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

**Agenda, Monday, June 17, 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 May 20, 2013,
Pages 5-7**
- III. Oath of Office – Ms. Brooke Matson**
- IV. Presentation**
 - A. 2013 El Camino College Student Success Scorecard (ARCC)
 1. Public Comment
 2. Acceptance of the 2013 El Camino College Student Success Scorecard (ARCC)
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 8-33*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 34-53*
 3. Administrative Services
See Administrative Services Agenda, Pages 54-66
 4. *See Measure “E” Bond Fund Agenda,
Pages 67-72*
 5. Human Resources
*See Human Resources Agenda,
Pages 73-119*

- 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 120-121*

VII. Non-Consent Agenda, Pages 122-123

- A. Tax Revenue Anticipation Note 2013-14
- B. Resolution for Tax Revenue Anticipation Note 2013-14

VIII. Public Comment on Non-Agenda Items

IX. Oral Reports

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

X. Closed Session

- A. Existing Litigation, Brown Act, Section 54956.9(a)
 - 1. Case # BC400227
- B. Anticipated Litigation, Brown Act
Section 54956.9 – Significant
Exposure to Litigation
 - 1. 1 Case
- C. Conference with Legal Counsel – Existing Litigation, Brown Act Section
54954.5c
 - 1. Case LACE 5747E
- D. Personnel Matters, Brown Act Section
54957
 - 1. Public Employee Performance Evaluation - Superintendent/President

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

BOARD PRESENTATIONS AND REPORTS 2013-2014

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff Development/Diversity
November	Program Review Highlights	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	Community Advancement	Annual Financial Audit
February	Student Success Task Force Recommendations – Implementation Status	Quarterly Fiscal Status
March	STEM Title V	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Accreditation	Accreditation Self-Evaluation Report Tentative Budget Planning & Budget Calendar

Revised: May 22, 2013

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, May 20, 2013

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, May 20, 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; Trustee Maureen O'Donnell, Member; and Student Member Jasmine Hormati.

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 April 15, 2013

The Minutes of the Regular Board meeting of April 15, 2013 were approved.

Presentation

2012 Accountability Reporting for the Community Colleges (ARCC) presentation was pulled from the agenda and no substitutions were made.

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

It was moved by Trustee Combs, seconded by Trustee Brown, that the Board open a public hearing at 4:15 p.m. Student Member recorded a yes advisory vote. Motion carried. No comments were made.

It was moved by Trustee Brown, seconded by Trustee Combs, that the Board close the public hearing at 4:18 p.m. Motion carried.

Consent Agenda

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

Academic Affairs

Board Policy 4225 – Course Repetition – First Reading

Administrative Procedure 4225 – Course Repetition – Information Item

Board Policy 4260 – Prerequisites and Co-Requisites – First Reading
Administrative Procedure 4260 – Prerequisites and Co-Requisites – Information Item
Center for the Arts Presentation – 2013/2014 Season
Proposed Curriculum Changes Effective 2013/2014 Academic Year

Student and Community Advancement

Community Education Program for Summer 2013

Grants

Administrative Services

Adoption of Education Protection Account Funding and Expenditures

Contracts Under \$83,400

Contracts Over \$83,400

Personal Service Agreement

Amendments

Information Item – Annual Report for the State Pre-School

Bid Award 2012-5 – Dust Collector Replacement

Purchase Orders and Blanket Purchase Orders

Measure E 2002 Bond Fund

Category Budgets and Balances

Contract – Prestige Security Systems – Industry & Technology Building Project

Contract – MBS Service Company – Bookstore Hardware/Software System

Contract – KPFF Consulting Engineers – Shops Building Replacement Project

Contract Amendment – IDS Group – Lot F Parking Structure Improvement Project

Contract Amendment – tBP Architecture, Inc. – Shops Building Replacement Project

Contract Amendment – School Construction Compliance, LLC – Shops Building
Replacement Project

Contract Amendment – School Construction Compliance, LLC – Industry & Technology
Building Project

Contract Amendment – Hill Partnership, Inc.- Industry & Technology Building Project

Bid Award 2012-13 – Lot F Parking Structure Improvement Project – Harik Construction

Change Order – Caltec Corporation – Bookstore Buyback Project

Change Order – Byrom-Davey, Inc. – Athletic Education & Fitness Complex Phase 1

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

Notice of Job Completion – Vector Resources, Inc. – Secondary Server Room

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Public 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

Declaration of Indefinite Salaries for Retroactive Pay

President/Board of Trustees

Absence of a Board Member

Citizens' Bond Oversight Committee

Informational Item – Los Angeles County Registrar-Recorder County Clerk

Calendar of Events – Consolidated Elections November 5, 2013

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

Student Member recorded a yes advisory vote. Motion carried.

Public Comment

Mr. Ralph Valenzuela spoke of construction at the El Camino College Compton Educational Center.

Closed Session

The regular meeting adjourned to a closed session at 5:28 p.m. and ended at 5:35 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**

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A. Proposed Curriculum Changes Effective 2013/2014 Academic Year.....	9
B. Board Policy 4025 (Philosophy for Associate Degree & General Education – First Reading..... (Administrative Procedure 4025 is presented for informational purpose only)	9
C. Board Policy 4225 (Course Repetition) – Second Reading and Adoption (Administrative Procedure 4225 is presented for informational purpose only)	9
D. Board Policy 4255 (Student Progress Early Alert and Referrals) – First Reading....	10
E. Board Policy 4260 (Prerequisites and Co-Requisites) – Second Reading and Adoption..... (Administrative Procedure 4260 is presented for informational purpose only)	10

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR

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

INDUSTRY AND TECHNOLOGY

NEW COURSE

1. Administration of Justice 12 – Transportation and Border Security Management
Units: 3.0 Lecture: 3.0 Hours Lab: 0 Faculty Load: 20.00%

Recommended Preparation: Administration of Justice 11
Grading Method: Letter
Credit Status: Associate Degree Credit

This course provides an overview of modern border and transportation security challenges. Different methods designed to address these challenges will be explored. The course covers a time period from post 9/11 to present. Topics associated with border security and security for transportation infrastructure includes: ships, aircraft, railways, pipelines, and highways are examined. Additional topics covered will include a study of the technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security.

B. BOARD POLICY 4025 (PHILOSOPHY FOR ASSOCIATE DEGREE & GENERAL EDUCATION) – FIRST READING

It is recommended that the Board accept for a first reading Board Policy 4025, as attached. Administrative Procedure is presented for informational purpose only.

C. BOARD POLICY 4225 (COURSE REPETITION) – SECOND READING

It is recommended that the Board accept for a second reading and adoption Board Policy 4225, as attached. Administrative Procedure is presented for informational purpose only.

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D. BOARD POLICY 4255 (STUDENT PROGRESS EARLY ALERT AND REFERRALS) – FIRST READING

It is recommended that the Board accept for a first reading the deletion of Board Policy 4255, as attached.

E. BOARD POLICY 4260 (PREREQUISITES AND CO-REQUISITES) – SECOND READING

It is recommended that the Board accept for a second reading and adoption Board Policy 4260, as attached. Administrative Procedure is presented for informational purpose only.

ACADEMIC AFFAIRS

BP 4025

Philosophy for Associate Degree & General Education

El Camino College recognizes the importance of educating the individuals who will serve to the local, state, national, and international communities. The college's associate degree requirements lead students through a general education pattern designed to encourage the development of broad knowledge in core subjects and the acquisition of sufficient depth in a specific field of knowledge. ~~The College, through the awarding of an associate degree, strives to create an environment which stimulates greater individual creativity and achievement, personal and social responsibility, as well as ethical and technological awareness. The degree requirements lead students through patterns of learning experiences designed to develop certain capabilities and insights through general education and sufficient depth in a specific field of knowledge.~~

~~El Camino College recognizes the need to provide a multi-dimensional, multicultural, and integrative general education curriculum as the core of the associate degree. With this objective in mind, El Camino College pledges to develop and maintain a general education curriculum that promotes critical thinking and analytical skills, clear and precise expression, cultural and artistic sensitivity, personal growth, health and self-understanding. General education curriculum will enhance appreciation and understanding of the scientific method and the relationships between science and other human activities. It will also develop an understanding of methods of inquiry regarding human behavior, foster an appreciation of how societies and social groups operate, and develop awareness of the ways people throughout the ages have responded to themselves and the world around them in artistic and cultural creations.~~

The awarding of an associate degree is intended to represent more than an accumulation of units. It recognizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the following:

- to think and to communicate clearly and effectively both orally and in writing;
- to use mathematics;
- to understand the modes of inquiry of the major disciplines;
- to be aware of other cultures and times;
- to achieve insights gained through experience in thinking about ethical problems;
- to develop the capacity for self-understanding; and
- to engage in lifelong learning.

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In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest. Each associate degree offered by the college shall contain a pattern of general education and major courses selected to assure the collection of experiences, capabilities, and insights.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique and shared by the various disciplines. College-educated individuals must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding. Courses approved for inclusion in the general education requirements shall be evaluated as meeting this philosophy.

The Superintendent/President shall, in consultation with the Academic Senate, develop and submit to the Board for approval procedures to assure that courses used to fulfill general education and associate degree requirements meet the standards used in this policy.

Approved by the College Curriculum Committee: March 27, 2001
Approved by the Academic Senate: May 15, 2001

Reference:
Title 5, Section ~~55805~~ 55061
Accreditation Standard II.A.3

Replaces Board Policy 6121

Adopted: 4/15/02

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AP 4025 Philosophy and Criteria for Associate Degree and General Education

Procedures for the selection of courses for the associate degree and general education requirements are located in the Curriculum Handbook, which is housed in the Office of Academic Affairs, division offices, and the College website.

References:

Title 5, section 55061
Accreditation Standard II.A.3

Submitted:

Deans 3/22/13
Approved by the Academic Senate: May 21, 2013

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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

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AP 4225

COURSE REPETITION PROCEDURE

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

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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

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- 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.

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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.

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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.

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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:

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- 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

ACADEMIC AFFAIRS

BOARD POLICY 4255

Student Progress Early Alert and Referrals

The faculty of El Camino College, as a matter of professionalism, and in compliance with California Law, is fully committed to fostering student educational progress through early, individualized feedback and follow-up.

Previous Board Policy: 6131.1

El Camino College
Adopted: 4/17/95
Renumbered: 5/16/05

ACADEMIC AFFAIRS

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:

ACADEMIC AFFAIRS

AP 4260

Prerequisites and Co-Requisites

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

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the challenge is upheld, the student shall be permitted to enroll if space is available when the student 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:

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- 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.

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- 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.

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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.

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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:

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- 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

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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

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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

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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. 2013 SUMMER ATHLETICS PROGRAM

It is recommended that the Board of Trustees approve the following 2013 Summer Athletics Program sponsored by the Health, Sciences, & Athletics Division:

2013 Summer Youth Basketball Camp

August 5-9 – 9:00am – 4:00pm (Monday through Friday)

August 12-16 – 9:00am – 4:00pm (Monday through Friday)

Ages: 8-18 years old

Robert Uphoff – Camp Director

B. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the ELS Recruitment Tour, October 11, 2013 through October 27, 2013 to Russia, South Korea, China, and Japan. As a result of El Camino College's long-standing relationship with ELS Educational Services, Inc., the organization is providing a travel grant for Mr. Rachman's use to offset tour expenses. The travel grant will cover all travel, lodging, and most expenses within Russia/Asia, which is estimated at or above \$4,200. Other expenses relating to air fare to and from Russia and Japan, and visa required expenses in the amount of \$5,000 will be paid from the International Student Program Conference funds.

C. GRANT – APPLICATION AND ACCEPTANCE

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

California Community Colleges Chancellor's office Career Technical Education Unit – Career Technical Education Transitions. Career Technical Education Transitions provides a valuable service to students. Within the El Camino College District, there are close relations with multiple high schools who have adopted the Project Lead the Way (PLTW) Engineering Technology pathway. El Camino College's Engineering Technology courses are articulated with several high schools and more students are claiming credit through articulation. El Camino College is committed to supporting the Chancellor Office's decision to invoke the option of a "10% Reserve" set-aside allowed within Perkins IV for the benefit of Career Technical Education students.

Naomi Tokuda, Administrator

Amount of Grant Funding from Granting Agency:

\$45,793

Amount of Match: \$ -0-
Total Amount of Project Funding: \$45,793
Source of Matching Funds: n/a
Indirect Rate: \$1,693 (4%)
Performance Period: July 1, 2013 through June 30, 2014

D. BOARD POLICY 5010 – ADMISSIONS AND CONCURRENT ENROLLMENT – First Reading

It is recommended that the Board accept for first reading Board Policy 5010. Administrative Procedure 5010 (Admissions) and Administrative procedure 5011 – Admission and Concurrent Enrollment are presented for informational purposes only as attached.

E. INFORMATIONAL ITEM – ADMINISTRATIVE PROCEDURE 5055 – ENROLLMENT PRIORITIES

It is recommended that the Board receive for informational purposes only Administrative Procedure 5055 – Enrollment Priorities as attached. Board Policy 5055, Enrollment Priorities was previously approved by the Board of Trustees. Administrative Procedure 5055 was revised in accordance with requirements of SB 1456.

BOARD POLICY 5010

ADMISSIONS AND CONCURRENT ENROLLMENT

It is the policy of the El Camino Community College District that the College shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

I. General Admission

Any person over the age of 18 or possessing a high school diploma or its equivalent from the USA or other nation shall be admitted.

II. K-12 Concurrent Enrollment (Also refer to AP 5011)

A. Limitation of K-12 Concurrent Enrollment by Grade Level

Any student whose class level is equal to grades 11 or 12 is eligible to attend as a special part-time or full-time student for advanced scholastic or vocational courses provided they are not prohibited to attend by federal or state law.

B. Admission of K-10 Students

A student in K-10 may be admitted for attendance under very limited circumstances as identified by the District.

C. Admissions Procedures

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

D. Denial of Special Full-time or Part-time Enrollment

The denial of special full-time or part-time enrollment and the appeal process shall be identified in the District's procedures.

References: Education Code Section 76000, 76001, 76002, 48800, 48800.5,
Labor Code Section 3077

El Camino College
Adopted:

I. Designated Authority

The College's Director of Admissions and Records is the designated authority responsible for the College's student admissions process.

II. Admission of High School Graduates or the Equivalent

A. Graduates of High School

Graduates of high schools are eligible for admission to El Camino College and enrollment in any course for which they are qualified. Enrollment in a course is subject to prerequisites listed in the course description and availability. Certain two-year curricula have special admission requirements (ECS 76000).

B. High School Equivalency

Students who possess the equivalent of a high school diploma are eligible for admission to El Camino College. Such equivalents include the following:

- 1) The Certificate of Proficiency, based on completion of the High School Proficiency Examination with satisfactory scores.
- 2) The California High School Equivalency Certificate (GED).

III. Admission of Non-graduates of High School

Non-graduates of high school who are 18 years of age or over may be admitted to El Camino College if it appears that they can profit from instruction at the College level.

IV. Admission of Non-Resident Students

Students who are determined to be non-residents for tuition purposes at the time of application are eligible for admission to El Camino College. Residency status is determined at the time of admission application based on the rules and regulations specified in the Attendance and Accounting Manual published by the California Community Colleges Chancellor's Office.

Administrative Procedure 5010 – Admissions

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V. Transfer from Non-Regionally Accredited Collegiate Institution

1) Credit for Units

Credit will not be given for units completed at non-regionally accredited colleges or institutions.

VI. Publication of Admission Policies and Procedures

Admissions policies and procedures will be published in the College catalog, in the Class Schedule, and on the El Camino College website. Additional questions will be addressed directly to the Office of Admissions and Records.

Reference: Education Code 76000

I. Admission and Concurrent Enrollment of High School Students

High school students must apply and follow the admissions process every term (fall, spring, summer, winter).

A. Admission as Special Part-Time Student – 11th & 12th Grade Students

A student is considered to be in 11th grade once 10th grade is completed. For example, a student who has completed the 10th grade in the spring is considered to be in the 11th grade in the summer session following 10th grade.

1. Requirements for Admission – Required Authorization

El Camino College may admit as special part-time 11th or 12th grade students for advanced scholastic and vocational credit courses, provided the student has:

- a) Submitted an application for admissions online to El Camino College for the El Camino College Compton Center.
- b) Submitted a completed Concurrent Enrollment Application (CEA) form to the appropriate admissions office with the following requirements:
 - 1) Obtained written parental consent on the CEA form
 - 2) Obtained the written recommendation of the principal or designee and authorization of the governing board of the school which the student attends on the CEA form
 - 3) The student has signed the CEA form
 - 4) The authorized courses are specified
 - 5) The CEA form is submitted to Admissions by the deadline.

2. Requirements for Admission – Preparation and Opportunities

Enrollment in specific courses is subject to the following requirements.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
Page 2 of 9 School and Other Young Students**

- a) The student has demonstrated adequate preparation in the discipline to be studied.
- b) The student has availed himself or herself of all opportunities to enroll in equivalent courses through his or her school of attendance.

