



## CONSULTATIVE COUNCIL AGENDA

**Facilitator:** Keith Curry/ Mindora Moldoveanu

**Recorder:** Paula VanBrown

**Date:** July 20, 2020

**Time:** 2:00 p.m.

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

### AGENDA

- 1. Review Minutes from June 15, 2020**
- 2. President/CEO Items**
  - A. COVID-19 Update
  - B. Eventual Return to Campus Plan
  - C. Professional Development Day 1 Agenda – August 20, 2020 – DRAFT
- 3. Academic Senate Update**
- 4. Board of Trustees July 21, 2020 Agenda Review**
- 5. Professional Development Taskforce Recommendations**
- 6. 2020-2021 Compton Community College District Final Budget Development Timeline**
- 7. Campus Committees Update**
  - A. Update on Governance/ Committee Surveys
  - B. 2020-2021 Institutional Standing Committee Assignments
- 8. Thinking Out of the Box**
- 9. Other Items**
- 10. Future Agenda Items**
  - A. August 18, 2020, Board Agenda Review

**Next Scheduled Meeting: August 17, 2020, at 2:00 p.m.  
Zoom Meeting**



**CONSULTATIVE COUNCIL MEETING  
MINUTES**



**Facilitators:** Keith Curry/Amber Gillis  
**Date:** June 15, 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.

**Present:**

Christine Aldrich	Stephen Kibui	Heather Parnock
Linda Coleman	Elizabeth Martinez	Rachelle Sasser
Amber Gillis	Amankwa McKinzie	Holly Schumacher-Zakoren
	Linda Owens	Lauren Sosenko

**MINUTES**

**1. Reviewed minutes from June 8, 2020 – Approved.**

**2. President/CEO Items**

A. COVID-19 UPDATE

**3. Board of Trustees June 16, 2020 Meeting Agenda Review**

The committee reviewed the agenda for the June 16, 2020 Board of Trustees’ meeting. Rachelle Sasser explained the procedure for selecting the Distinguished Faculty, Staff and Adjunct Faculty award recipients and for the Civility Champion Award Recipients. Rachelle Sasser further reviewed and discussed other items contained in this agenda.

**4. 2020-2021 Compton CCD Tentative Budget**

Stephen Kibui, Vice President of Administrative Services, reviewed items contained in the 2020-2021 Compton Community College District Tentative Budget being submitted to the Board of Trustees at their June 16, 2020 Board of Trustees meeting.

Stephen Kibui commented that he is still concerned about the reductions in the Strong Workforce (55% reduction) and Adult Education (49% reduction) programs. He stated that when we close the books in September everything will be straightened out and some numbers may change.

- Total revenue General Fund-Restricted \$1.5M for next year;
- Expects to spend \$1.5M for teaching schedule;
- Classified \$2M;
- \$600,000 for Educational Supplies;
- Education features – \$300,000;
- Expect to spend \$10M;
- Ending balance \$3.4M.;
- Travel 200,000;
- Equipment – \$953,000;

The Chancellor's Office has given a lot of flexibility in the general fund. Primarily they are there for the students. Other funds haven't changed. Expect to receive recovery funds of \$1.3M in 2021. The Child Development Center is beginning the year with a negative balance. However, we are not the only college with children's programs in the negative. Many other colleges are experiencing the same issue.

**5. Update on Governance & Committee Service**

Lauren Sosenko reported that the survey was administered to all Institutional Standing Committee members, and requested that responses be submitted by June 22, 2020. If you are involved in other committees, please be sure to share survey links. The survey teams will summarize these survey reports.

**8. Thinking Out of the Box**

No discussions.

**9. Other Items**

No discussion

**10. Future Agenda Items**

A. July 21, 2020, Board Agenda Review

**The next Consultative Council meeting is scheduled for Monday, July 20, 2020  
at 2:00 p.m. via ZOOM**



# **Eventual Return to Campus**

**July 15, 2020**

NOTE: This draft of the Compton College Eventual Return to Campus plan will be presented to the Consultative Council and Health, Safety & Parking Committee for discussion after the July 21, 2020 Compton Community College District Board of Trustees Meeting.

As of **July 15, 2020**, Compton College is operating at **Level Four - Severe Infection Rate**, according to the [Compton CCD Pandemic Outbreak - Emergency Operations Plan](#).

- The majority of classes are being offered online via Canvas and Zoom for the 2020 summer term and 2020 fall semester.
- Student Services will remain online and available to assist students remotely.
- The campus remains closed to the public through August 14, 2020.

Compton College closely monitors the pandemic and continues to follow the guidelines set forth by the Centers for Disease Control and Prevention (CDC), as well as local, state, and national government agencies.

