

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the President's Office, 16007 Crenshaw Blvd., Torrance, CA 90506; telephone, (310) 660-3111; fax, (310) 660-6067.



**El Camino Community College District
Board of Trustees
Agenda, Monday, June 15, 2015
Cafeteria 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 May 18, 2015,
Pages v - viii**
- III. Oath of Office – Eman Dalili**
- IV. Presentations**
 - A. Academic Success - Athletes
 - B. Superintendent/President Search Update CCSS (Community College Search Services)
 - C. 2015-2016 Tentative Budget
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Academic Affairs (AA)
*See Academic Affairs Agenda,
Pages AA 1- AA 17*
 - B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 28*
 - C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 19*
 - D. *See Measure “E” Bond Fund Agenda, (E)
Pages E 1- E 3*

- E. Human Resources (HR)
*See Human Resources Agenda,
Pages HR 1- HR 50*
- F. Superintendent/President (P/B)
*See Superintendent/President Agenda,
Pages P/B 1 – P/B 5*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Conference with Legal Counsel, Existing Litigation, Brown Act Section 54956.9(a)
 - 1. Case # AAA-72110Y-00348-13MRP
- B. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
 - 1. 1 Employee
- C. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino Classified Employees Local 6142

**Board of Trustees Meeting Schedule for 2015
4:00 p.m. Board Room (Unless otherwise noted)**

Monday, June 15, 2015 – East Dining Room
 Monday, July 20, 2015
 Monday, August 17, 2015
 Tuesday, September 8, 2015
 Monday, October 19, 2015
 Monday, November 16, 2015
 Monday, December 14, 2015

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

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.

BOARD PRESENTATIONS AND REPORTS 2014-2015

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Student Success and Support Program	Student Success and Support Program Plan
October	Community Advancement	
November	Strategic Plan	FTES – Both Locations Quarterly Fiscal Status
December	Student Equity Plan Foundation Annual Report	Student Equity Plan
January	Facilities Master Plan	Annual Factbook Annual Financial Audit
February	Career Advancement Academy (CAA) and AMETLL Grants	Sound Fiscal Management Accountability Reports End of Year Activities
March	Ethics	Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	
June	Athlete Academic Success	Tentative Budget

Nov. 19, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, May 18, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, May 18, 2015, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Kenneth A. Brown, Vice President; Trustee John Vargas, Secretary; Trustee Mary E. Combs, Member; Trustee Cliff Numark, Member; and Student Member Kimberly Garcia.

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

Minutes of the Regular Board Meeting of April 13, 2015

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Minutes of the Regular Board meeting of April 13, 2015 be approved as presented.

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

2015 California Community Colleges - El Camino College Student Success Scorecard

It was moved by Trustee Brown, seconded by Trustee Vargas, that the Board accept the 2015 California Community Colleges - El Camino College Student Success Scorecard.

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

Public Comment on Consent Agenda

A student, William (LNU), expressed his point of view regarding the Chief Technology Officer position.

Consent Agenda

Board Agenda Changes:

Page HR 11, # 1: Pulled and no substitutions were made.

Page HR 12, # 14: Should be Range 11, Step 1.

It was moved by Student Member Garcia, seconded by Trustee Brown, that the Board adopt the items presented on the agenda as noted below.

Academic Affairs

Proposed Curriculum Changes Effective 2015-2016 Academic Year
Board Policy 4010 (Academic Calendar) – First Reading
Board Policy 4030 (Academic Freedom) – First Reading
Board Policy 4045 (Textbooks and Instructional Materials) – First Reading
Board Policy 4225 (Course Repetition) – First Reading
Administrative Procedure 4225 (Course Repetition) – Information Item

Student and Community Advancement

International Travel

Grants

Board Policy 3560 (Alcoholic Beverages) – First Reading
Administrative Procedure 3560 (Alcoholic Beverages) – Information Item
Board Policy 5130 (Financial Aid) – First Reading
Administrative Procedure 5130 (Financial Aid) – Information Item
Board Policy 5410 (Associated Students Elections) – First Reading
Administrative Procedure 5410 (Associated Students Elections) – Information Item
Board Policy 5420 (Associated Students Finance) – First Reading
Administrative Procedure 5420 (Associated Students Finance) – Information Item
Board Policy 5500 (Standards of Student Conduct) – First Reading
Administrative Procedure 5500 (Standards of Student Conduct) – Information Item
Board Policy 5570 (Student Credit Card Solicitation) – First Reading
Administrative Procedure 5570 (Student Credit Card Solicitation) – Information Item
Administrative Procedure 5610 (Voter Registration) – Information Item

Administrative Services

Tentative Budget 2015-16

Contracts Under \$86,000

Personal Services Agreements

Pioneer Theatres, Inc.

Bid Award 2014-6 – Natural Sciences Roofing Project – C.I. Services, Inc.

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Measure E 2002 Project Budget Changes

Contract – Beck & Graboski – Campus Signage and Wayfinding

Contract – Creative Design Associates – Consulting Services

Contract – M. Arthur Gensler Jr. & Associates, Inc. – Planning Services

Contract – Kimley-Horn – Civil Engineering for Master Plan

Contract Amendment – IDS Group – Lot F & E Parking Structure Upgrade Project
Contract Amendment – SPAIC – Industry & Technology Building Modernization Project
Contract Amendment – SPAIC – Shops Building Replacement Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Revised Classification Specifications for Classified Position
Revised Classification Specification for Confidential Position
New Classification Specification for Administrative Position
Revised Administrator Salary Schedule

President and Board of Trustees

Board Policy 2716 (Political Activity – Board Members) – Second Reading and Adoption
Board Policy 2720 (Communications Among Board Members) – Second Reading and Adoption
Board Policy 2725 (Board Member Compensation) – Second Reading and Adoption
Board Policy 2730 (Health Benefits) – Second Reading and Adoption
Board Policy 3101 (Administrative Organization) – Second Reading and Adoption

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

Ms. Lakeina Johnson and Ms. Luukia Smith spoke to the pulled item on page HR 11, #1.

Committee of the Whole on Superintendent/President Search

Ms. Luukia Smith spoke regarding the benefits and compensation package for the new Superintendent/President.

Non-Consent Agenda on Superintendent/President Search

Dr. Jim Walker and Dr. John Romo gave a brief update on the Superintendent/President search process.

1. Job Announcement:

It was moved by Student Member Garcia, seconded by Trustee Brown, that the Board adopt the Superintendent/President Job Announcement as modified below.

Minimum Qualifications:

- A Master's degree from an accredited institution or equivalent.
- Documented successful experience at the senior executive level in a complex organization ~~preferably within a community college district setting or other institution(s) of higher learning.~~

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Desirable Qualifications:

- ~~Minimum of~~ **Three or more** years demonstrated experience as a successful senior administrator.
- Postsecondary teaching experience, preferably **within a community colleges district setting or other institution(s) of higher learning.**
- Experience in collegial consultation governance and demonstrated collective bargaining experience within a college environment.
- Earned doctorate from an accredited institution.

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

2. Search Timeline:

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board adopt the Superintendent/President Search timeline.

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

3. Final Interviews with the Board/Campus Forums:

Final interviews with the Board and campus forums will be scheduled during the week of September 28.

Public Agenda Request

Mr. Alireza Ahmadpour presented a proposal to raise ECC student workers' minimum wage to \$15 per hour in two years. Board President Beverly suggested that Board members review policy and discuss the possibility of a long-range plan and effect it will have on the budget.

Public Comment on Non-Agenda Items

Mr. Reginald Fagan spoke about Earth Day activities.

Closed Session

Regular Meeting adjourned to a Closed Session at 7:40 p.m. which ended at 7:50 p.m.

John Vargas, 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
Jean Shankweiler, Vice President**

Page No.

- A. Proposed Curriculum Changes Effective 2015-2016 Academic Year.....AA2
- B. Science, Technology, Engineering and Mathematics (STEM)
Research Program.....AA3
- C. Center for the Arts Presentation – 2015-2016 Season.....AA 3
- D. Board Policy 4010 (Academic Calendar) – Second Reading and Adoption.....AA 7
- *E. ~~Board Policy 4030 (Academic Freedom) – Second Reading and Adoption.....AA 8~~
- F. Board Policy 4045 (Textbooks and Instructional Materials –
Second Reading and Adoption.....AA 9
- G. Board Policy 4225 (Course Repetition) – Second Reading and Adoption.....AA 10
- H. Administrative Procedure 4225 (Course Repetition) – Information Item.....AA 11

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

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.

INDUSTRY AND TECHNOLOGY

NEW COURSES

1. Engineering Technology 15 – Aerospace Engineering
Units: 3.0 Lecture: 2.0 Lab: 4.0 Faculty Load: 33.33%
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer
Proposed UC Transfer

In this course, students are introduced to the various aspects of aerospace engineering. Through hands-on projects and problems, students will learn about aerodynamics, astronautics, space-life sciences and systems engineering.

2. Engineering Technology 15A – Aerospace Engineering I
Units: 1.5 Lecture: 1.0 Lab: 2.0 Faculty Load: 16.67%
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This is the first of two courses that introduces the various aspects of aerospace engineering. Through hands-on projects and problems, students will learn about aerodynamics and astronautics.

Note: The two-course sequence Engineering Technology 15A and 15B is the same as Engineering Technology 15.

3. Engineering Technology 15B – Aerospace Engineering II
Units: 1.5 Lecture: 1.0 Lab: 2.0 Faculty Load: 16.67%
Recommended Preparation: Engineering Technology 15A
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer

This is the second of two courses that introduces the various aspects of aerospace engineering. Through hands-on projects and problems, students will learn about astronautics, space-life sciences and systems engineering.

Note: The two-course sequence Engineering Technology 15A and 15B is the same as Engineering Technology 15.

B. SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) RESEARCH PROGRAM

It is recommended that the Board approve the following research program as listed below.

The summer research program will be held June 21-August 14, 2015 at UCLA. Cynthia Mosqueda will be the coordinator. Lodging will be covered by the HSI-STEM Grant. The following students will receive a stipend of \$5,500 (funded by the collaborative MSMC-ECC HSI-STEM Grant from the Department of Education):

Eduardo Chavez
Erick Quintanilla
Jesse Villalobos

C. CENTER FOR THE ARTS PRESENTATION – 2015-2016 SEASON

It is recommended that the Board approve the Center for the Arts Discovery Travel Film Series for the 2015-2016 Season. Cost of the Discovery Travel Film series is negotiated between the artists and/or their management representatives and the District.

2015-2016 Discovery Travel Cinema Series

Performances	Date	Amount
1. <i>The Real World of New Zealand</i>	09/14/15	\$2,000
Payable to: Rick Howard		1,480
Payable to: R.J. Enterprises		520
Two large and spectacular islands located more than twelve hundred miles off the eastern coast of Australia offer the visitor an entire gamut of action, adventure, history and beauty.		
2. <i>Pacific Coast Highway: Top to Bottom</i>	09/28/15	\$2,000
Payable to: Bob DeLoss		1,480
Payable to: R.J. Enterprises		520
From the Mexican border to the Canadian border lies some of the world's most impressive coastlines, forests, and mountains with rivers untamed and wild. Cities		

of magnificent stature that have attracted millions of people to its doors are part of the tour.

3. *Natural Wonders of the Northeast Coast - Virginia Beach to Maine* 10/12/15 \$2,000
 Payable to: John Holod
 This 1500 mile adventure begins in busy Virginia Beach and ends at the Maine/Canada border. Along the way we observe an amazing array of birds, mammals, whales, insects, amphibians, flora and endangered species. We also experience kayaking, sailing, aerial tours, lobstering, crabbing and over thirty lighthouses. This is a true adventure!

4. *Pearls of the Caribbean* 10/26/15 \$2,000
 Payable to: Marlin Darrah
 The Caribbean features some of the most beautiful landscapes in the world—from beaches to forests to mountains. Here you can see every conceivable shade of blue in the water, every variation of flower, and every brightly colored bird.

5. *Arctic Above, Artic Below* 11/09/15 \$2,000
 Payable to: Adam Ravetch 1,480
 Payable to: R.J. Enterprises 520
 In his pursuit of the ultimate photographic challenge, Ravetch journeyed north and became one of a handful of filmmakers to shoot beneath the Arctic ice cap. Even more unusual is his perseverance in the north with two decades worth of experience working in the brutal, polar environment. The Artic has rewarded Ravetch with some of his most fantastic cinematic images and spectacular films.

6. *Tulips, Windmills & A Christmas Cruise (Christmas in Europe)* 11/23/15 \$2,000
 Payable to: Clint Denn 1,480
 Payable to: R.J. Enterprises 520
 Our journey will begin in Prague in the Czech Republic before setting off to Nuremberg. From there we will cruise along the Main Danube canal, crossing the continental divide to continue our exciting trip through the heart of Europe.

7. *Into the Unknown: The Lewis & Clarke Expedition* 02/08/16 \$2,000
 Payable to: Don Van Polen 1480
 Payable to: R.J. Enterprises 520
 Over two hundred years ago, the Lewis & Clark expedition dipped their oars into the Missouri River. They headed west “into the Unknown” with 46 men, 4 horses and a dog. It was one of the most exciting events in American history.

- | | | | |
|-----|--|----------|---------|
| 8. | <i>The Real World of Southern California</i> | 02/22/16 | \$2,000 |
| | Payable to: Rick Howard | | 1,480 |
| | Payable to: R.J. Enterprises | | 520 |
| | Travel from San Diego to San Francisco including Hollywood’s Walk of Fame, Safari Park, Capistrano Mission, Santa Monica’s gambling ships Rex and Tango, Venice Boardwalk, Scuba Diving in the Channel Islands, Yosemite, Big Sur, San Francisco Bay and more! | | |
| | | | |
| 9. | <i>Egypt's Treasures & Cruising the Nile</i> | 03/07/16 | \$2,000 |
| | Payable to: Clint Denn | | 1,480 |
| | Payable to: R.J. Enterprises | | 520 |
| | Cruise the Historic Nile River to discover the mysteries of this cradle of civilization. Alexandria, once the second city of the Roman Empire, sparkles against the Mediterranean Sea. Visit Pompey’s Pillar, the remains of the Serapeum Temple and the Roman Amphitheater. See the site of the ancient great library, which has been restored to a state-of-the-art research center. | | |
| | | | |
| 10. | <i>Around the World in 80 Minutes</i> | 03/21/16 | \$2,000 |
| | Payable to: Stan Walsh | | 1,480 |
| | Payable to: R.J. Enterprises | | 520 |
| | We’ll meet more daring than fiction –reporter-adventurer Nelly Bly and Osa Johnson, author of “I Married Adventure” fame. We’ll see the Grand Panorama “Whaling Voyage” a “mile long” canvas unrolled before excited audiences during the 1880s. Magic lantern shows soon evolved to satisfy wanderlust. | | |
| | | | |
| 11. | <i>Rediscovering Ancient America</i> | 04/04/16 | \$2,000 |
| | Payable to: Gray Warriner | | 2,000 |
| | Travel across the U.S. and back in time to discover the Ancient America found in our own back yards! New discoveries are revealing amazing accomplishments and surprising connections. Uncover our hidden history while Rediscovering Ancient America. | | |
| | | | |
| 12. | <i>Shipwrecked on the Great Lakes</i> | 04/18/16 | \$2,000 |
| | Payable to: Peter Rowe | | 1,480 |
| | Payable to: R.J. Enterprises | | 520 |
| | Shipwrecked on a Great Lake is the story of Ned Myers, the 24-year-old Canadian-America sailor who was one of the few survivors of the shipwreck of two warships, the Hamilton and the Scourge, in August 1813. Based on the story by James Fenimore Cooper, who appears as a character in the film. | | |

D. BOARD POLICY 4010 (ACADEMIC CALENDAR) – SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption Board Policy 4010 as shown.

*** ~~E. BOARD POLICY 4030 (ACADEMIC FREEDOM) – SECOND READING AND ADOPTION~~**

~~It is recommended that the Board accept for a second reading and adoption to Board Policy 4030 as shown.~~

F. BOARD POLICY 4045 (TEXTBOOKS AND INSTRUCTIONAL MATERIALS) – SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption to Board Policy 4045 as shown.

G. BOARD POLICY 4225 (COURSE REPETITION) – SECOND READING AND ADOPTION

It is recommended that the Board accept for a second reading and adoption to Board Policy 4225 as shown.

H. ADMINISTRATIVE POLICY 4225 (COURSE REPETITION) – INFORMATION ITEM

Administrative Procedure 4225 is presented for informational purpose only.

*** Item deleted and no substitutions were made.**

Board Policy 4010**Academic Calendar**

The Superintendent/President shall, in consultation with the appropriate constituent group representatives on the Calendar Committee, develop and submit to the Board for approval an academic calendar.

Reference:
Education Code Section 70902(b)(12)

El Camino College
Policy
Adopted: 4/15/02

The El Camino College District recognizes that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning. It carries with it responsibilities correlative with rights. Accordingly, a faculty member shall have the freedom:

1. To examine or endorse unpopular or controversial ideas either in classroom teaching or in discussions with students as is appropriate to the course content, or in academic research or publication, while recognizing the responsibility to be accurate, objective and respectful of others. Faculty also have the responsibility to grade students solely on the basis of evidence of knowledge of the material pertinent to the class and attainment of appropriate skills, or other generally accepted grading criteria, avoiding any bias generated by a student's political outlook, religious belief or other personal attributes.
2. To select or recommend the selection of course instructional materials that may contain unpopular or controversial ideas, with the correlative responsibility that these materials are pertinent for the course.
3. To speak or write as a citizen, provided that the faculty member recognizes the special professional obligations of an educator to be accurate, objective and respectful of others, and that the faculty member take care to avoid leaving the impression that he or she is speaking for the college or the district.
4. To select or recommend library books, materials, media and online resources representing a multiplicity of philosophies and points of view, relying on professional expertise to maintain appropriate depth and breadth of the collections.