3. Limitations on Enrollment for 11th or 12th Grade Students

- a) As special part-time students, are limited to enroll in a maximum of eleven units in primary terms (fall and spring, eight units during intersession).
- b) May not enroll in a physical education activity course during an intersession.
- c) May not enroll in a physical education activity course without dean approval during a primary term (fall or spring semester).
- d) May not enroll in an El Camino College course to alleviate a high school deficiency.
- e) May be blocked from future participation in concurrent enrollment if the student drops courses or fails to make satisfactory academic progress.
- f) Will receive low enrollment priority.
- g) Applying for concurrent enrollment, are not guaranteed a seat in a class.
- h) Will be limited to register for only those classes approved on the CEA form. Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.
- i) Are generally limited to enrolling in two courses at the college. To enroll in more than two courses, a student must submit a petition to Admissions and Records and present documentation as to how the workload will be managed.
- j) Will be subject to all other policies and procedures of the college.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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B. Admissions as Special Part-time 9th – 10th Grade Students

1. Admissions Requirement

El Camino College may admit as special part-time 9th – 10th grade students for advanced scholastic and vocational credit courses, provided the student has:

- a) Submitted an application for admissions online to El Camino College or the El Camino College Compton Center
- b) Submitted a completed Concurrent Enrollment Application (CEA) form to the appropriate admissions office with the following requirements:
 - 1) Obtained written parental consent on the CEA form
 - 2) Obtained the written recommendation of the principal or designee and authorization of the governing board of the school which the student attends on the CEA form
 - 3) The student has signed the CEA form
 - 4) The authorized courses are specified
 - 5) The CEA form is submitted to Admissions by the deadline
 - 6) Submitted complete, official academic transcripts
 - 7) A letter of support on school letterhead from the school principal or assistant principal explaining how admission to the college and enrollment in the course(s) specified will benefit the student
 - 8) Approval of appropriate academic division as described in this procedure
- c) For a course with a pre-requisite the student must submit one or both of the following:
 - 1) Evidence of completion of the pre-requisite course. It is the student's responsibility to clear pre-requisites prior to registering by all relevant deadlines.
 - 2) Acceptable performance on the El Camino College placement test. It is the student's responsibility to be properly assessed and tested prior to registering by all relevant deadlines.

Administrative Procedure 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students
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2. Approval of 9th – 10th Grade Enrollment

Submission of the above documents and completion of the above requirements does not guarantee approval to enroll in courses at El Camino College. The following requirements must also be met:

- a) All documents must be submitted to the dean(s) of the division(s) responsible for the courses listed on the Concurrent Enrollment form 30 days before the start of the term.
- b) The dean, at his/her discretion, may require an in-person meeting with the student.
- c) The dean of the division must be satisfied that all requirements have been met.
- d) Academic divisions/departments may restrict concurrently enrolled students in grades 9 – 10 based on course content.
- e) The student must be properly assessed through El Camino College's Assessment Office with the results included in the documents provided and in the timeframe established in Section I.B.4.(a) above.

3. Limitations on Enrollment for 9th and 10th Grade Students

- a) Are limited to enroll in a maximum of five units at El Camino College in a term.
- b) May not enroll in a physical education activity course during any term at El Camino College.
- c) May not enroll in an El Camino College course to alleviate a high school, primary or intermediate school grade deficiency.
- d) Will be blocked from future participation in concurrent enrollment if the student drops or withdraws from courses or fails to make satisfactory academic progress.
- e) Will receive low enrollment priority.
- f) Applying for concurrent enrollment does not guarantee a seat in a class.
- g) Students will be limited to register for only those classes approved on the CEA form. Registering for non-approved classes will result in loss of concurrent enrollment privileges, and forfeiture of most petitioning rights.

Administrative Procedure 5011 – Admissions and Concurrent Enrollment of High School and Other Young Students
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4. Denial of 9th – 10th Grade Enrollment

If in the dean's professional judgment he/she finds that it would not be in the best interest of the student or the college for the student to enroll, then enrollment in that course will not be permitted.

C. Petitioning for Highly Gifted Students

A parent or guardian of a student may petition the superintendent/president to authorize admission of the child as a special part-time student on the grounds that the student is highly gifted. Written approval from the governing board of the district of attendance for such students is required. The petition from the parent and the written approval from the governing board of the district of attendance of the student must be no less than 45 days from the start of the term.

“Highly gifted” shall be defined as a gifted and talented child who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the child's teacher and principal. The evaluation by the child's teacher and principal must be confirmed through an assessment of the child's ability, knowledge, skill, etc by a panel composed of one faculty member from the discipline appointed by the Academic Senate, one Academic Dean appointed by the Vice President of Academic Affairs, and chaired by the Director of Admissions & Records. In the absence of the Director of Admissions & Records, the Vice President of Student & Community Advancement shall appoint an alternate. The panel shall meet within fifteen business days upon receipt of a completed petition (including supporting documentation). The Chair of the panel shall notify the parent of the panel's findings and decisions.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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D. Denial of Request for Special Enrollment

The Board designates the Vice President of Student & Community Advancement to review appeals of denial for special enrollment of a student who has been identified as highly gifted. If a request for special part-time or special full-time enrollment is denied for a student who has been identified as high gifted, the parent may petition to the Vice-President of Student & Community Advancement within ten days for review. If the appeal is denied, the Vice-President of Student & Community Advancement shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted. The Board will maintain a record of the findings and reasons for denial of a request for admission by a student identified as highly gifted.

E. Other Concurrent Enrollment Requirements

1. Pursuing Enrollment Opportunities at the School of Attendance

K-12 students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

2. Course Open to the Entire Population

Courses in which high school and other young students are permitted to enroll will be open to the entire college population.

3. College-Level Courses

Courses in which concurrently enrolled student enroll will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

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4. Fees

- a) California Resident Students
Enrollment fees are waived for California residents.
- b) Non-California Resident Students
Non-California residents, out-of-state, and out-of-country students will pay the appropriate tuition, the enrollment fees, and capital outlay fees.
- c) Concurrently enrolled students shall be responsible for parking fees if they choose to park on campus.

5. Responsibility to Register

It is the responsibility of the concurrently enrolled student to register online during the regular registration cycle or online during the add period by the deadlines specified for that term and class. Failure to register or add by the deadlines will result in the student being denied enrollment in the courses in question.

6. Drop for No-Show

Students not attending the first day of class may be dropped from the class.

7. Student Code of Conduct

All students, including Concurrently Enrolled students, are subject to the student code of conduct. It is the responsibility of the student to read and understand the student code of conduct and all relevant policies and procedures. Refer to Board Policy 5500 and Administrative Procedure 5500 – Academic Honesty & Standards of Conduct.

8. FERPA

All students, including Concurrently Enrolled students and minors, are protected by the Family Education Rights and Privacy Act (FERPA). Neither the parent (nor any other family member), nor a representative from the student's school may inquire about the student or obtain information on the student's academic

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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performance, enrollment, or attendance without the express written consent of the student.

9. Deadlines

Concurrently enrolled students must meet all deadlines for admissions, registration, adding, dropping, or withdrawing.

10. Registration Appointment Date and Time

Special part-time and special full-time students will register during open registration after DSPS, EOPS, Veterans, Continuing and new and returning students have registered.

11. Home Study Programs

Students enrolled in Home Study Programs must provide proof that the Home Study Program is registered with the State of California.

12. Health Center

Health Center fees are not charged and; therefore, concurrently enrolled students are not eligible for Health Center Services.

13. Right to Restrict Enrollment

Content in some classes may not be suitable for minors. El Camino College reserves the right to restrict concurrently enrolled students from classes if it is determined that the student does not have the ability to benefit from enrollment or for reasons of health and safety, appropriateness of course, preparedness of the student, seat availability, registration priority, or college policy.

F. Earning Credit for Classes

Students admitted as CE students will earn credit for the classes they complete in the same manner as regularly enrolled community college students.

**Administrative Procedure 5011- Admissions and Concurrent Enrollment of High
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II. Apportionment for Concurrently Enrolled Students

A. Apportionment for K-12 Students

1. Eligibility to Enroll

K-12 students are eligible to enroll in classes that are open to the general public and which are advertised as such in the college catalog, the semester or intersession schedule of classes and through any addenda of the college catalog or schedule of classes.

2. Recording for Apportionment

Enrollments for K-12 students will be recorded for apportionment purposes in the same manner as regular students.

3. Offering Classes on a High School Campus

Additional classes offered by the college on a high school campus after the District's regular schedule of classes has been published, and the classes are advertised to the general public through electronic media only, must be advertised for a minimum of 30 continuous days prior to the first meeting of the classes.

4. Timing of Classes on a High School Campus

Classes offered on a high school campus will not be held during the time the campus is closed to the general public as defined by the school board.

III. Ownership of Documents

All documents submitted to El Camino College become the property of El Camino College.

References: Education Code Sections 48800, 48800.5, 76001, 76002

I. Registration Priorities

During registration periods, the following registration priority shall be followed:

- A. Eligible students in Veterans and Foster Youth Groups – See Tier One Students
- B. Eligible students in DSPS and EOPS groups – See Tier Two Students
- C. Eligible students in District designated groups – See Tier Three Students
- D. Eligible in-district new students – See Tier Four Students
- E. Eligible continuing students – See Tier Five Students
- F. Eligible non-district new or returning students – See Tier Six Students
- G. Other new or returning students – See Tier Seven Students
- H. Continuing students on probation for two consecutive terms – See Tier Eight Students
- I. Continuing students with 100 or more earned units – See Tier Eight Students
- J. Reinstated dismissed students – See Tier Eight Students
- K. K-12 concurrently enrolled students – See Tier Nine Students

Students within a continuing student tier will be prioritized by units earned at or through El Camino College and/or the El Camino College Compton Center. The more units earned the higher the priority up to an earned unit limit of 99. Continuing students with the same earned unit value will be prioritized randomly.

Students within a new/returning student tier will be prioritized by the submission data of their application for admissions. New/returning students who applied on the same day will be prioritized randomly.

Eligible new students in Tiers One, Two, Three, Four and Six must have completed orientation, assessment, and developed student education plans. Students should contact Veterans' Services, Foster Youth, DSPS, or EOPS to receive information on qualifications for those programs and eligibility for priority enrollment.

A. Tier One Students – Veterans and Foster Youth

- 1. Veterans
Any qualified member or former member of the Armed Forces of the United States
- 2. Foster Youth
Any student qualified to participate in the foster youth program.

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B. Tier Two Students – DSPS and EOPS

1. Any student qualified to participate in and who receives services from DSPS.
2. Any student qualified to participate in and enrolled into the EOPS program

C. Tier Three Students – District Designated Priority Groups

The student cohorts in Tier Three are members of a cohort approved by the El Camino College Board of Trustees to receive priority registration. For the purposes of priority enrollment, these groups shall be treated equally. The approved cohorts are listed below and shall be updated, as needed, by the Director of Admissions and Records. If no cohorts are Board approved, the word “none” shall be indicated.

(Cohort List Pending)

D. Tier Four Students – Eligible In-District New Students

1. Any eligible new (first time) in-district student at El Camino College or the El Camino College Compton Center
2. Students in this Tier must meet the deadlines and requirements of the District
3. See the *El Camino College fact Book for In-District high schools*

E. Tier Five Students – Continuing Students

1. Any continuing student at El Camino College or the El Camino College Compton Center not disqualified from receiving priority registration by other sections of this procedure.
2. A continuing student is a student who continues enrollment at El Camino College or the El Camino College Compton Center without a break of enrollment of a primary term (fall or spring).

F. Tier Six Students – Other Eligible New/Returning Students

1. Other eligible Out-of-District new students
2. Eligible returning students

G. Tier Seven Students – Have not participated in or more of the required activities (orientation, assessment, development of an education plan) and in the timeframe determined by the District.

Administrative Procedure 5055 – Enrollment Priorities
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1. Other “in-district” students who have attended another college, but are new to El Camino College
 2. Out-of-District new students
 3. Students returning to El Camino College after a break in enrollment
- H. Tier Eight Students – On probation for two consecutive primary terms; have reached the 100 unit limit; or have been reinstated following dismissal. Students in this category shall be prioritized randomly.
1. Probation: Continuing students who are on academic or progress probation for two consecutive primary terms.
 2. 100 Unit Limit
 - a. Continuing students who have earned one hundred (100) or more degree applicable semester units at El Camino College or the El Camino College Compton Center
 - b. Exemptions from 100 unit limit: Units for non-degree applicable English as a Second Language or basic skills courses are exempted from the 100-unit limit.
- I. Tier Eight Students – Reinstated from Dismissal
1. Students who have been reinstated following dismissal. Students would have been dismissed for the following: academic dismissal, progress dismissal, or both academic and progress dismissal
 2. Dismissal does not include students who have been expelled or suspended
- J. Tier Nine Students – K-12 Concurrently Enrolled Students
In accordance with the California Education Code, concurrently enrolled students must be assigned low enrollment priority in order to ensure that these students do not displace regularly admitted students. Assignment of the registration appointment time for K-12 concurrently enrolled student is on a first-come, first-served basis. Each K-12 concurrently enrolled student shall be assigned a registration appointment time based on the submission data of all required documents for admissions (application for admissions, K-12 concurrent enrollment form, and other documents required by law, regulation, and District policy). Failure of a K-12 student to apply and submit all required documents by the deadline by the College shall result in that K-12 student being denied admissions and subsequent registration for that term.

Administrative Procedure 5055 – Enrollment Priorities

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II. Registration Time Allowance

1. Scheduled Appointment Time

All students may register on or after their scheduled registration appointment time, but not before

2. Failure of the Student to Meet Deadlines or Follow Policy and Procedure

All students must register by the published deadlines and in accordance with the policies and procedures of the District. If a student fails to meet these deadlines or to follow the District's policies and/or procedures, the student will not be allowed to register for the course. A student who attends and participates in a course without proper registration will neither receive credit nor a grade for that course and the backdating of registration will not be considered by the District unless the student can prove that he/she properly registered in a timely manner and it was a College error that caused the registration to fail.

A hold against a student (dean, fee, dismissal, etc.), a failure by the student to apply for admissions, a failure by the student to meet prerequisites or co-requisites, an unapproved course overload, a K-12 form or process not properly executed, an admissions hold (residency, AB 540, missing data, etc.) not resolved by the student in the manner and timeframe proscribed by the District shall not be considered to be College error. A student will not be allowed to enroll in a class if there is any time overlap with another class. A student may not be allowed to enroll in a class if the enrollment violates any of the repeat rules as set forth in Title 5 or in the El Camino College policy and procedure on repeats. Attending and participating in a course without registration, does not constitute College error.

III. District Designated Priority Cohorts

A. Cohorts or student groups not otherwise receiving priority registration may qualify for priority registration by meeting the criteria set forth in the guidelines established by the Enrollment Management Committee and approved by the Superintendent/President.

B. The automatic granting or loss of enrollment priorities for District cohorts by statute, regulation, or grant shall be covered in the guidelines.

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IV. Appeal to Loss of Priority Enrollment for Probationary or Unit Load

- A. A student may appeal priority enrollment on the following grounds:
1. The student with a disability applied for, but did not receive reasonable accommodation in a timely manner.
 2. Extenuating Circumstances
 - a. A student may petition loss of priority enrollment for extenuating circumstances
 - b. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student
 - c. 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
 - d. Final decision on extenuating circumstances will be made by Admissions and Records
 3. If significant academic improvement has been achieved by the student and the student has appealed in a timely manner.
- B. The burden of proof is on the student to show that grounds exist for an appeal to enrollment priority.
- C. Process for an Appeal
1. A student appealing an enrollment limitation on the grounds cited in this procedure must file a petition with the Admissions Office and provide documentation supporting the challenge.
 2. The petition will be considered within 10 business days by the Director of Admissions and Records or his/her designee.
 3. The student will be notified the decision rendered on the petition.

Reference: Title 5, Sections 51006, 58106, 58108

Approved by Enrollment Management: April 18, 2013

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. Tentative Budget 2013-2014

It is recommended the Tentative Budget, including the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Child Development Center Fund, Capital Outlay Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Fund, and Bookstore Fund for the 2013-2014 fiscal year be submitted to the Board for adoption at the June 17, 2013 meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools. The Tentative Budget is posted on the El Camino College web site in the Administration, Board of Trustees section.

http://www.elcamino.edu/administration/board/agendas/2013/Tentative_Budget_2013-14.pdf

B. Resolution – District Appropriation Limit for 2013-14

It is recommended the Board of Trustees adopt the resolution establishing the Appropriation Limit of \$128,334,220 for the 2013-2014 fiscal year. Article XIII B of the State Constitution as approved by the voters in November 1979 requires the establishment of an Appropriation Limit on “Proceeds of Taxes” revenues for public agencies, including school districts. The governing board must approve each year the appropriation limit for the District.

C. Interfund Transfers

It is recommended the Board of Trustees approve the following interfund transfers for 2013-2014. These transfers are based upon the current Tentative Budget and are subject to additional change recommendations in the Final Budget as well as during the 2013-14 fiscal year.

Interfund Transfers

From:	General Fund-Unrestricted (11)	
To:	General Fund - Restricted (12)	\$ 430,000
	General Fund – Restricted (12)	50,000
	General Fund - Compton Center Related (14)	1,000,000
	General Fund - Special Programs (15)	3,000,000
	Child Development Center Fund (33)	225,000
	Workers' Compensation Fund (61)	100,000
	Property & Liability Fund (62)	100,000
	Dental Fund (63)	900,000
	Auxiliary Services Fund (79)	25,000

	Foundation – Scholarships	<u>10,000</u>
		\$ 5,840,000
From:	General Fund - Restricted (12)	
To:	Capital Outlay Fund (41)	\$ 60,000
From	General Fund - Special Programs (15)	
To:	General Fund – Unrestricted (11)	\$ 950,000
	Special Reserve – Post Employment Benefits Fund (17)	<u>900,000</u>
		\$ 1,850,000
<u>Contributions to Other Funds</u>		
From:	General Fund - Unrestricted (11)	
To:	Workers’ Compensation Fund (61)	\$ 1,303,880
	Property & Liability Fund (62)	<u>900,000</u>
		\$ 2,312,622
From:	Bookstore (51)	
To:	Auxiliary Services (79)	\$ 100,000

D. Year-End Appropriations Transfers 2012-2013

It is recommended the Board of Trustees authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2012-2013 school year to permit the payment of obligations of the district during such school year.