- [Reopening Safer at Work and in the Community for Control of COVID-19](#) (County of Los Angeles Public Health) – July 14, 2020
- [Order of the State Public Health Officer – July 13, 2020](#)
- ["Safer at Home Order for Control of COVID-19"](#) (County of Los Angeles Public Health) - May 13, 2020
- [Order of the State Public Health Officer - May 7, 2020](#)
- [Order of the State Public Health Officer \(Stay Home Except for Essential Needs\)](#) (PDF) - March 19, 2020

Safety is our top priority and the decision to reopen the College will be in the best interest of Compton College students, employees, visitors, and community members, and will align with best practices and requirements set forth by the CDC and local, state and national health and government agencies. Once these agencies and authorities deem it safe to operate on campus, Compton College will reopen following the ["Roadmap to Recovery: A Phased Approach to Reopening Safely in Los Angeles County"](#).

## **PREPARATION AND CONSIDERATIONS FOR SAFE REOPENING**

### **Protecting and supporting worker health and safety**

- Limit in-person work and ensure that vulnerable workers have alternative assignments
- Supply and require the use of face coverings and personal protective equipment
- Develop policies that enable employees to stay at home when they are sick

### **Ensuring appropriate physical distancing**

- Limit occupancy in accordance with safe reopening protocols
- Ensure 6-foot distance between individuals as much as possible
- Manage employees' schedules to enable physical distancing

### **Ensuring effective infection control**

- Follow strict cleaning and sanitation standards
- Frequently clean high-touch surfaces

### **Communicating with the public**

- Post clear signage on campus to communicate protocols to visitors

### **Ensuring equitable access to services for vulnerable populations**

- Prioritize access to critical services
- Move transactions and services online as feasible

## **PHASE 0 - Preparation**

Campus remains closed to the public in Phase 0. In preparation for the gradual return of employees to campus, the following steps have been taken by the Compton College Maintenance & Operations Department.

- MERV 13 filters have been installed in the Child Development Center, Library-Student Success Center, as well as the Allied Health, Math/Science, and Vocational Technology Tech buildings. Kool Running Air Conditioning serviced the remaining buildings. Filters will be replaced quarterly.
- Compton CCD purchased three e-misters to disinfect the buildings on campus.
  - Maintenance & Operations (M&O) staff were trained on proper usage of the e-misters on June 15, 2020.
  - One e-mister will cover 58,000 square feet per hour per bucket of disinfectant. It would take approximately 2.5 hours and seven buckets of disinfectant to disinfect the nearly 400,000 square feet of interior building space.
  - All Compton CCD buildings will be cleaned weekly by M&O staff.
- Beginning Monday, July 6, 2020, M&O staff will clean open restrooms hourly.

## **PHASE 1 – Gradual Return of Employees to Campus**

Campus remains closed to the public in Phase I, with additional essential employees scheduled to work on campus. The expanded list of essential employees focuses on critical student support and Admissions & Records functions, as well as Administrative Services, Human Resources, and Maintenance & Operations.

### **Phased Reopening**

1. Campus remains closed to the public until further notice, including the Child Development Center, Track/Field, Tartar Pantry, Library, and Fitness Center.
2. Student Services remain online.
3. Spring 2020 Career and Technical Education (excluding cosmetology) lab hours scheduled on campus. *(see 'appendix item 1')*
4. Smog Certification resumes. *(see 'appendix item 2')*
5. Construction continues on campus.

### **Physical Distancing: Compton College Employees**

1. Minimize contact among workers by replacing face-to-face meetings.
2. Utilize digital communication methods to replace face-to-face contact.
3. No events to be scheduled on campus (internal or external requests) unless approved by the President/CEO.
4. Common areas, where personnel are likely to congregate and interact, such as cafeteria, Student Lounge, computer labs, Staff Lounge, as well as lounges/breakrooms, will remain closed unless strict social distancing protocols can be enforced.
5. All non-essential travel is prohibited; employees will adhere to [CDC guidelines regarding isolation following travel](#).

### **Signage and Communication**

1. Signage that is consistent with CDC recommendations will be placed throughout the campus reminding everyone to maintain social distancing, wear a face covering, follow

hand hygiene and cleaning guidelines; additional information will be provided about how employees should report symptoms or exposure to COVID-19.

2. Updated information posted to COVID-19 webpage:  
<http://www.compton.edu//adminandoperations/campuspolice/covid-19.aspx>
3. Regularly scheduled President/CEO Messages include COVID-19 updates and information. Emailed to all employees, posted on the College's COVID-19 webpage, shared via the College's social media channels.