A faculty member shall not be subject to any adverse action affecting his or her employment with the El Camino College District for exercising any of the foregoing choices.

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

Reference: El Camino College Federation of Teachers Collective Bargaining Agreement Adopted: 8/21/06

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

Board Policy 4045

Textbooks and Instructional Materials

The responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, or electronic material, or open source material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

If electronic instructional materials are available to a student through a license or access fee, those materials must have continuing value to the student after the class ends. Continuing value can be obtained if the student has electronic access to the materials for at least two years after the end of the class; if the materials are printable; or if the materials can be saved by the student. Students shall not be required to pay for electronic materials used to administer the course, such as a course management system.

In order to minimize cost to students, the usual period of adoption for texts will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

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

Reference:

Title 5, section 59400, 59402, 59404

Education Code 78900 et. Seq.

Previous Board Policy Number: 6133

El Camino College

Adopted: 3/14/66

Amended: 4/20/80, 4/19/99, 5/19/08

Renumbered: 5/16/05

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

Repeatable courses with the designation of “ab, abc, or abcd” may be taken more than once for credit. El Camino College designates as repeatable courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree, intercollegiate athletics and related conditioning courses, and intercollegiate academic or vocational competition courses.

Non-repeatable courses may be taken only once for credit. Students may retake a non-repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only once before college intervention.

Under special circumstances, students may repeat courses in which a grade of C or better was earned. These special circumstances and other specific exceptions to the above policies are detailed in administrative procedures.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

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

Reference: Title 5, Sections 53200, 55000, 55024, 55040, 55045, 58161.

Adopted: 7/17/06

Amended:

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

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

I. Non-Repeatable Courses

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

A. Original Attempt (first attempt)

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

B. Second Attempt (first retake)

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

C. Third Attempt (second retake)

1. If a student attempts a non-repeatable course two times (the original attempt and the retake) and in both attempts the student receives either a substandard grade or a “W” or a combination, then the student may be permitted a second retake with the completion and approval of a college intervention plan.

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

D. College Intervention

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

II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. The lowercase letters indicate the number of times a course may be repeated. Examples of repeatable courses include Physical Education 60abc (Women’s Intercollegiate Soccer Team), and Communication Studies 23abcd (Forensics – Team Events). In these examples, students may enroll in Physical Education 60abc three times and Communication Studies 23abcd four times.

A. Scope and Limitations of Repeatable Courses

1. El Camino College designates only the following types of courses to be repeatable per Title 5, Section 55041:
 - a) Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree
 - b) Intercollegiate athletics and related conditioning
 - c) Intercollegiate academic or vocational competition.
2. Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree may include a recency requirement which the student has not been able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
3. For intercollegiate athletics and related conditioning courses and for intercollegiate academic or vocational competition courses, students may repeat a course the maximum number of times that course has been approved for repetitions. Substandard grades and “W” earned each count as an attempt.

B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not

- exceed the maximum number of times the course may be attempted with a passing or substandard grade.
2. No more than two substandard grades may be alleviated for a repeatable course.
 3. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the calculation of grade point average.
 4. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
 - a) that last grade cannot be alleviated, and
 - b) lapse of time can never be used for that course.

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

III. Variable Unit Courses

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

IV. Withdrawals

A. Withdrawal From a Course

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

B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the Veteran’s Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be “MW.”
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

C. Withdrawal Due to Extraordinary Conditions

1. A “W” may be removed and “no notation” assigned to any student who withdrew from one or more classes where such withdrawal was necessary,

verified through documentation, and approved by the Director of Admissions & Records due to:

- a) fire
- b) flood
- c) other extraordinary conditions such as:
 - (1) earthquake
 - (2) riot
 - (3) terrorism
 - (4) acts of war
 - (5) other consequential and significant acts.

V. Special Circumstances

Students may only petition to repeat a course beyond the maximum allowed enrollments under the following conditions. Maximum allowed enrollments include any combination of withdrawals and repetitions.

A. Significant Lapse of Time

1. A student may petition to repeat a course in which they previously earned a grade of C or better if there has been a significant lapse of time. A significant lapse of time petition may be filed when
 - a) No fewer than 36 months have passed or
 - b) The nature of the course (i.e. skill, knowledge, technology) requires repetition sooner.
2. A student will forfeit significant lapse of time if:
 - a) Three substandard grades were received for non-repeatable courses.
 - b) The maximum number of attempts in a repeatable course was reached and the last attempt resulted in a substandard grade.
3. Lapse of time can only be used once per course.

B. Extenuating Circumstances

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

7. Final decision on extenuating circumstances will be made by Admissions and Records.

C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
 - a) When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
 - b) When additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
 - c) When the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

D. Occupational Work Experience

1. Cooperative Work Experience Education (CWEE)
Students may earn up to a total of 16 units. A maximum of eight credit hours may be earned in CWEE during one semester.

E. Legally Mandated Training

1. Course repetition shall be permitted, without petition and regardless of whether the student recorded substandard work, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to the California Code of Regulations.

F. Significant Change in Industry or Licensure Standards

1. A student may re-enroll in a course where there has been a change in industry or licensure standards that repetition of the course is necessary for employment or licensure.
2. The student must document the following two provisions:

- a) that there has been a significant change in the industry or licensure standards since the student previously took the course, and
 - b) the student must take this course again for employment or licensure.
3. The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license.

VI. Other Provisions

A. Grade Alleviation with Courses from Other Colleges

- 1. Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:
 - a) the course is from a regionally accredited college
 - b) the course is comparable
 - c) the course is of equal value in units.
- 2. Grade alleviation with a course from other colleges cannot take place if:
 - a) three substandard grades have been received in a non-repeatable El Camino College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
 - b) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

B. Course Repetition and Academic Records

- 1. Courses that are repeated will be recorded in the student's permanent academic record using an appropriate symbol.
- 2. Annotating the permanent academic record will be done in a manner that all work remains legible, insuring a true and complete academic history.

C. Academic renewal is not an exception that permits a student to repeat a credit course.

VII. Enrollment Limitations for Courses Related in Content

- A. Students are limited in the number of active participatory courses they can take if the courses are related in content (also referred to as a family of courses). While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content. Families of courses are published in the college catalog.
- B. Students will be limited to taking a maximum of four courses in any one family of courses.
 - 1. For example, the Jazz Large Ensemble family of courses contains Music 266abcd (Big Band Jazz, repeatable up to four times) and Music 267abcd (Jazz Band, repeatable up to four times). A student who has already enrolled in Music 266abcd two times can enroll only twice more in either Music 266abcd

or Music 267abcd. A student who has already enrolled in Music 266abcd two times and Music 267abcd two times will not be permitted to enroll in additional courses from the family.

- C. In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing a student's GPA.

Reference:

Title 5, Sections 55040, 55045, 55252, 55253, 56029, 58161

Board of Trustees Agenda – May 21, 2012

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

Page No.

- A. Board Policy 3560 – Alcoholic Beverages – Second Reading and Adoption. SCA 2, 4
- B. Administrative Procedure 3560 – Alcoholic Beverages –
Information Item SCA 2, 5
- C. Board Policy 5130 – Financial Aid – Second Reading and Adoption..... SCA 2, 6-7
- D. Administrative Procedure 5130 – Financial Aid – Information Item..... SCA 2, 8-11
- E. Board Policy 5410 – Associated Students Elections –
Second Reading and Adoption..... SCA 2, 12
- F. Administrative Procedure 5410 – Associated Students Elections –
Information Item SCA 2, 13-15
- G. Board Policy 5420 – Associated Students Finance –
Second Reading and Adoption..... SCA 2, 16
- H. Administrative Procedure 5420 – Associated Students Finance –
Information Item SCA 3, 17-18
- I. Board Policy 5500 –Standards of Student Conduct-
Second Reading and Adoption..... SCA 3, 19
- J. Administrative Procedure 5500 –Standards of Student Conduct –
Information Item SCA 3, 20-25
- K. Board Policy 5570 – Student Credit Card Solicitation –
Second Reading and Adoption..... SCA 3, 26
- L. Administrative Procedure 5570 – Student Credit Card Solicitation –
Information Item SCA 3, 27
- M. Administrative Procedure 5610 – Voter Registration – Information Item SCA 3, 28

A. BOARD POLICY 3560 – ALCOHOLIC BEVERAGES – SECOND READING AND ADOPTION

It is recommended that the Board accept for second reading and adoption Board Policy 3560 as shown.

B. ADMINISTRATIVE PROCEDURE 3560 – ALCOHOLIC BEVERAGES – INFORMATION ITEM

Administrative Procedure 3560 is presented for informational purposes only.

C. BOARD POLICY 5130 – FINANCIAL AID – SECOND READING AND ADOPTION

It is recommended that the Board accept for second reading and adoption Board Policy 5130 as shown.

D. ADMINISTRATIVE PROCEDURE 5130 – FINANCIAL AID – INFORMATION ITEM

Administrative Procedure 5130 is presented for informational purposes only.

E. BOARD POLICY 5410 – ASSOCIATED STUDENTS ELECTIONS – SECOND READING AND ADOPTION

It is recommended that the Board accept for second reading and adoption Board Policy 5410 as shown.

F. ADMINISTRATIVE PROCEDURE 5410 – ASSOCIATED STUDENTS ELECTIONS – INFORMATION ITEM

Administrative Procedure 5410 is presented for informational purposes only.

G. BOARD POLICY 5420 – ASSOCIATED STUDENTS FINANCE – SECOND READING AND ADOPTION

It is recommended that the Board accept for second reading and adoption Board Policy 5420 as shown.

H. ADMINISTRATIVE PROCEDURE 5420 – ASSOCIATED STUDENTS FINANCE – INFORMATION ITEM

Administrative Procedure 5420 is presented for informational purposes only.

I. BOARD POLICY 5500 –STANDARDS OF STUDENT CONDUCT – SECOND READING AND ADOPTION

It is recommended that the Board accept for second reading and adoption the revisions to Board Policy 5500 as shown.

J. ADMINISTRATIVE PROCEDURE 5500 – STANDARDS OF STUDENT CONDUCT – INFORMATION ITEM

Administrative Procedure 5500 is presented for informational purposes only.

K. BOARD POLICY 5570 – STUDENT CREDIT CARD SOLICITATION – SECOND READING AND ADOPTION

It is recommended that the Board accept for second reading and adoption the revisions to Board Policy 5570 as shown.

L. ADMINISTRATIVE PROCEDURE 5570 – STUDENT CREDIT CARD SOLICITATION – INFORMATION ITEM

Administrative Procedure 5570 is presented for informational purposes only.

M. ADMINISTRATIVE PROCEDURE 5610 – VOTER REGISTRATION – INFORMATION ITEM

Administrative Procedure 5610 is presented for informational purposes only.

Board Policy 3560

Alcoholic Beverages

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

References:

Business and Professions Code Section 25608;
34 Code of Federal Regulations Section 668.46(b)

El Camino College
Board Policy
Adopted:

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the El Camino College Campus Police. The campus has been designated “Drug free” and “Smoke free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the El Camino College Campus Police. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

1. The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
2. The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.
3. The alcoholic beverage is for use during a fundraiser held to benefit the El Camino College Foundation or other non-profit organization that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

References:

Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658;

34 Code of Federal Regulations Section 668.46(b).

The District is committed to helping students afford a college education by awarding and disbursing federal, state, and local financial aid to eligible students. Students need to complete the appropriate financial aid applications and submit all required documentation to the college's Financial Aid Office in accordance with established deadlines, standards, and protocols.

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President or designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President or designee shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President or designee shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

References:

Education Code Sections 66021.6 and 76300;

Title 5 Sections 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

El Camino College

Adopted: May 20, 2002

Amended:

The District provides the following federal, state, and local financial aid to eligible students.

1. Board of Governors Fee Waivers
2. Cal Grants
3. California Community College Transfer Entitlement Cal Grants
4. California National Guard Education Assistance Awards
5. California Work Opportunity and Responsibility to Kids Act (CalWORKs)
6. Chafee Grants
7. Child Development Grants
8. Cooperative Agencies Resources for Education (CARE)
9. Extended Opportunity Programs and Services (EOPS)
10. Federal Pell Grants
11. Federal Supplemental Educational Opportunity Grants
12. Federal Work Study
13. Iraq and Afghanistan Service Grants
14. Law Enforcement Personnel Dependents Grants
15. Scholarships

Students who want to be considered for federal, state, and local financial aid are encouraged to complete and submit the Free Application for Federal Student Aid (FAFSA) online on an annual basis. The hardcopy FAFSA application is available for downloading from the FAFSA website at (www.fafsa.gov) or available via the college's Financial Aid Office website (www.elcamino.edu). The FAFSA may be submitted any time throughout the award year, however, funds are awarded on a first-come, first-served basis. Students may also be required to complete and submit additional documentation to determine eligibility. Eligibility is determined by the U.S. Department of Education working in conjunction with the Financial Aid Office.

Students who want to be considered for state-based financial aid are encouraged to complete and submit the Grade Point Average (GPA) Verification Form. Students who want to be considered for the Board of Governors Fee Waiver (BOGFW) are encouraged to complete and submit the hardcopy BOGFW application available for downloading from the Financial Aid Office webpage at (www.elcamino.edu) or available at the college's Financial Aid Office. The BOGFW application may be submitted any time prior to the start of the term or during the award year in which the student wants to receive the BOGFW. Students may also be required to complete and submit additional documentation to determine eligibility.

Eligibility is determined by the California Student Aid Commission (CSAC) working in conjunction with the Financial Aid Office. The California priority deadline for state-based financial aid is March 2nd.

Students who want to be considered for scholarships are encouraged to complete and submit the El Camino College Scholarship application. The scholarship application must be submitted prior to the established deadline on an annual basis. Students may also be required to complete and submit additional documentation to determine eligibility. Eligibility is determined by the El Camino College Scholarship Office working in conjunction with the Financial Aid Office.

El Camino College has partnered with Higher One to disburse select federal and state-based financial aid to eligible students. Higher One provides students with three options to receive their financial aid: (1) debit card; (2) direct deposit; and (3) hard copy check. Federal Work Study funds and select state-based financial awards are disbursed via hard copy check to eligible students.

A student is considered to be meeting the satisfactory academic progress standards if the following four requirements are met:

1. Cumulative Grade Point Average (Qualitative Measure)

A student must maintain a 2.0 cumulative grade point average (GPA). This GPA includes units at El Camino College and those from other regionally accredited colleges and universities that have been evaluated by the college's Admissions & Records Office and applied to the student's academic record. GPA units are those with grades of A, B, C, D, or F.

2. Cumulative Pace of Unit Completion (Quantitative Measure)

A student must complete at least 67% of the total number of units they attempt (passed hours divided by attempted hours). All courses with grades of A, B, C, D, or F as well as P, W, I, IP, NP, MW, and repeated courses will be counted towards the total attempted units. Units from other regionally accredited colleges and universities that have been evaluated by the college's Admissions & Records Office and applied to the student's record will also be counted.

3. Degree Earned

The student has not earned an associate degree or higher from a regionally accredited college or university.

4. Maximum Timeframe

A student has not exceeded the 150% maximum timeframe allowed for the completion of his or her educational program. All courses, excluding remedial and English as a Second Language (ESL), repeated courses, and courses taken while pursuing other majors with grades of A, B, C, D, or F, as well as P, W, I, IP, NP, or MW, will be counted as attempted units and applied to the maximum timeframe allowed. Courses from other regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's record will also be counted toward the maximum timeframe.

Financial aid recipients who are found to be in overpayment are notified by the Financial Aid Office. Students who receive an overpayment notification are instructed to make payment to the college's Cashier's Office or to the U.S. Department of Education. Students are ineligible to receive additional financial aid until they return any overpayment funds.

The Financial Aid Office works closely with the college's Fiscal Services unit to ensure that accounting protocol is adhered to in compliance with federal, state, and local regulations. Annual audits are conducted by an external entity and annual reports are submitted to federal and state government agencies.

Students should inquire with the college's Financial Aid Office for more information on federal, state, and local financial aid including deadlines.

Misrepresentation

1. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.
2. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

3. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

References:

Education Code Sections 66021.6 and 76300;

Title 5 Sections 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Board Policy 5410

Associated Students Elections

The Associated Students Organization shall conduct annual elections to elect officers. The Superintendent/President shall assure that the elections are conducted in accordance with procedures established by the Associated Students Organization and Student Development Office.

Any student elected as an officer in the Associated Students Organization shall meet all of the following requirements:

1. The student shall be enrolled in a minimum of six (6) semester units at the College at the time of election and throughout his/her term of office with the exception of summer term.
2. The student shall maintain a minimum cumulative and minimum semester grade point average (GPA) of 2.0 each term at the College at the time of election and throughout his/her term of office.
3. Any other requirements established by the Associated Students Organization Constitution.

Reference:

Education Code Section 76061

El Camino College Associated Students Organization Constitution

El Camino College

Adopted: May 20, 2002

Amended:

The Associated Students Organization shall conduct annual elections to elect officers.

Any student elected as an officer in the ASO shall meet the requirements in El Camino Community College District Board Policy 5410 and Associated Students Organization Constitution.

