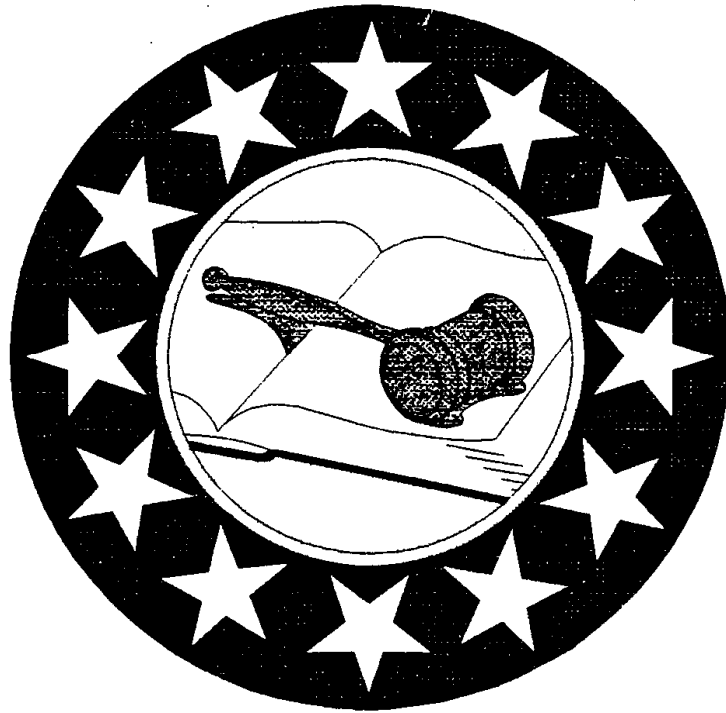


**COMPTON COMMUNITY COLLEGE DISTRICT**

**DRAFT**



**POLICY MANUAL OF THE**

**BOARD OF TRUSTEES**

**\*2003\***

COMPTON COMMUNITY COLLEGE

POLICY MANUAL OF THE

BOARD OF TRUSTEES

2003

## TABLE OF CONTENTS

	Page
PREFACE	
1.0 BOARD OF TRUSTEES	
1.1 Policies of the Board of Trustees	1
1.2 Rules and Regulations of the Board	2
1.3 Board of Trustees Self-Evaluation Process	7
1.4 Standards of Good Practice – Code of Ethics	11
1.5 Mission Statement	12
1.6 Vision Statement/Institutional Goals	13
1.7 Agenda and Meetings of the Board of Trustees	15
1.8 Public Participation at Board Meetings	16
1.9 Meetings of the Board	17
1.10 Board Standing Committees	19
1.11 Compensation for Board Members	20
1.12 Compensation When Board Members Are Ill	21
1.13 Costs for Board Membership Candidacy	22
1.14 Candidate Statement for District Election	23
1.15 Student Board Member	24
1.16 Classified Representative to the Board	25
1.17 Faculty Representative to the Board	26
1.18 Public Presentation of Proposals	27
1.19 Board Staff Assistant/Community Representative	28
1.20 Medical and Dental Benefits for Board/Staff Assistants	29
1.21 Nepotism Policy for the Board of Trustees and the President/Superintendent	30
1.22 Implementation of Mission, Goals, and Objectives	31

2.0	MANAGEMENT EMPLOYEES	
2.1	Evaluation	32
2.2	Administrative Evaluation Process	33
2.3	Procedure for the Submission of Contracts by the President/Superintendent	46
2.4	Administrative Equivalency Policy	47
2.5	Administrative Contract	49
2.6	Hourly Contract Employment for Management Personnel	51
2.7	Institutional Standing Committees	52
2.8	Consultants	62
2.9	Merger of Classified and Certificated Management Salary Schedules	63
2.10	Separation of Certificated and Classified Management Salary Schedule	64
2.11	Certificated Management Salary Schedule	65
2.12	Classified Management Salary Schedule	66
3.0	CONTRACTS AND PERSONNEL POLICIES	
3.1	Personnel Contracts	67
3.2	Equal Opportunity Employment	68
3.3	Restoration of 12 Month Year for Classified, Confidential, and Management Personnel	69
3.4	Excess Vacation Leave Reduction Plan	70
3.5	Tuberculosis Examination Requirement	71
3.6	Drug Free Workplace	72
3.7	Sexual Harassment	73
3.8	Fair Employment/Staff Diversity	79
3.9	Physical Examination	80
3.10	Negotiations with Employee Groups	81
3.11	Nepotism Policy Regarding Employees	82
3.12	Medical and Dental Benefits for Certificated Personnel	83

4.0	ACADEMIC EMPLOYEE	
4.1	Assembly Bill 1725	84
4.2	Tenure	85
4.3	Temporary Employee	86
4.4	Employment Requirements	87
4.5	Duties of Faculty Employees	89
4.6	Salary Policy	90
4.7	Faculty Employee Seniority	91
4.8	Academic Senate	92
4.9	Work Load	94
4.10	Evaluation of Faculty Personnel	95
4.11	Academic Rank	96
4.12	Faculty Emeritus	97
4.13	Faculty Service Areas	98
4.14	Lateral Assignments of Full - Time Faculty	99
4.15	Academic Calendar	100
4.16	Textbook Selection	101
4.17	College Historian	102
4.18	Faculty Disciplinary Policy	103
5.0	CLASSIFIED EMPLOYEES	
5.1	General Classification Rules – Review of Positions	104
5.2	Classified Service in the Compton Community College District Under the Merit System	105
5.3	Separation and Clarification of Personnel Functions	108
5.4	Compensation for Members of the Personnel Commission	109
5.5	Salary Schedules for Employees Exempt from the Classified Service	110
5.6	Classified Staff Over Seventy	112
5.7	Pre-Employment Physical Examinations	113
5.8	Classified Employees Hired on an Hourly Basis	114
5.9	Confidential and Supervisory Classifications	115
5.10	Confidential and Supervisory Salary Schedule 2003 – 2004	116

## 6.0

### STUDENT AFFAIRS

6.1	Admissions and Records – Procedures	118
6.2	Residency Status	119
6.3	Academic Records and Procedures	123
6.4	Delinquent Grade and Attendance Accounting Reports	126
6.5	Matriculation	127
6.6	Policy on Open Courses, Prerequisites, Corequisites Recommended Preparation/Limitations on Enrollment	130
6.7	Standards of Student Conduct	139
6.8	Disciplinary Review Board	140
6.9	Student Equity	143
6.10	Student Charges and Refunds	144
6.11	Tuition (Enrollment Fees)	148
6.12	Current Nonresident Tuition	149
6.13	Waiver of Fees for School District Students	150
6.14	Tuition, Fees, and Material Reimbursement for College Staff	151
6.15	Student Grievance Policy	153
6.16	Campus Construction by Student Organizations	159
6.17	Athletic Code	160

## 7.0

### ACADEMIC AFFAIRS

7.1	Textbooks	161
7.2	Grading Policy and Standards of Scholarship	162
7.3	Catalog	168
7.4	Remedial Coursework Limit Policy	169
7.5	Associate Degree Nursing Students to be Considered as Full-Time Students	171
7.6	Waiver of Health Requirement for Nursing Students	172
7.7	Speech Course Requirement	173
7.8	Fine Arts Requirement	174
7.9	Expansion of English Curriculum (English 1C)	175
7.10	Counseling 1	176
7.11	Counseling 6	177
7.12	General Education Requirements	178
7.13	Vocational-Technology Advisory Committees	179
7.14	Academic Affairs Certificate and Degree Programs	180
7.15	Honorary Degrees	181
7.16	Computer Literacy Requirement	182
7.17	Diversity of Library Collection	183
7.18	Articulation	184

8.0	BUSINESS AFFAIRS	
8.1	Budget	185
8.2	Contracts and Applications for Funds	186
8.3	Fiscal Operations	187
8.4	Purchasing – Supplies, Equipment, and Services	189
8.5	Civic Center Permits	193
8.6	Community Use of College Facilities	194
8.7	Types of Uses of College Facilities	195
8.8	Application Requirements	196
8.9	Use of Facilities and Facilities Fees	197
8.10	Provisions for the Use of Facilities and Equipment	203
8.11	Use of Compton College Stadium During Football Season	205
8.12	General Reserve Fund	206
8.13	Increase of Revolving Fund	207
8.14	Claims for Money or Damages	208
8.15	Joint Powers Agreement for Excess Liability Coverage	209
8.16	District Workers Compensation Fund	210
8.17	Workers Compensation for Volunteer Workers	211
8.18	Travel Policy	212
8.19	Mileage Reimbursement	221
8.20	Salary Reductions for Absences	222
8.21	Payroll Deductions for Organizations Memberships	223
8.22	Establishment of A District Scholarship and Trust Fund	224
8.23	Automotive Repair Fees	225
8.24	Fee for Class Schedules	226
8.25	Library Fines and Non-Returned Books	227
8.26	Insurance Provisions	228
9.0	CAMPUS SAFETY/CAMPUS SECURITY	
9.1	Safety Policy	229
9.2	Injury Prevention Policy	230
9.3	Eye Safety	234
9.4	Revision of Board Resolution on Re-designation of Security Department	235
9.5	Vehicle, Animal, and Noise Control	236
9.6	Civil Defense	237
9.7	Violence Prevention Program and Policy	238
9.8	Parking	241

10.0	MISCELLANEOUS POLICIES	
10.1	Policy on Auxiliary Organizations	246
10.2	Conflict of Interest and Disclosure Code	247
10.3	Delineation of School Year	251
10.4	Naming of Streets and Parking Lots	252
10.5	Distribution and Posting of Materials, Collections, Contributions, Donations	253
10.6	Guest Speakers	256
10.7	Confidentiality of Family Records in the Child Development Center	257
10.8	Revised Key Policy	258
10.9	Children In Classrooms	259
10.10	Unaccompanied Children In The Library	260
10.11	Religious Evaluation or Worship In the Child Development Center	261
10.12	Computer Users Policy	262
10.13	Policy on Waste Management	265

## INDEX

### APPENDICES

- I Policies in the 1982 edition of the Policies Manual
- II Policies Adopted by the Board 1982-1996
- III Policies Adopted by the Board 1997 – 1999
- IV Policies Adopted by the Board 2000 - 2003



## **PREFACE**

The Board of Trustees, consisting of five members, representing the communities of Lynwood, Paramount, Compton, Enterprise- Willowbrook, and portions of Carson, is elected by the voters to conduct the business of the Compton Community College District under the laws of the State of California. The Board has full responsibility for the determination of budget, approval of instructional programs, construction and maintenance of buildings, election of staff, and the general operation of the College.

It is the purpose of this manual to set forth the policies of the Board to assist its members in fulfilling the requirements of their office in a consistent and effective manner. These policies establish and clarify relationships between the Board, College management, faculty, classified personnel, students, and the general public, and promote the effective functioning of the District in conformity with the broad program of public education in California.

It is the intention of the Board that these policies and procedures will (a) provide common guides for College employees and (b) be in compliance with all state and federal laws governing community colleges.

## **Board Policy 1. 1**

### **POLICIES OF THE BOARD OF TRUSTEES (Reference: 1982 Edition of the Policies Manual)**

Policies of the Board of Trustees may be adopted, revised, added to or amended at any regular meeting of the Board by a majority vote of the members. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

In addition, the following documents, as approved by the Board of Trustees, are considered a part of these Policies and Procedures, and should be consulted in conjunction with the related sections of this manual:

College Catalog  
Contracts  
CCCFE, Certificated Unit; CCCFE; Classified Unit  
Faculty Handbook  
Classified Rules and Regulations  
AB 1725 Employment Standards Policies and Procedures  
Staff Diversity and Affirmative Action Plan  
Staff Development Plan  
Employees' Administrative Guide: Policies  
Budget and Accounting Procedures Manual  
Purchasing Manual  
Attendance Accounting Manual  
Student Equity Plan  
Student Handbook  
Division Chair Handbook  
Advisory Committee Handbook  
Security Manual  
Class Schedule(s)  
Transfer Center Plan  
Articulation Agreement

Should a statute or Administrative Code section of the State of California be added, repealed or amended, or should a court decision or an opinion of the County Counsel or the Attorney General of the State of California make changes in any of the policies of the Board of Trustees, or in the Administrative Procedures of this District, the policies and procedures shall be considered to be automatically amended to comply.

## **Board Policy 1.2**

### **RULES AND REGULATIONS OF THE BOARD - AUTHORITY: (Reference: 1982 Edition of the Policies Manual)**

1. The Compton Community College District is governed by the five elected members of the Board of Trustees. The Board has full legislative authority in the operation of the Compton Community College District, in accordance with the Education Code and statutes of the State of California.

The Board delegates to the President/Superintendent authority over all personnel, educational, and business matters pertaining to the operation of the District. All actions by the President/Superintendent are subject to review by the Board.

2. The authority of the Board shall be as a whole, in accordance with the following Rules. No Member acting outside these Rules shall commit the Board or District in any way.

### **ORGANIZATION:**

3. The officers of the Board shall be elected by the action of the Board and shall consist of a President, Vice President, and a Clerk, elected from among the members of the Board. The President/Superintendent will serve as Secretary to the Board.
4. Officers shall be elected at the annual organizational meeting of the Board to hold their respective offices for the period of one year, or until their successors are elected. EC 5000 (1990)
5. Any of the Board offices provided for in paragraph 3, when vacated for any cause, shall be filled by the Board at its next meeting by the election of a successor for the unexpired term. Such elections shall be by roll call vote, and the vote of at least three members of the Board shall be necessary to elect.
6. In case of temporary absence or disability of both the President and the Vice President, a President pro tempore shall be chosen by a majority vote of the Board members present.
7. At any regular meeting, or at any special meeting for which such action is specified when the meeting is called, the Board may, by affirmative vote of at least three of its members, remove from any appointed office any officer, declare his office vacant, and elect a successor to the officer so removed. Members of the Board may be removed only in accordance with Government Code Section 1770.
8. Any person, regardless of gender, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications. EC 72103 (1991)

9. Whenever a vacancy occurs, or whenever a resignation has been filed with the County Superintendent of Schools containing a deferred effective date, the community college district governing board shall, within 30 days of the vacancy of the filing of the deferred resignation, either call an election or make a provisional appointment to fill the vacancy. The determination of whether or not a vacancy has occurred shall be determined by reference to Government Code 1770. EC 5091 (1977)

NON-VOTING MEMBERS:

10. The Board has authorized the seating of three non-voting members on the Board of Trustees. These are the Student Representative, the Faculty Representative, and the Classified Representative. The Student Representative is elected by the student body in accordance with guidelines established by the Associated Student Body. The Faculty Representative is elected in accordance with guidelines established by the Academic Senate, and the Classified Representative is elected in accordance with guidelines established by the Compton Community College Federation of Employees, Classified Unit.

Administrative Code, Title 5, Section 53200. While the Student Representative shall receive compensation for attendance at each Board meeting, in accordance with AB 1369, Section 72023.7, at a monthly rate approved at the discretion of the Board, the Faculty Representative and the Classified Representative shall receive no compensation for their attendance or service.

11. It is the intent of the Board to encourage all three non-voting members to be actively involved in the business of the Board. The full and active discussion of the issues and the expression and advocacy of student, faculty, and classified staff concerns are encouraged.
12. The one-year term of the three-non-voting members of the Board shall commence on May 15<sup>th</sup> of each year.
13. The Student Representative shall also have travel rights and privileges up to a maximum, which shall be approved by the Board.

OFFICERS:

14. The President shall preside at all sessions of the Board, preserve order, enforce the rules, and, when so authorized, sign contracts, agreements, deeds, leases, and other regular documents ordered to be executed by the Board or required by law.
15. During any period of absence or other disability of the President, the Vice-President shall perform all the duties of the President.
16. When both the President and Vice President are absent or otherwise disabled, the Clerk shall perform all the duties of the President.

#### MEETINGS OF THE BOARD:

17. Regular meetings of the Board shall be regularly scheduled in accordance with Government Code Sections 54950 through 54960 (Brown Act).
18. Special meetings may be called by the President or by a majority of the members of the Board.
19. Any regular or special meeting may be adjourned to a later time or date by majority vote, provided that a specific meeting time is set for such an adjourned meeting in accordance with the Brown Act. When no quorum appears for a regular or special meeting, by mutual agreement of the Board members present or the Secretary if no Board members are present—a specific time may be set for an adjourned meeting. At such adjourned meetings all business may be regularly transacted which would have been proper at the meeting from which adjournment is taken, all in accordance with the Brown Act.
20. A record of all transactions of the Board shall be set forth in the minute book of the Board, which shall be the permanent official record of the District. It shall be open to inspection of the public during regular office hours.
21. A quorum necessary to the transaction of business at any meeting of the Board shall consist of three members of the Board.
22. In the event of a tie vote, the motion at issue shall lose.
23. In all matters not covered by the Rules or Policies of the Board, parliamentary procedures shall be governed by the manual known as Robert's Rules of Order.
24. The action of the Board shall be recorded in accordance with Section 1002.5 of the Education Code. Each member shall have the privilege of having the reasons for his or her vote on the record on any and every question if he or she so requests. Any member may have his or her explanation for his or her vote upon any question recorded in the official minutes, provided he or she so requests while the vote is being taken or immediately after the result of the vote has been announced by the President, and before the statement of a new question.

#### ADMINISTRATIVE OFFICERS:

25. The Board shall employ a full-time Superintendent to serve as chief administrative and executive officer of the Compton Community College District.
26. The Board of the Compton Community College District shall delegate to the Superintendent of the District the executive responsibility for administering the policies adopted by the Board and for executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Superintendent shall act as the professional advisor to the Board

27. The Superintendent may delegate to authorized personnel of the District any powers and duties entrusted to him by the Board, but he shall be responsible to the Board for the execution of such delegated powers and duties.
28. In those situations for which the Board has provided no policy for administrative action, the Superintendent shall have the power to act, but his decisions shall be subject to review by the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and to recommend a written Board policy if one is desirable.
29. The Superintendent shall perform all duties specifically required of or assigned to the Superintendent by the statutes of the State of California.
30. The Superintendent shall serve as the Secretary to the Board, and perform the following:
  - a. Prepare Board meeting agendas and cause them to be posted as required by law.
  - b. Prepare minutes of Board meetings for approval.
  - c. Maintain an index of minutes of the Board.

#### REPORTS AND RECOMMENDATIONS:

31. The Superintendent shall transmit all reports and recommendations, including an agenda, by messenger, to each member of the Board at least twenty-four (24) hours prior to the scheduled meeting of the Board, except as provided below.
32. Whenever it is necessary to submit any report or recommendation to the Board without meeting the requirements of paragraph 29 above, said report or recommendation must carry as part of its title, in addition to the regular number, the plainly typed phrase, "Waiver of Provisions, Paragraph 29 of Board Rules and Regulations requested."

#### SUSPENSION OF RULES AND POLICIES

33. The Rules and Regulations of the Board may be suspended for any meeting of the Board by an affirmative vote of all members present, except the Rules covering a quorum, or any Rules based upon the California Education Code or other statutes.
34. The Rules and Regulations of the Board may be amended at any regular meeting, or at any special meeting, when properly placed on the agenda and approved by three affirmative listed votes.

## DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The duties of the Board will be as follows:

1. To participate in the interview and selection process for the president, vice presidents, and all line management/administrative positions that report directly to the President/Superintendent. Final selection and employment for all other management/administrative positions, except under unusual circumstances, shall be based upon the President/Superintendent's recommendation of a candidate to the Board of Trustees for approval of employment.
2. To establish the broad general policies, which will govern the operation of the District?
3. To approve the annual budget.
4. To approve the expenditure of all funds. (Education Code Section 81656)
5. To appoint or dismiss employees of the District upon the recommendation of the President/Superintendent, as applicable.
6. To fix salaries of all employees and to review salary schedules annually, either by ratification of collective bargaining agreements or recommendation of the President/Superintendent, as applicable.
7. To act upon recommendations of the administration of physical plant development and other capital outlay expenditures.
8. To act upon recommendations of the President/Superintendent on matters of repair and maintenance of buildings, grounds and equipment.
9. To request and consider reports from the President/Superintendent concerning the educational program, financial aspects of the district, and all other matters pertaining to the welfare of the college.
10. To consider and act upon the curricular offerings of the college upon the recommendation of the President/Superintendent.
11. To consider and adopt an annual calendar.
12. To provide for the establishment of necessary procedures to assure proper accounting of all district funds, student organization funds, cafeteria funds and any other funds that fall under the supervision of the District.
13. To provide for the annual audit of all funds.
14. To consider communications and requests from citizens or organizations on matters of policy and administration.
15. To serve as a board of appeals for students, employees and citizens of the College District.  
EC 72231
16. To create a new position (Classified Rule 30.200.9)

### Board Policy 1.3

#### **BOARD OF TRUSTEES SELF-EVALUATION PROCESS (Approved by the Board of Trustees April 22, 1997)**

The Board of Trustees shall hold an annual self-evaluation on the fourth Tuesday of June or on a mutually agreed upon date.

#### Purpose

Principal purpose is the identification of specific functions working well and those needing improvement.

#### Elements of Consideration

1. To assess the strengths and weaknesses of the Board as a whole.
2. To determine the effectiveness of the policies established by the Board.
3. To assess accomplishments relative to the Mission and Philosophy Statement.

#### Methodology

Not less than once a year the board evaluates the functioning and strengths and weaknesses of the board. At the time of the year when the Superintendent/President is evaluated, the board may also informally review the functioning and operation of the board as a whole and make an interim evaluation of it.

#### **Instrument: Annual Self-Evaluation of the Governing Board Compton Community College District**

Respond to the following statement on a range of 1 "Strongly Agree" to 5 for "Strongly Disagree." Circle the number of your choice	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. I understand the mission of the College.	1	2	3	4	5
2. The Board as a whole understands the College Mission.	1	2	3	4	5
3. The published Mission Statement is appropriate.	1	2	3	4	5
4. I understand how college policy is recommended/established.	1	2	3	4	5
5. The Board works with the Superintendent/President to define their respective roles.	1	2	3	4	5



6. The Board has defined its expectations for the Superintendent/President and delegates appropriate authority for college and district operations.	1	2	3	4	5
7. The Board appropriately supports the Superintendent/President	1	2	3	4	5
8. The Board evaluates the Superintendent/President.	1	2	3	4	5
9. The Board maintains a well-defined job description for the Superintendent/President	1	2	3	4	5
10. The Board develops annual goals and objectives which are used in the evaluation of the Superintendent/President	1	2	3	4	5
11. I am satisfied with the procedures for the evaluation of the Superintendent/President	1	2	3	4	5
12. The Board works to achieve the goals and objectives of the institution.	1	2	3	4	5
13. The Board works appropriately to build a positive image of the College in the community	1	2	3	4	5
14. I understand the college budget process.	1	2	3	4	5
15. The Board Works to secure and provide adequate financing.	1	2	3	4	5
16. The board has established a helpful rapport with State and Federal legislators.	1	2	3	4	5
17. The Board is familiar with the economic vitality and the educational needs of the community.	1	2	3	4	5
18. The Board encourages long-range planning.	1	2	3	4	5

19. The Board annually assesses its own performance.	1	2	3	4	5
20. The Board operates ethically without conflict of Interest.	1	2	3	4	5
21. The Board insures and maintains the physical plan adequately.	1	2	3	4	5
22. The Board meets its legal responsibility as the last court of appeal.	1	2	3	4	5
23. The board directs fair and responsible negotiations and meetings with employee groups.	1	2	3	4	5
24. I refer individual complaints and concerns to the appropriate college official.	1	2	3	4	5
25. New Board Members receive an adequate orientation.	1	2	3	4	5
26. I read appropriate board-related periodicals.	1	2	3	4	5
27. Board meetings comply with state laws.	1	2	3	4	5
28. Board meetings allow appropriate input from all Board Members.	1	2	3	4	5
29. Board meetings allow appropriate input from college staff.	1	2	3	4	5
30. Board meetings allow appropriate input from students.	1	2	3	4	5
31. Board meetings allow appropriate input from citizens.	1	2	3	4	5
32. The Board receives adequate information for making appropriate decisions.	1	2	3	4	5
33. I prepare adequately for meetings.	1	2	3	4	5
34. I believe my fellow Board members prepare well for board meetings.	1	2	3	4	5
35. Board members support the majority vote of the Board.	1	2	3	4	5

36. Minority Board opinions are respected and considered.	1	2	3	4	5
37. Disagreements between board members are handled professionally.	1	2	3	4	5
38. The board sufficiently studies policy proposals before adopting them.	1	2	3	4	5
39. The Board is committed to protecting the public interest.	1	2	3	4	5
40. The Board is committed to the collegial model of governance.	1	2	3	4	5
Comments:					

## **Board Policy 1.4**

### **STANDARDS OF GOOD PRACTICE - CODE OF ETHICS (Approved by the Board of Trustees April 22, 1997)**

The Board of Trustees has adopted the following Code of Ethics: Compton Community College is committed to the principle that higher education should be available to every person who can benefit. Given this basic condition, the activities and deliberations of the Board of Trustees will be guided by this code of ethics.

The Board of Trustees:

- has the authority and responsibility to be original and creative. If the college is to maintain its distinction, it will be because the board demonstrates and requires distinctive service.
- has as its basic function the establishment of the policies by which the college is to be administered. The board should hold the President/Superintendent and staff accountable for the administration of the educational program and the conduct of college business.
- is made up of individuals with differing values and beliefs; debate is expected and natural. Although there are individual expressions, there are no individual decisions. Trustees should work with fellow board members in a spirit of harmony and cooperation in spite of differences.
- has authority only when the board is in official meetings; an individual member cannot bind the board outside of such meetings.
- should make decisions only after all facts have been presented and discussed. Statements or promises as to how one will vote prior to regular meetings are inappropriate.
- should assure the orderly operation of the college by encouraging employees to make use of established channels before bringing their concerns to the board.
- should abide by majority decisions of the board while retaining the right to seek changes through ethical and constructive channels.
- should devote time, thought, and study for effective and creditable service.
- should recognize that deliberations of the board in closed session are confidential and not for discussion in public or release to people outside the deliberations without the prior approval of the board by majority vote.
- should enhance their potential as a board member through participation in educational conferences, workshops, and training sessions offered by local, state, and national organizations. Participate in state and national community college trustees' associations.
- should support and assist in fostering the most effective community-college relationship.

## **Board Policy 1.5**

### **MISSION STATEMENT**

**(Approved by the Board of Trustees January 27, 1998)**

The Board of Trustees of Compton Community College agrees to the following Mission Statement for the college:

Compton Community College is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The college is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal and professional goals.

## **Board Policy 1.6**

### **VISION STATEMENT/INSTITUTIONAL GOALS**

**(Reference: Board Vision Statement – Approved by the Board of Trustees October 17, 1994 and December 14, 1993)**

The Board of Trustees of Compton Community College agrees to the following Vision Statement for the college:

1. The primary focus should be on student development.
2. Academic standards need to be improved and a closer unity developed between the academic and vocational programs.
3. Better models need to be developed to serve the communities that comprise the District, models that accentuate multi-culturalism and affirmative action.
4. Steps need to be taken to keep Compton Community College on the cutting edge of technology.
5. A compensation plan must be developed for employees, which makes the District competitive with other community colleges in the region.
6. A program for personal development and career enhancement must be developed and implemented for both the Board and district employees.
7. Management and leadership skills emphasizing “total quality management” and “measures by objectives” should be enhanced.
8. A development office must be established to enhance revenues and the marketing of the college.
9. The college must develop working relationships with area elementary and secondary schools, colleges and universities, businesses, and agencies, thereby enhancing the chances for district residents to improve their literacy and employment skills.

### **INSTITUTIONAL GOALS**

The Board of Trustees of Compton Community College agrees to the following Institutional Goals for the college:

The goals to define the mission of the college are:

- To offer students a wide range of transfer degree programs
- To offer students a broad range of technical and vocational programs
- To offer a wide range of cultural and community service programs
- To offer collaborative programs with educational institutions, business and industry
- To foster and re-emphasize excellence in instruction

## **INSTITUTIONAL GOALS - continued**

- To continue to improve the quality of students' educational experiences
- To enhance student achievement and success through assessment, outcomes and follow up
- To offer students comprehensive developmental/remedial programs
- To review, assess and redefine the College's core curriculum and general education requirements, as well as courses and degree programs
- To offer a comprehensive student support program
- To develop comprehensive data collection and research capability
- To develop programs to insure the continued professional growth of faculty and staff
- To provide a campus environment that is conducive to learning.

## **Board Policy 1.7**

### **AGENDA AND MEETINGS OF THE BOARD OF TRUSTEES**

**(Reference EC 72121; GC 54960.1; Order of Board Agenda (no text) – Approved by the Board of Trustees January 20, 1984); 1982 Edition of the Board of Trustees Policy Manual)**

Regular meetings of the Compton Community College District Board of Trustees shall be held on the second and fourth Tuesday of the month, from September through June, and on the third Tuesday in July and August. All meetings will be held at 6:00 p.m. in the College Board Room unless otherwise indicated beforehand.

A copy of the agenda and the board reports on which action is to be recommended shall be delivered to each member of the Board at least twenty-four hours in advance of each Board meeting. The agenda and board reports shall also be made available to the representatives of the exclusive bargaining agents.

Copies of the agenda shall be available for citizens attending any Board meetings and a reasonable number of copies of the board reports shall be available for visitors present at each meeting. Copies of the board reports shall be distributed to general circulation newspapers within the District within twenty-four hours following each Board meeting.

The agenda, board reports, and minutes following Board action shall be filed in the office of the President/ Superintendent of the District and shall be made available for inspection on the premises by any interested citizen during regular office hours.

Action will be taken only on those matters that are listed on the posted agenda. GC 54954.2 (a)



## Board Policy 1.8

### PUBLIC PARTICIPATION AT BOARD MEETINGS

**(Reference: Modification of Board Policy 1.8 Approved by the Board June 25, 2002; Approved by the Board of Trustees August 23, 1983; 1982 Edition of the Board of Trustees Policy Manual)**

Persons wishing to address the Board may petition to do so by completing this form and submitting it to the secretary. *Forms submitted the day of the meeting **will not** be accepted if they are not turned in within the first five minutes of the board meeting.*

The board does not obligate itself to act upon any request or proposal unless it has been submitted to the secretary of the board in writing within adequate time to be placed on the agenda. Non-agenda items may only be presented during the time allocated as “Business from the Floor.”

#### Please provide us with the following:

_____	_____
Last Name	First Name
_____	
Address	
_____	_____
City, State Zip Code	Phone

Please  all that apply:

I wish to speak on an agenda item, if so:  I favor the action  I oppose the action

I wish to speak on a non-agenda item

I wish to address the following topic: \_\_\_\_\_

---

No person should speak for more than three minutes. The time limit may be altered by a majority of the board, or if there is a large number of speakers to be heard. When recognized by the president of the board, please respond accordingly:

1. Rise to your feet and state your name and address
2. Address the board as “Mister/Madame President” or “Members of the Board”
3. When your time is up, please yield the floor promptly to avoid being “out of order”

*Defamatory or abusive remarks will not be tolerated. No person shall create a disruption such that it renders the conduct of the board meeting difficulty or impossible.*

## **Board Policy 1.9**

### **MEETINGS OF THE BOARD**

**(Reference: Date and Times of Board Meetings – Approved by the Board of Trustees December 5, 1995; 1982 Edition of the Board of Trustees Policy Manual)**

#### Regular Meetings

There shall be two regular meetings of the Board scheduled each month. These meetings shall be established at the Annual Organization Meeting. Additional dates may be made for purposes of the Annual Budget Meeting, the Annual Organization Meeting and the Board of Trustees may by Board action at a prior meeting cancel or reschedule a regular meeting.

#### Special Meetings

A special meeting of the Board of Trustees of the College District may be called as specified in 72129 of the Education Code.

#### Adjourned Meetings

Adjournment of regular or special meetings may be by action duly taken and at such adjourned meeting all business may be regularly transacted which would have been proper at the meeting from which adjournment is taken.

#### Closed Sessions

Closed sessions of the Board of Trustees may be called as permitted by the Brown Act.

1. When it becomes necessary for the President/Superintendent of the College, a staff member, or any person to include specific individuals in the discussion at hand, the President of the Board will either declare the Board in immediate closed session for the purpose of discussing a personnel matter, or table the matter until a more suitable time during the Board Meeting. EC 72122 (1990); GC 54957.
2. When circumstances warrant a collective conference with the Board's attorney evoking the attorney-client privilege, or held solely to discuss litigation pending or proposed.
3. When meeting with the Board's designated representative prior to and during consultations and discussions with representative of employee organizations regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of employees in order to review its position and instruct its designated representatives.

The Board of Trustees shall publicly report at the end of closed session any action taken, and the roll call vote thereon, to appoint, employ, or dismiss a public employee arising out of any closed session of the Board.

Annual Meetings

The governing board of the college shall hold an annual organizational meeting on a day within fifteen (15) days of the last Friday in November.

## **Board Policy 1.10**

### **BOARD STANDING COMMITTEES**

**(Reference: Approval of Board Standing Committees - Approved by the Board of Trustees December 12, 1995; Advisory Committees' Composition and Policies – Approved by the Board of Trustees June 15, 1995, June 27, 1995)**

The Board of Trustees has established nine standing committees, with each member serving as Chair of at least one committee on an annual basis.

These committees are in the areas of:

Academic Affairs  
Finance/Budget and Planning  
Student/Community Affairs  
Facilities and Technology

The committees shall have an advisory capacity. The committees are designed to allow greater access to the Board.

## **Board Policy 1.11**

### **COMPENSATION FOR BOARD MEMBERS**

**(Reference: Board Member's Compensation: Fringe Benefits - Approved by the Board of Trustees September 8, 1997: Policies in the 1982 Edition of the Policies Manual)**

The members of the Board of Trustees of the Compton Community College District shall receive a sum of \$120 each per Board meeting, not to exceed the sum of \$240 per month, and a health and welfare benefit of \$6,500 per fiscal year.

A Board member may be paid for a meeting, when absent, if the Board by resolution, duly adopts and records in its minutes, that the member, at the time of the meeting, is performing services outside of the meeting for the Compton Community College District, was ill, or had other emergency.

**Board Policy 1.12**

**COMPENSATION WHEN BOARD MEMBERS ARE ILL  
(Approved by the Board of Trustees February 9, 1988)**

In accordance with SB 345, the College adopts a policy whereby Board members who certify that their absence at a regularly scheduled meeting of the Board of Trustees was due to illness may be compensated at the regular compensatory rate.

## **Board Policy 1. 13**

### **COSTS FOR BOARD MEMBERSHIP CANDIDACY (Reference: 1982 Edition of the Board of Trustees Policy Manual)**

Whenever statements of qualification are filed by candidates, the cost incurred by the Compton Community College District for printing, mailing, and translating statements will be charged to the candidate. This charge shall be paid in advance.

## **Board Policy 1.14**

### **CANDIDATE STATEMENT FOR DISTRICT ELECTION (Approved by the Board of Trustees May 13, 1997)**

#### **A RESOLUTION ADOPTING CANDIDATE STATEMENT PAYMENT FILING AND WORD LIMITATION**

Whereas, at the 1996 November General Election the voters adopted Proposition 208 that amends the Political Reform Act and allows local jurisdictions to establish voluntary campaign expenditure ceilings for candidates and controlled committees; and

Whereas, the Election Code Section 13307 permits a local agency to require payment in advance of each candidate's pro rata share of the Candidate Statement as a condition of having it included in the voter's sample ballot pamphlet; and

Whereas, the Election Code also permits the governing board of local jurisdictions to increase the word limit for the Candidate Statement from 200 to 400 words; and now therefore be it

Resolved that the Compton Community College Board of Trustees does hereby adopt the policy that payment of the estimated cost of the Candidate Statement for district elections must be made by the candidate at the time of filing and the maximum word limitation is 400 for each Candidate Statement.



## **Board Policy 1.15**

### **STUDENT BOARD MEMBER**

**(Reference: Student Board Member Compensation - Approved by the Board of Trustees January 13, 1987; Role and Function of Student Board Member – Approved by the Board of Trustees May 20, 1986)**

1. The Student Representative to the Board of Trustees is elected by the student body in accordance with guidelines established by the Associated Student Body.
2. The Student Trustee shall receive compensation per attendance at each Board meeting in accordance with Assembly Bill 1369, Section 72023.7, at a monthly rate approved at the discretion of the Board. The rate of compensation is currently fixed at \$60 per meeting, or a monthly total of \$120.
3. The Student Trustee shall have travel rights and privileges up to a maximum, which shall be approved by the Board. Daily Per Diem for Student Conference/Travel is \$45.00.
4. The one - year term of the Student Representative shall commence on May 15 of each year. The position of Student Representative is a non-voting one.
5. It is the intent of the Board to encourage the Student Representative to be actively involved in the business of the Board. The full and active discussion of the issues and the expression and advocacy of student concerns is encouraged.

## **Board Policy 1.16**

### **CLASSIFIED REPRESENTATIVE TO THE BOARD (Approved by the Board of Trustees January 11, 1994)**

The Board of Trustees establishes the non-voting position of Classified Representative to the Board and determines that the selection process for this individual shall be one mutually agreed upon between the President/Superintendent and the President of the CCC Federation of Employees, Classified Unit.

1. The Classified Representative shall not receive compensation for attendance at Board meetings, nor shall he/she have any travel rights or privileges.
2. The one - year term of the Classified Representative shall commence on May 15 of each year. No individual shall serve in this position for more than three consecutive years.
3. It is the intent of the Board to encourage the Classified Representative to be actively involved in the business of the Board. The full and active discussion of the issues and the expression and advocacy of classified staff concerns is encouraged.

## **Board Policy 1.17**

### **FACULTY REPRESENTATIVE TO THE BOARD (Approved by the Board of Trustees June 5, 1984)**

The Board of Trustees establishes the non-voting position of Faculty Representative to the Board and determines that the selection process for this individual shall be one mutually agreed upon between the President/Superintendent and the President of the Compton College Academic Senate.

1. The Faculty Representative shall not receive compensation for attendance at Board meetings, nor shall he/she have any travel rights or privileges. He/she shall, however, receive 20% release time so that he/she can devote the time to serving in this position.
2. The one-year term of the Faculty Representative shall commence on May 15 of each year. No individual shall serve in this position for more than three consecutive years.
3. It is the intent of the Board to encourage the Faculty Representative to be actively involved in the business of the Board. The full and active discussion of the issues and the expression and advocacy of faculty concerns is encouraged.

## **Board Policy 1.18**

### **PUBLIC PRESENTATION OF PROPOSALS (Approved by the Board of Trustees August 25, 1987)**

#### PRESENTATION OF INITIAL PROPOSALS (Government Code Section 3547)

All initial proposals of the exclusive representatives of Certificated and classified employees in an appropriate unit, and all initial proposals of the Compton Community College District, which relate to matters within the scope of representation, as defined in Government Code Section 3543.2, shall be presented at a public meeting of the Board of Trustees.

