

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 20, 2016
Board Room
4:00 p.m.**

- I. Call Public Session to Order**
- II. Roll Call**
- III. Public Comment on Closed Session Items**
- IV. Adjourn to Closed Session**
 - A. Existing Litigation, Brown Act Section 54956.9(a)
 - 1) Case #BC 579702
 - 2) Case #BC 61309
 - B. Anticipated Litigation, Brown Act Section 54956.9 – Significant Exposure to Litigation
 - 1) 1 case
 - C. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Labor Negotiator
 - 1) El Camino College Federation of Teachers, Local 1388
 - 2) El Camino Classified Employees Local 6142
 - 3) El Camino College Police Officers Association
 - 4) El Camino College Unrepresented Employees (Confidential/Supervisor/Management)
 - D. Personnel Matters, Brown Act Section 54957
 - 1) Superintendent/President Goals
- V. Reconvene in Open Session; Announce Closed Session Actions**
- VI. Pledge of Allegiance to the Flag**

- VII. Approval of Minutes of the Regular Board Meeting of May 16, 2016,
Pages vi – viii**
- VIII. Oath of Office – Ms. Nicole Mardesich**
- IX. Presentation – 2016-2017 Tentative Budget**
- X. Public Comment on Consent Agenda**
- XI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 - A. Academic Affairs (AA)
*See Academic Affairs Agenda,
Pages AA 1- AA 38*
 - B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 7*
 - C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 17*
 - D. *See Measure “E” Bond Fund Agenda, (E)
Pages E 1- E 5*
 - E. Human Resources (HR)
*See Human Resources Agenda,
Pages HR 1- HR 33*
 - F. Compton Educational Center (CC)
See Compton Educational Center Agenda, Pages CC 1 – CC 4
 - G. Superintendent/President (P/B)
*See Superintendent/President Agenda,
Pages P/B 1 – P/B 2*
- XII. Public Comment on Non-Agenda Items**
- XIII. Oral Reports**
 - A. Academic Senate Report
 - B. Compton Center Report
 - C. Board of Trustees Report
 - D. President’s Report

<p>Board of Trustees Meeting Schedule for 2016 4:00 p.m. Board Room</p>

June 20, 2016 (Mon)
July 18, 2016 (Mon)

August 15, 2016 (Mon)
September 7, 2016 (Wed)
October 17, 2016 (Mon)
November 21, 2016 (Mon)
December 19, 2016 (Mon)

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 2015-2016

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations Outreach Plan
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Enrollment Management	Accreditation Report
October	Student Equity Plan	Student Equity Plan
November	AB86 Adult Education	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	
January	South Bay Adult Education Consortium	Annual Financial Audit
February	Title IX	Annual Factbook End of Year Activities
March	HSI STEM Grant	FTES (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	Tentative Budget	Tentative Budget

January 2016

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, May 16, 2016

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, May 16, 2016, in the Board Room at El Camino College.

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

Also present were: Dr. Dena P. Maloney, 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; Dr. Keith Curry, Provost-CEO/Compton Education Center; and Ms. Barbara Perez, Vice President/Compton Education Center.

Closed Session

Regular Meeting adjourned to Closed Session at 4:01 p.m. to discuss the District's position regarding the following matters:

- A. Existing Litigation, Brown Act Section 54956.9(a)
- B. Anticipated Litigation, Brown Act Section 54956.9
- C. Personnel Matters, Brown Act Section 54957

Reconvene in Open Session; Announce Closed Session Actions

The Regular Meeting reconvened to Open Session at 4:37 p.m. No action was taken during the Closed Session.

Minutes of the Regular Board Meeting of April 18, 2016

It was moved by Trustee Combs, seconded by Trustee Vargas, that the Minutes of the Regular Board meeting of April 18, 2016 be approved as presented.

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

Presentations

Student Trustee Recognition Award was presented to Mr. Eman Dalili.

Acceptance of the 2016 California Community College Student Success Scorecard

It was moved by Trustee Combs, seconded by Trustee Numark, that the Board of Trustees accept the 2016 California Community College Student Success Scorecard.

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

Acceptance of the IE Framework of Indicators

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board of Trustees accept the IE Framework of Indicators.

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

Public Comment on Consent Agenda

There were no public comments.

Consent Agenda

Page HR 3, Item 18 (Employment), was withdrawn from the agenda and no substitutions were made.

Page AS 6, Item C.2 (Amendment), was pulled for separate discussion.

Page E 3, Item D (Bid Rejection), was pulled for separate discussion.

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

Academic Affairs

Board Policy 3750 (Use of Copyrighted Materials) – Second Reading & Adoption

Administrative Procedure 3750 (Use of Copyrighted Materials) – Information Item

Administrative Procedure 4040 (Library Services) – Information Item

Board Policy 4250 (Probation, Dismissal & Readmission) – Second Reading & Adoption

Science, Technology, Engineering and Mathematics (STEM) Program

International Study Abroad Program – Summer 2016

Proposed Curriculum Changes Effective 2017-2018 Academic Year

Student and Community Advancement

International Travel

Grants Application and Acceptance

Grants Acceptance

Administrative Services

Contracts Under \$87,800

Contracts Over \$87,800

Amendments

International Student Health Insurance

Bid Award 2015-5 – Door Replacement Project – E.J. Enterprises

Notice of Job Completion – GonLED – Lighting Retrofit

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – AT&T – Administration Building Project

Contract Amendment – tBP Architecture – Administration Building Replacement Project

~~Bid Rejection~~

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

New Classification Specification for Classified Position

Compton Educational Center

Student Conference

Compton Center Report

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

Amendment – Lend Lease (US) Construction

It was moved by Student Member Dalili, seconded by Trustee Combs, that the Board of Trustees approve the Amendment to the Lend Lease (US) Construction Contract.

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

Bid Rejection 2015-4

It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Board reject all Bid proposals submitted for Gymnasium Project (Bid #2015-4) pursuant to Public Contract Code §20151(b).

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

Public Comment on Non-Agenda Items

William Bochelli, an ECC student, spoke about campus Wi-Fi, printing, helpdesk, and a LA Metro pilot program.

Adjournment

Meeting adjourned at 6:10 p.m.

Cliff Numark, Secretary of the Board

Dena P. Maloney, 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 2017-2018 Academic Year.....AA 2
- B. Enrollment Management Plan 2016-2019 – Information Item.....AA 4
- C. Board Policy 4228 (Independent Study) – First Reading.....AA 5
- D. Administrative Procedure 4228 (Independent Study) – Information Item.....AA 6

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2017-2018 ACADEMIC YEAR

The Chancellor's Office requires colleges to maintain evidence of district board approval for curricular actions. These curricular actions include new courses and programs as well as changes to existing curriculum. Faculty conduct reviews of existing curriculum to ensure compliance with local standards and Title 5 regulations. Courses are reviewed according to the College Curriculum Committee's six-year and two-year review cycles. Courses designated as Career and Technical Education (CTE) are reviewed every two years.

The curricular actions listed below are approved by the College Curriculum Committee. It is recommended that the Board approve the proposed curriculum actions, effective the 2017-2018 academic year.

INDUSTRY AND TECHNOLOGY

New Courses

1. Fire and Emergency Technology 13A – Fire Academy: Part-Time A
Units: 8.0 Lecture: 5 hours Lab: 8.5 hours Faculty Load: 75.83%

Prerequisite:

1. Fire and Emergency Technology 1 with a minimum grade of C or equivalent
2. Fire and Emergency Technology 6 with a minimum grade of C or equivalent
3. Possession of a National Registry Card or possession of a valid Emergency Medical Technician (EMT) license as required by the California State Fire Marshal's Office.
4. Pass a Fire Fighter Physical Agility Test (CPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office.
5. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582. Submission of a signed original statement from a physician. The medical exam is valid for one year.
6. Pass the El Camino College Fire Physical Qualification Test. This test is given to applicants approximately two weeks after application deadline.
7. Possess a valid California driver's license.

Grading Method: Letter

Credit Status: Associate Degree Credit

This course is designed to prepare students for entry-level positions as firefighters. Students participate in a 243 hour course of didactic and manipulative instruction emphasizing basic firefighting skills. Topics include safety on fire apparatus, safely operating at an emergency scene, tying of basic knots, securing and hoisting tools and equipment above ground, donning and doffing personal protective equipment, techniques for searching and removing victims, fire behavior and firefighter safety, hose and ladder techniques to facilitate extinguishment of fire, utilizing fire equipment and facility maintenance, building construction and fire behavior, fire department communications, and fighting wildland fires.

Note: This course together with Fire and Emergency Technology 13B, Fire Academy: Part-Time B, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification.

2. Fire and Emergency Technology 13B – Fire Academy: Part-Time B
Units: 7.0 Lecture: 4 hours Lab: 10 hours Faculty Load: 76.67%

Prerequisite: Fire and Emergency Technology 13A with a minimum grade of C
Grading Method: Letter
Credit Status: Associate Degree Credit

This course is designed to prepare students for entry-level positions as firefighters. Students participate in a 252 hour course of didactic and manipulative instruction emphasizing basic firefighting skills. Topics include forcible entry, fire extinguishers, tying of basic knots, securing and hoisting tools and equipment, personal protective equipment, self-rescue, searching and removing downed firefighters, hose and ladder techniques, utilizing fire equipment and facility maintenance, wildland fires, vertical and horizontal ventilation, hazards associated with confined spaces, hazardous materials, utility control, fire cause and origin determination, charred materials, vehicle fires, flammable gas and liquid fires, and utilizing live fire to observe fire behavior.

Note: This course together with Fire and Emergency Technology 13A, Fire Academy: Part Time-A, meets the State Board of Fire Services training requirements for Firefighter I certification. Experience requirements will need to be met prior to application for Firefighter I certification.

CTE Two-Year Course Review; Changes in Conditions of Enrollment (Recommended Preparation)

1. Architecture 100 – An Orientation to Architecture

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for~~ English 84 A

Recommendation

Recommended Preparation: English A

New Distance Education Online Course

1. Architecture 100 – An Orientation to Architecture

B. ENROLLMENT MANAGEMENT PLAN 2016-2019 – INFORMATION ITEM

The draft of the Enrollment Management Plan 2016-2019 is being submitted as an information item. Hardcopies will be available at the Board meeting.

The Enrollment Management Plan is a detailed, flexible plan which allows El Camino College to better manage enrollment issues during increasing as well as decreasing enrollment periods. The strategies in the plan will improve enrollment, increase FTES to meet established targets, and protect the College's educational programs.

C. BOARD POLICY 4228 (INDEPENDENT STUDY) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4228 as shown, along with a numbering change to Board Policy 4101.

D. ADMINISTRATIVE PROCEDURE 4228 (INDEPENDENT STUDY) – INFORMATION ITEM

Administrative Procedure 4228 is presented for informational purpose only, along with a numbering change to Administrative Procedure 4101.

Board Policy ~~4228~~ 4101

Independent Study

It is the policy of El Camino College to provide enhanced educational opportunities for students wishing to explore a subject area more fully by establishing an Independent Study program. Under the guidance of a supervising instructor qualified to teach in the specific subject area, students in Independent Study courses will complete projects that reflect scholarly or creative efforts of an advanced nature that go beyond the scope of a regular course. Independent Study is not designed for students who have already obtained a degree in the discipline in which the Independent Study Course is being attempted.

~~Independent study projects must be approved by the supervising instructor and will require the student to meet regularly with the instructor. Academic standards applicable to Independent Study courses will be the same as those applied to other credit courses.~~

~~To be eligible for Independent Study, a student must be in good academic standing and~~

- ~~• Have completed at least 12 degree applicable units at El Camino College with a GPA of 3.0 or higher, and~~
- ~~• Have demonstrated competence in the discipline in which the Independent Study course is being attempted by completing at least two courses six degree applicable units in this discipline at El Camino College with a grade of B or higher, and~~
- ~~• Be concurrently enrolled in at least one other course at El Camino College.~~

~~Procedures for implementing this policy will be developed by the Superintendent/President in collegial consultation with the Academic Senate.~~

Reference: CCR, Title 5, Section ~~55300~~ 55230 et seq.
ECCFT Contract Article X Section 19

El Camino College
Adopted: August 2006

Independent study projects must be approved by a supervising instructor qualified to teach in the specific subject area and will require the student to meet regularly with the instructor. Academic standards applicable to Independent Study courses will be the same as those applied to other credit courses. Access to the instructor is the same as that commonly available to students courses conducted by other instructional methods.

To promote an individualized educational experience for each student, an instructor will supervise a limited number of Independent Study students in one semester or session, as determined by the terms of the Agreement between the District and the ECC Federation of Teachers in effect at that time. In accordance with the Agreement, the Dean of the Division in which the Independent Study will be offered shall approve or disapprove each independent study request.

To be eligible for Independent Study, a student must be in good academic standing and

- Have completed at least 12 degree-applicable units at El Camino College;
- Have demonstrated competence in the discipline in which the Independent Study course is being attempted by completing at least 6 degree applicable units in this discipline at El Camino College with a GPA of 3.0 or higher in the discipline;
- Be concurrently enrolled in at least one other course at El Camino College.

Independent study projects are normally undertaken in the department or division of the student's academic major. Exceptions to this rule must be approved by the Dean of the Division of the student's academic major. Independent Study is not designed for students who have already obtained a degree in the discipline in which the Independent Study course is being attempted.

The supervising instructor will scrutinize proposed projects for appropriate depth and rigor. Such projects might, for example, include a lengthy research study, an original production, or a comprehensive exam. The supervising instructor will provide appropriate orientation, guidance, and information regarding course content materials and services and will document progress toward project completion. The instructor will provide each Independent Study student with a consultation schedule for the semester. Procedures for evaluation of student progress will be the same as those applied to other courses in the discipline. Projects will be evaluated by the supervising instructor, and the basis for evaluation will be kept on file for at least one semester.

Each Independent Study project ~~will normally be for one unit of credit, with a maximum of~~ can range from one to three units per semester; one unit of credit will be granted for 54 hours of work devoted toward the project. A student may earn a maximum of 6 units of Independent Study at El Camino College.

~~3. To promote an individualized educational experience for each student, an instructor will supervise a limited number of Independent Study students in one semester or session, as determined by the terms of the Agreement between the District and the ECC Federation of Teachers in effect at that time. In accordance with the Agreement, the Dean of the division in~~

~~which the Independent Study will be offered shall approve or disapprove each course to be offered.~~

4. Academic standards applicable to Independent Study courses will be the same as those applied to other credit courses. Independent Study courses will be accepted by the college toward completion of an associate degree. ~~and shall be eligible for transfer credit by an institution of~~ The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. California State University (CSU) accepts independent study units towards admission as elective units. Specific credit will be determined by CSU after admission. Students should be advised to see a counselor for details.

August 2006

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

Page No.

- A. Student Equity Plan, Student Success and Support Program, and Basic Skills Initiative 2016/2017 Joint Planning RetreatSCA 2

- B. Administrative Procedure 5130 (Financial Aid) Information Item.....SCA 2, 3

A. STUDENT EQUITY PLAN, STUDENT SUCCESS AND SUPPORT PROGRAM, AND BASIC SKILLS INITIATIVE 2016/2017 JOINT PLANNING RETREAT

It is recommended that the Board of Trustees approve the Student Equity Plan (SEP), Student Success and Support Program (SSSP), and Basic Skills Initiative (BSI) 2016/2017 Joint Planning Retreat for August 18-19, 2016 at Costa Mesa Marriott Hotel in Costa Mesa, California. The purpose of the retreat is to allow for a review of past programs and activities, planning of the 2016/2017 activities and the opportunity to work together to streamline activities and incorporate a cohesive plan between the three programs. Forty-one participants (13 Administrators, 15 Full-Time Faculty, and 13 Classified Staff) will attend. Expenses in the amount of \$25,000 will be paid from SSSP funds – Fund 12. Expenses will cover one night’s lodging, parking and mileage, meals and rental of media equipment.

The following are scheduled to attend: Vonetta Augustine, Nikki Barber, Mary Beth Barrios, Stephanie Bennett, David Brown, Monica Delgado, Rocio Diaz, Robin Dreizler, Alexis Estwick, Angie Funes, William Garcia, John Ross Gatlin, Irene Graff, Shateo Griffin, Edith Gutierrez, Christopher Hurd, Chris Jeffries, Beth Katz, Ken Key, Sheryl Kunisaki, Scott Kushigemachi, Ann Libadisos, Art Martinez, Brian Mims, Dora Miranda, Eduardo Morales, Marci Myers, Jeanie Nishime, Nayeli Oliva, Julieta Ortiz, Dipte Patel, Martha Perez, Janice Pon-Ishikawa, Claudia Quilizapa, Idania Reyes, Stephanie Rodriguez, Taleen Seropian, Jean Shankweiler, Jacquelyn Sims, Xiao Wang, and Connie Zandate.

B. ADMINISTRATIVE PROCEDURE 5130 (FINANCIAL AID) – INFORMATION ITEM

Administrative Procedure 5130– (Financial Aid) is presented for informational purpose only.

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 ~~should~~ 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~~ will need 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 ~~to~~ should 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~~ should 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 Bank Mobile Vibe~~ to disburse select federal and state-based financial aid to eligible students. ~~Higher One Bank Mobile Vibe~~ provides students with ~~three~~ two 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~~ three 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.~~

4.3. Maximum Timeframe

A student ~~has not~~ may 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.

Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

Students will be notified of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification will clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification will also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate information ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee waiver eligibility. Dissemination includes, but is not limited to, information provided in the college catalogs and class schedules.

Students may appeal the loss of BOG Fee Waiver (along with the loss of enrollment priority). The student must complete and submit a Loss of Enrollment Priority and BOGFW Appeal Form with all relevant supporting documentation by the published deadline.

There are ten acceptable reasons for submitting an appeal:

1. Illness or accident of the student or immediate family member or death of an immediate family member.*
2. Newly diagnosed disability which contributed to poor academic performance.
3. Complications with an existing disability which contributed to poor academic performance.
4. Student applied for a disability accommodation but the accommodation was not received in a timely manner.
5. Evidence the student was unable to obtain essential support services.
6. Enrolled in a high unit academic program or major as reflected on Education Plan.
7. Significant academic improvement in meeting academic and progress standards as defined above.
8. Extenuating circumstances beyond the control of the student.
9. Change in economic situation of student or parent(s), if dependent.
10. Special consideration of factors for CalWORKs, EOPS, SRC, and Veteran students.

*“Immediate family” is defined as the mother, father, grandmother, grandfather, or grandchild of the student or of the spouse/registered domestic partner of the student, and the spouse/registered domestic partner, son, daughter, brother, or sister of the student. In addition, the following are considered “immediate family”: stepparent, stepchild, foster child, dependent child or adult of the student or spouse/registered domestic partner of the student.

Supporting documentation must coincide with the term(s) in which the student did not meet academic and/or progress standards. Supporting documentation outside of those terms will not be considered.

The instructions outlined on the Loss of Enrollment Priority & BOGFW Appeal form must be met completely and by the established deadline for the term in question.

Submission of an appeal form does not guarantee approval.

All appeal decisions are final. There is no further appeal for that term. Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

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 Review: June 15, 2015

Revised:

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 2016 - 2017	AS 2
B. Five Year Construction Plan 2016 - 2021	AS 2
C. Contracts Under \$87,800	AS 2
D. Contracts Over \$87,800	AS 9
E. Personal Service Agreements	AS 10
F. Amendments	AS 11
G. Approval for Purchase Using Cooperative Agreements.	AS 13
H. Purchase Orders and Blanket Purchase Orders	AS 13

A. TENTATIVE BUDGET 2016–2017

It is recommended the Tentative Budgets, 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 Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Fund and Bookstore Fund for the 2016-2017 fiscal year be submitted to the Board for adoption at the June 20, 2016, 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.

B. FIVE-YEAR CONSTRUCTION PLAN 2016-2021

Background: As required by the Community College Construction Act of 1980, the El Camino Community College District is submitting its 2016-2021 Five-Year Construction Plan and associated documents to the Office of the Chancellor of the California Community Colleges.

YEAR	PROJECT – FUNDING PHASE	AMOUNT
2016-17	Student Services Center Replacement (C)	\$37,359,000
	Lot C Parking Structure (C)	\$33,250,000
	Men’s Gym Replacement (C)	\$34,986,000
2017-18	Lot F Seismic Upgrade (C)	\$28,000,000
	Administration Building	\$10,800,000
	Physical Education Complex Phase 3	\$20,400,000
	Student Activities Center	\$15,600,000
2019-20	Music Building Replacement (P) (W)	\$2,700,000
	Art Building Replacement (P) (W)	\$3,054,000
2020-21	Music Building Replacement (C) (E)	\$33,890,000
	Art Building Replacement (C) (E)	\$38,346,000

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

C. CONTRACTS UNDER \$87,800

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:

1. **Contractor:** **GKN AEROSPACE**
Services: Contractor will participate in Frontline Leadership Training to include business skills, computer skills, and continuous improvement training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract Education
Date(s): 4/29/16 – 6/30/17
Financial Terms: Projected Gross Income \$50,000

2. **Contractor:** **HYPERLOOP TECHNOLOGIES**
Services: Contractor will participate in Geometric Dimensioning and Tolerancing Training to include business skills, computer skills, and continuous improvement training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract Education
Date(s): 5/24/16 – 5/3/17
Financial Terms: Projected Gross Income \$50,000

3. **Contractor:** **JOYFUL EDUCATION SERVICE, INC**
Services: Contractor will receive intensive English language classes for 36 Japanese students.
Requesting Dept.: Student and Community Advancement – Admissions and Records – Language Academy
Date(s): 7/18/16 – 8/5/16
Financial Terms: Projected Gross Income \$13,225

b. Services Received by District:

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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$15,000

2. **Contractor:** **AMERICAN TOP JOINT STOCK COMPANY (VIETNAM); LARDIA (RUSSIA)**
Services: Contractor will recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – International Student Program

Date(s): 7/1/16 (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.

- 3. 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 Education
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$54,000
Funded by Employment Training Panel (ETP) ET14-0217 two-year core contract
- 4. Contractor:** **BACKGROUNDS UNLIMITED**
Services: Contractor will perform background investigations for ECC Police Department applicants.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$4,500
- 5. Contractor:** **CHILDREN’S HOSPITAL LOS ANGELES**
Services: Contractor will provide a clinical setting for the ECC Respiratory Care Students.
Requesting Dept.: Academic Affairs – Health Sciences and Athletics
Date(s): 6/1/16 – 5/31/17
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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$8,000

7. **Contractor:** **ECHELON VENTURES, INC.**
Services: Contractor will provide 55 hours of code language technical training for up to 30 individuals on behalf of the ECC Center for Applied Competitive Technologies (CACT).
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 6/21/16 – 12/31/17
Financial Terms: Cost not to exceed \$60,000
Funded by Chancellor’s Office Sector Navigator Grant
8. **Contractor:** **ERIC LEE CHIROPRACTIC, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as office managers, accounts, and medical assistants.
Requesting Dept.: Student and Community Advancement – Student Support Services - CalWORKs
Date(s): 7/1/16 – 6/30/17
Financial Terms: No cost to the District
9. **Contractor:** **FIFTY AND FIVE LLC**
Services: Contractor will provide specialized services to promote El Camino College through social media marketing and advertising.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$66,000
10. **Contractor:** **GIDDA’S HOME HEALTH SERVICES, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as medical office clerks, home health aides, and certified nursing assistants.
Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs
Date(s): 7/1/16 – 6/30/17
Financial Terms: No cost to the District
11. **Contractor:** **GLOBAL SOURCE LOGISTICS, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work in truckload operations: matching trucks with customer

shipments, dispatching shipments, making sales calls and entering data.

Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs

Date(s): 7/1/16 – 6/30/17

Financial Terms: No cost to the District

- 12. Contractor:** **INTERACT COMMUNICATIONS, INC.**
Services: Contractor will provide Process Improvement services from the student perspective, to include, but not limited to, review of student intake and enrollment data, student tracking, intake spoofing, and onsite review of the student “pipeline” process with staff. Recommendations for potential process improvement, communication clarity and enhancement of the student experience will be provided.

Requesting Dept.: President’s Office

Date(s): 7/1/16 – 6/30/17

Financial Terms: Cost not to exceed \$45,500 plus travel and expenses.

- 13. Contractor:** **THE JANKOVICH COMPANY**
Services: Contractor will provide access to fuel barge located at Berth 74, San Pedro, CA for practical instruction and exercises for U.S. Coast Guard certified Tankerman/Barge Person-In- Charge training.

Requesting Dept.: Student and Community Advancement – Workplace Learning Resource Center (WpLRC)

Date(s): 7/1/16 – 6/30/17

Financial Terms: Cost not to exceed \$3,000
Funded by class registration fees

- 14. Contractor:** **LEGAL AID SOCIETY OF ORANGE COUNTY**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as Paralegal Interns in the courthouse and office venues.

Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs

Date(s): 7/1/16 – 6/30/17

Financial Terms: No cost to the District

15. **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 pre-school teachers and teacher assistants.
Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs
Date(s): 7/1/16 – 6/30/17
Financial Terms: No cost to the District
16. **Contractor:** **LUCKY DUCK SWIM SCHOOL**
Services: Contractor will provide swimming pool for U.S. Coast Guard Certification classes when campus pool is unavailable.
Requesting Dept.: Student and Community Advancement – Community Advancement - WpLRC
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$2,500
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.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 7/1/16 – 6/30/17
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:** **MOHAMAD POURNAMDARI, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as apprentices in construction, warehousing, property management, and office assistants.
Requesting Dept.: Student and Community Advancement – Student Support Services – CalWORKs
Date(s): 7/1/16 – 6/30/17
Financial Terms: No cost to the District

19. **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 Education
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$30,000
20. **Contractor:** **SPHERE XV**
Services: Contractor will provide specialized services for E-marketing, Digital Marketing and Advertising to promote ECC and its programs.
Requesting Dept.: President’s Office – Public Relations and Marketing
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$35,000
21. **Contractor:** **TOTAL RECALL**
Services: Contractor will provide real-time captioning services in accordance with Disabled Students Programs and Services (DSPS) standards.
Requesting Dept.: Academic Affairs - Health Sciences and Athletics – Special Resource Center
Date(s): 7/1/16 – 6/30/21
Financial Terms: Cost not to exceed \$15,000 per year
22. **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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$80,000
Funded by FCI-Terminal Island
23. **Contractor:** **WORKFORCE COMPUTER TRAINING**
Services: Contractor will provide laptops and training to contract companies, including but not limited to, Microsoft Office Suite and Tableau.

Requesting Dept.: Student and Community Advancement – Community Advancement – Contract Education
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$30,000

D. CONTRACTS OVER \$87,800

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

a. Services Provided by District:

1. Contractor: BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

Services: Contractor, on behalf of its sponsored program the California Community Colleges Technology Center executing the Education Planning Initiative, and ECCCD as Subgrantee, will implement Educational Planning Tools, Degree Audit, Student Retention System, and Student Services Portal.

Requesting Dept.: Student and Community Advancement – Counseling and Student Success

Date(s): 5/20/16 – 8/28/16

Financial Terms: Projected Gross Income \$105,000
Funded by Educational Planning Initiative Subgrant Agreement

b. Services Received by District:

1. Contractor: CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING

Services: Contractor will provide technical services in business growth acceleration and export acceleration to support our economic development contract with the University of Southern California.

Requesting Dept.: Student and Community Advancement – Community Advancement

Date(s): 6/21/16 – 12/31/17

Financial Terms: Cost not to exceed \$250,000
Funded by the University of Southern California

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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$173,360
 Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant
3. **Contractor:** **LOS ANGELES TRADE TECHNICAL COLLEGE**
Services: Contractor will provide funds to support programs in the form of related supplies, equipment, faculty, professional development activities, and/or curriculum or professional development to strengthen existing energy efficiency/clean energy programs under Proposition 39.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 4/1/16 – 6/30/16
Financial Terms: Cost not to exceed \$90,480
 Funded by California Clean Jobs Energy (Prop 39), Improvement Fund Grant

E. PERSONAL SERVICE AGREEMENTS

a. Services Provided by District:

None

b. Services Received by District:

1. **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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$4,623

2. **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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$2,700

3. **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): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed \$24,000

F. AMENDMENTS

a. Services Provided by District:

None

b. Services Received by District:

1. **Contractor:** **LUCKY DUCK SWIM SCHOOL**
Services: Contractor will provide swimming pool for WpLRC U.S. Coast Guard Certification classes when campus pool is unavailable.
Requesting Dept.: Student and Community Advancement – WpLRC
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$2,282 (Cost increase from \$1,500 initially Board approved on July 20, 2015. Increase to cover an additional Personal Survival Techniques Class for Disney Cruise Lines)

2. **Contractor:** **ORBITAL SCIENCES CORPORATION**
Services: Contractor will provide executive training including design manufacturing, program management, and green belt training to Martinez & Turek under the Mentor Protégé program.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT

Date(s): 12/15/15 – 9/30/16 (Date of service change only; Board initially approved the dates of service as 12/15/15 – 6/30/16 on 12/14/15)

Financial Terms: Projected gross income \$107,350
Funded by Orbital Science's Mentor Protégé Grant

- 3. Contractor:** **RACHEL BRIAN**
Services: Contractor will produce six 2- to 3-minute videos that will be used at new student orientations, and posted on our website as resources for new students to make their transition to college smoother, and to help them succeed in completing their degrees. Video topics will include: First Steps and Academic Goals, Student Services, Academic Support, Student Success Basics, Campus Life, and Student Conduct & Safety.
Requesting Dept.: Student and Community Advancement – Counseling and Student Success
Date(s): 2/18/16 – 6/30/17 (Term only extended from 6/30/16 to 6/30/17; Board initially approved on 2/17/16 from 2/18/16 to 6/30/16)
Financial Terms: Cost not to exceed \$48,000
- 4. Contractor:** **TITAN EMPIRE INC.**
Services: Contractor will conduct investigatory services in compliance of state and federal requirements regarding unlawful discrimination, sexual and gender-based misconduct, and related equal employment opportunity laws.
Requesting Dept.: Human Resource – Staff & Student Diversity
Date(s): 3/11/16 – 6/30/17
Financial Terms: Cost not to exceed \$30,000 (Cost increase only; Board initially approved on 3/21/16 for \$15,000)
- 5. Contractor:** **YOUNGBLOOD AND ASSOCIATES**
Services: Contractor will perform background investigations for ECC Police Department applicants.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 7/1/15 – 6/30/16
Financial Terms: Cost not to exceed \$1,000 (Cost increase only; Board initially approved \$750 on 7/20/15)

G. Consideration of Approval to Purchase Materials Through Other Public Agency Contracts for Fiscal Year 2016-2017

It is recommended the Board of Trustees approve the District 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 Camino’s 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 Community Colleges
- California State University Contract Services and Procurement Agreements

H. 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
Fund 11 Unrestricted - El Camino				
P0902757	3 Wire	Facilities/Planning/Servi	Repairs Noninstructional	\$313.40
P0903232	Creation Engine, Inc.	Div Office Fine Arts	Instructional Supplies	\$2,249.75
P0903292	Morey's Music Store	Music	Instructional Supplies	\$523.75
P0903293	CommLine, Inc	Campus Police	New Equipment	\$20,000.00
P0903476	Fujitec America, Inc.	Facilities/Planning/Servi	Regulatory	\$3,488.00
P0903511	University Tickets, Inc.	Accounting	Prepaid Expense	\$5,250.00

P0903634	Enviser	Facilities/Planning/Servi	Repairs Noninstructional	\$6,191.00
P0903695	Dell Marketing L. P.	Information Technology	License Fee/Site Licenses	\$51,337.02
P0903699	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$92.98
P0903703	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$143.21
P0903704	Full Compass Systems	Ctr for Arts Production	Non-Instruct Supplies	\$305.20
P0903709	OmniUpdate	Human Resources	Other Services And Expenses	\$7,500.00
P0903710	Complete Office	Warehouse	Inventories	\$2,127.24
P0903712	AFA-NIET	Speech Communication	Other Services And Expenses	\$228.00
P0903714	Complete Office	Warehouse	Inventories	\$2,212.50
P0903717	ACCO Engineered	Facilities/Planning/Servi	Repairs Noninstructional	\$4,919.00
P0903718	Michael Santoro	Recruitment	Travel Exp - OST Applicants	\$305.04
P0903722	Western Assoc for College Admi	Transfer Center	Dues And Memberships	\$45.00
P0903724	Karen Spurney	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0903725	Susan Kim-Pedroza	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0903726	American Express Travel	Ed & Community	Transportation/ Mileage	\$292.00
P0903728	Ustudy	VP-SCA	Contract Services	\$250.00
P0903729	International Education	VP-SCA	Contract Services	\$250.00
P0903730	USlink Consulting LLC	VP-SCA	Contract Services	\$500.00
P0903731	Campus Food Services	VP-SCA	In-Service Training	\$1,367.41
P0903735	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$136.88
P0903747	Premier Auto Equipment	Machine Tool	Repairs Parts And Supplies	\$87.20
P0903751	Long Beach Unified	Engineering	Contract Services	\$53,946.00
P0903759	RB Chamber of Commerce	Public Relations	Conferences Mgmt	\$25.00
P0903763	OCLC, Inc	Div Office Instr.	Library Books	\$328.84
P0903766	County of Los Angeles	Facilities/Planning/Servi	Regulatory	\$1,201.25
P0903770	Amazon.Com Corporate	Writing Center	Non-Instruct Supplies	\$124.26
P0903771	South Bay Vacuum	Ctr for Arts Production	Repairs Parts And Supplies	\$99.00
P0903781	South Bay Police	Presidents Office	Conferences Mgmt	\$100.00
P0903786	Anthony A. Moreno	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0903788	Sweetwater	Information Technology	License Fee/Site Licenses	\$4,446.00
P0903790	Elements	V.P. Academic Affairs	Employee Recognition	\$610.40
P0903791	ECC Insurance Trust	Purchasing	Legal	\$5,219.61
P0903792	Full Compass Systems	Ctr for Arts Production	Repairs Parts And Supplies	\$117.98
P0903802	Monterey Graphics	Facilities/Planning/Servi	Non-Instruct Supplies	\$54.94
P0903806	South Coast Higher	Transfer Center	Dues And Memberships	\$50.00
P0903809	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$439.91
P0903820	Monterey Graphics	Information Technology	Non-Instruct Supplies	\$109.88
P0903830	Dassault Systems	Information Technology	License Fee/Site Licenses	\$6,098.12
P0903831	Bluebeam	Information Technology	License Fee/Site Licenses	\$660.00
P0903833	Bank of America	Presidents Office	Conferences Mgmt	\$1,483.19
P0903834	Phillip Menchaca	Ctr for Arts Instr/Admin	Contract Services	\$450.00
P0903840	The Center for Advanced	VP-SCA	Contract Services	\$1,000.00
P0903841	Litz USA Student Service	VP-SCA	Contract Services	\$250.00
P0903842	Study Abroad	VP-SCA	Contract Services	\$1,500.00
P0903846	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$69.88
P0903847	Chefs' Toys	Facilities/Planning/Servi	New Equipment	\$14,983.48
P0903848	Harris Ostrander	Commencement	Contract Services	\$50.00
P0903849	Tyler McGeough	Commencement	Contract Services	\$50.00
P0903850	American Express Travel	Ed & Community	Transportation/ Mileage	\$409.96
P0903851	Michael P. Beltran	Commencement	Contract Services	\$50.00
P0903852	L.A. County EMS	Paramedic Academy	Contract Services	\$19,869.15
P0903854	Pump Man	Facilities/Planning/Servi	Repairs Noninstructional	\$18,672.99
P0903864	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$999.75

P0903865	Ms. Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$999.49
P0903867	Specialty Incentives, Inc.	Staff Development	Non-Instruct Supplies	\$501.40
P0903872	Joseph J. Derthick	Commencement	Contract Services	\$25.00
P0903873	Cameron Reeves	Commencement	Contract Services	\$50.00
P0903874	Scott Dagg	Commencement	Contract Services	\$50.00
P0903875	Tatiana Giesler	Commencement	Contract Services	\$50.00
P0903881	Campus Food Services	Transfer Center	Non-Instruct Supplies	\$1,468.10
P0903884	Mr. Rene E. Lozano	Transfer Center	Non-Instruct Supplies	\$107.89
P0903890	Steven W. Rowden	I&T Div Ofc	Contract Services	\$427.00
P0903898	Trumba Corporation	Public Relations	License Fee/Site Licenses	\$3,598.80
P0903909	William L. Garcia	Financial Aid	Non-Instruct Supplies	\$15.95
P0903911	ACBO	Administrative Services	Conferences Mgmt	\$85.00
P0903912	Midwest Library Service	Div Office Instr.	Library Books	\$3,383.38
P0903913	OCLC, Inc	Div Office Instr.	Maintenance Contracts	\$4,127.53
P0903914	Thomson Reuters West	Div Office Instr.	Library Books	\$833.85
P0903915	Ingram Library Service	Div Office Instr.	Library Books	\$63.35
P0903917	Toptix USA, LLC	Ctr for Arts Ticket Office	Contract Services	\$7,957.03
P0903918	Campus Food Services	Ctr for Arts Promo	Other Services And Expenses	\$285.25
P0903921	Claremont Graduate	V.P. Academic Affairs	Conferences Mgmt	\$4,200.00
			Fund 11 Total: 78	\$272,713.19

Fund 12 - Restricted - El Camino

P0902049	A & V Waterjet Tech Inc.	I&T	New Equipment - Instructional	\$66,907.00
P0902907	A-1 Office Concepts	Fine Arts	New Equipment-Instr.	\$2,984.05
P0903111	Dell Marketing L. P.	Foster Care Ed 03-04	Instr.CompEquip	\$3,204.37
P0903281	B & H Photo-Video	Fine Arts	New Equipment - Instructional	\$479.60
P0903705	Keda, Llc.	Community Education	Non-Instruct Supplies	\$753.73
P0903706	Santa Rosa Junior College	Career & Tech Ed	Publications/ Periodicals	\$6,500.00
P0903715	Campus Food Services	Career Pathways	Other Services And Expenses	\$1,589.44
P0903719	Kevin B. Villatoro	VATEA Special	Contract Services	\$100.00
P0903720	Jesse G. Anderson	VATEA Special	Contract Services	\$100.00
P0903727	Doreen E. Forson	VATEA Special	Contract Services	\$100.00
P0903732	American Express Travel	16-18 Teacher Prep	Transportation/ Mileage	\$153.00
P0903733	American Express Travel	BFAP Administration	Travel And Conference	\$205.96
P0903767	Campus Food Services	Title III- H S I - STEM	Field Trip Expense	\$451.26
P0903768	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,950.00
P0903769	Purple Communications	DSPS	Contract Services	\$1,173.00
P0903782	Verizon Business	Student Success	Non-Instruct Supplies	\$380.10
P0903783	Detailed Meetings,	AMETLL	Conferences Other	\$600.00
P0903793	Campus Food Services	CalWORKs	Conferences Other	\$193.04
P0903794	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$376.05
P0903801	Midas Auto Repair	Parking Services	Repairs Non Instr	\$173.39
P0903810	Campus Food Services	Career Pathways	Non-Instruct Supplies	\$2,119.36
P0903811	Los Angeles County	CalWORKs	Conferences Other	\$100.00
P0903817	South Bay Training	Parking Services	In-Service Training	\$375.00
P0903819	Marcie McDaniels	Historically Blck	Non-Instruct Supplies	\$85.22
P0903822	Verizon Wireless	Parking Services	New Equipment	\$150.00
P0903825	Campus Food Services	Student Success	Non-Instruct Supplies	\$131.00
P0903828	Campus Food Services	Student Success	In-Service Training	\$329.05
P0903829	Campus Food Services	Student Success	In-Service Training	\$413.66
P0903835	The Sign Language	DSPS	Contract Services	\$1,462.50
P0903836	Total Recall Captioning	DSPS	Contract Services	\$480.00
P0903837	Purple Communications	DSPS	Contract Services	\$561.00

P0903853	Campus Food Services	Student Equity	Non-Instruct Supplies	\$500.00
P0903858	With You Global	El Camino Language	Contract Services	\$500.00
P0903859	ISCnet Wada Prep	El Camino Language	Contract Services	\$2,000.00
P0903860	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$26.85
P0903862	Ms. Lindsey Ludwig	El Camino Language	Non-Instruct Supplies	\$1,676.78
P0903863	Coursey Enterprises, Inc.	ARR for AS Degree	Instructional Supplies	\$911.35
P0903866	American Express Travel	BFAP Administration	Travel And Conference	\$448.92
P0903868	American Express Travel	Veterans Education	Travel And Conference	\$670.00
P0903869	Susan Saxe-Clifford, Phd	Parking Services	Other Services And Expenses	\$425.00
P0903877	Monterey Graphics	El Camino Language	Printing	\$702.40
P0903879	Goodheart-Wilcox	Cact CA Employee	Other Books	\$4,572.87
P0903880	Campus Food Services	Student Success	Non-Instruct Supplies	\$1,123.39
P0903896	Leslie Greer	Sign Language	Contract Services	\$200.00
P0903900	Jamie C. Dixon	VATEA Special	Contract Services	\$100.00
P0903901	Brian J. Morrison	Sign Language	Conferences Other	\$896.44
P0903905	American Express Travel	BFAP Administration	Travel And Conference	\$359.20
P0903916	Ms. Georgianna F.	Artes de El Camino	Non-Instruct Supplies	\$114.94
P0903919	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$1,949.44
P0903920	Fast Deer Bus Charter	Community Education	Non-Instruct Supplies	\$530.71
P0903922	Campus Food Services	Student Success	In-Service Training	\$565.33
			Fund 12 Total: 51	\$117,854.40

Fund 15 - General Fund -Special Programs

P0902223	North Star Graphics	Campus Police	New Equipment	\$1,610.75
P0902224	South Bay Regional	Campus Police	New Equipment	\$75,319.23
P0903698	Vector Resources, Inc.	Information Technology	Other Services And Expenses	\$2,243.57
P0903711	Vector Resources, Inc.	Information Technology	Other Services And Expenses	\$2,266.63
P0903734	American Express Travel	First Year Experience	Conferences Mgmt	\$864.60
P0903746	Campus Food Services	Honors Program	Other Services And Expenses	\$1,172.03
P0903785	CDW-G	Information Technology	Software	\$11,560.00
P0903807	Anixter	Campus Police	New Equipment	\$5,556.65
P0903812	Dell Marketing L. P.	Information Technology	New Equipment	\$3,431.93
P0903821	Campus Food Services	First Year Experience	In-Service Training	\$160.45
P0903838	Vector Resources, Inc.	Information Technology	Other Services And Expenses	\$1,530.00
P0903885	CDW-G	Information Technology	Other Services And Expenses	\$5,900.00
P0903892	Brianna R. Lytle	Honors Program	Conferences Mgmt	\$160.00
P0903893	Grant V. Orzechowski	Honors Program	Conferences Mgmt	\$180.00
P0903894	Joseph B. Luck	Honors Program	Conferences Mgmt	\$302.96
P0903895	Youree Choi	Honors Program	Conferences Mgmt	\$200.00
P0903897	Vector Resources, Inc.	Information Technology	Other Services And Expenses	\$4,119.02
P0903903	CDW-G	Administrative Services	New Equipment	\$1,664.48
			Fund 15 Total: 18	\$118,242.30

Fund 41 - Capital Outlay

P0903693	American Technologies	SM14/15-Air Hndlr	Buildings	\$4,365.00
P0903694	Alta Environmental	SM14/15-Air Hndlr	Buildings	\$2,634.70
			Fund 41 Total: 2	\$6,999.70

Fund 71 - Associated Students

P0903745	Derrick L. Deese	Student Affairs	ASB Exp.	\$1,000.00
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Fund 71 Total: 1 \$1,000.00

Fund 79 - Auxiliary Services

P0903713	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$300.00
P0903716	Campus Food Services	Counseling/Student	Non-Instruct Supplies	\$413.66
P0903721	Campus Food Services	Humanities	Non-Instruct Supplies	\$977.73
P0903744	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$514.37
P0903748	BSN Sports	Health Sciences	Non-Instruct Supplies	\$778.80
P0903772	Lou A. Barth	Fine Arts	Non-Instruct Supplies	\$100.00
P0903773	Anibal M. Seminario	Fine Arts	Non-Instruct Supplies	\$100.00
P0903774	Jeremy Boersma	Fine Arts	Non-Instruct Supplies	\$100.00
P0903775	Aimee K. Gomez	Fine Arts	Non-Instruct Supplies	\$100.00
P0903776	Chad Jackson	Fine Arts	Non-Instruct Supplies	\$100.00
P0903777	Jonathan J. Stehney	Fine Arts	Non-Instruct Supplies	\$200.00
P0903778	Diane Bohl	Fine Arts	Non-Instruct Supplies	\$100.00
P0903779	Daniel Garcia	Fine Arts	Non-Instruct Supplies	\$100.00
P0903780	Exsel Inc	Honors Program	Non-Instruct Supplies	\$555.90
P0903795	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$100.00
P0903803	Anthony Sugano	Fine Arts	Non-Instruct Supplies	\$575.00
P0903804	America's Trophy	Humanities	Non-Instruct Supplies	\$58.05
P0903805	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$377.01
P0903855	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$808.65
P0903870	Parsely, Inc.	Humanities	Non-Instruct Supplies	\$3,000.00
P0903876	Stefanie A. Frith	Humanities	Non-Instruct Supplies	\$154.00
P0903883	Soccer Central	Health Sciences	Non-Instruct Supplies	\$566.80
P0903891	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$165.46
Fund 79 Total: 23				\$10,245.43

