

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 16, 2013
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 18, 2013,
Pages 6-8**
- III. Oath of Office**
 - A. Cliff Numark
 - B. John Vargas
- IV. Presentation – Foundation Annual Report**
- V. Annual Organizational Meeting,
Pages 9-17**
 - 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

VI. Public Comment on Consent Agenda

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

1. Academic Affairs
*See Academic Affairs Agenda,
Pages 18-34*
2. Student and Community Advancement
*See Student Services Agenda,
Pages 35-37*
3. Administrative Services
*See Administrative Services Agenda,
Pages 38-50*
4. *See Measure “E” Bond Fund Agenda,
Pages 51-56*
5. Human Resources
*See Human Resources Agenda,
Pages 57-99*
6. Compton Education Center
*See Compton Education Center Agenda,
Pages 100-105*
7. Superintendent/President
*See Superintendent/President Agenda,
Pages 106-108*

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees, Local 6142
- B. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
 - 1. 2 Cases
- C. Existing Litigation, Brown Act, Section 54956.9(a)
 - 1. Case # BC495392

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

BOARD PRESENTATIONS AND REPORTS 2013-2014

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff and Student Diversity
November	Honors Transfer Program (HTP)	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	First Year Experience (FYE)	Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Report
March	Student Achievement Goals	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	Scorecard	Student Success & Support Program Plan
June	Title V Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: October 14, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, November 18, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, November 18, 2013, in the Board Room at El Camino College.

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

Also present were Dr. Thomas Fallo, Superintendent/President; Dr. Francisco Arce, Vice President/Academic Affairs; Ms. Linda Beam, Vice President/Human Resources; Ms. Jo Ann Higdon, Vice President/Administrative Services; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; and Ms. Barbara Perez, Vice President/Compton Educational Center.

Minutes of the Regular Board Meeting of October 21, 2013

The Minutes of the Regular Board meeting of October 21, 2013 were approved.

Recognitions

Officers Gary Robertson and Tosh Tipton – life-saving award.

Trustees Ray Gen and Maureen O'Donnell – years of service.

Trustee Maureen O'Donnell presented a gift to purchase textbooks for the reserve collection at the ECC and Compton Center Libraries.

On behalf of the Library, Alice Cornelio and Albert Romero thanked and presented Trustee Maureen O'Donnell with a list of the titles of books she has donated to the Library from 2005 to October 2013.

Presentation

Dr. Jean Shankweiler gave an informational presentation on the Honors Transfer Program.

Public Comment

Nehasi Lee commented on Board evaluations and Board elections.

Consent Agenda

It was moved by Trustee O'Donnell, seconded by Trustee Combs, that the Board postpone Board policies (Items VI.5. C, D, E, F, G, H) until the December 16, 2013 Board meeting. Student Member recorded a yes advisory vote. Motion carried.

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

Academic Affairs

Proposed Curriculum Changes Effective 2014-2015 Academic Year

Destruction of Records

Student and Community Advancement

Destruction of Records

Grants

Administrative Services

Replacement of Stale-Dated Warrant

Contracts Under \$83,400

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Bid Award 2013-1 – Athletic Education & Fitness Complex (Stadium) – Phase 2

Project – Sinanian Development, Inc.

Contract – Alta Environmental – Athletic Education & Fitness Complex

(Stadium) – Phase 2 Project

Contract – AMEC Environment & Infrastructure, Inc. – Athletic Education & Fitness

Complex (Stadium) – Phase 2 Project

Contract – Heider Engineering Services, Inc. - Athletic Education & Fitness

Complex (Stadium) – Phase 2 Project

Contract – KPFF Consulting Engineers - Athletic Education & Fitness

Complex (Stadium) – Phase 2 Project

Contract – Leighton Consulting, Inc. – Geotechnical Services

Contract – School Construction Compliance, LLC - Athletic Education & Fitness

Complex (Stadium) – Phase 2 Project

Contract – The Vinewood Company - Athletic Education & Fitness

Complex (Stadium) – Phase 2 Project

Notice of Job Completion – Taisei Construction Corporation – Math Business

Allied Health Building Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Board Policy 3410 (Nondiscrimination) First Reading (New - Administrative Procedure

3410 – Information Item) – Postponed to December 16, 2013

Board Policy 7110 (Delegation of Authority) - First Reading (New - Administrative

Procedure 7110 – Information Item) - Postponed to December 16, 2013
New - Administrative Procedure 7150 (Evaluation) –Information Item - Postponed to
December 16, 2013
Board Policy 7351 (Retirement Classified Service) – Delete - Postponed to
December 16, 2013
New Board Policy 7510 (Domestic Partners) - First Reading- Postponed to
December 16, 2013
New Board Policy 7700 (Whistleblower) - First Reading - (New Administrative
Procedure 7700 – Information Item) - Postponed to December 16, 2013

President/Board of Trustees

Absence of a Board Member

2013 Board of Trustees Evaluation and Goals

Student Member recorded a yes advisory vote. Motion carried.

Non-Consent Agenda

It was moved by Student Member Matson, seconded by Trustee Brown, that the Board adopt Resolution (#11-18-13) Regarding Layoff of Child Development Center Employees Due to Lack of Work or Lack of Funds. Student Member recorded a yes advisory vote. Motion carried.

Closed Session

Regular Meeting adjourned to a Closed Session at 5:55 p.m. which ended at 6:30 p.m.

Secretary of the Board

Thomas M. Fallo, Secretary to the Board

Annual Organizational Meeting

This meeting is called as prescribed in Education Code Section 72000 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 16, 2013 through the Annual Organizational Meeting in December, 2014

It is recommended that the Board elect officers for the period December 16, 2013, through the Annual Organizational Meeting in December, 2014.

2013 Officers:

President: William Beverly

Vice President: Kenneth A. Brown

Secretary: Ray Gen

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.

2013 Representative: Kenneth A. Brown

C. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2012-2013.

2013 Representative: Kenneth A. Brown

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.

2013 Representative: Mary E. Combs

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.

2013 Representative: Ray Gen

F. Secretary to the Board for Period December 16, 2013 through the Annual Organizational Meeting in December, 2014

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 16, 2013, through the Annual Organizational Meeting in December, 2014.

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 2014 are as follows:

Tuesday, January 21, 2014	Monday, July 21, 2014
Tuesday, February 18, 2014	Monday, August 18, 2014
Monday, March 17, 2014	Monday, September 8, 2014
Monday, April 21, 2014	Monday, October 20, 2014
Monday, May 19, 2014	Monday, November 17, 2014
Monday, June 16, 2014	Monday, December 15, 2014

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 16, 2013, through the Annual Organizational Meeting in December, 2014:

Jeanie Nishime, Barbara Perez, Linda Beam, Francisco M. Arce, Jo Ann Higdon

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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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:

Jeanie Nishime, Barbara Perez, Linda Beam, Francisco M. Arce, Jo Ann Higdon

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 16, 2013, through the Annual Organizational Meeting in December, 2014.

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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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 16, 2013, through the Annual Organizational Meeting in December, 2014.

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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting to be authorized to sign contracts during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting be authorized to sign contract change orders during the period of December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President - Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, 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 Babatunde Atane, Director of Accounting.
- Keenan and Associates: Keith Pippard, Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; John Keenan – Facsimile; 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; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, 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 16, 2013, through the Annual Organizational Meeting in December, 2014, two signatures required.

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

Page No.

A. Proposed Curriculum Changes Effective 2014-2015 Academic Year.....19

B. Information Item – FTES Projections.....32

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2014-2015 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, new courses and transfer degrees, effective 2014-2015 academic year. There are new courses in the following subjects: Human Development, Philosophy and Sign Language/Interpreter Training. The four new transfer degrees are in Anthropology, Music, Philosophy, and Spanish.

BEHAVIORAL AND SOCIAL SCIENCES

NEW COURSE

1. Human Development 115 – Career Development Across the Lifespan
Units: 3.0 Lecture: 3.0 Hours of Lab: 0 Faculty Load: 20.00%
Recommended Preparation: English 84 or English as a Second Language 52B and English A or English as a Second Language 53C
Grading Method: Letter
Credit Status: Associate Degree Credit
Proposed CSU Transfer
El Camino College General Education – Area 5
Proposed CSU General Education – Area E

This course offers a comprehensive approach to career development across the lifespan. Theories of career and life development provide a framework for understanding vocational choice, work satisfaction, and career transition. Psychological and sociological factors influencing education, career and personal decision-making, career assessment tools for identifying college majors and careers, as well as the knowledge, skills and personal qualities necessary for success in a diverse workplace will be discussed. The course also reviews changing global environments, labor market trends, career research, and job search strategies.

2. Philosophy 17 – Political Philosophy
Units: 3.0 Lecture: 3.0 Hours of Lab: 0 Faculty Load: 20.00%
Recommended Preparation: eligibility for English 1A

ACADEMIC AFFAIRS

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

El Camino College General Education – Area 2B, 2C, 3

Proposed CSU General Education – Area C2, D8

Proposed IGETC – Area 3B, 4H

In this course, students will examine political theory as presented in the primary works of major Western thinkers from Plato to Marx. Fundamental issues to be explored include human nature, justice, power, the role of the state, and the legitimate scope of government.

Note: Philosophy 17 is the same course as Political Science 7.

NEW TRANSFER DEGREE

1. Anthropology Degree for Transfer (AA-T)

The anthropology program provides a foundation in the fields of socio-cultural anthropology, biological anthropology, and archaeology as they relate to the physical and behavioral aspects of the world's populations of the past and the present. Students in this program will be able to discern the basic issues facing anthropologists, apply the methodologies that anthropologists use to approach the problems in the field, and critically evaluate the record of past accomplishments. This major prepares students for career opportunities in museums, educational, archeological and medical institutions, international development consulting organizations, social welfare, and state and national management entities. Competencies will be assessed regularly through examinations and projects.

The Associate in Arts for Transfer (AA-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T are given priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T, students must complete:

- 1) a minimum of 18 semester units in the major with a grade of C or better
- 2) 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0

ACADEMIC AFFAIRS

3) the CSU General Education Breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC)

Students who have completed the AA-T will have a strong academic foundation in the field and will be prepared for upper division baccalaureate study at the university. The coursework will satisfy most of the lower-division requirements at many institutions within the California State University system. Students transferring to a UC, private, or out of state university should consult with an El Camino College counselor when planning to complete the degree since transfer requirements may be slightly different than those required for the AA-T.

Major Requirements		Units
Required Core: 9 units		
ANTH 1	Introduction to Physical Anthropology	3
ANTH 2	Introduction to Cultural Anthropology	3
ANTH 3	Introduction to Archaeology	3
List A: (select one) 3 - 4 units		
ANTH 4	Language and Culture	3
PSYC 9A	Introduction to Elementary Statistical Methods for	4
or	the Study of Behavior	
SOCI 109	Introduction to Elementary Statistical Methods for	4
or	the Study of Behavior	
MATH 150	Elementary Statistics with Probability	4
List B: (select one or two) 3 - 4 units		
Any course from List A not already used		
ANAT 32	General Human Anatomy	4
GEOG 8	Introduction to Geographic Information Systems	4
GEOL 1	Physical Geology	3
and		
GEOL 3	Physical Geology Laboratory	1
List C: (select one) 3 - 4 units		
Any course from List A or List B not already used		
ANAT ANTH 5	Physical Anthropology Laboratory	1
ANTH 6	Native Peoples of North America	3
ANTH 7	Native Peoples of South America	3

***Correction made during Board meeting.**

ACADEMIC AFFAIRS

ANTH 8	Ancient Civilizations of Mesoamerica	3
ANTH 9	Women, Culture, and Society	3
ANTH 11	Anthropology of Religion, Magic and Witchcraft	3
ANTH 12	Ancient Civilizations of the World	3
GEOG 2	Cultural Geography	3
GEOG 5	World Regional Geography	3
HIST 122	United States Social History: Cultural Pluralism in America	3
HIST 178	History of China	3
HIST 183	Introduction to African History, Prehistory to 1885	3
HIST 184	Introduction to African History, 1885 to the Present	3
SOCI 101	Introduction to Sociology	3
SOCI 107	Issues of Race and Ethnicity in the United States	3
SOCI 108	Global Perspectives on Race and Ethnicity	3

Total Units: 18-21

2. Philosophy Degree for Transfer (AA-T)

The degree provides students with a foundation in philosophical inquiry. Upon successful completion, students will understand the major concepts and issues that have shaped philosophical traditions. This will include the ability to critically analyze contemporary social and moral issues and to assess the influential positions on theories of truth and the nature of reality. The student will also be able to analyze the logical structure of arguments and the rules of critical reasoning in their own and others' writing and thinking. Competencies will be assessed regularly through examinations, projects, and written reports. This major prepares students to pursue careers in education, law, health, and other fields where analytical skills are required.

Major Requirements		Units
Required Core: (select two) 6 units		
PHIL 8	Introduction to Logic	3
PHIL 2	Introduction to Philosophy	3
or		
PHIL 3	Ethics and Society	3

ACADEMIC AFFAIRS

List A: (select one) 3 units

PHIL 10	History of Ancient and Medieval Philosophy	3
PHIL 11	History of Modern and Contemporary Philosophy	3

List B: (select two) 6 units

Any course from List A not already used

HIST 140	History of Early Civilizations	3
HIST 141	History of Modern Civilizations	3
PHIL 7	Philosophy of Religion	3
PHIL 17	Political Philosophy	3
or		
POLI 7	Political Philosophy	3
(PHIL 17 is the same course as POLI 7)		

List C: (select one) 3 units

Any course from List A or List B not already used

PHIL 5	Critical Thinking and Discourse	3
PHIL 12	Existentialism	3
PHIL 14	Asian Philosophy	3
PHIL 23	Ethics, Law and Society	3

Total Units: 18

FINE ARTS

NEW TRANSFER DEGREE

1. Music Degree for Transfer (AA-T)

The program provides students with a comprehensive foundation in music theory, history, and performance. This is achieved through a structured program of training in a variety of solo performance media, ensembles, music theory, keyboard skills, music history, and music technology. The music program prepares students for transfer and further study of music education, music business, audio for film/video production, songwriting, and music production. Students will demonstrate proficiency by analyzing, writing, interpreting, and performing pieces of music, and by demonstrating skills utilizing professional music software. Program assessment is measured by juried and public

ACADEMIC AFFAIRS

performances, program completion, transferability, student learning outcomes, and periodic program review.

