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 613095
   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)

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 June 20, 2016, Pages vi – viii
VIII. Presentations
A. Nunn-Perry Award Presentation by Orbital ATK: Mr. William Labadie, and Mr. Robert Rusinek
B. Compton Center

IX. Public Comment on Consent Agenda

X. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption
A. Academic Affairs (AA)
   See Academic Affairs Agenda, Pages AA 1- AA 26
B. Student and Community Advancement (SCA)
   See Student Services Agenda,
   Pages SCA 1- SCA 2
C. Administrative Services (AS)
   See Administrative Services Agenda,
   Pages AS 1- AS 11
D. See Measure “E” Bond Fund Agenda, (E)
   Pages E 1- E 7
E. Human Resources (HR)
   See Human Resources Agenda,
   Pages HR 1- HR 21
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

XI. Public Comment on Non-Agenda Items

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

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

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.
<table>
<thead>
<tr>
<th>Month</th>
<th>Presentation</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Compton Center</td>
<td>Enrollment Management &amp; FTES</td>
</tr>
<tr>
<td>August</td>
<td>Annual Budget</td>
<td>Quarterly Fiscal Status</td>
</tr>
<tr>
<td>September</td>
<td>South Bay Promise Program</td>
<td>Final Budget</td>
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<td></td>
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<td>Institutional Research Update</td>
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<td>(Flex Day)</td>
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<td>October</td>
<td>Strong Workforce Program</td>
<td>Enrollment Management &amp; FTES</td>
</tr>
<tr>
<td>November</td>
<td>Student Support Services Program (SSSP)</td>
<td>Quarterly Fiscal Status</td>
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<tr>
<td>December</td>
<td>Foundation Annual Report</td>
<td>Compton Accreditation</td>
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<td>Self-Evaluation</td>
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<tr>
<td>January</td>
<td>Athletics</td>
<td>Annual Financial Audit</td>
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<tr>
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<td>Enrollment Management &amp; FTES</td>
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<tr>
<td>February</td>
<td>Enrollment Management</td>
<td>Sound Fiscal Management Accountability Reports</td>
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<tr>
<td></td>
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<td>Quarterly Fiscal Status</td>
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<td></td>
<td></td>
<td>End of Year Activities</td>
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<td>March</td>
<td>Facilities</td>
<td>Annual FACT Book</td>
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<tr>
<td>April</td>
<td>IPEDS</td>
<td>Measure E-Bond Annual Report</td>
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<td></td>
<td>Citizens Bond Oversight Committee Annual Report</td>
<td>Enrollment Management &amp; FTES</td>
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<tr>
<td></td>
<td></td>
<td>IPEDS Report</td>
</tr>
<tr>
<td>May</td>
<td>California Community College Accountability Scorecard and Student Achievement Goals</td>
<td>Quarterly Fiscal Status</td>
</tr>
<tr>
<td>June</td>
<td>Tentative Budget</td>
<td>Tentative Budget</td>
</tr>
</tbody>
</table>

July 2016
The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, June 20, 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; and Student Member Nicole Mardesich. Trustee Mary E. Combs was absent due to illness.

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. Keith Curry, Provost-CEO/Compton Education Center; and Mr. Rory Natividad, Dean/Health Sciences and Athletics.

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. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Labor Negotiator
D. Personnel Matters, Brown Act Section 54957

Reconvene in Open Session; Announce Closed Session Actions
The Regular Meeting reconvened to Open Session at 4:49 p.m. No action was taken during the Closed Session.

Minutes of the Regular Board Meeting of May 16, 2016
It was moved by Trustee Beverly, seconded by Trustee Vargas, that the Minutes of the Regular Board meeting of May 16, 2016 be approved as presented.

Trustees Beverly, Brown, Numark, and Vargas voted yes. Motion carried.

Oath of Office
Student Member Nicole Mardesich took the Oath of Office.

Presentation
Ms. Jo Ann Higdon gave a presentation on the 2016-2017 Tentative Budget.
Public Comment on Consent Agenda
There were no public comments.

Consent Agenda
Page HR 14, Item #17 (Employment): Date was corrected to read July 1, 2016 (instead of July 5, 2016) through June 30, 2017.

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

Academic Affairs
Proposed Curriculum Changes Effective 2017-2018 Academic Year
Enrollment Management Plan 2016-2019 – Information Item
Board Policy 4228 (Independent Study) – First Reading
Administrative Procedure 4228 (Independent Study) – Information Item

Student and Community Advancement
Student Equity Plan, Student Success and Support Program, and Basic Skills Initiative 2016/2017 Joint Planning Retreat
Administrative Procedure 5130 (Financial Aid) – Information Item

Administrative Services
Tentative Budget 2016-2017
Five Year Construction Plan 2016-2021
Contracts Under $87,800
Contracts Over $87,800
Personal Service Agreements
Amendments
Approval for Purchase Using Cooperative Agreements
Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund
Category Budgets and Balances
Contract Amendment – DLR Group – Student Services Center Replacement Project
Contract Amendment – The Vinewood Company – Athletic Education & Fitness Complex Stadium Phase 2 Project
Change Order – Bomel Construction – Lot C Parking Structure Project
Change Order – GGG Demolition, Inc. – Technical Arts – Lot C – Shops Demolition Project
Change Order – Sinanian Development, Inc. – Athletic Education & Fitness Complex Stadium Phase 2 Project
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Stipends for Compton Education Center

Compton Educational Center
Compton Center Report

President and Board of Trustees
Travel

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

Public Comment on Non-Agenda Items
There were no comments.

Adjournment
Meeting adjourned at 6:35 p.m.

__________________________
Cliff Numark, Secretary of the Board

__________________________
Dena P. Maloney, Secretary to the Board
A. Proposed Curriculum Changes Effective 2017-2018 Academic Year…………AA 2
B. Center for the Arts Presentation – 2016-2017 Season…………………………AA 14
C. Board Policy 4101 (Independent Study) – Second Reading and Adoption……AA 23
D. Administrative Procedure 4101 (Independent Study) – Information Item……AA 24
E. Administrative Procedure 4250 (Probation, Dismissal & Readmittance) – Information Item………………………………………………………………………AA 26
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.

