



**SPECIAL TRUSTEE'S ADVISORY COMMITTEE**  
**Compton Community College District**

**Monday, February 11, 2013 – 6:30 P.M.**

**DISTRICT BOARD ROOM**  
1111 E. Artesia Boulevard  
Compton, California 90221

**MEETING AGENDA**

**I. Call to Order**

**II. Roll Call**

Lestean Johnson, Chair	Mark Guillen
Amirah Hendrickson, Vice Chair	Marie Hollis
Domitila Aguilar	Cynthia Macon
Amelia Apple	Martina Rodriguez
Oscar Edwards	Olivia Verrett
Keith Curry, Interim CEO	
Thomas Henry, Special Trustee	

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

**V. Review/Approval of December 18, 2012 Meeting Minutes**

**VI. Public Comments on Agenda/Non-Agenda Items**

**VII. Presentations**

1. 2012 Compton Community College District Facilities Master Plan
2. Compton Community College District 2011-2012 Financial and Measure CC Bond Audits.

**VIII. Discussion**

1. El Camino College Compton Center Update
2. 2013 Special Trustee's Advisory Committee Goals
3. 2012 Special Trustee's Advisory Committee Attendance
4. Compton Community College District 6<sup>th</sup> Fiscal Crisis Management Assistance Team (FCMAT) Progress Report

**IX. Action Items**

1. Special Trustee's Advisory Committee Self-Evaluation Questionnaire

**X. Information Items**

1. Special Trustee's Advisory Committee Bylaws

**XI. Advisement Agenda**

1. Future Agenda Items

**XII. Comments**

1. CEO Update
2. Elected Board
3. Advisory Committee
4. Special Trustee

**XIII. Adjournment**



## SPECIAL TRUSTEE'S ADVISORY COMMITTEE MEETING MINUTES

Tuesday, December 18, 2012 – 6:30 P.M.

- I. The Special Trustee's Advisory Committee Meeting was called to order at 6:50 p.m.
  
- II. Roll Call – Members Present
  - Lestean Johnson, Chair
  - Amirah Hendrickson, Vice Chair
  - Amelia Apple
  - Oscar Edwards
  - Marie Hollis
  - Olivia Verrett
  - Keith Curry, Interim CEO

Members Absent:

  - Domatila Aguilar
  - Mark Guillen
  - Cynthia Macon
  - Martina Rodriguez
  - Thomas Henry, Special Trustee
  
- III. Pledge of Allegiance
  
- IV. Approval Agenda – **Approved**
  - Motion made by Olivia Verrett
  - Seconded by Amelia Apple
  - Approved**
  
- V. Review/Approval of Minutes of August 28, 2012
  - Motion made by Olivia Verrett to accept minutes
  - Seconded by Oscar Edwards
  - Approved**
  
- VI. Public Comments:
  - Nehasi Lee, student: Commented on availability of meeting minutes.
  
- VII. Presentations:
  - Compton Community College District Update – Dr. Keith Curry
  - Dr. Curry gave a comprehensive update on the status of the District including FCMAT, Accreditation, Construction, Facilities Master Plan and Professional Development.
  
- VIII. Discussion/Action Agenda
  - a) 2013 Special Trustee's Advisory Committee Meeting Dates

Proposed Meeting Dates:

Monday, February 11, 2013

Monday, April 15, 2013

Monday, June 17, 2013

Monday, August 19, 2013

Monday, October 21, 2013

Monday, December 16, 2013

Motion made by Ms. Verrett to accept the proposed meeting dates

Seconded by Ms. Hendrickson

**Approved**

b) 2013 Special Trustee's Advisory Committee Goals

Motion made by Ms. Verrett to accept, the 2013 Special Trustee's Advisory Committee Goals, with the additional language to include "solicitation of community members", Accreditation training, and Brown Act training.

Seconded by Ms. Apple

**Approved**

c) Compton Community College District 6<sup>th</sup> Fiscal Crisis Management Assistance Team (FCMAT) Progress Report.