Major Requirements		Units
Required Core:		
MUSI 101	Music Fundamentals	3
MUSI 103A	Theory and Musicianship I	4
MUSI 103B	Theory and Musicianship II	4
MUSI 203	Theory and Musicianship III	4
Applied Music: 4 semesters		
MUSI 190abcd	Applied Music/Private Lessons	1
Large Ensemble: 4 semesters		
MUSI 151abcd	Mixed Chorus	1.5
MUSI 152abcd	Concert Choir	1.5
MUSI 253abcd	Chorale	2
MUSI 257abcd	Women's Chorus	1.5
MUSI 260abcd	Woodwind Ensembles	1
MUSI 261abcd	Brass Ensembles	1
MUSI 262abcd	Percussion Ensembles	1
MUSI 263abcd	Clarinet Choir	1
MUSI 265abcd	Symphonic Band	1.5
MUSI 266abcd	Big Band Jazz	1.5
MUSI 267abcd	Jazz Band	1.5
MUSI 268abcd	Symphony Orchestra	1.5
Total Units: 23-27		

HEALTH SCIENCES AND ATHLETICS

NEW COURSES

1. Sign Language/Interpreter Training 115 – American Sign Language V
Units: 4.0 Lecture: 4.0 Hours of Lab: 0 Faculty Load: 26.66%
Prerequisite: Sign Language/Interpreter Training 114 with a minimum grade of C

ACADEMIC AFFAIRS

Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer
Proposed UC Transfer

El Camino College AA/AS General Education Requirement – Area 3
Proposed CSU General Education Requirement – Area C2
Proposed IGETC – Area 3B, 6A

This course builds on the cultural competence and language skills developed in American Sign Language (ASL) IV and are designed for students to strengthen both conversational and formal ASL skills. In addition, advanced work is presented in ASL linguistics, deaf culture, specialized vocabulary and fingerspelling.

2. Sign Language/Interpreter Training 200 – Principles of Sign Language Interpreting
Units: 3.0 Lecture: 3.0 Hours of Lab: 0 Faculty Load: 20.00%
Prerequisite: Sign Language/Interpreter Training 114 with a minimum grade of C
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This course is an introduction to the field of sign language interpreting. Topics will include history, definitions, settings, standards, and certification. Focus on ethics and the interpreting process provides a theoretical foundation for interpreting coursework.

3. Sign Language/Interpreter Training 210 – American Sign Language to English Interpreting I
Units: 2.0 Lecture: 2.0 Hours of Lab: 2.0 Faculty Load: 23.33%
Prerequisite: Sign Language/Interpreter Training 115 and Sign Language/Interpreter Training 200 with a minimum grade of C in prerequisite
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

ACADEMIC AFFAIRS

This course provides beginning skills for interpreting from signed messages into written and spoken English. Signed texts will be analyzed for language use and meaning. Translation, consecutive, and simultaneous interpreting will be studied and practiced. Students will begin to develop skills to become culturally sensitive, ethical, and professional interpreters.

Note: This course is recommended to be taken with Sign Language/Interpreter Training 211.

4. Sign Language/Interpreter Training 211 – English to American Sign Language Interpreting I

Units: 2.0 Lecture: 2.0 Hours of Lab: 2.0 Faculty Load: 23.33%

Prerequisite: Sign Language/Interpreter Training 115 and Sign Language/Interpreter Training 200 with a minimum grade of C in prerequisite

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course provides beginning skills for interpreting from English into sign language. Written and spoken English texts will be analyzed for language use and meaning. Translation, consecutive, and simultaneous interpreting will be studied and practiced. Students will begin to develop skills to mediate linguistically and culturally between deaf and hearing individuals, and to ethically apply these skills.

Note: This course is recommended to be taken with Sign Language/Interpreter Training 210.

5. Sign Language/Interpreter Training 220 – American Sign Language to English Interpreting II

Units: 2.0 Lecture: 2.0 Hours of Lab: 2.0 Faculty Load: 23.33%

Prerequisite: Sign Language/Interpreter Training 210 with a minimum grade of C

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is a continuation of American Sign Language (ASL) to English I and provides intermediate knowledge and skill development in simultaneous and interactive sign to voice interpreting. Topics include continued study of discourse

ACADEMIC AFFAIRS

analysis, the interpreting process, ethical and cultural considerations, and linguistic mediation techniques.

Note: This course is recommended to be taken with Sign Language/Interpreter Training 221.

6. Sign Language/Interpreter Training 221 – English to American Sign Language Interpreting II

Units: 2.0 Lecture: 2.0 Hours of Lab: 2.0 Faculty Load: 23.33%

Prerequisite: Sign Language/Interpreter Training 211 with a minimum grade of C

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is a continuation of English to American Sign Language I and provides intermediate knowledge and skill development in simultaneous and interactive voice to sign interpretation and transliteration. Topics include continued study of discourse analysis, the interpreting process, and ethical demands and controls. Further study of linguistic and cultural mediation will also be explored.

Note: This course is recommended to be taken with Sign Language/Interpreter Training 220.

7. Sign Language/Interpreter Training 230 – Sign Language Interpreting III

Units: 2.0 Lecture: 2.0 Hours of Lab: 2.0 Faculty Load: 23.33%

Prerequisite: Sign Language/Interpreter Training 220 and Sign Language/Interpreter Training 221 with a minimum grade of C in prerequisite

Grading Method: Letter

Credit Status: Associate Degree Credit

CSU Transfer

This course is an advanced study of the interpretation process. Intensive skill development in interpreting from English to American Sign Language (ASL) and ASL to English requires advanced cognitive and linguistic skills. Discourse analysis of various communication genres and specialized settings will be studied, along with a continued focus on ethics and cultural mediation.

ACADEMIC AFFAIRS

CHANGE IN DEGREE; CHANGES IN CATALOG DESCRIPTION, COURSE REQUIREMENTS

Current Status/Proposed Changes

1. Sign Language/Interpreter Training A.A. Degree

~~Upon completion of the program degree or certificate, the students will be prepared have the necessary language and interpreting skills for entry-level sign language jobs interpreting in the educational, positions in a variety of community settings, such as medical, vocational, and post-secondary. and community settings. Students will obtain instruction in American Sign Language (ASL) and deaf culture courses give students general communication skills for interacting and working with deaf and hard of hearing hearing-impaired individuals, as well as acquire an understanding of the deaf culture. In the interpreting level courses, students will gain technical skills, poise, and proficiency. The student will develop speed and accuracy in both simultaneous and consecutive interpreting. Skills will be assessed through regular examinations, mock interviews, and portfolio review. Program assessment is conducted by monitoring student employment rates. Interpreting coursework enhances ASL/English cross-cultural communication styles in consecutive and simultaneous interpreting, and includes training in the ethics and practical approaches that must be understood by a practicing interpreter. Students will be prepared to take local evaluations and/or transfer to a four year program. Most students who continue to develop their interpreting skills will be prepared to seek national certification within two to five years.~~

At least 50% of the courses required for the major must be completed at El Camino College.

Major Requirements	Units
SLAN 15 — Beginning American Sign Language	3
SLAN 16 — Intermediate American Sign Language	3
SLAN 17A — Advanced American Sign Language	3
SLAN 17B — Advanced American Sign Language: Comprehending ASL	3
SLAN 18A — Fundamentals of Interpreting and Transliterating	3
SLAN 18B — Applied Interpreting and Translating Techniques	2
SLAN 19 — Advanced Interpreting: Sign to Voice	3
SLAN 20 — Interpreting Practicum	3
SLAN 214 — Fingerspelling and Numerical Concepts	1
SLAN 263 — Interpreting/Transliterating Laboratory	1
SLAN 264 — Sign to Voice Laboratory	1

ACADEMIC AFFAIRS

and

SLAN 201 — Perspective on Deafness ————— 3

or

SLAN 202 — Deaf Culture ————— 3

one course from:

CDEV 150 — Survey of Children with Special Needs ————— 3

COMS 1 — Public Speaking ————— 3

THEA 8 — Introduction to Acting ————— 3

THEA 30 — Movement for the Actor ————— 2

SLAN 113 American Sign Language III 4

SLAN 114 American Sign Language IV 4

SLAN 115 American Sign Language V 4

SLAN 120 Fingerspelling and Numerical Concepts 1

SLAN 130 Deaf Culture 3

SLAN 200 Principles of Sign Language Interpreting 3

SLAN 210 American Sign Language to English Interpreting I 2

SLAN 211 English to American Sign Language Interpreting I 2

SLAN 220 American Sign Language to English Interpreting II 2

SLAN 221 English to American Sign Language Interpreting II 2

SLAN 230 Sign Language Interpreting III 2

SLAN 240 Interpreting Practicum 3

Total Units: 32

Recommended Electives:

ANTH 4 Language and Culture 3

CDEV 150 Survey of Children with Special Needs 3

COMS 1 Public Speaking 3

THEA 113 Introduction to Acting 3

CHANGE IN CERTIFICATE OF ACHIEVEMENT; CHANGES COURSE REQUIREMENTS, UNITS

1. Sign Language/Interpreter Training Certificate of Achievement
Current Status/Proposed Changes

ACADEMIC AFFAIRS

Certificate Requirements		Units
SLAN 15	Beginning American Sign Language	3
SLAN 16	Intermediate American Sign Language	3
SLAN 17A	Advanced American Sign Language	3
SLAN 17B	Advanced American Sign Language: Comprehending ASL	3
SLAN 18A	Fundamentals of Interpreting and Transliterating	3
SLAN 18B	Applied Interpreting and Translating Techniques	2
SLAN 19	Advanced Interpreting: Sign to Voice	3
SLAN 20	Interpreting Practicum	3
SLAN 214	Fingerspelling and Numerical Concepts	1
SLAN 263	Interpreting/Transliterating Laboratory	1
SLAN 264	Sign to Voice Laboratory	1
ENGL 1A	Reading and Composition	4
and		
SLAN 201	Perspective on Deafness	3
or		
SLAN 202	Deaf Culture	3
SLAN 113	American Sign Language III	4
SLAN 114	American Sign Language IV	4
SLAN 115	American Sign Language V	4
SLAN 120	Fingerspelling and Numerical Concepts	1
SLAN 130	Deaf Culture	3
SLAN 200	Principles of Sign Language Interpreting	3
SLAN 210	American Sign Language to English Interpreting I	2
SLAN 211	English to American Sign Language Interpreting I	2
SLAN 220	American Sign Language to English Interpreting II	2
SLAN 221	English to American Sign Language Interpreting II	2
SLAN 230	Sign Language Interpreting III	2
SLAN 240	Interpreting Practicum	3
ENGL 1A	Reading and Composition	4
one course from:		
<u>ANTH 4</u>	<u>Language and Culture</u>	<u>3</u>
CDEV 150	Survey of Children with Special Needs	3
COMS 1	Public Speaking	3
THEA 113	Introduction to Acting	3
<u>THEA 30</u>	<u>Movement for the Actor</u>	<u>2</u>

ACADEMIC AFFAIRS

Total Units: 36 39

HUMANITIES

NEW TRANSFER DEGREE

1. Spanish Degree for Transfer (AA-T)

By completing the degree requirements, the student will acquire proficiency in speaking, reading, writing, and understanding Spanish and will gain knowledge of Spanish and Spanish-American culture. The student will be able to communicate in Spanish, write formal compositions, and read the text of Spanish and Spanish-American authors, all at the intermediate-mid level of competency. Competencies will be assessed throughout the language sequence with written and oral exams. This major provides opportunities for continued advanced learning of Spanish and prepares students to transfer and major in Spanish.

Major Requirements		Units
Required Core: 16 units		
SPAN 1	Elementary Spanish I	4
SPAN 2	Elementary Spanish II	4
SPAN 3	Intermediate Spanish I	4
or		
SPAN 52A	Spanish for Native Speakers I	4
and		
SPAN 4	Intermediate Spanish II	4
or		
SPAN 52B	Spanish for Native Speakers II	4
List A: (select one) 2 – 3 units		
SPAN 21	Beginning Conversational Spanish	2
SPAN 22	Intermediate Conversational Spanish	2
SPAN 5	Advanced Spanish I	3
SPAN 6	Advanced Spanish II	3

Total Units: 18-19

ACADEMIC AFFAIRS

B. Information Item – FTES Projections

The FTES Projections are presented as an information item (Pages 33 – 34). This year the funded FTES cap for El Camino College is 18,470 and to achieve this goal, El Camino added 350 sections to the 2013-14 course schedule or about 7 percent more courses over last year. We will offer approximately 4,580 sections this year and project they will earn about 18,743 FTES. It is also projected that the 421 FTES deficit carried over from last year will be reduced to 148 FTES in this fiscal year.

The funded FTES cap for the Compton Educational Center is 6,060. While enrollment is strong it is more difficult to grow at the Compton Center and to achieve the funded cap. It is projected that the 174 FTES deficit carried over from last year will increase to about 310 FTES in this fiscal year. The 2013-14 course schedule was increased from 1,343 to 1,416 sections or about 5 percent.

