El Camino Community College District
Board of Trustees

Agenda, Tuesday, January 21, 2014
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 December 16, 2013, Pages 5-16

III. Presentation – First Year Experience

IV. Public Hearing – none

V. Public Comment on Consent Agenda

VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
   1. Academic Affairs
      See Academic Affairs Agenda,
      Pages 17-32
   2. Student and Community Advancement
      See Student Services Agenda,
      Pages 33-37
   3. Administrative Services
      See Administrative Services Agenda, Pages 38-52
   4. See Measure “E” Bond Fund Agenda,
      Pages 53-59
   5. See Human Resources Agenda,
      Pages 60-92
   6. Compton Education Center
      See Compton Education Center Agenda,
      Pages 93-95
   7. Superintendent/President
      See Superintendent/President Agenda,
      Pages 96-98
VII. Public Comment on Non-Consent Agenda

VIII. Non-Consent Agenda, Pages 99-100
   A. Tax Revenue Anticipation Note 2013-14
   B. Resolution for Tax Revenue Anticipation Note 2013-14
      (Resolution No. ECC 1-21-14)

IX. Public Comment on Non-Agenda Items

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

XI. Closed Session
   A. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District
      Negotiator
      1. El Camino College Federation of Teachers, Local 1388
      2. El Camino Classified Employees Local 6142

Board of Trustees Meeting Schedule for 2014
4:00 p.m. Board Room

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

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

Revised: December 13, 2013
The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on
Monday, December 16, 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 Mary Combs, Secretary; Trustee Cliff
Numark, Member; Trustee John Vargas, Member; and Student Member Brooke Matson.

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

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

Oath of Office
Trustees Numark and Vargas took the Oath of Office.

Presentation: Foundation Annual Report
Mr. Mo Hakimi presented the Foundation Annual Report.

Annual Organizational Meeting
This meeting was called as prescribed in Education Code Section 72000 for the purpose
of organizing the Board of Trustees to (A) elect a president, vice president, and secretary
from the members of the Board, (B) select a Board member as a representative to the Los
Angeles County Committee on School District Organization, (C) select a Board member
as a representative to the Los Angeles County School Trustees Association, (D) select a
Board member to review nominations for membership on the California Community
College Trustees Board and make a recommendation to the Board of Trustees, (E) select
a Board member to serve on the El Camino Community College District Foundation; (F)
appoint a Secretary to the Board; and to (G) set the time and place of Board Meetings;
(H) (I) (J) establish the order of authority of chief administrative officers in the absence
of the Superintendent/President; and to (K) approve signatures on change orders; to
approve purchase orders; to approve warrants; and to authorize personnel changes. In
addition, it is called as a regular meeting.
A. **Election of Officers for the Period December 16, 2013 through the Annual Organizational Meeting in December, 2014**

**President**
It was moved by Trustee Brown, seconded by Trustee Combs, that Trustee Beverly be elected President of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

**Vice President**
It was moved by Trustee Combs, seconded by Student Member Matson, that Trustee Brown be elected Vice President of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

**Secretary**
It was moved by Trustee Beverly, seconded by Student Member Matson, that Trustee Combs be elected Secretary of the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

B. **Los Angeles County Committee on School District Organization**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Brown as the representative to the Los Angeles County Committee on School District Organization. Student Member recorded a yes advisory vote. Motion carried.

C. **Los Angeles County School Trustees Association**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Numark as the representative to the Los Angeles County School Trustees Association for 2013-2014. Student Member recorded a yes advisory vote. Motion carried.

D. **California Community College Trustees Board Election**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Combs to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees. Student Member recorded a yes advisory vote. Motion carried.

E. **El Camino Community College District Foundation**
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board appoint Trustee Vargas to serve on the El Camino Community College District Foundation. Student Member recorded a yes advisory vote. Motion carried.
F. Secretary to the Board for the Period December 16, 2013 through the Annual Organizational Meeting in December, 2014
   It was moved by Trustee Combs, seconded by Trustee Brown, that Thomas M. Fallo be appointed Secretary to the Board for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

G. Time, Date and Place of Board Meetings
   It was moved by Trustee Combs, seconded by Trustee Brown, that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2014 are as follows:

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

   Student Member recorded a yes advisory vote. Motion carried.

H. Order of Administrative Authority in Absence of Superintendent/President
   It was moved by Trustee Combs, seconded by Trustee Brown, that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President with the following order of authority to be followed for the period December 16, 2013 through the Annual Organizational Meeting in December, 2014:

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

   Student Member recorded a yes advisory vote. Motion carried.

I. Acting Secretary to the Board of Trustees
   It was moved by Trustee Combs, seconded by Trustee Brown, that in the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:
Student Member recorded a yes advisory vote. Motion carried.

J. Documents Authorized for Signature of Superintendent
It was moved by Trustee Combs, seconded by Trustee Brown, that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 16, 2013 through the Annual Organizational Meeting in December, 2014. Student Member recorded a yes advisory vote. Motion carried.

K. Signature Authorization
It was moved by Trustee Combs, seconded by Trustee Brown, that the Board authorize signatures as follows:

1. Authority to Sign “A” and “B” Warrants
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required. Accounting Officers Josie Cheung and Sophie Dao are authorized for online approval of “B” warrants during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014.

2. Authority to Sign Contracts
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to be authorized to sign contracts during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.
3. **Authority to Sign Purchase Orders**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

4. **Authority to Sign Purchase Orders for the Bookstore**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

5. **Authority to Sign Change Orders**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, be authorized to sign contract change orders during the period of December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

6. **Authority to Sign Notices of Employment and Orders for Salary Payments**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Julie Bourlier, Bookstore Director, to sign employment notices and orders for salary payments during the period of December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.
Manager; and Babatunde Atane, Director of Accounting, to sign Notices of Employment and Orders for Salary Payments during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, one signature only being required.

7. **Revolving Cash Fund – El Camino Community College District**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung, Accounting Officer, and Sophie Dao, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

8. **Registration Fund**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

9. **Cash Management Fund**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

10. **Trust Funds**
    Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services;
Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

11. **Associated Students Bank Account**
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

12. **Bookstore Fund**
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; and Julie Bourlier, Bookstore Director, to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

13. **Small Business Development Center Bank Account**
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.
14. **El Camino College Business Office Account**

   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

15. **Auxiliary Services Fund**

   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

16. **Dental Self-Insurance Fund, Wells Fargo Bank Account**

   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to $30,000, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

17. **National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service**

   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business
Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, any two signatures required.

18. **Computer Loan Revolving Cash Fund – El Camino Community College District**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice President/Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Director of Accounting; Josie Cheung, Accounting Officer; and Sophie Dao, Accounting Officer, to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

19. **El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates**
   Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, facsimile signature up to $5,000 or any two signatures together required.

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

   Keenan and Associates: Keith Pippard, Vice President; Robert McCall, Senior Claims Examiner; Cedell Bush, Senior Claims Examiner; John Keenan – Facsimile; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. **Federal Student Financial Aid**
   Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President/Academic Affairs; Jeanie Nishime, Vice President/Student and Community Advancement; Jo Ann Higdon, Vice President/Administrative Services; Linda Beam, Vice President/Human Resources; Barbara Perez, Vice
President/Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Director of Accounting, to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 16, 2013 through the Annual Organizational Meeting in December, 2014, two signatures required.

Student Member recorded a yes advisory vote. Motion carried.

Consent Agenda
It was moved by Trustee Numark, seconded by Trustee Vargas, that the Board defer acting on item VII, 4C (Contract – International Parking Design, Inc. – Lot C Parking Structure Project), until the next Board meeting with the request from staff to provide information to the extent available on why IPD was selected, the initial RFQ process used, and the amount for work that IPD is currently under contract. Trustees Beverly, Numark and Vargas voted yes; Trustee Combs voted no; and Trustee Brown abstained.

It was unanimously agreed that the following items would be tabled and brought back for discussion at a future Board meeting:

VII, 3F: Board Policy 3570 – (Restricted – Smoking Areas)
VII, 7B: 2014 Board of Trustees Goals

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

Academic Affairs
Proposed Curriculum Changes Effective 2014-2015 Academic Year
Information Item – FTES Projections

Student and Community Advancement
Destruction of Records
Grants

Administrative Services
Contracts Under $83,400
Contracts Over $83,400
Personal Services Agreements
Amendments
Notice of Completion – RAN Enterprises – Dust Collector Project
Board Policy 3570 (Restricted Smoking Areas) – First Reading – (Item pulled from agenda and no substitution was made.)
Purchase Orders and Blanket Purchase Orders
Measure E 2002 & 2012 Bond Fund
Category Budgets and Balances
2002 Measure E Project Budget Changes
Contract – International Parking Design, Inc., Lot C Parking Structure Project (Item pulled from agenda and no substitution was made.)
Contract – Commline, Inc. – Industry & Technology Building Modernization Project
Contract Amendment – Hill Partnership, Inc. – Industry & Technology Building Modernization Project
Contract Amendment – tBP Architecture – Shops Building Replacement
Contract Amendment – LPA Architects – Athletic Education & Fitness Complex (Stadium) – Phase 2 Project
Informational Item – Science Technology Engineering & Math Center Project
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Revised Classification Specifications for Classified Position
New Classification Specifications for Classified Position
Revised Classification Specifications for Certificated Position
Revised Classification Specifications for Classified Administrator Position
Board Policy 3410 (Nondiscrimination) – First Reading
New - Administrative Procedure 3410 (Nondiscrimination) – Information Item
Board Policy 7110 (Delegation of Authority) – First Reading
New - Administrative Procedure 7110 (Delegation of Authority) – Information Item
New - Administrative Procedure 7150 (Evaluation) – Information Item
Board Policy 7351 (Retirement Classified Service) – Delete
New Board Policy 7510 (Domestic Partners) – First Reading
New Board Policy 7700 (Whistleblower) – First Reading
New Administrative Procedure 7700 (Whistleblower) – Information Item

Compton Educational Center
Accreditation Update – Information Item

President/Board of Trustees
Travel
2014 Board of Trustees Goals (Item pulled from agenda and no substitution was made.)

Student Member recorded a yes advisory vote. Motion carried.

Public Comment
Ms. Leslie Constanza addressed the Child Development Center closure.
Closed Session
Regular Meeting adjourned to a Closed Session at 7:15 p.m. which ended at 7:45 p.m.

____________________________________
Mary E. Combs, Secretary of the Board

____________________________________
Thomas M. Fallo, Secretary to the Board
A. Proposed Curriculum Changes Effective 2014-2015 Academic Year .............18

B. Sabbatical Leave of Absence 2014-2015.........................................................32
A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2014-2015 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, new course and course reactivations. In addition to the new and reactivated curriculum, there are substantive and non-substantial curricular changes. Substantive changes include changes to credit units and associate degree credit status. Non-substantial curricular changes include changes to course numbers, descriptive titles, and transfer status.

BUSINESS

Substantive Review Change

Course Review; Changes in Descriptive Title, Lecture Hours, Lab Hours, Faculty Load, Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Computer Information Systems 13 – Introduction to Computers

   Computer Information Systems
   Units: 3.0  Lecture: 2.0  Hours of Lab: 3.0  Faculty Load: 28.33% 30.00%
   Recommended Preparation: eligibility for English 84
   Prerequisite: eligibility for English 84 and Business 15 or Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

   This course is an introduction to computers, system software and application software and is a prerequisite for other Computer Information Systems classes. The class covers computer literacy, operating systems, computer security, application software, and hardware. Laboratory exercises focus on Microsoft operating systems, file management, Word, Excel, Access, PowerPoint, and the use of the Internet. Introduces students to the concepts and technologies used in processing information in an organization. Topics include information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, and applications. Students will apply these concepts and methods through hands-on projects developing computer-based solutions using application software.

   Recommendation
   Computer Information Systems 13 – Computer Information Systems 13
   Units: 3.0  Lecture: 3.0  Hours of Lab: 2.0  Faculty Load: 30.00%
Prerequisite: eligibility for English 84 and Business 15 or Mathematics 23 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment.

This course introduces students to the concepts and technologies used in processing information in an organization. Topics include information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware, and applications. Students will apply these concepts and methods through hands-on projects developing computer-based solutions using application software.