All initial proposals shall thereafter become public records.

#### PUBLIC OPPORTUNITY TO EXPRESS ITSELF

After the presentation of an initial proposal at a meeting of the Board of Trustees, the initial proposal shall be posted in the same location where agendas of meetings of the Board of Trustees are posted, and shall be posted in the District library, to enable the public to become informed of the initial proposal.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the Board of Trustees.

The public shall have the opportunity to express itself at a meeting of the Board of Trustees regarding any initial proposal presented. After the public has had the opportunity to express itself, the Board of Trustees shall, at a meeting, which is open to the public, adopt its initial proposal.

New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within twenty-four (24) hours by posting the proposal pertaining to a new subject in the locations where an initial proposal is posted. If a vote is taken on any new subject, the vote thereon by each member of the Board of Trustees voting shall also be made public within twenty-four (24) hours.

## **Board Policy 1.19**

### **BOARD STAFF ASSISTANT/COMMUNITY REPRESENTATIVE (Reference: 1982 Edition of the Board of Trustees Policy Manual)**

The position of Board Staff Assistant/Community Representative shall be exempt from the Classified Service in accordance with Education Code Sections 88012 and 88078. Both exempt classified positions shall serve at the pleasure of the Board for a period up to six (6) months in any fiscal year with renewal of appointments based upon performance and Board approval. Staff Assistant/Field Reps are to directly assist the Governing Board or individual Governing Board Member in carrying out their policymaking duties, while Community representatives serve in an advisory or consulting capacity. The respective duties and responsibilities for each as well as salary shall be determined by the entire Board of Trustees.

It is the intent of the legislature that such persons employed shall not be utilized for election campaigns of Board Members during hours of their employment

## **Board Policy 1.20**

### **MEDICAL AND DENTAL BENEFITS FOR BOARD/STAFF ASSISTANTS**

**(Reference: Approved by the Board September 3, 2002; Approved by the Board of Trustees May 22, 2001; Approved by the Board of Trustees January 25, 2000; 1982 Edition of the Board of Trustees Policy Manual)**

The Board of Trustees is requested to amend the Board action dated January 25, 2000 – “Medical and Dental benefits for Board Staff Assistants,” to provide Board Staff Assistants with the same fringe benefit package as received by classified, confidential and supervisory employees with monies to be utilized under the same guidelines and conditions, effective August 1, 2002. The Board is asked to amend the Board Action dated January 25, 2000 – “Medical and Dental Benefits for Board Staff Assistants” to include the spouses of all board staff assistants.

## **Board Policy 1.21**

### **NEPOTISM POLICY FOR THE BOARD OF TRUSTEES AND THE PRESIDENT/SUPERINTENDENT**

**(Approved by the Board of Trustees February 22, 1994; Revised August 24, 1999)**

#### GENERAL POLICY:

It shall be the policy of the Compton Community College District to hire, appoint, and promote employees in such a way as to avoid any opportunity for unfair advantage or disadvantage resulting from District employees exercising employment, appointment, supervisory, or evaluative responsibilities over other District employees who are close relatives.

#### DEFINITIONS/EMPLOYMENT OF RELATIVES

Any time a member of the immediate family of any member of the Board of Trustees is being considered for employment in any regular full-time, part-time, or hourly capacity by the District, said member of the Board of Trustees shall make known immediate family relationship before action is taken. Immediate family is defined as father, mother, brother, sister, husband, wife, child, grandchild, stepfather, stepmother, stepson, stepdaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandfather, grandfather-in-law, grandmother, grand mother-in-law of Board Member, foster parents of Board member in lieu of father or mother, foster children of Board Member living in the Board member's immediate household, or any relative living in the Board Member's immediate household.

#### HIRING, APPOINTMENT, AND PROMOTION:

No member of the Board of Trustees or the President/Superintendent may be involved in the decision-making process regarding the hiring, appointment, or promotion of a "close relative."

#### SUPERVISION:

No member of the Board of Trustees or the President/Superintendent may supervise or evaluate a "close relative."

## **Board Policy 1.22**

### **IMPLEMENTATION OF MISSION, GOALS, AND OBJECTIVES (Approved by the Board of Trustees August 1, 2000)**

Members of the Board of Trustees are an essential link to the community and are encouraged to serve as advocates with prospective students and external constituents. In order to facilitate the implementation of the mission, goals, and objectives of the College, Board members shall be entitled to the use of certain vehicles designated by the President/Superintendent for recruitment and promotion.



## **Board Policy 2.1**

### **EVALUATION**

**(Discretionary Education Code Sections 70902 and 87663)**

**(Reference: 1982 Edition of the Policies Manual)**

All management employees will be evaluated a minimum of once each year by his/her immediate manager. Job descriptions are available for all management positions to provide the basis for evaluating duties, responsibilities and accountability relationships. These job descriptions shall be periodically reviewed and updated.

The general goal of management evaluation is to assess the degree to which administrators are achieving institutional goals and objectives. It is expected that this process will result in management growth and development.

Classified managers will be evaluated in accordance with the rules and procedures of the Personnel Commission.

Detailed procedures for the implementation of this policy will be found in the AB 1725 Employment Standards Policies and Procedures document.

## **Board Policy 2.2**

### **ADMINISTRATIVE EVALUATION PROCESS**

**(Reference: Compton Community College Office of Human Resources/February 1996 -Approved by the Board of Trustees December 23, 1997)**

#### **A. Purpose of Evaluation**

1. The major aim of this evaluation is to foster professional growth. Therefore, each policy and procedure shall be conducted with this aim being paramount.
2. The governing board seeks through the implementation of the evaluation process to ensure that administrators:
  - Lead, organize, plan, coordinate, facilitate and supervise.
  - Understand the needs of faculty and the learning process, and the need of classified staff within the context of the operation and programs of the Community College.
  - Value institutional governance based upon a genuine sharing of responsibility with faculty and staff colleagues.
  - Above all, supervise with fairness and objectivity as they advocate for their faculty/staff.

#### **B. Definition of Administrators**

1. For the purpose of this evaluation, the term administrator refers to a person who holds a position identified by the governing board of the district as a management position and is placed on the administrative salary schedule.

#### **C. Evaluation Process**

All full time administrators, faculty and classified staff whose circumstances at work are directly affected by the functions performed by the administrator will participate in the evaluation process.

1. Clear and complete job descriptions that include all job-related skill requirements are prepared for each position, and maintained in the Personnel Office for review.
2. The evaluation process should be effective in yielding a genuinely useful and substantive assessment of an administrator's performance. Among other things, this requires an articulation of clear, relevant criteria on which evaluations will be based.

3. The specific purposes for which evaluations are conducted should be clear to everyone involved. This requires recognition that the principal purposes of the evaluation process are to recognize and acknowledge good performance, to enhance satisfactory performance and help administrators who are performing satisfactorily further their own growth, to identify weak performance and assist administrators in achieving needed improvement, and to document unsatisfactory performance.
4. The evaluation process will be timely and performed at reasonable intervals. Administrators will be evaluated each year of employment. Additional evaluations may be conducted at the request of the President/Superintendent, Executive Vice President, or immediate supervisor.
5. The evaluation process will include a written self assessment that is limited to the qualities and characteristics of administrators as described in Section D, the Performance Standards, which include the following;
  - Leadership/Supervision Skills
  - Motivational Skills
  - Professional Performance
  - Interpersonal Skills
  - Knowledge Base

#### D. Performance Standards

1. Administrative excellence is more than the possession of discrete administrative attributes. It includes intangibles that create a sensitive environment, which allows people to function in a way that best fulfills and promotes the mission, goals and priorities of the institution. Additionally, an excellent administrator displays an ability to foresee problems and issues, responds appropriately, and create and maintain an environment based on humanness, intellect, trust, and fostering mutual respect.
2. Qualities and Skills of Administrators  
  
Can be described as follows;
  - Leadership/supervision skills
  - Motivational skills
  - Professional performance
  - Interpersonal skills
  - Knowledge base

A. Leadership/Supervision Skills

Is equitable and appropriate in decision-making, and accepts responsibility for their own decisions and the performance of those that they supervise. Recognizes the value of diversity in responding to college and community needs.

1. Provides leadership and supervision in a style which is helpful and beneficial.
2. Accepts responsibility for own decisions.
3. Facilitates faculty leadership in academic matters.
4. Facilitates staff participation in the decision making process.
5. Delegates authority with responsibility
6. Supports academic freedom and encourages academic excellence.
7. Provides knowledge and skill in conflict resolution and problem solving.
8. Advises students and others to use appropriate channels and follow established procedures.
9. Promotes equal employment opportunity and cultural diversity.

B. Motivational Skills

Demonstrates dedication to their role within the institution acknowledges and reinforces the strengths and achievements of others. Establishes a climate that encourages and rewards initiative and responsible risk taking as well as promotes teamwork.

1. Critiques in an objective, instructive manner with guidelines for improvement.
2. Relates well with staff in assigned areas.
3. Promotes teamwork and works cooperatively on team projects.
4. Is receptive to suggestions for change to provide better service to other areas of the institution.
5. Gives praise/recognition to other staff members for a job well done.
6. Encourages initiatives and creativity.
7. Encourages collaboration with faculty or classified staff for discussion of ideas that are important.
8. Encourages and supports participation in faculty and/or classified staff professional growth experiences.

C. Professional Performance

Consistently applies college policies and procedures in a timely manner. Uses initiative and creativity in fulfilling requirements of position within the scope of their responsibility. Makes informed decisions through involvement in planning. Effectively and with integrity, manages resources and properly represents the district.

1. Demonstrates good judgment, consistency, and fairness in decision making.
2. Plans and manages in the intent, context and spirit of shared governance.
3. Make decisions in a timely manner.
4. Responds to requests for information in a timely fashion.
5. Follows through on commitments.
6. Builds positive relationships with faculty and /or classified staff.
7. Plans and advocates effectively for programs and services within assigned areas of responsibility.
8. Implements federal, state, and local policies and regulations as appropriate.
9. Demonstrates initiative and creativity in problem solving activities within their realm of responsibility.
10. Effectively manages budget and resources.

D. Interpersonal Skills

Functions effectively within a multicultural environment, is approachable, respectful and is a good listener. Can deal effectively to promote positive behavior among employees.

1. Is available and willing to listen to students, faculty and staff concerns.
2. Demonstrates clear verbal communication.
3. Demonstrates clear written communication.
4. Handles disagreements and conflicts fairly, equitably and in a timely manner.
5. Is reasonably accessible for consultation
6. Considers other viewpoints.

E. Knowledge Base

Has the intellectual skills and knowledge required for performance in work area and/or disciplines. Is knowledgeable about policies and procedures, and about the students that they serve.

1. Understands and is well informed about the operational and budgetary aspects of their unit.
2. Recognizes and maintains policies and procedures that support the College mission statement.
3. Is knowledgeable about Compton Community College District policies, procedures and collective bargaining agreements.
4. Reflects a district wide perspective in decision-making.
5. Incorporates knowledge of student demographics, student outcomes and enrollment patterns in decision-making.
7. Is knowledgeable about federal, state and local policies and regulations as related to areas of responsibility.

E. Evaluation Procedures

1. Frequency – (A) Administrators will be evaluated the first two years of employment in a new position and at least once every three years thereafter. Additional evaluations may be conducted at the request of the President/Superintendent, Vice President or immediate supervisor.
2. Responsibility – (A) It is the responsibility of the immediate supervisor to initiate the evaluation process by notifying the administrator the preceding Fall Semester that they are scheduled for evaluation.
3. Process – (A) The administrator will submit to the immediate supervisor a written self-assessment and other appropriate documentation by the 2<sup>nd</sup> week in January. Documentation may include but is not limited to:
  - Addressing the five performance standards.
  - Contribution to the department, the division or equivalent unit, the campus, the College, and/or the community in congruence with the mission of the College.
  - Maintaining professional development activities.

The administrator and their immediate supervisor will agree on a distribution of the evaluation form to staff. Distribution will include full time faculty, administrative, and classified staff. In addition, may include part-time administrators, faculty and classified staff within the unit. Also, distribution should include outside agencies when there is a program involvement.

The administrator is responsible for distribution of the forms with directions to have it returned to the administrator's supervisor for tabulation and typing of comments. Comments will be typed to maintain anonymity of the respondent. A copy of the results will be given to the Administrator.

The immediate supervisor will forward a copy of the administrator's self evaluation (Assessment) and results of the evaluation survey to the senior staff administrator or President/Superintendent for review and written comment.

First week of March, of the Academic Year in which evaluation is being completed; the immediate supervisor will consult and review with the administrator the self-assessment, results of the evaluation survey, written comments from the senior staff administrator or President/Superintendent, and provide the final written evaluation.

Following the conference with the supervisor the administrator has ten (10) working days to submit a written response to the evaluation.

4. Recommendation (A) On the basis of the evaluation, the supervisor will recommend:
  - That the administrator continue in the position
  - That the administrator be reassigned
  - That the administrator be terminated

If the result of the evaluation is an administrative position reassignment in administrative position that constitutes a demotion, or if the result of the evaluation is termination, the evaluator must have followed a progressive evaluation procedure that includes oral communication of inadequate performance, followed by written notification. In addition, a performance improvement plan will be developed by the evaluator in consultation with the administrator. The administrator should be given sufficient time for performance improvement.

The final evaluation will be forwarded to the President/Superintendent through the appropriate senior staff administrator for review and transmittal to the Human Resources Office.

## **ADMINISTRATIVE EVALUATION TIMELINES**

### Fall Semester:

Immediate supervisor notifies the administrator that he/she is due for evaluation the following Spring Semester. This notification should be given by December 29<sup>th</sup> of the Fall Semester.

### Spring Semester:

#### January

Second Week: Written self-evaluation assessment due to immediate supervisor.

Immediate supervisor and administrator agree on the distribution of the evaluation survey.

Survey forms are distributed to staff as agreed upon.

Fourth Week: Survey forms due back to the immediate supervisor for tabulation and typing of comments.

#### February

Second Week: Immediate supervisor forwards copy of the administrator's self-evaluation and results of evaluation survey to senior staff administrator or President/Superintendent.

Immediate supervisor sends a copy of the results of the evaluation survey with comments to the administrator.

Fourth Week: Senior staff administrator or President/Superintendent returns the evaluation materials and their written report to the immediate supervisor.

#### March

First Week: By this date the immediate supervisor gives a final written evaluation report to the administrator.



## ADMINISTRATIVE EVALUATION TIMELINES

### December

- Second Week: 1. Administrator is notified by December 29<sup>th</sup> of Administrative Evaluation.

### January

- Second Week: 1. Self-evaluation due  
2. Survey distribution  
3. Survey due back.

### February

- Second Week: 1. Evaluation materials to senior administrator or President/Superintendent  
2. Copy results of the survey to the administrator

- Fourth Week: 3. Senior Administrator or President/Superintendent report to immediate Supervisor.

### March

- First Week: 1. Final written evaluation due  
2. Copy of final written evaluation to be placed in administrator's personnel file.

## COMPTON COMMUNITY COLLEGE ADMINISTRATIVE EVALUATION FORM

Employee I.D. Code \_\_\_\_\_ Evaluation of \_\_\_\_\_ Title \_\_\_\_\_

**Evaluation Position**

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Administrator | <input type="checkbox"/> Classified             |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Faculty       | <input type="checkbox"/> Other (State Position) |

**Rating**

- |   |        |                |                    |                  |
|---|--------|----------------|--------------------|------------------|
| 1 Excellent                                     | 2 Good | 3 Satisfactory | 4 Need Improvement | 5 Unsatisfactory |
| 6 Not Applicable or (No Opportunity to Observe) |        |                |                    |                  |

**A. Leadership/Supervision Skills**

Is equitable and appropriate in decision-making and accepts responsibility for their own decisions and the performance of those that they supervise. Recognizes the value of diversity in responding to college and community needs.

		1	2	3	4	5	6
1.	Provides leadership/supervision in a style which is helpful and beneficial	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2.	Accepts responsibility for own decisions.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3.	Facilitates faculty leadership in academic matters	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4.	Facilitates staff participation in the decision making process	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
5.	Delegates authority with responsibility	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
6.	Supports academic freedom and encourages academic excellence	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
7.	Provides knowledge and skill in conflict resolution and problem solving	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
8.	Advises students and others to use appropriate channels and follow established procedures	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
9.	Promises equal employment opportunity and cultural diversity	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**COMPTON COMMUNITY COLLEGE ADMINISTRATIVE EVALUATION FORM - continued**

**B. Motivational Skills**

Demonstrates dedication to their role within the institution, acknowledges and reinforces the strengths and achievements of others. Establishes a climate that encourages and rewards initiative and responsible risk taking as well as promotes teamwork.

		1	2	3	4	5	6
1.	Critiques in an objective, instructive manner with guidelines for improvement	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2.	Relates well with staff in assigned areas	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3.	Promotes team work and works cooperatively on team projects	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4.	Is receptive to suggestions for change to provide better services to other areas of the institution.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
5.	Gives praise/recognition to other staff members for a job well done	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
6.	Encourages initiative and creativity	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
7.	Encourages collaboration with faculty or classified staff for discussion of ideas that is important	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
8.	Encourages and supports participation in faculty and/or classified staff professional growth experiences	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

C. Professional Performance

Consistently applies college policies and procedures in a timely manner. Uses initiative and creativity in fulfilling requirements of the position within the scope of their responsibility. Makes informed decisions through involvement in planning. Effectively and with integrity, manages resources and properly represents the district.

		1	2	3	4	5	6
1.	Demonstrates good judgment, consistency, and fairness in Decision-making	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2.	Plans and manages in the intent, context and spirit of shared governance.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3.	Makes decisions in a timely manner	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4.	Responds to requests for information in a timely fashion.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
5.	Follows through on commitments	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
6.	Builds positive relationships with faculty and/or classified staff	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
7.	Plans and advocates effectively for programs and services within assigned areas of responsibility.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
8.	Implements federal, state, and local policies and regulations as appropriate.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
9.	Demonstrates initiative and creativity in problem solving activities within their realm of responsibility	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
10.	Effectively manages budget and resources	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

D. Interpersonal Skills

Functions effectively within a multicultural environment, is approachable, respectful and is a good listener. Can deal effectively to promote positive behavior among employees.

	1	2	3	4	5	6
1. Is available and willing to listen to students, faculty and staff concerns.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2. Demonstrates clear verbal communication	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3. Demonstrates clear written communication	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4. Handles disagreements and conflicts fairly, equitably and in a timely manner.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
5. Is reasonably accessible for consultation	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
6. Considers other viewpoint	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

E. Knowledge Base

Has the intellectual skills and knowledge required for performance in work area and/or disciplines. Is knowledgeable about policies and procedures, and about the students that they serve.

	1	2	3	4	5	6
1. Understands and is well informed about the operational and budgetary aspects of their unit	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
2. Recognizes and maintains policies and procedures that support the College mission statement	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
3. Is knowledgeable about Compton Community College District policies, procedures and collective bargaining agreements.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
4. Reflects a district wide perspective in decision making	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
5. Incorporates knowledge of student demographics, student outcome, and enrollment patterns in decision-making	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
6. Is knowledgeable about federal, state and local policies and regulations as related to areas of responsibility.	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

F. Specific or General Comments/Commendation

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**COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE EVALUATION REPORT**

For \_\_\_\_\_

Please review the results of the evaluation survey and self-evaluation of the above named administrator and comment in the following areas;

- I. PERFORMANCE STANDARDS: Leadership/Supervision Skills; Motivational Skills; Professional Performance; Interpersonal Skills; Knowledge Base.
- II. CONTRIBUTION:
- III. PROFESSIONAL DEVELOPMENT:
- IV. OTHER COMMENTS:

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

TITLE: \_\_\_\_\_

## **Board Policy 2.3**

### **PROCEDURE FOR THE SUBMISSION OF CONTRACTS BY THE PRESIDENT/SUPERINTENDENT**

**(Reference Education Code 72413; Approved by the Board of Trustees August 29, 1995)**

The President/Superintendent shall obtain the written approval of each cabinet member prior to submitting a contract to the Board of Trustees for approval.

The Cabinet comprises all administrators at the level of Vice-President. When such contract/proposal involves strict legal analysis and/or requires clarity, the President/Superintendent shall direct the Executive Vice President, Business and Administration to seek the consultation and advice of the District's legal counsel. If deemed appropriate, a written legal advice/opinion shall be obtained and used as corroborating evidence of a professional and second opinion, or as a legal advisory.

Such legal advisory shall be presented to the Governing Board in advance of the proposal being submitted for approval

## **Board Policy 2.4**

### **ADMINISTRATIVE EQUIVALENCY POLICY**

**(Reference: Addendum to Administrative Equivalency Policy – Approved by the Board of Trustees February 25, 1997; Administrative Equivalency - Approved by the Board of Trustees July 23, 1996)**

The intent of these Equivalency Procedures is to determine if applicants lacking the minimum qualifications specified in the disciplines list approved by the Board of Governors and the Chancellor's Office nonetheless possess qualifications that are at least equivalent. This equivalency process is not a waiver of minimum qualifications and should not result in the hiring of less qualified individuals. A positive determination of equivalency in hiring merely verifies that an applicant possesses the minimum qualification to remain in the applicant pool from which the final candidate will eventually be selected.

The applicant claiming equivalent qualifications must provide conclusive evidence that he or she has qualifications that are equivalent to the minimum qualifications stated in the job announcement.

Administrators hired under the Administrative Equivalency Policy will be considered for faculty positions upon conformance to the established policy and procedures set forth in the Education Code and the District AB 1725 hiring policies.

#### **I. EDUCATIONAL ADMINISTRATIVE POSITIONS REQUIRING A MASTER'S DEGREE WHICH ARE AMONG THE ESSENTIAL POSITIONS OF THE COLLEGE (e.g., the President/Superintendent, the Vice Presidents, and the Dean, Human Resources/Risk Management):**

Only formal education shall be considered the equivalent for a degree requirement, demonstrated through each of the following:

Official transcripts showing that appropriate coursework has been successfully completed at an institution accredited by an Accrediting Agency recognized by the United States Department of Education or an equivalent foreign institution.

Appropriate coursework must be equivalent to the coursework required for a Master's Degree at any California college or university accredited by an Accrediting Agency recognized by the United States Department of Education.

An Equivalency Committee shall evaluate an applicant/candidate's coursework, transcripts, credentials and experience based on an outline developed by the Board of Governors and the Chancellor's Office on "Minimum Qualifications," and shall make a recommendation.



## II. FOR ALL OTHER EDUCATIONAL ADMINISTRATIVE POSITIONS:

Applicants/candidates shall be considered for equivalency for all other administrative positions if they meet the following criteria:

(A) Possess a Bachelor's Degree in a subject area reasonably related to the administrative assignment, plus three years of experience in any area of higher education.

(B) Possess a Bachelor's Degree in any subject area, plus three years of formal training, internship, leadership experience, or administrative experience directly related to the administrative assignment.

For each administrative position, the Board of Trustees shall designate, in advance of any recruitment or selection activity, the category of equivalency criteria (I or II) to be applied to that position.

Knowledge of, and ability to work in an environment with students with diverse academic, vocational, socio-economic, cultural, and ethnic backgrounds shall be a criterion for all equivalency applicants/candidates, as for all other applicants/candidates.

The Equivalency Committee shall evaluate the applicants'/candidates' documentation materials (i.e., coursework, transcripts, credentials, experience, etc.) and make a recommendation.

## III. MEMBERSHIP OF THE EQUIVALENCY COMMITTEE:

The Administrative Equivalency Committee shall consist of the Dean, Human Resources/Risk Management, who shall act as Chair, the Executive Vice President of Academic Affairs and the Executive Vice President of Student Affairs. The applicants/candidates may request an Equivalency evaluation, or the Screening Committee may request such an evaluation. The Equivalency Committee's recommendation will usually be sent to the Screening Committee, but, as appropriate, may also be sent to the President/Superintendent. In cases of conflict of interest, the President/Superintendent may select a designee to represent the Executive Vice President of Academic Affairs or Executive Vice President of Student Affairs on the Equivalency Committee.

## IV. ADDENDUM TO THE ADMINISTRATIVE EQUIVALENCY POLICY (Approved by the Board of Trustees February 25, 1997)

Administrators hired under the Administrative Equivalency Policy will be considered for faculty positions upon conformance to the established policy and procedures set forth in the Education Code and the District AB 1725 hiring policies.

**Board Policy 2.5**

**ADMINISTRATIVE CONTRACT**

**(“Form” Approved by the Board of Trustees February 14, 1989)**

Whereas Education Code Section 72411.5 was amended, effective January 1, 1989, to provide that every instructional or student services administrator shall be employed, and all other administrators may be employed, by a contract not to exceed four (4) years, the District shall utilize the contract form below, prepared by College counsel, in hiring administrators. In addition, the Board of Trustees will be allowed to give multiple year contracts to administrators based on a recommendation by the President/Superintendent.

**COMPTON COMMUNITY COLLEGE DISTRICT  
OFFER OF EMPLOYMENT IN AN ADMINISTRATIVE ASSIGNMENT**

TO \_\_\_\_\_

The Board of Trustees of the Compton Community College District offers you employment in the position of \_\_\_\_\_ commencing \_\_\_\_\_ and ending \_\_\_\_\_, pursuant to Education Code Section 72411-5.

Your term of employment shall be for \_\_\_\_\_ year

Your compensation shall

Be \_\_\_\_\_.

Your administrative assignment with the District will begin on \_\_\_\_\_ 19 \_\_\_\_\_.

You will be required to render services with the District for such length of time during the academic year as the Board of Trustees or its designee the Superintendent may direct.

This offer of employment in an administrative assignment is made subject to the laws of the State of California, and the lawful rules of the Board of Governors, California Community Colleges, affecting the terms and conditions of employment by governing boards of community college districts.

This offer of employment in an administrative assignment is further made subject to the lawful rules and regulations of the District affecting the terms and conditions of employment as determined by the Board of Trustees. As an administrator, you serve in your administrative assignment at the pleasure of the governing board.

If you have tenure in the District as a faculty member, you may be dismissed as a District employee, or penalized, for cause in accordance with the provisions applicable to faculty members.

If you do not have tenure in the District as a faculty member, you may be dismissed as a District employee by the Board of Trustees at any time during the term of this contract for failure to perform any of the duties or responsibilities assigned to you, for conduct unbecoming an employee of the District, or because the Board of Trustees has lost confidence or trust in you as an administrator; provided that the Board has first given you prior notice of its intent to dismiss you, and given you the opportunity to address the Board either personally or through your representative prior to the Board taking action to dismiss you.

This offer of employment in an administrative assignment is valid until \_\_\_\_\_, and acceptance of this offer of employment in an administrative assignment may be executed by signing and returning this offer of employment to the Human Resources Office by this date. Your employment shall become binding only when subsequently approved by the Board of Trustees.

COMPTON COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_

President/Superintendent

I ACCEPT THIS OFFER.

\_\_\_\_\_  
Date Offer

\_\_\_\_\_  
Signature of Administrator Accepting

## **Board Policy 2.6**

### **HOURLY CONTRACT EMPLOYMENT FOR MANAGEMENT PERSONNEL (Approved by the Board of Trustees August 24, 1982; Revised June 8, 1999)**

The District may employ eligible full-time management members as contract hourly Managers and/or consultants during each year following retirement, to a maximum of five (5) years or age Sixty-five (65), whichever occurs first.

Applicants for the Post-Retirement program shall have a minimum of ten (10) consecutive years of contract service with the District and be between the ages of 55 and 64.

The employee shall be eligible to receive the maximum salary compensation allowable per year to those currently receiving STRS benefits.

The District shall continue to pay the same dollar amount for fringe benefit programs accorded to contract and regular full-time employees for a maximum of five (5) years or to age sixty-five (65), whichever occurs first. The employee shall be required, however, to file for any other state or federal government sponsored health program for which he/she may be eligible as an offset to the District obligation for the health benefit.

At the request of the employee, a leave of absence from this program may be granted by the Board of Trustees.

## **Proposed Board Policy 2.7**

### **INSTITUTIONAL STANDING COMMITTEES (Approved by the Board of Trustees March 9, 1999)**

#### **PURPOSE:**

The institutional standing committee structure is designed to provide participation by all members of the college community in the governance of Compton Community College. It is a stable and consistent vehicle for shared governance at the college.

All segments of the college community are entitled to representation on the committees.

These committees exist independently of segmental organizations.

#### **PROCEDURES:**

1. Each committee chair will submit a year-end report of committee activities and concerns to the President/Superintendent no later than the end of the first week in May.
2. Non management committee representatives will be selected by their constituencies in a manner approved by those constituencies.
3. Management representatives shall generally be appointed by the President/Superintendent
4. Whenever possible, agendas will be published at least three days before each meeting, and minutes shall be distributed and kept on file in the College Library.
5. All committee members shall have full voting rights, unless they are ex-officio members, in which case they can participate in all phases of discussion, recommendations, and presentations, but they cannot vote.
6. When not expressly designated, each committee chair shall be jointly appointed by the Academic Senate President and the President/Superintendent or, when that does not occur, each committee shall elect its own chair,
7. Committees shall meet on a regular basis, and the schedule of those meetings will be published annually. A simple majority of committee members shall constitute a quorum.
8. Actions of a committee shall be determined by a simple majority of those present, in accordance with Robert's Rules of Order.
9. Actions taken by the committee shall be referred to the appropriate Vice President or, when appropriate, to the President/Superintendent or the President of the Academic Senate.

## **INSTITUTIONAL STANDING COMMITTEES:**

The following committees are established as standing committees, with membership as indicated. All other committees established will be ad hoc in nature and at the direction of the appropriate administrator/faculty supervisor.

### FAIR EMPLOYMENT/STAFF DIVERSITY COMMITTEE

#### Purpose:

To help prepare and maintain the campus fair employment plan, to advise the President/Superintendent on all matters regarding fair employment regulations (state and federal), to support the Executive Dean, Human Resources/Risk Management investigation of fair employment complaints, and to help monitor the campus's fair employment compliance.

#### Membership 9:

- 2 administrators
- 2 faculty members
- 2 classified
- 2 students
- 1 confidential/supervisory
- Staff assistance: Executive Dean, Human Resources/Risk Management

### BUDGET COMMITTEE

Purpose: To help prepare and review the proposed college budget and to recommend resource allocations for the next fiscal year to the President/Superintendent. The review should be for the purpose of determining what, in the Committee's judgment, will be the most effective utilization of District resources in view of the stated goals and objectives of the college. Considerations of the committee should be for the broader interests of the college community and service to the students, and should focus on a broad division of resources and allocations, as opposed to specific line item considerations. The committee should begin meeting no later than January for the upcoming academic year budget, and for reviewing and monitoring the current year's budget.

#### Membership 13:

- 3 administrators
- 3 faculties
- 3 classified
- 3 students
- Staff assistance: Executive Vice President, Business and Administration

There is also an Audit Subcommittee, which reports to the Budget Committee. Twice each semester (and once during the summer), it will investigate the general financial condition of the budget.

## CURRICULUM COMMITTEE

Purpose: To coordinate the planning of the instructional program as it relates to 1) the objectives of the college, 2) the determined needs of the residents of the District, and 3) the vocational, basic skills, and transfer needs of the student body at the college. The adoption of new courses, programs, and curricula, the revision of existing courses and curricula, and the evaluation of all data and procedures relative to maintaining academic standards within the departments and divisions of the college, are all areas under the auspices of the Curriculum Committee. The committee is a committee of the Academic Senate and, in addition, reports to the Executive Vice President, Academic Affairs:

Membership: Total varies.

Chairperson, Vice President of the Academic Senate, or designee

1 faculty member from each division, including Counseling

1 faculty member from Library/Learning Center

1 representative from MIS

Staff assistance: Academic Senate/Curriculum Committee secretary.

Ex-officio members: President/Superintendent; Executive Vice President, Academic Affairs; Deans of Instruction.

## GENERAL EDUCATION AND TRANSFER DEGREE COMMITTEE

Purpose: To review and evaluate the pattern and courses of the general education requirements of the A.A. /A.S. Degrees, the certificate programs, the IGETC, and also to monitor articulation agreements with the CSU, UC, and other four -year schools.

Membership 15:

Chairperson, Articulation Officer

4 administrators, including Executive Vice President, Academic Affairs or

Dean of Instruction

5 faculties

2 classified

3 students.

Staff assistance: Executive Vice President of Academic Affairs

## OCCUPATIONAL, HEALTH, SAFETY, AND ENVIRONMENT COMMITTEE

Purpose: To ensure that the college meets the new legal requirements of the CAL-OSHA laws; to monitor and oversee an infrastructure of safety procedures and health/emergency measures on campus; and to prepare and oversee a campus Health and Safety Plan.

Membership 13:

3 administrators

3 faculties

3 classified

3 students

1 confidential/supervisory

Staff assistance: Executive Dean, Human Resources/Risk Management

## PETITIONS COMMITTEE/30 UNIT LIMIT WAIVER COMMITTEE

Purpose: To meet, as needed, to act upon such issues as petitions for readmission to the college after academic exclusion; petitions to waive prerequisite courses or substitute requirements; requests for waivers of the basic skills 30 unit limit, and other related issues which constitute a variation from the established regulations of the college.

### Membership 5:

Chairperson, Division Chair of Counseling  
1 administrator  
1 faculty  
1 classified  
1 student  
Staff assistance: Executive Vice President, Student Affairs

## INSTITUTIONAL LONG RANGE PLANNING COMMITTEE

Purpose: To coordinate the creation, approval, and updating of the Campus Facilities Master Plan and the Educational Master Plan, and to conduct the campus program review and evaluation of every college academic program at least once every five years.

### Membership 15:

Co-Chairpersons, Vice President of Academic Affairs/Evening Division, Weekend Programs, Special Projects, and the Director, Office of Institutional Research  
2 members of the Academic Senate (1 member of the Executive Board and 1 Senator)  
1 administrator  
2 classified (1 member of the CCCFE Classified Executive Board)  
2 Certificated unit representatives (1 member of the CCCFE Faculty Executive Board and 1 faculty)  
2 students (ASB President and an ASB Commissioner or student body representative)  
2 confidential/supervisory  
3 community persons, appointed either by the President/Superintendent or volunteers approved by the Board.  
Staff assistance: Vice President of Academic Affairs/Evening Division, Weekend Programs, Special Projects



## ADMINISTRATIVE EVALUATION COMMITTEE

**Purpose:** By state law college administrators must undergo annual evaluation. The objectives of the college's evaluation plan are to identify, reinforce, and improve, as needed, administrative competencies, skills, and attitudes that foster the achievement of college goals and objectives. All educational administrators shall be evaluated before March 15th of each year. All first year educational administrators shall be evaluated by January 30th.

### **Membership 3:**

1 full-time faculty member, jointly appointed by the Academic Senate and CCCFE Certificated President

1 classified, appointed by the CCCFE-Classified, or 1 confidential/supervisory

1 administrator, appointed by the President/Superintendent.

Staff assistance: Academic Senate Office

The chair of the team shall be selected by the members.

## TENURE REVIEW COMMITTEE

**Purpose:** To recommend for or against faculty tenure. All evaluations of contract faculty must be completed before March 1st because the Tenure Review Committee must make its recommendations to the President/Superintendent who, in turn, must provide recommendation(s) to the Board of Trustees, prior to March 15th.

### **Membership 5:**

Chairperson, Vice President of the Academic Senate Associate Dean from the appropriate FSA Secretary of the Academic Senate (who will write the committee report)

2 members of the Academic Senate, one of who must be from the appropriate FSA, both appointed by these five members shall obtain all evaluation summaries of third-year contract employees and shall review these summaries. Based upon such review, the committee shall make its recommendations regarding the tenure of each contract employee. Criteria for evaluation shall include performance, collegiality, and professional growth, as measured by the faculty evaluation process.

Staff assistance: Academic Senate Office.

## COLLEGE MATRICULATION COMMITTEE

**Purpose:** To compile, in accordance with State guidelines, publish, and disseminate, as well as oversee the implementation of, the campus Matriculation Plan. The committee prepares the college for the state matriculation site visit and deals with state recommendations to modify or improve the campus plan and campus implementation of the matriculation process.

### **Membership 11 or 13:**

- Administrator responsible for Matriculation
- 2 additional administrators
- 2 faculty members appointed by the Academic Senate
- 2 faculty members appointed by the CCCFE-Certificated Unit
- 2 classified
- 2 ASB representatives
- 2 members of the community (optional and if approved, appointed by the President.  
/Superintendent).
- Staff assistance: Executive Vice President, Student Affairs

## HEALTH AND WELFARE BENEFITS COMMITTEE

**Purpose:** To acquire, discuss, and disseminate new state/federal guidelines, which impact insurance and benefit options for district employees; and to research obtaining lower-cost insurance and expanded benefits. The committee may also, if it so chooses, consider issues affecting student and campus health care.

### **Membership 9:**

- 2 representatives of the CCCFE Certificated Unit, including-the President
- 2 representatives of the CCCFE Classified Unit, including the President
- 2 representatives from Business Affairs
- 2 administrators 1 representative from the Human Resources/Risk Management Office.
- Staff assistance: Human Resources/Risk Management, Classified Personnel, Business Office)

## STUDENT EQUITY COMMITTEE

Purpose: To coordinate the compilation of a campus student equity outline and plan, including linkages with the Matriculation Plan; and to oversee the implementation, revision, and campus acceptance of the plan.

### Membership 11

2 teaching faculty

2 administrators

3 students

1 Classified

1 confidential/supervisory

1 counselor

1 librarian

Staff assistance: Executive Vice President, Student Affairs

## TENURE DENIAL GRIEVANCE COMMITTEE

Purpose: To handle issues arising from allegations that the District, in a decision to grant tenure, made a negative decision that was unreasonable, or violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of probationary employees. Such allegations shall be classified and procedurally addressed as grievances.

### Members 5:

Chairperson, Executive Vice President, Academic Affairs

2 tenured faculty members from the grievant FSA, appointed by the CCCFE Certificated and who have not served on the grievant Tenure Review Committee.

CCFE-Certificated Grievance Officer, or designee, who shall write the final report of the Committee,

The Division Chair from the area, which contains the FSA.

Staff Assistance: Executive Vice President, Academic Affairs

## EQUIVALENCY COMMITTEE

Purpose: To deal with the equivalency for minimum qualifications established by the State for teaching at a community college. The Committee will determine:

- 1) if an applicant for employment with the District (including the individual who possesses a foreign degree or credits) has qualifications equal to the Minimum Qualifications that have been established for each discipline.
- 2) an assignment to an FSA (all FSA Minimum Qualifications are established by the State).
- 3) the appropriateness of an applicant's experience, upon application for employment or for assignment to an FSA, when it differs from the required experience for a non-Master's discipline

Members 5:

Chairperson, Executive Vice President, Academic Affairs

Dean from the appropriate area

1 faculty member who is a member of the Screening Committee for the FSA (when equivalency is for initial hiring)

1 faculty member from the FSA, generally the Division Chairperson

Executive Dean, Human Resources/Risk Management or a representative (non-voting)

Staff Assistance: Executive Vice President of Academic Affairs

## STAFF DEVELOPMENT COMMITTEE

Purpose: To develop and submit an annual plan for supporting the development and professional growth of district staff and to allocate financial support for approved staff development activities.