ACADEMIC AFFAIRS

El Camino College FTES Summary

	FTES Goal	FTES Actual	Sections
2008-09			
Summer 08	1,800	1,295	582
Fall 08 - Spring 09	17,399	19,177	4,782
Summer 09 (shifted from AY 09-10)	0	0	-
Total	<u>19,199</u>	<u>20,472</u>	<u>5,364</u>
2009-10			
	Goal	Actual	Actual
Summer 09	1,900	2,338	568
Fall 09 - Spring 10	17,100	18,194	4,272
Summer 10 (shifted from AY 10-11)	0	0	-
Total	<u>19,000</u>	<u>20,532</u>	<u>4,840</u>
2010-11			
	Goal	Actual	Actual
Summer 10	1,620	1,656	400
Fall 10 - Spring 11	17,780	17,419	4,130
Summer 11 (shifted from AY 11-12)	0	325	-
Total	<u>19,400</u>	<u>19,400</u>	<u>4,530</u>
2011-12			
	Goal	Actual	Actual
Summer 11	1,550	1,575	367
Fall 11 - Spring 12	16,450	16,649	3,843
Summer 12 (shifted from AY 12-13)	0	0	-
Total	<u>18,000</u>	<u>18,224</u>	<u>4,210</u>
2012-13			
	Goal	Actual	Actual
Summer 12	1,485	1,399	325
Fall 12 - Spring 13	16,465	16,340	3,928
Summer 13 (shifted from AY 13-14)	0	421	-
Total	<u>17,950</u>	<u>18,160</u>	<u>4,253</u>
2013-14			
	Goal	Projected	Projected
Summer 13*	1,600	1,180	405
Fall 13 - Spring 14	16,870	17,142	4,153
Summer 14 (shifted from AY 14-15)	0	148	-
Total	<u>18,470</u>	<u>18,470</u>	<u>4,558</u>

*Actual value for Summer 2013 was 1,601 FTES; 421 FTES applied toward AY 2012-2013

ACADEMIC AFFAIRS

Compton Center FTES Summary

	FTES Goals	FTES Actual	Sections
2008-09			
Summer 08	680	624	242
Fall 08 - Spring 09	4,000	3,924	1,072
Summer 09 (shifted from AY 09-10)	0	452	-
Total	4,680	5,000	1,314
2009-10			
	Goal	Actual	Actual
Summer 09	240	243	230
Fall 09 - Spring 10	5,100	5,079	1,241
Summer 10 (shifted from AY 10-11)	0	0	-
Total	5,340	5,322	1,471
2010-11			
	Goal	Actual	Actual
Summer 10	900	941	250
Fall 10 - Spring 11	5,500	5,685	1,447
Summer 11 (shifted from AY 11-12)	0	0	-
Total	6,400	6,626	1,697
2011-12			
	Goal	Actual	Actual
Summer 11	1,035	1,004	236
Fall 11 - Spring 12	5,165	5,398	1,147
Summer 12 (shifted from AY 12-13)	0	0	-
Total	6,200	6,402	1,383
2012-13			
	Goal	Actual	Actual
Summer 12	1,005	903	202
Fall 12 - Spring 13	5,060	4,923	1,141
Summer 13 (shifted from AY 13-14)	0	174	-
Total	6,065	6,000	1,343
2013-14			
	Goal	Projected	Projected
Summer 13*	1,000	627	216
Fall 13 - Spring 14	5,060	5,123	1,200
Summer 14 (shifted from AY 14-15)	0	310	-
Total	6,060	6,060	1,416

*Actual value for Summer 2013 was 801 FTES; 174 FTES applied toward AY 2012-2013

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

	<u>Page No.</u>
A. Destruction of Records.....	36
B. Grant – Application & Acceptance.....	36
C. Grant – Acceptance.....	37

STUDENT AND COMMUNITY ADVANCEMENT

A. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following Disposable/Class 3 records in accordance with Title 5, California Code of Regulations, Retention of Records, §59026. The documents have met the required retention period.

Name of Records: Placement Testing Records and Accompanying Materials
Duration kept: Five years
Dates to Destroy: January 1, 2008 through December 31, 2008
Class: Class 3

B. GRANT – APPLICATION AND ACCEPTANCE

It is recommended that the Board of Trustees receive and accept the following grant:

California Employment Training Panel (ETP) – Employment Training Panel (ETP) – ET14-0217 – Center for Applied Competitive Technologies Training Project. The ETP is a business and labor supported state agency that assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training necessary to maintain high-performance workplaces. Customized worker training is provided in the following areas to (1) attract and retain businesses that contribute to a healthy California economy, (2) provide workers with secure jobs that pay good wages and have opportunities for advancement, (3) assist employers to successfully compete in the global economy, and (4) promote the benefits and ongoing investment of training among employers.

Administrator: Eldon Davidson

Amount of Grant Funding from Granting Agency:	\$1,260,646
Amount of College Match:	<u>\$1,618,413</u>
Total Amount of Project Funding:	\$2,879,059
Source of Matching Funds:	Project Partners
Indirect Rate:	N/A
Performance Period:	November 25, 2013 through November 24, 2015

C. GRANT – ACCEPTANCE

It is recommended that the Board of Trustees approve acceptance of the following grant:

American Association of Community Colleges (AACC) – AACC Plus 50 Initiative. The Plus 50 Encore Completion Program is funded with a new grant from Deerbrook Charitable Trust to the American Association of Community Colleges (AACC). The program involves 100 AACC member community colleges and paves the way for 10,000 plus 50 students to earn certificates or degrees in the high-demand fields of healthcare, education, and social services, enabling them to increase their labor market competitiveness while improving their communities. Forty percent of the group is targeted to earn credentials by 2015. Occupational fields in healthcare, education, and social services that are in high-growth, high-demand sectors in the local labor market will be pursued by Plus 50 students participating in this program.

Administrator: Betty Sedor

Amount of Grant Funding from Granting Agency:	\$ 15,000
Amount of College Match:	<u>\$125,630</u>
Total Amount of Project Funding:	\$140,630
Source of Matching Funds:	Community Education and Partner in-kind
Indirect Rate:	N/A
Performance Period:	January 1, 2014 through December 31, 2015

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

	<u>Page No.</u>
A. Contracts Under \$83,400.....	39
B. Contracts Over \$83,400.....	41
C. Personal Services Agreements	42
D. Amendments.....	42
E. Notice of Completion – RAN Enterprises – Dust Collector Project.....	42
F. Board Policy 3570 – (Restricted – Smoking Areas) – First Reading	43
G. Purchase Orders and Blanket Purchase Orders	44

* Item pulled from agenda and no substitutions were made.

Administrative Services

A. Contracts Under \$83,400

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:** **CITY OF LONG BEACH – PACIFIC GATEWAY WORKFORCE INVESTMENT NETWORK**

Services: Contractor will refer 30 customers to El Camino College's U.S. Department of Labor H-1B Grant retraining programs and place nine of those referrals.

Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)

Date(s): 12/1/13 – 11/30/14

Financial Terms: Cost not to exceed \$72,500 (ECC is the fiscal agent) Funded by a grant from the California Manufacturers and Technology Association

- 2. Contractor:** **EDUCATIONAL GROUP STUDENTS INTERNATIONAL (RUSSIA); KAPLAN INTERNATIONAL (WORLDWIDE); SOR, LLC (MONGOLIA)**

Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa students for El Camino College.

Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program

Date(s): 7/1/13 – 6/30/14 with four optional one-year renewal periods

Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

- 3. Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide California Employment Training Panel (ETP) Regular Core Programs training using ECC's ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$50,000 (ECC is the fiscal agent)
Funded by ETP (ET14-0217 two-year core contract)
- 4. Contractor:** **OSTERLING CONSULTING, INC.**
Services: Contractor will provide California ETP Regular Core Programs training using ECC's ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$50,000 (ECC is the fiscal agent)
Funded by ETP (ET14-0217 two-year core contract)
- 5. Contractor:** **PIVOT MANAGEMENT CONSULTANTS**
Services: Contractor will provide California ETP Regular Core Programs training using ECC's ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$50,000 (ECC is the fiscal agent)
Funded by ETP (ET14-0217 two-year core contract)
- 6. Contractor:** **RIVERSIDE COMMUNITY COLLEGE DISTRICT**
Services: Contractor will receive technical assistance and capacity building in the area of curriculum development to address skill gaps facing the Global Trade and Logistics Sector and the relationship between available workforce and employer need.
Requesting Dept.: Student and Community Advancement – Community Advancement – Business Training Center – Small Business Development Center
Date(s): 11/19/13 – 6/30/14
Financial Terms: Projected gross income \$75,000 (ECC is the fiscal agent)
Funded by Riverside Community College District Economic and Workforce Development Program Sector Navigator Grant (No. 13-151-007)

7. **Contractor:** **RONALD AMIE QUICKBOOKS INSTRUCTOR**
Services: Contractor will provide QuickBooks Workshop Series for ECC Small Business Development Center.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 1/2/14 – 6/30/14
Financial Terms: Cost not to exceed \$3,500
Partially funded by the US Small Business Administration

8. **Contractor:** **WORKFORCE COMPUTER TRAINING**
Services: Contractor will provide California ETP Regular Core Programs training using ECC’s ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$50,000 (ECC is the fiscal agent)
Funded by ETP (ET14-0217 two-year core contract)

B. Contracts Over \$83,400

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

1. **Contractor:** **CERRITOS FOUNDATION**
Services: Contractor will provide California ETP Regular Core Programs training using ECC’s ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$150,000 (ECC is the fiscal agent)
Funded by ETP (ET14-0217 two-year core contract)

2. **Contractor:** **QUEST CONSULTING AND TRAINING CORPORATION**
Services: Contractor will provide California ETP Regular Core Programs training using ECC’s ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15 (ECC is the fiscal agent)
Financial Terms: Cost not to exceed \$100,000
Funded by ETP (ET14-0217 two-year core contract)

C. Personal Service Agreements

1. **Contractor:** CORINNE HOISINGTON
Services: Contractor will provide operating system training and software updates to the ECC Business Division faculty.
Requesting Dept.: Academic Affairs – Business
Date(s): 2/21/14 – 2/22/14
Financial Terms: Cost not to exceed \$3,400

D. Amendments

1. **Contractor:** CITY OF TORRANCE
Services: Contractor will receive a series of training classes using Development Dimensions International Training materials.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 4/1/13 – 12/31/14 (dates of service extended from 4/1/13 – 12/31/13; originally Board approved on 4/15/13)
Financial Terms: Projected gross income \$22,635
Funded by City of Torrance Agreement Number C2013-041
2. **Contractor:** FEDERAL BUREAU OF PRISONS, METROPOLITAN DETENTION CENTER LOS ANGELES
Services: Contractor will receive parenting instruction for the inmate population.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 12/1/13 – 5/31/14 (dates of services extended from 12/1/08 – 11/30/13; originally Board approved on 12/15/08)
Financial Terms: Projected gross income \$10,896
This program is State funded and self supporting.

E. Notice of Job Completion – RAN Enterprises – Dust Collector Project

It is recommended 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.

Contractor
RAN Enterprises

Contract Amount
\$160,952.84

Purchase Order Number: B603241

F. ~~Board Policy 3570 (Restricted Smoking Areas) - First Reading~~

~~It is recommended the Board accept for a first reading the new Board Policy 3570, as shown below.~~

~~Board Policy 3570~~ ~~Restricted - Smoking Areas~~

~~In order to provide a safe learning and working environment for students and employees, El Camino College is designated a Restricted Smoking Campus. Except as noted below, smoking will be prohibited in all indoor and outdoor campus locations and in District vehicles. Smoking areas will be provided in strategic and designated areas around campus and will be conspicuously posted throughout the campus. It will be the responsibility of all members of the District to observe and follow established guidelines. The Superintendent/President shall assure that the District distributes information on the designated smoking areas on an annual basis through the College's schedule of classes, handbooks, websites, and other appropriate means.~~

~~* Item pulled from the agenda and no substitutions were made.~~

G. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11 Unrestricted - El Camino				
P0701305	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$53.17
P0701307	Superior Plastics	Ctr for Arts Production	Non-Instruct Supplies	\$523.20
P0701308	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$323.52
P0701309	Eco-House, Inc.	Art Department	Instructional Supplies	\$2,500.00
P0701310	Southland Lumber	Art Department	Instructional Supplies	\$485.05
P0701312	Allcraft	Art Department	Instructional Supplies	\$395.23
P0701313	Monterey Graphics	Facilities/Planning/Servi	Non-Instruct Supplies	\$52.32
P0701328	National Public Safety	Campus Police	Publications/ Periodicals	\$312.12
P0701330	Failsafe Testing	Fire Academy	Repairs - Instructional	\$318.50
P0701331	ARC Imaging Resources	Architectural	Repairs - Instructional	\$917.84
P0701332	McMaster Carr	Administrative Of	Instructional Supplies	\$670.84
P0701333	Logan Mechanical, Inc	Automotive Collision	Repairs - Instructional	\$665.80
P0701336	McMaster Carr	Air Conditioning	Instructional Supplies	\$264.35
P0701337	Ross Fire Extinguisher,	Fire Academy	Repairs - Instructional	\$808.50
P0701338	L.A. County EMS	Paramedic Academy	Contract Services	\$18,926.49
P0701339	Western State Design	Physical Education	Repairs Parts And Supplies	\$487.50
P0701340	Mazkiya	Physical Education	Instructional Supplies	\$412.60
P0701341	Medco Sports Medicine	Physical Education	Repairs Parts And Supplies	\$81.70
P0701343	Dumbell Man Fitness	Physical Education	Repairs Parts And Supplies	\$243.82
P0701350	Mouser Electronics	Physics	Instructional Supplies	\$98.19
P0701351	National Collegiate	Honors Program	Dues And Memberships	\$500.00
P0701352	Honors Transfer	Honors Program	Dues And Memberships	\$90.00
P0701355	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$41.00
P0701356	American Express Travel	Ed & Community	Transportation/ Mileage	\$304.80
P0701360	Michelle L. Arthur	Div Office-Studnt	Conferences Mgmt	\$70.00
P0701361	Palos Verdes Chamber	Public Relations	Conferences Mgmt	\$45.00
P0701363	ACCCA	Public Relations	Conferences Mgmt	\$325.00
P0701365	Amazon.Com Corporate	Anthropology	Instructional Supplies	\$53.02
P0701366	Bone Clones	Anthropology	Instructional Supplies	\$578.08
P0701372	ACCCA	Public Relations	Conferences Mgmt	\$175.00
P0701374	Redondo Beach Chamber	Public Relations	Dues & Membership	\$340.00
P0701375	Ellucian Inc	Information Technology	Maintenance Contracts	\$10,680.00
P0701376	Dell Computer	Information Technology	License Fee/Site Licenses	\$4,718.83
P0701382	Adrian DeLude	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0701391	Bone Clone	Anthropology	Instructional Supplies	\$767.20
P0701396	BYOB (Be Your Own Brand)	Counseling Office	Non-Instruct Supplies	\$345.00