**FINE ARTS**

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Art 1 101 – Art and Visual Culture in Modern Life
2. Art 2 102A – History of Western Art – Prehistoric to Gothic
3. Art 3 102B – History Western Art – Proto-Renaissance to 19th Century
4. Art 4 102C – History of Western Art – 19th Century to Contemporary Times
5. Art 5A 205A – History of Asian Art and Southeast Asia
6. Art 5B 205B – History of Asian Art - China, Korea, and Japan
7. Art 6 106 – Cross-Cultural Art
8. Art 7 207 – Art History of Mexico and Central and South America
10. Art 10ab 110 – Drawing Fundamentals I
11. Art 11abcd 210 – Drawing Fundamentals II
12. Art 12ab 217 – Life Drawing I
13. Art 12abcd 218 – Life Drawing II
15. Art 14abcd 220 – Watercolor Painting II
16. Art 15ab 222 – Painting I
17. Art 15abcd 223 – Painting II
18. Art 16ab 224 – Life Painting I
19. Art 16abcd 225 – Life Painting II
20. Art 17ab 129 – Fundamentals of Color
21. Art 18abcd 160 – Three-Dimensional Design
22. Art 19ab 194 – Gallery Management and Artist Career Issues
23. Art 20ab 130 – Two-Dimensional Design I
25. Art 22ab 132 – Advertising Design I
26. Art 23abcd 232 – Advertising Design II
27. Art 24ab 131 – Lettering and Typography I
28. Art 25abcd 231 – Lettering and Typography II
29. Art 43abcd 133 – Graphic Design I
30. Art 52abcd 152 – Rendering
31. Art 53ab 153 – Illustration I
32. Art 54abcd 253 – Illustration II
33. Art 61ab 161 – Beginning Ceramics
34. Art 62abcd 262 – Intermediate Ceramics
35. Art 63abcd 263 – Advanced Ceramics
36. Art 73ab 173 – Introduction to Jewelry and Metalsmithing
37. Art 74abcd 274 – Jewelry Fabrication
38. Art 75abcd 275 – Jewelry Casting
39. Art 81ab 181 – Beginning Sculpture
40. Art 82abcd 282 – Life Sculpture
41. Art 83abcd 283 – Bronze Casting
42. Art 87ab 187 – Printmaking I - Etching, Relief, and Lithography
43. Art 88abcd 288 – Printmaking II - Etching, Relief, and Lithography
44. Art 89abcd 289 – Printmaking III - Silkscreen/Lithography
45. Art 108 208 – History of American Art
46. Art 141abcd 141 – Digital Art Foundation
47. Art 142abcd 142 – Digital Imaging and Photography
49. Art 144abcd 144 – Three-Dimensional Computer Animation
50. Art 145abcd 145 – Multimedia Design
51. Art 146abcd 146 – Web Design
52. Art 147abcd 147 – Motion Graphics
53. Art 195ab 195 – Portfolio and Career Planning for Artists and Designers
54. Communication Studies 6abcd 6 – Student Leadership
55. Dance § 101 – Dance Appreciation
56. Dance $ 103 – History of Dance in 20th Century
57. Dance $ 105 – Music for Dance
58. Dance 9ab 166 – Flamenco Dance
59. Dance § 167 – Social and Ballroom Dance
60. Dance 2a 164 – World Dance
61. Dance 16a 165 – African Dance
63. Dance 9ab 110 – Beginning Dance
64. Dance 29abcd 150 – Body Conditioning for Dance Techniques
65. Dance 21abcd 250 – Pilates Mat Class
66. Dance 22ab 140 – Jazz Dance I
67. Dance 23abcd 240 – Jazz Dance II
68. Dance 25abcd 262 – Commercial Dance
69. Dance 26abcd 162 – Hip Hop Dance
70. Dance 22ab 120A – Ballet Technique I
71. Dance 33abcd 220A – Ballet Technique II
72. Dance 35abcd 221 – Ballet Variations
73. Dance 42ab 130A – Modern Dance Technique I
74. Dance 43abcd 230A – Modern Dance Technique II
75. Dance 54ab 168 – Latin Social Dance
76. Dance 52abcd 268 – Intermediate Latin Social Dance
77. Dance 61ab 161 – Tap Dance I
78. Dance 62abcd 261 – Tap Dance II
79. Dance 70abcd 170 – Improvisation
80. Dance 71ab 171 – Choreography I
81. Dance 72abcd 271 – Choreography II
82. Dance 83abcd 183abcd – Dance Workshop Ensemble
83. Dance 87abcd 287abcd – Concert Dance Ensemble
84. Dance 89abcd 289abcd – Advanced Dance Theatre
85. Film 28ab 8 – Television Production
86. Film 32ab 32 – Production II
87. Film 34ab 34 – Camera and Lighting
88. Film 36ab 36 – Editing
89. Film 54abc 54 – Regional Cinemas
90. Music 1 101 – Music Fundamentals
91. Music 2A 102A – Beginning Sightsinging
92. Music 2B 102B – Advanced Sightsinging
93. Music 3 103 – Introduction to Music Theory
94. Music 3A 103A – Theory and Musicianship I
95. Music 3B 103B – Theory and Musicianship II
96. Music 3C 203 – Theory and Musicianship III
97. Music 5 105 – Commercial/Jazz Theory Musicianship
98. Music 8A 208A – Counterpoint I
99. Music 8B 208B – Counterpoint II
100. Music 11 111 – Music Appreciation Survey
101. Music 12 112 – Music Cultures of World
102. Music 13 113 – Survey of Jazz
103. Music 15A 215A – Music History/Literature
104. Music 15B 215B – Music History/Literature
105. Music 16 116 – History of Rock Music
106. Music 17 117 – Music of the Beatles
107. Music 18ab 120 – Voice Class I
108. Music 19abcd 220 – Voice Class II
109. Music 20abcd 259abcd – Music Production Workshop
110. Music 23abcd 190abcd – Applied Music/Private Lessons
111. Music 30ab 130 – Beginning Jazz Improvisation
112. Music 34A 131A – Beginning Piano I
113. Music 34B 131B – Beginning Piano II
114. Music 34C 231A – Intermediate Piano I
115. Music 31D 231B – Intermediate Piano II
116. Music 32abcd 232 – Advanced Piano
117. Music 40abcd 223 – The Singer as Actor
118. Music 41abcd 222 – Opera Workshop
119. Music 43abcd 143 – Beginning Woodwind Instruments
120. Music 44abcd 144 – Beginning Brass Instruments
121. Music 45abcd 145 – Beginning Percussion Instruments
122. Music 46abcd 146 – Beginning String Instruments
123. Music 47ab 147A – Beginning Guitar I
125. Music 51abcd 151abcd – Mixed Chorus
126. Music 52abcd 152abcd – Concert Choir
127. Music 53abcd 253abcd – Chorale
128. Music 55abcd 155abcd – College Community Choir
129. Music 57abcd 257abcd – Women's Chorus
130. Music 60abcd 260abcd – Woodwind Ensembles
131. Music 61abcd 261abcd – Brass Ensembles
132. Music 62abcd 262abcd – Percussion Ensembles
133. Music 64abcd 264abcd – Symphonic Band
134. Music 67abcd 266abcd – Big Band Jazz
135. Music 68abcd 267abcd – Jazz Band
136. Music 70abcd 268abcd – Symphony Orchestra
137. Music 76abcd 263abcd – Clarinet Choir
139. Music 81A 181A – Introduction to Electronic Music Studio
140. Music 81B 181B – Electronic Music Studio
141. Music 82abe 182 – Digital Audio Recording for Commercial Music
142. Music 83abcd 183 – Keyboarding for Commercial Music
143. Music 84 284 – Commercial Music Business Studies
144. Music 85ab 285 – Songwriting for Commercial Music
145. Music 90abcd 290 – Intermediate Applied Music or Private Lessons
146. Photography 15abcd 151 – The Art of Photography Digital Laboratory
147. Theatre 4 103 – Introduction to the Theatre
148. Theatre 4 104 – Dramatic Literature
149. Theatre 8 113 – Introduction to Acting
150. Theatre 44A 114 – Fundamentals of Acting
151. Theatre 44B 214A – Intermediate Acting
152. Theatre 45abcd 215 – Improvisation
153. Theatre 46abcd 216 – Acting: Auditioning and Cold Reading
154. Theatre 22ab 217 – Acting Shakespeare
155. Theatre 40A 240 – Fundamentals of Stage Direction
156. Theatre 70abcd 270abcd – Beginning Theatre Production
157. Theatre 74abcd 274abcd – Musical Theatre Production
158. Theatre 75abcd 175abcd – Student Performance/Production Workshop
159. Theatre 84 184 – Stagecraft
160. Theatre 88 188 – Fundamentals of Stage Makeup
161. Theatre 90 185 – Introduction to Stage Lighting
162. Theatre 94 189 – Costuming for the Stage
163. Theatre 97abcd 197abcd – Technical Theatre Production
164. Theatre 98ab 297abcd – Advanced Technical Theatre Production
165. Theatre 99ab 190 – Operation of Intelligent Lighting Fixtures
166. Theatre 99ab 191 – Repair and Maintenance of Intelligent Lighting Systems
167. Theatre 99ab 192 – Setup of Intelligent Lighting Systems
168. Theatre 99ab 193 – Programming and Lighting Design with Intelligent Lighting Systems
169. Theatre 99ab 294 – Computer Applications for the Entertainment Lighting Industry

Non-Substantial Change to Inactivate Course

1. Dance 50 – Special Topics in Dance
2. Music 50 – Special Topics in Music

HEALTH SCIENCES AND ATHLETICS

Substantive Review Change

Course Review: Changes in Course Number, Units, Lecture Hours, Lab Hours, Faculty Load, Catalog Description

Current Status/Proposed Changes

1. Sign Language/Interpreter Training 45 111 – American Sign Language I
   Units: 3.0 4.0   Lecture: 2.0 4.0   Hours of Lab: 3.0 0   Faculty Load: 28.33 26.66%
   This beginning course, taught within the context of deaf culture, introduces students to signing and comprehending elementary American Sign Language (ASL). Through a visual-gestural approach and multimedia activities, students develop basic vocabulary and grammar that deal with everyday topics. Note: This course is comparable to two years of high school sign language.

Recommendation
   Sign Language/Interpreter Training 111 – American Sign Language I
   Units: 4.0   Lecture: 4.0   Hours of Lab: 0   Faculty Load: 26.66%
This beginning course, taught within the context of deaf culture, introduces students to signing and comprehending elementary American Sign Language (ASL). Through a visual-gestural approach and multimedia activities, students develop basic vocabulary and grammar that deal with everyday topics. Note: This course is comparable to two years of high school sign language.

Course Review; Changes in Course Number, Units, Lecture Hours, Lab Hours, Faculty Load, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes
1. Sign Language/Interpreter Training 46 112 – American Sign Language II
   Units: 3.0 4.0   Lecture: 2.0 4.0   Hours of Lab: 3.0 0   Faculty Load: 28.33 26.66%
   Prerequisite: Sign Language/Interpreter Training 45 111 with a minimum grade of C
   Recommendation
   Sign Language/Interpreter Training 112 – American Sign Language II
   Units: 4.0 Lecture: 4.0   Hours of Lab: 0   Faculty Load: 26.66%
   Prerequisite: Sign Language/Interpreter Training 111 with a minimum grade of C

Current Status/Proposed Changes
2. Sign Language/Interpreter Training 47A 113 – American Sign Language III
   Units: 3.0 4.0   Lecture: 2.0 4.0   Hours of Lab: 3.0 0   Faculty Load: 28.33 26.66%
   Prerequisite: Sign Language/Interpreter Training 46 112 with a minimum grade of C
   Recommendation
   Sign Language/Interpreter Training 113 – American Sign Language III
   Units: 4.0 Lecture: 4.0   Hours of Lab: 0   Faculty Load: 26.66%
   Prerequisite: Sign Language/Interpreter Training 112 with a minimum grade of C

Course Review; Changes in Course Number, Units, Lecture Hours, Lab Hours, Faculty Load, General Education Requirement, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), Catalog Description

Current Status/Proposed Changes
1. Sign Language/Interpreter Training 47B 114 – American Sign Language IV
   Units: 3.0 4.0   Lecture: 2.0 4.0   Hours of Lab: 3.0 0   Faculty Load: 28.33 26.66%
   Proposed IGETC – Area 3B
   Prerequisite: Sign Language/Interpreter Training 47A 113 with a minimum grade of C
This course, taught within the context of deaf culture, is a continuation of the study of American Sign Language (ASL) III. Further studies of conversational and narrative techniques for advanced practice will help students develop language fluency at the advanced level. This course provides an expanded review of ASL vocabulary, syntactical structures, grammatical patterns and current linguistic research.

Recommendation
Sign Language/Interpreter Training 114 – American Sign Language IV
Units: 4.0 Lecture: 4.0 Hours of Lab: 0 Faculty Load: 26.66%
Proposed IGETC – Area 3B
Prerequisite: Sign Language/Interpreter Training 113 with a minimum grade of C

This course, taught within the context of deaf culture, is a continuation of the study of American Sign Language (ASL) III. Further study of conversational and narrative techniques for advanced practice will help students develop language fluency at the advanced level. This course provides an expanded review of ASL vocabulary, syntactical structures, grammatical patterns and current linguistic research.

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Physical Education 1abcd 10 – Body Conditioning and Physical Fitness
2. Physical Education 2abcd 2 – Walking for Fitness
3. Physical Education 3abcd 3 – Boot Camp Fitness Training
4. Physical Education 4abcd 4 – Basketball
5. Physical Education 7abcd 7 – Baseball
6. Physical Education 14abcd 18 – Boxing
7. Physical Education 47abcd 47 – Introduction to Indoor Rock Climbing
8. Physical Education 54abcd 54 – Weight Training
9. Physical Education 74abcd 74 – Soccer
10. Physical Education 101abcd 101 – Physical Fitness and Aging
11. Physical Education 102abcd 102 – Functional Fitness and Aging
12. Physical Education 204abcd 204 – Badminton
13. Physical Education 208abcd 208 – Bowling
15. Physical Education 221abcd 221 – Combative Arts and Self Defense
16. Physical Education 224abcd 224 – Golf
17. Physical Education 238abcd 239 – Slow Pitch Softball
18. Physical Education 240abcd 240 – Beginning Swimming
19. Physical Education 241abcd 241 – Intermediate/Advanced Swimming
20. Physical Education 242abcd 247 – Swimming, Lifeguard Training
22. Physical Education 244abcd 244 – Springboard Diving
23. Physical Education 245abcd 245 – Water Aerobics
24. Physical Education 246abcd 249 – Swimming for Fitness
25. Physical Education 250abcd 250 – Techniques of Surfboard Riding
26. Physical Education 251abcd 251 – Tennis
27. Physical Education 253abcd 253 – Volleyball
28. Physical Education 256abcd 257 – Yoga for Health and Fitness
29. Physical Education 282abcd 282 – Primary Prevention of Cardiovascular and Related Diseases
30. Physical Education 285abcd 285 – Continuing Fitness, Nutrition, and Weight Management Programs
31. Physical Education 300abcd 254 – Aerobic Fitness

Non-Substantial Change to Inactivate Course

1. Nursing 128 - Maternal-Infant Vocational Nursing
2. Nursing 129 - The Childrearing Family for Vocational Nurses
3. Nursing 130 - Advanced Vocational Nursing I
4. Nursing 131 - Professional Issues for Vocational Nurses
5. Nursing 132 - Advanced Vocational Nursing II
6. Nursing 133 - Transition to Licensed Vocational Nurse

HUMANITIES

New Course

1. English 50RWA – Integrated Reading and Writing
   Units: 5.0  Lecture: 4.0  Hours of Lab: 2.0  Faculty Load: 36.67%
   Prerequisite: credit in English B and credit in English 82 or qualification by testing (English Placement Test) and assessment
   Grading Method: Pass/No Pass
   Credit Status: Associate Degree Credit

   This course prepares students for transfer-level reading and writing tasks. The course integrates the reading and writing processes and includes weekly one-on-one focused tutorial support. Students practice analyzing and evaluating primarily non-fiction texts as the basis for composing well-developed expository essays. Students develop skills in reading comprehension, vocabulary, essay writing, sentences structure, research techniques, and source documentation.

Reactivate; Course Review; Change in Course Number
1. **English 32abc – Creative Writing: A Workshop in Fiction**  
   Units: 3.0  Lecture: 3.0  Hours of Lab: 0  Faculty Load: 20.00%  
   Prerequisite:  English 25A with a minimum grade of C or Pass  
   Grading Method: Letter grade and pass/no pass  
   Credit Status: Associate Degree Credit  
   Transfer CSU  
   This course develops advanced skills in the craft of fiction writing. Students discuss and apply complex strategies for constructing characters, establishing conflict, and developing plot within fiction. Students then assess and critique their own and other students’ original stories.

**Substantive Review Change**

**Course Review; Changes in Descriptive Title, Units, Lecture Hours, Faculty Load**

*Current Status/Proposed Changes*

1. **Spanish 52A – Spanish for Native Speakers I**  
   Units: 3.0  4.0  Lecture: 3.0  5.0  Hours of Lab: 0  Faculty Load: 20.00% 33.33%  

**Recommendation**

Spanish 52A – Spanish for Native Speakers I  
Units: 4.0  Lecture: 5.0  Hours of Lab: 0  Faculty Load: 33.33%

*Current Status/Proposed Changes*

2. **Spanish 52B – Spanish for Native Speakers II**  
   Units: 3.0  4.0  Lecture: 3.0  5.0  Hours of Lab: 0  Faculty Load: 20.00% 33.33%  

**Recommendation**

Spanish 52B – Spanish for Native Speakers II  
Units: 4.0  Lecture: 5.0  Hours of Lab: 0  Faculty Load: 33.33%

**Non-Substantial Change in Course Number (Effective 2013-2014)**

1. Academic Strategies 1abcd 1 – Individualized Academic Strategies  
2. Academic Strategies 20ab 20 – Prewriting Workshop  
3. Academic Strategies 22ab 22 – Vocabulary Building for College Students  
4. Academic Strategies 23ab 23 – Spelling Techniques  
5. Academic Strategies 25ab 25 – Thinking Skills for College Courses  
6. Academic Strategies 30ab 30 – Test-Taking Strategies  
7. Academic Strategies 31ab 31 – Study Techniques
8. Academic Strategies 33ab – Memory Techniques
9. Academic Strategies 35ab – Listening and Notetaking Strategies
10. Academic Strategies 36ab – Sentence Errors and Punctuation
11. Academic Strategies 40ab – Mathematics Anxiety Workshop
12. Chinese 21ab 21 – Beginning Conversational Chinese
13. Chinese 22ab 22 – Intermediate Conversational Chinese
14. English 78ab – Creative Writing: Screenwriting
15. English 98abcd 98 – College Literary Magazine Editing and Publishing
16. French 21ab 21 – Beginning Conversational French
17. French 22ab 22 – Intermediate Conversational French
18. Italian 21ab 21 – Beginning Conversational Italian
19. Italian 22ab 22 – Intermediate Conversational Italian
20. Japanese 21ab 21 – Beginning Conversational Japanese
22. Spanish 21ab 21 – Beginning Conversational Spanish
23. Spanish 22ab 22 – Intermediate Conversational Spanish
24. Journalism 8ab 8 – Advanced Reporting and News Editing

Non-Substantial Change to Inactivate Course

1. English 7 - Speed and Power Reading
2. English 100 - Supervised Tutoring: Writing Center Laboratory
3. English as a Second Language 50 - Special Topics in English as a Second Language
4. Journalism 50 - Special Topics in Journalism
5. Spanish 24 - Introduction to Spanish and Latin American Language and Cultures

INDUSTRY AND TECHNOLOGY

Substantive Review Change

Course Review; Changes in Descriptive Title, Units

Current Status/Proposed Changes
1. Fire and Emergency Technology 60A – Basic Chemistry for Hazardous Materials
   Total Units: 2.0 1.0  Lecture: 40.0 hours to be arranged (one week course)

Recommendation
   Fire and Emergency Technology 60A – Basic Chemistry for Hazardous Materials
   Total Units: 1.0  Lecture: 40.0 hours to be arranged (one week course)

