

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the President's Office, 16007 Crenshaw Blvd., Torrance, CA 90506; telephone, (310) 660-3111; fax, (310) 660-6067.



**El Camino Community College District
Board of Trustees**

**Agenda, Monday, December 12, 2011
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 28 2011,
Pages 5-7**
- III. Presentation**
Hawthorne Police Chief Robert Fager
- IV. Oath of Office**
- V. Presentation - Foundation Annual Report**
* Item postponed to the January 2012 meeting.
- VI. Annual Organizational Meeting,
Pages 8-15**
Public Comment
 - A. Election of Officers of the Board of Trustees
 1. President
 2. Vice President
 3. Secretary
 - B. Representative, Los Angeles County
Committee on School District Organization
 - C. Representative, Los Angeles County
School Trustee Association
 - D. Representative, California Community
College Trustees
 - E. Representative, El Camino Community
College District Foundation
 - F. Secretary to the Board
 - G. Time, Date and Place of Board Meetings

- H. Order of Administrative Authority in
Absence of Superintendent/President
- I. Acting Secretary to the Board of Trustees
- J. Documents Authorized for Signature
of Acting Superintendent
- K. Signature Authorization

VII. Public Comment on Agenda Items

VIII. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption

- 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 16-20*
- 2. Student and Community Advancement
*See Student Services Agenda,
Pages 21-27*
- 3. Administrative Services
*See Administrative Services Agenda,
Pages 28-36*
- 4. *See Measure “E” Bond Fund Agenda,
Pages 37-41*
- 5. *See Human Resources Agenda,
Pages 42-68*
- 6. Compton Community Educational Center
*See Compton Community Educational Center
Agenda, Pages 69-79*
- 7. Superintendent/President
*See Superintendent/President Agenda,
Pages 80-83*

IX. Other Item

- A. Consideration of Bids and District’s Options – Infrastructure Project –
Compton Community College District

X. Public Comment on Non-Agenda Items

XI. Oral Reports

- A. Academic Senate Report
- B. Compton Center Report
- C. Board of Trustees Report
- D. President’s Report

XII. Closed Session

- A. A. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District
Labor Negotiator

1. El Camino College Federation of Teachers, Local 1388
 2. El Camino College Federation of Teachers, Local 1388, Child Development Center
 3. El Camino College Police Officers Association
- B. Anticipated Litigation, Brown Act
Section 54956.9 – Significant
Exposure to Litigation
1. 1 Case
- C. Personnel Matters, Brown Act Section
54957
1. Public Employee Performance Evaluation – Superintendent/President

Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

Vision Statement

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

Mission Statement

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Statement of Philosophy

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

Statement of Values

Our highest value is placed on our students and their educational goals, interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

People – We strive to balance the needs of our students, employees and community.

Respect – We work in a spirit of cooperation and collaboration.

Integrity – We act ethically and honestly toward our students, colleagues and community.

Diversity – We recognize and appreciate our similarities and differences.

Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, fellow employees, community and ourselves, must be our underlying goal.

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

Strategic Initiatives

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
 - B. Strengthen quality educational and support services to promote student success.
 - C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
 - D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
 - E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
 - F. Support facility and technology improvements to meet the needs of students, employees, and the community.
 - G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
- Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, November 28, 2011

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, November 28, 2011, in the Campus Theatre at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Ray Gen, Vice President; Trustee Maureen O'Donnell, Secretary; Trustee Mary E. Combs, Member; Trustee Kenneth A. Brown, Member; and Student Member Joshua Casper.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Ms. Barbara Perez, Vice President, Compton Community Educational Center; Dr. Lynn Solomita, Interim Vice President, Human Resources; and Dr. Arvid Spor, Dean, Enrollment Services.

Minutes of the Regular Board Meeting of October 17, 2011

The Minutes of the Regular Board Meeting of October 17, 2011 were approved.

Public Comment on Closed and Open Session Agenda Items

Ms. Chris Jeffries, Ms. Alice Martinez, Daniel, Mr. Dillon Horton, Dr. Elizabeth Shadish, Ms. Evelyn Uyemura, Mr. Robert De Witz, Ms. Delores Batey, Mr. Nathan Wofford, Mr. Charles Thompson, Mrs. Matson, Ms. Elaine Moore, Dr. Margaret Quinones-Perez, Ms. Sue Oda Omori, Mr. Vince Robles, and Student Trustee Joshua Casper addressed resolution regarding implementation of recommendations made by the impartial Factfinding Chair to the Agreement Between the El Camino Community College District and the El Camino College Federation of Teachers. Dr. Chris Gold presented two Academic Senate resolutions. Ms. Helena Manumaleuna addressed music program.

Closed Session

Regular Meeting adjourned to a Closed Session at 5:35 p.m. and resumed at 6:47 p.m.

It was moved by Trustee Gen, seconded by Trustee Brown, that the Board adopt the Resolution Regarding Implementation of Recommendations Made by the Impartial Factfinding Chair to the Agreement Between the El Camino Community College District and the El Camino College Federation of Teachers. Student Trustee Casper recorded a no advisory vote. Motion carried unanimously.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee O'Donnell, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Board Policy 4055-Academic Accommodations for Students with Disabilities – Second Reading & Adoption

Administrative Procedure-Academic Accommodations for Students with Disabilities – Information Item

Center for the Arts Presentation – 2011/2012 Season

Destruction of Records

Proposed Curriculum Changes: Effective 2012/2013 Academic Year

Student and Community Advancement

2012 Cheer Competitions

Grant

2011/2012 Planning and Budgeting Calendar, Revised

Expulsion 2011-#1

Administrative Services

Contracts Under \$78,900

~~*BID Award – Phase 1 Utility Infrastructure, Central Plant & Stadium Lighting Project~~

~~*Item pulled and no substitutions were made.~~

Contract Amendment – Lend Lease Construction, Inc.

GASB 43 & 45 Other Post-Employment Benefits Compliance Plan Recommendation

Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances

Measure E Project Budget Changes

Measure E Project Name Changes

Contract – Flewelling & Moody – Restroom Access Compliance Phase 2

Contract - HMC Architects – Master Architect Services

Bid Award 2011-2 – Musical Instruments – Various

Change Order – American Gardens – Baseball Field Improvements Project

Change Order – Taisei Construction, Inc. – Math Business Allied Health Building Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

President/Board of Trustees

2012 Community College National Legislative Conference
2010-2011 Board of Trustees Evaluation and Goals for 2011-2012
Redistricting Action Plan

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Compton Community Educational Center

Compton Community Educational Center Student Success was presented as an informational item.

Closed Session

Regular Meeting adjourned to a Closed Session at 7:40 p.m. which ended at 8:40 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

VI. Annual Organizational Meeting

This meeting is called as prescribed in Education Code Section 72125 for the purpose of organizing the Board of Trustees by the (A) election of a president, vice president, and secretary from the members of the Board, (B) select a Board Member as a representative to the Los Angeles County Committee on School District Organization, (C) select a Board Member as a representative to the Los Angeles County School Trustees Association, (D) select a Board member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees, (E) select a Board Member to serve on the El Camino Community College District Foundation; (F) appoint a Secretary to the Board; and to (G) set the time and place of Board Meetings; (H) (I) (J) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (K) approve signatures on change orders; to approve purchase orders; to approve warrants; to authorize personnel changes. In addition, it is called as a regular meeting.

A. Election of Officers for Period December 12, 2011 through the Annual Organizational Meeting in December, 2012

It is recommended that the Board elect officers for the period December 12, 2011, through the Annual Organizational Meeting in December, 2012.

B. Los Angeles County Committee on School District Organization

The Board is to appoint a representative to the Los Angeles County Committee on School District Organization.

C. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2011-2012.

D. California Community College Trustees Board Election

It is recommended that the Board appoint a member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees.

E. El Camino Community College District Foundation

It is recommended that the Board appoint a member to serve on the El Camino Community College District Foundation.

F. Secretary to the Board for Period December 12, 2011 through the Annual Organizational Meeting in December, 2012

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 12, 2011, through the Annual Organizational Meeting in December, 2012.

G. Time, Date and Place of Board Meetings

It is recommended that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2012 are as follows:

Tuesday, January 17, 2012	Monday, July 16, 2012
Tuesday, February 21, 2012	Monday, August 20, 2012
Monday, March 19, 2012	Tuesday, September 4, 2012
Monday, April 16, 2012	Monday, October 15, 2012
Monday, May 21, 2012	Monday, November 19, 2012
Monday, June 18, 2012	Monday, December 17, 2012

H. Order of Administrative Authority in Absence of Superintendent/President

It is recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 12, 2011, through the Annual Organizational Meeting in December, 2012:

Francisco M. Arce, Lynn Solomita, Jo Ann Higdon, Barbara Perez, Jeanie Nishime

I. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

Francisco M. Arce, Lynn Solomita, Jo Ann Higdon, Barbara Perez, Jeanie Nishime

J. Documents Authorized for Signature of Superintendent

It is recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 12, 2011, through the Annual Organizational Meeting in December, 2012.

K. Signature Authorization

It is recommended that the Board authorize signatures as follows:

1. Authority to Sign “A” and “B” Warrants
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required. Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer are authorized for on-line approval of “B” warrants, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012.
2. Authority to Sign Contracts
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to be authorized to sign contracts during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
3. Authority to Sign Purchase Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
4. Authority to Sign Purchase Orders for the Bookstore
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of

Accounting ; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.

5. Authority to Sign Change Orders
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting be authorized to sign contract change orders during the period of December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
6. Authority to Sign Notices of Employment and Orders for Salary Payments
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President - Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, one signature only being required.
7. Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting ; Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
8. Registration Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President –

Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and

Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, any two signatures required.

13. Small Business Development Center Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
14. El Camino College Business Office Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
15. Auxiliary Services Fund
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

16. Dental Self-Insurance Fund, Wells Fargo Bank Account
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 12, 2011, through the Annual Organizational Meeting December, 2012, two signatures required.
17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, any two signatures required.
18. Computer Loan Revolving Cash Fund – El Camino Community College District
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; Thomas Connolly, Director of Accounting; Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.
19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates
Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, facsimile signature up to \$5,000 or any two signatures together required.

El Camino College: Thomas M. Fallo, President; Jo Ann Higdon, Vice President – Administrative Services; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting.

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Lynn Solomita, Interim Vice President – Human Resources; Janice Ely, Business Manager; and Thomas Connolly, Director of Accounting to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 12, 2011, through the Annual Organizational Meeting in December, 2012, two signatures required.

**Agenda for the El Camino Community College District Board of Trustees
from
Academic Affairs
Francisco Arce, Vice President**

Page No.

A. FTES Goals – Information Item17

B. Local Service Area Policy (CSULB) – Information Item.....17

ACADEMIC AFFAIRS

A. FTES GOALS – INFORMATION ITEM

The FTES report for ECC and Compton are presented as an information item (pages 19 and 20). The two attached tables give the history of the projected and actual FTES for six years. This year the FTES goal was reduced from the previous year reflecting the reduction of state support for enrollment. Last year ECC's enrollment goal dropped 7.3% from 19,400 FTES to 18,000. For the same period, the Compton Center goal dropped 7% from 6,400 FTES to 6,000. It is projected that both the main campus and the Center will meet their enrollment goals this year.

B. LOCAL SERVICE AREA POLICY (CSULB) – INFORMATION ITEM

In the recent transition to a new approach for admitting community college transfer students, the CSUs implemented a policy emphasizing local service areas (LSAs). Each impacted CSU is assigned a LSA that gives priority to the community college students in the assigned area. CSULB is traditionally a destination for El Camino College students. However, with the new LSAs, ECC was left out of any assigned CSU for reasons we do not understand. President Fallo has been in contact with CSU officials and legislators to obtain LSA status for ECC and the Compton Center. It is unclear if the new admissions priorities were established by CSULB or the CSU system office.

Recently Francisco Arce (VP/Academic Affairs), Ann Garten (Director of Community Relations) and Keith Curry (Interim CEO, Compton Center) met with King Alexander (President of CSULB) to discuss the impact this admissions policy is having on ECC and Compton Center transfer students. During the last two years, ECC and Compton Center transfers to CSULB have declined by about 40% and this is of great concern to the ECC officials.

At the meeting, it was reported that CSULB will be designated as a fully impacted campus effective fall 2013. This will have the effect of eliminating the impact of the LSA priority admission policy for CSULB, thus giving ECC and Compton Center students an increased potential for admissions to CSULB. The new emphasis will be on major preparation, that is, lower-division students that complete the major preparations such as prerequisites for a major will have priority over those that did not complete the prerequisites. As ECC and the Compton Center enjoy a robust curriculum in the impacted majors, it will very likely result in a resurgence of ECC and Compton Center transfers to CSULB.

This change will mitigate the effects of the LSA designation and ECC and Compton Center's exclusion from this. The CSULB officials and President Alexander seem confident that our transfer numbers will increase back to what they were in the past because of this change.

