



CONSULTATIVE COUNCIL AGENDA

Facilitator: Dr. Keith Curry/ Minodora Moldoveanu

Recorder: Sylvia Barakat

Date: October 10, 2022

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
___ Sheri Berger
___ Keith Curry
___ Colleen Edwards
___ Nicole Jones

___ Amankwa McKinzie
___ Paul Medina
___ Minodora Moldoveanu
___ Janette Morales
___ Abdul Nasser

___ Heather Parnock
___ Barbara Perez
___ Lauren Sosenko

Agenda

1. **Review Minutes from October 3, 2022**
2. **President/CEO Items**
 - A. COVID-19 Update
3. **2022-2023 Compton College Consultative Council Goals**
4. **2022-2023 Board Policies, Administrative Regulations, and Administrative Procedures**
5. **Change of Major Form Task Force**
6. **Outside the Box Ideas**
7. **Future Agenda Items**
 - A. October 17, 2022, Compton CCD Board Agenda Review
 - B. Spring 2023 Professional Development Day Agenda
 - C. Campus Committees
 - D. Renaming of the Library-Student Success Center
 - E. Facilities Update

**Next Scheduled Meeting: October 17, 2022, at 2:00 p.m.
Zoom Meeting**



**CONSULTATIVE COUNCIL MEETING
MINUTES**

Facilitators: Keith Curry/Minodora Moldoveanu
Date: October 3, 2022

Recorder: Sylvia Barakat
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
Sheri Berger
Keith Curry
Colleen Edwards

Amankwa McKinzie
Paul Medina
Minodora Moldoveanu
Janette Morales

Barbara Perez

1. Review Minutes from September 26, 2022 - Approved

A. Correct that Colleen Edwards was in attendance.

2. President/CEO Items

A. COVID-19 Update – Barbara Perez said that our number of reported cases of Covid is down, but there is a little concern that students may not report to the portal. Faculty members have indicated that their students have told them they had been referred to the portal, but they do not seem to be putting the information there. We are working on various policies in place because the vaccine requirement for students will no longer be a requirement in winter. Dr. Keith Curry said that we would have to communicate about the bill that was passed regarding Covid sick leave so people are aware of that and will forward the email to Barbara Perez.

3. 2022-2023 Compton College Consultative Council Goals

A. Dr. Curry shared a draft of the Consultative Council goals. Recommended changes to the draft are as follows: #1-add equity and add barriers; #2-add identify; #4-Since we already have the document, it's to bring awareness of it and make sure people are utilizing it; # 5- Change Campus committees to collaborative governance, because it could be a task force, or something else other than a campus committee. Dr. Curry will bring an updated draft back to this group.

4. Renaming of the Library-Student Success Center

A. Heather Parnock will share an update at our next meeting.

5. Spring 2023 Professional Development Day Agenda

A. Dr. Curry asked for ideas on potential speakers or recommendations for Flex Day. This will be online. Dr. Minodora Moldoveanu is meeting with the Faculty Development Committee and is hoping to bring some potential names from that group. Maybe we try to think outside the box for potential speakers and not necessarily go with a scholar.

6. Additional Items

A. Janette Morales asked about the status of the Change of Major form. Dr. Keith Curry said this was brought up at a conference in Oakland, and he will discuss the process in a meeting with staff tomorrow. Dr. Curry asked Professor Morales for her perspective on the current process as a counselor. Professor Morales shared an experience she had while assisting a student that took about 2 weeks for the change of major to occur. The student could not submit his certificate applications until the major form change was processed. Dr. Curry has issues with this process. Barbara Perez said that Admissions & Records is down two critical individuals in the office, and we are in the process of doing recruitment. Also, a problem with the online change of major form is that it only adds a major. It does not terminate any majors that were previously listed for the student. It is partially an Ellucian issue that is being worked on. Professor Morales said deactivating a major also has problems and can affect a student's Financial Aid. Sheri Berger said that adding a major to the list is similar to changing an address for a student. An address can be added, but the system does not know which address to use. There is an issue with Ellucian knowing to use the most recently added thing; we have had discussions with them about this. Professor Morales would like to see an extension on the deadline to apply for graduation, which is currently on Friday, October 14, 2022. Dr. Curry said we could talk to Admissions & Records about extending the deadline, but we have a bigger problem with our overall process. Professor Morales said counselors could have more access to assist with this and not just rely on Admissions & Records. Sheri Berger said she doesn't know why it matters what major is declared if it states a major on the form and the requirements are met. Maybe it was carried over from El Camino, and the need to change the major to apply for the award could be part of our conversation. Dr. Curry said this task force could provide recommendations to the Student Success committee because this is a barrier impacting student success.