Fund 82 - Scholarships & Trust/Agency

P0903813	Pioneer Athletics	Health Sciences	Fundraising	\$200.71
P0903827	RID, Inc.	Special Resource	Fundraising	\$350.00
Fund 82 Total: 2				\$550.71

PO Funds Total: 175 \$527,605.73

Fund 12 - Restricted - El Camino

B0910826	EMSI	Career & Tech Ed	Contract Services	\$20,000.00
B0911013	Prima Waste	Community Education	Contract Services	\$3,000.00
B0911026	Ferrilli	BFAP Administration	Contract Services	\$22,160.00
B0911029	E.C.C. Public Information	BFAP Administration	Workshop Sponsorship	\$540.00
B0911034	E.C.C. Public Information	BFAP Administration	Workshop Sponsorship	\$161.00
Fund 12 Total: 5				\$45,861.00

Fund 41 - Capital Outlay

B0910984	Letner Roofing, Inc.	Roofing 2011	Repairs Noninstructional	\$9,900.00
B0911025	S & K Engineers	Building Systems	Architecture & Engineering	\$49,500.00
Fund 41 Total: 2				\$59,400.00

BPO Funds Total: 7 \$105,261.00

Grand Total POs and BPOs: 182 \$632,866.73

**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. Contract Amendment – DLR Group – Student Services Center Replacement Project.....	E 2
C. Contract Amendment – The Vinewood Company - Athletic Education & Fitness Complex Stadium Phase 2 Project.....	E 3
D. Change Order – Bomel Construction – Lot C Parking Structure Project.....	E 3
E. Change Order – GGG Demolition, Inc. – Technical Arts – Lot C – Shops Demolition Project.....	E 4
F. Change Order – Sinanian Development, Inc. – Athletic Education & Fitness Complex Stadium Phase 2 Project.....	E 4
G. Purchase Orders and Blanket Purchase Orders.....	E 5

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, 2016, at the June 2016 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$207,166,278	\$173,575,451	\$25,206,081	\$8,384,746
Campus Site Improvements	64,474,958	42,282,052	14,834,004	7,358,903
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	129,894,780	126,658,079	814,276	2,422,425
Information Technology and Equipment	24,751,372	16,356,571	0	8,394,801
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (1/31/16)	728,726	0	0	0
TOTAL	<u>\$429,717,667</u>	<u>\$361,573,705</u>	<u>\$40,854,361</u>	<u>\$26,560,875</u>

2012 Measure E Expenditures:

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

**B. CONTRACT AMENDMENT – DLR GROUP – STUDENT SERVICES
CENTER REPLACEMENT PROJECT**

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

1. The District has requested the architect make modifications to the hardscape/walkway/access to the parking structure, Lot C.	\$30,875
2. Architect to provide additional service for the provision of a supplementary survey regarding access easement for the traffic signal.	<u>\$9,480</u>
 Total Increase in Contract Amount	 <u>\$40,355</u>
 Original Contract Amount	 \$2,173,187
Prior Changes	21,450
This Contract Amendment Amount	<u>40,355</u>
New Contract Amount	<u>\$2,234,992</u>

C. CONTRACT AMENDMENT – THE VINEWOOD COMPANY - ATHLETIC EDUCATION & FITNESS COMPLEX STADIUM PHASE 2 PROJECT

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

1. Provide a Division of State Architects (DSA) certified inspector through the completion of the project which has been extended to July 25, 2016.	<u>\$25,000</u>
 Total Increase in Contract Amount	 <u>\$25,000</u>
 Original Contract Amount	 \$290,832
Prior Changes	124,083
This Contract Amendment Amount	<u>25,000</u>
New Contract Amount	<u>\$439,915</u>

D. CHANGE ORDER – BOMEL CONSTRUCTION – LOT C PARKING STRUCTURE PROJECT

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

1. Revise elevator cab finishes. District Request.	\$2,170
2. Adjust electrical cable size to coincide with auto-transfer switch requirements. Architect & Engineering Requirement	-\$853
3. Acceptance of the approved construction schedule	<u>0</u>
Total Change Order Amount	<u>\$1,317.00</u>
Original Contract Amount	\$17,989,000
Prior Changes	0
This Change Order Amount	<u>1,317</u>
New Contract Amount	<u>\$17,990,317</u>

E. CHANGE ORDER – GGG DEMOLITION, INC. – TECHNICAL ARTS – LOT C – SHOPS DEMOLITION PROJECT

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

1. Directed contractor to provide credit for all allowance money not utilized during the performance of the project. District Request.	-\$154,099
2. Provide credit due to work not performed on installation of 12 KV duct work approved by the board at the December 2015 meeting. Unforeseen Conditions.	<u>-\$79,329</u>
Total Change Order Amount	<u>-\$233,428</u>
Original Contract Amount	\$4,283,700
Prior Changes	260,896
This Change Order Amount	<u>-233,428</u>
New Contract Amount	<u>\$4,311,168</u>

F. CHANGE ORDER – SINANIAN DEVELOPMENT, INC. – ATHLETIC EDUCATION & FITNESS COMPLEX STADIUM PHASE 2 PROJECT

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

1. Owner directed change of the interior cab finishes of three elevators which resulted in credit to the District.	-\$12,756
2. Owner directed change deleting scope of work at the southeast corner of the site due to sequencing work related to the new gymnasium project. This scope of work will be performed under the new Gymnasium Project.	<u>-\$186,355</u>
Total Change Order Amount	<u>-\$199,111</u>

Original Contract Amount	\$32,880,000
Prior Changes	994,494
This Change Order Amount	<u>-199,111</u>
New Contract Amount	<u>\$33,675,383</u>

G. 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.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 47				
P0900965	Sport Scope Inc.	Athletic Educ/Fitness	Group II Equipment	\$593.91
P0901247	B & H Photo-Video	Athletic Educ/Fitness	Group II Equipment	\$324.82
P0903736	Leica Geosystems, Inc.	Athletic Educ/Fitness	Group II Equipment	\$2,231.75
P0903741	Anthem Sports, LLC	Athletic Educ/Fitness	Group II Equipment	\$22,121.55
P0903742	VS Athletics	Athletic Educ/Fitness	Group II Equipment	\$84,863.27
P0903743	United Canvas & Sling	Athletic Educ/Fitness	Group II Equipment	\$83,819.45
P0903749	Harik Construction, Inc.	Athletic Educ/Fitness	Contract Services	\$8,900.00
P0903765	SEWUP/ JPA	Athletic Educ/Fitness	Insurance	\$1,563.00
P0903800	GMS Elevator Services,	Athletic Educ/Fitness	Buildings	\$2,480.00
P0903886	MF Athletics	Athletic Educ/Fitness	Group II Equipment	\$2,646.33
Fund 47 Total: 10				\$209,544.08
PO Funds Total: 10				\$209,544.08
Grand Total POs and BPOs: 10				\$209,544.08

**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 33
- D. Equal Employment Opportunity Plan (2016 - 2019)HR Appendix A

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- 46 and 1-51.

Academic Personnel:

1. Resignation – Elizabeth Jennison, full time instructor of Accounting, Business Division, effective May 13, 2016.
2. Resignation – Seth Daugherty, full time Librarian, Learning Resources, effective August 12, 2016.
3. Resignation – PoySakjirapapong, full-time instructor of Nursing, Health Sciences and Athletics Division, effective June 10, 2016.
4. Change in Salary – Stacy Allen, full-time instructor of Sociology, Behavioral & Social Sciences, Class IV, Step 20, Academic Salary schedule, effective August 25, 2016.
5. Change in Salary – Stephanie Frith, full-time instructor of Journalism, Humanities Division, Class III, Step 8, Academic Salary schedule, effective August 25, 2016.
6. Extra Service Pay – Maria Ramirez, full-time Counselor, Counseling and Student Success Division, to be paid a per diem rate, not to exceed 25 days, based on the Salary Schedule, effective May 18 through June 30, 2016, in accordance with Agreement, Article 10, Section 13(b).
7. Extra Service Pay – The following full-time Counselors, Counseling and Student Success Division, to be paid a per diem rate, not to exceed 25 days, based on the Salary Schedule, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 13(b).

Kate Beley
Stephanie Bennett
Anna Brochet
Griselda Castro
Tawnya Cola
Yamonte Cooper
Kenneth Gaines
Kelsey Iino

Christine Jeffries
Kenneth Key
Cheryl Kroll
Rene Lozano
Lesley Meza
Brian Mims
Margaret Miranda
Cynthia Mosqueda

Atheneus Ocampo
Christina Pajo
Janice Pon-Ishikawa
Margaret Quinones-Perez

Maria Ramirez
Valencia Rayford
Sabra Sabio
Dexter Vaughn

8. Extra Service Pay – The following full-time Counselors, Counseling and Student Success Division, to be paid a per diem rate based on the Salary Schedule, effective August 15, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 13(b).

Serenda Bray
Rocio Diaz
Juan Garcia
Amy Herrschaft

Christopher Hurd
Dora Miranda
Rousana Miranda
Claudia Quilizapa

9. Personal Leave 100% – Nancy Currey, full-time instructor of English as a Second Language, Humanities Division, effective August 25, 2016 through June 9, 2017.
10. Amend Special Assignment – The following full-time instructors of Cosmetology, Industry & Technology Division, to participate on various hiring committees at the Compton Center, to be paid \$47.43, an hour not to exceed 25 hours or \$1,200, effective March 1 through June 30, 2016, in accordance with Article 20, Section 6(d).

Patricia Gebert

Merrie Winfree

11. Special Assignment – Debra Breckheimer, full-time instructor of English, Humanities Division, to participate in Student Equity Professional Development Training, to be paid \$47.43 an hour, not to exceed 20 hours or \$949, effective January 4 through June 30, 2016 in accordance with Agreement, Article 10, Section 14(a).
12. Special Assignment – Steven Cocca, full-time instructor Electronics and Computer Hardware Technician, Industry & Technology Division, to present interactive workshop to high school STEM program students, to be paid to be paid \$63.25 an hour, not to exceed 10 hours or \$630, effective July 1 through July 31, 2016 in accordance with Agreement, Article 10, Section 14(a).

13. Special Assignment – Robert Diaz, part-time instructor of Electronics, Industry & Technology Division, to participate in faculty externship and develop training modules with Northrop Grumman, to be paid \$63.25 an hour, not to exceed 80 hours or \$5,060, effective June 20 through August 18, 2016 in accordance with Agreement, Article 10, Section 9(l).
14. Special Assignment – Maribel Hernandez, full-time Counselor, Counseling and Student Success Division, to present interactive workshop to high school STEM program students, to be paid to be paid \$63.25 an hour, not to exceed 5 hours or \$316, effective July 1 through July 31, 2016 in accordance with Agreement, Article 10, Section 14(a).
15. Special Assignment – Lars Kjeseth, full-time instructor of Mathematics, Mathematical Sciences Division, to create course material for mathematics, and prepare materials for an instructor training workshop series to be offer to mathematics KEAS instructors and other interested instructors in the 2016 fall semester, to be paid \$63.25 an hour, not to exceed 100 hours (10 hours per week) or \$6325, effective June 20 through August 29, 2016, in accordance with Agreement, Article 10, Section 14(a).
16. Special Assignment – Danielle Roman, full-time instructor of Kinesiology, Health Sciences & Athletics Division, for providing yoga class during classified appreciation week, to be paid \$47.43 an hour, not to exceed 4 hours, effective May 16 through May 19, 2016, in accordance with Agreement, Article 10, Section 14(a).
17. Special Assignment – Margarita Talavera-Hoferer, part-time instructor of Foreign Language, Humanities Division, to administer credit by examination during the summer sessions, to be paid \$63.25 per hour, effective May 31 through August 18, 2016, in accordance with the Agreement, Article 10, Section 9(l).
18. Special Assignment – Bruce Tran, part-time instructor of Cosmetology, Industry & Technology Division, to develop and coordinate the Cosmetology 4 practicum course, to be paid \$63.25 an hour, not to exceed 80 hours (must not exceed 25 hours per week), or \$5,060, effective June 1 through August 31, 2016 in accordance with Agreement, Article 10, Section 9(l).

19. Special Assignment – The following full-time instructors to serve on hiring committee, to be paid \$47.43 an hour, not to exceed 8 hours or \$380, effective June 29 through August 26, 2016 in accordance with Agreement, Article 10, Section 14(a).

Donald Brown
Polli Chambers
Jason Davidson

Russel McMillin
Brent Isaacs

20. Special Assignment – The following part-time and full-time instructors to teach the Student Equity Program Summer Math Academy 2016, to be paid \$63.25, not to exceed 65 hours, for a total of \$4112, effective June 17, through July 30, 2016, in accordance with Agreement, Article 10, Section 14(c) and 9(l).

Full-Time
Kaysa Moreno
Catherine Schult Roman

Part-Time
Jose Villalobos

21. Special Assignment – The following full-time instructors, to conduct research on acceleration and integrated reading and writing, to be paid \$47.43 an hour, not to exceed 66 hours or \$3,130, effective July 1, 2016 through June 30, 2017 in accordance with Agreement, Article 10, Section 14(a).

Rose Ann Cerofeci
Scott Kushigemachi
Peter Marcoux

22. Special Assignment – The following full-time Counselors to develop, write and coordinate integration of the Educational Master Plan, to be paid \$63.25 an hour, not to exceed 20 hours or \$1,265 per person, effective May 23 through August 24, 2016 in accordance with Agreement, Article 10, Section 14(a).

Anna Brochet

Atheneus Ocampo

23. Special Assignment – The following full-time Counselors to participate in the planning, implementation and evaluation of the Multiple Measures Assessment pilot during the 2016 summer term, to be paid \$63.25 an hour, not to exceed 6 hours or \$380 per person, in accordance with Agreement, Article 10, Section 14(a).

Kenneth Gains

Kenneth Key

Sabra Sabio

24. Special Assignment – The following full-time Counselors to participate in the pilot training for online counseling, to be paid \$47.43 an hour, not to exceed 75 hours or \$3557, and to be completed by July 31, 2016, in accordance with Agreement, Article 10, Section 14(c).

Stephanie Bennett

Janice Pon-Ishikawa

25. Special Assignment – The following full-time Counselors to assist with the planning and coordination New Student Welcome Day during the 2016 summer term, to be paid \$63.25 an hour, not to exceed the hours and amounts listed below, effective June 1 through August 23, 2016, in accordance with Agreement, Article 10, Section 14(a).

Tawnya Cola	50 hours	\$3,163
Maribel Hernandez	50 hours	\$3,163
Lesley Meza	15 hours	\$949
Monica Lanier	15 hours	\$949

26. Special Assignment – The following full-time Counselors to review survey data and metrics for evaluation of counseling services, student demographics, assess the effectiveness of current practices and draft recommendations for department review, to be paid \$63.25 an hour, not to exceed the hours and amounts listed below, effective June 1 through August 23, 2016, in accordance with Agreement, Article 10, Section 14(a).

Kelsey Iino	20 hours	\$1,265
Janice Pon-Ishikawa	20 hours	\$1,265
Christine Jeffries	10 hours	\$633

27. Special Assignment – The following part-time Counselors to develop special orientation and educational planning for dual enrollment Engineering Technology Students, to be paid \$63.25, not to exceed 25 hours per week or 140 total hours, or \$8,885 per person, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 9(l).

Victoria Martinez-Weitzel

Markell Morris

Van Nguyen

28. Special Assignment – The following part-time instructors to develop a “Contextualized CTE” math class, to be paid \$63.25, not to exceed 100 hours or \$6,325 per instructor, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 9(l).

Laura Hinckley

Christina Watson

29. Special Assignment – The following part-time instructors to mentor for American Sign Language Summer Boot Camp, to be paid \$47.43, not to exceed \$300 per instructor, effective June 1 through June 30, 2016, in accordance with Agreement, Article 10, Section 9(l).

Barbara Gomez

Tiffany Green

Poh Teh

30. Special Assignment – The following part-time instructors to conduct English as a Second Language assessment interviews for the Assessment Center, to be paid \$47.43 per hour, not to exceed 8 hours per week, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 9(l).

Jennifer Holt-Molina
Marisa Kindweiler

Susan Nozaki
Sumino Otsuji

31. Special Assignment – The following part-time and full-time instructors to facilitate the Student Equity Program Industry and Technology Faculty Inquiry Teams, to be paid \$47.43, not to exceed the hours and amounts listed below per instructor, effective February 17, through June 30, 2016, in accordance with Agreement, Article 10, Section 14(c) and 9(l).

Full-Time

Michael Anderson	30 hours	\$1,423
Robert Diaz	30 hours	\$1,423
Patricia Gebert	30 hours	\$1,423
Kevin Huben	30 hours	\$1,423
William Melendez	30 hours	\$1,423
John Ruggirello	30 hours	\$1,423
Merriel Winfree	30 hours	\$1,423

Part-Time – Not to exceed 25 hours per week

Richard Lopez	30 hours per week	\$1,423
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32. Special Assignment – The following part-time and full-time instructors to facilitate the Student Equity Program Industry and Technology Faculty Inquiry Teams, to be paid \$63.25, not to exceed the hours and amounts listed below per instructor, and a maximum expenditure of \$8,855, effective February 17, through June 30, 2016, in accordance with Agreement, Article 10, Section 14(c) and 9(l).

Full-Time

Steven Cocca	35 hours	\$2,214
Lee Macpherson	35 hours	\$2,214
Edward Matykiewicz	35 hours	\$2,214

Part-Time – Not to exceed 25 hours per week

Bruce Tran	35 hours	\$2,214
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33. Special Assignment – The following part-time and full-time instructors who are part of the Student Equity KEAS program to attend an orientation, program seminars, participate in meetings, and to attend cultural sensitivity dialogue training, to be paid \$47.43, not to exceed the hours and amounts listed below per instructor, effective June 1 through July 31, 2016, in accordance with Agreement, Article 10, Section 14(c) and 9(l).

Full-Time

Sue Bickford	15 hours	\$711
Bruce Peppard	15 hours	\$711

Part-Time – Not to exceed 25 hours per week

Bruce Tran	15 hours	\$711
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34. Special Assignment – The following full and part-time Nursing instructors to provide additional instructional assistance to at risk nursing students, to be paid \$63.25, not to exceed the hours and amounts listed below per instructor, effective May 23 through June 3, 2016, in accordance with Agreement, Article 10, Section 14(c) and 9(l).

Full-Time

Michelle Guta	32 hours	\$2,024
Shiny Johnson	32 hours	\$2,024
Robbie Lee	32 hours	\$2,024
Mary Moon	32 hours	\$2,024
Kathy Morgan	32 hours	\$2,024
Victoria Orton	32 hours	\$2,024

Poy Sakjirapapong	32 hours	\$2,024
Maria White	32 hours	\$2,024

Part-Time – Not to exceed 25 hours per week

Nina Collins	32 hours	\$2,024
Yeon Kim	32 hours	\$2,024
Eliza Rivera-Mitu	64 hours	\$4,048
Kathy Stephens	64 hours	\$4,048

35. Special Assignment – The following instructors of Foreign Languages to administer credit by examination during the summer session 2016, to be paid \$63.25 an hour, not to exceed 140 hours, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 20.

Full-Time

Argelia Andrade	Nitza Llado
Maria Barrio De Mendoza	Andres Moina
Evelyne Berman	Xiaodong Shan
Alicia Class	Carmen Sotolongo
Donna Factor	Nina Yoshida

36. Special Assignment – The following full-time instructors to develop a “Contextualized CTE” math class, to be paid \$63.25, not to exceed 100 hours or \$6,325 per instructor, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 14(a).

Ross Durand	Renee Newell
Anna Hockman	Daniel Richardson
Harold Hofmann	Merriel Winfree
Alice Martinez	

37. Special Assignment – The following full-time instructors to serve as SLO Coordinators, to be paid \$47.43, not to exceed 25 hours or \$1,186 per instructor, effective July 1 through August 18, 2016, in accordance with Agreement, Article 10, Section 14(a).

Russell Seer	Jenny Simon
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38. Special Assignment – The following part-time and full-time instructors to serve as SLO Facilitators, to be paid \$47.43, not to exceed 40 hours or \$1,897 per instructor, effective August 29, through December 16, 2016, in accordance with Agreement, Article 10, Section 14(c) and 9(l).

Full-Time

Susanne Bucher
 Keven Degnan
 Rhea Lewitzki
 Ana Milosevic
 John Mufich

Eduardo Munoz
 Thomas Noyes
 Vince Palacios
 Corey Stanbury
 Merriel Winfree

Part-Time – Not to exceed 25 hours per week

Fariba Sadeghi-Tabrizi
 Bruce Tran

39. Special Assignment – The following part-time clinical instructors of Respirator Care to provide clinical supervision to respiratory care students, to be paid \$63.25 an hour, not to exceed 27 hours per week (total hours of all instructors) or \$1,708 per week, for eight weeks for a total of \$13,662, effective June 20 through August 11, 2016, in accordance with Agreement, Article 10, Section 9(l).

Raymond Adoc	8 hours	Patrick Moore	1 Hour
Salomay Corbaley	2 hours	Douglas Mizukami	1 hour
Daniel Coa	5 hours	Tary Nicole Parker	5 hours
Pamela Michael	2 hours	Elva Sipin	2 hours

40. Special Assignment - The following part-time temporary Counselors, to be hired as needed, not to exceed 24 hours per week, effective July 1 through August 12, 2016, in accordance with the Agreement, Article 10, Section 9(e).

Seranda Bray
 Rocio Diaz
 Amy Herrschaft

Dora Miranda
 Xiao Ying Wang

41. Special Assignment –The following part-time temporary Counselors, to be hired as needed, not to exceed 24 hours per week, effective July 1 through December 31, 2016, in accordance with the Agreement, Article 10, Section 9(e).

Anne-Marie Beck
 Melissa Brandan
 Laura Escobar

Leisha Smith
 Liana Zuno

42. Special Assignment – The following part-time temporary Counselors, to be hired as needed, not to exceed 24 hours per week, effective July 1, 2016 through June 30, 2017, in accordance with the Agreement, Article 10, Section 9(e).

Brenda Alvarez	Brandi Marsh
Jeannine Barba	Victoria Martinez-Weitzel
Nikki Barber	Myrna Mendoza
Masiel Calderon	Markell Morris
Shauna Carter	Salvador Navarro
Vera Cheng	Hatien Nguyen
Ginger Davidson	Van Nguyen
Maria Estrada	Rebeca Nunez-Mason
Cristina Garcia	Janice O’Neal
Jamila Guerrero Canter	Veronica Quinonez
Jennifer Hu	Hsin-Neh Rogers
Elcira Jacobo	Pornsakdi Thammaraks
Janette Jimenez	Tep Thoeurb
Sabrina Jenkins	Ruth Vasquez
Lorenda Johnson	Claudia Velazquez
Tri Huu Le	Celia M. Villalpando
Daissa Lee	Erika Viramontes
Liliana Luviano	Tanesha Young

43. Special Assignment – The following non-credit instructors to supervise the Writing Center as a substitute when needed, to be paid \$47.43 an hour, not to exceed 116 hours or \$5,502 each, effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 9(l).