El Camino College
FTES Goal and Actual
2011-2012

	Total FTES Goal	Total FTES Revised Actual November 2011
Fiscal Year 2006-2007		
	Goal	Actual
Summer 06	1,806	1,806
Fall 06-Spring 07	16,400	16,453
Summer 07	1,100	1,054
Total	19,306	19,312
2007-2008		
	Goal	Actual
Summer 07	710	873
Fall 07 - Spring 08 (3% increase)	16,892	17,577
Summer 08	1,800	887
Total	19,402	19,337
2008-2009		
	Goal	Actual
Summer 08 (886.65 FTES Shifted to 2007-08)	0	1,295
Fall 08 - Spring 09 (3% increase)	17,399	19,177
Summer 09	1,800	0
Total	19,199	20,472
2009-2010		
	Goal	Actual
Summer 09	1,900	2,338
Fall 09 - Spring 10	17,100	18,194
Total	19,000	20,533
2010-2011		
	Goal	Actual
Summer 10	1,620	1,693
Fall 10 - Spring 11	17,780	17,798
Summer 11	0	0
Total	19,400	19,491
2011-2012		
	Goal	
Summer 11	1,550	
Fall 11 - Spring 12	16,450	
Total	18,000	

Fall - Spring FTES numbers include the Winter Intersession.

El Camino College Compton Center
 FTES Goal and Actual
 2011-2012

	Total FTES Goal	Total FTES Revised Actual November 2011
Fiscal Year 2006-2007		
	Goal	Actual
Summer 06	343	348
Fall 06-Spring 07	2,346	2,347
Total	2,689	2,695
2007-2008		
	Goal	Actual
Summer 07	412	422
Fall 07 - Spring 08 (includes 20% inc over 06/07)	2,807	2,925
Total	3,219	3,347
2008-2009		
	Goal	Actual
Summer 08	479	624
Fall 08 - Spring 09 (includes 18% inc over 07/08)	3,521	3,924
Summer 09 (Shifted to 08/09)	0	452
Total	4,000	5,000
2009-2010		
	Goal	Actual
Summer 09	310	243
Fall 09 - Spring 10	5,290	5,060
Summer 10 (Shifted to 09/10)	0	0
Total	5,600	5,303
2010-2011		
	Goal	Actual
Summer 10	900	941
Fall 10 - Spring 11	5,500	5,685
Total	6,400	6,626
2011-2012		
	Goal	
Summer 11	1,035	
Fall 11 - Spring 12	4,965	
Total	6,000	

Fall - Spring FTES numbers include the Winter Intersession.

Agenda for the El Camino Community College District Board of Trustees
From
Student and Community Advancement
Jeanie M. Nishime, Vice President

Page No.

- A. Matriculation Categorical Flexibility Provision.....22
- B. Board Policy 5700 – Athletics – First Reading.....22
- C. 2012/2013 and 2013/2014 El Camino College School Calendars.....22
*Withdrawn

STUDENT AND COMMUNITY ADVANCEMENT

A. MATRICULATION CATEGORICAL FLEXIBILITY PROVISION

It is recommended that the Board of Trustees approve the Categorical Flexibility provision that permits the carryover of 2011-2012 matriculation funds into the 2012-2013 fiscal year.

The 2009-2010 Budget Act provides districts with categorical flexibility for specified programs. Under this flexibility provision, districts are allowed to redirect funds from any specified categorical program to any other categorical program funded in the state budget. Districts that elect to redirect categorical funds are deemed to be in compliance with the statutory regulatory and provisional language associated with specified categorical programs. Categorical flexibility was triggered by the transfer of \$100 from the Matriculation fund into the EOPS fund at the Board meeting of March 5, 2010.

B. BOARD POLICY 5700 - ATHLETICS

It is recommended that the Board of Trustees receive for first reading Board Policy 5700 – Athletics as attached (page 23).

C. 2012/2013 EL CAMINO COLLEGE SCHOOL CALENDAR

It is recommended that the Board of Trustees approve the 2012/2013 and 2013/2014 El Camino College School Calendars as attached (pages 24-27).

*Withdrawn

STUDENT AND COMMUNITY ADVANCEMENT

Board Policy 5700

Athletics

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President or designee shall assure that the athletics program complies with the California Community Colleges Athletic Association Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Information regarding eligibility requirements and participation procedures can be found at www.elcamino.edu/athletics/eligible.asp

Reference:

Education Code Section 78223, 666271.6, 66271.8

El Camino College
Adopted:

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2012-2013**

JULY 2012

S	M	T	W	T	F	S
[1]	2	3	*4	5	[6]	[7]
[8]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30	31				

NOVEMBER 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	*12	13	14	15	16	17
18	19	20	21	*22	*23	[24]
[25]	26	27	28	29	30	

MARCH 2013

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

AUGUST 2012

S	M	T	W	T	F	S
			1	2	[3]	[4]
[5]	6	7	8	9	[10]	[11]
[12]	(13)	(14)	(15)	(16)	(17)	[18]
[19]	(20)	(21)	(22)	{23}	{24}	25
	26	27	28	29	30	31

DECEMBER 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	[15]
[16]	(17)	(18)	(19)	(20)	(21)	[22]
[23]	*24	*25	[26]	[27]	[28]	[29]
[30]	*31					

APRIL 2013

S	M	T	W	T	F	S
	1	2	3	4	5	[6]
[7]	(8)	(9)	(10)	(11)	(12)	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER 2012

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16	17	18	19	20	21	22
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30						

JANUARY 2013

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		*1	2	3	4	[5]
[6]	7	8	9	10	11	[12]
[13]	14	15	16	17	18	[19]
[20]	*21	22	23	24	25	[26]
[27]	28	29	30	31		

MAY 2013

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26	*27	28	29	30	31	

OCTOBER 2012

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2013

S	M	T	W	T	F	S
					1	[2]
[3]	4	5	{6}	{7}	*8	9
10	11	12	13	14	15	16
17	*18	19	20	21	22	23
24	25	26	27	28		

JUNE 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	[8]
[9]	(10)	(11)	(12)	(13)	(14)	[15]
[16]	17	18	19	20	[21]	[22]
[23]	24	25	26	27	[28]	[29]
[30]						

Fall	Spring	Flex Days	Summer	Winter Session	No Classes
------	--------	-----------	--------	----------------	------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved:

Resolution-Implementation of Recommendations made by the Impartial Factfinding to the Agreement between El Camino Community College District and El Camino College Federation of Teachers, Article 7, Section 2 – Committee Recommendation adopted by the Board of Trustees November 28, 2011:

It is understood that the District has the option to not offer or modify the length of winter or summer sessions commencing with summer 2012.

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2012-2013
SUMMER CALENDAR 2013**

JUNE 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	[8]
[9]	(10)	(11)	(12)	(13)	(14)	[15]
[16]	17	18	19	20	[21]	[22]
[23]	24	25	26	27	[28]	[29]
[30]						

JULY 2013

S	M	T	W	T	F	S
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[7]	8	9	10	11	[12]	[13]
[14]	15	16	17	18	[19]	[20]
[21]	22	23	24	25	[26]	[27]
[28]	29	30	31			

AUGUST 2013

S	M	T	W	T	F	S
					1	[2] [3]
[4]	5	6	7	8	[9]	[10]
[11]	(12)	(13)	(14)	(15)	(16)	[17]
[18]	(19)	(20)	(21)	{22}{23}	24	
25	26	27	28	29	30	31

Summer Session ----- 2013

Six-Week Session

June 17 through July 25, 2013

Eight-Week Session

June 17 through August 8, 2013

Summer Four-Day Workweek Schedule – 2013

The 4-day, 8-hours a day workweek for classified and administrative employees will begin Monday, June 17, 2013 and end Friday, August 9, 2013. During this period of time, Fridays are non-work days.

Fall	Spring	Flex Days	Summer	Winter Session	No Classes
-------------	---------------	------------------	---------------	-----------------------	-------------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

*** []** - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved:

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2013-2014**

***Withdrawn**

JULY 2013

S	M	T	W	T	F	S
	1	2	3	*4	[5]	[6]
[7]	8	9	10	11	[12]	[13]
[14]	15	16	17	18	[19]	[20]
[21]	22	23	24	25	[26]	[27]
[28]	29	30	31			

NOVEMBER 2013

S	M	T	W	T	F	S
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10	*11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	*28	*29	[30]

MARCH 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	[15]
[16]	(17)	(18)	(19)	(20)	(21)	22
23	24	25	26	27	28	29
30	31					

AUGUST 2013

S	M	T	W	T	F	S
				1	[2]	[3]
[4]	5	6	7	8	[9]	[10]
[11]	(12)	(13)	(14)	(15)	[16]	[17]
[18]	(19)	(20)	(21)	{22}{23}	24	
25	26	27	28	29	30	31

DECEMBER 2013

S	M	T	W	T	F	S
[1]	2	3	4	5	6	7
8	9	10	11	12	13	[14]
[15]	(16)	(17)	(18)	(19)	(20)	[21]
[22]	(23)	(24)	*25	*26	[27]	[28]
[29]	[30]	[31]				

APRIL 2014

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER 2013

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY 2014

S	M	T	W	T	F	S
			*1	*2	(3)	[4]
[5]	(6)	(7)	(8)	(9)	(10)	[11]
[12]	(13)	(14)	(15)	{16}{17}	18	
19	*20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	[17]
[18]	(19)	(20)	21	22	(23)	[24]
[25]	*26	27	28	29	(30)	[31]

OCTOBER 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2014

S	M	T	W	T	F	S
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2	3	4	5	6	*7	8
9	10	11	12	13	14	15
16	*17	18	19	20	21	22
23	24	25	26	27	28	

JUNE 2014

S	M	T	W	T	F	S
[1]	2	3	4	5	(6)	[7]
[8]	9	10	11	12	[13]	[14]
[15]	16	17	18	19	[20]	[21]
[22]	23	24	25	26	[27]	[28]
[29]	30					

Fall	Spring	Flex Days	Summer	No Classes
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{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved: **December 12, 2011 *Withdrawn**

EL CAMINO COMMUNITY COLLEGE DISTRICT *Withdrawn
SCHOOL YEAR CALENDAR 2013-2014
SUMMER CALENDAR 2014

JUNE 2014							JULY 2014							AUGUST 2014							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
									1	2	*3	[4]	[5]							[1]	[2]
[1]	2	3	4	5	(6)	[7]	[6]	7	8	9	10	[11]	[12]	[3]	4	5	6	7	(8)	[9]	
[8]	9	10	11	12	[13]	[14]	[13]	14	15	16	17	[18]	[19]	[10]	11	12	13	14	(15)	[16]	
[15]	16	17	18	19	[20]	[21]	[20]	21	22	23	24	[25]	[26]	[17]	(18)	(19)	(20)	{21}	{22}	23	
[22]	23	24	25	26	[27]	[28]	[27]	28	29	30	31			24	25	26	27	28	29	30	
[29]	30													31							

Summer Session ----- 2014

***Six-Week Sessions**

May 21 through July 2, 2014
 July 7 through August 14, 2014

***Eight-Week Session**

June 16 through August 7, 2014

*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2014

The 4-day, 8-hour a day workweek for classified and administrative employees will begin Monday, June 9, 2014 and end Friday, August 1, 2014. During this period of time, Fridays are non-work days.

Fall	Spring	Flex Days	Summer	No Classes
------	--------	-----------	--------	------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

[*] - Holidays (Management, Faculty, Staff, Students)

() - Campus Remains Open – Classes not in session

Board Approved: December 12, 2011 *Withdrawn

Agenda for the El Camino Community College District Board of Trustees
From
Administrative Services
Jo Ann Higdon, Vice President

	<u>Page No.</u>
A Budget Augmentation – Fiscal Year 2011-12.....	29
B Contracts Under \$78,900.....	29
C Contract over \$78,900	32
D Purchase Orders and Blanket Purchase Orders	32

Administrative Services

A. Budget Augmentation – Fiscal Year 2011-12

It is recommended the Board of Trustees approve a budget augmentation in the amount of \$100,000. The funds are needed to repay the Federal Department of Education for District overpayments of Federal financial aid awards. The funds for these repayments will come from the District's Reserve for Contingency.

B. Contracts Under \$78,900

It is recommended the Board of Trustees, in accordance with Board Policy 6340, approve/ratify the District entering into the following agreements. The Vice President of Administrative Services or an authorized designee has executed the necessary documents.

1. **Contractor:** **A & A PROTECTIVE SERVICES, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as Security Guards.
Requesting Dept.: Student and Community Advancement – Counseling & Student Services
Date(s): 11/1/11 –6/30/12
Financial Terms: No cost to the District
2. **Contractor:** **AMERICAN SHIELD PRIVATE SECURITY, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as Security Guards.
Requesting Dept.: Student and Community Advancement – Counseling & Student Services
Date(s): 11/1/11 –6/30/12
Financial Terms: No cost to the District
3. **Contractor:** **AVALON NURSING HOME**
Services: Contractor will provide facilities for graduate nursing students to obtain required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences & Athletics
Date(s): 11/1/11 –4/15/12
Financial Terms: No cost to the District
4. **Contractor:** **CITY OF TORRANCE**
Services: Contractor will receive two-hundred hours of Alternative and Renewable Fuel and Vehicle Technology Program AB118 training.