The By-Laws 700-799 of Article VIII – General Elections of the Associated Students Organization Constitution outlines the following information pertaining to Associated Students Elections.

1. By-Law 700 – Regulation of Electoral Process

The Senate may enact regulations governing campaigns for, and elections to, all positions representing the ASO of El Camino College. The Senate may also enact regulations governing the procedures for voting on amendments to, and revisions of, the ASO Constitution. The process shall be overseen by the ASO Election Committee, composed of a Commissioner of Elections (Chairperson), non-candidate members of the ASO, and Advisers from the Student Development Office (ad hoc, non-voting members). The committee shall have the power to set all procedures concerning the elections of the ASO representatives.

2. By-Law 701 – Executive Cabinet Candidates

All Candidates for any position in the Executive Cabinet shall submit a petition, which consists of a minimum of 50 signatures, to the ASO Election Committee.

3. By-Law 702 – Senatorial Candidates

Senatorial candidates shall submit a petition, which consists of a minimum of 25 signatures, to the ASO Election Committee.

4. By-Law 703 – ASO Elections Committee

Section 1 – The Elections Committee shall be responsible for overseeing ASO elections, making sure all procedures are followed properly.

Section 2 – No member of the Elections Committee shall be allowed to participate in, or endorse any campaign.

Section 3 – The Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 4 – The Election Committee Chair(s) and membership shall be appointed and ratified by the Senate by the third week of the spring semester. The Committee Chairperson(s) may recommend additional members to the President as needed.

Section 5 – The Elections Committee shall make all required paperwork available to candidates at least five weeks prior to the first day of elections.

Section 6 – The Elections Committee shall allow at least one week of campaigning for candidates prior to the first day of polling.

Section 7 – The Elections Committee shall attempt to notify, in writing, any candidate who has been disqualified stating the reasons for the disqualification within 24 hours of the election.

Section 8 – Any disqualified candidate may consult the Elections Committee by making an appointment with the Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 9 – All grievances must be submitted in writing to the Elections Committee. The Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

5. By-Law 704 – Special Elections & the ASO Special Elections Committee

Section 1 – The President may call for a special election upon majority vote of the Senate to fill vacant positions in the Senate or Executive Cabinet.

Section 2 – The Chairs of the Special Elections Committee shall be appointed by the President.

Section 3 – The Special Elections Committee shall operate under a calendar developed by the committee and approved by the Senate.

Section 4 – The Special Elections Committee shall be responsible for overseeing ASO special elections, making sure all procedures are followed.

Section 5 – No member of the Special Elections Committee shall be allowed to participate in, or endorse any campaign.

Section 6 – The Special Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 7 – Any disqualified candidate may consult the Special Elections Committee by making an appointment with the Special Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 8 – All grievances must be submitted in writing to the Special Elections Committee. The Special Elections Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

References:

Education Code Section 76061;

El Camino College Associated Students Organization Constitution

Board Policy 5420**Associated Students Finance**

Associated Students funds shall be deposited and disbursed by the Superintendent/President or designee.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

The funds shall be expended according to procedures established by the Associated Students Organization, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The Superintendent/President or designee;
2. The officer or employee of the College who is the designated adviser of the Associated Students Organization; and
3. A representative of the Associated Students Organization.

The funds of the Associated Students shall be subject to an annual audit.

Reference:

Education Code Sections 76063-76065;
Associated Students Organization Constitution

El Camino College
Adopted: January 22, 2002
Amended: April 15, 2013; March 10, 2014

Associated Students funds are maintained in accordance with the following procedures:

1. Associated Students Organization fund books, financial records, and procedures are subject to annual audit.
2. Reports of the annual audit of Associated Students funds are submitted to the Superintendent/President or designee.
3. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Superintendent/President or designee.
4. Associated Students funds shall be deposited with and disbursed by the District's Superintendent/President or designee.

The Associated Students funds shall be deposited, loaned, or invested in the following manners:

1. Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
2. Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
3. Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
4. Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofits, colleges, universities, and independent schools.

5. Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
6. Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

1. The Superintendent/President or designee;
2. The officer or employee of the District who is the designated adviser of the Associated Students Organization; and
3. A representative of the Associated Students Organization.

References:

Education Code Sections 76063-76065

Board Policy 5500

Standards of Student Conduct

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct. To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness. Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College personnel are dedicated to maintaining a positive learning environment. Optimal standards of student conduct are essential to the maintenance of a quality college environment.

El Camino College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to students through the College catalog, and other means including electronic communications.

See Administrative Procedure 5500 Standards of Student Conduct.

References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

El Camino College

Adopted: 9/7/78

Amended: 8/21/89, 6/22/92, 5/16/94, 12/21/09,

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

Definitions: The following misconduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - a. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - b. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
 - c. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - d. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
 - e. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
 - f. Any other action which is not an honest reflection of a student's own academic work.
7. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.
8. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.

4. Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus.
6. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.
7. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
8. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

DRUGS, ALCOHOL, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL MISCONDUCT

1. Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.
2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
3. Other misconduct offenses in violation of the El Camino College Sexual Misconduct Policy.

HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.
3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.

5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.
6. Other misconduct offensives relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).
7. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

Board Policy 5570

Student Credit Card Solicitations

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

See El Camino Community College District Administrative Procedure 5570.

Reference:

Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

El Camino College
Adopted: December 15, 2003
Amended: March 10, 2014

Financial institutions may not solicit credit cards to students or distribute commercial flyers promoting their product(s) at El Camino College.

Debt education information is shared with students during financial aid counseling sessions. Debt education materials prepared by nonprofit entities are distributed to students.

Reference:

Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

The College carries out a good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the College. Voter registration forms are available to students at the College's Financial Aid Office and the Student Development Office.

The College operates an automated class registration system which allows students to coordinate with the Secretary of State during the class registration process to receive voter information.

The designated contact person to be contacted by the Secretary of State for distribution of voter registration cards is the Dean of Enrollment Services.

Reference:

20 U.S. Code Section 1094(a)(23)(A);

34 Code of Federal Regulations Section 668.14(d)(1)

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

	<u>Page No.</u>
A. Tentative Budget 2015-16.....	AS 2
B. Resolution - District Appropriation Limit For 2015-16.....	AS 2
C. Interfund Transfers.....	AS 2
D. Year-End Appropriations Transfer 2014-2015	AS 3
E. Five Year Construction Plan 2015-2020.....	AS 3
F. Contracts Under \$86,000.....	AS 4
G. Contracts Over \$86,000.....	AS 11
H. Personal Services Agreements	AS 12
I. Amendments.....	AS 13
J. Sole Source Acquisition	AS 14
K. Consideration of Approval to Purchase Materials Through Other Public Agency Contracts for Fiscal Year 2015-2016.....	AS 14
L. International Student Health Insurance.....	AS 15
M. Purchase Orders and Blanket Purchase Orders	AS 15

A. TENTATIVE BUDGET 2015-2016

It is recommended the Tentative Budget, including the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Capital Outlay Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Fund, and Bookstore Fund for the 2015-2016 fiscal year be submitted to the Board of Trustees for adoption at the June 15, 2015 meeting.

California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools. The Tentative Budget is posted on the El Camino College web site in the Administration, Board of Trustees section.

B. RESOLUTION – DISTRICT APPROPRIATION LIMIT FOR 2015-2016

It is recommended the Board of Trustees adopt the resolution establishing the Appropriation Limit of \$140,273,370 for the 2015-2016 fiscal year. Article XIII B of the State Constitution as approved by the voters in November 1979 requires the establishment of an Appropriation Limit on "Proceeds of Taxes" revenues for public agencies, including school districts. The governing board must approve each year the appropriation limit for the District.

C. INTERFUND TRANSFERS

It is recommended the Board of Trustees approve the following Interfund Transfers for 2015-2016. These transfers are based upon the current Tentative Budget and are subject to additional change recommendations in the Final Budget as well as during the 2015-2016 fiscal year.

Interfund Transfers

From:	General Fund-Unrestricted (Fund 11)	(\$6,451,727)
To:	General Fund-Restricted (Fund 12)	\$898,000
	General Fund-Compton Center Related Fund (Fund 14)	1,107,182
	General Fund-Special Programs Compton Center (Fund 15)	3,321,545
	Workers' Compensation Fund (Fund 61)	100,000
	Property & Liability Fund (Fund 62)	100,000
	Dental Fund (Fund 63)	900,000
	Auxiliary Services Fund (Fund 79)	<u>25,000</u>
		\$6,451,727

Contributions

From: General Fund-Restricted Fund (Fund 12)	(\$60,000)
To: Capital Outlay Fund (Fund 41)	60,000
From: General Fund-Unrestricted Fund (Fund 11)	(\$2,672,460)
To: Workers' Compensation Fund (Fund 61)	1,672,460
Property & Liability Fund (Fund 62)	<u>1,000,000</u>
	\$2,672,460
From: Bookstore (Fund 51)	(\$100,000)
To: Auxiliary Services (Fund 79)	100,000

D. YEAR-END APPROPRIATIONS TRANSFER 2014-2015

It is recommended the Board of Trustees authorize the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2014-2015 school year to permit the payment of obligations of the district during such school year. This item fulfills the requirement from Los Angeles County Office of Education (LACOE).

E. FIVE YEAR CONSTRUCTION PLAN 2015-2020

Background: As required by the Community College Construction Act of 1980, the El Camino Community College District is submitting its 2015-2020 Five-Year Construction Plan and associated documents to the Office of the Chancellor of the California Community Colleges.

YEAR	PROJECT – FUNDING PHASE	AMOUNT
2015-16	Stadium and Track Replacement	\$43,655,452
	Lot F Seismic Upgrade (C)	\$26,600,000
	Administration Building (P)	\$900,000
	Physical Education Complex Phase 3 (P)	\$1,700,000
	Student Activities Center (P)	\$1,200,000
2016-17	Administration Building (W) (C)	\$10,800,000
	Physical Education Complex Phase 3 (W) (C)	\$20,400,000
	Student Activities Center (W) (C)	\$14,400,000
2017-18	Student Services Center Replacement	\$37,359,000
	Lot C Parking Structure	\$33,250,000
	Men's Gym Replacement	\$34,986,000
2018-19	Music Building Replacement (P) (W)	\$2,700,000
	Art Building Replacement (P) (W)	\$3,598,000

2019-20	Music Building Replacement (C) (E)	\$32,890,000
	Art Building Replacement (C) (E)	\$37,382,000

P = Plans W = Working Drawings C = Construction E = Equipment

F. CONTRACTS UNDER \$86,000

It is recommended the Board of Trustees, in accordance with Board Policy 6340, 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:

Contractor: **JOYFUL EDUCATION SERVICE, INC**
Services: Contractor will receive intensive English language classes for 18 Japanese students.
Requesting Dept.: Student and Community Advancement – Admissions and Records – Language Academy
Date(s): 7/20/15 – 8/7/15
Financial Terms: Projected gross income \$9,450

b. Services Received by District or Its Designee:

1. Contractor: **ACTION CONTRACTORS, INC.**
Services: Contractor will provide plumbing, electrical and general building maintenance repairs for the District's Business Training Center (BTC).
Requesting Dept.: Student and Community Advancement – BTC
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$5,000

2. Contractor: **ANGALET AND ASSOCIATES LLC**
Services: Contractor will provide sales consulting services to identify training opportunities with current and new business clients, securing twenty-five new companies as clients or potential customers.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$42,000
Funded by Employment Training Panel (ETP) ET14-0217 two-year core contract

- 3. Contractor:** **CERRITOS COLLEGE FOUNDATION**
Services: Contractor will provide support services to the ECC Center for Applied Competitive Technologies (CACT) and promote CACT activities in the manufacturing sector.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 7/1/15 – 6/30/16
Financial Terms: Funded by a grant from the California Community Colleges Chancellor’s Office
- 4. Contractor:** **CITRUS VALLEY HEALTH PARTNERS**
Services: Contractor will provide access and assist faculty with supervision of qualified paramedic students in clinical setting for twenty eight-hour shifts in an emergency room.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 7/1/15 – 6/30/16
Financial Terms: No cost to the District
- 5. Contractor:** **CITY OF INGLEWOOD/SOUTH BAY WORKFORCE INVESTMENT BOARD**
Services: Contractor will provide funds for student participation in training services, and incorporate Workplace Learning Resource Center (WpLRC) training programs for inclusion in the State's I-Train/ETPL System.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 3/1/15 – 3/31/17
Financial Terms: No cost to the District
- 6. Contractor:** **CIVIC COUCH**
Services: Contractor will provide photography for events and award ceremonies at ECC.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$5,500
- 7. Contractor:** **CUSTOM CORPORATE COMMUNICATIONS**
Services: Contractor will provide customized training in technology education, manufacturing, and services for continuous workforce development.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 6/16/15 – 12/15/15
Financial Terms: Cost not to exceed \$40,000
Funded by ETP ET14-0217 two-year core contract

8. **Contractor:** **CUSTOM CORPORATE COMMUNICATIONS**
Services: Contractor will provide customized training in technology education, manufacturing, and services for continuous workforce development.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/4/15 – 5/3/17
Financial Terms: Cost not to exceed \$75,000
Funded by ETP ET15-0217 two-year core contract

9. **Contractor:** **EAST WEST GROUP INC. (USA); JUNWEI EDUCATION SERVICES, INC. (USA)**
Services: Contractor will recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program
Date(s): 6/15/15 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding five years)
Financial Terms: The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.

10. **Contractor:** **ECONOLITE GROUP, INC. dba ECONOLITE CONTROL PRODUCTS, INC.**
Services: Contractor will receive training in Business Skills, Computer Skills, and Continuous Improvement.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/4/15 – 5/3/17
Financial Terms: Projected gross income \$13,860
Funded by ETP (ET15-0427 contract); and Contract and Community Education Training contracts with company

11. **Contractor:** **EQUAL MEASURE**
Services: Contractor will provide external evaluation of the Career Advancement Academy.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 6/1/15 – 2/28/16
Financial Terms: Cost not to exceed \$20,930
Funded by Career Advancement Academy Grant from the California Community Colleges Chancellor’s Office
12. **Contractor:** **JUNWEI EDUCATION SERVICES, INC. (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 – Language Academy
Date(s): 6/15/15 (Effective upon Board approval and continuing month-to-month up to but not exceeding 5 years)
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
13. **Contractor:** **JUAN DIAZ**
Services: Contractor will maintain the grounds around the building and the parking area of the District's BTC.
Requesting Dept.: Student and Community Advancement – BTC
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$2,700
14. **Contractor:** **KAPLAN, INC.**
Services: Contractor will provide National Council Licensure Examination (NCLEX) Review course to spring 2015 ECC Nursing program graduates.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 4/20/15 – 12/31/15
Financial Terms: Cost not to exceed \$11,508
Funded by Assessment, Remediation, Retention Grant
15. **Contractor:** **LONG BEACH MEMORIAL MEDICAL CENTER**
Services: Contractor will provide access and assist faculty with supervision of qualified paramedic students in clinical

setting for twenty eight-hour shifts in an emergency room.

Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 6/1/15 – 5/31/20
Financial Terms: No cost to the District

16. **Contractor:** **LOS ANGELES COUNTY OFFICE OF EDUCATION**
Services: Contractor will provide access to a labor distribution file used by the District for various MIS reporting, Human Resources applications and financial system services (PeopleSoft).
Requesting Dept.: Administrative Services – Fiscal Services
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$40,000
Funded by General Fund 11
17. **Contractor:** **MINDSWING CONSULTING**
Services: Contractor will develop and manage Internet and print based branding and marketing products and materials for the Retail, Hospitality and Tourism Industry sectors under the Chancellor's Office Economic and Workforce Development Program and its "Doing What Matters for Jobs and the Economy" framework.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$40,000
Funded by California Community Colleges Chancellor's Office Economic and Workforce Development program Retail, Hospitality and Tourism Grant
18. **Contractor:** **ROBERT J. CAMPBELL, CAMPBELL GOVERNMENTAL ACCESS**
Services: Contractor will provide governmental consulting and reporting on issues related to ECC.
Requesting Dept.: President's Office – Public Relations and Marketing
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$24,000

19. **Contractor:** **RONALD AMIE QUICKBOOKS INSTRUCTOR**
Services: Contractor will provide QuickBooks Workshop Series for ECC Small Business Development Center.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$4,000
Partially funded by the US Small Business Administration
20. **Contractor:** **SIXTEN AND ASSOCIATES**
Services: Contractor will prepare the District's state mandated cost reimbursement claims.
Requesting Dept.: Administrative Services – Fiscal Services
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$25,000
21. **Contractor:** **SOAP DESIGN COMPANY**
Services: Contractor will design various flyers for the ECC Community Education catalogs for Fall 2015, Winter/Spring 2016 and Summer 2016.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/15 – 6/30/16 with four optional one-year renewal periods, not to exceed five years
Financial Terms: Cost not to exceed \$12,000
Funded by Contract and Community Education funds
22. **Contractor:** **SOUTH BAY HEATING AND AIR CONDITIONING**
Services: Contractor will provide maintenance for heating and air conditioning units at the District's BTC.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$2,500
23. **Contractor:** **SPACEDATA**
Services: Contractor will provide development, maintenance, and technical solutions for Advanced Customized Training Solutions/ETP database, and the Office 365 SharePoint website integration.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$30,000
Funded by ETP

24. **Contractor:** **THE LEARNING GARDEN PRESCHOOL**
Services: Contractor is a licensed child care facility that will offer part-time work activity opportunities to CalWORKs students to work as teachers and teacher assistants.

Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 7/1/15 – 6/30/16
Financial Terms: No cost to the District

25. **Contractor:** **THE LEARNING OASIS**
Services: Contractor will provide Veterinary Assistance and/or Pharmacy Technician training at local approved locations.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 9/1/15 – 6/30/16 with four optional one-year renewal periods, not to exceed five years
Financial Terms: Projected gross income \$40,000

26. **Contractor:** **TRACY BRESHEARS dba EYMAGIN**
Services: Contractor will provide photography for events and award ceremonies at El Camino College.

Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$5,000

27. **Contractor:** **VOCATIONAL TRAINING INTERNATIONAL, INC.**
Services: Contractor will provide welding instruction for inmates at the Federal Correctional Institution (FCI) at Terminal Island.

Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$60,000
Funded by FCI-Terminal Island

- 28. Contractor:** **WISE GUYS EVENTS**
Services: Contractor will provide team building activity for Classified Week.
Requesting Dept.: Human Resources – Professional Development
Date(s): 6/5/15
Financial Terms: Cost not to exceed \$4,949
Funded by ECC Foundation and Professional Development

G. CONTRACTS OVER \$86,000

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

a. Services Provided by District or Its Designee:

- Contractor:** **LONG BEACH COMMUNITY COLLEGE DISTRICT**
Services: ECC will use contractor funds to provide programs and services to small businesses in the form of training workshops and one-on-one confidential consulting in the South Bay and surrounding cities.
Requesting Dept.: Student and Community Advancement – Small Business Development Center (SBDC)
Date(s): 1/1/15 – 12/31/15
Financial Terms: Projected gross income \$303,150
Funded by SBDC Network Service Center Agreement CN99720.6

b. Services Received by District or Its Designee:

- 1. Contractor:** **CERRITOS COLLEGE FOUNDATION**
Services: Contractor will provide Advanced Technology and Commercial Skills training utilizing El Camino College's funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/4/15 – 5/3/17
Financial Terms: Cost not to exceed \$150,000
Funded by ETP (ET15-0427) two-year core contract

2. **Contractor:** **EL SEGUNDO UNIFIED SCHOOL DISTRICT**
Services: Contractor will provide expanded Engineering Technology/Advanced Manufacturing Pathways including new course offerings, additional trained teachers, and new class setup for engineering technology classes.
Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$140,910
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant
3. **Contractor:** **LOS ANGELES UNIVERSAL PRESCHOOL (LAUP)**
Services: Contractor will provide funding for a Child Development Permit Specialist to assist ECC students, students from other local community colleges, and employed early childhood educators, to obtain, renew or upgrade a Child Development Permit.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 7/1/15 – 6/30/16
Financial Terms: Projected gross income \$111,690
Funded by LAUP

H. PERSONAL SERVICES AGREEMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** **CLAUDIA SALCEDO**
Services: Contractor will provide program coordination for UCLA Summer Research Science, Technology, Engineering, and Math (STEM) program.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 6/1/15 – 8/30/15
Financial Terms: Cost not to exceed \$3,756

Funded by Title III Hispanic Serving Institution (HIS)-STEM Grant

2. **Contractor:** **MARK HULLIBARGER**
Services: Contractor will perform the tuning, repair, maintenance and voicing of the seven grand pianos used in Marsee Auditorium, Campus Theatre and Haag Recital Hall.
Requesting Dept.: Academic Affairs – Fine Arts – Center for the Arts
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$3,578

3. **Contractor:** **SANTIAGO BERNAL**
Services: Contractor will provide program coordination for UCLA Summer Research STEM program, including supervision of housing, food, and hiring and training of peer mentors.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 6/1/15 – 8/30/15
Financial Terms: Cost not to exceed \$3,756
Funded by Title III HIS-STEM Grant

I. AMENDMENTS

a. *Services Provided by District or Its Designee:*

None

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

1. **Contractor:** **ARAMARK SPORTS AND ENTERTAINMENT SERVICES, LLC**
Services: Contractor will provide facilities and services for 19 Science, STEM instructors at the Asilomar Conference Grounds during a week-long faculty development workshop (increased from 10 workshop participants).
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 7/13/15 – 7/17/15
Financial Terms: Cost not to exceed \$20,915 (Cost increase: Board initially approved \$12,517 on 1/15/15)

Funded by Title III HIS-STEM Grant in partnership with Mt. St. Mary's College

- 2. Contractor:** **CERRITOS FOUNDATION**
Services: Contractor will provide California ETP Regular Core Programs training using ECC's ETP funds.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 12/17/13 – 12/15/15
Financial Terms: Cost not to exceed \$225,000 (Cost increase: Board initially approved \$150,000 on 12/13/16. ECC is the fiscal agent.)
Funded by ETP (ET14-0217 two-year core contract)

J. SOLE SOURCE ACQUISITION

It is recommended the Board of Trustees approve the sole source purchases of HAL Adult Simulator and HAL Newborn Simulator in the amount of \$120,000 from Gaumard without formal public advertising and receiving of bids. It is in the District's best interests to let this exception of California Public Contract Code section 20651 which requires the District to advertise publicly for purchase of goods involving an expenditure of \$86,000 or more. Gaumard is the sole provider and manufacturer of the HAL line of products used for Nursing, Radiologic Technology, and Respiratory Care programs.

K. CONSIDERATION OF APPROVAL TO PURCHASE MATERIALS THROUGH OTHER PUBLIC AGENCY CONTRACTS FOR FISCAL YEAR 2015-2016

It is recommended the Board of Trustees approve that the District may make procurements by means of existing public agency contracts and other cooperative purchasing agreements pursuant to California Public Contract Code Section 20652, and authorize El Camino College to make such procurements under Section 20652, as-needed, which is in El Camino College's best interests for this fiscal year ending on June 30, 2016.

California Public Contract Code Section 20652 authorizes the Board of Trustees, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles, tractors and other personal property for El Camino College through contract let by other public agencies (commonly referred to as "piggy-backing" contracts). Los Angeles County Office of Education (LACOE) requires the Board of Trustees to take specific action to determine that it is in the best interest for El Caminos College to utilize an existing bid or

contract to make procurements pursuant to Section 20652, rather than receiving bids on its own behalf.

An example of an existing public agency contract that El Camino College utilizes for procurements is the CollegeBuys program offered by the Foundation for California Community Colleges. Through the CollegeBuys institutional purchasing program, El Camino College saves on a wide range of products and services – from software technology to high quality office and classroom furniture. Other available piggybackable bids include, but are not limited to:

- California Multiple Awards Schedule (CMAS)
- Western States Contracting Alliance (WSCA)
- U.S. Communities Contract
- California State University Contract Services and Procurement Agreements

L. INTERNATIONAL STUDENT HEALTH INSURANCE

It is recommended the Board of Trustees approve continuing the international student health insurance through the current contracted carrier, Student Insurance. The District, through the International Student Program, requires all of its students to purchase health insurance from a carrier contracted by the District. There is no cost to the District as students pay this fee as part of their tuition. The cost for the coverage will be \$803 per student each six-month period for Fall 2015 and Spring 2016. The contract is effective July 1, 2015 through June 30, 2016.

M. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

P.O.	Vendor Name	Site Name	Description	P.O. Cost Number
Fund 11 - Unrestricted - El Camino				
P0803273	CDW-G	Facilities/Planning/Servi	Software	\$1,267.49
P0803534	CDW-G	V.P. Academic Affairs	Non Inst Comp Eq	\$1,362.50
P0803572	Dell Marketing L. P.	Information Technology	New Computer	\$18,865.44
P0803600	Redondo Beach	Public Relations	Conferences Mgmt	\$45.00
P0803602	CDW-G	VP-SCA	New Equipment	\$1,242.60
P0803607	Campus Food Services	Ctr for Arts Promo	Other Services And Expenses	\$595.41
P0803608	Pony Box DANCE	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0803609	Image IV Systems	Div Office Humanities	Copiers	\$9.00
P0803610	Mr. Andrew W. Wolski	Ctr for Arts Production	Repairs Parts And Supplies	\$275.18
P0803612	Campus Food Services	Commencement	Contract Services	\$18,954.65
P0803615	Boulevard Florist	Commencement	Non-Instruct Supplies	\$55.32
P0803616	Monterey Graphics	Commencement	Non-Instruct Supplies	\$304.11

P0803622	Misac	Information Technology	In-Service Training	\$2,195.00
P0803630	Midwest Library Service	Div Office Instr.	Library Books	\$2,556.55
P0803635	Mr. Chris J. Egnozzi	Facilities/Planning/Servi	Non-Instruct Supplies	\$638.35
P0803636	Nuventive	V.P. Academic Affairs	Conferences Mgmt	\$575.00
P0803637	American Express Travel	V.P. Academic Affairs	Conferences Mgmt	\$568.00
P0803638	E.G. Brennan & Co., Inc.	Admissions/Recors	Maintenance Contracts	\$70.56
P0803639	Ms. Nancy A. Adler	Ctr for Arts Production	Non-Instruct Supplies	\$93.91
P0803645	BMI	Ctr for Arts Production	License Fee/Site Licenses	\$6,315.45
P0803651	Salem Press	Div Office Instr.	Library Books	\$342.00
P0803655	Enterprise Rentals	Ed & Community	Transportation/ Mileage	\$140.73
P0803658	Learning Group	VP-SCA	Contract Services	\$750.00
P0803663	Crowne Plaza Hotel	Athletics Training	Conferences Other	\$4,111.83
P0803666	Ad Infin Item	Staff Development	Non-Instruct Supplies	\$652.91
P0803669	Calif Instit for Nursing	Nursing	Dues And Memberships	\$1,758.00
P0803673	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$39.15
P0803675	UCLA Center for	Paramedic Academy	Contract Services	\$2,730.00
P0803676	Gerson L. Sanginitto	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0803678	American Express Travel	Ed & Community	Transportation/ Mileage	\$320.20
P0803679	Dassault Systems	Information Technology	License Fee/Site Licenses	\$5,598.00
P0803692	Bank of America	Presidents Office	Non-Instruct Supplies	\$172.58
P0803693	Bank of America	Board Of Trustees	Conferences Mgmt	\$620.00
P0803694	ECCTYC	Div Office Humanities	Publications/ Periodicals	\$250.00
P0803702	Jessica Rapoza	Athletics Training	Transportation	\$3,237.30
P0803703	I & O Party Rentals	Presidents Office	Other Services And Expenses	\$519.60
P0803705	Amazon.Com Corporate	Information Technology	Non-Instruct Supplies	\$29.49
P0803709	Ms. Francesca C. Bishop	Speech Communication	Other Services And Expenses	\$261.55
P0803711	Career Cruising	Career Center	Other Services And Expenses	\$695.00
P0803712	Servpro of Downey	Commencement	Other Rentals	\$6,825.00
P0803717	Stacy Komai	Athletics Training	Transportation	\$276.70
P0803730	AT&T Mobility	Administrative Services	Telephone	\$65.74
P0803735	Lastar, Inc.	Information Technology	Non-Instruct Supplies	\$1,203.85
P0803742	At&t California	Information Technology	License Fee/Site Licenses	\$126.00
P0803761	Daily Breeze, the	Purchasing and	Multi Media Advertising	\$568.36
P0803762	El Camino College	Speech Communication	Other Services And Expenses	\$685.40
P0803772	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$79.38
P0803773	Ms. Nancy A. Adler	Ctr for Arts Production	Other Rentals	\$210.28
P0803779	South Coast Air Quality	Hazmat	Other Services And Expenses	\$10.62
P0803780	Braun Towel & Linen	Facilities/Planning/Servi	Non-Instruct Supplies	\$455.62
P0803785	Ryugaku Journal, Inc.	International Students	Multi Media Advertising	\$5,500.00
P0803794	Game Ready	Athletics Training	New Equipment	\$1,976.88
P0803798	Tigerdirect.Com	Technical Services	Repairs Parts And Supplies	\$610.89
P0803799	The Printer Works	Technical Services	Repairs Parts And Supplies	\$642.05
P0803801	The Grantsmanship	Accounting Use Only	Prepaid Expense	\$930.00
P0803802	Torrance Chamber	Presidents Office	Conferences Mgmt	\$105.00
P0803803	American Express Travel	Facilities/Planning/Servi	Conferences Mgmt	\$301.00
P0803806	Signature Party Rental	Commencement	Other Rentals	\$524.77
P0803808	Choura Events	Staff Development	Other Rentals	\$961.26
P0803810	Lomita Business	Copy Center	Repairs Parts And Supplies	\$279.30
P0803811	Daily Saw Service, Inc.	Copy Center	Repairs Parts And Supplies	\$19.90
P0803812	Campus Food Services	Transfer Center	Conferences - Student	\$1,389.75
P0803813	Edwin Pasache	Construction	Instructional Supplies	\$422.40
P0803816	Ingram Library Service	Div Office Instr.	Library Books	\$44.09
P0803817	Time Warner Cable	Instructional Television	Other Services And Expenses	\$105.38

P0803793	Carolina Biological	Natural Sci	New Equipment - Instructional	\$1,177.20
P0803807	Purple Communications	DSPS	Contract Services	\$945.00
P0803821	Ms. Georgianna F.	Artes de El Camino	Non-Instruct Supplies	\$1,017.86
			Fund 12 Total: 53	\$97,384.07

Fund 15 - General Fund -Special Programs

P0803671	Dell Marketing L. P.	Information Technology	New Equipment	\$2,319.50
P0803818	American Express Travel	First Year Experience	Conferences Mgmt	\$322.70
P0803819	American Express Travel	First Year Experience	Conferences Mgmt	\$322.70
P0803820	American Express Travel	First Year Experience	Conferences Mgmt	\$322.70
			Fund 15 Total: 4	\$3,287.60

Fund 41 - Capital Outlay

P0803665	Best Contracting	Roofing 2011	Buildings	\$12,050.00
			Fund 41 Total: 1	\$12,050.00

Fund 62 - Property & Liability

P0803656	Bayside Medical Center	Health,Safety and Risk	Hospital & Medical	\$50.00
P0803750	El Camino Community	Purchasing and	Excess Insurance	\$2,377.26
			Fund 62 Total: 2	\$2,427.26

Fund 71 - Associated Students

P0803611	Campus Food Services	Student Affairs	ASB Exp.	\$946.39
P0803613	Gregory H. Rafijah	Student Affairs	ASB Exp.	\$1,000.00
P0803718	Thompson Trophy	Student Affairs	ASB Exp.	\$120.12
			Fund 71 Total: 3	\$2,066.51

Fund 79 - Auxiliary Services

P0803614	Chad Jackson	Fine Arts	Non-Instruct Supplies	\$100.00
P0803646	Stephen Hughes	Fine Arts	Non-Instruct Supplies	\$250.00
P0803647	Christopher D. Johnson	Fine Arts	Non-Instruct Supplies	\$125.00
P0803695	Camayak	Humanities	Non-Instruct Supplies	\$2,000.00
P0803696	Investigative	Humanities	Non-Instruct Supplies	\$140.00
P0803697	ACP/CMAyNational	Humanities	Non-Instruct Supplies	\$447.00
P0803699	College Media	Humanities	Non-Instruct Supplies	\$110.00
P0803731	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$2,098.25
P0803753	Artillery Magazine	Fine Arts	Non-Instruct Supplies	\$400.00
P0803755	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0803756	Bianca A. Lara	Fine Arts	Non-Instruct Supplies	\$100.00
P0803757	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$100.00
P0803758	Aimee K. Gomez	Fine Arts	Non-Instruct Supplies	\$100.00
P0803763	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$1,480.65
P0803764	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$1,091.64
P0803768	Campus Food Services	MESA Program	Non-Instruct Supplies	\$1,499.19
P0803770	Campus Food Services	Honors Program	Non-Instruct Supplies	\$761.31
P0803774	Mr. Rene E. Lozano	Counseling Office	Non-Instruct Supplies	\$212.79
P0803782	Stefanie A. Frith	Humanities	Non-Instruct Supplies	\$190.00
P0803783	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$87.20
P0803784	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$877.45

P0803814	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$1,048.55
			Fund 79 Total: 22	\$13,319.03

Fund 81 - Student Organizations

P0803644	Timothy E. Hampton	Student Affairs	A/P Manual.Gen.	\$375.00
P0803667	Anthony L. Diep	Student Affairs	A/P Manual.Gen.	\$228.00
P0803668	Adam Jaffe	Student Affairs	A/P Manual.Gen.	\$600.00
P0803751	Alpha Gamma Sigma	Student Affairs	A/P Manual.Gen.	\$1,307.00
P0803765	Robot EventsýRobotics	Student Affairs	A/P Manual.Gen.	\$100.00
P0803804	Robomatter Inc.	Student Affairs	A/P Manual.Gen.	\$999.00
			Fund 81 Total: 6	\$3,609.00

PO Funds Total: 156 **237,680.95**

Fund 11 - Unrestricted - El Camino

B0810889	Edgar Artiga	V.P. Academic Affairs	PSA Contract Services	\$3,000.00
			Fund 11 Total: 1	\$3,000.00

Fund 12 - Restricted - El Camino

B0810891	ECCD Petty Cash	Career Pathways	Non-Instruct Supplies	\$300.00
B0810892	Campus Food Services	Career Pathways	Non-Instruct Supplies	\$3,000.00
B0810905	Pinnacle Evaluation	Title III- H S I - STEM	Contract Services	\$36,000.00
			Fund 12 Total: 3	\$39,300.00

Fund 41 - Capital Outlay

B0810885	LCC 3 Construction	DSA Certification	Testing & Inspection	\$30,000.00
B0810886	M. Arthur Gensler Jr.	Architect Fees	Contract Services	\$22,000.00
			Fund 41 Total: 2	\$52,000.00

BPO Funds Total: 6 **94,300.00**

Grand Total POs and BPOs: 162 **331,980.95**

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

	<u>Page No.</u>
A. Category Budgets and Balances.....	E 2
B. Purchase Orders and Blanket Purchase Orders.....	E 2

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through May 31, 2015, at the June 2015 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms/Modernization	\$206,420,530	\$142,131,629	\$27,865,603	\$36,423,299
Campus Site Improvements	64,910,391	33,263,604	1,167,055	30,479,732
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	123,144,830	2,489,126	3,089,899
Information Technology and Equipment	24,751,372	16,405,806	0	8,345,566
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/31/14)	<u>1,481,240</u>	<u>0</u>	<u>0</u>	<u>1,481,240</u>
TOTAL	<u>\$428,988,940</u>	<u>\$317,647,421</u>	<u>\$31,521,784</u>	<u>\$79,819,736</u>

2012 Measure E Expenditures:

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

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P803528	Hartman & Hartman	Industry & Technology	Buildings	\$3,970.00
P803657	Concord Document	Math Business Allied Health	Legal	\$333.15
P803664	Ferguson Enterprises	Shops Building	Group II Equipment	\$806.60
P803775	Bluebeam	Information Technology	Software	\$3,674.00
P803795	Allsteel	Industry & Technology	Group II Equipment	\$3,184.30
P803796	Allsteel	Industry & Technology	Group II Equipment	\$12,983.81
B803469	Sandy Pringle	Central Plant	Testing & Inspection	\$5,000.00
B810870	Leighton Consulting, Inc.	Student Services	Testing & Inspection	\$50,000.00

B810871	Sandy Pringle	Lot F Parking Structure	Testing & Inspection	\$300,000.00
B810872	KPFF Consulting	Student Services	Architecture & Engineering	\$75,000.00
B810873	Twining Consulting	Lot F Parking Structure	Testing & Inspection	\$230,000.00
B810907	Flewelling & Moody	Bookstore Building	Architecture & Engineering	\$4,000.00
				<u>\$688,951.86</u>

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

Page No.