Non-Substantial Change in Course Number (Effective 2013-2014)
1. Automotive Collision Repair/Painting 6 – Automotive Collision Repair Applications
2. Architecture 119 – Computer Aided Architectural Drafting
3. Architecture 121 – Three-Dimensional Architectural Computer Aided Design
5. Architecture 179 – Design or Build Studio
6. Architecture 199 – Architecture Design Studio
7. Computer Aided Design/Drafting 7 – Wireframe with Surfaces, Solid Modeling and Assemblies
9. Computer Aided Design/Drafting 31 – Orientation to CATIA
10. Computer Aided Design/Drafting 32 – Product Modeling with CATIA
11. Computer Aided Design/Drafting 33 – Analyses and Simulations with CATIA
12. Computer Aided Design/Drafting 37 – Advanced CATIA Functions
15. Environmental Technology 102 – Sustainable Energy and Renewable Building Sciences and Technologies
16. Fashion 4 – Computer Fashion Illustration
17. Fashion 10 – Clothing Construction I
18. Fashion 11 – Clothing Construction II
19. Fashion 15 – Fashion Sketching
20. Fashion 16 – Fashion Illustrating
22. Fashion 24 – Tailoring
23. Fashion 29 – Computer Pattern Design or Patternmaking
24. Fashion 44 – Fashion Show Production and Promotions
25. Machine Tool Technology 16 – General Metals
27. Machine Tool Technology 101 – Introduction to Conventional and CNC Machining
28. Machine Tool Technology 103 – Conventional and CNC Turning
29. Machine Tool Technology 105 – Conventional and CNC Milling
30. Machine Tool Technology 107 – Advanced Manufacturing Processes
31. Welding 5 – Basic Welding Technology
32. Welding 15 – Basic Welding for Allied Fields
33. Welding 23abc 23 – Advanced Arc Welding Specialty Lab
34. Welding 28ab 28 – American Welding Society (AWS) D1.1 Certification Test Preparation
35. Welding 40abcd 40 – Gas Tungsten Arc Welding (GTAW)
36. Welding 45ab 45 – Structural Fabrication

Non-Substantial Change to Inactivate Course

1. Administration of Justice 60 – Search Warrants
2. Administration of Justice 67 – Continuing Professional Training
3. Air Conditioning and Refrigeration 50 – Special Topics in Air Conditioning and Refrigeration
4. Automotive Collision Repair/Painting 4abcd – Automotive Collision Repair: Collision Damage
5. Automotive Collision Repair/Painting 5abcd – Automotive Collision Repair: Painting
6. Electronics and Computer Hardware Technology 50 – Special Topics in Electronics and Computer Hardware Technology
7. Electronics and Computer Hardware Technology 191ab – Introduction to Microprocessors and Interfacing

MATHEMATICAL SCIENCES

Reactivate; Course Review; Changes in Course Number, Conditions of Enrollment (Prerequisite, Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Computer Science 15P 16 – Assembly Language Programming for the IBM PC and Compatables
   Units: 4.0  Lecture: 3.0  Hours Lab: 3.0  Faculty Load: 35.00%
   Prerequisite: Computer Science 1 or 5 or 10 or Computer Information Systems 80 with a minimum grade of C in prerequisite or equivalent and Mathematics 180 with a minimum grade of C or concurrent enrollment
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   Transfer CSU
   Proposed UC Transfer
   This course includes detailed coverage of Assembly Language programming, based on the IBM compatible personal computer. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from Pascal or
C/C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

**Recommendation**
Computer Science 16 – Assembly Language Programming for the IBM PC and Compatibles  
Units: 4.0    Lecture: 3.0    Hours Lab: 3.0    Faculty Load: 35.00%  
Prerequisite: Computer Science 1 or 3 or Computer Information Systems 80 with a minimum grade of C in prerequisite or equivalent and Mathematics 180 with a minimum grade of C or concurrent enrollment  
Grading Method: Letter  
Credit Status: Associate Degree Credit  
Transfer CSU  
Proposed UC Transfer  
This course includes detailed coverage of Assembly Language programming, based on the IBM compatible personal computer. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from Pascal or C/C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

**Non-Substantial Change to Inactivate Course**

2. Mathematics 50D – Basic Accelerated Mathematics  
3. Mathematics 100 - Supervised Tutoring: Mathematics

**NATURAL SCIENCES**

Non-Substantial Change in Course Number (Effective 2013-2014)

1. Astronomy 13abc 13 – Astronomical Optics  
2. Geography 20abcd 20 – Geography Field Studies

**Non-Substantial Change to Inactivate Course**

1. Geography 50 – Special Topics
B. SABBATICAL LEAVE OF ABSENCE – 2014-15

It is recommended that the Board approve the following faculty members for Sabbatical Leaves of Absence during 2014-15:

**Full Year Sabbatical**
- Kathy Morgan  Fall 2014/Spring 2015 - formal classwork to pursue an advanced degree in Nursing education.

**One Semester Full-Pay Sabbatical**
- Ellen Antoine  Fall 2014 - Independent study in the political, social, and economic changes occurring in Europe.
- Chris Gold  Fall 2014 - Enroll in courses to improve skills in online teaching.
- Lars Kjeseth  Fall 2014 - Independent study in mathematics to improve online instruction in conceptual problem solving.
- Jenny Simon  Fall 2014 - Independent study to develop a test bank for ESL 52A and 52B.

**One Semester Half-Pay Sabbatical**
- Matthew Ebner  Fall 2014 - Independent study to update course material in geography courses.
A. Community Education Program for Winter/Spring 2014.....................34
B. Grant – Application & Acceptance.......................................................34
A. COMMUNITY EDUCATION PROGRAM FOR WINTER/SPRING 2014  
It is recommended that the Board of Trustees approved the Community Education Program for Winter/Spring 2014 as shown on attached pages.

B. GRANT – APPLICATION AND ACCEPTANCE  
It is recommended that the Board of Trustees receive and accept the following grant:

Solano Community College, Small Business Sector Navigator Grant, California Community Colleges, Economic and Workforce Development Program. Faculty Entrepreneurship Champion Mini-Grants. The California Community Colleges Chancellor’s Office selected Solano Community College to host the Small Business Sector Navigator Grant, a statewide leadership position that will be working with the small business programs of all 112 community colleges across the state. The Sector Navigators (SNs) are part of the new “Doing What Matters for Jobs and the Economy” framework that the Chancellor’s Office is implementing in Fiscal Year 2013-2014. The SNs will provide technical assistance to colleges developing credit, non-credit, and not-for-credit programs in the area of small business and entrepreneurship. Ten Faculty Entrepreneurship Champion Mini-Grants are funded totaling $4,200 each (no matching funds are required). The El Camino College’s (ECC) Faculty Entrepreneurship Champion Mini-Grant was awarded to Melissa Som de Cerff, ECC Instructor of Business Management, who will develop an Entrepreneurship Associates in Science Degree and Entrepreneurship Certificate of Achievement under the umbrella of the Business Division at ECC.

Administrator: Virginia Rapp

Amount of Grant Funding from Granting Agency: $4,200  
Amount of College Match: $-0-  
Total Amount of Project Funding: $4,200  
Source of Matching Funds: N/A  
Indirect Rate: N/A  
Performance Period: December 19, 2013 through June 30, 2014
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Chess (Ages 5 - 13)</td>
<td>$79</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Counselor CAADAC- Approved Training Program</td>
<td>$4,900</td>
</tr>
<tr>
<td>Become a Notary Public - Renewing Notaries ONLY</td>
<td>$50</td>
</tr>
<tr>
<td>Become a Notary Public--Prep Class</td>
<td>$99</td>
</tr>
<tr>
<td>Become a Professional Child Visitation Monitor</td>
<td>$185</td>
</tr>
<tr>
<td>Become a Professional Organizer</td>
<td>$39</td>
</tr>
<tr>
<td>Belly Dance (Beginning)</td>
<td>$75</td>
</tr>
<tr>
<td>Best of the Internet</td>
<td>$49</td>
</tr>
<tr>
<td>BLS for the Healthcare Provider</td>
<td>$59</td>
</tr>
<tr>
<td>Bollywood Dance Fitness</td>
<td>$75</td>
</tr>
<tr>
<td>Candle Making</td>
<td>$39</td>
</tr>
<tr>
<td>Clutterology--Eliminate Clutter in Your Life and Get Organized</td>
<td>$39</td>
</tr>
<tr>
<td>Computer Basics Boot Camp for Older Adults</td>
<td>$49</td>
</tr>
<tr>
<td>Computer Basics for Technophobes! (a slower, simpler version of Boot Camp)</td>
<td>$49</td>
</tr>
<tr>
<td>Dance of the Seven Veils: A Romantic Belly Dance Workshop</td>
<td>$69</td>
</tr>
<tr>
<td>Do-It-Yourself Solar For Homeowners</td>
<td>$89</td>
</tr>
<tr>
<td>Drums &quot;R&quot; Fun</td>
<td>$99</td>
</tr>
<tr>
<td>ECG (Electrocardiogram) Recognition and Basic Pharmacology</td>
<td>$139</td>
</tr>
<tr>
<td>Fitness Center Membership</td>
<td>$49</td>
</tr>
<tr>
<td>Food Manager Certification</td>
<td>$89</td>
</tr>
<tr>
<td>Glycerin Soap Making</td>
<td>$39</td>
</tr>
<tr>
<td>Heartsaver--CPR and AED Course</td>
<td>$35</td>
</tr>
<tr>
<td>Heartsaver--First Aid Course</td>
<td>$35</td>
</tr>
<tr>
<td>Intermediate Spanish</td>
<td>$159</td>
</tr>
<tr>
<td>Intermediate Tap Dance</td>
<td>$139</td>
</tr>
<tr>
<td>Introduction to Voiceovers</td>
<td>$54</td>
</tr>
<tr>
<td>Life Drawing Marathons</td>
<td>$20</td>
</tr>
<tr>
<td>Make-Up Artist 101 Certificate Seminar</td>
<td>$350</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Health Information Management Series Information session</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Billing and Reimbursement (Course 6 of 7)</td>
<td>$389</td>
</tr>
<tr>
<td>Medical Coding Certification Prep Course:AAPC Certified Professional Coder (CPC) Exam</td>
<td>$799</td>
</tr>
<tr>
<td>Medical Coding CPT (Course 5 of 7)</td>
<td>$110</td>
</tr>
<tr>
<td>Medical Coding ICD-9-CM (Course 4 of 7)</td>
<td>$110</td>
</tr>
</tbody>
</table>
## Community Education Classes
### Winter Spring 2014

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Information Technology (Course 7 of 7)</td>
<td>$110</td>
</tr>
<tr>
<td>Medical Office Procedures (Administrative) (Course 3 of 7)</td>
<td>$389</td>
</tr>
<tr>
<td>Medical Terminology 1 (Course 1 of 7)</td>
<td>$279</td>
</tr>
<tr>
<td>Medical Terminology 2 (Course 2 of 7)</td>
<td>$279</td>
</tr>
<tr>
<td>Microsoft Word and Excel</td>
<td>$49</td>
</tr>
<tr>
<td>Theatre excursion: Palm Springs Follies FINAL FAREWELL! With Optional Buffet Lunch</td>
<td>$109</td>
</tr>
<tr>
<td>Partner Yoga</td>
<td>$39</td>
</tr>
<tr>
<td>Personal Trainers Certification Course</td>
<td>$599</td>
</tr>
<tr>
<td>Pharmacy Technician Certification Board (PTCB) Exam Prep</td>
<td>$399</td>
</tr>
<tr>
<td>Pharmacy Technician Internship</td>
<td>$439</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Information Session</td>
<td>$0</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 1: Introduction to pharmacy</td>
<td>$599</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 2</td>
<td>$275</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 3: Introduction to anatomy, physiology and biology</td>
<td>$275</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 4: Dosage calculations</td>
<td>$275</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 5: Community Pharmacy</td>
<td>$275</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 6: Institutional Pharmacy</td>
<td>$275</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 7: Screen, measure and fill prescriptions</td>
<td>$275</td>
</tr>
<tr>
<td>Pharmacy Technician Training Program Part 8:</td>
<td>$275</td>
</tr>
<tr>
<td>Retirement Planning Today</td>
<td>$39</td>
</tr>
<tr>
<td>Estate excursion: ROBINSON GARDENS &amp; ESTATE</td>
<td>$79</td>
</tr>
<tr>
<td>Secrets Of Digital Photography</td>
<td>$35</td>
</tr>
<tr>
<td>Self-Hypnosis Stress Reduction &amp; Relaxation Techniques</td>
<td>$45</td>
</tr>
<tr>
<td>Spanish For Beginners</td>
<td>$159</td>
</tr>
<tr>
<td>Ten Years After History Event: Facebook Launches</td>
<td>$20</td>
</tr>
<tr>
<td>Ten Years After History Event: Oldsmobile Ceases Production</td>
<td>$20</td>
</tr>
<tr>
<td>Ten Years After History Event: 9/11 Commission Report Released</td>
<td>$20</td>
</tr>
<tr>
<td>Tap Dance for Beginners</td>
<td>$139</td>
</tr>
<tr>
<td>The Business of Bartending</td>
<td>$149</td>
</tr>
<tr>
<td>The Deliberate Musician--Mental Skills Training (Grades 6-12)</td>
<td>$149</td>
</tr>
<tr>
<td>Course Name</td>
<td>Tuition Fee</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Academy of magical arts excursion: THE MAGIC CASTLE With Brunch</td>
<td>$119</td>
</tr>
<tr>
<td>Los Angeles history excursion: THE PAPER CHASE Federal Reserve Bank &amp; L.A. Times</td>
<td>$59</td>
</tr>
<tr>
<td>Think Healthy, Be Thin, Stay Thin through Self-Hypnosis</td>
<td>$45</td>
</tr>
<tr>
<td>Train excursion: Fillmore &amp; Western Railway MURDER MYSTERY TRAIN With Included Train Lunch</td>
<td>$107</td>
</tr>
<tr>
<td>Used Vehicle Dealer CertificationStart an Auto Wholesale Business!</td>
<td>$89</td>
</tr>
<tr>
<td>Yoga for Health &amp; Relaxation--Beginning</td>
<td>$88</td>
</tr>
<tr>
<td>Yoga For Health &amp; Relaxation--Intermediate</td>
<td>$88</td>
</tr>
<tr>
<td>Page No.</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>39</td>
<td>A. AB 2910 Quarterly Fiscal Status Reports</td>
</tr>
<tr>
<td>40</td>
<td>B. Non-Resident Tuition Fee For 2014-15</td>
</tr>
<tr>
<td>40</td>
<td>C. 2012-2013 Audit Report</td>
</tr>
<tr>
<td>40</td>
<td>D. Destruction of Records</td>
</tr>
<tr>
<td>41</td>
<td>E. Contracts Under $84,100</td>
</tr>
<tr>
<td>44</td>
<td>F. Contracts Over $84,100</td>
</tr>
<tr>
<td>45</td>
<td>G. Bid Award - Allied Health Building Project (CEC)</td>
</tr>
<tr>
<td>46</td>
<td>H. Personal Services Agreements</td>
</tr>
<tr>
<td>46</td>
<td>I. Amendments</td>
</tr>
<tr>
<td>47</td>
<td>J. Purchase Orders and Blanket Purchase Orders</td>
</tr>
</tbody>
</table>
A. **AB 2910 – Quarterly Fiscal Status Reports**

It is recommended that the Board of Trustees receive the following Quarterly Financial Status Report for the quarter ending December 31, 2013. AB 2910, Chapter 1486, Statutes of 1986, requires that California Community College Districts report quarterly on their financial condition.

The report for December 31, 2013, is shown on the following Quarterly Financial Status Report for General Fund-Unrestricted (11).

**FISCAL YEAR 2013-2014**

<table>
<thead>
<tr>
<th>Quarter Ended (Q2)</th>
<th>December 31, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td>$140,000</td>
</tr>
<tr>
<td>State</td>
<td>62,839,980</td>
</tr>
<tr>
<td>Local</td>
<td>40,757,190</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>0</td>
</tr>
<tr>
<td>Total Income</td>
<td>$103,737,170</td>
</tr>
<tr>
<td></td>
<td>$45,827,296</td>
</tr>
<tr>
<td>APPROPRIATIONS</td>
<td></td>
</tr>
<tr>
<td>Academic Salaries</td>
<td>$45,697,683</td>
</tr>
<tr>
<td>Classified Salaries</td>
<td>26,277,227</td>
</tr>
<tr>
<td>Staff Benefits</td>
<td>18,506,815</td>
</tr>
<tr>
<td>Supplies/Books</td>
<td>1,356,000</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>9,160,319</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,115,000</td>
</tr>
<tr>
<td>Other Outgo</td>
<td>6,515,597</td>
</tr>
<tr>
<td>Total Appropriations</td>
<td>$108,628,641</td>
</tr>
<tr>
<td></td>
<td>$51,027,338</td>
</tr>
<tr>
<td>Net Revenue</td>
<td>($4,891,471)</td>
</tr>
<tr>
<td></td>
<td>($5,200,042)</td>
</tr>
</tbody>
</table>

*Change made during Board meeting.*
B. **Non-Resident Tuition Fee For 2014-15**

It is recommended the Board of Trustees adopt the non-resident tuition fee for the fiscal year 2014-15, commencing with the summer session of 2014, in the amount of $193 per unit of course work pursuant to Education Code Section 76140. Non-resident students are residents of a state other than California, or residents of a foreign country.