P0701397	Amazon.Com Corporate	Staff Development	Other Books	\$519.30
P0701399	Kim Lay Travel Agent	VP-SCA	Contract Services	\$250.00
P0701400	Universal Placement	VP-SCA	Contract Services	\$250.00
P0701401	The Center for Advanced	VP-SCA	Contract Services	\$500.00
P0701402	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$3,250.00
P0701403	Overseas Educational	VP-SCA	Contract Services	\$750.00
P0701404	LUhak	VP-SCA	Contract Services	\$250.00
P0701405	ISCnet Study Abroad	VP-SCA	Contract Services	\$250.00
P0701406	International Education	VP-SCA	Contract Services	\$1,500.00
P0701407	International Education	VP-SCA	Contract Services	\$250.00
P0701408	Del Amo Learning	VP-SCA	Contract Services	\$250.00
P0701409	CJR Education	VP-SCA	Contract Services	\$2,250.00
P0701410	Chongro Overseas	VP-SCA	Contract Services	\$750.00
P0701411	A & O Study Abroad	VP-SCA	Contract Services	\$250.00
P0701412	Asia-Europe Co., Ltd.	VP-SCA	Contract Services	\$500.00
P0701413	Ascend-Education	VP-SCA	Contract Services	\$250.00
P0701414	Alfalink	VP-SCA	Contract Services	\$250.00
P0701415	Academic Cultural	VP-SCA	Contract Services	\$250.00
P0701416	AAS Education	VP-SCA	Contract Services	\$250.00
P0701423	Bank of America	Presidents Office	Non-Instruct Supplies	\$114.32
P0701427	Uline Shipping Supply	Art Department	Instructional Supplies	\$1,524.71
P0701432	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,039.86
P0701434	Industrial Caster	Grounds	Repairs Noninstructional	\$1,244.95
P0701440	Monarch TV Productions	Public Relations	Other Services And Expenses	\$775.00
P0701441	U.S. Bank	Institutional Services	Escrow/adminstrtn fees - Bond	\$250.00
P0701442	Cal Tech Copier, Inc.	Institutional Research	Non-Instruct Supplies	\$467.81
P0701443	Law Offices of Larry Frierson	Institutional Services	Legal	\$2,193.75
P0701444	Ms. Nancy Tonner	VP-SCA	Non-Instruct Supplies	\$10.88
P0701445	Xpedx	Copy Center	Instructional Supplies	\$1,563.58
P0701446	Chronicle of Higher	Institutional Research	Publications/ Periodicals	\$147.00
P0701450	PSCFA	Speech Communication	Other Services And Expenses	\$1,191.00
P0701452	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$266.86
P0701453	Cummins-Allison	Fiscal Services	Maintenance Contracts	\$4,512.77
P0701462	Fast Deer Bus Charter	Outreach and School	Transportation	\$625.00
P0701463	The Dirt Yard	Grounds	Non-Instruct Supplies	\$403.30
P0701464	L.A. County EMS	Paramedic Academy	Contract Services	\$59,107.62
P0701465	UCLA Center	Paramedic Academy	Contract Services	\$7,200.00
P0701466	Monterey Graphics	Warehouse	Inventories	\$1,956.56
P0701467	Regency Investigations	Human Resources	Other Services And Expenses	\$794.40
P0701469	UCLA Center	Paramedic Academy	Contract Services	\$6,816.00
P0701471	U.S. Bank	Institutional Services	Escrow/adminstrtn fees - Bond	\$250.00
P0701473	Time Clock Sales	Human Resources	Other Services And Expenses	\$162.68
P0701474	Time Clock Sales	Presidents Office	New Equipment	\$805.25
P0701475	Amazon.Com Corporate	Information Technology	Non-Instruct Supplies	\$53.27

P0701476	McLogan Supply Co.	Art Department	Instructional Supplies	\$306.85
P0701478	Xpedx	Warehouse	Inventories	\$20,063.00
P0701479	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$52.32
P0701480	Freestyle Photographic	Photography	Instructional Supplies	\$1,239.93
P0701492	Monterey Graphics	Facilities/Planning/Servi	Non-Instruct Supplies	\$104.64
P0701494	Carolina Biological	Life Sciences	Instructional Supplies	\$441.97
P0701495	Fast Deer Bus Charter	Outreach and School	Transportation	\$1,250.00
P0701496	Public Agency Law	Institutional Services	Legal	\$1,574.76
P0701498	Gettysburg Flag Works	Presidents Office	New Equipment	\$359.41
P0701509	SchoolDude.com, Inc.	Facilities/Planning/Servi	Other Services And Expenses	\$5,195.64
P0701522	Community College League	Div Office Instr.	Publications-Magazines	\$6,261.75
P0701526	Ingram Library Service	Div Office Instr.	Library Books	\$36.91
P0701528	Thomson Reuters	Div Office Instr.	Library Books	\$919.70
P0701529	California Chamber	Community	Non-Instruct Supplies	\$32.85
P0701533	PBS	History	Instructional Supplies	\$26.90

Fund 11 Total: 95

\$192,186.17

Fund 12

Restricted - El Camino

P0701070	Dell Marketing L. P.	VATEA I&T	Instr.CompEquip	\$5,565.64
P0701301	Complete Office	Natural Sciences	New Equip - Noninstr	\$486.40
P0701302	CDW-G	Parking Services	Non-Instruct Supplies	\$1,164.12
P0701304	Midas Auto Repair	Parking Services	Repairs Non Instr	\$655.49
P0701306	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$488.32
P0701311	Enterprise Rentals	Retail/Hospitality/Touris	Conferences Other	\$134.20
P0701327	North Star Graphics	Parking Services	Repairs Non Instr	\$462.90
P0701335	Napa Auto & Truck Parts	Ref & Lane Tech(Smg	Instructional Supplies	\$1,820.30
P0701342	ACCEySan Diego	Community Education	Conferences Mgmt	\$49.00
P0701344	American Express Travel	Community Education	Transportation/ Mileage	\$205.80
P0701345	American Express Travel	Community Education	Transportation/ Mileage	\$135.80
P0701346	American Express Travel	Community Education	Transportation/ Mileage	\$362.80
P0701349	American Express Travel	Adminstration	Travel And Conference	\$295.60
P0701353	American Express Travel	Title III- H S I - STEM	Non-Instruct Supplies	\$452.20
P0701357	Galls/Quartermaster	Parking Services	Non-Instruct Supplies	\$165.57
P0701362	CCCAOE	CAA (10-091-002)	Conferences Other	\$445.00
P0701364	CCS Presentation	Title III- H S I - STEM	New Equipment - Instructional	\$7,529.77
P0701367	American Express Travel	Title III- H S I - STEM	Non-Instruct Supplies	\$452.20
P0701368	Uline Shipping Supply	WRIEC Year 4	Non-Instruct Supplies	\$27.69
P0701370	CCS Presentation	Title III- H S I - STEM	New Equipment - Instructional	\$7,346.65
P0701371	Amazon.Com Corporate	CMTA-H1B	Non-Instruct Supplies	\$3,600.00
P0701377	Anderson Business	SBDC Program Income	Non-Instruct Supplies	\$281.41
P0701378	Amazon.Com Corporate	Parking Services	Non-Instruct Supplies	\$24.75
P0701379	Van Lingen Towing	Parking Services	Repairs Non Instr	\$25.00

P0701380	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$25.00
P0701381	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$428.12
P0701417	Walters Wholesale	VATEA I&T	New Equipment - Instructional	\$973.39
P0701419	PCMG, Inc	VATEA Medial / TV	New Equipment - Instructional	\$345.53
P0701420	Computerland of Silicon	VATEA Medial / TV	New Equipment - Instructional	\$12,285.39
P0701424	Torrance Chamber of	SBDC Program Income	Workshop Sponsorship	\$200.00
P0701425	Tigerdirect.Com	Title III- H S I - STEM	Instr.CompEquip	\$1,788.70
P0701426	Dell Marketing L. P.	Title III- H S I - STEM	Instr.CompEquip	\$23,285.44
P0701429	Campus Food Services	CalWORKs	Non-Instruct Supplies	\$150.42
P0701433	SBDC SD	SBDC Program Income	Non-Instruct Supplies	\$100.00
P0701435	Michal Vitek	Title III- H S I - STEM	Non-Instruct Supplies	\$59.00
P0701447	Campus Food Services	EOPS	Non-Instruct Supplies	\$864.92
P0701448	CareerTrack	Community Education	Conferences Mgmt	\$79.00
P0701449	College of the Sequoias	Adv. Mfg. Sector	Non-Instruct Supplies	\$290.50
P0701451	Hitt Marking Devices	EOPS	Non-Instruct Supplies	\$76.38
P0701454	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$20.66
P0701455	CCLC	TitleV-Improving	Non-Instruct Supplies	\$2,019.00
P0701457	Xerox Corporation	VATEA Medial / TV	New Equipment - Instructional	\$4,619.42
P0701459	Computerland of Silicon	Mentor Protege	Non-Instruct Supplies	\$430.02
P0701460	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$18.00
P0701461	Enterprise Rentals	Retail/Hospitality/Touris	Conferences Other	\$100.00
P0701470	Amazon.Com Corporate	Faculty & Staff Diversity	Non-Instruct Supplies	\$102.32
P0701472	Fastsigns	Faculty & Staff Diversity	Non-Instruct Supplies	\$87.20
P0701491	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$2,399.80
P0701493	AACU	Title III- H S I - STEM	Conferences Other	\$570.00
P0701497	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,559.50
P0701500	American Express Travel	CalWORKs	Conferences Other	\$387.80
P0701503	Specialty Coffee	Retail/Hospitality/Touris	Dues And Memberships	\$285.00
P0701505	American Express Travel	Retail/Hospitality/Touris	Conferences Other	\$153.80
P0701511	Samantha M. Polizzi	MESA Program	Student Stipends	\$100.00
P0701512	Henry S. Osuji, Sr.	MESA Program	Student Stipends	\$100.00
P0701513	Olivia S. Rodriguez	MESA Program	Student Stipends	\$100.00
P0701514	Lance Q. Tran	MESA Program	Student Stipends	\$100.00
P0701515	Gustavo Garcia, Jr.	MESA Program	Student Stipends	\$100.00
P0701516	Natasia P. Handoyo	MESA Program	Student Stipends	\$100.00
P0701517	Maurilio Cendejas	MESA Program	Student Stipends	\$100.00
P0701520	David K. Huve	MESA Program	Student Stipends	\$100.00
P0701521	Araceli Torres Montes	MESA Program	Student Stipends	\$100.00
P0701523	Ana E. Valdivia	MESA Program	Student Stipends	\$100.00
P0701524	Maurilio	Title III- H S I - STEM	Contract Services	\$150.00
P0701525	Sylvia Chow	Title III- H S I - STEM	Contract Services	\$150.00
P0701527	Freddy A. Cisneros	Title III- H S I - STEM	Contract Services	\$150.00
P0701530	Juan G. Salinas	Title III- H S I - STEM	Contract Services	\$150.00
P0701532	YCCD/CCC Registry	Faculty & Staff Diversity	Conferences Mgmt	\$2,650.00

P0701534	American Express Travel	Title III- H S I - STEM	Conferences Other	\$376.80
			Fund 12 Total: 69	\$95,507.72

Fund 15 General Fund -Special Programs

P0701303	CDW-G	Campus Police	New Equipment	\$890.78
P0701369	Los Angeles	Public Relations	Multi Media Advertising	\$1,905.00
P0701383	CSUNýCenter on	Public Relations	Multi Media Advertising	\$849.50
P0701384	CSU Fullerton Daily Titan	Public Relations	Multi Media Advertising	\$1,415.10
P0701385	USC Daily Trojan	Public Relations	Multi Media Advertising	\$1,800.00
P0701386	University Times	Public Relations	Multi Media Advertising	\$1,192.40
P0701436	C.S.U.D.H. the Bulletin	Public Relations	Multi Media Advertising	\$400.00
P0701437	UC Irvine New University	Public Relations	Multi Media Advertising	\$1,391.00
P0701438	Daily Bruin/UCLA	Public Relations	Multi Media Advertising	\$1,550.00
P0701439	C.S.U.L.B. Daily	Public Relations	Multi Media Advertising	\$731.00
P0701477	Scantron	Information Technology	New Equipment	\$15,302.55
			Fund 15 Total: 11	\$27,427.33

Fund 41 Capital Outlay

P0701299	Donaldson Company Inc.	Building Systems	New Equipment	\$12,095.84
P0701422	Tandus Flooring, Inc.	Flooring Replacements	Buildings	\$11,339.08
			Fund 41 Total: 2	\$23,434.92

Fund 62 Property & Liability

P0701347	The Hartford	Purchasing and	Excess Insurance	\$300.00
P0701458	El Camino Community	Purchasing and	Liability - Self Insurance	\$9,372.91
			Fund 62 Total: 2	\$9,672.91

Fund 79 Auxiliary Services

P0701392	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$149.00
P0701393	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$233.53
P0701394	Ms. Diane L. Hayden	Fine Arts	Non-Instruct Supplies	\$251.41
P0701395	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$562.99
P0701398	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$200.56
P0701482	Jonathan J. Stehney	Fine Arts	Non-Instruct Supplies	\$100.00
P0701483	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$75.00
P0701484	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$100.00
P0701485	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0701486	Bianca A. Lara	Fine Arts	Non-Instruct Supplies	\$100.00
P0701487	Chad Jackson	Fine Arts	Non-Instruct Supplies	\$100.00

P0701488	Cheri L. Dierl	Fine Arts	Non-Instruct Supplies	\$100.00
P0701489	Diane Bohl	Fine Arts	Non-Instruct Supplies	\$100.00
P0701490	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$100.00
			Fund 79 Total: 14	\$2,272.49
Fund 82 Scholarships & Trust/Agency				
P0701348	Eastbay	Health Sciences and	Fundraising	\$1,092.74
			Fund 82 Total: 1	\$1,092.74
			PO Funds Total: 194	351,594.28
Fund 11 Unrestricted - El Camino				
B0710688	Larry's Concrete Sawing	Facilities/Planning/Servi	Repairs Noninstructional	\$2,500.00
B0710693	Jazz-Z Beauty Products	Cosmetology	Instructional Supplies	\$400.00
B0710701	E.C.C. Public Information	Study Abroad Program	Non-Instruct Supplies	\$92.50
B0710702	Redondo Technology	Architectural	Instructional Supplies	\$250.00
B0710708	ECCD Petty Cash	Art Department	Instructional Supplies	\$400.00
			Fund 11 Total: 5	\$3,642.50
Fund 12 Restricted - El Camino				
B0710687	Long Beach City College	Cact CA Employee	Contract Services	\$75,000.00
B0710703	Onesource Water	Community	Equipment Rental	\$948.00
B0710721	ARAMARK Sports	Title III- H S I - STEM	Contract Services	\$5,218.85
			Fund 12 Total: 3	\$81,166.85
Fund 15 General Fund -Special Programs				
B0083201	Vector Resources, Inc.	Information Technology	Contract Services	\$10,000.00
			Fund 15 Total: 1	\$10,000.00
Fund 41 Capital Outlay				
B0710709	Tyco Integrated Security	Building Systems	Buildings	\$31,372.78
B0710712	S & K Engineers	Natural Sciences Bldg	Site Improvements	\$72,000.00
B0710717	LCC 3 Construction	DSA Certification	Testing & Inspection	\$60,000.00
			Fund 41 Total: 3	\$163,372.78

Fund 79 Auxiliary Services

B0710697 California Pro Sports Health Sciences and Non-Instruct Supplies \$5,000.00

Fund 79 Total: 1 \$5,000.00

BPO Funds Total: 13 263,182.13

Grand Total POs and BPOs: 207 614,776.41

**Agenda for the El Camino Community College District Board of Trustees
For
Measure E 2002 & 2012 Bond Fund
Administrative Services**

	<u>Page No.</u>
A. Category Budgets and Balances.....	52
B. 2002 Measure E Project Budget Changes.....	53
C. Contract – International Parking Design, Inc. – Lot C Parking Structure Project.....	53
D. Contract – Commline, Inc. – Industry & Technology Building Modernization Project.....	54
E. Contract Amendment – Hill Partnership, Inc. – Industry & Technology Building Modernization Project.....	54
F. Contract Amendment – tBP Architecture – Shops Building Replacement.....	55
G. Contract Amendment – LPA Architects – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project.....	55
H. Informational Item – Science Technology Engineering & Math (STEM) Center Project.....	56
I. Purchase Orders and Blanket Purchase Orders.....	56

*** Item pulled from agenda and no substitutions were made.**

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report 2002 and 2012 Measure E expenditures and commitments through November 30, 2013, at the December 2013 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$205,620,530	\$119,906,763	\$39,401,507	\$46,312,260
Campus Site Improvements	64,910,391	32,274,774	1,343,132	31,292,486
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	81,552,164	36,391,762	10,779,930
Information Technology and Equipment	24,751,372	13,787,800	1,375	10,962,197
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/4/12)	429,487	0	0	429,487
TOTAL	<u>\$427,137,187</u>	<u>\$250,223,053</u>	<u>\$77,137,775</u>	<u>\$99,776,359</u>

2012 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$144,868,429	\$0	\$0	\$144,868,429
Health and Safety Improvements	<u>205,131,571</u>	<u>0</u>	<u>0</u>	<u>205,131,571</u>
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

B. 2002 MEASURE E PROJECT BUDGET CHANGES

It is recommended the Board of Trustees approve the project budget changes shown in Table A.

