El Camino Community College District
Board of Trustees

Agenda, Monday, March 17, 2014
Bookstore Building – East Dining Room
4:00 p.m.

I. Roll Call, Pledge of Allegiance to the Flag

II. Approval of Minutes of the Regular Board Meeting of February 18, 2014,
Pages 5-7

III. Presentation – Outreach Plan

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 8-15
   2. Student and Community Advancement
      See Student Services Agenda,
      Pages 16-23
   3. Administrative Services
      See Administrative Services Agenda, Pages 24-37
   4. See Measure “E” Bond Fund Agenda,
      Pages 38-41
   5. Human Resources
      See Human Resources Agenda,
      Pages 42-56
   6. Superintendent/President
      See Superintendent/President Agenda,
      Pages 57-63
VII. Public Comment on Non-Consent Agenda

VIII. Non-Consent Agenda, Pages 64-68
   A. Resolution for Exception to the 180-Day Wait Period
      (Resolution No. ECC# 3-17-14)

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. Existing Litigation, Brown Act, Section 54956.9(a)
      1. Case # BC495392
   B. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
   C. 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

   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
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Revised: February 3, 2014
The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Tuesday, February 18, 2014, 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 E. 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; and Dr. Jeanie Nishime, Vice President/Student and Community Advancement.

Moment of Silence
A moment of silence was observed in remembrance of Dr. Louis Sinopoli and Mr. Dave Snowden.

Minutes of the Regular Board Meeting of January 21, 2014
The Minutes of the Regular Board meeting of January 21, 2014 were approved as written.

Presentation
Dr. Jeanie Nishime gave a presentation on the Student Success and Support Implementation Status.

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

Academic Affairs
Proposed Curriculum Changes Effective 2014-2015 Academic Year

Student and Community Advancement
Journalism Association of Community Colleges Convention
Conference Attendance – College Media Association
International Travel
Grants
Board Policy 5205 (Student Accident Insurance) – First Reading
Administrative Services
Destruction of Records
Contracts Under $84,100
Contracts Over $84,100
Personal Service Agreements
Amendments
Sound Fiscal Management Self-Assessment
Resolution Declaring Intent to Lease Real and Personal Property (Child Development Center)
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund
Category Budgets and Balances
Contract – HMC Architects – New Main Gym and Physical Education Project
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Stipend for Compton Education Center
Revised Classification Specifications for Confidential Position
Board Policy 3430 (Prohibition of Harassment) – Second Reading and Adoption
New Administrative Procedure 3430 (Prohibition of Harassment) – Information Item
New Administrative Procedure 7160 (Professional Development) – Information Item

President/Board of Trustees
Board Policy 1100 (The El Camino Community College District) – First Reading
Board Policy 1500 (Display of Federal and State Flags) – First Reading
Board Policy 2010 (Board Membership) – First Reading
Board Policy 2015 (Student Member) – First Reading
Board Policy 2100 (Board Elections) – First Reading

Student Member Matson recorded a yes advisory vote. Trustees Beverly, Brown, Combs, Numark and Vargas voted yes. Motion carried.

Closed Session
Regular Meeting adjourned to a Closed Session at 5:30 p.m. which ended at 5:58 p.m.
Readout From Closed Session
In closed session the Board of Trustees took action to not reemploy a second year probationary (contract) faculty member for the 2014-2015 academic year. The Board of Trustees: 1) determined that the employee was evaluated in accordance with the evaluation standards and procedures; 2) received statements of the most recent evaluations; 3) received the recommendation of the President; and 4) considered the statement of evaluation and the recommendations of the President in a regularly scheduled closed session of the Board of Trustees.

The roll call vote in closed session was as follows: Trustees Beverly, Brown, Combs, Numark, and Vargas voted yes.

____________________________________
Mary E. Combs, Secretary of the Board

____________________________________
Thomas M. Fallo, Secretary to the Board
Agenda for the El Camino Community College District Board of Trustees from
Academic Affairs
Francisco Arce, Vice President

A. Proposed Curriculum Changes Effective 2015-2016 Academic Year…………………9
B. Mathematics, Engineering, Science Achievement (MESA) Leadership Retreat……14
C. Sabbatical Leave of Absence – 2014-2015…………………………………………15
ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2015-2016 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2015-2016 academic year, as listed below.

FINE ARTS

Course Review

1. Music 143 – Beginning Woodwind Instruments
2. Music 144 – Beginning Brass Instruments
3. Music 145 – Beginning Percussion Instruments
4. Music 146 – Beginning String Instruments
5. Music 260abcd – Woodwind Ensembles

Course Review; Change in Course Discipline

1. Art 209 – History of African Art
   Current Status/Proposed Changes
   Course Discipline: Art History

Course Review; Changes in Course Discipline, Catalog Description, Remove Distance Education Online Course Version/Delivery Method

1. Art 109 – Contemporary Art in World Cultures
   Current Status/Proposed Changes
   Course Discipline: Art History

In this international global survey of contemporary art, students study recent works by artists from different geographic geographical and cultural regions of the world. Emphasis is placed on artworks that reflect changes to world cultures resulting from colonization, war, and globalization and that capture the interconnections among world cultures and individuals from a humanistic perspective. Using a comparative and transnational framework, students identify commonalities and differences in the way diverse cultures and individuals are affected by and respond to global change.
Course Review; Changes in Course Number, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Music 222 222abcd – Opera Workshop
   Enrollment Limitation: Audition
   Prepare and perform a solo selection from memory and demonstrate the ability to read music at a beginning level.

Inactivate Course

1. Film 50 – Special Topics in Film or Video

HEALTH SCIENCES AND ATHLETICS

Course Review

1. Physical Education 249 – Swimming for Fitness

TBA Lab Clinical Contact Hours Review (Compliance Update)

1. Respiratory Care 176 – Introduction to the Respiratory Care of the Non-Critically III Patient
2. Respiratory Care 280 – Respiratory Care of the Critically III Patient II
3. Respiratory Care 282 – Fundamentals of Perinatal and Pediatric Respiratory Care
4. Respiratory Care 286 – Fundamentals of Pulmonary Rehabilitation and Home

Inactivate Courses

1. Nursing 103 – Nurse Assistant
2. Nursing 104 – Home Health Aide
3. Nursing 116 – Disabilities in the Developing Child
4. Nursing 124 – Basic Concepts of Nursing Pharmacology
5. Nursing 125 – Beginning Vocational Nursing
6. Nursing 126 – Intermediate Vocational Nursing
7. Nursing 127 – Pharmacology for Vocational Nurses
**HUMANITIES**

Course Review

1. Chinese 24 – Introduction to Chinese Language and Culture
2. English 24A – Creative Writing: Introduction to Poetry
3. French 22 – Intermediate Conversational French
4. Spanish 2 – Elementary Spanish II
5. Spanish 21 – Beginning Conversational Spanish
6. Spanish 22 – Intermediate Conversational Spanish

Course Review; Change in Catalog Description

1. English 25A – Creative Writing: Introduction to the Craft of Fiction
   
   **Current Status/Proposed Changes**
   
   This course is an introductory level creative writing course focusing on writing the short story. In addition to outlining and composing well-crafted stories, students will study the techniques of plot, characterization, point of view, conflict, and setting. Introduction to direct and indirect characterization will be illustrated through the narrative modes of action, description, exposition, and narration. Students will also learn about peer editing and the workshop model for revising stories.

2. Japanese 2 – Elementary Japanese II
   
   **Current Status/Proposed Changes**
   
   This course, taught within the context of Japanese culture, is a continuation of the study of elementary Japanese through intensive training on listening, speaking, reading, and writing. Students improve their speaking skills and extend their study of the basic grammar and Kanji characters. Technological support includes computer programs, DVDs, CDs, Internet access to online materials and tutorial services.

Course Review; Changes in Units, Lecture Hours, Faculty Load, Catalog Description

1. Journalism 9abcd – Magazine Editing and Production
   
   **Current Status/Proposed Changes**
   
   Units: 2.0 3.0 Hours of Lecture: 1 2 Hours of Lab: 3 Faculty Load: 21.67% 28.33%

   This course is designed to provide advanced journalism students with experience in writing, editing, and graphic design for small publications, including production of Warrior Life, a general interest campus magazine. Throughout this course, all
students are trained and prepared to compete in a variety of journalism competitions. The course covers all aspects of magazine production with an emphasis on writing and editing in-depth magazine feature stories, selecting photographs and art, designing pages, creating a production schedule, managing an editorial staff, overseeing advertising and producing a print and digital magazine for publication. Subsequent semesters of the course will strengthen writing, editing and design skills by increasing the variety and sophistication of production experiences. Throughout this course, all students are trained and prepared to compete in a variety of journalism competitions.