It is also recommended the Board of Trustees adopt a non-resident capital outlay fee for the fiscal year 2014-15, commencing with the summer session of 2014, in the amount of $42 per unit of course work, pursuant to Education Code Section 76141 (a). The additional fee for all non-resident students is permitted to be charged for capital outlay purposes. This fee was previously charged only to foreign non-resident students. Education Code Section 76141 (a) now requires that this fee be charged to all non-resident students. El Camino College will set aside these additional dollars for the purpose of capital outlay, maintenance, and equipment.

C. **2012-2013 Audit Report**

It is recommended the Board accept the annual financial audit report prepared by Vavrinek Trine, Day and Co. for the El Camino Community College District. Copies of the audit report for the 2012–2013 fiscal year have been distributed to the Board of Trustees. The District received an unmodified opinion on its financial statements for 2012-13. The public may review the audit report in the Office of the Vice President-Administrative Services, in Administration Room ADM 106, or on the web at:  
http://www.elcamino.edu/administration/board/agendas/2014/ECCD_Audit_6-30-13.pdf

* change made during Board meeting.

D. **Destruction Of Records**

It is recommended that the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 2004-2008 for Fiscal Services Division. These records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

<table>
<thead>
<tr>
<th>General Description</th>
<th>Years Inclusive</th>
<th>Statutory Destroy Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transfers – 3 boxes</td>
<td>2006-07</td>
<td>2012</td>
</tr>
<tr>
<td>Fee Programs/Reports – 3 boxes</td>
<td>2004-2007</td>
<td>2012</td>
</tr>
<tr>
<td>Bank Reconciliations – 1 box</td>
<td>2008</td>
<td>2012</td>
</tr>
</tbody>
</table>
E. **Contracts Under $84,100**

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.

**a. Services Provided by District or its designee**

1. **Contractor:** HERMOSA BEACH FIRE DEPARTMENT  
   **Services:** Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.  
   **Requesting Dept.:** Academic Affairs – Industry and Technology  
   **Date(s):** 1/1/14 – 12/31/14 with four optional one-year renewal periods  
   **Financial Terms:** Projected gross income $54,004 per year  
   Funded by FTES Fund 11

2. **Contractor:** MANHATTAN BEACH FIRE DEPARTMENT  
   **Services:** Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.  
   **Requesting Dept.:** Academic Affairs – Industry and Technology  
   **Date(s):** 1/1/14 – 12/31/14 with four optional one-year renewal periods  
   **Financial Terms:** Projected gross income $12,000 per year  
   Funded by Full Time Equivalent Students (FTES) Fund 11

**b. Services Received by District or its designee**

1. **Contractor:** CALIFORNIA HOSPITAL MEDICAL CENTER  
   **Services:** Contractor will provide ECC students enrolled in Nursing, Radiologic Technology, and Respiratory Therapy programs the benefits of educational facilities for practical experience in clinical services.  
   **Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
   **Date(s):** 2/13/14 – 2/12/16  
   **Financial Terms:** No cost to the District
2. **Contractor:** CENTURY CENTER FOR ECONOMIC OPPORTUNITY YOUTHBUILD  
**Services:** Contractor will recruit up to 20 YouthBuild high school students who will receive 28 hours of not-for-credit Automotive Collision/Repair and Painting workshops.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways  
**Date(s):** 1/24/14 – 3/21/14  
**Financial Terms:** Projected gross income $4,110

3. **Contractor:** CIVIC COUCH  
**Services:** Contractor will provide occasional event photography for events and award ceremonies at El Camino College.  
**Requesting Dept.:** President’s Office – Public Relations and Marketing  
**Date(s):** 1/1/14 – 6/30/14  
**Financial Terms:** Cost not to exceed $4,500

4. **Contractor:** DEPARTMENT OF VETERANS AFFAIRS  
**Services:** Contractor will provide a Vocational Rehabilitation Counselor to El Camino College for interaction and assistance of veterans participating in the VA’s Vocational Rehabilitation and employment service.  
**Requesting Dept.:** Student and Community Advancement – Admissions and Records  
**Date(s):** 1/22/14-1/21/16 with optional two-year renewal period  
**Financial Terms:** No cost to the District

5. **Contractor:** LOS ANGELES REGIONAL EXPORT COUNCIL c/o LOS ANGELES CHAMBER OF COMMERCE  
**Services:** Contractor will provide development support in the creation of a digital knowledge community website focused on various aspects of global trade that will be used by the California Center for International Trade Development (CITD) network and the community colleges to train and educate students on various aspects of global trade. This is a community partnership with the Global Trade & Logistics Sector Navigator.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – CITD  
**Date(s):** 11/19/13 – 6/30/14
Financial Terms: Cost not to exceed $72,115
Funded by a grant from the California Community Colleges Chancellor’s Office

6. Contractor: OMG CENTER FOR COLLABORATIVE LEARNING
Services: Contractor will provide external evaluation of the Career Advancement Academy (CAA) grant.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 2/1/14 – 12/31/14
Financial Terms: Cost not to exceed $20,903
Funded by a grant from the California Community Colleges Chancellor’s Office

7. Contractor: ON COURSE WORKSHOP
Services: Contractor will provide three-day training to faculty and staff on teaching and learning strategies.
Requesting Dept.: Human Resources – Staff Development
Date(s): 1/8/14 – 1/10/14
Financial Terms: Cost not to exceed $11,950
Funded by Professional Development

8. Contractor: SHASTA COLLEGE
Services: Contractor will develop, schedule, recruit and coordinate two community college Faculty/Student Symposium events to be held in the Northern and Southern California for the California Community Colleges Chancellor’s Office Economic and Workforce Development program’s statewide priority sectors of Retail, Hospitality and Tourism.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 2/1/14 – 6/30/14
Financial Terms: Cost not to exceed $25,000
Funded by a grant from California Retail, Hospitality, and Tourism Industry
9. **Contractor:** SIX D OHIO GROUP LLC  
**Services:** Contractor will provide training on Strategic Planning, Strategic Deployment, and Leadership Team Alignment on site for Martinez and Turek, Inc.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)  
**Date(s):** 1/1/14 – 6/30/14  
**Financial Terms:** Cost not to exceed $12,750  
Funded by the Mentor Protégé grant

10. **Contractor:** THE RP GROUP  
**Services:** Contractor will be keynote speech for Spring 2014 Professional Development/Flex Day.  
**Requesting Dept.:** Human Resources – Staff Development  
**Date(s):** 1/16/14  
**Financial Terms:** Cost not to exceed $1,350  
Funded by Professional Development Fund 11

11. **Contractor:** THE TRAINING SOURCE  
**Services:** Contractor will provide California Employment Training Panel (ETP) Regular Core Programs training to companies.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 12/17/13 – 12/15/15  
**Financial Terms:** Cost not to exceed $50,000  
Funded by ETP (ET14-0217 two-year core contract)

F. **Contracts Over $84,100**

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

a. **Services provided by District or its designee**

1. **Contractor:** BEVERLY HILLS FIRE DEPARTMENT  
**Services:** Contractor will receive fire fighter in-service training for designated participants enrolled in the District's Fire and Emergency Technology Program.  
**Requesting Dept.:** Academic Affairs – Industry and Technology  
**Date(s):** 1/1/14 – 12/31/14 with four optional one-year renewal periods
Financial Terms: Projected gross income $169,225 per year
Funded by FTES Fund 11

2. Contractor: CITY OF EL SEGUNDO
Services: Contractor will receive fire fighter in-service training
for designated participants enrolled in the District's
Fire and Emergency Technology Program.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 1/1/14 – 12/31/14 with four optional one-year renewal
periods
Financial Terms: Projected gross income $103,911 per year
Funded by FTES Fund 11

3. Contractor: LONG BEACH UNIFIED SCHOOL DISTRICT (LBUSD)
Services: Contractor in partnership with schools offering Project
Lead the Way curricula will provide pre-engineering
instructions for students at LBUSD’s California
Academy of Math and Sciences (CAMS) through the
District’s Industry and Technology Division.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 2/1/14 – 6/30/14 with four optional one-year renewal
periods
Financial Terms: Projected gross income $250,435
Funded by FTES Fund 11

*Item pulled from agenda and no substitutions were made.

G. Bid Award – Allied Health Building Project (CEC)
It is recommended the Board of Trustees approve an award of bid to the low
bidder, AMG Associated, Inc., in the total amount of $9,608,612 for the Allied
Health Building project located at the El Camino Community College District –
Compton Educational Center. The award is contingent upon approval by the
California Community College Chancellor’s Office and the State of California
Department of Finance. This bid was contingently approved by the Special
Trustee of the Compton Community College District on their December 17, 2013
Board meeting.

The low bid is within the project budget.

<table>
<thead>
<tr>
<th>RECOMMENDED BIDDER</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMG Associated Inc.</td>
<td>$9,608,612</td>
</tr>
</tbody>
</table>
OTHER BIDDERS
Minako America Corporation $9,800,000
Pinner Construction Co, Incorporated $10,007,000
Harik Construction, Incorporated $10,084,000
T. B. Penick & Sons Incorporated $10,640,616
Morillo Construction, Incorporated $10,677,808
2H Construction $10,840,000
AP Construction Group, Incorporated $10,900,000
AWI Builders Incorporated $10,929,000
P.H. Hagopian Contractor Incorporated $10,955,853
Novus Construction $11,014,692

FUNDING
As information, the project is funded with State Construction Act Funds and Compton Community College District Measure CC Bond Funds. 30.0% of the original project budget estimate is provided by Compton Community College District Measure CC Bond Funds as a local match.

H. Personal Service Agreements

1. Contractor: MINDSWING CONSULTING
Services: Contractor will develop and manage Internet and print based branding and marketing products and materials for the Retail, Hospitality and Tourism Industry sectors under the Chancellor’s Office Economic and Workforce Development Program and its “Doing What Matters for Jobs and the Economy.”

Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 2/1/14 – 6/30/14
Financial Terms: Cost not to exceed $35,000
Funded by a grant from California Retail, Hospitality, and Tourism Industry

I. Amendments

a. Services provided by District or its designee

1. Contractor: SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.
Services: Contractor will receive accelerated Manufacturing Tech Welding training. (originally Board approved 2/21/12, and amended 6/17/13)
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 12/1/13 – 3/31/15
Financial Terms: Projected gross income $45,507 (reduced from $74,800)

b. Services received by District or its designee

1. Contractor: LINK-SYSTEMS INTERNATIONAL, INC.
   Services: Contractor will provide online and offline tutorial services via their NetTutor website, which students will access via links from ECC course websites.
   Requesting Dept.: Academic Affairs – Learning Resource
   Date(s): 10/24/11 – 10/23/12 with four optional one-year renewal periods not to exceed 5 years (previously Board approved on 2/21/12 for a one-year period; renewal periods incorrectly omitted)
   Financial Terms: Cost not to exceed $5,000 per year

2. Contractor: SCHOOLSFIRST FEDERAL CREDIT UNION
   Services: Contractor will continue to provide Automated Teller Machines (ATMs) at designated locations on campus. This Amendment also allows the contractor to waive the SchoolsFirst FCU surcharge fee for all student loan debit card transactions.
   Requesting Dept.: Administrative Services
   Date(s): 12/1/13 – 11/30/16 (originally Board approved 7/20/09)
   Financial Terms: No cost to the District

J. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 11 Unrestricted - El Camino</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0701499</td>
<td>CDW-G</td>
<td>Information Technology</td>
<td>New Equipment</td>
<td>$3,101.34</td>
</tr>
<tr>
<td>P0701549</td>
<td>Los Angeles County Fire</td>
<td>Hazmat</td>
<td>Waste Disposal</td>
<td>$4,343.00</td>
</tr>
<tr>
<td>P0701553</td>
<td>Monterey Graphics</td>
<td>I&amp;T Div Ofc</td>
<td>Non-Instruct Supplies</td>
<td>$295.40</td>
</tr>
<tr>
<td>P0701554</td>
<td>Ms. Debbie E. Turano</td>
<td>Operations</td>
<td>Pest Control</td>
<td>$125.00</td>
</tr>
<tr>
<td>P0701561</td>
<td>ACCCA</td>
<td>Counseling Office</td>
<td>Conferences Mgmt</td>
<td>$625.00</td>
</tr>
<tr>
<td>P0701562</td>
<td>Amazon.Com Corporate</td>
<td>Ed &amp; Community</td>
<td>Non-Instruct Supplies</td>
<td>$278.28</td>
</tr>
<tr>
<td>P0701579</td>
<td>TeamWorkSales</td>
<td>Family Consumer</td>
<td>Repairs - Instructional</td>
<td>$162.50</td>
</tr>
<tr>
<td>P0701582</td>
<td>South Coast Higher</td>
<td>Transfer Center</td>
<td>Dues And Memberships</td>
<td>$50.00</td>
</tr>
<tr>
<td>P0701586</td>
<td>Wolfram Research Inc</td>
<td>Information Technology</td>
<td>License Fee/Site License</td>
<td>$18,070.81</td>
</tr>
<tr>
<td>P0701587</td>
<td>Total Compensation</td>
<td>Institutional Services</td>
<td>Other Services And Expenses</td>
<td>$7,300.00</td>
</tr>
<tr>
<td>P0701590</td>
<td>Echo 360</td>
<td>Instructional Television</td>
<td>Other Services And Expenses</td>
<td>$3,958.00</td>
</tr>
<tr>
<td>P0701592</td>
<td>Constant Contact</td>
<td>Ed &amp; Community</td>
<td>Multi Media Advertising</td>
<td>$168.00</td>
</tr>
<tr>
<td>P0701594</td>
<td>Harland Technology</td>
<td>Information Technology</td>
<td>License Fee/Site License</td>
<td>$3,088.00</td>
</tr>
<tr>
<td>P0701600</td>
<td>CEB Passport Program</td>
<td>Legal Assistance</td>
<td>Dues And Memberships</td>
<td>$2,469.00</td>
</tr>
<tr>
<td>P0701601</td>
<td>AAFPE Headquarters</td>
<td>Legal Assistance</td>
<td>Dues And Memberships</td>
<td>$450.00</td>
</tr>
<tr>
<td>P0701603</td>
<td>Ms. Kimberly Wilkinson</td>
<td>Ctr for Arts Production</td>
<td>Non-Instruct Supplies</td>
<td>$125.07</td>
</tr>
<tr>
<td>P0701605</td>
<td>Dell Computer</td>
<td>Information Technology</td>
<td>Maintenance Contracts</td>
<td>$9,467.43</td>
</tr>
<tr>
<td>P0701608</td>
<td>Midwest Library Service</td>
<td>Div Office Instr.</td>
<td>Library Books</td>
<td>$2,031.69</td>
</tr>
<tr>
<td>P0701609</td>
<td>H.W. Wilson</td>
<td>Div Office Instr.</td>
<td>Library Books</td>
<td>$495.00</td>
</tr>
<tr>
<td>P0701611</td>
<td>AEO Tour</td>
<td>International Students</td>
<td>Conferences Mgmt</td>
<td>$14,570.00</td>
</tr>
<tr>
<td>P0701637</td>
<td>Mrs. Jo A. Higdon</td>
<td>Administrative Services</td>
<td>Conferences Mgmt</td>
<td>$9.00</td>
</tr>
<tr>
<td>P0701640</td>
<td>Barracuda Networks</td>
<td>Div Office Instr.</td>
<td>Library Books</td>
<td>$2,039.36</td>
</tr>
<tr>
<td>P0701641</td>
<td>Torrance Chamber of</td>
<td>Public Relations</td>
<td>Maintenance Contracts</td>
<td>$14,194.00</td>
</tr>
<tr>
<td>P0701648</td>
<td>Apple Higher Education</td>
<td>Public Relations</td>
<td>Multi Media Advertising</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>P0701655</td>
<td>Bennett Chamber of</td>
<td>Facilities/Planning/Serv</td>
<td>Repairs Noninstructional</td>
<td>$550.00</td>
</tr>
<tr>
<td>P0701661</td>
<td>Office Depot</td>
<td>Life Sciences</td>
<td>Instructional Supplies</td>
<td>$789.21</td>
</tr>
<tr>
<td>P0701666</td>
<td>Ash Enterprises</td>
<td>Astronomy</td>
<td>Maintenance Contracts</td>
<td>$6,300.00</td>
</tr>
<tr>
<td>P0701668</td>
<td>Executive Mental Health,</td>
<td>Human Resources</td>
<td>Other Services And Expenses</td>
<td>$1,980.00</td>
</tr>
<tr>
<td>P0701669</td>
<td>Midwest Library Service</td>
<td>Div Office Instr.</td>
<td>Library Books</td>
<td>$1,809.85</td>
</tr>
<tr>
<td>P0701670</td>
<td>Demco</td>
<td>Div Office Instr.</td>
<td>Other Services And Expenses</td>
<td>$371.40</td>
</tr>
<tr>
<td>P0701680</td>
<td>LDP Associates, Inc</td>
<td>Information Technology</td>
<td>Maintenance Contracts</td>
<td>$19,320.00</td>
</tr>
<tr>
<td>P0701681</td>
<td>Amazon.Com Corporate</td>
<td>Health,Safety and Risk</td>
<td>New Equipment -</td>
<td>$1,090.25</td>
</tr>
<tr>
<td>P0701689</td>
<td>Discount Linens</td>
<td>Physical Education</td>
<td>Instructional Supplies</td>
<td>$653.38</td>
</tr>
<tr>
<td>P0701690</td>
<td>Grainger</td>
<td>Physical Education</td>
<td>Instructional Supplies</td>
<td>$1,462.67</td>
</tr>
<tr>
<td>P0701692</td>
<td>Creation Engine, Inc.</td>
<td>Art Department</td>
<td>Instructional Supplies</td>
<td>$224.68</td>
</tr>
<tr>
<td>P0701703</td>
<td>National Gym Supply</td>
<td>Physical Education</td>
<td>Repairs Parts And Supplies</td>
<td>$24.83</td>
</tr>
<tr>
<td>P0701707</td>
<td>Greentree Systems</td>
<td>Human Resources</td>
<td>Maintenance Contracts</td>
<td>$11,895.66</td>
</tr>
<tr>
<td>P0701708</td>
<td>CA Chamber of Commerce</td>
<td>Human Resources</td>
<td>Publications/ Periodicals</td>
<td>$50.99</td>
</tr>
<tr>
<td>P0701715</td>
<td>Genesis Inc.</td>
<td>TECHNOLOGY</td>
<td>Non-Instruct Supplies</td>
<td>$255.79</td>
</tr>
<tr>
<td>P0701718</td>
<td>Fred Pryor Seminars</td>
<td>Human Resources</td>
<td>Professional Growth ECCE</td>
<td>$139.00</td>
</tr>
<tr>
<td>P0701720</td>
<td>Techsmith</td>
<td>Instructional Television</td>
<td>Other Services And Expenses</td>
<td>$89.50</td>
</tr>
<tr>
<td>P0701721</td>
<td>Mr. Leonid Rachman</td>
<td>International Students</td>
<td>Conferences Mgmt</td>
<td>$2,366.38</td>
</tr>
<tr>
<td>P0701722</td>
<td>Chauffeurs Unlimited</td>
<td>Ctr for Arts Promo</td>
<td>Other Services And Expenses</td>
<td>$159.50</td>
</tr>
<tr>
<td>P0701723</td>
<td>Blackbaud, Inc.</td>
<td>Ctr for Arts Ticket Office</td>
<td>Maintenance Contracts</td>
<td>$11,100.62</td>
</tr>
<tr>
<td>P0701724</td>
<td>Industrial Metal Supply</td>
<td>Ctr for Arts Production</td>
<td>Non-Instruct Supplies</td>
<td>$206.59</td>
</tr>
<tr>
<td>P0701725</td>
<td>J.D. Fields Lumber</td>
<td>Ctr for Arts Production</td>
<td>Non-Instruct Supplies</td>
<td>$2,053.76</td>
</tr>
<tr>
<td>P0701740</td>
<td>McKesson Medical</td>
<td>Nursing</td>
<td>Instructional Supplies</td>
<td>$395.51</td>
</tr>
<tr>
<td>P0701743</td>
<td>Xpedx</td>
<td>Warehouse</td>
<td>Inventories</td>
<td>$3,782.30</td>
</tr>
<tr>
<td>P0701744</td>
<td>Monterey Graphics</td>
<td>Human Resources</td>
<td>Other Services And Expenses</td>
<td>$52.32</td>
</tr>
<tr>
<td>P0701745</td>
<td>Image IV Systems</td>
<td>Div Office Humanities</td>
<td>Copiers</td>
<td>$71.69</td>
</tr>
<tr>
<td>P0701752</td>
<td>Mr. Derek E. Poepoe</td>
<td>Ctr for Arts Promo</td>
<td>Non-Instruct Supplies</td>
<td>$289.78</td>
</tr>
<tr>
<td>P0701753</td>
<td>Ms. Kimberly Wilkinson</td>
<td>Ctr for Arts Production</td>
<td>Non-Instruct Supplies</td>
<td>$952.90</td>
</tr>
<tr>
<td>P0701755</td>
<td>Cal Tech Copier, Inc.</td>
<td>Purchasing and</td>
<td>Repairs Noninstructional</td>
<td>$187.50</td>
</tr>
<tr>
<td>P0701770</td>
<td>Accrediting</td>
<td>Presidents Office</td>
<td>Dues And Memberships</td>
<td>$1,308.80</td>
</tr>
<tr>
<td>P0701771</td>
<td>Hispanic Assoc of Colleges</td>
<td>Presidents Office</td>
<td>Dues And Memberships</td>
<td>$9,575.00</td>
</tr>
<tr>
<td>P0701783</td>
<td>Unicon, Inc.</td>
<td>Information Technology</td>
<td>Maintenance Contracts</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>P0701794</td>
<td>ACTLA-Learning Center</td>
<td>Div Office Instr.</td>
<td>Other Services And Expenses</td>
<td>$35.00</td>
</tr>
<tr>
<td>P0701797</td>
<td>Midwest Library Service</td>
<td>Div Office Instr.</td>
<td>Library Books</td>
<td>$2,235.30</td>
</tr>
<tr>
<td>P0701798</td>
<td>Fast Deer Bus Charter</td>
<td>Outreach and School</td>
<td>Transportation</td>
<td>$1,875.00</td>
</tr>
<tr>
<td>P0701800</td>
<td>Foundation Center</td>
<td>BTC Grants</td>
<td>Dues And Memberships</td>
<td>$295.00</td>
</tr>
<tr>
<td>P0701802</td>
<td>Community College League</td>
<td>Public Relations</td>
<td>Conferences Mgmt</td>
<td>$500.00</td>
</tr>
<tr>
<td>P0701803</td>
<td>Interact</td>
<td>Public Relations</td>
<td>Non-Instructional Supplies</td>
<td>$800.00</td>
</tr>
<tr>
<td>P0701814</td>
<td>Community College League</td>
<td>Public Relations</td>
<td>Conferences Mgmt</td>
<td>$80.00</td>
</tr>
<tr>
<td>P0701817</td>
<td>Zmags</td>
<td>Public Relations</td>
<td>License Fee/Site Licenses</td>
<td>$4,800.00</td>
</tr>
</tbody>
</table>

**Fund 11 Total: 67**  
**$191,638.68**

<p>| P0701548 | Assist Design | MESA Program | Non-Instruct Supplies | $1,502.57 |
| P0701550 | Campus Food Services | Administration | Workshop Sponsorship | $190.75 |
| P0701552 | CDW-G | SBDC Program Income | New Equip - Noninstr | $259.88 |
| P0701555 | The Apple Store | MESA Program | New Equip - Noninstr | $2,445.37 |
| P0701560 | S and B Compton | CMTA-H1B | Non-Instructional Supplies | $697.00 |
| P0701564 | Zones, Inc. | MESA Program | New Equip - Noninstr | $2,762.61 |
| P0701565 | Campus Food Services | EOPS | Non-Instructional Supplies | $313.38 |
| P0701566 | Earl W. Washington | EOPS CARE | Contract Services | $500.00 |
| P0701569 | Ms. Susan D. Brouillette | WRIEC Year 4 | Non-Instructional Supplies | $91.50 |
| P0701572 | Hobart Institute of Welding | VATEA I&amp;T | Non-Instructional Supplies | $1,054.04 |
| P0701573 | B &amp; H Photo-Video | VATEA Medial / TV Instr.CompEquip | $20,708.75 |
| P0701575 | Firstline Security | Parking Services | License Fee/Site Licenses | $893.63 |
| P0701576 | American Express Travel | Administration | Travel And Conference | $855.20 |
| P0701583 | Sharon Lee | MESA Program | Student Stipends | $100.00 |
| P0701584 | Anderson Business | I&amp;T General Donations | Repairs - Instructional | $237.50 |
| P0701585 | Campus Food Services | Faculty &amp; Staff Diversity | Non-Instructional Supplies | $564.08 |
| P0701588 | Hk Parts.Net | Parking Services | Non-Instructional Supplies | $587.37 |
| P0701589 | Digital Printing Systems | Parking Services | Non-Instructional Supplies | $779.78 |
| P0701593 | Assist Design | EOPS CARE | Non-Instructional Supplies | $2,341.85 |
| P0701599 | American Express Travel | Retail/Hospitality/Touris | Conferences Other | $226.80 |
| P0701602 | Monterey Graphics | Community | Non-Instructional Supplies | $52.32 |
| P0701614 | American Express Travel | Administration | Travel And Conference | $812.96 |
| P0701615 | College of the Canyons | Retail/Hospitality/Touris | Conferences Other | $200.00 |
| P0701660 | Courtyard San Francisco | Retail/Hospitality/Touris | Conferences Other | $344.00 |
| P0701666 | Bothwell Automotive, Inc. | Parking Services | Repairs Non Instr | $3,250.23 |
| P0701667 | Bob Lee's Automotive | Parking Services | Repairs Non Instr | $131.03 |
| P0701672 | Entenmann Rovin Co. | Parking Services | Non-Instructional Supplies | $1,238.13 |
| P0701675 | Texthelp Sytems, Inc | DSPS | Instructional Supplies | $600.00 |
| P0701676 | ER Graphic Solutions | CMTA-H1B | Printing | $327.00 |
| P0701679 | Amazon.Com Corporate | (STCW) Standards for | Other Books | $309.68 |
| P0701683 | Campus Food Services | EOPS CARE | Non-Instructional Supplies | $275.77 |
| P0701684 | Robert L. Long | EOPS CARE | Contract Services | $120.00 |
| P0701688 | NASFAA | Administration | Training | $415.00 |
| P0701705 | Avery M. Marshall | Title III- H S I - STEM | Contract Services | $150.00 |
| P0701706 | Ad Infin Item | MESA Program | Non-Instructional Supplies | $955.62 |
| P0701709 | Melissa's Party Supply | CMTA-H1B | Conferences Other | $160.00 |
| P0701712 | Emergency First | (STCW) Standards for | Other Books | $567.73 |
| P0701717 | Mouser Electronics | Natural Sci | New Equipment | $2,479.24 |
| P0701727 | Quality Council of Indiana | CMTA-H1B | Other Books | $996.60 |
| P0701733 | Max J. Amaya Munoz | Title III- H S I - STEM | Non-Instructional Supplies | $75.00 |
| P0701737 | Bob Lee's Automotive | Parking Services | Repairs Non Instr | $44.07 |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0701738</td>
<td>Van Lingen Towing</td>
<td>Parking Services</td>
<td>Repairs Non Instr</td>
<td>$25.00</td>
</tr>
<tr>
<td>P0701739</td>
<td>Los Angeles Superior</td>
<td>Parking Violations DMV</td>
<td>Other Services And Expenses</td>
<td>$9,837.50</td>
</tr>
<tr>
<td>P0701741</td>
<td>Monterey Graphics</td>
<td>Parking Services</td>
<td>Non-Instruct Supplies</td>
<td>$515.24</td>
</tr>
<tr>
<td>P0701742</td>
<td>North Star Graphics</td>
<td>Parking Services</td>
<td>Repairs Non Instr</td>
<td>$475.00</td>
</tr>
<tr>
<td>P0701747</td>
<td>McMaster Carr</td>
<td>VATEA I&amp;T</td>
<td>New Equipment - Instructional</td>
<td>$1,604.95</td>
</tr>
<tr>
<td>P0701748</td>
<td>Sims Welding Supply</td>
<td>VATEA I&amp;T</td>
<td>New Equipment - Instructional</td>
<td>$3,229.88</td>
</tr>
<tr>
<td>P0701749</td>
<td>Redondo Technology</td>
<td>SBDC Program Income</td>
<td>Non-Instruct Supplies</td>
<td>$697.60</td>
</tr>
<tr>
<td>P0701750</td>
<td>Tube Service Company</td>
<td>VATEA I&amp;T</td>
<td>New Equipment - Instructional</td>
<td>$4,492.55</td>
</tr>
<tr>
<td>P0701751</td>
<td>McMaster Carr</td>
<td>VATEA I&amp;T</td>
<td>New Equipment - Instructional</td>
<td>$212.46</td>
</tr>
<tr>
<td>P0701756</td>
<td>Destyn M. LaPorte</td>
<td>El Camino Language</td>
<td>Field Trip Expense</td>
<td>$1,215.79</td>
</tr>
<tr>
<td>P0701757</td>
<td>Ryugakusite.Com, Inc.</td>
<td>El Camino Language</td>
<td>Contract Services</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>P0701772</td>
<td>Dept of Homeland</td>
<td>El Camino Language</td>
<td>Other Services And Expenses</td>
<td>$655.00</td>
</tr>
<tr>
<td>P0701773</td>
<td>Campus Food Services</td>
<td>First Year Experience</td>
<td>Other Services And Expenses</td>
<td>$37.61</td>
</tr>
<tr>
<td>P0701775</td>
<td>Campus Food Services</td>
<td>First Year Experience</td>
<td>Other Services And Expenses</td>
<td>$300.84</td>
</tr>
<tr>
<td>P0701776</td>
<td>Fast Deer Bus Charter</td>
<td>South Bay Children's</td>
<td>Transportation</td>
<td>$1,078.65</td>
</tr>
<tr>
<td>P0701787</td>
<td>Bothwell Automotive, Inc.</td>
<td>Parking Services</td>
<td>Repairs Non Instr</td>
<td>$19.00</td>
</tr>
<tr>
<td>P0701801</td>
<td>Chronicle of Higher Educ</td>
<td>SBDC Program Income</td>
<td>Publications/ Periodicals</td>
<td>$87.00</td>
</tr>
<tr>
<td>P0701815</td>
<td>American Express Travel</td>
<td>Retail/Hospitality/Tourism</td>
<td>Conferences Other</td>
<td>$259.80</td>
</tr>
<tr>
<td>P0701816</td>
<td>American Express Travel</td>
<td>EOPS</td>
<td>Conferences Mgmt</td>
<td>$180.80</td>
</tr>
<tr>
<td>P0701819</td>
<td>American Express Travel</td>
<td>CalWORKs</td>
<td>Conferences Other</td>
<td>$173.80</td>
</tr>
</tbody>
</table>

**Fund 15 Total: 61 $77,314.91**

**Fund 41 Total: 4 $41,015.84**

**Fund 62 Total: 2 $1,912.92**

**Fund 79 Total: 3 $1,912.92**
<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0701695</td>
<td>Christine Hayes</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$75.00</td>
</tr>
<tr>
<td>P0701696</td>
<td>Neil Jansen</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$75.00</td>
</tr>
<tr>
<td>P0701697</td>
<td>Karen Lawrence</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$75.00</td>
</tr>
<tr>
<td>P0701698</td>
<td>Lourdes Lucero</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$75.00</td>
</tr>
<tr>
<td>P0701699</td>
<td>Anibal M. Seminario</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$50.00</td>
</tr>
<tr>
<td>P0701700</td>
<td>Jonathan J. Stehney</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$75.00</td>
</tr>
<tr>
<td>P0701701</td>
<td>Hugo D. Vazquez Merritt,</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$75.00</td>
</tr>
<tr>
<td>P0701702</td>
<td>Amy L. Wolff</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$125.00</td>
</tr>
<tr>
<td>P0701713</td>
<td>Mr. Bryan E. Bates</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$300.00</td>
</tr>
<tr>
<td>P0701714</td>
<td>Southland Lumber</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$1,015.72</td>
</tr>
<tr>
<td>P0701774</td>
<td>Ms. Patricia Briles</td>
<td>Health Sciences</td>
<td>Fundraising</td>
<td>$68.61</td>
</tr>
<tr>
<td>P0701822</td>
<td>Joseph J. Derthick</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$300.00</td>
</tr>
<tr>
<td>P0701823</td>
<td>Ms. Vicki L. Muto</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>P0701824</td>
<td>Campus Concerts</td>
<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
<td>$975.00</td>
</tr>
<tr>
<td>P0701826</td>
<td>Campus Food Services 1</td>
<td>First Year Experience</td>
<td>Non-Instruct Supplies</td>
<td>$92.65</td>
</tr>
<tr>
<td>P0701827</td>
<td>Campus Food Services 2</td>
<td>First Year Experience</td>
<td>Non-Instruct Supplies</td>
<td>$689.43</td>
</tr>
</tbody>
</table>

