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

**Agenda, Monday, May 20, 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 April 15, 2013, Pages 5-7**
- III. Presentations**
 - A. El Camino College Forensics Team - State Champions
 - ~~B. 2012 Accountability Reporting for the Community Colleges (ARCC)~~
 - ~~1. Public Comment~~
 - ~~2. Acceptance of the 2012 Accountability Reporting for the Community Colleges (ARCC)*~~
- *Item pulled from the agenda and no substitutions were made.**
- IV. Public Hearing** – Negotiations between El Camino Classified Employees, Local 6142, CFT, AFT, AFL~CIO and El Camino Community College District for 2013-2014 Reopener Negotiations (Page 83)
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
See Academic Affairs Agenda, Pages 8-34
 2. Student and Community Advancement
See Student Services Agenda, Pages 35-41
 3. Administrative Services
See Administrative Services Agenda, Pages 42-54

4. *See Measure "E" Bond Fund Agenda,
Pages 55-63*
5. Human Resources
*See Human Resources Agenda,
Pages 64-83*
6. Superintendent/President
*See Superintendent/President Agenda,
Pages 84-112*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Existing Litigation, Brown Act, Section 54956.9(a)
 1. Case # BC495392
 2. Case # BC400227

Board of Trustees Meeting Schedule for 2013 4:00 p.m. Board Room

Monday, June 17, 2013
Monday, July 15, 2013
Monday, August 19, 2013
Tuesday, September 3, 2013
Monday, October 21, 2013
Monday, November 18, 2013
Monday, December 16, 2013

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

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

EL CAMINO COLLEGE
BOARD PRESENTATIONS AND REPORTS 2012-2013

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
January	Foundation Ethics	Annual Financial Audit
February	Student Learning Outcomes	Full Time Equivalent Student (FTES) – Both Locations
March	Student Success/Student Achievement Data	Quarterly Fiscal Status
April	Citizens Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Title V grants (Graduation Initiative, STEM)	Tentative Budget Planning & Budget Calendar

January 11, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, April 15, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, April 15, 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 E. Combs, Member; and Student Member Jasmine Hormati. Trustee Maureen O'Donnell, Member, was absent due to illness.

Also present were Dr. Thomas M. 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 Community Educational Center.

Minutes of the Regular Board Meeting of March 18, 2013

The Minutes of the Regular Board meeting of March 18, 2013 were approved.

El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board receive the Bond Oversight Committee Annual Report and Financial Audit. Student Member recorded a yes advisory vote. Motion carried.

Public Hearing – Negotiations Between the El Camino Community College District and the Federation of Teachers, Local 1388, AFT, AFL-CIO for 2013-2014 Reopener Negotiations

It was moved by Trustee Combs, seconded by Trustee Gen, that the Board open a public hearing at 4:25 p.m. Student Member recorded a yes advisory vote. Motion carried. No comments were made.

It was moved by Student Member Hormati, seconded by Trustee Combs, that the Board close the public hearing at 4:27 p.m. Motion carried.

Consent Agenda

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

Academic Affairs

Proposed Curriculum Changes Effective 2013-2014 Academic Year
Destruction of Records

Student and Community Advancement

2013 Summer Athletics Programs
Matriculation Categorical Flexibility Provision
Grant- Application
Grants – Application and Acceptance
Board Policy 5401 – On Campus Student Organizations – Second Reading and Adoption
Board Policy 5420 – Associated Students Finance – Second Reading and Adoption

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports
Contracts Under \$83,400
Contracts Over \$83,400
Personal Service Agreement
Amendments
Bid Award 2012-14 – Radio Communications Equipment
Declaration of Surplus Property
Purchase Orders and Blanket Purchase Orders

Measure E 2002 Bond Fund

Category Budgets and Balances
Contract – School Construction Compliance, LLC – Shops Building Replacement Project
Contract – School Construction Compliance, LLC – Industry and Technology Building
Modernization Project
Contract – Sandy Pringle Associates, Inspection Consultants, Inc. – Bookstore Elevator
Project
Contract – Converse Consultants – Science Technology Engineering and Math (STEM)
Center Project
Contract Amendment – School Construction Compliance, LLC – Math Business Allied
Health Project
Bid Award 2012-11 – STEM Center Project – PCN3
Bid Award 2012-12 – Bookstore Elevator Project – CA Construction
Change Order – CJ Pro, Inc. – Restroom Accessibility Renovation Phase II
Change Order – Byrom-Davey, Inc. – Athletic Education and Fitness Complex – Phase 1
Change Order – 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
Public Hearing Regarding Negotiations Between the El Camino Community College
District and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-
CIO 2013-2014 Reopener Negotiations as Requested by the District
Notice and Scheduling of Hearing: Hearing Regarding Negotiations Between El Camino
Classified Employees, Local 6142, CFT, AFT, AFL-CIO and El Camino Community
College District for 2013-2014 Reopener Negotiations as Requested by El Camino
Classified Employees.

President/Board of Trustees

Travel

Absence of a Board Member

California Community College Trustees Board of Directors Election

Order Biennial Governing Board Election

Public Comment

Ms. Manizheh Hoseini expressed gratitude for assistance with enrollment. Mr. John
Colen discussed enrollment issues.

Closed Session

The regular meeting adjourned to a closed session at 5:40 p.m. and ended at 6:15 p.m.

Ray Gen, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Board Policy 4225 (Course Repetition) – First Reading9
(Administrative Procedure 4225 is presented for informational purpose only)
- B. Board Policy 4260 (Prerequisites and Co-Requisites) – First Reading9
(Administrative Procedure 4260 is presented for informational purpose only)
- C. Center for the Arts Presentation – 2013/2014 Season.....9
- D. Proposed Curriculum Changes Effective 2013/2014 Academic Year.....10

ACADEMIC AFFAIRS

A. BOARD POLICY 4225 (COURSE REPETITION) – FIRST READING

It is recommended that the Board accept for a first reading Board Policy 4225. Administrative Procedure is presented for informational purpose only. (Pages 18-24)

B. BOARD POLICY 4260 (PREREQUISITES AND CO-REQUISITES) – FIRST READING

It is recommended that the Board accept for a first reading Board Policy 4260. Administrative Procedure is presented for informational purpose only. (Pages 25-34)

C. CENTER FOR THE ARTS PRESENTATION – 2013/2014 SEASON

It is recommended that the Board approve the revision below for Center for the Arts presentation for the 2013/2014 season. Cost of the presentation is negotiated between the artist and his/her management representative and the District.

2013-2014 Performances

<u>Performances</u>	<u>Date</u>	<u>Amount</u>
1. <i>Alisha Bauer, cello</i> Payable to: Alisha Bauer A classical performance performed by Alisha Bauer, cello, accompanied by piano.	July 19, 2013	\$1,000
2. <i>Adam Carolla</i> Payable to: Adam Carolla Well known comic Adam Carolla from television and radio will perform and lecture in his one man show.	October 18, 2013	\$4,500
3. <i>Shyamala Moorty</i> Payable to: Shyamala Moorty Shyamala Moorty will be presenting an evening of contemporary, Indian dance by the Post Natyam Collective; performance titled, “What’s Your Stereotype?”	October 20, 2013	\$3,500
4. <i>Van Cliburn Gold Award Winner</i> Payable to: Van Cliburn Foundation The Van Cliburn Foundation gold award winner will play a solo piano classical concert.	November 1, 2013	\$6,500

ACADEMIC AFFAIRS

5. *Erin Wood, soprano* November 22, 2013 \$5,000
Payable to: Erin Wood
Opera singer Erin Wood, soprano, will perform works by Wagner, Dvorak, Lehar, Gershwin, Berlin and Porter.
6. *Alan Paul, vocalist* March 7, 2014 \$7,500
Payable to: Alan Paul
The Kid from Newark, Grammy winner and well known for his vocalization with the *Manhattan Transfer*, will perform contemporary pieces reflecting his unique style of singing.
7. *Music Ensemble of Los Angeles* April 6, 2014 \$6,500
Payable to: JPM Audio Systems
Made up by the finest orchestral and studio musicians in Los Angeles, this ensemble will play a classical program which will include music by Mendelssohn, Wassenauer and other composers.

D. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR

It is recommended that the Board adopt three new courses in Dance (Dance 120B, Dance 130B, and Dance 230B). The new courses will emphasize core dance skills required for the major. Two years of lower division preparation is recommended for transfer students.

It is also recommended that the Board approve the proposed curriculum changes, effective the 2013-2014 academic year, as listed below.

BEHAVIORAL AND SOCIAL SCIENCES

CHANGE IN CERTIFICATE OF ACHIEVEMENT; CHANGES IN COURSE REQUIREMENTS, UNITS

1. **Special Education Assistant Certificate of Achievement**
Current Status/Proposed Changes

ACADEMIC AFFAIRS

A Certificate of Achievement will be granted upon completion of the program requirements. A minimum of ~~15~~ 12 units, including Child Development 152 and 154, must be completed at El Camino College.

Certificate Requirements	Units
CDEV 103 Child Growth and Development	3
CDEV 104 The Home, The School, The Community	3
CDEV 111 Pediatric First Aid and CPR	1
<u>CDEV 110 Child Health and Safety</u>	<u>3</u>
CDEV 150 Survey of Children with Special Needs	3
CDEV 152 Disabilities in the Developing Child	3
CDEV 154 Role and Responsibilities of the Special Education Assistant	3
CDEV 169 Special Education Practicum	3

one course from:

CDEV 110 Child Health and Safety	3
CDEV 112 Basic Health Care for Children	3
<u>CDEV 115 Introduction to Curriculum</u>	<u>3</u>
CDEV 116 Creative Art for Young Children	3
CDEV 117 Music and Movement for Young Children	3
CDEV 118 Science and Math for Young Children	3
CDEV 119 Language Arts for Young Children	3

six units from:

<u>CDEV 106 Infant/Toddler Curriculum</u>	<u>3</u>
CDEV 107 Infant/Toddler Development	3
CDEV 108 The Preschool Child	3
CDEV 114 Observing and Guiding Children	3
CDEV 122 Development of the School Age Child	3
CDEV 123 Principles and Practices of School Age Care Programs	3
<u>CDEV 160 Working with Children: Autism Spectrum Disorders</u>	<u>1</u>
CDEV 163 Working with Children: Attention Deficit Disorders	1
CDEV 166 Working with Children: Physical Disabilities/Health Impairments	1
CDEV 170A Family Development I	3
CDEV 170B Family Development II	3
NURS 118 Respite Care for Children and Adolescents	3
NFOO 15 Nutrition for Infants and Young Children	3
SLAN 15 Beginning American Sign Language	3

ACADEMIC AFFAIRS

Other Requirements:

Current Certification in Pediatric First Aid and CPR is required.

Total Units: ~~31~~ 30

FINE ARTS

NEW COURSES

1. Dance 120B – Ballet Technique I

Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%

Prerequisite: Dance 120A

Grading Method: Both

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

This course is the second of two levels of Ballet Technique I. Barre and center work will expand upon skills learned in the first ballet technique course. Emphasis will be on simple allegro and adagio combinations. Attendance at selected dance events is required.

2. Dance 130B – Modern Dance Technique I

Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%

Prerequisite: Dance 130A

Grading Method: Both

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

This course is the second in sequence of two levels of Modern Dance I. This class focuses on the continued development of dance skills through modern dance movement, emphasizing combinations on the floor and standing or traveling through space. Technique skills are reinforced through creative expression of more complex movement. Attendance is required at dance events sponsored by the Center for the Arts.

ACADEMIC AFFAIRS

3. Dance 230B – Modern Dance Technique II

Units: 2.0 Lecture: 1.0 Hours Lab: 3.0 Faculty Load: 21.67%

Prerequisite: Dance 230A with a minimum grade of C

Grading Method: Both

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

This course is the second in a sequence of two levels of Modern Dance II. This course further develops the student's ability to use the body as an instrument of expression, with emphasis on advanced performance skills, technique related to specific modern dance styles, and dance as a concert art form. Attendance at selected dance events at El Camino College sponsored by the Center for the Arts is required.

HEALTH SCIENCES AND ATHLETICS

INACTIVATE CERTIFICATE

1. School Health Clerk Certificate of Achievement

HUMANITIES

NEW MAJOR

1. Journalism Degree for Transfer (AA-T)

The journalism program prepares the student to acquire proficiency in traditional and electronic news gathering techniques and in analyzing and evaluating information. The student will be able to write a variety of publishable stories for electronic and print journalism and to apply principles of editing and publication design. Competencies will be assessed regularly by performance in the college newspaper's print and Web editions and its magazine, as well as by participation in state and national competitions. The major prepares the student to transfer and major in Journalism, Mass Communications, Public Relations or Advertising as well as provide career opportunities in electronic journalism, newspaper, magazine, advertising, public relations, and radio/television work.

ACADEMIC AFFAIRS

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 degree, students must complete:

- 1) a minimum of 18 semester units in the major
- 2) 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0
- 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
JOUR 12	Mass Media and Society	3
JOUR 1	News Writing and Reporting	3
JOUR 11abcd*	Newspaper Publication	3

List A (select one): 2 or 3 units

JOUR 14abcd*	Multimedia Journalism	3
JOUR 8	Advanced Reporting and News Editing	3
JOUR 2	Public Relations Methods	3
JOUR 6	Basic Photojournalism	2
or		
PHOT 10	Basic Photojournalism	2
JOUR 11abcd*	Newspaper Publication	3

List B (select two): 6 or 7 units

Select 6 or 7 units from the following courses for a total of 18 units in the major:

PHOT 51	Elementary Photography	2
or		
JOUR 6	Basic Photojournalism	2

ACADEMIC AFFAIRS

JOUR 9abcd*	Magazine Editing/Production	2
MATH 150	Elementary Statistics with Probability	4
or		
PSYC 9A	Introduction to Elementary Statistical Methods for the Study of Behavior	4
or		
SOCI 109	Introduction to Elementary Statistical Methods for the Study of Behavior	4
ECON 1	Principles of Economics: Macroeconomics	3
or		
ECON 2	Principles of Economics: Microeconomics Theory	3
POLI 1	Governments of the United States and California	3
POLI 2	Intro to Comparative Politics	3
ENGL 1C	Critical Thinking and Composition	3
PHIL 8	Introduction to Logic	3
COMS 4	Argumentation and Debate	3
JOUR 11abcd*	Newspaper Publication	3
JOUR 14abcd*	Multimedia Journalism	3
JOUR 2	Public Relations Methods	3
JOUR 6	Basic Photojournalism	2
or		
PHOT 10	Basic Photojournalism	2

(* one semester each of JOUR 9abcd, JOUR 11abcd, and JOUR 14abcd may count for credit towards the major)

Total Units: 18

INDUSTRY AND TECHNOLOGY

CHANGE IN MAJOR; CHANGE IN COURSE REQUIREMENTS, UNITS

1. Welding A.S. Degree

Current Status/Proposed Changes

At least 50% of the major requirements for the Associate in Science Degree must be completed at El Camino College.

ACADEMIC AFFAIRS

Major Requirements	Units
Complete a minimum of 24-25 units from:	
WELD 2ABC Basic Welding Technology	8
WELD 21 Basic Shielded Metal Arc Welding (SMAW)	3
WELD 40ABCD Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW)	3
WELD 45AB Structural Fabrication	5
<u>WELD 1</u> <u>Introduction to Welding Process</u>	<u>8</u>
<u>or</u>	
<u>WELD 21</u> <u>Basic Shielded Metal Arc Welding (SMAW)</u>	<u>3</u>
<u>and</u>	
<u>WELD 5</u> <u>Basic Welding Technology</u>	<u>8</u>
<u>WELD 40</u> <u>Gas Tungsten Arc Welding (GTAW)</u>	<u>3</u>
<u>WELD 45</u> <u>Structural Fabrication</u>	<u>5</u>

Total Units: ~~24-25~~ 19-24

Recommended Electives:

WELD 23ABC Advanced Arc Welding Specialty Lab	
WELD 28AB American Welding Society (AWS) D.1 Certification Test Preparation	
MTT 16AB General Metals (one semester)	
MATH 12 Basic Arithmetic Skills	
<u>WELD 15</u> <u>Basic Welding for Allied Fields</u>	
<u>WELD 23</u> <u>Advanced Arc Welding Specialty Lab</u>	
<u>WELD 28</u> <u>American Welding Society (AWS) D.1 Certification Test Preparation</u>	
<u>CADD 5</u> <u>Introduction to Mechanical Drafting</u>	
<u>MTT 16</u> <u>General Metals</u>	

CHANGE IN CERTIFICATE OF ACHIEVEMENT; CHANGE IN COURSE REQUIREMENTS, UNITS

1. Welding Certificate of Achievement

Current Status/Proposed Changes

ACADEMIC AFFAIRS

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

Certificate Requirements		Units
Complete 24 25 units from:		
WELD 2ABC	Basic Welding Technology	8
WELD 21	Basic Shielded Metal Arc Welding (SMAW)	3
WELD 40ABCD	Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW)	3
WELD 45AB	Structural Fabrication	5
<u>WELD 1</u>	<u>Introduction to Welding Process</u>	<u>8</u>
<u>or</u>		
<u>WELD 21</u>	<u>Basic Shielded Metal Arc Welding (SMAW)</u>	<u>3</u>
<u>and</u>		
<u>WELD 5</u>	<u>Basic Welding Technology</u>	<u>8</u>
<u>WELD 40</u>	<u>Gas Tungsten Arc Welding (GTAW)</u>	<u>3</u>
<u>WELD 45</u>	<u>Structural Fabrication</u>	<u>5</u>
complete 8-9 units from:		
WELD 23ABC	Advanced Arc Welding Specialty Lab	2
WELD 28AB	American Welding Society (AWS) D1.1 Certification Test Preparation	3
CADD 5	Introduction to Mechanical Drafting	3
MTT 16AB*	General Metals	3
MATH 12	Basic Arithmetic Skills	3
ENGL A	Writing the College Essay	3
or		
qualifying score for English 1A on English Placement Test		
(* one semester)		

Total Units: ~~32-34~~ 19-24

Board Policy 4225

Course Repetition

The Superintendent/President or designee will have the authority to develop and implement policy and procedures with regards to repeatable and non-repeatable courses within the district. Such policies and procedures will be developed in accordance with state, federal and/or district regulations.

Students may repeat a non-repeatable course in which they have received a substandard grade (~~that is,~~ D, F, NP or NC) or Withdrawal (W) only once before college intervention. After college intervention, if a student received another substandard grade or Withdrawal (W) the student may repeat the non-repeatable course for a second repeat or (third attempt).

Repeatable courses, such as activity courses, may be repeated per the education code and the district policy.

For repeatable and non-repeatable courses, the new grade and credit will be substituted for the prior grade and credit in computing the grade point average (GPA) for a maximum of two times alleviations. The permanent academic record will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

~~In general, students are not permitted to repeat courses in which they have earned grade of A, B, C, or CR.~~

~~Students who have received a W in a course are permitted to re-enroll in that course two more times, for a total of three enrollments.~~

Specific exceptions to the above policies are detailed in administrative procedures.