We will move forward with putting the task force together and follow up on Professor Morales' question about the extension. Dr. Curry will email Dr. Cesar Jimenez asking for three counselors. The task force will also consist of 2-3 Admissions & Records staff, including Felecia Hatten and Dr. Blonshine from Academic Affairs; Dr. Moldoveanu will ask for faculty who are interested in the Change of Major Form. The task force will give recommendations to the Student Success Committee, and then the Student Success Committee will give recommendations to Consultative Council by the end of this semester. Janette Morales said there are two different Change of Major Forms; one is specifically for Dual Enrollment students and dropped the links in the chat. There are more forms to discuss, and we are starting with the Change of Major Form. Sheri Berger and Nicole Jones have discussed having a petition committee.

7. Future Agenda Items

- A. 2022-2023 Compton College Consultative Council Goals
- B. Campus Committees
- C. 2022-2023 Board Policies, Administrative Regulations, and Administrative Procedures Review Schedule

**The next Consultative Council meeting is scheduled for
Monday, October 10, 2022, at 2:00 p.m. via Zoom Meeting**

COMPTON COMMUNITY COLLEGE DISTRICT

2022-2023 CONSULTATIVE COUNCIL GOALS

1. Support initiatives that enhance and promote student enrollment, basic needs, equity, and success.
2. Identify and monitor the implementation of the Compton College Diversity, Equity, and Inclusion activities.
3. Monitor the implementation of the Compton College Anti-Racism Campaign.
4. Promote and bring awareness to the Compton College Collaborative Governance document.
5. During the 2022-2023 year, increase participation among faculty, Classified staff, students, and managers/supervisors in the Compton College Collaborative Governance Process.
6. Monitor the Compton College Accreditation Timeline to ensure the Institutional-Self Evaluation Report is submitted by the August 1, 2023, deadline.
7. Monitor the implementation of the recommendations from the Compton College Comprehensive Action Plan.
8. Continue to improve the review process for Compton CCD Board Policies and accompanying Administrative Regulations.

Board Policy, Administrative Regulation, Administrative Procedures
Review Schedule 2022-2023