Members 11:

3 faculty members

2 administrators

2 classified

2 confidential/supervisory

2 students

Staff assistance: Executive Dean, Human Resources/Risk Management

## STUDENT GRIEVANCE COMMITTEE

**Purpose:** To carry out Level 2 procedures of a student's formal grievance against an employee of the District. This Committee is convened when the Executive Dean of Student Affairs and the Ombudsman are unable to resolve the matter.

### **Membership 4:**

Ombudsman (Academic Senate past-President), who chairs the Committee but is non-voting.  
1 faculty member chosen by the Academic Senate (if the grievance is against a faculty member),  
or  
1 classified staff member (if the grievance is against a classified employee)  
1 administrator, chosen by the President/Superintendent  
1 student, chosen by the ASB Council or ASB President  
Staff assistance: Executive Dean of Student Affairs

## SUPERINTENDENT'S COUNCIL

**Purpose:** To assist the President/Superintendent in the formulation of recommendations to be presented to the Board and to assist the President/Superintendent in the formulation of decisions based on constructive input from all segments.

The Council will provide input on the day-to-day management and operation of the campus, as well as into policy issues under development.

Staff Assistance: President/Superintendent

## TECHNOLOGY COMMITTEE

**Purpose:** To determine the best allocation of computer and electronic equipment which is donated or granted to the college, and to make recommendations on new equipment or systems being considered for purchase by the District. The committee meets on an as needed basis.

### **Members 9:**

Chairperson, Microcomputer Specialist  
2 administrators  
3 faculty members  
2 classified  
1 confidential/supervisory  
Staff assistance: MIS

### SPECIAL EVENTS COMMITTEE

Purpose: To plan campus-wide celebrations and activities, such as building dedications, seasonal celebrations, convocations, and receptions

Membership varies; at least 11:

Chairperson, Executive Vice President, Administrative Affairs/Deputy Superintendent

2 administrators

2 faculty members

2 classified

2 confidential/supervisory

2 students

Staff assistance: Executive Vice President, Administrative Affairs/Deputy Superintendent

### SCHOLARSHIP AND STANDARDS COMMITTEE

Purpose: Has the responsibility to establish standards for awarding scholarships and honors such as the Dean's List, President's Award, and other recognition based upon grade point averages. The committee will set standards for an Honors Program and classes

Membership:

Chairperson, Executive Vice President, Academic Affairs

Executive Dean, Student Affairs

2 faculty members

1 student affairs staff member

### SABBATICAL LEAVE COMMITTEE

Purpose: Has the responsibility to develop procedures and forms for use in the process of considering applications and final reports regarding sabbatical leaves. The committee will review applications and recommend approval or denial to the President/Superintendent.

Membership

Chairperson, Executive Vice President, Academic Affairs

Executive Dean, Human Resources/Risk Management

Executive Vice President, Business and Administration

1 faculty member

**Board Policy 2.8**

**CONSULTANTS**

**(Approved by the Board of Trustees March 9, 1999)**

Current employees of the District shall not be eligible for consultant assignments with the District.

## Board Policy 2.9

### **MERGER OF THE CLASSIFIED AND CERTIFICATED MANAGEMENT SALARY SCHEDULES**

**(Reference: Management Salary Schedule Revision – Approved by the Board of Trustees June 24, 1997; Classified Management Salary Schedule – Merging - Approved by the Board of Trustees November 8, 1988)**

The Classified Management Salary Schedule shall be merged with the Administrative Salary Schedule, with the President/Superintendent responsible for recommending appropriate salary placement for Administrative/Management employees.

The Management Salary Schedule for 1999-2000 is as follows:

LEVEL/TITLE	STEP I	STEP 2	STEP 3	STEP 4	STEP 5
I Coordinator	33,152.00	35,142.00	37,251.00	39,486.00	41,855.00
II Assistant	42,135.00	44,661.00	47,341.00	50,181.00	53,192.00
III Director	47,342.00	50,182.00	53,193.00	56,385.00	59,768.00
IV Associate Dean	58,346.00	61,846.00	65,557.00	69,490.00	73,659.00
V Dean/ Controller	67,779.00	71,846.00	76,157.00	80,726.00	85,570.00
VI Vice President	68,957.00	73,093.00	77,479.00	82,128.00	87,056.00
VII Executive Vice President	75,852.00	80,402.00	85,226.00	90,340.00	95,761.00



**Board Policy 2.10**

**SEPARATION OF CERTIFICATED AND CLASSIFIED MANAGEMENT SALARY SCHEDULE**

**(Approved by the Board of Trustees July 14, 1998)**

It is recommended that the Board of Trustees separate the salary schedules of the Classified Administrators from that of the Certificated Administrators.

The separation of the two schedules would allow the Personnel Commission to carry out its responsibility in recommending salary schedules for employees in the Classified Service to the Board of Trustees in accordance to Educational Code Section 88087.

## Board Policy 2.11

### CERTIFICATED MANAGEMENT SALARY SCHEDULE

(Reference: Management Salary Schedule – Approved by the Board of Trustees May 13, 2003, July 1, 2002, June 26, 2001, December 12, 2000, July 13, 1999; Separation of Classified and Certificated Management Salary Schedules – Approved by the Board of Trustees July 14, 1998; Certificated Management Salary Schedule – Approved by the Board of Trustees July 13, 1998, June 24, 1997; Classified Management Salary Schedule – Merging With Certificated Salary Schedule - Approved by the Board of Trustees November 8, 1988). The President/Superintendent is responsible for recommending appropriate salary placement for Certificated Management employees. The Certificated Management Salary Schedule for 2003 – 2004 is as follows:

LEVEL/TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
I Coordinator	\$34,478	\$36,548	\$38,741	\$41,065	\$43,529	\$46,141	\$48,909	\$51,844
II Assistant Director	\$43,820	\$46,447	\$49,235	\$52,188	\$55,320	\$58,639	\$62,158	\$65,887
III Director	\$49,236	\$52,189	\$55,321	\$58,640	\$62,159	\$65,888	\$69,841	\$74,031
IV Associate Dean	\$60,680	\$64,320	\$68,179	\$72,270	\$76,605	\$81,202	\$86,075	\$91,239
V Dean	\$70,490	\$74,720	\$79,203	\$83,955	\$88,993	\$94,332	\$99,992	\$105,992
VI Executive Dean	\$74,689	\$79,169	\$83,920	\$88,954	\$94,293	\$99,950	\$105,947	\$112,303
VII Vice President	\$79,137	\$83,884	\$88,918	\$94,252	\$99,909	\$105,903	\$112,257	\$118,991
IV Executive Vice President	\$84,268	\$89,324	\$94,684	\$100,365	\$106,387	\$112,770	\$119,537	\$126,708

## Board Policy 2.12

### CLASSIFIED MANAGEMENT SALARY SCHEDULE

(Reference: Management Salary Schedule Revision – Approved by the Board of Trustees May 13, 2003, July 1, 2002, June 26, 2001, December 12, 2000, July 13, 1999; Separation of Classified and Certificated Management Salary Schedules – Approved by the Board of Trustees July 14, 1998; Classified Management Salary Schedule - Approved by the Board of Trustees June 24, 1997; Classified Management Salary Schedule – Merging With Administrative Salary Schedule - Approved by the Board of Trustees November 8, 1988). The President/Superintendent is responsible for recommending appropriate salary placement for Classified Management employees. The Classified Management Salary Schedule for 2003 – 2004 is as follows:

LEVEL/TITLE	STEP I	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
I Coordinator	\$34,478	\$36,548	\$38,741	\$41,065	\$43,529	\$46,141	\$48,909	\$51,844
II Director	\$49,236	\$52,190	\$55,321	\$58,641	\$62,159	\$65,889	\$69,842	\$74,031
III Executive Director	\$74,720	\$79,079	\$83,823	\$86,000	\$91,160	\$96,629	\$102,426	\$108,571
IV Vice President	\$79,137	\$83,884	\$88,918	\$94,252	\$99,909	\$105,903	\$112,257	\$118,991
V Executive Vice President	\$83,849	\$88,880	\$94,213	\$99,866	\$105,858	\$112,209	\$118,942	\$126,708

## **Board Policy 3.1**

### **PERSONNEL CONTRACTS**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

The President/Superintendent , or designee, shall be authorized to contract for employment and to accept resignations of College personnel; provided, however, that no contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the College District unless and until the same shall have been approved or ratified by the Board.

## **Board Policy 3.2**

### **EQUAL OPPORTUNITY EMPLOYMENT**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

It is the fundamental policy of the Compton Community College District to afford equal opportunity for its programs, employment, and activities to all individuals regardless of race, color, religion, sexual orientation, sex, age, national origin, or physical or mental disability. Therefore, this District will:

Recruit, hire and promote all job classifications without regard to race, color, sex, sexual orientation, age, national origin, or physical or mental disability; and

Insure that promotion decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; and

Insure that all personnel actions, such as compensation, benefits, transfers, layoffs, return from lay-off, College sponsored training, education, tuition assistance, fellowships, and social and recreational programs will be administered without regard to race, color, religion, sex, age, sexual orientation, national origin, or physical or mental disability; and

Provide for the investigation of alleged discrimination in its programs, employment, or activities.

The Board also pledges to insure that the goals and objectives of the Faculty and Staff Diversity Plan are met within its stated timelines, as set forth by the Board of Governors and the Office of the Chancellor of the California Community Colleges.

**Board Policy 3.3**

**RESTORATION OF 12 MONTH YEAR FOR CLASSIFIED, CONFIDENTIAL, AND  
MANAGEMENT PERSONNEL**

**(Approved by the Board of Trustees November 9, 1993)**

Full- time classified, confidential, supervisory, and administrative personnel shall work a twelve (12) month year.

## **Board Policy 3.4**

### **EXCESS VACATION LEAVE REDUCTION PLAN**

**(Reference: Excess Vacation Reduction Plan - Approved by the Board October 11, 1994)**

1. The earned vacation maximum for an administrator or classified staff member shall be set at 352 hours (e.g., 44 days or 2 months). And, upon separation from service, the employee shall be entitled to lump-sum compensation not to exceed the aforesaid maximum.
2. For those employees with excess accumulated and unused vacation balances (hours in excess of 352) the College shall seek to reduce the balances to the maximum allowed. Those employees will be required to expedite the use of vacation leave up to 160 hours per year until the aforesaid maximum level is attained.
3. All requests for vacation shall give due consideration to individual unit/department work requirements and college priorities. Vacation requests are to be approved in a manner, which is fair to all employees.
4. On October 1<sup>st</sup> of each fiscal year, every employee shall receive an official District notice which will reflect an up-to-date accumulated vacation leave balance as well as a projection of accumulated vacation balances through August 30<sup>th</sup> of the following fiscal year.
5. If an employee's request for vacation leave is disapproved "for the good of the District," and it is upheld by the President/Superintendent, and such disapproval has placed the employee in a position of exceeding the maximum allowable, the employee shall be compensated at his/her regular salary at the conclusion of the fiscal year.
6. In order to reduce the District's liability at the employee's separation date, any employee whose retirement or resignation is pending shall be encouraged to take vacation that exceeds 352 hours, or to take all accumulated vacation, if possible, prior to separation/retirement.
7. Exceptions to this policy will be permitted only with the written approval of the College President/Superintendent.

## **Board Policy 3.5**

### **TUBERCULOSIS EXAMINATION REQUIREMENT (Reference: Policies in the 1982 Edition of the Policies Manual)**

In accordance with the provisions of Education Code Section 87408.6 each employee of the District, shall have an examination at least once every two years to determine whether or not he/she is free from active tuberculosis. The results of this examination must be filed with the Human Resources Office or Classified Personnel Office immediately upon receipt by the employee. No employee whose report shows that active tuberculosis is present shall be allowed to continue employment by the District until he/she presents a signed statement by a licensed physician that he/she is free of active tuberculosis.

In accordance with the provisions of Education Code Section 87408.6 every new employee shall have a current examination before he/she is employed.

For academic and classified employees with expiring exams and requiring renewed tuberculin tests, the District may annually arrange and pay for this examination service for such employees on campus in accordance with the provisions of Education Code 87408.6.



## **Board Policy 3.6**

### **DRUG FREE WORKPLACE**

**(Approved by the Board of Trustees October 9, 1990)**

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the Board authorizes the implementation of a program to fulfill the requirements of the amended legislation (Public Law 101-226), as defined by the United States Department of Education.

The purpose of this program is to seek to prevent the use of drugs and the abuse of alcohol by students and employees of the Compton Community College District.

Implementation of this program affirms that Compton Community College expressly prohibits the unlawful possession, use, or distribution of drugs and/or alcohol by students and employees on College property, its surroundings, and at all college-related events, whether on-campus or off-campus.

Unlawful possession, use, or distribution of illicit drugs or alcohol may result in legal sanctions.

## **Board Policy 3.7**

### **SEXUAL HARASSMENT**

**(Reference: Education Code Section 200 et seq., 72010 et seq.; Title 5 Code Section 59320 et seq.; Sexual Harassment Policy - Approved by the Board of Trustees February 8, 1994)**

Compton Community College District is committed to creating and maintaining a community where all of its members-students, faculty, staff and administrators can work, interact and/or study in an environment free from all forms of sexual harassment, exploitation or intimidation as defined and otherwise prohibited by state and federal laws and district policy. All members of the college community should be aware that the District is strongly opposed to any conduct that constitutes sexual harassment and will take whatever action may be necessary under relevant laws, statutes, and District policies to prevent, correct and, if necessary, discipline individuals who violate this policy.

It shall be a violation of this policy for District employees, students or any individual authorized to transact business or perform other acts or services on behalf of the District to engage in sexual harassment. Within the college community, sexual harassment is prohibited between students, employees, students and employees, and students and/or employees and persons conducting business within the District.

Administrators and supervisors have an obligation to maintain work and learning environments for employees and students who are free from all forms of harassment, intimidation or exploitation. They are expected to take appropriate steps to halt any form of sexual harassment by calling attention to this policy, or, if necessary, by taking more direct disciplinary action based on District policies and guidelines. All situations involving allegations of sexual harassment must be investigated and, when called for, corrective action taken immediately.

The President/Superintendent shall provide regulations and procedures for implementation of this policy and such regulations and procedures shall be included as a part of the District's Fair Employment/Staff Diversity Program.

It shall be a violation of this policy for any one who is authorized to recommend or take personnel or academic actions affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Compton Community College District, to engage in sexual harassment as defined below.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature takes place and:

- 1) Is made explicitly or implicitly a term or condition of an individual's educational status or employment; or
- 2) Is used as a basis for educational or employment decisions affecting such individual; or
- 3) Has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive educational or working environment; or
- 4) Is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

For the purpose of further clarification, sexual harassment includes but is not limited to:

- 1) Making written, verbal, physical and/or visual contact with sexual overtones:
  - a. written examples include but are not limited to suggestive or obscene letters, notes, or invitations.
  - b. verbal examples include but are not limited to derogatory comments, slurs, jokes, epithets and/or promulgating sexual rumors.
  - c. physical examples include but are not limited to assault, touching, impeding or blocking movement.
  - d. visual examples include but are not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons or posters.
- 2) Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
- 3) Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response. For example:
  - a. within the work environment - either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed.
  - b. within the educational environment - either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.
- 4) Within the work environment, engaging in implicit or explicit coercive sexual behavior, which is used to control, influence, or affect the career, salary, and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior, which is used to control, influence, or affect the educational opportunities, grades,

- 5) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc. in exchange for sexual favors.

It shall also be a violation of this policy for any employee to sexually harass another employee. Formal complaints under this policy shall be processed through the District's Investigation and Resolution of Complaints of Unlawful Discrimination procedure through the Executive Dean, Human Resources/Risk Management and the President/ Superintendent.

**COMPTON COMMUNITY COLLEGE DISTRICT**  
**1111 E. Artesia Boulevard**  
**Compton, CA. 90221**

**DISCRIMINATION COMPLAINT FORM**

Please print or type Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Street/P.O. Box Number City Zip Code

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

I wish to complain against: (Name of person, program, etc.)  
\_\_\_\_\_

My complaint is: (check only the one, which applies)

Age Discrimination\_\_      Disability Discrimination\_\_      Racial Discrimination\_\_  
Religious Discrimination\_\_      Sex Discrimination\_\_      Sexual Harassment\_\_  
Other \_\_\_\_\_

Date of alleged discrimination:

Statement of allegation/complaint (Specify how you were discriminated against by describing the problem as you see it and by elaborating on the incident(s), the participant(s), the background to the incident(s) and any attempts you have made to solve the problem. Be sure to note relevant dates, times and places.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheet(s) if necessary)

Please give the name of any college employee, student, or other person with whom you have discussed this alleged complaint/discrimination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What efforts have you made to inform the person named in the complaint accused that the alleged behavior or action is offensive or discriminatory? If no effort has been made, please tell us why.

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If there are other individuals who could provide additional information regarding this matter, please list their names, addresses and telephone numbers:

Name	Address	Tel. No.
<hr/>		
<hr/>		
<hr/>		

Please indicate what you think can and should be done to solve the problem. Please be as specific as possible.

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I certify that the above information is correct to the best of my knowledge.

<hr/> Date	<hr/> Signature of Complainant
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<hr/> Date Received	<hr/> Person receiving Discrimination Complaint Form
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RETURN THIS FORM TO THE EXECUTIVE DEAN, HUMAN RESOURCES/RISK  
MANAGEMENT

Name

Address

Tel. No.

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Please indicate what you think can and should be done to solve the problem. Please be as specific as possible.

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I certify that the above information is correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Person receiving Discrimination Complaint Form

RETURN THIS FORM TO THE EXECUTIVE DEAN, HUMAN RESOURCES, RISK  
MANAGEMENT

## **Board Policy 3.8**

### **FAIR EMPLOYMENT/STAFF DIVERSITY**

**(Reference: Education Code Section 87100 et seq.; Policies in the 1982 Edition of the Policies Manual; Reaffirmation of Affirmative Action - Approved by the Board of Trustees March 28, 1989; Position on Racism (no text) – Approved by the Board of Trustees December 8, 1981)**

In accordance with the Compton Community College Faculty and Staff Diversity Plan 1998 –2000, the District is committed to the concept and principles of Fair Employment. As such the District is committed to providing equal opportunity in employment for all persons. The District is also committed to prohibiting discrimination based on race, sex, color, religion, age, marital status, sexual orientation, disability, ancestry, national origin, and such other categories of protected classifications as defined by applicable law. This commitment applies to every aspect of personnel policies and practices in the employment, development, advancement, and treatment of employees.

The Compton Community College District is committed to ensuring equal employment opportunities to qualified individuals with a disability, and will make reasonable accommodations for known limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

The Compton Community College District believes that in order to effectively address and comply with federal and state mandates and guidelines on Fair Employment, the Board of Trustees, administration, faculty and classified staff must recognize that Fair Employment is a shared responsibility and each must be held accountable for application and enforcement of the Policy within their area of authority.

The District will ensure that employment, promotion, and transfer decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for the position. The District will ensure that all other personnel actions such as compensation (including rate of pay), benefits, transfers, layoffs, returns from layoff, terminations, District-sponsored training, education, social and recreational programs, will be administered without regard to race, sex, color, religion, age, marital status, sexual orientation, disability, ancestry, national origin, and such other categories of protected classifications as defined by applicable law.

The President/Superintendent has the responsibility and authority for developing and implementing the Compton Community College District's Fair Employment Program. The Executive Dean, Human Resources/Risk Management administers and monitors the program on behalf of the President/Superintendent.

The Fair Employment Advisory Committee members shall assist in reviewing the Fair Employment policies in conformity with state and federal guidelines and monitoring its progress, and shall act as an advisory body to the President/Superintendent through the Executive Dean, Human Resources/Risk Management



## **Board Policy 3.9**

### **PHYSICAL EXAMINATION**

**(Reference: Education Code Sections 87408-87408.6 and 88021; Policies in the 1982 Edition of the Policies Manual)**

When any concern arises about whether an employee can perform the essential duties of his/her position, the immediate supervisor, in consultation with the Personnel Services Office, may require the employee to undergo a medical examination by a licensed physician designated by the District. In such a case, the examination will be paid for by the District.

## **Board Policy 3.10**

### **NEGOTIATIONS WITH EMPLOYEE GROUPS**

**(Reference: Government Code Sections 3543.1-3543.3; Contract Imposed on Faculty as “Board Policy” – Approved by the Board of Trustees May 12, 1987; Policies in the 1982 Edition of the Policies Manual)**

The District shall negotiate with employee organizations representing employee groups as recognized or certified in accordance with the provisions of Government Code.

The District shall meet and confer with employee groups who are not represented by an employee organization under Government Code. The District is cognizant of the fact that full time faculty who do not pay Union dues are still represented by the Union.

## **Board Policy 3.11**

### **NEPOTISM POLICY REGARDING EMPLOYEES**

#### **Prohibition Against Nepotism**

##### **a. Definitions**

For purposes of the provisions contained in this policy, the term “Close Relative” refers to; a spouse or putative spouse, a parent, step-parent, child, step-child, brother, sister, cousin, or any such relation by marriage of an employee, and any other person living in the same household.

For purposes of the provisions contained in this policy, the term “employee” means any District employee, and any District consultant or contractor.

##### **b. General**

No employee may be involved in the decision-making process regarding the hiring, appointment, or promotion of a Close Relative.

In the event of a marriage between District employees, when one of the marital partners has employment, appointment, promotional, supervisory, or evaluative responsibility over the other or a Close Relative, or in the event that a District employee is appointed or promoted to a position which would place that employee in a position to exercise employment, appointment, supervisory or evaluative responsibilities over a Close Relative, the District has sole discretion to exercise one of the following options:

1. Either the employee or the Close Relative shall be assigned or reassigned to a comparable position in the District, where such assignment or reassignment may be affected and is in the best interests of District programs or needs; or
2. In those instances where an assignment or reassignment cannot be affected or is not in the best interests of District programs or needs, all employment, appointment, supervisory and evaluative responsibilities over the Close Relative shall be carried out by the next-higher supervisor, manager, or administrator, or by the designee of the President/Superintendent.

##### **c. Violation of Anti-Nepotism Provisions**

Violation of any provision in this policy by any employee shall be grounds for an immediate reassignment and may result in discipline, including but not limited to, dismissal from District employment.

**Board Policy 3.12**

**MEDICAL AND DENTAL BENEFITS FOR CERTIFICATED PERSONNEL**

**(Approved by the Board of Trustees June 22, 1999)**

The Board is asked to revise its action of April 13, 1999, on the provision of medical and dental benefits to provisional/temporary employees by removing from the category of employees to receive such benefits all individuals working in positions exempt from the classified service.

Such benefits shall be granted only to provisional/temporary employees in the classified service who have worked a period of 126 consecutive paid working days in an existing, vacant classified position. Such employees will be deemed eligible for medical and dental coverage at cost to the District if the employee's assignment is at least 50%. Medical and dental benefits are provided for the employee only, coverage is not provided for members of the employee's family.

## **Board Policy 4.1**

### **ASSEMBLY BILL 1725**

**(Approved by the Board of Trustees November 9, 1993)**

The Board of Trustees accepts as policy the AB 1725 Employment Standards Policies and Procedures document developed collaboratively by the administrative staff and faculty leadership. This document shall remain in force for a period of up to three years and, if not re-ratified, will revert to the State AB 1725.

## **Board Policy 4.2**

### **TENURE**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

Faculty employees are granted tenure in accordance with the provisions of the Education Code. (Required Education Code Sections 87608, 87609, and 87610)

A probationary faculty employee is an employee serving in employment based upon a contract pursuant to the provisions of the Education Code. (Required Education Code Sections 87608, 87609, and 87610)

A tenured faculty employee is an employee who has completed the probationary employment contract period and been granted tenured status for all subsequent academic years of employment. (Required Education Code Sections 87608, 87609, and 87610)

For probationary faculty employees hired on or after July 1, 1990, the minimum degree requirement for obtaining tenure as a faculty member in the District shall be that the employee possesses a bachelor's degree or equivalent from an accredited institution, or an equivalent foreign degree as determined by the Board of Governors. The Board of Trustees may grant tenure to faculty members who do not meet this minimum degree requirement in accordance with the provisions of Education Code Section 87615. (Required Education Code Sections 87355-87359.1; Title 5 Code Sections 53410 et seq.)

Notices of decisions regarding continued employment of probationary faculty employees should be given to such employees in accordance with the provisions of Education Code Section 87610. (Required Education Code Section 87610)

## **Board Policy 4.3**

### **TEMPORARY EMPLOYEE**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

The District may employ temporary academic employees pursuant to the provisions of Education Code Sections 87478, 87480, 87481, 87482, and 87482.5. (Required Education Code Sections 87478, 87480, 87481, 87482 and 87482.5)

Temporary academic employees will not be allowed to work more than 60% of what is considered to be a full-time assignment except in the case of full semester or academic year leave replacements of employees on approved leaves of absence. Prior to employment of any temporary academic employee over 60% of what is considered to be a full-time assignment, written authorization to do so must be obtained from the President/Superintendent through the appropriate Vice President. (Required Education Code Section 87482.5)

## **Board Policy 4.4**

### **EMPLOYMENT REQUIREMENTS**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

It is the policy of Compton Community College District that faculty hiring procedures and guidelines be established to provide for a faculty of highly qualified individuals who are expert in their subject matter/service area, skilled in teaching, serve the needs of a varied student population, foster overall college effectiveness, and also are sensitive to and represent the diversity of the District's community. (Discretionary Education Code Section 87400; Title 5 Code Sections 53030-53034 and 53200-53204)

The Board of Trustees, represented by the administration, has the legal and public responsibility for ensuring an effective hiring process. (Required Education Code Section 70902[4])

The faculty, represented by the Academic Senate, has an inherent professional responsibility in assisting in the development and implementation of policies and procedures, which govern the hiring process to ensure the quality of the faculty. (Discretionary Education Code Section 70902[14] [c-d]; Title 5 Code Sections 53200-53204)

District hiring procedures are based on recognition that responsibility for selecting well-qualified individuals is shared cooperatively by both faculty members and college administrators, participating effectively in all appropriate phases of the hiring process. All procedures relative to faculty hiring shall be conducted while maintaining strict confidentiality and by following the District's Fair Employment/Staff Diversity Policy. (Required Education Code Sections 70902[141[c-d] and 87358; Title 5 Code Sections 53200-53204, 87400; 53000 et seq. and 53020 et seq.)

The administration, acting as agents of the Board of Trustees, and the Faculty Senate, shall develop and adhere to mutually agree upon minimum qualifications and local standards in the hiring process. (Discretionary Education Code Section 87358; Title 5 Code Sections 53200-53204)

a. Each individual employed must possess qualifications that are at least equivalent to the State's Disciplines List of Minimum Qualifications specified in regulations adopted by the Board of Governors. (Required Title 5 Code Section 53410 et seq.)

b. Minimum qualifications shall be used in the hiring of all full-time, part-time and temporary faculty members, non-teaching contract employees (such as librarians, counselors, extended opportunity and student service employees) and all new administrators who wish to qualify for administrative retreat rights. (Required Education Code Section 87357; Title 5 Code Section 53410 et seq.)



c. Local standards may be created for each position, which may exceed, but not be less than, those specified on the State's Disciplines List of Minimum Qualifications. (Discretionary Title 5 Code Section 53430[a])

d. Local equivalency procedures developed and agreed upon jointly by the Board of Trustees represented by the administration and the Academic Senate shall be followed. (Required Title 5 Code Section 53430)

The philosophy and Affirmative Action/Staff Diversity procedures which apply in the hiring of regular full-time faculty (as stated above) shall apply in the hiring of temporary part-time faculty. (Required Education Code Sections 87100 and 87400; Title 5 Code Sections 53000 et seq. and 53020 et seq.)

Whenever possible, at least to the extent provided by law, part-time assignments shall be combined into full-time positions. (Discretionary Education Code Section 70902)

The Board of Trustees authorizes the administration and the Academic Senate to jointly establish and implement the procedures necessary to carry out these policies. A procedure manual shall be developed to specify the guidelines and procedures to be followed. (Discretionary Education Code Section -70902)

The hiring and equivalency to minimum qualification policies and procedures are subject to review and revision at the request of either the Academic Senate or the administration. (Required Education Code Sections 87357, 87358 and 87359; Title 5 Code Sections 53203 and 53430)

## **Board Policy 4.5**

### **DUTIES OF FACULTY EMPLOYEES**

**(Reference: Discretionary Education Code Section 70902; Policies in the 1982 Edition of the Policies Manual)**

The President/Superintendent or designee shall maintain current descriptions for all faculty positions, which specify professional duties, responsibilities, and qualifications for employment. The President/Superintendent or designee shall approve all revisions to such job descriptions.

## **Board Policy 4.6**

### **SALARY POLICY**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

All faculty employees shall be paid in accordance with the faculty salary schedule as adopted by the Board of Trustees. (Required Education Code Sections 70902, 84362, 87801-87806)

Initial placement of employees and subsequent advancement on the salary schedule shall be made pursuant to the policies and procedures of the approved schedule. (Required Education Code Sections 70902, 84362, 87801-87806)

## **Board Policy 4.7**

### **FACULTY EMPLOYEE SENIORITY**

**(Reference: Required Education Code Sections 87414 and 87415; Policies in the 1982 Edition of the Policies Manual)**

Every contract (probationary) and regular (tenured) faculty employee shall be deemed to have been employed on the date upon which he/she first rendered paid service in a probationary or contract position.

Every faculty employee who first rendered paid service in a probationary or contract position on the same date shall participate in a single drawing to determine the order of employment. Any determination of an employee's order of employment pursuant to this section shall be made within 30 days of the date service was first rendered by the employee.

The Executive Vice President, Academic Affairs or designee shall establish procedures to develop, maintain and publish faculty employee seniority lists.

## **Board Policy 4.8**

### **ACADEMIC SENATE**

#### **(Reference Policies in the 1982 Edition of the Policies Manual)**

An academic senate, organized under the provisions of the Administrative Code (California Education Code, Title 5, Section 53200 et seq.), may represent the faculty by participating with the administration and the Board of Trustees in the formation of District policies on academic and professional matters as long as the exercise of such function does not conflict with lawful collective bargaining agreements. (Discretionary Title 5 Code Sections 53200-53204)

"Faculty" means those academic employees who teach full-time in a community college or other full-time academic employees who perform services other than those, which are designated as educational administrator responsibilities. (Required Title 5 Code Section 53200[a])

In accordance with Sections 53200 to 53204 of Title 5 of the California Code of Regulations, the Compton College District Board of Trustees adopts the following statement of policy, delegating authority and responsibility over certain academic and professional matters to the Compton Community College Academic Senate.

- 1) Each Board Member, faculty member, classified staff person, administrator and student of Compton College has a vested interest in ensuring that the college fulfills its mission of providing quality education to the people of the Compton Community College District. The fulfillment of that mission is best accomplished through cooperative effort, trust, mutual respect, and the sharing of responsibilities.
- 2) The Academic Senate of Compton College, established by Board policy, and duly elected in accordance with the Academic Senate Constitution and By - Laws, is recognized as the official representative body of the faculty of Compton College as intended in Sections 53200 [b], 53201 and 53202 of Title 5 of the California Code of Regulations.
- 3) The primary function of the Academic Senate of Compton College is to make recommendations to the administration and the Board of Trustees of Compton College with respect to the development and implementation of policy regarding academic and professional matters of the college.
- 4) The academic and professional matters referred to above include, but are not limited to, the following:
  - a. Curriculum, including establishing course content and prerequisites, and placing courses within disciplines.
  - b. Degree and certificate requirements.
  - c. Grading policies.
  - d. Educational program development.
  - e. Standards and policies concerning student preparation and success.
  - f. College governance structure, as related to faculty roles.

g. Faculty involvement in the accreditation process, including self-studies and annual reports.

h. Policies for faculty professional development activities.

I Processes for program review.

j. Processes for institutional planning and budget development.

k. Selection, evaluation and retention of faculty.

l. Other academic and professional matters as may be mutually agreed upon from time to time between the Board of Trustees and the Academic Senate.

5) The Board of Trustees of Compton College and the duly appointed administrators of the college will consult collegially with the Academic Senate when adopting policies and procedures relating to the matters described above. The Board of Trustees will give at least four (4) weeks written notice to the Academic Senate prior to the adoption, modification or implementation of policies relating to any of the above, including a written statement of proposed policy.

6) The Board of Trustees of Compton College and the duly appointed administrators of the college will rely primarily on the advice and judgement of the Academic Senate in relation to the academic and professional matters described in items a, b, c, and d, of section 4 above. The recommendations of the Academic Senate will normally be accepted in developing and implementing policy concerning these matters, and only in exceptional circumstances and for compelling reasons, will the recommendations not be accepted. If a recommendation is not accepted, the Board of Trustees will, upon request of the Academic Senate, provide a written explanation as to why the recommendation was not followed.

7) The Board of Trustees of Compton Community College and the duly appointed administrators of the college will reach mutual agreement with the Academic Senate, by written resolution, regulation or policy in relation to the academic and professional matters described in items e, f, g, h, i, j, and k, of section 4, above. In instances where agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. The governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

## **Board Policy 4.9**

### **WORK LOAD**

**(Reference: Policies in the 1982 Edition of the Policies Manual; Contract Imposed on Faculty as “Board Policy” – Approved by the Board of Trustees May 12, 1987)**

All employment is predicated on a 40-hour week for all full-time academic employees. (Discretionary Education Code Section 70902[4])

A full-time teaching load is 30 teaching units per academic year. (Discretionary Education Code Section 70902)

Full-time academic employees work hour assignments shall be made in accordance with established administrative guidelines and procedures. (Discretionary Education Code Section 70902)

All faculty employees regardless of tenure status, title or District assignment, shall perform specific duties under the direction of the designated management employee. Full-time faculty responsibilities include, but are not limited to the following: teach all scheduled classes unless excused under the provisions of Board Policy; maintain a course outline for each assigned course; keep accurate records of student enrollment, attendance, and scholastic progress; submit upon request to the Office of the Executive Vice President, Academic Affairs or his/her designee copies of all tests given during the semester; attend meetings pertinent to faculty responsibilities or assignments including committee meetings; participate in student activities; be familiar with and observe the administrative regulations as they appear in the Faculty Handbook; post and maintain scheduled office hours; and assist the Department Chairperson in budget preparation and inventory. (Discretionary Education Code Section 70902)

## **Board Policy 4.10**

### **EVALUATION OF FACULTY PERSONNEL**

**(Reference: Discretionary Education Code Sections 87663-87684; Title 5 Code Sections 53200-52303; Policies in the 1982 Edition of the Policies Manual; Contract Imposed on Faculty as “Board Policy” – Approved by the Board of Trustees May 12, 1987)**

The evaluation process for all tenured and non-tenured instructional and student service personnel is in conformance with Education Code Section 87664, Evaluations. The governing board of each district in consultation with the faculty shall adopt rules and regulations establishing specific procedures for the evaluation process.

The purposes of the evaluation procedures are to improve instruction and performance and to encourage professional growth. The policy and procedures for evaluation are designed to augment the previously adopted Joint Statement on Academic Freedom and Responsibility, the District policies on Faculty Hiring, Grievance and Due Process, and the faculty disciplinary action process described in Education Code Sections 87665-87684.



## **Board Policy 4.11**

### **ACADEMIC RANK**

**(Reference: Required Education Code Sections 87400 - 87424; Policies in the 1982 Edition of the Policies Manual; Revised June 8, 1999)**

Academic Rank for faculty employees is recognized by the Board of Trustees. Qualifications and procedures to obtain rank shall be recommended by the Academic Senate, approved by the Executive Vice President, Academic Affairs, and published in the Faculty Handbook.

Academic rank for faculty members of Compton Community College shall be awarded under the following conditions:

Academic rank shall be granted to faculty members who meet the requirements listed below and receive the recommendation of the President/ Superintendent. Academic rank shall in no way involve salary consideration.

- A. The title of "LECTURER" shall be applied to all part-time faculty. The title of the faculty member shall be "INSTRUCTOR" while on probationary status, unless preparation and previous experience entitle the faculty member to higher rank under these regulations.
- B. The requirements for the rank of "ASSISTANT PROFESSOR" shall be: - 1. The completion of three years of full-time college teaching and the attainment of tenure, or 2. An earned Ph.D. or Ed.D. degree.
- C. The requirement for the rank of "ASSOCIATE PROFESSOR" shall be the completion of seven years of full-time college teaching.
- D. The requirements for the rank of " PROFESSOR' shall be:
  - 1. At least three years of full-time service on the Compton College faculty and
  - 2. At least ten years of full-time college teaching experience and an earned and/or Honorary Doctorate or
  - 3. Twelve years of full-time college teaching experience and an earned Master's Degree or its equivalent in a vocational area.

Any individual already serving on the faculty of the College will not have his/her ranking adversely affected by this policy. In addition, any individual joining the Compton College faculty from an accredited institution will not suffer any reduction in rank."

## **Board Policy 4.12**

### **FACULTY EMERITUS**

**(Approved by the Board of Trustees January 24, 1989)**

As granting emeritus status to a faculty member upon retirement has long been a custom in higher education, and the College wishes to express its gratitude and indebtedness to those individual faculty members who have made this institution a quality-learning environment, the Board acknowledges the "emeritus" status of emeritus faculty, as follows:

1. Emeritus faculty shall receive a certificate of Emeritus status when they fully retire.
2. Emeritus faculty shall be recognized at the commencement ceremony at the time of retirement.
3. An Emeritus professor shall receive an identification card indicating Emeritus status.
4. Emeritus faculty shall receive faculty business cards upon request.
5. Emeritus faculty shall be listed with the faculty in all-appropriate campus and home directories upon request.
6. Emeritus faculty shall be listed with the faculty in all catalogues.
7. Emeritus faculty shall have full library privileges.
8. Emeritus faculty shall receive courtesy campus parking.
9. Emeritus faculty shall receive, at the discretion of the President/Superintendent, office and/or laboratory space, computer access, and clerical support, as available after the requirements for office and/or lab space, computer access, and clerical support of full and part-time faculty have been met.
10. Emeritus faculty shall be eligible for consideration in receiving assistance in defraying travel and other costs incurred in presenting papers at professional meetings.
11. Emeritus faculty shall be eligible to serve, at the discretion of the department and President/Superintendent, in all departmental meetings and affairs as non-voting members, and shall be eligible for election as non-voting members to standing college advisory committees.
12. Emeritus faculty shall receive complimentary or reduced price admission to athletic, dramatic, film, lecture, musical, and other events at the college.
13. Emeritus faculty shall be provided with the opportunity to participate in college public ceremonies.
14. At the discretion of the District, emeritus faculty shall be eligible to teach in Summer Session and/or Extension programs when the need arises and after the District fulfills its commitment under the collective bargaining agreement.
15. At the discretion of the District, emeritus faculty shall be eligible to serve as substitute teachers when the need arises and as part-time teachers in accordance with the provisions of the collective bargaining agreement.