INDUSTRY AND TECHNOLOGY

Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 107 – Crime and Control - An Introduction to Corrections
   Current Status/Proposed Changes
   Recommended Preparation: eligibility for English 84 A

Course Review; Change in Catalog Description

1. Automotive Technology 21 – Introduction to Engine Tune-Up
   Current Status/Proposed Changes
   This course covers the study, theory, and application of minor engine tune-up, electrical systems, and fuel systems theory and application. Laboratory activities stress the proper use of test equipment utilized in the industry automotive field.

2. Automotive Technology 22A – Introduction to Tune-Up, Electrical and Fuel Systems
   Current Status/Proposed Changes
   This is an introductory engine tune-up course which covers construction and operation of the following systems: electrical charging, cooling, emission controls, fuel, and ignition. Laboratory activities stress the proper use of test equipment and repair procedures used in the industry automotive field.
   Note: This course is equivalent to the same as the two-course sequence Automotive Technology 23 and 24. Students who have completed Automotive Technology 23 and 24 will not receive credit for Automotive Technology 22A.

3. Automotive Technology 24 – Fuel Systems and Emissions
   Current Status/Proposed Changes
   This course covers the study of fuel system service, testing and diagnosis, including carburetor overhaul procedures, fuel injection and computer controlled fuel
systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is the same as equivalent to Automotive Technology 22A.

4. Cosmetology 1 – Introduction to Cosmetology Procedures
   Current Status/Proposed Changes
   This course covers the study of basic principles and practical operations of cosmetology equipment, procedures and techniques. It is designed as an intensive, multidisciplinary workshop lab in the most common cosmetology processes. Lectures center on the fundamental theories of the practice of cosmetology and their application. Laboratory work is designed to provide the basic cosmetology student with an intensive forum for development of basic cosmetology skills, techniques, safety practices, and sanitation procedures.
   Note: Students who have earned credit in Cosmetology 10 and 11 cannot receive unit credit in can be substituted for Cosmetology 1.

5. Fashion 23 – Fitting and Alterations
   Current Status/Proposed Changes
   This course teaches alteration alterations and repair of Ready-To-Wear (RTW) clothing and alterations of commercial patterns to conform to body contours by analysis of problem areas, using sewing techniques for the professional dressmaker, tailor, or home sewer. Students analyze the figure and adjust patterns and garments for figure variations. Material covered will be valuable to apparel industry patternmakers and home sewers.

Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Automotive Technology 23 – Major Tune-Up and Emission Controls
   Current Status/Proposed Changes
   Recommended Preparation: Automotive Technology 24 1 or equivalent

   This course covers the study of major engine tune-up and service and testing of emission control systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.
   Note: The two-course sequence Automotive Technology 23 and 24 is the same as equivalent to Automotive Technology 22A.
Reactivate; Course Review; Changes in Catalog Description, Lecture Hours, Lab Hours, Faculty Load

1. Air Conditioning and Refrigeration 31 – HVAC Electronics

   **Current Status/Proposed Changes**

   Units: 2      Lecture hours: 1.5 2.0      Lab hours: 1.5      Faculty Load: 17.5%

   Prerequisite: Air Conditioning and Refrigeration 21 or 22 with a minimum grade of C in prerequisite or equivalent

   Credit, degree applicable

   Transfer CSU

In this course, students learn the fundamentals of electronic controls Direct Digital Controls (DDC) used in heating, ventilation and air conditioning, and refrigeration (HVAC HVACR) systems. The topics covered include basic electronic DDC system components, single and multi-function electronic controls, DDC and pneumatic variable air volume (VAV) systems, variable speed motors, controllers, programmable and programmable logic configurable logic controller (PLC) operation and application, introduction to communication protocols, and electronic diagram interpretation.

Inactivate Courses

1. Air Conditioning and Refrigeration 32 – Fundamentals of Pneumatic Controls
2. Cosmetology 103 – Introduction to Manicuring Arts

**B. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) LEADERSHIP RETREAT**

   It is recommended that the Board approve the following MESA students to participate in the Santa Cruz Leadership Retreat. The retreat will be held April 11-13, 2014 at the Happy Valley Conference Center in Santa Cruz, California. Lodging and registration will be covered by MESA grant funds. Students will be accompanied by Arturo Hernandez, MESA Director and Elizabeth Bermudez, SSS-STEM Coordinator and/or Freddy Carrillo, MESA Facilitator. Transportation will be by van.

   Aguilar, Jazmin
   Aragon, Salomon
   Barcenas, Ashley
   Benitez, Pedro
   Cendejas Cardenas, Marco
Note: Only ten students will be able to attend the MESA Student Leadership Retreat from the prospective participants.


It is recommended that the Board approve the following revision

One Semester Full-Pay Sabbatical
Matthew Kline Fall 2014
A. 2014 Summer Youth Football Camp .................................................................17
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STUDENT AND COMMUNITY ADVANCEMENT

A. **2014 SUMMER YOUTH FOOTBALL CAMP**
   It is recommended that the Board of Trustees approve the following 2014 Summer Youth Football Camp.
   Camp Director: Andrew Alvillar and staff, Carolyn Biedler

   Session #1 – Monday-Thursday – July 21-24  9:00am-12:00pm
   Session #2 – Monday-Thursday – July 28-31  9:00am-12:00pm
   Projected Income - $20,000; expenses - $7,610. Net income - $12,390

B. **2014 SUMMER YOUTH SWIM CAMP**
   It is recommended that the Board of Trustees approve the following 2014 Summer Youth Swim Camp.
   Camp Director: Corey Stanbury and staff, Carolyn Biedler

   Session #1 – May 26-June 5 – Monday -Thursday  3:30pm-6:30pm
   Session #2 – June 9-July 19 – Monday-Thursday  3:30pm-6:30pm
   Session #3 – June 23-July 3 – Monday- Thursday  2:00pm-6:30pm
   Session #4 – July 7- July 17 – Monday-Thursday  2:00pm-6:30pm
   Session #5 – July 21-July 24 – Monday-Thursday  2:00pm-6:30pm
   Projected Income - $74,520; expenses $34,295. Net income - $40,225

C. **EL CAMINO COLLEGE CHORALE TOUR**
   It is recommended that the Board of Trustees approve the El Camino College Chorale’s participation in choral performances at the University of Hawaii, in Hawaii, March 18-24, 2014 (Spring Break). Performances will include choral exchanges at the University of Hawaii, Brigham Young University, Hawaii Youth Opera Chorus, Polynesian Cultural Center, Pearl Harbor Hall and Kawaiahao Church. Total estimated expenses for the tour is $33,184 and will be paid from the Chorale Foundation Account.
   Advisors: Dr. Joanna Nachef, Faculty and Kenner Bailey, Staff

   Rebekah Anderson, Cesar Ballard, Mary Barrera, Byron Challoner, Gabriella Chea, Stephan Ecklund, Emy Eddow, Steven Ellison, Victoria Escamilla, Adrienne Fairley, Dionne Fontenot, Rachel Gonzalez, Hailey Jones, David Kim, Cornelia Lane, Vanila Leilua, Rachael Lilagan, Juan Daniel Lopez, Kelly McCandless, Steve McClain, Axel Mejia-Juarez, Elan Morris, Alexis Ramirez, Gabriela Reyes, Trameka Richardson, Christopher Rodriguez, Rodney Rose, Dante Ross, Luis Salazar, Joi Simpson, Sherdale Smith, Brittany Sulc, Pauline Tamale, Deborah Tejada, Israel Tejada, Samuel Tejada, Charles Thompson, Katherine Tongaofa, Danniel Withers
D. **FORENSICS TEAM TOURNAMENT**  
It is recommended that the Board of Trustees approve participation of the Forensics Team at the National Parliamentary Debate Association (NPDA) Nationals March 20-23, 2014 in Flagstaff, Arizona. Expenses in the amount of $2,500 will be paid from Auxiliary and District funds, as well as fundraising.  
Advisor: Francesca Bishop, Coach, Forensics  
Shea Adair, Justin Biele, Nicholas Bishop, Joy DeGuzman, Andrew Escalante, Nicole Flanagan, Orion Gould, Brittany Hubble, Kelly Hutchison, Rafeed Khan, Rayanna Marable, Frank Masi, Brooke Matson, Genesis Mora, Christina Mousavi, Victoria Padilla, Alejandro Rivera, Arielle Stephenson, Celine Vezina, and Abigail Watkins

E. **AMERICAN CHEMICAL SOCIETY CONFERENCE**  
It is recommended that the Board of Trustees approve attendance of Anna Hirst and Mike Afzali to participate in the 2014 American Chemical Society (ACS) “Chemistry and Materials for Energy” conference in Dallas, Texas, March 16-21, 2014. Travel, lodging, and registration will be covered by the HSI-STEM Grant. Ms. Hirst and Mr. Afzali are chemistry students involved in promoting STEM activities on campus and to the public as part of the STEM outreach.  
Advisor: Dr. Soshanna Potter, Chemistry faculty member.