BUSINESS

CTE Two-Year Course Review
1. Business 3 – QuickBooks
2. Business 4 – Cost Accounting
3. Law 20 – Paralegal Seminar

CTE Two-Year Course Review; Distance Education Review
2. Computer Information Systems 140 – Data Communications Cisco 1

CTE Two-Year Course Review; Remove Distance Education
1. Business 20 – Business Management

CTE Two-Year Course Review; Distance Education Review, Changes in Conditions of Enrollment (Prerequisite)
   Current Status/Proposed Changes
   Prerequisite: Computer Information Systems 141 with a minimum grade of C or equivalent experience
Recommendation
Prerequisite: Computer Information Systems 141 with a minimum grade of C or equivalent experience

2. Computer Information Systems 143 – Accessing the WAN - Cisco 4

Current Status/Proposed Changes
Prerequisite: Computer Information Systems 142 with a minimum grade of C or equivalent experience

Recommendation
Prerequisite Computer Information Systems 142 with a minimum grade of C or equivalent experience

CTE Two-Year Course Review; Distance Education Review; Changes in Conditions of Enrollment (Prerequisite, Recommended Preparation), Catalog Description

1. Computer Information Systems 133 – Mashup JavaScript, jQuery and AJAX

Current Status/Proposed Changes
Recommended Preparation: Computer Information Systems 13 or Computer Information Systems 19 or equivalent experience
Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

Students examine the fundamental concepts and structures of programming for the Web using client-side markup languages and scripting languages. Students learn how to use standard documentation, testing and debugging techniques, and web-based programming tools, such as the JavaScript programming language are covered. Students will develop web programs using conditional structures, variables, classes, objects, functions, events, arrays, windows, and forms in order to create eBusiness applications. Standard documentation, testing and debugging techniques, used in the creation of eBusiness applications will be covered. Additional topics include the introduction to jQuery, XML, databases, and JSON data structures, and AJAX technologies used in the development of web-based programming, and utilizing web services.

Note: Letter grade or pass/no pass option.

Recommendation
Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

The fundamental concepts and structures of programming for the Web using client-side markup languages and the JavaScript programming language are covered.
Students will develop web programs using conditional structures, variables, classes, objects, functions, events, arrays, windows, and forms. Standard documentation, testing and debugging techniques, used in the creation of eBusiness applications will be covered. Additional topics include an introduction to jQuery, XML and JSON data structures, and AJAX technologies used in web-services.

Note: Letter grade or pass/no pass option.

Change in Major; Program Catalog Description

1. Computer Information Systems A.S. Degree

Current Status/Proposed Changes

The program is intended for students interested in information systems and can lead to a degree or certificate of competence, and career placement or advancement career opportunities as software specialists, web programmers, database developers, systems analysts, or network administrators. A variety of courses will enable students to design graphical user interfaces, learn project management, perform systems analysis and design, develop Web pages, create business software including websites, desktop applications, mobile apps, manage business data using spreadsheets and databases, implement and maintain cybersecurity measures, handle help desk incident reports, and install and maintain small and large LANs (local area networks). Students will demonstrate their proficiency through performance in laboratory exercises and objective examinations. Program assessment is measured by program completion and periodic program review.

Recommendation:

The program is intended for students interested in information systems and can lead to career opportunities as software specialists, web programmers, database developers, systems analysts, or network administrators. A variety of courses will enable students to learn project management, perform systems analysis and design, create business software including websites, desktop applications, mobile apps, manage business data using spreadsheets and databases, implement cybersecurity measures, handle help desk incident reports, and install and maintain small and large LANs (local area networks). Students will demonstrate their proficiency through performance in laboratory exercises and objective examinations. Program assessment is measured by program completion and periodic program review.

Inactivate Courses

1. Business 52A – Microsoft Word Applications I
2. Business 52B – Microsoft Word Applications II
FINE ARTS

New Courses

1. Art 102AH – Honors History of Western Art: Prehistoric through Gothic
   Units: 3.0      Lecture: 3 hours      Faculty Load: 20.00%
   Recommended Preparation: eligibility for English 1A
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer
   El Camino College AA/AS General Education – Area 3
   Proposed CSU General Education – Area C1
   Proposed IGETC – Area 3A

   This course, designed for students in the Honors Transfer Program, surveys the
   history of Western art from the prehistoric era through the Gothic period with an
   emphasis on the relation of artworks to historical and cultural contexts by examining
   the effects of shifting social, political, philosophical, and spiritual paradigms on the
   production of art. This course is enriched through more extensive reading, writing,
   and research assignments.

2. Communication Studies 275 – Gender Communication
   Units: 3.0      Lecture: 3 hours      Faculty Load: 20.00%
   Recommended Preparation: eligibility for English 1A
   Grading Method: Letter
   Credit Status: Associate Degree Credit
   CSU Transfer
   Proposed UC Transfer
   El Camino College AA/AS General Education – Area 2A
   Proposed CSU General Education – Area D4
   Proposed IGETC – Area 4D

   This course is an examination of communication patterns existing between males and
   females. The course is designed to integrate theory and practice, and to heighten
   students’ awareness of the importance of gender as a communication variable.
   Emphasis is placed on perception, verbal and nonverbal communication in
   interpersonal, small group and public settings. Communication problems relating to
   gender are addressed along with listening, assertiveness, negotiation and other conflict
   management strategies.
Course Review
1. Art 102C – History of Western Art - 19th Century to Contemporary Times
2. Art 181 – Beginning Sculpture
3. Dance 161 – Tap Dance I - Beginning
4. Dance 167 – Social and Ballroom Dance

Course Review; Changes in Course Number, Catalog Description Note

Current Status/Proposed Changes
1. Music 96abcd – Cooperative Work Experience Education

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Music field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.
Note: The total units earned for CWEE may not exceed 16 units.

Recommendation
Music 96 – Cooperative Work Experience Education

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Music field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.
Note: The total units earned for CWEE may not exceed 16 units.

Course Review; Distance Education Review, Changes in Conditions of Enrollment (Recommended Preparation)
1. Music 117 - Music of the Beatles
   Current Status/Proposed Changes
   Recommended Preparation: eligibility for English 1A

Recommendation
Recommended Preparation: English A
Course Review; Distance Education Review, Changes in Conditions of Enrollment (Recommended Preparation), Catalog Description

   
   **Current Status/Proposed Changes**
   
   Recommended Preparation: eligibility for English 1A

   This course focuses on the techniques, styles, composers, performers, and evolution of rock and roll from the 1950s to the present. Emphasis is placed on the roots and early development of rock music, its stylistic trends, influential artists, and the impact of technology on rock music throughout the years.

   **Recommendation**
   
   Recommended Preparation: English A

   This course focuses on the techniques, styles, composers, performers, and evolution of rock and roll from the 1950s to the present. Emphasis is placed on the roots and early development of rock music, its stylistic trends, influential artists, and the impact of technology on rock music throughout the years.