**Fund 79 Total: 26** $7,598.23

**Fund 81 Student Organizations**

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0701663</td>
<td>Robot Events</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

**Fund 81 Total: 1** $750.00

**Fund 82 Scholarships & Trust/Agency**

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0701570</td>
<td>Norcal Swim Shop</td>
<td>Health Sciences</td>
<td>Fundraising</td>
<td>$466.26</td>
</tr>
<tr>
<td>P0701571</td>
<td>Embroidme</td>
<td>Health Sciences</td>
<td>Fundraising</td>
<td>$1,023.51</td>
</tr>
<tr>
<td>P0701574</td>
<td>Paradise Awards</td>
<td>Health Sciences</td>
<td>Fundraising</td>
<td>$315.88</td>
</tr>
<tr>
<td>P0701687</td>
<td>D3 Sports</td>
<td>Health Sciences</td>
<td>Fundraising</td>
<td>$5,301.62</td>
</tr>
<tr>
<td>P0701691</td>
<td>California Pro Sports</td>
<td>Health Sciences</td>
<td>Fundraising</td>
<td>$4,265.00</td>
</tr>
<tr>
<td>P0701711</td>
<td>Dawn Sign Press</td>
<td>Special Resource</td>
<td>Fundraising</td>
<td>$313.29</td>
</tr>
</tbody>
</table>

**Fund 82 Total: 6** $11,685.56

**PO Funds Total: 169** $359,257.14

**Fund 11 Unrestricted - El Camino**

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B0710689</td>
<td>Bennett Gardening</td>
<td>Grounds</td>
<td>Repairs Noninstructional</td>
<td>$12,260.00</td>
</tr>
<tr>
<td>B0710711</td>
<td>Climatec</td>
<td>Facilities/Planning/Servi</td>
<td>Repairs Noninstructional</td>
<td>$7,844.00</td>
</tr>
<tr>
<td>B0710739</td>
<td>Link-Systems</td>
<td>Tutorial Program</td>
<td>Contract Services</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>B0710744</td>
<td>Domestic Linen Supply</td>
<td>Art Department</td>
<td>Instructional Supplies</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Fund 11 Total: 4** $33,104.00

**Fund 12 Restricted - El Camino**

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B0710734</td>
<td>ECCD Petty Cash</td>
<td>CMTA-H1B</td>
<td>Non-Instruct Supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>B0710735</td>
<td>Nat'l Inst. for Metalwork</td>
<td>CAA (10-091-002)</td>
<td>Non-Instruct Supplies</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>B0710740</td>
<td>Enterprise Fleet Services</td>
<td>Parking Services</td>
<td>Other Rentals</td>
<td>$2,250.00</td>
</tr>
</tbody>
</table>

**Fund 12 Total: 3** $3,470.00

**Fund 15 General Fund - Special Programs**

<table>
<thead>
<tr>
<th>PO</th>
<th>Name</th>
<th>Department</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B0710742</td>
<td>Taller Dos Flores</td>
<td>Remodel Financial Aid</td>
<td>Remodeling</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Purchase Order Number</td>
<td>Vendor Name</td>
<td>Department/Project</td>
<td>Type</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>B0710753</td>
<td>Vector Resources, Inc.</td>
<td>Information Technology</td>
<td>Contract Services</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>B0710755</td>
<td>Vector Resources, Inc.</td>
<td>Information Technology</td>
<td>Contract Services</td>
<td>$5,198.23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund 15 Total:</td>
<td></td>
<td>$24,198.23</td>
</tr>
<tr>
<td>B0710696</td>
<td>Archie Ivy, Inc.</td>
<td>Concrete Walkway</td>
<td>Site Improvements</td>
<td>$9,681.00</td>
</tr>
<tr>
<td>B0710718</td>
<td>KPFF Consulting</td>
<td>Engineer Fees</td>
<td>Contract Services</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>B0710751</td>
<td>Advanced Masonry</td>
<td>Improve Campus</td>
<td>Site Improvements</td>
<td>$7,234.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund 41 Total:</td>
<td></td>
<td>$41,915.00</td>
</tr>
<tr>
<td>B0710741</td>
<td>ECCD Petty Cash</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fund 81 Total:</td>
<td></td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BPO Funds Total:</td>
<td></td>
<td>102,987.23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total POs and BPOs:</td>
<td></td>
<td>462,244.37</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Page No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Category Budgets and Balances</td>
<td>54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Change Order – Harik Construction, Inc. – Lot F Parking Structure Improvement Project</td>
<td>57</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Change Order – Pinner Construction Company, Inc. – Shops Building Replacement Project</td>
<td>58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Notice of Job Completion – Harik Construction, Inc. - Lot F Parking Structure Improvement Project</td>
<td>58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Purchase Orders and Blanket Purchase Orders</td>
<td>59</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### A. CATEGORY BUDGETS AND BALANCES

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

The following tables report 2002 and 2012 Measure E expenditures and commitments through December 31, 2013, at the January 2014 Board Meeting.

#### 2002 Measure E Expenditures:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Classrooms and Modernization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td>$705,867</td>
<td>$705,867</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Architectural Barrier Removal Phase 2</td>
<td>18,520</td>
<td>18,520</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Athletic Education and Fitness Complex</td>
<td>45,846,456</td>
<td>7,134,684</td>
<td>35,057,867</td>
<td>3,653,905</td>
</tr>
<tr>
<td>Bookstore/Cafeteria Conversion to Admin</td>
<td>10,868,608</td>
<td>10,153,661</td>
<td>704,029</td>
<td>10,919</td>
</tr>
<tr>
<td>Math Business &amp; Allied Health Building</td>
<td>37,576,392</td>
<td>36,390,330</td>
<td>657,105</td>
<td>528,957</td>
</tr>
<tr>
<td>Central Plant</td>
<td>14,545,000</td>
<td>14,343,830</td>
<td>502</td>
<td>200,668</td>
</tr>
<tr>
<td>Child Development Center Phase 2</td>
<td>30,470</td>
<td>30,470</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Crenshaw Blvd. Frontage Enhancement</td>
<td>13,373</td>
<td>13,373</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Academy Structure</td>
<td>164,893</td>
<td>164,893</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Program Facility</td>
<td>1,651</td>
<td>1,651</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Humanities Complex Replacement</td>
<td>30,355,936</td>
<td>30,048,527</td>
<td>307,409</td>
<td>0</td>
</tr>
<tr>
<td>Learning Resource Center Addition</td>
<td>5,067,287</td>
<td>5,043,165</td>
<td>24,122</td>
<td>0</td>
</tr>
<tr>
<td>Lot C Parking Structure</td>
<td>3,106,257</td>
<td>106,257</td>
<td>0</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Remodeling Phase One-Three</td>
<td>851,513</td>
<td>851,513</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Science Complex Renovation</td>
<td>10,369,136</td>
<td>8,422,499</td>
<td>990,177</td>
<td>956,460</td>
</tr>
<tr>
<td>Student Services Center</td>
<td>37,359,209</td>
<td>2,009,564</td>
<td>2,206,687</td>
<td>33,142,958</td>
</tr>
<tr>
<td>Temporary Space and Relocation Costs</td>
<td>3,844,653</td>
<td>3,638,783</td>
<td>236</td>
<td>205,634</td>
</tr>
<tr>
<td>Signage and Wayfinding</td>
<td>1,295,309</td>
<td>648,921</td>
<td>1,450</td>
<td>644,938</td>
</tr>
<tr>
<td>New Main Gym &amp; P.E.</td>
<td>3,000,000</td>
<td>0</td>
<td>0</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Architectural Planning Contingency</td>
<td>600,000</td>
<td>495,839</td>
<td>23,403</td>
<td>80,759</td>
</tr>
<tr>
<td><strong>Total Add'l Classrooms/Modernization</strong></td>
<td><strong>$205,620,530</strong></td>
<td><strong>$120,222,345</strong></td>
<td><strong>$39,972,987</strong></td>
<td><strong>$45,425,197</strong></td>
</tr>
</tbody>
</table>

#### Campus Site Improvements:

<table>
<thead>
<tr>
<th>Accessibility, Safety/Security</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Resurfacing - All Lots</td>
<td>$400,000</td>
<td>$14,975</td>
<td>$0</td>
<td>$385,025</td>
</tr>
<tr>
<td>Emergency Generators and Distribution</td>
<td>116,173</td>
<td>116,173</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Power to Security Lighting</td>
<td>4,289</td>
<td>4,289</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Entrance - Redondo Beach Blvd. to Lot H</td>
<td>30,208</td>
<td>30,208</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fencing Replacement and Additions</td>
<td>105,777</td>
<td>5,777</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>Landscaping/Irrigation System</td>
<td>549,932</td>
<td>49,932</td>
<td>0</td>
<td>500,000</td>
</tr>
<tr>
<td>Lighting - Upgrade / Replace All Lots</td>
<td>3,059,807</td>
<td>2,456,134</td>
<td>28,387</td>
<td>575,286</td>
</tr>
<tr>
<td>Lot F Parking Structure Improvements</td>
<td>33,028,756</td>
<td>3,416,777</td>
<td>1,256,436</td>
<td>28,355,543</td>
</tr>
<tr>
<td>Lot H Parking Structure</td>
<td>24,371,895</td>
<td>24,186,719</td>
<td>0</td>
<td>185,176</td>
</tr>
<tr>
<td>Paving Replacement-Walks/Driveways</td>
<td>1,110,695</td>
<td>753,303</td>
<td>17,005</td>
<td>340,387</td>
</tr>
<tr>
<td>Pedestrian Walks at MB Blvd. &amp; Lot E</td>
<td>7,898</td>
<td>7,898</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>CURRENT BUDGET</td>
<td>EXPENDED</td>
<td>COMMITTED</td>
<td>BALANCE</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------</td>
<td>----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Security Video</td>
<td>2,007,831</td>
<td>1,114,906</td>
<td>40,058</td>
<td>852,867</td>
</tr>
<tr>
<td>Voice / Data / Signal Site Duct Bank</td>
<td>117,130</td>
<td>117,130</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Campus Site Improvements:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessibility, Safety/Security</td>
<td>$64,910,391</td>
<td>$32,274,219</td>
<td>$1,341,887</td>
<td>$31,294,286</td>
</tr>
</tbody>
</table>

**Energy Efficiency Improvements**

Energy Efficiency Improvements Phase

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two</td>
<td>$2,700,980</td>
<td>$2,700,980</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Energy Efficiency Improvements</strong></td>
<td>$2,700,980</td>
<td>$2,700,980</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Health and Safety Improvements**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$112,738</td>
<td>$112,738</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Art &amp; Behavioral Sciences</td>
<td>369,585</td>
<td>369,585</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Infrastructure Phase 1-3</td>
<td>41,599,478</td>
<td>41,600,377</td>
<td>-899</td>
<td>0</td>
</tr>
<tr>
<td>Auxiliary Warehouse</td>
<td>1,301</td>
<td>1,301</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Communications</td>
<td>219,262</td>
<td>219,262</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>16,466</td>
<td>16,466</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Water System</td>
<td>1,610,208</td>
<td>110,208</td>
<td>0</td>
<td>1,500,000</td>
</tr>
<tr>
<td>Facilities and Receiving</td>
<td>215,159</td>
<td>215,159</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>277,817</td>
<td>277,817</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Firelines</td>
<td>119,905</td>
<td>119,905</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hazardous Materials Abatement</td>
<td>176,465</td>
<td>175,573</td>
<td>0</td>
<td>892</td>
</tr>
<tr>
<td>Restroom Access Compliance</td>
<td>2,200,000</td>
<td>1,986,674</td>
<td>38,983</td>
<td>174,343</td>
</tr>
<tr>
<td>Library</td>
<td>452,759</td>
<td>452,759</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marsee Auditorium</td>
<td>460,474</td>
<td>460,474</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Industry &amp; Technology Building</td>
<td>38,309,701</td>
<td>12,431,337</td>
<td>20,230,139</td>
<td>5,648,225</td>
</tr>
<tr>
<td>Music</td>
<td>240,600</td>
<td>240,600</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Natural Gas System</td>
<td>13,852</td>
<td>13,852</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>North Gymnasium</td>
<td>262,214</td>
<td>262,214</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Physical Education and Men's Shower</td>
<td>78,178</td>
<td>78,178</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Planetarium</td>
<td>12,815</td>
<td>12,815</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pool and Health Center</td>
<td>502,185</td>
<td>502,185</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Primary Electrical Distribution System</td>
<td>5,061,211</td>
<td>5,061,211</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>1,414,353</td>
<td>1,414,353</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Security Systems</td>
<td>30,245</td>
<td>30,245</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sewer System</td>
<td>55,449</td>
<td>55,449</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>4,584,449</td>
<td>4,551,273</td>
<td>16,752</td>
<td>16,424</td>
</tr>
<tr>
<td>Storm Drain System</td>
<td>30,644</td>
<td>30,644</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Technical Arts</td>
<td>405,147</td>
<td>405,147</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Shops</td>
<td>29,891,195</td>
<td>10,563,995</td>
<td>15,892,599</td>
<td>3,434,602</td>
</tr>
<tr>
<td><strong>Total Health and Safety Improvements</strong></td>
<td>$128,723,855</td>
<td>$81,771,793</td>
<td>$36,177,574</td>
<td>$10,774,488</td>
</tr>
</tbody>
</table>

**Information Technology and Equipment**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral and Social Sciences</td>
<td>$554,077</td>
<td>$195,053</td>
<td>0</td>
<td>$359,024</td>
</tr>
<tr>
<td>Business</td>
<td>643,650</td>
<td>489,657</td>
<td>0</td>
<td>153,993</td>
</tr>
<tr>
<td>Facilities Planning and Services</td>
<td>625,724</td>
<td>400,970</td>
<td>0</td>
<td>224,754</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1,032,522</td>
<td>959,764</td>
<td>0</td>
<td>72,758</td>
</tr>
<tr>
<td>Health Sciences and Athletics</td>
<td>865,707</td>
<td>772,110</td>
<td>0</td>
<td>93,597</td>
</tr>
<tr>
<td>Humanities</td>
<td>425,978</td>
<td>217,287</td>
<td>0</td>
<td>208,691</td>
</tr>
<tr>
<td>Industry and Technology</td>
<td>983,641</td>
<td>671,978</td>
<td>0</td>
<td>311,663</td>
</tr>
<tr>
<td>Information Technology</td>
<td>12,957,510</td>
<td>8,013,234</td>
<td>1,375</td>
<td>4,942,901</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>3,045,057</td>
<td>515,255</td>
<td>0</td>
<td>2,529,802</td>
</tr>
</tbody>
</table>
### 2012 Measure E Expenditures:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Classrooms and Modernization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Main Gym &amp; P.E.</td>
<td>$34,979,151</td>
<td>$0</td>
<td>$0</td>
<td>$34,979,151</td>
</tr>
<tr>
<td>Demo P.E./Mens Locker Room</td>
<td>1,360,210</td>
<td>0</td>
<td>0</td>
<td>1,360,210</td>
</tr>
<tr>
<td>Demo North Gym and Fitness Plaza Ph. 2</td>
<td>2,977,845</td>
<td>0</td>
<td>0</td>
<td>2,977,845</td>
</tr>
<tr>
<td>New Pools, Locker Rooms &amp; Classrooms</td>
<td>33,459,378</td>
<td>0</td>
<td>0</td>
<td>33,459,378</td>
</tr>
<tr>
<td>MBB Parking Structure &amp; Entrance</td>
<td>30,245,584</td>
<td>0</td>
<td>0</td>
<td>30,245,584</td>
</tr>
<tr>
<td>Demo Tech Arts</td>
<td>2,033,821</td>
<td>0</td>
<td>0</td>
<td>2,033,821</td>
</tr>
<tr>
<td>Demo Shops Building</td>
<td>2,769,780</td>
<td>0</td>
<td>0</td>
<td>2,769,780</td>
</tr>
<tr>
<td>Demo Communications/SSVC Bldg</td>
<td>3,229,825</td>
<td>0</td>
<td>0</td>
<td>3,229,825</td>
</tr>
<tr>
<td>New Student Activities Center</td>
<td>24,945,387</td>
<td>0</td>
<td>0</td>
<td>24,945,387</td>
</tr>
<tr>
<td>Demo Student Activities/Add New Quad</td>
<td>5,894,110</td>
<td>0</td>
<td>0</td>
<td>5,894,110</td>
</tr>
<tr>
<td>Architectural Planning Contingency</td>
<td>2,973,338</td>
<td>0</td>
<td>0</td>
<td>2,973,338</td>
</tr>
<tr>
<td><strong>Total Additional Classrooms/Modernization</strong></td>
<td>$144,868,429</td>
<td>$0</td>
<td>$0</td>
<td>$144,868,429</td>
</tr>
<tr>
<td><strong>Health and Safety Improvements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Administration</td>
<td>$16,161,470</td>
<td>$0</td>
<td>$0</td>
<td>$16,161,470</td>
</tr>
<tr>
<td>Art &amp; Behavioral Sciences</td>
<td>60,469,324</td>
<td>0</td>
<td>0</td>
<td>60,469,324</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>3,787,389</td>
<td>0</td>
<td>0</td>
<td>3,787,389</td>
</tr>
<tr>
<td>Facilities and Receiving</td>
<td>4,164,369</td>
<td>0</td>
<td>0</td>
<td>4,164,369</td>
</tr>
<tr>
<td>Library</td>
<td>30,358,793</td>
<td>0</td>
<td>0</td>
<td>30,358,793</td>
</tr>
<tr>
<td>Marsee Auditorium</td>
<td>24,621,193</td>
<td>0</td>
<td>0</td>
<td>24,621,193</td>
</tr>
<tr>
<td>Music</td>
<td>52,345,130</td>
<td>0</td>
<td>0</td>
<td>52,345,130</td>
</tr>
</tbody>
</table>

### Details:

- **Total Information Technology/Equipment**: $24,751,372
- **Expended**: $13,787,800
- **Committed**: $1,375
- **Balance**: $10,962,197

- **Unallocated Interest (as of 5/28/13)**: $429,487

- **Total**: $427,137,187
  - **Expended**: $250,757,710
  - **Committed**: $77,493,822
  - **Balance**: $98,885,655
B. CONTRACT – INTERNATIONAL PARKING DESIGN, INC. (IPD) – LOT C PARKING STRUCTURE PROJECT

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

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

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

Dates of Service: February 2014 – December 2016

Cost: Not to exceed $1,200,000

C. CHANGE ORDER – HARIK CONSTRUCTION, INC. - LOT F PARKING STRUCTURE IMPROVEMENT PROJECT

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

Contractor to provide credit for allocated budget not used during the performance of the project.

