~~ (AR 27104) to file disclosure of financial information are responsible to determine whether or not they are eligible to accept employment with the auxiliary organization immediately upon resignation from the district.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

- **Educational Administrators or other Management Employees** may be granted a personal leave of absence for two semesters, which may be extended to a maximum of ten consecutive semesters.
- **Classified management employees** may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.
- **Academic (faculty) employees** may be granted personal leave of absence for two semesters. The leave may be extended for not more than six consecutive semesters.
- **Classified employees** may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.

The board of directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees *and executive employees*. For the purposes of this Procedure, a temporary employee is:

- An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract or gift; or
- An employee whose contract of employment is for a fixed term not exceeding three years.

~~The board of directors of each auxiliary organization may withhold permanent status benefits from executive employees.~~ For the purposes of this procedure, an “executive employee” is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, *business* managers, directors and the like, as determined by the board of directors of each auxiliary organization.

Should retirement benefits be provided, they may but need not be provided by the Public Employees' Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

An auxiliary organization may contract with the District for the services of a District employee and reimburse the District for that portion of the employee's full-time assignment (and corresponding benefits) that is spent in providing said services.

Accounting and Reporting for Auxiliary Organizations

The fiscal year of the auxiliary organization shall coincide with that of the District.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

Each auxiliary organization shall develop an accounting system that is in accordance with generally accepted accounting principles.

The auxiliary organization shall implement financial practices that will assure its fiscal viability. Such standards shall include professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.

Each auxiliary organization serving the District shall submit its programs and budgets for review at a time and in a manner specified by the *President/CEO*.

Funds derived from indirect cost payments shall only be appropriated with the specific approval of the *President/CEO*. All uses of such funds shall be regularly reported to the district governing board.

Should the *President/CEO* determine that any program or appropriation planned by an auxiliary organization is not consistent with District policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review, be determined by the *President/CEO* to be operating outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the *President/CEO* until further review is accomplished and an appropriate adjustment is made.

The board of directors of an auxiliary organization shall approve all expenditure authorizations.

If the auxiliary organization receives or accrues in any fiscal year gross revenue of two million dollars (\$2,000,000) or more, it shall also include in its bylaws an audit committee appointed by the board of directors. The audit committee may include persons who are not members of the board of directors, but the member or members of the audit committee shall not include any members of the staff, including the president or chief executive officer and the treasurer or chief financial officer. If the auxiliary committee has a finance committee, it must be separate from the audit committee.

Members of the audit committee shall not receive any compensation from the auxiliary in excess of the compensation, if any, received by members of the board of directors for service on the board and shall not have a material financial interest in any entity doing business with the auxiliary. Subject to the supervision of the board of directors, the audit committee shall be responsible for recommending to the board of directors the retention and termination of the independent auditor and may negotiate the independent auditor's compensation, on behalf of the board of directors.

The auxiliary organization must also make its annual audited financial statements available to the public in the same manner prescribed by IRS for Form 990 and no later than nine months after the close of the fiscal year to which the statements relate.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

The board of directors, or an authorized committee of the board, shall review and approve the compensation, including benefits, of the President or Chief Executive Officer and the Treasurer or Chief Financial Officer to assure that it is just and reasonable. This review and approval shall occur initially upon the hiring of the officer, whenever the term of employment, if any, of the officer is renewed or extended, and whenever the officer's compensation is modified. Separate review and approval shall not be required if a modification of compensation extends to substantially all employees.

Records and Annual Report of Auxiliary Organizations

Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.

Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five years. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.

An annual report shall be submitted to the Board of directors of the auxiliary organization and to the *President/CEO* by September 15. The report shall include, but is not limited to:

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

Records maintained by an auxiliary organization shall be available to the public to inspect or copy at all times during the office hours of the auxiliary organization, pursuant to and with the exceptions provided in Education Code Sections 72690 et seq.

Annual Audit

Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Chancellor. Copies of the annual audit report shall be submitted to the Board of Trustees and to the ~~state~~ *California Community Colleges* Chancellor's Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audits may be conducted as part of a fiscal audit of the District itself.

Auxiliary organizations shall annually publish an audited statement of their financial condition, which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy. An auxiliary organization shall comply with this requirement by:



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

- Publishing the audited financial statement in a campus newspaper; *or*
- Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; *or*
- Publishing or noticing the audited statement in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.

Insurance

An auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law, including but not limited to, the following:

- Comprehensive *general* liability;
- Property and extended coverage, when applicable;
- All risks, money and securities;
- Fidelity and performance bonds covering its chief fiscal officer;
- Automotive liability when applicable; *and*
- Workers' compensation.

In any insurance policy secured by the auxiliary organization, the District shall be named as additional insured.

A copy of each policy or endorsement or insurance certificates setting forth the coverage and limits shall be provided to the District within 30 days from the receipt of the document.

In obtaining the insurance coverage, the auxiliary organization may secure the insurance directly through its own broker or through the District.

Auxiliary Organizations: Use of Facilities

Facilities may be made available by the District to an auxiliary organization to perform the functions specified in these regulations or in an agreement, under the following circumstances:

- The auxiliary organization may occupy, operate and use such District facilities as are mutually identified as appropriate for the functions ~~and~~ or activities that have been undertaken by the auxiliary organization.
- The auxiliary organization shall pay to the District a charge or rental for the District facilities ~~to be~~ used by it in connection with the performance of its function or functions.
- The charge or rental to be paid by the auxiliary organization shall not require involved methods of computation, and shall be identified by the District and the auxiliary organization in sufficient time before it is incurred so that the auxiliary organization may determine to what extent it shall be liable.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

- The charge or rental to be incurred by an auxiliary organization for use of District facilities ~~in excess of five days~~ shall be incorporated into the agreement between the parties.
- An auxiliary organization shall provide full reimbursement to the District for any services performed by District employees under the direction of the auxiliary organization. Methods of proration where services are performed by District employees for the auxiliary organization shall be simple and equitable.