F. **JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES CONVENTION – Revision**  
It is recommended that the Board of Trustees approve the following additional students to attend the Journalism Association of Community Colleges Convention, April 3-6, 2014, Burbank California. Total number of students attending will increase from 20-22, with the total costs for registration and lodging increasing from $7,000 to $11,385. Expenses will be paid from the Auxiliary Services Union Conferences account. Students will provide their own transportation to and from the conference. Any student transporting another student will be instructed and required to take the safe driving course through the El Camino College Police Department. (Previously Board approved February 18, 2014).  
Advisor: Kate McLaughlin, Gary Metzker, and Tom Amano-Tompkins

Gil Castro, John Fordiani, Cary Majano, Rene Paramore, Michael Rivera, Charles Ryder, Mario Sosa, and Angela Yim
G. **GRANT - APPLICATION**
   It is recommended that the Board of Trustees accept the following grant augmentation:

   California Community Colleges Chancellor’s Office Economic and Workforce Development – Sector Navigator for the Advanced Manufacturing Sector - Augmentation. The previously approved and accepted grant agreement is being augmented with Economic and Workforce Development funds in the amount of $100,000 for a Global Trade & Logistics Capacity Building Project. The Advanced Manufacturing Sector is a critical component of California’s economy, which has approximately 1.5 million manufacturing jobs.

   Jose Anaya, Administrator

   Amount of Grant Funding from Granting Agency: $472,500
   Amount of College Match: $422,500
   Total Project Funding: $795,000
   Source of Matching Funds: ECC/BTC and Partners in-kind
   Indirect Rate: $18,173.08 (4%)
   Performance Period: July 1, 2013 through June 30, 2014

H. **BOARD POLICY 5205 (STUDENT ACCIDENT INSURANCE) – SECOND READING AND ADOPTION**
   It is recommended that the Board of Trustees accept for second reading and adoption Board Policy 5205 – Student Accident Insurance as attached.

I. **BOARD POLICY 3200 (ACCREDITATION) – FIRST READING**
   It is recommended that the Board of Trustees accept for first reading revisions to Board Policy 3200 as attached.

J. **INFORMATION ONLY – ADMINISTRATIVE PROCEDURES 3200 – (ACCREDITATION)**
   Administrative Procedure 3200 – Accreditation is provided for the Board of Trustees information only as attached.
Board Policy 5205  Student Accident Insurance

The District shall assure that students are covered by accident insurance in those instances and activities required by law or contract. The insurance program shall be managed by the Vice President Administrative Services or designee. El Camino Community College District shall assure that students are covered by accident insurance in those instances required by law or contract. The student accident insurance will be managed by the Vice President of Administrative Services or designee.

Reference:
   Education Code Section 72506

El Camino College
Adopted: 2/18/93
Amended:
Board Policy 3200  

Accreditation

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and the process and standards for the special accreditation of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate.

References:  Accreditation Standard IV.B.1.i  
Title 5, Section 53200

El Camino College  
Adopted:  5/21/01  
Amended:
Administrative Procedure 3200  

The El Camino Community College District will undergo an educational quality and institutional effectiveness self-evaluation every six years and host a visit by an accreditation team. The accreditation process is an opportunity for the institution to conduct a thorough review against the Eligibility Requirements, Accreditation Standards, federal requirements, Commission Policies, and the institution’s own objectives. The process will include active, campus-wide involvement of managers, faculty, staff, and students, which enables the institution to consider the quality of its programs and services and its institutional effectiveness in supporting student success. Self-evaluations and mandatory midterm and follow-up reports will be submitted to the Accrediting Commission.

The following procedure will apply to the preparation of the comprehensive self-evaluation for the reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):

1. The preparation of the self-evaluation report and other supporting documentation will begin no less than two years before the accreditation visit.
2. The Superintendent/President will appoint the Accreditation Liaison Officer (ALO) who is responsible for coordinating all activities in preparation for the accreditation team visit.
3. An Accreditation Steering Committee, led by the ALO, will be created that includes:
   - Self-evaluation co-chairs consisting of a faculty member, an administrator, and a representative from the Compton Center.
   - Standard teams led by faculty and administrative co-leads and composed of administrators, faculty, staff, and student(s) from the College and the Compton Center.
   - The Academic Senate will approve the faculty co-chairs and team leaders.
4. The self-evaluation draft report will be made available to the faculty, staff, administrators and student leaders for review and comment at least six months before it is sent to the Board of Trustees for approval.
5. The self-evaluation report will be made available to the public after approval by the Board of Trustees.
6. Any subsequent midterm, follow-up or special reports required by the ACCJC will be approved by the Board of Trustees prior to submission to the Accrediting Commission.

In addition to the required accreditation process, a College-Wide Accreditation Team will be established as an on-going committee to provide continual evaluation to the College
on areas related to accreditation and the ability of the college to meet accreditation standards. The team will be composed of the Accreditation Liaison Officer, past accreditation co-chairs and standard team leaders, a representative from Institutional Research and Planning, and other interested people.

The duties of the Accreditation Team may include:

1. Review of the ACCJC annual report.
2. Monitor progress of the Strategic Initiative goals and Student Achievement goals.
3. Collect and maintain data and records for the accreditation self-evaluations and midterm reports.
4. Develop a plan or cycle for accreditation tasks.
5. Make recommendations for the selection of Self-Evaluation co-chairs and team leaders and develop a process for team leader selections.
6. Oversee and guide the self-evaluation process.
7. Assist the Accreditation Liaison Officer as needed.

Membership on the College-Wide Accreditation Team will be for four years and be on a rotating basis.

References:

Accreditation Eligibility Requirement 21;
Accreditation Standard IV.B.1.i
A. Informational Item – Actuarial Study 2013 ..............................................................25
B. Interfund Transfer from Fund 15...........................................................................25
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Administrative Services

A. **Informational Item – Actuarial Study 2013**

It is recommended the Board accept the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. This report was prepared in compliance with GASB 43 AND 45. This study is based upon: current cost of retiree health benefits, expected cost trends, mortality tables, employee turnover rates, service requirements, participation rates and estimated investment earnings on assets in the trust fund. Given these parameters, the actuarial study calculates the District’s actuarial accrued liability to be $22,214,690. A copy of the Actuarial Study has been provided to the Planning and Budget Committee. A copy can be viewed on the web at: http://www.elcamino.edu/administration/vpas/docs/ElCaminoCCD3141Final2013Report.pdf

B. **Interfund Transfer From Fund 15**

It is recommended the Board of Trustees authorize the transfer of $1,000,000 from Fund 15 to Fund 69 (Irrevocable Trust). The District’s 2013-14 Budget was approved at the September Board Meeting. At that time, an understanding was reached: “Only $900,000 from Fund 15 will be committed to the irrevocable trust account at this time and the additional $1M appropriation for OPEB will remain in Fund 15 for consideration after the Spring actuarial report is received in March.” That report has now been received. The $1M is already include in the budget as a transfer from Fund 15 to the OPEB Fund.