Change in Major; Course Requirements

1. Studio Arts AA-T
   
   **Current Status/Proposed Changes**

   **Major Requirements**

<table>
<thead>
<tr>
<th>Required Core: 12 units</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 102B</td>
<td>History of Western Art - Proto-Renaissance to 19th Century</td>
</tr>
<tr>
<td>ART 130</td>
<td>Two-Dimensional Design I</td>
</tr>
<tr>
<td>ART 160</td>
<td>Three-Dimensional Design</td>
</tr>
<tr>
<td>ART 110</td>
<td>Drawing Fundamentals I</td>
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</tbody>
</table>

   **List A: 3 units**

   | ART 102A | History of Western Art - Prehistoric to Gothic | 3 |
   | ART 102C | History of Western Art - 19th Century to Contemporary Times | 3 |
   | ART 205A | History of Asian Art - India and Southeast Asia | 3 |
   | or       | History of Asian Art - China, Korea, and Japan | 3 |
   | ART 207  | Art History of Mexico and Central and South America | 3 |
   | or       | History of African Art | 3 |

Board of Trustees Agenda – July 18, 2016
List B: 9 units

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>ART 217</td>
<td>Life Drawing I</td>
<td>3</td>
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<tr>
<td>or ART 210</td>
<td>Drawing Fundamentals II</td>
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<tr>
<td>ART 129</td>
<td>Fundamentals of Color</td>
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<td>ART 131</td>
<td>Lettering and Typography I</td>
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<td>ART 132</td>
<td>Advertising Design I</td>
<td>3</td>
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<td>ART 133</td>
<td>Graphic Design</td>
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<tr>
<td>ART 141</td>
<td>Digital Art</td>
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<td>ART 143</td>
<td>Digital Design and Publishing</td>
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<td>ART 144</td>
<td>Three-Dimensional Computer Animation</td>
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<td>ART 152</td>
<td>Rendering</td>
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<td>ART 161</td>
<td>Beginning Ceramics</td>
<td>3</td>
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<tr>
<td>ART 173</td>
<td>Introduction to Jewelry and Metalsmithing</td>
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<tr>
<td>ART 181</td>
<td>Beginning Sculpture</td>
<td>3</td>
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<td>ART 187</td>
<td>Printmaking I – Etching and Relief</td>
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<td>ART 218</td>
<td>Life Drawing II</td>
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<td>ART 219</td>
<td>Watercolor Painting I</td>
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<td>ART 220</td>
<td>Watercolor Painting II</td>
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<td>ART 222</td>
<td>Fundamentals of Painting I</td>
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<td>ART 223A</td>
<td>Fundamentals of Painting II</td>
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<td>ART 223B</td>
<td>Fundamentals of Painting III</td>
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<td>ART 225</td>
<td>Life Painting II</td>
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<td>ART 230</td>
<td>Two-Dimensional Design II</td>
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<td>ART 231</td>
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<td>ART 233</td>
<td>Graphic Design II</td>
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<td>ART 262</td>
<td>Intermediate Ceramics</td>
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<td>ART 274</td>
<td>Jewelry Fabrication</td>
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<td>ART 282</td>
<td>Life Sculpture</td>
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<td>ART 283</td>
<td>Bronze Casting</td>
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<td>ART 288</td>
<td>Printmaking II – Etching and Relief</td>
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<td>ART 289</td>
<td>Lithography</td>
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<td>ART 290</td>
<td>Screen Printing</td>
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<td>PHOT 101</td>
<td>Elementary Photography</td>
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<td>PHOT 102</td>
<td>Basic Photography</td>
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<td>PHOT 202</td>
<td>Intermediate Photography</td>
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**Total Units: 24**
INDUSTRY AND TECHNOLOGY

CTE Two-Year Course Review
1. Computer Aided Design/Drafting 32 – Product Modeling with CATIA
2. Computer Aided Design/Drafting 33 – Analyses and Simulations with CATIA
3. Computer Aided Design/Drafting 37 – Advanced CATIA Functions
4. Engineering Technology 18B – Engineering Design and Development II
5. Fashion 28 – Visual Merchandising

CTE Two-Year Course Review; Change in Course Number

Current Status/Proposed Changes
1. Cosmetology 16abcd – Cosmetology Applications

Recommendation
Cosmetology 16 – Cosmetology Applications

CTE Two-Year Course Review; Changes in Catalog Description

1. Automotive Collision Repair/Painting 2A – Basic Automotive Painting - Refinishing
Current Status/Proposed Changes
In this course, students are introduced to automotive painting and refinishing and the
skills needed for employment in industry. Topics covered include safety practices,
industry repair standards, Volatile Organic Compound (VOC) recording, surface
identification, surface preparation, abrasives, metal conditioning, vehicle masking,
primers, and spray equipment.
Note: The two-course sequence of Automotive Collision Repair/Painting 2A and 2B
is equivalent to four semesters of Automotive Collision Repair/Painting 5abcd.

Recommendation
In this course, students are introduced to automotive painting and refinishing and the
skills needed for employment in industry. Topics covered include safety practices,
industry repair standards, Volatile Organic Compound (VOC) recording, surface
identification, surface preparation, abrasives, metal conditioning, vehicle masking,
primers, and spray equipment.

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

1. Engineering Technology 18 – Engineering Design and Development
Current Status/Proposed Changes
Prerequisite: Engineering Technology 10 or 10A and 10B;  
or Engineering Technology 12 or 12A and 12B;  
and Engineering Technology 14 or 14A and 14B;  
and Engineering Technology 16 or 16A and 16B;  
or Computer Aided Design/Drafting 5 with a minimum grade of C in prerequisite

Recommendation
Prerequisite: Engineering Technology 10 or 10A and 10B;  
or Engineering Technology 12 or 12A and 12B;  
or Computer Aided Design/Drafting 5 with a minimum grade of C in prerequisite

2. Engineering Technology 18A – Engineering Design and Development I  
Current Status/Proposed Changes
Prerequisite: Engineering Technology 10 or 10A and 10B;  
or Engineering Technology 12 or 12A and 12B;  
and Engineering Technology 14 or 14A and 14B;  
and Engineering Technology 16 or 16A and 16B  
or Computer Aided Design/Drafting 5 with a minimum grade of C in prerequisite

Recommendation
Prerequisite: Engineering Technology 10 or 10A and 10B;  
or Engineering Technology 12 or 12A and 12B;  
or Computer Aided Design/Drafting 5 with a minimum grade of C in prerequisite

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

1. Fashion 1 - Career Opportunities in Fashion  
Current Status/Proposed Changes
Recommended Preparation: English A

This course surveys career opportunities in the fashion industry, including fashion design and fashion merchandising. Students will explore career choice possibilities in terms of their personality traits and will study the characteristics, technology and global interrelationships of segments of the fashion industry through readings, classroom exercises and industry contacts. Students will prepare a job search packet portfolio, including preparation of a resume, cover letter and business cards.

Recommendation
Recommended Preparation: English A
This course surveys career opportunities in the fashion industry, including fashion design and fashion merchandising. Students will explore career choice possibilities in terms of their personality traits and will study the characteristics, technology and global interrelationships of segments of the fashion industry through readings, classroom exercises and industry contacts. Students will prepare a job search packet portfolio, including preparation of a resume, cover letter and business cards.