List of Auxiliary Organizations in Good Standing

Each year, the *President/CEO* shall provide to the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the manner specified hereinafter in these regulations, are found to be in compliance with applicable laws, policies and regulations shall be included in the list.

When the *President/CEO* has reason to believe that a particular organization should be removed from the list of auxiliary organizations in good standing, a conference shall be held to determine whether such grounds for removal do in fact exist. ~~The board of directors President/CEO of such organization shall be entitled to participate in this present at the conference, along with other appropriate District representatives, as determined by the President/CEO.~~ *The District shall give the auxiliary organization Board of Directors reasonable notice that such conference will be held, and representatives of the Board shall be entitled to be present at the conference, and to be heard. The board of directors of such organization shall be entitled to participate in this conference* and shall have a minimum of one month's notice to prepare response to the issues which have been raised.

Based upon such conference, the *President/CEO* shall ~~decide~~ *recommend to the District's governing board* whether the particular organization shall be removed from the list of auxiliary organizations in good standing. *The District's governing board may, in its sole discretion, remove such an auxiliary organization from the list, and may make such other provisions consistent with law as may be appropriate with respect to an auxiliary organization not included on the list.*

An organization so removed shall not be permitted to do any of the following:

- Use the name of the District;
- Have as a director any official in the District acting in his/her official capacity;
- Operate a commercial service for the benefit of the District or any of its Colleges;
and
- Receive gifts, property or funds to be used for the benefit of the District or any of its Colleges.

If the auxiliary organization is dissolved or ceases operations upon removal from the list of organizations in good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and the District.



Limitation on Transfer of Funds to Auxiliary Organizations

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

Compliance Review by *President/CEO*

All auxiliary organization procedures and practices shall be reviewed to determine compliance with Education Code Sections 72670 *et seq.*, and the policies, rules and regulations of the Board of Governors, and of the District. The *President/CEO* shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter.

When the *President/CEO's* designee determines, after inspection and review, that certain auxiliary organization procedures and practices are not in compliance with policies, rules and regulations of the Board of Governors and the District, a recommendation concerning the items of noncompliance shall be communicated in writing to the *President/CEO* and to the board of directors of the auxiliary organization. The board of directors shall reply in writing within one month, either describing the actions which will be taken, including time table, to bring said procedures and practices into compliance; or describing the reasons why the board considers the procedures already to be in compliance.

If the *President/CEO's* designee considers the proposed corrective actions to be acceptable, the auxiliary organization shall be so informed. A second compliance review shall be held at the end of the time agreed to and the results communicated in writing to the *President/CEO* and to the board of directors.

When the auxiliary organization fails to provide an acceptable proposal for corrective actions or fails to implement successful corrective actions within the agreed upon time, the *President/CEO* shall inform the board of directors of such further action as he/she considers appropriate, which may include a recommendation to the Board of Trustees for termination of the contract.

Revision of Rules and Procedures and Reports to the CCC System Office

Rules and procedures for the administration of auxiliary organizations may be revised as necessary by the *President/CEO* or designee. The board of directors of each auxiliary organization in good standing shall be promptly notified in writing of such revisions and be



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

informed of the date by which any changes in the organization's procedures must be accomplished.

Any such revisions shall be submitted to the ~~state System~~ *California Community Colleges Chancellor's Office* for approval.

The District shall report, as may be required from time to time, on the operation of its auxiliary organizations.

Disposition of Bookstore, Food Services, and Campus Vending Services Funds

To the extent that the bookstore, food services, and campus vending services generate a net profit, after deducting district expenses for maintenance and utilities, the funds may be deposited in the following auxiliary organization accounts: 50% of the net funds may be deposited in the Associated Student Body for Compton Community College District accounts; 15% of the net funds may be deposited in the Foundation for the Compton Community College District accounts to be used for student scholarships (see AR 3602 Student Scholarships), the Academic Awards Tea and graduation related expenses; and the remaining 35 % of the net fund may be deposited into the Foundation for the Compton Community College District account to be used for the College Promise.



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

AR 35640 Alcoholic Beverages

**Issued: May 17, 2016
Revised: October 20, 2020**

References:

Board Policy 3560 - Alcoholic Beverages

Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658;
34 Code of Federal Regulations Section 668.46(b)

The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the ~~El Camino~~ *Compton* College Police Department. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the ~~El Camino~~ *Compton* College ~~Compton~~-*Police* Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus ~~without prior approval of the district~~. Organizations or groups violating alcohol or substance policies, or laws may be subject to sanctions by the District.



AR 5500 Standards of Student Conduct

Issued: October 20, 2020

References:

Education Code Sections 66300 and 66301;
ACCJC Accreditation Standards I.C.8 and 10;
BP 5500 – Standards of Student Conduct

Student conduct at Compton College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Regulation 5520, and Administrative Regulation 5530 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation, will be referred to the Director of Diversity, Compliance, and Title IX. The Director of Diversity, Compliance, and Title IX will work in coordination with the Director of Student Development and Athletics or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Regulation 5520.