- Requesting Dept.:** Student and Community Advancement – Center for Applied Competitive Technologies
Date(s): 12/13/11 –2/18/13
Financial Terms: Projected gross income per trainee: 8 hr. class, \$155.52; 16 hr. class, \$311.04; 24 hr. class, \$466.56
 Funded by the Employment Training Panel
5. **Contractor:** **CEDARS-SINAI MEDICAL CENTER**
Services: Contractor will provide access and assist faculty with supervision of qualified paramedic students in a clinical setting for twenty eight-hour shifts in an emergency room.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 11/1/11 – 6/30/12
Financial Terms: No cost to the District
6. **Contractor:** **COMBUSTION ASSOCIATES, INC.**
Services: Contractor will receive twenty-four hours of Team Building and Blueprint Reading training.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 1/1/12 –6/30/12
Financial Terms: Projected gross income \$18,027
7. **Contractors:** **EDUCATION 999 CO., LTD; HONG KONG EDUCATION WEB, LTD.; OVERSEAS EDUCATIONAL CORP.; and SEOCHO UHAK**
Services: Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa Students for El Camino College.
Requesting Dept.: Admissions and Records – International Student Program
Date(s): 7/1/11 – 6/30/12 with four optional one-year renewal periods
Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500.
8. **Contractor:** **ELEARNOVATIONS.COM**
Services: Contractor will provide interactive online software development services to Career and Technical Education links with the regional high schools.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 12/13/11 –6/30/12
Financial Terms: Cost not to exceed \$14,500
 Funded by a grant from the Chancellor’s Office

9. **Contractor:** **THE ELS GROUP, INC.**
Services: Contractor will assist the District with facilities services including but not limited to planning, design, construction, maintenance and operations.
Requesting Dept.: Administrative Services – Facilities Planning Services
Date(s): 1/3/12 – 6/30/12
Financial Terms: Hourly rate \$105. Cost not to exceed \$76,020 plus reimbursable.
10. **Contractor:** **FEDERAL BUREAU OF PRISONS, METROPOLITAN DETENTION CENTER**
Services: Contractor will receive parenting instruction for the inmate population.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 12/1/11 – 11/30/12 (Year 3 – Board approved 12/15/08)
Financial Terms: Projected gross income \$19,824
11. **Contractor:** **KAISER PERMANENTE**
Services: Contractor will receive training designed to develop and/or improve employee skills in Nursing 212, Basic Perioperative Nursing.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 1/1/12 – 6/30/12
Financial Terms: Projected gross income \$16,475
12. **Contractor:** **MTVN NETWORKS ON CAMPUS, INC.**
Services: Contractor will install MTVU equipment in the Fitness Center and Athletic Training Room to provide broadcasting of their services.
Requesting Dept.: Academic Affairs – Health Sciences & Athletics
Date(s): 10/6/11 – 10/6/14
Financial Terms: No cost to the District
13. **Contractor:** **RDJ CONSULTING**
Services: Contractor will audit client files for compliance, ensure all required Small Business Administration (SBA) documents are placed in client files, maintain control of files checked in and out of file rooms, and provide quality control for consultant’s files to comply with SBA grant requirements.
Requesting Dept.: Student and Community Advancement – Community Advancement

Date(s): 1/3/12 –6/30/12
Financial Terms: Cost not to exceed \$23,000
Partially funded by the US Small Business Administration

14. **Contractor:** **RONALD AMIE QUICKBOOKS INSTRUCTOR**
Services: Contractor will conduct QuickBooks Workshop Series for El Camino College Small Business Development Center.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 1/3/12 –6/30/12
Financial Terms: Cost not to exceed \$3,500
Partially funded by the US Small Business Administration

15. **Contractor:** **TIEMPOS DORADOS**
Services: Contractor will develop and print a 2’x3’ color and laminated glossy poster for the Aerospace Manufacturing Project.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 12/13/11 –1/30/12
Financial Terms: Cost not to exceed \$800

C. **Contract Over \$78,900**

It is requested the Board of Trustees approve that the District enter into the following agreements:

Contractor: **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide Alternative and Renewable Fuel and Vehicle Technology Program training to various cities and municipalities in California.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 11/21/11 –2/28/13
Financial Terms: Cost not to exceed \$200,000
Funded by the Employment Training Panel

D. **Purchase Orders And Blanket Purchase Orders**

It is recommended that all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0501372	TR Trading Company	Admissions/Recors	Non-Instruct Supplies	\$967.88
P0501377	UCLA Center for	Paramedic Academy	Contract Services	\$3,936.00
P0501379	HD Supply	Health,Safety and Risk	New Equipment -	\$3,344.62
P0501380	Aardvark Clay and	Art Department	Instructional Supplies	\$422.59
P0501382	ACTT	Testing Center	Non-Instruct Supplies	\$49.81
P0501399	Freestyle Photographic	Photography	Instructional Supplies	\$181.41
P0501404	Amazon.Com	Health,Safety and Risk	Non-Instruct Supplies	\$73.94
P0501405	Grainger	Health,Safety and Risk	New Equipment -	\$662.49
P0501407	Digital Dolphin	Purchasing and	Non-Instruct Supplies	\$90.27
P0501410	Blackbaud, Inc.	Ctr for Arts Ticket Office	Contract Services	\$9,822.09
P0501412	Amazon.Com	Electronics	Instructional Supplies	\$914.54
P0501413	EBSCO	Div Office Instr.	Publications-Magazines	\$25,667.68
P0501414	Denco Sales Company	Art Department	Instructional Supplies	\$188.46
P0501415	PSCFA	Speech	Other Services And Expenses	\$1,013.00
P0501416	Highsmith Company	Div Office Instr.	Instructional Supplies	\$146.38
P0501417	Quickstart Intelligence	Information Technology	In-Service Training	\$13,842.00
P0501418	Gravic, Inc	Institutional Research	Software	\$415.00
P0501419	Easy Overseas	VP-SCA	Contract Services	\$500.00
P0501420	Graphic Chemical	Art Department	Instructional Supplies	\$1,614.60
P0501422	Bluechip Sports &	VP-SCA	Contract Services	\$250.00
P0501423	Apollo Education and	VP-SCA	Contract Services	\$250.00
P0501435	Career Cruising	Career Center	Other Services And Expenses	\$595.00
P0501438	Xerox Corporation	Copy Center	Instructional Supplies	\$1,871.59
P0501439	KHL Engineered	Copy Center	Instructional Supplies	\$626.73
P0501443	Xpedx Paper &	Copy Center	Instructional Supplies	\$1,523.09
P0501447	Datatel, Inc.	Information Technology	Maintenance Contracts	\$10,525.00
P0501451	Alta Environmental	Hazmat	Other Services And Expenses	\$636.38
P0501452	L.A. County Fire	Hazmat	Waste Disposal	\$4,333.00
P0501453	Xpedx Paper &	Warehouse	Inventories, Stores, Prepaid I	\$25,099.50
P0501455	AEO Tour	International Students	Conferences Mgmt	\$11,900.00
P0501457	Airport Van Rental	Transfer Center	Transportation	\$118.53
P0501460	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$48.94
P0501463	Pitney Bowes Inc.	Mailroom	Postage	\$2,087.51
P0501465	COFFEY	Hazmat	Other Services And Expenses	\$32.39
P0501478	Matthew Bender	Div Office Instr.	Library Books	\$503.94
P0501479	Thomson West	Div Office Instr.	Library Books	\$3,094.43
P0501480	Thomson West	Div Office Instr.	Library Books	\$174.00
P0501481	Information Today, Inc.	Div Office Instr.	Library Books	\$347.05
P0501482	Media Distributors	Audio/Visual	Instructional Supplies	\$321.64
P0501483	Council of Chief	Div Office Instr.	Publications-Magazines	\$150.00
P0501485	Anglo Phone Education	VP-SCA	Contract Services	\$250.00
P0501486	Chinese Student &	VP-SCA	Contract Services	\$500.00
P0501487	Northern Asia Co., Ltd	VP-SCA	Contract Services	\$250.00
P0501488	Diversified Photo	Photography	Instructional Supplies	\$68.84
P0501491	VWR Scientific	Life Sciences	Instructional Supplies	\$3,207.91
P0501493	Datatel, Inc.	Information Technology	Maintenance Contracts	\$62.50
P0501497	Digi-Key	Welding	Instructional Supplies	\$65.99
P0501503	AAFPE Headquarters	Legal Assistance	Dues And Memberships	\$450.00
P0501505	Scantron	Div Office BSSC	Other Instr Supplies	\$349.96

P0501515	SchoolDude.com, Inc.	Facilities/Planning/Serv	Repairs Noninstructional	\$5,195.64
P0501518	Jones & Bartlett	VP-SCA	Non-Instruct Supplies	\$684.05
P0501519	Ryugakusite.Com, Inc.	VP-SCA	Contract Services	\$500.00
P0501520	Litz USA Student	VP-SCA	Contract Services	\$250.00
P0501523	National Women's	History	Instructional Supplies	\$21.40
P0501526	McMaster Carr	Air Conditioning And	Instructional Supplies	\$134.16
P0501527	Leonid Rachman	International Students	Conferences Mgmt	\$2,886.99
P0501532	National League for	Nursing	Dues And Memberships	\$1,825.00

Fund 11 Total: 57

\$145,043.92

Fund 12 Restricted - El Camino

P0501322	Bearcom	Parking-Student	New Equipment -	\$1,918.35
P0501340	Sirchie Fingerprint Lab	Parking-Student	Non-Instruct Supplies	\$175.31
P0501345	Staples Advantage	Parking-Student	New Equipment -	\$447.62
P0501371	Monterey Graphics	Veterans Education	Non-Instruct Supplies	\$282.03
P0501373	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$25.20
P0501376	Law Enforcement	Parking-Student	Non-Instruct Supplies	\$43.80
P0501378	Stearns Wear	Parking-Student	Non-Instruct Supplies	\$325.94
P0501381	Efren Rangel	First Year Experience	Other Services And Expenses	\$13.03
P0501394	Michael Ellena	Teacher Preparation	Contract Services	\$500.00
P0501398	Ventek International	Parking Fees Permit	Other Services And Expenses	\$6,225.00
P0501400	GCCCD Auxiliary	CTE Supp IV	Conferences Other	\$375.00
P0501403	Destyn M. LaPorte	El Camino Language	Field Trip Expense	\$999.71
P0501409	Proforce Law	Parking-Student	New Equipment -	\$695.95
P0501411	AAA American Academy	El Camino Language	Contract Services	\$500.00
P0501431	CSU Dominguez Hills	Aerospace Conference	Non-Instruct Supplies	\$200.00
P0501437	Colors Flowers and	TitleV-Improving	Non-Instruct Supplies	\$1,564.91
P0501440	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$1,536.09
P0501445	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0501446	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$225.11
P0501448	South Bay Regional	Parking-Student	New Equipment -	\$747.72
P0501449	Motorola, Inc.	Parking-Student	New Equipment -	\$1,269.17
P0501450	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$294.39
P0501456	The College Board	Matriculation	Non-Instruct Supplies	\$1,891.00
P0501458	Southern California	Strategic Priority	Dues And Memberships	\$500.00
P0501459	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$1,370.25
P0501461	Dell Marketing L. P.	CTE II - grant	New Computer	\$1,429.83
P0501464	Lou's Golf and	Parking-Student	Repairs Non Instr	\$306.48
P0501489	Airport Van Rental	MESA UCLA CEED	Transportation	\$237.08
P0501490	Compton Community	Walmart MSSI	Contract Services	\$3,500.00
P0501492	Ryugaku Journal, Inc.	El Camino Language	Contract Services	\$1,000.00
P0501494	Oriental Trading	TitleV-Improving	Non-Instruct Supplies	\$246.82
P0501499	American Express	CalWORKs	Conferences Other	\$439.80
P0501516	Association of	Community Education	Dues And Memberships	\$60.00
P0501524	Kerry Bonner	IDRC Green	Conferences Mgmt	\$95.00
P0501525	Women in International	IDRC Green	Conferences Mgmt	\$55.00

Fund 12 Total: 35

\$29,520.59

Fund 15 General Fund -Special Programs

P0501401	Vivian Sinou	Div Office-Studnt	Contract Services	\$250.00
P0501402	James Marteney	Div Office-Studnt	Contract Services	\$250.00

P0501406	Action Training	2010-11 VP-Admin Svc	New Equipment - Instructional	\$4,463.35
P0501408	Emergency Film Group	2010-11 VP-Admin Svc	New Equipment - Instructional	\$4,100.31

Fund 15 Total: 4

\$9,063.66

Fund 41 Capital Outlay

P0501397	CSI Fullmer	Classroom&Office	Buildings	\$375.00
P0501498	Frazee Paint	Repairs, Remove	Repairs Noninstructional	\$2,129.50

Fund 41 Total: 2

\$2,504.50

Fund 79 Auxiliary Services

P0501375	Angstrom Stage	Fine Arts	Non-Instruct Supplies	\$148.99
P0501383	Karen M. Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0501384	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$150.00
P0501385	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$150.00
P0501386	Mercede Shamlo	Fine Arts	Non-Instruct Supplies	\$100.00
P0501387	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$60.00
P0501388	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$100.00
P0501389	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$60.00
P0501390	Deborah L. Gagnon	Fine Arts	Non-Instruct Supplies	\$100.00
P0501391	Victoria R. Carr	Fine Arts	Non-Instruct Supplies	\$100.00
P0501392	Allyson Dvir	Fine Arts	Non-Instruct Supplies	\$100.00
P0501393	Gallery Services	Fine Arts	Non-Instruct Supplies	\$937.86
P0501501	La Villa Catering	Counseling Office	Non-Instruct Supplies	\$636.02
P0501502	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$180.00