E. Five-Year Construction Plan 2013-2018

It is recommended the Board approve the five-year construction plan. As required by the Community College Construction Act of 1980, the El Camino Community College District is submitting its 2013-2018 Five-Year Construction Plan and associated documents to the Office of the Chancellor of the California Community Colleges.

YEAR	PROJECT – FUNDING PHASE	AMOUNT
2012-13	Math Business Allied Health	\$36,943,000
2013-14	Cafeteria/Bookstore Conversion	\$10,900,000
	Student Services Center Replacement (P) (W)	\$2,419,000
	Lot C Parking Structure (P) (W)	\$800,000
	North Gym Renovation (P) (W)	\$1,988,000
2014-15	Industry & Technology Building Project	\$37,000,000
	STEM	\$3,300,000
	Vocational Shops Replacement Project	\$31,892,000

2015-16	Stadium and Track Replacement	\$37,000,000
2016-17	North Gym Renovation/Replacement (C) (E)	\$26,034,000
	Student Services Center Replacement (C) (E)	\$38,660,000
	Lot C Parking Structure (C) (E)	\$34,632,000
	Music Building Replacement (P) (W) (IPP)	\$2,606,000

P = Plans W= Working Drawings C = Construction E = Equipment
 IPP = Initial Project Proposal for State funding.

F. 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:** **CAMPUS FOOD SERVICES, INC.**
 Services: Contractor will continue to provide campus-wide food service operations.
 Requesting Dept.: Administrative Services
 Dates: 7/1/13 – 6/30/14 (4 optional one-year renewals)
 Financial Terms: Projected Income 4.5% of all sales (before taxes), or minimum annual payment of \$50,000, whichever is greater.

2. **Contractor:** **DESIMONE ENGINEERING**
 Services: Contractor will provide specialized training in Certified Quality Engineering, Geometric Dimensioning & Tolerancing, Green Belt, and various other related subjects as needed.
 Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
 Date(s): 7/1/13 – 6 /30/14
 Financial Terms: Cost not to exceed \$10,000

3. **Contractor:** **DESIMONE ENGINEERING**
 Services: Contractor will provide advanced manufacturing and continuous improvement course instruction and technical solutions for both Contract and Community Education, and Employment Training Panel (ETP) clients.
 Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
 Date(s): 5/21/13 – 6/30/14
 Financial Terms: Cost not to exceed \$25,000
 Funded by ETP (ETP ET13-0125 contract)

4. **Contractor:** **ESTERLINE DEFENSE TECHNOLOGIES**
Services: Contractor will receive 48 hours of 8D – Root Cause and Corrective Action training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 6/18/13 – 6/30/14
Financial Terms: Projected Gross Income \$10,158

5. **Contractor:** **FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES – YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS (YESS) PROJECT**
Services: Youth between the ages of 16 – 21 will receive life skills preparation training for emancipation out of the welfare system.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 7/1/13 – 12/31/13
Financial Terms: Projected Gross Income \$53,600

6. **Contractor:** **GABLE HOUSE BOWL**
Services: Contractor will provide three lines for bowling, shoes and bowling balls for students enrolled in ECC physical education programs.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 8/31/13 – 7/31/14
Financial Terms: No cost to the District

7. **Contractor:** **JOYFUL EDUCATION SERVICE, INC. (USA)**
Services: Contractor will receive intensive English language classes for 45-50 Japanese students.
Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program
Date(s): 7/22/13 – 8/8/13
Financial Terms: Projected Gross Income \$10,790

8. **Contractor:** **THE COMMUNITY COLLEGE FOUNDATION**
Services: District will provide parenting skills training for participants enrolled in state's foster care and adoptive parents program- Partnering for Safety and Performance-Model Approach to Partnerships in Parenting (PS-MAPP).
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 8/1/13 – 1/31/14
Financial Terms: Projected Gross Income \$15,000

9. **Contractor:** **THE JANKOVICH COMPANY**
Services: Contractor will provide access to fuel barge located at Berth 74, San Pedro, CA for practical instruction and exercises for U.S. Coast Guard certified Tankerman/Barge Person In Charge training.
Requesting Dept.: Student and Community Advancement – Workplace Learning Resources Center (WpLRC)
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$3,000
Funded by class registration fees
10. **Contractor:** **TRACY BRESHEARS dba EYMAGIN**
Services: Contractor will provide event photography for events, award ceremonies etc. at El Camino College.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 7/1/13 – 12/30/13
Financial Terms: Cost not to exceed \$2,000
11. **Contractor:** **U.S. MERCHANT MARINE VETERANS W.W. II, (SS LANE VICTORY)**
Services: Contractor will provide full demonstrations and hands on training in “Proficiency in Survival Craft and/or Advanced Firefighting” on board the vessel.
Requesting Dept.: Student and Community Advancement - WpLRC
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$7,500
Funded by class registration fees
12. **Contractor:** **VIATRON**
Services: Contractor will provide imaging services to save data from the Records vault to a permanent medium.
Requesting Dept.: Student and Community Advancement – Admissions and Records
Date(s): 6/18/13 – 7/31/14
Financial Terms: Cost not to exceed \$10,431

G. Personal Service Agreements

- 1. Contractor:** **DR. EDGAR ARTIGA**
Services: Contractor will complete the dissection of ECC's preserved human cadaver.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 5/22/13 – 6/30/13
Financial Terms: Cost not to exceed \$1,000
Funded by ECC Foundation iGrant
- 2 Contractor:** **ROBERT J. CAMPBELL, CAMPBELL GOVERNMENTAL ACCESS**
Services: Contractor will provide governmental consulting and reporting on issues related to ECC.
Requesting Dept.: President's Office-Public Relations and Marketing
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$24,000
- 3. 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): 7/1/13 – 12/30/13
Financial Terms: Cost not to exceed \$2,000
- 4. Contractor:** **JENNIFER RICHARDSON**
Services: Contractor will perform evaluation project management for NSF Advanced Aerospace Manufacturing Education Project.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 7/1/13 – 6/30/14
Financial Terms: Cost not to exceed \$22,000
Funded by National Science Foundation grant

H. Amendments

- 1. Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: Contractor will promote technical skills training through a sub-grantee agreement.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 5/1/12 – 6/30/13
Financial Terms: Cost not to exceed \$157,000 (increased from \$125,000 originally Board approved on 5/21/12)
Funded by a grant from the California Manufacturers and Technology Association
- 2. Contractor:** **SMALL MANUFACTURERS' INSTITUTE**
Services: Contractor will provide technical support for the Center for Applied Competitive Technologies (CACT) Hub as needed.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 4/1/13 – 6/30/13
Financial Terms: Cost not to exceed \$20,200 (increased from \$16,200 originally Board approved on 4/15/13)
Funded by a grant from the Chancellor's Office
- 3. Contractor:** **SOUTH BAY WORKFORCE INVESTMENT BOARD**
Services: Contractor will receive Manufacturing Tech Welding training for 11 students.
Requesting Dept.: Student and Community Advancement – Community Advancement - CACT
Date(s): 6/1/13 – 3/15/15 (Originally Board approved 2/21/12, dates of service increased)
Financial Terms: Projected Gross Income \$74,800
- 4. Contractor:** **THE TRAINING SOURCE**
Services: Contractor will develop and deliver customized on-site training to contracted companies, including but not limited to computer skills such as Excel and Access on as-needed basis.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 11/20/12 – 6/30/13
Financial Terms: Cost not to exceed \$30,000 (increased from \$10,000 originally Board approved 11/19/12)

I. International Student Health Insurance

It is recommended the Board of Trustees approve continuing the international student health insurance through the current contracted carrier, Student Insurance. The District, through the International Student Program, requires all of its students to purchase health insurance from a carrier contracted by the District. There is no cost to the District as students pay this fee as part of their tuition. The cost for the coverage will be \$705 per student each six-month period for Fall 2013 and Spring 2014. The contract is effective August 1, 2013 through July 31, 2014.

J. 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				
P0601908	Fujitec America, Inc.	Facilities/Planning	Repairs Noninstructional	\$5,688.00
P0603122	Tyco Integrated Security	Art Department	Maintenance Contracts	\$752.88
P0603126	Edmentum, Inc	Information Technology	License Fee/Site Licenses	\$14,100.00
P0603127	OCLC, Inc	Div Office Instr.	Publications-Magazines	\$907.80
P0603129	Christine Winkler, Ph.D	Human Resources	Other Services And Expenses	\$70.00
P0603131	Community College	Div Office Instr.	Publications-Magazines	\$26,915.50
P0603140	Guy D. Denton	Presidents Office	Scholarship	\$2,000.00
P0603141	Vu T. Nguyen	Presidents Office	Scholarship	\$2,000.00
P0603142	Gannon K. Tanji	Presidents Office	Scholarship	\$2,000.00
P0603143	Karin V. Kulbe	Presidents Office	Scholarship	\$2,000.00
P0603144	Crystal J. Smith	Presidents Office	Scholarship	\$2,000.00
P0603145	Erica Soohoo	Presidents Office	Scholarship	\$2,000.00
P0603146	Rachel Y. Sanchez	Presidents Office	Scholarship	\$2,000.00
P0603147	Mariela Y. Castro	Presidents Office	Scholarship	\$2,000.00
P0603148	Albino Celis, Jr.	President's Office	Scholarship	\$2,000.00
P0603150	Ms. F. Vasilomanolakis	Human Resources	Employee Recognition	\$2,000.00
P0603151	Mr. Edward B. Martinez	Human Resources	Employee Recognition	\$2,000.00
P0603153	Southern 30	Human Resources	Dues And Memberships	\$200.00
P0603154	Greentree Systems	Human Resources	Maintenance Contracts	\$11,895.66
P0603156	L.A. County EMS	Paramedic Academy	Contract Services	\$67,625.91
P0603160	South Coast Air Quality	Rideshare	Filing Fee	\$982.67
P0603162	Pocket Nurse	Nursing	Instructional Supplies	\$164.20
P0603164	Paradise Awards	Public Relations	Non-Instruct Supplies	\$38.20
P0603168	California Pro Sports	Physical Education	Instructional Supplies	\$217.73
P0603174	Speedy Hydraulic Repair	Facilities/Planning	Repairs Noninstructional	\$175.00
P0603175	South Coast Air	Hazmat	Other Services And Expenses	\$116.61
P0603180	Campus Food Services	Purchasing and	Other Services And Expenses	\$70.20
P0603182	UCLA Center for	Paramedic Academy	Contract Services	\$4,992.00
P0603183	El Camino College	Institutional Services	Other Services And Expenses	\$14,988.40
P0603189	Accrediting Commission	Presidents Office	Membership	\$30,328.00
P0603191	Intelcom	Instructional Television	Other Services And Expenses	\$3,000.00

P0603192	Midwest Library Service	Div Office Instr.	Library Books	\$2,120.66
P0603194	Nuventive	Information Technology	License Fee/Site Licenses	\$37,620.00
P0603196	Bank of America	Presidents Office	Non-Instruct Supplies	\$67.19
P0603197	Ms. Susan G. Pickens	Presidents Office	Non-Instruct Supplies	\$17.35
P0603198	Omnigraphics	Div Office Instr.	Library Books	\$510.00
P0603199	Midwest Library	Div Office Instr.	Library Books	\$4,071.87
P0603202	BNP Media	Human Resources	Multi Media Advertising	\$245.00
P0603203	Nuventive	Information Technology	License Fee/Site Licenses	\$24,750.00
P0603204	Campus Food Services	Commencement	Contract Services	\$18,650.00
P0603206	Community College	Div Office Instr.	Publications-Magazines	\$10,075.00
P0603207	Thomson West	Div Office Instr.	Library Books	\$1,676.97
P0603210	Cami Uhak	VP-SCA	Contract Services	\$750.00
P0603211	Academic Cultural	VP-SCA	Contract Services	\$250.00
P0603212	Asia-Europe Co., Ltd.	VP-SCA	Contract Services	\$250.00
P0603213	AAS Education	VP-SCA	Contract Services	\$250.00
P0603216	Mid City Mailing Services	Ctr for Arts Promo	Multi Media Advertising	\$350.00
P0603218	Monterey Graphics	Purchasing and	Non-Instruct Supplies	\$627.84
P0603220	Community College	VP-SCA	Publications/ Periodicals	\$20.00
P0603222	Lee's Alignment Service	Facilities/Planning	Repairs Noninstructional	\$588.12
P0603223	Thomson Reuters	Div Office Instr.	Publications-Magazines	\$10,432.00
P0603224	Thomson Gale	Div Office Instr.	Library Books	\$752.43
P0603225	CPS HR Consulting	Human Resources	Contract Services	\$494.50
P0603226	Monterey Graphics	Warehouse	Inventories	\$1,956.56
P0603233	Thompson Trophy	Commencement	Non-Instruct Supplies	\$588.60
P0603234	Studica	Information Technology	Maintenance Contracts	\$7,850.00
P0603238	Hi-Tech Conference	Accounting Use Only	Account Receivable	\$200.00
P0603240	Law Offices of Larry Frierson	Institutional Services	Legal	\$956.25
P0603242	Midwest Library Service	Div Office Instr.	Library Books	\$763.41
P0603243	El Camino College	Public Relations	Conferences Mgmt	\$40.00
P0603244	Engineering.Com	Information Technology	Maintenance Contracts	\$5,513.00
P0603245	Redondo Beach Rotary	Public Relations	Dues And Memberships	\$100.00
P0603247	Barrett Robinson	Carpenter Shop	Non-Instruct Supplies	\$175.23
P0603250	Manhattan Beach	Accounting Use Only	Account Receivable	\$130.00
P0603254	Harland Technology	Information Technology	Maintenance Contracts	\$773.00
P0603259	Dell Computer	Technical Services	Repairs Parts And Supplies	\$49.00
P0603261	Commission on	Accreditation Support	Dues And Memberships	\$996.31
P0603274	Choura Events	Staff Development	Other Rentals	\$883.31
P0603279	Sir Speedy	Public Relations &	Non-Instruct Supplies	\$653.46
P0603280	PCM-G, Inc.	Ctr for Arts Promo	Non-Instruct Supplies	\$2,855.80
P0603281	Spinitar Presentation	Staff Development	Non-Instruct Supplies	\$1,859.13
P0603284	Ms. Debbie E. Turano	Operations	Pest Control	\$71.00
P0603286	Daily Breeze, the	Purchasing and	Multi Media Advertising	\$1,787.01
P0603287	Daily Breeze, the	Purchasing and	Multi Media Advertising	\$768.03
P0603292	Daily Breeze, the	Public Relations	Publications/ Periodicals	\$247.52
P0603293	American Express Travel	V.P. Academic Affairs	Conferences Mgmt	\$654.10
P0603294	Nuventive	V.P. Academic Affairs	Conferences Mgmt	\$450.00
P0603295	Slideshow Pro	Copy Center	Other Services And Expenses	\$80.00
P0603301	Midwest Library	Div Office Instr.	Library Books	\$25.16
P0603302	Ingram Library Service	Div Office Instr.	Library Books	\$43.49
P0603303	McGraw Hill Company	Div Office Instr.	Library Books	\$100.42
P0603304	Renaissance Pittsburgh	V.P. Academic Affairs	Conferences Mgmt	\$524.40

Fund 11 Total: 83

\$350,891.88

Fund 12 Restricted - El Camino

P0603152	Chongro Overseas	El Camino Language	Contract Services	\$500.00
P0603157	Bothwell Automotive, Inc.	Parking-Student	Repairs Non Instr	\$149.56
P0603158	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$667.77
P0603159	Electric Shadow	Faculty & Staff Diversity	Contract Services	\$250.00
P0603163	Proforce Law	Parking-Student	New Equipment	\$6,228.15
P0603165	Oscar A. Gonzalez	EOPS CARE	Contract Services	\$350.00
P0603166	Khristal Barnett	EOPS CARE	Contract Services	\$350.00
P0603167	MPR	Health Services	Other Books	\$176.00
P0603172	Awards to Remember	EOPS	Non-Instruct Supplies	\$286.00
P0603173	William S. Sinclair, III	EOPS	Contract Services	\$250.00
P0603178	American Express Travel	CalWORKs	Conferences Other	\$303.80
P0603185	Campus Food Services	Kent Cooke Foundation	Other Services And Expenses	\$507.05
P0603186	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$25.00
P0603187	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$9,212.50
P0603188	American Express Travel	CITD-Matching/Progra	Transportation/ Mileage	\$361.00
P0603201	ATI Assessment	EGADNP-12-116-011	Instructional Supplies	\$2,289.00
P0603208	Angelo J. Golden	EOPS CARE	Contract Services	\$175.00
P0603209	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$965.20
P0603214	City of Fresno Police	Parking-Student	In-Service Training	\$488.00
P0603227	Mellisas Party Supplies	WIP (10-292-720)	Non-Instruct Supplies	\$160.00
P0603228	S and B Compton	WIP (10-292-720)	Non-Instruct Supplies	\$598.50
P0603230	City of Hawthorne	Community	Other Services And Expenses	\$107.00
P0603232	Asian Pacific American	Faculty & Staff Diversity	Contract Services	\$200.00
P0603237	Campus Food Services	EOPS	Non-Instruct Supplies	\$43.87
P0603251	Lighthouse Magazine	El Camino Language	Multi Media Advertising	\$630.00
P0603253	Sims Welding Supply	Aerospace Conference	Instructional Supplies	\$3,100.18
P0603255	Marriott Hotel	EOPS	Non-Instruct Supplies	\$1,750.00
P0603273	American Express Travel	First Year Experience	Other Services And Expenses	\$207.80
P0603275	Campus Food Services	Adminstration	Training	\$755.29
P0603283	Campus Food Services	MESA Program	Conferences - Student	\$352.07
P0603285	National Training	Parking-Student	In-Service Training	\$950.00
P0603288	James D. Meadows	Cact CA Employee	Other Books	\$1,846.18
P0603289	Goodheart-Wilcox	Cact CA Employee	Other Books	\$1,686.39