Change in Certificate; Course Requirements, Total Units

1. Fire Academy Certificate of Achievement

   Current Status/Proposed Changes

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
<th>Units</th>
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<tbody>
<tr>
<td>FTEC 1 Fire Protection Organization</td>
<td>3</td>
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<tr>
<td>FTEC 6 Building Construction for Fire Protection</td>
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</tr>
<tr>
<td>FTEC 15 Fire Academy</td>
<td>12 15</td>
</tr>
<tr>
<td>FTEC 144 Emergency Medical Technician</td>
<td>6</td>
</tr>
</tbody>
</table>

   three units from:

| FTEC 2 Fire Prevention Technology | 3 |
| FTEC 3 Fundamentals of Personal Fire Safety and Survival | 3 |
| FTEC 5 Fire Behavior and Combustion | 3 |
| FTEC 6 Building Construction for Fire Protection | 3 |
| FTEC 9 Fire Apparatus and Equipment | 3 |
| FTEC 10 Hazardous Materials | 3 |
| FTEC 11 Arson Detection and Control | 3 |
| FTEC 19 Fire Service Entrance Preparation | 3 |
| FTEC 20 Fire Protection Equipment and Systems | 3 |

   Total Units: 24 27

Other Requirements: Completion of Candidate Physical Agility Test (CPAT) or Fire Fighter Physical Agility Test (FPAT)

1. Pass a Fire Fighter Physical Agility Test (FPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal's Office
2. Pass the El Camino College Fire Physical Qualification Test
3. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582
Recommendation

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTEC 1</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 6</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 15</td>
<td>Fire Academy</td>
<td>15</td>
</tr>
<tr>
<td>FTEC 144</td>
<td>Emergency Medical Technician</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Units: 27

Other Requirements:
1. Pass a Fire Fighter Physical Agility Test (FPAT) or Candidate Physical Agility Test (CPAT) within the last 6 months as required by the California State Fire Marshal’s Office.
2. Pass the El Camino College Fire Physical Qualification Test.
3. Pass a physical examination according to the National Fire Protection Association (NFPA) Standard #1582.

MATHEMATICAL SCIENCES

CTE Two-Year Course Review
1. Computer Science 3 – Computer Programming in Java

Course Review; Change in Catalog Description
1. Computer Science 2 – Introduction to Data Structures

   Current Status/Proposed Changes
   In this course, the C++ computer language is used to demonstrate methods of representing and manipulating data structures. The student will learn the object-oriented problem solving skills necessary to read, write, and correct complex computer programs, and to make important design decisions. Topics include lists, stacks, queues, trees, searching, sorting, modeling and algorithm analysis.

   Recommendation
   In this course, the C++ computer language is used to demonstrate methods of representing and manipulating data structures. The student will learn the object-oriented problem solving skills necessary to read, write, and correct complex computer programs, and to make important design decisions. Topics include lists, stacks, queues, trees, searching, sorting, modeling and algorithm analysis.
CTE Two-Year Course Review: Changes in Descriptive Title, Catalog Description

Current Status/Proposed Changes

1. Computer Science 16 – Assembly Language Programming for the x86 (IBM PC) and Compatibles Processors

This course includes detailed coverage of Assembly Language programming, based on the IBM compatible personal computer for x86 processors. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from Pascal C or C/C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

Recommendation
Computer Science 16 – Assembly Language Programming for x86 (IBM PC) Processors

This course includes detailed coverage of Assembly Language programming for x86 processors. Topics include hexadecimal arithmetic, two's complement arithmetic, memory organization, addressing modes, procedure calls, the stack frame, macros, calling assembly language procedures from C or C++, recursion, BIOS and DOS interrupts, the floating point unit and instructions, and the debugger.

NATURAL SCIENCES

Course Review; Changes in Conditions of Enrollment (Prerequisite)

1. Astronomy 12 – Astronomy Laboratory

Current Status/Proposed Changes

Prerequisite: Astronomy 20 or Astronomy 20H; or Astronomy 25 or Astronomy 25H with a minimum grade of C in prerequisite or concurrent enrollment

Recommendation
Prerequisite: Astronomy 20 or Astronomy 20H; or Astronomy 25 or Astronomy 25H with a minimum grade of C in prerequisite or concurrent enrollment

2. Microbiology 33 – General Microbiology

Current Status/Proposed Changes

Prerequisite: Biology 10 or Biology 10H; or Anatomy 30 or Anatomy 32; or Anatomy and Physiology 34A or Physiology 31; and Chemistry 4 or Chemistry 4H; or Chemistry 1A or Chemistry 20 or Chemistry 21A or equivalent with a minimum grade of C in prerequisite or equivalent
Recommendation
Prerequisite: Biology 10 or Biology 10H; or Anatomy 30 or Anatomy 32; or Anatomy and Physiology 34A or Physiology 31; and Chemistry 4 or Chemistry 4H; or Chemistry 1A or Chemistry 20 or Chemistry 21A with a minimum grade of C in prerequisite or equivalent

B. CENTER FOR THE ARTS PRESENTATION – 2016-2017 SEASON

It is recommended that the Board approve the performances, Resident Artist Engagements, and Discovery Travel Series for the Center for the Arts 2016-2017 season. Cost of the presentations, performances and Discovery Travel Series is negotiated between the artists and/or their management representatives and the District.

2016-2017 Performances

<table>
<thead>
<tr>
<th>Performances</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Efrain Solis, baritone with John Charles Britton, guitar</td>
<td>09/30/16</td>
<td>$2,000</td>
</tr>
<tr>
<td>Payable to: Efrain Solis</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>(Contract #16/17-022)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payable to: John Charles Britton</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>(Contract #16/17-023)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>In Recital: Efrain Solis, baritone with John Charles Britton, guitar</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexican-American baritone, Efrain Solis is a recent graduate of the Adler Fellowship at San Francisco Opera. John Charles Britton is a classical guitarist and vocal accompanist. The program will include arrangements for voice and guitar of works by Schubert, Ravel, Guastavino, Foster, and solo works for voice and for guitar.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Americus Brass Band</td>
<td>10/09/16</td>
<td>$6,250</td>
</tr>
<tr>
<td>Payable to: Americus Brass Band</td>
<td></td>
<td>$6,250</td>
</tr>
<tr>
<td>(Contract# 16/17-012)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Americus Brass Band presents TOP BRASS.</strong></td>
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</tr>
<tr>
<td>The 17-piece Americus Brass Band presents TOP BRASS, a new evening-length concert featuring America’s most memorable music, performed by the military bands from the Civil War through World War II. The concert includes a special salute to the Armed Services and audience sing-a-long.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3. An Evening of Dance Theater

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Payable To</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/16</td>
<td>$2,500</td>
<td>Ink &amp; Oranges, Inc.</td>
<td>16/17-006</td>
</tr>
<tr>
<td>10/22/16</td>
<td>$1,000</td>
<td>Casebolt &amp; Smith</td>
<td>16/17-010</td>
</tr>
</tbody>
</table>

An Evening of Dance Theater

Rooted in a passion for communication, Arianna MacBean creates work for The Big Show Co. that highlights the triumphs and failings of language - the language of the body and of text. Liz Casebolt and Joel Smith craft duets that reveal a shared commitment to artistry and experimentation.