Fund 79 Total: 14

\$2,922.87

Fund 82 Scholarships & Trust/Agency

P0501432	Embroidme	Health Sciences and	Fundraising	\$900.50
P0501433	Norcal Swim Shop	Health Sciences and	Fundraising	\$809.53
P0501434	EZ Up Direct	Health Sciences and	Fundraising	\$317.75
P0501441	Colorado Time	Health Sciences and	Fundraising	\$625.00
P0501442	Paradise Awards	Health Sciences and	Fundraising	\$433.91
P0501444	Universal Deziganz	Health Sciences and	Fundraising	\$626.40

Fund 82 Total: 6

\$3,713.09

PO Funds Total: 118

\$192,768.63

Fund 11 Unrestricted - El Camino

B0510765	Community College	Financial Aid	Contract Services	\$50,000.00
B0510766	A.L.L. Roofing Materials	Construction	Instructional Supplies	\$1,000.00

Fund 11 Total: 2

\$51,000.00

Fund 12 Restricted - El Camino

B0510749	Campus Food Services	Aerospace Conference	Non-Instruct Supplies	\$500.00
B0510750	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food	\$7,500.00

Fund 12 Total: 2

\$8,000.00

Fund 82 Scholarships & Trust/Agency

B0510758	E.C.C. Public	Health Sciences and	Fundraising	\$1,500.00
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Fund 82 Total: 1

\$1,500.00

BPO Funds Total: 5

\$60,500.00

Grand Total POs and BPOs: 123

\$253,268.63

**Agenda for the El Camino Community College District Board of Trustees
For
Measure E Bond Fund
Administrative Services**

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Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

**GENERAL OBLIGATION BOND FUND CATEGORIES
AND PROJECT SUMMARY**

The following table reports Measure E expenditures and commitments through November 30, 2011.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$237,359,418	\$96,377,189	\$9,593,570	\$131,388,660
Campus Site Improvements	32,416,561	25,603,369	286,279	6,526,913
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	128,799,541	57,312,445	5,713,252	65,773,844
Information Technology and Equipment	24,836,501	12,793,696	48,767	11,994,038
Physical Education Facilities Improvements	572	572	0	0
TOTAL	<u>\$426,230,593</u>	<u>\$194,844,107</u>	<u>\$15,641,867</u>	<u>\$215,744,618</u>

**B. CONTRACT – FLEWELLING & MOODY – BOOKSTORE
MODERNIZATION PHASE 1B**

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural and construction administration services to support bidding and construction of the above project.

This firm performed the design and construction administration of the Bookstore Modernization Phase 1A project. During the construction it was discovered an existing area on the first level was not code compliant as constructed. It was decided to delete this area from the project in order to prevent delaying the project while the plans were modified and resubmitted for approval to the Division of the State Architect. The plans are anticipated to be approved in January 2012.

The additional fee is warranted due to the added work on part of the architect to bid and provide construction administration for this work as a separate project.

Dates of Services: November 2011 through project completion.

Cost: Cost not to exceed \$50,000

C. CONTRACT – PSOMAS – UTILITY MAPPING

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide professional services to research, verify and document the locations and routing of subsurface utilities within and adjacent to the boundaries of the Shops Building, Athletic Fitness and Wellness and Industry & Technology projects. Services to include, surface utility indication survey, data collection and validation, subsurface utility investigation and updating the utility base map.

This firm is being recommended based upon its prior experience performing this type of work, the demonstrated expertise and the qualifications of its staff to perform the services and competitive fee structure.

Dates of Services: November 2011 through project completion.

Cost: Cost not to exceed \$129,500

D. BID AWARD 2011-4 - PARKING LOT LIGHTING & SECURITY UPGRADE PROJECT

It is recommended Bid 2011- 4 Parking Lot Lighting & Security Upgrade be awarded to Minco Construction, Inc. in accordance with the specifications, terms and conditions of the above-named bid.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
Minco Construction	\$2,477,000
 <u>OTHER BIDDERS</u>	
Mel Smith Electric	\$2,713,000
Champion Electric	\$2,930,000
HPS Mechanical	\$3,683,450

E. RETENTION REDUCTION – HPS MECHANICAL, INC. - ELECTRICAL & DATA CONVERSION PROJECT

It is recommended that the Board of Trustees approve reducing the percentage of retention withheld from the contractor’s payment from 10% to 5% for work performed on the project.

Work is 80% complete on the project. The remaining five percent retention amount will be adequate to protect the College’s interest.

F. NOTICE OF JOB COMPLETION – AMERICAN GARDENS – BASEBALL FIELD IMPROVEMENT PROJECT

It is recommended that the Board of Trustees accept as complete the following project and authorize final payment for the work. The required work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

<u>Contractor</u>	<u>Contract Amount</u>
American Gardens	\$215,028

Purchase Order Number: B510015

G. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION – MATH BUSINESS ALLIED HEALTH BUILDING PROJECT

It is recommended the Board of Trustees approve the following change order.

Contractor was directed to provide labor, materials and equipment to remove three Fern Pine trees, stumps and roots located on the Southeast corner of the Administration Building. The removal was necessary because the trees roots interfered with installing a walkway ramp which is part of the new building construction.	\$8,905
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Total Change Order Amount	<u>\$8,905</u>
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Original Contract Amount	\$20,666,000
Prior Changes	715,758
This Change Order Amount	<u>8,905</u>
New Contract Amount	<u>\$21,390,663</u>

H. UNILATERAL CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION– MATH BUSINESS ALLIED HEALTH BUILDING PROJECT

It is recommended the Board of Trustees approve the following change order.

Pricing proposed by the Contractor for any of the items subject to this Change Order and not incorporated herein are deemed denied by the District. Issuance of this Change Order and the District’s payment of costs indicated in this Change Order is not a waiver of any right of the Contractor to pursue remedies relating to the Contractor’s proposed pricing which is not incorporated above, provided that

the Contractor strictly complies with dispute resolution provisions of the Contract Documents or arising by operation of law, as applicable.

- | | |
|--|----------|
| 1. Contractor was directed to provide labor, material and equipment to align the hydronic piping to be perpendicular with the new point of connection in the concrete vault. This change was directed so the vault could be aligned to the adjacent hardscape. | \$5,988 |
| 2. Contractor was directed to provide labor and material to provide a curtain wall header and column attachment different from that shown on the approved plans for the west facing elevation of the north wing of the building. | \$13,083 |
| 3. Contractor was directed to provide labor and material to support the top of a portion of the north elevation curtain wall. A conflict between the architectural and structural plans of this area was found and therefore modifications were needed. | \$34,448 |

Total Change Order Amount	\$ <u>53,519</u>
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Original Contract Amount	\$20,666,000
Prior Changes	724,763
This Change Order Amount	<u>53,519</u>
New Contract Amount	<u>\$21,444,282</u>

I. PURCHASE ORDERS (PO) AND BLANKET PURCHASE ORDERS (BPO)

The following purchase orders have been issued in accordance with the District’s purchasing policy and authorization of the Board of Trustees. It is recommended that the following purchase orders for Measure E expenditures be ratified and payment be authorized upon delivery and acceptance of the items or services ordered.

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P501374	Cosco Fire Protection	Athletic Education/Fitness	Testing & Inspection	\$610.00
P501395	California Geological	Athletic Education/Fitness	Contract Services	3,600.00
B510728	National Visual	Signage and Wayfinding	Site Improvements	<u>44,585.23</u>
TOTAL POs AND BPOs				<u>\$48,795.23</u>

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Lynn Solomita, Interim Vice President Human Resources**

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A. Employment and Personnel Changes.....	43
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C. Approval and Ratification by Board of Trustees: El Camino College Employees Association, Chapter 6142, CFT, AFT, AFL-CIO Contract Ratification.....	...55

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-18 and 1-8.

Academic Personnel:

1. Special Assignment - The following faculty members to be compensated reassigned time for performing Federation activities during the Fall 2011 semester to be paid \$60.18 an hour, for a total of 200 hours, effective August 29 through December 16, 2011, in accordance with the Agreement, Article 3, Section 11(c).

Elizabeth Shadish – 108 hours (taken as release time from classes)

Donald Brown	32 hours	\$1,926
Sean Donnell	18 hours	\$1,083
Margaret Quinones	15 hours	\$ 903
Julio Farias	10 hours	\$ 602
Kenneth Key	7 hours	\$ 421
Georgiana Coughlan	<u>10 hours</u>	<u>\$ 602</u>
TOTAL	200 hours	\$5,537

2. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service training program, to be paid \$60.18 an hour, not to exceed 144 hours or \$8,666, effective January 3 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).
3. Special Assignment - The following full-time instructors to participate on Compton Center evaluation committees, to be paid \$45.14 an hour, not to exceed 6 hours or \$258 each per evaluation committee, plus mileage, effective October 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Lynn Beckett-Lemus
Vic Cafarchia
Sara Di Fiori
Sean Donnell
Peter Doucette
Patricia Fairchild
Julio Farias
Monica Gross (2 panels)

Thomas Hazell
Brenda Jackson
Christine Jefferies
Emily Rader
Russell Serr
Claudia Striepe
Janet Young

4. Special Assignment - The following full-time instructors of Mathematics to continue the Faculty Cohort work to design both Math 50C and to revise and update Math 50D. The project is part of the on-going basic skills/developmental mathematics redesign project for the joint Mathematics Title V Grant with Santa Monica College, to be paid \$60.18 an hour, not to exceed a total of 520 hours or \$31,294, effective January 3 through February 28, 2012, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Susan Bickford	40	\$ 2,407
Junko Forbes	80	\$ 4,814
Lars Kjeseth	20	\$ 1,203
Alice Martinez	60	\$ 3,611
Arturo Martinez	80	\$ 4,814
Martha Sandoval-Martinez	60	\$ 3,611
Trudy Meyer	100	\$ 6,018
Susan Taylor	<u>80</u>	<u>\$ 4,814</u>
TOTAL	520	\$31,294

5. Special Assignment - The following full-time instructors to work as STEM Project Director on program activities (when classes are not in session), to be paid \$60.18 an hour, January 3 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Lars Kjeseth	20	\$1,204
Teresa Palos	40	\$2,407

6. Special Assignment - The following instructors to provide Student Learning Outcomes (SLO) support and workshops to faculty in their divisions, to be paid \$45.14 an hour, effective January 3 through June 8, 2012, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Sandra Bartiromo	18	\$ 813
Vera Bruce	18	\$ 813
Junko Forbes	35	\$1,580
Patricia Gebert	18	\$ 813
Kurt Hull	35	\$1,580
Chris Mello	35	\$1,580
James Noyes	35	\$1,580
Russell Serr	18	\$ 813

Rachel Williams	35	\$1,580
Janet Young	35	\$1,580

- Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to teach Nursing 212 as part of the Kaiser Permanente Contract, Class II, Step 6, effective January 3 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Pamela Chappell	66	\$5,975
Sherry Jenkins	94	\$8,535

- Special Assignment - Mr. Stephen Vincent Lloyd, part-time instructor of the Planetarium, Natural Sciences Division, to conduct not-for-credit Community Education Classes for Community Advancement, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective July 1, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).

- Special Assignment - Ms. Kathryn Holmes, full-time Learning Disabilities Specialist, Special Resources Center, Health Sciences & Athletics Division, to coordinate learning disability assessments, to be paid \$60.18 an hour, not to exceed 20 hours or \$1,204, effective January 18 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

- Special Assignment - The following full-time Disabilities Learning Specialists, Special Resources Center, Health Sciences & Athletics Division, to assess students with disabilities, to be paid \$45.14 an hour, not to exceed 45 hours or \$2,032 each, effective January 18 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

William Hoanzl	Julie Land
Kathryn Holmes	Bonnilee Kaufman

- Special Assignment - Mr. Russell Serr, full-time instructor of Physical Education, Health Sciences & Athletics Division, to conduct not-for-credit Community Education Classes for Community Advancement, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective January 3 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

- Special Assignment - Ms. Laura Hinckley, part-time instructor of Mathematics, to plan and facilitate a winter Math Academy for Community Advancement students, to be paid \$49.64 an hour, not to exceed 30 hours or \$1,489, effective January 3,

through January 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).

13. Special Assignment - Mr. William Melendez, full-time instructor of Fire & Emergency Technology, Industry & Technology Division, to conduct lab course at Fire Academy for Workplace Center, to be paid \$45.14 an hour, not to exceed 22 hours or \$993, effective January 3 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Mr. Darrell Thompson and Mr. Peter Marcoux, full-time instructors of English, Humanities Division, for researching and developing an inventory of common readings and shared assignments, as well as pedagogical approaches, to facilitate accelerated and linked instruction, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,806 each, effective January 5 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Ms. Rose Ann Cerofeci and Ms. Jennifer Annick, instructors of English, Humanities Division, to design accelerated learning communities, curriculum and activities for the Graduation Initiative Project, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,806 each, effective January 5 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
16. Employment - The following part-time/temporary instructors to be hired as needed for the 2011 Fall semester.

Fine Arts

Michael Golding

Christian LeMay

17. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2012 Spring semester.