### **Face Coverings, Hand Hygiene, Personal Protective Equipment**

1. To help ensure the health and safety of the Compton College campus community and the public, face coverings are required to be worn on campus by all individuals including employees, construction workers and visitors:
  - a) Indoors when other people are present, including common areas such as hallways, restrooms and elevators, and
  - b) Outdoors when keeping a six-foot distance from others is not possible.
  - c) This requirement follows federal and state safety requirements and local public health directives, including the CDC's "[How to Wear Face Coverings](#)" guidelines.
2. All employees, students, and visitors must wash their hands regularly following [CDC recommendations](#) including washing with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing; after using the restroom; before preparing food; before eating; after being near someone who is ill; after touching garbage; after touching an item or surface that may be frequently touched by other people, such as door handles, tables, or keyboards; or before touching your eyes, nose, or mouth.
  - a) If soap and water are not readily available, then an alcohol-based hand sanitizer should be used. Additional hand sanitizer stations have been installed throughout campus with appropriate hand hygiene information.
3. The College will provide personal protective equipment to employees as feasible.
  - a) Procedures for monitoring and maintaining sufficient PPE and other COVID-19-related supplies for Phase 1 are coordinated between Campus Police and Administrative Services.

### **Enhanced Cleaning and Disinfection Protocol**

- Restrooms in VT, Row D, Row C, and the Admin Building will be cleaned hourly.
- In-use CTE lab areas will be disinfected each morning with the e-mister.
- Employees will clean/disinfect high-touch areas in their offices/workspaces – daily.

### **Symptom Screening**

All Compton College employees and visitors will be screened before entering campus.

1. All individuals entering the Compton College campus, including construction workers and vendors, will have their temperature screened by Campus Police or security personnel. Individuals who have a temperature of 100.4 or higher will not be allowed to enter the campus, and will be provided with information regarding the next steps, including a copy of the Los Angeles County Department of Public Health's "[COVID-19: Learn About Symptoms & What To Do If You Are Sick](#)" flyer (PDF).
2. In addition, employees will self-monitor for COVID-19 symptoms.
  - a) Wellness Check Questionnaire is completed by all employees upon initial return/entry to campus – one time, effective July 1, 2020.

- b) Supervisors will encourage sick workers, or those showing symptoms, to stay home.
- 3. COVID-19 testing
  - a) For July 2020 only, all essential employees are required to submit written COVID-19 test results to the Office of Human Resources via email ([rsasser@compton.edu](mailto:rsasser@compton.edu)) by July 30, 2020.
  - b) Going forward, it is recommended that employees only be tested for COVID-19 if they develop symptoms of the coronavirus or have been in contact with someone with COVID-19.

### **Actions Related to Symptomatic and COVID-19 Positive Individuals**

In case of a positive case reported on campus, the College will remain at, or return to, Level 4 of the Pandemic Outbreak – Emergency Operations Plan.

The following procedures will be followed if a positive COVID-19 case is confirmed on campus.

1. The individual will notify the Compton College Pandemic Coordinators via email ([rbox@compton.edu](mailto:rbox@compton.edu), [rjames@compton.edu](mailto:rjames@compton.edu), [hparnock@compton.edu](mailto:hparnock@compton.edu), and [rsaser@compton.edu](mailto:rsaser@compton.edu)).
2. The individual will provide the following information: the student or employee's full name; Compton College student ID, if applicable; date of the test; when and where they were last on campus.
3. Per the [Los Angeles County Health Order issued April 1, 2020](#), all individuals who have been diagnosed with or are likely to have COVID-19 must take immediate actions, including self-isolation and notifying all of their close contacts.
4. Individuals who may have been exposed to the affected individual will be identified and notified via email and advised to self-monitor for symptoms.
5. Areas the affected individual is known to have visited before testing positive for COVID-19 will be identified and undergo thorough disinfection.

### **Logistics**

The Eventual Return to Campus Plan is fluid. Therefore, the plan focuses on those areas where the College has some degree of control (i.e. the who, what, where, why and how) and relies on state and local officials to provide guidance as to when it is safe to implement additional phases.

In addition, if pandemic developments require, the College is fully prepared to remain in Phase 1 through the fall semester. This phased-in approach will allow the College to quickly move operations back online should the danger of infection suddenly escalate due to a possible second wave of COVID-19 infections.

Conversely, if the pandemic conditions change dramatically and health and government agencies deem it safe, the College will be poised to fully restore operations quickly.

Phases 2 and 3 will focus on instruction and student services, Child Development Center, as well as the implementation of the California Community College Athletic Association (CCCCAA) Contingency Plan for the return of intercollegiate athletics for the 2020-2021 academic year.



The final phase of the Eventual Return to Campus Plan will focus on the transition to standard operations on campus.

## **Appendix Item 1 - Spring 2020 CTE Labs**

Phase 1 includes Spring 2020 Compton College CTE students who need to complete additional laboratory hours during the summer 2020 term. Cosmetology courses are not included in this schedule of lab hours.