Sean Patrick	Susan Wade	Mark Walch
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44. Stipend Assignment – the following full-time instructors, Health Sciences & Athletics Division, to coordinate their respective programs to receive a \$12,000 a year stipend each, effective August 27, 2016 through May 13, 2017, to receive \$5,000 at the close of each semester and \$2,000 at the end of the summer session:

Dawn Charman	Radiological Technology
Roy Mekaru	Respiratory Care

45. Employment – The following part-time instructors to be hired as needed for the 2016 summer semester, not to exceed 67% FTE and/or 25 hours per week cumulative employment at the El Camino Community College District.

Humanities

Miles Magnesi

Terry Wright

46. Rescind Employment – Taleen Seropian, full-time Counselor, Counseling & Student Success Division, Range II, Step 4, Academic Salary schedule, effective August 15, 2016.

Classified Personnel:

1. Resignation – Annie Ishihara, Instructional Services Advisor (DSPS), Range 36, Step A, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective June 17, 2016.
2. Voluntary Change in Classification – Deborah Kyte, from Administrative Assistant II, Range 31, Step D, Counseling and Student Success Division, Student and Community Advancement Area, to Senior Clerical Assistant, Range 24, Step F, Fine Arts Division, Academic Affairs Area, effective June 1, 2016.
3. Promotion – Enadine Bailey, Clerical Assistant, Range 22, Step F, to Student Services Specialist, Range 33, Step B, Admissions and Records Division, Student and Community Advancement Area, effective July 1, 2016.
4. Promotion – Christina K. Kato, Administrative Assistant I, Range 28, Step E, to Administrative Assistant II, Range 31, Step E, Campus Police Division, Administrative Services Area, effective July 1, 2016
5. 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, 2016 through June 30, 2017:

Campus Police

Erick Mendoza

Information Technology Services

Edwin Brooks

Jonathan Nguyen

Hinh Pham

Rodolfo Ramos

Ricardo Macias

6. Work Out of Classification – Susan Pickens, Administrative Assistant I, Range 7, Step F, to Executive Assistant to the President, Range 13, Step A (Confidential Salary Schedule), effective May 13 through June 3, 2016.

7. Work Out of Classification – Debra Robertson, from Bookstore Technical Assistant, Range 29, Step F, to Bookstore Supervisor, Range 16, Step C, (Supervisor Salary Schedule), Bookstore Division, Administrative Services Area, effective July 1 through June 30, 2017.
8. Employment – Donna Baldwin, Administrative Assistant II, Range 31, Step A, Library and Learning Resources Division, Academic Affairs Area, effective June 21, 2016.
9. Employment – Danielle Cameron, Student Services Advisor, Range 35, Step A, Counseling and Student Success Division, Student and Community Advancement Area, effective July 5, 2016.
10. Employment – Frank J. Caudillo, Compton Center Police Officer, Step A, Campus Police Division, Administrative Services Area, effective July 5, 2016.
11. Employment – Bea Chan, Accounting Technician II, Range 34, Step A, Fiscal Services Division, Administrative Services Area, effective July 5, 2016.
12. Employment – Karina Franco, Senior Clerical Assistant, Range 24, Step A, Admissions and Records Division, Student and Community Advancement Area, effective June 1, 2016.
13. Employment – Pablo Gonzalez, Heating & A/C Mechanic, Range 39, Step A, Facilities Planning and Services Division, Administrative Services Area, effective July 5, 2016.
14. Employment – Freddie Sims, Skilled Trades Assistant, Range 28, Step A, Facilities Planning and Services Division, Administrative Services Area, effective July 5, 2016.
15. Employment – Franklin White, Library Media Technician II, Range 28, Step A, Library and Learning Resources Division, Academic Affairs Area, effective July 5, 2016.
16. Employment – Lauren Zale, Administrative Assistant II, Range 31, Step A, Community Advancement Division, Student and Community Advancement Area, effective July 5, 2016.

Special Services Professional

17. Re-Employment – Michelle Arthur, Special Services Professional, Range 8, Step 4, Student Support/Enrollment Services, Student and Community Advancement Area, effective July 5, 1, 2016 through June 30, 2017, not to exceed \$109,316.

*Item corrected during Board meeting.

18. Re-Employment – Lindsey Ludwig, Special Services Professional, Range 7, Step 2, Admissions & Records/Enrollment Services Division, Student and Community Advancement Area, effective July 1, 2016 through June 30, 2017, not to exceed \$93,892.
19. Re-Employment – Susan Warshaw, 60% Special Services Professional, Range 1, Step 2, Foundation Division, Student and Community Advancement Area, effective July 1, 2016 through June 30, 2017, not to exceed \$35,000.
20. Employment - Helen Young, Special Services Professional, Range 7, Step 2, Counseling and Student Success Division, Student and Community Advancement Area, effective July 1, 2016 through June 30, 2017 not to exceed \$93,892.

Temporary Classified Services Employees – not to exceed 170 days per year, 25 total work hours per week, effective July 1, 2016 through June 30, 2017, unless otherwise noted:

21. Joshua Armstrong – Dispatch Clerk, Range 25, Step A, Campus Police Division, Administrative Services Area, to work on call as needed, and to provide technical support duties.
22. Aster Assefa – Clerical Assistant, Range 22, Step A, Mathematical Sciences Division, Academic Affairs Area, to provide support in Division office.
23. Joshua Casper – Student Services Technician, Range 28, Step A, Outreach/Student Support Services Division, Student and Community Advancement Area, to assist with Outreach.
24. Melissa A. Dazo – Cosmetology Assistant, Range 21, Step A, Industry & Technology Division, Academic Affairs Area, to check out tools and equipment.
25. Angela Farthing – Clerical Assistant, Range 22, Step A, Admissions and Records Division, Student and Community Advancement Area, to assist with MIS area reports.

26. 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.
27. Matthew Grigsby – Accounting Assistant II, Range 27, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, to assist with ticket office duties, on-call, as-needed.
28. Alice Kennedy – Accounting Assistant III, Range 30, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, to perform accounting duties, on-call, as-needed.
29. Summer Kennedy – Clerical Assistant, Range 22, Step A, Admissions & Records Division, Student and Community Advancement Area, to assist the Language Academy.
30. Sylvia Krawczyk – Theatre Technician, Range 31, Step A, and Sound Technician, Range 36, Step A, Center for the Arts/Fine Arts Division, on call as needed backstage crew for events.
31. Nailah Lee – Senior Clerical Assistant, Range 24, Step A, Professional Development Division, Human Resources Area, to perform clerical duties, as needed.
32. Shannon Leong – Accounting Assistant I, Range 22, Step A, Bookstore Division, Administrative Services Area, to perform accounting, financial aid and billing.
33. Veronica Munoz – Student Service Technician, Range 28, Step A, Student Equity/Academic Affairs Division, Academic Affairs Area, to perform specialized advisement to veterans.
34. Isabelle Pena – Secretary, Range 26, Step A, Vice President’s Office, Academic Affairs Area, to enter and maintain data reports in TRACDAT and other duties related to SLO’s and Program Review.
35. Nancy Paquet – Student Services Technician, Range 28, Step A, Student Support Services Division, Student and Community Advancement Area, to perform special technical duties for the CalWORKs department.
36. John Patrick – Set Designer, Range 36, Step A, Center for the Art/Fine Arts Division, Academic Affairs Area, on an on-call, as needed basis, to design sets.

- 37. Brenda Rodriguez – Accounting Assistant II, Range 27, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, effective May 18, 2016 through January 31, 2017, to assist with ticket office duties as needed.
- 38. Portia Rushin Sorunke – Administrative Assistant I, Range 28, Step A, Academic Affairs Area, to work on Curriculum, Curricunet, SLOs.
- 39. Martha Smith – Administrative Assistant II, Range 31, Step E, Health Sciences & Athletics Division, Academic Affairs Area, to perform administrative duties (Retired Annuitant).
- 40. Phan Tran – Clerical Assistant, Range 22, Step A, Business Division, Academic Affairs Area, to perform clerical and other duties as assigned.
- 41. Sachiko Watari – Clerical Assistant, Range 22, Step E, Student Support Services Division, Student and Community Advancement Area, to provide front office support (Retired Annuitant).
- 42. Michael Wilson – Research Analyst, Range 47, Step A, Institutional Research and Planning Division, Student and Community Advancement Area.
- 43. Patricia Witherall – Front Office Receptionist, Range 21, Step E, Switchboard/Human Resources Division, Human Resources Area, to cover information desk, on-call, as needed, effective July 1 through December 31, 2016 (Retired Annuitant).
- 44. The following individuals to work as Athletic Trainer, Range 35, Step A, Health Sciences & Athletics Division, Academic Affairs Area, to provide event coverage and medical care to student athletes:

Randy Beckman
Scott Nastase

Alissa D. Huerta
Stephen Teubner

- 45. The following individuals to work as Bookstore Sales Assistant, Range 19, Step A, Bookstore Division, Administrative Services Area, to assist in cashiering/accounting and or inventory duties:

Lanicesha Dodson

Leticia Thorsen

46. The following individuals to work as Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, to assist dean with clerical tasks:

Kristin Dunigan

Helen Wada

47. The following individuals to work as Clerk, Range 17, Step A, Assessment/Testing Center/Student Support Services Division, Student and Community Advancement Area, performing clerical work and assisting in testing lab:

Robert Abbott
Shinhee Kim Chong
James Crumbaker

Yoko Nishikawa
Carmen Valley

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

Pascual Alatorre
Daphney Belton
Michael D. Clifford
Jason Cobb
Ann Duncombe

Timothy Lewis
Krystal Martinez
Calvin Shield
Mark Walker

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

Tammy Minion

Jana Morimoto

50. The following individuals to work as Front Office Receptionist, Range 21, Step A, Human Resources Division, Human Resources Area, to cover information desk, on call, as needed, effective July 1 through December 31, 2016:

Melanie Hudnall

Dena Langowski

Katherine West

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

Brandon Baruch

Katherine Blanchard

Anne Marie Marin
Stephen Norris
Robert Ory

Jonathan Reyes-Flores
Stacy McKenney
Stephanie Woropay

52. The following individuals to work as Toolroom/Instructional Equipment Attendant, Range 24, Step A, Industry & Technology Division, Academic Affairs Area, to check out tools and equipment:

Paul Omoh Akhigbe
Rosa Miranda-Novack

Ezekiel N. Ortega
Brandon Winter

B. TEMPORARY NON-CLASSIFIED (TNC) 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 20, 2016 through June 30, 2016, unless otherwise stated, as shown in items 1 – 43.

1. TNC I, RATE A (\$10.00)

HSA/Special Resources Center
Krystal Nelson (eff. 6/1/16-6/30/16)

2. TNC I, RATE B (\$11.00)

Community Advancement
Maritza Carrillo
Kristen Inouye
Roshawnda Miller

Britnee Nguyen
Alexander Wright

CFA/Fine Arts
Jasmine Arellano
Oscar Castillo

Jun Lim
Ana Vera

Special Resources Center/HSA
Melissa Currie-White (eff. 6/1/16-6/30/16)
Lucila J'aime (eff. 6/1/16-6/30/16)

Outreach/Student Support Services
Anjeannette Aguilar
Jonathan Aguirre

Melissa Currie-White
Marysol Flores

Briana Gonzalez
Katheryne Ikegami
Stephanie Pedrahita
Todd Pye

Edwin Rivera
Kimberli Shigeta
Kenneth Tran

3. **TNC II, RATE A (\$12.00)**

Community Advancement

Clarence Davis (eff. 5/20/16-6/30/16)

Counseling

Arnisha Royston

4. **TNC V, RATE A (\$18.00)**

Academic Affairs

Elliette Ortiz

Math/Mesa

Adekunbi Williams

5. **Professional V, (Lump Sum based on percentage of enrollment fees)**

Community Advancement

Richard Katz

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, 2016 through June 30, 2017, unless otherwise stated, as shown in items 1 –

6. **TNC I, RATE A (\$10.00)**

Bookstore

Jeff Brown
Joseph Gutierrez
Robert Hoeck
Nelly Lynch
Jerome Parrot

Terry Reed
Edlyn Serrano
Jennifer Sun
Nanci Torres

Counseling

Rose Gladson

Elijah Goodman

Gloria Mejia

Fine Arts/CFA

Sharmila Abraham
Aaron Adams
Verna Bolton
Emily Borrelli
Laura Chavez
Anjannette Corpuz
LC Grays
Angelica Gutierrez
Angelica Hooper
Gabriella In Seong Kim
Francisco Lopez

Fidela Mazariegos
Thomas McMiller
Jaime Morales Matias
Belen Nevarez
Virginia Phelps
Alexander Wright
Zane Paully-Umeh
Ahjah Pinchem
Alyssa Rios
Jackie Ross
Gail Vasquez

HSA/Special Resources Center

Ashley Alvarez
Samantha Hanken
Zenzell Haris
Corey Mckenzie
Gabriela Moravcova
Krystal Nelson

Cree Norman
Elizabeth Pasten
Mahdere Solomon
Sheronn Walls
Krista Whitlatch

7. **TNC I, RATE B (\$11.00)**

Academic Affairs

Paolo Bautista
Jazmin Cruz-Alvarez

Camille Hove

Admissions & Records

Nuvia Carbajal
Delmyn Conchas Rocha
Deidra Edmonds
Luis Mancia

Satoru Nagano
Aysha Shaikh
Alex Trujillo
Ronnie White

Bookstore

Steven Eul
Sean Gilmore
Derek Reed

Nicholas Shepetuk
Michael Osborn

Campus Police

Hector Rojas

Community Advancement

Maritza Carrillo
Kristen Inouye
Breonca Johnson
Brandon Marshall

Roshawnda Miller
Britnee Nguyen
Alexander Wright

Fine Arts/CFA

Sharmila Abraham
Aaron Adams
Jasmine Arellano
Oscar Castillo
Raisa Mataalii
Elizabeth Matusak
Fidela Mazariegos

Thomas McMiller
Jaime Morales Matis
Jackie Ross
Martha Solis-Cristobal
Ana Vera
Shanda Weston

Nursing/HSA

Kiera Teague

Special Resources Center/HSA

Courtney Allen
Cindy Avila
Melissa Currie-White
Neema Liggins
Martin O'Connell
Mabel Ota Anderson
Holly Peck

J'aime Lucila
Rogelio Ramirez
Jorge Rivas
Javid Shaikh
April Shin
Ava Stanko

Learning Resources

Soo Lim
Brandon Marshall

Noemi Santa Cruz

Math

Ruben Galvez (eff. 7/11/16-7/28/16)
Emily Jordan (eff. 7/11/16-7/28/16)
Adrian Menendez (eff. 7/11/16-7/28/16)

Math/Mesa

Veronica Ixtupe-Morales

CalWORKS/Student Supports Services

Ashley Barcenas

EOPS/Student Support Services

Kelvin Manjarrez
Ruben Ruiz

Rafel Sandoval

Outreach/Student Supports Services

Jonathan Aguirre
Anjeannette Aguilar
Melissa Currie-White
Marysol Flores
Briana Gonzalez
Katheryne Ikegami

Stephanie Pedrahita
Todd Pye
Kimberli Shigeta
Edwin Rivera
Kenneth Tran

8. **TNC II, RATE A (\$12.00)**

Admissions & Records

Jose Cholico
Alexander Coca
Laura Gibson
Ricardo Gonzalez

Maria Reina
Rafael Salazar
Alma Sandoval

Bookstore

Kimberly Eatmon
David Tran

Dajiana Vanderhorst

Community Advancement

Clarence Davis (eff. 7/1/16-8/19/16)
Danielle James
Andres Orozco
Joshua Zurfluh

Julio Ramirez

Counseling

Cornelia Baik

Areli Molina

Special Resources Center/HSA

Pierre Gorordo
Rossitza Mironova

Rene Paramore
Caroline Pereira

Learning Resources

Jennifer Bailey
Jill Bryant
Cheryl Cleamons

Fiaigoa Misipeka
Samantha Neal

Student Development/Student Support Services
Juliet Ikemefuna

EOPS/Student Support Services
Cynthia Arias

Israel Garcia

9. **TNC II, RATE B (\$13.00)**

Academic Affairs
Amado Chavez

Admissions & Records
Rosa Velez

Lujuana Washington

Fine Arts
Roderick Almazan

CFA/Fine Arts
Margaret Dupont

Fiscal Services
Annette Abelin
Erlene Brooks
Edith Edwards

Dena Langowski
Shanda Weston

Special Resources Center/ HSA
Toni Borden
Victoria Crockett
Ashlea Hayes
Mary Kretzmar

Kendra Krause
George Malak
Maria Ramirez
Benjamin Tzeng

Industry & Technology
Christopher Boettcher
Scott Crossman
Michael Franklin
Urias Garcia
Brandon Goya
Gillian Griffin
Ivan Guterrez
Ryan Knight
Ryan Lauzon
Michael Lewin
Rachel MA

Draven Meredith
Dylan Meredith
William Miller
Jabari Nichols
John Novak
Patricia Ocha
Christina Ortega
Alex Rodrigues
James Rowe
Salvador Hernandez
_Jonathon Sullivan

Learning Resources

Karyn Kerkhoff

CalWORKS/Student Supports Services

Shalisha Barnett

Daniel Outlaw

EOPS/Student Supports Services

Max Amaya-Munoz

Nelly Ramirez Bailon

10. **TNC III, RATE A (\$14.00)**

Bookstore

Ruben Avila

Business

Theresa Hardin

Linda Morford

Community Advancement

Vanessa Ruiz

CFA/Fine Arts

Gregory Grass

Brett Grassl

Sue Hiraga

Eddie Kerbel

Kevin Perez

Martha Solis-Cristobal

Sonia Solis

Special Resources Center/HSA

April Bernabeo

Luz Cortez

Learning Resources

Joon Kim

George Malak

Mariko Takayama

11. **TNC III, RATE B (\$15.00)**

Academic Affairs

Marleen Ledesma

Alexis Padron

Nicole Thompson

Christopher Wade

Community Advancement

Jean Yoshii

Counseling
Anges Qatto

Katherine Umana

Fine Arts/CFA
Daniel Fernandez
Andrew Perez

Desmond Sanchez

Fiscal Services
Samuel Abrams

Learning Resources/Library
Michael Thomas

CalWORKS/Student Supports Services
Karin Baluyot

EOPS/Student Supports Services
Juanita Dunbar
Jeremy Moreno

Samantha Rangel

Foster Care/Student Support Services
John Forbes Barton

12. **TNC IV, RATE A (\$16.00)**

CFA/Fine Arts
Sara Hamilton

Alicia Yanez

Special Resources Center/HSA
Ana Felix

Industry & Technology
Cindy Nuno

Learning Resources
Norman Foster
Dan Tam Pham Huynh

Charrissa Penn
Erika Yates

CalWORKS/Student Supports Services
Berenice Carrales

Trinh Do

EOPS/Student Supports Services/
Chinazaekpere Ezeani

13. **TNC IV, RATE B (\$17.00)**

Counseling
Jovon Duke

Fine Arts
Jessica Quezada

CalWORKS/Student Supports Services
Rosa Perez

Foster Care/Student Support Services
Antonia Mc Kinley

Clemestine Mcrae

14. **TNC V, RATE A (\$18.00)**

Academic Affairs
Elliette Ortiz

Community Advancement
Megan Ruane

Foster Care/Student Support Services
Sharonda Barksdale

Diana Wade

Outreach/Student Support Services
Melinda Gumpal-Khindri

15. **TNC V, RATE B (\$19.00)**

Academic Affairs
Robin Arehart
Beth Ceja
Karen Lugo

Sumino Otsuji
Bessy Rodriguez

Counseling
Erika Knox
Martha Quezada
CFA/Fine Arts
Marcia Armstrong

Sara Vasquez-Gharibeh

Ayla Lundin

EOPS/Student Supports Services
Huong Duong
Janette Kuvhenguhwa

Hector Ruiz

Student Development/Student Support Services

Lawrence Moreno

Richard Woods

16. **Professional I, (\$20.00)**

Academic Affairs

Nicolas Beavers

John Gatlin

Counseling

Philip Lantz

Special Resources Center/HSA

Lauren Henry

Humanities

Damara Ademola Popoola

Laura Braun

Catherine Herold

Sean Patrick

Kim Runkle

Susan Wade

Mark Walch

Terry Wright

Industry & Technology

Joshua Marquez

Math

Lawrence Schreier

Math/Mesa

Adekunbi Williams

Freddy Carrillo

Benjamin Ceja

Lorena Fonseca

17. **Professional I, (\$22.00)**

Math/Mesa

Teresa Montebello

STEM/Natural Science

Jessica Asbell

Foster Care/Student Support Services

Bridgette Green

18. **Professional I, (\$25.00)**

Special Resources Center/ HSA

Cynthia Alarcon
Rosa Cruz
Kathryn Kelley

Stephanie Teemer
Juan Valle
Regina Vaughns

Outreach/Student Support Services

Arielle Stephenson

19. **Professional I, (\$27.50)**

Counseling

Nicholas Bravo

Special Resources Center/HSA

Linnara Lim

20. **Professional I, (\$29.00)**

Community Advancement

Quayum Abdul
Joseph Bostwick
Rossella Pescatori

Iyaunna Towery
Michael Vanoverbeck

21. **Professional I, (\$30.00)**

Acedmic Affairs

Lovell Alford

Community Advancement

Debbie Chew
Regina Costello
Victor Hatten
Kate King
Joanna Jimenez

Barbara Lewis
Anna Perez
Steven Scherer
Joseph Weichman
Charles Wright

Special Resources Center/ HSA/

Benne Barber
Patty Kwee
Mireya Graciano

Maronda Powell
Theresa Russ
KimSterling

Math

David Ramirez

22. **Professional I, (\$32.00)**

Industry & Technology

Elias Alvarez
Hoda Beckman
David Brock
Adam Brown
Bryce Campbell
Roberto Causey
Adam Cohen
Chad Christensen
Dustin Conard
John Dulmage
Daniel Engler
Timothy Fisher
Raymond Garcia
Richard Gallagher
Geoff Gerney
Arturo Jimenez
Kevin Kay
John Kubota

Ryan Lauzon
Mark Lepore
Ryan Mendevil
Angel Meza
Christopher Nader
Adrian Oropesa
Vicente Osorio
Brent Pardoen
Craig Ross
Robin Russell-Saenz
Oscar Serrano
Victor Serrano
Vladmir Valentekovich
Adrian Vasquez
Ryan Wilson
David Winkler
Thomas Wogoman
Issac Yang

23. **Professional I, (\$32.50)**

Special Resources Center/
HSA/

Joseph Calderon
Anthony Diaz
John Hennessy

Shannon Leavitt
Lori Patton
Jacqueline Ruge

Industry & Technology

Marvin Chang

Kyle O'Bryan

24. **Professional II, (\$34.00)**
Community Advancement
Karen Latuner
Maria DeNicolo