Behavioral & Social Sciences

Edward McCrary

Business

Vincent DeLuca

Jo Ann Jones

Neil Kuritzky

Shantel Martinez

Health Sciences & Athletics

Kathryn Cass

Eldrige Ezpeleta

Daniel Fitzpatrick

Bonnie Hughes

18. Employment - The following part-time/temporary instructors to be hired as needed for the 2012 Spring semester.

Behavioral & Social Sciences

Mohammed Abdelhamid

Jose Arrieta

Levenae Buggs

Van Chaney

David Cheetham

Alecsandria Colchico

Michael Collins

Michael Critelli

Mediha Din

Darla Fjeld

Eddie Galvan

Thomas Glenn

Austin Gordon

Shahrokh Haghighi

Paul Harley

Maribel Hernandez

Arne Jaaska

Meric Keskinel

Thomas Keville

Marc Mestyaneck

Robroy Meyers

Andrew Monzon

Gerardo Nebbia

Hatien Nguyen

Kirsten Olson

Edgar Pacas

Jalpa Parikh

Allen Perlstein

Cecelia Phillips

Kirsten Resnick

Bradley Reynolds

Francis Schulte

Gregory Simon

Sergio Soto

Kell Stone

Paul Swendson

Farshid Tahernia

Daniel Walker

Kofi Yankey

Business

Steven Alexander

Maureen Bernal

Arnold Blanshard

Meredith Caliman

Douglas Carnahan

Brennan Carr

Jeffrey Cowan

Noel Craven

Loretta Daniels

Allan Fork

Derf Fredericks

James Healy

Paula Koch

Ming Chun Lu

Katherine Maschler

Walker Matthews

Donna McGovern

Xavier Miranda

Jerry Muraoka

Pavan Nagpal

Denise Nevin

Norman Riggs

Robert Rooks

Sophia Sherif

David Sherwood

John Slawson

Melissa Som de Cerff

Jason Stevens

Jessica Stoudenmire

Fine Arts

Noorunnissa Abbasi
Aminah Abdul-Jabbaar
Amy Allen
Laura Kay Almo
Craig Antrim
Elizabeth Atherton
Cynthia Bahti
Ava Baldwin
Jeannine Barba
Larisa Bates
Kim Borgaro
Bernice Boseman
Wendi Brown
Linda Busch
Valerie Cabag
Camille Cornelius
Walter Cox
Jeffrey Crum
Joy Curtis Urlik
Robert Dalton
Sainte DeLude
John DeMita
Rhonda Dillon
Mary Drobny
Richard Ewing
Suzanne Jacobs Fagan
Kurt Festinger
Jocelyn Foye
Jacqueline Freedman
Michelle Funderburk
Hiroshi E. Hamanishi
Jamie Hammond
Kent Eric Hayward
Hiroko Hojo
Eric Holman
Pamela Huth
Jill Jensen
Karin Jensen
Angela Jordan
Marcie Kaufman
Margaret Kemp
Emma Kheradyar

Thomas Kidd
Leroy Kim
Myungwon Kim
Yumi Kiyose
Lawrence Klepper
Christian LeMay
Carol Lisek
Kristi Lobitz
Norman Looney
Margot Martin
Mark Massey
Julia Matthews
Susanna Meiers
Michael Miller
Ruby Millsap
Vicki Muto
Daryle Nagano
Jeffrey Netzer
Binh Ngo
Dee Marie Nieto
Annette Owens
Ann Patterson
Gretchen Potts
Vincent Pruden
Michael Quinn
Tina Riggs
Karen Roberts
Lois Roberts
Gary Robertson
Fariba Sadeghi-Tabrizi
Victoria Sanchez
Lloyd Sherman
Diane Simons
Holly Sneed
Christine Stahl
Karen Thayer
Laura Thompson
Sandra Trepassio
Helene Wagner
Juliann Wolfgram
Lucretia Wright

Health Sciences & Athletics

Raymond Adoc
Brandon Alcocer
Billie Jo Anthony
Ray Asaro
David Bacon
Sivi Banks-Carson
Richard Blount
Pamela Chappell
Salomay Corbaley
Lucia Cordeiro Drever
Lisa Correa
Arshad Fazalbhoy
Michael Fenison
Joan Gahan
Diana B. Galias
Don Gereau
Norene Gift
Esther Gravis
Elizabeth Hazell
Karen Hellwig
Hiroko Hojo
William Hood
Naveed Hussain
Sherry Jenkins
Christina Johnson
Bonnie Kayser
Yeon Kim
Matthew Kirk
Stacy Komai

Grace Lines
Monica Lizarraga
Valentino Lopez
Elaine Martinez
Colleen McFaul
Douglas Mizukami
Patrick Moore
Josephine Moore
Helen Nakano
Mary Ogi
Norkor Omaboe
Paula Park
Danielle R. Roman
Krysti Rosario
Linda Scott
Stephen Shaw
Elva Sipin
Elizabeth Steiglitz
Susan Stohrer
Darryl Sue
Mark Thomas
Matthew Trites
Derek Truong
Steven Van Kanegan
Lisa Weyh
Karen Wyatt
Mits Yamashita
Susan Zareski

Humanities

Amanda Ackerman
Rebecca Ahn
Karen Amano-Tompkins
Nancy Armstrong
Jan Ball
Maria Bauer
Natasha Bauman
Jason Bostick
Lauren Brown
Ronald Brutti

Nancilynn Burruss
Shannon Bush
Zeina Chakhchir
Georgiana Coughlan
David Cron
Agnes Davies
Allison DeVaney
Lisa Gaydosh
Tiffany Gebhard
Ellen Griffin

Julia Hackner
Kathy Hall
Jeremy Hector
Greta Hendricks
Susan Herdzina
Jennifer Hill
Elizabeth Hindman
Jennifer Holt
Patricia Hoovler
Miriam Houssels
Aura Imbarus
Roberto Jimenez
Francesca Kemitch
Bruce Kermane
Angie Kirk
Gary Kohatsu
Kim Krizan
Sheryl Kunisaki
Mari Lopez
Debra Lorango
Karen Lugo
Meagan Madigan
Susan Magabo
Clinton Margrave
John Millea
Yuki Minekawa
Andres Moina
Susan Nozaki
Sumino Otsuji

Jan Parrish
Leah Pate
Dianne Pearce
Bonita Pereyra
Rossella Pescatori
Jennifer Peters
Lana Phillips
Robert Puglisi
Cynthia Quintero
Natalie Ricard
Shannon Richardson
Kim Runkle
Joyce Marie Schenk
David Schlick
Amir Sharifi
Grace Shibata
Christopher Stevens
Eric Takamine
Kanzo Takemori
Cindy Tino-Sandoval
Kathy Vertullo
Wendy Walsh
John Wietting
Wendy Wright
Nina Yoshida
Hailiang Zhao
Alfred Zucker
Genevieve Zuidervaat

Industry & Technology

Mark Arnold
Gayle Baizer
Charlene Brewer-Smith
David Brock
Marva Brooks
Michael Brownlie
Roberto Medina Causey
Kevin Coffelt
Nicholas Colin
Bruce Cook
Victor De la Torre
Robert Diaz

Makisha Diggins-Davis
Jeffrey Donahue
Michael Effler
James Ellingson
Stephen Ellis
Lynn Fielding
Dorothy Foral
Gregory George
Dudley Gray
Bridgitte Green
Matthew Griffin
Charles Hamilton

Meredith Jackson
Arturo Jimenez
Margaret Johnson
William Johnson
Brent Kooiman
Thomas Kurth
James Lemmon
Edward Lugo
Mary Lyons
Michael Marshall
Richard Martinez
Donald Mason
Sheila Murray
Craig Neumann
Nick Nickolin
Annette Owens
Charles Owens
Maximeno Pena
Priscilla Ratcliff
Philip Reno

Learning Resources

Anita Colby
John Fowler
Margaret Murphy

Mathematical Sciences

Vage Avakyan
Adalinda Avila
Robert Bauman
Beyenne Bayssa
Susanne Bucher
Robert Caldwell
Minh Can
Wei-Feng Chen
Marilyn Cortez
Zekarias Dammerna
Dimetrios Dammerna
Bruce Dovner
Abdelwahab El-Abyad
Farid Faridpak
Henri Feiner
Timothy Ferguson

Eugene Rock
Bernardo Rodriguez
Rey Rojo
Linda Schuetze
John Slawson
Michael Smith
Bobette Stott
Lynn Strobel
Bradley Sweatt
Kim Swobodzinski
Dale Ueda
Daniel Valladares
Emmanuel Villaroman
Shirley Warren
Sue Warren
William Warren
Frank Weeks
Carl Whitaker
David Winkler
Issac Yang

Bruce Russell
Jane Terry
Douglas Thompson

Winfred Ferrell
Manolita L. Formanes
Binyam Gebremicael
Marguerite George
Theodore Gibson
Jack Gill
Astatke Gizaw
Megan Granich
William Hemmer
Laura Hinckley
Raymond Ho
Anthony Hoang
Thu-Hang Hoang
London Jamar Shannon
Avid Khorram
William Latto Jr.

Loan Le
Duc Le
Michael Lee
Jose Martinez
Steve Martinez
Perry McDonnell
Wendy Miao
Hai Ngo
Hang Minh Nguyen
Cuong Nguyen
Diem Nguyen
Alice O'Leary
Aida Ovanessian
Delores Owens
Quyen Phung
Charmaine Raffel
Mohammad Rahnvard
Russell Reece
Matthew Robertson

Natural Sciences

Robert Altermatt
Premilla Arasasingham
Robin Bouse
Rebecca Donegan
Changming Dong
Lynn Fielding
Diana Garcia
Leo Hayashibara
Brandon Hogan
Lilia Illes
Melvin Kantz
Hyun Ko
Jed Laderman

Special Resource Center

Trishmonisha Blagdon
Tisa Casas
Rachel Friedman
Barbara Gomez
Edward Kelly
Jeff Lenham
Sheila Lenham

Malinni Roeun
Tatiana Roque
Lernik Saakian
Allen Sampson
Ellis Shamash
Richard Sibner
Shane Smith
Alan Stillson
Gizaw Tadele
James Wan
Er-Xiang Wang
Patrick Webster
Rich Wong
Jung Woo
May Xu
Christie Yang
David Yee
Michael Zeitzew

Octavian Le
Laurie Len
Natalia Lev
Wade Mayo
Patricia Neumann
Huyen Nguyen
Leon Palmer
Ansha Qian
Vineeta Sachdev
Donna M. Speckman
Thomas Stewart
Michel Van Biezen
Karla Villatoro

Robert LoParo

Classified Personnel:

1. Retirement - Ms. Victoria De la Torre, Clerical Assistant, Range 22, Step E, Admission and Records Division, Student and Community Advancement, effective October 22, 2011.
2. Resignation - Ms. Sunnie Medina, Senior Clerical Assistant, Range 24, Step C, Business Division, Academic Affairs Area, effective November 30, 2011, plus accrued vacation.
3. Extend Work Out of Classification - Ms. Shobhana Warriar, Senior Clerical Assistant Range 24, Step E, to Administrative Assistant II (Confidential), Range 10, Step A, Vice President's Office, Administrative Services Area, effective January 1 through February 29, 2012.
4. Employment - Ms. Alexis Estwick, Program Coordinator, Range 36, Step C, Community Advancement Division, Student and Community Advancement Area, effective January 3, 2012.
5. Employment - Ms. Kimberly Jones, Exercise Fitness Specialist (83.33%), Range 33, Step A, Health Sciences & Athletics, Academic Affairs Area, effective January 3, 2012.
6. Employment - Mr. David Valencia, Painter (10 month), Range 35, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 3, 2012.
7. Temporary Employment - Ms. Wendy Macias, Student Services Advisor Stem (5-year Grant Fund), Range 35, Step A, Natural Sciences Division, Academic Affairs Area, effective January 3, 2012, through September 30, 2016.

Temporary Classified Services Employees – (not to exceed 170 days per year)

8. Mr. William Guerra - 50% Clerical Assistant, Range 22, Step A, 50% Accounting Assistant, Range 22, Step A, Student Development/Enrollment Services Division, Student and Community Advancement Area, effective January 3, 2012 through June 30, 2012.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-6.

The following temporary, non-classified service employees are to be hired for the 2011 – 2012 fiscal year, paid hourly, effective January 1, 2012 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

Program Aide Series

1. Program Aide II

The following individual is to be hired as a peer mentor for the foster youth in the Youth Empowerment Strategies for Successful Program.

Ashley Rucks, \$9.50 per hour (eff. 8/27/11 to 6/30/12)

Assistive Linguistics Professional Series

2. Assistive Linguistics Professional I

The following individual is to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

Teresa Russ, \$25.00 per hour (eff. 11/29/11 to 6/30/12)

3. Assistive Linguistics Professional II

The following individual is to be hired by the Special Resource Center to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel and must possess National Certification.

Robert Sutton, \$45.00 per hour (eff. 11/30/11 to 6/30/12)

Training Professional Series

4. Training Professional II

The following individuals are to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program.

Pamela Edwards, \$37.00 per hour
Naynette Kennett, \$37.00 per hour
Bobbie Lanham, \$37.00 per hour
Tina Scruggs, \$37.00 per hour
Tawanna Smith, \$37.00 per hour

5. Training Professional II

The following individual is to provide not-for-credit English and Math instruction for General Educational Development (GED) classes through the Community Education department.

Juan Quinones, \$45.00 per hour (eff. 9/23/11 to 6/30/12)

6. Training Professional III

The following individual is to provide not-for-credit instruction in Intravenous Therapy/Blood Withdrawal post-licensure certification for Licensed Vocational Nurses and Registered Nurses.