(This item will be discussed at the February 11, 2013 meeting).

**IX. Advisement Agenda**

a) Special Trustee's Advisory Committee Bylaws

Discussion of proposed (additional) language for the Special Trustee's Advisory Committee Bylaws: "Length of Membership and Removal from Membership".

A. A member of the Special Trustee's Advisory Committee shall serve for an initial term of two years. At the conclusion of two years, members may be reappointed for a one-year term.

There is no limit on the number of one-year reappointments.

B. Members serve at the pleasure of the Special Trustee and may be removed at any time at the sole discretion of the Special Trustee, **including failure to attend two consecutive Special Trustee Advisory Committee meetings without reasonable excuse. Upon a member's removal, his or her seat shall be declared vacant.**

Motion made by Mrs. Verrett to discuss additional language (in bold above) to be inserted in Committee Bylaws.

Seconded by Ms. Apple

**Approved**

Discussion ensued.

Motion made by Mrs. Verrett to accept additional language (in bold above) to be inserted in Committee Bylaws.

Seconded by Mrs. Hollis

**Approved**

b) Future Agenda Items

The following items were suggested by Dr. Curry as future agenda items:

- i. 2011-2012 Annual Audit
- ii. 5-Year District Budget
- iii. Line of Credit Expenditures
- iv. Sub-committee on Community Involvement

The following items were suggested by the committee as future agenda items:

- i. Development of talking points to distribute to community
- ii. Beautification Project

X. Comments

1. CEO Update
2. Elected Board – None present
3. Advisory Committee
  - i. Dr. Johnson – Commended Dr. Curry for his commitment and goals and supports him fully. Gave update on Trustee Cervantes' condition.
  - ii. Amelia Apple – Pleased with the progress reported in the Facilities update. Stated that she loves this campus, feels it is her home and wants it to look as good as she feels about being here.
  - iii. Oscar Edwards – Announced that the Compton Science Fair will be held on Friday, May 25, 2013 in the district's gymnasium. Assemblyman Isadore Hall will hold a year-end celebration/holiday mixer on December 19, 2012 from 5:30 – 10:00 p.m. at 600 N. Alameda in Compton.
  - iv. Mrs. Hollis – Reported that she is pleased with the district's construction progress, but esthetically the campus is not pleasing. She suggested a beautification project involving the community to help beautify the campus. She feels that some of the local nurseries will donate plants/and or workers for this project.  
Ms. Apple suggested enlisting high school seniors to make this their community service project.
  - v. Amirah Hendrickson – Enjoyed the interchange in this meeting. Happy to see progress on this campus and supports the CEO's efforts.

XI. **Adjournment**

Motion to adjourn made by Mrs. Hollis

Seconded by Mrs. Verrett

**Approved**

**Meeting Adjourned at 8:40 p.m.**

Next Scheduled Meeting: February 11, 2013; 6:30 p.m.

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*Compton Community College District – 1111 East Artesia Boulevard -- Compton, California 90220*

## **VII. PRESENTATIONS**

1. 2012 Compton Community College District Facilities Master Plan
2. Compton Community College District 2011-2012 Financial and Measure CC Bond Audit.

### **1. 2012 COMPTON COMMUNITY COLLEGE DISTRICT FACILITIES MASTER PLAN**

The Special Trustee's Advisory Committee will receive a presentation on the 2012 Compton Community College District Facilities Master Plan. A complete copy of the 2012 Compton Community College District Facilities Master Plan can be viewed at the District website: <http://district.compton.edu/administration/facilities.asp>.

The 2012 Compton Community College District Facilities Master Plan was presented at the following: the Compton Community College District/El Camino College Compton Center Planning Summit on May 8, 2012; the Compton Community College District Academic Senate meeting on May 17, 2012; the Consultative Council meeting on June 11, 2012; the Planning and Budget Committee on June 5, 2012; the Associated Student Body meeting of June 19, 2012; the Facilities Committee on July 16, 2012; and was adopted by the Special Trustee on January 19, 2012.