These budget changes provide the necessary funds for design fees for the Main Gym, P.E. facilities and Parking Structure. These changes also adjust the Math Business & Allied Health Building budget to properly reflect upcoming expenditures.

TABLE A

PROJECTS	2002 BUDGET	CHANGE	REVISED BUDGET
Athletic Education and Fitness Complex	\$48,846,456	-\$3,000,000	\$45,846,456
Math Business Allied Health Building	\$37,076,392	\$500,000	\$37,576,392
Lot C Parking Structure*	\$106,257	\$3,000,000	\$3,106,257
Student Services Center*	\$40,359,209	-\$3,000,000	\$37,359,209
New Main Gym & P.E.*	\$0	\$3,000,000	\$3,000,000
Architectural Planning Contingency	\$1,100,000	-\$500,000	\$600,000

*Denotes Project Name Change

C. ~~CONTRACT – INTERNATIONAL PARKING DESIGN, INC. (IPD) – LOT C PARKING STRUCTURE PROJECT~~

~~It is recommended the Board of Trustees approve entering into a contract with the above firm to provide architectural and engineering design services for the new Lot C Parking Structure Project.~~

~~International Parking Design, Inc. (IPD) was selected based upon its experience and expertise performing this type of work and experience working with DSA.~~

~~The fee for services was negotiated considering the factors of project scope, level of complexity of the required work, estimated construction cost and the firm's prior experience working with the district.~~

~~**Dates of Service:** January 2014 – December 2016~~

~~**Cost:** Not to exceed \$1,200,000~~

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

D. CONTRACT – COMMLINE, INC. – INDUSTRY & TECHNOLOGY BUILDING MODERNIZATION PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above company to provide removal and temporary relocation of the police antenna system during the roofing replacement of the Industry & Technology Building Modernization Project. The work scope also includes multiple mobilizations to accommodate phasing and replacement of cabling and equipment that has reached the end of its service life.

This company is being recommended based upon its prior experience and the qualifications of its staff to perform the services.

Dates of Service: December 2013 – February 2014

Cost: Not to exceed \$61,810

E. CONTRACT AMENDMENT – HILL PARTNERSHIP, INC. - INDUSTRY & TECHNOLOGY BUILDING MODERNIZATION PROJECT

It is recommended the Board of Trustees approve the following additional services.

- | | |
|--|----------------|
| 1. Provide architectural, electrical engineering and telecommunication/audiovisual consulting services per District requested design changes. | \$14,610 |
| 2. Provide structural engineering services to analyze the effects of retaining the existing pre-cast panel exterior in lieu of removing and replacing with a new full brick veneer and adjusting the new punched window locations. | <u>\$6,500</u> |

Total Increase in Contract Amount	<u>\$21,110</u>
-----------------------------------	-----------------

Original Contract Amount	\$2,287,635
Prior Changes	112,085
This Contract Amendment Amount	<u>21,110</u>
New Contract Amount	<u>\$2,420,830</u>

F. CONTRACT AMENDMENT – tBP ARCHITECTURE – SHOPS BUILDING REPLACEMENT

It is recommended the Board of Trustees approve the following additional architectural services

1. Additional services to issue construction change directive to revise the hydronic piping at the southeast corner.	\$2,770.00
2. Additional services to cover changes requested by the District at several locations within the building.	\$15,527.00
Total Increase in Contract Amount	<u>\$18,297.00</u>
Original Contract Amount	\$1,680,000.00
Prior Changes	32,012.00
This Contract Amendment Amount	<u>18,297.00</u>
New Contract Amount	<u>\$1,730,309.00</u>

G. CONTRACT AMENDMENT – LPA ARCHITECTS - ATHLETIC EDUCATION & FITNESS COMPLEX (STADIUM) - PHASE 2 PROJECT

It is recommended the Board of Trustees approve the following contract amendment.

District requested scope change to split the Athletic Education & Fitness Complex into two project phases increasing the overall project duration by nine months, plus reimbursable expenses.	<u>\$422,133</u>
Total Increase in Contract Amount	<u>\$422,133</u>
Original Contract Amount	\$1,972,000
Prior Changes	0
This Contract Amendment Amount	<u>422,133</u>
New Contract Amount	<u>\$2,394,133</u>

H. INFORMATIONAL ITEM – SCIENCE TECHNOLOGY ENGINEERING & MATH (STEM) CENTER PROJECT

The District intends to use the following multiple party purchasing agreements to acquire furniture for the Science Technology Engineering & Math (STEM) Center Project.

<u>Manufacturer</u>	<u>Agreement</u>
Allsteel, Inc.	The Cooperative Purchasing Network #R4971
KI Inc.	Foundation of California Community Colleges #CB08-100

The estimated cost of the purchases through these agreements is \$275,000.

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	B710716	COST
B710662	DLR Group WWCOT	Student Services	Architecture & Engineering	\$2,173,187.00
B710699	Mercury Fence Company	Master Planning	Site Improvements	\$12,155.00
B710710	Sinanian Development	Athletic Education/Fitness	Buildings	\$32,880,000.00
B710716	KPFF Consulting	Athletic Education/Fitness	Architecture & Engineering	\$45,000.00
			TOTAL POs AND BPOs	<u>\$35,110,342.00</u>

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Linda Beam, Vice President Human Resources**

	<u>Page No.</u>
A. Employment and Personnel Changes.....	58
B. Temporary Non-Classified Service Employees	67
C. Revised Classification Specifications for Classified Position.....	71, 73-75
D. New Classification Specifications for Classified Position.....	71, 76-77
E. Revised Classification Specifications for Certificated Position.....	71, 78-81
F. Revised Classification Specifications for Classified Administrator Position	71, 82-84
G. Board Policy 3410 (Nondiscrimination) - First Reading.....	71, 85-87
H. New - Administrative Procedure 3410 (Nondiscrimination) presented for informational purpose only.....	71, 88-89
I. Board Policy 7110 (Delegation of Authority) - First Reading.....	71, 90
J. New - Administrative Procedure 7110 (Delegation of Authority) presented for informational purpose only.....	71, 91
K. New - Administrative Procedure 7150 (Evaluation) presented for informational purpose only.....	72, 92
L. Board Policy 7351 (Retirement Classified Service) - Delete.....	72, 93-94
M. New Board Policy 7510 (Domestic Partners) - First Reading.....	72, 95
N. New Board Policy 7700 (Whistleblower) - First Reading	72, 96
O. New Administrative Procedure 7700 (Whistleblower) presented for informational purpose only.....	72, 97-99

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 1-27 and 1-18.

Academic Personnel:

1. Resignation - Robert Barbone, Athletic Director, Health Sciences & Athletics Division, effective January 3, 2014.
2. Retirement - Jacquelyn Thompson, full-time instructor of Computer Information Systems, Business Division, last day worked May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to her in recognition of her service to the District since 1997.
3. Retirement - Lori Medigovich, full-time instructor of Journalism, Humanities Division, last day worked December 13, 2013, first day of retirement December 14, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 1989.
4. Employment - Reggie Ellis, Interim Director of Athletics and Kinesiology, Range 11, Step 1, effective January 2 through June 30, 2014 or until position is filled.
5. Amend Special Assignment - Karen Amano-Tompkins, part-time instructor of Humanities to facilitate instead of participate in the Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 17 hours or \$1,023 instead of 14 hours or \$832 and not to exceed 25 hours per week cumulative employment at ECC, effective October 22 through December 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
6. Special Assignment - Kathy Morgan, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate Nursing Success Strategies, to be paid \$60.18 an hour, not to exceed 24 hours or \$1,444, effective November 4 through December 13, 2013, in accordance with the Agreement, Article 10, Section 14(a).
7. Special Assignment - The following full-time instructors of Nursing, Health Sciences & Athletics Division, to work on required accredited writing assignments for the Accreditation Commission for Education in Nursing (ACEN), to be paid \$45.14 an hour, effective September 21, 2013 through October 14, **2014 2013**, in accordance with the Agreement, Article 10, Section 14(a).

***Correction made during Board meeting.**

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Kim Baily	37 hours	\$1,670
Margaret Kidwell-Udin	72 hours	\$3,250
Victoria Orton	67 hours	\$3,024
Kathleen Rosales	47 hours	\$2,122

8. Special Assignment - The following instructors/counselors who performed Federation activities during the Fall 2013 semester, to be paid \$60.18 an hour for a total of 200 hours, effective September through December 2013, in accordance with the Agreement, Article 3, Section 11(c).

Sean Donnell	50 hours	\$ 3,009
Julio Farias	35 hours	\$ 2,106
Lyman Hong	23 hours	\$ 1,384
Kenneth Key	30 hours	\$ 1,805
Margaret Quinones-Perez	22 hours	\$ 1,324
Sabra Sabio	20 hours	\$ 1,204
Guillermina Colunga	<u>20 hours</u>	<u>\$ 1,204</u>
	200 hours	\$12,036

9. Special Assignment - Kim Krizan, part-time instructor of Humanities, to participate in Graduation Initiative (Title V) Learning Team for Humanities, to be paid \$60.18 an hour, not to exceed 14 hours or \$843, and not to exceed 25 hours per week cumulative employment at ECC, effective December 16, 2013 through January 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - Kate McLaughlin, full-time instructor of Journalism, Humanities Division, to supervise Journalism lab and student publications, to be paid \$45.14 an hour, not to exceed 120 hours or \$5,417, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 13(a).
11. Special Assignment - The following part-time instructors of Journalism, Humanities Division, to supervise Journalism lab and student publications, to be paid \$45.14 an hour, not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 13(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Tommy Amano-Tompkins	45	\$2,032
Gary Kohatsu	30	\$1,355
Gary Metzker	45	\$2,032

12. Special Assignment - The following full-time instructors of Humanities, to participate in Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 14 hours or \$843, effective December 17 through December 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Rebecca Bergeman
Jenny Simon
Nitza Llado

13. Special Assignment - Angie Kirk, part-time instructor of Humanities, to facilitate in Graduation Initiative (Title V) Learning Teams for Humanities, to be paid \$60.18 an hour, not to exceed 17 hours or \$1,023, and not to exceed 25 hours per week cumulative employment at ECC, effective December 17, 2013 through January 30, 2014 in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Christopher Stevens, part-time instructor of Foreign Languages, to administer credit-by-examination in German, to be paid \$60.18 an hour, not to exceed 8 hours or \$482 and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - Matthew Witek, part-time instructor of Applied Music, Fine Arts Division, to perform Applied Music duty in the Music Library, to be paid \$30.10 an hour, not to exceed 480 hours or \$14,448 and not to exceed 25 hours per week cumulative employment at ECC, effective November 20, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - Sheila Malone, part-time instructor of Theatre, Fine Arts Division, to work as musical theatre technical director for Spring 2014, to be paid \$60.18 an hour, not to exceed 68 hours or \$4,092, and not to exceed 25 hours per week cumulative employment at ECC, effective March 10 through May 14, 2014, in accordance with the Agreement, Article 10, Section 10(d).
17. Special Assignment - Valerie Robinson, part-time instructor of Theatre, Fine Arts Division, to work as theatre play production director for Spring 2014, to be paid \$60.18 an hour not to exceed 68 hours or \$4,092, and not to exceed 25 hours per week cumulative employment at ECC, effective March 10 through May 14, 2014, in accordance with the Agreement, Article 10, Section 10(d).

18. Special Assignment - The following part-time instructors of Health Sciences & Athletics, to be hired as coaches, effective January 13 through May 15, 2014, to be paid \$60.18 an hour, and not to exceed 25 hours per week cumulative employment at ECC, in accordance with the Agreement, Article 10, Section 11(e).

<u>Coach</u>	<u>Team</u>	<u>Hours Per Week</u>	<u>Not to Exceed Dollars</u>
Jaymie Baquero	Tennis (M/W)	3.9	\$4,200
Kevin Hughley	Track & Field (M/W)	7	\$8,300
Kurt Peters	Volleyball (M)	6.75	\$6,500

19. Special Assignment - Nicholas Jones part-time instructor of Health Sciences & Athletics, to be hired as Assistant Baseball Coach, effective January 6 through May 23, 2014, to be paid \$60.18 an hour, not to exceed 7 hours per week for a total of \$8,500 and not to exceed 25 hours per week cumulative employment at ECC, in accordance with the Agreement, Article 10, Section 11(e).
20. Special Assignment - Sean Sheil, part-time instructor of Health Sciences & Athletics, to be hired as the Assistant Men's and Women's Track & Field Coach, effective December 17, 2013 through June 13, 2014, to be paid \$60.18 an hour, not to exceed 5 hours per week for a total of \$7,500 and not to exceed 25 hours per week cumulative employment at ECC, in accordance with the Agreement, Article 10, Section 11(e).
21. Special Assignment - Nancy Hurtado-Ziola, part-time instructor of Life Sciences, Natural Sciences Division, to revise Biology labs and to act as the liaison with industry and universities to establish research opportunities for students in Science Technology Engineering and Mathematics (STEM) Program, to be paid \$45.14 an hour, not to exceed 400 hours or \$18,056 and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).
22. Stipend Assignment - Ambika Silva, full-time instructor of Mathematics to participate in the Graduation Initiative Math Learning Team, to be paid a stipend of \$1,505, effective December 17, 2013 through February 28, 2014, in accordance with the Agreement, Article 10, Section 14(a).