This policy supersedes the section of BP 4220 (Standards of Scholarships) dealing with Course Repetition.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference: Title 5, Sections 55761-55765, 55040, 55041, 55042, 55253, 55024 (A)(11) and 56029

Adopted: 7/17/06

Amended:

Students may retake a non-repeatable course in which they have one unsuccessful attempt only once without college intervention. An unsuccessful attempt occurs when a student receives a Withdrawal (“W”) or a substandard grade (D, F, NP or NC). Students may retake a non-repeatable course in which they have two unsuccessful attempts only after completing college intervention. Repeatable courses may be repeated per the education code and the district policy.

In general, students are not permitted to repeat courses in which they have earned a grade of A, B, C, or CR except as described below in section VI for Special Circumstances.

I. Non-Repeatable Courses

Non-Repeatable courses are those listed in the College Catalog that do not have lowercase letters in the course number. (Examples of non-repeatable courses include History 101, English 1A, and Psychology 9B.)

A. Original Attempt (first attempt)

1. If a substandard grade or a “W” is received, the student may retake that course.
2. If a student receives a passing grade, a retake is not allowed unless provided under special circumstances.

B. Second Attempt (first retake)

1. If a student receives a substandard grade or a “W” on the first attempt, a retake is permissible.
2. A passing or substandard grade received in the retake shall replace the original grade in the calculation of the grade point average. This will be annotated on the student’s academic transcript.
3. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
4. If a “W” is received on the second attempt, no grade alleviation would apply.

C. Third Attempt (second retake)

1. If a student attempts a non-repeatable course two times (the original attempt and the retake) and in both attempts the student receives either a substandard grade or a “W” or a combination, then the student may be

permitted a second retake with the completion and approval of a college intervention plan.

2. A passing or substandard grade received in the second retake shall replace the grade received in the first retake or first attempt if the second attempt was a “W” in the calculation of the grade point average.
3. The new grade shall be annotated on the student’s academic transcript.
4. The original grade, alleviated by the new grade, must remain on the student’s academic transcript.
5. If a “W” is received, no grade alleviation would apply.

D. College Intervention

Students with two unsuccessful attempts must submit a repeat petition and, if required by the academic division, a Plan for Student Success signed by a district division designee or counselor.

II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. Examples of repeatable courses include Art 10ab, Dance 87abcd, and Physical Education 5abc. In these examples, students may enroll in Art 10ab twice, Dance 87abcd four times, or PE 5abc three times.

A. Scope and Limitations of Repeatable Courses

1. A repeatable course is one in which either:
 - a) the course content differs each time or
 - b) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:
 - (1) skills or proficiencies are enhanced by supervised repetition and practice within class periods or
 - (2) active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
2. An activity course, meeting the requirements as set forth above, may qualify as a repeatable course and may include:
 - a) physical education courses
 - b) visual or performing arts courses in music, art, theater, or dance.
3. Foreign language courses, ESL courses and nondegree applicable basic skills course are not considered activity courses.
4. Students may repeat a course for a maximum of three semesters (four

attempts total) or the maximum number of times the course has been approved for repetitions. Substandard grades and “W” earned each count as an attempt.

B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not exceed the maximum number of times the course may be attempted with a passing or substandard grade.
2. No more than two substandard grades may be alleviated for a repeatable course.
3. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
 - a) That last grade cannot be alleviated, and
 - b) lapse of time can never be used for that course

Note: Extenuating circumstances described in section VI.B below do not apply to repeatable courses. A student may not petition on the grounds of extenuating circumstances for a repeatable course.

III. Variable Unit Courses

Title 5 regulations shall guide El Camino College on variable unit courses.

IV. Withdrawals

A. Withdrawal From a Course

1. Students who are withdrawn from a course after the census date (20% of the course section) shall receive a “W” on their transcript. The period to receive a “W” is from the deadline to drop without notation to the 75% point of the course section.

B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the Veterans’ Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be “MW.”

6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

C. Withdrawal Due to Extraordinary Conditions

1. A “W” may be removed and “no notation” assigned to any student who withdrew from one or more classes where such withdrawal was necessary, verified through documentation, and approved by the Director of Admissions & Records due to:
 - a) fire
 - b) flood
 - c) other extraordinary conditions such as:
 - (1) earthquake
 - (2) riot
 - (3) terrorism
 - (4) acts of war
 - (5) other consequential and significant acts

V. Special Circumstances

A. Significant Lapse of Time

1. Lapse of time is determined by the nature of the course-i.e. skill, knowledge, technology.
2. A student may petition with the appropriate division for significant lapse of time.
3. A student will forfeit significant lapse of time if:
 - a) Three substandard grades were received for non repeatable courses
 - b) The maximum number of attempts in repeatable course was reached and last attempt was substandard grade.
4. Lapse of time can only be used once per course.

B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.
5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of

falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.

7. Final decision on extenuating circumstances will be made by admissions and records.

C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
 - a) when continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
 - b) when additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
 - c) when the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
3. Previous grades and credits will be disregarded in computing the student's grade point average each time the course is repeated. However, the original grade alleviated by the new grade, must remain on the student's academic transcript. Therefore, only the most recent grade will be computed in the student's grade point average.

D. Legally Mandated Training

1. Cooperative Work Experience Education
Students may earn up to a total of 16 units, subject to the following limitations
 - a) General Work Experience Education - A maximum of six units may be earned during any one term
 - b) Occupational Work Experience Education - A maximum of eight units may be earned during any one term
2. Contractual Legally Mandated Training

Course repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions

of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to the California Code of Regulations.

VI. Other Provisions

A. Post Degree Grade Alleviation

Grade repetition to alleviate a grade or academic renewal after a degree has been earned at El Camino College is not allowed. Once a degree or certificate has been issued no form of grade alleviation or grade change can take place.

B. Grade Alleviation with Courses from Other Colleges

Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:

- 1) the course is from a regionally accredited college
- 2) the course is comparable
- 3) the course is of equal value in units

Grade alleviation with a course from other colleges cannot take place if:

- 1) three substandard grades have been received in a non-repeatable El Camino College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
- 2) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

Reference:

Title 5, Sections 55040-55046

Ed Code: Authority cited: Section 6700 and 70901

Ed Code: Reference Sections 70901 and 70902

BP 4260**Prerequisites and Co-Requisites**

The Superintendent/President is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5 ~~and with mutual agreement from the Academic Senate~~. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a process ~~procedure~~ by which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites and advisories shall be identified in District publications available to students.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference: Title 5 Sections 55000 and 55003

This Board Policy and its related Administrative Procedure replace Board Policy 4260.1.

See Administrative Procedure 4260.

El Camino College

Adopted: 7/20/09

Revised:

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories and limitations do not constitute unjustifiable obstacles to student success and access. Therefore, the Education Code, Title 5 and the El Camino College District seek to foster the appropriate balance between student success and access.

1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- B. Grounds for challenge shall include the following:
 - 1. Those grounds for challenge specified in Title 5, Section 55003(p and q).

2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

3. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

- A. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
- B. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 of Title 5 and within the limits set forth in Title 5 section 55003. Certain limitations on enrollment must be established in the same manner.
- C. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 1. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the division do all of the following:
 - a) Approve the course; and,
 - b) As a separate action, approve any prerequisite or co-requisite, only if:
 - i) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 1. involvement of faculty with appropriate expertise;
 2. consideration of course objectives set by relevant department(s).

The curriculum review process should be done in a manner that is in accordance with accreditation standards.

3. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 4. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 5. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 6. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 7. maintain documentation that the above steps were taken.
- ii) The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.
- c) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 - d) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 - e) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
 - f) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
2. A course which should have a prerequisite or co-requisite as provided in (e) or (f) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
 - a) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or

- b) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or corequisites.
3. The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
4. **Periodic Review of Requisites and Advisories.** As a regular part of the course review process, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. The regular course review process occurs on a six-year cycle, except that prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
5. **Implementing Prerequisites, Co-requisites, and Limitations on Enrollment.** Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
6. **Instructor's Formal Agreement to Teach the Course as Described.** The college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Prerequisites and Co-requisites

- A. **Levels of Scrutiny.** Prerequisites and co-requisites must meet the requirements of

at least one of the following subsections:

1. **The Standard Prerequisites or Co-requisites.** The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.
2. **Sequential Courses Within and Across Disciplines.** A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
3. **Courses in Communication or Computation Skills.** Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills by Content Review.

Department faculty will work with Institutional Research, key administrators and the College Curriculum Committee to identify and prioritize which courses may need communication or computational prerequisites. The process will be documented using the form provided by the curriculum committee and attached to the course review proposal in the curriculum data system that establishes the prerequisite. Once prerequisite courses are established, the affected departments will assure the prerequisite courses are reasonably available and will not unnecessarily impede student progress. College curriculum committee members will be trained on Title 5 regulations regarding the establishment of prerequisites. As part of Program Review, departments will study the impact of prerequisites on student success, giving special attention to disproportionate impact on historically underrepresented groups.

4. **Cut Scores and Prerequisites.** Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is

always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.

5. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
6. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
 - a) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
 - b) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
7. Recency and Other Measures of Readiness. Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
 - a) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.
 - b) Data are gathered according to sound research practices in at least one of the following areas:
 - (1) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.
 - (2) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.

- (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
 - (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
- c) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.
- d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
- (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
 - (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the

research must be conducted during the six years before they must be reviewed.

B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

2. Advisories on Recommended Preparation. The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

3. Limitations on Enrollment. The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above, including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

Blocks of Courses or Sections.

Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline

or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Reference:

Title 5, Sections 55000 et seq.

Adopted: July 20, 2009

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

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STUDENT AND COMMUNITY ADVANCEMENT

A. COMMUNITY EDUCATION PROGRAM – SUMMER 2013

It is recommended that the Board of Trustees approve the 2013 Summer Community Education Program sponsored by Community Education as shown on pages 39-41.

B GRANTS - APPLICATION

It is recommended that the Board of Trustees receive for information the following grants:

1. California Community Colleges Chancellor’s Office Economic and Workforce Development – Deputy Sector Navigator for the Information and Communication Technology (ICT)/Digital Media Sector. The intent of the Deputy Sector Navigator grants are to target investment at priority and emergent sectors as chosen by each of the 10 regions of the State and meet the intent of specific objectives of the Economic and Workforce Development Program and the Career Technical Education pathways Program. The allocated funding for Deputy Sector Navigator Package grants has been determined by this regional selection, and is a requirement of the Chancellor’s Office that the applications match one of the priority or emergent sectors chosen by the region in which the applicant is applying, and the fiscal agent is a District within that region. To strengthen and support the current and future workforce needs of the ICT/Digital Media Industry Sector in Los Angeles County, the appointment of Philip Sutton is recommended to serve as the Deputy Sector Navigator for the region.
Philip Sutton - Administrator

Amount of Grant Funding from Granting Agency:	\$300,000
Amount of Match:	<u>\$200,000</u>
Total Amount of Project Funding:	\$500,000
Source of Matching Funds:	ECC/BTC and Partners in-Kind
Indirect Rate:	\$11,538.46 (4%)
Performance Period:	July 9, 2013 through June 30, 2014

2. California Community Colleges Chancellor’s Office Economic and Workforce Development – Deputy Sector Navigator for the Global Trade & Logistics Sector. The intent of the Deputy Sector Navigator grants are to target investment at priority and emergent sectors as chosen by each of the 10 regions of the State and meet the intent of specific objectives of the Economic and Workforce Development Program and the Career Technical Education pathways Program. The Los Angeles Deputy Sector Navigator (DSN) will work with our regional entry-level and incumbent workers and employers to develop the necessary skills for the global trade and logistics jobs that are in demand, growing, and lead to a competitive workforce. The Center for International Trade Development (CITD) has authentic regional partnerships to facilitate peer-to-peer training and bring the industry needs into the classroom for the development of international trade career pathways. It is the objective of the DSN to work collaboratively with all global trade and logistics sector stakeholders in industry, education, and government to unite a fragmented region, for efficient and effective service delivery.

Bronwen Madden, Administrator

Amount of Grant Funding from Granting Agency:	\$300,000
Amount of Match:	<u>\$200,000</u>
Total Amount of Project Funding:	\$500,000
Source of Matching Funds:	ECC/BTC and Partners in-Kind
Indirect Rate:	\$7,692.31 (4%)
Performance Period:	July 9, 2013 through June 30, 2014

3. California Community Colleges Chancellor’s Office Economic and Workforce Development – Deputy Sector Navigator for the Advanced Manufacturing Sector. The Deputy Sector Navigator ‘s role for the Advanced Manufacturing sector for the Los Angeles County region will serve as a vital link between the Economic Workforce Development Program of the California Community Colleges Chancellor’s Office, high schools, Regional Occupational Center Programs (ROCP’s), universities, trade groups, industry associations, labor unions, civic groups, Workforce Investment Board (WIB) organizations, private training contractors, and Science, Technology, Engineering & Math (STEM) organizations. The role of the navigator, in accordance with the Doing What Matters initiative, is to implement data driven programs at the local level by being innovative in how programs are created and executed, make room for programs that serve the region, and collaborate with regional stakeholders to ensure student success

David Gonzales, Administrator

Amount of Grant Funding from Granting Agency:	\$300,000
Amount of Match:	<u>\$200,000</u>
Total Amount of Project Funding:	\$500,000
Source of Matching Funds:	ECC/BTC and Partners in-Kind
Indirect Rate:	\$11,538.46 (4%)
Performance Period:	July 9, 2013 through June 30, 2014

C. GRANT – ACCEPTANCE

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

California Community Colleges Chancellor’s office Economic and Workforce Development – Sector Navigator for the Advanced Manufacturing Sector. The Advanced Manufacturing Sector is a critical component of California’s economy. California has almost 1.5 million manufacturing jobs and the sector enjoys a 2.5 multiplier effect. Manufacturing generates wealth through exports that bring new dollars into the state. Because of this ripple effect, manufacturing firms have a deeper impact on the state’s economy than most other sectors. Mr. Jose Anaya, Sector Navigator, will undertake nine strategies to address long-range training and educational needs. Two of the strategies are: (1) provide logistical support to statewide/regional projects through accountability based metrics, (2) structure a statewide advisory body comprised of at least 50% industry members to facilitate establishing program goals in relation to industry needs and labor market indicators. The remaining seven strategies address needs such as support, funding, and services within the Sector.

Jose Anaya, Administrator

Amount of Grant Funding from Granting Agency:	\$372,500
Amount of Match:	<u>\$322,500</u>
Total Amount of Project Funding:	\$695,000
Source of Matching Funds:	ECC/BTC and Partners in-Kind
Indirect Rate:	\$14,326.92 (4%)
Performance Period:	July 1, 2013 through June 30, 2014

**Community Education Classes
Summer 2013**

Course Name	Tuition Fee
Academic Chess: Beginning to Advanced Levels (Grades 1-5)	\$225
Academic Chess: Beginning to Advanced Levels (Grades 6-8)	\$159
Academic Writing to Meet Common Core Standards (Grades 6-8)	\$159
Ace the Timed Essay Tests: SAT, College Placement Exams, CAHSEE (Grades 9-12)	\$159
Advanced Multiplication and Division (Grades 3-4)	\$225
Afternoon Study Hall Grades 6-12	\$30
Algebra (Grades 9-12)	\$159
American Idol! Voice Class (Grades 6-8)	\$159
Bartending the Easy Way	\$99
Basketball Boot Camp (Grades 6-8)	\$159
Become a Notary Public - Renewing Notaries	\$50
Become a Notary Public--Prep Class	\$99
Become a Professional Child Visitation Monitor	\$185
Become An Effective Public Speaker	\$99
Beginning Piano (Grades 1-5)	\$225
Beginning Piano (Grades 6-8)	\$159
Belly Dance (Beginning)	\$75
Best of the Internet	\$49
BLS for the Healthcare Provider	\$59
Bollywood Dance Fitness	\$75
Candle Making	\$39
Cartooning & Drawing (Grades 3-5)	\$225
Cartooning & Drawing (Grades 6-8)	\$159
Cheer Leading Camp--Kid's College Cheer Squad! (Grades 1-5)	\$225
Computer Basics Boot Camp for Older Adults	\$49
Computer Basics for Technophobes!	\$49
Conquering High School Grammar (Grades 9 - 12)	\$159
Creation Stations by CRAFTED (Grades 1-5)	\$159
CSI (Crime Scene Investigation) (Grades 6-8)	\$199

Course Name	Tuition Fee
Dance Camp (Grades 1-2)	\$225
Dance Camp (Grades 3-4)	\$225
Dig It Volleyball Clinic (Grades 6-8)	\$159
Dig It! Adventures in Archeology (Grades 3-5)	\$225
Do-It-Yourself Solar For Homeowners	\$89
Drums "R" Fun	\$99
Drums "R" Fun (Grades 1-5)	\$125
ECG (Electrocardiogram) Recognition and Basic Pharmacology	\$139
ELL (English Language Learner) Guided READING AND WRITING Camp (Grades 1-5)	\$225
ELL Guided READING Camp (Grades 1-5)	\$225
ELL Guided WRITING Camp (Grades 1-5)	\$225
Exploration Science: A STEM Course (Grades 6-8)	\$159
Food Manager Certification	\$89
Geometry - (Grades 9-12)	\$159
Glycerin Soap Making	\$39
Heartsaver--CPR and AED Course	\$60
Heartsaver--First Aid Course	\$60
Improving Reading Comp & Reading skills (Grades 3-4)	\$225
Intermediate Algebra (Grades 9-12)	\$159
Introduction to Voiceovers	\$54
Kid's College Mini-Olympics (Grades 1-2)	\$225
Kid's College Mini-Olympics (Grades 3-5)	\$225
Kids Rock: Guitar Camp (Grades 3-5)	\$225
Learning How to Create Juicy Sentences and Paragraphs (Grades 3-5)	\$225
Learning with Legos: Machines, Structures & Mechanisms (Grades 3 to 5)	\$159
Learning with Legos: Simple Fun Machines (Grades 1 to 2)	\$159
Science Explorations (Grades 1-3)	\$225
Make-Up Artist 101 Certificate Seminar	\$350
Math Games Extravaganza (Grade 1 - 2)	\$225
Math Tutoring: Algebra, Geometry, Trigonometry (Grades 8-12)	\$295
Math-Amazing! Addition + Subtraction x Multiplication = Fun! (Grades 3-4)	\$225
Medical Coding Certification Prep Course: AAPC Certified Professional Coder (CPC) Exam	\$799

Course Name	Tuition Fee
Medical Information Technology (Course 7 of 7)	\$110
Multiplication/Division Facts in a Flash (Grades 3-4)	\$225
Oceans--Inspired by the Disneynature® film, Oceans (Grades 1 to 4)	\$225
Pirate Camp (Grades 1-5) 1 week	\$125
Pre-Algebra (Grades 6-8)	\$159
Public Speaking (Grades 9-12)	\$159
Reading, Phonics and Yoga (Grades 1-2)	\$225
SAT Boot Camp - Mock-Exam	\$0.00
SAT Boot Camp (Grades 9-12)	\$379
School of Rock: Guitar Camp (Beginning to Advanced, Grades 9-12)	\$159
School of Rock: Guitar Workshop - Beginning (Grades 6-8)	\$159
Self-Hypnosis Stress Reduction & Relaxation Techniques	\$45
Space Camp (Grades 1-3)	\$225
Study Skills for Success (Grades 6-8)	\$159
Tailored Basic Math &/or English Tutoring: 3 to 1 (Grades 1-6)	\$475
The Deliberate Musician--Mental Skills Training (Grades 6-12)	\$159
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	\$45
Used Vehicle Dealer Certification: Start an Auto Wholesale Business!	\$89
Weight Training & Stretching (Beginning)	\$59
Woodworking: Make a Pen! (Ages 13 - 18)	\$195
Wow, Look What I Wrote Today (Grades 1-3)	\$225
Write On! Writing Camp (Grades 6-8)	\$159
Writing the High School Essay (Grades 9-12)	\$159
Yoga for Health & Relaxation--Beginning	\$69
Yoga For Health & Relaxation--Intermediate	\$69

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

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Administrative Services

A. Adoption of Education Protection Account Funding and Expenditures

It is recommended that the Board of Trustees approve the plan to expend the funds received from the Education Protection Account (EPA). The estimated amount of EPA funds the El Camino Community College District will receive is \$15,112,405. The entire amount will be spent in the category of instructional salaries. The EPA funds are not additional funds but rather a component of the computational revenue calculation. This recommendation is submitted to comply with the State Chancellor's Office and Proposition 30 provision requiring the governing board to designate the usage of the EPA funds.