To ensure the safety of our students, faculty, and classified staff, these students will have their temperature checked daily before entering campus. Students will also be required to complete the online "Student Wellness Check" questionnaire, and submit their COVID-19 test results to the College's Human Resources Department via email to [klambertmartinez@compton.edu](mailto:klambertmartinez@compton.edu) before being allowed on campus.

As noted above, faculty and instructional support staff will also have their temperature screened daily and will be required to provide written COVID-19 test results to Human Resources via email by July 30, 2020. Faculty and staff will also be required to complete the "Wellness Check" questionnaire (one time only) upon their initial entry to the campus.

In addition to providing written COVID-19 test results, students, faculty, and instructional support staff will follow social distancing protocol and wear a face covering *at all times* while on campus.

## **Appendix Item 2 – Smog Check Referee Center**

The Smog Check Referee Center, located in the Vocational Technology Building, re-opened to the community on May 26, 2020.

The Center is following CDC, state, and local government guidelines and procedures for social distancing, disinfecting, and sanitizing to ensure the safety of our employees and community members. The Center is also limiting the number of consumers who are provided with an in-person appointment.



**Fall 2020 Faculty & Staff Professional Day #1 Agenda**  
**Thursday, August 20, 2020**  
**9:00 a.m. – 4:00 p.m.**

[Click here to join via Zoom](#)

- 9:00 – 9:30 a.m.                    **Opening Remarks**  
Keith Curry, Ed.D.  
President/CEO  
Compton College
- 9:30 – 10:45 a.m.                **Teachin' It (Title TBA)**  
Felicia Darling, Ph.D.  
Author and Faculty  
Fulbright Scholar  
Santa Rosa Junior College (CA)
- 10:45 – 11:00 a.m.              **Break**
- 11:00 – 12:00 p.m.              **Teambuilding Exercise – Scavenger Hunt**
- 12:30 – 1:00 p.m.               **Lunch**
- 1:00 – 1:30 p.m.                 **Achieving the Dream (AtD) Kickoff**  
Dr. Judy Loveless-Morris  
Dr. Chris Hill
- 1:30 – 1:45 p.m.                 **Break**
- 1:45 – 2:30 p.m.                 **Guided Pathways/ Panel Discussion- Equity-Mindedness**  
Dr. Rob Johnstone  
Founder & President  
National Center for Inquiry & Improvement (NCII)
- 2:30 – 4:00 p.m.                 **Division Meetings**  
(Click to Join Your Designated Meeting)
- Business and Industrial Studies/Social Sciences  
Fine Arts, Communication, and Humanities
- [Health and Public Services/STEM](#)
- Counseling Department

**PROPOSAL TO THE PRESIDENT/CEO  
PROFESSIONAL DEVELOPMENT COMMITTEE STRUCTURES  
JUNE 30, 2020**

**Constituencies to be Served**

This proposal assumes that all employee constituencies will have opportunities to access professional development. All employee groups share a universal theme for learning, including equity, diversity, and technology. Professional development interests and needs also vary within the three main employee groups:

For **faculty** (both full-time and part-time), professional development emphasizes the facilitation of personal and professional growth related to the improvement of teaching effectiveness, equity-minded pedagogy, providing quality student services, reviewing current research in the discipline, and facilitation of individual professional development plans. Studies on professional development for adjunct faculty emphasize the need to include opportunities for integration and connectedness as well as pedagogy.

For **classified** staff, professional development aims to promote employee engagement and recognition, professional growth, upward mobility, and leadership development of its classified professionals to support the College's Strategic Goals while encouraging intellectual curiosity and lifelong learning.

For **administrators**, professional development focuses upon supervisory and management skills as well as leadership development. This includes personal and professional growth, improvement in decision making, communication, planning, and measuring success of institutional outcomes.

To meet the needs of all three constituencies, professional development offerings will be:

- Mentally stimulating, creative, highly interactive, motivational, and focused on problem solving with dynamic presenters/facilitators
- Timely, job-related, practical, and well-organized in content and focused on skill development
- Clear in purpose, with well-defined objectives and assessment of desired outcomes If applicable, structured to be a progression of skill development with various entry points (beginner, intermediate, advanced)
- Designed to use the expertise available within the College, supplemented by outside speakers when necessary
- Offered conveniently, in a non-intimidating manner and respectful atmosphere conducive to learning

## **Strategies and Directions**

The professional development of faculty, staff, and administration for the next phase of growth at the College to attract, retain, and develop excellent employees, and help improve student success is outlined in our Vision, Mission, and Strategic Initiatives; the implementation of Compton College 2024, Comprehensive Master Plan; Tartar Completion by Design; the 2020-2021 Compton College Goals; and the Compton College's Institutional Set Goals, which are all aligned with the California Community Colleges Vision for Success.