23. Stipend Assignment - The following full-time instructors of Health Sciences & Athletics to be hired as coaches, effective January 13 through May 15, 2014, in accordance with the Agreement, Article 10, Section 11(a).

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
John Britton	Badminton	\$ 4,250
Dean Lofgren	Track & Field (M/W)	\$10,000
Corey Stanbury	Swimming (M/W)	\$10,000

24. Stipend Assignment - Virginia Rapp, Dean of Business to serve as the Interim Dean of Mathematics, to be paid \$1,000 month stipend, effective January 1 through June 30, 2014.

25. Stipend Assignment - The following full-time instructors of Communication Studies, Fine Arts Division, to perform as spring resident artist at debate event, to be paid \$500 each, for a total of \$1,000, effective April 27, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Francesca Bishop

Diana Crossman

26. Employment - The following on-call, part-time/temporary Counselors to be hired as needed not to exceed 24 hours per week, effective January 3, 2013 through June 30, 2014 and not to exceed 25 hours per week cumulative employment at ECC, in accordance with the Agreement, Article 10, Section 9 (c), to be paid through District, EOP&S or grant funds.

Erik Moberly

Elaine Moore

27. Employment - The following part-time/temporary instructors to be hired as needed for the 2014 spring semester, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Sciences

Vincent De Setto

Fine Arts

Karen Schwenkmeyer

Matthew Witek

Health Sciences & Athletics/Nursing

George Chua
Michelle Guta
Annette Hart
Sharise Hodges
Stacy Lacaillade

Alexandra Roberts
Rainat Salaam
Safari Sekiyoba
Lanie Tumaliuan

Humanities

Arnold Adler
Natasha Bauman
Jeffrey Douglas
Katie Friedman
Mickey Harrison
Kendyl Palmer

Claire Phillips
Danielle Roderick
Elayne Rodriguez-Haven
Katharine Sentz
Kerri Webb
Darcey Whitmore

Industry & Technology

Gregory Allen
Michael Anderson
Mark Arnold
Gayle Baizer
Charlene Brewer-Smith
Michael Brownlie
Roberto Causey
Kevin Coffelt
Nicholas Colin
Bruce Cook
Randal Davis,
Victor De La Torre,
Timothy Dennis,
Robert Diaz
Makisha Diggins-Davis
Michael Effler
James Ellingson
Stephen Ellis
Lynn Fielding
Dorothy Foral
Carlos Garcia
Gregory George
Belinda Goodwin
Dudley Gray
Mina Greas
Bridgitte Green
Matthew Griffin

Dana Hagen
Charles Hamilton
Sharon Higgins
Meredith Jackson
Clifford Johnson
Margaret Johnson
William Johnson
Robert Kitts
Charles Klimcak
Brent Kooiman
Richard Kowaltschuk
Thomas Kurth
James Lemmon
Mary Lyons
Mark Malonzo
Michael Marshall
Richard Martinez
Donald Mason
Michael McClendon
Donald Meredith
Sheila Murray
Nick Nickolin
Annette Owens
Charles Owens
Roberto Pandolfi
Maximeno Pena
Priscilla Ratliff

Geoffrey Rizzo
Eugene Rock
Bernardo Rodriguez
David Rodriguez
Rey Rojo
Julie Schneider
Linda Schuetze
Todd Scott
Oscar Serrano
Cheryl Shaffer
Steven Shibuya
John Skipper
Michael Smith
Lynn Strobel
Jorge Ulloa

Natural Sciences
Konstantin Kremenetski

Classified Personnel:

1. Retirement - Beverly Gilmore, Accounting Assistant II, Range 27, Step E, Business Services Division, Administrative Services Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1996.
2. Retirement - Darrell Johns, Lead Worker Systems, Range 43, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2014, and that a plaque be presented to him in recognition of his service to the District since 1973.
3. Retirement - Semisi Moniati, Groundskeeper-Gardener I, Range 22, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2014, and that a plaque be presented to him in recognition of his service to the District since 1990.
4. Resignation - Michael E. Miller, Athletic Trainer, Range 35, Step E, Health Sciences & Athletics Division, Academic Affairs Area, effective December 12, 2013, plus accrued vacation.
5. Resignation - Leisa Biggers, Director Staff & Student Diversity, Range 13, Step 4, Staff and Student Diversity Division, President's Office Area, effective January 3, 2014, plus accrued vacation.
6. Personal Leave of Absence 25% - Claudia Velazquez, Student Services Technician, Range 28, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective January 1 through June 30, 2014.
7. Change of Assignment - Jill Dohy, from 58% to 100% Operations Officer Regional Interpreter Training Center (RITC), Range 39, Step E, Special Resources Center, Health Sciences & Athletics Division, Academic Affairs Area, effective January 1 through February 28, 2014.
8. Work Out of Classification - Adam Dunigan, Academic Affairs Analyst, Range 34, Step B, to work 30% as Curriculum Advisor, Range 36, Step B, Academic Affairs Area, effective November 20, 2013 through April 30, 2014.

9. Work Out of Classification - Martha Perez from 50% to 100% Clerical Assistant, Range 22, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective February 3 through June 30, 2014.
10. Employment - Unita Donahue, Accounting Assistant II, Range 30, Step A, Fiscal Services Division, Administrative Services Area, effective January 2, 2014.
11. Employment - Jennifer Hutcherson, Project Specialist, Range 32, Step A, Community Advancement Division, Student and Community Advancement Area, effective January 2, 2014.
12. Employment - Amy Handa, Digital Media Communication Coordinator, Range 41, Step A, Public Relations Division, President's Office Area, effective January 2, 2014.
13. Employment - Tanysha Laney, 50% Research Associate, Range 39, Step A, Planning Research & Development Division, Student and Community Advancement Area, effective January 6, 2014, through June 30, 2014.

Temporary Classified Services Employees – (not to exceed 160 days per year)

14. Joshua Casper - Student Services Technician, Range 28, Step A, Enrollment Services Division, Student and Community Advancement Area, effective December 17, 2013 through June 30, 2014, not to exceed 25 hours per week.
15. Lisa Hamilton - Accompanist - Piano, Range 32, Step A, Fine Arts, Academic Affairs Area, effective October 20, 2013 through June 30, 2014, not to exceed 25 hours per week.
16. Omar Hernandez - Night Custodian, Range 20 Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 2, 2013 through June 30, 2014, not to exceed 25 hours per week.
17. Darhonda Spicer - Custodian, Range 20 Step A, Facilities Planning and Services Division, Administrative Services Area, effective December 2, 2013 through June 30, 2014, not to exceed 25 hours per week.
18. Courtney Watson - Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective January 2 through June 30, 2014, not to exceed 25 hours per week.

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, not to exceed 160 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective December 17, 2013 through June 30, 2014, unless otherwise stated, as shown in items 1-17.

Campus Police Aide Series

1. Campus Police Aide IV

The following individual is responsible for overseeing the Campus Police Cadet program, maintenance and servicing the parking permit machines, and performing non-hazardous services for the college community.

Darren Behr, \$12.75

Instructional Aide Series

2. Instructional Aide I

The following individual is to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Connie Nguyen, \$9.25 per hour

3. Instructional Aide IV

The following individual is to provide teaching assistance, intermediate level tutoring, technical support, classroom set-up, care and repair of equipment and instruments, exhibition installation, instructional support services, and accommodations for students.

Constance Brigham, \$15.00 per hour

4. Instructional Aide VI

The following individual is to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising, and other duties as needed.

Kasey Armstrong, \$15.00 per hour

Program Aide Series

5. Program Aide IV

The following individual is to assist instructors with the Emergency Medical Technology and Fire Academy specialized programs.

John-Paul Rivas, \$12.25 per hour

6. Program Aid VI

The following individuals are under the supervision of a manager, the workshop facilitator is responsible for organizing and managing the Academic Excellence Workshop for 7 or more students who are participating in the MESA/STEM program.

Sahar Tashakor, \$11.75 per hour

Michael Arzate, \$15.00 per hour

Elizabeth Schwartz, \$18.00 per hour

Office Aide Series

7. Office Aide II

The following individual is to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed.

Carmen Ahwah, \$9.25 per hour

8. Office Aide IV

The following individual is to assist with all department processes and to support staff through knowledge of department operations.

Alyssa Nguyen, \$11.75 per hour

9. Office Aide VI

The following individual is to provides support and assistance in a highly advanced capacity. Must use independent judgment with minimal supervision. Requires highly specialized knowledge of skills or training for specific functions.

Heather Wictum, \$15.00 per hour

Sports Aide Series

10. Sports Aide VI

The following individual is to assist the coaching staff with the coordination of all aspects of practice and competition.

Gary Polk, \$17.00 per hour

Theater Aide Series

11. Theater Aide VI

The following individual is to perform technical theater duties for the various events on campus.

Bradley Zipser, \$15.00 per hour

Education Professional Series

12. Educational Professional I

The following individuals are to provide basic accompaniment for auditions, juries and class performances in the applied music programs.

Margarita Talaera-Hoferer, \$26.00 per hour

Phan Tran, \$26.00 per hour

13. Educational Professional II

The following individual is to teach Basic, Low, or High Intermediate English as a Second Language class.

Kai Sanders, \$40.00 per hour (eff. 10/22/13 to 6/30/14)

Program Professional Series

14. Program Professional I

The following individual is to assist the department with grant funded project. Will be coordinating the digital conversion of our lab materials. This includes requesting publisher approvals, setting up our server and storage and digitizing the content.

Patricia Kolpa, \$20.00 per hour

The following individual is to assist the program coordinator with the overall program administration at the campus and community level: implementing all elements of the youth development services program.

Sharonda Barksdale, \$22.00 per hour (eff. 11/11/13 to 6/30/14)

The following individual is under the direction of the SBDC director, conduct business outreach for client recruitment, assist with marketing communications and other related duties for SBDC services and related programs.

Johnny Fukuoka, \$29.00 per hour (eff. 11/11/13 to 6/30/14)

15. Program Professional II

The following individual is to work under the director of the center for applied competitive Technologies, facilitate and coordinate assigned programs and projects affiliated with department. Assist with the planning and implementation of grant-funded programs as assigned.

Martha Payan-Hernandez, \$35.00 per hour

The following individual is to work under the direction of the SBDC director, conduct business advising sessions, and deliver workshops.

April Hooper, \$45.00 per hour

Training Professional Series

16. Training Professional I

The following individuals are to assist with logistics, class facilitation, and other related duties that support the implementation of the Foster Care classes.

Nicole Pusateri, \$30.00 per hour

Robert Adams, \$20.00 per hour (eff. 11/11/13 to 6/30/14)

17. Training Professional II

The following individual is 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 and the Youth Empowerment Strategies for Success Program.

LaCrietia Grate, \$37.00 per hour (eff. 10/22/13 to 6/30/14)

- C. **REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**
It is recommended that the Board of Trustees approve the revised classification specifications for the Trainer/Instructional Technology Specialist (Pages 73-75).
- D. **NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION**
It is recommended that the Board of Trustees approve the new classification specifications for the Professional Development Specialist (Pages 76-77).
- E. **REVISED CLASSIFICATION SPECIFICATIONS FOR CERTIFICATED POSITION**
It is recommended that the Board of Trustees approve the revised classification specifications for the Director of Athletics and Kinesiology as (Pages 78-81).
- F. **REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED ADMINISTRATOR POSITION**
It is recommended that the Board of Trustees approve the revised classification specifications for the Director of Staff & Student Diversity (Pages 82-84).
- G. **BOARD POLICY 3410 (NONDISCRIMINATION) - FIRST READING**
It is recommended that the Board accept for a first reading updated Board Policy 3410 (Pages 85-87).
- H. **NEW ADMINISTRATIVE PROCEDURE 3410 (NONDISCRIMINATION) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY.**
It is recommended that the Board receive for information purpose (Pages 88-89).
- I. **BOARD POLICY 7110 (DELEGATION OF AUTHORITY) - FIRST READING**
It is recommended that the Board accept for a first reading updated Board Policy 7110 (Page 90).
- J. **NEW ADMINISTRATIVE PROCEDURE 7110 (DELEGATION OF AUTHORITY) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY**
It is recommended that the Board receive for information purpose only (Page 91).

- K. NEW ADMINISTRATIVE PROCEDURE 7150 (EVALUATION) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY**
It is recommended that the Board receive for information purpose (Page 92).
- L. BOARD POLICY 7351 (RETIREMENT CLASSIFIED SERVICE) - DELETE**
It is recommended that the Board delete Board Policy 7351 (Pages 93-94).
- M. NEW BOARD POLICY 7510 (DOMESTIC PARTNERS) - FIRST READING**
It is recommended that the Board accept for a first reading the new Board Policy 7510 (Page 95).
- N. NEW BOARD POLICY 7700 (WHISTLEBLOWER) - FIRST READING**
It is recommended that the Board accept for a first reading the new Board Policy 7700 (Page 96).
- O. NEW ADMINISTRATIVE PROCEDURE 7700 (WHISTLEBLOWER) PRESENTED FOR INFORMATIONAL PURPOSE ONLY.**
It is recommended that the Board receive for information purpose only (Pages 97-99).

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TRAINER/INSTRUCTIONAL TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, develop and provide training on various software application programs for faculty and staff. Assist faculty and staff in the design and implementation of on-line instruction, educational multi-media, computer-assisted, online programs, and general instructional design. Oversee the faculty and staff training facility and the Innovation Center.

REPRESENTATIVE DUTIES:

~~Planning, implementing and conducting training workshops for faculty and staff in the use of current and emerging information and multi-media technology for personal computer use.~~
Conduct training classes and seminars for faculty and staff on standard software applications, instructional development processes, office processes and new instructional technologies.
Communicate effectively with beginning and experienced technology users.