B. 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(s):** **A&O STUDY ABROAD AGENCY (S. KOREA);
DU HOC & DU LICH MY (VIETNAM);
ELS EDUCATIONAL SERVICES, INC. (USA);
TRAN VIET ANH LTD. (VIETNAM)**

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): 7/1/12 – 6/30/13 with 4 optional one-year renewal periods, not to exceed 5 years

Financial Terms: The fee shall be \$250 for each student per consecutive semester completed, not to exceed \$500

- 2. 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): 4/1/13 – 11/30/13

Financial Terms: Cost not to exceed \$55,000

Funded by grant from the California Manufacturers and Technology Association (CMTA)

- 3. Contractor:** **ECONOLITE GROUP, INC. / ECONOLITE CONTROL PRODUCTS, INC.**
Services: Contractor will receive 48 hours of computer skills training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/21/13 – 6/30/14
Financial Terms: Projected Gross Income \$12,000
Funded by Employment Training Panel (ETP)
- 4. Contractor:** **GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide the District’s Workplace Learning Resource Center (WpLRC) with an environmental scan and research study of the hospitality/tourism industries in Southern California to identify training needs and the availability of community college instructional programs serving these industries.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 5/21/13 – 6/30/13
Financial Terms: Cost not to exceed \$20,000
Funded by Career and Technical Education Grant
- 5. Contractor:** **INNERLIGHT SANCTUARY – DR. NIKI ELLIOTT**
Services: Contractor will give a Self-Care presentation to Foster and Kinship Care Education students, including demonstrations and exercises to decrease stress, and increase sense of balance.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 6/15/13
Financial Terms: Cost not to exceed \$1,750
Funded by Foster and Kinship Care Education – Categorical Funding
- 6. Contractor:** **OCCUPATIONAL SAFETY COUNCILS OF AMERICA (OSCA)**
Services: Contractor will provide workplace safety training (OSHA 10) to 25 manufacturing students.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways

Date(s): 5/24/13 – 5/31/13
Financial Terms: Cost not to exceed \$1,200
Funded by SB70 Community Collaborative grant

7. **Contractor:** **SAIGONTOURIST TRAVEL SERVICES (VIETNAM)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – El Camino Language Academy
Date(s): 5/21/13 – 5/20/14 with four optional renewal periods, not to exceed 5 years
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer

8. **Contractor:** **SAN PEDRO AND PENINSULA YMCA**
Services: Contractor will provide ECC students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 4/24/13 – 4/23/14
Financial Terms: No cost to the District

9. **Contractor:** **TRACY BRESHEARS dba EYMAGIN**
Services: Contractor will provide event photography for year-end events, including El Camino College commencement.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 5/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$2,000

C. Contracts Over \$83,400

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

1. **Contractor:** **CALIFORNIA COMMUNITY COLLEGES,
CHANCELLOR’S OFFICE, BOG**
Services: ECC will implement California’s Market Development Program in the greater Los Angeles region.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for International Trade Development
Date(s): 10/1/12 – 9/29/13
Financial Terms: Projected Gross Income \$138,471

2. **Contractor:** **LEND LEASE (US) CONSTRUCTION**
Services: The contractor will provide Professional Services College Advocate/Owner's Representative (CA/OR) for the District. Services are related to the Facilities Master Plan implementation, construction management services for project implementation and other state Capital projects and in accordance with El Camino Community College District Request for Proposal # 13-01.
- Requesting Dept.:** Administrative Services
Date(s): 6/1/13 – 5/31/16 with two, one-year optional renewal periods, not to exceed 5 years
Financial Terms: Cost not to exceed \$7,472,220 for an initial three (3) year term.
3. **Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: Contractor will provide programs and services to small businesses in the form of training workshops and one-on-one confidential consulting in the South Bay and surrounding cities.
- Requesting Dept.:** Student and Community Advancement – Small Business Development Center (SBDC)
Date(s): 1/1/13 – 12/31/13
Financial Terms: Projected Gross Income \$300,000
SBDC Network Service Center agreement CN 99699.8

D. Personal Service Agreements

1. **Contractor:** **PATRICK T. FALLON**
Services: Contractor will provide ECC event photography, including award ceremonies.
- Requesting Dept.:** President's Office – Public Relations and Marketing
Date(s): 5/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$3,500
2. **Contractor:** **CESAR RUIZ**
Services: Contractor will provide DJ and MC services for Loyola Marymount University Cooke Undergraduate Research Scholars Academy program (LMU CURSA) banquet to be held on July 19, 2013.
- Requesting Dept.:** Student and Community Advancement – Enrollment Services
Date(s): 7/19/13
Financial Terms: Cost not to exceed \$700

E. Amendments

- 1. Contractor:** **FIFTY AND FIVE LLC**
Services: Contractor will provide specialized services to engage current and potential social media users regarding ECC's present and future programs and services. Services include advertising on Facebook.
Requesting Dept.: President's Office – Public Relations and Marketing
Date(s): 3/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$45,000 (Previously Board approved on 3/18/13 for \$20,000)

F. Information Item-Annual Report for the State Pre-School

The purpose of this notification is to inform the Board of Trustees that the District's 2012-2013 Annual Report for the State Pre-School has been completed. This Informational Item is a requirement of the California Department of Education, Child Development Division.

G. BID Award 2012-15- Dust Collector Replacement

It is recommended Bid No. 2012-15 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above-named bid for the replacement of the dust collector in the construction technology building.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
RAN Enterprises	\$146,000.00
<u>OTHER BIDDERS</u>	
Jenn/Matt	\$170,000.00
Fortex Construction	\$172,980.00
Minco Construction	\$177,000.00
Unique Performance	\$203,500.00

H. 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			
P0601870	Signature Party Rental	Civic Center	Repairs Noninstructional	\$5,255.57

P0602611	Penergy, Inc	Facilities/Planning/Service	Repairs Noninstructional	\$1,350.00
P0602678	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$3,471.38
P0602680	Carolina Biological	Life Sciences	Instructional Supplies	\$1,699.58
P0602682	Bulbman	Chemistry	Instructional Supplies	\$349.30
P0602706	The Apple Store	Div Office Business	Instructional Supplies	\$544.85
P0602709	Sigmanet	Div Office Business	Instructional Supplies	\$4,041.53
P0602743	Dell Computer	Nursing	Non-Instruct Supplies	\$120.98
P0602744	Decco Graphics, Inc.	Commencement	Indirect Supplies	\$750.47
P0602746	Accrediting	Presidents Office	Other Services And Expenses	\$2,352.50
P0602748	El Camino College Union	Commencement	Non-Instruct Supplies	\$341.00
P0602749	Monterey Graphics	Commencement	Non-Instruct Supplies	\$1,839.92
P0602750	Monterey Graphics	Commencement	Indirect Supplies	\$5,439.10
P0602752	CI Solutions	District Photo Id Cards	Non-Instruct Supplies	\$1,352.63
P0602754	CDW-G	Div Office Business	Instructional Supplies	\$589.45
P0602755	Dell Computer	Div Office Business	Instructional Supplies	\$2,700.23
P0602756	Pocket Nurse	Nursing	Instructional Supplies	\$3,392.47
P0602757	CPP Consulting	Career Center	Special Counseling Test	\$1,182.65
P0602759	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,029.31
P0602765	R & D Printing	Public Relations	Printing	\$718.00
P0602766	Dell Computer	VP-Admin Svc	New Equipment	\$79,797.30
P0602768	Shutterstock, Inc	Ed & Community	Dues And Memberships	\$687.00
P0602770	CDW-G	Technical Services	Repairs Parts And Supplies	\$3,596.04
P0602771	Amazon.Com Corporate	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$106.22
P0602772	Entertainment Lighting	Ctr for Arts Production	Repairs Parts And Supplies	\$261.98
P0602773	Boca Systems, Inc.	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$1,665.22
P0602774	Southland Lumber	Ctr for Arts Production	Non-Instruct Supplies	\$1,170.66
P0602777	CSI Fullmer	SRC Accessibility Fund	New Equipment	\$1,883.93
P0602779	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$156.74
P0602780	Complete Office	V.P. Academic Affairs	New Equip - Noninstr	\$326.99
P0602783	4IMPRINT.COM	Ed & Community	Multi Media Advertising	\$1,506.58
P0602784	Tre Printing	Ed & Community	Multi Media Advertising	\$1,458.42
P0602785	Clark Security	SRC Accessibility Fund	Instructional Supplies	\$550.25
P0602789	The Apple Store	Instructional Television	Other Services And Expenses	\$4,359.44
P0602791	Displays2go	Ed & Community	Multi Media Advertising	\$72.92
P0602793	Gst Inc	Instructional Television	Other Services And Expenses	\$1,846.46
P0602795	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$749.92
P0602802	CCS Presentation	VP-Admin Svc	New Equipment	\$9,016.20
P0602805	ACBO	Administrative Services	Conferences Mgmt	\$285.00
P0602806	Long Beach Opera	Ctr for Arts Promo	Multi Media Advertising	\$350.00
P0602808	USB Memory Direct	Ed & Community	Multi Media Advertising	\$1,825.00
P0602810	Amazon.Com Corporate	SRC Accessibility Fund	Instructional Supplies	\$46.29
P0602811	Xpedx	Warehouse	Supplies	\$19,749.28
P0602832	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,009.34
P0602833	Oriental Trading	Staff Development	Non-Instruct Supplies	\$334.39
P0602835	Redondo Technology	Admissions/Recors	Non-Instruct Supplies	\$218.00
P0602838	Electronic Midi Services,	Music	Repairs - Instructional	\$4,800.00
P0602841	U.S. Bank	Institutional Services	Escrow/adminstrtn fees - Bond	\$500.00
P0602842	DigiCert	Information Technology	Maintenance Contracts	\$1,425.00
P0602843	City of Fresno Police	Campus Police	In-Service Training	\$488.00
P0602844	Singlewire Software	Information Technology	Maintenance Contracts	\$22,275.00
P0602847	Hershey Systems, Inc.	Information Technology	Maintenance Contracts	\$1,543.50
P0602850	Western Assoc for	Transfer Center	Dues And Memberships	\$45.00
P0602851	Quantum Signs &	Career Center	Non-Instruct Supplies	\$279.80
P0602852	Pearson Education	Career Center	Special Counseling Test	\$70.72

P0602853	FARONICS	Information Technology	Maintenance Contracts	\$3,052.00
P0602854	CCCCIO	V.P. Academic Affairs	Dues And Memberships	\$300.00
P0602855	Community College	Public Relations	Publications/ Periodicals	\$43.00
P0602856	Amazon.Com Corporate	Div Office Inst Services	Non-Instruct Supplies	\$121.40
P0602872	Wavefunction, Inc.	Information Technology	Maintenance Contracts	\$2,500.00
P0602873	Dell Computer	Div Office Nat Sciences	Non-Instruct Supplies	\$937.36
P0602900	Failsafe Testing	Fire Academy	Repairs - Instructional	\$1,364.75
P0602902	Fast Deer Bus Charter	First Year Experience	Field Trip Expense	\$702.56
P0602904	AED Super Store	Health,Safety and Risk	Non-Instruct Supplies	\$360.66
P0602905	Grainger	Health,Safety and Risk	Non-Instruct Supplies	\$40.42
P0602907	Quickstart Intelligence	Information Technology	In-Service Training	\$1,957.00
P0602909	HCD	Facilities/Planning/Serv	Other Services And Expenses	\$36.00
P0602912	Power Systems	Physical Education	Instructional Supplies	\$739.84
P0602913	CSI Fullmer	Human Resources	Non-Instruct Supplies	\$282.04
P0602914	CCS Presentation	English	Instructional Supplies	\$2,499.48
P0602915	Ms. Nancy A. Adler	Ctr for Arts Production	Other Rentals	\$209.87
P0602917	AT&T Datacomm	Information Technology	Maintenance Contracts	\$2,630.27
P0602918	Innovative Educators	Staff Development	Webinars/Teleconf Training	\$1,395.00
P0602919	Xerox Corporation	Copy Center	Conferences Mgmt	\$1,847.00
P0602922	ATI Assessment	Nursing	Instructional Supplies	\$126.00
P0602923	Public Agency Law	Institutional Services	Legal	\$5,112.90
P0602929	South Coast Air Quality	Hazmat	Waste Disposal	\$23.29
P0602931	Law Offices of Larry	Institutional Services	Legal	\$2,981.25
P0602934	National League for	Accreditation Support	Dues And Memberships	\$1,000.00
P0602935	Genesis Inc.	TECHNOLOGY	Non-Instruct Supplies	\$234.35
P0602941	Midwest Library Service	Div Office Instr.	Library Books	\$6,798.36
P0602942	Thomson West	Div Office Instr.	Library Books	\$6,281.48
P0602943	OCLC, Inc	Div Office Instr.	Maintenance Contracts	\$3,000.00
P0602944	Matthew Bender	Div Office Instr.	Library Books	\$924.20
P0602948	Cal Tech Copier, Inc.	Fiscal Services	Maintenance Contracts	\$325.00
P0602952	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$57.19
P0602960	U.S. Government	Counseling Office	Publications/ Periodicals	\$272.50
P0602961	Dell Marketing L. P.	Information Technology	New Equipment -	\$106,201.86
P0602962	Amazon.Com Corporate	Information Technology	Non-Instruct Supplies	\$36.78
P0602966	Naxos Music Library	Music Library	Library Books	\$1,390.00
P0602969	Amazon.Com Corporate	Facilities/Planning/Servi	Non-Instruct Supplies	\$166.38
P0602970	Best Buy for Govt &	Facilities/Planning/Servi	Non Inst Comp Equipment	\$2,739.23
P0602971	ISCnet Study Abroad	VP-SCA	Contract Services	\$250.00
P0602972	Ryugakusite.Com, Inc.	VP-SCA	Contract Services	\$250.00
P0602973	New World Overseas	VP-SCA	Contract Services	\$250.00
P0602974	Kim Lay Travel Agent	VP-SCA	Contract Services	\$250.00
P0602975	Grace Edu Services	VP-SCA	Contract Services	\$250.00
P0602976	EduWin	VP-SCA	Contract Services	\$250.00
P0602977	Chinese Student &	VP-SCA	Contract Services	\$1,250.00
P0602978	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$52.32
P0603004	Bank of America	Presidents Office	Non-Instruct Supplies	\$30.41
P0603007	Manhattan Beach	Public Relations	Conferences Mgmt	\$30.00
P0603008	Manhattan Beach	Public Relations	Conferences Mgmt	\$120.00
P0603009	Torrance Chamber of	Public Relations	Conferences Mgmt	\$35.00
P0603010	Redondo Beach Round	Public Relations	Conferences Mgmt	\$25.00
P0603011	Redondo Beach	Public Relations	Conferences Mgmt	\$30.00
P0603012	Medal of Valor	Public Relations	Conferences Mgmt	\$80.00
P0603013	Ms. Ann M. Garten	Public Relations	Conferences Mgmt	\$218.67
P0603015	Quickstart Intelligence	Information Technology	In-Service Training	\$1,957.00

P0603017	Bank of America	Presidents Office	Conferences Mgmt	\$1,317.60
P0603020	American Red Cross	Health,Safety and Risk	Non-Instruct Supplies	\$285.00
P0603022	Granite Digital	Ctr for Arts Production	Non-Instruct Supplies	\$111.05
P0603032	Quickstart Intelligence	Information Technology	In-Service Training	\$1,957.00
P0603033	Ingram Library Service	Div Office Instr.	Library Books	\$74.05
P0603034	UCLA Center for	Paramedic Academy	Contract Services	\$7,578.00
P0603035	L.A. County Ems	Paramedic Academy	Contract Services	\$64,886.91
P0603036	L.A. County Ems	Paramedic Academy	Contract Services	\$22,541.97
P0603037	Xpedx	Warehouse	Supplies	\$4,506.72
P0603040	Thomson West	Div Office Instr.	Library Books	\$3,459.66
P0603042	El Camino College	Presidents Office	Other Services And Expenses	\$500.00
P0603043	Boulevard Florist	Commencement	Non-Instruct Supplies	\$563.20
P0603046	International Education	International Students	Multi Media Advertising	\$1,289.00
P0603047	E.G. Brennan & Co., Inc.	Admissions/Recors	Maintenance Contracts	\$423.50
P0603049	Office Depot	Financial Aid	Non-Instruct Supplies	\$152.52
P0603053	CJR Education	International Students	Multi Media Advertising	\$2,500.00
P0603054	Kater-Crafts Bookbinders	Presidents Office	Other Services And Expenses	\$148.10
P0603057	C.S.U.D.H. the Bulletin	Public Relations	Multi Media Advertising	\$142.40
P0603058	USC Daily Trojan	Public Relations	Multi Media Advertising	\$567.00
P0603059	Cal State University	Public Relations	Multi Media Advertising	\$876.00
P0603060	Daily Bruin/UCLA	Public Relations	Multi Media Advertising	\$900.00
P0603061	University Times	Public Relations	Multi Media Advertising	\$724.00
P0603062	C.S.U.L.B. Daily	Public Relations	Multi Media Advertising	\$636.00
P0603064	UC Irvine New University	Public Relations	Multi Media Advertising	\$766.00
P0603065	CSU Fullerton Daily Titan	Public Relations	Multi Media Advertising	\$622.80
P0603068	Los Angeles	Public Relations	Multi Media Advertising	\$432.00
P0603069	Communications Arts	Art Department	Non-Instruct Supplies	\$53.00
P0603071	OmniUpdate	Information Tech Svs	Maintenance	\$49,000.00
P0603072	Harland Technology	Information Tech Svs	Maintenance	\$832.00
P0603073	Etudes, Inc.	Information Tech Svs	Maintenance	\$125,000.00
P0603074	Exsel Inc	V.P. Academic Affairs	Non-Instruct Supplies	\$256.04
P0603079	Postmaster	Facilities/Planning	Non-Instruct Supplies	\$200.00
P0603080	Registrar-Recorder/Coun	Institutional Services	Election	\$357,002.57
P0603105	McGraw Hill Company	Div Office Instr.	Library Books	\$1,406.74
P0603107	Mid City Mailing Services	Ctr for Arts Promo	Multi Media Advertising	\$800.00
P0603108	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$380.48
P0603114	Hoa S. Quach-Dao	Fiscal Services	Non-Instruct Supplies	\$19.59
P0603119	Abtech Systems, Inc.	Information Tech Svs	New Equipment	\$125,333.30