## **Board Policy 4.13**

### **FACULTY SERVICE AREAS**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

The Board of Trustees of the Compton Community College District in conformance with Education Code Section 87743, provides for the establishment, in joint agreement with the Academic Senate, of Faculty Service Areas (F.S.A.) to be used in the event of reduction in force while providing each contract or regular faculty member and educational administrator who has tenure as a faculty member the right to qualify for one or more of these Faculty Service Areas. (Required Education Code Sections 87743, 87443.1, 87443.2, and 87443.3)

The Board of Trustees authorizes the administration and the Academic Senate to jointly establish and implement the procedures necessary to carry out this policy. (Discretionary Education Code Section 70902)

## **Board Policy 4.14**

### **LATERAL ASSIGNMENTS OF FULL - TIME FACULTY MEMBERS**

**(Reference: Discretionary Education Code Section 70902; Title 5 Code Sections 5320053204; Policies in the 1982 Edition of the Policies Manual)**

A lateral assignment is a transfer from one division and/or department to another division and/or department within the college made in such a manner that faculty employees may render any service, which their qualifications (i.e. possession of minimum qualifications and/or local standards for hire, competency, etc.) may entitle them to render.

A lateral assignment applies to a full or partial transfer of an employee from one division and/or department to another division and/or department. The reassignment of educational administrator employees to other assignments does not fall under this policy.

Lateral assignments may be considered contingent upon:

- 1) Regular Load
- 2) Overload
- 3) Summer School

Lateral assignments shall be kept to a minimum. Should they become desirable or necessary, they shall be considered as soon as the need arises and accomplished with dispatch to ensure the smooth operation of the instructional program.

Lateral assignments shall be handled at the division/department level with the concurrence of the appropriate Vice President. All scheduling should be done to maximize the effectiveness of the instructional program.

Lateral assignments shall be based upon established procedures and criteria.

Implementation of this policy shall be in compliance with the relevant provisions of the Education Code and Board Policies dealing with qualifications for employment.

Committee To Evaluate Competency (Discretionary Education Code Sections 70902 and 87664; Title 5 Code Sections 53200-53204)

A. If a problem of assignment arises which cannot be resolved at the division/department level, a committee to evaluate competency shall then be established by the appropriate Vice President. Its recommendations shall be reported to the appropriate Vice President for any necessary action.

**Board Policy 4.15**

**ACADEMIC CALENDAR**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

It shall be the responsibility of the Executive Vice President, Academic Affairs to prepare an annual academic calendar.

## **Board Policy 4.16**

### **TEXTBOOK SELECTION**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

Textbook selection and evaluation are important responsibilities of the faculty of the College.

A textbook should be used for whatever length of time its content is current and useful. To insure against obsolescence, faculty members along with the appropriate department chair shall be responsible for the re-evaluation of all textbooks used more than three years.

All textbook adoption requests must be approved by the appropriate department chair and the Office of the Executive Vice President, Academic Affairs, then presented to the Board of Trustees for final adoption.

## **Board Policy 4.17**

### **COLLEGE HISTORIAN**

**(Approved by the Board of Trustees November 11, 1986)**

As Compton Community College has no official historian and it is the consensus of the Board that creation of such a role would be of great benefit to succeeding generations of students, staff, faculty, alumni and friends of the College, the President/Superintendent shall take appropriate steps to create such a position, with the following guidelines to be considered:

1. Selected to be a full-time faculty member,
2. Position, while largely ceremonial, nonetheless to include appropriate duties aimed at assuring the continuity of College history and memorabilia
3. Position to carry with it a stipend of \$1,000 per annum.
4. The Historian position will be filled at the discretion of and for the period deemed essential by the Board.

## **Board Policy 4.18**

### **FACULTY DISCIPLINARY POLICY**

**(Approved by the Board of Trustees March 9, 1999)**

Upon determination that a faculty member is guilty of unprofessional conduct, incompetence, immoral conduct, dishonesty, addiction to the use of a controlled substance, drunkenness while on duty, failure or refusal to perform the normal and reasonable duties of the position, fraud in securing the appointment, and/or conviction of a felony or misdemeanor involving moral turpitude, the District will administer penalties that are prescribed by California Codes, including suspension, dismissal, demotion, and/or a leave of absence. The extent of such penalties will be determined by the President/Superintendent.



## **Board Policy 5.1**

### **General Classification Rules – Review of Positions**

**(Reference: Rules and Regulations of the Classified Service 30.200.8; Acceptance of Classification Study – Approved by the Board of Trustees February 22, 1994)**

The Executive Director, Classified Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification and shall cause all positions to be reviewed at least once every two years. If the Executive Director finds that a position or positions should be reclassified, he/she shall advise the administration of his/her findings. If the administration verifies the duties of the position or if the duties are not revised to fit within the current classification, the Executive Director shall report his/her findings and recommendations to the Commission. He/she shall also report his/her findings in cases where his/her review indicates that no change in classification is necessary.

## Board Policy 5.2

### **Classified Service in the Compton Community College District Under the Merit (Civil Service) System (Reference: Article 3 commencing with Section 88060 of the Education Code; enacted by Stats. 1976, c. 1010, Section 2, operative April 30, 1977)**

Section	
88060.	Personnel commission and director
88061.	Power of governing board to employ, pay, and control services of noncertificated persons; limitation.
88063.	Establishment of personnel commission; increase of membership; expenses.
88063.5	Two districts governed by boards of identical personnel; individual and separate application of article to each district; expenses; rights of persons.
88064.	Qualifications for membership on personnel commission.
88065.	Appointment of members of personnel commission.
88066.	Announcement of recommended appointees; public meeting of governing board
88067.	Terms of office.
88068.	Vacancies.
88069.	Procedure in community college district adopting provisions on effective date of this section; subsequent appointments and vacancies.
88070.	Compensation of members of personnel commission.
88071.	Compensation of members of personnel commission in community college district.
88072.	Office accommodation of personnel commission.
88073.	Annual budget of personnel commission.
88074.	Repealed.
88075.	Expenditure of funds for staff training.
88076.	Establishment of classified service; definitions; positions excluded.
88077.	Temporary positions excluded from classified service.
88078.	Exemptions from classified service; community representatives in advisory or consulting capacities.
88079.	“Restricted” employee’s classification.
88079.1	CETA positions.
88080.	Power of personnel commission to prescribe, amend and interpret rules.
88081.	Subjects of rules.
88082.	Printing and distribution of rules.
88083.	Powers and duties of personnel commission regarding apprenticeships.
88084.	Appointment by commission of personnel director and other employees; supervision.
88085.	Contracting for personnel director.
88086.	Duties of personnel director; freedom from prejudgment or bias; restriction on advice or recommendation regarding certain disciplinary action appealed.

- 88086.5 Provisions applicable to noncertificated personnel apply as well to school district with merit system.
- 88087. Salary schedule for the classified service.
- 88088. Persons deemed in permanent classified service.
- 88089. Persons deemed under probationary classifications.
- 88090. Rights of employees serving in a classified position by virtue of change of law.
- 88091. Vacancies in classified service; promotional applicants; exemptions.
- 88092. Examinations; examination boards; membership; recordings.
- 88093. Retention and availability of examination records; review and protests.
- 88094. Repealed.
- 88095. Educational and work experience requirements for classified positions.
- 88096. Appointments from eligibility lists where another language or driver's license is required.
- 88097. Written notice re tests, vacancies, and transfer opportunities.
- 88098. Reassignment of regular employee because of illness or injury.
- 88099. Examination for business manager.
- 88100. Competition through promotional examination.
- 88101. Examination for certain positions.
- 88102. Area eligibility lists.
- 88103. Conditions for certification for employment from open competitive eligibility list before exhaustion of promotional eligibility list.
- 88104. Reclassification.
- 88104.5 Notice of proposed classifications or reclassifications.
- 88105. Limited-term employees.
- 88106. Provisional appointments.
- 88107. Provisional assignment; extension.
- 88108. Successive provisional appointments.
- 88109. Emergency appointments.
- 88110. Combinations of successive eligibility lists.
- 88111. Right to provide continuous examinations.
- 88112. Questions to be asked candidates; no discrimination in appointment.
- 88113. "Veteran."
- 88114. "Disabled veteran."
- 88115. Additional credits for veterans' entrance examinations.
- 88116. Right to take equivalent examination for position placed within classified service while employed in military service.
- 88117. Reemployment and promotional examination preference of persons lay off; voluntary demotions or reduction in time.
- 88118. Repealed.
- 88119. Duration of eligible lists.
- 88120. Probationary period for entry into permanent classified service.
- 88121. Demotion and removal from permanent classified service.
- 88122. Additional causes for suspension or dismissal of employees in classified service.

- 88123. Written charges for suspension, demotion, or dismissal; provisions for suspension pending determination of sex offense or narcotics offense.
- 88124. Appeal by employee from suspension, demotion or dismissal.
- 88125. Investigation and hearing on appeal.
- 88126. Reinstatement and employee compensation; determination of terms and conditions; notification.
- 88127. Order of layoff and reemployment; length of service.
- 88128. Reinstatement of permanent classified employees after resignation.
- 88129. Certification for payment; appointments in violation of article or rules.
- 88130. Powers of commission in conducting hearings, and inspecting records of governing board.
- 88131. Hearings or investigation by hearing officer.
- 88132. Counsel for the commission.
- 88133. to Repealed
- 88135.
- 88136. Violation of article a misdemeanor; other unlawful acts.
- 88137. Provisions for inclusion of district employees in merit system of city and county.
- 88138. Petition to terminate merit system.
- 88139. Procedure upon successful election to terminate merit system.

## **Board Policy 5.3**

### **SEPARATION AND CLARIFICATION OF PERSONNEL FUNCTIONS**

The Board of Trustees of Compton Community College and the Personnel Commission of Compton Community College have mutually agreed to delineate the separation of personnel functions at the college, specifying which functions will be the responsibility of the Office of Human Resources and which will remain the responsibility of the Office of Classified Personnel.

All matters pertaining to the certificated staff and management personnel shall be under the jurisdiction of the Human Resources Office, while matters pertaining to the classified staff (including confidential and supervisory classified staff) and certain positions exempt from the classified service, shall remain under the jurisdiction of the Classified Personnel Office.

## **Board Policy 5.4**

### **COMPENSATION FOR MEMBERS OF THE PERSONNEL COMMISSION (Approved by the Board of Trustees January 27, 1987)**

Members of the Personnel Commission of the Compton Community College District shall receive compensation for attending meetings. Such compensation to be set at the rate of \$75.00 per meeting with compensation not to exceed \$150.00 in any given month. Members of the Personnel Commission shall also be accorded District paid health and welfare benefits of \$6,500.00 per fiscal year.

Compensation for members of the Personnel Commission is governed by provisions of the Education Code and Title 5 Regulations. A member of the Personnel Commission may be paid for a meeting, when absent, if the Commission by resolution, duly adopts and records in its minutes, that the personnel commissioner at the time of the meeting, is performing services out of the meeting for the Personnel Commission of the Compton Community College District, or was ill.

## Board Policy 5.5

**SALARY SCHEDULES FOR EMPLOYEES EXEMPT FROM THE CLASSIFIED SERVICE (Reference: Students Exempt from Classified Salary Schedule – Approved by the Board of Trustees February 26, 2002; Approved by the Board of Trustees December 11, 2001; Approved by the Board of Trustees September 25, 2001; Federal Work Study Hourly Wage – Approved by the Board of Trustees March 13, 2001; Federal Work Study Student Hourly Wage -Approved by the Board of Trustees October 10, 2000; Adjustment to Minimum Salary for Student Workers – Approved by the Board of Trustees August 12, 1997; HSI Student Worker Salary – Approved by the Board of Trustees October 14, 1997; Salary Schedule: CWS, Peer Counselors, Tutors, and Program Assistants – Approved by the Board of Trustees June 30, 1992; Salary Schedule: Positions Exempt from Classified Service – July 21, 1992; Salary Schedule for Professional Experts – Approved by the Board of Trustees October 24, 1989; Salary Schedule for College Work Study Students – Approved by the Board of Trustees July 26, 1988)**

The Board authorizes the hiring of several categories of employees exempt from the classified Service and establishes for these categories specific salary schedules, as listed below:

1. Professional Expert(s)
2. Federal Work Study Students
3. Peer Counselors
4. Tutors
5. Program Assistant(s)
6. Board/Staff Assistant(s)
7. Registration Aide

### Salary Schedule for Professional Experts:

Range	1	2	3	4	5
1.	\$8.00	\$11.70	\$15.40	\$19.10	\$22.80
2	\$11.70	\$15.40	\$19.10	\$22.80	\$24.50
3	\$15.40	\$19.10	\$22.80	\$24.50	\$26.50

### Salary Schedule for Federal Work Study Students:

Student Tutors	\$6.75 per hour
Student Cafeteria Worker	\$6.75 per hour
Student Custodial Helper	\$6.75 per hour
Student Campus Security (Student Observer)	\$6.75 per hour
Student Gardener's Helper	\$6.75 per hour
Student Data Entry Clerk	\$6.75 per hour
Student Computer Technician	\$6.75 per hour
Student Secretary	\$6.75 per hour
Counselor Aide	\$6.75 per hour
Student Pool Observer	\$6.75 per hour
Pool Coordinator/Aide	\$6.75 per hour
Food Coordinator/Aide	\$6.75 per hour
Office Clerk	\$6.75 per hour
All other CWS categories	\$6.75 per hour

Salary Schedules for Activities Administrator/Office Assistant/Program Assistant/Interpreter/Teacher Associate

	Step 1
Activities Administrator	\$34.00
Office Assistant	\$8.031
Program Assistant	\$8.031
Interpreter	\$19.10
Teacher Associate	\$22.80

Salary Schedules for Americorps Certified Application Assistant

	Step 1
Certified Application Assistant	\$7.500

Salary Schedules for Peer Counselors: (Not to exceed 35 hours per week)

	Step 1	Step 2
No A.A. (less than 60 units)	\$6.75	\$7.25
A.A. Degree (60 units plus)	\$7.25	\$8.00
B.A. Degree	\$8.00	\$9.00
B.A. Degree plus enrollment in Master's Program	\$9.00	\$10.00

Salary Schedule for Tutors:

	Step 1	Step 2
No A.A. (less than 60 units)	\$6.75	\$7.25
A.A. Degree (60 units plus)	\$7.25	\$8.00
B.A. Degree	\$8.00	\$9.00
B.A. Degree plus enrollment in Master's Program	\$9.00	\$10.00

Salary for Board/Staff Assistant:

Hourly Schedule at Schedule P, \$16.00 per hour

Salary for Hispanic Serving Institutions:

Student Workers \$9.00 per hour



## **Board Policy 5.6**

### **CLASSIFIED STAFF OVER SEVENTY**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

Every classified employee who has attained the age of 70 shall have the right to continue in employment if the District certifies the employee's competence in the position.

1. A written request must be made by the employee to the Human Resources Office to continue in employment beyond age 70 at least six weeks (42 days) before the employee attains age 70.
2. Upon recommendation of the supervisor and at the discretion of the supervisor and/or the Human Resources Office, a medical examination may be required of the employee. Such medical examination is to be conducted by a District appointed physician at District expense.
3. Upon the recommendation of both the Office of Human Resources and the employee's supervisor and department head, the Superintendent or designee will give certification of the employee's competency to perform in the position. The employee must be re-certified at least once each year thereafter.
4. Any rejection of an employee who has applied to continue employment after age 70 may be appealed to the Personnel Commission. The decision of the Commission shall be final.
  - a. The Commission may employ outside medical experts to give a medical advisory opinion.
  - b. The Commission, based on submitted evidence of the employee's capabilities and/or on the advice of medical experts to the Commission, shall determine whether or not the denial of employment beyond age 70 shall be sustained.

## **Board Policy 5.7**

### **PRE-EMPLOYMENT PHYSICAL EXAMINATIONS (Reference: Policies in the 1982 Edition of the Policies Manual)**

A pre-employment medical examination will be required as a condition of employment in positions involving strenuous physical activities in accordance with Rule 80.400.1 of the Rules and Regulations of the Classified Service. Such a medical examination shall be conducted by a District appointed physician at District expense.

## **Board Policy 5.8**

### **CLASSIFIED EMPLOYEES HIRED ON AN HOURLY BASIS (Reference: Policies in the 1982 Edition of the Policies Manual)**

Classified employees shall be hired on an hourly basis under the following circumstances: regular employees work less than half-time, provisional and/or temporary appointments and limited term appointments have duration of 90 days or less.

**Board Policy 5.9**

**CONFIDENTIAL AND SUPERVISORY CLASSIFICATIONS  
(Reference: Approved by the Board of Trustees September 25, 2001)**

**CONFIDENTIAL**

<u>Classification</u>	<u>Range</u>
Administrative Assistant	F
Personnel Assistant	G
Human Resource Assistant	G
Administrative Assistant to President	H
Administrative Secretary	I
Liaison Administrative Assistant	I
Personnel Specialist	J
Secretary to President	K
Budget Technician	K
Executive Administrative Assistant to Deputy Supt.	L
Personnel Analyst	L
Senior Administrative Assistant to Vice President	L
Senior Administrative Assistant to President	M
Executive Administrative Assistant to President	O

**SUPERVISORY**

<u>Classification</u>	<u>Range</u>
Accountant	I
Enrollment Services Supervisor	I
Accounting Supervisor	L
Assessment Center Supervisor	L
Assistant Purchasing Agent	L
Coordinator of Communications	L
Coordinator of Computing & Information Technology	L
Print Shop Supervisor	L
Program Services Supervisor	L
Transfer Center Supervisor	L
User Support Coordinator	L
Utility Maintenance/Event Supervisor	L
Utility Maintenance Supervisor	L
Purchasing Agent	M

**Board Policy 5.10**

**CONFIDENTIAL AND SUPERVISORY SALARY SCHEDULE 2000 – 2001 - Projected  
(Reference: Approved by the Board of Trustees September 25, 2001)**

**Board Policy 5.10**

**CONFIDENTIAL AND SUPERVISORY SALARY SCHEDULE 2000 – 2001 – Projected –  
continued (Reference: Approved by the Board of Trustees September 25, 2001)**

## **Board Policy 6.1**

### **ADMISSIONS AND RECORDS - Admissions Procedures/General (Reference: Discretionary Education Code Section 70902; Policies in the 1982 Edition of the Policies Manual)**

Under the general direction of the Executive Vice President, Student Affairs, the Associate Dean of Admissions, Records and Matriculation is responsible for the supervision of the Admissions and Records Office.

#### Application and Admission Requirements

Each new student must file a college application with information that satisfies state registration requirements and initiates the educational planning process.

Any person 18 years of age, or older, is eligible to attend Compton Community College. If under 18, a student qualifies who has graduated from high school, passed the California High School Certificate of Proficiency Test, passed the GED, or has received approval from a high school counselor.

Transcripts or appropriate test scores are required for all first-time students. Students transferring from other institutions must have a transcript of previous work on file. Veterans will be certified for benefits only after all transcripts of previous work are on file and courses selected have been approved.

## Board Policy 6.2

### RESIDENCY STATUS

**(Reference: Mandatory Education Code Sections 68060-68083; Title 5 Code Sections 5400054072; Non-Resident Tuition Fee – Approved by the Board of Trustees January 14, 2003; January 22, 2002; March 13, 2001; February 9, 1999; January 13, 1998; Non-Resident Tuition --Approved by the Board of Trustees June 11, 1996; Non-Resident Tuition Approval of Position Register – Approved by the Board of Trustees January 17, 1995; Admission of International Students – Approved by the Board of Trustees November 6, 1984; Admission of International Students – Approved by the Board of Trustees December 16, 1982)**

Admission to Compton Community College is open to any high school graduate or equivalent or persons 18 years of age or older. Students entering any of the public community colleges of California are subject to the residence requirements as determined by the state of California. A student is eligible to attend Compton Community College whose legal residence is within the state of California. Residents of any other state or foreign country must pay non-resident tuition.

The legal residence of any unmarried student under 18 years of age is considered to be that of the parent or guardian. The student should be prepared to present proof of residence. Compton Community College does not discriminate against any person in college participation because of race, color, religion, sex, disability or age.

#### Non-High School Graduate

(Discretionary Education Code Section 76000)

A person 18 years of age or older who has not received a high school diploma may be admitted to the college for the purposes of general education, a specialized vocational program, or qualification to a state college.

Any individual 18 years of age or older who wishes to obtain a high school diploma by taking courses at Compton Community College should proceed as follows:

a. Obtain a statement of approval from the principal or counselor of the high school that is to issue the diploma. The statement should indicate:

1. The subjects and number of semester credits necessary for completion of the graduation requirements.
2. The Compton College courses which will satisfy the high school requirements.

b. Upon completion of the college courses, a transcript of the student's record should be requested to be sent to the high school.

College courses taken to meet high school graduation requirements cannot be counted as part of the 60 units of credit required for the Associate in Arts Degree at Compton College.



### Special Admission of High School Students (Veysey Program)

Compton Community College works cooperatively with high schools to allow high school juniors and seniors to take college courses for enrichment to supplement their high school education. The Veysey Program is a program that enables a student to get an early start on a college degree or occupational program before entering college full time.

The steps are:

1. Discuss interest in attending Compton College with high school counselor. Veysey forms are available at the high school and in the Admissions Office at Compton Community College.
2. Arrange to take the Compton Community College assessment tests, if required, for class selections.
3. Secure the approval of parents to enroll in college classes (signatures required on the Veysey form).
4. If additional information is needed, meet with a Compton Community College counselor.

At the time of registration, students who have not yet submitted an application should have their completed admissions application and signed Veysey permission form, including their selection of classes.

### Admission of Students Without High School Diploma

As an open enrollment, public institution that offers courses suitable for students of various academic abilities and backgrounds, Compton Community College assumes that any student who has been admitted to the college has the ability to benefit from the courses of instruction offered.

If a student has not graduated from high school and does not have a GED or has not passed the California High School Proficiency Test, but is 18 years of age or older, a determination of that student's ability to benefit can be made through the regular matriculation and counseling process of the college.

### Admission of Out of State Student

Students that are not residents of the state of California for more than one year and one day prior to the beginning of a semester/session may be admitted, but will be required to pay a tuition fee of \$149.00 per Semester Unit (FY 2003/04). The Board also has the option pursuant to E.C. 74161 (a) to assess an additional charge for Capital Outlay for foreign students in the amount of \$6.00 per Semester Unit. The Non-Resident Tuition fee may be changed at the discretion of the governing board

### Residency Status

All students are required to file an application and statement of residency.

### Residency Definition

A resident student is one who had legal residency in California for more than one year immediately preceding the beginning of the semester and demonstrates the intent to remain.

### Nonresident Student

A nonresident student is one who does not have legal residence in California for more than one year immediately preceding the beginning of the semester. Such students are required to pay a Nonresident Tuition Fee.

### Determination of Residency

Demonstration of intent is attained by filing California state income tax forms, registering to vote in state and local elections, obtaining a California driver's license, or paying utility bills.

1. Persons who are 18 years of age or older may establish residency in accordance with the above statement. Year of residency must begin after the 18<sup>th</sup> birthday.
2. Persons who are under 18 years of age may establish residency in accordance with the above "resident" definition and the following;
  - a. Married minors may establish their own residency
  - b. The residence of the supporting parent is the student's residence. In the event of death of both parents, the minor may determine his own residence.
  - c. The residence of an unmarried minor who has a parent living cannot be changed by his own act.(EC S68000)
3. A student who has a "permanent resident visa" may establish residency in accordance with the preceding "resident" definition. All other foreign students, except refugees, are considered nonresidents. The residency determination date is the day prior to the first day of instruction for each course.

### Admission of International Students

(Discretionary Education Code Sections 76140, 76000)

In accordance with United States federal law, Compton Community College is authorized to enroll non-immigrant students. Admission is based upon the requirements listed below and the approval of the Executive Vice President of Student Affairs

1. Complete official academic transcripts of all high school and previous college work must be filed. Transcripts not in English must be translated and must be signed by the appropriate official
2. Proof of proficiency in the English language is required, if English is not the student's naïve language. (TOEFL examination with a minimum score of 450 or certification of completion of English Language School)
3. Evidence of financial resources to defray cost during the period of enrollment. Expenses are listed in the current college catalog.

4. All documents including application for admission must be submitted.
5. Students must enroll, maintain continuous attendance, satisfactorily complete at least 12 units each semester, and graduate within five semesters. In exceptional circumstances, a student may petition for additional time in which to complete a program of study.
6. Once accepted, an international student is expected to maintain acceptable standards of personal conduct.

## **Board Policy 6.3**

### **ACADEMIC RECORDS AND PROCEDURES (Reference: Policies in the 1982 Edition of the Policies Manual)**

Each student enrolled shall have a permanent record containing his/her academic history. Grades will be updated each semester with a current cumulative GPA, with units attempted and units earned.

#### Confidentiality of Records

(Mandatory Education Code Section 76243)

Compton College shall maintain student records in a manner to insure the privacy of all such records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Title 5 (California Administrative Regulations), Section 54614.

#### Directory Information

(Mandatory Education Code Section 76240)

Compton College will not release, except to persons and agencies authorized by law, personally identifiable data about students without their prior written consent. An exception to this is that at its discretion, the college may provide general directory information in response to legitimate inquiries, to include name, date, or place of birth, major field of study, class level, dates of attendance, degrees and awards received, previous educational institutions attended, participation in officially recognized activities and sports, and weights and heights of members of athletic teams. Currently, enrolled students may withhold directory information each term by notifying the Executive Vice President, Student Affairs in writing within two weeks after the first day of instruction for each term. Title 5 (California Administrative Regulations), Section 54626.

#### Consent for Release of Records

Compton College may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or parties to whom the records may be released. Such consent must be signed and dated by the student. The recipient must be notified that the transmission of the information to others is prohibited. Title 5 (California Administrative Regulations), Section 54616.

#### Attendance and Withdrawal

(Discretionary Education Code Section 70902; Title 5 Code Section 55758)

Once students are enrolled, it is their responsibility to attend class and complete the course requirements. If it becomes necessary to withdraw, such students should petition for withdrawal by presenting a signed petition for withdrawal to the Admissions and Records Office. It is the responsibility of the instructor to withdraw a student who is no longer participating in a course.

Withdrawal from a class or classes shall be authorized through the last day of the 14<sup>th</sup> week of the semester (or 75% of a term, whichever is less). The academic record of a student who remains in a class beyond the date allowed for withdrawal must reflect a symbol as authorized in Title 5, Section 55757, other than a "W."

A student who has a withdrawal "W" in the same course two or more times, loses the privilege of priority registration for that course.

#### Withdrawal from Class-Extenuating Circumstances

(Mandatory-Education Code Section 70902; Title 5 Code Section 55758)

The Board of Trustees authorizes withdrawal from class(es) in extenuating circumstances after the last day of the 14<sup>th</sup> week (or 75% of the term, whichever is less).

#### Repeating a Course

(Mandatory Title 5 Code Sections 55761-55763)

A student may repeat the same course only once for purposes of improving a substandard grade ("D", "T", or "NC"). Only the highest grade and grade points will be counted in computing the student's GPA. For any course repetition in what is otherwise a non-repeatable course, credit and grade points will be counted only once. Students may petition the Academic Records and Standards Committee for exceptions to this policy.

#### Grade Changes

(Mandatory Title 5 Code Section 55760)

The determination of the student's grade by the Instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. The correction of a grade given shall only be allowed for a request initiated within one year following the end of the term in which it was assigned. Exceptions to the one-year limit on grade changes may be requested by petition of the student in extenuating circumstances. Extenuating circumstances are verified cases of accident, illnesses, or other circumstances beyond the control of the student. (Title 5, Section 55760).

### Standard of Scholarship

(Mandatory Title 5 Code Sections 55754, 55756)

The college will develop regulations that are consistent with Chapter 36, of Title 5 (California Administrative Regulations).

- a. Academic Probation-Students who have attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the students have earned a grade point average below 2.0 in all units, undertaken at Compton College.
- b. Progress Probation-Students who have enrolled in a total of at least 12 semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units at Compton College in which the students have enrolled and for which entries of "W" and "I" and "NC" are recorded reaches or exceeds 50%.

Probation is entered on the student's permanent record. Students placed on academic or progress probation will be notified by mail to the address listed on the official college record.

- c. Academic Dismissal-Students are subject to academic dismissal when their GPA is less than 2.00 in 12 units or more for two consecutive semesters on academic probation. Students subject to academic dismissal shall be placed on continued probation when their latest semester's GPA is 2.00 or better.
- d. Progress Dismissal-Students who have been placed on progress probation shall be subject to dismissal if the percentage of units in which the students have been enrolled and for which entries of "W", "I", or "W" are recorded in at least two (2) consecutive semesters reaches or exceeds 50%. Students subject to progress dismissal shall be placed on continued probation when for their latest semester no "W", "I", or "NC" entries are recorded.

Students are notified they have been placed on probation shortly after the beginning of the Spring Semester. Dismissal notices are issued before the start of the Fall Semester. Dismissed students may attend Summer Session to improve academic deficiencies for readmission.

Students dismissed for scholarship reasons (academic or progress) may petition to the Academic Records and Standards Committee. Petitions will be made available in the Admissions and Records Office.

### Grade Reports

(Discretionary Education Code Section 70902)

Grade reports are not mailed to each student but may be picked up in the Admissions Office. A copy of the grade report is sent to the last high school of attendance when requested by the high school.

## **Board Policy 6.4**

### **DELINQUENT GRADE AND ATTENDANCE ACCOUNTING REPORTS**

**(Discretionary Education Code Section 70902; Approved by the Board of Trustees on November 10, 1998)**

Delinquent grade reports, rosters, and attendance reports are detrimental to the college and its revenue generation and public image; as well as harmful to students as they attempt to progress through the curriculum. Therefore, it is essential that those items be submitted in a timely manner. The deadline dates are published in advance of each semester by the Student Affairs Office and are distributed widely among faculty and administrative offices.

The procedures for addressing this situation when faculty is not in compliance with the required submission procedures are as follows;

1. Student Affairs will compile a list of delinquent reports and forward the list to the Executive Vice President, Academic Affairs (Chief Instructional Officer) with a copy to Division Chairs within two business days after the deadline.
2. The Division Chair will contact the responsible faculty member within two business days to secure compliance with the request.
3. Continuing delinquency will result in transmittal of the notice to the Ombudsperson who will then contact the faculty member within one business day.
4. The Academic Senate will assign a mentor to faculty who are repeat offenders.
5. The Chief Instructional Officer will utilize available authority to obtain results if the faculty member fails to respond after the above steps are taken.
6. The potential punitive steps may include –  
Unsatisfactory evaluation  
Suspension of overload or hourly assignments  
Termination of right to hourly or overload assignments  
The President/Superintendent may withhold the salary warrant until the appropriate documents are submitted by the faculty member.

## Board Policy 6.5

### MATRICULATION

**(Reference: Education Code Sections 78210-78218; Title 5 Code Sections 55500-26, 51024; Matriculation Addendum – Approved by the Board of Trustees October 13, 1998; Matriculation Policy – Approved by the Board of trustees July 23, 1996)**

The Matriculation Policy for the College is, “The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of this Division.”

#### A. DEFINITION:

Compton Community College defines matriculation as a process whereby students are provided with the opportunity to realize their educational objectives through admission, orientation, assessment, counseling and advisement, program and course planning, and follow-up services.

Students have the responsibility of expressing a specific educational goal during the term after which the student ' completes twelve semester units. They are also responsible for participating in counseling, attending classes, completing assignments, and maintaining progress toward educational goals. Failure to develop an educational plan or to abide by the terms of it may result in the suspension or termination of services to the student, as authorized under Title V, Section 55520 of the Matriculation Regulations.

#### B. EXEMPTIONS FROM THE MATRICULATION PROCESS

The following are exemptions, which have been identified by the Matriculation Committee of Compton Community College:

1. Graduation from an accredited US college or university with an AA degree or higher,
2. The student plans to enroll in one job-related class.
3. The student plans to enroll in one performance-based class.
4. The student has matriculated at another college and plans to take only one class.
5. The student is a high school "bridge" student not intending to enroll in writing or reading class.



## C. STUDENT WAIVERS FROM PROGRAM COMPONENTS,

Students may seek a waiver from several components of the Matriculation program, including assessment, orientation, and pre-requisites

### 1. Exemption from Assessment, Section 55532:

An exemption from the assessment component of the program may be sought for the following reasons:

1. A student meets any of the above five criteria.

## Appeal of Placement

### Step 1

A student may appeal a placement decision by making an appointment with the Division Chair of Counseling. The Division Chair will see the student within three working days of the appeal request. If the Division Chair is unavailable within that time, the student may take the appeal directly to the Executive Vice President, Student Affairs.

During the first step of an appeal, a student may present documents and information in writing or orally (when verification is possible). This may be the same information presented to the counselor or instructor, or may include new and additional material, which supports the appeal.

The Division Chair will conduct a comprehensive assessment of the student's background, demonstrated skills, and related factors presented, such as transcripts from high school and/or other colleges, age, work schedule, and other variables useful in determining student abilities. The Chair shall use this assessment, along with the interview, to make a judgment regarding the student's placement in the subject under appeal.

If the student is not satisfied with the decision of the Division Chair, he/she may appeal under Step 2.

### Step 2

Students wishing to appeal the decision of the Division Chair may do so by meeting with the Executive Vice President, Student Affairs. This meeting will be scheduled within three (3) working days. Students will file a general petition and will present information to the Vice President. The decision of the Executive Vice President, Student Affairs is final.

#### D. COMPLAINT OF UNLAWFUL DISCRIMINATION

If a student feels that assessment, orientation, counseling, prerequisites, or any other matriculation procedure is being applied in a discriminatory manner, he/she may file a complaint of unlawful discrimination with the Matriculation Coordinator. The Executive Vice President, Student Affairs will convene a committee consisting of the Executive Dean, Human Resources/Risk Management and one member of the Matriculation Committee to review the petition. The panel will meet and provide a written notification to the student within seven (7) working days. Students wishing to appeal the committee decision may do so by meeting with the President/Superintendent.

1. Information about the Matriculation process shall be printed in the catalog and Student Handbook.
  - a. A student submits recent scores based on -assessment instruments approved by the Chancellor's Office.
  - b. A student has completed college course work in "English" composition and mathematics with a grade of "C" or better

#### 2. Exemption from Orientation, Section 55532:

An exemption from the orientation component of the Matriculation program may be sought for the following reasons:

- a. A student meets one of the above-mentioned five criteria.
- b. A student is in a "bridge" program planning to enroll for writing or reading class.

#### 3. Waiver of Prerequisite or Co-Requisite:

Under Title V, Matriculation Regulations, students are entitled to enroll in any course for which they can meet necessary and valid prerequisites. A prerequisite is a course that must be completed before a more difficult course can be attempted. Course prerequisites are identified in the catalog. A corequisite is a course that a student is recommended to take concurrently with a given course.

An exemption from a prerequisite to a course may be sought for the following reasons (Sections 58106 and 55534):

- a. The skills prerequisite is not offered in a given semester
- b. It can be determined that a skills prerequisite is not valid because it is not necessary for success in the course for which it is required, or because the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.

A petition to waive a prerequisite for a course not offered may be filed with the Division Chair of the division responsible for the course. A petition to waive a prerequisite because it is not valid or because the student has prior knowledge or ability may be filed with the Division Chair of the division responsible for the course. A student wishing to appeal the decision of a Division Chair may do so by meeting with the Executive Vice President, Academic Affairs.

## Board Policy 6.6

### **POLICY ON OPEN COURSES, PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATION AND LIMITATIONS ON ENROLLMENT (Reference: Title 5, California Code of Regulations, Sections, 55002, 55200, 55201, 55202, 55530, 55534, and 58106; Education Code Section 70901; Authority: Education Code Sections 66700 and 70901; Approved by the Board of Trustees May 13, 1997)**

It is the policy of the Compton Community College district that, unless specifically exempted by statute, every course, course section, or class, the attendance of which is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course prerequisites.

The District recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the District has sought to establish a policy that fosters the appropriate balance between these two concerns. The District recognizes that, if prerequisites, corequisites, recommended preparation statements, and limitations on enrollment are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the District adopts this policy which calls for caution and careful scrutiny in establishing them. The policy, associated regulations, and procedures are based upon the model policy recommended by the Board of Governors.

#### **ADMINISTRATIVE REGULATIONS ON OPEN COURSES**

##### Responsibilities

The Executive Vice President, Academic Affairs will be responsible for administering matriculation regulations with respect to the formulation and scrutiny of courses and their prerequisites and corequisites, the publication of limitations on enrollment, and recommendations on preparation for enrollment in courses.

The Executive Vice President, Student Affairs will be responsible for administering these regulations with respect to the validation of skills and proficiencies as prerequisites, corequisites, statements of recommended preparation, and limitations on enrollment when measured by an assessment instrument or process and enforcement of prerequisites, corequisites and statements of recommended preparation provisions associated with course registrations.

The Committee on Curriculum and instruction, properly constituted as agreed upon by the Academic Senate and Administration, shall recommend the establishment of prerequisites, corequisites, statements of recommended preparation, and limitations on enrollment and undertake the periodic review of those provisions.

#### Definitions

- A. “Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- B. “Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- C. “Advisory on recommended preparation” means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.
- D. “Satisfactory grade” means that, for the course in question, the student’s academic record has been annotated with the symbol A, B, C, or “CR” as those symbols are defined in section 55758 of the California Code of Regulations.
- E. “Necessary and appropriate” means that a strong rational basis exists for concluding that a prerequisite or corequisite is reasonably needed to achieve the purpose that it purports to serve. This standard does not require absolute necessity.
- F. “Content review” means a rigorous, systematic process by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through concurrent enrollment in a corequisite course.

#### Agreement to Teaching The Course As Described

- A. The District will provide instructors with a copy of the course outline of record for all courses to which they are assigned.
- B. Instructors will, as a condition of accepting a teaching assignment, agree to offer instruction in accordance with the course outline of record.

#### Limitations

- A. Course prerequisites shall not limit enrollment registration in the course unless that limitation is specifically authorized by law. Exceptions are state certified and special programs.

Registration opportunities for all courses will be in accordance with Board approved enrollment priorities and are provided to students who meet the prerequisite and corequisite provisions established through the curriculum review and recommendation process.