| BP/AR/AP Title | Accompanying BP/AR/AP | Last Updated/ Reviewed | Person Responsible | Board Review First Reading | Completed | Deadline for Deans and Directors (through June) | Notes |
|--|--|------------------------|-------------------------------|----------------------------|-----------|---|--------|
| Board Policy 2110 - Filing Qualification Statement for Trustee Candidate | | May 15, 2018 | Keith Curry | October 17, 2022 | | | Repeal |
| Board Policy 2432 - CEO Succession | | May 15, 2018 | Keith Curry | November 21, 2022 | | | |
| Board Policy 2510 - Participation in Local Decision Making | AR 2511 | June 15, 2021 | Keith Curry | April 2023 | | | |
| Board Policy 3100 - Organizational Structure | AR 3100 | June 18, 2019 | Barbara Perez | October 17, 2022 | | October 6, 2022 | |
| Board Policy 3330 - Access to Facilities and Property | AR 3331, AR 3332 | October 15, 2019 | Linda Owens | November 21, 2022 | | November 3, 2022 | |
| Board Policy 3435 - Discrimination and Harassment Complaints and Investigations | AR 3435 | November 19, 2019 | Barbara Perez | December 12, 2022 | | December 1, 2022 | |
| Board Policy 3570 - District Smoking Policy | | November 19, 2019 | Marcus Thompson | August 15, 2022 | X | August 4, 2022 | |
| Board Policy 3720 - Computer and Network Use | AR 3720 | October 15, 2019 | David Simmons | April 2023 | | March 16, 2023 | |
| Board Policy 3820 - Gifts, Donations, and Bequests | AR 3820 | | Heather Parnock | November 21, 2022 | | September 1, 2022 | New BP |
| Board Policy 4042 - Open Educational Resources | | | Sheri Berger | January 2023 | | January 5, 2023 | New BP |
| Board Policy 4110 - Honorary Degrees | AR 4110 | | Sheri Berger | September 12, 2022 | | September 15, 2022 | New BP |
| Board Policy 4220 - Standards of Scholarship | | May 15, 2018 | Sheri Berger | October 17, 2022 | | October 6, 2022 | |
| Board Policy 5030 - Fees | AR 5030 | June 18, 2019 | Nicole Jones | December 12, 2022 | | November 17, 2022 | |
| Board Policy 5040 - Student Records and Directory Information | | May 16, 2022 | Nicole Jones | December 12, 2022 | | November 17, 2022 | |
| Board Policy 5500 - Standards of Student Conduct | AR 5500 | November 19, 2019 | Nicole Jones | August 15, 2022 | X | August 4, 2022 | |
| Board Policy 7110 - Delegation of Authority, Human Resources | AR 7111, AR 7112 | October 15, 2019 | Barbara Perez | November 21, 2022 | | October 20, 2022 | |
| Board Policy 7120 - Recruitment and Selection | AR 7121, AR 7122, AR 7123, AR 7124, AR 7125, AR 7126 | November 19, 2019 | Barbara Perez | December 12, 2022 | | December 1, 2022 | |
| Board Policy 7130 - Compensation | | October 15, 2019 | Barbara Perez | November 21, 2022 | | October 20, 2022 | |
| Board Policy 7170 - Remote Work | AR 7170 | | Barbara Perez/Heather Parnock | November 21, 2022 | | November 3, 2022 | New BP |
| Administrative Regulation 2761 - Board of Trustees Recognition | | | Keith Curry | November 21, 2022 | | | New AR |
| Administrative Regulation 3100 - Management Organizational Chart | BP 3100 | June 18, 2019 | Barbara Perez | October 17, 2022 | | October 6, 2022 | |
| Administrative Procedure 3300A - Public Records | BP 3300 | February 18, 2020 | Barbara Perez | November 21, 2022 | | October 20, 2022 | |
| Administrative Regulation 3331 - Key Issuance and Return | BP 3330 | September 10, 2019 | Linda Owens | November 21, 2022 | | November 3, 2022 | |
| Administrative Regulation 3332 - Property Issuance and Return | BP 3330 | | David Simmons/Linda Owens | April 2023 | | March 16, 2023 | New AR |
| Administrative Regulation 3435 - Discrimination and Harassment Complaints and Investigations | BP 3435 | June 20, 2017 | Barbara Perez | December 12, 2022 | | December 1, 2022 | |
| Administrative Regulation 3720 - Computer and Network Use | BP 3720 | December 8, 2020 | David Simmons | April 2023 | | March 16, 2023 | |
| Administrative Regulation 3820 - Gifts, Donations, and Bequests | BP 3820 | | Heather Parnock | November 21, 2022 | | September 1, 2022 | New AR |
| Administrative Regulation 4105 - Distance and Correspondence Education | | June 19, 2018 | Sheri Berger | January 2023 | | | |
| Administrative Regulation 4110 - Honorary Degrees | BP 4110 | | Sheri Berger | September 12, 2022 | | September 15, 2022 | New AR |
| Administrative Regulation 4227 - Repeatable Courses | | July 17, 2018 | Sheri Berger | January 2023 | | | Repeal |
| Administrative Regulation 4236 - Advanced Placement Credit | BP 4235 | March 21, 2022 | Sheri Berger | October 17, 2022 | | October 6, 2022 | |