Fund 11 Total: 146

\$1,145,637.19

Fund 12 Restricted - El Camino

P0602582	Lighting Services Inc.	Behavioral & Soc Sci	New Equipment - Instructional	\$8,014.38
P0602584	Dell Marketing L. P.	Behavioral & Soc Sci	Instr.CompEquip	\$1,236.16
P0602619	Dell Marketing L. P.	Calif Connects	New Equip - Noninstr	\$1,055.06
P0602620	Dell Marketing L. P.	CCAMPIS prior year	Non Inst Comp Eq	\$2,114.41
P0602635	Zones, Inc.	Adminstration	New Computer	\$12,351.82
P0602636	Dell Marketing L. P.	TANF	New Equipment	\$2,355.60
P0602689	Dell Marketing L. P.	Adminstration	New Computer	\$2,258.79
P0602690	CDW-G	Adminstration	New Computer	\$577.47
P0602720	Parkhouse Tire, Inc	Parking-Student	New Equipment	\$433.27

P0602721	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$1,627.30
P0602733	Baxter Health Care	CTE-Eq for	New Equipment - Instructional	\$5,861.50
P0602745	Dell Marketing L. P.	WPLRC State	New Equipment	\$1,201.58
P0602753	NCATC	Strategic Priority	Dues And Memberships	\$600.00
P0602762	Dell Marketing L. P.	Matriculation	Non Inst Comp Eq	\$11,746.22
P0602763	Development	WPLRC Technical	Other Books	\$9,517.60
P0602764	Mancomm	WPLRC - ETP	Other Books	\$2,892.56
P0602769	National League for	EGADNP-12-116-011	Conferences Faculty	\$150.00
P0602775	Fast Deer Bus Charter	MESA Program	Transportation	\$800.00
P0602776	ASUCLA Catering	MESA Program	Conferences - Student	\$277.09
P0602781	Nat'l Institute for	WIP (10-292-720)	Other Services And Expenses	\$4,080.00
P0602782	Monterey Graphics	CACT Strategic Hub	Printing	\$1,282.50
P0602786	Renaissance Learning,	DSPS	Instructional Supplies	\$341.09
P0602787	Gaumard Scientific	EGADNP-12-116-011	Maintenance Contracts	\$5,692.90
P0602788	El Camino College	Excelencia In Education	Other Services And Expenses	\$2,306.97
P0602792	The Apple Store	Instructional Services	Instr.CompEquip	\$979.59
P0602794	Videotape Products	Instructional Services	New Equipmen-Inst.	\$2,210.31
P0602796	The Apple Store	Career Technical	Instr.CompEquip	\$7,151.80
P0602797	Bright Entertainment, Llc	Community Education	Contract Services	\$150.00
P0602798	Cristando House, Inc	Parking-Student	In-Service Training	\$299.00
P0602799	R & D Printing	Community Education	Non-Instruct Supplies	\$1,568.00
P0602800	Hot Spot Promotions	Community Education	Non-Instruct Supplies	\$507.94
P0602801	Kelly Cartter	Community Education	Contract Services	\$200.00
P0602803	CCS Presentation	Career Technical	Instr.CompEquip	\$1,073.25
P0602804	CCS Presentation	Career Technical	Instr.CompEquip	\$4,702.60
P0602809	Access Ingenuity	VATEA Special	Computer Software Account	\$4,851.76
P0602814	McMaster Carr	Title III- H S I - STEM	Non-Instruct Supplies	\$119.33
P0602815	Grainger	Title III- H S I - STEM	Non-Instruct Supplies	\$27.03
P0602816	Specialized Products	Title III- H S I - STEM	Non-Instruct Supplies	\$398.11
P0602831	Lakeshore Learning	Head Start Partnership	Instructional Supplies	\$2,062.76
P0602839	Edits Publishers	EOPS	Non-Instruct Supplies	\$647.24
P0602845	RP Group, the	Career & Tech Ed	Publications/ Periodicals	\$25,000.00
P0602846	EMSI	Career & Tech Ed	Publications/ Periodicals	\$7,500.00
P0602857	Dell Marketing L. P.	VATEA Business	New Equipment - Instructional	\$18,280.65
P0602858	Best Buys	EOPS	New Equipment	\$194.42
P0602874	Marriott Hotel	EOPS	Non-Instruct Supplies	\$9,000.00
P0602875	Lance Q. Tran	MESA Program	Student Stipends	\$100.00
P0602876	Ricardo G. Parra	MESA Program	Student Stipends	\$50.00
P0602877	Abel H. Ricano	MESA Program	Student Stipends	\$100.00
P0602878	Daniel A. Montoya	MESA Program	Student Stipends	\$100.00
P0602879	Maurilio Cendejas	MESA Program	Student Stipends	\$100.00
P0602880	Henry S. Osuji, Sr.	MESA Program	Student Stipends	\$100.00
P0602881	Jessica G. Flores	MESA Program	Student Stipends	\$100.00
P0602882	Sharon Lee	MESA Program	Student Stipends	\$100.00
P0602883	Domingo A. Perez, III	MESA Program	Student Stipends	\$100.00
P0602884	Paulus F. Handoyo	MESA Program	Student Stipends	\$100.00
P0602885	Jennifer Sanchez	MESA Program	Student Stipends	\$100.00
P0602886	Shamia I. Salih	MESA Program	Student Stipends	\$100.00
P0602887	Gustavo Garcia, Jr.	MESA Program	Student Stipends	\$100.00
P0602888	Michael M. Espino	MESA Program	Student Stipends	\$100.00
P0602889	City of Fresno Police	Parking-Student	In-Service Training	\$976.00
P0602891	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$422.09
P0602892	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$394.04
P0602893	Phatefx, Inc	EOPS CARE	Non-Instruct Supplies	\$3,974.10

P0602894	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,509.50
P0602901	Fast Deer Bus Charter	Kent Cooke Foundation	Field Trip Expense	\$993.49
P0602903	El Camino College	El Camino Language	Field Trip Expense	\$1,408.00
P0602908	Mass Press	El Camino Language	Other Instr Supplies	\$36.75
P0602911	Hitt Marking Devices	Health Services	Non-Instruct Supplies	\$285.71
P0602924	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$332.03
P0602925	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$75.00
P0602926	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$44.07
P0602927	Amazon.Com Corporate	Instructional Services	New Equipmen-Instr.	\$799.31
P0602928	CDW-G	Matriculation	Non Inst Comp Eq	\$524.88
P0602930	Training Systems, Inc	Title III- H S I - STEM	Non-Instruct Supplies	\$332.35
P0602932	San Pedro Chamber of	SBDC Program Income	Dues And Memberships	\$144.00
P0602933	California	SBDC Program Income	Dues And Memberships	\$75.00
P0602939	LA Area Chamber of	CITD-Matching/Progra	Contributions	\$650.00
P0602940	Nasbite International	CITD-Matching/Progra	Dues And Memberships	\$300.00
P0602946	Campus Food Services	Community Education	Non-Instruct Supplies	\$950.00
P0602947	SDSU Research	CTE IV	Conferences Other	\$3,700.00
P0602949	Jessica M. Martinez	MediCal Administrative	Non-Instruct Supplies	\$99.00
P0602950	Mr. Stephen F. Teubner,	MediCal Administrative	Non-Instruct Supplies	\$265.00
P0602951	Daniel Burkhart	MediCal Administrative	Non-Instruct Supplies	\$99.00
P0602955	CCS Presentation	Matriculation	Non Inst Comp Eq	\$4,430.14
P0602956	CCS Presentation	Matriculation	Non Inst Comp Eq	\$6,186.75
P0602963	C & C Associates, Inc.	El Camino Language	Contract Services	\$500.00
P0602964	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$800.00
P0602965	Hi-Tech Conference	NSF-Aerospace Mfg Ed	Conferences Other	\$1,200.00
P0602967	Campus Food Services	Aerospace Conference	Non-Instruct Supplies	\$651.82
P0603005	City of Fresno Police	Parking-Student	In-Service Training	\$488.00
P0603006	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$49.97
P0603014	Northeast Wisconsin	Parking-Student	In-Service Training	\$175.00
P0603018	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$689.43
P0603019	Western Center on Law	EOPS CARE	Other Books	\$2,040.00
P0603025	Premier School	Matriculation	Non-Instruct Supplies	\$7,351.50
P0603038	El Pollo Loco	Faculty & Staff Diversity	Non-Instruct Supplies	\$65.39
P0603039	City of Fresno Police	Parking-Student	In-Service Training	\$488.00
P0603048	Cardinal K. Sanker	MediCal Administrative	Non-Instruct Supplies	\$99.00
P0603050	Aloha Island Lei	Community Education	Non-Instruct Supplies	\$486.93
P0603051	Southbay Fire	(STCW) Standards for	Non-Instruct Supplies	\$191.30
P0603052	Aloha Funwear	Community Education	Non-Instruct Supplies	\$311.79
P0603056	City of Torrance	Parking-Student	Other Services	\$400.00
P0603063	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$220.20
P0603066	Gary K. Fong	EOPS	Contract Services	\$250.00
P0603067	Robert L. Long	EOPS	Contract Services	\$350.00
P0603075	Edgar Z. Campos	Kent Cooke Foundation	PSA Contract Services	\$500.00
P0603077	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0603078	Foreign Trade	CITD-Matching/Progra	Conferences Mgmt	\$1,500.00
P0603110	Fast Deer Bus Charter	MESA Program	Transportation	\$579.19
P0603120	Awards to Remember	EOPS CARE	Non-Instruct Supplies	\$557.70

Fund 12 Total: 110

\$221,029.34

Fund 15 General Fund -Special Programs

P0602581	Dell Marketing L. P.	Information Technology	New Equipment	\$1,196.41
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Fund 15 Total: 1

\$1,196.41

Fund 41 Capital Outlay

P0602465	Genesis Floor Covering	Flooring Replacements	Buildings	\$719.08
P0602767	Geil Kilns Company	Classroom & Office	New Equipment - Instructional	\$50,770.77
P0602968	Daily Breeze, the	2010-13 VP-Admin Svc	Multi Media Advertising	\$611.97

Fund 41 Total: 3

\$52,101.82

Fund 62 Property & Liability

P0602890	SWACC	Purchasing	Excess Insurance	\$6,907.00
P0602921	El Camino Community	Purchasing	Excess Insurance	\$3,216.23
P0603055	Ms. Julie A. Meredith	Purchasing	Benefits Paid	\$38.15

Fund 62 Total: 3

\$10,161.38

Fund 71 Associated Students

P0602751	Hyatt Regency San	Student Affairs	ASB Exp.	\$1,008.78
P0602760	Airport Van Rental	Student Affairs	ASB Exp.	\$512.03

Fund 71 Total: 2

\$1,520.81

Fund 72 Student Representation Fee

P0602761	American Express Travel	Student Affairs	Conferences - Student	\$1,189.00
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Fund 72 Total: 1

\$1,189.00

Fund 79 Auxiliary Services

P0602747	Alva's Danceware &	Fine Arts	Non-Instruct Supplies	\$827.54
P0602812	Easy Reader, the	Fine Arts	Non-Instruct Supplies	\$375.00
P0602896	Herff Jones	Student Affairs	Non-Instruct Supplies	\$886.55
P0602897	Residence Inn	Health Sciences	Non-Instruct Supplies	\$1,415.77
P0602898	Soccer Central	Health Sciences	Non-Instruct Supplies	\$1,008.25
P0602899	Soccer Central	Resp Therapy	Non-Instruct Supplies	\$1,020.24
P0602957	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$188.03
P0602958	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$307.11
P0603021	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$596.92
P0603070	Anibal M. Seminario	Fine Arts	Non-Instruct Supplies	\$218.00
P0603106	Dan Mancia Designs	Fine Arts	Non-Instruct Supplies	\$200.00
P0603115	Soccer Central	Health Sciences	Non-Instruct Supplies	\$553.72
P0603116	Robert L. Long	Counseling Office	Non-Instruct Supplies	\$150.00
P0603118	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$1,660.51

Fund 79 Total: 14

\$9,407.64

Fund 82 Scholarships & Trust/Agency

P0603023	Registry of Interpreters	Special Resource	Fundraising	\$300.00
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\$300.00

Fund 82 Total: 1

1,316,812.63

PO Funds Total: 281

Fund 11 Unrestricted - El Camino

B0602631	Advanced Chemical	Purchasing	Contract Services	\$3,195.00
B0610911	E.C.C. Public Information	Commencement	Indirect Supplies	\$157.50
B0610931	E.C.C. Public Information	Art Department	Repairs Parts And Supplies	\$150.00
B0610934	Robert H. Watson	Commencement	PSA Contract Services	\$125.00
B0610944	Limbach	Facilities/Planning	Repairs Noninstructional	\$19,057.00
B0610945	E.C.C.C.D. Bookstore	Commencement	Non-Instruct Supplies	\$1,900.00
B0610955	National Cinemedia	Public Relations	Multi Media Advertising	\$26,000.00

Fund 11 Total: 7

\$50,584.50

Fund 12 Restricted - El Camino

B0610910	Dreammaker Publishing	Matriculation	Contract Services	\$10,000.00
B0610912	Young Enterprises	EOPS CARE	Contract Services	\$750.00
B0610947	BYOB (Be Your Own	EOPS CARE	Other Books	\$3,903.00

Fund 12 Total: 3

\$14,653.00

Fund 41 Capital Outlay

B0610950	Penergy, Inc	Building Systems	Buildings	\$4,999.12
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Fund 41 Total: 1

\$4,999.12

BPO Funds Total: 11

70,236.62

Grand Total POs and BPOs: 292

1,512,800.20

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

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Administrative Services – Measure E 2002 Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES AND PROJECT SUMMARY

The following table reports Measure E expenditures and commitments through April 30, 2013, at the May 2013 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$198,311,568	\$117,388,518	\$6,168,545	\$74,754,505
Campus Site Improvements	71,641,518	29,460,453	2,927,183	39,253,881
Energy Efficiency Improvements	2,818,000	2,700,980	0	117,020
Health and Safety Improvements	129,099,541	67,366,905	50,312,967	11,419,669
Information Technology and Equipment	24,836,501	13,700,171	78,299	11,058,030
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$426,707,700</u>	<u>\$230,617,600</u>	<u>\$59,486,994</u>	<u>\$136,603,106</u>

B. CONTRACT – PRESTIGE SECURITY SERVICES – INDUSTRY & TECHNOLOGY BUILDING PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide security services and to direct construction traffic for the Industry & Technology Building Project.

Dates of Service: May 2013 – December 2014

Cost: Not to exceed \$50,000

C. CONTRACT – MBS SERVICE COMPANY – BOOKSTORE HARDWARE/SOFTWARE SYSTEM

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide hardware/software (registers) system to be used by the ECC Bookstore.

Dates of Service: July 2013 – June 2018

Cost: Not to exceed \$192,500

D. CONTRACT – KPFF CONSULTING ENGINEERS – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve entering into a contract with the above firm to provide consulting services associated with the Qualified Storm Water Pollution Prevention Plan (SWPPP) for the Shops Building Replacement Project.

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

Date of Service: May 2013 – December 2014

Cost: Not to Exceed: \$45,000

E. CONTRACT AMENDMENT – IDS GROUP – LOT F PARKING STRUCTURE IMPROVEMENT PROJECT

It is recommended the Board of Trustees approve the following contract amendment. The original scope of this design contract has been reduced, resulting in a decrease in the contract amount.