Octavia Hyacinth, \$60.00 per hour (eff. 12/13/11 to 6/30/12)

C. APPROVAL AND RATIFICATION BY BOARD OF TRUSTEES: EL CAMINO COLLEGE EMPLOYEES ASSOCIATION, CHAPTER 6142, CFT, AFT, AFL-CIO CONTRACT RATIFICATION

It is recommended that the Board of Trustees approve and ratify the Agreement between the El Camino Classified Employees, Local 6142, AFT, CFT, AFL-CIO and the El Camino College Community College District, effective January 1, 2012 through June 30, 2014, with reopeners for Article 6, Compensation, 15, Insurance Benefits and each side can select one additional article for negotiations in 2012/2013 and 2013/2014, commencing Spring 2014.

The specific negotiated articles and corresponding sections where language was altered are as follows and indicated in the attached edited Agreement.

Article 2, Definitions
Article 4, Rights of ECCE, Section 5
Article 5, Hours of Service, Sections 1 & 4
Article 6, Compensation, Section 1
Article 7, Employment Status, Section 4
Article 8, Transfers and Job Vacancies, Section 1
Article 10, Performance Evaluation, Sections 1, 2, 3
Article 11, Paid Leaves, Sections 1, 4, 10
Article 13, Vacations, Section 5
Article 15, Insurance Benefits, Sections 1 & 12
Article 17, Retirement, Section 1
Article 18, Layoff, Sections 2 & 6
Article 19, Section 2
Article 22, Section 4
Article 23, Section 3
Article 24, Section 3

Article 25, Section 6
Article 26, Section 2
Article 28, Section 6
Appendix E, Classifications Exempt from Daily Overtime
Appendix H, Release Time Authorization Form

**EL CAMINO COMMUNITY COLLEGE DISTRICT and
EL CAMINO CLASSIFIED EMPLOYEES, Local 6142**

**Contract Language for
All TAs Signed March 11, 2011 thru October 28, 2011**

ARTICLE 2

Definitions

“Regular Employee.” Any employee, whether permanent, probationary, full-time, or part-time, who is not a restricted, substitute, short-term (hourly, ~~non-certificated~~ temporary classified, casual ~~or temporary~~) or student employee.

“Short-Term Employee.” A person who is employed to perform a service for the District, upon the completion of which the service required or similar services will not be extended or needed on a continuing basis. (Short-term employees include: hourly, ~~non-certificated, temporaries~~, casual and temporary classified employees.)

ARTICLE 4

Rights of ECCE

Section 5. Distribution of Information.

ECCE shall have the right to distribute information to employees on campus and off-site on matters related to this Agreement and its representational rights at this District subject to the following provisions:

(a) Any item to be placed in the inter-campus system or sent by email shall bear the name of ECCE and the date. A copy of any general memoranda mailed to all employees shall be filed with the Human Resources Office by ECCE.

ARTICLE 5

Hours of Service

Section 1. Work Week.

~~(f) Any permanent part-time employee scheduled to work less than a 19.5 hour week will have a pro-rated schedule accordingly.~~

Re-letter (g) and (h).

Section 4. Meal Periods and Rest Periods.

(d) Meal periods and rest periods may not be accumulated without mutual approval of the employee and the supervisor and shall be taken during the period of each work day and duty period as specified; however, if an employee is required to miss a regularly scheduled meal period or rest period, the meal period or rest period may be taken at a different time convenient to the employee and his/her supervisor.

ARTICLE 6
Compensation

Section 1. Salary Schedules: Step Placement and Advancement

(g) Placement of a higher salary range as a result of reclassification or reallocation shall be ~~range to range, step to step~~ placed on that step of his/her new salary range which yield closest to a 5.5% monthly salary increase.

ARTICLE 7
Employment Status

Section 4. Short-Term Employees.

(b) Short-term ~~(non-certificated temporary, casual, hourly, or temporary)~~ employees, employed and paid for less than one hundred ninety-five (195) actual days of work per school year, irrespective of number of hours worked per day, shall not be classified as Regular Classified Employees. In the event the employment of any short-term employee exceeds ~~this~~, one hundred ninety-five (195) days, he/she shall be classified as a Regular Probationary Classified Employee.

ARTICLE 8
Transfers and Job Vacancies

Section 1. Transfers.

(a) A transfer is defined as a change of work location and/or supervision either at the same salary range or voluntarily at a lower salary range.

(b) A voluntary change that would result in an increase or decrease in the workday (part time to or from full time) and/or work year (less than twelve (12) month employee to or from twelve (12) month employee) shall be considered a transfer.

(c) The District may transfer employees on a temporary basis.

(d) The District may transfer employees on a permanent basis, provided that prior to any permanent transfer, notice shall be given to the employee(s) and a conference shall be held between the Dean, Director or Manager and the employee(s) in order to discuss the necessities for the transfer.

(e) Any permanent employee may request a transfer at any time. Such request shall be made in writing to the Human Resources Office and shall be kept on file for six (6) months. Requests on file shall be referred to the appropriate Dean, Director or Manager for review and consideration for those applicants who have met the minimum qualifications prior to posting a vacancy. The Dean, Director or Manager will schedule a meeting individually with the employee(s). The employee(s) shall be notified in writing of the decision to accept or reject the request for transfer including an explanation prior to posting a vacancy. The denial of a transfer request shall not be grievable. If the position is posted, the employee may also apply.

(f) The District will avail itself of transfer opportunities in lieu of laying off an individual.

Section 2. Posting of Notice.

(a) Notice of all job vacancies to be filled within the unit shall be posted on designated bulletin boards.

(b) The job vacancy notice shall remain posted for a period of ten (10) full working days, during which time employees within the unit may file for the vacancy.

(c) The District shall forward a copy of all job vacancies to be filled to the designated ECCE representative at the time of distribution.

NOTE: Still need to discuss electronic posting.

ARTICLE 10

Performance Evaluation

Section 1. Performance Evaluation.

(e) The original copy of the evaluation shall be filed in the individual's District personnel file and a copy shall be given to the employee at the meeting. The employee shall have the opportunity to review, comment, and sign his/her evaluation prior to the placement of said evaluation in the employee's personnel file. A copy of any and all evaluations shall be provided to the employee whether the employee has signed them or not. The District will maintain employee-related information in secure files.

Section 2. Schedule of Evaluations.

Each probationary employee shall ~~be evaluated~~ receive an evaluation at least twice during the employee's probationary period. Each permanent employee shall ~~be evaluated at least once annually~~ receive an annual performance review during their anniversary month. Employees who are absent during their anniversary month shall receive their annual performance evaluation upon return from leave. Any employee not receiving an annual performance evaluation will have their work performance deemed satisfactory for that year. Performance evaluations shall not be performed for any period in excess of 1 year prior to the date of the evaluation. The District may make additional performance evaluations for employees at any time.

Section 3. Evaluation Categories

NOTE: At Section 3, it is Appendix "I" and at Section 4, it is Appendix "J."

ARTICLE 11

Paid Leaves

Section 1. General Conditions.

(g) Return to Work

The employee will provide at least one (1) day's advance notice of intended return any time the employee has been out on sick leave or industrial accident/injury leave for five (5) or more consecutive work days. The District may require an employee who has been out on sick leave ~~or industrial accident/injury leave~~ for five (5) or more consecutive work days to provide a doctor's release in order to return to work. An employee not providing proper notice or the required release will not be permitted to return to work. It is the employee's responsibility to notify the District regarding the status of their continued leave.

Section 4. Sick Leave.

(b) Accrual of Sick Leave Benefits

(7) The District may specify that a doctor's note is needed if the employee is absent for ~~3~~ five (5) or more consecutive days, unless the employee has a pattern of frequent absence or is in the progressive discipline process (Article 23).

Section 5. Industrial Accident or Illness Leaves.

NOTE: Insert bracket in front of items 1, 2 and 3 and show all three items on one page.

Section 10. Jury Duty/Subpoena Leave.

(f) The District will grant a leave of absence to a Unit Member for a judicial or other official appearance when subpoenaed as a witness in actions involving the District and not as a litigant. A copy of the subpoena will be provided to the supervisor prior to the required absence.

ARTICLE 13
Vacations

Section 5. Scheduling.

(a) An employee shall submit in advance a written request for vacation to the employee's Dean, Director, Manager or Supervisor who will respond in a timely manner to the request for vacation. Approval of a specific vacation request shall be subject to the staffing needs of the division. The ~~District~~ Dean, Director, Manager or Supervisor will designate in writing prior to the beginning of each fiscal year certain periods of the year during which, due to operational needs of a department or division, vacation requests may not be granted.

(b) A vacation scheduled for a given date may for good cause be rescheduled by agreement between the employee and the employee's Dean, Director, Manager or Supervisor.

ARTICLE 15
Insurance Benefits

Modify the District's medical premium contributions effective January 1, 2012 as follows:

\$590 x 12 = \$7,080	Single
\$1,022 x 12 = \$12,264	2-Party
\$1,328 x 12 = \$15,936	Family

Effective January 1, 2013, the District shall increase these rates by the percentage increase in the District's funded Cost of Living Adjustment (COLA) on the General Apportionment that is funded by the State of California ("Funded COLA") in that Fiscal Year.

Section 1. Medical Insurance.

Effective January 1, 2012, the District shall contribute (not to exceed) the following amounts for the medical insurance: \$590 per month for single, \$1,022 per month for 2-party, and \$1,328 per month for family. Any difference in the amount between the District contribution for medical insurance and the CalPERS medical insurance premium cost shall be paid by the employee through monthly payroll deductions. ~~The District shall contribute the minimum payment required in order to participate in the CalPERS medical plan, toward payment of the premium of a medical plan selected by the eligible permanent employee.~~ The medical plan chosen shall be one of those offered by CalPERS under the Public Employees Medical and Hospital Care Act, unless the District and the ECCE agree to change the carrier for health benefit insurance.

Section 12. Insurance Benefits Committee.

It is understood that the insurance benefits provided by this Article may be changed in accordance with ~~the determinations of the District-wide Insurance Benefits Committee~~ negotiations between the parties and approved by the Board of Trustees. Recommendations from the IBC will be made to the negotiation teams because health benefits are subject to bargaining between the parties. If no recommendations are made or adopted by the Insurance Benefits Committee, such lack of action or agreement does not prevent either the District or the ECCE from being able to negotiate health benefits, subject only to there being health benefit negotiations as a part of reopener negotiations, negotiating a successor agreement, or at the mutual agreement of the ECCE and the District. The IBC will include the same number of managers and union members on the IBC. There will be no requirement for super majority voting.

ARTICLE 17 Retirement

Section 1. Retiree Medical Insurance.

(a) For employees retiring prior to January 1, 2012, the District will provide medical insurance for any employee who has ten (10) years of service with the District and who retires after reaching age fifty-five (55) under the provisions of the CalPERS from the time the employee retires and provided the employee remains fully retired under PERS. With respect to employees retiring on or after January 1, 2012, the District will contribute toward the medical insurance premium the single-only rate specified under Article 15, Section 1 for any employee who has ten (10) years of service with the District and who retires after reaching age fifty-five (55) under the provisions of the CalPERS from the time the employee retires, provided (1) the employee remains fully retired under PERS, and (2) any difference in the amount between the District contribution for medical insurance and the selected medical plan premium cost shall be pre-paid by the retiree. The District will also make available to such a retiree medical insurance for eligible dependents with the cost of such coverage to be borne by the retiree, subject to the terms of the insurance policy.

(b) If an employee chooses to retire between the ages of fifty (50) and prior to the employee's fifty-fifth (55) birthday, the District shall offer to the retiree a one-time opportunity at the time of retirement to participate in the CalPERS medical plan as noted in Article 17, Section 1 when the retiree turns age fifty-five (55). The District shall contribute the ~~same~~ minimum **CalPERS premium** payment (**currently \$108 per month**) ~~as noted in Section 1~~ for an eligible retiree who elects to participate. At age sixty-five (65), the retiree shall be responsible for the cost of the medical coverage equal to the difference between the District's **minimum CalPERS premium** payment (**currently \$108 per month**) and the total cost of the selected medical plan. **Note: If in the future the District receives medical insurance from other than CalPERS, then the District shall continue to pay the amount equivalent to the minimum CalPERS premium payment, but to a different medical insurance carrier other than CalPERS.**

ARTICLE 18 Layoff

Section 2: Order of Layoff

(1) For employees hired prior to July 1, 2011, ~~the~~ length of service shall be determined by date of first paid service in a probationary or permanent classified position. With respect to those few part-time classified employees hired prior to July 1, 2011, the District and the ECCE have stipulated that their seniority will be determined by pro-rating the amount of service by 75 percent of a full-time assignment, 2,080 hours in their first year of classified service as a probationary or permanent employee of the District. ~~means all hours in paid status in a probationary or permanent classified position, excluding any hours compensated on an overtime basis for employees hired on or after July 1, 1971. For employees in the classified service hired prior to July 1, 1971, date of employment in the regular classified service shall be used to determine length of service prior to July 1, 1971.~~

(2) For employees hired on or after July 1, 2011, length of service shall be determined in terms of percent of hours of a full-time 12-month 8-hour employee, i.e., 2,080 hours per year. By way of example, an employee hired for the full-year on a 10-month work schedule shall receive credit for 1,733 hours (83.33 %).

Section 6. Insurance Provision Upon Layoff.

An employee ~~who has attained permanent status~~ shall be eligible to apply and pay for insurance benefits in accordance with federal and state "COBRA" provisions upon layoff. Information pertaining to eligibility, insurance coverage and premium cost shall be available to the employee through the Human Resources Department. ~~entitled to continue the insurance plans as provided in Sections 1, 2, 3, 4 and 5 of Article 15, Insurance Benefits, for a one (1) year period, subject to the terms of the appropriate insurance policies.~~ The employee on layoff status shall pay the entire applicable premium cost on the dates designated by the District in order to continue such coverage.