Fund 12 Total: 33

\$35,921.31

Fund 15 General Fund -Special Programs

P0603246	Campus Food Services	DSPS	Conferences Mgmt	\$120.34
P0603291	B & H Photo-Video	Administrative Services	New Equipment - Instructional	\$846.68

Fund 15 Total: 2

\$967.02

Fund 33 Child Development

P0603121	Department of Social	CDC	Other Services And Expenses	\$660.00
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Fund 33 Total: 1

\$660.00

Fund 41 Capital Outlay

P0603221	Pump Man	Building Systems	Buildings	\$14,282.00
P0603249	Harrington Industrial	Building Systems	New Equipment -	\$3,932.86
P0603256	Advanced Masonry	Repairs, Remove	Repairs Noninstructional	\$11,776.00

Fund 41 Total: 3

\$29,990.86

Fund 62 Property & Liability

P0603179	SWACC	Purchasing and	Excess Insurance	\$109.00
P0603252	Keenan & Associates	Purchasing and	Liability - Self Insurance	\$757.57

Fund 62 Total: 2

\$866.57

Fund 79 Auxiliary Services

P0603169	Campus Food Services	Administrative Services	Non-Instruct Supplies	\$153.56
P0603217	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$549.42
P0603262	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$100.00
P0603263	Jonathan J. Stehney	Fine Arts	Non-Instruct Supplies	\$100.00
P0603264	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$100.00
P0603265	Akinfemi J. Akinwale	Fine Arts	Non-Instruct Supplies	\$50.00
P0603266	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$324.00
P0603267	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$300.00
P0603268	Erich J. Johnson	Fine Arts	Non-Instruct Supplies	\$100.00
P0603269	Anibal M. Seminario	Fine Arts	Non-Instruct Supplies	\$100.00
P0603271	Ms. Christine Stahl	Fine Arts	Non-Instruct Supplies	\$18.74

Fund 79 Total: 11

\$1,895.72

Fund 81 Student Organizations

P0603305	Herff Jones	Student Affairs	A/P Manual.Gen.	\$500.00
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Fund 81 Total: 1

\$500.00

Fund 82 Scholarships & Trust/Agency

P0603215	Campus Food Services	Health Sciences and	Fundraising	\$1,009.48
P0603276	D3 Sports	Health Sciences and	Fundraising	\$4,264.84

Fund 82 Total: 2

\$5,274.32

PO Funds Total: 138

552,300.98

Fund 11 Unrestricted - El Camino

B0602243	Shred-It California	Institutional Services	Other Services And Expenses	\$6,763.05
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Fund 11 Total: 1

\$6,763.05

Fund 12 Restricted - El Camino

B0610964	E.C.C. Public Information	CA Step Project	Printing	\$210.00
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B0610969	Ricoh	Foster Care Ed 03-04	Copiers	\$500.00
B0610972	Innerlight Sanctuary	Foster Care Ed 03-04	Contract Services	\$1,750.00

Fund 12 Total: 3

\$2,460.00

9,223.05

BPO Funds Total: 4

Grand Total POs and BPOs: 142

436,190.73

**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 May 31, 2013, at the June 2013 Board meeting.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$198,311,568	\$117,949,150	\$5,911,578	\$74,450,840
Campus Site Improvements	71,641,518	29,470,965	4,300,500	37,870,053
Energy Efficiency Improvements	2,818,000	2,700,980	0	117,020
Health and Safety Improvements	129,099,541	67,396,673	50,314,666	11,388,202
Information Technology and Equipment	24,836,501	13,700,171	78,299	11,058,030
Physical Education Facilities Improvements	572	572	0	0
TOTAL	<u>\$426,707,700</u>	<u>\$231,218,512</u>	<u>\$60,605,044</u>	<u>\$134,884,145</u>

B. 2002 AND 2012 FACILITIES MASTER PLAN BUDGET CHANGES

It is recommended the Board of Trustees approve the project budget changes shown in the table below.

This recommendation is made to recognize and allocate the interest income for the 2012 Measure E Bond Extension and to adjust project budgets.

CATEGORY	CURRENT BUDGET	CHANGES 6/17/13	NEW BUDGET	EXPENDED/ COMMITTED	BALANCE
<u>Additional Classrooms and Modernization (ACM)</u>					
Acquisitions	\$705,867	\$0	\$705,867	\$705,867	\$0
Architectural Barrier Removal Phase 2	18,520	0	18,520	18,520	0
<u>Athletic Education and Fitness Complex</u>					
New Stadium	42,223,638	6,622,818	48,846,456	8,562,888	40,283,568
New Main Gym & P.E.	0	34,979,151	34,979,151	0	34,979,151
Demo P.E./Men’s Locker Room	0	1,360,210	1,360,210	0	1,360,210
Demo North Gym/Fitness Plaza Ph. 2	0	2,977,845	2,977,845	0	2,977,845
New Pools, Locker Rooms/Classrooms	0	33,459,378	33,459,378	0	33,459,378
Bookstore/Cafeteria Conversion to Adm.	10,868,608	0	10,868,608	10,617,019	251,589
Bookstore Phase 2	0	2,994,600	2,994,600	0	2,994,600
Math Business & Allied Health Building	36,942,427	133,965	37,076,392	36,883,438	192,954
Central Plant	14,545,000	0	14,545,000	14,328,553	216,447
Child Development Center Phase 2	30,470	0	30,470	30,470	0

Crenshaw Blvd. Frontage Enhancement	13,373	0	13,373	13,373	0
Fire Academy Structure	164,893	0	164,893	164,893	0
Fire Program Facility	1,651	0	1,651	1,651	0
Humanities Complex Replacement	30,552,368	-194,777	30,357,591	30,357,591	0
Learning Resource Center Addition	5,099,964	-32,677	5,067,287	5,067,287	0
MBB Parking Struct. & Entrance	106,257	30,245,584	30,351,841	106,257	30,245,584
Remodeling Phase One-Three	851,513	0	851,513	851,513	0
Science Complex Renovation STEM	8,869,136	1,500,000	10,369,136	9,362,054	1,007,082
Student Services Center	41,077,921	-718,712	40,359,209	2,008,093	38,351,116
Temporary Space and Relocation Costs	3,844,653	0	3,844,653	3,621,981	222,672
Signage and Wayfinding	1,295,309	0	1,295,309	648,921	646,388
Demo Tech Arts	0	2,033,821	2,033,821	0	2,033,821
Demo Shops Building	0	2,769,780	2,769,780	0	2,769,780
Demo Communications & SSVC Bldg.	0	3,229,825	3,229,825	0	3,229,825
New Student Activities Center	0	24,945,387	24,945,387	0	24,945,387
Demo Stud. Act./Add New Quad	0	5,894,110	5,894,110	0	5,894,110
Architectural Planning Contingency	1,100,000	0	1,100,000	510,560	589,440
Total Additional Classrooms and Modernization	<u>\$198,311,568</u>	<u>\$152,200,309</u>	<u>\$350,511,877</u>	<u>\$123,860,929</u>	<u>\$226,650,948</u>

Campus Site Improvements: Accessibility, Safety / Security (CSI)

Asphalt Resurfacing - All Lots	\$400,000	\$0	\$400,000	\$14,975	\$385,025
Emergency Generators and Distribution	116,173	0	116,173	116,173	0
Emergency Power to Security Lighting	4,289	0	4,289	4,289	0
Entrance - Redondo Beach Blvd. to Lot H	30,208	0	30,208	30,208	0
Fencing Replacement and Additions	105,777	0	105,777	5,777	100,000
Landscaping/Irrigation System Replacements	1,049,932	-500,000	549,932	49,932	500,000
Lighting - Upgrade / Replace All Lots	3,059,807	0	3,059,807	2,494,016	565,791
Lot F Parking Structure Improvements	39,259,883	-7,753,227	31,506,656	4,397,984	27,108,672
Lot F Repairs	0	1,927,800	1,927,800	0	1,927,800
Lot H Parking Structure	24,371,895	0	24,371,895	24,122,154	249,741
Paving Replacement - All Walks/Driveways	1,110,695	0	1,110,695	770,308	340,387
Pedestrian Walks at MBB/Lot E	7,898	0	7,898	7,898	0
Security Video	2,007,831	0	2,007,831	1,154,963	852,868
Voice / Data / Signal Site Duct Bank	117,130	0	117,130	117,130	0
Total Campus Site Improvements: Accessibility, Safety / Security	<u>\$71,641,518</u>	<u>-\$6,325,427</u>	<u>\$65,316,091</u>	<u>\$33,285,807</u>	<u>\$32,030,284</u>

Energy Efficiency Improvements (EEI)

Energy Efficiency Improvements Phase Two	<u>\$2,818,000</u>	<u>-\$117,020</u>	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>
Total Energy Efficiency Improvements	<u>\$2,818,000</u>	<u>-\$117,020</u>	<u>\$2,700,980</u>	<u>\$2,700,980</u>	<u>\$0</u>

Health and Safety Improvements (HSI)

New Administration	\$112,740	\$16,161,468	\$16,274,208	\$112,738	\$16,161,470
Art & Behavioral Sciences	369,585	60,469,324	60,838,909	369,585	60,469,324
Infrastructure Phase 1-3	42,970,718	-1,370,341	41,600,377	41,600,377	0
Auxiliary Warehouse	1,301	0	1,301	1,301	0

Communications	219,262	0	219,262	219,262	0
Construction Technology	16,466	3,787,389	3,803,855	16,466	3,787,389
Domestic Water System	2,610,208	-1,000,000	1,610,208	110,208	1,500,000
Facilities and Receiving	215,159	4,164,369	4,379,528	215,159	4,164,369
Fire Alarm	277,817	0	277,817	277,817	0
Firelines	119,905	0	119,905	119,905	0
Hazardous Materials Abatement	176,465	0	176,465	175,573	892
Restroom Access Compliance	2,200,000	0	2,200,000	2,159,511	40,489
Library	452,759	30,358,793	30,811,552	452,759	30,358,793
Marsee Auditorium	460,474	24,621,193	25,081,667	460,474	24,621,193
Industry & Technology Building	34,309,701	4,000,000	38,309,701	32,463,940	5,845,761
Music	240,600	52,345,130	52,585,730	240,600	52,345,130
Demo Pool/Health Center/South Gym	0	2,899,077	2,899,077	0	2,899,077
Natural Gas System	13,852	0	13,852	13,852	0
North Gymnasium	262,214	0	262,214	262,214	0
Physical Education and Men's Shower	78,178	0	78,178	78,178	0
Planetarium	12,815	1,024,818	1,037,633	12,815	1,024,818
Pool and Health Center	505,821	-3,636	502,185	502,185	0
Primary Electrical Distribution System	5,062,019	-808	5,061,211	5,061,211	0
Reimbursements	1,414,353	0	1,414,353	1,414,353	0
Security Systems	30,245	0	30,245	30,245	0
Sewer System	55,449	0	55,449	55,449	0
Social Sciences	4,584,449	0	4,584,449	4,568,025	16,424
Storm Drain System	30,644	0	30,644	30,644	0
Technical Arts	405,147	0	405,147	405,147	0
Shops	31,891,195	-2,000,000	29,891,195	26,147,891	3,743,304
Demo Administration	0	1,770,584	1,770,584	0	1,770,584
Demo Art/Music/Theatre Bldg & Site	0	7,529,394	7,529,394	0	7,529,394
Total Health and Safety Improvements	<u>\$129,099,541</u>	<u>\$204,756,754</u>	<u>\$333,856,295</u>	<u>\$117,577,884</u>	<u>\$216,278,411</u>

Information Technology and Equipment (ITE)

Behavioral and Social Sciences	\$554,077	\$0	\$554,077	\$195,053	\$359,024
Business	643,650	0	643,650	489,657	153,993
Facilities Planning and Services	625,724	0	625,724	400,970	224,754
Fine Arts	1,094,948	0	1,094,948	959,764	135,184
Health Sciences and Athletics	926,427	0	926,427	772,665	153,762
Humanities	425,978	0	425,978	217,287	208,691
Industry and Technology	983,641	0	983,641	671,941	311,700
Information Technology	12,857,370	0	12,857,370	8,003,385	4,853,985
Learning Resources	3,025,003	0	3,025,003	515,255	2,509,748
Math	723,061	0	723,061	231,191	491,870
Natural Sciences	1,860,479	0	1,860,479	727,042	1,133,437
Nursing	252,651	0	252,651	116,478	136,173
Student and Community Advancement	645,925	-85,129	560,796	260,216	300,580
Interfund Transfer	141,150	0	141,150	141,150	0
Campus Police	66,650	0	66,650	66,650	0
Purchasing	9,418	0	9,418	9,418	0
Phase II, III, IV Purchases	0	0	0	0	0
Installation Contingency	349	0	349	349	0
Total Information Technology and Equipment	<u>\$24,836,501</u>	<u>-\$85,129</u>	<u>\$24,751,372</u>	<u>\$13,778,471</u>	<u>\$10,972,901</u>

Physical Education Facilities Improvements (PEFI)

Baseball Field	\$572	\$0	\$572	\$572	\$0
North Field	0	0	0	0	0
Sand Volleyball	0	0	0	0	0
Reserve for Contingencies	0	0	0	0	0
Total Physical Education Facilities	572	0	572	572	0
TOTAL	<u>\$426,707,700</u>	<u>\$350,429,487*</u>	<u>\$777,137,187</u>	<u>\$291,204,643</u>	<u>\$485,932,544</u>

Funding Sources

Bond Sale 1-Measure E	\$63,716,279
Bond Sale 2-Measure E	150,000,000
Bond Sale 3-Measure E	180,413,382
Refunding Income	6,866,756
Measure E 2012	350,000,000
Accumulated interest earned as of 5/28/13	<u>26,140,770</u>
Total Funding	<u>\$777,137,187</u>

*The 429,487 will be funded by accumulated interest earned.

C. NOTICE OF JOB COMPLETION – CJ PRO, INC. – RESTROOM ACCESSIBILITY RENOVATION - PHASE II

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>
CJ Pro, Inc.	\$518,212.00

Purchase Order Number: B510972

D. NOTICE OF JOB COMPLETION – BYROM-DAVEY, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX PROJECT – PHASE 1

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>
Byrom-Davey, Inc.	\$3,037,066

Purchase Order Number: B610000

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

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

1. Directed contractor to furnish labor and material to make various revisions to the mechanical system to resolve issues regarding negative pressure in the building.	\$4,836
2. Directed contractor to furnish labor and material to extend curb at Administration Building due to conflict with adjacent grades.	<u>\$2,300</u>
 Total Change Order Amount	 <u>\$7,136</u>
Original Contract Amount	\$20,666,000
Prior Changes	1,374,960
This Change Order Amount	<u>7,136</u>
New Contract Amount	<u>\$22,048,096</u>

F. 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
P603113	Insignia	Signage and Wayfinding	Site Improvements	\$5,146.44
P603125	Cosco Fire Protection	Lot F Parking Structure	Testing & Inspection	4,599.70
P603176	Ricoh	Temporary Space/Relocation	Group II Equipment	1,280.35
P603177	SEWUP/JPA	Science Complex	Contract Services	56,674.90
P603219	Golden Star Technology	Math Business Allied Health	Group II Equipment	3,372.42
P603248	McMurray Stern	Math Business Allied Health	Group II Equipment	4,109.30
P603272	Vector Resources, Inc.	Industry & Technology	Buildings	2,153.79
B610932	Azurelite Incy	Math Business Allied Health	Buildings	12,500.00
B610974	Prestige Security Service	Industry & Technology	Contract Services	50,000.00
B610976	Harik Construction, Inc.	Lot F Parking Structure	Buildings	1,377,000.00
B610978	Pyro-Comm Systems	Industry & Technology	Buildings	14,500.00
			TOTAL POs AND BPOs	<u>\$1,531,336.90</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 1-61 and 1-83.

Academic Personnel:

1. Resignation - David Miller, full-time instructor of Computer Information Systems, Business Division, last day worked June 7, 2013.
2. Retirement- Jeanne Bellemin, full-time instructor of Life Sciences, Natural Sciences Division, last day worked June 7, 2013, first day of retirement June 10, 2013, and that a plaque be prepared and presented to her in recognition of her service to the District since 1974.
3. Amend Employment - Rene Galbavy, full-time instructor of Psychology, Behavioral & Social Sciences Division, Class V, Step 9 instead of Step 4, effective August 22, 2013.
4. Employment - Andrew Alvillar, full-time instructor of Physical Education, Kinesiology and Football Coach, Health Sciences & Athletics Division, Class II, Step 4, effective August 22, 2013.
5. Employment - Anna Brochet, full-time EOP&S Counselor, Class II, Step 4, Academic Salary Schedule, effective August 12, 2013.
6. Employment - Tawnya Cola, full-time DSPPS Counselor, Class II, Step 4, Academic Salary Schedule, effective August 12, 2013.
7. Employment - John Coroneus, full-time instructor of Physics, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 22, 2013.
8. Employment - Kevin Degnan, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.
9. Employment - Megan Granich, full-time instructor of Mathematics, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.
10. Employment - Chelsea Henson, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.