Develop and design various software application training workshops

Conduct ~~annual~~ various types of computer technology training needs assessments.

Assist faculty in designing and developing on-line instruction using the college's course management system and ECC's online certification training.

~~Assist faculty and staff in developing instructional materials for workshops, curriculum projects and multi-media and/or computerized classroom/job applications.~~
Serve as a resource person to faculty and staff to utilize emerging technologies in instructional settings.

Develop and maintain tracking systems for instructional design and courseware development projects, as needed.

Serve as administrator for various technology programs such as Turnitin, Clickers, online training programs.

Evaluate equipment and multi-media software systems. ~~and assist in configuring new software.~~

Collaborate with faculty and staff to insure maintenance of academic hardware, software, and multi-media standards.

Assist with the selection, training and oversight of student workers and short term temporary employees.

Maintain knowledge of current trends and developments in the ~~computer training field,~~ fields of information technology, and instructional design, with particular reference to the Internet and multimedia technologies.

Facilitate and encourage collaboration across the district.

~~Manage budget for assigned areas~~ Keep accurate records of lab use, post and maintain scheduled hours, coordinate repair and updates with vendors and Information Technology Services Division.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computers and a broad range of instructional software applications including multi-media technology, course management systems, ~~distance~~ online learning, telecommunications, courseware, Authorware and other institutional technology software. ~~and MS Office Suite (Word, Excel, Powerpoint, Access and FrontPage).~~

Highly skilled with Microsoft applications (i.e. Word, Excel, PowerPoint, Access).

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

ABILITY TO:

Communicate effectively ~~orally~~ both verbally and in writing.

Work effectively and harmoniously with faculty and staff.

Analyze situations and adopt an effective course of action.

~~Train faculty and staff in the use and delivery of instructional technology and software applications.~~ Instruct and assist faculty and staff on standard office applications and instructional development processes.

Design, modify and evaluate multimedia, Internet and video instructional packages, multimedia modules and other instructional media.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Ability to ~~W~~-work independently as part of team.

EDUCATION AND EXPERIENCE:

Bachelor degree in related field and one to two years of technology training experience in an educational environment.

WORKING CONDITIONS:

Extensive computer work within a lab/training/learning environment.
Interaction with faculty and staff members.
May include long periods of standing and/or sitting.
Move from one work area to another, as needed.

Classified Salary Range 41

~~Board Approved: September 10, 2001~~

Revised and Board Approved: December 16, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROFESSIONAL DEVELOPMENT ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, assist in various clerical/administrative and operational duties related to the Professional Development Office. Assist in the design, development and presentation of performance support learning applications for various campus processes utilizing a variety of multi-media applications.

REPRESENTATIVE DUTIES:

Coordinate all supporting activities and administrative functions of the office.

Perform a variety of functions using an online registration and tracking software as they relate to workshop set-up, monitoring of attendance and assisting faculty and staff with enrollment and user issues.

Using related database programs, compile and analyze data relating to the professional development activities for all employees, monitors faculty Flex hours, individual projects, conference attendance and prepares ad hoc reports.

Assist the coordinator in analyzing and developing appropriate training materials and delivery formats for a variety of college-wide functions and programs. Work with various department staff to develop multi-media training materials addressing critical procedures/processes within their departments and follow-up recommendations for improvement.

Maintain department social media and web content.

Independently coordinate, prioritize and monitor workflow and projects.

Assist with the marketing of professional development projects by creating electronic flyers, announcements and publications.

Conduct and assist with logistics and face-to-face daily operational training.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computers and emerging technologies, a broad range of presentation applications for multi-media training, and MS Office Suite (Word, Excel, PowerPoint, Outlook, Access and Publisher) Modern office practices, procedures and equipment.

Principles of assessing, developing and providing training and workflow direction.

ABILITY TO:

Communicate effectively orally and in writing.

Learn and apply new hardware and software applications.

Work effectively and harmoniously with faculty and staff.

Analyze situations and adopt an effective course of action.

Organize day-to-day operations and maintain records.

Assist managers, supervisors and staff with training delivery solutions and applications.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Work independently.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an associate degree and two years of experience supporting professional development and training.

WORKING CONDITIONS:

Extensive computer work.

Interaction with faculty and staff members.

May include long periods of standing and/or sitting.

Move from one work area to another, as needed.

Classified Salary Range 28

Board Approved: December 16, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ~~ATHLETIC DIRECTOR~~ DIRECTOR OF ATHLETICS AND KINESIOLOGY

BASIC FUNCTION:

Under the direction of the Dean of Health Sciences & Athletics and the Vice President of Student & Community Advancement, the Athletic Director will plan, organize, direct and manage the college's Intercollegiate Athletic Program; supervise academic and classified staff; assist in the administration of the assigned division with the development, oversight and operations of the academic programs related to athletics and kinesiology; and perform administrative support duties related to the operation of the athletic program.

REPRESENTATIVE DUTIES:

Plan, organize, direct and provide leadership for the programs and operations of the College's Intercollegiate Athletic Program within guidelines established by the District as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities. Work directly with faculty and staff to support the efforts in the development and maintenance of academic programs, curriculum and schedules within the Athletics and Kinesiology department.

Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget; assist the Dean of Health Sciences & Athletics with the development and management of the ~~division~~ budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments.

Participate in the selection, assignment, training, supervision and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of classified and certificated staff and faculty.

Plan, direct and coordinate the work of assigned staff; review and evaluate work products, methods and procedures.

Develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games.

Provide leadership for the District athletics programs; assist in student-athlete recruiting activities.

Act in the capacity of the Dean of Health Sciences & Athletics in his/her absence as assigned.

Assume responsibility for the Intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Equity in Athletics Disclosure Act (EADA), Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interpret state and local legislation and athletic eligibility rules; assume responsibility for certification of athletic eligibility for all teams.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required. Maintain historical records of former student-athletes and athletic achievements.

Represent the District at local, regional and state meetings; attend athletic director and conference meetings as required.

Coordinate publicity and Public Relations activities for the athletic program.

Oversee athletic banquets and fundraising efforts in coordination with athletic coaches.

Supervise and coordinate annual athletic fundraisers, such as the Athletic Hall of Fame and/or Trophy Room and the annual golf tournament. ~~and historical record of former athletes and athletic achievements.~~

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.

Manage all athletic trust accounts.

Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE:

A Master's degree in any field related to athletics, recreation, private and/or public management, and/or leadership development. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services and activities of an intercollegiate athletics program.

Principles and practices of program development and administration.
Methods and techniques of leadership and management.
Pertinent Federal, State and local laws, codes and regulations.
District policies, procedures and current educational programs.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Oral and written communication skills.
Public relations principles and techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Develop, coordinate and manage programs and services to meet the District's goals and objectives.
Select, supervise, train and evaluate staff.
Identify and respond to sensitive organizational issues, concerns and needs.
Research, analyze and evaluate new service delivery methods and techniques.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Interpret, apply and explain applicable Federal, State and District policies, laws and regulations related to assigned functions.
Plan and organize multiple activities and tasks to meet schedules and time lines.
Work successfully with District faculty, administrators and staff, as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS:

ENVIRONMENT:

Office, community and athletic ~~field~~ environment.
Constant interruptions.
Driving a vehicle during adverse weather conditions.
Contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:

Hear and speak to exchange information.
Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.
Lifting, moving and carrying boxes and other materials.

Administrator Salary Schedule Range 11

Board Approved: ~~September 2, 2008~~ December 16, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF STAFF & STUDENT DIVERSITY

BASIC FUNCTION:

Under the direction of the Vice President, Human Resources, Reporting directly to the Superintendent/President is responsible for the development, implementation and maintenance of the District's Equal Employment Opportunity Plan, investigation of discrimination complaints and ensuring compliance with policy, regulations and laws. Conducts trainings and facilitates events in support of a campus diversity.

REPRESENTATIVE DUTIES:

Develop, revise and administer the District's Equal Employment Opportunity (EEO) Plan. Serve as the District's Equal Employment Officer and participate in the hiring process. Work with faculty, staff and managers as a resource regarding equal employment opportunity procedures and regulations and assist staff in the development of recruiting, screening and selection methods accordingly.

Coordinate and/or conduct training on equal opportunity, sexual harassment and diversity.

Conduct and prepare District workforce and applicant pool analyses for EEO and diversity plan monitoring and reporting.

Serve as an advisor regarding programs and activities of recruitment for all personnel, ~~especially for those classified, certificated and management positions where adverse impact exists~~ in accordance with District EEO plan.

Investigate and prepare reports of formal complaints alleging discrimination, harassment ~~on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability~~ or retaliation, or alleged discrimination in relating to fair employment practices in violation of District Board Policies, Administrative Procedures, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA), Age Discrimination in Employment Act as amended, California Fair Employment and Housing Act and Title IX of the Education Amendments of 1972.

Investigate complaints initiated by any employee, student, or applicant for employment, enrollment, or use of college facilities, alleging a violation of Title IX of the Education Amendments of 1972.

Monitor the screening and selection process of all employment vacancies or promotions to ensure compliance with District policies as well as state and federal laws.

Serve as the liaison with state and federal agencies regarding alleged discrimination complaints.

Coordinate presentations and specific activities to enhance sensitivity towards cultural diversity.

Coordinate institutional participation and recognition for the planning of diversity events and programs in conjunction with El Camino College staff, students and community groups.

Develop, revise and maintain the District's Student Equity Plan and chair the Student Equity Plan Advisory Committee.

Establish liaison with various organizations which support diversity, disabled, women's and other organizations and groups.

Keep abreast of all federal, state, and local laws related to equal employment and diversity, and inform college constituents ~~Superintendent/President~~ and the advisory committee of the latest developments in these areas.

Chair the Equal Employment Opportunity Plan Advisory Committee.

Prepare and submit annual Equal Employment Opportunity (EEO) Fund expenditure and performance reports to system office.

Recruit, train and assign Equal Employment Representatives to serve on campus-wide screening and selection committees.

Participate in the recruitment of applicants at the California Community Colleges Registry Job Fairs and other community events/venues.

Chair the ADA Academic Accommodations Appeal Committee in its hearing of academic accommodations appeals of students with disabilities.

Counsel employees and students on allegations of discrimination of sexual harassment.

May report/consult with the Superintendent/President in matters of a sensitive nature, as appropriate.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state laws and regulations pertaining to equal employment opportunity, discrimination, sexual harassment and ADA.

Human Resources policies, procedures and laws affecting recruitment and employment.

Oral and written communication skills.

Effective training methodologies.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret and apply a variety of rules, regulations, policies and guidelines including Federal and state legislation and California Education Code.

Review and analyze data/complaints and make recommendations. ~~Analyze problems.~~

Effectively counsel and assist staff, faculty, administrators and the general public.

Communicate effectively both orally and in writing.

Review and analyze data and make recommendations.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Assign and review the work of others.

Work independently with minimal direction.

Interact with others using tact, patience and courtesy.

Handle and manage confidential information.

Train and evaluate staff.

Use personal computer and operate standard office equipment with proficiency.

Work with a diverse population.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in human resources, business or public administration, social work, counseling or a related field; Master's Degree preferred.

A minimum of 3 years of experience in the area of equal opportunity/diversity, human resources, counseling, professional development and/or a closely related field.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and to staff and students with physical and learning disabilities.

Experience in an educational setting, or teaching in higher education desirable.

WORKING CONDITIONS:

Must be able to adapt to changing situations.

Work under pressure.

Administrator Salary Schedule Range 13

Revised and Board Approved: November 17, 2008 December 16, 2013

~~The policy of the El Camino Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to, discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, or retaliation in any program or activity that is administered by, funded directly by, or that receives any financial assistance from, the State Chancellor or Board of Governors of the California Community Colleges.~~

~~The policy of the El Camino Community College District also provides for an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.~~

~~The policy of the El Camino Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability. Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract. The Superintendent/President shall establish administrative procedures that ensure that all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.~~

~~Reference: California Government Code Sections 11135 through 11139.5; the Sex Equity in Education Act (Ed. Code Sections 11135 through 11139.5); the Sex Equity in Education Act (Ed. Code § 66250 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.); and the Age Discrimination Act (42 U.S.C. § 6101).¹~~

~~Authority: Cal. Code Regs., Title 5, § 59300; Gov. Code, § 59300; Gov. Code 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.~~

RETALIATION

~~It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.~~

~~Authority: 20 U.S.C. § 1681 et seq.; 34 C.F.R. § 106; Cal Code Regs., Title 5, § 59300 et seq., Revised Sexual Harassment Guidance: Harassment of Students by School Employees, other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.~~

~~[†] If the federal statutes cited above would result in broader protection of the civil rights of individuals, then that broader protection or coverage shall be deemed incorporated by reference.~~

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure #3410.

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

Accreditation Standard II.B.2.c

El Camino College

Adopted: 4/16/01

Amended: 12/20/06, TBD - 2013

Education Programs

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;

Penal Code Sections 422.55 et seq.;

Title 5 Sections 59300 et seq.;

Accreditation Standard II.B.2.c

References for Employment:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

El Camino College

Adopted: TBD - 2013

Board Policy 7110

Delegation of Authority

The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed subject to confirmation or ratification by the Board.

The Board delegates authority to the Superintendent/President to establish non-administrative academic and classified positions as appropriate to meet the needs of the District.

The Board will consider the elimination or creation of educational administrator or classified administrator positions upon the recommendation of the Superintendent/President.

See Administrative Procedure 7110.

Reference:

Education Code Section 70902(d) and 72400

El Camino College

Adopted: 5-21-01

Amended: TBD - 2013

Administrative Procedure 7110
(New)

Delegation of Authority

The District's Vice President of Human Resources is delegated responsibility from the Superintendent/President to authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

Reference:
Education Code Section 70902(d)

El Camino College
Adopted: TBD - 2013

Administrative Procedure 7150
(New)

Evaluation

The Superintendent/President will ensure the development and maintenance of an evaluation tool for each employee category. Personnel shall be evaluated regularly, and are provided opportunities for professional development.

Faculty members and classified employees shall be evaluated in accordance with their respective negotiated labor agreements.

Reference:

Education Code Section 70902, 87626, and 87663-87683
Accreditation Standard III.A.1.b

El Camino College
Adopted: TBD - 2013

Each classified employee shall be a member of the Public Employees' Retirement System (PERS) and Social Security (OASDI) according to the laws and regulations applicable at the time of employment.