C. **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: CENTURY CENTER FOR ECONOMIC OPPORTUNITY YOUTHBUILD
   Services: Contractor will receive 32 hours of not-for-credit Automotive Collision/Repair and Painting workshop.
   Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
   Date(s): 3/28/14 – 5/16/14
```
Financial Terms: Projected Gross Income $4,510

**b. Services Received by District or Its Designee:**

1. **Contractor:** CVS PHARMACY INC.  
**Services:** Contractor will provide ECC Pharmacy Technician Training Program students unpaid onsite pharmacy externship training or practical vocational experience necessary for the completion of the training program.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 3/18/14 – 3/17/15 with four one-year renewal periods, not to exceed five years  
**Financial Terms:** No cost to the District

2. **Contractor:** COLLEGE OF THE DESERT  
**Services:** Contractor will conduct a needs survey with industry employers and college faculty to identify current and future workforce training needs with recommendations for collaborative program development for priority sectors of Retail, Hospitality and Tourism of the Economic Workforce Development (EWD) Program of the California Chancellor’s Office.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)  
**Date(s):** 4/1/14 – 6/30/14  
**Financial Terms:** Cost not to exceed $25,000 Funded by Retail, Hospitality and Tourism Grant of the EWD Program of the California Chancellor’s Office

3. **Contractor:** INTERNATIONAL EDUCATION, LLC (USA)  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.  
**Requesting Dept.:** Student and Community Advancement – Admissions and Records – El Camino Language Academy  
**Date(s):** 3/18/14 – 3/17/19  
**Financial Terms:** One-time fee of $500 per student for either fall or spring semester; and $300 fee for summer
4. **Contractor:** KOVACS-FREY PHARMACY  
**Services:** Contractor will provide ECC Pharmacy Technician Training Program students unpaid onsite pharmacy externship training or practical vocational experience necessary for the completion of the training program.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Contract and Community Education  
**Date(s):** 3/18/14 – 3/17/15 with four one-year renewal periods, not to exceed five years  
**Financial Terms:** No cost to the District

5. **Contractor:** MAJOR LEAGUE MUSIC, INC.  
**dba KIRSCHNER CREATIVE ARTISTS**  
**Services:** Contractor will perform at the Commencement reception and ceremony.  
**Requesting Dept.:** Student and Community Advancement – Enrollment Services  
**Date(s):** 5/16/14  
**Financial Terms:** Cost not to exceed $1,250

6. **Contractor:** NORMONT TERRACE COORDINATING COUNCIL  
**Services:** Contractor will provide part-time employment for students enrolled in the Federal Work Study Program to work as tutors and office assistants.  
**Requesting Dept.:** Student and Community Advancement – Financial Aid  
**Date(s):** 2/1/14 – 6/30/16  
**Financial Terms:** No cost to the District

7. **Contractor:** SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
**Services:** Contractor will use ECC grant funds to pilot a Hospitality Specific Language Training curriculum designed for entry level employees in the hospitality industry who are non-native English language speakers for job success and upward mobility.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – WpLRC  
**Date(s):** 4/1/14 – 6/30/14  
**Financial Terms:** Cost not to exceed $10,000  
Funded by Retail, Hospitality and Tourism Grant of the EWD  
Program of the California Chancellor’s Office
8. Contractor: SIX D OHIO GROUP LLC
Services: Contractor will provide customized training on Business Process Re-engineering to client.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 3/1/14 – 6/30/15
Financial Terms: Cost not to exceed $40,500
Funded by mentor Protégé grant

9. Contractor: TORRANCE MEMORIAL MEDICAL CENTER
Services: Contractor will provide El Camino College Nursing students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences
Date(s): 2/1/14 – 2/1/17
Financial Terms: No cost to the District

10. Contractor: TORRANCE MEMORIAL MEDICAL CENTER
Services: Contractor will provide El Camino College Radiologic Technology and Respiratory Care students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences
Date(s): 3/1/14 – 3/1/17
Financial Terms: No cost to the District

D. Amendments

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. Contractor: PROVIDENCE HEALTH SYSTEM
Services: Contractor will provide ECC students with state required clinical experience. Addendum to Exhibit B will provide ECC Pharmacy Technician Training Program students unpaid onsite pharmacy externship training or practical vocational experience necessary for the completion of the training program.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 11/1/12 – 10/31/14 with optional two-year renewal period (Originally Board approved 12/17/12 for term 11/1/12 – 10/31/13)

Financial Terms: No cost to the District

2. Contractor: TOTAL RECALL CAPTIONING, INC.

Services: Contractor will provide real-time captioning services in accordance with Disabled Students Programs and Services standards

Requesting Dept.: Academic Affairs – Health Sciences and Athletics – Special Resource Center

Date(s): 10/18/11 – 6/30/16 (amended from 10/18/11 – 6/30/12 originally Board approved 10/17/11)

Financial Terms: Cost not to exceed $15,000 per year Funded by Western Region Interpreter Education Center Grant

E. Memorandum of Understanding (MOU)

It is requested the Board of Trustees approve the District entering into the following memorandum of understanding:

1. Contractor: CALIFORNIA MANUFACTURING CONSULTING

Services: The MOU establishes a framework of cooperation between the District’s Business Training Center (BTC) and the contractor to allow both entities to meet their mission and better serve small and medium-sized manufacturers in Southern California.

Requesting Dept.: Student and Community Advancement – Community Advancement – BTC

Date(s): 1/1/14 – 6/30/14

Financial Terms: No cost to the District

Special Note: For disclosure purposes, President Fallo serves as President of the Board of this not-for-profit organization

F. Personal Service Agreements

a. Services Provided by District or Its Designee:

None
b. **Services Received by District or Its Designee:**

1. **Contractor:** RICKERBY HINDS  
   **Services:** Contractor will give performance of stage production of Dreamscape on 2/4/14, and keynote speech on 2/6/14 for Black History Month.  
   **Requesting Dept.:** Academic Affairs – Behavioral and Social Sciences  
   **Date(s):** 2/4/14 and 2/6/14  
   **Financial Terms:** Cost not to exceed $3,000  

2. **Contractor:** ROBERT H. WATSON  
   **Services:** Contractor will tune the Activities Center piano for use at the Commencement reception.  
   **Requesting Dept.:** Student and Community Advancement – Enrollment Services  
   **Date(s):** 5/12/14 – 5/15/14  
   **Financial Terms:** Cost not to exceed $125

G. **Destruction of Records**

It is recommended the Board of Trustees authorize the destruction of the following Class II disposable records. These records have met the retention period requirement and are not in conflict with Education Code Title V, Sections 59020 through 59029.

- Invoices: 2007-2008  
- Check Copies: 2007-2008  
- Purchase Orders: 2007-2008

H. **Informational Item – Proposition 39 LED Site Lighting Retrofit Project**

**CONTRACTOR:** GRAYBAR ELECTRIC

Using the U.S. Communities Cooperative Purchasing Agreement #MA-IS-1340234 for which the contractor holds, provides for the specified equipment, Lithonia Lighting, and installation service for the LED Lighting to be installed in 90% of outdoor campus lighting. The Cooperative Purchasing Agreement allows for the acquisition and installation with the contractor without need for a formal bid process.

The estimated construction value for this project is $700,000.00.
## I. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

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<thead>
<tr>
<th>P.O. Number</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost</th>
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P0702386 Full Compass Ctr for Arts Production Non-Instruct Supplies $1,337.47
P0702394 National Association Out of State Dues And Memberships $2,360.00
P0702395 ACEN Dir for Finance Accreditation Support Dues And Memberships $338.76
P0702396 Quickstart Intelligence Information Technology In-Service Training $250.00
P0702397 Alldata Information Technology License Fee/Site Licenses $975.00
P0702399 Hyland Software, Inc. Information Technology Maintenance Contracts $1,620.68
P0702400 Complete Office Information Technology Non-Instruct Supplies $399.20
P0702428 CPCACampus Police Conferences Mgmt $439.00
P0702429 Lorman Education Campus Police Conferences Mgmt $319.00
P0702430 Global Experience Ed & Community Conferences Mgmt $297.45
P0702442 Mr. Peter M. Marcoux English Instructional Supplies $412.62
P0702443 Ross Fire Extinguisher Fire Academy Repairs - Instructional $907.50

Fund 11 Total: 112 $198,556.83

Fund 12 Restricted - El Camino

P0702051 Monterey Peninsula Title III- H S I - STEM Non-Instruct Supplies $1,614.60
P0702089 Alliance of HSI TitleV-Improving Conferences Mgmt $225.00
P0702098 Amazon.Com Corporate TitleV-Improving Non-Instruct Supplies $97.01
P0702099 Full Compass Fine Arts New Equipment $1,152.39
P0702104 National Student EOPS Dues And Memberships $425.00
P0702131 Dell Marketing L. P. NSF-Aerospace Mfg Ed Non-Instruct Supplies $1,466.83
P0702138 Marin Consulting Parking Services In-Service Training $275.00
P0702140 Gaumard Scientific Resp Therapy New Equipment - Instructional $64,573.17
P0702141 CDW-G EGADNP 12/13-13/14 New Equipment $309.62
P0702143 CPPA Parking Services Dues And Memberships $135.00
P0702155 NCR Foundation StudentSuccess Non-Instruct Supplies $750.00