- B. Where demonstrated ability or technical performance to a level of proficiency is used to constitute a limitation on enrollment for performance, honors and blocks of courses or sections, equitable procedures must be applied to all students and hours of experience may not be the sole criteria. Such limitations must be recommended through the curriculum review process, periodically reviewed and must also meet these additional contents:
1. Performance course may use an audition or try-out procedure when public performance or intercollegiate competition is involved provided that:
    - a. For any certificate or degree requirement, which can be met by taking this course, there is another course, which satisfies the same requirement.
    - b. The course outline or record includes a list of each certificate and degree requirement that the course meets and the other course(s), which meet the same requirement.
    - c. The periodic review process shall assess if the audition or try-out process had a disproportionate impact on any historically underrepresented group, and if so a plan must be adopted to remedy the disproportionate impact and the limitation may not be printed in any subsequent college catalog or schedule nor enforced in any subsequent term until such plan has been implemented.
  2. Honors courses or sections may limit enrollment provided that:
    - a. There is another section or course at the college, which satisfies the same requirements.
    - b. The course outline of record includes a list of each certificate and degree requirement that the course meets and the other course(s), which meet the same requirement.
  3. Blocks of courses or sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation may be established provided that:
    - a. For any certificate or degree requirement, which can be met by taking the courses, there is another course or another section, which satisfies the same requirement.
    - b. The course outline of record includes a list of each certificate and degree requirement that the course meets and the other course(s), which meet the same requirement if the cohort is created through limiting enrollment in courses rather than sections of courses.

## Guidelines for Prerequisites and Corequisites

- A. Academic prerequisites for a course must be clearly related to the course content and academic foundation of the course and imposed as an appropriate and rational measure of a student's readiness to enter the course or program.
- B. The prerequisite, corequisite, recommendation for preparation or limitation or enrollment must meet the content review and scrutiny standards specified below and any courses involved meet the academic standards for curriculum specified in the California Code of Regulations.
- C. Faculty teaching or sponsoring the course must conclude, and share the content review and other evidence upon which the conclusion is based with the Curriculum Committee, that a student is highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course.
- D. Faculty teaching or sponsoring the course must determine, and share the content review and other evidence upon which the conclusion is based with the Curriculum Committee, that a student is highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course.
- E. Evidence considered to complete a content review shall include the actual syllabus, tests, texts, representative assignments, grading criteria, entrance skills and knowledge of the subject course and exit skills of the prerequisite course.
- F. The Curriculum Committee must also review the course and prerequisite content review materials and ensure the appropriate type of scrutiny is employed.
- G. Prerequisites for work experience and apprenticeship courses shall be as stated in the California Code of Regulations.
- H. Concurrent enrollment may not be required unless the objectives of the course are clearly complementary and the interrelation of the units of instruction is evident.
- I. Basic skills prerequisites, the satisfaction of which is established through relevant assessment instruments, methods or procedures, must rely upon instruments selected in accordance with the provisions of the California Code of Regulations.

## Guidelines for Content Review

- A. A content review is required for all prerequisites, corequisites and advisories on recommended preparation.

The purpose of the content review is to explicate the underlying logic of the prerequisite, corequisite or advisory on recommended preparation requirement.

- B. The content review is to be completed by faculty in the department sponsoring the course and reviewed by the Curriculum committee as an action separate from the approval of the course for which the prerequisite, corequisite or advisory on recommended preparation is proposed.
  - 1. The content review effort must consider the course objectives, syllabus, texts and related instructional materials, evaluation instruments and grading criteria of the course.
  - 2. The nature of the content review will vary depending upon the type of prerequisite or co requisite being established as follows:
    - a. Standard pre- or corequisites require a comparison of the catalog descriptions and pre- or corequisite provisions to ensure they are equivalent to the Compton Community College curriculum.
    - b. Sequential courses within and across disciplines require the sponsoring department to list and compare the specific skills and/or knowledge a student must possess to be highly likely to receive a satisfactory grade in the course for which a prerequisite or corequisite is desired.
    - c. Courses in communication or computational skills (or eligibility for enrollment in such courses) which are requested as a prerequisite or corequisite for curriculum outside communications or computation requires the sponsoring department to list and compare the specific skills a student must possess in order to be highly likely to receive a satisfactory grade in the course for which a prerequisite or corequisite is desired.
    - d. A content review is not required for this type of pre- or corequisite.
    - e. Health and safety prerequisites require the sponsoring department to describe the health and safety hazard inherent in the instructional activities and/or the equipment used in the course.
    - f. Recency and other measures of readiness prerequisites require the sponsoring department to describe the ways in which recency or other measures of readiness are demonstrated.

## Guidelines for Scrutiny

- A. In addition to a content review, prerequisites and corequisites must be subjected to the appropriate type of scrutiny.
  1. Departments are encouraged to pursue the least burdensome but appropriate type of scrutiny as detailed below:
    - a. Scrutiny type A, for standard prerequisites or corequisites, requires the sponsoring faculty to duplicate the relevant portions from the catalogs of at least three campuses of the UC or CSU (or any combination of each) which reflect that the senior institutions and Compton Community College offer the equivalent course with the equivalent prerequisite(s) or corequisite(s).
    - b. Scrutiny type B, for sequential courses within and across disciplines, requires the sponsoring department to incorporate the content review into the outline of record.
    - c. Scrutiny type C, for courses in communication or computational skills (or eligibility for enrollment in such courses) which are requested as a prerequisite or corequisite for curriculum outside communications or computation requires the sponsoring department to incorporate the content review into the outline or record and complete a data collection and analysis effort, as discussed below, in cooperation with the Office of Institutional Research (or a consultant), within two years of establishing the prerequisite or corequisite.
    - d. Scrutiny for type D, assessment processes and cut scores, as a prerequisite or corequisite requires the sponsoring department to complete a data collection and analysis effort, as discussed below and in state policy statements/regulations governing evaluation of assessment instruments, in cooperation with the Matriculation Office.
    - e. Scrutiny for type E, a program prerequisite, requires the sponsoring department to complete the appropriate procedures for a course prerequisite as the proposed program prerequisite must be related to at least one course required as part of the program.
    - f. Scrutiny for type F, health and safety prerequisite, requires the sponsoring department to explain how the prerequisite provisions reflect what is necessary to protect the health or safety of all course participants.



- g. Scrutiny for type G, recency and other measures of readiness as prerequisites, requires the sponsoring department to complete a data collection and analysis effort, as discussed below, in cooperation with the Office of Institutional Research (or a consultant) within two years of establishing the prerequisite.

#### Guidelines for Data Collection and Analysis

- A. When required by the level of scrutiny the sponsoring department and Office of Institutional Research (or a consultant) will follow data gathering and research practices in at least one of the following areas;
  - 1. The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or corequisite is necessary.
  - 2. Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or corequisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in class, or other indicators that the student was or was not ready to take the course.
  - 3. Comparison of students' performance at any point in the course with completion of the proposed prerequisite or corequisite.
  - 4. Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question.
- B. The standard for any comparison done shall be that students are highly unlikely to receive a satisfactory grade, unless they have met the proposed prerequisite.
  - 1. The research design, operational definitions and numerical standards shall be developed by research personnel, discipline faculty, and members of the Curriculum Committee.
  - 2. During the research period students who are informed that they do not meet the prerequisite may enroll up to 20% of the seats available in the course sections(s).

## Publication

- A. The catalog and schedule of classes shall contain the definitions of prerequisites, corequisites, recommended preparation statements and limitations on enrollment as well as the differences among them and the students' rights and responsibilities under each category.
- B. The provisions of all prerequisites, corequisites, recommended preparation statements and limitations on enrollment which have been established to date will be printed in the catalog and schedule of classes.
- C. The student handbook, catalog and schedule of classes shall contain the procedures and deadlines for a student to challenge prerequisites, corequisites, recommended preparation statements and limitations on enrollment.
- D. The catalog and schedule shall be widely disseminated before registration commences.

## Periodic Review

- A. As a professional obligation and principle of good practice at least every six years the departmental faculty and Committee on curriculum and Instruction will review each prerequisite, corequisite, statement of recommended preparation and limitation on enrollment to ensure its compliance with other provisions of public policy and law.
- B. The periodic review may be accomplished either as part of a larger review conducted about the program (s) in which the course is required or recommended or as a singular review effort for the course in question.

## Challenge

- A. A challenge by a student initiated on the proper Admissions and Records form must be answered within five days if initiated at least two weeks before the beginning of the semester. Challenges after the first day of instruction are prohibited except in extraordinary circumstances. Challenges after the first week of instruction are prohibited in any case. Responsibility for preparing a response rests with any two of the following individuals:
  - 1. Any instructor teaching in the discipline, but not the instructor assigned to teach the section in which the student wishes to enroll.
  - 2. Department head
  - 3. Instructional dean
  - 4. Executive Vice President for Instruction.

Until the challenge is resolved, the student will have a seat reserved in the class.

- B. The student may challenge on one or more of the following grounds:
1. The prerequisite is not valid because it is not necessary for success in the course for which it is required.
  2. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
  3. The prerequisite is discriminatory or is being applied in a discriminatory manner.
  4. The required course is not available Registration has been denied to a course for which a limit on enrollment has been established, but the denial will delay the student in achieving a degree or certificate by one or more semesters.
  5. Registration has been denied to a course for which a health or safety prerequisite has been established and the student can demonstrate he/she does not pose a threat.

## **Board Policy 6.7**

### **STANDARDS OF STUDENT CONDUCT**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

A student enrolling in Compton Community College assumes an obligation of conduct compatible with the functions of the College as an educational institution. The following are some of the categories of misconduct for which students are subject to disciplinary action:

1. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnishing false information to the College;
2. Forgery, including, but not limited to, alteration, or misuse of College documents, records or identification;
3. Obstruction or disruption of teaching, administration, or other College activities, including public service functions or other authorized College activities on College premises both on and off-campus;
4. Physical abuse of any person on College-owned or controlled property, or at College-sponsored or supervised functions, or conduct, which threatens or endangers the health or safety of any such person;
5. Theft or damage to property of the College or a member of the College campus, such visitors, students, or employees;
6. Unauthorized entry to or use of College facilities;
7. Violation of College policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of College facilities, or the time, place, and manner of public expression;
8. Use, possession, or distribution of alcoholic beverages or illegal substances/drugs (e.g., marijuana, heroin, cocaine, LSD) as defined by law;
9. Failure to comply with the directions of College officials acting in performance of their duties;
10. Disorderly conduct or lewd, indecent, or obscene conduct, expression, or language on College-owned or controlled property, or at College-sponsored or supervised functions;
11. Use of slander or libel; and
12. Conduct, which adversely affects the student's suitability as a member of the academic community.

These standards shall be set forth in the catalog and the Student Handbook.

## Board Policy 6.8

### DISCIPLINARY REVIEW BOARD

(Reference: Policies in the 1982 Edition of the Policies Manual)

It is the policy of the Board of Trustees that students shall be afforded due process when disciplinary action is to be taken against them. The process and procedures relative to this policy are as follows:

#### A. TYPES OF DISCIPLINARY ACTION:

When a student's conduct in a specific instance does not meet the standards expected at the College, the student may be subject to the following actions:

1. A REPRIMAND is a warning that continued conduct of the type described in the reprimand may result in formal action against the student. Records of reprimands are destroyed two years after the last entry has been made concerning any disciplinary action against an individual student, and such records are not considered a part of the student's record at the college. Official reprimands can be given by the President/Superintendent, the Executive Vice President, Academic Affairs, the Executive Vice President, Student Affairs, or the Executive Dean, Student Affairs.
2. DISCIPLINARY PROBATION may include one or both of the following: removal from all college organizational offices or denial of privileges or participation in all college or student sponsored activities, including public performances. Disciplinary probation may be imposed for a period not to exceed one year; however, further misconduct during probation may be cause for suspension or other disciplinary action.
3. SUSPENSION forbids a student from occupying any portion of the campus and denies the student of all college privileges, including class attendance. It becomes effective immediately upon receipt of a suspension notice from the President/Superintendent, the Executive Vice President, Academic Affairs, the Executive Vice President, Student Affairs, or the Executive Dean, Student Affairs, and remains in effect for the duration of the suspension. There are two classes of suspension. Summary suspension protects the college from the immediate possibility of disorder or threat to the safety of students. Disciplinary suspension serves as a penalty against the student as a result of the failure of the student's conduct to meet standards expected at the college. A summary suspension may also be necessary in order to require the student to report and make a statement on the disciplinary action involved.  
  
Any portion of the suspension restrictions may be waived by the administrator who gave the suspension, at the administrator's discretion.
4. EXPULSION is the permanent denial of all campus privileges, including class attendance. Expulsion can be imposed only by the Board of Trustees, at the recommendation of the President/Superintendent.

## B. DISCIPLINARY REVIEW BOARD

Following the receipt of official charges against a student and notification of disciplinary action to be taken by the College for a suspension of ten days or more, the student has 48 hours (two school days) in which to file a written notice of intent to the Disciplinary Review Board after completion of three days of suspension.

Members of the Disciplinary Review Board shall include the Executive Vice President, Academic Affairs, who serves as Chair with voting privileges; the Executive Dean, Student Affairs, the Vice President of Academic Affairs/Evening Division/Weekend Programs, Special Projects, the Vice President of the Academic Senate, and two (2) students chosen by the Student Council.

The student representatives shall be chosen annually, with names provided by the Executive Vice President, Student Affairs by October 1st of each year.

When any member of the Disciplinary Review Board is involved in the proceedings of a particular case, one of the following will be substituted:

- 1) The Director of Financial Aid for an administrative representative;
- 2) A member appointed by the Academic Senate as a substitute for the faculty representative; and
- 3) A member of the Student Council to replace student members who may be directly involved.

Any member of the administration, faculty, or student body may request that the Disciplinary Review Board be summoned to review a disciplinary case on campus. The Disciplinary Review Board provides an opportunity for an appeal on the part of the student involved in any disciplinary action. When suspension or expulsion is deemed necessary, a hearing is held before the action is enforced, unless the right to such a hearing is waived by the student involved. The Disciplinary Review Board will not act on probation and dismissal caused by academic failure.

## C. DISCIPLINARY REVIEW BOARD HEARING

The procedure for the hearing shall be as follows:

- 1) A statement shall be made by the Chair as to the purpose of the meeting, and the disciplinary problem under consideration.
- 2) The Executive Vice President, Student Affairs, or a person representing the college, shall clarify the sequence of events leading up to the hearing.
- 3) The Chair shall call for a statement in the form of a narration from each of the witnesses. The Review Board shall have the option of asking questions of each witness in order to obtain further information and clarification.
- 4) The Chair shall call on the Executive Vice President, Student Affairs, or a district representative, to make a statement relative to the disciplinary action involved. The maximum length of this presentation shall be ten minutes.
- 5) The Chair shall call upon the student to make any statement he/she wishes in defense. The maximum length of this presentation shall be ten minutes.

- 6) The Executive Vice President, Student Affairs, or district representative, will have three minutes in which to respond.
- 7) The Chair shall convene the Review Board at the convenience of its members within a forty eight (48) hour period.
- 8) The members of the Review Board shall vote on their recommendation.

In the event of a tie vote, no recommendation will be made to the administration, and the previous judgment concerning the disciplinary action shall stand.

#### D. APPEAL FROM DISCIPLINARY REVIEW BOARD

The disciplinary action previously prescribed shall be sustained unless a majority of the Review Board, by formal vote, determines that the action should be overturned or modified. The decision of the Board shall be provided to the student and to the President/Superintendent in writing. The President/Superintendent may accept, reject, or modify the decision and may set the time at which the penalty becomes effective.

Within twenty-four (24) hours (or one school day) after receiving the decision of the Review Board, the student may appeal to the President/Superintendent in writing. If no appeal is received within twenty-four hours, the disciplinary action shall proceed. The disciplinary action shall be placed in operation by the Executive Vice President, Student Affairs at the time that the President/Superintendent has indicated.

If a disciplinary suspension is to last more than ten (10) days, the matter shall be presented to the College Board of Trustees at its next meeting, for the purpose of ratification.

This policy shall be set forth in the catalog and Student Handbook.

## **Board Policy 6.9**

### **STUDENT EQUITY**

**(Approved by the Board of Trustees November 30, 1993)**

It shall be the policy of the district to develop and implement a Student Equity Plan designed to more effectively deliver instructional and support services to traditionally underrepresented students, in conformance with the directive of the Board of Governors of the California Community Colleges as set forth in Title V, Subchapter 4 Section 54220. Additional authority is granted under Section 70901 of the Education Code.

This policy shall have as its objective the development of procedures to enhance the access, retention, completion rate, and transfer rate of underrepresented groups.

As formulated in the "Student Equity Plan" document, the district shall implement activities and procedures that will adequately provide for

- 1) campus-based research or needs assessment,
- 2) goal identification,
- 3) implementation activities,
- 4) resource support, and
- 5) evaluation.

This document shall be reviewed and updated annually, and a copy of the plan shall be on file, for review, in the office of the Executive Vice President, Student Affairs.



## **Board Policy 6.10**

### **STUDENT CHARGES AND REFUNDS**

**(Reference: Non-Resident Tuition Fee – Approved by the Board of Trustees January 14, 2003; Approved by the Board of Trustees January 22, 2002; Approved by the Board of Trustees March 13, 2001; Approved by the Board of Trustees February 9, 1999; Approved by the Board of Trustees January 13, 1998; Approved by the Board of Trustees June 11, 1996; Student Fee Adjustment – Approved by the Board of Trustees February 12, 2002; Approved by the Board of Trustees August 14, 2001; Approved by the Board of Trustees April 23, 1991; Student Fees for Part-Time Students – Approved by the Board of Trustees July 11, 1989; Policies in the 1982 Edition of the Policies Manual)**

It is the policy of the Compton Community College District to provide for fair and equitable student charges, fees, and non-resident tuition, and fair and equitable refund of such charges when appropriate. It is also the policy of the Compton Community College District to state clearly the schedule of student charges and refunds in the College catalog and other College documents, and to provide for yearly review and any indicated modification of the schedule of charges and refunds.

Nonresident students are those who have not maintained a legal residence in California for at least one year preceding the residence determination date established by the state. Normally, a minor student's parents must have lived in California for one year. Adult students must have had a legal residence in California for one year, or they must have had a legal residence in California for one year after their eighteenth birthday.

- A. Fees, as approved by the Board of Trustees, shall be charged to students and may include the following:
  - 1. California resident's tuition (Enrollment fee)
  - 2. Nonresident and international student tuition.
  - 3. Instructional materials fees.
  - 4. Health fees
  - 5. Parking fees
  - 6. General (student activities) fees
- B. Fees for any or all of the above shall be determined prior to the beginning of the semester for which they become effective.
- C. Fees may be charged for instructional materials used in certain courses or programs.

- D. Classes for which instructional materials or course fees shall be charged will be designated in the class schedule.
- E. Nonresident tuition shall be charged to students from out of state, including foreign countries.
- F. The nonresident tuition rate shall be reviewed and established each year and shall be payable in full at the time of registration.
- G. All requests for refunds of any charges, either for reduction in program or for withdrawal from classes, must be submitted in writing on the appropriate form to the Bursar's Office.
- H. Eligibility for a refund and the amount to be refunded will be determined on the basis of the actual date on which the refund application is received by the Bursar's Office.
- I. Students shall be advised to apply for a refund on the same date they officially withdraw from a class or classes.
- J. The amount of the nonresident tuition refund shall reflect the number of units for which the student was charged tuition.
- K. California residents will be assessed a tuition or enrollment fee as mandated by the State of California.
- L. No penalty charges will be assessed and full refunds will be made in cases where the College is found to be the only party in error.

#### SCHEDULE OF STUDENT CHARGES AND REFUNDS: 2003 - 2004

##### A. STUDENT CHARGES

##### FEE SCHEDULE

- |    |  |   |
|----|--|---|
| 1. | Tuition (Enrollment Fees)                      |   |
| a. | Students who are legal residents of California | \$11.00 per semester unit   |
| b. | Nonresident students                           | \$149.00 per semester unit<br>(plus the State of California<br>fee of \$11.00 per unit) |

The Resident Tuition Fee is calculated pursuant to Education Code 76140. The Board also has the option pursuant to E.C. 74161 (a) to assess an additional charge for Capital Outlay for foreign students in the amount of \$6.00 per semester unit.

The Associated Student Body fee is a permissive fee sanctioned by the Associated Student Body of Compton Community College. The fee is used to purchase student insurance, as well as to underwrite the operations of the bookstore and cafeteria. Additionally, the fees are used in support of the College's athletic and student activities programs. Members of the Associated Student Body are also eligible for emergency loans, fee loans, and medical care in case of injury sustained on campus while in pursuit of classroom or campus activities. These benefits are directly supported by the ASB fee and an ASB membership card makes the bearer eligible for all of them.

2. ASB Fee - Student Service Fee

- |    |  |                    |
|----|--|--------------------|
| a. | All entering students enrolled for twelve hours or more per semester                             | \$15.00 (optional) |
| b. | All entering students enrolled for eleven hours or less per semester                             | \$10.00 (optional) |
| c. | High school students and senior citizens (age 62 or older)<br>can obtain an ASB card by request. | No Charge          |

Parking Fee

- |    |  |         |
|----|--|---------|
| a. | Full-time students (12 hours or more) per semester                                 | \$12.00 |
| b. | Part-time students (fewer than 12 hours) per semester                              | \$10.00 |
| c. | Summer Session/Intersession students enrolled in 6 or more<br>units per session    | \$7.00  |
| d. | Summer Session/Intersession, students enrolled<br>in less than 6 units per session | \$7.00  |

REFUNDS:

One hundred percent (100%) refunds will be given to students for Enrollment Fees (Resident and Nonresident), ASB (Student Service Fees), and Parking fees as follows:

- a) during the first two weeks of instruction during the Fall and Spring semesters
- b) during the first three days of instruction during the Summer session or Inter session

No refunds will be given after these dates.

OTHER FEES:

Other fees which students may pay, as necessary, include a fee for transcripts and an academic renewal fee if a student petitions to have up to two semesters of unsatisfactory work excluded from the formulation of grade point average on transcripts.

In accordance with Education Code, Section 76223 which authorizes the district to make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any student record, provided that no charge can be made for furnishing up to two transcripts of students' records or up to two verifications of various records of students.

## TRANSCRIPTS:

An emergency transcript service is available whereby the student can request via mail or in person. The emergency transcript is usually prepared within one business day of the time the request is received via mail. If the student brings the emergency request, it will be processed within one hour. The charge for the emergency processing fee is \$5.00 each.

If a student requests that a transcript be mailed by the U.S. Post Office Express Mail Service or by Federal Express mail, a prepaid mailing and pre-addressed envelope must be submitted with the transcript request.

Transcripts, per copy

- |    |                            |        |
|----|----------------------------|--------|
| 1. | Normal five day processing | \$2.00 |
| 2. | Next-day processing        | \$4.00 |

### Verifications

There is no fee for verification of enrollment. All requests made may be obtained by the requestor within two to five days. The college does not mail any verification forms for students unless postage is provided.

### Academic Renewal Fee

There is no fee for Academic Renewal

### Deferment Fee

The “deferment fee” is to be deleted

## **Board Policy 6.11**

### **TUITION (ENROLLMENT FEES)**

**(Reference: Student Fee Adjustment – Approved by the Board of Trustees April 23, 1991; Student Fees for Part-Time Students – Approved by the Board of Trustees July 11, 1989; Policies in the 1982 Edition of the Policies Manual)**

The enrollment fee (tuition) for California residents has been set until further notice by the State of California at \$11.00 per unit.

Exemptions from this fee may be provided to:

- a) displaced homemakers
- b) dislocated workers
- c) recipients of public assistance

Students seeking a waiver of the enrollment fee must contact the Financial Aid Office to determine eligibility.

## **Board Policy 6.12**

### **CURRENT NONRESIDENT TUITION**

**(Reference: Non-Resident Tuition Fee – Approved by the Board of Trustees January 14, 2003; Approved by the Board of Trustees January 22, 2002; Approved by the Board of Trustees March 13, 2001; Approved by the Board of Trustees February 9, 1999; Approved by the Board of Trustees January 13, 1998; Approved by the Board of Trustees June 11, 1996; Approved by the Board of Trustees January 17, 1995; Student Fee Adjustment – Approved by the Board of Trustees April 23, 1991; Student Fees for Part-Time Students – Approved by the Board of Trustees July 11, 1989; Policies in the 1982 Edition of the Policies Manual)**

All out-of-state and international students are considered to be nonresident students. All nonresident students are required to pay nonresident tuition at the time of registration.

The tuition fee for nonresident students at Compton Community College is set at \$149 per semester unit (FY 2003/04) and out-of-state and international students are required to pay full tuition and fees covering the total number of units in which they enroll at the time of registration.

Out-of-state students who qualify under existing federally funded grants and government financial aid or scholarship programs may register pending confirmation that the award to cover fees has been made. Tuition and fees may be covered as a part of such awards.

Students may not enroll for a second semester if they have any outstanding obligations to the College.

The position of the College of not allowing general tuition deferments is based on the requirements of the Education Code.

## **Board Policy 6.13**

### **WAIVER OF FEES FOR SCHOOL DISTRICT STUDENTS**

**(Reference: Waiver of Fees for School District Students – Approved by the Board of Trustees June 10, 1986)**

Existing law requires the Governing Board of each community college district to charge each student a specified fee per semester, or per credit semester unit, but exempts school district students from those fees if they are admitted to a community college for advanced scholastic or vocational work.

Accordingly, the Governing Board of Compton College waives enrollment fees for all school district students enrolled in courses offered by Compton Community College.

## **Board Policy 6.14**

### **TUITION, FEES, AND MATERIAL REIMBURSEMENT FOR COLLEGE STAFF (Reference: Mileage Reimbursement, Tuition, Fees, and Materials Reimbursement for Staff – Approved by the Board of Trustees January 28, 1992)**

Educational reimbursement for tuition, books, supplies, and other necessary expenses are available to staff, faculty, administrators, and trustees up to a maximum of \$750 per year, so long as the education meets the requirements of Staff Development as defined in the Staff Development guidelines.

#### Policy:

An employee will be reimbursed for tuition, fees and required materials, not to exceed \$750 a year if eligibility and procedural requirements are met. Participation in the plan is voluntary and in no case is to be made a condition of employment. Employees should consult their tax advisors regarding tax-status and possible tax implications of tuition reimbursement.

#### Eligibility:

##### A. Employees

1. Reimbursement is available to any permanent employee who has completed twenty-six weeks of continuous service prior to the date on which the course begins.
2. Reimbursement will not be given to an employee who qualifies for educational benefits under the G.I. bill. However, a veteran who is no longer eligible for government benefits may participate in this plan.
3. The layoff or release of an employee after he/she has been enrolled in an approved course will not alter his/her eligibility for reimbursement.
4. The resignation or discharge of an employee automatically terminates his/her eligibility for benefits under this policy.

##### B. Courses:

1. Reimbursement will be given for courses/programs given by accredited colleges, universities, and other training sites as recommended by the college Staff Development Committee
2. The course or program should be related to the development of skills needed for a job/position on campus as described in an official job description.
3. The employee must state on the Staff Development Committee application his/her short and long-range goals and how the course will help meet those goals.
4. Course attendance must be on the employee's own time and should not interfere with his/her regular job.



### C. Approval

1. Approval for courses must be granted in advance of enrollment by the employee's immediate supervisor and the head of the division involved. Written approval will be indicated on the application discussed in Section IV.
2. Each course/program must be approved individually.
3. Blanket approval will not be given for an entire degree program.

### D. Reimbursement

Reimbursement for tuition, fees and required materials may be granted up to a maximum \$500 a District term or \$750 a year when the course is completed if, within 30 days of its completion, the employee submits the following to the Business Office:

1. Official evidence of having earned a passing grade for the course
2. A verified statement of his/her tuition, fees, and materials cost, with original receipt.
3. An authorization form signed by the Chairperson of the Staff Development Committee

### Procedure

- A. When an employee wants to participate in the reimbursement plan, he/she completes an application form for Staff Development Committee support. Applications are available from the committee chairperson or from the Office of Human Resources.
- B. The employee should discuss his/her plans with his/her immediate supervisor, who will indicate eligibility and approval by signing the application form.
- C. The employee will forward the completed Application to the head of the division involved for final approval. The supervisor/division head must approve or reject an employee's request within one week of its receipt.
- D. If the necessary signatures of approval have been obtained, the employee will submit the application to the Staff Development Committee, which will then make its recommendation to the President/Superintendent for approval/disapproval.
- E. If the President/Superintendent disapproves, a written explanation will be provided to both the applicant and the Staff Development Committee.
- F. A new application must be completed and approved each semester for continued approval.

## Board Policy 6.15

### STUDENT GRIEVANCE POLICY

(Approved by the Board of Trustees September 8, 1992)

#### A. GENERAL PROVISIONS:

1. Every formal grievance shall be reduced to writing and shall contain a clear and concise statement of the specific statement, action, or conduct which is the subject of the grievance or complaint, including the date, approximate time, and place the statement, action, or conduct complained of occurred, except in the informal state of the grievance procedure.
2. No grievance shall be processed unless it is reduced to writing and specifies (1) the statement, action, or conduct which is the basis of the grievance, (2) the name of the person or persons whose conduct, action, or statement is the subject of the grievance, (3) the date, time, and place of the statement, conduct, or action which is the subject of the grievance, and (4) the remedy which is being sought.
3. Permissible types of relief shall include but not be limited to:
  - a. Specific enforcement of, or adherence to, the rule or regulation found to have been violated by an employee to the grievant's detriment.
  - b. Removal or modification of disciplinary sanctions imposed against the student by the staff member, as agreed to at the informal grievance level or as recommended by the Ombudsperson or by the Academic Senate at the formal grievance level.
  - c. Such other actions may be appropriate under the circumstances, except that the grievance may not result in disciplinary action. Formal discipline of the employee is a matter, which is exclusively within the prerogatives of the College administration and is, therefore, confined to the formal procedures established by law for the discipline of community college employees.
4. Any student filing a complaint or grievance against an employee of the District must consent in writing that a copy of the grievance will be provided to the employee claimed to be responsible for the student's alleged grievance. Without such consent, no further action can be taken on the student's grievance.
5. Unless a staff member is notified of derogatory allegations within two (2) days of the filing of a student grievance against him/her, and the employee is given an opportunity to place on the record material in rebuttal, such derogatory material shall not be relied upon in reaching a decision affecting the outcome of the grievance. The time of notification will be extended only if there are extenuating circumstances.

6. However, notification of derogatory student allegations may be delayed in the event of extenuating circumstances to allow the District to weigh the accuracy, relevance, good faith or usefulness of the information or to investigate such allegations prior to notifying the employee.
7. The employee has five (5) days in which to submit a rebuttal to a student's allegation to the Executive Dean, Student Affairs.
8. Communications with the parties to a student grievance shall be documented in
  - a. Should the student choose not to consent to release the written grievance to the staff member(s) involved, the grievance will be kept on file for thirty (30) days.
  - b. If the student has not taken the appropriate action within that 30-day time period, the grievance shall be considered expired and the file closed. No further use of the file can be made against the same employee to establish a precedent or for future action against the employee.
9. No conference, except an informal conference between the student and staff member, shall take place without prior written notice to all parties.
10. All parties may have a representative present at each stage or level of the grievance process, including the informal level, and an interpreter, as needed.
11. The grievance shall be filed on a form mutually agreed upon by the Compton Community College Federation of Employees and the District, and provided by the District.
12. All parties involved shall be afforded the rights of due process.
13. If the grievance is filed against an instructor, upon the recommendation of the Executive Vice President, Student Affairs, in consultation with the instructor, the student may attend class during the processing of the grievance. However, if the student does not attend class during the processing of the grievance, the instructor shall provide the student with make-up work during the process, and the student is responsible for completing all such work. A student shall not be dropped during the process if the student does not attend the class.
14. The Past-President of the Academic Senate shall serve as District Ombudsperson for the duration of his/her term of office.
15. This grievance policy and associated procedures are to be invoked only for genuine grievances where individual rights have been violated. Routine complaints that imply express dissatisfaction with a particular situation or set of circumstances should be addressed to the appropriate Division Chair, Associate Dean, Dean, or Vice President.

16. It is the obligation of all parties in accordance with this agreement to meet all time lines contained herein.
17. Every attempt will be made to -complete the formal grievance procedure within 30 days from the time the employee responds to the written notification of the grievance having been filed.

B. INFORMAL GRIEVANCE PROCEDURE:

A student who believes that he or she has been wronged by an act of an employee of the College should make a reasonable, good faith attempt, within five (5) school days of the event leading to the problem, to resolve the problem on an informal basis by discussing the matter with the staff member involved. A representative and/or interpreter may accompany the student.

C. FORMAL GRIEVANCE PROCEDURE:

1. Level 1 Procedure:

a. Within five (5) days of an alleged statement, conduct, or action on which the grievance is based, the student shall meet and discuss the matter with the Executive Dean, Student Affairs and shall file the grievance in writing. Any alleged similar or repeated statement, conduct, or action which occurred during the same semester in which the grievance is first raised with the Executive Dean, Student Affairs may be reported at the same time, if relevant, or if the basis of the grievance is cumulative or ongoing in nature.

(1) At the student's request, the Executive Dean, Student Affairs shall assist the student in reducing the grievance to writing on the District form. The written grievance shall be signed by the student and filed with the Executive Dean, Student Affairs. The Executive Dean, Student Affairs will provide the employee with the written notification of the grievance.

(2) The Executive Dean, Student Affairs shall determine if the grievance is related to instructional or non-instructional matters and will refer the student to the appropriate procedure.

(3) Following the employee's response to the Dean, the student has two (2) days to make a written petition to the District Ombudsperson to have the grievance heard. This petition shall indicate names of persons involved and a summary of the actions, statements, or conduct being grieved. The form shall be developed by the Federation and the District and provided by the District. Within five (5) days after receipt of the petition, the Ombudsperson shall meet individually with the student and staff member(s) involved to seek resolution and gather as much additional records information as possible.

## 2. Level 2 Procedures:

a. If the Ombudsperson is unable to resolve the student's grievance after Level 1 procedures, the student may, within two (2) days of the completion of these procedures, petition in writing to the Executive Dean, Student Affairs to have the grievance heard by a conflict resolution committee. The Dean shall, within five (5) days after the request is received, convene the committee and provide logistical support. The committee shall consist of the following members:

(1) District Ombudsperson, who chairs the committee and is a non-voting member

(2) One faculty member, selected by the Academic Senate President or, in the case of a grievance against a classified staff member, one classified member, selected by the Classified Unit President

(3) One administrator, selected by the President/ Superintendent.

b. Within three (3) days after the close of the grievance hearing, the conflict resolution committee, having heard all relevant testimony from involved parties, including appropriate witnesses, shall submit a written report; the Ombudsperson shall be responsible for writing that report and submitting it to the Academic Senate President. That report shall include findings of facts and recommendations for resolution.

c. The Academic Senate Executive Committee shall have five (5) days from the receipt of the Ombudsperson's report to meet and make recommendations to the President/Superintendent regarding appropriate actions to be taken.

## 3. Level 3 Procedures

a. The President/Superintendent may accept or reject the recommendations of the Academic Senate. If the President/ Superintendent rejects the recommendations, he/she must state in writing his/her reasons therefor and must submit his proposed alternative to the Academic Senate and the Federation. The President/Superintendent shall have five (5) days to present his notification of acceptance or rejection to the Academic Senate and the Federation.

b. The Executive Dean, Student Affairs shall meet with the student within 48 hours of the completion of Level 3 procedures and inform the student of the President/Superintendent's decision, which must be submitted to the student, the Academic Senate, and the Federation in writing. The student may request, in writing within 48 hours of the completion of Level 3 procedures (on a form developed by the Federation/District and provided by the District) a personal meeting with the President/ Superintendent within two (2) days of the conclusion of the meeting with the Executive Dean, Student Affairs.

#### 4. Level 4 Procedures

Should the grievance continue to be unresolved, the student, following Level 3 procedures, may petition for his/her grievance to be reviewed by the Board of Trustees; the petition must be submitted within two (2) days of the conclusion of Level 3 procedures. If no written petition is made within that time frame, the matter shall be deemed resolved.

The following is a SIDE AGREEMENT between the Compton Community College Federation of Employees and the District, a side agreement to the Student Grievance Procedure written above.

If the employee is exonerated in the grievance hearing, no action by the District may be taken against that employee. Copies of all material shall be turned in to the Federation.

If the student's grievance is upheld, the following actions may be recommended by the Academic Senate Executive Committee for the following conditions:

1. If the employee is a part-time or contract employee:

a. additional student evaluation or re-evaluation of one or more classes' b. periodic (weekly or monthly) meetings with the Division Chair and the faculty member. The Academic Senate and the Federation President will receive a report at the end of the semester from the Division Chair, indicating the progress the faculty member has made, and will review for additional recommendations; c. that the employee take advantage of services offered through the District's EASE program, if appropriate, d. letter of reprimand - in accordance with Education Code Section 87031 - to ensure prior notification and opportunity to allow the faculty member to review and comment thereon and provide rebuttal in writing; or e. non-renewal of employment at the end of the contract period.

2. If the employee is a tenured employee:

- a. student evaluation or re-evaluation on a semester by-semester basis of one or more classes, with reports to the Academic Senate President and the Federation President at the end of each semester;
- b. periodic (weekly or monthly) meetings with the Division Chair and the faculty member. The Division Chair will provide the Academic Senate President and the Federation President with a report of progress at the end of the semester, to allow the Academic Senate Executive Committee to review the case and make additional recommendations,
- c. that the employee take advantage of services offered through the District's EASE program, if appropriate;

- d. and opportunity to allow the faculty member to review and comment thereon and rebuttal in writing; or e. if the Division Chair's report is unsatisfactory, or if the student evaluations show no improvement, upon review of the materials, the Academic Senate may vote to censure the employee, a report of which will be placed in the file, following the procedures outlined in Education Code Section 8703 1. This action can only be taken after a letter of reprimand, evaluations, Division Chair reports, etc., have been reviewed by the Academic Senate and Federation, and if other student grievances against the same employee have been upheld.

For the purpose of the Memorandum of Understanding, evaluation refers to the administering of student evaluations only.

**Board Policy 6.16**

**CAMPUS CONSTRUCTION BY STUDENT ORGANIZATIONS  
(Reference: Policies in the 1982 Edition of the Policies Manual)**

Students or campus organizations may not become involved in any campus construction without first receiving the approval of the President.



**Board Policy 6.17**

**ATHLETIC CODE**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

Certificated personnel, classified personnel, and students of Compton Community College shall without exception abide by the provisions of the most recent California Community College Association Athletic Code.

## **Board Policy 7.1**

### **TEXTBOOKS**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

#### Adoption of New Texts:

A regular textbook is one that meets the basic requirements of the course in terms of style, organization, and content. No regular textbook can be used before it has been officially adopted by the College.