I. Normal Retirement

A. Normal Retirement Age

A classified employee shall normally be retired the first day of the month following attainment of age sixty seven (67).

B. Request to Continue Beyond Normal Retirement Age

An employee who desires to continue employment beyond attaining age sixty seven (67) may submit a written request to continue employment to the Personnel Division on the approved form. Such request shall be submitted at least sixty (60) calendar days prior to the employee's attaining age sixty seven (67). The District may approve continuation of employment beyond the age of sixty seven (67) for a period of one year; such employment may be continued for additional one year periods thereafter upon submission of a written letter of request to the Personnel Division at least sixty (60) calendar days prior to the end of each year of certification. Failure to submit a request to continue within the specified time limits shall result in the employee's retirement the first day of the month after attaining the age of sixty seven (67) or at the expiration of a current certification to continue employment as is appropriate.

C. Certification of Competency

Upon receipt of the initial request to continue employment beyond age sixty seven (67), and upon each subsequent year's request to continue employment, the District shall conduct an investigation as is necessary to determine the competency of the employee. Such investigation shall include but shall not be limited to a physical and/or mental examination of the employee by a physician or other qualified person designated by the District. The cost of such examination shall be paid for by the District.

Prior to the District's determination of competency of the employee to continue in employment, the employee shall be notified of his right to request a meeting with the Dean of Personnel Administration or his designee to review the findings and to present a statement concerning his competency to continue working. Such meeting shall take place not less than ten (10) work days after the notice to the employee.

~~The employee requesting continued employment shall be notified of the determination made by the District. In the event the employee is determined to be competent to continue work, the District shall file with the Public Employees Retirement System a written request directed to PERS and signed by the employee to continue in employment beyond age 67 and a certification of the employee's competency to perform in his position, signed by the Superintendent President or his designee and approved by the Office of the Los Angeles County Superintendent of Schools.~~

~~II. Early Retirement~~

~~A classified employee may elect to retire early after attaining the age of fifty (50) and before attaining the normal retirement age upon giving written advance notice. The employee's service with the District shall be considered terminated due to his taking early retirement.~~

~~III. Disability Retirement~~

~~A classified employee who is determined to be disabled by the Public Employees' Retirement System (PERS) or by Social Security and who is approved for a disability allowance shall be considered upon approval to be terminated due to his disability retirement. An employee shall notify the District in writing of such approval and the effective date of beginning disability retirement.~~

~~IV. Voluntary Retirement Under PERS in Lieu of Layoff~~

~~A classified employee subject to layoff may elect to be retired under the Public Employees' Retirement System (PERS) in lieu of such layoff under the provisions of Policy 4283 — Reduction in Staff. (Renumbered to 7390 on 04/18/05.)~~

~~V. Retirement Contributions~~

~~Classified employees are required to contribute to the Public Employees' Retirement System (PERS) and to the Social Security System as required by law. The District will contribute such sums as required by law.~~

~~Previous Board Policy Number: 4284~~

~~El Camino College~~

~~Adopted: 11/24/58~~

~~Amended: 11/27/61, 6/22/70, 2/27/78~~

~~Renumbered: 05/16/05~~

**Board Policy 7510
(New)**

Domestic Partners

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California law.

See applicable collective bargaining agreements.

References:

Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2, and 299.3

El Camino College
Adopted: TBD - 2013

**Board Policy 7700
(New)**

Whistleblower Protection

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- 1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, refused to obey an illegal order; actions related to Title I of the Affordable Care Act, or
- 2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure #7700.

References:

- Education Code Sections 87160-87164;
- Labor Code Section 1102.5;
- Government Code Section 53296;
- Private Attorney General Act of 2004 (Labor Code Section 2698)
- Title I of the Affordable Care Act

El Camino College
Adopted: TBD – 2013

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President, the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the Superintendent/President who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally,

the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the

Superintendent/President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the Superintendent/President. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the Superintendent/President, the supervisor shall report to the

highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

References:

Education Code Sections 87160-87164;

Government Code Section 53296;

Labor Code Section 1102.5;

Private Attorney General Act of 2004 (Labor Code Section 2698)

El Camino College

Adopted: TBD - 2013

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

A. Accreditation Update - Information.....Page 101

COMPTON EDUCATION CENTER

A. ACCREDITATION UPDATE – INFORMATION

It is recommended that the Board receive for information the following internal planning document on the process for accreditation at the Compton Center.

The Process to Accreditation

An Internal Planning Document

Overview

Both the El Camino Community College District and the Compton Community College District are fully committed to obtaining independent accreditation for El Camino College Compton Educational Center. The districts are moving forward in this endeavor in accordance with the goals set forth in A.B. 318 and through the Partnership Agreement between the two parties.

When the partnership began, a primary objective was to provide quality educational programs and services for student success. By initiating new student programs and expanding current offerings student success has become a focus throughout the El Camino College Compton Community Educational Center. Academic programs initiated or expanded during the last five years include: supplemental instruction, First Year Experience, student-led tutoring, a nursing simulation lab, and the Alpha Gamma Sigma (AGS) Honor and Scholarship Society. Expanding Career Technical Education offerings in programs such as aerospace fastener manufacturing; heating, ventilation and air conditioning; and robotics has also expanded opportunities for student success.

Additionally, student success is evident through the increase in the number of El Camino College Compton Center students earning degrees. - Financial support for students has also expanded - 60 El Camino College Compton Center students received a total of \$46,100 in scholarships for 2011. A targeted financial aid awareness campaign resulted in 3,244 students submitting Free Application for Federal Student Aid (FAFSA) forms in 2011, a 12 percent increase from the prior year.

More than \$1.6 million in grant funds has been provided to El Camino College Compton Center since 2006. Grant monies have been used to initiate a variety of new academic offerings and to enhance existing programs, including robotics, HVAC, aerospace fastener and career advancement academies.

The Compton District CEO, the ECC Vice President of Compton Center, and the ECC Compton Center Accreditation Liaison Officer (ALO), in consultation with the

Accreditation Steering Committee (ASC), will facilitate training for all Compton Center participants in the accreditation process, through the Accrediting Commission for Community and Junior Colleges online site.

Participation from constituents from all areas of the El Camino College Compton Center in the accreditation eligibility process is crucial to the success of the process. Once eligibility is granted, representatives from the El Camino College Compton Center will continue regular, active involvement throughout the accreditation process.

Accomplishments Achieved for Accreditation Eligibility

The ASC established five subcommittees in the following eligibility categories: Organization (1, 2, 3, 4, 5, 6), Instruction (7, 8, 9, 10, 11), Faculty (12, 13), Student Services (14, 15, 16), Financial Integrity (17, 18), Planning and Evaluation (19), Integrity in Communications with the Public (20) and Relations with the Accrediting Commission (21). The 21 Eligibility Criteria were reviewed for objective assessment of tasks, and ECC Compton Center's readiness for eligibility.

The ASC and its five subcommittees have worked diligently since November 2010 to assess and respond to their sections of the Eligibility Criteria. Subcommittee members developed three levels of assessment for each eligibility criteria: criteria met, criteria not met or criteria partially met. Currently, 16 criteria have been met; one criterion will be met when the eligibility application is filed; the Student Learning and Achievement criterion is partially met; and the Financial Resources, Financial Accountability, and Institutional Planning and Evaluation criteria have not been met.

The ASC developed a draft document responding to the Eligibility Criteria; it is available online

[http://www.elcamino.edu/asc/eligibility_criteria.htm](#), and on the El Camino College and El Camino College Compton Center websites.

Open forums were held to discuss the proposal and to answer questions and concerns. The ASC members reviewed and responded to comments and feedback from the forums. Training for participants in the accreditation eligibility process continues to ensure all are current with the accreditation standards.

A Communications Plan was developed, featuring open forums to share progress updates, accreditation newsletters geared toward internal and external communities, and an accreditation Web page on the El Camino College and El Camino College Compton Center websites. To further advance outreach efforts to the community, a document titled "Five Years of Success: Report to the Community" was developed and widely distributed

to the community. It is available online at:

This document outlines the progress and student success stories El Camino College Compton Center has achieved since the beginning of the partnership.

Completed Activities

Since beginning the process to apply for Accreditation Eligibility, the following activities and events have been completed.

Spring/Summer 2012

1. Continue expanded coordination of the assessment of SLO statements in the Student Services and Academic Affairs areas. Compile documentation showing revisions to courses and programs that improve student learning and which are based on SLO assessments.
2. Document evidence showing strong links between the budgeting and planning processes.
3. Implement fiscally sound policies and procedures in the Business Office.
4. Resolve any CCCD prior year audit findings.
5. Reconstitute the Fiscal Integrity Accreditation subcommittee.
6. Make progress toward transferring the functions performed by ECC on behalf of the Compton Center to Compton offices and personnel.
7. Schedule and host a collegial consultative Planning Summit.
8. Produce and distribute widely, an update to the “Process to Accreditation” document.

Fall 2012/Spring 2013

1. Publish and distribute eligibility information to internal and external audiences.
2. Host open forum to discuss status of readiness to submit eligibility application.

Fall 2013

1. Review ASC subcommittee checklists regarding eligibility readiness.
2. Post 3rd draft of narrative document that describes the Compton Center’s status in meeting the 21 eligibility criteria on the Portal and review document with the El Camino College Cabinet, Senior Management and other constituencies.
3. Schedule and host a collegial consultative Accreditation Summit on September 26.
4. Hold open forum on December 5th to discuss the 3rd draft of narrative document.
5. Publish information on El Camino College and ECC Compton Center websites.
6. Host community workshops in concert with Special Trustee Advisory Committee.

Projected Timeline Going Forward To Eligibility Proposal Submittal

The eligibility application process is based upon the ECC Compton Center having the appropriate documentation to meet the ACCJC standards. Once the documentation is ready, the application will be submitted by El Camino College.

During this time, El Camino College is also completing an ACCJC Follow Up Report regarding Student Learning Outcomes, in anticipation of removal from “warning” status at the January 2014 ACCJC meeting. El Camino College’s regular Self Evaluation Visit will take place during October/November 2014.

Spring 2014

1. Review the Compton CCD 2012-13 fiscal year audit to determine if the CCCD meets the ACCJC fiscal eligibility requirements.
2. If yes: the process continues.
3. If no: the process for submitting the Eligibility Application is postponed for one year.
4. Present a copy of the third draft of the Eligibility Application to the ECCCCD and CCCD Board of Trustees for review and comment.
5. Review Accreditation Standards to determine whether or not the ECC Compton Center meets the standards. If it is determined that the Accreditation Standards are not met, develop an action plan for the ECC Compton Center to meet all standards within a one-year timeframe.

Fall 2014/Spring 2015

1. Process for writing Eligibility Application continues.
2. ECC Compton Center ALO initiates contact with the chair of the Accrediting Eligibility Committee to review the final draft and discuss areas that need to be rewritten and/or need additional documentation.
3. Determine if the Eligibility Proposal will be submitted to the Accrediting Commission Eligibility Committee for review at its January 2015 meeting, or if submission will be postponed for six months for review by the Committee at its June 2015 meeting.

Summer/Fall 2015

1. The Accrediting Commission informs the El Camino College President whether the Eligibility Proposal for the ECC Compton Center is approved.
2. If yes – the Compton Center prepares for the initial Self Evaluation for candidacy.
3. If no – the ACCJC will determine the next steps for the ECC Compton Center.

Accreditation Candidacy

Once accreditation eligibility status is granted by the Accrediting Commission, El Camino College will prepare to apply for candidacy for the ECC Compton Center. The following steps must be completed:

1. The Accrediting Commission informs El Camino College of the timeframe for the Self Evaluation for candidacy.
2. Candidacy includes a Self Evaluation Report, which is a two- to four-year process to prepare for submission to the Accrediting Commission.
3. Once candidacy is granted, the ECC Compton Center must remain in compliance with the Standards of Accreditation throughout the entire candidacy period, which is granted for two years, but may not exceed four years.

Initial Accreditation Review

If candidacy is granted by the ACCJC, during the candidacy stage, El Camino College will apply for initial accreditation of its Center. This will include submitting another Self Evaluation Report and an ACCJC team visit. The ACCJC will review the team report and recommendations and make a determination on whether to grant Initial Accreditation, defer action, deny Initial Accreditation or extend Candidacy.

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 107

~~B. 2014 Board of Trustees Goals.....Page 107~~

* Item pulled from agenda and no substitutions were made.

A. Travel

It is recommended that the Board approve travel for Trustees Combs, Brown, Numark and Vargas to attend the Community College League of California Effective Trustee Workshop and Legislative Conference, January 24-27, 2014, Sacramento, CA with no loss of salary, transportation and necessary expenses paid.

B. 2014 Board of Trustees Goals

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed.

It is recommended that the Board discuss the 2014 Board Goals for adoption in January. The 2013 Board of Trustees goals are presented below for reference.

- 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.
 - f. Adopt a process to ensure Board representation at significant College events.

- 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.
 - d. Develop a formalized College Student Trustee Orientation.

- IV. Support the 2012-13 Facilities Master Plan.
 - a. Monitor and approve 2002 and 2012 Measure E Fiscal updates.
 - b. Continue construction program.
 - c. Review construction program activities.
 - d. Determine the most effective process for community and Board oversight of 2012 Measure E.

~~V. Fiscal Responsibilities.~~

- ~~a. Monitor 2012-2013 Budget.~~
- ~~b. Study, review and approve the 2013-2014 Budget.~~
- ~~c. Study, review and approve the 2011-2012 annual financial audit.~~
- ~~d. Respond to national, state and local fiscal changes.~~
- ~~e. Assure the financial stability of the District by maintaining adequate reserves and developing a plan for funding all future liabilities.~~

~~VI. Accreditation.~~

- ~~a. Receive, review and participate in El Camino College's Accreditation reports and actions.~~
- ~~b. Review Student Learning Outcomes update.~~
- ~~c. Support the College's 2014 Self Evaluation Report process.~~

~~VII. Support Student Access and Success.~~

- ~~a. Actively support El Camino College Foundation activities.~~
- ~~b. Develop community involvement in the Foundation.~~
- ~~c. Support the establishment of student achievement goals that encourage graduation, transfer and certificate completion.~~
- ~~d. Support student programs and services that expedite achievement and success.~~

~~VIII. Required Board Training.~~

- ~~a. Ethics, per AB 1234.~~
- ~~b. Sexual Harassment.~~

~~IX. Improve communication with all constituent groups and District Employees.~~

- ~~a. Solicit broader involvement in Board evaluations from community members.~~

* Item pulled from agenda and no substitutions were made.