Definitions: *The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.*

I. Dishonesty

1. *Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.*
2. *Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.*
3. *Copying from another student or former student or allowing another student to copy from one's work.*
4. *Allowing another individual to assume one's identity or assuming the identity of another individual.*
5. *Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.*



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

6. *Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.*
 - a. *Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.*
 - b. *Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.*
 - c. *Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.*
 - d. *Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.*
 - e. *Handing in the same paper or other assignment in more than one class when prohibited by the instructor.*
 - f. *Any other action which is not an honest reflection of a student's own academic work.*
7. *Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.*
8. *Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.*

II. Disruptive Behavior, Innapropriate Behavior, Innapropriate Condcut, and Expression

1. *Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.*
2. *Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.*
3. *Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.*
4. *Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District*



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

5. *Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus.*
6. *Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.*
7. *Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.*
8. *Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.*

III. Drugs, Alcohol, and Smoking

1. *Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.*
2. *Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.*

IV. Theft, Robbery, and Damage

1. *Committing or attempting to commit robbery or extortion.*
2. *Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.*
3. *Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.*
4. *Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals on District-owned facilities or controlled property or at District-sponsored or supervised functions.*



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

V. Sexual Misconduct

1. *Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.*
2. *Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.*
3. *Other misconduct offenses in violation of the Compton College Sexual Misconduct Policy.*

VI. Harrassment, Threatening, and Violent Behavior

1. *Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.*
2. *Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.*
3. *Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.*
4. *Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.*
5. *Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.*
6. *Other misconduct offensives relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).*
7. *Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.*



VII. Weapons

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the President/Chief Executive Officer (CEO) or designee.

VIII. Misuse of Facilities

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

IX. Miscellaneous

- 1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law. Emotional Support Animals, as an accommodation, must be approved by the Special Resource Center.*
- 2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.*
- 3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.*



AR 3900 Speech: Time, Place and Manner

Issued: November 17, 2015

Revised: December 12, 2017

Revised: October 20, 2020

References:

Board Policy 3900 – Speech: Time, Place and Manner
Education Code Sections 76120 and 66301

Students and employees of the District and members of the public shall be permitted to exercise their right of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 Speech: Time, Place and Manner and these procedures.

The District shall not restrict free expression in areas generally available to students and the community. Areas generally available to students and the community are grassy areas, walkways or other similar common areas. Areas generally available to students and the community are designated public forums.

In areas generally available to students and the community, no person may engage in the circulation of petitions, leaflets, newspapers and other printed matter in the following areas: within 25 feet of doorways opening to outdoor areas of campus, all indoor facilities including, but not limited to campus offices, classroom facilities, libraries, performing art facilities, indoor or outdoor athletic facilities, parking lots, warehouses, and maintenance yards. All areas generally available to students and the community, as set forth above, may be temporarily reserved by the District, including recognized student organizations, for specific uses.

The use of areas generally available to students and the community shall be subject to the following:

- A. Groups of persons wishing to engage in speech or expressive activities in areas generally available to students and the community are encouraged to inform the Facilities Rental Department of their intent to be present in such areas. The District encourages such check-in as a means to provide for safety and for the equitable use of such areas. Individuals availing themselves of such areas generally available to students and the community, whether they decide to check-in or not, may remain anonymous.
- B. No person using the areas shall touch, strike, or physically impede the progress of passerby, except for incidental or accidental contact or contact initiated by a passerby.
- C. Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

- D. Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

No illegal activities, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described in this procedure, will be permitted. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will make a good faith and reasonable effort to offer alternative areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of reservation forms.

Distribution of Materials

All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove, or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.

Posting

Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the *Office of Student Development Office*. Materials displayed shall be removed after the passage of the date of the event or after the passage of ten (10) days.

Rules Governing the Posting of Materials:

1. *Do not post on glass, painted surfaces (including painted light posts and railings), or trees.*
2. *All postings must use painters tape only. Staples may be used on the bulletin boards. Duct tape is not allowed.*
3. *Postings may not be placed over previously posted or approved materials.*
4. *Originating individuals and organizations are requested to take responsibility for maintaining its posting in a neat manner.*



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

Solicitation on Campus Related to Conducting Research

Anyone conducting research and soliciting on campus for human subjects must obtain permission to do so pursuant to the Institutional Review Board *Policy 3226 and Administrative Regulation 3226*. ~~policies and procedures~~. Please contact the office of *Institutional Effectiveness* ~~Institutional Research & Planning~~.



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES

AP-5551A 3900 Speech: Time, Place, and Manner

Issued: June 28, 2010

Revised: November 17, 2015

Revised: October 20, 2020

1. **Scheduling Request:** Individuals or groups desiring to use the Free Speech Area(s) are to request use of the space by submitting a Facility Use Application to the Facilities Coordination Office. See AP 6701A, Civic Center and Other Facilities Use, for details.
 - A. Use of the space is assigned on a first, come first served basis with District-sponsored events having first priority on the use of campus grounds.
 - B. The District reserves the right to locate any assembly to ensure that the activity does not interfere with the normal District operations.
 - C. A request for use of the free speech area(s) may be denied if the *President/Chief Executive Officer* (CEO) determines that the proposed speech/activity will constitute a clear and present danger to the college's orderly operation.
2. **Time:** Any person or group desiring to exercise its right of free speech at the Compton Community College District may do so as follows:
 - A. The free speech area(s) is not reserved or scheduled for an official college activity.
 - B. Between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
 - C. Use of the campus Free Speech Area(s) is limited to two hours per day by an individual or group during specified time period.
3. **Manner of Use**
 - A. Driving into the free speech area(s) is prohibited. A loading/unloading permit may be issued by the Campus Police allowing individuals to park up to 30 minutes in designated areas to load/unload supplies. A cart (~~provided by the Student Development Office~~) is available to transport supplies, *can be provided by the Office of Student Development*, to the Free Speech Area(s).
 - B. **Distribution and/or Display of Materials:** Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions.
 - 1) Such distribution shall take place within the geographic limits of the Free Speech Area(s).
 - 2) Any material being distributed which is discarded or dropped in or around the Free Speech Area(s) other than in an appropriate receptacle must be retrieved



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES

and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area(s) that day.