11. Employment - Xocoyotzin Herrera, full-time instructor of Ethnic Studies, Behavioral and Social Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.
12. Employment - Yuko Kawasaki, full-time instructor of Nursing, Health Sciences & Athletics Division, Class II, Step 4, effective August 22, 2013.
13. Employment - Zachary Marks, full-time instructor of Mathematics, Class II, Step 4, Academic Salary Schedule, effective August 22, 2013.
14. Employment - Colleen McFaul, full-time instructor of Radiologic Technology, Health Sciences & Athletics Division, Class II, Step 4, effective August 22, 2013.
15. Employment - Brian Mims, full-time Counselor, Class II, Step 4, Academic Salary Schedule, effective August 12, 2013.
16. Employment - Andres Moina, full-time instructor of Spanish, Humanities Division, Class II, Step 5, effective August 22, 2013.
17. Employment - Jasmine Ng, full-time instructor of Mathematics, Class V, Step 4, Academic Salary Schedule, effective August 22, 2013.
18. Employment - Melissa SomdeCerff, full-time instructor of Management, Business Division, Class III, Step 4, Academic Salary Schedule, effective August 22, 2013.
19. Employment - Susan Stolovy, full-time instructor of Physics, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 22, 2013.
20. Employment - Joshua Troesh, full-time instructor of Management, Business Division, Class II, Step 4, effective August 22, 2013.
21. Employment - Ryan Turner, full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 22, 2013.
22. Extend Change in Assignment - 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 June 30, 2014.
23. Change in Salary - Allison Carr, full-time instructor of English, Humanities Division, from Class II, Step 11 to Class III, Step 11, effective July 1, 2013.

24. Amend Special Assignment - Cynthia Mosqueda, full-time Counselor, to oversee Loyola Marymount Partnership Grant budgets and reports, to be paid \$60.18 an hour, not to exceed 70 hours or \$4,213, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
25. Special Assignment - The following full-time instructors of Humanities, to administer credit-by-examination in foreign languages, to be paid \$60.18 an hour, not to exceed a grand total of 140 hours or \$8,430, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 7(c).

Evelyne Berman
 Alicia Class
 Anne Cummings
 Donna Factor
 Nitza Llado

Francis Bernard Rang
 Xiaodong (David) Shan
 Carmen Sotolongo
 Nina Yoshida

26. Special Assignment - Andres Moina, part-time instructor of Spanish, Humanities Division, to administer credit-by-examination in foreign languages, to be paid \$60.18 an hour, not to exceed 67% FTE or 25 hours per week until August 21, 2013, in accordance with the Agreement, Article 10, Section 7(c).
27. Special Assignment - Andres Moina, full-time instructor of Spanish, Humanities Division, to administer credit-by-examination in foreign languages, to be paid \$60.18 an hour, August 22, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 7(c).
28. Special Assignment - The following instructors/counselors who performed Federation activities during the Spring 2013 semester, to be paid \$60.18 an hour for a total of 200 hours, effective February 11 through June 7, 2013, in accordance with the Agreement, Article 3, Section 11(c).

Sean Donnell	96 hours (taken as release time)	
Julio Farias	20 hours	\$1,204
Georgiana Coughlan	20 hours	\$1,204
M. Quinones-Perez	20 hours	\$1,204
Lyman Hong	20 hours	\$1,204
Kenneth Key	20 hours	\$1,204
Mina Colunga	<u>4 hours</u>	<u>\$ 205</u>
	200 hours	\$ 6,225 (exclusive of release time)

29. Special Assignment - The following part-time instructors of Music, Fine Arts Division, to perform Applied Music duty in Music Library, to be paid \$30.10 an hour each, not to exceed 480 hours each or \$14,480 each (not to exceed 67% FTE

or 25 hours per week), effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Hsin-Yi Chang

Virginia Frazier

James Hovorka

30. Special Assignment - The following full-time instructors of facilitate Student Learning Outcomes (SLOs) to be paid \$45.14 an hour, effective June 18 through August 15, 2013, in accordance with the Agreement, Article 10, Section 14(a).

	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Kaysa Laureano-Ribas	70 hours	\$3,160
Chris Mello	75 hours	\$3,386
Janet Young	75 hours	\$3,386

31. Special Assignment - Karen Whitney, full-time instructor of Art, Fine Arts Division, to support Fine Arts faculty in Student Learning Outcomes (SLOs) to be paid \$45.14 an hour, not to exceed 22 hours or \$993, effective June 15 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

32. Special Assignment - Kristie Daniel DiGregorio, full-time instructor of Human Development, Behavioral & Social Sciences Division, to teach research skills to summer bridge academy students, to be paid \$60.18 an hour, not to exceed 15 hours or \$905, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

33. Special Assignment - Janet Young, full-time instructor of Childhood Development, Behavioral & Social Sciences Division, to continue to oversee all aspects of the Head Start Grant including staffing, budgeting, grant activities and reports, to be paid \$60.18 an hour, not to exceed 140 hours or \$8,413, effective July 1 through September 29, 2013, in accordance with the Agreement, Article 10, Section 14(a).

34. Special Assignment - Teresa Palos, full-time instructor of Biology, Natural Sciences Division, to carry out summer research project with students and miscellaneous administrative grant activities, to be paid \$60.18 an hour, not to exceed 120 hours or \$7,222, effective July 1 through August 21, 2013, in accordance with the Agreement, Article 10, Section 14(a).

35. Special Assignment - Sara DiFiori, full-time instructor of Geology & Oceanography, Natural Sciences Division, to carry out professional workshop for faculty and prepare reports of activities, to be paid \$60.18 an hour, not to exceed 100 hours or \$6,018, effective July 1 through August 21, 2013, in accordance with the Agreement, Article 10, Section 14(a).

36. Special Assignment - Jack Selph, full-time instructor of Construction Technology, Industry & Technology Division, to conduct not-for-credit Community Education classes, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,011, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
37. Special Assignment - Mark Lipe, full-time instructor of Physical Education, Health Sciences & Athletics Division, to work on summer curriculum matters, to be paid \$45.14 an hour, not to exceed 30 hours or \$1,354, effective June 18 through August 21, 2013, in accordance with the Agreement, Article 10, Section 14(a).
38. Special Assignment - Ambika Silva, full-time instructor of Mathematics, to prepare, teach and perform post-academy assessment for summer Math academies to be paid \$60.18 an hour, not to exceed 134 hours or \$8,064, effective July 1 through September 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
39. Special Assignment - Junko Forbes, full-time instructor of Mathematics, to prepare, teach and perform post-academy assessment for summer math academies, to be paid \$60.18 an hour, not exceed 67 hours or \$4,032, effective July 1 through September 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
40. Special Assignment - The following instructors of Mathematics to prepare, teach and perform post-academy assessment for summer math academies, to be paid \$60.18 an hour not to exceed 201 hours or \$12,096, effective July 1 through September 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Full-time:

Junko Forbes

Part-time: (not to exceed 67% FTE and/or 25 hours per week)

Binyam Gebremichael

Jose Villalobos

41. Special Assignment - The following full-time instructors of Mathematics to develop, revise and create new curricular material for the Basic Accelerated Mathematics (BAM) developmental math program, to be paid \$45.14 an hour, not to exceed 30 hours per individual or \$1,354 each July 1, 2013 through August 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Eduardo Barajas

Lars Kjeseth

Arturo Martinez

Alice Martinez

42. Special Assignment - The following part-time instructors of Mathematics to develop, revise and create new curricular material for the Basic Accelerated Mathematics (BAM) developmental math program, to be paid \$45.14 an hour, not to exceed 67% or 25 hours per week for a grand total of 30 hours or \$1,354 each, effective July 1, 2013 through August 30, 2013, in accordance with the Agreement, Article 10, Section 9(m)

Laura Hinckley

Juan Ortiz

Abigail Tatlilioglu

43. Special Assignment - Matthew Cheung, full-time instructor of English, Humanities Division, to work on Accreditation Self-Study report, to be paid \$60.18 an hour, not to exceed 99 hours, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
44. Special Assignment - Barbara Budrovich, full-time instructor of English, Humanities Division, to survey faculty for classroom tutor assessments; observe and evaluate Writing Center tutors and determine performance improvement plans, to be paid \$60.18 an hour, not to exceed \$10 hours or \$602, effective June 17 through July 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).
45. Special Assignment - Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise Writing Center and Computer Assisted Instructed (CAI) lab, to be paid \$45.14 an hour, not to exceed 90 hours or \$4,063, effective June 17 through July 31, 2013, in accordance with the Agreement, Article 10, Section 14(a).
46. Special Assignment - Matthew Kline, full-time instructor of English, Humanities Division, to review and evaluate 7-step workbooks from Learning Teams and organize summer conference under the Graduation Initiative, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective July 1 through August 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
47. Special Assignment - Jason Davidson, full-time instructor of Speech, Fine Arts Division, to assist students in Cooke Undergraduate Research Scholars Academy (CURSA) summer program to prepare for research presentation, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, effective July 1 through August 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

48. Special Assignment - William Menendez, full-time instructor of Fire & Emergency Technology, Industry & Technology Division, to provide training to first responders under the Alternative and Renewable Fuel and Vehicle Technology Program for Community Advancement, to be paid \$60.18 an hour, not to exceed 104 hours or \$6,259, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
49. Special Assignment - The following full-time Counselors to provide academic counseling, educational plans and orientation for the 2013 Summer Math Academy, to be paid \$60.18 an hour, not to exceed 30 hours each or \$1,805 each, for a grand total of 120 hours or \$7,222, effective June 18 through August 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Bernadette Flameno
Margaret Quinones-Perez

Valencia Rayford
Sabra Sabio

50. Special Assignment - Robert Uphoff, full-time instructor of Kinesiology & Coach, Health Sciences & Athletics Division, to work as Program Director with Youth Basketball Camp, to be paid \$25.00 an hour, not to exceed 32 hours or \$800, effective August 5 through August 16, 2013, in accordance with the Agreement, Article 10, Section 11(c).
51. Special Assignment - The following part-time instructors of Applied Music, Fine Arts Division, to be hired as needed, to be paid \$60.18 an hour, not to exceed 340 hours or \$20,462 each, whereby they are limited to 67% FTE and/or 25 hours per week, effective July 1, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Deborah Aitken
Anna Bosler
Robert Coomber
Ellie Choate
John Dearman
Rhonda Dillon
Barbara Dyer
Virginia Frazier
Matt Greif
Richard Hastings
James Hovorka
Grant Hungerford
Maria Jaque

Rona Klinghofer
Dean Koba
Kristi Lobitz
Christoph Luty
James Mack
Pat Maki
Mark Massey
Joseph Mitchell
Vicki Muto Ann Patterson
Lois Roberts
Manon Robertshaw
Neil Stannard
Larry Stern

- 52. Stipend Assignment - Diana Crossman, full-time instructor of Speech Communications, Fine Arts Division, to be summer resident artist at speech event, to be paid \$750, effective July 17, 2013, in accordance with the Agreement, Article 10, Section 14(a).
- 53. Extra Service Pay - Janet Schaeffer, full-time Clinical Psychologist, Health Sciences & Athletics Division, to be employed during the 2013 Summer Session each scheduled day from June 17 through August 8, 2013, to be paid a daily per diem rate based on the Academic Salary Schedule, in accordance with the Agreement, Article 10, Section 13(b).
- 54. Extra Service Pay - The following full-time Counselors to be employed during the 2013 Summer Session each scheduled day from June 24 through August 10, 2013, to be paid a daily per diem rate based on the Academic Salary Schedule, in accordance with the Agreement, Article 10, Section 13(b).

Mary Beth Barrios
 Kate Beley
 Stephanie Bennett
 Griselda Castro
 Yamonte Cooper
 Bernadette Flameno
 Kenneth Gaines
 Kelsey Iino
 Janice Ishikawa
 Christine Jeffries
 Kenneth Key
 Cheryl Kroll
 Rene Lozano

Margaret Miranda
 Cynthia Mosqueda
 Atheneus Ocampo
 Susan Oda Omori
 Cristina Pajo
 Margaret Quinones-Perez
 Lisa Raufman
 Valencie Rayford
 Sabra Sabio
 Lori Suekawa
 Rutina Taylor
 Dexter Vaughn

- 55. Employment - The following part-time Clinical Psychologists to be hired as needed in Student Health Services, not to exceed a total of 67% FTE or 25 hours per week, effective July 1, 2013 through June 30, 2014, to be paid in accordance with the Agreement, Article 10, Section 9(e).

Sally Emery
 Stacy Shaw
 Ruth Taylor

- 56. Employment - The following part-time Nurse Practitioners to be hired as needed in Student Health Services, not to exceed a total of 67% FTE or 25 hours per week, effective July 1, 2013 until June 30, 2014, to be paid in accordance with the Agreement, Article 10, Section 9(m).

Theresa Berg
Melanie Bronstein
Sara Davis
Linda Goldman

Julie Poepoe
Ellen Schmidt-Olaivar
Therese Wright

57. Employment - The following regularly scheduled 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(e) to be paid through District, EOP&S or grant funds.

Vera Cheng
Maria Estrada
Maribel Hernandez
Lorenda Johnson
Tri Huu Le
Daissa Lee

Eboni McDuffie
Myrna Mendoza
Hatien Nguyen
Efren Rangel
Celia Villalpando
Xiao Ying Wang

58. Employment - The following on-call, part-time/temporary counselors to be hired as needed, not to exceed 24 hours per week, during the 2013 Summer Session, effective June 17 through August 10, 2013, in accordance with the Agreement, Article 10, Section 9(e) to be paid through District, EOP&S or grant funds.

Anna Brochet
Tawnya Cola

Brian Mims

59. 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(e), to be paid through District, EOP&S or grant funds.

Nikki Barber
Theresa Barragan-Echeverria
Mario Escalante
Linda Gallucci
Amanuel Gebru

Emmy Kong
Pinsopearui Lor
Gerald Lorenzetti
Linda Massarotti

60. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 summer session, not to exceed 67% FTE or 25 hours per week.

Behavioral & Social Sciences
Jocelyn Tucker – Class II, Step 4

Business

Pavan Nagpal – Class V, Step 4

Fine Arts

Amy Allen – Class II, Step 4

Holly Sneed – Class IV, Step 6

Health Science & Athletics

Brandon Alcocer – Class II, Step 6

Andrew Alvillar – Class II, Step 4

Marc Alvillar – Class II, Step 4

Arshad Fazalbhoy – Class II, Step 4

Robert Haynes – Class II, Step 4

Monica Lizarraga – Class II, Step 4

Valentino Lopez – Class II, Step 4

Colleen McFaul – Class II, Step 4

Naveed Hussain – Class III, Step 4

Kurt Peters – Class II, Step 4

Humanities

Karen Amano-Tompkins – Class II, Step 4

Yvette Hawley – Class II, Step 6

Jennifer Hill – Class III, Step 10

Elizabeth Hindman – Class II, Step 9

Yaeko Hirano – Class III, Step 4

Jennifer Holt-Molina – Class II, Step 8

Clint Margrave – Class III, Step 12

Sumino Otsuji – Class II, Step 6

Lana Phillips – Class IV, Step 8

John Wietting – Class V, Step 14

Industry and Technology

Dan Valladares – Class I, Step 7

Natural Sciences

Robert Lindsay – Class II, Step 4

61. Amend Employment - The following part-time/temporary instructors to be hired as needed for the 2013 summer session, not to exceed 67% or 25 hours per week.

Behavioral & Social Sciences

Peter Aguilera – Class II, Step 9 instead of Step 4

Xocoyotzin Herrera - Class II, Step 9 instead of Step 4
Kristen Olson - Class III, Step 5 instead of Step 4
Jalpa Parkh - Class IV, Step 12 instead of Step 10

Fine Arts

Kelly Janke – Class II, Step 6 instead of Step 4

Humanities

Angie Kirk – Class III, Step 6 instead of Step 5
Susan Magabo – Class II, Step 9 instead of Step 8
Francisca Mejia – Class II, Step 7 instead of Step 5

Mathematics

Minh Can – Class IV, Step 20 instead of Step 5
Marilyn Cortez – Class III, Step 5 instead of Step 4
Jose Martinez – Class IV, Step 12 instead of Step 10
Hang Nguyen – Class V, Step 12 instead of Step 9
Aida Ovanessian – Class V, Step 14 instead of Step 12
Mohammad Rahnvard – Class V, Step 14 instead of Step 13

Natural Sciences

Natalia Lev – Class V, Step 11 instead of Step 10

Classified Personnel:

1. Retirement - Avis Wilson, Calworks Job Development/ Placement Advisor, Range 35, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective August 1, 2013 and that a plaque be presented to her in recognition of her service to the District since 1981.
2. Resignation - Christopher Sower, Clerk Cashier, Range 19, Step E, Fiscal Services Division, Administrative Services Area, effective June 28, 2013, plus accrued vacation.
3. Personal Leave of Absence 25% - Theresa Barragan-Echeverria, Student Services Advisor, Range 35, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective July 1 through June 30, 2014.
4. Personal Leave of Absence 8.8% - Kathleen Collins, .83. FTE Secretary, Range 26, Step E, Humanities Division, Academic Affairs Area, effective June 17 through July 25, 2013.