**What** effective professional development means – Professional Development enables all employees to develop the knowledge and skills to assist students to be successful in college and address students' learning challenges. Effective Professional Development enables faculty to improve their instruction and student services, administrators to become better leaders, and staff to facilitate pathways toward student achievement.

**Why** professional development matters – Creating Professional Development opportunities for the employees of Compton College (faculty, managers, and classified professionals) fosters professional growth 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 equity-mindedness and collaboration that furthers our student-centered college goals.

**When** staff, faculty, and administrators engage in professional development – Professional Development is most effective when it occurs in the context of our daily work. When campus employees arrange Professional Development into their work schedules and are given flexibility to allow time for professional training, then personal and professional growth are genuinely supported.

**How** professionals make sure professional development is effective – Establishing a comprehensive committee structure will ensure that Professional Development workshops and activities are carefully conceived, planned, and implemented. There is no substitute for rigorous thinking and execution. Evaluations will measure reactions (satisfaction), learning, changes in behavior, and results (outcomes).

**Where** professional development occurs in a variety of platforms such as: workshops, conferences, and online-webinars.

## **Assessment of Current State**

At Compton College there is one campus committee and one subcommittee that directly addresses professional development. The purpose of the Professional Development Committee is to provide professional development planning for Faculty, Classified Staff and Administration; maintain College-wide flexible calendar planning and implementation through its Faculty

Development Subcommittee; act as Liaison and planning for District staff development; provide resource allocation for staff development; (Professional Development funds) for Faculty, Classified and Administrative conference and travel; and liaison with Academic Senate.

This committee has affiliation with:

- Faculty Development Committee – (faculty only)

**Recommendation #1** – Change the name of the primary committee to Professional Learning and Engagement Committee.

Professional Development offers Compton College employees learning and development opportunities that are designed to enhance their knowledge, skills, and competencies. By providing these resources, Compton College is able to recruit, develop, and retain a high performing workforce in support of the College’s goals.

Identifying the importance of fostering a professional learning culture as a focal part of the Compton College employee experience, we seek to utilize a committee name that demonstrates the commitment to motivate the highest potential, enhance professionalism, and assure high interest for all Compton employees.

**Recommendation #2** – Committee structure of professional development. To institutionalize professional development at Compton College, the college needs to integrate the characterization of intentionally designed professional development into the existing committee structure. The following professional development governance structure is comprised of four committees:

### **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.

#### **Function**

1. The President/CEO and Professional Development Manager will work collaboratively with the Faculty Development Committee, Classified Development Committee, Management Development Committee in support of a comprehensive organizational and professional development program for all campus employees.

2. Maintain the guidelines and procedures for professional and organizational development conference and travel funding and to make determinations about employee conference and travel support through these funds.
3. Offer cohesive professional development programs and activities that support the professional growth for the three distinct employee constituencies [faculty, classified professionals, managers]; including an annual teambuilding event.
4. Ensure professional development programs from each employee constituencies committee, are accessible through thoughtful scheduling and/or content delivery mode that allows for maximum participation of interested employees.
5. Track professional development taking place across the campus towards the achievement of College's Strategic Plan, through continuous evaluation to assure achievement of professional development goals as related to the College Strategic Goals and recommend changes.
6. Facilitate communities of learning for personal and professional development and create a culture of accountability that inspires faculty, classified professionals, and administrators to engage learning.

### **Membership**

Professional Learning and Engagement Committee members are appointed by the Classified Union, Academic Senate and Faculty Union to serve a term of two years. Management and Confidential committee members are appointed by the President/CEO and also serve a term of two years. If a staff or faculty member is interested in serving on the Professional Learning and Engagement Committee, they should contact their Senate and/or Union representative for information on current or expected vacancies. The structure as stated in AR 2511.

- Professional Development Manager (co-chair) \*Ongoing
- Administrator (appointed by the President/CEO)
- Faculty Development Coordinator (co-chair)
- 3- Other Faculty (appointed by Academic Senate and Faculty Union)
- 2-Classified Professionals (appointed by Classified Union)
- Confidential-Employee (appointed by President/CEO)

### **Professional Development Committees (Faculty, Classified, Managers)**

#### **Faculty**

#### **Purpose**

The Faculty Development Committee's mission is to support Compton College in facilitating the interdisciplinary exchange of ideas, as well as building a repertoire of current, equity-minded, and innovative strategies for teaching with the aspiration of sustaining and increasing student success and retention.