- 3) Persons distributing material shall not impede the progress of passersby nor shall they force or coerce passersby into taking the proffered material.
- 4) Any containers or displays used to distribute material or display posters, photographs, drawings, etc. shall be kept out of walkways.

4. Speech and Public Assembly Guidelines

- A. **Speakers:** The Free Speech Area(s) is open to speakers for whom official arrangements to speak have been made with the college independent of the college's official position on an issue.
- B. **Right to Dissent:** The right to dissent complements the right of a speaker to speak. Such rights do not, however, need to occupy the same forum at the same time. A speaker is entitled to communicate his/her message to the audience during his/her allotted time. The audience is entitled to hear the speaker's message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Simultaneously, the audience must respect the right to dissent.
- C. **Picketing and Distribution of Literature:** Picketing in an orderly manner or distributing literature within the Free Speech Area(s) is permissible with an appropriate Civic Center Permit. Picketing is not permitted inside buildings. Picketing may not be disruptive or impede access.
- D. **Symbolic Protest:** Displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible during a presentation unless it is a disruptive active, impedes access, blocks the audience's view, or prevents the audience from being able to pay attention.
- E. **Marches:** In order to ensure the safety of participants and bystanders, campus marches are acceptable with an appropriate Civic Center Permit. The permit is to identify expected attendance, and approved parade/march route. Permits should be requested at least two working days in advance of the event for campus marches.

5. Conduct and Manner

- A. Individuals who schedule speech or public activities on campus are shall not:
 - Threaten passersby.
 - Interfere with, impede, or cause blockage of the flow of pedestrian or vehicular traffic.
 - Commit any act likely to create an imminent safety or health hazard.
 - Interfere with or disrupt any other lawful activity by anyone in the same general location at the same time.



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES

- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on other District equipment except in designated posting areas.
 - Conduct speech that includes fighting words *and hate speech*, which are those words that by their very utterance tend to incite an immediate breach of the peace.
 - Engage in any other speech or action that is not allowed by law.
- B. Upon request of a college official or law enforcement official, any person on campus shall identify him/herself by presenting a student, faculty/staff identification card, driver's license or other appropriate form of government-issued identification as allowed by law.
- C. Individuals who damage or destroy District property shall be held responsible for such damage or destruction. District property includes buildings, grounds, landscape, and equipment.
- D. All applicable District and College regulations, municipal ordinances, and state and federal laws are to be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and other appropriate action by District officials and/or Campus Police.



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 7400 Field Trips and Excursions

**Issued: May 15, 2018
Revised: October 20, 2020**

The *President/Chief Executive Officer* (CEO) directs that the following regulations apply to the Compton Community College District:

- I. ***Travel Purposes:*** The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur. Only reasonable and necessary costs are eligible for reimbursement.
 - A. ***Institutional Travel:*** The objective of institutional travel is to attend meetings with Federal, State, or local agencies; to meet with elected officials; to consult with colleagues at other institutions for such purposes as curriculum planning, administrative practices, student services, and community college funding; and to serve on an accreditation team.
 - B. ***Professional Travel:*** The objective of professional travel is to permit participation in activities of organizations whose primary purpose is advancing the legitimate and constructive cause of community college education in the State of California or nationally. Such organizations include, but are not limited to:
 - Academic Senate of the California Community Colleges
 - Accrediting Commission for Community for Junior Colleges
 - American Association of Community Colleges
 - American Association of Community College Trustees
 - California Association of School Business Officials
 - Community College League of California
 - National Association of Colleges
 - Other Community Colleges/Districts
 - C. ***Instructional Travel:*** The objective of instructional travel is to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.
- II. ***Applicability:*** This regulation applies to all Academic and Classified employees of the District. Members of the Board of Trustees are considered employees of the District for purposes of this regulation. This regulation does not apply to:

- A. **Students or student employees.** Students shall follow procedures developed for student travel.
 - B. **Consultants and contractors.** Travel expenses incurred by a consultant or contractor are reimbursable only if such expense is specified in the consultant/contractor's contract with the District and submitted to the District via an invoice.
- III. **Authorized Activities:** For purposes of this regulation, off-campus travel is defined as attendance and participation in at meetings, conferences, conventions, commissions, in-service training, and other groups whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the employee normally teaches or works. Off-campus travel does not include:
- A. Meetings that pay a salary, expenses, or honorarium to the employee as a participant.
 - B. Meetings which are lobbying or legislative in nature without the prior approval of the *President/CEO*.
 - C. Meetings of professional or other organizations whose interest are outside the scope of the employee's normal work assignment.
 - D. Special interest meetings outside the scope of the employee's normal work assignment.
- IV. **Travel Categories:** The District shall develop procedures for authorizing and reimbursing travel that address legal requirements associated with reimbursing employees for business-related expenses they may incur as follows:
- A. **Mileage and Parking Reimbursement:** Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business, except in the case where the employee receives a contractual travel allowance. All expense claims requested for reimbursement shall be substantiated and submitted be on the District's approved form.
 - B. **Conference Attendance:** Trips requiring overnight absences from the employee's established residence, payment of a participant fee, and/or reimbursement for employee incurred actual and necessary expenses shall be requested prior to the employee's attendance and participation. All conference attendance must be requested and approved prior to the employee's participation using the District's approved form. All expense claims requested for reimbursement shall be on the District's approved form.