25. **Professional II, (\$35.00)**
Community Advancement
Darling Garcia
Paul Lance
John Powers

Novella Reed
Theresa Traina
Iyaunna Towery

Special Resources Center/ HSA
Lindsey Dancygier
Eduardo Huante
Jeannine Lersch

Ken Marumoto
Alejandro Perez
Debbie Weber

26. **Professional II, (\$36.00)**
Community Advancement
Denise DiPasquale

27. **Professional II, (\$37.00)**
Community Advancement
Lucas Kellner

Public Relations
Joy Kennelly

Foster Care/Student Support Services
Elonda Austin
Sharonda Barksdale
John Forbes Barton
Tammy Lainer
Gayle Gordon

Krystal Gordon
Bridgette Green
Theresa Reed
Deena Robertson
Diana Wade

28. **Professional II, (\$40.00)**
Admissions & Records
Daniel Murray

Community Advancement
Meherwan Irani

Special Resources Center/HSA
Krystal Armstrong
Saba Mckinley

Cynthia Parral
Mona Tanji

29. **Professional II, (\$41.00)**

Admissions & Records
Maria Kindweiler
Destyn LaPorte
Christine Ouendag

Barbara Polk
Shari Saidner

30. **Professional II, (\$42.50)**

Special Resources Center/HSA
Cindy Seto

31. **Professional II, (\$44.00)**

Community Advancement
Kory Mikesell

32. **Professional II, (\$45.00)**

Community Advancement
Sheila Dufresne

Roberto Pandolfi

Special Resources Center/HSA
Malakia Adunni
Pamela Ashe
Jennifer Bae
Bobbi Barnfather
Kimberly Diez
Denise Esterley
Nancy Kempner-Decman
Elizabeth Lilley
Rachael Lewis

Amy Merrman
Charlotte Mitchell
Katherine Neuenschwander
Margarita Ortiz
Raena Oshiro
Karen Sexton
Valerie Ransom
Desiree Tanner

Public Relations
Megan Nicolai

Foster Care/Student Support Services

Krystal Gordon

Theresa Reed

33. **Professional III, (\$50.00)**

Community Advancement

Jonathan Brainard

Vivian Ibarra

Salvatore Manzella

Carolyn O'Reilly

34. **Professional III, (\$60.00)**

Community Advancement

Bobbie Lanham

Theresa Reed

35. **Professional IV, (\$62.00)**

Community Advancement

Richard Nicholson

36. **Professional IV, (\$65.00)**

Community Advancement

Ron Way

37. **Professional IV, (\$70.00)**

Community Advancement

Roberto Pandolfi

38. **Professional IV, (\$75.00)**

Counseling

Linda Galluci

Public Relations

Mary Ann Harmon

39. **Professional IV, (\$85.00)**

Community Advancement

David Gonzales

40. **Professional IV, (\$100.00)**

Community Advancement

Jason Eaves

Viet Hoang

41. **Professional IV, (\$120.00)**

Community Advancement

Servando Gereau

42. **Professional IV, (\$125.00)**

Community Advancement

Ernest Jewell

43. **Professional V, (Lump Sum based on percentage of enrollment fees)**

Community Advancement

Quayum Abdul

Ron Berman

Jethro Carter

Regina Costello

Carol Cymerint

Shirley Douglass

Leonor Gonzalez

Douglas Morrison

Jenessy Tyler

Richard Katz

Gevork Kazanchyan

Leonard Giachello

Hyacinth Noble

Jack Selph

Larry Takahashi

Chris Weisbart

Michael Williams

Ronald Williams

C. STIPENDS FOR COMPTON EDUCATION CENTER

It is recommended that the stipends paid to El Camino College employees for work relating to Compton Education Center, be extended through July 31, 2016, to allow an opportunity for review and discussion with appropriate representatives. (The Board of Trustees approved the 2015/16 stipends at the June 15, 2015 meeting.) Updated information and related recommendations will be brought to the Board at the July 18th Regularly Scheduled Board Meeting.

D. EQUAL EMPLOYMENT OPPORTUNITY PLAN (2016-2019)

The Equal Employment Opportunity (EEO) Plan is submitted to the Board of Trustees for review and approval in compliance with Title 5 regulations. (Attachment A).

El Camino Community College District

2016-2019

**Equal Employment
Opportunity Plan**



**Pending Approval from
the ECCCD Board of Trustees
on June 20, 2016**



**16007 Crenshaw Boulevard
Torrance, CA 90506**

Equal Employment Opportunity Plan for El Camino Community College District

Table of Contents

I. Introduction.....	3
II. Definitions	4
III. Policy Statement.....	6
IV. Delegation of Responsibility, Authority and Compliance	6
V. Advisory Committee	7
VI. Complaints	8
VII. Notification to District Employees	10
VIII. Training for Screening/interview committees	10
IX. Annual Written Notice to Community Organizations	11
X. Analysis of District Workforce and Applicant Pools	11
XI. Analysis of Degree of Underrepresentation and Significant Underrepresentation	26
XII. Methods to Address Underrepresentation (<i>Recruitment/Hiring Procedures that Ensure EEO</i>) & Additional Steps to Remedy any Significant Underrepresentation	26
XIII. Other Measures Necessary to Further Equal Employment Opportunity	32
XIV. Persons with Disabilities: Accommodations and Goals for Hiring	35
XV. Graduate Assumption Program of Loans for Education.....	36

Appendices

Appendix A (1-9) – The District’s Policies and Procedures which outline the prohibition of unlawful discrimination, harassment, and retaliation

Appendix B – List of Community Organizations and Professional Groups for Annual Written Notice of the District’s EEO Plan

Appendix C – Allocation Model Certification Form, Fiscal Year 2015-16

I. Introduction

The El Camino Community College District Equal Employment Opportunity Plan (the "Plan") has been tentatively adopted pending approval from the District Board of Trustees on June 20, 2016. The Plan reflects the District's commitment to equal employment opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment will foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (Section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups.

The Plan contains an analysis of the demographic makeup of the District's workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the Plan. To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

Dr. Dena P. Maloney, Ed.D.
Superintendent/President
El Camino College

II. Definitions

- a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a screening/interview procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given screening/interview process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of Title 5 of the California Code of Regulations Section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.
- d) *Equal Employment Opportunity*: a set of circumstances in which all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in Section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, Section 53000 et seq.
- e) *Equal Employment Opportunity Plan*: a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- f) *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Section 53006.
- g) *Ethnic Minorities*: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

- h) *Ethnic Group Identification*: an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- i) *Goals for Persons with Disabilities*: a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- j) *Monitored Group*: those groups identified in Section 53004(b) for which monitoring and reporting is required pursuant to Section 53004(a).
- k) *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, Section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "challenged" if the condition makes the achievement of the major life activity difficult.
- l) *Projected Representation*: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.
- m) *Reasonable Accommodation*: the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in Section 53025.
- n) *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- o) *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- p) *Target Date*: a point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

III. Policy Statement

The El Camino Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice.

It is the District's policy to ensure that all employees and qualified applicants for employment have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, genetic information, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District shall strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

IV. Delegation of Responsibility, Authority and Compliance

It is the goal of the El Camino Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

1. *Governing Board*

The District's Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. *Superintendent/President*

The District's Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Superintendent/President shall advise the District's Board of Trustees concerning statewide policy emanating from the Board of Governors of

the California Community Colleges and direct the publication of an annual report on Plan implementation.

3. *EEO Officer*

The District has designated the Director of Staff & Student Diversity as its equal employment opportunity officer (“EEO Officer”) who is responsible for the day-to-day implementation of the Plan. If the designation of the EEO Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The EEO Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, Sections 53000 et seq. The EEO Officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and screening/interview procedures are properly monitored.

4. *Equal Employment Opportunity Advisory Committee*

The District will establish an Equal Employment Opportunity Advisory Committee (“EEO Committee”) to act as an advisory body to the EEO Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the District’s Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

6. *Good Faith Effort*

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

V. Advisory Committee

The District has established an Equal Employment Opportunity Advisory Committee (“Committee”) to assist the District in implementing its Plan. The Committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The Committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The EEO Officer shall train the advisory committee on equal employment compliance and the Plan itself.

The committee shall receive training in all of the following areas as required in Title 5, Section 53005:

1. The requirements of Section 53005 of Article 1 of Chapter 4 of Division 6 of Title 5 of the California Code of Regulations and of state and federal nondiscrimination laws;
2. Identification and elimination of bias in hiring;
3. The educational benefits of workforce diversity; and
4. The role of the advisory committee in carrying out the District's EEO plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups.

The committee will be composed of representation for faculty, administration, classified employees, the Human Resources Office, Professional Development Office, Special Resource Center, and Institutional Research and Planning Office. Ex officio members shall include the human resources director and the EEO Officer.¹

The Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the District's Board of Trustees and the Superintendent/President.

VI. Complaints

a. Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026)

The District has established a process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations (see California Code of Regulations, Title 5, Section 53000 et seq.) have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation.

All complaints shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes

¹ Title 5 does not require any specific composition for the advisory committee.

must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

A complainant may not appeal the District's determination pursuant to Section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that s/he made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the District level using the process provided by Section 53026. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints*) at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>.

In addition, complaints can be filed using the District's complaint procedures at:
<http://www.elcamino.edu/administration/hr/diversity/complaint.asp>

and

<http://www.elcamino.edu/administration/hr/diversity/docs/provisional-T9-procedures.pdf>

All unlawful discrimination complaints shall be filed with the EEO Officer. If the complaint involves the EEO Officer, the complaint may be filed with the Superintendent/President. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The EEO Officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

The District may return, without action, any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Section 59300 et seq.

b. *Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)*

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The EEO Officer is responsible for receiving such complaints and for coordinating their investigation. The EEO Officer may assign a designee to investigate any such matters.

The District's discrimination and sexual harassment complaint procedures are attached to this Plan. See Appendix A.

VII. Notification to District Employees

The commitment of the District's Board of Trustees and Superintendent/President to equal employment opportunities is emphasized through the broad dissemination of its Board Policies and Administrative Procedures, Equal Employment Opportunity Policy Statement, and the Plan.² The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Superintendent/President, administrators, academic senate leadership, union representatives and members of the District EEO Committee.

The Human Resources department will provide each new employee with a copy of the Equal Employment Opportunity Policy Statement and written notice summarizing the provisions of the District's EEO Plan when they commence their employment with the district.

The Plan will be available on the District's website and, when appropriate, may be distributed by email.³ Each year, the District will inform all employees of the Plan's availability, including a written summary of the provisions of the Plan. The annual notice will emphasize the importance of the employee's participation and responsibility in ensuring the Plan's implementation.

VIII. Training for Screening/Interview Committees

Any organization or committee member, whether or not an employee of the District, who is involved in the recruitment and screening/interview of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (Section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias.

Screening/Interview Committees

Persons serving in the above capacities will be required to receive training within the twelve months prior to service. Individuals who have not received this training will not be allowed to serve on screening/interview committees. The Offices of Staff & Student Diversity and of Professional Development are responsible for providing the required training.

² The District's Equal Employment Opportunity Policy Statement is its Notice of Non-Discrimination.

³ Complete copies of the Plan will be made available in the Campus Library, the Office of the Superintendent/President, the Office of Human Resources, each division office, and the Office of Staff & Student Diversity.

Any organization or individual acting on behalf of the District, with regard to the recruitment and screening of personnel, is an agent of the District, and thereby, subject to the requirements, stipulations, and provisions of the EEO Plan.

EEO Representatives

EEO Representatives are required to have received specific training in the role of an EEO Representative on an annual basis. EEO Representative must receive both the general committee training described above and separate training in the roles and responsibilities of an EEO Representative serving on a screening/interview committee. The Director of Staff & Student Diversity is responsible for providing the required training.

Committee members serving the first time in the above capacities will be required to receive training prior to serving. Individuals who have not received the EEO Representative training will not be allowed to serve as an EEO representative.

IX. Annual Written Notice to Community Organizations

The EEO Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the internet address where the District advertises its job openings and the contact information of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations which may receive this notice is attached to this Plan. This list may be revised from time to time as necessary.

X. Analysis of District Workforce and Applicant Pools

The Institutional Research and Planning Office, in conjunction with the Office of Human Resources, seeks to annually survey the District's workforce composition and monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by this Plan and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.⁴ Sufficient data regarding persons with disabilities were unavailable for the current analysis. Moving forward, voluntary information regarding persons with

⁴ Sufficient data regarding persons with disabilities were unavailable for the District's current analysis. Moving forward, information regarding persons with disabilities will be collected on a voluntary basis in the survey, and the District will provide updated analyses accordingly.

disabilities will be collected in the survey, and the District will provide updated analyses accordingly.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s). The district will annually report to the Chancellor the results of its annual survey.

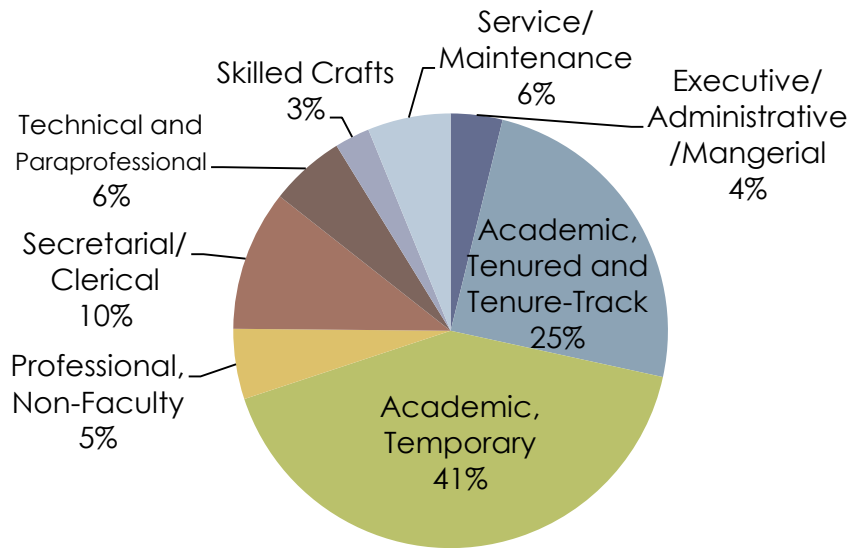
At least every three years the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Full-Time Faculty and Other Instructional Staff (or Academic, Tenure Track)
- 3) Part-Time/Temporary Faculty and Other Instructional Staff (or Academic, Temporary)
- 4) Professional Non-Faculty
- 5) Secretarial/Clerical
- 6) Technical & Paraprofessional
- 7) Skilled Crafts
- 8) Service and Maintenance

District Workforce Analysis

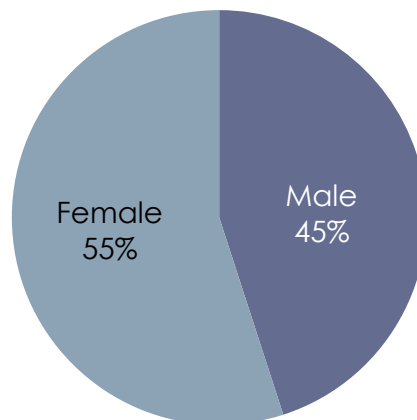
The analysis of the District's workforce is detailed in the following pages (See page 17 for detailed report).⁵ In Fall 2015, there were a total of 1,376 employees. More than half of the employees consisted of temporary and tenured/tenure-track academics (66%), followed by secretarial/clerical (10%), service/maintenance (6%), technical and paraprofessionals (6%), non-faculty professionals (5%), executive/administrative/managerial employees (4%), and skilled craftspeople (3%).

District Workforce by Employee Group



The gender distribution in the overall workforce was fairly balanced, with a slightly larger percentage of female (55%) than male employees (45%).

Gender Distribution of District Workforce

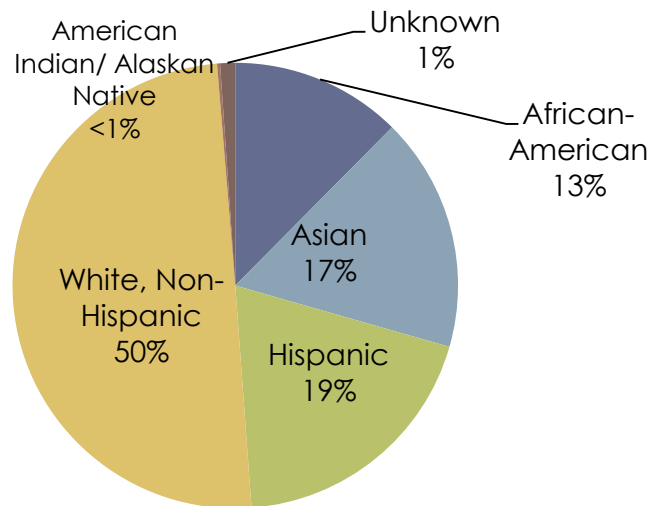


⁵ The District Workforce Analysis contained in this Plan does not include casual employees.

Gender distribution for the executive/administrative/managerial group and tenured/tenure-track academics represented that of the overall workforce (See page 15). Temporary faculty's gender distribution (53% female, 47% male) was also fairly representative of the overall workforce's gender distribution. On the other hand, there was a greater percentage of female employees within the non-faculty professional (79% female, 21% male) and secretarial/ clerical (84% female, 16% male) groups, while a greater percentage of male employees made up the skilled crafts (19% female, 81% male) and service/maintenance (26% female and 74% male) groups.

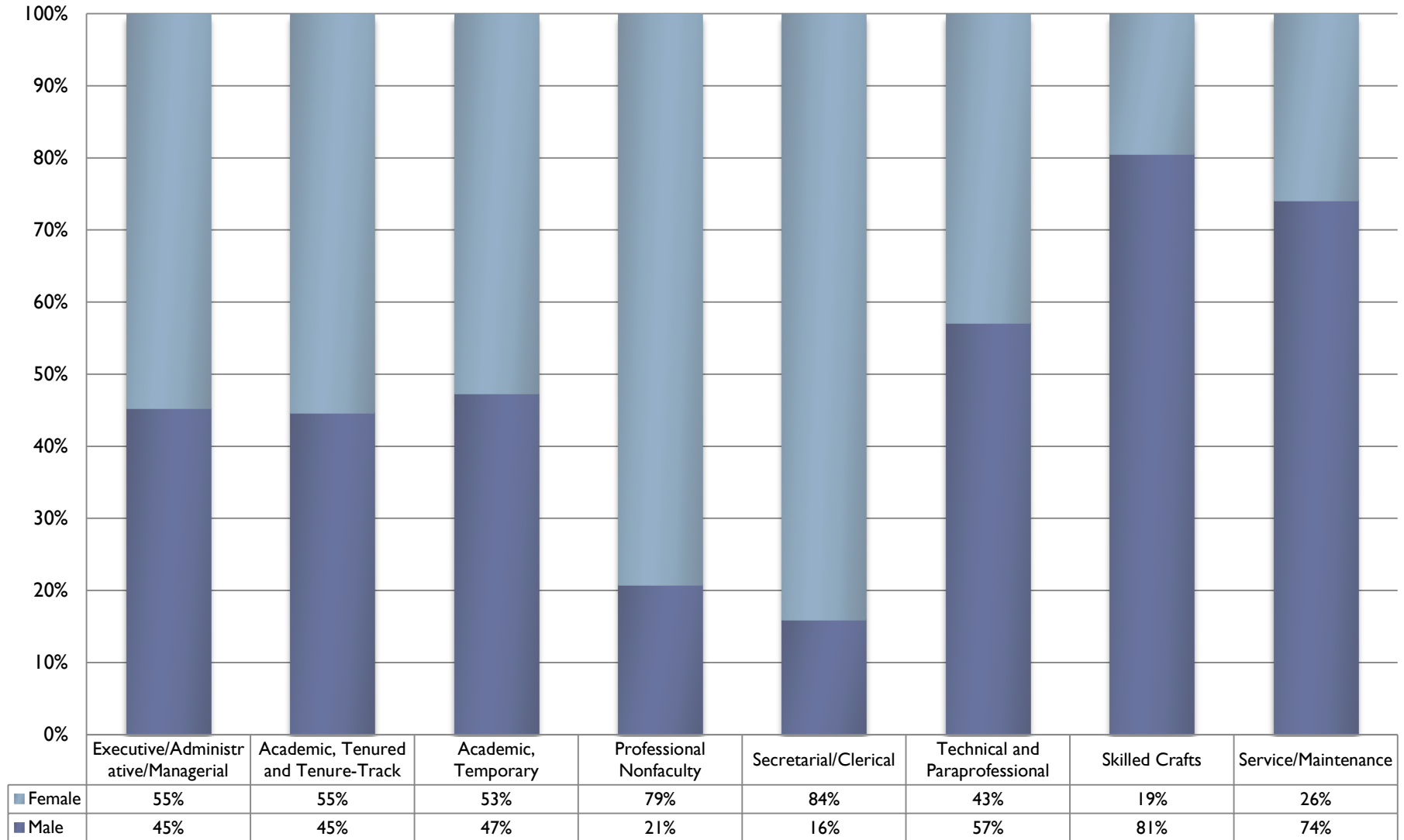
Monitored ethnic groups (non-white employees) constituted roughly 50% of the District's employee population; 19% were Hispanic, 17% Asian, 12% African-American, less than 1% American Indian/Alaskan Native, and about 1% Unknown.