5. Change of Assignment - Martha E. Lopez, from .83 FTE to 1.0 FTE Human Resources Technician III, Range 9, Step B (Confidential Salary Schedule), to provide additional office coverage, effective May 20 through August 31, 2013.
6. Change of Assignment - Maurillo Caro, from Night Custodian to day shift, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2013.
7. Change of Assignment - Joycelynn Pennie, from .83 FTE to 1.0 FTE, Night Custodian, Range 20, Step C, Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2013.
8. Change of Assignment - Jagaite Packard, from .83 FTE to 1.0 FTE, Night Custodian, Range 20, Step C, Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2013.
9. Stipend - The following employees to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective July 1, 2013 through June 30, 2014:

Edwin Brooks	Information Technology Services
Hinh Pham	Information Technology Services
Georgianna Levine	Center for the Arts/Fine Arts
Jerrold Root	Center for the Arts/Fine Arts
10. Work Out of Classification - Debra Robertson, Bookstore Technical Assistant, Range 29, Step E, Bookstore Division, Administrative Services Area, to Bookstore Supervisor, Range 16, Step B (Supervisory Salary Schedule), to oversee daily operation of the Compton Bookstore, effective July 1, 2013 through June 30, 2014.
11. Employment - James Early, Night Custodian Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2013.
12. Employment - Lester Green Jr., Night Custodian Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective July 1, 2013.
13. Amend Employment - Denise Spurlock, Administrative Assistant II, Range 31, Step A, Industry & Technology Division, Academic Affairs Area, effective May 21 instead of June 3, 2013.

14. Employment - David Brown II, Program Coordinator, Range 36, Step A, EOPS/Counseling and Student Services Division, Student and Community advancement Area, effective July 1, 2013.
15. Employment - Joi Richardson, Senior Athletic Trainer, Range 37, Step A, Health Sciences & Athletics Division, Academic Affairs Area, effective July 1, 2013.
16. Rescind Employment - Ronald Roberts, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area.

Special Services Professional

17. Re-Employment - Michelle Arthur, Special Services Professional, Range 8, Step 2, of the Special Services Professional Salary Schedule, not to exceed \$96,460, Enrollment Services Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.
18. Stipend - Michelle Arthur, one time stipend of \$750 for Special Summer Assignment at the Compton Center, effective July 1 through August 30, 2013.
19. Re-Employment - Roberta Becka, Special Services Professional, Range 8, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$108,160, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.
20. Re-Employment - Kathleen Costa, Special Services Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$31,000, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.
21. Re-Employment - Sharon Cortez, Special Services Professional, Range 5, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$20,800, Behavioral & Social Sciences Division, Academic Affairs Area, effective July 1 through September 29, 2013.
22. Re-Employment - Patrick Imamura, Special Services Professional, Range 1, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$39,490, Enrollment Services Division, Student and Community Advancement Area, effective July 1 through December 31, 2013.
23. Re-Employment - Destyn LaPorte, Special Services Professional, Range 5, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$83,200,

Community Advancement Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.

24. Re-Employment - Bronwen Madden, Special Services Professional, Range 6, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$90,740, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.
25. Re-Employment - Rodolfo Ramos, Special Services Professional, Range 8, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$108,160, Information Technology Services Division, Administrative Services Area, effective July 1, 2013 through June 30, 2014.
26. Re-Employment - Nancy Tonner, Range 2, Step 4, of the Special Services Professional Salary Schedule, not to exceed \$62,140, Information Technology Services Division, Administrative Services Area, effective July 1, 2013 through June 30, 2014.
27. Re-Employment - Alicia Zambrano, Special Services Professional, Range 2, Step 5, of the Special Services Professional Salary Schedule, not to exceed \$63,960, Community Advancement Division, Student and Community Advancement Area, effective July 1, 2013 through June 30, 2014.

Temporary Classified Services Employees - not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective July 1, 2013 through June 30, 2014, unless otherwise stated:

28. Brenda Alvarez - Clerical Assistant, Range 22, Step A, EOP&S/Counseling and Student Services, Student and Community Advancement Area, to provide clerical assistance to EOP&S, not to exceed 25 hours per week.
29. Joshua Armstrong - Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to dispatch and provide technical support, not to exceed 15 hours per week.
30. Marcia Armstrong - Clerk, Range 17, Step A, Fine Arts Division, Academic Affairs Area, to assist Executive Director with office work, as needed, not to exceed 24 hours per week.
31. Aster Assefa - Clerical Assistant, Range 22, Step A, Mathematical Sciences Division, Academic Affairs Area, to provide clerical support for division office, not to exceed 25 hours per week.

32. Vivian Barrera - Student Services Advisor, Range 25, Step A, Natural Sciences Division, Academic Affairs Area, to provide advisement for STEM Grant, not to exceed 25 hours per week.
33. Katherine Blanchard - Sound Technician, Range 36, Step A, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties, not to exceed 25 hours per week.
34. Thurman Brown - Computer Systems Support Technician, Range 41, Step A, Information Technology Services Division, Administrative Services Area, to provide technical support, not to exceed 24 hours per week.
35. Carolyn M. Correnti - Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to provide piano accompaniment as needed, not to exceed 15 hours per week.
36. Elizabeth Campos - Sr. Clerical Assistant, Range 24, Step A, Vice President's Office, Student & Community Advancement Area, to provide front office assistance, not to exceed 25 hours per week.
37. Lanicesha Dodson - Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to work at the El Camino and Compton Center Bookstores, cashiering, inventory not to exceed 25 hours per week.
38. Angela Farthing - Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to assist with MIS reports, not to exceed 25 hours per week.
39. Patrick Fisher - Promotions Assistant, Range 28, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, for hospitality and promotions needs, not to exceed 24 hours per week.
40. Richard Gonzalez - Clerical Assistant, Range 22, Step A, Community Advancement Division, Student and Community Advancement Area, not to exceed 8 hours per day or 10 hours per week.
41. William Guerra - Clerical Assistant, Range 22, Step A, and Accounting Assistant I, Range 22, Step A, Student Development/Enrollment Services Division, Student and Community Advancement Area, to perform clerical and accounting duties for office, not to exceed 25 hours per week.

42. Dantam Huynh - Library Media Technician I, Range 24, Step A, Learning Resources, Academic Affairs Area, to support periodical desk, not to exceed 25 hours per week.
43. Miriam Jauregui - Student Services Technician, Range 28, Step A, Admissions and Records Division, Student and Community Advancement Area, to provide technical assistance to veterans, not to exceed 25 hours per week.
44. Shannon Leong - Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to assist with students, and inventory, as-needed, not to exceed 25 hours per week.
45. Stacie Leong - Accounting Assistant I, Range 22, Step A, Bookstore Division, Administrative Services Area, to assist with vouchers/billing, and inventory, as-needed, not to exceed 25 hours per week.
46. Katrina Kawagoe - Clerical Assistant, Range 22, Step A, Foundation, Student and Community Advancement Area, to provide clerical assistance, not to exceed 25 hours per week.
47. Louise Kirst - Project Specialist, Range 32, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, to provide support to Executive Director, not to exceed 25 hours per week.
48. Alice Kennedy - Accounting Assistant II, Range 27, Step A, and Accounting Assistant III, Range 30, Step A, Fine Arts Division, Academic Affairs Area, to perform accounting duties, on-call as-needed, not to exceed 25 hours per week.
49. Summer Kennedy - Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to perform clerical duties for ECLA, not to exceed 25 hours per week.
50. Victoria Martinez-Weitzel - Program Coordinator, Range 36, Step A, Industry and Technology Division, Academic Affairs Area, for the Women in Technology program, not to exceed 12 hours per week.
51. Susan McLeod - Secretary, Range 26, Step A, Natural Sciences Division, Academic Affairs Area, to perform secretary support for the Honors Transfer Program, not to exceed 25 hours per week.
52. Sandra Nash - Student Services Technician, Range 28, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, on-call as needed for DSPS program, not to exceed 25 hours per week.

53. Hoang-Linh Nguyen - Data Entry Operator, Range 18, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to enter data, not to exceed 25 hours per week.
54. Ezekiel Ortega - Toolroom Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to check out tools and equipment to students, not to exceed 25 hours per week.
55. Lorena Perez - Student Services Advisor, Range 35, Step A, EOP&S/Counseling and Student Services Division, Student and Community Advancement Area, CARE Advisor, not to exceed 25 hours per week.
56. Brenda Peterson - Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to assist with online applications and verifications, not to exceed 25 hours per week.
57. Derek Poepoe - Promotions Assistant, Range 28, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on-call as needed for hospitality at fine arts events, not to exceed 25 hours per week.
58. Nancy Quezada - Student Services Technician, Range 28, Step A, EOP&S/Counseling and Student Services Division, Student and Community Advancement Area, to perform duties for CalWorks, not to exceed 25 hours per week.
59. Jane Richmond - Senior Clerical Assistant, Range 24, Step A, Staff Development/Human Resources Division, Human Resources Area, to perform clerical duties, not to exceed 25 hours per week.
60. Portia Rushin Sorunke - Administrative Assistant I, Range 28, Step A, Academic Affairs Area, to work on Curriculum, Curricunet, SLO's, not to exceed 25 hours per week.
61. Janet Techagaiciyawanis - Clerical Assistant, Range 22, Step A, Community Advancement Division, Student and Community Advancement Area, to assist at the Small Business Development Center, not to exceed 25 hours per week .
62. Leticia Thorsen - Bookstores Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to assist in cashiering/accounting duties at the beginning of each semester, on-call as needed, not to exceed 25 hours per week.

63. Phan Tran - Clerical Assistant, Range 22, Step A, Business Division, Academic Affairs to provide office support and assist students and staff, not to exceed 25 hours per week.
64. Alyce Tyler - Clerical Assistant, Range 22, Step A, Enrollment Services Division, Student and Community Advancement Area, to provide front office support three day per week, not to exceed 25 hours per week.
65. Helen Wada - Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, to assist dean with clerical tasks, not to exceed 25 hours per week.
66. Derek Warren - Library Media Technician II, Range 28, Step A, Learning Resources, Academic Affairs Area, to cover Public Access Services, not to exceed 25 hours per week.
67. Sachi Watari - Clerical Assistant, Range 22, Step E, Enrollment Services Division, Student and Community Advancement Area, to provide office support, not to exceed 25 hours per week (Retired Annuitant).
68. Michael Wilson - Research Analyst, Range 47, Step A, Institutional Research, Student and Community Advancement Area, and Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, not to exceed 25 hours per week.
69. Patricia Witherall - Switchboard Operator/Receptionist, Range 21, Step E, Switchboard/Human Resources Division, Human Resources Area, to cover switchboard on-call, as needed, not to exceed 25 hours per week (Retired Annuitant).
70. David Wright - Science Lab Supervisor, Range 21, Step A, (Supervisory Salary Schedule) Natural Sciences Division, Academic Affairs Area, to perform a variety of duties related to running labs and equipment, not to exceed 25 hours per week.
71. Jean Zane - Financial Aid Advisor, Range 35, Step E, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, to perform advisor duties, not to exceed 24 hours per week (Retired Annuitant).
72. The following individuals to work as Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, to provide piano accompaniment as needed, not to exceed 20 hours per week:

Patricia Breitag

Hsin-Yi Chang

Donald Fredickson
Eun-Hyoung Nam

Barbara Scales

73. The following individuals to work as Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, to assist with medical care of athletes at events, not to exceed 25 hours per week:

Mercedes Garcia

Stephen Teubner Jr.

74. The following individuals to work as Clerk, Range 17, Step A, Assessment/Testing Center/Enrollment Services Division, Student and Community Advancement Area, performing clerical work and assisting in testing lab, not to exceed 25 hours per week:

Robert Abbott
Shinhee Chong
Juan Guerra

Yoko Nishikawa
Carmen Valley

75. The following individuals to work as Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, not to exceed 25 hours per week:

Delores Bernal
Kia Davis

Muriel Gardner
Enrique Quinones

76. The following individuals to work as Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on-call as needed, not to exceed 25 hours per week:

Martha Cognac

Shelly Yoshida

77. The following individuals to work as Set Designer, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to design sets, not to exceed 25 hours per week:

John Patrick

Daniel Volonte

78. The following individuals to work as Sound Technician, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties, not to exceed 25 hours per week:

Erik Bleuer
Jonathan Campbell

Frances Geller
Phillip Manor

Barak Weinstein

Paul Workman

79. The following individuals to work as Theatre Technician, Range 31, Step A, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties, not to exceed 25 hours per week:

Madeline Burke
Marcelo Cacciagioni
Thomas Carter
Sheila Malone
Stephen Norris

Robert Ory
Dewain Robinson
Jerry Stratton
Lauren Tyler

80. The following individuals to work as Theatre Technician, Range 31, Step A, and Sound Technician, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties, not to exceed 25 hours per week:

Matthew Alquiza

Brandon Baruch

Sylvia Krawczyk

81. The following individuals to work as Switchboard Operator/Receptionist, Range 21, Step A, Switchboard/Human Resources Division, Human Resources Area, to work on call as needed, not to exceed 25 hours per week:

Melanie Hudnall

Dena Langowski

Katherine West

82. The following individuals to work as Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties, not to exceed 25 hours per week:

Andrew Choquette

Erick Neumeisher

83. The following individuals to work as Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties, not to exceed 25 hours per week:

Janelle Asti
Robert Bridges
Patricia Briles
David Gragg
Annette Hassell
Terri Hung
Michelle Jang

Anne Marie Marin
Hilda Outwater
Jennifer Sellers
John Swaffield III
Aki Vasquez
Eric Zimmerman

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective July 1, 2013 through June 30, 2014, unless otherwise stated, as shown in items 1-41.

Campus Police Aide Series

1. Campus Police Aide IV

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

George Rosales, \$12.75 per hour

2. Campus Police Aide V

The following individuals are to assist sworn and non-sworn personnel of the El Camino Police Department in performing general law enforcement duties.

Brian Hill, \$13.00 per hour

Paul Saldana, \$13.00 per hour

Instructional Aide Series

3. Instructional Aide I

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

Robert Adams, \$9.00 per hour

Ryan Cleveland, \$8.00 per hour

Thomas Freeman, \$8.00 per hour

Raul Guerra, \$8.00 per hour

Nancy Le, \$9.00 per hour (also eff. 5/21/13 through 6/30/13)

Donald Quok, \$8.25 per hour

Leo Rendon, \$8.00 per hour

Arnold Stodolsky, \$8.00 per hour

Natalie Stumph, \$9.00 per hour (also eff. 5/21/13 through 6/30/13)

Esai Saucedo, \$8.00 per hour

Arturo Valdivia, \$8.00 per hour

4. Instructional Aide II

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

Cindy Barrientos, \$9.25 per hour
Amber Beck, \$9.25 per hour
Toni Borden, \$9.25 per hour
Elise Caywood, \$9.25 per hour
Franchessa Denison, \$9.25 per hour
Michael Espino, \$9.25 per hour

Gustavo Garcia, \$9.25 per hour
Vinesha Gunawardena, \$9.25 per hour
Zenzell Harris, \$9.25 per hour
Robbin Nooner, \$9.25 per hour
Lawrence Schreier, \$10.25 per hour
Charles Spears, \$10.25 per hour

5. Instructional Aide III

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

Afifa Alawi, \$10.50 per hour
Aree Anne Bernabeo, \$10.50 per hour
Scotty Gomez, \$10.50 per hour

April Shin, \$10.50 per hour
Phorious Whitmore, \$11.00 per hour

The following individual is to perform as the South Bay Children's Choir Rehearsal Aide, tutoring groups of children in singing and musicianship skills.

Zoe Peterson, \$10.50 per hour

6. 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.

Kasey Armstrong, \$12.50 per hour
Andrew Behrens, \$12.25 per hour
April Bernabeo, \$11.75 per hour
Bethany Bird, \$11.75 per hour
Bryce Campbell, \$12.25 per hour
Jason Fournier, \$12.50 per hour
Lorena Gomez, \$11.75 per hour
Gillian Griffin, \$12.25 per our
Mary Kretzmar, \$12.25 per hour

Garrett Maestri, \$12.25 per hour
Max McClellan, \$12.25 per hour
Jonathan Reyes, \$12.25 per hour
Jeffrey Riley, \$12.25 per hour
Dan Stayne, \$12.25 per hour
Max Rodriguez, \$12.25 per hour
Joan Treat, \$12.25 per hour
Benjamin Tzeng, \$12.25 per hour

7. Instructional Aide V

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

Bobby Sagbigal, \$14.00 per hour

8. Instructional Aide V

The following individuals are to provide high level tutoring, student assistance, classroom support services, and online support.

Luz Cortez, \$13.00 per hour
George Malak, \$13.00 per hour

The following individuals are to provide tutoring services as Student Enhancement Team (SET) leaders.

Adriana Hernandez, \$13.00 per hour (also eff. 6/17/13 through 6/30/13)
Nancy Lopez, \$13.00 per hour (also eff. 6/17/13 through 6/30/13)
Daniela Moreno-Lopez, \$13.00 per hour (also eff. 6/17/13 through 6/30/13)

9. Instructional Aide VI

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

Damara Ademola Popoola, \$15.00 per hour
Laura Braun, \$15.00 per hour
Roger Cannon, \$15.00 per hour
Christine Chu, \$15.00 per hour
Catherine Herold, \$15.00 per hour
Esther Lee, \$17.00 per hour
Sarah Leinen, \$15.00 per hour
Sherry McCulloh, \$15.00 per hour
Julie Taiwo Oni, \$15.00 per hour
Sean Patrick, \$17.00 per hour
Sara Pritzkat, \$15.00 per hour
Ryan Ritchie, \$17.00 per hour
Kim Runkle, \$17.00 per hour
Beth Shibata, \$17.00 per hour
Terry Wright, \$17.00 per hour

The following individuals are to provide support as tutors to EOPS/CARE eligible students in a variety of subjects meeting the needs of low-skilled level students to increase retention.