Vendor will no longer add third level or photovoltaic frames to Lot F.	<u>-\$485,658</u>
Total Decrease in Contract Amount	<u>-\$458,658</u>
Original Contract Amount	\$3,396,000
Prior Changes	0
This Contract Amendment Amount	<u>-485,658</u>
New Contract Amount	<u>\$2,910,342</u>

F. CONTRACT AMENDMENT – tBP ARCHITECTURE, INC. – SHOPS BUILDING REPLACEMENT PROJECT

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

Provide a Storm Water Pollution Plan in compliance with updated State Regulations for the Shops Building Replacement Project.	<u>\$2,800</u>
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Total Increase in Contract Amount	<u>\$2,800</u>
Original Contract Amount	\$1,680,000
Prior Changes	29,212
This Contract Amendment Amount	<u>2,800</u>
New Contract Amount	<u>\$1,712,012</u>

G. CONTRACT AMENDMENT – SCHOOL CONSTRUCTION COMPLIANCE, LLC – SHOPS BUILDING REPLACEMENT PROJECT

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

The increase is due to the expansion of services provided by the contractor. \$10,000

Total Increase in Contract Amount \$10,000

Original Contract Amount	\$31,500
Prior Changes	0
This Contract Amendment Amount	<u>10,000</u>
New Contract Amount	<u>\$41,500</u>

H. CONTRACT AMENDMENT – SCHOOL CONSTRUCTION COMPLIANCE, LLC – INDUSTRY & TECHNOLOGY BUILDING PROJECT

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

The increase is due to the expansion of services provided by the contractor. \$12,300

Total Increase in Contract Amount \$12,300

Original Contract Amount	\$38,200
Prior Changes	0
This Contract Amendment Amount	<u>12,300</u>
New Contract Amount	<u>\$50,500</u>

I. CONTRACT AMENDMENT – HILL PARTNERSHIP, INC. – INDUSTRY & TECHNOLOGY BUILDING PROJECT

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

Contractor to provide additional architectural and mechanical/electrical engineering services for the swing space associated with the Industry & Technology Building Project.	<u>\$34,100</u>
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Total Increase in Contract Amount	<u>\$34,100</u>
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Original Contract Amount	\$2,287,635
Prior Changes	77,985
This Contract Amendment Amount	<u>34,100</u>
New Contract Amount	<u>\$2,399,720</u>

J. BID AWARD 2012-13 – LOT F PARKING STRUCTURE IMPROVEMENT PROJECT – HARIK CONSTRUCTION, INC.

It is recommended Bid No. 2012-13 be awarded to the following responsive vendor in accordance with the specifications, terms and conditions of the above-named bid for Phase 1 of the Lot F Parking Structure Improvement Project.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
Harik Construction	\$1,377,000

<u>OTHER BIDDERS</u>	
Sanders Construction Services	\$1,824,000

K. CHANGE ORDER – CALTEC CORPORATION– BOOKSTORE BUYBACK PROJECT

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

Contractor was directed to provide labor, equipment and material to perform waterproofing work, per plans and specifications provided by IDS Group, on concrete deck area just above the Buyback remodeling project.	<u>\$26,388</u>
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Total Change Order Amount	<u>\$26,388</u>
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Original Contract Amount	\$370,000
Prior Changes	32,464
This Change Order Amount	<u>26,388</u>
New Contract Amount	<u>\$428,852</u>

L. CHANGE ORDER – BYROM-DAVEY, INC.– ATHLETIC EDUCATION & FITNESS COMPLEX - PHASE 1

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

Contractor was directed to furnish labor and material to extend fencing and concrete pad around existing hydrant located at northeast side of site.	<u>\$3,607</u>
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Total Change Order Amount	<u>\$3,607</u>
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Original Contract Amount	\$2,810,095
Prior Changes	223,364
This Change Order Amount	<u>3,607</u>
New Contract Amount	<u>\$3,037,066</u>

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

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

- | | |
|--|---------|
| 1. Directed contractor to furnish labor and material to hand dig around where ramp radius wall footings are to be placed due to underground existing utilities present and not shown on plans. | \$5,126 |
| 2. Directed contractor to furnish labor and material to raise existing electrical vault lid. | 947 |
| 3. Directed contractor to furnish labor and material to perform repair on an extra beam not shown on original plans at the south side of Music building. | 2,991 |
| 4. Directed contractor to furnish labor and material to cut vertical pilaster of the restroom partitions to approximately 7' above finish floor. | 1,797 |

5. Directed contractor to furnish labor and material to revise recessed paper towel dispensers and to relocate paper towel/trash combo dispensers to west wall of all staff bathrooms on all four floors.	897
6. Directed contractor to furnish labor and material to add a copper drain pipe from drain pan inside the electrical room to corridor on same floor.	1,287
7. Directed contractor to furnish labor and material to revise location of backing at grid line "L" from that shown on original plans.	<u>1,614</u>
Total Change Order Amount	<u>\$14,659</u>
Original Contract Amount	\$20,666,000
Prior Changes	1,360,301
This Change Order Amount	<u>14,659</u>
New Contract Amount	<u>\$22,040,960</u>

**N. NOTICE OF JOB COMPLETION – VECTOR RESOURCES, INC. –
SECONDARY SERVER ROOM**

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.

<u>Contractor</u>	<u>Contract Amount</u>
Vector Resources, Inc.	\$684,556.00

Purchase Order Number: B610473

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P602813	Los Angeles County	Athletic Education/Fitness	Permit Processing Fee	\$1,557.00
P602836	Torrance Unified Schools	Temporary Space Relocation	Other Rentals	2,970.00
P602954	Reliable Delivery	Shops Building	Contract Services	550.00
P603026	SEWUP/JPA	Industry & Technology	Contract Services	696,204.89
P603027	DGS	Lot F Parking Structure	Architecture & Engineering	2,000.00
B601837	Allana Buick & Bers, Inc	Athletic Education & Fitness	Contract Services	13,500.00
B602378	School Construction	Science Complex	Contract Services	8,715.00
B602379	School Construction	Lot F Parking Structure	Contract Services	6,225.00
B610895	Alta Environmental	Industry & Technology	Testing & Inspection	42,660.00
B610896	Converse Consultants	Industry & Technology	Testing & Inspection	340,000.00
B610897	National Roofing	Industry & Technology	Contract Services	21,600.00
B610898	Sandy Pringle	Industry & Technology	Testing & Inspection	291,500.00
B610900	Converse Consultants	Shops Building	Testing & Inspection	295,000.00
B610901	AMEC	Shops Building	Testing & Inspection	27,505.00
B610902	Sandy Pringle	Shops Building	Testing & Inspection	306,075.00
B610924	Alta Environmental	Science Complex	Testing & Inspection	10,450.00
B610928	SEWUP/JPA	Shops Building	Contract Services	615,133.76
B610929	American Reprographics	Lot F Parking Structure	Blue Printing-Construction	3,000.00
B610933	Crown Fence	Athletic Education/Fitness	Site Improvements	7,365.00
B610935	School Construction	Industry & Technology	Contract Services	38,200.00
B610936	School Construction	Shops Building	Contract Services	31,500.00
B610937	PCN3, Inc.	Science Complex	Buildings	2,065,043.00
B610938	CA Construction	Bookstore Building	Buildings	617,400.00
B610939	Sandy Pringle	Bookstore Building	Testing & Inspection	33,300.00
B610940	Sandy Pringle	Science Complex	Testing & Inspection	56,250.00
B610941	Converse Consultants	Science Complex	Testing & Inspection	30,318.00
B610942	School Construction	Math Business Allied Health	Contract Services	45,938.00
B610943	California Geological	Lot F Parking Structure	Contract Services	3,600.00
B610948	Easyturf	Athletic Education & Fitness	Site Improvements	12,735.00
B610949	Firstline Security	Athletic Education & Fitness	Site Improvements	2,879.00
B610954	National Roofing	Shops Building	Contract Services	12,550.00
			TOTAL POs AND BPOs	<u>\$5,641,723.65</u>

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

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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 1-32 and 1-22.

Academic Personnel:

1. Resignation - David Vakil, Associate Dean Compton Center, effective May 1, 2013.
2. Retirement - Marilyn Anderson, full-time instructor of English, Humanities Division, last day worked June 7, 2013, first day of retirement, June 8, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 1990.
3. Revised Retirement Date - Don Goldberg, Dean of Mathematics, last day worked will be July 31, 2013 instead of June 30, 2013, first day of retirement will be August 1, 2013, instead of July 1, 2013, and that a plaque be prepared and presented to him in recognition of his service to the District since 2003.
4. Revised Retirement Date - Elaine Moore, full-time Counselor, last day worked will be June 30, 2013 instead of June 7, 2013, first day of retirement will be July 1, 2013 instead of June 8, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 1981.
5. Pre-Retirement - Inna Newbury, full-time instructor of Reading, Humanities Division, to work a reduced load of 50% in Fall 2013 and 50% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article 18, Section 2(c).
6. Employment - Renee Galbavy, full-time instructor of Psychology, Behavioral & Social Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 22, 2013.
7. Employment - Felipe Leon, full-time instructor of Philosophy, Behavioral & Social Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 22, 2013.
8. Employment - Brian Morrison, full-time instructor of Sign Language, Special Resources Center, Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.

9. Employment - Safari Sekiyoba, full-time/temporary instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective April 15 through June 30, 2013.
10. Change in Assignment – Ms. Jennifer Montgomery, full-time instructor of Early Childhood Education, Behavioral & Social Sciences Division, to Interim Director of Child Development Center, Behavioral & Social Sciences Division, Range 8, Step 1, Administrator Salary Schedule, effective July 1 through December 31, 2013.
11. Change in Salary - Matthew Cheung, full-time instructor of English, Humanities Division, from Class III, Step 9 to Class IV, Step 9, Academic Salary Schedule effective June 1, 2013.
12. Leave of Absence (personal, 40%, unpaid) - Amy Himsel, full-time instructor of Psychology, Behavioral & Social Sciences Division, effective August 24, 2013 through May 16, 2014.
13. Special Assignment - Mathew Griffin, part-time instructor of Machine Tool Technology, Industry & Technology Division, to provide faculty support and supplemental instruction for Machine Tool Technology courses for Community Advancement, to be paid \$45.14 an hour, not to exceed 172 hours or \$7,765 through the Workforce Innovation Partnership Grant, effective June 24 through August 15, 2013, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Eric Carlson, full-time instructor of Machine Tool Technology, Industry & Technology Division, to provide instruction for summer Machine Tool Technology courses for Community Advancement, to be paid \$60.18 an hour, not to exceed 172 hours or \$10,351 effective June 24 through August 15, 2013, in accordance with the Agreement, Article 10, Section 9(m).
15. Special Assignment - The following part-time instructors of the Natural Sciences Division, to develop and present shows for ECC's planetarium as part of the Science Technology Engineering and Mathematics (STEM) grant, to be paid \$60.18 an hour, not to exceed 11 hours or \$1,204 each for a grand total of \$2,408, effective July 1 through August 24, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Shimonee Kadakia
Susan Stolovy

16. Special Assignment - Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service training program, to be paid \$60.18 an hour, not to exceed 550 hours or \$33,099, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
17. Special Assignment - Kevin Huben, full-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate paramedic training program, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,407, effective July 1 through August 21, 2013, in accordance with the Agreement, Article 10, Section 14(a).
18. Special Assignment - Steven Cocca, full-time instructor of Electronic and Computer Hardware Technology, Industry & Technology Division, to present interactive workshop to high school program STEM students, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, effective July 1 through July 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).
19. Special Assignment - The following full-time instructors, to work on Science, Technology, Engineering & Math (STEM) Program activities when classes are not in session, to be paid \$60.18 an hour each, effective July 1 through August 24, 2013, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Not to exceed hours</u>	<u>Not to exceed dollars</u>
Lars Kjeseth	32 hours	\$1,927
Teresa Palos	30 hours	\$1,806

20. Special Assignment - Sue Ellen Warren, part-time instructor of Nutrition and Foods, Industry & Technology Division, to support I&T faculty in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour, not to exceed 35 hours or \$1,580, effective May 21 through June 15, 2013, in accordance with the Agreement, Article 10, Section 14(a).
21. Special Assignment - Shiny Johnson, part-time instructor of Nursing, Health Sciences & Athletics Division, to assist nursing students in supervised skills lab, to be paid \$60.18 an hour, not to exceed 28 hours or \$1,685, effective April 15 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
22. Special Assignment - Julie Schneider, part-time instructor of Welding, Industry & Technology Division, to prepare for and conduct workshops for Tooling U certification, to be paid \$60.18 an hour, not to exceed 24 hours or \$1,445, through

the H1-B Grant, effective June 10 through June 20, 2013, in accordance with the Agreement, Article 10, Section 9(m).

23. Stipend Assignment - Kristie Daniel-DiGregorio, full-time instructor of Human Development, Behavioral & Social Sciences Division, to plan and facilitate a 2 hour mini-retreat as a follow-up activity to the on-course national conference, to be paid \$200, effective May 10, 2013, in accordance with the Agreement, Article 10, Section 14(a).
24. Stipend Assignment - Daniel Valladares, part-time instructor of Computer Aided Design, Industry & Technology Division, to serve as judge of the design challenge competition for Community Advancement, to be paid \$480, effective June 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
25. Stipend Assignment - John DeMita, part-time instructor of Theatre, Fine Arts Division, to direct Spring 2013 play, to be paid \$515 per week for 8 weeks, not to exceed \$4,120, effective March 23 through May 19, 2013, in accordance with the Agreement, Article 10, Section 14(a).
26. Stipend Assignment - Jamie Hammond, part-time instructor of Dance, Fine Arts Division, to assist the Director of the Choreography showcase, to be paid \$900, effective May 25 through May 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
27. Extra Service Pay - The following full-time Librarians to be employed each scheduled day of the 2013 summer session in accordance with the Agreement, Article 10, Section 13(b).

Don Brown
Alice Cornelio
Seth Daugherty
Moon Ichinaga

Edward Martinez
Noreth Men
Claudia Striepe

28. Employment - The following part-time/substitute teachers for the Child Development Center, Behavioral & Social Sciences Division, to be hired as needed, to be paid Class I, Step A, Child Development Center Teachers Salary Schedule, effective July 1, 2013 through June 30, * 2013 2014.

*Correction made during Board meeting.

Instructor

Nicole Byrd
Maria Pineros
Nancy Ramirez

29. Employment - The following on-call, part-time/temporary Counselors to be hired as needed not to exceed 24 hours per week, effective July 1, 2013 through June 30, 2014. In accordance with the Agreement, Article 10, Section 9 (c), to be paid through District, EOP&S or grant funds.

Theresa Barragan-Echverria

Thi Mong Thu Van Nguyen

30. Employment - The following part-time Clinical Psychologists, Health, Science & Athletics Division, to be hired as needed in the Student Health Services, effective May 22, 2013 through June 30, 2013 to be paid in accordance with the Agreement Article 10, Section 9 (c).

Alann Dingle

Amy Verbonich Booth

31. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 spring semester:

Health Science Athletics

Jovita Ezirim

Shiny Johnson

Clara Sic Alonzo

Amber Ward

32. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 summer session:

Behavioral & Social Sciences

Mohammed Abdelhamid – Class IV, Step 12

Peter Aguilera – Class II, Step 4

Jose Arrieta – Class II, Step 5

Dustin Black – Class II, Step 4

Levenae Buggs – Class III, Step 5

Van Chaney – Class III, Step 6

Daniel Considine – Class V, Step 5

Thomas DeHardt – Class V, Step 4

Darla Fjeld – Class V, Step 5

Eddie Galvan – Class II, Step 5

Thomas Glenn – Class IV, Step 14

Shahrokh Haghighi – Class V, Step 20

Paul Harley – Class II, Step 12

Hong Herrera Thomas – Class II, Step 4

Xocoyotzin Herrera – Class II, Step 4

Arne Jaaska – Class V, Step 4
Meric Keskinel – Class V, Step 7
Thomas Keville – Class II, Step 12
John McDermott – Class II, Step 4
Roberto Montes – Class II, Step 4
Gerardo Nebbia – Class II, Step 8
Kim-Lien Nguyen – Class II, Step 4
Kirsten Olson – Class III, Step 4
Edgar Pacas – Class II, Step 6
Saul Panski- Class III, Step 9
Jalpa Parkh – Class IV, Step 10
Howard Pressman – Class II, Step 4
Kirsten Resnick – Class III, Step 7
Sergio Soto – Class II, Step 4
Kell Stone – Class II, Step 8
Paul Swendson – Class II, Step 12
Farshid Tahernia – Class IV, Step 5
Kofi Yankey – Class II, Step 12

Business

Paulette Baumgardner – Class II, Step 5
Arnold Blanshard – Class II, Step 5
Jerry Muraoka – Class V, Step 14
John Slawson – Class V, Step 9

Fine Arts

Cynthia Bahti – Class II, Step 28
Ava Baldwin – Class II, Step 7
Walter Cox – Class III, Step 7
Joy Curtis-Urlik – Class II, Step 5
Jackie Freedman- Class II, Step 24
Michelle Funderburk – Class IV, Step 12
Kelly Janke – Class II, Step 4
Julia Matthews – Class V, Step 4
Binh Ngo – Class II, Step 11
Imara Quinonez – Class III, Step 4
Gary Robertson – Class II, Step 20
Fariba Sadeghi-Tabrizi – Class II, Step 4
Sandra Trepasso – Class IV, Step 13
Juliann Wofgram – Class IV, Step 9

Health Science Athletics

Jaymie Baquero - Class II, Step 5

Richard Blount - Class II, Step 8
George Chua – Class II, Step 4
Diana Galias – Class I, Step 7
Elizabeth Hazell – Class II, Step 4
Elaine Martinez – Class II, Step 5
Danielle Roman – Class II, Step 7
Krysti Rosario – Class II, Step 6
Stephen Shaw – Class II, Step 6
Sean Sheil – Class II, Step 11
Steven Van Kanegan – Class II, Step 12
Karen Wyatt – Class II, Step 6

Humanities

Kathleen Collins – Class III, Step 12
Yolanda Cuesta – Class II, Step 12
Aura Imbarus – Class V, Step 14
Angie Kirk – Class III, Step 5
Susan Magabo – Class II, Step 8
Franciasca Mejia – Class II, Step 5
Andres Moina – Class II, Step 4
Leah Pate – Class IV, Step 7
Rossella Pescatori – Class V, Step 9
Cynthia Quintero – Class V, Step 13
Silvia Ribelles de la Vega – Class V, Step 4
Kanzo Takemori – Class III, Step 12
Alfred Zucker – Class V, Step 28

Industry & Technology

Kevin Coffelt – Class III, Step 10
Timothy Dennis – Class II, Step 5
James Lemmon – Class II, Step 12
Bradley Sweatt – Class I, Step 7
Sue Warren – Class II, Step 12
William Warren – Class II, Step 7

Mathematics

Vage Avakyan – Class V, Step 24
Minh Can – Class IV, Step 5
Marilyn Cortez – Class III, Step 4
Dimetros Dammena – Class II, Step 12
Binyam Gebremicael – Class I, Step 4
Astake Gizaw – Class II, Step 12
Antony Hoang – Class II, Step 9

Jose Martinez – Class IV, Step 10
Hang Nguyen – Class V, Step 9
Aida Ovanessian – Class V, Step 12
Mohammad Rahnavard – Class V, Step 13
Lernik Saakian – Class V, Step 28
Azzam Shihabi – Class V, Step 12
Gizaw Tadele – Class II, Step 28
James Wan – Class V, Step 28
Erziang Wang – Class II, Step 12

Natural Sciences

Michael Brennan – Class III, Step 7
Rebecca Donegan – Class II, Step 5
Lilia Illes – Class V, Step 4
Natalia Lev – Class II, Step 10
Rajinder Sidhu – Class III, Step 8
Karla Villatoro – Class IV, Step 7

Special Resources Center

Robert Loparo – Class II, Step 5

Classified Personnel:

1. Retirement - Sharon Pointer, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective May 24, 2013.
2. Retirement - Willie Finley, Custodian, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective May 4, 2013 and that a plaque be presented to him in recognition of his service to the District since 1979.
3. Resignation - Robert Ferrari, Library Media Technician III, Learning Resources, Academic Affairs Area, effective May 3, 2013, plus accrued vacation.
4. Resignation - Lisa Wang, Research Associate, Range 39, Step C, Institutional Research Division, Student and Community Advancement Area, effective May 3, 2013 plus accrued vacation.
5. Amend Work Out of Classification - Martha Perez, from 50% to 25% Clerical Assistant, Range 22, Step E, and from 50% to 75% Student Services Advisor, Range 35, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective May 1 through June 30, 2013.