### **2. COMPTON COMMUNITY COLLEGE DISTRICT 2011-2012 FINANCIAL AND MEASURE CC BOND AUDITS**

The Special Trustee's Advisory Committee will receive a presentation on the Compton Community College District's 2011-2012 Financial and Measure CC Bond Audits.

The 2011-2012 Financial Audit can be viewed on the District website: [http://district.compton.edu/district\\_budget/audits/docs/Compton-CCD-2012-Final%20Report.pdf](http://district.compton.edu/district_budget/audits/docs/Compton-CCD-2012-Final%20Report.pdf);

The 2011-2012 Measure CC Bond Audit can be viewed on the District website: [http://district.compton.edu/measure\\_cc\\_bond/audits/docs/Compton-CCD-Bond-Report-2012.pdf](http://district.compton.edu/measure_cc_bond/audits/docs/Compton-CCD-Bond-Report-2012.pdf)

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**Agenda for the Compton Community College District  
Special Trustee's Advisory Committee  
from  
Office of the Interim CEO  
Dr. Keith Curry**

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**VIII. DISCUSSION ITEMS**

1. El Camino College Compton Center Update
2. 2013 Special Trustee's Advisory Committee Goals
3. 2012 Special Trustee's Advisory Committee Attendance
4. Compton Community College District 6<sup>th</sup> Fiscal Crisis Management Assistance Team (FCMAT) Progress Report



## **1. EL CAMINO COLLEGE COMPTON CENTER UPDATE**

It is recommended the Special Trustee Advisory Committee receives an update on the El Camino College Compton Center. The update will be provided by Ms. Barbara Perez, Vice President, Compton Center.

## **2. 2013 SPECIAL TRUSTEE'S ADVISORY COMMITTEE GOALS**

It is recommended the Special Trustee Advisory Committee discuss their goals for the 2013 year.

### **Special Trustee's Advisory Committee 2013 Goals**

- I. Participate in community activities and events and bring observations to the Special Trustee's Advisory Committee Meetings.
  - a. Attend events in the community.
  - b. Speak to community groups.
  - c. Bring copies of community events and activities to other Special Trustee's Advisory Committee members.
  
- II. Participate in the operation of the District at Special Trustee's Advisory Committee Meetings.
  - a. Regularly attend Special Trustee's Advisory Committee meetings.
  - b. Speak freely and openly on policy issues pertaining to Compton Community College District.
  - c. Solicit opinions of fellow Special Trustee's Advisory Committee members and members of the community.
  - d. Present ideas during discussion and advisement section of Special Trustee's Advisory Committee Meetings.
  
- III. Fiscal Responsibilities.
  - a. Study, review and receive the 2011-2012 Annual Financial Audit.
  - b. Study, review and receive 2012-2013 Budget.
  - c. Study, review and receive CCCD Five-Year Budget Assumptions
  - d. Study, review and receive CCCD Line of Credit Expenditures
  - e. Study, review and receive Measure CC Bond Expenditures
  
- IV. Support the Partnership with El Camino College District
  - a. Study, review, and provide input on the Partnership Agreement with El Camino College District.
  - b. Study, review, and provide input on the Facilities Memorandum of Understanding with El Camino College District.
  - c. Receive and review El Camino College District Accreditation reports for the El Camino College Compton Center.
  
- V. Participate in required Special Trustee's Advisory Committee Training.
  - a. Ethics Training.
  - b. Online Accreditation Basics Workshop.
  - c. Brown Act Training Session.

*Rev. 1.3.2013*

### 3. 2013 SPECIAL TRUSTEE'S ADVISORY COMMITTEE ATTENDANCE

It is recommended the Special Trustee Advisory Committee discuss the committee's attendance record for 2012.