Total Change Order Amount - $86,391

Original Contract Amount $1,377,000
Prior Changes 0
This Change Order Amount - 86,391
New Contract Amount $1,290,609
D. CHANGE ORDER – PINNER CONSTRUCTION COMPANY, INC.–
SHOPS BUILDING REPLACEMENT PROJECT

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

1. Contractor was directed to provide labor, material and equipment to install additional hydronic piping and valves as well as a vault for the future point of connection (POC) for the Athletic Education & Fitness Project. $74,538

2. Contractor was directed to provide labor, material and equipment to install an additional security camera and supporting infrastructure. $10,897

3. Contractor was directed to provide labor and material to add a 14' high vinyl shade cloth on the fence located at the midfield of the baseball field. $8,088

Total Change Order Amount $93,523

Original Contract Amount $21,902,000
Prior Changes 0
This Change Order Amount 93,523
New Contract Amount $21,995,523

E. NOTICE OF JOB COMPLETION – HARIK CONSTRUCTION, INC. –
LOT F PARKING STRUCTURE IMPROVEMENT PROJECT

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

Contractor
Harik Construction Inc.

Contract Amount $1,290,609

Purchase Order Number: B610976
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.

<table>
<thead>
<tr>
<th>PO #</th>
<th>VENDOR NAME</th>
<th>SITE NAME</th>
<th>DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>P701418</td>
<td>Forms+Surfaces</td>
<td>Math Business Allied Health</td>
<td>Group II Equipment</td>
<td>$79,374.35</td>
</tr>
<tr>
<td>P701558</td>
<td>West Coast Aerial</td>
<td>Signage and Wayfinding</td>
<td>Contract Services</td>
<td>1,450.00</td>
</tr>
<tr>
<td>P701559</td>
<td>Vector Resources, Inc.</td>
<td>Shops Building</td>
<td>Site Improvements</td>
<td>5,266.00</td>
</tr>
<tr>
<td>P701567</td>
<td>Cosco Fire Protection</td>
<td>Temporary Space Relocation</td>
<td>Testing &amp; Inspection</td>
<td>420.00</td>
</tr>
<tr>
<td>P701580</td>
<td>Western State Design</td>
<td>Temporary Space Relocation</td>
<td>Contract Services</td>
<td>1,455.00</td>
</tr>
<tr>
<td>P701581</td>
<td>SWRCB Accounting</td>
<td>Athletic Education/Fitness</td>
<td>Permit Processing Fees</td>
<td>817.00</td>
</tr>
<tr>
<td>P701591</td>
<td>CED/Metropolitan</td>
<td>Central Plant</td>
<td>Construction Materials</td>
<td>14,505.29</td>
</tr>
<tr>
<td>P701606</td>
<td>Public Agency Law</td>
<td>Master Planning</td>
<td>Legal-Bond Projects</td>
<td>46,175.91</td>
</tr>
<tr>
<td>P701612</td>
<td>International Parking</td>
<td>Lot H Parking Structure</td>
<td>Architecture/Engineering</td>
<td>10,000.00</td>
</tr>
<tr>
<td>P701778</td>
<td>A-I Office Concepts</td>
<td>Bookstore Building</td>
<td>Group II Equipment</td>
<td>309.56</td>
</tr>
<tr>
<td>P701779</td>
<td>CSI Fullmer</td>
<td>Bookstore Building</td>
<td>Group II Equipment</td>
<td>3,720.70</td>
</tr>
<tr>
<td>B710713</td>
<td>Alta Environmental</td>
<td>Athletic Education/Fitness</td>
<td>Testing &amp; Inspection</td>
<td>22,000.00</td>
</tr>
<tr>
<td>B710714</td>
<td>AMEC</td>
<td>Athletic Education/Fitness</td>
<td>Testing &amp; Inspection</td>
<td>175,000.00</td>
</tr>
<tr>
<td>B710715</td>
<td>Heider Engineering</td>
<td>Athletic Education/Fitness</td>
<td>Testing &amp; Inspection</td>
<td>325,000.00</td>
</tr>
<tr>
<td>B710719</td>
<td>The Vinewood Company</td>
<td>Athletic Education/Fitness</td>
<td>Testing &amp; Inspection</td>
<td>290,832.00</td>
</tr>
<tr>
<td>B710720</td>
<td>School Construction</td>
<td>Athletic Education/Fitness</td>
<td>Contract Services</td>
<td>78,645.00</td>
</tr>
<tr>
<td>B710736</td>
<td>Leighton Consulting, Inc.</td>
<td>Master Planning</td>
<td>Testing &amp; Inspection</td>
<td>37,650.00</td>
</tr>
<tr>
<td>B710754</td>
<td>CommLine, Inc.</td>
<td>Industry &amp; Technology</td>
<td>Buildings</td>
<td>61,810.00</td>
</tr>
</tbody>
</table>

**TOTAL POs AND BPOs** $1,154,430.81
A. Employment and Personnel Changes……………………………………. 61
B. Temporary Non-Classified Service Employees ………………… 69
C. Board Policy 3430 (Prohibition of Harassment) - First Reading……. 72, 74
D. New - Administrative Procedure 3430 (Prohibition of Harassment) presented for informational purpose only……………………………. 72, 77
E. Board Policy 3410 (Nondiscrimination) - Second Reading and Adoption……………………………………………………………… 73, 82
F. New Administrative Procedure 3410 (Nondiscrimination) Presented for informational purpose only……………………………………… 73, 83
G. Board Policy 7110 (Delegation of Authority) - Second Reading and Adoption…………………………………………………………….. 73, 85
H. New - Administrative Procedure 7110 (Delegation of Authority) presented for informational purpose only……………………………… 73, 86
I. New - Administrative Procedure 7150 (Evaluation) presented for informational purpose only…………………………………………… 73, 87
J. New Board Policy 7510 (Domestic Partners) - Second Reading and Adoption………………………………………………………………..... 73, 88
K. New Board Policy 7700 (Whistleblower) - Second Reading and Adoption…………………………………………………………………….. 73, 89
L. New Administrative Procedure 7700 (Whistleblower) presented for informational purpose only……………………………………… 73, 90
A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-27 and 1-19.

Academic Personnel:
1. Deceased - Louis Sinopoli, full-time instructor of Respiratory Care, Health Sciences & Athletics Division, January 8, 2014.

2. Employment - Octavia Hyacinth, Director of Nursing, Health Sciences & Athletics Division, Range 14, Step 3, Administrator Salary Schedule, effective January 22, 2014.


7. Special Assignment - The following clinical instructors of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students to be paid $60.18 an hour, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Not to Exceed Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Adoc</td>
<td>7 hours</td>
</tr>
<tr>
<td>Salomay Dyer</td>
<td>2 hours</td>
</tr>
<tr>
<td>Douglas Mizukami</td>
<td>8 hours</td>
</tr>
<tr>
<td>Taryn Nicole Parker</td>
<td>5 hours</td>
</tr>
<tr>
<td>Elva Sipin</td>
<td>2 hours</td>
</tr>
<tr>
<td>Total hours per week</td>
<td>24 hours</td>
</tr>
</tbody>
</table>
8. Special Assignment - Shimonee Kadakia, part-time instructor of Astronomy, Natural Sciences Division, to develop and present shows for El Camino Planetarium as part of Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid $60.18 an hour, not to exceed 50 hours or $3,009, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

9. Special Assignment - Steven Cocca, full-time instructor of Industry & Technology, to coordinate groups of Engineering Technology and Mathematics instructors for Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid $60.18 an hour, not to exceed 54 hours or $3,250, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

10. Special Assignment - Susanna Meiers, part-time instructor of Art, Fine Arts Division, to work as art gallery curator and prepare curriculum and laboratory, to be paid $53.26 an hour, not to exceed 480 hours or $25,564, and not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through May 23, 2014, in accordance with the Agreement, Article 10, Section 9(m).

11. Special Assignment - Michael Miller, part-time instructor of Art, Fine Arts Division, to work in art gallery student laboratory, to perform installations and prepare curriculum, to be paid $53.26 an hour, not to exceed 224 hours or $11,930 and not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through May 23, 2014, in accordance with the Agreement, Article 10, Section 9(m).

12. Special Assignment - Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology, to help facilitate the delivery of courses to TSA and other duties as necessary, to be paid $60.18 an hour, not to exceed 100 hours or $6,018, and not to exceed 25 hours per week cumulative employment at ECC, effective January 2 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

13. Special Assignment - Victor de la Torre, part-time instructor of Technology, Industry & Technology Division, to develop modules on aircraft metals and assembly for the Aerospace Manufacturing Education Project, to be paid $45.14 an hour, not to exceed 85 hours or $3,837, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Brent Kooiman, part-time instructor of Auto Collision Repair/Painting, Industry & Technology Division, to teach an auto body workshop for 15-20 youth build students for Community Advancement, to be paid $60.18 an hour, not to exceed 28 hours or $1,684, and not to exceed 25 hours per week cumulative employment at ECC, effective January 25 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).

15. Special Assignment - Phillip Yaghmai, part-time instructor of Machine Tool Technology, Industry & Technology Division, to create cross-disciplinary lessons with other Career Advancement Academy (CAA) instructors for Community Advancement, to be paid $60.18 an hour, not to exceed 10 hours or $602, and not to exceed 25 hours per week cumulative employment at ECC, effective February 1 through February 28, 2014, in accordance with the Agreement, Article 10, Section 9(m).

16. Special Assignment - Susan Bickford and Susan Taylor, full-time instructors of Mathematics, to provide mathematics assessment team review of testing process and MyMathTest.com administration, to be paid $60.18 an hour, not to exceed 25 hours or $1,505 each, for a grand total of $3,010, effective December 17, 2013 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

17. Special Assignment - Patricia Maki, part-time instructor of Music, Fine Arts Division, to perform at concert as Fall Resident Artist Musician, to be paid $60.18 an hour, not to exceed 5.82 hours or $383, and not to exceed 25 hours per week cumulative employment at ECC, effective October 27, 2013.

18. Special Assignment - The following part-time instructors of Dance, Fine Arts Division, to choreograph a dance for the Spring Concert, to be paid $60.18 an hour, not to exceed 8 hours or $475 each for a grand total of $1,900, and not to exceed 25 hours per week cumulative employment at ECC, effective February 1 through April 5, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Michelle Funderburk Jennifer LaCuran
Angela Jordan Imara Quinonez

19. Special Assignment - Joseph Evans, part-time instructor of Communications, Fine Arts Division, to work as Assistant Coach of Forensics, to be paid $60.18 an hour, not to exceed 68.5 hours or $4,122, and not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).
20. Special Assignment - The following full-time instructors to facilitate their respective divisions in Student Learning Outcomes (SLOs), to be paid $45.14 an hour not to exceed 40 hours or $1,806 each, effective January 22 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Susanne Bucher, Mathematics  
Kevin Degnan, Humanities  
Patricia Fairchild, Industry & Technology  
Kurt Hull, Business  
Stephanie Merz, Humanities  
Ana Milosevic, Business  
Eduardo Munoz, Behavioral & Social Sciences  
Thomas Noyes, Natural Sciences  
Russell Serr, Health Sciences & Athletics

21. Special Assignment - The following part-time instructors to facilitate their respective divisions in Student Learning Outcomes (SLOs), to be paid $45.14 an hour not to exceed 40 hours or $1,806 each, and not to exceed 25 hours per week cumulative employment at ECC, effective January 22 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Fariba Sadeghi-Tebrizi, Fine Arts  
Sue Ellen Warren, Industry & Technology

22. Special Assignment - The following part-time instructors to participate in a 3-day On-Course Training and to participate in the Faculty Inquiry Partnership Program (FIPP), to be paid $30.10 an hour, not to exceed 20 hours or $602 each, and not to exceed 25 hours per week cumulative employment at ECC, effective January 8 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Mickey Harrison, Humanities  
Hatien Nguyen, Behavioral & Social Sciences

23. Stipend Assignment - Kristie Daniel DiGregorio, full-time instructor of Human Development, Behavioral & Social Sciences, to attend a 3-day On-Course Training, to be paid $300, effective January 8 through 10, 2014, in accordance with the Agreement, Article 10, Section 14(a).

24. Stipend Assignment - The following full-time instructors to attend a 3-day On-Course Training and to participate in the Faculty Inquiry Partnership Program (FIPP), to be paid a total of $600 each, $300 after completion of the first training and $300 after the completion of the program at the end of the spring semester.
2014, effective January 8 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Susanne Bucher, Mathematics
Seth Daugherty, Learning Resources
Ross Durand, Industry & Technology
Xocoyotzin Herra, Behavioral & Social Sciences
Anna Hockman, Mathematics
Felipe Leon, Behavioral & Social Sciences
Colleen McFaul, Health Sciences & Athletics
Mary McMillan, Learning Resources
Brain Morrison, Health Sciences & Athletics
Timothy Muckey, Industry & Technology
David Pahl, Business
Ambika Silva, Mathematics
Ryan Turner, Natural Sciences
Nina Yoshida, Humanities

25. Stipend Assignment - Roy Mekaru, full-time instructor of Respiratory Care, Health Sciences & Athletics Division, to coordinate the Respiratory Care program, to be $5,000 at the end of the spring semester, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 14(a).

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

Veronica Quinonez
Tep Thoeurb

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

Behavioral & Social Sciences
Nair Backlar
Shireetha Gethers
Sonya Lott-Harrison
Zelida Keo-Trang
Worku Nida
Tommetta Shaw
Alberto Vigil

Fine Arts
Alisha Bauer
Kyung Eun Choi
Brent Crayon
Lawrence Edwards
Anne Farnsworth  Elyse Peterson  George McMullen  Michael Rocha  Minodora Moldoveanu  Liubomir Velickovic

**Humanities**
Consuelo Endrigo-Williams  Danielle Panto  Leslie Ferguson  Lugene Rosen  Susan Johnson  Mariko Takayama

**Industry & Technology**
Curt Mahoney  David Watson

**Mathematics**
Carrie Huang  Juan Leon  Terri Malouf  Mohammadreza Mirbeik  Sabzevary  Miguel Ornelas  Edgar Perez  James Stein Jr.  Chau Tran  J. Mark Tucker  Ruth Zambrano  Zhang-Yuan Zhang
Classified Personnel:


2. Retirement - Patricia Kawashiri, Student Services Technician, Range 28, Step E, Admissions & Records Division, Student and Community Advancement Area, effective December 31, 2013, and that a plaque be presented to her in recognition of her service to the District since 1997.

3. Military Leave of Absence 100% (Unpaid) - Francisco Esqueda, Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective January 12 through February 10, 2014.