6. Promotion - Patrick Grant, from Custodian, Range 20, Step E, to Utility Worker, Range 23, Step E, Facilities Planning and Services Division, Administrative Services Area, effective June 3, 2013.
7. Promotion - Shobhana Warriar, from Senior Clerical Assistant, Range 24, Step E, to Assistant to the Vice President, Range 12, Step A (Confidential Salary Schedule), Vice President's Office, Administrative Services Area, effective June 3, 2013.
8. Extend Employment - Seth Barnard, Toolroom/Instructional Equipment Attendant, Range 24, Step B, for the Community Advancement Division, Academic Affairs Area, effective June 24 through August 15, 2013.
9. Extend Employment - Matthew Hutcherson, Toolroom/Instructional Equipment Attendant, Range 24, Step D, Industry and Technology Division, Academic Affairs Area, effective June 24 through July 25, 2013.
10. Employment - Anh-Tai Bui, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 3, 2013.
11. Employment - Jose Cruz, Custodial Supervisor, Range 10, Step A (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective June 3, 2013.
12. Employment - Hye Kwon, Administrative Assistant II, Range 31, Step A, Business Services Division, Administrative Services Area, effective June 3, 2013.
13. Employment - John Luna, Library Media Technician III, Range 28, Step A, Learning Resources, Academic Affairs Area, effective June 3, 2013.
14. Employment - Robert McNeill, Electrician, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 3, 2013.
15. Employment - Bryan Morris, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 3, 2013.
16. Employment - Ronald Roberts, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 3, 2013.

17. Employment - Denise Spurlock, Administrative Assistant II, Range 31, Step A, Industry & Technology Division, Academic Affairs Area, effective June 3, 2013.
18. Correction - Troy Palmer, 0.833 FTE/12 MPY, Painter, Range 35 instead of 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 1, 2013.

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

19. Robert Bridges - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, to perform backstage crew duties, on call as needed, effective May 1 through June 30, 2013.
20. Matthew Grigsby - Accounting Assistant II, Range 27, Step A, Fine Arts Division, Academic Affairs Area, to help with ticket office, 23 hours per week, effective June 1 through June 30, 2013.
21. Alyce Tyler - 60% Clerical Assistant, Range 22, Step A, Enrollment Services Division, Student and Community Advancement Area, to provide front office support three day per week, 8:00 a.m. to 4:30 p.m. effective May 21 through June 30, 2013.
22. Amend Employment - Katrina Kawagoe, Clerical Assistant, Range 22, Step A, Foundation, Student and Community Advancement Area, Monday 7:45 a.m. - 4:30 p.m., Tuesday through Friday 12:00 - 4:30 p.m. effective April 16 instead of May 1, 2013.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, as shown in items 1-30.

The following Temporary, Non-Classified Service Employees are to be hired for the 2012 – 2013 fiscal year, paid hourly, effective May 21, 2013 through June 30, 2013, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide III

The following individual is to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College and other departmental duties.

Emmanuel Ramirez, \$11.50 per hour (eff. 5/20/13 to 6/30/13)

Instructional Aide Series

2. Instructional Aide II

The following individuals are to provide basic tutoring, support services, computers and equipment maintenance, and accommodations for students.

Nancy Le, \$9.00 per hour

Natalie Stumph, \$9.00 per hour

3. Instructional Aide IV

The following individuals are 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.

Gillian Griffin, \$12.25 per hour

Stephanie Steward, \$11.75 per hour

Office Aide Series

4. Office Aide II

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

Katherine Mejia, \$9.25 per hour

5. Office Aide V

The following individual is to assist students with online registration, provide assistance to the Student Services Advisor with the Student Success/SEP workshops and pre-requisite clearances, develop and maintain student databases, and coordinate and maintain social network outreach as it related to SEP and Student Success.

Jonathan Lucas, \$13.00 per hour

6. Office Aide VI

The following individual is to perform general clerical duties related to the office operations of the Small Business Development Center including compiling and inputting WebCATS system data, report preparation, conducting research, and monitors and tracks workshops and materials.

Nancy Cisneros, \$17.00 per hour

Sports Aide Series

7. Sports Aide VI

The following individuals are to instruct students in swimming skills appropriate to their ability level and must be Red Cross Water Safety Instructor certified.

Paula Mazzarino, \$17.00 per hour

Noah Rubke, \$17.00 per hour

Karina Vint, \$17.00 per hour

Theater Aide Series

8. Theater Aide IV

The following individual is to assist the theater management and staff with theater duties for on-campus events and manage and organize the front of house staff for any given event.

Amanda Meade-Tatum, \$12.75 per hour

Assistive Linguistics Professional Series

9. Assistive Linguistics Professional II

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

Lisa Jucha, \$42.50 per hour (eff. 5/1/13 to 6/30/13)

Educational Professional Series

10. Educational Professional II

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

Daniel Murray, \$38.00 per hour

Program Professional Series

11. Program Professional I

The following individuals are to organize, implement, and monitor the Summer High School Passing League, maintain the League facilities, and prepare network and recruitment parameters.

Scott Byers, \$25.00 per hour
Matthew Kirk, \$25.00 per hour
Rick Rasnick, \$25.00 per hour

The following Temporary, Non-Classified Service Employees are to be hired for the 2013 - 2014 fiscal year, paid hourly, effective July 1, 2013 through June 30, 2014, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

12. Campus Police Aide II

The following individual is to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College and other departmental duties.

Alexandra Sandoval, \$10.00 per hour

13. Campus Police Aide III

The following individuals are to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College and other departmental duties.

Stephanie Avila, \$11.50 per hour
Gustavo Campos, \$11.25 per hour
Emmanuel Ramirez, \$11.50 per hour
Mayra Sandoval, \$11.00 per hour

Instructional Aide Series

14. Instructional Aide I

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

Olive Edmond, \$8.00 per hour
Audrey Ledford, \$8.00 per hour
Soo Young Lim, \$8.00 per hour
Victor Pulido, \$8.00 per hour
Jose Vasquez, \$8.00 per hour

15. Instructional Aide II

The following individuals are to provide basic tutoring, support services, computers and equipment maintenance, and accommodations for students.

Jessica Asbell, \$9.25 per hour
Allison Burch, \$10.00 per hour
George Malak, \$9.50 per hour
Charles Spears, \$10.25 per hour

16. Instructional Aide III

The following individuals are to provide intermediate level tutoring, record maintenance, and other accommodations for students.

Jill Bryant, \$10.50 per hour
Mary Anne Chappellear, \$10.50 per hour
Shirley Fuller, \$10.50 per hour
Fiaigoa Misipeka, \$10.50 per hour
Branden Williams, \$10.50 per hour

17. Instructional Aide IV

The following individuals are 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.

Alisha Albanese, \$12.25 per hour
Andrew Behrens, \$12.25 per hour
William Birdo Jr, \$12.25 per hour
Sarah Craig, \$12.25 per hour
Michael Davies, \$12.25 per hour
Gregory Evans, \$12.25 per hour
Gillian Griffin, \$12.25 per hour
Kirk Honda, \$12.25 per hour
Karyn Kerkhoff, \$11.75 per hour
Jeffrey Miera, \$11.75 per hour
Monika Manson, \$12.25 per hour
Ludwin Marroquin-Cifuentes, \$12.25 per hour
Pedro Montero, \$12.25 per hour
Matthew Picazo, \$12.25 per hour
Shelley Spearman, \$11.75 per hour
Mariko Takayama, \$11.75 per hour
Ellery Sanders, \$12.25 per hour
Matt Sheehan, \$12.25 per hour
Nicholas Temple, \$12.25 per hour
Ryan Wilkes, \$12.25 per hour

18. Instructional Aide V

The following individuals are to assist instructors with students on the floor with lab projects, maintain equipment, and dispense supplies.

Andre-David Kahwach, \$13.75 per hour

Joon Kim, \$13.00 per hour

Sarah Leinen, \$13.00 per hour

19. Instructional Aide VI

The following individuals are to assist with day-to-day operations for Learning Resource Center computer labs, student patrons for various computing and tutorial needs, orientations to the facilities, and maintenance of the hardware and software in the computing labs.

Charrissa Penn, \$15.00 per hour

Erika Yates, \$15.00 per hour

The following individuals are to provide support as tutors for varied academic subjects with a College Reading Learning Association Certification Level 3.

Ida Nazon, \$19.00 per hour

Gerald Schlosser, \$19.00 per hour

Office Aide Series

20. Office Aide II

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

Katherine Mejia, \$9.25 per hour

21. Office Aide IV

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

Kathleen Jakob-Garcia, \$11.75 per hour

Richard McGreevy, \$12.75 per hour

22. Office Aide V

The following individual is to assist students with online registration, provide assistance to the Student Services Advisor with the Student Success/SEP workshops and pre-requisite clearances, develop and maintain student databases, and coordinate and maintain social network outreach as it related to SEP and Student Success.

Jonathan Lucas, \$13.00 per hour

Program Aide Series

23. Program Aide I

The following individual is to provide basic assistance with daily program operations.

Brandi Hardy, \$8.00 per hour

24. Program Aide IV

The following individual is to assist instructors at the El Camino College Fire Academy for *Standards of Training, Certification and Watchkeeping* for maritime training in the lab.

Pedro Montero, \$12.25 per hour

The following individual is to process student registration materials, provide data entry, support data collection, support outreach and recruitment efforts, and assist with planning and implementing student activities.

Jennylyn Adviento, \$14.00 per hour

25. Program Aide VI

The following individual is to provide administrative and contractual assistance, assist with coordinating staff and room schedules and planning/organizing activities, support department outreach and recruitment, assist with classroom facilitation and logistics, and other related duties.

Debra Zavala, \$19.00 per hour

Sports Aide Series

26. Sports Aide VI

The following individuals are to instruct students in swimming skills appropriate to their ability level and must be Red Cross Water Safety Instructor certified.

Shelley Benner, \$17.00 per hour

Elise Caywood, \$17.00 per hour

Joshua Clark, \$17.00 per hour

Jennie Harris, \$17.00 per hour

Monica Lizarraga, \$17.00 per hour

Paula Mazzarino, \$17.00 per hour

Richard Pieper, \$17.00 per hour
Katelyn Rogers, \$17.00 per hour
Noah Rubke, \$17.00 per hour
Rebecca Savoia, \$17.00 per hour
Erica Shaw, \$17.00 per hour
Amanda Sloss, \$17.00 per hour
Katelynn Sloss, \$17.00 per hour
Kaela Stager, \$17.00 per hour
Sandra Tejada, \$17.00 per hour
Karina Vint, \$17.00 per hour
Angie Zeller, \$17.00 per hour

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

Rolando Barragan, \$17.00 per hour
Scott Byers, \$17.00 per hour
Robert Fernley, \$17.00 per hour
Vincent Fiamengo, \$17.00 per hour
Michael Grissett, \$17.00 per hour
Daryl Guerin, \$17.00 per hour
Theresa Higdon, \$17.00 per hour
Nicholas Jones, \$17.00 per hour
Ever Morataya, \$17.00 per hour
Melissa Sanchez, \$17.00 per hour
Erica Shaw, \$17.00 per hour
Dan Speltz, \$17.00 per hour
Kenneth Talanoa, \$17.00 per hour

The following individual is to perform a variety of public information functions including, but not limited to the publicity and promotion of the college athletic programs.

Rafael Guerrero, \$17.00 per hour

The following individuals are to be responsible for providing a safe and effective environment for exercise training and supervise the Fitness Center.

Jacob Notch, \$15.00 per hour
Joshua Zurfluh, \$15.00 per hour

Program Professional Series

27. Program Professional I

The following individuals are to organize, implement, and monitor the Summer High School Passing League, maintain the League facilities, and prepare network and recruitment parameters.

Scott Byers, \$25.00 per hour

Matthew Kirk, \$25.00 per hour

Rick Rasnick, \$25.00 per hour

The following individual is responsible for implementing the Science, Technology, Engineering and Math (STEM) Summer Design Challenge program.

Glen Chapple, \$30.00 per hour

28. Program Professional II

The following individuals are to conduct business advising sessions and deliver workshops for the Small Business Development Center.

Alonzo Bonner, \$45.00 per hour

Kevin Farmer, \$45.00 per hour

Michael Grimshaw, \$45.00 per hour

Daniel Hancuff, \$45.00 per hour

Jeremy James, \$45.00 per hour

Nathaniel Jemison, \$45.00 per hour

Lawrence Johnson, \$45.00 per hour

Charles Lowe, \$45.00 per hour

Carolyn O'Reilly, \$45.00 per hour

Antonio Ruiz, \$45.00 per hour

Patricia Schmucker, \$45.00 per hour

Kathleen Taylor, \$45.00 per hour

Rebekah Walker, \$45.00 per hour

Tonya Ware, \$45.00 per hour

Training Professional Series

29. Training Professional I

The following individual is to provide training, expertise, leadership and professional services in the Police Reserve program.

Oscar Serrano, \$32.00 per hour

30. Training Professional III

The following individual is to conduct business advising sessions, deliver workshops, and oversee the loan packaging process.

Carol Cornell, \$50.00 per hour

C. PUBLIC HEARING REGARDING NEGOTIATIONS BETWEEN THE EL CAMINO CLASSIFIED EMPLOYEES, LOCAL 6142, CFT, AFT, AFL-CIO AND THE EL CAMINO COMMUNITY COLLEGE DISTRICT FOR 2013-2014 REOPENER NEGOTIATIONS AS REQUESTED BY EL CAMINO CLASSIFIED EMPLOYEES

It is recommended that the Board of Trustees conduct a Public Hearing at the May 2013 Board Meeting to reopen negotiations between El Camino Classified Employees (ECCE) and El Camino Community College District. As stated in Article 28, Section 6(a) of the ECCE Bargaining Agreement, reopener negotiations would automatically include Article 6 (Compensation), Article 15 (Insurance Benefits), and each side is able to select one additional article. ECCE has identified Article 9, Classifications.

D. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, certificated, classified, confidential and other unrepresented employee salaries are declared indefinite for 2013-2014.

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

- A. Absence of a Board Member.....Page 85
- B. Citizens’ Bond Oversight Committee.....Page 85
- C. Informational Item – Los Angeles County Registrar-Recorder County
Clerk Calendar of Events – Consolidated Elections November 5, 2013..Page 85
- D. Agreement Between the El Camino Community College District and
The Compton Community College District – Second Reading
and Adoption.....Page 88

A. Absence of a Board Member

It is recommended that the Board excuse Trustee O'Donnell from the April 15, 2013 Board Meeting with no loss of salary due to illness.

B. Citizens' Bond Oversight Committee

It is recommended that the Board re-appoint the following individuals to serve on the Citizen's Bond Oversight Committee:

1. Senior Citizen Organization Representative – Gloria Dumais, 3-year term
2. Community at Large Representative – Dwight D. Choyce, 3-year term
3. Taxpayer Association Representative – Kirk J. Retz, 3-year term

It is recommended that the Board appoint the following individual to serve on the Citizens' Bond Oversight Committee:

1. Foundation Representative – Michael J. Goguen, 3-year term

Michael Goguen is a Financial Advisor for Edward Jones, managing the financial affairs of a small group of local families in the South Bay and Los Angeles areas. Michael focuses on the overall financial and retirement planning needs of the individuals he serves. Residing in Torrance since 1984, Michael and his wife Susan have four daughters and three grandchildren. Their two youngest daughters attended El Camino College; one transferred to a University of California and one to a California State University. Their El Camino College graduations sparked Michael's interest and involvement in the El Camino College Foundation. Michael has served on the Foundation board for approximately 5 years.

Michael has also served as Past President of the Original Rotary Club of Torrance and past Torrance Chamber of Commerce Board member. Michael takes pride in serving the South Bay community.

C. Informational Item – Los Angeles County Registrar-Recorder County Clerk Calendar of Events – Consolidated Elections November 5, 2013

The Los Angeles County Registrar-Recorder County Clerk Calendar Events – Consolidated Elections – November 5, 2013 is presented for informational purposes (Pages 86-87).

**TENTATIVE
 CALENDAR OF EVENTS
 LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS
 NOVEMBER 5, 2013
 IMPORTANT NOTICE**

**All documents are to be filed with and duties performed by the
 Registrar-Recorder/County Clerk unless otherwise specified.**

DATES	DATES
JULY 15 (M) AUG. 9 (F) E-113 E-88 5:00 P.M.	NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY First and last day for candidates to file declarations of candidacy. CANDIDATE STATEMENTS During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district governing body (200 or 400 words) for inclusion with the Official Sample Ballot. The statement shall be filed no later than the last day to file declarations of candidacy.
AUG. 9 (F) E-88 5:00 P.M.	DECLARATION OF CANDIDACY – DEADLINE DATE (UDEL AND SCHOOL JURISDICTIONS) Last day for candidates to file declarations of candidacy. CANDIDATE WITHDRAWAL (UDEL AND SCHOOL JURISDICTIONS) No candidate, including incumbents, whose declaration of candidacy has been filed, may withdraw after this date except when the nomination period has been extended for that office. CONSOLIDATION OF ELECTIONS Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with the election. A copy of the resolution must also be filed with the county elections official. CANDIDATE STATEMENTS Last day to file a candidate statement. ADOPTION OF SPECIAL MEASURE ELECTION RESOLUTION Last day for governing boards to adopt a resolution calling a special school district election to place a measure on the ballot. Copies shall be filed with the county elections official.
AUG. 10** (Sa) -AUG. 14 (W) E-87** E-83 5:00 P.M.	NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If a declaration of candidacy for an incumbent is not filed by 5:00 p.m. on August 9 , the declaration period shall be extended until August 14, 5:00 p.m. , for persons other than the incumbent. NOTE: The extension does not apply where there is no incumbent eligible to be elected.

**August 10, 17 and 24 (Saturdays) and August 11 and 18 (Sundays) – Office will be closed.

DATES	DATES
AUG. 10** (Sa) AUG. 19 E-87** (M) E-78 5:00 P.M.	PUBLIC EXAMINATION PERIOD During this period candidate statements, candidate names and ballot designations shall be open for public examination. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material in a candidate statement to be amended or deleted. For candidate names and ballot designations, a writ of mandate may be filed pursuant to E. C. § 13314. NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 15 through August 24** .
AUG. 14 (W) E-83 5:00 P.M.	CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD Last day a candidate may withdraw declaration of candidacy papers when nomination period has been extended for that office.
AUG. 15 (Th) E-82 11:00 A.M.	RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet.
NOV. 5 (Tu) 8:00 P.M. ELECTION DAY	ELECTION DAY Polls open 7:00 a.m., close 8:00 p.m., VOTE BY MAIL BALLOTS RETURNED – 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. SEALING OF UNUSED BALLOTS At 8:00 p.m., immediately after the polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed.
DEC. 6 (F) E + 31	TAKING OF OFFICE (UDEL AND SCHOOL JURISDICTIONS) Officers, elected or appointed, take office on the first Friday in December next following the election.