P0702156 Assist Design Faculty & Staff Diversity Other Services And Expenses $1,200.00
P0702157 I & O Party Rentals Faculty & Staff Diversity Other Rentals $339.75
P0702158 Sterling T. Miller Faculty & Staff Diversity Contract Services $100.00
P0702164 Fast Deer Bus Charter CTE IV Transportation/ Mileage $542.00
P0702166 Development WPLRC Technical Other Books $8,763.60
P0702168 Development WPLRC Technical Other Books $765.18
P0702169 American Express Travel TANF Conferences Other $260.00
P0702170 American Express Travel TANF Conferences Other $185.00
P0702173 Sheraton Cerritos Hotel In-Region Investments Conferences Other $1,115.48
P0702174 Gradshirts MESA Program Non-Instruct Supplies $412.02
P0702179 Bob Lee's Automotive Parking Services Repairs Non Instr $383.88
P0702176 Fast Deer Bus Charter StudentSuccess Transportation $2,100.00
P0702186 Sheila P. Coates EOPS CARE Contract Services $500.00
P0702189 ACCCA CalWORKs Conferences Other $325.00
P0702190 I.A.T. Auto Repair Parking Services Repairs Non Instr $205.00
P0702193 American Express Travel Community Education Transportation/ Mileage $401.00
P0702199 Hot Spot Promotions Community Education Non-Instruct Supplies $2,188.64
P0702202 D-Prep, LLC Parking Services In-Service Training $295.00
P0702203 South Bay Training Parking Services In-Service Training $260.00
P0702206 American Express Travel EOPS Conferences Mgmt $178.00
P0702209 Brownells, Inc. Parking Services Non-Instruct Supplies $796.88
P0702214 NaBITA Career & Tech Ed Conferences Other $3,597.00
P0702215 Double Tree Hotel TitleV-Improving Conferences Mgmt $433.44
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<td>Fund 79</td>
<td>Fine Arts Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702250</td>
<td>Fast Deer Bus Charter</td>
<td>Fund 79</td>
<td>Counseling Office Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702251</td>
<td>Visual Art Source, Llc</td>
<td>Fund 79</td>
<td>Fine Arts Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702267</td>
<td>Josh Cho</td>
<td>Fund 79</td>
<td>Fine Arts Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702268</td>
<td>Cory Sewelson</td>
<td>Fund 79</td>
<td>Fine Arts Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702271</td>
<td>Ms. Kate L. McLaughlin</td>
<td>Fund 79</td>
<td>Humanities Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702272</td>
<td>Ms. Kimberly Wilkinson</td>
<td>Fund 79</td>
<td>Fine Arts Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702273</td>
<td>Mr. Bryan E. Bates</td>
<td>Fund 79</td>
<td>Fine Arts Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702274</td>
<td>Fast Deer Bus Charter</td>
<td>Fund 79</td>
<td>Counseling Office Non-Instruct Supplies</td>
</tr>
<tr>
<td>P0702275</td>
<td>Associated Collegiate</td>
<td>Fund 79</td>
<td>Humanities Non-Instruct Supplies</td>
</tr>
<tr>
<td>Fund 79</td>
<td>Student Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0702279 Crowne Plaza Hotel</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
<td>$2,080.49</td>
</tr>
<tr>
<td>P0702344 Alpha Gamma Sigma</td>
<td>Student Affairs</td>
<td>A/P Manual.Gen.</td>
<td>$2,090.00</td>
</tr>
</tbody>
</table>

**Fund 79 Total: 24** $10,023.67

**Fund 81 | Scholarships & Trust/Agency**

| P0702134 Dell Marketing L. P. | Health Sciences | Fundraising | $2,216.53 |
| P0702188 Teamconnection | Health Sciences | Fundraising | $501.37 |
| P0702297 California Department of I&T Division | Fundraising | $14,680.00 |
| P0702364 Smack Authentic | Health Sciences | Fundraising | $340.08 |
| P0702365 California Pro Sports | Health Sciences | Fundraising | $2,163.74 |
| P0702396 Eastbay | Health Sciences | Fundraising | $846.48 |

**Fund 82 Total: 6** $20,748.20

**PO Funds Total: 254** $493,311.07

**Fund 11 | Unrestricted - El Camino**

| B0710788 Monterey Graphics | Ctr for Arts Promo | Multi Media Advertising | $1,100.00 |
| B0710793 ECCD Petty Cash | TECHNOLOGY | Non-Instruct Supplies | $200.00 |
| B0710796 Bearcom | Facilities/Planning/Servi | Non-Instruct Supplies | $1,000.00 |
| B0710802 L.A. Weekly | Ctr for Arts Promo | Multi Media Advertising | $4,000.00 |
| B0710806 Crenshaw Lumber | Fire Academy | Instructional Supplies | $2,500.00 |
| B0710807 Reel Lumber Service | Construction | Instructional Supplies | $4,000.00 |
| B0710808 Beauty Sales | Cosmetology | Instructional Supplies | $1,200.00 |
| B0710809 HAJOCA Corporation | Construction | Instructional Supplies | $2,300.00 |
| B0710814 True Colors, Intl | Staff Development | Contract Services | $10,000.00 |

**Fund 11 Total: 9** $26,300.00

**Fund 12 | Restricted - El Camino**

| B0710794 E.C.C. Public Information Title III- H S I - STEM | Non-Instruct Supplies | $600.00 |

**Fund 12 Total: 1** $600.00

**Fund 41 | Capital Outlay**

| B0710810 American Reprographics | Prop 39 | Blue Printing-Construction P&S | $1,500.00 |

**Fund 41 Total: 1** $1,500.00
<table>
<thead>
<tr>
<th>Fund 79</th>
<th>Auxiliary Services</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B0710799</td>
<td>Certif-A-Gift</td>
<td>Student Affairs</td>
<td>Non-Instruct Supplies</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>Fund 79 Total: 1</td>
<td></td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>BPO Funds Total: 12</td>
<td></td>
<td></td>
<td>38,400.00</td>
</tr>
<tr>
<td></td>
<td>Grand Total POs and BPOs: 266</td>
<td></td>
<td></td>
<td>531,711.07</td>
</tr>
</tbody>
</table>
Agenda for the El Camino Community College District Board of Trustees
For
Measure E 2002 & 2012 Bond Fund
Administrative Services

Page No.

A. Category Budgets and Balances ................................................................. 39

B. Change Order – S.J. Amoroso –
   Industry and Technology Building Modernization Project .......................... 39

C. Change Order – PCN3, Inc. –
   Science Technology Engineering & Math (STEM) Center Project ............... 40

D. Purchase Orders and Blanket Purchase Orders ........................................... 41
Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

GENERAL OBLIGATION BOND FUND CATEGORIES
AND PROJECT SUMMARY

The following tables report 2002 and 2012 Measure E expenditures and commitments through February 28, 2014, at the March 2014 Board Meeting.

2002 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>Additional Classrooms and Modernization</td>
<td>$205,620,530</td>
<td>$122,544,485</td>
<td>$40,113,525</td>
<td>$42,962,520</td>
</tr>
<tr>
<td>Campus Site Improvements</td>
<td>64,910,391</td>
<td>32,410,646</td>
<td>1,237,056</td>
<td>31,262,689</td>
</tr>
<tr>
<td>Energy Efficiency Improvements</td>
<td>2,700,980</td>
<td>2,700,980</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health and Safety Improvements</td>
<td>128,723,855</td>
<td>89,733,555</td>
<td>28,701,857</td>
<td>10,288,442</td>
</tr>
<tr>
<td>Information Technology and Equipment</td>
<td>24,751,372</td>
<td>13,854,184</td>
<td>946,888</td>
<td>9,950,301</td>
</tr>
<tr>
<td>Physical Education Facilities Improvements</td>
<td>572</td>
<td>572</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unallocated Interest (as of 12/4/12)</td>
<td>429,487</td>
<td>0</td>
<td>0</td>
<td>429,487</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$427,137,187</strong></td>
<td><strong>$261,244,422</strong></td>
<td><strong>$70,999,326</strong></td>
<td><strong>$94,893,439</strong></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>Additional Classrooms and Modernization</td>
<td>$144,868,429</td>
<td>0</td>
<td>0</td>
<td>$144,868,429</td>
</tr>
<tr>
<td>Health and Safety Improvements</td>
<td>205,131,571</td>
<td>0</td>
<td>0</td>
<td>205,131,571</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$350,000,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$350,000,000</strong></td>
</tr>
</tbody>
</table>

B. CHANGE ORDER – S.J. AMOROSO – INDUSTRY AND TECHNOLOGY BUILDING MODERNIZATION PROJECT

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

1. Vendor provided labor and material to improve the functionality, durability and safety performance of the door hardware in several areas. District request. $8,622

2. Vendor provided labor and material to modify the height of angles to allow installation beneath the beam. Unforeseen conditions. 1,003

3. Vendor provided labor and material to increase the pad heights to maintain the required clearance above the new roof surface. Unforeseen conditions. 465
4. Vendor provided labor and material to modify the support angles. Unforeseen conditions. $1,580

5. Vendor provided labor and material for modification of concrete beam. Unforeseen conditions. $2,117

6. Vendor provided labor and material to furnish and install a new galvanized sheet metal protective cap. District request. $562

7. Vendor provided labor and material to maintain the structural integrity of the seismic upgrade design. Unforeseen conditions. $17,648

Total Change Order Amount $31,997.00

Original Contract Amount $25,427,000.00
Prior Changes 0
This Change Order Amount 31,997.00
New Contract Amount $25,458,997.00

C. CHANGE ORDER – PCN3, INC. – SCIENCE TECHNOLOGY ENGINEERING & MATH (STEM) CENTER PROJECT

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

1. Furnish labor, material, equipment and supervision to install additional irrigation and landscape work. District request. $14,859

2. Furnish labor, material, equipment and supervision to bring power to two existing elevators. Work includes upsizing the distribution panel and adding a house panel for miscellaneous building loads. $16,000

3. Granted Contractor Compensable Delay of 30 working days, or 42 calendar days for all Owner/AE related Allowance items, Change Orders and delays. Contractor agrees to the total general conditions compensation daily rate of $260 per working day. $7,800

Total Change Order Amount $38,659

Original Contract Amount $2,065,042.94
Prior Changes 0
This Change Order Amount 38,659
New Contract Amount $2,103,701.94