Ethnic Group Distribution of District Workforce

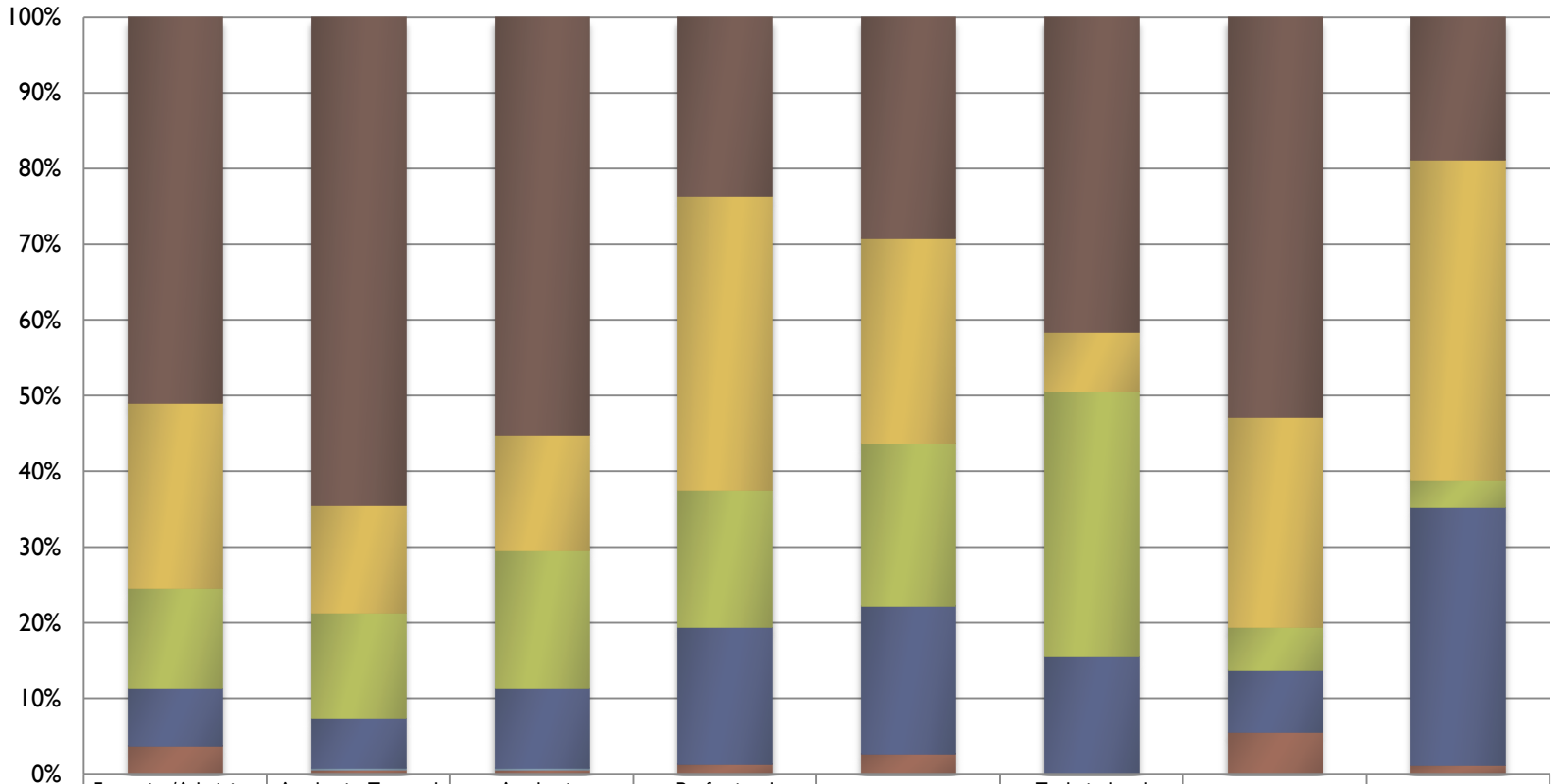


As shown on page 16, monitored ethnic groups represented less than half of the executive/administrative /managerial group (49%), skilled craft group (47%), and academic groups (both temporary (45%) and tenured/tenure-track (36%)). Within the monitored ethnic groups, Hispanics represented the greatest percentage within service/maintenance (28%) and executive/administrative/managerial employees (25%); whereas Asians represented the greatest percentage within the temporary academic group (18%). An equal percentage of Asian and Hispanic (14%) represented tenure-track academic group. On the other hand, monitored ethnic groups represented more than half of the service/ maintenance group (81%), non-faculty professional group (76%), secretarial/clerical group (71%), and technical and paraprofessional group (58%). Within these employee categories, Hispanics comprised the greatest percentage within the monitored races/ethnicities for the service-maintenance group (42%), non-faculty professional group (39%) and secretarial/clerical group (27%). Asians constituted the greatest percentage within the monitored race/ethnicity for the technical and paraprofessional group (35%).

Gender Distribution by Employee Group



Ethnic Group Distribution by Employee Group



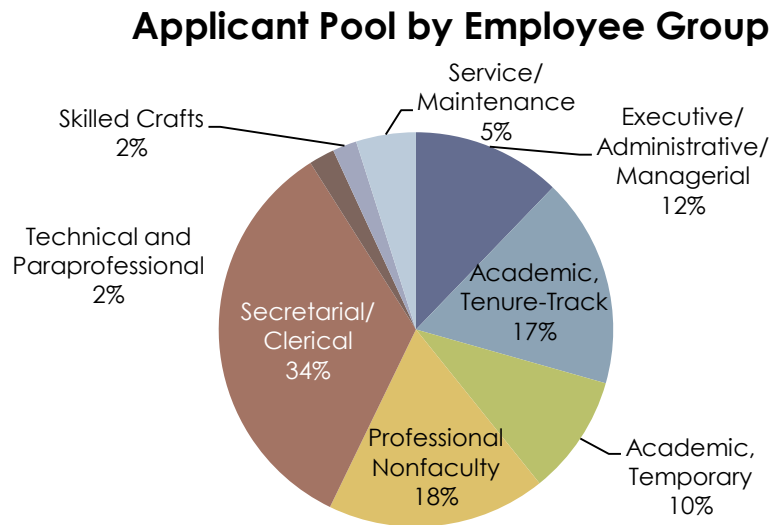
	Executive/Administrative/Managerial	Academic, Tenured and Tenure-Track	Academic, Temporary	Professional Nonfaculty	Secretarial/Clerical	Technical and Paraprofessional	Skilled Crafts	Service/Maintenance
■ White Non-Hispanic	51%	64%	55%	24%	29%	42%	53%	19%
■ Hispanic	25%	14%	15%	39%	27%	8%	28%	42%
■ Asian	13%	14%	18%	18%	22%	35%	6%	4%
■ African-American	8%	7%	11%	18%	19%	16%	8%	34%
■ American Indian/Alaskan Native	0.0%	0.3%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%
■ Unknown	4%	1%	1%	1%	3%	0%	6%	1%

Fall 2015 District Workforce Demographics

	Total	Gender				Ethnicity											
		Female		Male		African-American		American Indian/Alaskan Native		Asian		Hispanic		Unknown		White Non-Hispanic	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/Administrative/Managerial	53	29	55%	24	45%	4	8%	0	0.0%	7	13%	13	25%	2	4%	27	51%
Academic, Tenured and Tenure-Track	338	187	55%	151	45%	22	7%	1	0.3%	47	14%	48	14%	2	1%	218	64%
Academic, Temporary	571	301	53%	270	47%	60	11%	2	0.4%	104	18%	87	15%	3	1%	315	55%
Professional Non-Faculty	72	57	79%	15	21%	13	18%	0	0.0%	13	18%	28	39%	1	1%	17	24%
Secretarial/Clerical	144	121	84%	23	16%	28	19%	0	0.0%	31	22%	39	27%	4	3%	42	29%
Technical and Paraprofessional	77	33	43%	44	57%	12	16%	0	0.0%	27	35%	6	8%	0	0%	32	42%
Skilled Crafts	36	7	19%	29	81%	3	8%	0	0.0%	2	6%	10	28%	2	6%	19	53%
Service/Maintenance	85	22	26%	63	74%	29	34%	0	0.0%	3	4%	36	42%	1	1%	16	19%
Total	1376	757	55%	619	45%	171	12%	3	0.2%	234	17%	267	19%	15	1%	686	50%

District Applicant Pool Analysis

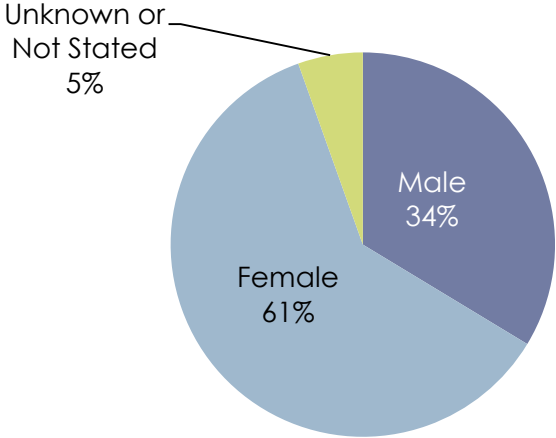
This report's applicant pool data represent recruitments conducted from August 2014 to October 2015.⁶ The District conducted a total of 113 recruitments: 14 executive/administrative/managerial positions (1,091 applicants), 56 faculty positions both tenure-track (22 with 1,537 applicants) and temporary (34 with 879 applicants), 12 non-faculty professional positions (1605 applicants), 16 secretarial/clerical positions (3,024 applicants), six technical and paraprofessional positions (188 applicants), six skilled crafts positions (177 applicants), and three service and maintenance positions (439 applicants). The total number of applicants was 8,940. The greatest percentage of these applicants applied for secretarial/clerical positions (34%). See pages 22 to 25 for detailed reports.



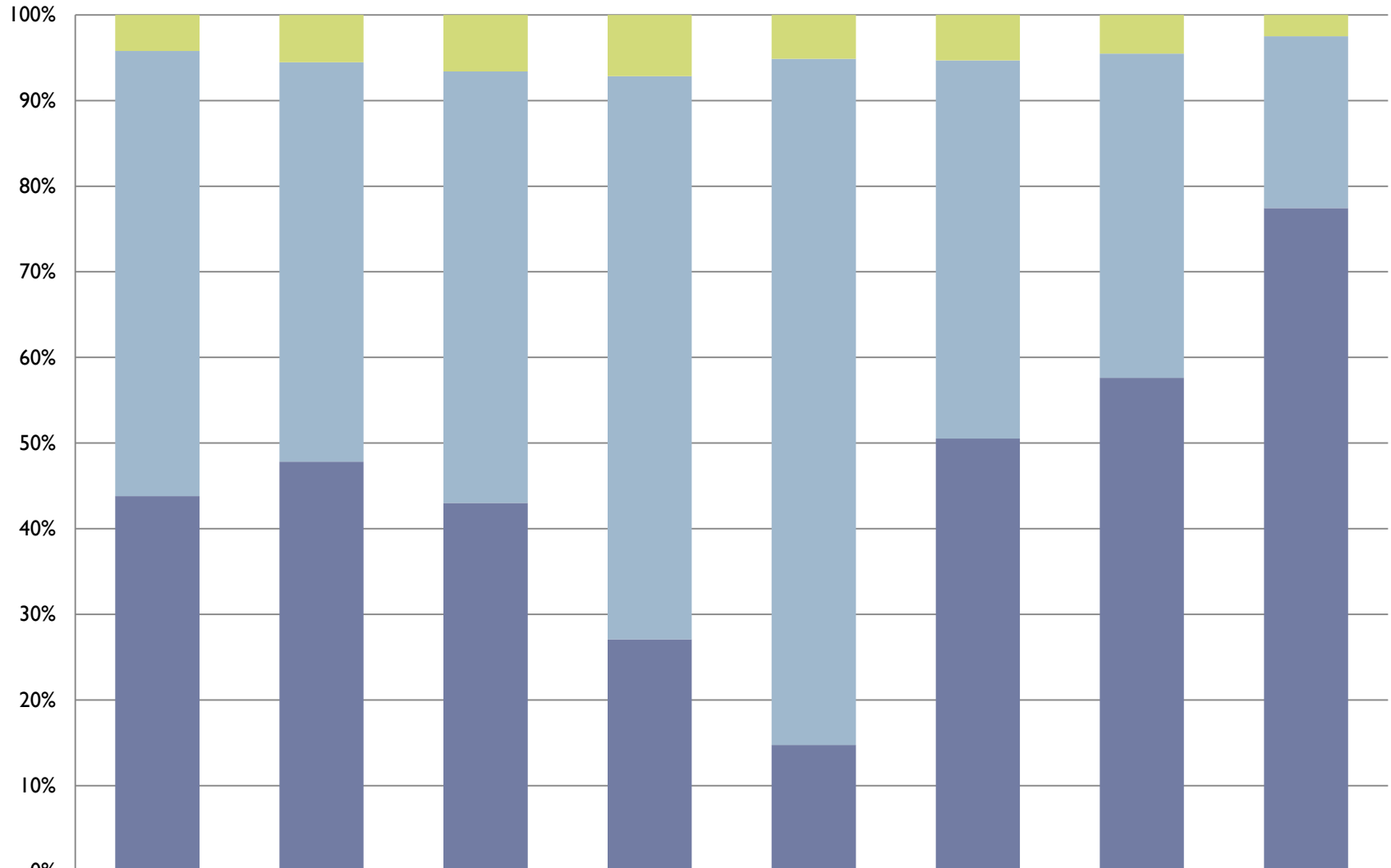
There was a greater percentage of female applicants (61%) than male applicants (34%), and 5% of the applicants either reported Unknown or did not state their gender.

⁶ Data provided by Human Resources.

Gender Distribution of District Applicants



Gender Distribution of Applicants by Employee Group

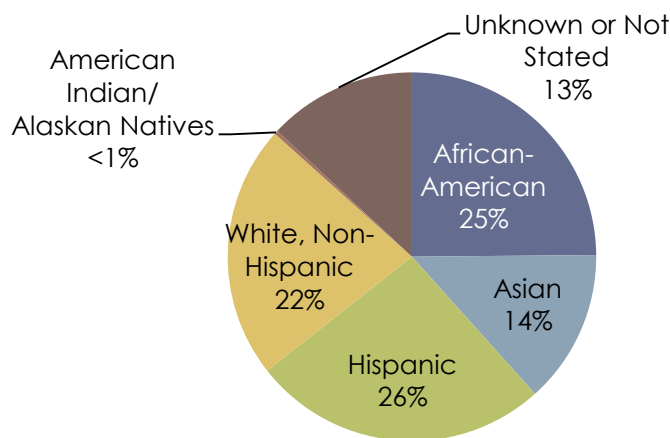


	Executive/Administrative/Managerial	Academic, Tenure-Track	Academic, Temporary	Professional Non-Faculty	Secretarial/Clerical	Technical & Paraprofessional	Skilled Crafts	Service and Maintenance
Unknown or Not Stated	4%	6%	7%	7%	5%	5%	5%	3%
Female	52%	47%	50%	66%	80%	44%	38%	20%
Male	44%	48%	43%	27%	15%	51%	58%	77%

Gender distribution by employee group (as represented on page 20) showed a fairly equal percentage of female and male applicants only for tenure-track academic positions (47% female, 48% male, 6% unknown). There was a greater percentage of female applicants for temporary academic (50% female, 43% male, 7% unknown), executive/administrative/managerial (52% female, 44% male, 4% unknown), non-faculty professional (66% female, 27% male, 7% unknown), and secretarial/clerical (80% female, 15% male, 5% unknown) positions. There was a greater percentage of male than female applicants who applied for technical and paraprofessional (51% male, 44% female, 5% unknown), skilled crafts (58% male, 38% female, 5% unknown) and service and maintenance (77% male, 20% female, 3% unknown) positions.

Monitored ethnic groups represented at least 65% of the total district applicants and 13% of the applicants either reported Unknown or declined to state their ethnicity. Of these groups, there was a greater percentage of Hispanic applicants (26%), followed by African-American (25%), Asian (15%), and American Indian/Alaskan Natives (<1%). 22% of the applicants reported as Non-Hispanic White.

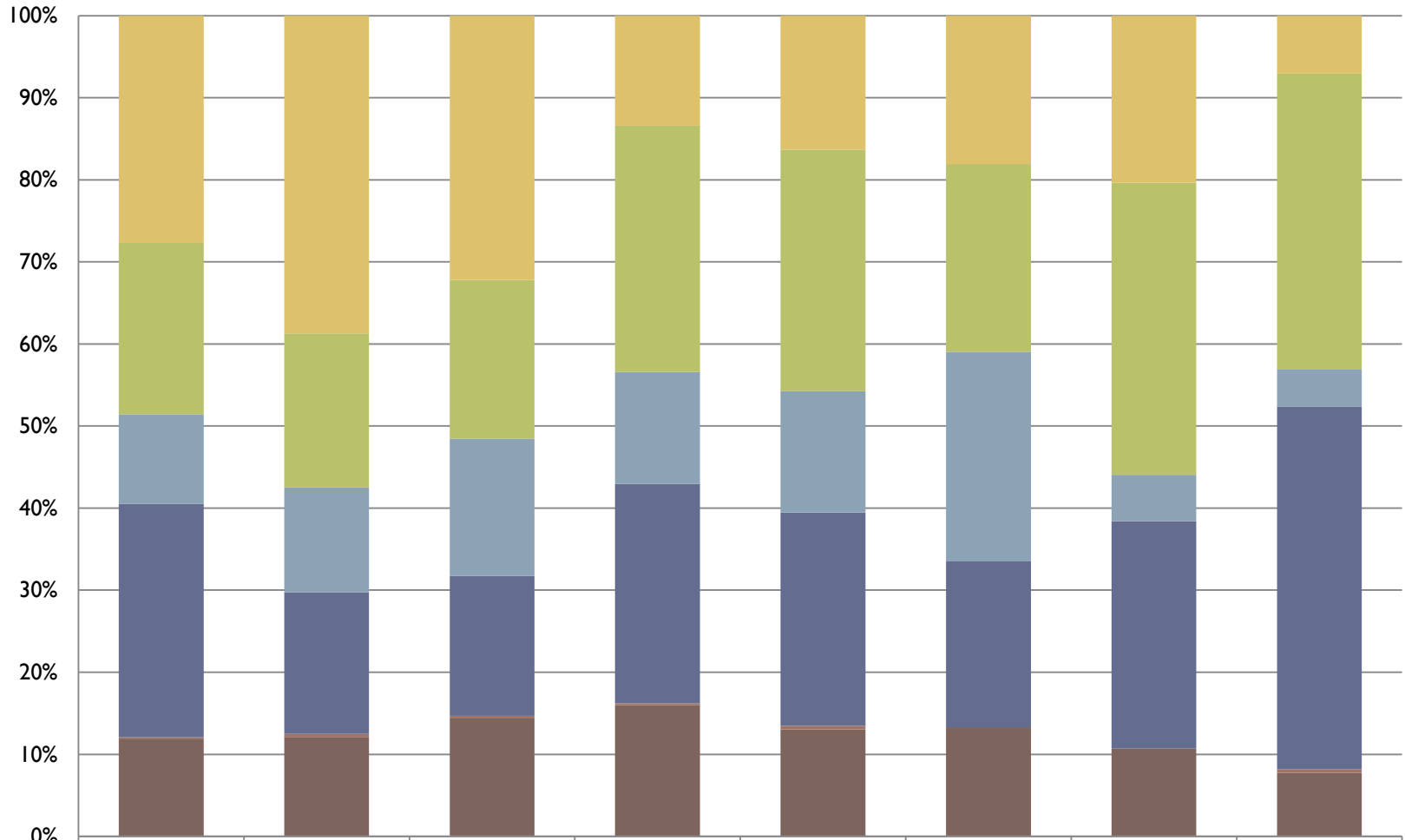
Ethnic Group Distribution of District Applicants



The greatest percentage of Non-Hispanic White applicants applied for both tenure-track (39%) and temporary (32%) academic positions (See page 21). Both Non-Hispanic White (28%) and African-American (28%) applicants made up the largest percentage of ethnic groups to apply for executive/ administrative/managerial positions. African-American applicants also made up the largest percentage of ethnic group to apply for service and maintenance positions (44%). In the case of non-faculty professional (30%), secretarial and clerical (29%) and skilled crafts (36%), the greatest percentage of applicants were Hispanic. Asian applicants on the other hand represented the largest percentage of ethnic group to apply for technical and paraprofessional positions (26%).

The District continues to strive to broaden the applicant pool to attract a more diverse workforce.

Ethnic Group Distribution of Applicants by Employee Group



	Executive/Administrative/Managerial	Academic, Tenure-Track	Academic, Temporary	Professional Non-Faculty	Secretarial/Clerical	Technical & Paraprofessional	Skilled Crafts	Service and Maintenance
White - Non Hispanic	28%	39%	32%	13%	16%	18%	20%	7%
Hispanic	21%	19%	19%	30%	29%	23%	36%	36%
Asian	11%	13%	17%	14%	15%	26%	6%	5%
African American	28%	17%	17%	27%	26%	20%	28%	44%
American Indian/ Alaskan Natives	0.2%	0.4%	0.2%	0.2%	0.4%	0.0%	0.0%	0.5%
Unknown or Not Stated	12%	12%	14%	16%	13%	13%	11%	8%

2014-2015 District Applicant Demographics

	Total	Gender						Ethnic Group											
		Female		Male		Unknown or Not Stated		African American		Asian		Hispanic		White - Non Hispanic		American Indian/ Alaskan Natives		Unknown or Not Stated	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Executive/ Administrative/ Managerial	1091	567	52%	478	44%	46	4%	310	28%	119	11%	228	21%	302	28%	2	0%	130	12%
Full-Time Faculty and Other Instructional Staff	1537	717	47%	735	48%	85	6%	265	17%	196	13%	289	19%	595	39%	6	0%	186	12%
Part-Time Faculty and Other Instructional Staff	879	443	50%	378	43%	58	7%	150	17%	147	17%	170	19%	283	32%	2	0%	127	14%
Professional Non-Faculty	1605	2066	66%	435	27%	115	7%	429	27%	219	14%	482	30%	215	13%	3	0%	257	16%
Secretarial/Clerical	3024	2423	80%	446	15%	155	5%	786	26%	447	15%	891	29%	493	16%	13	0%	394	13%
Technical & Paraprofessional	188	83	44%	95	51%	10	5%	38	20%	48	26%	43	23%	34	18%	0	0%	25	13%
Skilled Crafts	177	67	38%	102	58%	8	5%	49	28%	10	6%	63	36%	36	20%	0	0%	19	11%
Service and Maintenance	493	88	20%	340	77%	11	3%	194	44%	20	5%	158	36%	31	7%	2	0%	34	8%
Total	8940	5443	61%	3009	34%	488	5%	2221	25%	1206	13%	2324	26%	1989	22%	28	0.3%	1172	13%

Asian Sub-Group of 2014-2015 District Applicants

	Chinese	Japanese	Filipinos	Korean	Vietnamese	Asian Indian	Hawaiian	Guamanian	Samoan	Laotian	Cambodian	Other Asian/ Pacific Islander
Executive/ Administrative/ Managerial	24	18	20	10	16	18	1	0	0	0	1	11
Full-Time Faculty and Other Instructional Staff	43	23	17	24	24	39	1	0	1	0	2	22
Part-Time Faculty and Other Instructional Staff	36	18	16	29	12	18	0	0	1	0	4	13
Professional Non-Faculty	29	25	41	45	23	11	5	1	5	0	10	24
Secretarial/Clerical	37	78	118	53	38	20	5	4	13	5	24	52
Technical & Paraprofessional	10	3	11	2	9	4	1	0	1	0	2	5
Skilled Crafts	1	2	3	0	1	2	1	0	0	0	0	0
Service and Maintenance	1	3	4	0	2	0	1	1	1	1	2	4
Total	181	170	230	163	125	112	15	6	22	6	45	131

Non-White Hispanic Sub-Group of 2014-2015 District Applicants

	Hispanic	Mexican	Central American	South American	Other Hispanic
Executive/Administrative/ Managerial	224	3	1	0	0
Full-Time Faculty and Other Instructional Staff	281	4	1	0	3
Part-Time Faculty and Other Instructional Staff	167	2	0	0	1
Professional Non-Faculty	479	0	1	2	0
Secretarial/Clerical	882	4	5	0	0
Technical & Paraprofessional	42	0	1	0	0
Skilled Crafts	61	0	1	0	1
Service and Maintenance	155	1	1	1	0
Total	2291	14	11	3	5

XI. Analysis of Degree of Underrepresentation and Significant Underrepresentation

Pursuant to the April 25, 2012 letter from the State Chancellor's Office, the availability data needed to fully complete this section of the Plan has not been developed.⁷ Due to the absence of availability data from the State Chancellor's Office, the District could not determine the degree to which underrepresentation and significant underrepresentation exists, as defined in Title 5 Section 53001(n), in the identified job categories.⁸

If the availability data are developed and made available by the State Chancellor's Office, this section will be completed in accordance. Subject to budgetary considerations such as the District's EEO Fund Allocation, and in the absence of data from State Chancellor's Office, the District will seek to utilize other resources, including its own Institutional Research and Planning Office to access demographic data for employees.