#### ATTENDANCE RECORD 2012

COMMITTEE MEMBER	DATE APPOINTED	1.31 2012	2.19 2012	4.24 2012	6.12 2012	8.28 2012	10.30 2012	12.18 2012
Lestean Johnson	1/17/2012	X	X	X	X	X	X	X
Amirah Hendrickson	1/17/2012	X	X	X	X	X	X	X
Domatila Aguilar	1/17/2012	X	X	X		X	X	E
Amelia Apple	1/17/2012	X	X	X		X	X	X
Oscar Edwards	1/17/2012	X	X		X	X		X
Mark Guillen	4/17/2012				(new) X			
Marie Hollis	1/17/2012	X	X	X	X	X	X	X
Cynthia Macon	1/17/2012	X	X	X	E		X	
Martina Rodriguez	4/17/2012							
Olivia Verrett	4/17/2012			(new) X	X	X	X	X

X = Present

E = Excused Absence

**4. COMPTON COMMUNITY COLLEGE DISTRICT 6<sup>TH</sup> FISCAL CRISIS MANAGEMENT ASSISTANCE TEAM (FCMAT) PROGRESS REPORT.**

It is recommended the Special Trustee's Advisory Committee receives for information the Compton Community College District 6<sup>th</sup> FCMAT Progress Report.

The Compton Community College District 6<sup>th</sup> FCMAT Progress Report is available online at:  
<http://www.district.compton.edu/fcmat.asp>

**IX. ACTION ITEMS**

1. 2013 Special Trustee's Advisory Committee Self-Evaluation Questionnaire

**1. 2013 SPECIAL TRUSTEE’S ADVISORY COMMITTEE SELF-EVALUATION QUESTIONNAIRE**

It is recommended the Special Trustee’s Advisory Committee discuss and approve the 2013 Special Trustee’s Advisory Committee Self-Evaluation Questionnaire.

**SELF-EVALUATION QUESTIONNAIRE 2013**

<u><b>Individual Members’ Appraisal of All Members’ Activities</b></u>	Strongly Agree	Agree	Disagree	Strongly Disagree	No Response
<b>1. Participate in community activities and events and bring observations to the Special Trustee’s Advisory Committee Meetings.</b>					
a. Attend events in the community.					
b. Speak to community groups.					
c. Bring copies of community events and activities to other Advisory Committee members					
<b>2. Participate in the operation of the District at Special Trustee’s Advisory Committee Meetings.</b>					
a. Regularly attend Special Trustee’s Advisory Committee meetings					
b. Speak freely and openly on policy issues pertaining to Compton Community College District.					
c. Solicit opinions of fellow Special Trustee’s Advisory Committee members and members of the community					
d. Present ideas during discussion and advisement section of Special Trustee’s Advisory Committee Meetings					
<b>3. Fiscal Responsibilities.</b>					
a. Study, review and receive the 2011-2012 Annual Financial Audit					
b. Study, review and receive 2012-2013 Budget.					
c. Study, review and receive CCCD Five-Year Budget Assumptions					
d. Study, review and receive CCCD Line of Credit Expenditures					
e. Study, review and receive Measure CC Bond Expenditures					
<b>4. Support Partnership with El Camino College</b>					
a. Study, review, and provide input on the Partnership Agreement with El Camino College District					
b. Study, review, and provide input on the Facilities Memorandum of Understanding with El Camino College District.					
c. Receive and review El Camino College District Accreditation reports for the El Camino College Compton Center					
<b>5. Participate in required Special Trustee’s Advisory Committee Training.</b>					
a. Ethics Training					
b. Online Accreditation Basics Workshop					
c. Brown Act Training Session					

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**Agenda for the Compton Community College District  
Special Trustee's Advisory Committee from  
Office of the Interim CEO  
Dr. Keith Curry**

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**X. INFORMATION ITEMS**

1. Special Trustee's Advisory Committee Bylaws

## **1. SPECIAL TRUSTEE'S ADVISORY COMMITTEE BYLAWS**

It is recommended that the Special Trustee's Advisory Committee receive for information the Special Trustee's Advisory Committee Bylaws