Huong Duong, \$19.00 per hour
Janette Kuvhenguhwa, \$19.00 per hour
Hector Ruiz, \$19.00 per hour

Office Aide Series

10. Office Aide I

The following individuals are to assist the staff with basic tasks.

Darrin Brentner, \$8.25 per hour
Mika Fulbright, \$9.00 per hour
Elisa Garcia, \$8.25 per hour
Robert Hoeck, \$8.00 per hour
Jonathan Iheonu, \$8.00 per hour

Daniel Osoy, \$8.00 per hour
Jerome Parrott, \$8.00 per hour
Terry Reed, \$8.00 per hour
Jennifer Sun, \$8.00 per hour
Danny Vega, \$8.25 per hour

11. Office Aide II

The following individuals are 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.

Ruben Avila, \$10.25 per hour
Ebony Chappell, \$9.50 per hour
Kimberly Eatmon, \$10.00 per hour
Jaime Gallegos, \$9.25 per hour

Sean Gilmore, \$9.25 per hour
Ebony Hawes, \$9.75 per hour
Michael Osborn, \$10.00 per hour
Derek Reed, \$10.00 per hour

12. Office Aide III

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

Annette Abelin, \$10.50 per hour
Samuel Abrams, \$10.50 per hour
Erlene Brooks, \$10.50 per hour
Joshua Casper, \$10.50 per hour
Jose Cholico, \$10.50 per hour
Sarah Edsinga, \$10.50 per hour
Edith Edwards, \$10.50 per hour
Laura Gibson, \$10.50 per hour
Dena Langowski, \$10.50 per hour
Rosanna Merrill, \$10.50 per hour
Mary Lou Miranda, \$10.50 per hour

Veronica Munoz, \$10.50 per hour
Nicholas Naranjo, \$10.50 per hour
Michelle Phan, \$10.50 per hour
Anita Rachal, \$10.50 per hour
Maria Reina, \$10.50 per hour
Alma Sandoval, \$10.50 per hour
Erica Soohoo, \$10.05 per hour
Sonia Solis-Morales, \$10.50 per hour
Jennifer Stoudenmire, \$10.50 per hour
Shanda Weston, \$10.50 per hour

13. Office Aide IV

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

Yadira (Rosa) Velez, \$11.75 per hour

Lujuana Washington, \$12.50 per hour

14. Office Aide V

The following individual is to assist the office staff and faculty with clerical work and support.

Linda Morford, \$13.50 per hour

The following individual is to perform complex tasks related to Title V Graduation Initiative Projects, provide guidance and leadership on grant data collection, as well as utilize independent judgment and problem solving skills related to grant administration.

Nayeli Oliva, \$13.25 per hour

The following individual is to assist the office staff, and faculty with clerical work, support, and maintenance of the various athletic programs.

Ruth Ferrer, \$13.75 per hour

15. Office Aide VI

The following individual is to perform routine and general office duties including data entry, testing assessment procedures, and outreach for the Graduation Initiative (Title V) Project Director.

Benjamin Ceja, \$16.00 per hour

Program Aide Series

16. Program Aide I

The following individuals are to provide basic assistance with daily program operations.

Verna Bolton, \$8.25 per hour

Pirkko DeBar, \$8.25 per hour

Dawn Ertl, \$8.25 per hour

Martina Mirkovich, \$8.00 per hour

Thomas Scaboo, \$8.00 per hour

17. Program Aide II

The following individuals are to assist staff with duties to support the needs of a program or specialized area.

Kristina Christian, \$10.00 per hour

Evan Sisson, \$10.00 per hour

18. Program Aide III

The following individuals are to assist staff with duties to support the needs of a program or specialized area.

Sarah Edsinga, \$10.50 per hour

Cindy Pelayo, \$11.00 per hour

The following individual is to assist staff with creating computer generated documents and establish and maintain communication aspects and materials for the South Bay Children's Choir.

Lauri Goldenhersh, \$10.50 per hour

19. Program Aide IV

The following individuals are to assist with program duties in the Fine Arts division.

Marcia Armstrong, \$12.25 per hour

Geoffrey Dent, \$12.25 per hour

Danijela Kojic, \$12.50 per hour

20. Program Aide V

The following individuals are to assist with the preparation and installation duties and maintenance of art installations in the Art Gallery.

Pirkko De Bar, \$14.00 per hour

Jueiming Shui, \$14.00 per hour

Kevin Tuxford, \$14.00 per hour

The following individual is to provide assistance and guidance to Accounting and CIS students with assignment completion in an open lab.

Theresa Hardin, \$13.50 per hour

The following individual is to assist with audio visual support, minor equipment maintenance and operation, and to supervise the student employees.

Norman Foster, \$13.00 per hour

The following individuals are to assist students with class projects, assignments, exam preparation and presentations, and also manage the lending library and train students on the use of equipment.

Nancy Alvarez, \$13.00 per hour

Noemi Santa Cruz, \$13.00 per hour
Lissette Marquez, \$13.00 per hour

21. Program Aide VI

The following individual is to perform as the primary recruiter, coordinator, and primary contact for high school students, teachers, and administrators for the Career Pathways program.

Megan Ruane, \$15.00 per hour

The following individual is responsible for organizing and managing the Academic Excellence Workshop for students who are participating in the MESA/STEM Programs.

Michael Shodiya, \$15.00 per hour

The following individuals are to provide administrative and contractual assistance, assist with classroom facilitation and logistics, coordinate staff, room schedules and planning/organizing activities, track and compile eligible student data, support outreach and recruitment, and provide other related duties to support the Foster and Kinship Education Program.

Sharonda Barksdale, \$18.00 per hour
John Forbes-Barton, \$15.00 per hour

Andrea Major, \$15.00 per hour
Andrea Major, \$18.00 per hour

The following individuals are to provide photo identification card services and customer service at the front counter, supervise other ID staff, repair printer, and order supplies.

William Guerra, \$19.00 per hour
Richard Woods, \$19.00 per hour

The following individual is to assist with software training for faculty and staff at El Camino College and Compton Educational Center, and to provide general technology assistance for the Staff Development Office and professional development programs.

Brian Hayden, \$17.00 per hour

The following individual is to provide support to specific programs with tutorial assistance in the classroom, laboratory, and online, and help organize and coordinate various projects.

Ramon Franco, \$19.00 per hour

The following individual is to perform a variety of duties to support the outreach and recruitment efforts of EOPS, both on and off campus activities, and assist with office projects as needed.

Nancy Sanchez, \$19.00 per hour

Sports Aide Series

22. Sports Aide IV

The following individuals are to work as a lifeguard.

Julio Ramirez, \$12.00 per hour

Joshua Zurfluh, \$12.00 per hour

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

Jeffrey Miera, \$15.00 per hour

Theater Aide Series

23. Theater Aide I

The following individuals are to assist the theater management and staff with basic theater duties for on-campus events.

Sharmila Abraham, \$8.25 per hour

Dennis Blackman, \$8.25 per hour

Verna Bolton, \$8.50 per hour

Stephanie Camello, \$8.25 per hour

Julia Durante, \$8.50 per hour

Salma Fariz, \$8.25 per hour

Heidi Fuller, \$8.50 per hour

Leilani Fuller, \$8.25 per hour

LC Raymond Grays, \$8.25 per hour

Jonathan Iheonu, \$8.25 per hour

Fidela Mazariegos, \$8.50 per hour

Lizbeth Morales, \$8.25 per hour

Gloria Nance, \$8.25 per hour

Chere Price, \$8.50 per hour

Jackie Ross, \$8.50 per hour

Angela Songco, \$8.25 per hour

Gail Vasquez, \$8.50 per hour

24. Theater Aide II

The following individuals are to assist the theater management and staff with theater duties for on-campus events.

Heidi Fuller, \$9.25 per hour

Melissa Guerrero, \$9.25 per hour

Raisa Mataalii, \$9.25 per hour

Lauren Matern, \$9.25 per hour

Elizabeth Matusak, \$9.25 per hour

Fidela Mazariegos, \$9.25 per hour

Kaysha Morgan, \$9.25 per hour

Martha Solis, \$9.25 per hour

Sonia Solis, \$9.25 per hour

Shanda Weston, \$9.25 per hour

25. Theater Aide IV

The following individuals are 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.

Marcia Armstrong, \$12.50 per hour

Agnes Cotti, \$12.75 per hour

Su Hiraga, \$12.50 per hour

Amanda Meade-Tatum, \$12.75 per hour

Annie Meyer, \$12.50 per hour

Martha Solis, \$12.50 per hour

Sonia Solis, \$12.50 per hour

Gannon Tanji, \$12.75 per hour

26. Theater Aide VI

The following individuals are to perform technical theater duties for the various events on campus.

Jayne Barr, \$15.00 per hour

Travis Deck, \$15.00 per hour

Josephine Faux, \$15.00 per hour

Christina Kennedy, \$15.00 per hour

Raenae Kuaea, \$15.00 per hour

Christian LeMay, \$15.00 per hour

Ayla Lundin, \$15.00 per hour

Kelli Lundin, \$15.00 per hour

Georgina Morales, \$15.00 per hour

Jana Morimoto, \$15.00 per hour

Tammy Minion, \$15.00 per hour

Jonathan Reyes, \$15.00 per hour

Farren Ronquillo, \$12.75 per hour

Samuel Toebe, \$15.00 per hour

Danielle Vander Linden, \$15.00 per hour

Alicia Yanez, \$15.00 per hour

Christine Zarro, \$15.00 per hour

Assistance Linguistics Professional Series

27. Assistive Linguistics Professional I

The following individuals are to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

Bennie Barber, \$25.00 per hour

Elizabeth Brambila, \$30.00 per hour

Joseph Calderon, \$32.50 per hour

Edward Corbell III, \$30.00 per hour

Rosa Cruz, \$20.00 per hour

Kristen Del Rosario, \$32.50 per hour

Alejandro Gomez, \$25.00 per hour

Lorena Gomez, \$20.00 per hour

Mireya Graciano, \$30.00 per hour

John Hennessy, \$25.00 per hour

Kathryn Kelley, \$25.00 per hour

Caroline King, \$25.00 per hour

Patty Kwee, \$30.00 per hour

Shannon Leavitt, \$32.50 per hour

Catherine Nordstrom, \$25.00 per hour

Lori Patton, \$32.50 per hour

Maronda Powell, \$30.00 per hour

Felicia Price, \$32.50 per hour

Teresa Russ, \$25.00 per hour

Alex Sandoval, \$20.00 per hour

Lucas Soto, \$32.50 per hour
Kelsey Szima, \$25.00 per hour

Stephanie Teemer, \$25.00 per hour
Rachel Winters, \$27.50 per hour

28. Assistive Linguistics Professional II

The following individuals are 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.

Malakia Adunni, \$40.00 per hour
Krystal Armstrong, \$40.00 per hour
Pamela Ashe, \$40.00 per hour
Bobbi Barnfather, \$45.00 per hour
Shela Cardenas, \$35.00 per hour
Selma Chavez, \$40.00 per hour
Martin Garcia, \$45.00 per hour
Katherine Hammons, \$45.00 per hour
Jimmy Hawkins, \$45.00 per hour
Eduardo Huante, \$35.00 per hour
Chung il Kwon, \$35.00 per hour
Shawna Leader, \$35.00 per hour
Robert Loparo, \$45.00 per hour
Jennifer Martin, \$42.50 per hour
Ken Marumoto, \$35.00 per hour
Saba McKinley, \$40.00 per hour

Jack Nielson, \$35.00 per hour
Raena Oshiro, \$35.00 per hour
Cynthia Parral, \$35.00 per hour
Alejandro Perez, \$35.00 per hour
Ancialyn Pickney, \$35.00 per hour
Valerie Ransom, \$40.00 per hour
Elena Reza, \$42.50 per hour
Robert Sutton, \$45.00 per hour
Mona Tanji, \$35.00 per hour
Desiree Tanner, \$42.50 per hour
Lee Elle Tullis, \$40.00 per hour
Egla Veal, \$40.00 per hour
Lynette Vickers, \$40.00 per hour
Debbie Weber, \$35.00 per hour
Barbara Yancey, \$35.00 per hour

Educational Professional Series

29. Educational Professional I

The following individuals are to provide tutoring services, monitor the Math Study Center, and must possess a Bachelor's degree.

Mark Burgin, \$20.00 per hour
Henri Feiner, \$20.00 per hour
Manolita Formanes, \$20.00 per hour
Thu-Hang Hoang, \$20.00 per hour
Jose Martinez, \$20.00 per hour
Steve Martinez, \$20.00 per hour
Alice O'Leary, \$20.00 per hour

Jeffrey Post, \$20.00 per hour
Mohammad Rahnavard, \$20.00 per hour
Russell Reece, \$20.00 per hour
Lawrence Schreier, \$20.00 per hour
Richard Sibner, \$20.00 per hour
Tim Vu, \$20.00 per hour

30. Education Professional I

The following individuals are to model for the Fine Arts life drawing and painting classes.

Xavier Alderette, \$25.00 per hour
Jonathan Beck, \$25.00 per hour
Timothy Beck, \$25.00 per hour
Robert Brajnikoff, \$25.00 per hour
Sherry Eckhart, \$25.00 per hour
Marguerite Garner, \$25.00 per hour

Shirley Hernandez, \$25.00 per hour
Constance Ilg, \$25.00 per hour
Rebecca Revelle, \$25.00 per hour
Helena Rowe, \$25.00 per hour
Karen Wright, \$25.00 per hour

The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program.

Robin Arehart, \$29.00 per hour
Michael Atkinson, \$29.00 per hour
Deborah Chew, \$29.00 per hour
Henry Chou, \$29.00 per hour
Regine Costello, \$29.00 per hour
Patricia DiSanti, \$29.00 per hour
Victor Hatten, \$29.00 per hour
Randolph Lee, \$31.00 per hour
Daniel Nesbitt, \$29.00 per hour

Kate Oh, \$29.00 per hour
Ernestine Parsons, \$29.00 per hour
John Paterson, \$29.00 per hour
Bernard Pendergrass, \$29.00 per hour
Anna Perez, \$29.00 per hour
Steven Scherer, \$29.00 per hour
Diane Serradell, \$31.00 per hour
Linda Wise, \$29.00 per hour
Charles Wright, \$29.00 per hour

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

Susan Wade, \$20.00 per hour
Mark Walch, \$20.00 per hour

The following individual is to develop, prepare lessons for, and teach boys' chorus.

Maza Zimmerman, \$25.00 per hour

31. Educational Professional II

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

Stella Kabelitz, \$40.00 per hour
Maria Kindweiler, \$40.00 per hour
Susan Macias, \$40.00 per hour
Andres Moina, \$40.00 per hour
Bonnie Pereyra, \$40.00 per hour

Barbara Polk, \$38.00 per hour
Patricia Pollack, \$40.00 per hour
Robert Puglisi, \$40.00 per hour
Faith Vietti, \$40.00 per hour

The following individuals are to assist faculty by teaching the beginning or intermediate levels of the choir for the South Bay Children's choir.

Bud Bisbee, \$37.00 per hour
Julie Huff-Corallo, \$37.00 per hour
Ellen Steinmetz, \$37.00 per hour

32. Educational Professional IV

The following individual is to conduct contract education class on Statistical Process Control and math by customizing instruction according to the specific client population.

Roberto Pandolfi, \$70.00 per hour

33. Education Professional V

The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program.

Quayum Abdul	Dagmar Nelson
Robin Arehart	Kellie Nicholson
Ron Berman	April Numamoto
Jethro Carter	Bernard Pendergrass
Roberta Christensen	John Powers
Regine Costello	Roxana Rodriguez
Shirley Douglass	Debbie Smith
Dale Fedderson	Larry Takahashi
Leonard Giachello	Jenesie Tyler
Jeff Henry	Mark Vinick
Gevork Kazanchyan	Chris Weisbart
Douglas Morrison	Ronald Williams

Program Professional Series

34. Program Professional I

The following individual is to oversee the primary functions of the day-to-day operations of the Reading Success Center.

Sarah Leinen, \$20.00 per hour

The following individual is to serve as the primary contact person for all Employment Training Panel (ETP) administrative functions including maintaining full compliance with all ETP laws, rules, regulations, and contract terms.

Diane Palmer, \$25.00 per hour

The following individual is to assist in the planning, development, and coordination of workshops, activities, and other related projects including database maintenance, outreach, and recruiting for students in Math, Engineering and Science careers.

Haydee Gonzalez, \$20.00 per hour

The following individual is to plan, organize, and promote the objectives and activities outlined in the Head Start Career Advancement grant, including developing and coordinating orientations, tracking student progress, and completing required reports.

Nubia Cornejo, \$23.00 per hour

The following individual is to assist in the planning, development, and coordination of projects for the STEM program including maintenance of records and outreach.

Jessica Asbell, \$20.00 per hour

The following individual is responsible for producing and directing instructional and informative video/television programs.

Cheryl Clemons, \$30.00 per hour

The following individual is to perform the duties of Director for plays in the Fine Arts Theater Department and is responsible for getting plays ready for public performances, including pre-production, auditions, and rehearsals.

Luke Yankee, \$25.00 per hour

The following individuals are to assist tracking various projects for the Center for Applied Competitive Technologies (CACT), and coordinate training services for displaced workers, incumbent workers, and clients in the aerospace or related industries.

Theresa Traina, \$31.00 per hour

Joseph Weichman, \$30.00 per hour

The following individual is to oversee all the daily operations of the Math Study Center, and coordinate the student and casual employee work schedules and timesheets.

Erxiang Wang, \$30.00 per hour

The following individual is to assist Academic Affairs with reporting issues.