- A. Employment and Personnel Changes.....HR 2
- B. Temporary Non-Classified Service EmployeesHR 17
- C. Stipends for Compton Education Center.....HR 37
- D. Revised Classification Specification for Administrative PositionsHR 39

A. EMPLOYMENT AND PERSONNEL CHANGES

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- 52 and 1- 57.

Academic Personnel:

1. Retirement – Suzanne Herschenhorn, full-time instructor of ESL, Humanities Division, effective May 15, 2015, first day retired May 16, 2015 and that a plaque be prepared and presented to her in recognition of her years of services to the District since 1981.
2. Employment – John Baranski, full-time instructor of History, Behavioral & Social Sciences Division, Class V, Step 9, Academic Salary Schedule, effective August 20, 2015.
3. Employment – Cynthia Cervantes, full-time instructor of Child Development, Behavioral & Social Sciences Division, Class II, Step 4, Academic Salary Schedule, effective January 14, 2016.
4. Employment – Melissa Fujiwara, full-time instructor of Sociology, Behavioral & Social Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 20, 2015.
5. Employment – Herrera Thomas Hong, full-time instructor of History, Behavioral & Social Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015
6. Employment – Robbie Lee, full-time instructor of Nursing, Health Sciences & Athletics Division/Nursing, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
7. Employment – Ryota Jonathan Minei, full-time instructor of Music, Fine Arts Division, Class IV, Step 4, Academic Salary Schedule, effective August 20, 2015.
8. Employment – Poy Sakjirapapong, full-time instructor of Nursing, Health Sciences & Athletics Division/Nursing, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
9. Amend Employment – Nicholas S. Bonness, full-time temporary instructor of Chemistry, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 20, 2015 through December 11, 2015.

10. Leave of Absence (personal, 25%) – Jane Sandor, full-time instructor of English, Humanities Division, effective August 20, 2015 through December 11, 2015.
11. Extend Assignment – Kathryn Holmes, Interim Director of Special Resource Center, Health Sciences & Athletics Division, extend assignment through December 31, 2015.
12. Change in Salary – Ross Durand, full-time instructor of Construction Technology, from Class III, Step 12 to Class IV, Step 14 effective August 20, 2015.
13. Change in Salary – Mark Fields, full-time instructor of Administration of Justice, from Class II, Step 7 to Class III, Step 7 effective August 20, 2015.
14. Change in Salary – Marianne Waters, full-time instructor of Anthropology, from Class III, Step 16 to Class IV, Step 16 effective August 20, 2015.
15. Stipend Assignment – Dawn Charman, full-time instructor of Radiologic Technology and Roy Mekaru, full-time instructor of Respiratory Care, Health Sciences & Athletics Division, to coordinate their respective programs to receive a \$12,000 a year stipend each effective August 20, 2015 through May 13, 2015, to receive \$5,000 at the close of each semester and \$2,000 at the end of the summer session.
16. Special Assignment – Debra Breckheimer, full-time instructor of English, Humanities Division, to finalize English A consistency project and prepare for upcoming English 1A consistency project, to be paid \$62.61 an hour, not to exceed 150 hours or \$9,392, effective July 1, 2015 through August 21, 2015, in accordance with Agreement, Article 10, Section 14(a).
17. Special Assignment – Joseph Evans, part-time instructor of Communication Studies, Fine Arts Division, to perform as spring resident artist – speech, to be paid \$62.61 an hour, not to exceed 16 hours or \$1,000, effective June 1 through June 7, 2015, in accordance with Agreement, Article 10, Section 9(m).
18. Special Assignment – Bernadette Flameno, full-time Counselor, Counseling & Student Success, To work on Educational planning team activities for Summer 2015, to be paid \$62.61, and not to exceed 65 hours or \$4,070, effective June 1, 2015 through August 7, 2015, in accordance with Agreement, Article 10, Section 14(a).

19. Special Assignment – Hsin-Yi Chang, part-time instructor of Music, Fine Arts Division, to work as applied music duty in the music library, to be paid \$31.31 an hour, not to exceed 460 hours or \$14,402, effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).
20. Special Assignment – Jeffrey Cohen, full-time instructor of Mathematics, Mathematical Sciences Division, to oversee and assist in the management of NSF scholarship grant, to be paid \$62.61 an hour, not to exceed 79 hours or \$5,000, effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
21. Special Assignment – Robert Coomber, part-time instructor of Music, Fine Arts Division, to perform as spring resident artist – music, to be paid \$62.61 an hour, not to exceed 16 hours or \$1,000, effective June 1 through June 14, 2015, in accordance with Agreement, Article 10, Section 9(m).
22. Special Assignment – Yamonte Cooper, full-time Counselor, Counseling & Student Success, to work in the Student Success Portal Steering Committee activities for summer 2015, to be paid \$62.61 an hour, not to exceed 25 hours or \$1,566, effective June 1, 2015 through August 7, 2015, in accordance with Agreement, Article 10, Section 14(a).
23. Special Assignment – Virginia Frazier, part-time instructor of Music, Fine Arts Division, to work as applied music duty and work in the music library, to be paid \$31.31 an hour, not to exceed 460 hours or \$14,402, effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).
24. Special Assignment – Jamie Hovorka, part-time instructor of Music, Fine Arts Division, to work as applied music duty and work in the music library, to be paid \$31.31 an hour, not to exceed 460 hours or \$14,402, effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).
25. Special Assignment – Jeffrey Jung, full-time instructor of English, Humanities Division, to maintain and update student records in database for Writing Center, to be paid \$46.95 an hour, not to exceed 10 hours or \$470, effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
26. Special Assignment – Rachel Ketai, full-time instructor of English, Humanities Division, to coordinate the student equity program culturally competent pedagogy workshops to promote student equity in the classrooms, to be paid \$62.61 an hour, not to exceed 64 hours or \$4,008, effective June 16, 2015 through August 31, 2015, in accordance with Agreement, Article 10, Section 14(a).

27. Special Assignment – Kristi Lobitz, part-time instructor of Music, Fine Arts Division, to work as spring resident artist music, to be paid \$62.61 an hour, not to exceed 16 hours or \$1,000, effective June 1 through June 17, 2015, in accordance with Agreement, Article 10, Section 9(m).
28. Special Assignment – Sheila Malone, part-time instructor of Theatre, Fine Arts Division, to be technical director for “Lysistrata”, to be paid \$62.61 an hour, not to exceed 66 hours or \$4,132, effective October 17, 2015 through December 11, 2015, in accordance with Agreement, Article 10, Section 9(m).
29. Special Assignment – Susanna Meiers, part-time instructor of Art, Fine Arts Division, to work in Art Gallery for as curator and preparatory, to be paid \$55.41 an hour, not to exceed 500 hours or \$27,705, effective August 3, 2015 through December 17, 2015, in accordance with Agreement, Article 10, Section 9(m).
30. Special Assignment – Michael Miller, part-time instructor of Art, Fine Arts Division, to work in Art Gallery for coverage and installations, to be paid \$55.41 an hour, not to exceed 213 hours or \$11,802, effective August 3, 2015 through December 18, 2015, in accordance with Agreement, Article 10, Section 9(m).
31. Special Assignment – Jennifer Montgomery, full-time instructor of Child Development, to be LAUP Permit Coordinator and oversee the LAUP permit specialist grant program, develop reports and mentor staff, to be paid \$46.95 an hour, not to exceed 538 hour or \$25,260, effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 14(a).
32. Special Assignment – Cynthia Mosqueda, full-time Counselor, Counseling Division, To work as faculty coordinator and oversee partnership with UCLA, process reports, track budget and do presentations, to be paid \$62.61 an hour, not to exceed 60 hours or \$3,757, effective June 1, 2015 through September 30, 2015, in accordance with Agreement, Article 10, Section 14(a).
33. Special Assignment – Teresa Palos, full-time instructor of Biology, Natural Sciences Division, to serve on the biology hiring committee at Compton Center, to be paid \$46.95 an hour, not to exceed 12 hours or \$570, effective March 1, 2015 through June 30, 2015, in accordance with Agreement, Article 20, Section 6(d).
34. Special Assignment – Janice Pon-Ishikawa, full-time Counselor, Counseling & Student Success Division, to participate in online counseling work team with the Chancellor’s Office for Summer 2015, to be paid \$62.61 an hour, not to exceed 30 hours or \$1,879, in accordance with Agreement, Article 10, Section 14(a).

35. Special Assignment – Jerry Prell, part-time instructor of Theatre, Fine Arts Division, to be theatre director for “Lysistrata”, to be paid \$62.61 an hour, not to exceed 67 hours or \$4,195, effective October 17, 2015 through December 11, 2015, in accordance with Agreement, Article 10, Section 9(m).
36. Special Assignment – Sabra Sabio, full-time Counselor, to participate in Educational Planning Team activities for Summer 2015, to be paid \$62.61 an hour, not to exceed 75 hours or \$4,696, effective June 1, 2015 through August 7, 2015, in accordance with Agreement, Article 10, Section 14(a).
37. Special Assignment – Diane Simons, part-time instructor of Music, Fine Arts Division, to work as Artistic Director for the Bay Children’s Choir 2015 Kid’s College Non-Credit, to be paid \$46.95, not to exceed 700 hours or \$32,865, effective August 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).
38. Special Assignment – Margarita Talavera-Hoferer, part-time instructor of Spanish, Humanities Division, to recruit and train Spanish consistency participants and oversee reporting evaluation of the Spanish consistency project, to be paid \$62.61 an hour, not to exceed 40 hours or \$2,504, effective May 15, 2015 through August 30, 2105, in accordance with Agreement, Article 10, Section 9(m).
39. Special Assignment – Margarita Talavera-Hoferer, part-time instructor of Spanish, Humanities Division, to recruit and train Spanish consistency participants and oversee reporting evaluation of the Spanish consistency project, to be paid \$62.61 an hour, not to exceed 80 hours or \$5,009, effective July 1, 2015 through December 31, 2105, in accordance with Agreement, Article 10, Section 9(m).
40. Special Assignment –The following faculty to develop student equity best practices at the Umoja Conference, to be paid \$46.95 an hour, not to exceed 40 hour or \$1,878 each, effective June 15, 2015 through August 30, 2015, in accordance with Agreement, Article 10, Section 9(m) & 14(a).

Full-time
Lars Kjeseth
Greg Scott

Part-time
Nikki Barber

41. Special Assignment – The following faculty to assist in the development of learning communities with culturally centered curriculum and content research for a new African American Support Program, which includes evolving best practices

to increase student retention, persistence and graduation rates, also to research successful student success strategies, pro-active counseling techniques, cultural activities and peer mentoring programs, to be paid \$46.95 an hour, not to exceed 30 hours or \$1,409 each, effective June 16, 2015 through August 30, 2015, in accordance with Agreement, Article 10, Section 9(m) & 14(a).

Full-time

Allison Carr

Kristie Daniel-DiGregorio

Kenneth Key

Lars Kjeseth

Scott Kushigemachi

Cynthia Mosqueda

Greg Scott

Jason Suarez

Darrell Thompson

Part-time

Katrina Jalloh

42. Special Assignment – The following faculty to work across departmental lines for the development of an interdisciplinary curriculum for new courses that would accelerate students through STEM math courses towards Calculus, to be paid 46.95 an hour, not to exceed 50 hours or \$2,348 each instructors, effective June 15, 2015 through August 15, 2015, in accordance with Agreement, Article 10, Section 9(m) & 14(a).

Full-time

Susan Bickford

Anna Hockman

Kjeseth Lars

Alice Martinez

Arturo Martinez

Kristine Numrich

Arkadiy Sheynshteyn

Ambika Silva

Susan Taylor

Part-time

Aida Ovanessian

43. Special Assignment – The following part-time instructors to conduct English as a Second Language (ESL) assessment interviews for the Assessment Center – Enrollment Services Division, to be paid \$46.95 an hours not to exceed 8 hours per week, effective July 1, 2105 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).

Maria Bauer

Rebecca Bergeman

Alicia Class

Matthew Kline

Nitza Llado

Debra Mochidome

Susan Nozaki

Jenny Simon

Evelyn Uyemura

44. Special Assignment – The following full-time faculty, to participate in the President’s Search Committee, to be paid \$46.95 an hour, not to exceed 10 hours or \$470 each, effective June 1, 2015 to June 30, 2015.

Kenneth Key
Lars Kjeseth

Rex Christen Wells
Janet Young

45. Special Assignment – The following full-time faculty, to participate in the President’s Search Committee, to be paid \$46.95 an hour, not to exceed 30 hours or \$1,409, effective July 1, 2015 to March 1, 2016.

Kenneth Key
Lars Kjeseth

Rex Christen Wells
Janet Young

46. Special Assignment – The following part-time instructors to work as Applied Music Instructors, to be paid \$62.61 an hour, not to exceed 326 hours or \$20,411 each assignment, in accordance with Agreement, Article 10, Section 9(m).

Deborah Aitken, Piano
Alisha Bauer, Cello
Anna Bosler, French Horn
Robert Coomber, Low Brass
Ellie Choate, Harp
Kyung Choi, Cello
John Dearman, Classical Guitar
Rhonda Dillon, Voice
Barbara Dyer, Voice
Anne Farnsworth, Jazz Voice
Virginia Frazier, Violin/Viola
Matt Greif, Classical Guitar
Jamie Hovorka, Trumpet
Maria Jaque, Flute

Dean Koba, Jazz Drums
Kristi Lobitz, Piano
James Mack, Clarinet/Sax
Mark Massey, Jazz Piano
Joseph Mitchell, Percussion
Vicki Muto, Voice
Ann Patterson, Sax/Oboe
Lois Roberts, Piano
Mannon Robertshaw, Cello
David Shephard, Voice
Neil Stannard, Bass
Larry Steen, Electric Bass Guitar
Ljubomir Velickovic, Violin
Erin Wood, Voice

47. Special Assignment – The following full-time instructors of Nursing, Health Sciences & Athletics Division/Nursing, to work as Student Success Instructors for the Summer 2015, to be paid \$62.61 an hour, not to exceed 24 hours or \$1,503 each, effective May 18, 2015 through June 30, 2015, in accordance with Agreement, Article 10, section 14(a).

Michele Guta
Shiny Johnson
Yuko Kawasaki

Margaret Kidwell-Udin
Yeon Kim
Robbie Lee

Elizabeth Leon
Mary Moon
Tori Orton
Colleen Peralta

Kathleen Rosales
Clara Sic Alonzo
Elizabeth Stieglitz

48. Special Assignment The following full-time instructors of Mathematical Sciences Division, to attend special calendar committee meeting, to be paid \$46.95, not to exceed 1 hour, effective May 28, 2015.

Alice Martinez

Jose Villalobos

49. Special Assignment – The following non-credit instructors to supervise the Writing Center while the coordinator as a substitute when needed, to be paid \$46.95 an hour, not to exceed 35 hours or \$1,643 each effective July 1, 2015 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(m).

Sean Patrick
Susan Wade
Mark Walch

50. Employment – Steven E. Eno, instructor of Engineering, Industry & Technology Division, to be paid by El Segundo High School, effective July 1, 2015 through June 30, 2016.

51. Employment – Paul B. Giuliano, instructor of Engineering, Industry & Technology Division, to be paid by Da Vinci High School, effective July 1, 2015 through June 30, 2016.