**August 10, 17 and 24 (Saturdays) and August 11 and 18 (Sundays) – Office will be closed.

D. Agreement Between the El Camino Community College District and the Compton Community College District – Second Reading and Adoption

It is recommended that the Board of Trustees accept for a Second Reading and Adoption, the Agreement Between the El Camino Community College District and the Compton Community College District as shown on the following pages.

**AGREEMENT BETWEEN THE
EL CAMINO COMMUNITY COLLEGE DISTRICT AND THE
COMPTON COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into on the ___ day of _____, 2013, by and between the El Camino Community College District (hereinafter referred to as “El Camino”), acting by and through its Superintendent/President, and the Compton Community College District (hereinafter referred to as “Compton District”), acting by and through the Special Trustee appointed by the Chancellor of the California Community Colleges (hereinafter referred to as “Chancellor”) to serve as the Compton District’s governing board. Collectively, referred to as “The Parties”.

In recognition of the importance of a future independently accredited college within Compton District and the importance of the Accrediting Commission for Community and Junior Colleges’ (ACCJC) Eligibility Requirements, this Agreement addresses the mutual interest of the parties in ultimately achieving accredited status. El Camino is required to meet the ACCJC Standards, Eligibility Requirements, and the Commission policies continuously. In consideration of the mutual commitments contained herein, the parties agree as follows:

1. This Agreement, and the parties’ implementation of it, is intended to provide a set of binding mutual understandings to achieve the following goals:
 - A. Provide the students and residents of the Compton District with access to accredited community college programs and services that address their educational needs and contribute to the overall welfare and development of the community. Through El Camino and its Center on the Compton District’s facilities in Compton, California known as the “El Camino College Compton Community Educational Center,” also known as the “El Camino College Compton Center,” and hereinafter referred to as the “Center”;
 - B. Specify the various rights and responsibilities of each party in providing those programs and services;
 - C. Create the conditions under which the Compton District will have a genuine opportunity to establish a newly accredited college;*
 - D. Advance effective, mutually respectful relationships between and among the State Chancellor/Special Trustee, Superintendent/President of El Camino, ACCJC, faculty, staff, students and administrators of El Camino and the Compton District;

* Obtaining accreditation for the Center will be a multi-year process. Based on the *Eligibility, Candidacy and Initial Accreditation Manual* published by the Accrediting Commission for Community and Junior Colleges, the parties have outlined the steps required to gain accreditation and an anticipated time frame. The outline is appended to this Agreement as Attachment A, for information purposes only.

- E. Ensure the current structure is consistent with the ACCJC Standards and Eligibility Requirements and provide El Camino with the responsibility and authority needed to develop and transform the Center to an accredited institution within El Camino conforming to the accreditation requirements of the ACCJC;
 - F. Continue to safeguard El Camino College's positive accreditation status while moving the Center to an accredited college within El Camino;
 - G. Understand that El Camino is entrusted to move the Center to an accredited institution within El Camino and as such, El Camino must have complete authority for that task; and
 - H. Once the Center becomes an accredited college within the El Camino Community College District, a major substantive change proposal for revising the authority would be prepared by the Superintendent/President of El Camino College, President of Compton College, and Chancellor's Special Trustee. The parties, working with the Chancellor's Special Trustee, would need to prepare the Compton District in assuming authority over Compton College by assuring that the operation of Compton College is consistent with ACCJC Standards, Eligibility Requirements, and Commission policies.
2. All programs and services of the Center provided under this Agreement shall be offered exclusively by El Camino. During the term of this Agreement the Compton District shall assist El Camino and not interfere with the process that requires status as an accredited institution. The Compton District shall also refrain from engaging in any activity that would pose a demonstrable risk to El Camino's reputation and accreditation. Compton District shall cooperate with El Camino in its efforts to secure accreditation, and shall comply with every reasonable request of El Camino with respect to El Camino's efforts to maintain ACCJC Standards and Eligibility Requirements.
 3. On an annual basis, the Superintendent/President and the Special Trustee will meet with the ACCJC and the Chancellor to discuss progress toward the Center meeting all Eligibility Requirements and Accreditation Standards as necessary for obtaining institutional accreditation.

El Camino and the Center

4. As authorized by Chapter 50 of the Statutes of 2006 (AB 318, Dymally) (and any amendments thereto), El Camino shall manage the Center. The educational programs and services offered by El Camino at the Center shall consist of credit and non-credit offerings, and student support services. Students enrolling in classes at the Center shall be students of El Camino, shall receive credit from El Camino for classes they

successfully complete, and shall receive certificates or degrees they earn from El Camino. El Camino shall maintain student records related to the attendance of students in classes, in accordance with all applicable state and federal laws.

5. The Center, and all of its educational programs and services, shall be under the exclusive management and authority of El Camino. As used in this Agreement, the Center's programs and services determined by El Camino, including but not limited to the following: credit and non-credit courses and programs; library and learning resource center services; counseling and matriculation services; admissions and records; financial aid; student life; categorical programs such as EOPS, DSPS, CalWorks, GAIN, and TANF; transfer center services; athletics; international students; relations with schools; and special programs and services such as the Foster/Kinship Care Program.
6. Subject to funding, El Camino may include the following among the programs and services it provides at the Center:
 - A. EOPS, Special Resources Center (DSPS), CalWorks, GAIN, TANF and other categorical programs (as well as federally supported programs and grants to Hispanic-Serving Institutions under Title V of the Higher Education Act) that are separate from and independent of similar programs provided at El Camino's Torrance campus;
 - B. An Associated Student Body (ASB) organization at the Center that is separate from and independent of the Associated Student's Organization at El Camino and that assesses and benefits from its own fees; and
 - C. The Center intercollegiate athletic teams are separate from and independent of the athletic teams at El Camino's campus. Unless otherwise agreed to by the parties, the teams shall be designated as the "Compton Tartars."
7. The educational programs and student support services offered at the Center shall be clearly identified as exclusively programs and services of El Camino, and El Camino shall have full authority over all aspects of the programs and services offered at the Center, including but not limited to, curriculum development and approval, program review, student assessment, student services and institutional planning for the Center. Furthermore, as more fully specified in Sections 12.A, 12.B, 13 and 17, below, El Camino shall have authority over faculty and staff qualifications and evaluation of their performance.
8. El Camino, in consultation with its Academic Senate shall ensure that faculty employed by the Compton District but assigned to provide educational and support services at the Center are accorded appropriate professional standing in academic and

professional matters as they relate to the Center, including but not limited to, curriculum development and approval, program review, student assessment, student services and institutional planning for the Center.

9. El Camino shall comply with all state and federal requirements to ensure that qualified students enrolled at the Center remain eligible for state and federal financial assistance.
10. As authorized by the Education Code, Compton District shall collect fees as follows:
 - A. Non-resident tuition fees, materials fees, Associated Student Body (ASB) fees, and ASB Student Representation fees, which shall be set by El Camino upon the recommendation of Compton District.
 - B. Parking fees and facility use fees, which will be set by Compton District.
11. El Camino shall appoint a full-time Vice President, Compton Center (hereinafter referred to as the Vice President) to serve as the Chief Instructional and Chief Student Services Officer of the Center (Attachment B – Description of VP, Compton Center position). Once the Eligibility Application is approved by ACCJC, there will be a transition period and the function and duties of the Vice President, Compton Center will be performed by the Compton District CEO.
12. El Camino and Compton District shall agree upon a staffing plan for the Center that identifies every position that will be needed to provide services at the Center and that specifies which of the positions the Compton District will fund. The parties shall implement the staffing plan as follows:
 - A. To the extent the parties determine necessary and appropriate, the Compton District shall propose assignment of its current employees to provide services at the Center pursuant to the staffing plan. Before any individual employee is assigned to provide services at the Center, El Camino, in its sole discretion, shall have the right to review employee qualifications and to determine if the assignment is an appropriate one. If El Camino determines that the assignment is appropriate, the employee shall remain an employee of the Compton District and shall not become an employee of El Camino, but he or she will provide services at the Center under the day-to-day supervision of El Camino. If El Camino determines that the assignment is not appropriate and declines to accept the employee, he or she shall not be assigned to provide services for El Camino at the Center.
 - B. When new employees need to be hired by Compton District pursuant to the staffing plan, Compton District shall promptly undertake reasonable efforts to

recruit qualified employees for those positions using hiring procedures adopted by Compton District following consultation with El Camino. The Superintendent/ President of El Camino or designee may choose to participate in final interviews for faculty and managers.

13. El Camino, acting through its Vice President, shall have the primary right to direct the activities of the Compton District employees assigned to provide educational and student support services at the Center consistent with the Compton District's contractual and legal rights and obligations as the employer of those individuals. The El Camino Vice President and the Compton District CEO shall work in a collegial and collaborative manner regarding these activities. Using evaluation procedures applicable to Compton District employees, El Camino shall also provide employee performance assessments to the Compton District regarding the services provided by the Compton District's employees. If El Camino finds that it is necessary to do so, El Camino may reassign a Compton District employee back to the Compton District after providing the Compton District with a reasonable opportunity to remedy any circumstances that El Camino believes warrants the reassignment.
14. Nothing in this agreement shall be construed to limit El Camino's ability to assign its own employees to oversee activities or to manage the educational and student support services at the Center, or to hire employees of any type or class as otherwise authorized by law as needed to provide oversight of activities or the management of educational and student support services at the Center. Any person who provides services pursuant to this section shall remain an employee of El Camino and shall not be deemed to be an employee of the Compton District nor shall any such employee gain any status with the Compton District for any purpose. It is understood by the parties that El Camino will assign its employees to provide services at the Center only if they voluntarily accept the assignment. El Camino and the Compton District may also enter into inter-jurisdictional agreements with each other to exchange employees needed for an interim period for a specific job classification.
15. As an alternative to delegating management of a Compton District operation to El Camino, as specified above, the parties may agree that El Camino will assume full responsibility for the operation (including staffing, equipment, and supplies) and that it will provide the Compton District with all relevant services associated with the operation as a service provider. Any such agreement shall be approved by the Special Trustee and shall take the form of a written agreement that specifies all of the terms and conditions of the services to be provided by El Camino and the compensation payable to El Camino for those services.

The Compton District

16. The Compton District shall provide District facilities available to El Camino without charge and shall name those facilities the “El Camino College Compton Community Educational Center.”
17. The Special Trustee shall appoint a full-time CEO (Attachment C – Description of Compton District CEO position) for the Compton District. The CEO will serve as the chief executive and operational officer for the Compton District. The CEO will report to the State Special Trustee. Once eligibility is granted by the ACCJC, to the El Camino College Compton Center this position title will change to Provost/CEO. As Provost, the Provost/CEO will report to the Superintendent/ President of El Camino; as CEO to the Special Trustee. Upon achieving accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton College and the Provost/CEO position title will change to President/CEO. As President the President/CEO will report to the Superintendent/President of El Camino; as CEO to the Special Trustee. The Superintendent/President of El Camino and the Special Trustee will mutually agree on the selection of the President/CEO.
18. The Compton District CEO shall manage the Compton District Measure CC Bond funds, subject to the authority of the Special Trustee, in conformance with authority under AB 318.
19. The Special Trustee and the Superintendent/President of El Camino shall conduct an annual evaluation of the Compton District CEO. Such evaluation shall comply with any requirements set forth in the contract of employment with the Compton District CEO.
20. The Compton District shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. El Camino shall remain responsible for the salary and benefits of its employees assigned to provide educational and student support services at the Center. Neither party shall have any responsibility for the salary or benefits of the other party’s employees.
21. The Compton District shall continue to be responsible for ensuring that all of its permanent records are retained and stored as required by state and federal law.
22. All real property leases securing the Compton District bonds shall be leased by the Compton District, and not the Center or El Camino.
23. The Compton District shall be responsible for all retiree benefits, as well as retiree benefits offered its employees prior to the date its accreditation was revoked.

24. The Compton District shall receive apportionment for El Camino courses provided at the Center.
25. Every Compton District employee who is assigned to provide services at the Center shall do so pursuant to Education Code Section 74293. No such employee shall be deemed to be an employee of El Camino nor shall any such employee gain any status with El Camino for any purpose.

Accreditation Plan

26. The parties acknowledge that a fundamental long-term goal of this Agreement is to establish a newly accredited college in the Compton District. The Compton District will assist and cooperate with El Camino to initiate an application for eligibility. In furtherance of that goal, the parties shall develop an overall plan under which the Center will prepare for accreditation and complete all of the work necessary to enable El Camino, as a goal, to initiate an application for eligibility within five (5) years of this Agreement.
27. Under direction from the El Camino Superintendent/President, the Compton District CEO shall manage the following operations, subject to the authority of the Special Trustee, in conformance with authority under AB 318: business and administrative activities including accounting services (accounts receivable, accounts payable, general accounting and maintenance of the general ledger, and cashier services); budget development and administration; financial, credit and debt management; payroll services; purchasing, receiving and asset management; auxiliary services (including bookstore and cafeteria operations, grants administration); risk management and insurance; management information services; facilities maintenance and operations; construction and other capital improvement projects; human resources and labor relations; community and governmental relations that relate primarily to the Compton District and not of the Center (including, but not limited to, organization and operations of the Compton District and the office of the Special Trustee; and all other business, legal and administrative activities that relate primarily to the management of the Compton District).

The Compton District shall not enter into any contract, employ any consultant or independent contractor, or employ any employee with management or supervisory duties that may have impact on the Center, without first securing the approval of the Superintendent/President, or designee.

The Compton District CEO shall provide sufficient resources and personnel knowledgeable in the rules, processes and deadlines of the State Capital Outlay Program. These employees will ensure that the legislatively established project scope,

budget and schedule will be adhered to resulting in the timely completion of the project(s).

28. If the El Camino Superintendent/President determines that actions of the Compton District will negatively impact the operations of the Center, the Superintendent/President and the Special Trustee, shall meet with the Compton District CEO to resolve the concerns.
29. El Camino management of Compton District operations pursuant to Section 26, the following shall apply:
 - A. All employees assigned to work in the operation shall remain employees of the Compton District and shall not gain any status with El Camino for any purposes.
 - B. El Camino may assign its own employees to assist in providing services needed in the operation, or may hire employees of any type or class as otherwise authorized by law as needed to provide oversight of the Compton District; nor shall any such employee gain any status with the Compton District for any purpose. It is understood by the parties that El Camino will assign its employees to provide services at the Compton District only if they voluntarily accept the assignment.
 - C. The Compton District shall remain responsible for the salary and benefits of its employees working in the operation and El Camino shall remain responsible for the salary and benefits of its employees working in the operation.
 - D. In managing the operation of the Compton District, El Camino requires that no funds of the Compton District are expended or committed without approval of the Special Trustee, or an appropriate Compton District official acting under delegated authority from the Special Trustee.

Budget Development and Monitoring

30. El Camino, in consultation with Compton District, shall set up an annual budget development procedure that includes a budget development calendar, defines the roles and responsibilities of Compton District and El Camino officials involved in the process, and identifies the manner in which appropriate collegial consultation will occur. Following that procedure El Camino will develop a budget for the Center and the operations it manages pursuant to Sections 27 and 29, above. The budget, which shall be updated annually, shall be based upon enrollment projections and other operational goals agreed upon by the parties and shall consist of:
 - A. an operating budget for the Center for the upcoming fiscal year;

B. an operating budget for the operations El Camino manages pursuant to Sections 27 and 29, above, for the upcoming fiscal year; and

C. a projected budget for the Center for each of the two succeeding fiscal years.

31. Before adopting the annual budget, the Special Trustee shall determine if the Superintendent/President concurs with the proposed budget. If the Superintendent/President concurs, the Special Trustee shall adopt the budget as specified in section 32. If the Superintendent/President does not concur, the Special Trustee shall either modify the budget as necessary to obtain the Superintendent/President's concurrence, or adopt the budget without the concurrence. In the latter case, El Camino will be deemed to have given notice of termination of this Agreement on the date of the budget's adoption and the termination procedure set forth in Section 47 shall be automatically invoked.
32. Once the Special Trustee adopts the annual budget, the Compton District shall, as a first priority, fund the Center's operating budget for the current fiscal year and the current operating budget for the operations El Camino manages pursuant to this agreement. El Camino shall provide fiscal and administrative oversight for the operation of the Center and all matters related to the Center.
33. Once the annual budget is adopted by the Special Trustee, the Superintendent/President, Special Trustee and the Compton District CEO shall monitor the Compton District budget for fiscal stability, and for purposes of assuring that the budget allows for progress toward an independently accredited college. As such, all contracts in consultation with the Special Trustee shall be pre-approved by the Superintendent/President prior to the Special Trustee taking action. Contracts deemed to jeopardize fiscal stability of the Compton District and/or accreditation of an independent college, by the Superintendent/President, shall not be approved by the Special Trustee.

Furthermore, any contract agreement with a term longer than one year in duration and/or any contract exceeding \$83,400 (Competitive Bid Limit, per the Public Contract Code (PCC) Section 20111(a)) shall be pre-approved by the Chancellor of the California Community Colleges, or designee prior to the Special Trustee taking action.

34. If the parties are unable to reach concurrence on this Agreement's contract provisions and/or the adopted budget, the parties are required to meet jointly with the Chancellor of the California Community Colleges for dispute resolution.

Recruitment, Retention, Marketing and Enrollment

35. The parties agree that student enrollment at the Center is an important, quantifiable measure of service to the community, and recognize that the Center's enrollment will ultimately determine the Compton District's entitlement to State apportionment. As a consequence, El Camino acknowledges that the Compton District has a substantial interest in monitoring enrollment at the Center and agrees to exercise best efforts to match enrollment to available apportionment funding.
36. The El Camino Vice President in consultation with the Compton District CEO shall prepare annual short and long-term recruitment, retention, marketing and enrollment management plans for the Center which shall be presented to the Superintendent/President for review and approval. The process by which the various plans are developed shall provide for broad participation by the Compton District faculty, staff, students and administrators.
37. By April 15 of each academic year the Compton District CEO and Vice President shall establish an enrollment goal for the Center for the subsequent academic year. Through the budget development process the Compton District shall identify the funding necessary to achieve that goal and ensure that the funding is made available.
38. El Camino shall record attendance at the Center according to rules and regulations prescribed by the Board of Governors of the California Community Colleges and shall submit accurate and timely attendance reports to the Chancellor's Office. Before submitting any such report, however, El Camino shall provide the Compton District with an opportunity to review the report.

Miscellaneous

39. Under the terms of this Agreement, and in accordance with AB318 the parties acknowledge that all authority that would otherwise be vested in the Compton District's Governing Board by law is delegated to the Special Trustee.
40. El Camino shall be entitled to an annual administrative fee of \$50,000 for its services under this Agreement, payable at the beginning of each fiscal year. Upon the Compton District's receipt of El Camino's invoice for the fee, the Compton District shall remit the fee to El Camino within 30 days.
41. Effective in 2006 and increased annually by inflation thereafter, the Chancellor, acting under his authority under title 5, California Code of Regulations Section 58771, shall authorize annually the amount of \$4,000,000.00 as an increase in revenue to El Camino.