## **Function**

1. To recommend policies and procedures to the Academic Senate that will result in the growth and expertise of the faculty.
2. To recommend professional development annual goals and objectives for faculty developed in alignment with Compton College goals.
3. To propose programs for faculty professional development and present proposals for use of faculty development funds to the Senate.
4. To provide analysis and recommendations on the professional development of faculty.
5. To conduct needs assessments and deliver programs that addresses the needs of probationary and tenured faculty.
6. Utilize needs assessment data to plan and implement the Faculty Professional Development Calendar.
7. To effect and manage a mentoring program for faculty pursuing tenure or promotion.
8. To advise the Academic Senate on matters relating to faculty professional development.
9. To collaborate in professional development across campus.
10. To carry out tasks as formally delegated by the Academic Senate as accepted and voted on by the FDC.

## **Membership**

### Faculty:

1. Officers
  - a. FDC shall be chaired by the Faculty Development Coordinator. The Chairperson shall:
    - i. Administer all business of the committee
    - ii. Learn Cornerstone (or any future Professional Development tracking system) and maintain/continue building the system at the College after implementation.
    - iii. Ensure that all faculty are appropriately credited their professional development hours in Cornerstone (or any future Professional Development tracking system).
    - iv. Assist faculty in creating and modifying as needed their individual professional development plans and to ensure they encompass a combination of individually designed activities, institutional or outside planned workshops, conferences, and/or academic courses, etc.

- v. Participate on the Professional Development Committee as a faculty representative.
  - vi. Report to Academic Senate all actions taken by the Faculty Development Committee and responses thereto.
  - vii. Bring matters from the Faculty Development Committee to the Academic Senate that requires voting approval from the Senate.
  - viii. Serve as an Ex-officio voting member of Academic Senate.
- b. The Secretary shall record and transmit minutes of all committee meetings and assist the Faculty Development Coordinator with correspondence of the committee as requested.

2. Faculty representatives:

- a. **Two representatives** per division each from different departments within the divisions (= 10 faculty members)
- b. **Two faculty** members from Counseling = 1 or more faculty members
- c. **Two faculty** members from Library = 1 or more faculty members
- d. Ex-officio representatives: Professional Development Faculty Liaisons = 6 faculty members
- e. Adjunct Member (non-voting)

APPOINTMENT PROCESS:

The full-time faculty shall elect divisional representatives. Each division and non-divisional faculty group shall be responsible for the election of representatives to the Faculty Development Committee.

Elections shall be held by secret ballot and winners must receive a plurality of the votes.

If at any time the seat of a representative is vacated before a term expires, the Division or non-divisional group shall conduct a special nomination and election process to replace that representative.

ROTATION:

Representatives from each of the Divisions and the Counseling and Library departments will serve a two-year term.

WHEN APPOINTED:

Members shall be appointed at the beginning of the fall semester or when a vacancy from any division or department becomes available.

DEFROCKING:



Absence from three Faculty Development Committee meetings per year, said absence recorded by the Secretary, shall be construed as resignation. If someone is not able to serve for one semester, a substitute must be elected following the division election process.

**MEETING FREQUENCY:**

The committee shall meet twice a month typically at “College Hour” each semester of the academic year.

**PARLIAMENTARY PROCEDURE:**

Quorum shall be met when 50% of the committee is present. No business can be conducted without a quorum present.

**Classified**

**Purpose**

The Classified Development Committee (CDC) seeks to promote employee engagement and recognition, professional growth, upward mobility, and leadership development of its classified professionals to support the College’s Strategic Goals while encouraging intellectual curiosity and lifelong learning.

**Function**

1. To provide guidance to the College through recommendations made to Professional Learning & Engagement Committee regarding professional development goals and objectives for classified employees.
2. To plan Classified Professional Development Day activities in collaboration with the College.
3. To encourage classified employees to establish goals, make conscious choices, and take action.
4. To provide all classified employees with resources and support they need to be successful in their jobs and feel enthusiastic to be Compton College employees.
5. To facilitate leadership development for individuals to address the need for succession planning, to protect continuity, and to avoid extended vacancies in key positions.
6. To foster a healthy workplace environment by cultivating the physical, emotional, and mental wellbeing of employees to increase employee engagement and contribute towards student success.

## **Membership**

- Professional Development Manager (co-chair) \*Ongoing
- Administrator (appointed by the President/CEO)
- 2 Classified Professionals (co-chairs) \*Professional Taskforce Members
- 4 Staff at Large (appointed by Classified Union)
- Confidential Employee (appointed by President/CEO)
- 2 Students (appointed by Student Activities)

## **Management**

### **Purpose**

The Management Development Committee (MDC) seeks to support and facilitate the ongoing professional growth of administrators to develop and enhance leadership skills and abilities that foster innovation, strategic decision making, and collaborative performance to achieve the College's Strategic Initiatives outlined in the Compton College 2024, Comprehensive Master Plan.

### **Function**

1. To make recommendations to the Professional Learning & Engagement Committee that advance professional learning opportunities for administrators in alignment with the College's Strategic Goals.
2. To advise on all matters related to management professional learning.
3. To review and approve tuition reimbursement requests for management.
4. To develop and facilitate an annual management retreat.