### **I. Role of the Special Trustee Advisory Committee:**

- A. The Special Trustee Advisory Committee of the Compton Community College District is organized exclusively to advise the Special Trustee with respect to the management of the Compton Community College District.
- B. To carry out its role, the Special Trustee Advisory Committee may:
  1. Receive copies of audits, reports, surveys and similar materials, or summaries of such documents;
  2. Examine existing and proposed District policies in order to provide the Special Trustee with comments about the desirability and effectiveness from a community perspective;
  3. Engage in study sessions, workshops and similar activities to learn about policy matters affecting California Community Colleges in general and the Compton Community College District in particular; and
  4. With the assent of, and in conjunction with the Special Trustee and elected Board of Trustees, sponsor activities or events aimed at enhancing community awareness of and support for the District and the El Camino College Compton Center.

### **II. Members:**

- A. The Special Trustee Advisory Committee shall consist of at least seven members appointed by the Special Trustee of the Compton Community College District;
- B. The membership may include residents of the communities served by Compton Community College District and any other outside experts deemed appropriate by the Special Trustee.
- C. Four of the members may be residents of the Compton Community College District.
- D. One member may be a current or former community college educator.
- E. One member may be enrolled as a student at the El Camino College Compton Center and active in the associated students' organization or another bona fide student group.

### **III. Length of Membership and Removal from Membership**

- A. Members of the Special Trustee Advisory Committee shall serve for an initial term of two years. At the conclusion of two years, members may be reappointed for a one year term. There is no limit on the number of one-year reappointments.
- B. Members serve at the pleasure of the Special Trustee and may be removed at any time at the sole discretion of the Special Trustee, including failure to attend two consecutive Special Trustee Advisory Committee meetings without reasonable excuse. Upon a member's removal, his or her seat shall be declared vacant.

#### **IV. Officers and Meetings:**

- A. The Special Trustee Advisory Committee shall elect its own Chairperson. The Chairperson shall preside at all meetings and, in consultation with the CEO and Special Trustee, develop the agenda for each of the meetings.
- B. The Special Trustee Advisory Committee may elect a Vice Chairperson.
- C. The Special Trustee Advisory Committee shall meet at least quarterly, but it may meet more often if additional meetings are deemed advisable by the Special Trustee.
- D. A quorum of the Special Trustee Advisory Committee shall consist of any four members. Or quorum of the full membership if the membership is greater than 7.
- E. All meetings of the Special Trustee Advisory Committee shall be open to the public.
- F. Minutes of the proceedings of the Special Trustee Advisory Committee and all documents received and reports issued shall be a matter of public record. The Special Trustee Advisory Committee shall ensure that the public has appropriate access to those materials.

#### **V. Miscellaneous Provisions:**

- A. The Special Trustee Advisory Committee is Advisory Committee to the Special Trustee. It is not a legal entity separate from the Compton Community College District, and does not have any legal capacity independent of the District.
- B. Information provided by the Special Trustee or the District's staff to one member of the Special Trustee Advisory Committee shall be provided to all members of the Special Trustee Advisory Committee in accordance with the directions of the Special Trustee or his/her designee.
- C. No individual member shall have the authority to act or speak for the Special Trustee Advisory Committee or proceed in any other manner, unless the CEO and special Trustee along with the Special Trustee Advisory Committee has, by majority vote, given the member express authority to do so. Each member, however, retains the right to communicate with the Special Trustee as an individual.
- D. The Compton Community College District has a duty to defend and indemnify volunteers acting within the course and scope of their volunteer duties. In the event of litigation naming the Special Trustee Advisory Committee or its individual members, the District shall provide counsel for its individual members, with the qualification that the District may decline to defend and indemnify any member if his/her alleged wrongful actions were not within the course and scope of his/her duties as a member, or were the result of fraud, malice or actual corruption.



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**Agenda for the Compton Community College District  
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Dr. Keith Curry**

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**XII. ADVISEMENT AGENDA**

1. Future Agenda Items

## 1. **FUTURE AGENDA ITEMS**

It is recommended that the Special Trustee's Advisory Committee discuss Future Agenda Items.