V. Vehicle Use and Mileage Reimbursement Requirements

- A. **District Vehicle:** Employees may use a District vehicle providing the employee meets District vehicle use requirements. College vehicle use generally occurs for the purpose of transportation of students to athletic events. When a District vehicle is used:
1. The employee driving the vehicle must meet District vehicle use requirements pertaining to driver's license, driving record, insurance, etc.
 2. Mileage is not reimbursable.
 3. Gas purchases should be made using a District credit card.
- B. **Personal Vehicle:** Employees may be authorized to use their personal vehicle during the course of the workday.
- C. **Mileage, Parking, and Related Fee Reimbursements:** Employees authorized to attend an off-campus event for a purpose as defined above in section "I" may be reimbursed for mileage as follows:
1. Mileage is reimbursable based on a commonly-used direct surface route, e.g. Google maps. The District cannot reimburse for extra miles logged due to a "roundabout" or another preferred route. Transportation by personal automobile shall be reimbursed using IRS Standard Mileage Rate based on mileage not to exceed air coach equivalency.
 2. If two or more employees share a personal vehicle, only the employee who provides the vehicle shall be reimbursed for mileage.
 3. **Parking and Related Fees:** Parking, toll, bridge, and other related fees are reimbursable when the expense is substantiated (receipt or bank record).
 4. **Call-Back Mileage:** In the event an employee is off-duty and called back to work by a supervisor, the employee may be paid for all mileage traveled in connection with that event or as specified in the applicable collective bargaining agreement.
 5. **Not-Reimbursable:** Employees shall not receive reimbursement for the following:

- a. Miles to and from the District to their personal residence. If at the start or end of the work-day, the employee is required to travel on District business to a destination that is farther from the District Office than the employee's normal commute, only the excess miles are reimbursable. The District should only pay for necessary and reasonable mileage.
 - **Example:** If the employee normal commute is 10 miles to the District but travels from his residence directly to work-related destination that is 15 miles from the District, only the additional five (5) miles are reimbursable.
 - b. Gas purchases. Mileage reimbursement rates include fuel expenses.
 - c. Damage or theft to an employee's personal vehicle or items kept within the vehicle while on District business. A portion of the reimbursement rate is intended to defray individual insurance costs.
6. The Director of Accounting ~~Accounting Manager~~ shall annually review and publish mileage reimbursement rates within United States General Service Administration (GSA) or Internal Revenue Service (IRS) requirements.

VI. Conference Attendance

- A. **Approval Processing Requirements:** When requesting off-campus travel, prior approval is required to ensure the activity is related to District business, adequate funding is budgeted in an appropriate line-item, and minimal interruption to District programs and operations occur. When appropriate, substitutes may be arranged. Signatures are required as follows:
1. The employee's supervisor and division vice president must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business.
 2. The administrator overseeing the charge account must approve the expenditure of funds and the Accounting Department must approve that the funds are available. Additional signatures are required as follows:
 - a. When requested travel is out of the country, the Board of Trustees approval is required.
 - b. State of California specified restrictions may apply.
- B. **Internal Revenue Services (IRS) Regulations:** Employers are required to track the amount of expense reimbursement allowances paid to employees. Amounts employers pay employees to reimburse for substantiated business expenses are not generally subject to income tax or employment tax. Reimbursements can be

subject to such taxes if the employer pays an amount in excess of the federal per diem rate and the employee does not return unsubstantiated expenses covered by the per diem rate to the employer. (IR-2006-175, Nov. 9, 2006).

C. Meals.

1. No Receipts - Actual expenses not to exceed \$50/day (25 Dinner, 15 Lunch and 10 Breakfast).
2. With Receipts - Actual expenses not to exceed a maximum of \$65/day.
3. *When the cost of meals is included as part of the conference registration fee, that portion is not reimbursable. However, when the employee is unable to eat the deductible meal due to medical requirements or religious beliefs, effort will be made to accommodate the employee's requirements.*

D. Prepay. An employee may request the Business Office to directly pay for airfare, registration, and lodging if an approved request form and required documentation is submitted to the Business Office in a timely manner.

E. Transportation (Prepaid Expense and/or Reimbursable Expense)

1. **Air / Rail Travel:** ~~Air travel will be arranged and paid for through the business office if the request is submitted three weeks in advance. Air travel, hotel and lodging will be arranged by the employee or through the business office and paid by the business office. If not submitted within that timeline,~~ The employee *can* purchases their tickets, *hotel and lodging* directly and submits for reimbursement as an expense claim. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense. Baggage charges may be reimbursed subsequent to the trip with the submission of receipts.
2. **Personal Airplane Use:** Reimbursement shall not exceed the economy/coach rate for public carriers.
3. **Personal Vehicle:** A personal vehicle is approved for travel within 100 miles or so of the District. When the distance exceeds 100 miles, the lesser of mileage or coach airfare is reimbursed regardless of what mode of transportation is used. Reimbursements are the same as discussed in Section V.C., Mileage, Parking, and Related Fee Reimbursement, above.
4. **Taxi and Shuttle Services:** When an employee is on an approved conference, taxi, bus, and shuttle services are the preferred transportation mode to and from the airport. A receipt is required for reimbursement.

5. **Rental Cars:** Employees on approved conferences outside of Los Angeles County may be authorized to rent a car when the cost of transportation is greater than the cost of other transportation modes, e.g., taxi, airport limousine, shuttle, multiple employees traveling together, etc.
 - a. Employees are to rent the car in their name, not the District's name.
 - b. Reimbursable rental charges are limited to a compact or standard size car. If the employee wishes an upgrade, he/she may do so providing at his/her own expense.
 - c. Rental charges should be at the best promotional rate and/or net of any discounts.
 - d. Gasoline for rental car use is reimbursable with proper documentation, e.g., rental agreement requirement and receipt(s).