D. 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>P701981</td>
<td>Barrett Robinson</td>
<td>Math Business Allied Health</td>
<td>Group II Equipment</td>
<td>$940.50</td>
</tr>
<tr>
<td>P702218</td>
<td>CCS Presentation</td>
<td>Science Complex</td>
<td>Group II Equipment</td>
<td>$13,700.00</td>
</tr>
<tr>
<td>P702220</td>
<td>CCS Presentation</td>
<td>Science Complex</td>
<td>Group II Equipment</td>
<td>$53,606.28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL POs AND BPOs</td>
<td>$68,246.78</td>
</tr>
</tbody>
</table>
# Agenda for the El Camino Community College District Board of Trustees

## from

**Human Resources**

Linda Beam, Vice President Human Resources

<table>
<thead>
<tr>
<th>A. Employment and Personnel Changes</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Temporary Non-Classified Service Employees</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Revised Classification Specifications For Classified Position</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>52, 53</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Stipend For Compton Education Center</th>
<th>Page No.</th>
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</thead>
<tbody>
<tr>
<td>52</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E. Administrative Procedure 7160 (Professional Development) Presented for informational purpose only</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>52, 56</td>
<td></td>
</tr>
</tbody>
</table>
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 1-20 and 1-19.

**Academic Personnel:**

1. Retirement - Leonard Wapner, full-time instructor of Mathematics, last day of work is May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to him in recognition of his service to the District since 1973.


3. Amend Special Assignment - The following part-time instructors of Journalism, Humanities Division, to supervise Journalism lab and student publications, to be paid $45.14 an hour, not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 13(a).

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Not to Exceed Hours</th>
<th>Not to Exceed Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Kohatsu</td>
<td>45 instead of 30</td>
<td>$2,032 instead of $1,355</td>
</tr>
<tr>
<td>Gary Metzker</td>
<td>30 instead of 45</td>
<td>$1,355 instead of $2,032</td>
</tr>
</tbody>
</table>

4. Special Assignment - Tisa Casas, part-time instructor of Education Development, Special Resource Center, Health Sciences & Athletics Division, to plan and coordinate activities associated with Career & Technical Education (CTE) grant, to be paid $45.14 an hour, not to exceed 60 hours or $2,708, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

5. Special Assignment - Malinni Roeun, part-time instructor of Mathematics, to recruit, train, and prepare for 3 summer Math Academies for summer 2014, to be paid $60.18 an hour, not to exceed 132 hours or $8,000, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through May 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).

6. Special Assignment - Kathryn Hall, part-time instructor of Humanities, to facilitate the Peer Assisted Study Sessions (PASS) Project, to be paid a $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 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

7. 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 $1,685, and not to exceed 25 hours per week cumulative employment at ECC, effective March 18 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

8. Special Assignment - Christine Stahl, part-time instructor of Theatre, Fine Arts Division, to design hair and make-up for “Cabaret”, to be paid $60.18 an hour, not to exceed 20 hours or $1,203, and not to exceed 25 hours per week cumulative employment at ECC effective April 1 through May 1, 2014, in accordance with the Agreement, Article 10, Section 9(m).

9. Special Assignment - Kathleen Motoike, part-time instructor of Humanities, to participate in Graduation Initiative Humanities Learning Team for Spring 2014 semester, to be paid $60.18 an hour, to exceed 14 hours or $843, and not to exceed 25 hours per week cumulative employment at ECC, effective March 18 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

10. Special Assignment - Kathleen Rosales, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate simulation lab, to be paid $60.18 an hour, not to exceed 4 hours or $241 per week for 16 weeks for a total of $3,852, effective January 21 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

11. Special Assignment - Kathy Morgan, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate student success, to be paid $60.18 an hour, not to exceed 4 hours or $241 per week for 16 weeks for a total of $3,852, effective January 21 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

12. Special Assignment - Kathleen Stephens, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate student success, to be paid $60.18 an hour, not to exceed 4 hours or $481 per week for 16 weeks for a total of $7,703, effective January 21 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

13. Special Assignment - Andrew Alvillar, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to oversee football camp, to be paid $25.00
an hour, not to exceed $600, effective July 21 through July 31, 2014, in accordance with the Agreement, Article 10, Section 11(c).

14. Special Assignment - Gene Engle, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to coach at football camp, to be paid $19.00 an hour, not to exceed $456, effective July 21 through July 31, 2014, in accordance with the Agreement, Article 10, Section 11(c).

15. Special Assignment - John Featherstone, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to coach at football camp, to be paid $19.00 an hour, not to exceed $456, effective July 21 through July 31, 2014, in accordance with the Agreement, Article 10, Section 11(c).

16. Special Assignment - Corey Stanbury, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to direct swimming program, to be paid $25.00 an hour, not to exceed 138 hours or $3,450, effective May 26 through July 24, 2014, in accordance with the Agreement, Article 10, Section 11(c).

17. Special Assignment - The following full-time instructors to participate on various hiring committees at the Compton Center, to be paid $45.14 an hour, not to exceed 20 hours or $903 each, effective February 24 through June 30, 2014, in accordance with the Agreement Article 20, Section 6(d).

   Willie Brownlee, Fine Arts
   Eric Carlson, Industry & Technology
   Judy Kasabian, Mathematics
   Renee Newell, Industry & Technology
   Katherine Rosales, Health Sciences & Athletics

18. Stipend Assignment - Rose Ann Cerofeci, full-time instructor of Humanities to participate in Graduation Initiative Humanities Learning Team for Spring 2014 semester, to be paid $843, effective March 18 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

19. Stipend Assignment - The following full-time instructors of Humanities, to facilitate the Peer Assisted Study Sessions (PASS) Project, to be paid a stipend of $602 each, not to exceed a grand total of $2,408, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

   Jennifer Annick
   Britta Halonen
   Peter Marcoux
   Inna Newbury
20. 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.

**Learning Resources**
Taibjee Sukena

**Mathematics**
Jilbert Gharamanians

**Classified Personnel:**

1. Deceased - David Snowden, Student Services Specialist, Range 33, Step E, Admissions and Records Division, Student and Community Advancement Area, effective February 10, 2014.

2. Retirement - Kathleen Collins, Secretary .83 FTE, Humanities Division, Academic Affairs, effective March 1, 2014, and that a plaque be presented to her in recognition of her service to the District since 1994.

3. Resignation - Joycelynn Pennie, Night Custodian (10 month), Range 20, Step C, Facilities Planning and Services Division, effective March 5, 2014, plus accrued vacation.


5. Resignation - Rica Young, Instructional Media Coordinator .83 FTE, Range 38, Step C, Learning Resources Division, Academic Affairs Area, effective March 14, 2014, plus accrued vacation.

6. Extend Change of Assignment - Jill Dohy, from 58% to 100% Operations Officer Regional Interpreter Training Center (RITC), Range 39, Step E, Special Resources Center, Health Sciences & Athletics Division, Academic Affairs Area, effective March 1 through May 31, 2014.

7. **Amend Work Out of Classification** – Adam Dunigan, Academic Affairs Analyst, Range 34, Step B, from 30% to 100% as Curriculum Advisor, Range 36, Step B, Academic Affairs Area, effective November 20, 2013 through April 30, 2014. *Item withdrawn from agenda and no substitutions were made.*

8. Work Out of Classification - Enadine Bailey, from Clerical Assistant, Range 22, Step E, to Student Services Technician, Range 28, Step C, effective February 18 through June 30, 2014.
9. Work Out of Classification - Martha Perez, 50% Clerical Assistant, Range 22, Step E, to 100% Student Services Advisor, Range 32, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective April 1 through June 30, 2014.


11. Amend Employment - Marta Maaza, Secretary, Range 26, Step A, Vice President’s Office, Academic Affairs Area, effective March 3 instead of March 1, 2014.


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

15. John Carbone - Accompanist - Percussion, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective February 20 through May 16, 2014, not to exceed 25 hours per week.

16. Kristin Dunigan - Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, effective April 1 through June 30, 2014, not to exceed 25 hours per week.

17. Stacy McKenney - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, effective February 19 through June 30, 2014, not to exceed 25 hours per week.