The following policies apply in the adoption of new textbooks:

1. New texts must be adopted with faculty consultation and administrative approval.
2. Adopted texts should be used for a minimum of two years.
3. Instructors who request the adoption of new textbooks must secure the approval of Division Chair, the appropriate Associate Dean and the concurrence (if possible) of at least two faculty members whose instructional assignments are in the same area of specialization.
4. Textbooks which have been adopted for use in the day program of instruction shall also be used for the evening/extension program.
5. Instructors assigned on a part-time basis must make use of texts already adopted.

## **Board Policy 7.2**

### **GRADING POLICY AND STANDARDS OF SCHOLARSHIP**

**(Reference: Approved by the Board of Trustees February 12, 2002; Policies in the 1982 Edition of the Policies Manual)**

#### **A. GENERAL INFORMATION AND PHILOSOPHY:**

The Board of Trustees of the Compton Community College District has adopted the following regulations consistent with the provisions of Chapter 4, Title V of the California Administrative Code. Compton Community College's Grading Policy and Standards of Scholarship is based on five criteria: (1) recognition of the various differences in student ability; (2) the need to clearly define policies and standards; (3) the need for flexible administration of said policy and standards; (4) the need to accurately measure student progress; and (5) the need to clearly communicate to students their degree of progress.

In accordance with Title V, Section 55800.5 an associate degree shall be awarded to any student who successfully completes the prescribed course of study for the degree while maintaining the requisite grade point average, the course of study required for the student's major, and any required academic elective courses.

According to Title V, 555758.5 Grade Point Averaging, in calculating student's degree applicable grade point averages, grades earned in non-degree credit courses shall not be included.

A student's scholarship is currently measured by various grading systems. These systems of grading are mandated in our educational system. A certain degree of flexibility, however, is allowed within each institution and, thus, it behooves Compton College to formulate a grading system, which administration, faculty, and students can utilize for the achievement of desired goals.

1. Such a system should recognize the scholar whose achievement is superior.
2. A grading system should clearly state the requirements and implications of all grades awarded.
3. Grades earned by a student should be a very real indication of the level of success which a student has attained in an educational endeavor.
4. Such a grading system should be sufficiently flexible as to accommodate students with diverse interests and needs as they attempt to achieve the goals and objectives of various subjects.

## B. GRADING SCALE AND GRADE POINTS

Grading Scale/Grade

Grade Points Per Unit

A. EXCELLENT

4

Indicating consistently superior performance in examinations; accurate and prompt completion of assignments; ability to deal with abstract concepts; superior performance in related skills; and potential for success in areas related to the subject.

B. GOOD

3

Indicating high-test scores; accurate and prompt completion of assignments; ability to deal with abstract concepts; commendable mastery of related skills and potential for success in sequential courses.

C. SATISFACTORY

2

Indicating successful performance in test scores; prompt and generally accurate completion of assignments, indication of ability to deal with abstract ideas, satisfactory mastery of related skills; and evidence of ability to succeed in sequential courses.

D. PASSING, LESS THAN SATISFACTORY

1

Indicating the meeting of the minimum requirements only; low-test scores; generally late, inaccurate or incomplete assignments, limited mastery of related skills, inadequate ability to deal with abstract ideas; or insufficient evidence to predict success in sequential courses.

F. FAILING

0

NON-PASSING GRADE indicating inadequate performance on examinations; unacceptable or late assignments; inability to deal with abstract concepts; lack of mastery related skills; persistent tardiness or absence from class; or non-compliance with other minimum standards determined by the instructor and communicated to the student.

CR CREDIT

Satisfactory grade indicating successful meeting of the criteria for grade C or better.

NC NO CREDIT

Substandard grade indicating failure to meet criteria for grade C. Units taken on a credit/non credit basis are not computed in a student's grade point average. NON-EVALUATIVE SYMBOLS

## I INCOMPLETE

Symbol used to indicate unfinished work at the end of the term for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" and the grade assigned in lieu of the removal shall be stated by the instructor in a written record for the Executive Vice President, Student Affairs, with a copy to the student. A final grade shall be assigned in place of the "I" when the stipulated work has been completed and evaluated. If stipulated work is not completed and evaluated within one year, the grade assigned in lieu of the "I" will be recorded. The incomplete may not be removed by repeating the course. The "I" symbol shall not be used in calculating units attempted not grade point averages.

## IP IN PROGRESS

Symbol used to denote that the class extends beyond the normal end of an academic term. It may be used only in courses taught by the Individual Progress Method. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" symbol shall not be used in calculating units attempted not grade point averages. If a student enrolled in an "open entry/open-exit" course is assigned an "N" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty member will assign a grade to be recorded on the student's permanent record for the course.

## RD REPORT DELAYED

Symbol used to indicate a delay in reporting the grade for a student due to circumstances beyond the control of the student. This symbol is assigned only by the Records Office. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

## W WITHDRAWAL

Symbol used to indicate withdrawal from a class during the period from the first day of the fifth Week of instruction through the last day of the fourteenth week of instruction. The "W" shall not be used in calculating grade point averages but shall be used as a factor in probation and dismissal procedures.

## MW Military Withdrawal

Symbol used to indicate military withdrawal from a class (es) because of active or reserve military service or orders that compels a withdrawal from classes. Upon verification of such orders, the grade of "MW" may be assigned from any time from the beginning of the period that "Ws" may normally be assigned, through the end of the course. The "MW" grade shall not be counted in progress probation, dismissal calculations, or in GPA calculations. The grade of "MW" may be applied as appropriate retroactively to January of 1990.

### C. GRADING SCALE:

Within the limits prescribed in the description of the meaning of each grade on the scale, criteria for levels of competency are developed by each faculty member for each course that he/she teaches. In accordance with provisions of Education Code Section 76224 and of the California Administrative Code, Title V, Section 5 1308, the instructor of the course shall determine the grade to be awarded the student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

The instructor may, for a specified reason and for one year after the end of the semester, change a grade for a student by completing the proper form and depositing it with the Records Office. After one year a grade may be changed only with the approval of the Petitions Committee, on the joint petition of the student and the instructor, and only if a specification in detail is provided of why such a change is sought. A student alleging mistake, fraud, bad faith or incompetence as a reason for a grade change may have recourse to the Student Grievance Procedure, administered by the Executive Dean, Student Affairs. The burden of proving the validity of a challenge of an instructor's grade falls on the challenger.

Recognizing that promptness in beginning classes and continuous attendance in classes is a strong ingredient in student success, each faculty member is required to maintain a record of student attendance and tardiness to class and is authorized to utilize such a record in student evaluation. If so utilized, the faculty member is required to advise students, within the first week of the course, of the degree to which non-attendance and tardiness may affect grades. In addition, a student who has been late to class twice the number of units in the course (e.g. late six times while enrolled in a three unit course) or absent a number of times equal to the number of units in the course (e.g., late three times in a 3 unit course) may be dropped by the faculty member for inactive enrollment. Attendance records must be submitted at the end of the semester, along with grades, to the Records Office.

If a faculty member intends to drop students for inactive enrollment, he will advise them of the conditions under which he will do so within the first week of the class. Such action after the fourteenth week of a semester (or the fourth week of a six week summer session) shall be accompanied by the awarding of an "F" or "NC" if the student has elected to be graded on a "Credit/No Credit" basis, or if the course is so graded.

In those curricular programs where more stringent attendance and tardiness standards are applied, students will be advised of such requirements in their classes.

### D REPETITION OF COURSES

Course repetition regulations have been set forth in Section 58161, Title V, California Administrative Code, as revised in September 1986.

State apportionment shall not be allowed for the attendance of a student in a course in which the student has previously received a satisfactory grade from Compton Community College. State apportionment may be claimed for the attendance of a student in a course in which the student has already received a grade if:

1) The student is repeating the course to alleviate substandard work, which has been recorded on the student's record, and the student has received written prior approval by the College. The term "substandard" shall be defined as course work for which the grading symbol "D," "F," or "NC" has been recorded, or

2) The College finds that the student's previous low grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student, or

3) The College has determined that a student should repeat a course because there has been a significant lapse of time (at least five years) since the student previously took the course. State apportionment for repetition of courses may be claimed for courses in which the course content differs each time it is offered, and the student who repeats it is gaining an expanded educational experience for one of the following reasons:

- a) skills or proficiencies are enhanced by supervised repetition and practice within class periods, or
- b) active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained.

Courses may be repeated once only in subsequent semesters even if a substandard grade was received on repetition, unless the student has the prior approval of the Petitions Committee. Assuming that the student's performance has improved when repeating a course, the student shall be granted the new grade and grade points by petitioning to have the most recent grade accepted in lieu of the earlier one. Only the most recent grade and grade points will be counted in computing the Compton Community College grade point average (GPA). Petitions may be obtained in the Counseling Department and in the Records Office

#### E. ACADEMIC RENEWAL WITHOUT COURSE REPETITION:

A student may petition the Petitions Committee to exclude a maximum of two semesters of unsatisfactory work after the lapse of five years. A student may choose the semester(s). All courses in the semester will be removed. The student may not be elective in choosing courses to be removed. He/she must also have demonstrated present ability by having maintained at least a 2.0 GPA for twenty-four semester units of college level work at an accredited institution after the semester in question. Compton Community College's transcript will be corrected in such an instance but original notations of the transcript can still be read. Transcripts from other colleges will not be marked. There is a processing fee of \$5.00.

#### F. RELATED INFORMATION

Information on the following topics can be found in the most current College catalog; Request to take a course on a credit/no credit basis Honors List Petitions Committee Withdrawals from college Program changes Guidance and Counseling

## G. STANDARDS FOR SCHOLASTIC PROBATION & DISMISSAL,

Scholastic Standards: Students who have attempted 12 units of work are subject to the following standards:

### 1. Probation:

Students are placed on academic probation after any semester grading period when the cumulative grade point average is below a 2.0 (C average). Students are placed on progress probation after any semester grading period when the percentage of all units for which a student has enrolled and for which entries of "W", "I", and "NC" are recorded, reaches or exceeds fifty percent.

Academic Probation status is removed when the cumulative grade point average of a student is 2.0 (C average).

Progress Probation status is removed when the percentage of all units for which a student has enrolled, and for which entries of "W", "I", and "NC" are recorded drops below 50%

3. Dismissal: A student who is on academic probation shall be subject to dismissal if he/she earns a cumulative grade point average of less than 1.75 in all units attempted in each of two consecutive semesters. A student who is on progress probation shall be subject to dismissal if the percentage of units in which he/she has been enrolled, for which entries of "W", "I", and "NC" are recorded in at least two consecutive semesters, reaches or exceeds 50%.

For the purpose of dismissal, semesters shall be considered consecutive on the basis of the student's enrollment and not on the college calendar (i.e. semesters or summer sessions are consecutive for the student even if there were intervening periods when the student was not enrolled). For purposes of probation and disqualification "all units enrolled" shall include only units attempted at Compton College. Questions should be discussed with a counselor.

A student who has been disqualified from school but who feels there is a valid case to remain, may appeal the disqualification by petition on a form provided by his/her counselor.



## **Board Policy 7.3**

### **CATALOG**

**(Reference: 1982 Edition of the Policies Manual)**

It shall be the policy of Compton Community College that a charge shall be made for the purchase of the College Catalog, with the following exceptions:

1. A sufficient number of catalogs will be distributed free to each of the high schools of the College District
2. Catalogs will be made available without cost to requesting public agencies and other colleges.
3. Catalogs will be available without cost to authorized Compton Community College personnel.

The charge for the catalog will be determined by the President/Superintendent whenever a new catalog is printed, and shall be communicated to the Board as an informational item.

## **Board Policy 7.4**

### **REMEDIAL COURSEWORK LIMIT POLICY**

**(Reference: 30 Unit Limitation and Waiver Policy (Basic Skills) – Approved by the Board of Trustees July 21, 1992; Policies in the 1982 Edition of the Policies Manual)**

It shall be the policy of the Board of Trustees that no student shall receive more than 30 semester units of credit for remedial coursework while enrolled at Compton Community College. "Remedial coursework" refers to pre-collegiate basic skills courses as defined in Title V, Section 55502, subsection d., and is designed to facilitate acquisition of the skills needed for transfer and occupational courses or completion of an associate degree. This policy shall be in effect with the following stipulations:

1. Exemptions to this policy shall include: a. Courses in English as a Second Language b. Students identified by the District as having a verified learning disability
2. Implementation of this policy will be as follows:
  - a. When students have completed 24 units in basic skills courses, they will be notified by the Office of Enrollment Services of their approaching the 30-unit limit. Counselors will advise students that they cannot exceed the limit without a waiver.
  - b. Students not qualifying for exemption who have exhausted the unit limitation shall be referred to non-credit educational services, to an adult school, or to another appropriate agency, except when a waiver is granted by the Executive Vice President, Academic Affairs.
3. Students who have completed 30 remedial units at Compton College with at least a 2.0 GPA in remedial courses, who have been in continuous attendance at the college for at least three semesters, not including summer session, and who wish to continue enrollment in remedial courses for credit, may appeal to the Remedial Limit Waiver Committee.

The following specifications apply to this committee:

- a. The committee shall include one faculty member from the Basic Skills area, one student representative, one classified representative and one administrator. The committee will be chaired by the Division Chair of Counseling or a designee.
- b. The committee will determine whether the student has shown significant measurable progress toward the development of skills appropriate to enrollment in college level courses.
- c. The committee will decide whether to recommend to the Executive Vice President, Academic Affairs to waive the 30 unit limit and let the student continue in a limited number of units in remedial credit courses.

The decision will be based on any and all relevant information available, such as:

1. Reading test scores and evaluations by instructors.
2. Evaluation of a student's writing ability by instructors.
3. Math progress evaluation by instructors

d. The committee may recommend from one to fifteen additional units of remedial work be allowed, on a case-by-case basis.

e. The decision of the Executive Vice President, Academic Affairs will be sent in writing to the Records and Admissions Office, where the student's record will indicate whether a waiver was granted or the student referred. The student will be notified in writing within ten working days of the decision.

4. Data related to the performance and persistence of students enrolling in remedial courses shall be maintained by the College.

## **Board Policy 7.5**

### **ASSOCIATE DEGREE NURSING STUDENTS TO BE CONSIDERED AS FULL-TIME STUDENTS (Approved by the Board of Trustees May 24, 1988)**

#### Background:

Students enrolled in the Associate Degree Nursing Program are required to enroll in between 13 and 22 hours of instruction each semester. These instructional hours represent a combination of laboratory and lecture hours.

Students enrolled in Nursing 1 are required to put in 13 hours of instruction per week for 7 units.

Students enrolled in Nursing 2 are required to put in 20 hours of instruction per week for 10 units.

Students enrolled in Nursing 3 are required to put in 17 hours of instruction for 10 units.

Students enrolled in Nursing 4 are required to put in 22 hours of instruction for 10 units.

While other students are considered to be "full-time" if they put in only 12 hours of instruction because of the structure of their classes, Associate Degree Nursing students are not so considered. This is neither reasonable nor equitable.

#### Policy:

Students enrolled in Nursing 1, 2, 3, or 4 shall be classified as full-time students.

## **Board Policy 7.6**

### **WAIVER OF HEALTH REQUIREMENT FOR ADN NURSING STUDENTS (Approved by the Board of Trustees May 24, 1988)**

Associate Degree Nursing students must complete Anatomy and Physiology prior to enrolling in the Nursing Program, or by no later than the end of their first semester in the program. Moreover, the focus of their whole program is health maintenance, and their course work covers much of the material that is taught in Physical Education 23. Therefore, the Board waives the health course requirement for a student in the Associate Degree Nursing program, provided that he/she successfully completes the program's first semester courses with a grade of "C" or better.

## **Board Policy 7.7**

### **SPEECH COURSE REQUIREMENT**

**(Approved by the Board of Trustees August 12, 1986)**

Courses in Speech provide an individual with skills in the organization, structuring, and synthesis of thoughts, and help an individual to develop effective communication skills.

They also help an individual to effectively analyze and critique the oral communication of others, and help an individual to develop effective research skills in the marshalling of facts and arguments in support of a position.

They make an individual aware of and familiar with parliamentary procedures utilized in-groups and organizations in all walks of life and help an individual to develop greater self-confidence and poise.

Therefore, the Board of Trustees approves the implementation of a Speech course requirement.

## **Board Policy 7.8**

### **FINE ARTS REQUIREMENT**

**(Approved by the Board of Trustees August 12, 1986)**

Courses in the fine arts help an individual to understand and appreciate the cultural history of mankind and to express and develop creative skills media.

They also help an individual to understand and appreciate contemporary cultural developments in both his/her own society and in those of others.

They also contribute to the individual's aesthetic sense and help an individual to develop technical proficiencies in a given field.

Therefore, the Board of Trustees approves the implementation of a Fine Arts requirement.

## **Board Policy 7.9**

### **EXPANSION OF ENGLISH CURRICULUM (English 1C) (Approved by the Board of Trustees August 12, 1986)**

There is a recognized need to improve student proficiencies in writing and communication and while increasing the “time on task” in writing, reading, and basic grammar communications will contribute to this effort, the development of and requirement for research techniques enhances one’s ability in critical thinking problem-solving.

Therefore, the Board approves the expansion of the English curriculum to include English 1C, “Advanced Composition and Research,” and its utilization as a course that can be taken to meet general education requirements in either English or logic.



## **Board Policy 7.10**

### **COUNSELING 1**

**(Approved by the Board of Trustees January 10, 1989)**

All first-time students enrolling at Compton Community College are required to complete Counseling 1: Introduction to College before graduation. First-time students enrolled full-time are required to enroll in the course during their first semester. First-time students enrolled in less than twelve (12) units may take the course at their discretion but they must take the course prior to graduation.

**Board Policy 7.11**

**COUNSELING 6**

**(Approved by the Board of Trustees January 10, 1989)**

All students seeking an Associate Degree are required to take Counseling 6: Career Development during the course of their studies.

**Board Policy 7.12**

**GENERAL EDUCATION REQUIREMENTS  
(Approved by the Board of Trustees August 12, 1986)**

Students must meet general education requirements by completing courses in a variety of curricular areas, as set forth in the catalog, in order to earn an Associate Degree.

## **Board Policy 7.13**

### **VOCATIONAL-TECHNOLOGY ADVISORY COMMITTEES**

**(Approved by the Board of Trustees June 15, 1995 and June 27, 1995)**

Advisory Committee members serve as community and professional representatives in assisting the College in maintaining programs that meet both the student's and the community's needs. Professionals on the committee are able – by virtue of being in the actual vocational-technical field – to keep the college informed on the need for curriculum and course evaluation, and revision, as well as on the need for equipment replacement and the need for the professional development of instruction and instructional support staff. Members of these committees represent business and industry, the community, the student body, alumni, and others who possess current knowledge in a particular field.

Each vocational-technology program shall have a separate committee, with up to twelve outside members serving. All members of an advisory committee will be approved by the Board of Trustees, upon the recommendation of the President/Superintendent.

The recommendations of each committee shall be presented to the Board, and any Board response will be conveyed back to the committee members.

Detailed information on this policy and the procedures for its implementation can be found in the Advisory Committee Handbook.

## **Board Policy 7.14**

### **ACADEMIC AFFAIRS CERTIFICATE AND DEGREE PROGRAMS (Approved by the Board of Trustees March 9, 1999)**

Courses of study offered and conducted by the College shall be designed to fit the needs of potential and registered students.

Patterns of educational opportunity offered by the district shall demonstrate a balanced consideration of student needs, including preparation for transfer to an upper division educational institution, vocational skills instruction, basic skills remediation, short-term vocational instruction, paraprofessional training, and general education.

To meet these disparate needs the College shall develop and maintain a number of CERTIFICATE PROGRAMS, designed to develop or enhance vocational proficiency, and shall grant students either an ASSOCIATE OF ARTS or an ASSOCIATE OF SCIENCE degree, based on academic work undertaken and the student's long-range goals.

## **Board Policy 7.15**

### **HONORARY DEGREES**

**(Approved by the Board of Trustees March 9, 1999)**

The Honorary Associate of Arts Degree may be awarded to certain outstanding individuals who deserve special recognition for their altruistic accomplishments and their academic, cultural, and humanitarian services to Compton College or the community.

The President/Superintendent shall develop criteria for the granting of such an honorary degree, taking into consideration that it should be awarded only to nominees of the highest caliber.

**Proposed Board Policy 7.16**

**COMPUTER LITERACY REQUIREMENT  
(Approved by the Board of Trustees March 9, 1999)**

It is increasingly obvious that computer literacy is essential both in completing academic work and in the job world. Accordingly, students are required to take at least one course in computer science, CIS 3: Introduction to Computers, in order to earn an Associate Degree.

## **Board Policy 7.17**

### **DIVERSITY OF LIBRARY COLLECTION (Approved by the Board of Trustees March 9, 1999)**

The Board understands and supports the American Library Association's view on the need for libraries to resist censorship and ensure diversity in their collections, as set forth in the Library Bill of Rights, and affirms the efforts of College librarians to ensure the following:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people whom the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.



## **Board Policy 7.18**

### **ARTICULATION**

**(Approved by the Board of Trustees June 25, 2002)**

#### Policy Statement

Compton Community College will promote student success by ensuring that students do not repeat or duplicate the learning experience or the coursework that is completed here. The College will develop articulation agreements that formally document the alignment of curricula between Compton Community College, other community colleges and four-year colleges/universities. The college is committed to maintaining, expanding, and improving existing agreements with special emphasis on program-to-program articulation that reflects a continuous curriculum that flows smoothly across community colleges and the four-year universities.

#### Policy Criteria

1. The College will grant credit to students who have completed high school curricula that are specified within a formal articulation agreement approved by the College.
2. The College will grant credit for courses from another community college if those courses have been evaluated as being college level and appropriate to a Compton Community College program of study.
3. The College will grant credit to students who have completed their General Education Requirements as part of a formal articulation agreement approved by the College.
4. Credit for articulation will be evaluated and posted on the student's transcript only after the student has completed the requirements. After the credit has been posted, it may be used to meet graduation requirements.

#### Outcomes

Through formal agreements with other colleges/universities, the Compton Community College will minimize, if not eliminate, the unnecessary repetition of coursework.

## **Board Policy 8.1**

### **BUDGET**

**(Reference: Acceptance of Consultant's Procedure Manuals on Budget and Accounting and Administrative Guide – Approved by the Board of Trustees July 12, 1994)**

The Board of Trustees shall annually have prepared a District Budget, which reflects the educational needs of the College. Periodic budget reports will be presented to the Board of Trustees during budget development. The Proposed Adopted Budget will be reviewed and adjusted to provide the best educational program available within District resources (Discretionary Education Code Section 70902[5])

The adopted budget shall be considered a controlled spending plan for the fiscal year. The District President/Superintendent is authorized to make expenditures and commitments in accordance with regulations of the Board of Trustees (Required Education Code Section 70902[3])

## **Board Policy 8.2**

### **CONTRACTS AND APPLICATIONS FOR FUNDS**

**(References: Procedures for Submitting Contracts: Amendment – Approved by the Board of Trustees August 29, 1995; Processing of Civic Center Permits – Approved by the Board of Trustees August 22, 1995; Amendment to Conflict of Interest Code – Approved by the Board of Trustees November 12, 1985; Investment of Public Funds – Approved by the Board of Trustees October 8, 1985; Lease of College Parking Areas – Approved by the Board of Trustees May 24, 1983; Nondiscrimination in Purchasing and Contracts – Approved by the Board of Trustees May 25, 1982; Policies in the 1982 Edition of the Policies Manual)**

All contracts shall be let in the manner required by the Education Code. (Required Education Code Section 81640 et. seq., Public Contract Code Section 20650, et seq.)

The Board of Trustees shall approve all contracts and applications for funds. (Required Education Code Section 81656)

The Board of Trustees shall sign all contracts or applications for funds or delegate to the District President/Superintendent or to the Executive Vice President of Administrative Affairs/Deputy Superintendent the signing of contracts or applications for funds. (Discretionary Education Code Section 81656)

All contracts involving a payment of District funds or a receipt of funds to the District shall be prepared in the Business Affairs Office, and all claims for special funds shall be prepared under the supervision of the Vice President of Business and Administration. (Discretionary Education Code Section 70902; Required Government Code Sections 900 et seq. and Sections 940, et seq.)

## **Board Policy 8.3**

### **FISCAL OPERATIONS**

**(Reference: Acceptance of Consultant's Procedure Manuals on Budget and Accounting and Administrative Guide – Approved by the Board of Trustees July 12, 1994)**

#### Accounting/Payroll Department

The Accounting/Payroll Department is responsible for the maintenance of an approved system of financial records, including receipts, expenditures, payrolls upon proper certification, the preparation of monthly financial reports, and other financial statements as directed for all District, Student Body, and Enterprise financial transactions. (Discretionary Education Code Section 70902)

#### Payroll

##### Payroll Time Reports

It is the responsibility of immediate managers to approve all payroll time reports and to deliver them to the appropriate office according to established time schedules. (Discretionary Education Code Section 70902)

##### Hourly Time Cards

Time cards completed for classified hourly employment must be properly signed by the hourly employee and approved by the immediate supervisor and the responsible manager before being forwarded to the Payroll Department. (Discretionary Education Code Section 70902)

##### Pay Days

Warrants for salary payments will be made according to the schedule furnished by the County Superintendent of Schools. District classified and academic employees may utilize the District automatic payroll deposit system. All other classified warrants are distributed through the division or department manager. All other academic and classified hourly warrants are to be distributed from the Payroll Department. (Discretionary Education Code Section 70902)

##### Budget Control

All employment requests and requisitions for purchases shall be processed through the Accounting Department to insure that the document has the proper approval, is charged to the correct account, and that funds are available. (Discretionary Education Code Section 70902)

## Audit

An audit of the accounts of the District, as required by state law, shall be made annually by an independent certified public accountant selected by the Board of Trustees. It shall be the duty of the Accounting Department to supervise and periodically audit receipts, expenditures, and transactions of student body organizations to assure the proper handling of these funds in accordance with Education Code. (Required Education Code Section 84040)

Unless stipulated differently by a Board-approved contract, all tickets to District or ASCC events shall be pre-numbered and a detailed summary of all ticket sales for each event shall be submitted to the Accounting/Payroll Department along with deposited funds by the manager responsible for the event. (Discretionary Education Code Section 70902)

## Collection Of District Money

All collections of money from students or others for sale of shop or other materials; for willful breakage of, loss of, or damage to college property; for rents, for sale of obsolete materials; or from any source shall either be deposited not less frequently than weekly in the Business Affairs Office with a statement showing the source of the collections together with a duplicate copy of the descriptive sub-receipt issued, or Business Affairs may make arrangements for armored car pickup at source of collection. All money collected shall be deposited and shall not be used for miscellaneous expense. (Discretionary Education Code Sections 70902, 76063 and 76064)

## Collection Of Student Body Monies

All collections of money for the Student Body shall either be deposited daily in the Business Affairs Office with a statement showing the source of the collections together with a duplicate copy of the descriptive sub-receipt issued, or Business Affairs may make arrangements for armored car pickup at source of collection. All money collected shall be deposited and shall not be used for miscellaneous expense. (Discretionary Education Code Sections 76063 and 76064)

## Student Funds

All funds of any organization shall be kept in the Student Body account or accounts at banks approved by the Board of Trustees. The Business Affairs Office of the District shall supervise the accounts. Only persons authorized by the organization may request withdrawal from its funds. (Required Education Code Sections 72670, 72672, 76060 and 76063)

## **Board Policy 8.4**

### **PURCHASING - SUPPLIES, EQUIPMENT, AND SERVICES**

**(Reference: Approval of Purchasing Policy and Purchasing Manual – Approved by the Board of Trustees May 14, 1996; Affirmative Action – Purchasing – Approved by the Board of Trustees January 26, 1988; Cooperative Purchasing – Approved by the Board of Trustees October 28, 1986; Policies in the 1982 Edition of the Policies Manual)**

All supplies, equipment and commercial services required by the District and Student Body shall be procured by the Purchasing Unit in accordance with District policies and regulations, and Education Code sections governing the purchase of supplies, equipment, and services. 'All purchases made shall be at the best possible price, consistent with quality and delivery requirements. Purchases made by individuals, departments, and student body organizations without the authorization of the Purchasing Unit will not be reimbursed. (Required Education Code Sections 70902 and 81640; Public Contract Code Section 20650)

#### Warehouse - Stock Orders

A District warehouse shall be maintained to stock supply items used in volume by the District, to provide receiving services, and to provide fueling services for College vehicles and other Maintenance Department equipment. (Discretionary Education Code Sections 70902 and 81530)

#### Receiving – Supplies and Equipment

Unless otherwise authorized by the Purchasing Department, all supplies and equipment purchased for the District or Student Body shall be delivered to the Warehouse for inspection and subsequent delivery to the ordering department. Payment authorization for supplies or equipment shall be made after receipt and acceptance by the ordering department. (Discretionary Education Code Sections 70902 and 81530)

#### Equipment Inventory Control

An inventory record shall be kept of all District property with an acquisition cost in excess of limits established by Education Code. (Required Education Code Section 84674; Title 5 Code Section 58311[2])

#### Disposal of Surplus Equipment and Materials

All materials and equipment, which are obsolete or surplus to District or Student Body needs, shall be disposed of upon authorization of the Purchasing Department, in accordance with District policies and regulations, and Education Code sections governing the disposal of such materials. Funds received from the sale of such materials or equipment shall be deposited in the Business Affairs Office where they will be credited to the District's General Fund or the appropriate Student Body account. (Required Education Code Sections 81450 - 81460)

## Pre-Qualification of Bidders

Pursuant to Article 9, Section 14 of the California Constitution, the District shall require prospective bidders on public works projects, as such term is defined in Public Contract Code Section 1101, with an estimated contract sum of \$500,000 or more, to furnish sufficient proof of minimum public works experience and financial ability by completing a standard form questionnaire and financial statement. Prospective bidders shall be automatically disqualified upon the District's receipt of information regarding the following:

- a. Contractor has not completed a minimum of two (2) public works projects of at least \$4,000,000 each, pursuant to California Public Laws during the past five (5) years;
- b. Contractor has defaulted on a contract that has caused a surety to suffer a loss in the past two (2) years;
- c. Contractor has failed to complete any District contract due to the default of the contractor; or
- d. Contractor has declared bankruptcy or has been placed in receivership within the past three (3) years. Along with proof of the minimum experience requirement and financial ability, the prospective bidder shall provide answers to questions contained in a District standard form questionnaire and financial statement. When completed, the questionnaire and financial statement shall be verified under oath by the bidder in the manner in which pleadings in civil actions are verified.

The standard form questionnaire and financial statement, and uniform system of rating bidders as set forth in the rating criteria form attached hereto are hereby adopted. The rating criteria form shall be used to evaluate completed questionnaires and financial statements to determine whether a prospective bidder is pre-qualified, and if so, the size of contracts upon which each bidder shall be deemed qualified to bid.

The questionnaires and financial statements are not public records and shall not be open to public inspection.

Questionnaires and financial statements shall be valid for no more than twelve (12) months from submission. Notwithstanding the foregoing, for any given project the District may require all pre-qualified bidders to submit a new questionnaire and financial statement if deemed necessary or desirable.

A questionnaire and financial statement must be submitted by each prospective bidder, unless already pre-qualified, at least ten (10) days prior to the date fixed for the public opening of sealed bids.

## Alternate Bidding Procedure

To comply with the California Court of Appeal case to FTR International Inc. v. City of Pasadena (1997) 97 Daily Journal D.A.R. 3603, whenever the District is required to competitively bid a project and the bid form includes a base bid and alternate bids, the procedure set forth below shall be followed.

Designated Employee. The Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee shall designate an employee to perform the clerical functions described hereinafter. Said designated employee shall not be involved or participate in the decision making process of determining the low apparent bidder based upon the base bid and selected additive and/or deductive alternate bids.

Receipt of Bids. The following procedure shall be followed by the designated employee when receiving bids:

- a. As each bid is received, the designated employee shall write an assigned number on the front top right corner of the bid envelope and inform the bidder of his/her assigned number.
- b. As the designated employee opens each bid, the assigned number shall be written in the top right hand corner of the first page of the Bid Form.
- c. After all bids have been opened; the designated employee shall read each bid by assigned number, without reference to the name of the bidder.
- d. After reading all bids, the designated employee shall either (1) prepare a separate tabulation of each bid, to include only the assigned number and amounts of the base bid and all alternate bids, or (2) photocopy the page(s) of each Bid Form which include the base bid and alternate bid amounts, and excise any reference to the name of such bidder.
- e. The designated employee shall re-insert the original Bid Forms into the corresponding bid envelopes and shall retain custody of the bid envelopes in a secure area at the District until the low apparent bidder has been determined.
- f. Once the bid opening has been completed, the designated employee shall give to the Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee either the bid tabulation or the photocopied pages from the Bid Form containing the base bid and alternate bid amounts.

Bid protests. Should any bid protest be filed prior to the determination of the low apparent bidder based upon each bidder's base bid and alternate bids, such bid protest(s) must be in writing and delivered to the attention of the designated employee. Upon receipt of any bid protest, the designated employee shall maintain the bid protest along with the bid envelopes. Any bid protest received after the District has notified the bidders of the low apparent bidder, shall be directed to the attention of the Executive Vice President of Administrative Affairs/Deputy Superintendent.



Selection of Low Apparent Bidder. Once the District has selected the low apparent bidder based upon the base bid and alternate bid amounts submitted, such determination shall be reduced to writing and retained by the District. Upon the selection of the low apparent bidder, the designated employee shall deliver the bid envelopes containing the original Bid Forms, and any bid protests received, to the Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee. After the assigned numbers have been matched with the names of the bidders and the Bid Forms along with any bid protests have been reviewed, the bidders who submitted bids shall be notified of the low apparent bidder.

## **Board Policy 8.5**

### **CIVIC CENTER PERMITS**

**(Approved by the Board of Trustees August 22, 1995)**

All “civic center” requests for the use of College facilities shall be submitted to the designated administrator for review and shall be approved by the Board prior to the date of the planned event.

## **Board Policy 8.6**

### **COMMUNITY USE OF COLLEGE FACILITIES**

**(Reference: Facilities Use Policy – Approved by the Board of Trustees February 23, 1988)**

#### General Statement

The Governing Board of the Compton Community College District recognizes that college facilities belong to the college community. Therefore, it is their policy to permit and encourage the use of these facilities by groups and organizations whose purposes and objectives contribute to the development and welfare of that community at large. The use of college facilities must comply with the Civic Center Provision of the Education Code of the State of California, Compton College Policy, and Administrative Regulations. (Discretionary Education Code Section 82537)

The Governing Board also recognizes that there are costs involved in non-college use of facilities and that charges are necessary so that college monies will not be used in support of non-college activities. (Discretionary Education Code Section 82542[c] [e] - required where religious groups are concerned)

## **Board Policy 8.7**

### **TYPES OF USES OF COLLEGE FACILITIES**

**(Reference: Facilities Use Policy – Approved by the Board of Trustees February 23, 1988)**

The Governing Board may grant the use of college facilities for public, literary, scientific, recreational, or educational meetings that are not in conflict with the Education or Governing Codes or Compton College Policy and Administrative Regulations. (Discretionary Education Code Section 82537[b])

No use shall be inconsistent with the use of the buildings or grounds for college purposes, or interfere with the regular conduct of college work. (Required Education Code Section 82537[d])

Free Use shall apply to those organizations that qualify under the provisions of the Civic Center Act. All meetings qualifying under these provisions shall be non-exclusive, open to the public, and free of charge. Special facilities or services required will be charged at the actual cost. (Discretionary Education Code Section 82542)

Welfare use shall apply to organizations that charge admission fees or solicit contributions to be used for the welfare of the students in the college District or for charitable purposes sponsored by established organizations supported by the community. A District charge shall be made in accordance with the approved college fee schedule. (Discretionary Education Code Section 82542[f] - not directly addressed by the section)

Commercial Use shall apply to organizations that do not have a non-profit status filed with the IRS or who solicit contributions where the net proceeds are destined for other than welfare or charitable purposes affecting the students of the college District. A District charge shall be made in accordance with the approved college fee schedule. (Required Education Code Section 82543 - unless Board makes findings)

Lease Use shall apply to organizations desiring the college facilities for special events not covered in this policy statement. The Governing Board may offer to lease such facilities in conformance with Education Code, and shall set a rental fee. (Required Education Code Section 82543[f])

## **Board Policy 8.8**

### **APPLICATION REQUIREMENTS**

**(Reference: Discretionary Education Code Section 82537[b] - [f]; Facilities Use Policy – Approved by the Board of Trustees February 23, 1988)**

Any group or organization wishing to use facilities of the Compton Community College District may secure application blanks for such use from the Business Affairs Office.

All applications under the Civic Center Act shall originate with established and responsible organizations and shall comply with the Compton College Board Policy.

Negligence on the part of the groups or organizations will result in the groups or organizations being held accountable for damages and withdrawal of consideration of subsequent requests.

The Business Affairs Office Clerk will check the application form submitted and assist in the detailed arrangements. The Executive Vice President of Administrative Affairs/Deputy Superintendent shall give final approval for use of college facilities.

Applicants will be responsible for all costs unless' cancellation is received in advance of scheduled event.

Application for use of college facilities where said use will be for other than its specifically designed purpose shall be reviewed on an individual basis by the Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee.

Whenever a Compton College employee co-sponsors an event with an off-campus group that is not instructional related, such events shall be treated as off-campus sponsored and shall be charged accordingly. Exceptions may be made by the responsible Vice President.

## **Board Policy 8.9**

### **USE OF FACILITIES AND FACILITIES FEES**

**(Reference: Discretionary Education Code Section 85237[b] - [f]; Facilities Fees – Approved by the Board of Trustees October 10, 1995; Policies in the 1982 Edition of the Policies Manual)**

Use of Facilities Fees shall be established and approved by the Board of Trustees. The Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee is charged with direction of community use of college facilities and at his/her discretion may establish charges for use not listed or for unusual circumstances.

#### 1. USE OF FACILITIES

The Compton Community College District, as a community institution, is oriented to the educational, cultural, and recreational needs of all citizens of the college district, and the governing board and administration encourage the use of all facilities when they are not required to carry on programs of the college.

The Board of Trustees will approve once a year a facilities fee schedule and fees will be, whenever applicable (Education Code Sections 8253 - 82544), charged to both district and non-district users.

All use of college facilities for activities other than regularly scheduled classes require written approval by the designated Vice President and formal approval by the Board of Trustees. No permit shall be considered final unless such Board approval is provided. The need for a permit application applies to any group of students or employees of the district, as well as to outside groups governed by this policy.

#### 2. FEE WAIVER AND COSTS

In accordance with guidelines of the civic center permit laws, Education Code Sections 82530 - 82544, rental or use of facilities shall be at no charge to non-profit organizations, clubs, and associations organized for general character building, charitable goals, welfare, and cultural activities. Meetings must be open to the public.