42. The Superintendent/President and Special Trustee will set the compensation for the Compton District CEO. Total compensation means salary, benefits, and other remuneration. This compensation will be consistent with the experience required and responsibilities of the position.
43. The Compton District shall defend and indemnify El Camino, its officers, employees or agents, in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of the Compton District, its officers, employees or agents in the performance of this agreement, and El Camino shall defend and indemnify the Compton District, its officers, employees or agents, in connection with any and all claims, actions or lawsuits that arise in any manner from the acts or omissions of El Camino, its officers, employees or agents in the performance of this agreement. It is expressly understood that in the event of a claim, action, or lawsuit based upon an act or omission of a Compton District employee assigned to provide services at the Center under this agreement, the Compton District employee shall not be deemed to be an agent of El Camino unless the act or omission giving rise to the claim, action or lawsuit was one required by El Camino or taken at the explicit direction of an El Camino supervisor or manager.
44. During the term of this Agreement, each party shall maintain in effect a policy or policies of insurance issued by one or more insurance companies and/or a memorandum or memoranda of coverage issued by a joint powers authority providing the coverage identified below:
- A. Liability to a third party for bodily injury, sickness, or disease and for physical injury to tangible property and/or for loss of use of tangible property not physically injured that is neither expected nor intended from the standpoint of the insured or of the covered party. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence with an aggregate limit of no less than \$5,000,000.
 - B. Liability to a third party for “personal injury” offense(s) as defined by the applicable policy of insurance or memorandum of coverage. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence or claim with an aggregate limit of no less than \$5,000,000.
 - C. Liability to a third party for “errors and omissions” as defined by the applicable policy of insurance or memorandum of coverage. The policy limit or limit of liability for such coverage shall be at least \$1,000,000 per occurrence or claim with an aggregate limit of no less than \$5,000,000.
 - D. Automobile Liability with the following limits: Primary Bodily Injury limits of \$1,000,000 per occurrence and Primary Property Damage limits of \$5,000,000 per

occurrence or combined single limits of Primary Bodily and Primary Damage of \$10,000,000 per occurrence.

E. Workers' Compensation Insurance with the limits established and required by the State of California.

F. Employer's Liability with limits of \$5,000,000 per claim.

45. During the term of this Agreement, each party shall cause the other party and its elected and appointed officers, directors, employees and agents to be named as additional insured under the policy or policies of insurance providing the coverage identified above for claims arising out of actual or alleged acts or omissions on the part of the other party, its elected and appointed officers, employees and agents and/or cause the other party, its officers, employees and agents to be named as a covered party or as an additional covered party under the memorandum or memoranda of coverage providing the coverage identified above for claims arising out of actual or alleged acts or omissions on the part of the other party, its elected and appointed officers, employees and agents. However, this provision shall not apply to the coverage for "errors and omissions."
46. By July 1 of each year, each party shall provide to or cause to be provided to the other party a certificate or certificates of insurance identifying the policy or policies of insurance to which the other party has been named as an additional insured and/or certificate or certificates of coverage or similar document(s) identifying the memorandum or memoranda of coverage to which each party has been named as an additional covered party. Each such policy or memorandum shall state that not less than thirty (30) days' written notice shall be given to the other party prior to cancellation; and, shall waive all rights of subrogation. Each party shall immediately notify the other party in the event of material change in, or failure to renew, each policy or memorandum.
47. This Agreement shall take effect immediately and shall remain in effect until it is terminated. Either party may initiate termination of this Agreement by giving 180 days written notice to the other party, and to the Board of Governors of the California Community Colleges, of its intent to terminate. No termination pursuant to this section shall take effect until the end of the semester following the expiration of the notice period provided under this section so as to protect students from a mid-term interruption of educational services. Regardless of which party may initiate the termination of this Agreement, all parties shall meet with the President of ACCJC in order to completely understand the implications of terminating the partnership and the process required by ACCJC regarding the closure of the Center.

48. Notwithstanding anything in Section 47 to the contrary, in the event El Camino initiates termination of this Agreement by giving notice to the Compton District and the Board of Governors of its intent to terminate pursuant to the preceding section, the Chancellor shall meet with the Superintendent/President of El Camino to determine if the proposed termination by El Camino relates to factors that can be resolved with the Chancellor's assistance. If that is not the case, and if El Camino declines to withdraw its notice of termination within ninety days after it was initially given to the Compton District and the Board of Governors, the Special Trustee shall immediately act to terminate the agreement pursuant to Education Code Section 74292(1) (2), which explicitly authorizes the Special Trustee to initiate termination of agreements with a partner district. Thereafter, the Special Trustee, the Chancellor and the Board of Governors of the California Community Colleges shall be deemed to have waived any and all rights whatsoever that they may have to require El Camino to continue to provide services as a partner district. This waiver provision is irrevocable and its inclusion in this agreement has been relied upon by El Camino as a material inducement for its willingness to enter into this Agreement.

49. Any notice required to be delivered under this Agreement to the other party must be in writing and shall be effective (i) when personally delivered to the other party or (ii) three business days after deposit in the United States mail, postage fully prepaid and addressed to the respective party as set forth below (or to such other address and to such other persons as the parties may hereafter designate by written notice to the other):

To the Compton District:

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

To El Camino:

Superintendent/President
EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Boulevard
Torrance, CA 90506

To the Chancellor and Board of Governors:

Chancellor
CALIFORNIA COMMUNITY COLLEGES
1102 Q Street
Sacramento, CA 95811

50. This Agreement represents the entire understanding between the parties and supersedes all prior agreements, written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the Compton District and El Camino.

IN WITNESS WHEREOF, the parties have executed this agreement on, _____, **2013.**

COMPTON COMMUNITY COLLEGE DISTRICT

By _____
Thomas E. Henry
Special Trustee

EL CAMINO COMMUNITY COLLEGE DISTRICT

By _____
Thomas M. Fallo
Superintendent President

I have reviewed this Agreement and assent to its terms. I also confirm that the Special Trustee has the power to sign it and, acting in accordance with the authority I have granted him under the law, to bind the Compton Community College District to the terms set forth in the agreement.

Brice Harris
Chancellor, California Community Colleges

Attachment - A

Requirements for Establishing Eligibility for Accreditation

Step 1- Establishing that the ACCJC Eligibility Requirements have been Met and Applying for Eligibility

Before making a formal application of any kind to the ACCJC, must first establish its eligibility, to become a Candidate for Accreditation. Criteria for establishing the Eligibility Requirements (ERs) include completing an assessment of the Center's relationship to the basic requirements for institutional eligibility and providing the Commission with a description (with relevant evidence) of how the institution meets standards in the following twenty-one areas:

Eligibility Requirements

- 1 Authority
- 2 Mission
- 3 Governing Board
- 4 Chief Executive Officer
- 5 Administrative Capacity
- 6 Operational Status
- 7 Degrees
- 8 Educational Programs
- 9 Academic Credit
- 10 Student Learning and Achievement
- 11 General Education
- 12 Academic Freedom
- 13 Faculty
- 14 Student Services
- 15 Admissions
- 16 Information and Learning Resources
- 17 Financial Resources
- 18 Financial Accountability
- 19 Institutional Planning and Evaluation
- 20 Integrity in Communication with the Public
- 21 Integrity in Relations with the Accrediting Commission

El Camino College is responsible for and is committed to the Center demonstrating that it meets the twenty-one basic criteria for institutional eligibility. When El Camino determines that the Center meets the Eligibility Requirements, El Camino will submit an eligibility application and supporting documented evidence asking for eligibility status for the Center. The Eligibility Application explains in detail how the institution meets each of the Eligibility Requirements and provides evidence to support the explanation.

Eligibility status is not a formal affiliation with the Commission, but it is a prerequisite, for an institution to be able to proceed to seek Candidacy status. If Eligibility is denied, the Commission will state which Eligibility Requirements the institution has failed to meet. If Eligibility is granted, the Commission notifies the institution in writing and develops a time frame for the institution's self-study for Candidacy.

(Time Line – 2006 to Point of Eligibility Application – This process can take several years, depending on the Center's adherence to and sustainability of the Eligibility Requirements)

Step 2 – Candidacy Status

Once eligibility is granted, ACCJC develops a time frame for the Institution's self-study in preparation for the Candidacy review. The El Camino College Superintendent/President communicates the acceptance of or makes suggestions for modifications to the time frame. The Commission responds identifying a visit date. The Commission also invites Center staff to attend training for institutions undertaking the self-study. The Center will apply for candidacy status by completing and submitting a Self-Study Report using the Standards of Accreditation, the Self Study Manual, and other Commission policies and resources. This report needs to be supported by evidence that must be retained for later review by a visiting accreditation team.

Following submission of the Self-Study Report, the Commission will send a team to visit the Center for the purpose of determining if the institution meets the standards, policies and eligibility criteria of the Commission. The Commission team will verify how well the institution meets or exceeds the Standards of Accreditation. The steps for Candidacy remain separate and distinct from the steps to achieve Initial Accreditation. The visiting team report shall identify any perceived deficiencies in meeting Standards of Accreditation and any eligibility deficiencies. At its next regular meeting the Commission may grant the Center candidacy or provide for an extension, deferral, denial, or termination of candidacy. If Candidacy is denied, the institution may reapply for Candidacy by submitting another Self-Study Report after two years. If Candidacy is granted, the Center will be expected to remain in compliance with the standards of accreditation during the entire candidacy period, generally a period of at least two years. If granted, a timetable for Initial Accreditation is arranged by the Commission.

An institution that has achieved Candidacy status is an institution that has demonstrated that it minimally meets the Standards of Accreditation and has a limited time (four years total) to fully meet or exceed Standards. Candidacy status is a formal status of affiliation with the Commission and is awarded for two years. Under no circumstance may Candidacy status exceed a total of four years.

(Time Line – Eligibility Application Granted to Submission of Self Study – This process can take several years, depending on the Center’s adherence to and sustainability of the Eligibility Requirements and Standards of Accreditation – Typically a Self Study takes Two Years)

Step 3 Achieving Initial Accreditation Status after Candidacy Status Granted

After at least two years as a candidate for accreditation, the Center will need to either apply for an extension of Candidacy beyond the initial two-year period, or apply for Initial Accreditation. To apply for Initial Accreditation, the Center must submit another Self-Study Report using the Standards of Accreditation, the Self Study Manual, and other Commission policies and resources. This Self Study Report is supported by evidence that the institution continues to meet the Eligibility Requirements as well as the ACCJC’s standards and policies. Following submission of the report, a team visits the institution for the purpose of ensuring the institution meets all standards of the Commission. Following the review of the self-study and team reports, the Commission will grant initial accreditation to a new college, extend the period of candidacy, or deny initial accreditation.

If initial accreditation is granted, the new college could be named “Compton College”. The new institution conducts a self-study and applies for reaffirmation every six years thereafter, which has several parts. These include a six-year comprehensive evaluation, a midterm evaluation in the third year, annual reports and annual fiscal reports to the Commission, and other progress and substantive change reports and visits as deemed necessary by the Commission.

The periodic self-study and comprehensive evaluation by a visiting team is a peer review of ongoing institutional good practices. An accredited institution is expected to meet or exceed Accreditation Standards and comply with Commission policies at all times.

Source: Eligibility, Candidacy and Initial Accreditation Manual, a publication of the Accrediting Commission for Community and Junior Colleges, August 2009.

Attachment B

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, COMPTON CENTER

BASIC FUNCTION:

Under the direction of the Superintendent/President, serves as the chief academic and student services officer for the El Camino College Compton Education Center for the duration of the partnership. The vice president will provide leadership in the planning, development, and implementation of the District's instructional program, student services program and support services for the Center.

REPRESENTATIVE DUTIES:

Work collaboratively with the Compton Community College District CEO to assure Center institutional needs are met.

Develop, in conjunction with the CEO, enrollment goals that conform to the mission and priorities of the Center, allocate resources to attain those goals, and monitor achievement of the goals.

Work with the Vice Presidents of Academic Affairs and Student & Community Advancement and the leadership of the Compton Community College District to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.

Ensure that the operations at the Center are consistent with District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.

Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.

Coordinate all activities in preparation of establishing eligibility for accreditation and serve as the liaison to the District's Accreditation Liaison Officer with the Accrediting Commission for California Community Colleges; monitor accreditation process and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

Participate in budget planning, development, and implementation with responsibility for monitoring assigned budgets for academic affairs and student services.

Participate, together with the CEO and Superintendent/President, in the selection of all Center instructional and student services managers and faculty. Similarly, participate with the CEO in the selection of Compton District managers.

Work with academic and support staff, community organizations and regional businesses to identify educational needs and to foster effective relationships with and in support of the Center.

Supervise and evaluate the performance of assigned personnel, with input from the CEO, including the deans at the Center and faculty, classified and student employees in the academic and student services programs.

Guide the development of an effective professional development program at the Center.

Evaluate the effectiveness of the Center's overall instructional program and services and develop plans and policies for the improvement of this program by evaluating all curricula from educational, cost benefits, and personnel management perspectives.

Implement the academic program review process and ensure that all stakeholders have an opportunity to provide input into the development processes and incorporate the results into the planning process anticipating the personnel, facilities and equipment needs of each program and work closely with the CEO to address those needs.

Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.

Implement an effective operation of the Center in terms of class scheduling, budget development and monitoring, maintenance operations, personnel procedures, and coordination with programs at El Camino College.

Coordinate instructional needs with service areas such as Admissions and Records, Financial Aid, Public Information and Marketing, Counseling, Information Technology Services, Facilities Planning and Services, and Staff Development.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing, and directing an instructional program within an institution of higher education.

Budget preparation and controls.

Principles and practices of instruction, accreditation program review and planning.

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).

Provide overall leadership in planning, directing and evaluating an instructional program for the District.

Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.

Work effectively within diverse student, staff, and community populations.

Communicate effectively orally and in writing..

Supervise the administration of the area budget.

Supervise and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

Direct the maintenance of a variety of reports and files related to assigned responsibilities.

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Requires a master's degree and three years of full-time post-secondary teaching experience and three years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education or a master's degree, post-secondary teaching experience and five years of academic leadership experience at the dean's level or the equivalent at an accredited institution of higher education.

DESIRABLE QUALIFICATIONS:

Possession of an earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

Attachment C

CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION:

Under the direction of the Special Trustee, the Chief Executive Officer (CEO) serves as the operational officer of Compton Community College District. The CEO currently reports directly to the Special Trustee of Compton Community College District and indirectly to the Superintendent/President of El Camino Community College District. Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center this position title will change to Provost/CEO reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District. Upon achieving initial accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton Community College and this position title will change to College President/CEO, reporting directly to the Superintendent/President of El Camino Community College and the Special Trustee of Compton Community College District.

ESSENTIAL DUTIES/FUNCTIONS:

- Work with the Special Trustee and the elected governing board of Compton Community College District in a way that provides adequate support for the board to follow its governing policies, upholds standards of practice, and promotes trustee and board development.
- Develop board meeting agendas that engage Special Trustees and the elected governing board of Compton Community College District in broad policy-level discussions and provide information and advice that assists the board in reaching wise policy decisions.
- Provide leadership and direction to the departments, offices and other operational units of the District.
- Work collaboratively with El Camino College to ensure effective support for, and close coordination with, the Center.
- Develop and oversee the execution of plans to enhance the quality of District operations.
- Anticipate the personnel, facilities and equipment needs of the District. Work closely with El Camino College to align those needs with personnel, facilities and equipment needs of the instructional and student services programs of the Center, and to address the needs of both the Center and the District in a reasonable and prudent manner.
- Encourage communication and orderly collaborative decision making within the District. In addition, together with El Camino College, encourage communication and orderly collaborative decision making between and among all faculty, staff and administrators working at both the Center and the District.
- Define organizational roles and relationships within the District so as to maximize their effectiveness.

ESSENTIAL DUTIES/FUNCTIONS (Continued):

- Develop, in conjunction with the El Camino College, the District's Annual Strategic Review, annual goals and an annual budget to support the achievement of the District's mission, goals and priorities. Allocate resources to attain those goals, and monitor achievement of the goals.
- Participate, together with El Camino College in the selection of District managers. Similarly, participate with the El Camino College in the selection of Center instructional and student services managers and faculty.
- Serve as the co-chair of the El Camino College Compton Center accreditation steering committee.
- Coordinate the evaluation of all District managers and staff.
- Guide the development of an effective professional development program at the District.
- Represent the District in community, state, and national activities.
- Provide active guidance, support and oversight to groups like the Measure CC Bond Citizens Oversight Committee, Foundation for the Compton Community College District, and the Special Trustee Advisory Committee.
- Perform related duties as assigned.

Once eligibility is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) to the El Camino College Compton Center the following duties will be added to this position:

- Work with the El Camino College Vice Presidents of Academic Affairs and Student & Community Advancement to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.
- Ensure that the operations at the Center are consistent with El Camino College and Compton Community College District policies and procedures, faculty and classified collective bargaining agreements, as well as applicable statutes and regulations including Title 5 (California Code of Regulations) and the Education Code.
- Oversee the Center's educational programs, including academic affairs, accreditation activities, faculty initiatives, institutional effectiveness, workforce development, enrollment management and institutional research, including student and state databases.
- Participate in planning the future of instruction at the Center by engaging academic personnel in educational master planning based upon a comprehensive program review; periodically assess community needs in relation to instruction; and identify data that support instructional planning.
- In conjunction with the El Camino College Compton Center accreditation liaison, coordinate all activities needed for accreditation, monitor participation in those activities, and ensure that institutional self-studies are conducted and documented with appropriate constituency involvement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organizing, and directing an institution of higher education.
- Principles and practices of supervision and management.
- Budget preparation and controls.
- Principles and practices of instruction, accreditation, program review and planning.

ABILITY TO:

- Interpret and apply applicable statutes and regulations such as the Education Code and Title 5 (California Code of Regulations).
- Provide overall leadership in planning, directing and evaluating programs and services for the District.
- Understand and be sensitive to the diverse academic, socioeconomic, cultural and ethnic backgrounds of students, including those with disabilities.
- Work effectively within diverse student, staff, and community populations.
- Communicate effectively orally and in writing.
- Supervise the administration of the institution's budget.
- Supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a personal computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Use interpersonal skills and exercise tact, patience and courtesy.
- Resolve problems effectively using conflict resolution skills.
- Direct the maintenance of a variety of reports and files related to assigned responsibilities.
- Develop creative solutions.
- Promote scholarship and professional development.

REQUIRED QUALIFICATIONS:

- An earned master's degree from an accredited higher education institution.
- Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
- Demonstrate a strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS:

- An earned doctorate degree from an accredited higher education institution
- Senior administrative leadership experience in higher education.

- Teaching/counseling experience in higher education.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.