### 4. Linda Watson, soprano

with Russell Ryan, piano

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Payable To</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19/17</td>
<td>$6,750</td>
<td>Linda Watson</td>
<td>16/17-024</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Russell Ryan</td>
<td>16/17-025</td>
</tr>
</tbody>
</table>

In Recital: Linda Watson, soprano

Critically acclaimed and internationally renowned Linda Watson is one of the top Wagnerian sopranos of our time. Russell Ryan performs regularly as a soloist and collaborative artist throughout Europe, the USA, Israel, Japan, and China.

### 5. Susan Greenberg

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Payable To</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/26/17</td>
<td>$1,000</td>
<td>S.G. Flute, Inc.</td>
<td>16/17-029</td>
</tr>
</tbody>
</table>

In Recital: Kristi Lobitz, piano with Guest Artist Susan Greenberg, flute

Susan Greenberg enjoys a versatile career as soloist, chamber musician, symphony player, and recording artist. Ms. Greenberg is active in motion pictures, television and commercial recordings.

### 6. Los Angeles Opera – Education Outreach

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Payable To</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/17</td>
<td>$3,500</td>
<td>Los Angeles Opera Company</td>
<td>16/17-026</td>
</tr>
</tbody>
</table>

Figaro’s American Adventure

The interactive 50-minute program is based on Rossini’s popular classic, The Barber of Seville. This creative youth outreach event is part of an LA Opera program designed to teach the basics of opera, music and performance in a format children understand.
7. **Rodell Rosel**
   Payable to: Rodell Rosel
   (Contract # 16/17-021)

   *In Recital: Rodell Rosel, tenor*
   Grammy-nominated Filipino tenor Rodell Rosel’s recent appearances included a return to Los Angeles Opera singing Bardolfo/Falstaff and Monostatos/Die Zauberflöte, and a role debut of Mime/Das Rheingold with Houston Grand Opera.

8. **Jes Baker**
   Payable to: MacRae Speakers & Entertainment, LLC
   (Contract #16/17-018)

   *Changing the World, Love Your Body*

9. **Rosanna Gamson**
   Payable to: Worldwide Inc.
   (Contract#16/17-020)

   *Still/Restless (A Dance Performance)*
   Virtuosic, intimate and volatile dancing is at the center of acclaimed choreographer Rosanna Gamson’s dance-theater work Still/Restless, which continues her kinetic investigation of dream states and the neuroscience and history of dreaming.

10. **Beatrice Rana**
    Payable to: IMG Artists
    (Contract # 16/17/-019)

    *In Recital: Beatrice Rana, piano*
    Twenty-two year-old Beatrice Rana has shaken the international classical music world. In June 2013, she won Silver and the Audience Award at the prestigious Van Cliburn competition.

11. **Daniel Ho**
    Payable to: Daniel B.T. Ho
    (Contract #16/17-027)

    *Daniel Ho Trio in Concert*
    Six-time Grammy Winning Artist, Producer, Composer, Clinician/Teacher and Audio Engineer, Daniel Ho, performs with his instrumental trio. Ho has
contributed to more than 30 records, ranging from pop to smooth jazz and contemporary Hawaiian music.

12. **David Benoit Trio** 05/13/17 $8,000
   Payable to: APA, Inc. $8,000
   (Contract # 16/17-028)

   *David Benoit Trio in Concert*
   For three decades, the GRAMMY-nominated pianist/composer/arranger David Benoit has reigned supreme as one of the founding fathers of contemporary jazz.

13. **Allant Trio** 07/13/17 $3,000
    Payable to: Robert F. Duvall $3,000
    (Contract # 16/17-016)

   *Allant Trio in Concert*
   The Allant Trio is one of the most exhilarating young ensembles today, sharing and performing classical music to audiences of all generations. The group formed in 2010 at The Juilliard School in New York.

**Resident Artist Engagements**

1. **Jason Davidson, Speech**
   *PHANTASM III: This Time, You Will Be Touched*
   Communication studies professor Jason Davidson returns with his popular lecture on contacting the spirits of the dead.

   Dates/Times: October 15, 2016 at 8 pm
   Venue: Marsee Auditorium
   Fee: $1,000
   Payable to: Jason Davidson

2. **Liz Hoefner Adamis – An Evening of Dance Theatre**
   *Immediate Action Dance, Arianne MacBean’s Big Show Company, and Casebolt and Smith present “An Evening of Dance Theatre”*

   Immediate Action Dance is committed to making original contemporary dance theater works that illuminate, question, and investigate aspects of human rights issues around the world. Utilizing original text, scenery and multimedia, Adamis creates visual landscapes in which her dances exist.
3. **Ljubomir Velickovic, Violin & Friends – Chamber Music Concert**

Mr. Velickovic holds a DMA in violin performance from the University of Texas. Ljubomir will be joined by Dane Teter, Gideon Rubin, Dane Little, and James Mack. Program to include works by Piazzolla, JS Bach, Albinoni, Glinka, Mendelssohn, Khachaturian, and Schumann.

Dates/Times: October 29, 2016 at 5 pm  
Venue: Haag Recital Hall  
Fee: $1,250  
Payable to: Ljubomir Velickovic

4. **Polli Chambers-Salazar and Lois Roberts, Duo Piano Recital**

Polli Chambers-Salazar has performed across the United States and Canada. She presented “The Art of Drawing: Jean-Honoré Fragonard and the Rococo Style in Art and Music” as the first concert on the Norton Simon Museum’s 2015 Summer Concert Series. Lois Roberts specializes in Classical repertoire, solo, chamber and orchestral. Program to include works by Gluck, Barber, Ravel, and Rachmaninov.

Dates/Times: November 19, 2016 at 5 pm  
Venue: Marsee Auditorium  
Fee: $2,000  
Payable to: Polli Chambers-Salazar: $1,000 & Lois Roberts: $1,000

5. **Diana Crossman & Joseph Evans, Speech**  
*Debate Topic: TBD*

El Camino College’s Communication Studies faculty Diana Crossman and Joseph Evans will be debating a current issue in contemporary society in a “student vs. teachers” panel format.

Dates/Times: January 23, 2017 at 7 pm  
Venue: Campus Theater  
Fee: $2,000  
Payable to: Diana Crossman: $1,000 & Joseph Evans: $1,000
6. **Kristi Lobitz, piano, with Guest Artist Susan Greenberg, flute**

Pianist Kristi Lobitz has distinguished herself as an exceptional artist, drawing warm plaudits from audiences in England, Canada, Mexico and Hawaii. Guest performer is Susan Greenberg, flute, Los Angeles Chamber Orchestra. The program will include modern masterworks for flute and piano, and solo piano works.