If special services, such as custodial or police services are required, the user of the facility shall be required to pay the cost of such services. Actual cost will be reviewed and agreed upon by the user and the district prior to approval of the application for the use of the facilities. When and where necessary, the user of the facility may also be required to show proof of adequate insurance coverage for a planned event and to hold the District harmless in all circumstances.

Payment for reimbursement of costs is required prior to the event for which the facility will be used.

The Board of Trustees has the right to waive or reduce fees for a given user at the time that it approves or disapproves a permit request

### 3. FEE-BASED USE

Rental fees-will be charged to any organization, non-profit or not, whenever the organization does not meet the guidelines of civic center permit laws. Fees will be charged when the organization using the facility solicits admission fees, charges, or contributions, and net receipts are not expended for the welfare of the students of the district or for charitable purposes. In addition to the rental fee, the district shall be reimbursed for any incurred direct costs that are directly associated with the activity. Direct costs shall be custodial, security, supervision, grounds and parking lot maintenance, use of equipment, etc. Direct activity charges shall be negotiated between the district and the user of the facility prior to approval and use of the facility. Payments for facility rental and direct costs shall be made to the college prior to the day of the scheduled activity.

### 4. RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES

No employee of the district shall use any shop or laboratory facility or equipment of the district (excluding recreational facilities) on personal projects or for personal benefit, unless such use has been approved by the administrator in charge as making a contribution to the educational program or unless the employee is enrolled in the program as a student.

Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or services performed for any employee shall be done only when consistent with current educational objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

### 5. PRIORITIES FOR USE OF FACILITIES

To provide for the maximum use of college facilities and to minimize the potential for conflict, the following priorities are established.

1. First priority is reserved for the college's educational program and for college events.
2. Second priority will be given to youth groups, civic and service groups, and other groups organized for cultural, educational or recreational activities.
3. Third priority will be given to public agencies, schools, and colleges, when the purpose of the use is educational.
4. Last priority will be given to private organizations and religious groups for religious purposes.
5. Organizations within the district will have priority over those from outside the district.
6. In order to present a diversified program of community services, it may be necessary to give priority to requests from groups, which have not previously used college facilities.

7. At times, to balance the program of community services, it may be necessary to give priority to a group wishing to present a program dissimilar to programs already scheduled.

8. Priorities shall be maintained in such a way so that no group will monopolize use of a facility.

Once an application is approved, the use of a facility shall not be preempted by another applicant with a higher priority, unless otherwise indicated by the President/ Superintendent or a representative of the President.

The college reserves the right to cancel any activity, providing that notice of cancellation is given to the user at least seventy-two (72) hours in advance.

#### 6. COLLEGE REQUIREMENTS, WHICH THE USER MUST MEET

The following are college requirements to be met before the college will issue a permit for the use of facilities:

1. The application form is completed and signed.
2. A review of the application is scheduled with college administration. During review of the application, all data necessary and applicable to this activity shall be given to the college. All information the college requires shall be provided either in writing or during the review process.
3. Lease of facilities. An additional lease/contract agreement must be drawn up between the district and the user and said agreement must be approved by the President/Superintendent and the Board of Trustees.
4. Proof of non-profit organization status is required.
5. Proof of insurance naming the district and applicant as beneficiaries of such insurance is required.
6. Advance notice in writing for the proposed use of a facility must be provided at least 15 days prior to the day of the event.
7. Advance payment of all fees and costs is required prior to the day of the event.
8. Written approval of permit must be given by the President/Superintendent and the Board.

#### 7. CONDITIONS

The college remains in charge of the facilities prior, during, and after the event or the activity. The college reserves the right to make the necessary insurance requirements fit each event.



8. FEE SCHEDULE FOR 2001 - 2002

	Non-Profit Orgs. \$	Commercial Orgs. \$
Classrooms per hour		
Standard	30	60
Additional hour	6	12
Large	40	80
Additional hour	8	16
Lecture Halls	50	100
Additional hour	10	20
Lab Classroom	50	100
Additional hour	10	20
Dance Room	60	120
Additional hour	12	24
Computer Room	100	200
Additional hour	20	40
Athletic Facilities per hour		
Fields w/o restrooms	35	70
Additional hour	7	14
Fields w/ restrooms	45	90
Additional hour	9	18
Gymnasium	170	340
Additional hour	34	68
Weight Room	120	240
Additional hour	24	48
Locker Room	70	140
Additional hour	14	28
Obstacle course	100	200
Additional hour	20	40
Track	120	240
Additional hour	24	48
Tennis courts (each)	3	6
Additional hour	3	6
Pool	150	300
Additional hour	30	60

8. FEE SCHEDULE FOR 2001 – 2002 (continued)

	Non-Profit Orgs. \$	Commercial Orgs. \$
Parking Lots (each use)	75	150
Cafeteria or Student Lounge (4 hours)		
Meetings and seminars	140	280
Additional hour	28	56
Dances	225	450
Additional hour	45	90
Little Theatre		
Performance (4 hours)	150	300
Additional hour	30	60
Rehearsal	125	250
Additional hour	25	50
Stadium (4 hours)	700	1400
Additional hour	140	280
School games	1200	
CIF Play-Offs	1850	
Custodial Hourly		
Monday – Friday	14	
Overtime/Sat/Sun/Holiday	20	
Groundskeeper Hourly		
Monday – Friday	14	
Overtime/Sat/Sun/Holiday	20	
Security Hourly		
Monday – Friday	18	
Overtime/Sat/Sun/Holiday	27	
Skilled/Trade Hourly		
Monday – Friday	18	
Overtime/Sat/Sun/Holiday	27	
Supervision Hourly	24	
Clerical Hourly	14	

8. FEE SCHEDULE FOR 2001 – 2002 (continued)

	Non-Profit Orgs. \$	Commercial Orgs. \$
Cashier Hourly	14	
Supplies		
Sanitation-Large	120	180
Others	40	60
Equipment Rental	To be negotiated	To be negotiated
Miscellaneous	To be negotiated	To be negotiated

## **Board Policy 8.10**

### **PROVISIONS FOR THE USE OF FACILITIES AND EQUIPMENT**

**(Reference: Facilities Use Policy – Approved by the Board of Trustees February 23, 1988); Policies in the 1982 Edition of the Policies Manual)**

Payment of deposit will be required prior to the use of facilities. (Discretionary Education Code Section 82537[b] - [fl])

Application must be accompanied with:

a. Certificate of insurance naming the Compton Community College District as "additional insured" in the amount of \$1,000,000 or more OR applicant may purchase tenant user liability insurance coverage through the District. (Discretionary Education Code Section 82548)

b. Use of facility and equipment contract (Form CS-14). (Discretionary Education Code Section 82537[b] - [f])

The lease shall be permitted a period of use of four hours. Building will be open normally one-half hour before commencement of usage and closed one-half hour after adjournment. Additional use charges shall be computed on a prorated basis. (Discretionary Education Code Section 82537[b] - [fl])

All equipment and facilities to be used must be listed on the application. Arrangements will be made by the Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee for trained personnel to operate Compton

College equipment; e.g. P.A. system, projectors, theatre equipment, etc. The lessee is bound by determination of the District and is responsible for these salaries in addition to the basic rental fee. (Discretionary Education Code Section 82537[b] - [f])

A college employee shall be on duty whenever a facility is being used. He/she shall be in charge of facility use and will report to the District or M & O regarding the use, including the department and discipline of user. (Discretionary Education Code Section 82537[b] - [f])

The Director of M & O shall develop and have available a description and availability of all facilities. Rooms and facilities with special equipment or requiring extensive special set - up will be evaluated on an individual basis by the Director of M & O, and may result in additional fees. (Discretionary Education Code Section 82537[b] - [f])

The group or organization using the facilities under these rules will be liable for any damage to or destruction of college property beyond that caused by ordinary wear and tear. The facility will be inspected prior to and after an event by the facility manager and the applicant or their representative. If any damage to college property is found, the user will be charged for all damages and repairs needed to restore said facility. Compton College reserves the right to request a damage deposit. (Discretionary Education Code Section 82537[b] - [f])

Decorations must be flameproof and erected in such a manner as to not damage college property and must be removed immediately following the event or organization will be charged extra labor fees. Decorations are not permitted on any painted surface and cannot be hung from the ceiling. Any advertisement or handout material must be removed at the end of the event. (Discretionary Education Code Section 82537[b] - [f])

No alcoholic beverages in any form are permitted on college property at any time. (Required Business Code and Professions Code Section 25608 [section contains enumerated exceptions to the rule, for example, at certain performance arts facilities])

Applicant is responsible for the preservation of order and enforcement of all regulations pertaining to the use of college facilities. (Discretionary Education Code Section 82537[b] - [f])

Posted parking regulations shall be adhered to by all participants in use of college facilities. (Required Vehicle Code Section 21113)

Compton College will provide and operate all concessions in the gymnasium or stadium. The college reserves all concessions and parking rights. (Discretionary Education Code Section 82537[b] - [f])

Facilities are available during vacation periods only if the use does not conflict with cleaning and renovating activities, and if necessary, personnel are available for supervision. (Discretionary Education Code Section 82537[b] - [f])

Stage productions in the Little Theatre complex using actors and requiring settings other than picture screens or speaker platforms, require the use of a District stage manager who shall have complete responsibility and authority over the use of the theatre facilities. (Discretionary Education Code Section 82537[b] IM

## **Board Policy 8.11**

### **USE OF COMPTON COLLEGE STADIUM DURING FOOTBALL SEASON**

**(Reference: Discretionary Education Code Section 82537[d] - [f]); Facilities Use Policy – Approved by the Board of Trustees February 23, 1988; Policies in the 1982 Edition of the Policies Manual)**

#### Priority for Scheduling of Games

- a. Compton College football games that are scheduled as scrimmage, conference or non-conference contests as per the approved schedule.
- b. In-District schools when both competing schools are within the District.
- c. Compton College in-District school is the host and has scheduled an opponent not in the Compton College District.
- d. Out-of-Compton College District school is host and the opponent is an in-District school.
- e. Neither school is in the Compton College District.

#### Guidelines for Scheduling of Games

- 1) Outside organizations must check with the Business Affairs Office Clerk for available stadium dates after the Compton College schedule is approved.
- 2) Stadium will be available for scheduling throughout the year, including during the regular football season. These dates are selected in consideration of:
  - a. Pep Unit Practice
  - b. Watering Schedule - It is necessary to maintain a watering schedule on a grass turf, which is planned around dates that the field will be used. Excessive use of the field without regular watering and recovery periods results in deterioration of the playing surface.
  - c. Available Parking – Construction of the Math Science Building has greatly reduced the available parking for Monday through Thursday evening classes. On going construction, Football parking, plus student parking, considering the enrollment causes a shortage of parking facilities.
  - d. Compton College Football Practice - The Compton College team uses the Field House as a dressing room and lecture facility and playing fields for practice, which could conflict, with other scheduled use of stadium.

College, community college, and high school varsity games/practices will have first priority in the use of the facilities. All others will be considered by college administration.

## **Board Policy 8.12**

### **GENERAL RESERVE FUND**

**(Approved by the Board of Trustees June 27, 1989)**

Section 5 of Article XIII B of the Constitution of the State of California, as approved by the voters in November, 1979, authorizes each school district to establish and maintain such contingency, emergency, or other similar reserves and funds "as it shall deem reasonable and proper."

Accordingly, the Board authorizes the establishment of a minimum general reserve fund, five (5) percent as an integral part of the budget each fiscal year. The total to be placed in this fund will be determined by the President/Superintendent, in consultation with the Executive Vice President, Business and Administration, and communicated to and approved by the Board as part of the Budget Approval process.

Additionally, the sole power to reduce general reserve funds below the established yearly minimum shall expressly rest with the Board.

## **Board Policy 8.13**

### **INCREASE OF REVOLVING FUND**

**(Approved by the Board of Trustees July 11, 2000; Approved by the Board of Trustees June 22, 1999; Approved by the Board of Trustees November 28, 1989)**

Since the State of California provides for the establishment and continuance of a Revolving Cash Fund by a Governing Board or Board of Trustees of a school district, for the use of the Chief Accounting Officer of the District (Section 42800 or 85400 of the Education Code), the Board authorizes an increase in the District's revolving fund up to twenty-five thousand dollars (\$25,000). In disbursing funds, the Chief Accounting Officer of the District is authorized to limit individual disbursements to a maximum of one thousand dollars (\$1,000). The total approved limit of the Revolving Fund is not more than 2% of the District's estimated expenditures in a given fiscal year.

This fund, in accordance with the provisions of Sections 42800 to 48205, or Sections 85400 to 85404, inclusive of the Education Code, shall be made available for the use of the District's Chief Accounting Officer, the Executive Vice President of Business and Administration, who is hereby authorized to expend/disburse funds for such services or materials as deemed necessary.



## **Board Policy 8.14**

### **CLAIMS FOR MONEY OR DAMAGES**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

As a prerequisite to bringing suit against the District, any claims against the District for money or damages as set forth below, or for money or damages which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Chapter 2 (commencing with Section 910) of the Government Code of California; Claims for fees, salaries, wages, mileage, or other expense and allowances.

Any claim against the District for money or damages which are not governed by any other statutes or regulations expressly relating thereto shall be acted upon in accordance with prevailing statutes.

Claims by other public entities and employees must be presented to the Board of Trustees prior to the filing of a lawsuit (Required Government Code Sections 900 et Seq. and Sections 940 et Seq.)

## **Board Policy 8.15**

### **JOINT POWERS AGREEMENT FOR EXCESS LIABILITY COVERAGE (Approved by the Board of Trustees November 14, 1989)**

As many school districts in the State of California have studied the possible self-funding of excess liability coverage and have determined that a self-funding system for excess liability coverage is both feasible and desirable provided that districts combine their respective efforts by establishing, operating, and maintaining a Joint Powers Agency for Self-Funding of Excess Liability, the District is authorized under Title I Division 7, Chapter 5, Article I (Section 6500 et. seq.) to join the Schools Excess Liability Fund (SELF) under the terms of a joint powers agreement.

## **Board Policy 8.16**

### **DISTRICT WORKERS COMPENSATION FUND**

**(Reference: Creation of District WC Fund – Approved by the Board of Trustees  
September 20, 1988)**

Pursuant to the authority contained in Education Code Section 81602 and Government Code Section 53200, the Board authorizes that the Compton Community College District to provide employer-paid workers' compensation coverage for employees through self-insurance, by creating a District Workers' Compensation Fund.

This employer-paid Workers' Compensation Fund will be funded through an equal percentage levied on gross wages of all employees. Workers' Compensation claims will be processed and administered through a private agency, third party administrator.

## **Board Policy 8.17**

### **WORKERS' COMPENSATION FOR VOLUNTEER WORKERS (Approved by the Board of Trustees November 27, 1990)**

As the Governing Board desires to provide Workers' Compensation Insurance coverage for persons authorized by it to perform volunteer services for the District, and as California law (Education Code Section 10 19 and Labor Code Section 3364.5) authorizes such coverage in the District's compensation insurance policy. The Board adopts the following policy:

An unsalaried person authorized by the Board to perform volunteer service for the District shall be deemed an employee of the District for the purpose of Workers' Compensation Insurance benefits provided for by law for any injury sustained while engaged in the service of the District, under the direction and control of the Governing Board

## **Board Policy 8.18**

### **TRAVEL POLICY**

**(Reference: Amendment to Travel Policy – Approved by the Board of Trustees January 25, 1994; Travel Policy – Approved by the Board of Trustees February 14, 1989; Policies in the 1982 Edition of the Policies Manual)**

#### A. STATEMENT OF POLICY

The Board of Trustees encourages members of the faculty, administration, classified staff, and Board of Trustees to participate in off-campus conferences, meetings and similar activities, which will enhance the programs of Compton College in particular, and of higher education in general.

#### B. CATEGORIES OF OFF-CAMPUS TRAVEL

Broadly stated, the college recognizes three major categories of off-campus travel:

##### 1. Institutional Travel:

The objective of institutional travel is to attend meetings called by State agencies, to meet with legislators, and to consult with colleagues at other institutions for such purposes as curriculum planning and community college funding. Institutional travel also includes service on an accreditation team. The primary purpose of such travel is to carry out administrative functions.

##### 2. Professional Travel

The objective of professional travel is to permit participation in activities of organizations such as; the California Community College Trustees, California School Boards Association, American Association of Community and Junior Colleges, California Association of Community Colleges, the Academic Senate of the California Community Colleges, California Association of School Business Officials, National Association of Colleges, and other recognized organizations. Such organizations have a legitimate and constructive interest in advancing the cause of higher education in the State of California.

##### 3. Instructional Travel

The purpose of instructional travel is to encourage members of the college staff, as teachers in a wide variety of rapidly- changing disciplines, to keep abreast of new knowledge and new teaching techniques in their own areas. It is clearly in the interest of the College and its students that the institution makes a commitment to encourage staff to attend institutes, workshops, and conferences in their areas of responsibility.

As a general rule for all three categories of travel, every effort must be made to cause minimal interruption to the instructional programs of the college or to services to students. Where possible, substitutes will be arranged for teaching and administrative duties, or other arrangements will be made to permit the instructional processes to continue.

### C. DEFINITION OF OFF-CAMPUS TRAVEL

For purposes of this policy, off-campus travel shall be defined as including national, regional, state or sectional meetings, whose principal business includes community college instruction and/or support functions, or the advancement of the discipline or professional area in which the individual normally teaches or works. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties, which require travel away from the individual's regular work location. Not included in the above definition are:

- a. Meetings that pay a salary or honorarium to participants.
- b. Meetings, which are promotional, lobbying or legislative in nature, without the prior approval of the President/Superintendent.
- c. Meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
- d. Special interest meetings outside the scope of the above-mentioned definition.

### D. APPROVAL OF OFF-CAMPUS TRAVEL

- a. The Board of Trustees may annually pre-approve all travel, conferences, and professional workshops that will enhance the knowledge of the individual and will benefit the College in an educational or fiscal manner. This pre-approval may apply to Members of the Board, the President/Superintendent, the Vice Presidents, administrators, instructors, and staff members. Pre-approval may be denied if it is questioned by the Board of Trustees.
- b. Members of the Board of Trustees are authorized, subject to Board approval, to attend and be reimbursed for actual and necessary expenses, provided the costs to the college of such attendance are within budget appropriations. Documentation provided to authenticate such expenses should satisfy payment standards established by the Los Angeles County Office of Education.

When an employee has been authorized to travel off campus to attend meetings called by an agency of the State of California or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed when requesting travel approval. The College will be responsible for billing that agency for reimbursement of expenses.

At the discretion of the President/Superintendent, or a designated representative, employees may be reimbursed for any necessary expenses incurred for off-campus conferences or meetings, which they were unable to attend, provided that the circumstances preventing such attendance were beyond their control.

c. Unless approval for attendance at a conference or for other college-related off-campus travel has been pre-approved by the Board at the beginning of the academic year, approval should be obtained in advance by completing:

- 1) A Request for Conference Attendance Form and/or
  - 2) A form requesting support for attendance by the Staff Development Committee (as appropriate)
- Both of these forms should be signed/approved by the Division Chair and the appropriate Associate Dean for faculty; by the appropriate supervisor for classified staff, and by the appropriate Vice President or, as appropriate, the President, for administrators.

Once such approval is obtained-and, as applicable, after the Staff Development Committee has met and also granted approval-the individual's planned off-campus travel will be placed on the agenda of the Board of Trustees by the President/Superintendent for formal approval. The Board reserves the right to deny reimbursement of expenses for any travel undertaken without such prior approval; seeking retroactive approval is strongly discouraged.

Individuals seeking an advance in funds for off-campus travel must clearly so indicate on the Request for Conference Attendance form.

## E. REIMBURSEMENT FOR TRAVEL EXPENSES

### 1. Conference Report Form

The Business Office shall not process or expedite reimbursement for off-campus travel without having received a copy of the individual's Conference Report Summary Form. This shall apply to all members of the staff with the exception of the President/Superintendent. It shall also not apply to the members of the Board.

### 2. Receipt

An individual seeking reimbursement for expenses should endeavor, as much as possible, to provide the Business Office with receipts for expenses incurred. The Executive Vice President, Business and Administration are authorized to deny reimbursement for a given expense or expenses if such documentation is not provided.

### 3. Reimbursements

#### a. MILEAGE REIMBURSEMENT

Any employee who is required to travel off-campus in the performance of assigned duties may, upon the approval of the President/Superintendent or a designated representative, be authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use. Business mileage is defined as mileage, which an employee accrues in any single day on college business. College business includes approved travel to institutional, professional and instructional off-campus meetings as described in Section C.

b. Reimbursement for business mileage shall be set by the administration and is subject to the following stipulations:

1. Mileage shall be calculated as the distance from the employee's regular work location to his/her business destination(s) and return to his/her regular work location.
2. If the employee does not arrive at his/her regular work location prior to his/her business trip in any one-day, he/she shall deduct from total accrued mileage:
  - a. the distance from his/her home to the first destination.- or
  - b. the distance from his/her home to the regular work location, whichever is less
3. If the employee precedes from his/her last business destination directly to home, he/she shall deduct from total accrued mileage:
  - a. the distance from his/her last destination to home or
  - b. the distance from his/her regular work location to home, whichever is less.
4. If an employee is assigned to perform work outside his/ her regular hours of employment, or on an emergency or non-scheduled basis, the performance of which requires travel from his/her home to the assignment destination, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment.
5. If two or more employees share a personal vehicle, only one shall be reimbursed for mileage expense at the established business mileage rate.

Transportation-related expenses, which are directly associated with business mileage and reasonably incurred, shall be reimbursed. Allowable expenses include parking fees; bridge, highway and tunnel tolls when the employee is using his/her personal vehicle. Other allowable expenses, such as fares for streetcars, shuttles, ferries, water taxis, helicopters and subways, shall be reimbursed when circumstances prohibit the continuous use of the employee's personal vehicle beyond a certain point. All claimed transportation-related expenses shall be authenticated by the submission of valid receipts.



6. The President/Superintendent and other administrators designated by the Board of Trustees may receive a monthly stipend for mileage reimbursement, at a rate set by the Board.

b. REIMBURSEMENT FOR NON - VEHICULAR TRAVEL

1. Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of conveyance. Claims for reimbursement must be supported by ticket stubs or receipts provided by the commercial carrier.

2. If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.

3. When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims in such instances must show the rate of single occupancy.

4. When lodging expense is not incurred, reimbursement for subsistence only will be allowed at actual cost, not to exceed the established subsistence rates. Receipts for subsistence expenses must be submitted with the reimbursement claim in order to be allowable.

5. Reimbursement shall not be allowed under any of the following conditions:

a. when an employee will not incur expenses for lodging because it is furnished by other means; when an employee will not incur expenses for meals because they will be furnished by other means.

6. When the cost of meals is included in a registration fee of a meeting, conference, or convention, those amounts will be reimbursed at their stated costs.

7. Payments for meals, including tips, shall be reimbursed at no greater than the subsistence rates established as follows: \$100.00 per diem for Trustees, the President/Superintendent, and Vice Presidents and \$60.00 per diem for all other staff members.

All meal expenses actually incurred shall be paid for each completed twenty-four hours of travel, beginning with the employee's time of departure. For fractional parts of the day, which do not require overnight travel, the appropriate meal expense shall be reimbursed. Such reimbursement shall consider the time of the employee's departure and return.

8. Reimbursement for the cost of alcoholic beverages as a meal expense or as any other type of expense is expressly prohibited.

c. REIMBURSEMENT FOR REGISTRATION FEES:

Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars, and so forth, are allowable at actual cost. Actual charges must be verified by a registration receipt or a bona fide registration application form. Registration expenses may be reimbursed to the employee, or paid directly to the vendor in accordance with the requirements listed in the following section entitled Direct Payment to the Vendor for Registration, Subsistence, or Lodging.

REIMBURSEMENT FOR LODGING AND MEALS

1. Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.
2. If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.
3. When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims in such instances must show the rate of single occupancy.
4. When lodging expenses is not incurred, reimbursement for subsistence only will be allowed at actual cost, not to exceed the established subsistence rates. Receipts for subsistence expenses must be submitted with the reimbursement claim in order to be allowable.
5. Reimbursement shall not be allowed under any of the following conditions:
  - a. when an employee will not incur expenses for lodging because it is furnished by other means; when an employee will not incur expenses for meals because they will be furnished by other means
6. When the cost of meals is included in the registration fee of a meeting, conference, or convention, those amounts will be reimbursed at their stated costs.
7. Payments for meals, including tips, shall be reimbursed at no greater than the subsistence rates established as follows: \$100.00 per diem for Trustees, the President/Superintendent, and Vice Presidents and \$60.00 per diem for all other staff members.

All meal expenses actually incurred shall be paid for each completed twenty-four hours of travel, beginning with the employee's time of departure. For fractional parts of the day, which do not require overnight travel, the appropriate meal expense shall be reimbursed. Such reimbursement shall consider the time of the employee's departure and return.

8. Reimbursement for the cost of alcoholic beverages as a meal expense or as any other type of expense is expressly prohibited.

#### e. REIMBURSEMENT FOR MISCELLANEOUS EXPENSES

Miscellaneous travel expenses essential to the transaction of official college business are reimbursable to the employee when reasonably incurred and evidenced by submission of valid receipts. Allowable expenses include:

1. Minor supplies, postage and reproduction costs.
2. Laundry and valet expenses shall be allowable when an employee's absence from regular services extends beyond five rights.
3. Porter service or incidentals will be allowed at no more than \$2.00 per day.
4. Reimbursement for telephone and electronic communications expenses will be allowed only if incurred in conducting college business. This includes the cost for telefacsimile or microcomputer usage.

#### f. NON - REIMBURSABLE EXPENSES:

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

1. Entertainment expense, radio or television rental, and other items of a similar nature.
2. Transportation to or from places of entertainment and similar facilities.
3. Conference-arranged leisure tours or personal side-trip expenses.
4. Personal telephone calls.
5. Individual membership dues or fees.
6. The cost of alcoholic beverages.
7. Traffic or parking citation while using a private or college vehicle.

#### F. USE OF COLLEGE VEHICLES

College vehicles are available to help fulfill the transportation needs of instructional, professional, and instructional off-campus travel, subject to the following stipulations:

1. Requests for the use of college vehicles must be approved by the appropriate administrator. It is essential that the date and exact time of departure and return to campus be indicated on the request before it is submitted for approval.
2. All drivers of College vehicles must be at least 21 years, be approved by the College's insurance carrier (ASCIP), and have a valid California driver's license appropriate to the vehicle being driven.

## G. ADVANCED PAYMENT OF TRAVEL EXPENSES

A cash advance payment of estimated travel expenses is authorized for Board members and employees on official business of the college under the following conditions:

1. The estimated out-of-pocket expense must exceed 10% of the total estimated cost for travel.
2. Persons requesting advance payment shall so indicate on the Request for Conference Attendance Form and on any other forms developed by the District for this purpose.
3. Advances shall be repaid or adjusted upon the filing of a claim for actual and necessary travel expenses.

## H. DIRECT PAYMENT TO VENDORS FOR REGISTRATION, SUBSISTENCE, OR LODGING

1. Proper approval must be obtained prior to authorizing direct billing to the College for registration, subsistence or lodging.
2. Payment made in accordance with this section must be supported by documentation consisting of:
  - a. A list of employees for whom such registration or lodging is furnished:
    - (1) Name(s) of employee(s)
    - (2) Organization
    - (3) Official work location or personal residence.
  - b. For subsistence payment, an invoice from the vendor detailing the number of meals served and the price per meal. Handling and/or service charges may be included.
  - c. For lodging payment, the following information must be furnished on a lodging receipt:
    - (1) Date(s) of occupancy
    - (2) Room rate (single rate if occupied by only one college employee.)
    - (3) Name(s) of persons occupying the room.

## 1. PERSONNEL CONSIDERATIONS

### 1. Salary-Status During Travel:

An employee who is authorized to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, shall be considered to be in regular salary status for the duration of the absence from his/her normal work assignment. At no time shall overtime be permitted for off-campus travel, unless such overtime has been expressly authorized in advance by the President/Superintendent or a designated representative

## 2. Leave of Absence During Travel

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.

## 3. Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience.

## **Board Policy 8.19**

### **MILEAGE REIMBURSEMENT**

**(Approved by the Board of Trustees January 25, 2000; Approved by the Board of Trustees November 9, 1993)**

The Board of Trustees authorizes administration to set the rate for mileage reimbursement. The rate shall not be less than that established by federal regulations or statute. In order to comply with L.A.C.O.E. Bulletin 226, dated January 12, 2000, the District Mileage Rate will be increased to 36.5 cents per mile effective January 1, 2002.

## **Board Policy 8.20**

### **SALARY REDUCTIONS FOR ABSENCES**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

When salary deductions must be made for absence from duty by school month employees, such deductions will be computed on the basis of twenty (20) days per month. When salary deductions must be made for absence from duty by calendar month employees, such deductions will be computed on the basis of twenty-two (22) days per month. Employee is defined as Certificated, Classified, Administrative, and Hourly.

Education Code 87815 and Collective Bargaining Agreements govern the deduction/adjustment of salary for academic employees.

## **Board Policy 8.21**

### **PAYROLL DEDUCTIONS FOR ORGANIZATIONAL MEMBERSHIPS (Approved by the Board of Trustees April 21, 1998)**

The Board of Trustees resolves that any voluntary payroll deduction authorized by a district employee for the payment of membership dues in a recognized organization and submitted to the Business Office shall continue in effect until such time that said employee notifies the Business Office in writing to eliminate said deduction. The authorization and the power of the Business Office to execute it shall continue in force even when the amount of the required voluntary membership deduction is increased by a membership organization included in this category.

Organizations included under this resolution include but are not limited to the following;

CCCFT/AFT (or service fee)  
FACCC  
ACCCA



## **Board Policy 8.22**

### **ESTABLISHMENT OF A DISTRICT SCHOLARSHIP AND TRUST FUND (Approved by the Board of Trustees February 21, 1984)**

A District Scholarship and Trust Fund shall be established to account for gifts, donations, bequests, and devices (subject to donor restrictions) which are to be used for scholarships or for grants and loans to students.

Funds received will be maintained in the County Treasury as are all other District funds. The establishment of this separate fund, however, will prevent commingling of restricted and unrestricted receipts and will provide a clear audit-trail for accountability purposes.

## **Board Policy 8.23**

### **AUTOMOTIVE REPAIR FEES**

**(Approved by the Board of Trustees November 10, 1997)**

All customers/ students will furnish materials and parts required for repairs to automobiles, and will, in addition, be required to pay a service fee. Non-student customers must pay to the College a minimum service fee for each car of \$30.00. Student customers must pay a minimum service fee for each car of \$20.00.

Service fees for repairs are to be paid in advance to the Business Office. All fees will be established before repairs begin.

A work order (hard copy) will be completed and maintained on file for all automobile repairs, which take place.

## **Board Policy 8.24**

### **FEE FOR CLASS SCHEDULES**

**(Approved by the Board of Trustees April 23, 1996)**

Charges to students for the class schedule shall be fair and equitable, as determined by the Administration. The fee for each class schedule shall be determined by the Administration prior to the beginning of the semester for which it becomes effective. The fee is currently set at 25 cents.

## **Board Policy 8.25**

### **LIBRARY FINES AND NON-RETURNED BOOKS (Approved by the Board of Trustees March 9, 1999)**

In order to ensure that circulating library books are available for student use, and to replace losses to the holdings because of non-returned books, the College Library shall assess overdue fines and charges for non-returned books, as follows:

#### Overdue books:

Books, which circulate outside of the Library, shall circulate for a minimum of 15 school days, not including weekends or non-instructional days. If a student wishes to renew a book, he/she may do so at any time within this fifteen-day circulation period by simply bringing the book and a form of photographic identification to the circulation desk.

Daily fines are not being assessed for three-week circulating books that are overdue. Overdue notices are sent out following a grace period of 30 days that include the replacement cost of the book.

The seven-day circulating reserve books are an exception as fines are charged of \$1.00 per day up to the replacement value of the book.

#### Non-Returned Books:

Holds are placed on student records when books are long overdue which prevents them from registering, receiving a report of grades, or having transcripts sent. Once a hold has been placed on a student, he/she can return overdue items, purchase like book/s on the same subject for the library for those lost or missing, or pay the replacement cost to receive clearance.

In the event that a student pays the replacement fee for a book (\$40.00) and then finds and returns the book in question, he/she will receive a full refund.

## **Board Policy 8.26**

### **INSURANCE PROVISIONS**

**(Approved by the Board of Trustees March 9, 1999)**

The District carries insurance that covers any cleared employee driving a District vehicle. Limits of liability are covered under the District combined property and casualty insurance provisions. Approved District forms must be filed by the employee if that person is involved in any accident. (Discretionary Education Code Section 72506)

District employees who have not been cleared to drive District vehicles may be approved to drive their own vehicle on District business without transporting any others (including students or other District employees) dependent upon the individual's driving record. The employee must furnish Certificates of Insurance indicating the following limits:

- |    |  |              |
|----|--|--------------|
| a. | Bodily Injury Liability                                    |              |
|    | per person   | \$200,000.00 |
|    | per accident   | \$500,000.00 |
| b. | Property Damage Liability                                  | \$50,000.00  |
| c. | Bodily injury and Property Damage<br>Combined Single Limit | \$500,000.00 |

(Discretionary Education Code Section 70902)

For a District employee driving his or her own vehicle and cleared to drive on District business and who is involved in an accident, employee insurance is primary; insurance or collection efforts made by the employee or his representative or other parties is secondary; and the District insurance is tertiary. If, after the aforementioned efforts have been made and the employee is still responsible for a deductible amount, the District will reimburse up to \$200 of the employee's deductible. (Discretionary Education Code Section 70902)

The District does not assume any liability or responsibility for the loss of personal equipment contained in an individual's car. (Discretionary Education Code Section 70902)

## **Board Policy 9.1**

### **SAFETY POLICY**

**(Reference: Injury Prevention Policy – Approved by the Board of Trustees November 9, 1993; Policies in the 1982 Edition of the Policies Manual)**

It is the policy of the Compton Community College District that every employee is provided a safe place and safe conditions in which to work. To this end, every effort will be made in the interest of accident protection, fire protection, and health preservation.

It shall be the responsibility of management to conduct periodic safety inspections, to communicate the results of those inspections to the areas affected and to provide safety training where indicated.

To further the goal of maximizing safety, the Board has also adopted an Injury Prevention Policy (Board Policy 9.2)

## **Board Policy 9.2**

### **INJURY PREVENTION POLICY**

**(Approved by the Board of Trustees November 9, 1993)**

#### General Policy Statement

The Compton Community College District, through its management is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety.

#### Objective of Injury Prevention Program

The primary objective of the Injury Prevention Program is to prevent employees from getting injured on the job. In order to achieve this objective, the District must comply with the California Occupational Safety and Health Administration, General Industry Safety Orders Title 8, Section 3203, which requires each employer to

- A. Establish and maintain an effective Injury Prevention Program.
- B. Provide a safe and healthy working environment for all employees
- C. Reduce the financial and human losses resulting from accidents and illnesses arising out of or occurring in the course of employment.
- D. Establish safety policies, committees, training, etc., which will contribute to and be a part of the Injury Prevention Program
- E. Establish ongoing injury prevention programs for all departments.

#### Injury Prevention Program

- A. Support:  
All employees are expected to comply with the Governing Board's Injury Prevention Program statement. This resolution reflects the District's concern for safety and its commitment to the policies outlined in the program.

- B. Responsibilities:
1. The Executive Vice President, Business and Administration will be responsible for the Injury Prevention Program. He/she shall designate the Director of Maintenance & Operations, or designee, to direct the Injury Prevention Program administration.
  2. The Director of Maintenance & Operations, or designee, shall be responsible for the following:
    - a. Administering the Injury Prevention Program to determine compliance
    - b. Maintaining records as prescribed by legislation
    - c. Providing information regarding accident-injury experience and related costs to the Executive Vice President, Business and Administration and various department heads.
    - d. Training supervisors to effectively communicate safety instructions to employees.
    - e. Advising department heads and departmental safety coordinators on safety clothing, equipment, and policies
    - f. Assisting with periodic safety and health inspections
    - g. Performing follow-up investigations of accidents and injuries as required
    - h. Serving on the District Safety Committee
    - i. Performing all duties necessary to ensure compliance with applicable safety and health regulations
  3. The Area Administrator/Manager is responsible for the effective implementation and maintenance of the Site Injury Prevention Program. Such a program shall include:
    - a. A system of job safety rules, safety inspections, accident investigation, and pertinent safety performance records.
    - b. A safety orientation, adequate job training, and continuing safety instructions for all departmental employees
    - c. Compliance with CAL-OSHA regulations with regard to specific performance.



4. The Immediate Supervisor is the key to a successful Injury Prevention Program. The supervisor shall:
  - a. Recognize the potential or real hazards of each job supervised.
  - b. Regularly observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
  - c. Emphasize to employees the benefit of observing safety procedures and of using the prescribed protective equipment
  - d. Enforce all safety rules, procedures, and policies
  - e. Discipline employees who do not comply with safety rules, procedures, and policies
  - f. Provide for employee orientation and training sessions, minutes of which should be maintained at the site
  - g. Promptly investigate injuries and accidents
  - h. Encourage employees to report unsafe conditions and to submit practical suggestions for correction
  - i. Insure that tools, equipment and protective devices are properly maintained and utilized.
  - j. Perform all duties, which will enhance the success of the Injury Preventions Program
  
5. All employees are required to develop and demonstrate safe work habits. They shall:
  - a. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment
  - b. Promptly report to their supervisor all conditions they believe to be unsafe.
  - c. Attend and participate in safety training.
  - d. Use prescribed protective clothing where required
  - e. Learn and observe the safety rules, procedures, and policies
  
6. The District Occupational Health & Safety Committee shall oversee the safety policies, and
  - a. Act at the direction of the Executive Vice President, Business and Administration
  - b. Meet quarterly to perform the following functions:
    1. Analyze effectiveness of the Injury Prevention Program and develop policy recommendations to meet current needs
    2. Review safety problems and recommend practical solutions for correcting them.
    3. Receive Site Safety Coordinators' reports and review actions of the department safety coordinators
    4. Review liability and Workers Compensation reports as necessary

7. Area Administrators/Managers

The President, or designee, shall on a regular basis meet the Administrator/Managers to review the safety program. This includes review of safety inspection, implementation of individual injury prevention programs, including lectures and presentations.

RECORD-KEEPING REQUIREMENTS WILL BE ADHERED TO INCLUDING:

Maintenance of all written records for three years. Asbestos and respiratory claims of injury must be kept thirty (30) years after employee leaves District.

## **Board Policy 9.3**

### **EYE SAFETY**

**(Reference: Injury Prevention Policy – Approved by the Board of Trustees November 9, 1993; Policies in the 1982 Edition of the Policies Manual)**

It is the policy of the Compton Community College District that in those cases where students are required to use safety glasses for the entire period of instruction, such students will purchase standardized safety glasses, which shall be made available at the College Bookstore.