## **Membership**

All members are appointed by the President/CEO. Each member, unless otherwise noted, will serve a 1-year term. The Chair of the Committee will be the Professional Development Manager. Co-chairs (2 years) In the case when there is no volunteer from the specific areas, the position will not go vacant but may be filled with someone from a different area.

- Professional Development Manager (co-chair) \*Ongoing
- (2) Administrative Services
- (2) Instructional Administrators
- (2) Student Services Administrators
- (2) Managers at Large/Classified Managers

**COMPTON COMMUNITY COLLEGE DISTRICT  
BUDGET AND PLANNING TIMELINE: Planning Year 2020-2021**

**Planning & Budget Committee (PBC) Activity**

**Business Office Activity**

**Compton Community College District Board of Trustees Activity**

	ACTIVITY	DATE(S)
1	<b>Business Office/President/CEO Office:</b> Develop FTES Growth Recommendation for 2020-2021. Determine preliminary revenue estimates and assess key budget issues. Identify Budget Assumptions. Evaluation of current fiscal year program plan goals and objectives	▶ January 31, 2020
2	<b>Compton District Board:</b> 2020-2021 Budget Workshop	▶ April 21, 2020
3	<b>Business Office:</b> Work with Departments to provide budgets to for programs/ areas – send by May 11, 2020 and due date is May 15, 2020	▶ May 15, 2020
4	<b>President/CEO Cabinet:</b> Receive all 2020-2021 Budget Augmentations/Enhancements for Review.	▶ May 18, 2020
5	<b>Business Office</b> Prepare 2020-2021 Tentative Budget for President/CEO review	▶ May 20, 2020
6	<b>President/CEO:</b> Review and Approval 2020-2021 Tentative Budget	▶ May 22, 2020
7	<b>PBC Meeting:</b> Review the 2020-2021 Tentative Budget Assumptions, then forward to Consultative Council for information. Review and discuss planning linkage between program plans, mission statement, and strategic initiatives.	▶ May 26, 2020
8	<b>PBC Meeting:</b> Review and Recommend 2020-2021 Tentative Budget, then forward to Consultative Council for information.	▶ May 26, 2020
9	<b>President/CEO Cabinet:</b> Review and approves 2020-2021 Budget Augmentations/Enhancements	▶ May 26, 2020
10	<b>Consultative Council:</b> Present 2020-2021 Tentative Budget Assumptions	▶ June 15, 2020
11	<b>Consultative Council:</b> Present 2020-2021 Tentative Budget	▶ June 15, 2020
12	<b>Compton District Board:</b> Adopts 2020-2021 Tentative Budget	▶ June 16, 2020
13	<b>PBC Meeting:</b> Review and recommend 2020-2021 Budget Augmentations/Enhancements, then forward to Consultative Council for information.	▶ July 28, 2020
14	<b>PBC Meeting:</b> Review 2020-2021 Final Budget Assumptions	▶ July 28, 2020
15	<b>Business Office:</b> Books/General Ledger Closed	▶ July 31, 2020
16	<b>Compton District Board:</b> Review the 2020-2021 Final Budget Assumptions	▶ Aug 18, 2020
17	<b>Business Office:</b> Submit Final Budget for President/CEO review	▶ Aug 19, 2020
18	<b>President/CEO:</b> Review and Approval of 2020-2021 Budget	▶ Aug 21, 2020
19	<b>2020-2021 Budget Available for Public Review</b>	▶ Aug 25, 2020
20	<b>PBC Meeting:</b> Review 2020-2021 Final Budget	▶ Aug 25, 2020
21	<b>Compton District Board:</b> Adopts 2020-2021 Final Budget	▶ Sept 8, 2020
22	<b>PBC Meeting:</b> Review Compton CCD Administrative Regulation 6200- Budget Calendar	▶ Sept 22, 2020

# Compton College Compton Community College District 2020-2021 Standing Committees

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## **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)  
Evans, Jerome (Academic Senate Representative)  
Schumacher Zakoren, Holly (CCCFE - Certificated Unit President)  
McKinzie, Amankwa (CCCFE - Classified Unit Representative)  
Vacant (Associated Student Body Representative)  
Coleman, Linda (Confidential Employees Representative)  
VanBrown, Paula (Staff assistance)

**Meetings: Every Monday at 2:00 p.m., in the Boardroom.**

## **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)  
*Vacant;* **Marsh, Katherine;** Radcliffe, Kendahl; Tatlilioglu, Abby (Faculty Representatives)  
Blood, Denise; Hughes, Gloria (CCCFE - Classified Unit Representatives)  
Lee, Willie (Associated Student Body Representative)