XII. Methods to Address Underrepresentation (*Recruitment/Hiring Procedures that Ensure EEO*) & Additional Steps to Remedy any Significant Underrepresentation

The District will ensure equal employment opportunities, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups that are legally protected from discrimination. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire.

By encouraging a diverse pool of applicants, the District takes steps within the screening/interview process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity provisions below are applicable to all full-time and part-time hiring, including any hiring intended to address the ratio of full-time to part-time faculty that may be required by Education Code Section 87482.6.⁹

To address any identified underrepresentation of monitored groups pursuant to Section 10, the District will revise its recruitment and hiring procedures and policies in accordance with the following provisions. Given their value in ensuring equal employment opportunities, these provisions will remain in effect, henceforth, whether or

⁷ The Chancellor's Office defines "availability data" as a group of individuals identified by the Chancellor to be qualified and available to perform a particular work

⁸ As a result, "districts will not be responsible for parts of the EEO Plan that are dependent upon sound availability data which are pursuant to Title 5 Section 53003(c)(7)-(9) and (d)."

⁹ Education Code section 87102 requires each district's Plan to address how the district will make progress in achieving the ratio of full-time to part-time faculty hiring as required by Education Code section 87482.6, while still ensuring equal employment opportunity.

not underrepresentation exists. The District's Recruitment and Hiring Procedures will be revised to include in its section on recruitment the following provisions:

1) *Recruitment*

It is the policy of the District to pursue a program of verifiable recruitment that is inclusive and open to all individuals.

Efforts will be undertaken to develop and contact new recruitment sources that ensure diverse pools of candidates. Diverse pools should include, but are not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups legally protected from discrimination.

All recruitment announcements will state that the District is an "Equal Employment Opportunity Employer." The District will include in the recruitment section of its Recruitment and Hiring Procedures the following provisions:

- a) For any job category where continuing underrepresentation exists, the District will apply the recruitment procedures pursuant to Title 5, Section 53021.¹⁰
- b) Subject to budgetary considerations of the Human Resources Division and the EEO Fund Allocation awarded by the Chancellor's Office, recruitment for all open positions shall seek to include, but not be limited to, placement of job announcements in the following instruments:
 - (1) General circulation publications, including electronic media, whose primary audience is comprised of groups found to be underrepresented in the District's workforce.
 - (2) Recruitment booths at job fairs or conferences oriented to the general market and the economically disadvantaged as well as events drawing significant participation by groups found to be underrepresented in the District's workforce.

¹⁰ Pursuant to the April 25, 2012 letter from the State Chancellor's Office, the availability data needed to fully complete this section of the Plan has not been developed. Due to the absence of availability data from the State Chancellor's Office, the District could not determine the degree to which underrepresentation and significant underrepresentation exists for monitored groups (including men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities), as defined in Title 5 Section 53001(n), in the identified job categories. If the availability data are developed and made available by the State Chancellor's Office, this section will be completed in accordance. Subject to budgetary considerations such as the District's EEO Fund Allocation, and in the absence of data from State Chancellor's Office, the District will seek to utilize other resources, including its own Institutional Research and Planning Office to access demographic data for employees.

- c) The Institutional Research and Planning Office will conduct periodic surveys of District employees requesting resources and locations (such as announcements via professional organizations) where open positions may be advertised to ensure recruitment is as inclusive and broad as possible and includes recruitment of monitored groups. They will also compile, store, and update this list.

2) *Job Announcements*

The District's Recruitment and Hiring Procedures section on "Job Announcements" will be revised to include the following provisions:

- a) Job announcements will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, desired qualifications will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. All job announcements shall state that the District is an "Equal Employment Opportunity Employer."
- b) The District will identify the specific positions that may require bilingual ability and the language(s) needed; and in which positions bilingual ability in a particular language may be listed as a required or desired qualification.¹¹ Before bilingual ability in the identified languages can be made a required qualification, the District will conduct an analysis to ensure that such a requirement meets the standard for a bona fide occupational requirement.

3) *Review of Initial and Qualified Applicant Pools*¹²

Initial applicant pools will be reviewed for projected representation of monitored groups.¹³ When the initial pool is approved, the pool will be screened for minimum qualifications, resulting in a qualified applicant pool. The qualified applicant pool will also be reviewed for projected representation of monitored groups. When the qualified

¹¹ See generally Government Code section 7296.2 (stating 5% or more of the people served triggers a bilingual requirement for state agencies) and Education Code section 45401 (stating 15% or more triggers a bilingual requirement for K-12 school districts). Each district would conduct its own analysis of whether a bilingual requirement for a particular position would meet the standard of a bona fide occupational requirement. The Education and Government Code sections referenced here are only a guide to what might be considered a reasonable trigger to justify a bilingual requirement. Because of the likelihood that this requirement may cause an adverse impact, districts should ensure such a requirement can be justified before implementing it.

¹² See Title 5, section 53023 for general authority for this section.

¹³ Please see FN 10.

applicant pool is approved, the pool may be forwarded to the screening/interview committee. The District's Recruitment and Hiring Procedures will be revised to include the following provisions:

- a) The application for employment will afford each applicant an opportunity to voluntarily request an accommodation in order to proceed with the interview process.¹⁴
- b) *Initial Applicant Pool:* The initial applicant pool is composed of all applications received by the application deadline. The following steps will be taken when reviewing the initial applicant pool.

Step 1: The recruitment process will be reviewed to ensure that the provisions set forth regarding Recruitment and Job Announcements have been enforced in furtherance of reaching a broad and diverse applicant pool.

Step 2: The composition of the initial applicant pool will be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures.¹⁵

Step 3: If the projected representation has not been met, the application deadline may be extended or the position reposted so that additional recruitment can be conducted and ensures that recruitment efforts provide a full and fair opportunity for participation to a diverse pool of potential applicants.¹⁶

- c) *Qualified Applicant Pool:* The qualified applicant pool is composed of those applicants from the initial applicant pool who satisfy the minimum qualifications set forth in the job description. Before the qualified applicant pool is forwarded to the screening/interview committee, its composition will be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to any discriminatory recruitment procedures.¹⁷

If projected representation has not been met, good faith efforts will be taken to address the underrepresentation before the screening/interview process continues. Such steps may include, but are not limited to:

¹⁴ To the extent an applicant voluntarily identifies his or her gender, ethnic group, disability, or any other protected class, such information will not be considered by any screening/interview committee.

¹⁵ Please see FN 10.

¹⁶ Please see FN 10.

¹⁷ Please see FN 10.

Step 1: Ensuring that the provisions set forth regarding Recruitment, Job Announcements, and Initial Applicant Pools have been enforced in furtherance of reaching a broad and diverse applicant pool.

Step 2: Extending the deadline or reposting the position and undertaking inclusive outreach efforts to ensure that members of the adversely impacted group have equal opportunity to seek employment with the District.

Step 3: Determining whether any applicants were previously screened out on the basis of any locally established qualifications beyond the state minimum qualifications. If it is determined through a process meeting the requirements of federal law that any locally established qualifications are not currently consistent with business necessity, these applicants will be rescreened using state minimum qualifications.

If the minimum qualifications stated on the job announcement are changed accordingly, the job announcement will be reposted.

- d) When the qualified applicant pool is approved, the pool will be forwarded to the screening/interview committee for paper screening, interviews, and final recommendations for hiring consideration.

4) *Screening/interview committee Procedures*¹⁸

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The screening/interview process is based on a fair, impartial examination of qualifications based on job-related criteria. The District's Recruitment and Hiring Procedures will be revised to include in its section on applicant screening by screening/interview committees the following provisions:

- a) All screening or interview techniques, including the procedure for developing interview questions, and the process as a whole, will be:
 - (1) Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;¹⁹

¹⁸ See Title 5, section 53024 for general authority for this section.

¹⁹ Title 5, section 53024 only requires that this criterion be applied to faculty and administrators.

- (2) Designed to ensure that for all faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate recognition of the District's multiculturalism;²⁰
 - (3) Based solely on job-related criteria; and
 - (4) Designed to avoid an adverse impact of any protected class, and monitored by means consistent with this section to detect and address adverse impacts which may occur for any monitored group.
- b) When possible, every effort will be made, within the limits allowed by federal and state law and subject to any applicable bargaining unit agreements, to ensure screening/interview committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications. Screening/interview committees will be encouraged to include members from monitored groups.²¹
 - c) The EEO Officer may provide consultation regarding the makeup of screening/interview committees. In the event that the EEO Officer notes a lack of diversity in the screening/interview committee, s/he shall provide recommendations to remedy the lack of diversity.
 - d) Before a person can serve on a screening/interview committee, s/he must receive equal employment opportunity and diversity training.
 - e) Interviews must include at least one question which assesses the candidate's understanding of and commitment to the diversity of the District's workplace and student population.
 - f) All screening materials must be approved for compliance with equal employment opportunity principles.²²
 - g) As set forth in Section XII (3), monitoring for underrepresentation and adverse impact will occur at each of the following stages of the screening/interview committee process:

²⁰ This is not a Title 5 requirement. It is added here as a recommended practice.

²¹ Subject to screening/interview committee compositions set forth in the District's applicable bargaining unit agreements, the District shall make efforts to incorporate and encourage a diverse variety of perspectives on its screening/interview committees.

²² Subsections a) (2), c), e) and f) are not required by Title 5 and are offered here as recommended practices.

- (1) Prior to contacting any of the applicants for interviews. Interviews cannot be scheduled until the applicant pool has been approved and cleared for adverse impact.
 - (2) For positions where there is more than one round of interviews, after the applicants have been initially interviewed and prior to forwarding interviewees to the hiring administrator. Interviewees cannot be forwarded for hiring consideration until the applicant pool has been approved and cleared for adverse impact.
- h) The District will not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, disability, or medical condition, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the Plan in a rigid manner that has the purpose or effect of so discriminating.
 - i) Subject to District policies and procedures and all applicable bargaining unit agreements, selection testing for employees will follow procedures as outlined in the Equal Employment Opportunity Commission's *Uniform Guidelines on Employee Selection Procedures*.
 - j) For positions where there is more than one round of interviews, the District's Superintendent/President, or designee, shall make all final hiring decisions based upon careful review of the candidate or candidates recommended through the screening/interview committee.²³
 - k) The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the Plan, the District will request the Equal Employment Opportunity Advisory Committee recommend new methods to meet the Plan objectives, or if necessary, to modify the Plan itself to ensure equal employment opportunity.

XIII. Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District.

²³ Subject to approval by the Board of Trustees for employment.

Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, in addition to the steps to address underrepresentation and/or significant underrepresentation, the District will implement a diversity program.

Having a campus that has accepted principles of diversity and multiculturalism, as well as a campus embracing the universal design concept, can make implementation and maintenance of an effective equal employment opportunity program much easier.

Subject to budgetary considerations of the District and the EEO Fund Allocation awarded by the Chancellor's Office, the District will sponsor cultural events and speakers on issues addressing diversity, and explore how to infuse diversity into the classroom and curriculum. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the District shall seek to do the following:

- 1) Commit to a formal Office of Staff & Diversity and diversity programs that are part of the District structure, are adequately funded, and supported by the District and campus leadership.²⁴
- 2) Conduct campus climate studies to help identify opportunities to strengthen the District's Equal Employment Opportunities.²⁵
- 3) Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
- 4) Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
- 5) Promote diversity dialogues, forums, cultural celebrations and cross-cultural workshops on campus.

²⁴ Funding is subject to budgetary consideration and the EEO Fund Allocation awarded by the Chancellor's Office. The Chancellor's Office has not evaluated the application of specific practices, and inappropriate application could cause a district to violate the law. Additionally, because the information may not have been recently reviewed for consistency with legal requirements, the District may seek the advice of legal counsel when implementing specific practices.

²⁵ Equal Employment Opportunities include embracing the Universal Design concept for an accessible campus for all individuals.

- 6) Review and revise college/District publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
- 7) Commit to providing training to all faculty and staff through the District Professional Development Office, including providing an EEO and/or diversity workshop at all professional development days.
- 8) Establish an EEO and diversity online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.
- 9) Recognize multilingualism and understanding of multiculturalism as a desired component of our District environment.
- 10) Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.

XIV. Persons with Disabilities: Accommodations and Goals for Hiring

1) Reasonable Accommodations

Applicants and employees with disabilities²⁶ shall receive reasonable accommodations consistent with the requirements of Government Code, Sections 11135 et seq. and 12940(m); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

The Director of Human Resources is responsible for handling requests for accommodations from current employees and from applicants seeking such accommodations during the application process. Requests can be made on the “Request for Reasonable Accommodations” form.

2) Procedures When Underrepresentation is Found

When persons with disabilities are found to be significantly underrepresented, measures required under Plan Component 13 and 14 will be implemented concurrently with the goals set forth below. The District will make every effort to achieve the hiring goals by the target dates identified below and will discontinue them when projected representation has been achieved for persons with disabilities in the category or categories in question.²⁷

3) Goals for Persons with Disabilities

Currently the projected representation for persons with disabilities is only required by the total District workforce and not by job categories. Sufficient data regarding persons with disabilities were unavailable for the District’s current analysis.²⁸ Moving forward, information regarding persons with disabilities will be

²⁶ See the definition of “person with a disability” in the definitions section of the Plan. A more detailed definition of physical and mental disability is found in Government Code, section 12926. California has a broader definition of disability than the ADA. California also requires accommodations to be made under circumstances where accommodations might not be necessary under federal law.

²⁷ Please see FN 10.

²⁸ Please see FN 10.

collected on a voluntary basis in the survey, and the District will provide updated analyses accordingly.

XV. Graduate Assumption Program of Loans for Education

The District, in conjunction with the Office of Outreach and School Relations, will develop a communication and outreach plan to encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on campus concerning such programs, and make information available in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Appendix A (1-10)

Appendix A – The District’s Policies and Procedures which outline the prohibition of unlawful discrimination, harassment, and retaliation

- BP 3410 – Non-Discrimination (Appendix A-1)
- BP 3430 – Prohibition of Harassment (Appendix A-2)
- BP 3540 – Sexual and Gender-Based Misconduct (Appendix A-3)
- BP 7100 – Commitment to Diversity (Appendix A-4)
- AP 3410 – Non-Discrimination (Appendix A-5)
- AP 3430 – Prohibition of Harassment (Appendix A-6)
- AP 3540 – Sexual and Gender-Based Misconduct (Appendix A-7)
- The District’s Notice of Non-Discrimination (Appendix A-8)
- The District’s Procedures on the Informal and Formal Complaint Process for Unlawful Discrimination, including Sexual and Gender-Based Misconduct (Appendix A-9)

Appendix A-1

Board Policy 3410 Nondiscrimination

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

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

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

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics. See Administrative Procedure #3410.

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

Accreditation Standard II.B.2.c

El Camino College

Adopted: 4/16/01

Amended: 12/20/06, 1/21/14

Appendix A-2

Board Policy 3430 Prohibition of Harassment

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

It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because s/he is perceived to any of the foregoing characteristics.

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

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

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

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

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

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

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. See Administrative Procedure #3430.

References:

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

El Camino College

Adopted: 4/16/01 (Replaced Board Policy #4274)

Amended: 11/16/09, 2/18/14

Appendix A-3

Board Policy 3540 Sexual and Gender-Based Misconduct

Any sexual assault or gender-based misconduct or physical abuse, including but not limited to rape, sexual violence, sexual harassment, domestic violence, dating violence, and stalking, as defined by California law, whether committed by an employee, student, or member of the public, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, 67386, and 34 Code of Federal Regulations Section 668.46 and be made widely available to students through the District's website and other means.

References:

- Education Code Section 67385, 67385.7, and 67386;
- 20 U.S. Code Section 1092(f);
- 34 Code of Federal Regulations Section 668.47(b)(11)

El Camino College
Adopted: 3/19/05
Amended: 11/16/15

Replaces Board Policy 5148

Appendix A-4
Board Policy 7100 Commitment to Diversity

The District is committed to recruiting, employing, classifying, training, and compensating qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, diversity and affirmative action and provide equal consideration for all qualified candidates.

Reference:

Education Code Section 87100 et seq.

Title 5 Section 53000 et seq.

El Camino College

Adopted: June 11, 2001

Replaces Board Policy #4118

Appendix A-5

Administrative Procedure 3410 Nondiscrimination

Education Programs

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

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

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

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

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

Employment

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

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

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
Accreditation Standard II.B.2.c

References for Employment:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.;
Government Code Sections 11135 et seq. and 12940 et seq.

El Camino College
Adopted: January 21, 2014

Appendix A-6

Administrative Procedure 3430 Prohibition of Harassment

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member, student, third party, or vendor within the District.

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

Definitions

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

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

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.

Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

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

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

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

1. submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
2. submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
3. the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or

4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

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

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

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

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

1. **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
2. **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.

3. **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
4. **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

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

Academic Freedom

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom, the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.

Reporting:

The District designates the Office of Staff and Student Diversity as the area primarily responsible for the administration of this procedure. Individuals alleging incidents of

unlawful harassment or those who become aware of unlawful harassment may contact the Director of Staff and Student Diversity to initiate the submission of a formal or informal complaint.

References:

Education Code Sections 212.5; 44100; 66281.5;

Title IX, Education Amendments of 1972; Title 5, Sections 59320 et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e

El Camino College

Adopted: February 18, 2014

Appendix A-7

Administrative Procedure 3540 Sexual and Gender-Based Misconduct

Any sexual and gender-based misconduct or physical abuse, including, but not limited to sexual assault such as rape, dating violence, domestic violence, and stalking, as defined by California law, whether committed by an employee, student, or member of the public, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a. a current or former spouse of the victim;
- b. a person with whom the victim shares a child in common;
- c. a person who is cohabitating with or has cohabitated with the victim as a spouse;
- d. a person similarly situated to a spouse of the victim under California law; or
- e. any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person involved in sexual activity to ensure that s/he has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at

any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

This procedure, in addition to the procedures for unlawful discrimination and Title IX investigations from the Office of Staff & Student Diversity, are designed to ensure victims of sexual or gender-based misconduct receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students and employees who allege they are the victims of sexual and gender-based misconduct shall be provided with information regarding options and assistance available to them. Information shall be available from the Office of Staff & Student Diversity, which shall maintain discretion and confidentiality, to the extent possible, regarding the identity and other information about alleged sexual assault victims.

The Title IX Coordinator shall make available to alleged victims of sexual or gender-based misconduct the following:

1. A copy of the District's policy and procedures regarding sexual or gender-based misconduct;
2. Information about the victim's option to:
 - a. notify proper law enforcement authorities, including on-campus and local police;
 - b. be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - c. decline to notify such authorities;
3. A description of available services and resources, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Services and resources may include:
 - a. transportation to a hospital by Campus Police, if necessary;
 - b. counseling by a Student Health Center psychologist or referral to a counseling center;
 - c. notice to applicable law enforcement, if desired;
 - d. assistance with the disciplinary process by the District Disciplinary Officer;
 - e. information about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance and remedies, and other services for victims by the Title IX Coordinator;
4. Information about the importance of preserving evidence and the identification and location of witnesses to prove a criminal offense;
5. Information about the following procedures:
 - a. Criminal prosecution;
 - a. Civil prosecution;
 - b. District disciplinary procedures for students and employees;
 - c. Academic accommodations, if necessary.

The District shall investigate all complaints alleging sexual and gender-based misconduct under the procedures for unlawful discrimination and Title IX investigations from the Office of Staff & Student Diversity, regardless of whether a complaint is filed with local law enforcement. These procedures can be found at the Office of Staff and Student Diversity and on the District's website.

Using a preponderance of evidence standard, investigation refers to the fact-finding process the District uses to determine whether it is more likely than not that sexual and gender-based conduct occurred; and shall be adequate, reliable, impartial, and prompt and include the opportunity for both alleged victims and accused to present witnesses and other evidence.

The District shall maintain discretion and confidentiality, to its best ability, amongst the parties involved (including the alleged victim, alleged assailant, witness, or third-party reporter of sexual or gender-based misconduct), unless the parties specifically state otherwise. All inquiries from reporters or other media representatives about alleged incidents of sexual and gender-based misconduct shall be referred to the District's Office of Public Relations, which shall work with the Office of Staff & Student Diversity to assure that any applicable confidentiality and privacy rights are maintained.

All alleged victims and assailants shall be kept informed, through the Office of Staff & Student Diversity of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeals. Alleged victims of sexual or gender-based misconduct are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

Based on its investigative findings, the District may impose sanctions following a determination by a District disciplinary proceeding regarding sexual and gender-based misconduct. Such disciplinary proceedings shall provide prompt, fair, and impartial resolution, where both the accuser and accused are entitled the same opportunities for an advisor and to present witnesses and other evidence.

Additionally, the Annual Security Report ("ASR") issued by the District shall include a statement regarding the District's programs to prevent sexual or gender-based misconduct and procedures that should be followed after an incident of sexual or gender-based misconduct has been reported, including a statement of the standard of evidence that will be used during any District proceeding arising from such a report. The ASR shall be published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and all other applicable state and federal laws.

Education and Prevention Information

The Title IX Coordinator shall:

1. Provide education and prevention information about sexual or gender-based misconduct. The information shall include the District's sexual and gender-based misconduct policy and prevention strategies including awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
2. Post sexual violence prevention and education information on the campus internet website regarding sexual and gender-based misconduct.

References:

Education Code Sections 67385, 67385.7, and 67386;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

11/16/15

Appendix A-8

The District's Notice of Non-Discrimination

(published on the District's website and the District Course Catalog)

<http://www.elcamino.edu/administration/hr/diversity/notice-of-non-discrimination.asp>

Notice of Non-Discrimination

The policy of the El Camino Community College District is, in part, to provide an educational and employment environment in which no person shall be unlawfully denied admission, access or benefit to, nor employment in any program or activity that is administered, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges on the basis of race, color, national origin, sex (including sexual harassment), gender, disability, and age as required by Title VI, Title IX, Section 504, the *Age Discrimination Act*.

Employees, students or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline up to and including expulsion or termination. Any retaliation against a person for filing a discrimination charge or making a discrimination complaint is prohibited.