4. Personal Leave of Absence 50% - Theresa Barragan-Echeverria, Student Services Advisor, Range 35, Step E, Counseling & Student Services Area, Student and Community Advancement Area, effective January 22 through June 30, 2014.

5. Personal Leave of Absence 7.5% - Julieta Ortiz, Student Services Specialist, Range 33, Step E, Enrollment Services Division, Student and Community Advancement Area, effective January 18 through May 16, 2014.

6. Change of Assignment - Hector Salazar, Promotions Specialist, Range 35, Step E, from Fine Arts Division, Academic Affairs Area, to Public Relations & Marketing Division, President’s Office Area, effective January 2, 2014.

7. Work Out of Classification 50% - Robin Elton, Senior Clerical Assistant, Range 24, Step E, to Administrative Assistant I, Range 28, Step D, Industry & Technology Division, Academic Affairs Area, effective January 15 through March 31, 2014.

8. Work Out of Classification - Dorothy Fowler, Clerical Assistant, Range 22, Step E, to Student Services Technician, Range 28, Step C, Admissions & Records Division, Student and Community Advancement Area, effective January 22 through June 30, 2014.

9. Work Out of Classification - Martha Perez, 50% Clerical Assistant, Range 22, Step E, to 100% Student Services Technician, Range 28, Step C, Counseling and Student Services Division, Student and Community Advancement Area, effective February 3 through June 30, 2014.


Special Services Professional

14. Employment - Stella Kabelitz, Special Services Professional, Range 6, Step 1, of the Special Services Professional Salary Schedule, not to exceed $80,600, El Camino Language Academy (ECLA), Community Advancement Division, Student and Community Advancement Area, effective February 3 through June 30, 2014.

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

15. Amy Bormet - Accompanist-Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective January 18 through May 16, 2014, not to exceed 25 hours per week.


17. Lissette Marquez - Senior Clerical Assistant, Range 24, Step A, Special Resource Center/Health Sciences and Athletics Division, Academic Affairs Area, effective January 6 through June 30, 2014, not to exceed 25 hours per week.

18. Martha Smith - Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs Area, effective January 22 through June 30, 2014, not to exceed 25 hours per week. (Retired Annuitant)
19. Jacob Wendt - Accompanist-Percussion, Range 27, Step A, Fine Arts Division, Academic Affairs Area, effective January 18 through May 16, 2014, not to exceed 25 hours per week.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES
It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week, effective January 22, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-15.

Instructional Aide Series

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

   Olive Edmund, $8.50 per hour
   Bianca Pina, $8.50 per hour
   Victor Pulido, $8.50 per hour
   Sheronn Walls, $8.00 per hour

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

   Nicholas Alvarez-Jett, $9.25 per hour
   Richard Arechiga, $9.25 per hour
   Salvador Castro, $9.25 per hour
   Miguel Hernandez, $9.25 per hour
   Robert Munoz, $9.25 per hour
   Teresa Tuegh, $9.25 per hour
   Cynthia Viguereas, $9.25 per hour

3. Instructional Aide V
The following individual is to provide high level tutoring, student assistance, classroom support services, and online support.

   Rachel Friedman, $13.00 per hour
4. **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.

Constance Brigham, $15.00 per hour (eff. 1/1/14 to 6/30/14)  
Heather Wictum, $15.00 per hour (eff. 1/1/14 to 6/30/14)

**Office Aide Series**

5. **Office Aide I**  
The following individual is to assist the staff with basic tasks.

Arielle Catoera, $8.00 per hour

6. **Office Aide II**  
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.

Shalisha Barnett, $10.00 per hour  
Georgios Parapouras, $9.25 per hour

7. **Office Aide IV**  
The following individual is to assist with all department processes and to support staff through knowledge of department operations.

Kathleen Jakob-Garcia, $12.25 per hour

8. **Office Aide V**  
The following individual is to provide assistance at the front desk and assist with Learning Disability assessment scheduling and tracking.

Kasey Armstrong, $15.00 per hour (eff. 12/17/13 to 6/30/14)

**Program Aide Series**

9. **Program Aide IV**  
The following individual is to assist instructors with the Emergency Medical Technology and Fire Academy specialized programs.

Dennis Velez, $12.25 per hour
10. **Program Aide VI**  
The following individual is to assist with outreach at local high schools and community agencies, disseminate specialized information and assist with the primary functions of day-to-day operations.

   Carla Velasquez, $18.00 per hour

The following individual is to coordinate employees and volunteers, and manage auditions and travel arrangements for the Beginning Chorus program.

   Susan Benson, $17.00 per hour (eff. 8/1/13 to 6/30/14)

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

   Brandon Gonzalez, $15.00 per hour

**Theater Aide Series**

11. **Theater Aide VI**  
The following individual is to perform technical theater duties for the various events on campus.

   Florencia Carrizo, $15.00 per hour (eff. 12/16/13 to 6/30/14)

**Assistance Linguistics Professional Series**

12. **Assistive Linguistics Professional I**  
The following individual is to provide language interpreting support services between Deaf and Hard-of Hearing students, staff, and their hearing peers, the classroom instructor and other personnel.

   Cynthia Alarcon, $25.00 per hour

**Education Professional Series**

13. **Educational Professional I**  
The following individuals are to provide tutoring assistance for students using the Foreign Language laboratory, monitor equipment and the facility, and assist with computer troubleshooting issues.
Phan Tran, $26.00 per hour (eff. 1/18/14 to 6/30/14)
Margarita Talavera-Hofferer, $26.00 per hour (eff. 1/18/14 to 6/30/14)

The following individual is to model for the Fine Arts life drawing and painting classes.

Rachel Mestrovich, $25.00 per hour

The following individual is to provide string accompaniment for the applied music program, choral groups, dance classes, voice classes, and/or special events.

Lawrence Steen, $23.00 per hour (eff. 11/18/13 to 6/30/14)

14. **Educational Professional II**
The following individual is to teach beginning or intermediate levels of the choir.

Mary Herzbrun, $37.00 per hour (eff. 8/1/13 to 6/30/14)

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

Roseanney Liu, $40.00 per hour

**Training Professional Series**

15. **Training Professional II**
The following individual is to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program and the Youth Empowerment Strategies for Success Program.

Patrick Imamura, $37.00 per hour (eff. 1/1/14 to 6/30/14)

C. **BOARD POLICY 3430 (PROHIBITION OF HARASSMENT) - FIRST READING**
It is recommended that the Board accept for a first reading updated Board Policy 3430, as attached.

D. **NEW ADMINISTRATIVE PROCEDURE 3430 (PROHIBITION OF HARASSMENT) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY**
It is recommended that the Board receive for informational purpose only.
E. **BOARD POLICY 3410 (NONDISCRIMINATION) - SECOND READING AND ADOPTION**
   It is recommended that the Board accept for a second reading and adoption updated Board Policy 3410, as attached.

F. **NEW ADMINISTRATIVE PROCEDURE 3410 (NONDISCRIMINATION) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY.**
   It is recommended that the Board receive for informational purpose only.

G. **BOARD POLICY 7110 (DELEGATION OF AUTHORITY) - SECOND READING AND ADOPTION**
   It is recommended that the Board accept for a second reading and adoption updated Board Policy 7110, as attached.

H. **NEW ADMINISTRATIVE PROCEDURE 7110 (DELEGATION OF AUTHORITY) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY**
   It is recommended that the Board receive for informational purpose only.

I. **NEW ADMINISTRATIVE PROCEDURE 7150 (EVALUATION) - PRESENTED FOR INFORMATIONAL PURPOSE ONLY**
   It is recommended that the Board receive for informational purpose only.

J. **NEW BOARD POLICY 7510 (DOMESTIC PARTNERS) - SECOND READING AND ADOPTION**
   It is recommended that the Board accept for a second reading and adoption the new Board Policy 7510, as attached.

K. **NEW BOARD POLICY 7700 (WHISTLEBLOWER) - SECOND READING AND ADOPTION**
   It is recommended that the Board accept for a second reading and adoption the new Board Policy 7700, as attached.

L. **NEW ADMINISTRATIVE PROCEDURE 7700 - (WHISTLEBLOWER) PRESENTED FOR INFORMATIONAL PURPOSE ONLY.**
   It is recommended that the Board receive for informational purpose only.
Board Policy 3430  Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he or she is perceived to any of the foregoing characteristics. Harassment based on any of the following statuses is prohibited and will not be tolerated: race, color, religion, ancestry, national origin, disability, gender, gender identity, sexual orientation, or any other biases, or the perception that a person has one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy. Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual’s employment, academic status, or progress;
2. Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

3. The conduct has the effect of having a severe or pervasive impact upon the individual’s work or academic performance or of creating an intimidating or hostile work or educational environment; or

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes mandated education activities and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define sexual harassment and other forms of harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All complainants participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

See Administrative Procedure #3430.
References:
Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e
Title I of the Affordable Care Act

El Camino College
Adopted: 4/16/01  (Replaced Board Policy #4274)
Amended: 11/16/09, TBD – 2014
The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member, student, third party, or vendor within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities, in District vehicles, or at a class or training program sponsored by the District at an off-campus location.

Definitions

**General Harassment:** Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or the perception that a person has any of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual
assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

**Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.
This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. The harassment may impact more than one individual. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.

2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
3. **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

4. **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Consensual Relationships**
Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

**Academic Freedom**
To the extent the harassment policies and procedures are in conflict with the District’s policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.
**Reporting:**
The District designates the Office of Staff and Student Diversity as the area primarily responsible for the administration of this procedure. Individuals alleging incidents of unlawful harassment or those who become aware of unlawful harassment may contact the Director of Staff and Student Diversity to initiate the submission of a formal or informal complaint.

**References:**
- Education Code Sections 212.5; 44100; 66281.5;
- Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.;
- Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

El Camino College
Adopted: TBD - 2014
Board Policy 3410  Nondiscrimination

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

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

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

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

See Administrative Procedure #3410.

References:
Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.
Accreditation Standard II.B.2.c

El Camino College
Adopted: 4/16/01
Amended: 12/20/06; January 21, 2014
Administrative Procedure 3410  Nondiscrimination

Education Programs

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

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

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

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

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

Employment

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

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

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.
References for Education Programs:
Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
Accreditation Standard II.B.2.c

References for Employment:
Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.;
Government Code Sections 11135 et seq. and 12940 et seq.

El Camino College
Adopted: January 21, 2014
Board Policy 7110  
Delegation of Authority

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

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

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

See Administrative Procedure 7110.

Reference:
Education Code Section 70902(d) and 72400

El Camino College
Adopted: May 21, 2001
Amended: January 21, 2014
Administrative Procedure

7110 Delegation of Authority

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

Reference:
Education Code Section 70902(d)

El Camino College
Adopted: January 21, 2014
Administrative Procedure 7150  Evaluation

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

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

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

El Camino College
Adopted: January 21, 2014
Board Policy 7510  Domestic Partners

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

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

See applicable collective bargaining agreements.

Reference:
Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2, and 299.3
Board Policy 7700

Whistleblower Protection

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

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

Furthermore, District employees shall not:

1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, refused to obey an illegal order; actions related to Title I of the Affordable Care Act, or

2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure #7700.

References:

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

El Camino College

Adopted: January 21, 2014
Administrative Procedure 7700  Whistleblower Protection

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

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

**Filing a Report of Suspected Unlawful Activities**

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

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

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

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.
Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the Superintendent/President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

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

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

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

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

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.
**Whistleblower Contact Information**
Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor’s Office or the District’s Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

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

**References:**
Education Code Sections 87160-87164;
Government Code Section 53296;
Labor Code Section 1102.5;
Private Attorney General Act of 2004 (Labor Code Section 2698)

El Camino College
Adopted: January 21, 2014
A. Consortium Resolution…………………………………………………………Page 94
A. CONSORTIUM RESOLUTION

It is recommended that the Board approve the participation of El Camino College Compton Center to establish and participate in an adult education consortium in response to AB86, Section 76, Article 3.
RESOLUTION TO ESTABLISH ADULT EDUCATION CONSORTIUM
IN PREPARATION FOR PLANNING AND IMPLEMENTATION GRANTS

Whereas, the partners of the *Southwest Los Angeles Adult Education Consortium* have a rich history of offering outstanding Adult Education and non-credit classes and programs to the residents of our community, having served as many as 31,100 students annually prior to the state’s budget crisis.

Whereas, the 2013-2014 state budget provides $25 million for Planning and Implementation grants to school districts and community college districts to create local consortia for Adult Education and develop program grant applications for 2015-16 funding.

Whereas, formal partnerships need to include at least one community college district and one school district to be eligible for receiving Planning and Implementation grants in the current 2013-14 fiscal year.

Whereas, the state is committed to providing additional funding for Adult Education beginning in fiscal year 2015-2016 separate from the Local Control Funding Formula.

Whereas, the allocations of program funding for Adult Education in 2015-16 will require the establishment of a local consortium in partnership with a community college district.

Whereas, the creation of a local consortium on Adult Education between Compton Unified School District, Lynwood Unified School District, Paramount Unified School District, Compton Community College District and El Camino College Compton Educational Center will lead to an enhancement of education opportunities for our community’s adult population.

Therefore, be it resolved that the Board of Education hereby accept the *Southwest Los Angeles Adult Consortium* and the participation of Compton Unified School District, Lynwood Unified School District, Paramount Unified School District, Compton Community College District and El Camino College Compton Educational Center to ensure 2013-2014 Planning and Implementation grant funding as well as planning for additional Adult Education funding available in 2015-16.
A. Travel

B. 2014 Board of Trustees Goals
A. Travel
1. It is recommended that the Board approve travel for Student Trustee Brooke Matson to attend the Community College League of California Effective Trustee Workshop and Legislative Conference, January 24-27, 2014, Sacramento, CA, with no loss of salary, transportation and necessary expenses paid.

2. It is recommended that the Board amend its July 15, 2013 authorization for approval of the attendance of Thomas Fallo at the Statewide Association of Community Colleges and Schools Association for Excess Risk meetings, to include the Market Analysis and Insurance Placement Meetings in London, United Kingdom on March 12-14, 2014, with no loss of salary, at no cost to the District.

B. 2014 Board of Trustees Goals
Each year the Board of Trustees establishes goals and evaluates its performance on the previous year’s goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed.

It is recommended that the Board adopt the following 2014 Board of Trustee Goals.

I. Participate in community activities and events and bring observations to the Board for policy issues.
   a. Attend events in the community.
   b. Speak to community groups.
   c. Make Board presentations.
   d. Bring copies of community events and activities to other Board members.
   e. Consider a Board Schedule an event/meeting at Compton Center.
   f. Adopt a process to ensure Board representation at significant College events.

II. Participate in the operation of the College at Board Meetings.
   a. Speak freely and openly on policy issues.
   b. Solicit opinions of fellow Board members.
   c. Present ideas during discussion section of Board Meetings.
   d. Will only attempt to influence and take action at formal meetings.

III. Continue a Trustee education program.
   a. Attend a conference on Trustee responsibilities.
   b. Submit materials from various sources to fellow Trustees.
   c. Read Trustee education materials sent by various organizations.
   d. Develop a formalized College Student Trustee Orientation.
IV. Support the 2012–13**Current** Facilities Master Plan.
   b. Continue construction program.
   c. Review construction program activities.
   d. Determine the most effective process for community and Board oversight of 2012 Measure E.

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

VI. Accreditation.
   a. Receive, review and participate in El Camino College’s Accreditation reports and actions.
   b. Review **Continue to monitor** Student Learning Outcomes update.
   d.e. Consider initiating eligibility for the Compton Center.

VII. Support Student Access and Success.
   a. Actively support El Camino College Foundation activities.
   b. Develop community involvement in the Foundation.
   c. Support the establishment of student achievement goals that encourage graduation, transfer and certificate completion.
   d.e. Support student programs and services that expedite achievement and success.
   d.e. Investigate methods of connecting students to employers.

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

IX. Improve communication with all constituent groups and District Employees.
   a. Solicit broader involvement in Board evaluations from community members.
A. Authorize the Tax and Revenue Anticipation Note – 2013-14 .................. 100

B. Resolution for Tax and Revenue Anticipation Note – 2013-14
   (Resolution No. ECC# 1-21-14) .............................................................. 100
A. **Authorize The Tax and Revenue Anticipation Note – 2013-14**

It is recommended the Board of Trustees authorize the participation of the District in the mid-year Los Angeles County Tax and Revenue Anticipation Note Pool 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/2014/TRAN%20Trust%201-21-14.pdf

B. **Resolution For Tax and Revenue Anticipation Note – 2013-14 (Resolution No. ECC# 1-21-14)**

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 mid-year 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/2014/TRAN%20Resolution%201-21-14.pdf