In those cases where class work requires only the occasional use of safety glasses, the Compton Community College District will loan glasses to appropriate students as needed.

## **Board Policy 9.4**

### **REVISION OF BOARD RESOLUTION ON REDESIGNATION OF SECURITY DEPARTMENT (Reference: Revision of Policy Redesignating Security Department - Approved by the Board of Trustees April 28, 1998; Redesignation of Security Department – Approved by the Board of Trustees December 23, 1997)**

The Board of Trustees supports the following resolution:

Whereas all security officers are required to meet the minimum standards established by the Peace Officers Standards & Training (POST) Commission and set forth in Penal Code Sections 832 and 832.2, and

Whereas our campus security officers are called upon to deal with a variety of situations requiring comprehensive police experience and training, and

Whereas they have consistently excelled in the performance of their duties on behalf of the District,

Therefore be it resolved that the Compton Community College Board of Trustees declares that the Security Department henceforth be designated the Compton College School Police Department and that officers henceforth be designated as School Police Officers.

The objective of the Compton Community College Police Department is to maintain, to the extent possible, a safe and crime-free environment on the Compton College campus and on all property operated by the District. Members are to accomplish this objective through appropriate enforcement of state and local laws, being of assistance to the college public and support of college staff and students, providing an overall service to assist the college community in its accomplishment of its objectives, and implementation of appropriate crime prevention measures.

## **Board Policy 9.5**

### **VEHICLE, ANIMAL, AND NOISE CONTROL**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

#### Vehicle

1. The Visitors' Parking Area is limited to 45-minute parking ONLY. Visitors with business that will exceed the 45-minute limit should be directed by security to park in the open parking lots used by students and staff.
2. Parking decals are to be hung around the interior mirror adjacent to the driver's seat by all employees and students. Visitors must have a "Visitor's Pass" if parking in any area aside from the lot designated for them.
3. It is the responsibility of both staff and students to have the current semester's validation sticker affixed to the parking decal. Individuals with decals but without current validation stickers may be cited.
4. Curbs designated for the use of Cabinet or Board Members are exclusively reserved for designated individuals.
5. The area to the immediate north of the auto shop building is reserved for those repairing cars in the auto shop. Permission is granted by the auto shop instructor.
6. Riding on skateboards and roller skates is prohibited on all walkways.
7. Bicycles, motorcycles, and other similar vehicles are to be parked in the areas reserved for their use.
  - (a) Motorcycle parking is located on lot No. 4 (near H-Building).
  - (b) Bicycle racks are located at the east end of the "C" wing, in front of C-29 and south of the swimming pool.
8. All violators will be cited.

#### Animal

1. No animals are permitted on campus, with the exception of "seeing-eye" dogs.

#### Noise

1. Portable radios, CD players, and other electronic paraphernalia may not be played adjacent to classrooms, the Library, or school offices. They must also, if played elsewhere, always, be played in such a way as to not disturb the learning environment or the comfort of others. Earphones are strongly recommended.
2. All individuals on campus must refrain from shouting or talking so loudly that they disturb the learning environment or the comfort of others. This in no way precludes or seeks to discourage active conversation and/or discussion on the part of individuals. Nor does it any way impinge on an individual's freedom of expression or freedom of speech.

## **Board Policy 9.6**

### **CIVIL DEFENSE**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

In conformance with Section 17.1 (a) of Title 5 of the California Administrative Code, the Board of Trustees of the Compton Community College District has adopted the following rules and regulations governing the procedures and responsibilities of personnel and students during times of civil defense and disaster emergencies:

1. All students, both day and evening, may be required to participate in fire and disaster drills. The purpose of such drills is to develop alertness and obedience in times of emergency. Procedures are set forth in the Faculty Handbook and the Student Handbook.
2. Subject to appropriate regulations and administrative practices, students may be permitted to participate in roles of leadership involving other students in a disaster emergency. In all cases a faculty member or certificated person will supervise such activities.
3. No employee of the College shall, under any circumstances, order a student into a known dangerous situation. The personal safety and welfare of every student is the foremost obligation of each member of the College staff.
4. All personnel employed by the College shall regard the College as their primary responsibility should a conflict exist between the College and another civil defense agency, unless the other civil defense agency appropriately and legally supersedes the College.

## **Board Policy 9.7**

### **VIOLENCE PREVENTION PROGRAM AND POLICY**

**(Approved by the Board of Trustees March 9, 1999; Reference: Occupational Safety and Health Act of 1970 (Public Law 91-596))**

In accordance with Public Law 91-596 it is the position of the Board of Trustees that campus wide efforts should be mounted which will assure safe and healthful working conditions for Compton College students, faculty, classified staff, administrative staff, confidential staff, and professional staff. According to the Occupational Safety and Health Act of 1970, the National Institute for Occupational Safety and Health (NIOSH) is charged with recommending the following; (a) occupational safety and health standards and (b) describing exposures that are safe for various periods of employment. The reference to exposures includes (but is not limited to) the fundamental belief that no worker should suffer diminished health, functional capacity, or life expectancy as a result of his or her work experience.

According to the National Institute for Occupational Safety and Health Centers for Disease Control and Prevention (1999) each week in the United States, an average of 20 workers are murdered and 18,000 are assaulted while at work. As a result, violence has become a substantial contributor to occupational injury and death. In addition, homicide has become the second leading cause of occupational injury death. It is the position of the Board of Trustees that these staggering figures should not be viewed as an accepted cost of doing business in our society – nor should death or injury be an inevitable result of one's chosen occupation. It is also the position of the Board of Trustees that there will be a zero tolerance of violence. This position holds true whether the violence originates inside or outside the campus environment.

#### Comprehensive Strategy for Reducing Violence in the Workplace

The Board of Trustees is aware of the following;

1. Factors that place workers at risk for violence in the workplace include interacting with the public, exchanging money, delivering services or goods, working late at night or during early morning hours, working alone, guarding valuables or property, and dealing with violent people or volatile situations
2. No single strategy is appropriate for all workplaces, but all workers and employers should assess the risk of violence in their workplaces and take appropriate action to reduce those risks.
3. Prevention strategies for minimizing the risk of workplace violence include (but are not limited to) cash-handling policies, physical separation of workers from customers, good lighting, security devices, escort services, and employee training.
4. A workplace violence prevention program should include a system for documenting incidents, procedures to be taken in the event of incidents, and open communication between employers and workers.

5. Collecting information about all incidents of workplace violence will assist in determining whether prevention strategies are necessary, appropriate, and effective.
6. A tremendous potential exists for workplace-specific prevention efforts such as bullet-resistant barriers and enclosures, locked drop safes and other cash-handling procedures and threat assessment policies

The Board of Trustees Recommends the Following:

1. Under the direction of the Executive Vice President of Administrative Affairs/Deputy Superintendent, the Campus Police will continue to improve the existing system for documenting violent incidents at Compton Community College
2. In conjunction with the Director, Public Information Office/Assistant to the President the Compton College Workplace Violence Prevention Policy, and specific prevention strategies will be publicized campus-wide
3. The President/Superintendent or his/her designee will schedule appropriate violence prevention training sessions
4. The President/Superintendent or his/her designee will develop a Threat Assessment Team(s) to which threats and violent incidents can be reported.
5. The 'Team(s) should include representatives from human resources, security, employee assistance, unions, workers, management, and legal and public relations departments.
6. The charge of the 'Team' will be to assess threats of violence (e.g. to determine how specific a threat is, whether the person threatening the worker has the means for carrying out the threat, etc.) and to determine what steps will be necessary to prevent the threat from being carried out.
7. The 'Team' will also be charged with periodic reviews of violent incidents to identify ways in which similar incidents can be prevented in the future.
8. The 'Team' should be sensitive to the fact that when violence or the threat of violence occurs among co-workers, firing the perpetrator may or may not be the most appropriate way to reduce the risk for additional or future violence. For example, the President/Superintendent may elect to retain some control over the perpetrator and require or provide counseling or other care, if appropriate.
9. The President/Superintendent or his/her designee will identify the procedures and responsibilities to be taken in the event of a violent incident in the workplace. These procedures will clearly specify the following; (a) how the Threat Assessment Team(s) will be assembled, (b) responsibility for immediate care of the victim(s), (c) responsibility for re-establishing work areas and processes, and (d) responsibility for organizing and carrying out stress debriefing sessions. In addition to the victims, the latter sessions may be directed towards the victim's co-workers, as well as the families of victims and coworkers.
10. For a situation that poses an immediate threat of workplace violence, all legal, human resource, employee assistance, community mental health, and law enforcement resources will be used to develop a response.



11. The risk of injury to all workers will be minimized. For example, if a threat has been made that refers to particular times and places, or if the potential offender is knowledgeable about workplace procedures and time frames, patterns may need to be shifted. Preventive measures may include staggering departure times and implementing a buddy system or providing a security guard escort for leaving the building and getting to parking areas.
12. The threat should not be ignored in the hope that it will resolve itself or out of fear of triggering an outburst from the person who has lodged the threat. If someone poses a danger to himself or others, appropriate authorities should be notified and action should be taken.
13. The President/Superintendent or his/her designee should disseminate information on stress reduction in the workplace. Stress can be both a cause and an effect of workplace violence. For example, high levels of stress may lead to violence in the workplace. However, a violent incident in the workplace will most certainly lead to stress, perhaps even to post-traumatic stress disorder.

## **Board Policy 9.8**

### **PARKING**

**(Approved by the Board of Trustees March 9, 1999)**

#### Traffic and Parking

##### Responsibility

(Mandatory Education Code Section 70902, Vehicle Code Section 21113)

The responsibility for enforcement of traffic and parking regulations shall be vested in the Campus Police Department.

##### Parking

It is the desire of the Board of Trustees to provide vehicular parking facilities for board members, the administration, faculty, staff, students, community service participants, and occasional visitors to the campus. In doing so, the Board hereby authorizes designated parking in conformance with this policy and requires that this policy be posted plainly in sight in the lobby of the Administration Building, for notice to all concerned.

Student parking areas shall comprise the bulk of campus parking areas and shall be indicated by unpainted curbs. Parking in these areas requires a College permit.

Visitor parking is available in the parking lot immediately in front of the Administration Building. Visitors may park in areas painted green for the time period indicated on the curbing. College permits are not required for parking the allotted time in these areas.

Citations shall be issued for violations and fines shall be collected through the Los Angeles County system.

##### Procedures:

Administrators, faculty, and staff new to the campus shall be advised at the time of notice of employment by the authorizing office (e.g., Classified Personnel, Human Resources, Vice President, Associate Dean, Supervisor, etc.) that permit parking is required. Part-time, substitute, temporary employees shall be so notified by the office giving notice of employment.

Students shall obtain parking permits at the time of registration, and class schedules should include this information for the student's advance notice.

Recognizing that some period of orientation is required to familiarize the new student with College parking regulations, and that the faculty may require some time to return to obtain new parking permits, the Board hereby declares a moratorium on issuing tickets for the first two weeks of the fall semester, spring semester, and summer session. Warning notices only shall be issued by the campus police during this period. It should be noted however, that parking in commonly forbidden zones, such as "no parking" (red curbs); handicapped designated spaces; and on fire access roads is strictly forbidden and the moratorium shall not apply to these violations, which shall be subject to penalties.

Administrator, faculty, and staff permits may be obtained from the Office of the Executive Vice President, Business and Administration. Adjunct faculty permits for evening or Saturday classes may be picked up from the Office of the Vice President of Administrative Affairs/Evening Division/Special Projects (Evening Division). Each individual is responsible for making requests to renew parking permits at the beginning of each semester. Off-campus, part-time, substitute, and temporary employees shall be directed by the employing office to report to the Business Office or the Evening Division for temporary/special parking permits. Individuals coming from off-campus are not expected to be familiar with the District's policy on first notice, and it is therefore the responsibility of the employing office to advise the individual of these requirements.

Special event parking (workshops, seminars, visitations, etc.) shall be arranged by the department initiating the event by notifying Security of non-campus visitors and arranging, in advance, for visitor parking. When the day or hour are such that special security patrolling is required over and above normal patrolling services, the department initiating the event shall arrange in advance with the Business Office to identify the funding source to which specially required campus police services shall be charged. It shall not be the obligation of the college to provide for specially required security services during such events.

Courtesy visitor parking is provided in front of the Administration Building and is restricted only as to the time period indicated on the curbing at individual areas. Visitors are expected to take notice of these periods, and non-visitors (i.e., on-campus staff) who utilize these areas for extended periods shall be cited.

#### Permits

(Discretionary Vehicle Code Section 21113)

All student parking requires a paid permit at the beginning of each semester. Student parking permit fees shall be paid at the time of registration.

All staff parking requires a permit at the beginning of each semester. Staff parking renewals should be made prior to the expiration date on any existing permit.

Reserved parking permits shall be issued only to the following:

- 1) All full-time certificated and regular classified employees.
- 2) All part-time certificated employees.
- 3) Board of Trustees.
- 4) Student Government offices (as approved by the Dean of Student Affairs).

Each year, the Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee shall review the permit holders and shall recommend to the President/Superintendent any changes or additions.

Special parking and temporary permits shall be given as follows:

- 1) One-Day Permit - good for a single day.
- 2) Special Events Permit - good for a short duration of time.
- 3) Disabled Temporary Permits - good for two weeks only.

Temporary permits will be issued only by the Business Office. A list should be submitted to the Business Office for those requesting special permits. When possible, advance arrangements should be made by the sponsor of the guest or visitor. The Business Office in conjunction with the Campus Police Department will be responsible for assigning lot locations.

Issuing personnel will instruct the guest or visitor to place the temporary permit in the proper location of his or her vehicle and with the name and lot designation facing outside.

#### Parking

(Discretionary Vehicle Code Section 21113)

All persons shall obey any sign or signal erected to carry out these regulations or any applicable section of the California Vehicle Code.

All vehicles parking in posted areas requiring a parking permit must display a current, valid Permanent or Temporary Parking Permit for that area.

Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows:

- 1) RED ZONE - indicates no parking or stopping at any time.
- 2) YELLOW ZONE - indicates a reserved area requiring a parking permit or, if marked as a "loading zone," allows for the loading or unloading of vehicles and the temporary parking of service vehicles.
- 3) GREEN ZONE - indicates 20 minutes only parking for guests and visitors.
- 4) BLUE ZONE - indicates disabled parking. Parking allowed only with a special temporary permit or proper Department of Motor Vehicles Disabled Persons license plate or placard.
- 5) ORANGE ZONE- Is reserved for employees on a first come first serve basis

All vehicles must park within stalls specifically designated for parking purposes by painted lines on the pavement.

Vehicles shall not occupy more than one marked space or overlap the lines designating the stall.

All vehicles shall be parked with the fronts of the vehicles heading into the parking stalls.

Motorcycles shall be parked only in areas marked "motorcycles only".

Vehicles other than motorcycles shall not be parked in "motorcycles only" parking spaces.

Mopeds will be parked in the appropriate racks. Mopeds shall not be operated on campus and must have a valid California Motor Vehicle registration; the driver must be licensed for this vehicle. Under no circumstances are mopeds and/or bicycles to be attached to trees, handrails, light standards, or any other designated devices. Mopeds and bicycles chained and/or located in unauthorized areas may be impounded by the Campus Police Department.

Vehicles illegally parked and/or impeding the normal flow of traffic may be towed away at the owner's expense.

No person shall abandon, or leave standing, any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Campus Police Department. Violations will result in vehicle removal and storage.

Traffic  
(Discretionary Vehicle Code Section 21113)

Unless authorized by the Campus Police Department, no vehicle shall be driven or parked on sidewalks; lawns; athletic fields; basketball, tennis or handball courts; or in any other area not intended for vehicular use.

Vehicles, including bicycles and mopeds, shall not be operated in a hazardous manner on college property. The speed limit on Compton College property is 10 m.p.h.

All persons operating vehicles must obey posted signs and roadway markings designating traffic lanes and direction of traffic flow.

Pedestrians have the right-of-way in marked crosswalks; persons operating vehicles must yield to such pedestrians.

All vehicles must come to a complete stop at posted signs and may then proceed only when safe to do so.

Citations  
(Discretionary Education Code Section 72330, Vehicle Code Sections 21113 and 40000.1)

The Campus Police Department receives its authority to enforce the Traffic and Parking Regulations from the California Penal Code, the Education Code, and the California Vehicle Code. Citations are issued by the Campus Police Officers.

Persons having three or more outstanding unpaid parking citations or traffic warrants originating from Compton College may be denied permission to park anywhere on college property. They may also be denied permission to register for classes and/or have transcripts of completed work withheld.

Miscellaneous  
(Discretionary Education Code Section 70902)

At the time of registration, each student shall receive a copy of the parking rules and regulations.

A map indicating reserved areas for parking shall be included in the Student Handbook. At the time of employment, each new employee shall receive a copy of the parking rules and regulations. Each year, the Executive Vice President of Administrative Affairs/Deputy Superintendent or his/her designee shall recommend to the President/Superintendent the number of special reserved parking stalls which are to be provided for specific personnel.

## **Board Policy 10.1**

### **POLICY ON AUXILIARY ORGANIZATIONS**

(Approved by the Board of Trustees February 8, 1994)

The Board of Trustees of the Compton Community College District declares that all organizations using the name of the college as part of its organization or to solicit funds on behalf of the college must comply with regulations stipulated in Title V and SB 795, which include maintaining and submitting minutes of all meetings, and submitting copies of audited financial reports, tax returns, budgets, and records of all fund-raising activities. All fund-raising checks are to be made payable to the College, with the specific name designation and control by the Bursar's Office. Those organizations that are either not complying with or are unable to comply with this policy must desist from using the college name and must remove their account off campus.

## **Board Policy 10.2**

### **CONFLICT OF INTEREST AND DISCLOSURE CODE**

**(Reference: Amendment to Conflict of Interest Code – Approved by the Board of Trustees November 12, 1985; Policies in the 1982 Edition of the Policies Manual)**

SECTION 100. The COMPTON COMMUNITY COLLEGE DISTRICT (herein agency) of the County of Los Angeles hereby adopts this Conflict of interest and Disclosure Code. The provisions of this Code are additional to Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

SECTION 200. Designated Positions. The positions on Exhibit "B" are designated positions. Persons holding those positions are designated persons and are deemed to participate in the making of decisions, which may foreseeable, has a material effect on a financial interest.

SECTION 300. Disclosure Statements. Designated positions are assigned to one or more of the disclosure categories set forth on Exhibit "A". Each person holding a designated position shall file a statement disclosing his/her interest in investments, real property, and income, designated as reportable under the category to which his/her position is assigned on Exhibit "B".

#### **SECTION 400. Place and Time of Filing**

(a). A person holding a designated position required to submit an initial statement of financial interest shall file the statement with the agency within 30 days after the effective date of this Code.

(b). Persons appointed, promoted, or transferred to designated positions shall file an initial statement with the agency within 30 days after assuming the position reflecting holdings as of the day assuming the position.

(c) Annual statements shall be filed with the agency during the month of March by all persons holding designated positions. Such statements shall cover the period of the preceding calendar year or from date of the initial statement.

(d). Closing statements shall be filed with the agency within 30 days of leaving a designated position. Such statements shall cover the period from the closing date of the last statement filed to the date of leaving the position.

SECTION 500. Contents of Disclosure Statements. Disclosure statements shall be made on forms supplied by the Agency, and shall contain the following information.

A. When an investment, or an interest in real property, is required to be reported, the statement shall contain:

(1) A statement of the nature of the investment or interest,



(2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business is engaged;

(3) The address or other precise location and the use of the real property;

(4) In the case of an investment which constitutes 50% or more of the ownership interest in a business entity, disclosure of the reportable investments and reportable interests in real property of the business entity.

(5) If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

B. When personal income is required to be reported, the statement shall contain:

(1) The name and address of each source of income aggregating two hundred and fifty dollars (\$250.00) or more in value, or twenty-five dollars (\$25.00) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

(2) A description of the consideration, if any, for which the income was received;

(3) In the case of a gift, the amount or value and the date on which the gift was received and the name, address, and business activity, if any, of the intermediary or agent and the actual donor;

(4) The first report filed by a person appointed to a designated position shall disclose only reportable investments and interests in real property. Income shall not be reported.

C. When income of a business entity, including income or a sole proprietorship, reported the statement should contain:

(1) The name, address, and a general description of the business activity of the business entity;

(2) The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during the calendar year, if such person would be otherwise a reportable interest.

**SECTION 600. Disqualification -** Persons in designated positions shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally on:

(a) Any reportable investments or interest in real property;

- (b) Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250.00) or more in value received within twelve months prior to the time the decision is made;
- (c) Any business entity in which the person holding a designated position is a director, officer, partner, trustee, employee, or holds any position of management.

## EXHIBIT "A"

### Category 1.

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency. Persons shall not be required to disclose property used primarily as their residence or for personal recreational purposes.

### Category 2.

Persons in this category shall disclose all investments. "Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under the title. No asset shall be deemed an investment unless its fair market value exceeds one thousand dollars (\$1,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or spouse owns directly, indirectly or beneficially, a ten percent interest or greater. (Government Code, Section 82034)

### Category 3.

Persons in this category shall disclose all income received from any source located or doing business within the jurisdiction or expecting to do business within the jurisdiction. Income received from a public agency need not be disclosed.

### Category 4.

Persons in this category shall disclose all income from and investments in businesses that provide or sell services or supplies of the type associated with the job assignment and utilized by the agency.

Category 5

Persons in this category shall disclose all income from and investments in businesses that provide, manufacture, or sell services, supplies, provisions or other property of a type utilized by the agency in an aggregate amount of \$10,000 or more per annum.

EXHIBIT "B" CATEGORIES

- |   |         |
|---|---------|
| 1. Governing Board Member   | 1, 2, 3 |
| 2. President/Superintendent   | 1, 2, 3 |
| 3. Executive Vice President of Academic Affairs                             | 4       |
| 4. Executive Vice President of Business Affairs                             | 4       |
| 5. Executive Vice President of Student Affairs                              | 4       |
| 6. Executive Vice President of Administrative Affairs/Deputy Superintendent | 4       |
| 7. Controller   | 4       |
| 8. Associate Dean (s)   | 3, 4    |
| 9. Purchasing Agent   | 4       |
| 10. Supervisor of the Learning Center                                       | 4       |
| 11. Head Librarian  |         |

## **Board Policy 10.3**

### **DELINEATION OF SCHOOL YEAR**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

The annual salary of faculty is paid in ten (10) installments, on the basis of ten (10) school months, August through May respectively.

## **Board Policy 10.4**

### **NAMING OF STREETS AND PARKING LOTS (Approved by the Board of Trustees October 11, 1988)**

As the College is devoid of any nomenclature which properly and accurately designates thoroughfares, streets, and corridors on campus, and many students, visitors, and fire and police departments have raised concerns about their inability to traverse the campus easily because of the lack of specific designations in these areas, the Board approves the name designations of streets, thoroughfares, and corridors, as listed below:

#### Campus Streets

1. East Campus Drive
2. North Campus Drive
3. West Campus Drive
4. The Circle
5. Stadium Way

#### Walkways and Corridors

1. East Campus Walk
2. East Corridor
3. West Corridor
4. West Campus Walk

#### Lanes Emanating Negotiated From The Star

1. Freshman Lane
2. Tartar Lane
3. Sophomore Lane

#### Parking Lots (Denoted by Number and Color)

- #1 Red
- #2 Blue
- #3 Yellow
- #4 Green
- #5 Maroons
- #6 Gray

## **Board Policy 10.5**

### **DISTRIBUTION AND POSTING OF MATERIALS, COLLECTIONS, CONTRIBUTIONS, DONATIONS (Approved by the Board of Trustees February 28, 1989)**

#### **A. GENERAL STATEMENT**

While the right to distribute and/or post materials on campus is restricted to those duly enrolled in or employed by the College, the general public may be granted permission to distribute or post materials on campus at the discretion of the designated District administrator.

Materials from the general public must be of an educational nature and non-partisan. Approval or disapproval of such distribution or display SHALL BE IN ACCORDANCE WITH STANDARDS SET FORTH IN THE SAME POLICY WHICH GOVERNS EMPLOYEES AND STUDENTS OF THE COLLEGE.

The enforcement of this policy shall be the responsibility of the Executive Vice President, Student Affairs.

The Compton Community College District recognizes individuals' rights to exercise their freedom of expression. It also recognizes the necessity of restricting these rights on campus to those duly enrolled in or employed by the College, as well as to the general public. Rules and regulations are necessary to maintain an orderly process of learning and to maintain standards of student conduct and language appropriate to an academic environment.

The purpose of this policy is to ensure the exercise of the individual's rights with due regard to the rights of others, and the need for reasonable restrictions in the operation of Compton Community College.

Students, staff, and the general public may have the right 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 and other insignia.

Any individual or group seeking to use bulletin boards, distribute printed materials or petitions, and/or wear buttons, badges, and other insignia are expected to use good taste in their manner of expressing ideas. All language, pictures, drawings or photographs used in any material distributed, displayed or circulated pursuant to this policy must not be vulgar or profane. "Vulgar" as used herein includes that which is lewd, profane, coarse, crude or offensive, and all language and pictorial expression, which infringes on the minimum standards of propriety and the accepted norm of public behavior on or near the campus. Neat lettering and correct spelling is required on all posters. In addition, no individual or group shall use coercion to induce students or any other person to accept printed matter or to sign petitions; neither shall there be any funds or donations collected for any material distributed.

**B. PROCEDURES FOR STUDENTS (ALSO APPLICABLE TO STAFF AND THE GENERAL PUBLIC):**

1. All printed matter distributed on campus or in the immediate vicinity of school property, including but not limited to, a petitions, circulars, leaflets, newspapers, and all material displayed on bulletin boards, shall be submitted to the Executive Dean, Student Affairs at least one (1) day prior to such distribution or display. Approval or disapproval of such distribution or display shall be in accordance with standards set forth in this policy. The Dean may limit the number of students or groups of students that may distribute materials in any one day.

2. The Executive Dean, Student Affairs shall be the person to review material and exercise administrative responsibility as required by this policy. Any student may appeal a decision to the Executive Vice President, Student Affairs, who shall render a decision no later than one (1) school day after receipt of the appeal. In the event that a student is not satisfied with the decision of the Executive Vice President, Student Affairs, he/she may appeal to the President/ Superintendent, who shall expeditiously render a final decision.

No written materials distributed or circulated pursuant to this policy shall be left unattended, or stacked for pickup while unattended, at any place on campus.

3. The place and activity of distribution shall not interfere with classroom instruction or the normal flow of traffic within college corridors and entrance hallways, nor impede entrance to or exit from school premises.

4. Individuals are permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the restrictions as to the manner of expression set forth above in Section A, Paragraph 7, and the prohibitions in Section B-6 set forth below.

5. The Executive Dean, Student Affairs will designate bulletin board and wall areas for posting of materials (poster regulations can be viewed in the Student Affairs Office). Posting of materials on said bulletin board and wall areas shall be subject to the limitations set forth above in Section A, Paragraph 7 and in Section B-6 below. All material displayed shall clearly indicate the author or agency responsible for its production and shall be dated. The Executive Dean, Student Affairs shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards or wall areas, with the object of assuring fair access to the bulletin boards and wall areas for all students. All campaign posters and related materials must be removed at the conclusion of the campaign or event by the person posting the materials.

6. No individual shall distribute materials, wear buttons, badges or other insignia, or post notice or other materials which:

- a. are obscene to minors, according to current legal definitions
- b. are libelous or slanderous, according to current legal definitions
- c. incite students so as to create a clear and present danger of the imminent commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operations of the college.
- d. express or advocate racial, ethnic, sexist, or homophobic prejudice so as to create a clear and present danger of the imminent commission of unlawful acts on school premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the college
- e. are distributed, displayed, or circulated in violation of the time, place, and manner requirements set forth in this policy.

There shall be no disruption of the educational program.

7. No collections, contributions, or donations of money or materials shall be made except by the specific authorization of the Executive Dean, Student Affairs or the Executive Vice President, Student Affairs. Collections, contributions, or donations so authorized shall be conducted in accordance with regulations established by this policy. The display and/or sale of materials, articles, or services, or the solicitation or donation of money and/or articles or materials are permitted only by campus organizations when college procedures as set forth below are followed.

a) a sample and/or description of the materials or services to be sold or collected, and a statement of the proposed disposition of solicited funds shall be approved and retained by the Executive Dean, Student Affairs, or a designated representative.

b) sales, collections, contributions, or donations shall be conducted only in areas designated by the Executive Dean, Student Affairs or the Executive Vice President, Student Affairs.

c) activities, as described under this policy statement, may be conducted only for the period of time agreed upon at the time of approval by the Executive Dean, Student Affairs or the Executive Vice President, Student Affairs.

d) all funds or materials collected must be handled and accounted for in accordance with procedures established by the Business Office

e) violation of this policy by any student shall be sufficient cause for disciplinary action, including suspension and expulsion.



## **Board Policy 10.6**

### **GUEST SPEAKERS**

**(Reference: Policies in the 1982 Edition of the Policies Manual)**

Compton Community College is dedicated to the principles of democracy, has faith in the integrity of the individual, and encourages each student to weigh and evaluate issues. The Board believes that it is the special charge of a public college to encourage a questioning mind and a critical spirit and to expose the inheritance of fact to logic, the challenge of new data, refined reason, and fresh methods of looking at man and the universe.

Compton Community College has, therefore, a responsibility to allow its students to hear, test, and weigh all points of view; to create a climate in which ideas may be freely presented, examined and discussed; to present to students, insofar as possible, the infinite variety of viewpoints of which human intelligence is capable; and to encourage the free expression of opinion.

To this end the College recognizes the need to, at times; invite guest speakers to the college who may profess controversial or unpopular viewpoints, as the appearance of such speakers is appropriate at an academic institution and fully consonant with our nation's belief in freedom of expression and speech.

## **Board Policy 10.7**

### **CONFIDENTIALITY OF FAMILY RECORDS IN THE CHILD DEVELOPMENT CENTER (Approved by the Board of Trustees March 25, 1986)**

1. All confidential discussions with parents shall occur in privacy.
2. All Child Development Center family records and information are deemed confidential.
3. Eligibility and Family Service Records are secured in locked cabinets which have limited access
4. Parents must give written consent for children to be photographed for purposes outside of District concerns.
5. No confidential information is released from family files except upon audit or review by the State.
6. Because information may not be released from the file, except in an extreme emergency, as determined by the Director, parents should submit photocopies of all required documents.

## **Board Policy 10.8**

### **REVISED KEY POLICY**

**(Approved by the Board of Trustees September 8, 1997)**

1. All requests for keys shall be set forth on Form # MO-K1, "Key Request Form." Forms are available in M & O, the Business Office, and the Office of Academic Affairs
2. Keys will be issued to full-time classified employees only with the written authorization of the employee's administrative supervisor
3. Keys may be issued to full-time and part-time faculty members only with the written permission of the appropriate Division Chairperson and Associate Dean. Keys will be issued only to the individual named on MO-K1.
4. Master keys will be issued only with the written authorization of the President-Superintendent or his designee. Normally, only the President, Vice Presidents, Deans, Security, and Maintenance & Operations shall have master keys.
5. Under no circumstances shall keys be issued to any of the following categories of employees or personnel:
  - a. college work study students
  - b. student assistants
  - c. tutors
  - d. professional experts
  - e. consultants
  - f. subcontractors
  - g. temporary classified employees
  - h. assistant coaches
6. File keys, desk keys, cabinet keys, etc. for a given area shall be maintained by the department or office and not by Maintenance. Replacement keys shall therefore be the responsibility of the department or office as well. This arrangement will ensure confidentiality and security of records and other items.
7. In the event that a key is lost or stolen, the employee shall notify (1) security, (2) maintenance and (3) the appropriate Division Chairperson or administrative supervisor. The District may charge for replacement keys, at the direction of the Board.
8. Emergency access to classrooms or offices shall be provided by Security. Staff requesting such assistance must be prepared to present appropriate identification to security personnel, upon request.
9. When a full-time employee leaves the service of the District, he shall turn in all door keys to Maintenance.
10. Part-time faculty members are required to turn in all keys to Maintenance at the end of the semester in which they have received an assignment.
11. Maintenance shall maintain a master list of all keys issued to full and part-time staff. This list will be updated on a monthly basis, or as needed.
12. All part-time faculty members, as well as retiring full-time faculty members, shall obtain an appropriate signature from Maintenance staff, indicating that keys have been returned. This signature will be a component of the end-of-semester Checkout Sheet required of all such faculty.

## **Board Policy 10.9**

### **CHILDREN IN CLASSROOMS**

**(Approved by the Board of Trustees March 9, 1999)**

For the safety and well-being of children, as well as to foster a conducive learning and teaching environment for students and faculty, infants, toddlers, pre-school, and school age children shall not be permitted in the classrooms, corridors, or lawn areas during the instructional day or evening. Students in need of childcare services should be referred to the Child Development Center and/or referred to other child care agencies.

## **Board Policy 10.10**

### **UNACCOMPANIED CHILDREN IN THE LIBRARY**

**(Revised by the Board of Trustees September 3, 2002; Approved by the Board of Trustees March 9, 1999)**

Because of potential liability problems, children under high school age are not to be allowed to use the library without being accompanied by an adult. The adult must be a person over the age of eighteen who will assume responsibility for the child/children.

Children may use the library facilities to do school assignments when accompanied by an adult. Library personnel may ask children to leave if they disturb the quiet study atmosphere of the library, act in a manner that could endanger themselves or others, or misuse the equipment. Library staff has the right to make that determination.

Children are not allowed to enter the area marked Stacks without an accompanying adult.

Library staff has the right to ask children to leave the library at any time.

Children left in the library unattended may, for their own safety, be turned over to Campus Police or the administrator in charge.

**Board Policy 10.11**

**RELIGIOUS EVALUATION OR WORSHIP  
IN THE CHILD DEVELOPMENT CENTER  
(Approved by the Board of Trustees March 9, 1999)**

Pursuant to guidelines established by the California Department of Education, the campus Child Development Center shall not offer religious instruction/and or worship, during its day-to-day operations.

## **Board Policy 10.12**

### **COMPUTER USERS POLICY**

**(Approved by the Board of Trustees March 9, 1999)**

All users of Compton Community College computer accounts and/or equipment shall comply with the rules of CSUNet and the NSFNet/Internet/Interim-NREN backbone, as promulgated from time to time by the National Science Foundation and/or their agents and Network Management organizations (Merit).

All users of Compton Community College computer accounts and/or equipment shall also comply with acceptable use guidelines adopted by the College:

#### NSFNet Acceptable Uses:

NSFNet backbone services are provided to support open research and education in and among United States research and instructional institutions, plus research arms of for profit firms when engaged in open scholarly communication and research. Acceptable uses include:

1. Communication with foreign researchers and educators in connection with research or instruction, as long as any network that the foreign user employs for such communication provides reciprocal access to US researchers and educators.
2. Communication and exchange for professional development, to maintain currency, or to debate issues in a field or subfield of knowledge.
3. Use for disciplinary-society, university-association, government-advisory, or standards activities related to the user's research and instructional activities.
4. Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities.
5. Any other administrative communications or activities in direct support of research and instruction.
6. Announcement of new products or services for use in research or instruction, but not advertising of any kind.
7. Any traffic originating from a network or another member agency of the Federal Networking Council if the traffic meets the acceptable use policy of that agency.
8. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

NSFNet Unacceptable Uses:

1. - Use for, for-profit activities
2. Extensive use for private or personal business.

Compton College Unacceptable Use Guidelines:

All use of Compton Community College computer accounts and/or equipment must be consistent with Compton Community College's primary goals.

1. It is not acceptable to use Compton Community College computer accounts and/or equipment for illegal purposes.
2. It is not acceptable to use Compton Community College computer accounts and/or equipment to create or transmit threatening, obscene, or harassing materials.
3. It is not acceptable to use Compton Community College computer accounts and/or equipment so as to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
4. It is assumed that information and resources accessible via Compton Community College computer accounts and/or equipment are private to the individuals and organizations, which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use Compton Community College computer accounts and/or equipment to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.
5. Computer accounts shall not be shared with unauthorized users.
6. Users must not attempt unauthorized modification or repair to any equipment belonging to, or under the control of the District.

Compton Community College District and its authorized personnel reserve the right to set priorities on the use of Compton Community College computer resources.

Compton Community College will review alleged violations of the acceptable use guidelines set forth above on a case-by-case basis.

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Compton Community College invokes the protection afforded to it by the laws of the United States and the State of California for any and all access(es) or injury to any computer, computer system, computer network, computer program, or data to which Compton Community College provides access and/or services.

Pursuant to Section 502 of the California Penal Code, any unauthorized access, attempted access, or use of any State computing and/or network system is illegal and subject to prosecution. Students of any community college, state university, or academic institution accredited in California (with the exception of the University of California) may be subject to disciplinary sanctions up to and including dismissal from the academic institution.

## **Board Policy 10.13**

### **POLICY ON WASTE MANAGEMENT**

**(Approved by the Board of Trustees on February 26, 2001)**

#### Background:

AB 75 (Strom-Martin, 1999) took effect on January 1, 2000. This bill added new provisions to the Public Resources Code (PRC), mandating that each State agency develop a waste management plan and divert specified volumes of waste from entering the landfill. The College is required to:

- Develop an integrated waste management plan by July 1, 2000
- Divert at least 50 percent of its solid waste from landfills or transformation facilities by January 1, 2004.

The College intends to meet the requirements of AB 75 and continue to reduce, reuse and recycle waste products whenever feasible.

#### Policy:

The College intends to meet the requirements of AB 75 and continue to reduce, reuse and recycle waste materials whenever feasible. The College has developed the Campus Conservation & Environmental Committee (CCEC) to review our existing waste management procedures and make recommendations to campus administration on ways to further reduce, reuse and recycle waste products. The CCEC will also develop an educational program to promote campus waste reduction activities.

The CCEC shall develop a waste management plan pursuant to the requirements of AB 75. The plan will be reviewed and approved by the Cabinet prior to the July 1, 2002 deadline and every year thereafter.

The waste management plan will quantify the amount of solid waste currently being land filled, and identify strategies to reduce this waste stream to meet the 50 percent reduction targets where feasible.

The Committee shall update the waste reduction plan annually and describe waste reduction strategies that have been investigated, implemented, and those being considered for future implementation. Each waste reduction strategy should be accompanied with a cost/benefit analysis, quantity of waste generated and other documentation that supports implementation or rejection of the strategy.

The Committee will develop and submit an annual report to the cabinet prior to January 1 of each year that describes the waste reduction measures implemented, and provide a list of proposed programs for future implementation, including budget requests when necessary.

The Committee will develop an educational component to the plan that is designed to inform and educate faculty, staff and students in various campus waste reduction measures. The Committee will seek to expand existing recycling programs through the dissemination of information to campus personnel. The Committee will also seek input from other campus entities on ways to expand and improve upon waste reduction efforts.