F. Parking and Related Fees

1. Metered or any other parking fee, or a toll fee, are reimbursable when receipts are provided as a part of a conference claim. If receipts are not available, these fees would be considered covered as part of the incidentals allowance.
2. **Airport / Rail Station Parking:** Parking fees for leaving an employee's personal vehicle at the airport/train station is reimbursable at the shuttle/long-term parking lot rate. If the travel is for an extended period of time, an airport shuttle to/from the employee's home is reimbursable if the shuttle cost is less than parking cost.
3. **Related Fees:** Toll, bridge, and other related fees are reimbursable if a receipt is provided. If a receipt is not provided, the expense would be considered if listed on the itemized page.

G. Personnel Considerations

1. **Leave of Absence:** When a leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the reimbursement claim. No expense of any kind will be allowed for time in a leave of absence status.
2. **Salary-Status:** An employee authorized to attend a conference, is considered to be in regular status for the duration of the absence from his/her

normal assignment. Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.

3. **Overtime:** Overtime is not permitted unless expressly authorized in advance by the *President/CEO*.

TABLE AR 7401-2 ALLOWABLE CONFERENCE EXPENSES		
PER DIEM ¹ <i>(Allowance Rate)</i>	OTHER THAN PER DIEM ² <i>Receipts required:(Reimbursable)</i>	NOT ALLOWED <i>(Not Reimbursable)</i>
Lodging	Lodging taxes to the extent such taxes increase lodging cost to an amount greater than the per diem lodging rate.	<ul style="list-style-type: none"> • Additional lodging costs resulting from additional travel time for the employee's convenience. • Lodging furnished by non-commercial or other means, e.g., staying with family/friends living in the conference area. • Mini-bar charges
Meals		<ul style="list-style-type: none"> • Meals consumed while enroute to / from the conference. • Alcoholic beverages and/or other intoxicating spirits. • Cost of meals furnished by non-commercial or other means, e.g., family and/or friends.
<i>Incidental Expenses</i>	<i>Miscellaneous Expenses</i>	<i>Other Not Reimbursable</i>
<ul style="list-style-type: none"> • Telephone, fax, and/or other electronic communication methods. • Minor supplies, postage, and reproduction costs • Porter service where charged as a specified fee • Laundry and valet 	<ul style="list-style-type: none"> • Personal vehicle mileage. • Air, rail, or bus fare to conference destination if receipted. • Airport parking. • Vehicle rental / gas. • Taxi and shuttle service 	<ul style="list-style-type: none"> • Gasoline purchases associated with personal vehicle use. • Avoidable "no-show" charges for hotel or car service. • Upgrade fees. 7 • Excess baggage fees.

<p>expenses when employee's absence from regular service extends beyond five (5) nights.</p> <ul style="list-style-type: none"> • Other miscellaneous items directly related to District business for which no receipt is available: i.e. metered parking, bridge fees, bus fare, etc. 	<p>including tip.</p> <ul style="list-style-type: none"> • Registration fee. • Training fees. 	<ul style="list-style-type: none"> • Lost baggage. • Transportation to / from places of entertainment and similar facilities. • Conference-arranged leisure tours or personal side-trip expenses. • Traffic or parking citation while using a district or private vehicle • Entertainment expenses, radio or television rental, and other items of a similar nature. • Individual membership dues or fees, e.g., airline clubs, gyms, etc. • Personal telephone calls and other expenses of a personal nature. • Loss / theft of personal property • Gifts.
<p>¹ Per diem rates combine lodging, meals, and incidental expenses for primary destinations. Receipts are not required but lodging must be substantiated. See AP 7401A Travel for details.</p> <p>² Other than Per Diem Expenses may not exceed amount authorized in Section A of Form 7401-2A, Conference Request and Expense Claim.</p>		

Compton College Compton Community College District 2020-2021 Standing Committees

Consultative Council

Purpose: To review materials provided from the various committees designated as committees of the Consultative Council and provide recommendations to the **Keith Curry**, President/CEO. The committee members will be the leadership from each campus-wide constituent group and will meet on a weekly basis.

Membership: 7

Aldrich, Christine (Management Representative)

Moldoveanu, Minodora (Academic Senate President)

Phillips, Jasmine (Academic Senate Representative)

Schumacher Zakoren, Holly (CCCFE - Certificated Unit President)

McKinzie, Amankwa (CCCFE - Classified Unit Representative)

Juarez-Ward, Queen (Associated Student Body Representative)

Coleman, Linda (Confidential Employees Representative)

VanBrown, Paula (Staff assistance)

Meetings: Every Monday at 2:00 p.m., via Zoom meeting.

Committees of the Consultative Council

1. Institutional Effectiveness

Purpose: To review and provide recommendations about each of the District's Program Reviews in order to strengthen and support programs and program analysis. The Committee will also be responsible for reviewing the following: Compton College Educational Master Plan, Facilities Master Plan, Staffing Plan, and Technology Master Plan, to ensure these plans and all Program Reviews are consistent, aligned, and are current.

Membership: 9

Flor, Paul; Kibue, Stephen (Management Representatives)

Marsh, Katherine; Richardson, Pamela; Tatlilioglu, Abby; Washington, Cassandra (Faculty Representatives)

Blood, Denise; Hughes, Gloria (CCCFE - Classified Unit Representatives)

Juarez-Ward, Queen (Associated Student Body Representative)

Hernandez, Marina (Staff assistance)

Meetings: fourth Thursday of every month : September 24, 2020; October 22, 2020; (Tentative-due to Thanksgiving holiday) November 19, 2020; No meeting in December 2020; February 25, 2021; March 25, 2021; April 22, 2021; and May 27, 2021.