Dates/Times: January 26, 2017 at 8 pm  
Venue: Campus Theatre  
Fee: $1,000  
Payable to: Kristi Lobitz

7. **Francesca Bishop, Speech**  
*Topic: TBD*

El Camino College’s Communications Studies faculty Francesca Bishop will be debating a current issue in contemporary society.

Dates/Times: July 11, 2017 at 7 pm  
Venue: Campus Theater  
Fee: $1,000  
Payable to: Francesca Bishop

8. **Valerie Cabag (Vicious Circle), Dance**

Valerie Cabag is the Artistic Director and founder of *Vicious Circle*, an all-male dance company based in Orange County. The performance will include a compilation of works that have been presented at festivals and concerts over the last two years. Many of the themes within the pieces surround the idea of guardian angels and forces that protect people daily.

Dates/Times: July 15, 2017 at 8 pm  
Venue: Marsee Auditorium  
Fee: $2,000  
Payable to: Valerie Cabag
## Discovery Travel Series

<table>
<thead>
<tr>
<th>Performances</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Perilous Journeys with Karin Mueller</em></td>
<td>09/12/16</td>
<td>$2,000</td>
</tr>
<tr>
<td>Payable to: Firelight Productions, Inc.</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>(Contract# 16/17-001)</td>
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</tbody>
</table>

Documentary film maker Karin Mueller will share the highlights, perils, and greatest adventures of her film making career.

2. *Hawaii and the South Pacific* | 09/26/16   | $2,000 |
Payable to: Marlin Darrah
(Contract# 16/17-002)

The voyage covers Hawaii’s Big Island, and continues to Oahu and Kauai, and sails south to the French Polynesian islands of Rangiroa, Moorea and Tahiti.

3. *Florida’s Amazing West Coast* | 10/16/16   | $2,000 |
Payable to: John Holod
(Contract# 16/17-003)

A travel documentary that follows the west coast of Florida. Highlights include the local history, residents, birds, mammals, marine life, flora, and more.

4. *Scenes from an Italian Journey* | 10/24/16   | $2,000 |
Payable to: Creative Light Productions, Inc.
(Contract# 16/17-004)

A glimpse of Italy, featuring an overview of the major cities, historic sights, history, food, culture, and local residents.

5. *Mayday, Tugs of War ~ Europe* | 11/07/16   | $2,000 |
Payable to: Robin Williams
$1,480
Payable to: RJ Enterprises, Inc.
$ 520
(Contract#16/17-005)

This documentary contains rare WWII archival footage that tells the story of the Deep-Sea Rescue tugmen of the *Mayday* and their many struggles against enemy forces during the war.

6. *Brazil* | 11/21/16   | $2,000 |
Payable to: *Various Payees*
(Contract#16/17-007)

An adventure documentary of the Amazon and Iguazu Falls. The film highlights
include hang gliding, a visit to a coffee plantation, fishing for piranha, mountain climbing, the local people and their customs.

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<tbody>
<tr>
<td>7.</td>
<td><em>Getting the Shot</em></td>
<td>01/30/17</td>
</tr>
<tr>
<td></td>
<td>Payable to: Rick Ray</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Contract #16/17-008)</td>
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</tr>
</tbody>
</table>

Storyteller Rick Ray shares the adventures behind his most compelling footage. Stories and clips from decades of adventures will highlight his presentation.

| 8. | *Back Roads & Byways of America* | 03/06/17 | $2,000 |
|   | Payable to: Don Van Polen |   | $1,480 |
|   | Payable to: RJ Enterprises, Inc. |   | $ 520 |
|   | (Contract #16/17-009) |   |   |

A travel film highlighting scenic and historic places of the American roadways, including the Redwoods of California, the Donner Party, Virginia City, Mount St. Helens, San Juan Capistrano, and Cripple Creek.

| 9. | *Our National Parks: Sunrise to Sunset* | 03/20/17 | $2,000 |
|   | Payable to: Encounter Video, Inc. |   | $2,000 |
|   | (Contract #16/17-011) |   |   |

An overview of our National Parks, from Maine to the Florida, and their influences on both the people and animals in the surrounding area.

| 10. | *Arctic Simon, Unicorns & Teeth Walkers* | 04/03/17 | $2,000 |
|    | Payable to: Adam Ravetch |   | $1,480 |
|    | Payable to: RJ Enterprises, Inc. |   | $ 520 |
|    | (Contract #16/17-013) |   |   |

A film that chronicles the daily life of Simon Qamanirq, a first generation Inuit. Simon shares his culture, survival skills and knowledge of the arctic.

| 11. | *Egypt’s Secret Side* | 04/17/17 | $2,000 |
|     | Payable to: Firelight Productions, Inc. |   | $2,000 |
|     | (Contract #16/17-014) |   |   |

A journey in which Karin Mueller gives us a rare glimpse of a side of Egypt that few Westerners will ever see.

| 12. | *Magnificent Rhine: Basel to Amsterdam* | 05/01/17 | $2,000 |
|     | Payable to: Clint Denn |   | $1,480 |
|     | Payable to: RJ Enterprises, Inc. |   | $ 520 |
|     | (Contract #16/17-015) |   |   |
A cruise on the Rhine River that highlights the variety of villages, small towns, and world-class cities along the river from Basel to Amsterdam.

13. *Ghosts of the Gold Rush*  
Payable to: Gray Warriner  
(Contract #16/17-017)

A documentary film about daily life in the gold rush town of Bannack, Montana, and the formation of the Vigilance Committee that maintained order and justice during this “Wild West” era.

C. **BOARD POLICY 4101 (INDEPENDENT STUDY) – SECOND READING AND ADOPTION**

It is recommended that the Board accept for a second reading and adoption Board Policy 4101 as shown (formerly Board Policy 4228).

D. **ADMINISTRATIVE PROCEDURE 4101 (INDEPENDENT STUDY) – INFORMATION ITEM**

Administrative Procedure 4101 is presented for informational purpose only (formerly Administrative Procedure 4228).

E. **ADMINISTRATIVE PROCEDURE 4250 (PROBATON, DISMISSAL AND READMITTANCE) – INFORMATION ITEM**

Administrative Procedure 4250 is presented for informational purpose only.
**Board Policy 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.

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

Reference: CCR, Title 5, Section 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 rules 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 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.
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. 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
Administrative Procedure 4250  
Probation, Dismissal and Readmission

1. A student who is placed on Academic or Progress Probation or who is dismissed from the college will be notified in writing and will be informed of college support services available.

2. A student who is on Academic or Progress Probation for two or more consecutive semesters is limited to no more than 12 units in any semester of 16 weeks or more, and no more than 5 units in any session shorter than 16 weeks (i.e. winter or summer session). Under special circumstances a student may petition for additional units through the Counseling and Student Success Office.