52. The following on-call, part-time/temporary counselors are to be hired, as needed, not to exceed 24 hours per week and not to exceed 25 hours per week cumulative employment at ECC, Effective July 1, 2015 through June 30, 2016 in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds

Brenda Alvarez
Marcelo Cabral
Masiel Calderon
Shauna Carter
Nicole Diamond
Rocio I Diaz
Cristina Garcia
Cathy Fernandez
Maribel Hernandez
Eliza Anabel Hoyos Vences

Christopher Kulik
Victoria Martinez-Weitzel
Carlos Maruri
Wendy Macias
Eboni Mc Duffie
Dora Miranda
Pornsakdi Thammaraks
Claudia Velazquez

53. Employment – The following part-time temporary instructs to be hires as needed for the 2015 summer semester, not to exceed 67% FTE and/or 25 hours per week cumulative employment at ECC.

Behavioral & Social Science

Mohammed Abdelhamid – Class IV, Step 14

Daniel Considine – Class V, Step 6

Kell Stone – Class II, Step 10

Business

Ming Lu – Class II, Step 9

Fine Arts

Aminah Abdul-Jabbaar – Class IV, Step 5

Ayla Harrison – Class II, Step4

Humanities

Khairunessa Dossani – Class II, Step 6

Katrina Jalloh – Class II, Step 4

Robert Puglisi – Class II, Step12

Industry & Technology

Charlene Brewer Smith – Class II, Step 4

Stephen Ellis – Class II, Step 4

Priscilla Ratcliff – Class II, Step 4

Mathematical Science

Marilyn Cortez – Class III, Step 5

Christopher Dean – Class II, Step 4

Aida Ovanessia – Class V, Step 14

Natural Science

Janina Moretti – Class V, Step 4

Premilla Arasasingham – Class IV, Step 10

Classified Personnel:

1. Retirement – Rebecca Wilson, Computer Lab Specialist, Range 36, Step F, Learning Resources, Academic Affairs Area, effective June 22, 2015, and that a plaque be presented for her years of service to the District since 1976.

2. Resignation – Rodrick McMillan, Facilities Systems Supervisor, Range 27, Step F (Supervisory Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective June 12, 2015.
3. Resignation – Albert Romero, Library Media Technician IV, Range 32, Step D, Learning Resources, Academic Affairs Area, effective August 24, 2015.
4. Separation – Karen White, Human Resources Technician I, Range 4, Step B (Confidential Salary Schedule), Human Resources Division, Human Resources Area effective June 16, 2015.
5. Personal Leave of Absence 20% – Claudia Velazquez, Student Services Technician, range 28, Step f, EOPS/Enrollment Services Division, Student and Community Advancement Area, effective July 1, 2015 –through June 30, 2016.
6. Change of Assignment – Martha Perez, from 50% to 100% Clerical Assistant, Range 22, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective July 1, 2015 through June 30, 2016.
7. Correction Promotion – Deborah Kyte, to Administrative Assistant II, Range 31, Step D, instead of A, Counseling and Student Success, Student and Community Advancement Area, effective June 1, 2015.
8. Extend Employment - Seth Barnard, Toolroom Instructional Equipment Attendant, Range 24, Step E, Industry & Technology Division, Academic Affairs Area, effective July 1 through August 13, 2015.
9. Extend Employment – Honorado Domingo, Athletic Trainer, Range 35, Step D, Health Sciences & Athletics Division, Academic Affairs Area, effective June 1 through July 31, 2015.
10. Extend Employment - Matthew Hutcherson, Toolroom Instructional Equipment Attendant, Range 24, Step F, Industry & Technology Division, Academic Affairs Area, effective July 1 through August 13, 2015.
11. Extend Employment - Jonelle Jones-Morrison, Clerical Assistant, Range 24, Step F, Industry & Technology Division, Academic Affairs Area, effective July 1 through August 13, 2015.
12. Extend Employment – Tanysha Laney, Research Associate, Range 39, Step B, Institutional Research and Planning Division, Student and Community Advancement Area, effective July 1, 2015 through June 30, 2016.

13. Extend Employment – Robert Ms. Sutton, Staff Interpreter, Range 34, Step C, Special Resource Center/Health Sciences Athletics, Academic Affairs Area, effective June 1 through July 31, 2015.
14. Stipend - The following employees to receive a \$50 per month stipend for carrying a cell phone for after-work hours for emergencies, effective July 1, 2015 through June 30, 2015:

Georgiana Levine	Fine Arts
Jerrold Root	Fine Arts
15. Work Out of Classification - Enadine Bailey, from Clerical Assistant, Range 22, Step F, to Student Services Technician, Range 28, Step C, effective July 1, 2015 through June 30, 2016.
16. Work Out of Classification – James Cummins, from Staff Interpreter, Range 34, Step F, to Lead Interpreter Specialist, Range* ~~28~~ 38, Step E, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area effective June 16 through December 31, 2015.
17. Employment – Koffie Jerry, Night Custodian Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1, 2015.
18. Employment – Tracy Ann Wilson, Secretary, Range 26, Step E, Humanities Division, Academic Affairs Area, effective June 24, 2015.
19. Rescind Employment – Lee Elle Tullis, Lead Interpreter Specialist, Range 38, Step B, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective June 1, 2015.

Special Services Professional

20. Re-Employment – Pauline Annarino, Special Services Professional, Range 7, Step 5, Special Resource Center/Health Sciences and Athletics Division, Academic Affairs Area, effective July 1, 2015 through June 30, 2016, not to exceed ,105,665.
21. Re-Employment – Michelle Arthur, Special Services Professional 8, Step 3, Student Support/Enrollment Services, Student and Community Advancement Area, effective July 1, 2015 through June 30, 2016, not to exceed \$105, 266.

*Item changed during Board meeting.

22. Re-Re-Employment – Lindsey Ludwig, Special Services Professional 7, Step 1, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective July 1, 2015 through June 30, 2016, not to exceed \$90,266.
23. Resignation – Kathleen Costa, Special Services Professional, Range 1, Step 1 (Special Services Professional Salary Schedule), Foundation, Student and Community Advancement, effective May 12, 2015.

Temporary Classified Services Employees – not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week effective July 1, 2015 through June 30, 2015, unless otherwise noted:

24. Change of Assignment – Katrina Kawagoe, Senior Clerical Assistant, Range 24, Step A, from Vice President’s office, to Foundation & Scholarship Division, Student and Community Advancement Area, effective May 12, 2015 through June 30, 2016.
25. Aster Assefa – Clerical Assistant, Range 22, Step A, Mathematical Sciences Division, Academic Affairs Area, to provide clerical support for division office.
26. Donna Baldwin – Senior Clerical Assistant, Range 24, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, on-call as needed for DSPS program.
27. Katherine Blanchard – Sound Technician, Range 36, Step A, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties.
28. Joshua Casper – Student Services Technician, Range 28, Step A, Enrollment Services Division, Student and Community Advancement Area, to assist with day to day operations in Outreach and School Relations.
29. Angela Farthing – Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to assist with MIS reports.
30. Richard Gonzalez – Clerical Assistant, Range 22, Step A, Community Advancement Division, Student and Community Advancement Area, 20 hours per week, not to exceed 8 hours per day, to assist Career Pathways.
31. Matthew Grigsby – Accounting Assistant II, Range 27, Step A, Fine Arts Division, Academic Affairs Area, to assist with ticket office duties, on-call as needed.

32. William Guerra – Clerical Assistant, and Accounting Assistant I, Range 22, Step A, Student Development Division, Student and Community Advancement Area
33. Alice Kennedy – Accounting Assistant III, Range 30, Step A, Fine Arts Division, Academic Affairs Area, to perform accounting duties, on-call as-needed.
34. Shannon Leong – Accounting Assistant I, Range 22, Step A, Bookstore division, Administrative Services Area, on-call, as needed, to perform accounting duties.
35. Sandra Nash – Student Services Technician, Range 28, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, on-call as needed for DSPTS program.
36. Nancy Paquet – Student Services Technician, Range 28, Step A, Enrollment Services Division, Student and Community Advancement Area.
37. Isabelle Pena – Secretary, Range 26, Step A, Vice President’s Office, Academic Affairs Area, to enter and maintain data reports in TRACDAT.
38. Jane Richmond – Senior Clerical Assistant, Range 24, Step A, Professional Development/Human Resources Division, Human Resources Area, to perform clerical duties.
39. Martha Smith – Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs Area, (Retired Annuitant).
40. Portia Rushin Sorunke – Administrative Assistant I, Range 28, Step A, Academic Affairs Area, to work on Curriculum, Curricunet, SLOs.
41. Stephen Teubner Jr. – Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, to provide event coverage and medical care to athletes.
42. Cruz Velazquez – Custodians, Range 20, Step E, Facilities Planning and Services Division, Administrative Services Area, (Retired Annuitant).
43. Amalia Villalobos – Financial Aid Advisor, Range 35, Step E, Enrollment Services Division, Student and Community Advancement Area, (Retired Annuitant).

44. Sachi Watari – Clerical Assistant, Range 22, Step E, Enrollment Services Division, Student and Community Advancement Area, to provide office support (Retired Annuitant).
45. Michael Wilson – Research Analyst, Range 47, Step A, Institutional Research and Planning Division, Student and Community Advancement Area.
46. Patricia Witherall – Switchboard Operator/Receptionist, Range 21, Step E, Switchboard/Human Resources Division, Human Resources Area, to cover switchboard on-call, as needed, (Retired Annuitant).
47. The following individuals to work as Accompanist – Piano, Range 32, Step A, Fine Arts Division, Academic Affairs Area, on-call, as needed:
- | | |
|--------------------|----------------|
| Amy Bormet | Lisa Hamilton |
| John Carbone | Dean Koba |
| Theodore Case | Sherry Reed |
| Carolyn Correnti | Barbara Scales |
| Donald Fredrickson | |
48. The following individuals to work as Bookstore Sales Assistant, Range 19, Sep A, Bookstore Division, administrative Services Area, to assist in cashiering/accounting and or inventory duties:
- | | |
|------------------|-----------------|
| Lanicesha Dodson | Leticia Thorsen |
|------------------|-----------------|
49. The following individuals to work as Clerk, Range 17, Step A, Assessment/Testing Center/Enrollment Services Division, Student and Community Advancement Area, performing clerical work and assisting in testing lab:
- | | |
|-----------------|----------------|
| Robert Abbott | Yoko Nishikawa |
| Shinhee Chong | Carmen Valley |
| James Crumbaker | |
50. The following individuals to work as Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, to assist with clerical tasks:
- | | |
|-----------------|------------|
| Kristan Dunigan | Helen Wada |
|-----------------|------------|

51. The following individuals to work as Costume Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on-call, as needed, background crew for events:

Christine L. Stahl

Tammy Minion

Jana Morimoto

52. The following individuals to work as Custodians, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area:

Daphney Belton

Ann Duncombe

Chardayne Brame

Maria Espinoza

Jason Cobb

Mark Walker

53. The following individuals to work as Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on-call as needed:

Darren Behr

Martha Cognac

54. The following individuals to work as Set Designer, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to design sets:

John Patrick

Daniel Volonte

55. The following individuals to work as Sound Technician, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties:

Erik Bleuer

Adam Lynn

Jonathan Campbell

Phillip Manor

Frances Geller

Paul Workman

56. The following individuals to work as Student Services Advisor, range 35, Step A, Enrollment Services Division, Student and Community Advancement Area:

Brenda Alvarez

Lorena Perez

57. The following individuals to work as Switchboard Operator/Receptionist, Range 21, Step A, Human Resources Division, Human Resources Area:

Melanie Hudnall

Dena Langowski

Katherine West

58. The following individuals to work as Theatre Assistant, Range 20, Step A, Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties:

Andres Choquette

Eric Neumeister

59. The following individuals to work as Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties:

Brandon Baruch

Terri Hung

Robert Bridges

Sheila Malone

Patricia Briles

Stacy McKenney

Taj Leihua Hartley

John Swaffield III

Annette Hassell

Eric Zimmerman

60. The following individuals to work as Theatre Technician, Range 31, Step A, and Stage Manager, Range 38, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties:

Katherine Blanchard

Alonzo McDonald

Marcelo Cacciagioni

Robert Ory

Thomas Carter

Dewain Robinson

Anne Marie Marin

61. The following individuals to work as Theatre Technician, Range 31, Step A, and Sound Technician, Range 36, Step A, Fine Arts/Center for the Arts Division, Academic Affairs Area, on an on-call, as needed basis, to perform backstage crew duties:

Matthew Alquiza

Sylvia Krawczyk

Daniel Scala Jr.

62. The following individuals to work as Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to work on-call as needed:

Ezekiel Ortega

Brandon Winter

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 June 15, 2015 through June 30, 2015, unless otherwise stated, as shown in items 1-12.

Instructional Aide Series

1. 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 at the rate of \$9.00 per hour.

Ashley Alvarez
Firooz Amirpanah (eff. 5/26/15 to 6/30/15)
James Dale (eff. 5/20/15 to 6/30/15)
Sarah Horton (eff. 5/26/15 to 6/30/15)
Robert Lacki (eff. 5/26/15 to 6/30/15)
Melissa McDonald (eff. 5/2015 to 6/30/15)
Bi Nguyen (eff. 5/26/15 to 6/30/15)
Wesley Obatake (eff. 5/20/15 to 6/30/15)
Cosette Rubalcava (eff. 5/26/15 to 6/30/15)
Calvin Shield (eff. 5/26/15 to 6/30/15)

2. Instructional Aide II

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

Lashon Smith, \$9.25 per hour
Koenrad Macbride, \$9.50 per hour (eff. 5/26/15 to 6/30/15)
Jacqueline Vergara, \$10.00 per hour

3. Instructional Aide III

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

Caroline Pereira, \$11.75 per hour

Office Aide Series

4. Office Aide II

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

Rose Gladson, \$9.25 per hour (eff. 6/1/15 to 6/30/15)

Elijah Goodman \$9.25 per hour (eff. 6/1/15 to 6/30/15)

Program Aide Series

5. Program Aide I

The following individual is to provide basic assistance with daily program operations at the rate of \$9.00 per hour

Maritza Carrillo

Brandi Hardy

Kristen Inouye

Briana Thomas

Alex Wright

6. Program Aide III

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

Anjeannette Aguilar, \$11.00 per hour

Marimar Arango, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Alejandro Cabrera, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Constanza Canales Palma, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Victor Castellanos, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Christopher Chu, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Isabella Cuadros, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Melissa Currie-White, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Jennifer Duong, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Sabrina Farah, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Jeffrie Gonzalez, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Ann Kim, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Axel Mejia-Juarez, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Kristina Nakao, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Brandon Neher, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Katie Neumann, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Stephanie Pedrahita, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Kahn Rafeed, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Dulce Ramirez, \$11.00 per hour (eff. 5/26/15 to 6/30/15)

Edwin Rivera, \$11.00 per hour (eff. 5/26/15 to 6/30/15)
Gregory Sonnen, \$11.00 per hour (eff. 5/26/15 to 6/30/15)
Vicenzo Tanza, \$10.50 per hour
Briana Thomas, \$11.00 per hour (eff. 5/26/15 to 6/30/15)
Kenneth Tran, \$11.00 per hour
Anthony Ya, \$11.00 per hour (eff. 5/26/15 to 6/30/15)
Andres Zuniga, \$11.00 per hour

7. Program Aide VI

The following individual is to assist with the primary functions of the day-to-day operations, assist with outreach at local high schools and community agencies, and disseminate specialized information for the Office of Outreach and School Relations.

Melinda Gumpal-Khindri, \$18.00 per hour (eff. 5/26/15 to 6/30/15)

Sports Aide Series

8. Sports Aide IV

The following individual is to provide lifeguard services.

Jorge Terrones, \$15.00 per hour

9. Sports Aide VI

The following individuals are to instruct students in swimming skills appropriate to their ability level and must be Red Cross Water Safety Instructor certified, to be paid at the rate of \$17.00 per hour:

Veronica Morgan, (eff. 5/26/15 to 6/30/15)
Carlie Olney (eff. 5/2/15 to 6/30/15)
Macielle Osterling, (eff. 5/26/15-6/30/15)
Paola Perdomo (eff. 5/26/15 to 6/30/15)

Theater Aide Series

10. Theater Aide IV

The following individual is to perform technical theater duties for events at El Camino College.

Kevin Perez, \$12.75 per hour

Education Professional Series

11. Education Professional II

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

Destyn LaPorte, \$40.00 per hour

Program Professional Series

12. Program Professional I

The following individual is to coordinate and assist in tracking Center for Applied Competitive Technologies (CACT) projects and coordinate training services for displaced and incumbent workers and CACT clients.

Alicia Zambrano, \$30.00 per hour (eff. 6/1/15 to 6/30/15)

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 July 1, 2015 through June 30, 2016, unless otherwise stated, as shown in items 13-43.

Instructional Aide Series

13. 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 at the rate of \$9.00 per hour.