2. Planning and Budget

Purpose: The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities outlined in the Educational

Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the College's mission statement and strategic initiatives. The PBC makes recommendations concerning all global College and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

Membership: 9

Cobb, Keith; **Osanyinpeju, Abiodun** (Management Representatives)
 Bernaudo, Jose; Gillis, Amber; **Morales, Janette**; Villalobos, Jose; (Faculty Representatives)
 Johnson, LaVetta; DeWitt, Stephanie (CCCFE - Classified Representatives)
 Juarez-Ward, Queen (Associated Student Body Representative)
 Edwards, Colleen (Staff assistance)

Meetings: Every 4th Tuesday of every month at 2:00 p.m.

The Strategic Planning Committee will be a workgroup reporting to the Planning and Budget Committee.

Operational Campus Committees

1. Accreditation Steering Committee

Purpose: To coordinate the Compton College accreditation activities The Steering Committee will be composed of the President/CEO, Vice President of Academic Affairs, Accreditation Liaison Officer, Accreditation Faculty Coordinator, standard team leaders, a representative from Institutional Effectiveness, and other interested individuals.

Barakat, Sylvia (Staff Assistance)

Meetings: scheduled for every other month by Steering Committee Co-Chairs.

2. Tartar Focused & Directed Pathways to Completion Committee

Purpose: Compton College is focused on improving our overall student completion rates by 2022-2023. Working with the Faculty Council, the Compton College has established the Tartar Focused & Directed Pathways (Guided Pathways Framework) to Completion Committee. The goal of the committee is to develop, implement and monitored the Tartar Focused & Directed Pathways to Completion at Compton College.

Starling, Brittney (Staff assistance)

Meetings: scheduled for every month by Taskforce Tri-Chairs.

3. Tartar Support Network

Purpose: To provide recommendations and support to address housing and food insecurity, technology, transportation, and mental health services for Compton College students.

Membership: 9

Vacant, Vacant (Management Representatives)
Vacant, Vacant, Vacant, Vacant, (Faculty Representatives)
Vacant, Vacant, (CCCFE - Classified Representatives)

Vacant (Associated Student Body Representative)
Sevilla, Nathalie (Staff assistance)

4. Audit Committee

Purpose: The Audit Committee will periodically report to the Board the status of previous district audit, special audit, and internal audit recommendations. The President/CEO chair the Audit Committee.

Membership: 3

Ruiz, Armando (Management Representative)
Valdry, Andre (Faculty Representative)
Hughes, Gloria (CCCFE - Classified Representative)
VanBrown, Paula (Staff assistance)

Meetings: Quarterly meetings scheduled by the President/CEO.

5. Calendar Committee

Purpose: The Calendar Committee will develop and maintain a two-year academic calendar cycle for Compton College. The Calendar Committee will develop and recommend to the President/CEO an academic calendar with at least 175 days of instruction and evaluation to qualify for full apportionment from the State School Fund.

Membership: 9

Bell, Richette; Berger, Sheri (Management Representatives)
Adams, Emma; Mason, Don; Phillips, Marjerrita; **Schumacher Zakoren, Holly** (Faculty Representatives)
Donaldson, Brenda; *Vacant* (CCCFE - Classified Representatives)
Atkins, Benson (Associated Student Body Representative)
Martin, Travis (Staff assistance)

Meetings:

6. Facilities

Purpose: To coordinate campus-wide capital construction and long-range planning in conjunction with local, state and bond funding and to monitor campus-wide facilities maintenance and operations, and prioritization of deferred maintenance.

Membership: 9

Owens, Linda; Pacheco, Andree (Management Representatives)
Diaz, Corina; **Uch, Mandeda;** Threadgill, Cheryl; Williams, Shannon (Faculty Representatives)
Kowalski, Victor; Simmons, Annette (CCCFE - Classified Representatives)
Juarez-Ward, Queen (Associated Student Body Representative)
Delgado, Catalina (Staff assistance)

Meetings: 4th Tuesday of each month at 1:00 p.m.

7. Health, Safety, & Parking

Purpose: To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, prepare and implement the District's Health and Safety Plan, and monitor the district response to the Compton CCD Pandemic Outbreak - Emergency Operations Plan.

Membership: 20

Box, Ramund; James, Reuben; Parnock, Heather; Sasser, Rachelle (Management Representatives)
 Hill, Jennifer; Maruyama, David; Morales, Janette; Ornelas, Miguel; Roeun, Malinni Schumacher, Holly; **Wallano, Eyob;** Yahye, Rashid (Faculty Representatives)
 Blood, Denise; Gordon, Nicole; Hatten, Felecia; Perez, Christopher; (CCCFE - Classified Unit Representatives)
 Atkins, Benson; *Vacant; Vacant; Vacant* (Associated Student Body Representative)
 Ruiz, Armando; *Vacant* (Confidential Employees Representative)
 Aparicio, Sandra (Staff Assistance)

Meetings: 2nd Wednesday of each month at 1:30 p.m.

8. Technology

Purpose: To develop a Technology Plan, make recommendations on new technology infrastructure (equipment or systems) being considered for purchase by the District, to review technology needs, policies and procedures on an annual basis and to determine the best allocation of technology equipment, which is donated or granted to the District. To coordinate the plans and proposals that develop, implement and evaluate distance learning and the related instructional technology activities.