ARTICLE 19

Employee Rights

Section 2. Harassment.

(d) If any employee has a complaint that the employee is being harassed by any District employee, staff, faculty or management, the following procedure will be followed:

(1) The employee will file his or her written complaint within 30 calendar days of the alleged harassment in the office of Human Resources who shall direct the matter to the Vice President responsible for human resources functions.

(2) Within 10 work days of receipt of the complaint in the Human Resources Office, ~~a two member committee will be formed to investigate and/or conciliate the matter and take appropriate action. The committee will be comprised of the Vice President responsible for human resources or designee and an officer of the Local. The committee will be authorized to request the services of the State Mediation and Conciliation Services if necessary.~~ the ECCE will be notified by the Human Resources Department so that a meeting will be held to discuss and attempt resolution of the complaint. The meeting will include the complainant, a representative from Human Resources, and an ECCE representative, unless the employee opts out of union representation. Any "opt out" request for ECCE representation will be given in writing to the Human Resources department. The employee against whom the complaint is made will be invited to attend the meeting. The parties will meet in resolution session(s) until one of the parties requests the process to proceed to Step 3.

(3) A two member factfinding committee representing the District and ECCE will be formed to investigate and/or conciliate the matter and take appropriate action. The committee will be comprised of the Vice President responsible for human resources or designee and an officer of the Local ECCE or designee. The proceedings will be maintained in confidence by the District representative and the ECCE representative. The committee's final decision and recommendations will be presented in writing to the complainant, the respondent, and to the ECCE representative. It is understood that should the District determine disciplinary action may be appropriate, the District's decision to consider and take disciplinary action is outside the scope of the committee and this process. Committee members will have received training by the District and/or ECCE prior to serving on the committee. The committee will be authorized to request the services of the State Mediation and Conciliation Services if necessary.

ARTICLE 22

Safety

Section 4. Safety/Security Apparel and Equipment.

(a) The District will provide employees with Personal Protective Equipment when and where required to perform the job in a safe manner, including but not limited to respirators, gloves, masks, goggles, coveralls, for employee use. Repeated violation or

refusal to obey safety rules or regulations of the District or of any appropriate State or governmental agency is grounds for discipline under Article 23.

(b) When required, the District will provide identification badges with photograph to employees for the purpose of maintaining safety and security.

(c) In addition, the District will provide appropriate work apparel to designated division employees for the purpose of maintaining safety and security. District designated divisions and departments subject to this section are Facilities Planning and Services, Information Technology Services, Learning Resources Unit (Media Services), Child Development Center and Bookstore.

(1) All designated division employees shall be required to wear appropriate apparel at all times during working hours and while conducting District business. Apparel may be worn to and from work. Failure to wear designated apparel may result in disciplinary action except for extenuating circumstances.

(2) In July of each year each designated employee will be provided with an annual allowance of \$100.00 for cleaning and reasonable maintenance of all apparel. Employees hired after July will be provided a prorated sum for the months remaining in the year.

(3) Each designated division employee shall receive an initial allotment of five (5) shirts. Replacement shirts will be available at the time a used or damaged shirt is provided to the supervisor.

(4) The District shall provide employees with apparel options depending upon assignment:

(a) Short or long sleeve wash and wear work shirt; or

(b) Short or long sleeve polo or knit golf shirt.

(5) All shirts will be in a color approved by the Division.

(6) The District is responsible for the purchase of all apparel and such apparel shall remain District property. Misplaced shirts shall be replaced by the employee.

(7) Shorts may be worn only when it is safe to do so. The District's Director of Risk Management shall be the final authority in the determination of appropriate apparel for certain operations assignments.

ARTICLE 23

Disciplinary Action

Section 3. Progressive Discipline Procedures.

The following procedures will be utilized to provide progressive discipline for permanent employees prior to taking disciplinary action for the causes specified in Section 1(n) through (u) of this Article.

Step One – First Meeting and Verbal Counseling

Within two months of the immediate supervisor's knowledge of an act or omission that may give rise to discipline (excluding the acts or omissions specified in Section 4 of this Article) the supervisor, and/or a representative from Human Resources and a Union Representative if requested by the employee shall conduct a meeting with the employee

~~During the meeting~~ to discuss matters related to the act or omission. As a result of this meeting, if the District's representative determines that progressive discipline is necessary, it is understood that the employee will be provided at this meeting with ~~the meeting shall constitute a~~ verbal ~~warning~~ counseling and suggestions for improvement. ~~At this meeting,~~ When verbal counseling is provided, then the supervisor will also provide the employee with ~~a~~ written ~~memo~~ confirmation ~~confirming that a~~ Step One progressive discipline meeting took place verbal counseling was provided to the employee. ~~No further disciplinary action shall be taken at this time.~~ The ~~memo~~ written confirmation will be provided to the employee within 5 work days and will state the date of the meeting, who was present, ~~and~~ the action or omission giving rise to the reason for the verbal counseling, and suggestions for improvement. ~~No further disciplinary action shall be taken at this time.~~ The employee will acknowledge receipt by initialing or signing a copy of the ~~memo.~~ confirmation within 5 work days. Nothing in Step One prohibits supervisors from giving directions to employees with respect to their work performance and nothing in Step One prohibits the supervisor from referring to these previous directions at Step One.

~~Step Two~~

~~If within four months of the verbal conference the same or similar act(s) or omission(s) is/are committed, the employee shall receive a written letter of reprimand. The written letter of reprimand will advise the employee the reasons for the reprimand and will include suggestions for improvement.~~

~~Step Three~~ Two – Second Meeting and Letter of Reprimand

~~If~~ Any time within ~~twelve (12)~~ 9 ~~6~~ months of holding the ~~written letter of reprimand~~ Step One Verbal Counseling Meeting the same or similar act(s) or omission(s) is/are committed, ~~the first letter of reprimand issued will be placed in the employee's personnel file. Correction for the purpose of this section shall be defined as satisfactory completion of the suggestions for improvement.~~ that may give rise to further discipline (excluding the acts or omissions specified in Section 4 of this Article) the supervisor, and/or a representative from Human Resources and a Union Representative if requested by the employee shall conduct another meeting with the employee. If the District's representative determines that further progressive discipline is necessary, then the employee shall receive verbal counseling and a written letter of reprimand that will be placed in the employee's personnel file, advising the employee of the reasons for the reprimand and providing suggestions for improvement. The employee may respond to the letter of reprimand by having the employee's response placed in his/her personnel file within ten work days of receipt of the letter of reprimand. Should the same or similar act(s) or omission(s) re-occur, the District may take further disciplinary action following the opportunity for a meeting with the employee and his/her representative.

Satisfactory completion of these suggestions for improvement within two years will result in the written letter of reprimand being removed from the employee's personnel file and discarded.

~~Step Four~~ Three – Third Meeting and Further Discipline

~~If Any time within twelve (12) months of holding the written letter of reprimand Step Two — Second Meeting and Letter of Reprimand~~ FIRST MEETING AND VERBAL COUNSELING the same or similar act(s) or omission(s) is/are committed, ~~the first letter of reprimand issued will be placed in the employee's personnel file. Correction for the purpose of this section shall be defined as satisfactory completion of the suggestions for improvement.~~ that may give rise to further discipline (excluding the acts or omissions specified in Section 4 of this Article) the supervisor, and/or a representative from Human Resources and a Union Representative if requested by the employee shall conduct an additional meeting with the employee.

~~If the same or similar act(s) or omission(s) giving rise to the letter of reprimand occur within two years of the written letter of reprimand, the letter may be placed in the employee's personnel file and The District may take further disciplinary action under Section 5 of this Article, or The District in lieu of further disciplinary action may instead issue a follow-up letter of reprimand to the employee that will be placed in the employee's personnel file. The employee may respond to the letter of reprimand by having the employee's response placed in his/her personnel file within ten work days of receipt of the letter of reprimand. In any event, Should the same or similar act(s) or omission(s) re-occur, the District may take further disciplinary action following the opportunity for a meeting with the employee and his/her representative.~~

ARTICLE 24 Mediation

Section 3. Procedures.

(a) The party requesting Mediation shall submit a written description of the dispute on a mutually agreed upon Mediation Form provided by the District to the Human Resources Office. Within ten (10) working days, pending the agreement of both parties, the Human Resources Office shall contact the State Mediation and Conciliation Service to schedule Mediation and inform the parties and ECCE of the scheduled date. ~~or rejection of Mediation.~~

(b) ~~The selection of the appropriately trained mediator or mediation team shall be jointly agreed upon by the District and ECCE.~~ The selection of the mediator shall be obtained by requesting the office of the State Mediation and Conciliation Service to assign one of its state mediators to mediate the dispute.

(c) The parties are allowed representation at Mediation. ~~however, the representatives cannot participate in Mediation.~~

(d) If the dispute is resolved, the resolution shall be forwarded to ECCE and the District in writing. ~~on the mutually agreed upon Mediation form. Within five (5) working days of the resolution, the District and ECCE will meet and jointly review the proposed resolution.~~ No resolution from any Mediation shall be considered precedent setting.

ARTICLE 25
Grievance Procedure

Section 6. Procedures for Grievance Involving Disciplinary Actions.

Appeal

If the employee is not satisfied with the decision of the Vice President responsible for human resources functions from Step Two, the grievance may be appealed in accordance with either of the following mutually exclusive procedures. A copy of the grievance will also be provided to the Vice President of Human Resources in addition to the President.

ARTICLE 26
Arbitration

Section 2. Selection of Arbitrators.

As soon as possible and in any event not later than ten (10) work days after the District receives written notice of ECCE's desire to arbitrate, the parties shall attempt to agree upon an arbitrator. If no agreement is reached within said ten (10) work days, an arbitrator shall be based in Southern California and selected from a list of five potential arbitrators obtained from the State Mediation and Conciliation Service. ~~in rotation from a list of at least five (5) mutually agreed upon arbitrators maintained by the Human Resources Office.~~ Alternately strike names until one name remains. The party who strikes the first name shall be determined by lot.

~~(a) A minimum of five arbitrators will be maintained on the list. Arbitrators will be added to meet gender and diversity interests.~~

ARTICLE 28
Agreement Conditions and Terms

Section 6. Effective Date and Duration.

(a) This Agreement shall become effective upon ratification by the parties and shall remain in effect until ~~December 31, 2009~~ June 30, 2014. There shall be re-opener negotiations regarding Article 6, Compensation, ~~and~~ Article 15, Insurance Benefits, ~~commencing in August 2008 for calendar year 2009~~ and each side can select one additional article for negotiations in 2012-13 and 2013-14.

~~(b) Upon completion of the public notice requirements in August 2008, the parties shall promptly commence the meeting and negotiating process in an effort to reach agreement.~~ The parties shall commence negotiations in Spring 2014 for a new successor agreement.

APPENDIX E
EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASSIFICATIONS EXEMPT FROM DAILY OVERTIME

Add new paragraph before positions listed:

If an employee in a classification identified in Appendix E is on a regular schedule as documented by the supervisor, manager or Dean, he/she shall not receive the irregular schedule stipend (currently \$55 per month) until that work schedule is officially changed.

APPENDIX H

Release Time Authorization Form

Add sentence at beginning of form:

This form must be completed by the employee and authorized by the appropriate manager or ECCE officer and a copy will be retained by the immediate supervisor before an employee leaves work on release time.

**Agenda for the El Camino Community College District Board of Trustees
from
Compton Community Educational Center
Barbara Perez, Vice President**

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A. ACCREDITATION UPDATE – INFORMATION

It is recommended that the Board receive for information the following report on the status of accreditation for the Compton Center. The following information includes a summary of accreditation eligibility application criteria, supporting documentation, and the Accrediting Steering Committee's (ASC) assessment of each criterion for the El Camino College Compton Center which was presented at an open forum at the Center.

The summaries have been categorized into three areas: Criteria Met; Criteria Partially Met; and Criteria Not Met.

The criteria description is excerpted from the ACCJC "Eligibility, Candidacy, and Initial Accreditation Manual," published in August 2009 and updated with the information from ACCJC's document "Eligibility Requirements for Accreditation," edited in June 2011.

CRITERIA MET

1: Authority

The institution is authorized or licensed to operate as an educational institution and to award Associate Degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.

Supporting Documentation

Degree-granting approval statement, authorization to operate, or certificates from appropriate bodies.

Issues and/or Notes

Accreditation Steering Committee agreed that El Camino College is the submitting the application, not Compton Community College District.

2: Mission

The institution's educational mission must be clearly defined, adopted, and published by its governing board consistent with its legal authorization, and be appropriate to an Associate Degree-granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

Supporting Documentation

- A. Copy of the mission statement as it appears in a published catalog or other public document.
- B. Minutes of governing board meeting where the mission statement was adopted.
- C. Any recent revisions to the mission statement.

3: Governing Board

The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being accomplished. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership should be sufficient in size and composition to fulfill all board responsibilities.

The governing board is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. The board adheres to a conflict of interest policy which assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

Supporting Documentation

- A. Biographical information about governing board members.
- B. Copy of governing board bylaws.
- C. Copy of conflict of interest policy.
- D. Certification that there is no board majority of persons with employment, family, ownership, or personal interest in the institution; this must be signed by the chief executive officer and governing board chair.