Ashley Alvarez
Firooz Amirpanah
Matthew Brooks
James Dale
Sarah Horton
Robert Lacki
Melissa McDonald
Corey McKenzie

Bi Nguyen
Cree Norman
Stephanie Nuyda
Cosette Rubalcava
Calvin Shield
Tien Tran
Arturo Valdivia
Krista Whitlatch

14. Instructional Aide II

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

Ricardo Arechiga, \$9.25 per hour, \$10.00 per hour

Amber Beck, \$9.25 per hour

Amber Beck, \$9.75 per hour

Ronald Bermudez Perea, \$10.00 per hour

Toni Borden, \$9.50 per hour

Jeff Brown, \$9.25 per hour

Ryan Cleveland, \$9.25 per hour

La-Dawn Dixon, \$9.25 per hour

Ladawn Dixon, \$10.00 per hour

Karen Endo, \$10.00 per hour

Nageena Hamraz, \$10.00 per hour

Zenzell Harris, \$9.50 per hour

Lori Ishigo, \$10.00 per hour

Tamekia Jernigan, \$10.00 per hour

Koenrad Macbride, \$9.50 per hour

George Malak, \$9.50 per hour

Robert Munoz, \$10.00 per hour

Alyssa Nguyen, \$10.00 per hour

Connie Nguyen, \$10.00 per hour

Rogelio Ramirez, \$9.50 per hour

Jennifer Ramos, \$9.50 per hour

Jenny Rodriguez, \$10.00 per hour

Dilian Rolins, \$10.00 per hour

Diana Salama, \$10.00 per hour

John Silva, \$10.00 per hour

Lashon Smith, \$9.25 per hour

Christina Solis, \$10.00 per hour

Steven Solomon, \$10.00 per hour

Charles Spears, \$9.50 per hour

Charles Spears, \$10.25 per hour

Matthew Trias, \$10.00 per hour

Teresa Tuegh, \$9.25 per hour

Jacqueline Vergara, \$10.00 per hour

Cynthia Viguera, \$9.25 per hour

Luis Villanueva, \$10.00 per hour

Sheronn Walls, \$10.00 per hour

Mark Warnholtz, \$10.00 per hour

Neha Zaida, \$10.00 per hour

15. Instructional Aide III

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

Mabel Anderson, \$10.50 per hour
Cindy Avilla, \$10.50 per hour
Vimesha Gunawardena, \$11.00 per hour
Neema Liggins, \$11.00 per hour
Rogelio Ramirez, \$10.75 per hour
Holly Peck, \$10.50 per hour
April Shin, \$10.75 per hour
Martin O'Connell, \$10.50 per hour
Caroline Pereira, \$11.75 per hour
Alyssa Cooper-Whitley, \$10.50 per hour

16. Instructional Aide IV

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

Aree Anne Kate Bernabeo, \$11.75 per hour
Malwina Boswell, \$12.25 per hour
Cristian Carrillo, \$12.25 per hour
Marvin Chang, \$12.25 per hour
Sarah Craig, \$12.25 per hour
Adam Farris, \$12.25 per hour
Amery Farris, \$12.25 per hour
Pierre Gorordo, \$11.75 per hour
Brandon Goya, \$12.25 per hour
Gillian Griffin, \$12.25 per hour
Cherie Hale, \$12.25 per hour
Salvador Hernandez, \$12.25 per hour
Kory Knapt, \$12.25 per hour
Mary Kretzmar, \$12.75 per hour
Ryan Lauzon, \$12.25 per hour
Keith Lincoln, \$12.25 per hour
Joshua Marquez, \$12.25 per hour
Cody Morgan, \$12.25 per hour
Jabari Nichols, \$12.25 per hour
Maria Ramirez, \$12.00 per hour
Ryan Spencer, \$12.25 per hour
Kyle O'Bryan, \$12.25 per hour

Patricia Ochoa, \$12.25 per hour
Christian Ortega, \$12.25 per hour
Alin Pavlakovich, \$12.25 per hour
Michael Pierdant, \$12.25 per hour
Alex Rodriguez, \$12.25 per hour
Scott Rosevear, \$12.25 per hour
Ellery Sanders, \$12.25 per hour
Jonathan Sullivan, \$12.25 per hour
Bryan Tice, \$12.25 per hour
Joan Treat, \$12.25 per hour
Benjamin Tzeng, \$12.25 per hour
Dennis Velez, \$12.25 per hour

17. Instructional Aide V

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

Donna Baldwin, \$13.00 per hour
Tony Borden, \$13.00 per hour
April Bernabeo, \$13.25 per hour

Luz Cortez, \$13.25 per hour
George Malak, \$13.00 per hour

The following individual is to assist with DSPS testing accommodations scheduling, maintain the integrity of test proctoring, and find and train individuals to work in the testing accommodations area.

Kasey Armstrong, \$15.00 per hour

The following individuals are to assist students with class projects, assignments, exam preparation, presentations and Internet research as well as manage the lending library for the Childhood Education program at the rate of \$13.00 per hour.

Noemi Santa Cruz

Nancy Alvarez

18. Instructional Aide VI

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

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

The following individuals are to provide instructional assistance in the Reading Success Center, supervise support staff, and assist with the daily operations with minimal supervision at the rate of \$19.00 per hour

Robin Arehart
Erica Knox

Karen Lugo
Sumino Otsuji

The following individuals are to provide instructional assistance and assist with the daily operations of the Student Equity Plan activities in the Learning Resources Center at the rate of \$15.00 per hour.

Jeffrey Miera

Bessy Rodrigue

Office Aide Series

19. Office Aide I

The following individual is to assist the staff with basic tasks at the rate of \$9.00 per hour

Robert Hoeck
Jerome Parrot
Kevin Pizarro

Terry Reed
Jennifer Sun

20. Office Aide II

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

George Brentner, \$ 9.25 per hour
Jeff Brown, \$9.25 per hour
Nicole Castillo, \$9.25 per hour
Teresa Fobi, \$9.25 per hour
Rose Gladson, \$9.25 per hour
Sean Gilmore, \$10.00 per hour
Elijah Goodman \$9.25 per hour
Vanessa Martinez, \$9.25 per hour
Gloria Mejia, \$9.25 per hour
Michael Osborn, \$10.25 per hour
Derel Reed, \$10.25 per hour
Edlyn Serrano, \$9.75 per hour
Nanci Torres, \$9.75 per hour
Dajiana Vanderhorst, \$9.50 per hour

21. Office Aide III

The following individuals are to assist with appointments, and scheduling, payment processing, daily operations and maintenance such as compile, input, maintain data, payment process, customer service, and supporting the division staff as needed to be paid at the rate of \$10.50 per hour:

Ruben Avilla
Rene CardenasPatrick Hernandez-Ball
Jazzel De Anda
Kimberly Eatmon
Steven Eul
Taylor Hopewell
Luis Mancia
Nelly Ramirez Bailon
Mariana Ruelas
Nicholas Shepetuk
Noushad Siddique
David Tran
Jasmine Umanzor

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.

Lindsey Enciso, \$10.75 per hour

22. Office Aide IV

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

Diana Abdelmalak, \$11.75 per hour
Jason Carroll, \$11.75 per hour
Richard McGreevy, \$12.75 per hour
Brenda Rodriguez, \$12.25 per hour

23. Office Aide V

The following individual is to assist the office staff and faculty with clerical work and support at the rate of \$13.00 per hour.

Samantha Rangel

Neha Zaidi

The following individual will perform basic office duties related to the operations of the Small Business Development Center funded program.

Reyna Alvarado, \$14.00 per hour

24. Office Aide VI

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

Connie Nguyen, \$16.00 per hour

Program Aide Series

25. Program Aide I

The following individual is to provide basic assistance with daily program operations at the rate of \$9.00 per hour

Maritza Carrillo

Brandi Hardy

Kristen Inouye

Ana Martinez-Perez

Diana Rivera

Briana Thomas

Alex Wright

26. Program Aide II

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

Verna Bolton, \$9.25 per hour

Guadalupe Contreras, \$10.00 per hour

Pirkko DeBar, \$9.25 per hour

Dawn Ertl, \$9.25 per hour

Araceli Rodriguez, \$9.50 per hour

Jhueming Shui, \$9.25 per hour

27. Program Aide III

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

Anjeannette Aguilar, \$11.00 per hour

Marimar Arango, \$11.00 per hour

Alejandro Cabrera \$11.00 per hour

Constanza Canales Palma, \$11.00 per hour

Victor Castellanos, \$11.00 per hour

Christopher Chu, \$11.00 per hour

Isabella Cuadros, \$11.00 per hour

Melissa Currie-White, \$11.00 per hour

Jennifer Duong, \$11.00 per hour
 Sabrina Farah, \$11.00 per hour
 Juliet Ikemefuna, \$10.50 per hour
 Ann Kim, \$11.00 per hour
 Axel Mejia-Juarez, \$11.00 per hour
 Kristina Nakao, \$11.00 per hour
 Brandon Neher, \$11.00 per hour
 Alexis Padron, \$11.00 per hour
 Stephanie Pedrahita \$11.00 per hour
 Karina Perez, \$10.50 per hour
 Kahn Rafeed, \$11.00 per hour
 Dulce Ramirez, \$11.00 per hour
 Jacqueline Raschilla, \$10.00 per hour
 Edwin Rivera, \$11.00 per hour
 Gregory Sonnen, \$11. Per hour
 Vincenzo Tanza, \$10.50 per hour
 Briana Thomas, \$11.00 per hour
 Kenneth Tran, \$11.00 per hour
 Anthony Ya, \$11.00 per hour
 Andres Zuniga, \$11.00 per hour

28. Program Aide IV

The following individuals are to assist instructors at the El Camino College Fire Academy for Standards of Training, Certification and Watchkeeping (STCW) for maritime training in the lab at the rate of \$12.25 per hour.

Bryce Campbell	Max McClellan	Ryan Spencer
Nathan Carver	Pedro Montero	Scott Rosevear
Ryan Lauzon	Kyle O'Bryan	Andrew Wu
Keith Lincoln	Max Rodriguez	

29. Program Aide V

The following individual is to assist with the primary functions in the EOPS office, and primarily with outreach at local high schools and other community agencies.

Kimberly Garcia, \$13.00 per hour

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

Omar Ibarra, \$14.00 per hour

30. Program Aide VI

The following individual is to perform daily operational duties and assist with the marketing and public relations goals of the Student Equity Program.

John Gatlin, \$17.00 per hour

The following individual is to perform complex tasks related to the Student Equity Program, provide guidance and leadership on program data collection, and help manage program administration.

Nayeli Oliva, \$18.00 per hour

The following individuals are to perform a variety of duties to support eligibility, outreach, and recruitment and to assist with both on and off campus activities for EOPS/CalWORKs/CARE.

Juanita Dunbar, \$15.00 per hour

Felicia Mack, \$16.00 per hour

Antonia McKinley II, \$15.00 per hour

Rosa Perez, \$16.00 per hour

The following individual is to perform daily operational duties and assist with the marketing and public relations goals of the Student Equity Program.

Jean Yoshii, \$15.00 per hour

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

Megan Ruane, \$16.00 per hour

Jessica Smith, \$15.00 per hour

The following individual is to perform as a recruiter for the Career Pathways program, coordinate the recruitment and enrollment process and serve as a primary contact in the career Advancement Academy.

Shanta Pittman, \$15.00 per hour

The following individuals are to provide administrative and contractual assistance, assist with classroom facilitation and logistics, coordinate staff, room schedules and planning/organizing activities, track and compile eligible student data, support

The following individual is to work with high schools, college campus events, and industry advisory committees to recruit and support no-traditional career technical education activities.

Victoria Martinez-Weitzel, \$19.00 per hour

Sports Aide Series

31. Sports Aide VI

The following individual is to provide lifeguard services.

Jorge Terrones, \$15.00 per hour

The following individuals are to instruct students in swimming skills appropriate to their ability level and must be Red Cross Water Safety Instructor certified, to be paid at the rate of \$17.00 per hour:

Macielle Osterling
Veronica Morgan,

Carlie Olney
Paola Perdomo

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition at the rate of \$19.00 per hour

Jose Bahena Andrade
Charlan Arnold
Andrew Britton
Norman S. Byers
Steven Drost
Jose Erickson
Robert Fernley
Vincent Fiamengo
Michael Grissett
Daryl Guerin
Janina Hartwill
Kaitlyn Hooper
Joseph Houston

Leon Lautalo
Yasuto Miyawaki
Ever Morataya
Kevin Norvell
Alyssa Olveda
Traco Rachel
Noah Rubke
Shane Schumaker
Erica Shaw
Kenneth Talanoa
Christopher Vopinek
Jared Waters
RyanWinkler

Theater Aide Series

32. Theater Aide IV

The following individual is to perform technical theater duties for events at El Camino College.

Kevin Perez, \$12.75 per hour

Assistive Linguistics Professional Series

33. Assistive Linguistics Professional I

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

Cynthia Alarcon, \$25.00 per hour

Bennie Barber, \$25.00 per hour

Elizabeth Brambila, \$30.00 per hour

Joseph Calderon, \$32.50 per hour

Rosa Cruz, \$25.00 per hour

Anthony Diaz, \$32.50 per hour

Mireya Graciano, \$30.00 per hour

John Hennessy, \$32.50 per hour

Kathryn Kelley, \$25.00 per hour

Patty Kwee, \$30.00 per hour

Shannon Leavitt, \$32.50 per hour

Jeannine Lersch, \$30.00 per hour

Lori Patton, \$32.50 per hour

Maronda Powell, \$30.00 per hour

Jacqueline Ruge, \$32.50 per hour

Teresa Russ, \$30.00 per hour

Stephanie Teemer, \$25.00 per hour

Juan Valley, \$25.00 per hour

34. Assistive Linguistics Professional II

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

Malakia Adunni, \$45.00 per hour

Krystal Armstrong, \$40.00 per hour

Pamela Ashe, \$42.50 per hour

Bobbi Barnfather, \$45.00 per hour

Lindsey Dancygier, \$35.00 per hour
Kristen Del Rosario, \$35.00 per hour
Kimberly Diez, \$45.00 per hour
Martin Garcia, \$45.00 per hour
Katherine Hammons, \$45.00 per hour
Jimmy Hawkins, \$45.00 per hour
Eduardo Huante, \$35.00 per hour
Nancy Kempner-Decman, \$45.00 per hour
Robert Loparo, \$45.00 per hour
Ken Marumoto, \$35.00 per hour
Saba McKinley, \$40.00 per hour
Katherine Neuenschwander, \$45.00 per hour
Raena Oshiro, \$40.00 per hour
Cynthia Parral, \$40.00 per hour
Alejandro Perez, \$35.00 per hour
Karen Sexton, \$45.00 per hour
Mona Tanji, \$40.00 per hour
Desiree Tanner, \$42.50 per hour
Christina Warren, \$45.00 per hour
Debbie Weber, \$35.00 per hour
Rachel Winters, \$40.00 per hour

Education Professional Series

35. Education Professional I

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

Damara Ademola Popoola, \$22.00 per hour
Laura Braun, \$22.00 per hour
Constance Brigham, \$20.00 per hour
Roger Cannon, \$20.00 per hour
Jennifer Carr, \$20.00 per hour
Christine Chu, \$20.00 per hour
Jacqueline Jackson Easton, \$20.00 per hour
Catherine Herold, \$22.00 per hour
Nicette Jukelevics, \$20.00 per hour
Matthew Kaufman, \$20.00 per hour
Christine Koyanagi, \$20.00 per hour
Philip Lantz, \$20.00 per hour
Esther Lee, \$22.00 per hour
Eric Loya, \$20.00 per hour

Miles Magnesi, \$20.00 per hour
Sherry McCulloh, \$20.00 per hour
Ryan O'Sullivan, \$20.00 per hour
Sean Patrick, \$27.00 per hour
Ryan Richie, \$22.00 per hour
Kim Runkle, \$22.00 per hour
Susan Wade, \$27.00 per hour
Mark Walch, \$27.00 per hour
Heather Wictum, \$20.00 per hour
Janea Wilson, \$20.00 per hour
Terry Wright, \$22.00 per hour

The following individual is to be responsible for the operation of the Health Sciences Simulation Center, including set up and operation of patient care simulators, computers, and related equipment.

Jeffrey Barnum, \$30.00 per hour

36. Education Professional II

The following individuals are to teach Basic, Low, or High Intermediate English as a Second Language class at the rate of \$40.00 per hour.

Stephany Glover

Destyn LaPorte

Program Professional Series

37. Program Professional I

The following individual is to assist compiling summary tables and graphs profiling demographic, academic performance and survey response data. Duties may include extraction and tabulation of data from local, state and national sources.

Esthela Chavez, \$20.00 per hour

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

Sarah Leinen, \$22.00 per hour

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

Nubia Cornejo, \$23.00 per hour

The following individuals are to assist with recruitment and outreach services at out-of-state college fairs, education fairs, and other events to disseminate program information about El Camino College and to interact with prospective students at the rate of \$25.00 per hour.

Brandy Bruce

Carlie Whittaker

Joy De Guzman

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

Theresa Traina, \$32.00 per hour

Joseph Weichman, \$30.00 per hour

Alicia Zambrano, \$30.00 per hour

38. Program Professional II

The following individual is to prepare copy for news releases, web pages, advertisements, and social media.

Megan Nicolai, \$45.00 per hour

The following individuals are to conduct business advising sessions and deliver workshops for the Small Business Development Center at the rate of \$45.00 per hour.

Deborah Deras

Daniel Hancuff

Michael Huerth

Nathaniel Jemison

Lawrence Johnson

Charles Lowe

Antonio Ruiz

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

Martha Payan-Hernandez, \$35.00 per hour

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

Karen Latuner, \$34.00 per hour

39. Program Professional III

The following individual is to provide instructional design and delivery of not-for-credit online curriculum development projects supporting the Retail Hospitality and Tourism Sector Navigator grant to develop interactive online instructional modules.

Karla Frizler, \$60.00 per hour

40. Program Professional IV

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

Mary Ann Harmon, \$75.00 per hour

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

Ronald Way, \$65.00 per hour

Training Professional Series

41. Training Professional I

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

Armando Hernandez, \$20.00 per hour

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

Oscar Serrano, \$32.00 per hour

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

Michael Brownlie, \$32.00 per hour

The following individuals are to provide training, expertise, leadership and professional services in the **STCW** for Seafarers program at the rate of \$32.00 per hour.