Membership: 9

Purdom, Syria; **Yermakov, Andrei** (Management Representatives)
 Alpern, Ronnie; Estrada, Harvey; Turcotte, David; **Maruyama, David** (Faculty Representatives)
 Blood, Denise; Seymour, Clifford (CCCFE - Classified Unit Representatives)
 Atkins, Benson (Associated Student Body Representative)
 Gordon, Nicole (Staff Assistance)

Meetings: 3rd Wednesday of each month from 3:00 p.m-4:00 p.m.

9. Enrollment Management

Purpose: To develop and implement marketing, recruitment, and a retention plan (District's Enrollment Management Plan) linked to FTES targets developed utilizing past and present student data and identifying trends and project enrollment data for each academic year.

Membership: 9

Martinez, Elizabeth; Berger, Sheri (Management Representatives)
 Preston, Essie; Stoddard, Patricia; Radcliffe, Kendahl; **Tavarez, Juan** (Faculty Representatives)
 Martin, Travis; Johnson, LaVetta (CCCFE - Classified Unit Representatives)
 Elizondo, Elizabeth (Associated Student Body Representative)
 Starling, Brittney (Staff assistance)

Meetings: 2nd Monday of each month at 3:00 p.m.

10. Student Success

Purpose: To provide a shared framework for the discussion, development, and implementation of processes and programs that integrate Basic Skills/ AB -705, Student Success & Support Programs, AB 86- Adult Education, Student Equity, and Strong Workforce to optimize and enhance student achievement, retention, and success. This committee will compile and approve mandated reports and plans required by the California Community College Chancellor's Office, including the Basic Skills Initiative, Student Equity, and Student Success & Support Programs Plans, Strong Workforce, and AB- 86/104 Adult Education. The Committee will reflect a broad representation from faculty, staff, and students.

Membership: 9

Blonshine, Rebekah; Jimenez, Cesar (Management Representatives)
George, Sarah; Jackson, Raquel; Turcotte, David; **Woodward, Valerie** (Faculty Representatives)
Donaldson, Brenda (CCCFE - Classified Unit Representative)
Juarez-Ward, Queen (Associated Student Body Representative)
Sevilla, Nathalie (Staff assistance)

The Basic Skills/ AB -705, Student Success & Support Programs, AB 86/104- Adult Education, Student Equity, and Strong Workforce workgroups will report to the Student Success Committee.

Meetings: September 24, 2020, October 22, 2020, November 19, 2020, December 10, 2020 from 2:00 p.m.-3:00 p.m.

11. Professional Learning and Engagement Committee

Purpose: The Professional Learning and Engagement Committee serves as an advisory capacity for the District. The advisory committee is responsible for making recommendations on staff, student, and instructional improvement activities (title 5, section 55730(e)). The recommendations are based upon a comprehensive planning process that includes needs assessment and evaluation. This committee also maintains the guidelines and procedures for funding employee conference and travel requests for the District. Trainings activities will be provided to faculty, classified professionals, and administrators for professional growth and renewal that will lead to a stronger sense of connection among employees and students, greater holistic student success, and institutional effectiveness. This mission supports a campus culture of collaboration that furthers our student-centered college goals.

Membership: 9

Huffman, Pilar; Sasser, Rachelle (Management Representatives)
Aasi, Fazal; Crozier, Judith; Manikandan, Gayathri; Pham, Hoa (Faculty Representatives)
Ruelas, Josue; Wimberly, Wendy (CCCFE - Classified Unit Representatives)
VanBrown, Paula (Confidential Employees Representative)
Hawkins, Alice (Staff Assistance)

The Academic Senate Faculty Development Committee will make recommendations to the Academic Senate and the Professional Learning and Engagement Committee. The Classified Development Committee and a Management Development Committee will report to the Professional Learning and Engagement Committee

Meetings:**12. Auxiliary Services**

Purpose: To coordinate the operations of the foodservice, bookstore, and campus-wide vending services and to ensure that comprehensive and cost-effective services are provided to meet the needs of students.

Membership: 9

Garcia, Michelle (Management Representative)

Bernaudo, Jose; Clark, Leonard (Faculty Representatives)

Vacant, (CCCFE - Classified Unit Representative)

Atkins, Benson; *Vacant*; *Vacant*; *Vacant*; *Vacant* (Associated Student Body Representatives)

Bush, Dorothy (Staff assistance)

Meetings: October 1, 2020, and October 22, 2020.

13. Health Benefits

Purpose: This committee shall review and may recommend changes to health benefits (including medical, dental, and vision) offered to employees.

Membership: 9

Sasser, Rachelle; Leung, David (Management Representatives)

Washington, Cassandra; Schumacher Zakoren, Holly; Roach, Don; **Williams, Nikki** (Faculty Representatives)

Vacant; Martin, Travis (CCCFE - Classified Unit Representatives)

Edwards, Colleen (Confidential Employees Representative)

Garcia, Linda (Staff assistance)

Meetings are scheduled quarterly by the Co-Chair and are held in the via Zoom Meeting.

NOTES:

- One Management Representative and One Faculty Representative shall serve as the co-chair of the committees. Co-Chairs are in bold font for each committee.
- All committee meeting calendars, agendas and minutes, are to be posted on the [designated space](#) on the Compton College webpage.
- The Consultative Council and Planning and Budget committees are scheduled to meet throughout the 12 month fiscal year. All other committees will meet during the ten academic months.
- The initial committee meeting for the fall semester shall be called by the co-chairs, no later than September 30th of each calendar year.
- Members will be appointed in August for the upcoming academic year.
- Committee meetings should be held during college hour whenever possible.

- Efforts should be made by the appointing leadership to distribute the committee membership to avoid one person serving on more than two (2) committees.
- Failure to attend two consecutive committee meetings without reasonable excuse may result in a member removal from their committee assignment.