The District has identified the Director of Staff & Student Diversity as the designated responsible employee for receiving all complaints of discrimination, harassment and retaliation and the designated coordinator under the ADA/Section 504, Title IX and the Age Discrimination Act. Inquiries regarding compliance with these statutes, and complaints may be directed to:

Jaynie Ishikawa

Director, Staff & Student Diversity
Office of Staff and Student Diversity
Administration Building – Room 210 (second floor)
El Camino Community College District
16007 Crenshaw Boulevard
Torrance CA 90506-0001
Phone: (310) 660-3813

Fax: (310) 660-3794
Email: TitleIXCoordinator@elcamino.edu

Office Hours: 9:30 a.m. – 3:30 p.m.
Monday through Friday

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
San Francisco Office
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

Appendix A-9

The District's Procedures on the Informal and Formal Complaint Process for Unlawful Discrimination, including Sexual and Gender-Based Misconduct

(published on the District's website)

<http://www.elcamino.edu/administration/hr/diversity/unlawful-discrimination.asp>

How to Report or Make a Complaint of Unlawful Discrimination

All reports of unlawful discrimination or harassment should be made or referred directly to the Director of Staff & Student Diversity via email to (jcishikawa@elcamino.edu) via phone (310-660-3813), or in person at the Office of Staff & Student Diversity (Administration Building, Room 210). All incidents where imminent physical danger is known or suspected should be reported to police (9-1-1 or 310-660-3100) immediately. Students may also report incidents of Unlawful Discrimination to the Student Health Center if they wish to remain confidential (see *Confidentiality* section below).

When the District becomes aware of Unlawful Discrimination, it may have an obligation to proceed with an investigation, regardless of a Complainant's wishes to the contrary, in order to ensure the safety of the District Community. If a person requests that their name or other identifying information not be used in an investigation, the District will weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the District Community.

Furthermore, when the Respondent is not a District employee or student, it may severely reduce the District's ability to effectively investigate the complaint and take appropriate action.

In most cases, information including the person's name may be shared with the Respondent, witnesses and with District officials who have a legitimate need to know or law enforcement as applicable. Beyond that, the District will take steps to reasonably protect the person's identity and the identity of all individuals involved.

Informal Complaint Process

Informal complaints are intended to resolve concerns at the earliest stage possible. The use of the informal reporting process serves the dual purpose of educating the District community about discrimination and harassment while working directly and confidentially with the parties involved. Resolution of informal reports may include discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. See below for more details regarding this process.

What is the informal complaint process?

Step 1: If an individual believes they have been the victim of discrimination or harassment, it is important to discuss the incident with the Director of Staff & Student Diversity, who has been trained in discrimination and harassment complaint procedures.

Step 2: The Complainant should carefully consider the informal options for early resolution that may be proposed by the Director of Staff & Student Diversity. In some situations, it may be possible for the Director to resolve the concern without the direct involvement of the Complainant. Early resolution of informal reports could encompass a full range of possible appropriate outcomes including, but not limited to, mediating an agreement between the parties; separating the parties; interviewing the parties and any relevant witnesses; referring the parties to counseling programs; conducting targeted educational and training programs; or working with appropriate administrators to provide remedies acceptable to the Complainant.

Step 3: Decide on the course of action. If a Complainant chooses to attempt to informally resolve the problem, the Complainant and Director must decide how to proceed (see Step 2 for examples). After discussing the incident with the Director, the Complainant may also decide to go no further with the complaint. However, the Director has the discretion to elevate an informal complaint to formal status depending on the severity of the incident alleged.

Step 4: Take the action decided upon with the assistance of the Director of Staff & Student Diversity.

Step 5: If a Complainant is not satisfied with the results of the informal resolution and decides to file a formal complaint, the Director of Staff & Student Diversity may explain the formal complaint process to the Complainant and may assist with the formal process. The Director of Staff & Student Diversity will provide guidance to the Complainant, including guidance about the importance of compliance with time lines.

When is the informal complaint process appropriate? An informal report is appropriate when the parties desire to resolve the situation cooperatively. Informal reports may be appropriate for responding to anonymous reports and/or third party reports. The District encourages early resolution of a complaint. However, the formal report process will be used when the informal process for early resolution is inappropriate (e.g. allegations of serious misconduct, reports of a pattern of inappropriate behavior, alleged criminal acts such as stalking, sexual assault or physical assault). The Director of Staff & Student Diversity may enlist any help she or he chooses to resolve a complaint on an informal basis.

Formal Complaint Process

Formal Complaint: The Formal Report process will generally be used when the informal report for early resolution is inappropriate (e.g. when the facts are in dispute regarding allegations of serious misconduct or there are reports of a pattern of inappropriate behavior/alleged criminal acts such as stalking or physical assault) or in cases where the informal process is unsuccessful. See below for more details regarding this process.

Before filing a formal complaint, the Complainant should consult with the Director of Staff & Student Diversity.

What is the formal complaint process?

Step 1: You must complete the written Formal Unlawful Discrimination Complaint Form (PDF). Copies of the form are also available from the Office of Staff & Student Diversity (Administration Building, Room 210).

For Unlawful Discrimination involving a District Employee:

A formal unlawful discrimination complaint must be filed within 180 days of the date of the alleged unlawful discrimination occurred, to be extended by no more than 90 days following the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the 180 days. Complaints filed beyond this time period may be investigated, however, failure to timely report will impede the District's ability to investigate and remediate.

For Unlawful Discrimination not involving a District Employee:

A formal unlawful discrimination complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the alleged unlawful discrimination.

Step 2: You must file the completed Formal Unlawful Discrimination Complaint Form with the Office of Staff & Student Diversity or directly to the California Community Colleges Chancellor's Office.

Step 3: Within ten (10) business days of the date is received, the Office of Staff & Student Diversity will determine whether the complaint may be credible such that an investigation is necessary. In certain cases, the determination of credibility may take a longer period of time. The District shall make diligent efforts to promptly reach a determination. Additional clarification and/or information may be requested. Complaints will be deemed to be credible if they allege violations of the

District's Discrimination and Harassment policies, or allege violations of state or federal discrimination and harassment laws and administrative rules.

Where complaints are determined by the Office of Staff & Student Diversity to be credible, it will provide to both Parties notice of receipt of the complaint and a request for investigative interviews. The Office of Staff & Student Diversity will also provide written notice of the complaint to the department supervisors for any District employee named as a Respondent. Written notice will not be provided to respective union representatives without the Respondent's consent.

During the investigation process, the Complainant and the Respondent are not to contact each other about the complaint. All parties to a complaint are expected to fully cooperate with any investigation in a timely manner. If either party refuses to cooperate, the failure to cooperate may be considered in the Investigative Findings.

Step 4: The Investigative Process. The Investigator will conduct a fact-finding investigation, which will include interviewing the Complainant, Respondent, and any available witnesses, as well as a review of all available evidence.

Both Complainant and Respondent (including employees subject to a collective bargaining unit) may have a single Advisor present during their own investigative interviews and meetings. The advisor's role is limited to observing and consulting with and providing support to the Complainant or Respondent. An Advisor may not participate (speak) in the interview on the Party's behalf; and may not in any way disrupt or interfere with the investigative or any related appeal process. The advisor should also maintain confidentiality.

All District Employees have the duty to prevent unlawful discrimination at work. Failure to participate in the investigatory process, including refusal to participate in an investigatory interview or withholding relevant evidence, may result in disciplinary action.

Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation will be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

Step 5: The District shall make reasonable, diligent efforts to investigate complete its investigation within ninety (90) days from the date in which the complaint was filed unless there are extenuating circumstances that prohibit the timeliness of the completion of the investigation. If additional time is needed, the Office of Staff & Student Diversity will notify the Parties of the extension.

Notice of the outcome of the investigation will be given to both Parties (and to the department supervisors and/or Union representative for any District employee named as a Respondent, if applicable). The Notice of Administrative Determination (for Complainant) and Notice of Investigative Findings (for Respondent) will include an overview of the allegations, applicable Board Policies, investigative findings, and applicable appeal rights; and will be kept as confidential as possible.

When a violation of discrimination and harassment policies is substantiated, the Investigator will make a recommendation for appropriate remedial action, which may include disciplinary action or sanctions against those involved in the complaint.

Any recommendation for disciplinary action or sanctions by the Investigator shall be forwarded to the District, which will review the recommendations and determine an appropriate course of action. Any discipline or sanctions against a party by the District shall be imposed in accordance with applicable District policy, Board policy, applicable collective agreements, and law.

When is the formal reporting process appropriate? The formal report process will be used when the informal report for early resolution is inappropriate (e.g. allegations of serious misconduct, reports of a pattern of inappropriate behavior, alleged criminal acts such as stalking or assault) or in cases where the informal process for early resolution is unsuccessful.

Appeals Processes

The Complainant may file an appeal of the Notice of Administrative Determination within fifteen (15) days of the Notice pursuant to Title V. For a full explanation of the Appeals Procedure, please see California Code of Regulations, Title V, Section 59338 and 59339.

The Appeal of any applicable sanctions resulting from an unlawful discrimination investigation must be addressed through the appropriate District Disciplinary Officer directly.

The District's primary correspondence and notification mechanism with Parties shall be through the District assigned email account. At the District's discretion, Complainants may be notified via U.S. certified mail, delivery in person, or by an alternate email on record as shown on District record.

Provisional Title IX Procedures

(published on District website)

<http://www.elcamino.edu/administration/hr/diversity/docs/provisional-T9-procedures.pdf>

Appendix B – List of Community Organizations and Professional Groups for Annual Written Notice of the District’s EEO Plan

Organizations listed below are not exhaustive. Job announcements will be sent to all employees in the district asking for their assistance in disseminating information to professional organization with which they have membership, or have knowledge of, to assist in reaching a broader audience, especially for underrepresented populations.

Publications and Websites:

Academic Diversity Search, Inc. (ADS): A national employment resource specializing in connecting women and minorities with academic intuitions that truly value diversity.
American Indian Higher Education Consortium: A national organization that serves as the collective spirit and unifying voice of our nation’s 37 Tribal Colleges and Universities. Issues a quarterly publication that provides journalistic and scholarly articles that highlight issues critical to American and Alaska Native communities. The publication has job posting opportunities.

The Chronicle of Higher Education: The No. 1 source of news, information, and jobs for college and university faculty members and administrators.

California Community Colleges Registry: A large scale database containing the names, qualifications and desired position(s) of potential California Community College faculty, support staff and management job applicants

disABLEDperson: A public charity organization focused on increasing employment opportunities for individuals with disabilities. The organization hosts a job fair for people with disabilities and provides a resume databank for employers to identify candidates. For a small fee, employers can post job advertisements.

Diverse Issues in Higher Education: This publication, previously known as Black Issues in Higher Education, considers itself the portal for diversity information in higher education. Annually, the magazine provides a listing of top degree producers which shows which institutions are producing the most diverse undergraduate and graduates. The publication has a job posting service in print and on its website.

Diversity Web: An interactive resource hub for higher education sponsored by the Association of American Colleges and Universities (AAC&U). In addition to serving as a clearinghouse for diversity innovations and research, they maintain a job posting site to advertise executive, faculty or postdoctoral positions that have a diversity focus.

Edjoin: A national public education job search website.

Faculty for the Future: A nationwide resource to connect female and underrepresented candidates in science, business, and engineering to faculty and research positions.

Hispanic Outlook in Higher Education: A nationwide resource that publishes a bi-weekly publication on issues pertaining to Hispanics in higher education. The publication has job posting services in print and on its website.
Inside Higher Ed: The online source for news, opinion and jobs for all of higher education.

Women in Higher Education: A national monthly publication that focuses on issues specific to women in higher education. The publication reaches thousands of women in higher education. Job posting services are available in print or website.

Professional Groups

American Association of Community Colleges: Nonprofit association that is a primary advocacy organization for community colleges at the national level and works closely with directors of state offices to inform and affect state policy.

American Association of University Women: Nonprofit association that advances equity for women and girls through advocacy, education, and research. The organization has over 1,000 branches and 500 college/university partners across the U.S. Their online career center reaches 100,000 members.

The Association of Black Psychologists: The Association has over 1,400 members. They publish a news journal, Psych Discourse, which is the primary source for communication among the membership. The publication allows for online posting of job advertisements.

Association of Latino Professionals in Finance and Accounting: With 37 chapters and 9,000 members, ALPFA is one of the leading professional organizations for Latinos in accounting and finance related professions. The organization's website had a career center where employers can post positions.

Association for Women in Science: A nationwide advocacy organization dedicated to achieving equity and full participation for women in science, mathematics, engineering and technology. Their website allows organizations to post job advertisements.

Minorities in Agriculture and Natural Resources and Related Sciences: Promotes academic and professional advancement by empowering minorities in agriculture, natural resources, and related sciences. Their website included contact information for student chapter advisors and lists job opportunities.

National Association for Equal Opportunity in Higher Education: Professional association to further the causes of Historically Black Colleges and Universities and predominately Black Institutions.

National Indian Education Association: Focused on improving educational equity and access for American Indian, Alaska Native, and Native Hawaiian populations. It is the largest and oldest Indian educational organization.

National Society of Hispanic MBAs: NSHMBA serves 32 chapters and 8,000 members. The organization works to prepare Hispanics for leadership positions throughout the U.S., so that they can provide the cultural awareness and sensitivity vital in the management of the nation's diverse workforce. Organizations can post position advertisements and search the resume database for potential candidates.

National Society for Hispanic Professionals: With over 10,000 members this organization is one of the primary resources to reach Hispanic professionals. Their website allows employers to post jobs and search a resume database for candidates.

Society for the Advancement of Hispanics/Chicanos and Native Americans in Science: The mission of SACNAS is to encourage Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for science research, leadership, and teaching careers at all levels. Their website allows employers to post jobs.

American Civil Liberties Union California Alliance of African American Educators
16 Drumm St, San Francisco, CA 94111 San Jose www.caaae.org
www.aclunc.org

Asian Pacific Islander American Public Affairs Baymec Moving Equity Forward
www.apapa.org <http://www.baymec.org/>

Deaf Women United Deaf Lesbian Organization
www.dwu.org www.deaflesbianfestival.org/about.html

Federation of Indo Americans Association (FIAA) of Northern California
www.fianc.net

Indo American Community Federation Citizens for a Better Community (CBC)
www.indocommunity.us ww.cbcsfbay.org

Hispanic Community Affairs Council Indo Americans for Better Community
P. O. Box 3151, Hayward, CA 94540 www.indoabc.com
HCAC@hcac-ac.org

Japanese Cultural Center Latina Leadership Network of the CCCC
334 Moorpark Ave, San Jose, CA 95129 latina-leadership-network.org/wp/
www.jpnants.org

National Association of the Deaf

8630 Fenton Street, Suite 820
Silver Spring, MD 20910

National Council of La Raza

8630 Fenton Street, Suite 820, Silver Spring, MD 20910 www.nclr.org
www.nad.org

National Association for the Advancement of Colored People

304N 6th Street, San Jose, CA 95112
www.naacp.org

National Coalition of 100 Black Women, Silicon Valley,

ncbwsvc@yahoo.com

National Association of Multi-Cultural Education,

http://www.nameorg.org/region_6.php

National Federation of Filipino American Associations

ncaawa.org

Puente Project | Center for Educational Partnerships Santa Clara Valley National

Panhellenic Council University of California, Berkeley San Jose, [http://www.next-](http://www.next-stop.com/scvphc/)

[stop.com/scvphc/](http://www.next-stop.com/scvphc/)

ebron@berkeley.edu

APPENDIX C – Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

District Name: _____

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Human Resources Officer

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____ Title: _____

Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: _____ Title: ***President/Chair, Board of Trustees***

Signature: _____ Date: _____

Date Due at the Chancellor's Office: **June 1, 2016**
Return to: Javier Gonzalez (jgonzalez@cccco.edu)
Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per *Multiple Method*.

Nine (9) Multiple Methods

Pre-Hiring

1. District's EEO Advisory Committee and EEO Plan
2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)?

- Yes**
 No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Does the District meet Method #4 (Focused outreach and publications)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Does the District meet Method #9 (Grow-Your-Own programs)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Agenda for the El Camino Community College District Board of Trustees
From
Compton Education Center
Keith Curry, Provost

Page No.

A. Compton Center Report..... CC 2

A. COMPTON CENTER REPORT

It is recommended the Board of Trustees receive for information the El Camino College Compton Center Report for the month of June 2016.

1. **Accreditation:** The ECC Compton Center Candidacy Application and Self-Evaluation Report are due to the Accrediting Commission for Community and Junior Colleges (ACCJC) by January 6, 2017. Our External Evaluation Team visit is scheduled for Monday, March 6, 2017 through Thursday, March 9, 2017. The first draft of the Self-Evaluation Report is currently being reviewed by the Compton Center faculty and staff. The review process will conclude on June 30, 2016 and we anticipate another draft being available for review by July 31, 2016. In fall 2016, we have identified Friday, September 16, 2016, Friday, October 14, 2016, and Friday, November 4, 2016 for Accreditation Team meetings from 8:30 a.m.-1:00 p.m. During these meetings, we will be reviewing and editing the Self-Evaluation Report and verifying evidence for each accreditation standard.
2. **Return of Local Authority of the Elected Compton Community College District Board of Trustees:** The Compton District is at an important milestone as it relates to the governing authority of the elected governing board. Assembly Bill 318 and applicable Education Code, Section 71093 (a), provides the steps for the return of authority to the local elected governing board of CCCD. This is an exciting time for the Compton District and the communities we serve. The Special Trustee has to follow each step and receive “concurrence” prior to the return of authority to the local elected governing board. On Tuesday, June 14, 2016 Special Trustee Thomas Henry sent a letter to the Fiscal Crisis and Management Assistance Team (FCMAT) requesting their “concurrence” that the Compton District has, for two consecutive academic years, met the requirements of the FCMAT’s comprehensive assessment and recovery plan pursuant to Education Code Section 41329.59. In addition, as outlined in Assembly Bill 318 and applicable Education Code, Section 71093 (a), Special Trustee Henry will be requesting “concurrence” from the Chancellor of the California Community Colleges, Director of Finance, and the Governor.

Special Trustee Thomas Henry’s letter to FCMAT dated June 14, 2016 is available online at:

<http://www.elcamino.edu/administration/board/agendas/2016/CCCD%20Letter%20to%20FCMAT%206-14-16.pdf>

3. **El Camino College Compton Center Enrollment:** The summer 2016 Compton Center enrollment has steadily increased over the past couple of weeks. For the 2015-2016 fiscal year the Compton Center is projecting 6,060 Full-Time Equivalent Students (FTES), which includes borrowing 613 FTES from summer 2016. The Compton Center needs an additional 45.59 FTES from summer 2016 in

order to be able to borrow the 613 FTES. It is extremely critical, we increase enrollment in the 8-week summer session that begins on Monday, June 20, 2016.

The Compton Center is implementing the strategies outlined in the 2015-2018 Enrollment Management Plan. In addition, the following strategies have been implemented to increase enrollment at the Compton Center:

- A. News releases regarding: summer registration, classes available, as well as free classes to eligible high school students.
- B. Social media advertising – regarding classes added for summer 2016.
- C. Every two weeks, emails to students who applied but have not registered.
- D. Calling students on the waitlist for the 8-week summer session encouraging them to enroll for another class and to visit their waitlist class on the first day.
- E. Extended Opportunity Program & Services/Cooperative Agencies Resources for Education (CARE), CalWORKs, and the Special Resource Center phone calling students who were enrolled in their programs last spring to encourage them to enroll in the 8-week summer session.
- F. Emails and phone calls to students from 4-year institutions who enrolled at the Compton Center during the summer 2015 but have not enrolled in summer 2016.
- G. Offering El Camino College Compton Center summer school classes at Compton Unified School District (Classes begin, Monday, June 6, 2016) and Lynwood Unified School District (Classes begin on Monday, June 20, 2016) high school campuses.
- H. Mailed postcards to all residents informing them the fall 2016 class schedule is available. (May 2016)
- I. Mailed the fall class schedule to all high school seniors from Compton Unified School District, Lynwood Unified School District, and Paramount Unified School District. (June 2016)
- J. Mailing the High School Newsletter to high school seniors from Compton Unified School District, Lynwood Unified School District, and Paramount Unified School District. (June 2016)
- K. Mailing “it’s not too late” postcards to all residents within the Compton Community College District. (August 2016)

We will continue to update the board on the Compton Center Enrollment and provide a status report on the strategies/activities in the 2015-2018 Enrollment Management Plan.

4. **2016-2017 Compton Community College District Tentative Budget:** The 2016-2017 Compton District Tentative Budget was developed to achieve 6,060 Full-time Equivalent Students (FTES). If we do not meet our enrollment projection for 2015-2016 year, we will have to adjust our revenue projections in the 2016-2017 Compton District Final Budget.

Our estimated local, state, and other revenue in the 2016-2017 Compton District Tentative Budget is \$36,758,000; and we are projecting a reserve for contingency and ending fund balance of \$9,313,000. The 2016-2017 Compton District Tentative Budget includes no Cost of Living Adjustment (COLA); eight new faculty positions and one classified position; and funding for the Cosmetology program at the Compton Center. In addition, the 2016-2017 Compton District Tentative Budget includes the following expenses to address Compton District long-term liabilities: Other Post-Employment Benefits (OPEB) payment of \$250,000; California Public Entity Pension Stabilization Fund State Teachers' Retirement (STRS)/Public Employees' Retirement (PERS) fund payment of \$200,000 to address future STRS/PERS obligations; and the line of credit repayment of \$1,292,420.

The 2016-2017 Compton District Tentative Budget is available online at: http://district.compton.edu/district_budget/index.asp

Any modifications to the 2016-2017 Compton District budget will be communicated to you in the September 2016 board meeting agenda.

5. **Update on Compton Center Hiring:** This spring, the Compton Center has completed the hiring for the following tenure-track faculty positions for fall 2016: Anatomy/Physiology, Communication Studies, Counselor-Student Equity, Cosmetology (2- positions), and Spanish. In the next few weeks we anticipate completing the hiring for the following tenure-track faculty positions for fall 2016: English/Reading and another for Anatomy/Physiology. In addition, we will hire 3 limited-term faculty members for the 2016-2017 year. We have decided not to re-announce the Counselor-Student Success and Support Programs (SSSP) until sometime in fall 2016.

In the next few weeks we anticipate completing the hiring for the Director of Student Equity and announcing the Assistant Director of Facilities, Planning, and Operations, which is a management position.

6. **Facilities:** Please mark your calendar for the Cosmetology Project Grand Opening and Ribbon Cutting Ceremony, which is scheduled for Tuesday, August 16, 2016 at 3:00 p.m. Parking will be available in Lot A.

Agenda for the El Camino Community College District Board of Trustees
from
The Office of the President and Board of Trustees
Dena P. Maloney, Superintendent/President

Page No.

A. Travel P/B 2

A. TRAVEL

It is recommended that the Board approve the following travel for Dena P. Maloney, with no loss of salary, transportation and necessary expenses paid:

1. Council for Higher Education Accreditation (CHEA) 2016 Summer Workshop, Washington, DC, July 21-22, 2016.