3. A student who is on Academic or Progress Probation for two or more consecutive semesters or who is returning to El Camino after having been dismissed is required to see a counselor before registering for subsequent semesters. If the student has not attended for one or more semesters, an application for readmission is necessary.

4. The student has the right to appeal dismissal.
   a. The student must file the written petition of appeal with the Counseling and Student Success office within the time limit noted on the dismissal letter. If the student fails to file a written petition within the specified period, the student waives all future rights to appeal the dismissal and must sit out that semester.
   b. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons.
   c. Petitions will be reviewed by the Reinstatement Committee. The student will be notified of the Committee’s action in a timely manner (usually within 7 business days).
   d. The student may appeal the Committee’s decision in writing to the Counseling and Student Success office within 21 calendar days of the date of notification. The decision of the Counseling and Student Success office is final.

5. A readmitted student will remain on probation until the cumulative average is 2.0 or above and/or the percentage of “W,” “I,” and “NC/NP” entries are below 50%. A student who withdraws from ECC voluntarily while on probation will be readmitted in the same status that existed at the time of withdrawal.

Title 5, Sections 55031, 55032, 55033, 55034
A. International Travel ................................................................. SCA 2
B. Grant – Acceptance ................................................................. SCA 2
A. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the ELS Educational Services, Inc., Fall Community College Tour October 24 through November 7, 2016. The tour will include visits to Viet Nam, Taiwan, China, and Japan. The purpose of the trip is recruitment of F-1 Visa students. Air travel, food, ground transportation, and other expenses not to exceed $3,500 will be paid from the International Conference account.

B. GRANT - ACCEPTANCE

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

Department of Education – Hispanic Serving Institutions (HSI) Science, Technology, Engineering and Math (STEM) grant (Grant #PO31C110166). A no-cost extension has been requested and approved for this grant to allow for the completion of project activities. The HSI STEM grant Project seeks to increase the number of STEM degrees awarded and increase the transfer of all students in STEM majors to the UC and CSU systems. Goals and activities include the following:
1) Development of articulation agreements for transfer of technical programs to four-year institutions;
2) Strengthening academic and student support services for STEM students into a new STEM center;
3) Continuing faculty and professional development in STEM areas; and
4) Increasing outreach activities to the Hispanic community and feeder schools to raise awareness about STEM career pathways.

Amount of Grant Funding from Granting Agency                  $4,348,515
Amount of College Match                                            $ -0-
Total Amount of Project Funding                                     $4,348,515
Source of Matching Funds                                          N/A
Indirect to El Camino College                                      (0%)
Performance Period: October 1, 2011 through June 30, 2017
Agenda for the El Camino Community College District Board of Trustees
From
Administrative Services
Jo Ann Higdon, Vice President

Page No.

A. Contracts Under $87,800

B. Contracts Over $87,800

C. Personal Service Agreements

D. Amendments

E. Memorandum of Understanding.

F. Purchase Orders and Blanket Purchase Orders
A. 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: ALLOY DIE CASTING
   Services: Contractor will receive forty hours of 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): 6/7/16 – 5/3/17
   Financial Terms: Projected gross income $50,000

2. Contractor: DISNEY CRUISE LINE
   Services: Contractor employees will be provided training in U.S. Coast Guard approved Standards for Training Certification and Watchkeeping Certification in Personal Survival Training.
   Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
   Date(s): 7/19/16 – 6/30/17
   Financial Terms: Projected gross income $25,000
   Funded by Disney Cruise Line

3. Contractor: INGLEWOOD UNIFIED SCHOOL DISTRICT
   Services: Contractor will receive ECC Career Pathways consultation and professional development with an emphasis on dual enrollment, and will collaborate with consortium partners.
   Requesting Dept.: Student and Community Advancement – Community Advancement – Career Pathways
   Date(s): 7/1/16 – 6/30/17
   Financial Terms: Cost not to exceed $15,862
   Funded by California Career Pathways Trust Grant
b. Services Received by District:

1. **Contractor:** CITRUS VALLEY HEALTH PARTNERS  
   **Services:** Contractor will provide a clinical setting for the qualified paramedic students.  
   **Requesting Dept.:** Academic Affairs – Industry and Technology  
   **Date(s):** 7/1/16 – 6/30/17  
   **Financial Terms:** No cost to the District

2. **Contractor:** FERILLI  
   **Services:** Contractor will assist the District with Hobson’s Starfish integration to include data extract and Shibboleth authentication for Early Alert and Degree Planner tools.  
   **Requesting Dept.:** Student and Community Advancement – Counseling and Student Success  
   **Date(s):** 6/27/16 – 9/30/16  
   **Financial Terms:** Cost not to exceed $60,000  
   Funded by Student Success and Support Program (SSSP)

3. **Contractor:** M. M. ROSENBERG & ASSOCIATES  
   **Services:** Contractor will develop a teambuilding program titled “Partnership Forward” for District Executive Team and District Leadership.  
   **Requesting Dept.:** President’s Office  
   **Date(s):** 7/1/16 – 6/30/17  
   **Financial Terms:** Cost not to exceed $11,000

4. **Contractor:** RONALD AMIE QUICKBOOKS INSTRUCTOR  
   **Services:** Contractor will provide QuickBooks Workshop Series for ECC Small Business Development Center.  
   **Requesting Dept.:** Student and Community Advancement – Community Advancement  
   **Date(s):** 8/1/16 – 6/30/17  
   **Financial Terms:** Cost not to exceed $4,000  
   Partially funded by the US Small Business Administration

5. **Contractor:** SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT – SKYLINE COLLEGE  
   **Services:** Contractor will provide Retail, Hospitality, Tourism Sector Navigator specific guides and templates for
social media campaigns targeting 16-24 year olds to promote career pathways opportunities.

**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 7/19/16 – 6/30/17  
**Financial Terms:** Cost not to exceed $13,400  
Funded by the California Chancellor’s Office Sector Navigator Retail, Hospitality, and Tourism Grant

6. **Contractor:** SHASTA COLLEGE  
**Services:** Contractor will coordinate with regional colleges to provide outreach, marketing, and promotion of career exploration and preparedness activities in the hospitality industry sector for regional college and high school students and to extend pathways through 4 year university programs using District grant funds.

**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 7/19/16 – 6/30/17  
**Financial Terms:** Cost not to exceed $70,226  
Funded by the California Chancellor’s Office Sector Navigator Retail, Hospitality, and Tourism Grant

**B. CONTRACTS OVER $87,800**

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

The District is facilitating the disbursement of the AMETLL Grant.