18. Carol Quiroz - Administrative Assistant I, Range 28, Step A, Community Advancement, Student and Community Advancement Area, effective March 18, 2014, to provide support, not to exceed 16 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 per week and/or the equivalent of 67% faculty load per week, effective March 18, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-19.

Campus Police Aide Series

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

   Alexis Alvarez, $10.25 per hour
   Alexandra Sandoval, $10.25 per hour

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

   Gustavo Campus, $11.50 per hour
   Eliana Montelongo, $10.75 per hour
   Mayra Sandoval, $11.25 per hour

Instructional Aide Series

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

   Audrey Ledford, $8.00 per hour
   Lala Ragimov, $8.00 per hour
   Krista Whitlatch, $8.00 per hour

4. Instructional Aide II
   The following individual is to provide basic tutoring, support services, computer and equipment maintenance, and accommodations for students.
La-Dawn Dixon, $9.25 per hour

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

Mario Cabrera, $11.75 per hour

Office Aide Series

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

Joseph Ornelas, $10.50 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.

Luis Villanueva, $11.75 per hour

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

Edegene Warner, $13.75 per hour

9. Office Aide VI
The following individuals are to assist students with on-line registration, provide eligibility services and support the intake process with specialized knowledge of Student Success cora mandates.

Wandisa Cowart, $15.00 per hour
Jose Hernandez, $15.00 per hour
Jonathan Lucas, $15.00 per hour
Katherine Mejia, $15.00 per hour
Mary Zavala, $15.00 per hour
Nayeli Oliva, $16.00 per hour
Program Aide Series

10. Program Aide III
The following individual is to assist staff with duties to support the needs of a program or specialized area.

Jessica Smith, $10.50 per hour

11. Program Aide IV
The following individual is to assist instructors with the Fire Academy specialized programs.

Pedro Montero, $12.25 per hour

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

Anayeli Rojas, $14.00 per hour

13. Program Aide VI
The following individuals are to assist the Instructional Specialist with classroom facilitation and logistics, contacting caregivers, and other related duties that support the implementation of the Foster and Kinship Care Education classes.

Elonda Austin, $18.00 per hour
Tammy Lanier, $18.00 per hour

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

Carlos Maruri, $17.00 per hour

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

Nayeli Oliva, $16.00 per hour
The following individual is to perform a variety of duties to support the Eligibility, Outreach, and Recruitment component of EOPS/CalWORKS/CARE with both on and off campus activities.

Rosa Perez, $15.00 per hour

**Sports Aide Series**

14. **Sports Aide VI**
   The following individual is to assist the coaching staff with the coordination of all aspects of practice and competition.

Leah Ishii, $17.00 per hour (eff. 1/17/14 through 6/30/14)

**Education Professional Series**

15. **Educational Professional II**
   The following individual is to teach Basic, Low, or High Intermediate English as a Second Language class.

Theodore Cohen, $38.00 per hour

**Program Professional Series**

16. **Program Professional I**
   The following individual is to perform a variety of duties to support the Eligibility, Outreach, and Recruitment component of EOPS/CalWORKS/CARE with both on and off campus activities and promote program awareness.

Marcelo Cabral, $20.00 per hour

The following individual is to assist students become familiar with the various levels of the Child Development Permit awarded by the State of California Commission on Teacher Credentialing.

Nubia Cornejo, $23.00 per hour

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

Glen Chapple, $35.00 per hour
Training Professional Series

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

Vladimir Valenteckovich, $32.00 per hour

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

Michael Huerth, $45.00 per hour

19. Training Professional IV
The following individual is to adapt or develop training materials and conduct training programs to facilitate employee development.

Tiana Sanchez Alexander, $90.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION
It is recommended that the Board of Trustees approve the revised classification specifications for the Staff Interpreter as shown on pages 53-55.

D. STIPENDS FOR COMPTON EDUCATION CENTER
It is recommended that the following education administrator be paid a stipend for work at the Compton Education Center, effective March 1, 2014 through June 30, 2014. All stipends may be rescinded with 30 days notice.

$250
Robert Klier

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

$50
Leichi Vo

E. ADMINISTRATIVE PROCEDURE 7160 (PROFESSIONAL DEVELOPMENT) PRESENTED FOR INFORMATIONAL PURPOSE ONLY – SECOND READING AND ADOPTION
It is recommended that the Board receive for information purpose only.
EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE:  STAFF INTERPRETER

BASIC FUNCTION
Under the direction of the Director of Special Resources Center and the direct guidance from the lead interpreter, provide accurate language interpreting and transliterating/interpreting support services for deaf/hard of hearing impaired students and staff. Involved in interpreting preparation activities such as preparation study, readings and in-service.

REPRESENTATIVE DUTIES:
Translate/interpret for classroom lectures and activities.

Provide in-service training for hourly interpreters.

Assist with communication needs with deaf students, staff, faculty and public.

Act as a mentor for novice interpreters from El Camino College Sign Language/Interpreter Training Program and other interpreters when deemed appropriate.

Serves as substitute interpreter in the absence of other regularly scheduled interpreters.

Act in accordance with the Code of Ethics of the Registry of Interpreters for the Deaf.

Thorough knowledge of and adherence with the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.

Interpret at special events such as field trips, ceremonies, student-teacher conferences, staff meetings and other school/campus related activities, upon request.

Attend designated staff meetings and in-service training.

Perform minimal clerical duties specific to the interpreting office.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
American Sign Language and other sign systems.

Vocabulary, terminology, and basic information in a variety of subjects appropriate for a college setting.

Special communication needs of deaf and hard of hearing students.

Deaf Culture, interpreting practices and The National Registry of Interpreters Code of Ethics Professional Conduct.

Platform interpreting techniques.

Special vocabulary and techniques used in interpreting professional subject matter.
Computer equipment, software and other technology specific to deaf and hard of hearing and office environment.

ABILITY TO:
- Interpret and transliterate at a skill level accurately and to adapt these skills to communicate unique terminology and language.
- Adapt interpreting and transliterating skills to an academic setting.
- Perform cooperatively and collegially as a team member while servicing multicultural populations.
- Strong interpersonal skills and ability to interact with others from a variety of backgrounds (students, staff, faculty and administration).
- Ability to maintain confidentiality and follow written and verbal procedures and instructions.
- Be responsive to the student’s needs and instructional goals.
- Sustain service for an extended number of hours.
- Interpret difficult and complex words, thoughts, and feelings.
- Learn unique subject matter, theories, and terminology.
- Be accurate, thorough, and comprehensive in providing services.
- Serve a group as well as an individual.
- Deliver platform interpreting or deliver oral speeches.

EDUCATION AND EXPERIENCE:
- Completion of a college degree (minimum of an A.S. or A.A. degree)
- Expressive Skills: Signing fluidity at all levels from format to informal and varying words per minute. 75 percent of American Sign Language Grammar used. 90 percent of all concepts translated. Receptive Skills: 75 percent of Voicing produced in proper English, complete with appropriate voice quality. Mentoring and in-service experience continued professional growth, completion of an Interpreter Training Program. Equivalent of 1200 hours of paid interpreting experience.

LICENSE AND OTHER REQUIREMENTS:
- Certification by the Registry of Interpreters for the Deaf (RID) or California Association of Deaf (CAD) level IV certification or better equivalent.

WORKING CONDITIONS:
- Environment:
  - Student Services Office environment
  - Lecture and Laboratory Classroom environment
  - Frequent interaction with students, faculty, and staff
- Physical Ability:
  - Long periods of standing or sitting
  - Visual acuity to facilitate the interpretation process
  - Dexterity of hands and fingers for clarity in sign usage
  - Hearing acuity in normal speech ranges
STAFF INTERPRETER (continued)       Page 3

Classified Salary Range:  34
Revised and Board Approved:  October 18, 1999 March 17, 2014
Administrative Procedure 7160  Professional Development

The District shall establish a professional development plan consistent with the Master Plan, District strategic priorities, and the mission of the ECC Professional Development Department, in consultation with college constituencies.

To ensure that district and employee needs are being met, professional development activities will be planned and presented based on:
1. Institutional priorities, including student success
2. Results of needs assessment surveys
3. Input from the college constituent groups
4. Evaluations of previous professional development activities