4: Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

Supporting Documentation

- A. Name, address, and biographical information about chief executive officer.
- B. Certification of CEO's full-time responsibility to the institution signed by chief executive officer and governing board chair.

5: Administrative Capacity

The institution has sufficient staff, with appropriate preparation and experience, to provide the administrative services necessary to support its mission and purpose.

Supporting Documentation

- A. Organizational chart, including names of those in the identified positions.
- B. Names and biographical information about administrative staff.

Issues and/or Notes

Need transitional plan for functions handled by ECC on behalf of CCCD and for ECC positions funded by CCCD, including: Director of Facilities, Construction, and Planning; and the Supervisor of Information Technology.

6: Operational Status

The institution is operational, with students actively pursuing its degree programs.

Supporting Documentation

- A. Enrollment history of institution (most recent three years suggested).
- B. Enrollments in institutional degree programs by year or cohort, including degrees awarded.
- C. Current schedule of classes.

Issues and/or Notes

Need to update with 2010-2011 enrollment information.

7: Degrees

A substantial portion, or majority, of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them.

Supporting Documentation

- A. List of degrees, course credit requirements, and length of study for each degree program.
- B. General education courses and requirements for each degree offered.
- C. Catalog designation of college level courses for which degree credit is granted.
- D. Data describing student enrollment in each degree program and student enrollment in the institution's non-degree programs.

Issues and/or Notes

Data to be updated at time of submittal of Application.

8: Educational Programs

The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.

Supporting Documentation

- A. Names of programs which reflect the mission of the institution, including documentation of at least one degree program of two academic years in length.
- B. Documentation from catalog or other public document which describes courses and curricular sequence of educational programs.
- C. Documentation of location(s) of educational programs, including a list of those offered electronically.
- D. Student learning outcomes for degree programs.

9: Academic Credit

The institution awards academic credits based on generally accepted practices in degree-granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.

Supporting Documentation

- A. Institutional policies on transfer and award of credit (See Commission Policy on the Award of Credit and Policy on Transfer of Credit).
- B. Catalog documentation of credits awarded.
- C. Formula used by the institution to calculate values of units of academic credit, especially for laboratory, clinical, or other learning configurations.

11: General Education

The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, Standard II.A.3, (Appendix B) for areas of study required for general education.

Supporting Documentation

- A. List of general education courses currently offered, including catalog descriptions and evidence of student learning outcomes, wherever they exist, i.e., course outlines, syllabi, etc.
- B. Course outlines for language and quantitative reasoning courses.
- C. Evidence that general education courses are of higher education rigor and quality.

12: Academic Freedom

The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.

Supporting Documentation

Board approved policy on academic freedom.

Issues and/or Notes

Academic freedom is delineated in both ECC Board policy and CCCD contract

13: Faculty

The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

Supporting Documentation

- A. Full-time and part-time faculty roster, including degrees and experience (note that faculty degrees must be from US accredited institutions or the equivalent).
- B. Faculty responsibilities statement or contract outlining faculty responsibilities.
- C. Current schedule of classes identifying faculty responsible for each class.

Issues and/or Notes

Faculty meets State and ECCD minimal qualifications

14: Student Services

The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

Supporting Documentation

- A. Demographic characteristics of students.
- B. Evidence that the institution assesses student needs for services and provides for them.
- C. List of student services provided which reflects the mission of the institution.
- D. Description of programs for special student populations.

Issues and/or Notes

- A. All areas – see functions performed by ECC on behalf of Compton
- B. Assessment – some exams not given because of lack of staffing
- C. DSPS – services for the deaf and hard of hearing need to be strengthened; LD testing services needed
- D. Career Center – could be combined with Transfer Center
- E. More detailed information needed on website for EOPS, Transfer and Financial Aid
- F. R2T4 (Pell grant refund to DoE) must be completed on a timely basis

15: Admissions

The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

Supporting Documentation

- A. Copy of admissions policy from the college catalog or other published statement.
- B. Copy of enrollment application.
- C. Statement of student qualifications for admission.
- D. Statement of roles and expectations of admissions personnel.

Issues and/or Notes

The Center must prepare a plan to address the administrative functions that are performed on behalf of the Center by El Camino College. Many of these functions have been identified and work is being done to plan for a transition.

16: Information and Learning Resources

The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

Supporting Documentation

- A. Profile of holdings and resources, including electronic resources.
- B. Copies of agreements for access to external resources.

Issues and/or Notes

- A. Data collection: Not clear how data collection is done.
- B. Software available for instructional tutoring
- C. On-going budget for updating collection; staffing
- D. No administrative oversight and guidance.

20: Public Information

The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

General Information

- A. Official Name, Address(es), Telephone Number(s), and Web Site Address of the Institution
- B. Educational Mission
- C. Course, Program, and Degree Offerings
- D. Academic Calendar and Program Length
- E. Academic Freedom Statement
- F. Available Student Financial Aid
- G. Available Learning Resources
- H. Names and Degrees of Administrators and Faculty
- I. Names of Governing Board Members

Requirements

- A. Admissions
- B. Student Fees and Other Financial Obligations
- C. Degree, Certificates, Graduation and Transfer

Major Policies Affecting Students

- A. Academic Regulations, including Academic Honesty
- B. Nondiscrimination
- C. Acceptance of Transfer Credits
- D. Grievance and Complaint Procedures
- E. Sexual Harassment
- F. Refund of Fees
- G. Locations or Publications Where Other Policies May be Found.

Supporting Documentation

- A. Catalog or other public document which serves that purpose.
- B. Recent print or other media advertisements.
- C. Policies regarding public disclosure.

CRITERION PARTIALLY MET

10: Student Learning and Achievement

The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Supporting Documentation

- A. Catalog statements which establish student learning outcomes for courses, programs and degrees.
- B. Student learning outcome data from educational program reviews.
- C. Graduation, transfer, job placement, licensure examination pass rate history, course completion, retention term to term, progression to the next course/level, program completion, as appropriate to the institutional mission.

Issues and/or Notes

Considerable progress has been made in meeting this criterion but some issues remain:

- A. Need to demonstrate that course and program assessments are linked to quantifiable, verifiable improvements in student learning and achievement.
- B. Need to document allocation of fiscal resources to implement course and program review recommendations to enhance student learning outcomes.

CRITERIA NOT MET

17: Financial Resources

The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Supporting Documentation

- A. Past, current, and proposed budgets and financial statements.
- B. Documentation of any external foundation or other funding support.
- C. Documentation of funding base.

Issues and/or Notes

There are problems with accounting data accuracy; support for some instructional areas is insufficient; and the OPEB (Other Post-Employee Benefits) has not been funded and still has a \$14 million liability.

18: Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its Eligibility Application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the Eligibility Application process.

Supporting Documentation

- A. Past, current, and proposed budgets.
- B. Certified independent audits, including management letters (most recent three years suggested).
- C. Financial aid program review/audits, if the institution is a participant.
- D. Student loan default rates and relevant USDOE reports, if the institution is a participant.

Issues and/or Notes

The two most recent audits (2008-09 and 2009-10) continued to reveal significant findings in all accounting areas.

The Sound Fiscal Management Self-Assessment Checklist, used by the ACCJC visiting teams, contains items a visiting team would likely not find acceptable when examining the Compton Community College District.

19: Institutional Planning and Evaluation

The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The

institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.

Supporting Documentation

- A. Written, current institutional plans that describe ways in which the institution will achieve its educational goals.
- B. Evidence of how the results of institutional plans are used to guide resource planning and allocation, facilities plans, and other significant institutional planning efforts and decision making processes.
- C. Evidence that the institution engages in regular, self-reflective evaluation of its operations and of student learning outcomes, and uses the results of this evaluation to identify strengths and areas in need of improvement for purposes of developing institutional plans.
- D. Evidence that well-defined decision-making processes and authority serve to facilitate planning and institutional effectiveness.

Issues and/or Notes

- A. Adopt Educational Master Plan (EMP) for the Center as part of the El Camino College Master Plan.
- B. Integrate the EMP with all processes.
- C. Document linkages between the EMP and planning documents.
- D. Develop a cycle of evaluation of funded allocations.
- E. Develop evaluation tools during 2011-2012 for each of the institution's goals and measure the progress that was made for each goal.

CRITERION WILL BE MET WHEN APPLICABLE

Note: The following Eligibility Requirement refers to institutions with Candidacy or Accredited status and must be maintained to continue to have its Candidacy continued or Accreditation reaffirmed.

21: Relations with the Accrediting Commission*

The institution provides assurance that it adheres to the Eligibility Requirements and Accreditation Standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.

** This Eligibility Requirement may not be fully realized until Candidacy or Initial Accreditation has been achieved.*

Supporting Documentation

- A. Copy of the policy adopted and published by governing board assuring compliance with this criterion.
- B. List of other accreditations held by institution and information regarding standing with those organizations.
- C. Copy of directory pages or website which describe the institution's representation by those accrediting bodies.

Issues and/or Notes

This criterion is handled by Compton Center's Accreditation Liaison Officer, Dr. Francisco Arce.

Agenda for the El Camino Community College District Board of Trustees
From
The Office of the President and Board of Trustees
Thomas M. Fallo, Superintendent/President

A. Travel.....Page 81

B. Board of Trustees Goals for 2011-2012.....Page 81

C. Redistricting Action Plan.....Page 82

A. Travel

It is recommended that the Board approve the following travel: Trustees Kenneth Brown, Mary Combs, Ray Gen, and Student Trustee Joshua Casper to attend the Community College League of California (CCLC) Effective Trustee Workshop and CCLC Legislative Conference, Sacramento, California, January 27-30, 2012, with transportation and necessary expenses paid.

B. Board of Trustees Goals for 2011-2012

- I. Participate in community activities and events and bring observations to the Board for policy issues.
 - a. Attend events in the community.
 - b. Speak to community groups.
 - c. Make Board presentations.
 - d. Bring copies of community events and activities to other Board members.
 - e. Consider a Board meeting at Compton Center.
- II. Participate in the operation of the College at Board Meetings.
 - a. Speak freely and openly on policy issues.
 - b. Solicit opinions of fellow Board members.
 - c. Present ideas during discussion section of Board Meetings.
- III. Continue a Trustee education program.
 - a. Attend a conference on Trustee responsibilities.
 - b. Submit materials from various sources to fellow Trustees.
 - c. Read Trustee education materials sent by various organizations.
- IV. Support the 2010 Facilities Master Plan.
 - a. Monitor and approve Measure E Fiscal updates.
 - b. Continue construction program.
 - c. Review construction program activities.
 - d. Consider a bond extension and conduct a community survey.
- V. Fiscal Responsibilities.
 - a. Monitor 2011-2012 Budget.
 - b. Study, review and approve the 2012-2013 Budget.
 - c. Study, review and approve the 2010-11 annual financial audit.
 - d. Respond to national, state and local fiscal changes.
- VI. Accreditation.
 - a. Receive, review and participate in El Camino College's Accreditation reports and actions.
 - b. Review Student Learning Outcomes update.

- VII. Support Student Accessibility.
 - a. Actively support El Camino College Foundation activities.
 - b. Develop community involvement in the Foundation.

- VII. Support Redistricting Action Plan.
 - a. Support the Boundary Review Committee.
 - b. Adopt new Trustee Areas.
 - c. Submit new Trustee Areas to Los Angeles County Recorder.

- VIII. Required Board Training.
 - a. Ethics, per AB 1234.
 - b. Sexual Harassment.

***IX. Improve communication with all constituent groups and District employees.**

* Item was added to Board Goals

C. Redistricting Action Plan

It is recommended that the Board review the ongoing Redistricting Action Plan.

REDISTRICTING ACTION PLAN
Boundary Review Committee (BRC)

December 2011

1. BRC meets on December 13, 2011
2. BRC develops potential redistricting areas based on info from public hearings
3. Mapping Consultant computes population of BRC suggested redistricting areas and reports findings to BRC and College Staff. Mapping Consultant may recommend minor adjustments to balance population totals among suggested redistricting areas.

January 2012

1. BRC and College Staff review Mapping Consultant’s recommendations for minor adjustments to balance population totals among suggested redistricting areas and provide Mapping Consultant with second draft map.
2. Mapping Consultant provides final draft plan to BRC
3. Final draft plans posted to El Camino Website

February 2012

1. Final proposed plan presented to Board for first reading at Public Hearing
2. Attorney reviews plans for any issues/concerns before submitting for public record

March 2012

1. ECCCD Board adopts, by resolution or ordinance, new Trustee Areas

April 2012

1. LA County Office of Education conducts feasibility study
2. To have the new trustee areas and voting by trustee area impact the November 2013 election, everything must be submitted to LA County by the end of October 2012.
3. Election Waiver request submitted to the Board of Governors 30 days prior to May Board of Governor's (BOG) meeting.

May 2012

1. BOG approves Election Waiver

June/July 2012

1. ECCCD Board submits adopted Trustee Areas to LA County Registrar Recorder's Office

Agenda for the El Camino Community College District Board of Trustees
From
Administrative Services
Jo Ann Higdon, Vice President

Page No.

Other Item

- A Consideration of Bids and District's Options – Infrastructure Project
Compton Community College District Page 85

A. Consideration of Bids and District's Options – Infrastructure Project – Compton Community College District

It is recommended that El Camino College rejects all bids on the Central Plant/Stadium & Utility Infrastructure Phase 1 Project, Project Number 08001.00.