Lovell Alford, \$30.00 per hour

The following individual is to assist in the planning, development, and coordination of workshops, activities and other related projects for students in math, engineering, and science careers.

Moises Gutierrez, \$24.00 per hour

35. Program Professional II

The following individual is to coordinate the Career and Technical Education Teacher Pipeline, implement Grant objectives, and interface with other campus programs and partners.

John Weitzel, \$36.00 per hour

The following individual is to perform and coordinate activities related to promotion and implementation of Grant contract supported projects that provide assessment, career exploration, training services and assistance in identifying professional certification.

Denise DiPasquale, \$36.00 per hour

The following individual is to provide instruction for the U.S. Coast Guard certified Medical Provider course to meet the requirements of the Standards for Training Certification and Watchkeeping (STCW) Code.

Kory Mikesell, \$44.00 per hour

The following individual is to perform and coordinate activities related to promotion and implementation of grant and contract supported projects that provide assessment, training services and professional certification.

Roberto Pandolfi, \$45.00 per hour

The following individual is to facilitate partnerships and share information on El Camino College programs and events with local industry leaders and trade groups, and arrange meetings.

Karen Latuner, \$34.00 per hour

36. Program Professional III

The following individual is to meet with injured athletes and administer physical exams for students.

Dr. George Thompson, \$56.00 per hour

The following individual is to provide technical and engineering support in the design, installation, and repair of analog and digital equipment and systems.

Robert Smith, \$50.00 per hour

37. Program Professional IV

The following individual is to assist in the management of the Career and Technical Education (CTE) grant activities related to Project Lead the Way and the El Camino College Pre-Engineering program.

Ronald Way, \$65.00 per hour

The following individual is to provide writing and editing services, including interviewing students, alumni and employees for articles and news releases.

Mary Ann Harmon, \$65.00 per hour

Training Professional Series

38. Training Professional I

The following individuals are to provide training, expertise, leadership and professional services in the **STCW** for Seafarers program.

Bryce Campbell, \$32.00 per hour

Garrett Maestri, \$32.00 per hour

The following individual is to provide technical manufacturing training in corporate training and/or college classroom/laboratory setting.

Bryce Gartner, \$33.00 per hour

The following individual is to provide technical manufacturing training assistance in corporate training and/or college classroom/laboratory setting.

Armando Hernandez, \$20.00 per hour

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

Bobbie Lanham, \$20.00 per hour

The following individuals are to provide training, expertise, leadership and professional services in the Fire Academy program.

Eric Baker, \$32.00 per hour
Andrew Behrens, \$32.00 per hour
Michael Brownlie, \$32.00 per hour
Clark Carney, \$32.00 per hour
John Cusolito, \$32.00 per hour
Timothy Dennis, \$32.00 per hour
Martine Detro, \$32.00 per hour
John Dulmage, \$32.00 per hour
James Ellingson, \$32.00 per hour
Daniel Engler, \$32.00 per hour
Geoffrey Ertel, \$32.00 per hour
Scott Hafdell, \$32.00 per hour
Arturo Jimenez, \$32.00 per hour
Sloane Joseph, \$32.00 per hour
Deena Lee, \$32.00 per hour
Stephen Loner, \$32.00 per hour

Richard Martinez, \$32.00 per hour
Ryan Mendivil, \$32.00 per hour
Adrian Oropesa, \$32.00 per hour
John Pender, \$32.00 per hour
Michael Reddy, \$32.00 per hour
Craig Ross, \$32.00 per hour
Michael Steenbergen, \$32.00 per hour
Bradley Sweatt, \$32.00 per hour
Breanne Tillman, \$32.00 per hour
James Tulette, \$32.00 per hour
Christopher Valente, \$32.00 per hour
John Velasquez, \$32.00 per hour
Tyler Wade, \$32.00 per hour
William Warren III, \$32.00 per hour
David Winkler, \$32.00 per hour
Issac Yang, \$32.00 per hour

39. Training Professional II

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

Rebecca Alegria, \$37.00 per hour
Elonda Austin, \$37.00 per hour
Sharonda Barksdale, \$37.00 per hour
Nosizwe Chimarunga, \$37.00 per hour
Pamela Edwards, \$37.00 per hour
John Forbes-Barton, \$37.00 per hour
Nayette Kennett, \$37.00 per hour

Tammy Lanier, \$37.00 per hour
Bobbie Lanham, \$37.00 per hour
Andrea Major, \$37.00 per hour
Tasha McFashion, \$37.00 per hour
Theresa Reed, \$37.00 per hour
Lori Switanoski, \$37.00 per hour

The following individuals are to conduct contract education training for the Workplace Learning Resource Center.

Renny Bowden, \$40.00 per hour

James Ellingson, \$40.00 per hour

The following individual is to provide professional development and training for Graphic Design software.

Ronald Miranda, \$40.00 per hour

The following individual is to provide technical manufacturing training in corporate training and/or college classroom/laboratory setting.

Philip Yaghmai, \$47.00 per hour

The following individual is to provide curriculum development expertise to support Vocational English as a Second Language instruction in conversational skills, grammar, and vocabulary development.

Maria De Nicolo, \$34.00 per hour

The following individuals are to provide technical manufacturing training in corporate training and/or college classroom/laboratory setting.

Errol Huson, \$40.00 per hour

Jeffrey Rowley, \$40.00 per hour

40. Training Professional III

The following individual is to provide technical manufacturing training in corporate training and/or college classroom/laboratory settings.

John Anderson, \$50.00 per hour

The following individual is to instruct the STCW Tankerman Person-in-Charge class.

Johnathan Brainard, \$50.00 per hour

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

Carol Cornell, \$50.00 per hour

The following individual is to provide technical manufacturing consultation and program development and support for the Aerospace Manufacturing Education project and other projects as assigned.

Brian Moravec, \$50.00 per hour

The following individuals are to provide parenting classes and various family supportive programs to inmates of the local Federal Correctional facilities.

Bobbie Lanham, \$55.00 per hour

Theresa Reed, \$55.00 per hour

41. Training Professional IV

The following individuals are to assist businesses in a variety of services including consultation with business leaders to optimize company productivity, maximize employee performance, achieve profitable results, and develop custom tailored training solutions.

Barbara Casper, \$100.00 per hour

Desiree Saddler, \$100.00 per hour

Ernest Jewell, \$125.00 per hour

Judy Shane, \$100.00 per hour

The following individual is to assist businesses in a variety of services including consultation with business leaders to optimize company productivity, maximize employee performance, achieve profitable results, and develop custom tailored training solutions.

Mark Wilde, \$90.00 per hour

The following individuals are to assist businesses in a variety of services including consultation with business leaders to optimize company productivity, maximize employee performance, achieve profitable results, and develop custom tailored training solutions to address business goals and objectives.

David DeLay, \$90.00 per hour

Roberto Pandolfi, \$70.00 per hour

The following individuals are to adapt and develop training materials and conduct training programs to facilitate employee development.

Servando Gereau, \$120.00 per hour

Henry Rogers, \$110.00 per hour

C. STIPENDS FOR COMPTON EDUCATION CENTER

It is recommended that the following education administrators be paid a stipend for work at the Compton Education Center, effective July 1, 2013 through June 30, 2014. All stipends may be rescinded with 30 days notice.

\$1,000 per month

Francisco Arce

Linda Beam

Jo Ann Higdon
Jeanie Nishime
Barbara Perez (for El Camino College duties)

\$330 per month

Theresa Kyle
Dipte Patel
Virginia Rapp

\$250 per month

Regina Smith

\$160 per month

Rory Natividad
Stephanie Rodriguez

Stipend Assignment - It is recommended that the following classified managers, supervisors and confidential employees be paid a monthly stipend for work at the Compton Education Center, effective July 1, 2013 through June 30, 2013. All stipends may be rescinded with 30 days notice.

\$415 per month

Hortense Cooper
William Mulrooney

Michael Trevis
John Wagstaff

\$330 per month

Irene Graff
Esperanza Nieto

\$300 per month

Cindy Constantino

\$250 per month

Leisa Biggers
Rocky Bonura
Julie Bourlier
Janice Ely

William Garcia
Heather Parnock
William Warren

\$160 per month

Donna Emery
Andy Nasatir

Stipend Assignment - It is recommended that the following classified staff be paid a monthly stipend for work at the Compton Education Center, effective July 1, 2013 through June 30, 2014.

\$250 per month

Adam Dunigan

\$160 per month

Quajuana Chapman

\$100 per month

Omar Brenes

Veronica Cooper

Sophie Dao

Patrick Papetti

Charlene Sakatani

Cheryl Shenefield

Tonna Takahama

Tri Vo

\$75 per month

Paul Almandres

Martha Angel

Odinah Angeles-Recio

Capri Blount

Aida Bosque

Robert Butler

Angelica Cholico

Edgar Corona

Thu Lucy Dao

Sharon Filio

Marjorie Hall

Jan Hearn

Ellen Lorenz

Nanette Marshall

Linda Mobley

Tung Nguyen

Dave Snowden

Marie Tate

Steven Thoreson

Hiep Tran

Gary Turner

LaShanta Young

Rica Young

\$50 per month

Christina Baskin

Josie Cheung

Leimomi Elliott

Sheryl Kimball

Michael Martinez

Monica Morrison

Donna Pantaleo

Jeffrey Shearan

Hong Tran

D. NEW CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the new classification specifications for the Senior Network Administrator as attached.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR NETWORK SYSTEM ADMINISTRATOR

BASIC FUNCTION:

Under direction, performs highly complex duties in the design, development, installation, upgrade, integration, administration and maintenance of the District's wired and wireless network infrastructure; monitors network servers, equipment and devices for performance and stability; designs, installs and monitors network security devices, software, protocols and processes; serves as a technical advisor and/or project manager on difficult and complex network, communication and configuration issues; and performs related duties as assigned.

REPRESENTATIVE DUTIES:

Perform highly complex duties at a professional mastery level in the design, development, integration and administration of the District's networks.

Responsible for design of the District's network architecture, including switching, routing, overall network services and network security, and participates in researching technology alternatives and planning for expansion of network capacity to support the District.

Troubleshoots and resolves the most complex network performance and connectivity problems.

Designs and develops complex, multi-segment network infrastructure; designs, develops, installs, integrates and maintains the network physical infrastructure incorporating multiple technologies and protocols; installs, upgrades, replaces, configures, integrates and maintains network hardware, software and devices, including servers, switches, routers, bridges, gateways and cabling and other wiring equipment; creates, reallocates or deletes subnets or virtual networks to improve performance and increase security.

Designs, develops, installs, configures and maintains network operating system software and network infrastructure applications; maintains software installation libraries; monitors directories and domains and audits server logs to identify performance issues and device failures; installs server fixes and service packs to maintain reliability and security.

Designs, develops, installs, configures, maintains and troubleshoots the VoIP (Voice Over IP) network infrastructure, including PoE (Power Over Ethernet) switches, UPSs (uninterruptible power supplies, voice routers, call processing servers, voicemail servers and other VoIP related equipment; creates, reallocates or deletes voice subnets; performs tuning to ensure high quality and reliable voice services.

Designs, develops, installs, configures, maintains and troubleshoots SANs (Storage Area Networks), including HBAs (Host Bus Adapters), fibre channel switches, fibre channel and

SATA drives, fibre channel cables and associated firmware and software; works with storage vendor on major SAN installs, upgrades and troubleshooting of problems.

Designs, conducts site surveys, installs and maintains wireless access points and associated wireless equipment, devices and software throughout District locations; creates and maintains firewalls and authentication servers and encryption methods to wireless access points; creates and maintains wireless domain services to allow wireless roaming; troubleshoots and resolves wireless interference, connectivity, performance and security problems.

Troubleshoots, diagnoses and resolves server connectivity and performance issues; administers network standards, including naming conventions and address protocols; monitors, analyzes and manages network traffic and other conditions to achieve optimal performance and uptime; analyzes data to minimize network congestion.

Analyzes network capacity and growth requirements and recommends network infrastructure upgrades and enhancements to meet long-term District needs; develops plans for server room expansion including rack space, floor space, cooling and power requirements; installs server racks, uninterruptible power supplies and other server support equipment; develops specifications for network hardware, software and cabling upgrades and enhancements.

Designs, installs and administers new security systems and methods; creates and maintains security rights on network resources; maintains and administers the firewall rule base and authentication systems; monitors for network intrusions and security breaches; implements and enforces the enterprise network security policy and remote access standards and guidelines.

Performs project leadership functions for network installation projects; participates in planning and managing large migration and conversion projects; creates network management scripts to automate software installation, workstation management and network resource assignments; creates scripts to automate bulk configuration changes to network switches.

Provides technical advice, solutions and field training to user support staff; develops tools to assist staff in deploying software, configuring settings and troubleshooting and resolving a variety of workstation problems; performs advanced troubleshooting on network hardware, software and connectivity problems; performs third level problem resolution.

Maintains an inventory of hardware components and software as well as surplus computer hardware and equipment to be rebuilt and redistributed to users.

Researches and evaluates hardware and software for compatibility, serviceability, design and performance; develops specifications and recommends the purchase of computer/network-related hardware and software.

Develops prototype systems to test for integration, feasibility and reliability; conducts cost benefit analyses; participates in the selection of vendors; develops support and training materials for user support staff on new technologies and their integration in the District's network infrastructure.

Monitors trends and developments in systems, networking and multi-platform communication technologies; consults with vendors and other sources on industry and product direction, functionality and capabilities.

Provides back up support to other members of the network services and user support team.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Wired and wireless network architectures and theory and principles of network design and integration, including topologies, protocols and network load distribution.

Principles, methods and techniques for layout, installation, configuration, integration and operation of network systems, components, equipment and devices.

Principles, methods and techniques for installation, configuration, integration and operation of VoIP network systems, components, equipment, devices and software.

Principles, methods and techniques for installation, configuration, integration and operation of Storage Area Network systems, components, equipment, devices and software.

Server hardware and operating system architecture, directory services, characteristics, commands and components applicable to District servers and computer platforms.

Standard network management software, equipment, tools and utilities.

Methods and techniques for performing connectivity testing and network analysis and troubleshooting.

Principles, practices and methods of network administration and maintenance, including configuration, performance tuning and diagnostic tools.

Wired and wireless network security principles, equipment, software, practices, techniques and tools, including encryption standards and authentication methods.

Principles, practices and methods of systems administration and maintenance.

Disaster planning and recovery techniques.

Database management systems and software.

Standard programming and scripting languages and utilities applicable to responsibilities.

Network media and cable plant design and layout.

Project management methods, tools and techniques.

Basic knowledge of building construction including reading building plans, framing, construction materials, electrical and general concepts for the proper installation of network cable and wireless networking equipment.

ABILITY TO:

Design, configure, manage and maintain the operations of complex wired and wireless network systems to achieve optimal technical performance and user support.

Troubleshoot complex network hardware, software and/or connectivity problems and make modifications and fixes to resolve problems.

Develop conceptual frameworks and apply state-of-the-art technology to the design and management of operating system and network infrastructures.

Perform business and functional analyses and reach sound conclusions regarding customer needs and requirements.

Understand and apply the analysis of functional requirements to the development of proposals, specifications and recommendations for efficient, cost-effective network systems and technology solutions.

Establish and maintain project schedules and balance responsibilities for multiple projects to ensure timely, high-quality results.

Assess customer needs, set priorities and allocate resources to most effectively meet needs in a timely manner.

Prepare clear, concise and accurate system documentation, reports of work performed, and other written materials.

Make sound, expert independent decisions within established guidelines.

Communicate clearly and effectively orally and in writing.

Work collaboratively and effectively as a project leader and team member.

Establish and maintain effective customer-focused working relationships with managers, customers, vendors, consultants, employees and others encountered in the course of work.

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a major in computer science, management information systems or a closely related field or Micro Soft Certified Systems Engineer (MCSE) certification or Cisco Certified Systems Associate (CCNA), depending on the area assigned, through a standards based organization; and at least four years of progressively responsible experience in the analysis, design, project management, development and administration of network infrastructures; or an equivalent combination of training and experience.

WORKING CONDITIONS:

Typical office environment.
Extensive computer work.
Long periods of standing and sitting.
Move from one location to another as needed.
Lift and carry up to 25 pounds.

Classified Salary Range: 49
Board Approved: June 17, 2013

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

A. TravelPage 121

A. Travel

It is recommended that the Board approve the attendance of Thomas M. Fallo at the National Institute of Standards and Technology (NIST) Manufacturing Extension Partnership (MEP) Summer Regional Meeting in Denver, Colorado, from June 24-25, 2013, at no cost to the District.

Non-Consent Agenda

- A. Tax Revenue Anticipation Note 2013-14.....Page 123
- B. Resolution for Tax Revenue Anticipation Note 2013-14.....Page 123

A. Tax Revenue Anticipation Note 2013-14

It is recommended that the Board of Trustees authorize the participation of the District in the issuance of a Tax Revenue Anticipation Note for the 2013-14 fiscal year, not to exceed \$ 5 million.

A complete copy can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2013/TRAN_Note_6-17-13.pdf

B. Resolution for Tax Revenue Anticipation Note 2013-14

It is recommended the Board of Trustees adopt the resolution authorizing and approving:

1. The borrowing of funds for Fiscal Year 2013-14 not to exceed \$ 5 million,
2. The issuance and sale of a 2013-14 tax revenue anticipation note (TRAN), and
3. Participation in the Los Angeles County Schools Tax Revenue Anticipation Notes (TRAN) Program for the 2013-14 fiscal year.

A complete copy of the resolution can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2013/TRAN_Resolution_6-17-13.pdf