Hernandez, Marina (Staff assistance)

### **Meetings:**

### **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)  
Bernardo, Jose; Gillis, Amber; Morales, Janette; **Villalobos, Jose**; (Faculty Representatives)  
Johnson, LaVetta; DeWitt, Stephanie (CCCFE - Classified Representatives)  
Butler, Jonathon (Associated Student Body Representative)  
Edwards, Colleen (Staff assistance)

**Meetings: Every 4<sup>th</sup> Tuesday of every month at 2:00 p.m., in the Boardroom.**

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. 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)  
**Villalobos, Jose** (Faculty Representative)  
Hughes, Gloria (CCCFE - Classified Representative)  
VanBrown, Paula (Staff assistance)

**Meetings: Quarterly meetings scheduled by the President/CEO.**

**4. 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)  
*Vacant*; Mason, Don; Phillips, Marjerrita; **Schumacher Zakoren, Holly** (Faculty Representatives)  
Donaldson, Brenda; *Vacant* (CCCFE - Classified Representatives)  
*Vacant* (Associated Student Body Representative)  
Martin, Travis (Staff assistance)

**5. 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; Washington, Casandra; (Faculty Representatives)  
Kowalski, Victor; Simmons, Annette (CCCFE - Classified Representatives)  
Penix, Nathan (Associated Student Body Representative)  
Delgado, Catalina (Staff assistance)

**Meetings: 4<sup>th</sup> Tuesday of each month at 1:00 p.m., in the Facilities Conference Room.**

**6. Health, Safety, & Parking**

**Purpose:** To monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus, and to prepare and implement the District's Health and Safety Plan.

**Membership: 10**

**Box, Ramund;** James, Reuben (Management Representatives)  
*Vacant; Vacant; Vacant;* **Wallano, Eyob** (Faculty Representatives)  
Gordon, Nicole; Hatten, Felecia (CCCFE - Classified Unit Representatives)  
Atkins, Benson (Associated Student Body Representative)  
Ruiz, Armando (Confidential Employees Representative)  
Aparicio, Sandra (Staff Assistance)

**Meetings: 2<sup>nd</sup> Wednesday of each month at 1:30 a.m., in the V-72 (Campus Police Station).**

**7. 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***

Purdum, Syria; **Yermakov, Andrei** (Management Representatives)  
*Vacant; Vacant*; Kooiman, Brent; **Maruyama, David** (Faculty Representatives)  
Simmons, David; Seymour, Clifford (CCCFE - Classified Unit Representatives)  
Penix, Nathan (Associated Student Body Representative)  
Gordon, Nicole (Staff Assistance)

**Meetings: 3<sup>rd</sup> Wednesday of each month from 3:00 p.m-4:00 p.m., in the MIS Conference Room.**

**8. 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)  
*Vacant*; Barragan- Echeverria, Theresa; Diaz, Corina; **Tavarez, Juan** (Faculty Representatives)  
Martin, Travis; Johnson, LaVetta (CCCFE - Classified Unit Representatives)  
Elizondo, Elizabeth (Associated Student Body Representative)  
Starling, Brittney (Staff assistance)

**Meetings: 2<sup>nd</sup> Monday of each month at 3:00 p.m., in the Library- Student Success Conference Room.**

**9. 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)  
*Vacant*; Johnson, Susan; Truitt, Tremaine; Khodagholian, Sevana; **Villalobos, Jose** (Faculty Representatives)  
Donaldson, Brenda (CCCFE - Classified Unit Representative)  
*Vacant* (Associated Student Body Representative)  
Barakat, Sylvia (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.

## 10. Professional Development

**Purpose:** To develop an annual Staff Development Plan supporting the development and professional growth of District administrators, certificated and classified staff and to allocate financial support for approved staff development activities.

**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)

**Meetings: 2<sup>nd</sup> Tuesday of each month at 1:00 p.m., in the Human Resources Conference Room.**

## 11. 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)

Ledesma, Rosa (CCCFE - Classified Unit Representative)

Atkins, Benson; Butler, Jonathan; **Penix, Nathan;** Reyes, Laura; Walton, Demetrius (Associated Student Body Representatives)

Bush, Dorothy (Staff assistance)

**Meetings: 3<sup>rd</sup> Thursday of each month at 3:00 p.m. in the Student Development Office Conference Room.**

## 12. 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)

Evan, Jerome; Schumacher Zakoren, Holly; Roach, Don; **Williams, Nikki** (Faculty Representatives)

Boyer, Angela; Martin, Travis (CCCFE - Classified Unit Representatives)

Edwards, Colleen (Confidential Employees Representative)

Ellis, Kayla (Staff assistance)



**Meetings are scheduled quarterly by the Co-Chair and are held in the Human Resources Conference Room.**

**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.