Michael Brownlie
Bryce Campbell
James Ellingson

Ryan Lauzon
Richard Martinez

42. Training Professional II

The following individuals are to provide Basic and Advanced Fire Fighting instruction to merchant seamen in Fire Prevention and Fire Combat to help enable trainees to abate shipboard fire hazard and take appropriate action for the safety of personnel and the ship at the rate of \$40.00 per hour

Michael Brownlie

James Ellingson

Richard Martinez

The following individuals are to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program and the Model Approach to Partnerships in Parenting program at the rate of \$37.00 per hour.

Elonda Austin
Sharonda Barksdale
John Forbes-Barton
Gayle Gordon

Krystal Gordon
Theresa Reed
Deena Robertson

43. Training Professional IV

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

Barbara Casper, \$100.00 per hour
Jason Eaves, \$100.00 per hour
David DeLay, \$90.00 per hour
Viet Hoang, \$100.00 per hour

Roberto Pandolfi, \$70.00 per hour
Desiree Saddler, \$100.00 per hour
Judy Shane, \$100.00 per hour
Mark Wilde, \$90.00 per hour

The following individual is to adapt and develop training materials and conduct training programs to facilitate employee development.

Servando Gereau, \$120.00 per hour

The following individual is to conduct workshops about obtaining Designated Subject and Single Subject credentials for students and community members.

Richard Nicholson, \$62.00 per hour

C. STIPENDS FOR COMPTON EDUCATION CENTER

It is recommended that the following educational administrators be paid a stipend for work at the Compton Education Center, effective July 1, 2015 through June 30, 2016. All stipends may be rescinded with 30 days notice.

\$1,000 per month

Linda Beam

Jo Ann Higdon

Jeanie Nishime

Jean Shankweiler

Barbara Perez (for El Camino College duties)

\$800 per month

Wanda Morris

\$330 per month

Virginia Rapp

\$250 per month

Robert Klier

William Warren

\$160 per month

Dipte Patel

Rory Natividad

Stephanie Rodriguez

It is recommended that the following classified managers, supervisors and confidential employees be paid a stipend for work at the Compton Education Center, effective July 1, 2015 through June 30, 2016. All stipends may be rescinded with 30 days notice.

\$415 per month

Melissa Guess

William Mulrooney

Michael Trevis

\$330 per month

Irene Graff

Esperanza Nieto

\$300 per month

Cindy Constantino

\$250 per month

Babatunde Atane
Rocky Bonura
Julie Bourlier
Janice Ely
William Garcia
Jayne Ishikawa
Heather Parnock

\$160 per month

Lisa Mednick
Andy Nasatir

It is recommended that the following classified staff be paid a stipend for work at the Compton Education Center, effective July 1, 2015 through June 30, 2016. All stipends may be rescinded with 30 days notice.

\$100 per month

Quajuana Chapman
Veronica Cooper
Sophie Dao
David Mussaw

Patrick Papetti
Charlene Sakatani
Cheryl Shenefield
Donna Takahama
Tri Van Vo

\$75 per month

Paul Almandres
Martha Angel
Odinah Angeles-Recio
Aida Bosque
Omar Brenes
Robert Butler
Angelica Cholico
Edgar Corona
Thu Lucy Dao
Linda Detwiler-Burner
Sharon Filio

Amy Hanoa
Jan Hearn
Ellen Lorenz
Nanette Marshal
Latasha Millender
Linda Mobley
Tung Nguyen
Steven Thoreson
Hiep Tran
Gary Turner
LaShanta Young

\$50 per month

Kim Ashley
Christina Baskin
Arlene Bautista
Josie Cheung
Leimomi Elliott
Sheryl Kimball

Michael Martinez
Monica Mallory
Donna Pantaleo
Jeffrey Shearen
Hong Tran
Leichi Vo

D. REVISED CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITIONS

It is recommended that the Board of Trustees approved the new classification specifications for the Provost, Vice President, Compton Center, and Director Learning Resource shown on pages 40 – 49.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROVOST

BASIC FUNCTION:

Under the direction of the Superintendent/President, plan, organize, coordinate and direct the educational programs and activities of the El Camino College Compton Center. Provide leadership in the planning, development, and implementation of the El Camino Community College District instructional and student services programs at the Compton Center.

The Provost will also serve as the CEO of Compton Community College District, reporting to the Special Trustee of Compton Community College District.

REPRESENTATIVE DUTIES:

Work with the El Camino College Vice Presidents to develop plans and procedures to enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.

Implement the District's annual strategic plan and demonstrates, through long-term and annual operational plans how the annual priorities will be achieved at the Compton Center.

Assures adherence to District's policies and procedures and assumes compliance with rules, regulations and laws of federal, state and accrediting agencies.

Develop the enrollment goals that conform to the mission and priorities of El Camino College; allocate resources to attain those goals; monitor and evaluate goals.

Promote student enrollment, success, and retention.

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

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

Serve as the Chief Student Services officer at the Compton Center.

In conjunction with the El Camino College Compton Center Accreditation Liaison officer, coordinate all activities needed for accreditation, monitor participation in those activities, and ensure that the institutional self-evaluation is conducted and documented with appropriate constituency involvement.

Promote and support participatory governance.

Direct the development, preparation and implementation of the Compton Center budget. Prepare recommendations as appropriate regarding budget allocations.

Participate in the selection of all Center managers and faculty.

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

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

Represent and effectively promote the Compton Center through outreach and active participation in community programs and civic organization functions.

Supervise and evaluate the performance of assigned Compton Center personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organizing and directing an institution of higher education.

Principles and practices of supervision and management.

Budget preparation and controls.

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

ABILITY TO:

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

Provide overall leadership in planning, directing and evaluating programs and services for the Center.

Work effectively within diverse student, staff and community populations.

Communicate effectively orally and in writing.

Supervise and evaluate the performance of assigned staff.

Interpret, apply and explain rules, regulations, policies and procedures.
Operate a personal computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.
Work independently with little direction.
Use interpersonal skills and exercise tact, patience and courtesy.
Resolve problems effectively using conflict resolution skills.
Direct the maintenance of a variety of reports and files related to assigned responsibilities.
Develop creative solutions.
Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited higher education institution.
Successful senior administrative-level experience in progressively responsible, reasonably related executive positions.
A strong record of achievement that includes administrative experience in educational institutions, business, industry, government and/or non-profit organizations, with the ability to solve complex problems.
Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

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

WORKING CONDITIONS:

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

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, COMPTON CENTER

BASIC FUNCTION:

Under the direction of the Provost and working closely with the El Camino Community College District Superintendent/President, serves as the chief academic officer for the El Camino College Compton Center throughout the accreditation process. The Vice President will direct the planning, development, and implementation of El Camino College's instructional program at the Compton Center. The Vice President will serve as the Accreditation Liaison Officer for the Center.

REPRESENTATIVE DUTIES:

Work collaboratively with the Provost to assure Center institutional needs are met.

Work with the El Camino College Vice Presidents to develop plans and procedures that enhance the academic programs including the development of new programs and the redirection of existing programs to meet the instructional needs of the Center's students.

Develop, in conjunction with the Provost, enrollment goals that conform to the mission and priorities of the Center, allocate resources to achieve those goals, and monitor attainment of the goals.

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

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

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

Serve as the Chief Instructional Officer at the Compton Center.

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

Participate, in the selection of all Center managers and faculty.

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

In coordination with the Provost, supervise and evaluate the performance of assigned personnel, including the deans at the Center, as well as faculty, classified and student employees in the academic and student services programs.

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

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

Implement a curriculum review process for the Compton Center.

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

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

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

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Budget preparation and controls.

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

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

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

Provide overall leadership in planning, directing and evaluating an instructional program for a college.

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

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

Communicate effectively orally and in writing.

Supervise the administration of area budgets.

Supervise and evaluate the performance of assigned staff.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

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

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

Board Approved: June 15, 2015

Vice President Salary Schedule

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF LEARNING RESOURCES

BASIC FUNCTION:

Under the direction of the Vice President-Academic Affairs, provide leadership and oversight of the operations of Library Services, Media Services, the Distance Education program, the Library Media Technology Center, and the Learning Resources Center. Coordinate the activities of personnel involved in these areas.

REPRESENTATIVE DUTIES:

Manage and coordinate Library/Learning Resources programs, facilities and operations

Provide direction for the College's learning resources and academic support programs in library services, instructional technology, distance learning, information competency/literacy, and media services.

Provide leadership for program development and coordinate programs and services to meet ~~faculty and student needs~~ the needs of the college community.

Supervise diverse faculty and staff in the development and maintenance of programs and services.

Work effectively with faculty, staff, and administrators in a participatory governance environment to accomplish the mission and goals of the College.

Set priorities for various resource needs, provide program analyses ~~and multi-year instructional plans~~, and participate in strategic and long-range planning for the District. Establish annual objectives and plans.

Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond to outreach and non-traditional programs and services and needs.

Directly interact with students, faculty, staff, administrators, and advisory councils or groups.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

Organize committees for hiring and ensure compliance with District personnel policies, procedures, and practices for the employment of faculty, classified staff, student workers and short term, temporary and substitute employees.

Supervise and evaluate faculty and staff.

Manage personnel issues and adjudicate faculty, staff, and student concerns.

Provide leadership in developing the area's budget.

Manage financial resources consistent with College policy and sound financial management principles.

~~Maintain current knowledge of new developments and innovations,~~ Maintain currency of knowledge of legal requirements and academic regulations that impact department programs, operations and services.

~~and~~ Recommend changes to maintain relevance of programs to meet the educational needs of students and the community.

Perform assigned program management responsibilities.

Direct and coordinate the introduction of new technologies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Understand and practice the principles of administration, supervision and budgeting within a Library and Learning Resources environment.

Plan and organize work.

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

~~Manage personnel.~~ Lead and direct the work of others.

~~Working knowledge of current computer applications and media/library technologies.~~

Develop consensus among a diverse range of interests and maintain effective working relationships.

Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Requires a Master's degree or equivalent* in one of the following fields: ~~Library Services~~, Library Science, Library and Information Science, ~~Information Technology~~, Educational Technology, ~~Communication Arts~~ or Instructional Technology. Candidates should also have three full-time years of post-secondary leadership experience or equivalent in one or more of the following areas: library services, educational technology, ~~computer applications support~~, media support, distance education, or academic support programs.

DESIRABLE QUALIFICATIONS

One year of teaching experience at the community college level.

Experience in managing multi-department budgets.

~~Proficiency in use of Microsoft office applications and email.~~

~~Familiarity in web based Library Information Systems.~~

Knowledge of computer and web based technologies relevant to Library/Learning Resources.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

~~*Equivalency to be determined using the El Camino College District Board Policy 4119 Equivalence to Minimum Qualifications.~~ **California Community Colleges Minimum Qualifications for Faculty and Administrators in CCC as referenced in Title V, Section 53407.**

Administrator Salary Range 13

Revised and Board Approved June 15, 2015

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

	<u>Page No.</u>
A. Signature Authorization	Page P/B 2
B. Informational Item – Los Angeles County Registrar-Recorder County Clerk (Condensed) Tentative Calendar of Events – Consolidated Elections November 3, 2015	Page P/B 2

A. SIGNATURE AUTHORIZATION

It is recommended that the Board authorize Jean Shankweiler, Vice President – Academic Affairs to sign 1) “A” and “B” Warrants, 2) Contracts, 3) Purchase Orders, 4) Purchase Orders for the Bookstore, 5) Change Orders, 6) Notices of Employment and Orders for Salary Payments, 7) Revolving Cash Fund, 8) Registration Fund, 9) Cash Management Fund, 10) Trust Funds, 11) Associated Students Bank Account, 12) Bookstore Fund, 13) Small Business Development Center Bank Account, 14) El Camino College Business Office Account, 15) Auxiliary Services Fund, 16) Dental Self-Insurance Fund – Wells Fargo Bank Account, 17) National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service, 18) Computer Loan Revolving Cash Fund – El Camino Community College District, 19) El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates, and 20) El Camino College Student Federal Financial Aid Fund – El Camino Community College District.

B. INFORMATIONAL ITEM – LOS ANGELES COUNTY REGISTRAR-RECORDER COUNTY CLERK (CONDENSED) TENTATIVE CALENDAR OF EVENTS – CONSOLIDATED ELECTIONS NOVEMBER 3, 2015

The Los Angeles County Registrar-Recorder County Clerk (Condensed) Tentative Calendar of Events – Consolidated Elections – November 3, 2015 is presented for informational purposes (Pages 3-5).

**Los Angeles County
Registrar-Recorder/County Clerk
Condensed**

**TENTATIVE
CALENDAR OF EVENTS**

LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS
NOVEMBER 3, 2015

IMPORTANT NOTICE

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

DATES	EVENTS
<p>JULY 13 (M) E-113</p> <p>AUG. 7 (F) E-88 5:00 P.M.</p>	<p>NOMINATION PERIOD – FILING DECLARATION OF CANDIDACY First and last day for candidates to file declarations of candidacy. (E.C. §§ 10510 and 10603)</p> <p>CANDIDATE STATEMENTS During this period, candidates may file a candidate statement not to exceed the word limitation prescribed by the district governing body (200 or 400 words) for inclusion with the Official Sample Ballot. The statement shall be filed no later than the last day to file declarations of candidacy. (E.C. §§ 10540 and 13307)</p>
<p>AUG. 7 (F) E-88 5:00 P.M.</p>	<p>DECLARATION OF CANDIDACY – DEADLINE DATE (UDEL AND SCHOOL JURISDICTIONS) Last day for candidates to file declarations of candidacy. (E.C. §§ 10510 and 10603) Note: Fax not acceptable.</p> <p>CANDIDATE WITHDRAWAL (UDEL AND SCHOOL JURISDICTIONS) No candidate, including incumbents, whose declaration of candidacy has been filed, may withdraw after this date except when the nomination period has been extended for that office. (E.C §§ 10510 and 10604)</p>

DATES	EVENTS
<p>AUG. 7 (F) E-88 5:00 P.M.</p>	<p>CONSOLIDATION OF ELECTIONS Last day for local jurisdictions to file a resolution with the Board of Supervisors requesting consolidation with the election. A copy of the resolution must also be filed with the county elections official. (E.C. §§ 10400, 10402 and 10403)</p> <p>CANDIDATE STATEMENTS Last day to file a candidate statement. (E.C. §§ 10540 and 13307)</p>
<p>AUG. 8 **(Sa) AUG. 12 E-87** (W) E-87** E-83 5:00 P.M.</p>	<p>NOMINATION EXTENSION PERIOD (IF INCUMBENT DOES NOT FILE) If a declaration of candidacy for an incumbent is not filed by 5:00 p.m. on August 7, the declaration period shall be extended until August 12, 5:00 p.m., for persons other than the incumbent. NOTE: The extension does not apply where there is no incumbent eligible to be elected. (E.C. §§ 10516 and 10604)</p>
<p>AUG. 8 **(Sa) AUG. 17 E-87** (M) E-87** E-78 5:00 P.M.</p>	<p>PUBLIC EXAMINATION PERIOD During this period, candidate statements, candidate names and ballot designations shall be open to public examination. A fee may be charged to any person obtaining a copy of the material. Any person may challenge the aforementioned candidate information by filing a petition for writ of mandate no later than August 17. (E.C. §§ 13313) NOTE: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to August 13 through August 22**.</p>
<p>AUG. 12 (W) E-83 5:00 P.M.</p>	<p>CANDIDATE WITHDRAWAL – NOMINATION EXTENSION PERIOD Last day a candidate may withdraw declaration of candidacy papers when nomination has been extended for that office. (E.C. §§ 10516 and 10604)</p>

**August 8, 15 and 22 (Saturdays) and August 16 and 23 (Sundays) – Office will be closed.

DATES	EVENTS
<p>AUG. 13 (Th) E-82 11:00 A.M.</p>	<p>RANDOMIZED ALPHABET DRAWING BY SECRETARY OF STATE The Secretary of State shall hold a public drawing to determine the order of candidate names on the ballot by randomly drawing each letter of the alphabet. (E.C. §§ 13112)</p>
<p>NOV. 3 (Tu) 8:00 P.M. ELECTION DAY</p>	<p>ELECTION DAY Polls open 7:00 a.m., close 8:00 p.m., (E.C. §§ 1304, 10541 and 14212 and Ed. Code §§ 5000 and 19700)</p> <p>VOTE BY MAIL BALLOTS RETURNED– 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any polling place in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E.C. §§ 3017 and 3020)</p> <p>Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter’s elections official via the United States Postal Service or a bona fide private mail delivery company no later than three days after election day in addition to the provisions set forth in E.C. 3020, Sections 1 and 2. (E.C. §§ 3020(b) Section 1 and 2)</p> <p>SEALING OF UNUSED BALLOTS At 8:00 p.m., immediately after the polls close, commence defacing or sealing all unused ballots and file an affidavit of the number of ballots destroyed or sealed. (E.C. §§ 14403 and 14404)</p>
<p>DEC. 4 (F) E + 31</p>	<p>TAKING OF OFFICE (UDEL AND SCHOOL JURISDICTIONS) Officers, elected or appointed, take office on the first Friday in December next following the election. E.C. § 10554, Ed. Code §§ 5017 and 19700, and Water Code § 21101, etc.)</p>

**August 8, 15 and 22 (Saturdays) and August 16 and 23 (Sundays) – Office will be closed.