5. Legal mandates

Professional development activities, guidelines and processes including information about the professional development program are published on the District website.

Professional development activities may include, but are not limited to:
1. Improvement of teaching
2. Improvement of services to students
3. Institutional effectiveness
4. Development and maintenance of current academic and technical knowledge and skills
5. Training to meet institutional needs and priorities
6. Development of innovations in instructional and administrative techniques and program effectiveness
7. Computer and technological proficiency programs
8. Instructional technology
9. Training required by laws, codes, and regulations

See the appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff. The Academic Senate will be consulted in the planning of faculty professional development activities.

See also BP 7340 Leaves of Absence

References:
Accreditation Standard III.A.5
Education Code Sections 87767, 88220, and 88227
Title 5 §53200

El Camino College
Adopted: March 17, 2014
A. Board Policy 1100 (The El Camino Community College District)
   Second Reading and Adoption ............................................................... Page 58, 59

B. Board Policy 1500 (Display of Federal and State Flags)
   Second Reading and Adoption ............................................................... Page 58, 60

C. Board Policy 2010 (Board Membership)
   Second Reading and Adoption ............................................................... Page 58, 61

D. Board Policy 2015 (Student Member)
   Second Reading and Adoption ............................................................... Page 58, 62

E. Board Policy 2100 (Board Elections)
   Second Reading and Adoption ............................................................... Page 58, 63
A. **Board Policy 1100 (The El Camino Community College District) - Second Reading and Adoption**
   It is recommended that the Board accept for a second reading and adoption Board Policy 1100 (The El Camino Community College District) (Page 59).

B. **Board Policy 1500 (Display of Federal and State Flags) - Second Reading and Adoption**
   It is recommended that the Board accept for a second reading and adoption Board Policy 1500 (Display of Federal and State Flags) (Page 60).

C. **Board Policy 2010 (Board Membership) - Second Reading and Adoption**
   It is recommended that the Board accept for a second reading and adoption Board Policy 2010 (Board Membership) (Page 61).

D. **Board Policy 2015 (Student Member) - Second Reading and Adoption**
   It is recommended that the Board accept for a second reading and adoption Board Policy 2015 (Student Member) (Page 62).

E. **Board Policy 2100 (Board Elections) - Second Reading and Adoption**
   It is recommended that the Board accept for a second reading and adoption Board Policy 2100 (Board Elections) (Page 63).
The District has been is named the El Camino Community College District. The name and the logo are the property of the District. No person shall, without the permission of the Board, use this name or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District. The District consists of El Camino College.

Reference:

Education Code Section 72000(b)
Elections Code Section 18304

El Camino College
Adopted: 1/16/01
Board Policy 1500  
Display of Federal and State Flags — Patriotic Exercise

**Federal and State Flags**
Display of Federal and State Flags shall show respect and honor to these flags and shall conform to Title 36, Sections 174 and 175 of The United States Code and Sections 430 through 439 of the California Government Code.

**Federal or State flags** shall not be used as a vehicle for expression of partisan approval or disapproval of a popular cause of the day.

Federal or State flags may be lowered to half-mast only as a mark of respect to a deceased person by order of the President of the College, upon proclamation of the President of the United States or the Governor of California. The Board of Trustees may issue a special directive ordering the lowering of the flag upon the death of a person directly affiliated with the College.

**Patriotic Exercise**
A short recording incorporating an appropriate anthem shall be played over the tower loud speaker concurrently with the raising of the flag.

There may be a pledge of allegiance to the flag of the United States of America at 8 a.m. in the classroom at the option of the instructor.

**Reference:**
- Government Code 431(d), 432, 434, and 436
- United States Code Title 4, Chapter 1, Sections 6-9

El Camino College
Adopted: 2/5/62
Amended: 6/23/69, 1/10/72
Renumbered: 4/18/05 (Previous Board Policy # 6115)
The Board shall consist of five (5) members elected by the qualified voters of the District. Members shall be elected at-large by trustee area as defined in Board Policy 2100.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.

Reference:
Education Code Sections 72023, 72103 and 72104

El Camino College
Adopted: 1/16/01

Replaces Board Policy # 9110
The Board shall include a non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of seven (7) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain a minimum 2.5 grade point average.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member may make and second motions and shall be entitled to record an advisory vote on all matters, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Reference:
Education Code Section 72023.5

Replaces Board Policy # 9111

El Camino College
Adopted: 5/21/01
The term of office of each trustee shall be four years, commencing in December following the general election in November. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by trustee areas. A map of the trustee areas is posted on the District’s website. A Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be elected only by the registered voters of the same trustee areas.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

Reference:

Education Code Sections 5000 et seq. and 72036

El Camino College
Adopted: 1/16/01
Non Consent Agenda

A. Resolution for Exception to the 180-Day Wait Period
   (Resolution No. ECC# 3-17-14) .................................................................65
A. Resolution for Exception to the 180-Day Wait Period  
(Resolution No. ECC# 3-17-14)

It is recommended that the Board adopt the Resolution for Exception to the 180-Day Wait Period as attached.
March 17, 2014
El Camino College District
Resolution No. ECC# 3-17-14

RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD
Government Code Sections 7522.56 & 21229

WHEREAS, in compliance with Government Code section 7522.56 the El Camino College District and the Los Angeles County Office of Education must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Destyn LaPorte, CalPERS ID 7651619200 retired from El Camino College in the position of Special Service Professional, effective April 4, 2014; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 1, 2014 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the El Camino College District and Destyn LaPorte certify that Destyn LaPorte has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the El Camino College hereby appoints Destyn LaPorte as an extra help retired annuitant to perform the duties of the Special Service Professional for the El Camino College District under Government Code section 21229 effective April 14, 2014; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and
WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is $6,933.00 monthly and the hourly equivalent is $40.00, and the minimum base salary for this position is $6,153.00 monthly and the hourly equivalent is $35.50; and

WHEREAS, the hourly rate paid to Destyn LaPorte will be $40.00; and

WHEREAS, Destyn LaPorte has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the El Camino College District hereby certifies the nature of the appointment of Destyn LaPorte as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Special Services Professional for the El Camino Community College District because:

- The El Camino Language Academy (ECLA) is a program on the campus of El Camino College primarily assists International students whose English language skills are not adequate to enroll in regular degree or certificate programs. This program is geared to International students who are (intensive ESL) English as a Second Language learners. Their English skills are so deficient they are unable, at this time, to qualify for the regular English as a Second Language (ESL) program. Students who successfully complete this program are able to matriculate into the degree and certificate and transfer programs that the college has to offer. This position manages the ECLA program, and is the primary designated school official as required by the Immigration and Citizenship (ICE) and Student Exchange and Visitor Information System (SEVIS). The person in this position must be approved by the Department of Homeland Security after completing in-depth training on U.S. immigration law and has sole responsibility for determining student eligibility for this program.

- The reason for this request is that the current incumbent will be going out on an extended leave and Ms. LaPorte is unique in that she has approval under the Department of Homeland Security as well as the primary designated school official (PDSO). Typically completing and obtaining the required approval from
Homeland Security is a 6 months period. Ms. LaPorte is the only approved candidate available to meet the needs of this program in order to ensure its continuation during the current incumbent’s leave period.

____________________________________ __________________________
William Beverly, Board President,  Date

____________________________________ __________________________
Thomas Fallo, Secretary to the Board  Date

Vote Count: _____Yes _____No _____Abstain