Board Policy, Administrative Regulation, Administrative Procedures
Review Schedule 2022-2023

| BP/AR/AP Title | Accompanying BP/AR/AP | Last Updated/ Reviewed | Person Responsible | Board Review First Reading | Completed | Deadline for Deans and Directors (through June) | Notes |
|---|------------------------------|-------------------------------|-------------------------------|-----------------------------------|------------------|--|--------------|
| Administrative Regulation 5030 - Fees | BP 5030 | June 18, 2019 | Nicole Jones | December 12, 2022 | | November 17, 2022 | |
| Administrative Regulation 5420 - Associated Students Finance | BP 5420 | | Nicole Jones | February 2023 | | February 2, 2023 | New AR |
| Administration Regulation 5500 - Standards of Student Conduct | BP 550 | October 20, 2020 | Nicole Jones | August 15, 2022 | X | August 4, 2022 | |
| Administrative Regulation 6520 - Fixed Asset Security and Accounting | BP 6520 | November 19, 2019 | Abdul Nasser | February 2023 | | February 2, 2023 | |
| Administrative Regulation 7121 - Administrative Recruitment and Selection | BP 7120 | October 20, 2009 | Barbara Perez | December 12, 2022 | | December 1, 2022 | |
| Administrative Regulation 7122 - Faculty Recruitment and Selection | BP 7120 | October 20, 2009 | Barbara Perez | December 12, 2022 | | December 1, 2022 | |
| Administrative Regulation 7170 - Remote Work | BP 7170 | | Barbara Perez/Heather Parnock | November 21, 2022 | | November 3, 2022 | New AR |
| Administrative Regulation 7112 - Personnel Assignment Authority | AR 7110 | November 19, 2019 | Barbara Perez | November 21, 2022 | | October 20, 2022 | |



COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES

BP 4220 Standards of Scholarship

Issued: May 15, 2018
Revised: October 17, 2022

Reference:

Education Code Section 70902(b)(3);

Title 5 Sections 51002, 55020, et seq., 55031 et seq., 55040, et seq., and 55050, et seq.

Board Policies 4100, 4222, 4225, 4230, 4235, 4240, and 4250

Administrative Regulations 4100, 4225, 4230, 4235, 4240, and 4250

The President/*Chief Executive Officer* CEO, in collegial consultation with the Academic Senate, as stated in Board Policy 2510, shall establish procedures that establish standards of scholarship and grading practice and symbols as established by Title 5. *These procedures address grading practices, academic record symbols, grade point average, credit for prior learning, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes. These procedures will be included in the college catalog.*

The Board of Trustees will determine a uniform grading practice for the *Compton Community College* District, based on sound academic principles.

~~Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma or license shall be graded in accordance with a grading scale adopted by the Board consistent with Section 55758. The grading system shall be published in the college catalogs and made available to students.~~



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

BP 3100 Organizational Structure

Issued: November 17, 2009
Reviewed: December 12, 2017
Revised: June 18, 2019
Reviewed: October 17, 2022

Reference:

Education Code 72400

The President/Chief Executive Officer shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

Applicable Administrative Regulation:

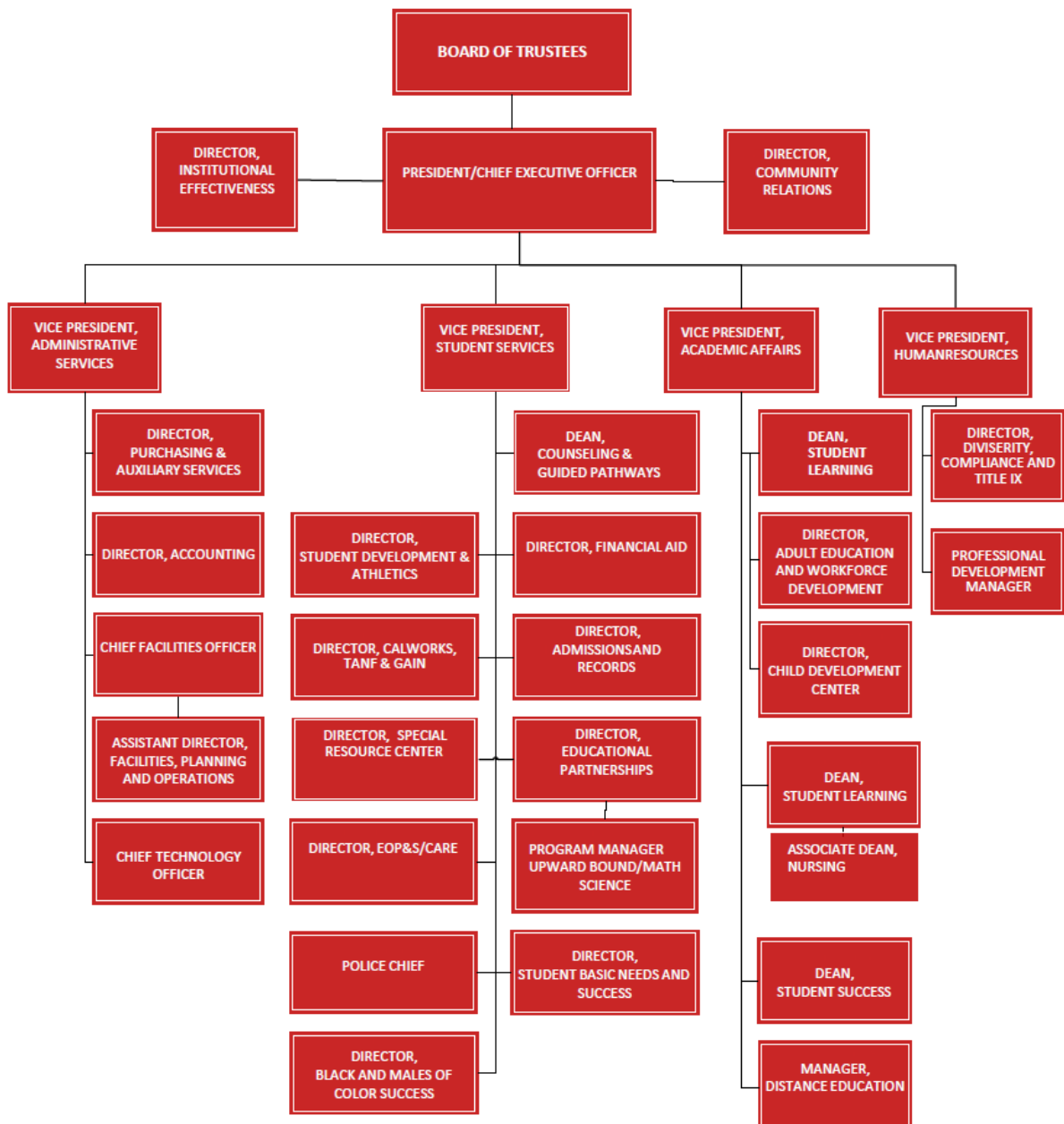
AR 3100 Compton Community College District Management Organization Chart



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 3100 Organizational Structure

Issued: March 15, 2010
Revised: November 21, 2017
Revised: June 18, 2019
Revised: October 17, 2022





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

BP 3310 Records Retention and Destruction

**Issued: July 21, 2020
Reviewed: October 17, 2022**

References:

Title 5, Sections 59020, et seq.

Federal Rules of Civil Procedures, Rules 16, 26, 33, 34, 37, 45

The President/Chief Executive Officer shall establish administrative procedures to assure the retention and destruction of all District records--including electronically stored information as defined by the Federal Rules of Civil Procedure--in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

Applicable Administrative Regulation:

AR 3310 Records Retention and Destruction



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 3310 Records Retention and Destruction

Issued: July 21, 2020
Revised: October 17, 2022

References:

Title 5, Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45
~~Board Policy 3310—Records Retention and Destruction~~

~~The College shall adhere to the following procedures for records retention and destruction, including electronically stored information (ESI):~~

1. "Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure.
2. The Vice President of Administrative Services shall supervise the classification and destruction of records *and ESI*. *The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.*
3. ~~Preservation of records including those relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure.~~
4. ~~Compliance with the Federal Rules of Civil Procedure and shall produce relevant ESI in the form in which it is ordinarily maintained or readily usable.~~
5. ~~Destruction of records is submitted to the Board of Trustees on a periodic basis.~~
6. Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.
7. Records shall be ~~periodically~~ *annually* be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).
8. Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.
9. ~~Destruction shall be carried out~~ *is* by any method that assures the record is permanently destroyed, e.g. shredding, burning, and/or pulping.