1. **Contractor:** CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT  
**Services:** Centinela Valley Union High School 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 $98,260  
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant
2. Contractor: COMPTON UNIFIED SCHOOL DISTRICT
Services: Compton Unified School District 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 $103,805
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant

3. Contractor: LENNOX MATH, SCIENCE AND TECHNOLOGY ACADEMY
Services: Lennox Math, Science and Technology Academy 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 $125,356
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant

4. Contractor: SOUTH BAY WORKFORCE INVESTMENT BOARD
Services: South Bay Workforce Investment Board will provide training and support for consortium instructors and administrators on the implementation of a work based learning program.
Requesting Dept.: Student and Community Advancement – Community Advancement - Career Pathways
Date(s): 7/1/16 – 6/30/17
Financial Terms: Cost not to exceed $201,807
Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant
5. Contractor: TORRANCE UNIFIED SCHOOL DISTRICT
   Services: Torrance Unified School District will receive 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 $122,691 Funded by a sub-agreement from LBCC for California Career Pathways Trust Grant

C. PERSONAL SERVICE AGREEMENTS

a. Services Provided by District:
   None

b. Services Received by District:
   Contractor: ROBERT H. WATSON
   Services: Contractor will maintain and repair pianos in classrooms and practice rooms for use by music students and faculty.
   Requesting Dept.: Academic Affairs – Fine Arts
   Date(s): 7/19/16 – 6/30/17
   Financial Terms: Cost not to exceed $6,000

D. AMENDMENTS

a. Services Provided by District:
   None

b. Services Received by District:
   Contractor: 42 BUSINESS CONSULTING LLC
   Services: Contractor will provide setup configuration and training of Visual ERP software system in support of commitments to Orbital Science Corporation timelines.
E. MEMORANDUM OF UNDERSTANDING

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

**Contractor:** SOUTH BAY WORKFORCE DEVELOPMENT BOARD

**Services:** The agreement will establish a cooperative working relationship to define respective roles in promoting an innovative workforce development system that supports job retention and creation and accelerates economic growth in the South Bay Region.

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

**Date(s):** 7/1/16 – 6/30/20

**Financial Terms:** No cost to the District

F. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

<table>
<thead>
<tr>
<th>P.O.</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost</th>
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<td>Unrestricted - El Camino</td>
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<td></td>
<td></td>
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<tr>
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Universal Placement  VP-SCA  Contract Services  $500.00
Amar Enkhtaiyan  VP-SCA  Contract Services  $500.00
CJR Education  VP-SCA  Contract Services  $2,250.00
WholeRen Education,  VP-SCA  Contract Services  $250.00
America Study Abroad  VP-SCA  Contract Services  $250.00
US-Uhak.com  VP-SCA  Contract Services  $250.00
Mt. San Antonio College  Ed & Community  Conferences Mgmt  $50.00
Gardena Valley News  Div Office Humanities  Printing  $1,022.79
Enterprise Rent-A-Car  Ed & Community  Transportation/ Mileage  $69.88
Fedex  Facilities/Planning/Servi  Non-Instruct Supplies  $235.78
ELS Educational  VP-SCA  Contract Services  $2,000.00
LLE Study & Travel USA  VP-SCA  Contract Services  $1,000.00
Willemsstad, Inc.  VP-SCA  Contract Services  $500.00
UKEAS  VP-SCA  Contract Services  $500.00
Ryugakusite.Com, Inc.  VP-SCA  Contract Services  $1,250.00
Overseas Educational  VP-SCA  Contract Services  $250.00
New Generation  VP-SCA  Contract Services  $250.00
E.G. Brennan & Co., Inc.  Admissions/Records  Repairs Noninstructional  $1,539.37
ECC Trust  Purchasing  Legal  $2,422.02
Ms. Jennifer K.  Grants Dev & Mgmt.  Non-Instruct Supplies  $44.12
Shredder Specialties  VP-SCA  Repairs Noninstructional  $545.29
Campus Food Services  Technology  Other Services And Expenses  $357.25
Matthew Bender & Co.  Div Office Instr.  Library Books  $1,201.78
Enlight Design  Ctr for Arts Production  Repairs Parts And Supplies  $432.71
Bank of America  Presidents Office  Non-Instruct Supplies  $514.33
R & D Printing  Commencement  Indirect Supplies  $6,785.06
Long Beach Unified  Engineering  Contract Services  $49,410.00
Church Keyboard Center  Music  Repairs Parts And Supplies  $1,465.12
American Express Travel  V.P. Academic Affairs  Conferences Mgmt  $702.00
Quickstart Intelligence  Information Technology  In-Service Training  $3,140.75
FCCC  Facilities/Planning/Servi  License Fee/Site Licenses  $21,430.28
Verizon Wireless  Ctr for Arts Instr/Admin  Other Services And Expenses  $0.99
Smith Brothers Crane  Facilities/Planning/Servi  Repairs Noninstructional  $834.75
Biometrics4ALL, Inc.  Human Resources  Fingerprinting fee  $960.00
Ullucian Inc  Information Technology  Maintenance Contracts  $495,939.00
BMC Software, Inc  Information Technology  License Fee/Site Licenses  $9,977.99
Eutudes Project  Information Technology  License Fee/Site Licenses  $125,000.00
Educause  Information Technology  License Fee/Site Licenses  $40.00
Website ASP Inc.  Information Technology  License Fee/Site Licenses  $36,500.00
Hyland Software, Inc.  Information Technology  Maintenance Contracts  $36,844.60
Roc Software Systems  Information Technology  Maintenance Contracts  $1,845.00
YCC Foundation  Presidents Office  Other Servcies  2,500.00

Fund 12 - Restricted - El Camino

Dell Computer  Cact CA Employee  New Computer  $2,244.97
Dell Marketing L. P.  Student Support  Non Inst Comp Eq  $1,375.13
M Designs Productions  CTE (14-187-006)  Reproduction  $7,967.50
Anita McLaughlin  Dig Media Arts Career  Other Services And Expenses  $500.00
Sierra Office Systems  Historically Blck  Non-Instruct Supplies  $16,887.13
Graphic Design Services  CTE (14-187-006)  Reproduction  $406.25
Desiree S. Saddler  Mentor Protege  Conferences Other  $390.64

Fund 11 Total: 58  $870,119.68
Kristine M. Skeie          CTE (14-187-006)        Reproduction       $1,200.00
R & D Printing              CTE (14-187-006)        Reproduction       $642.00
GE Healthcare               Nursing                   New Equipment - Instructional  $26,305.44
Victorious Design           Historically Bldg      Non-Instruct Supplies  $3,080.00
Chongro Overseas            El Camino Language  Contract Services    $500.00
Ryugakusite.Com, Inc.       El Camino Language   Contract Services    $500.00
Campus Food Services        Puente Reporting    Non-Instruct Supplies  $1,140.69
Ms. Karen Latuner           Career Pathways      Non-Instruct Supplies  $2,942.71
Campus Food Services        CSEC (FKCE)        Other Services And Expenses  $827.95
Total Recall Captioning     D_DSPS                   Contract Services    $240.00
Charles Jones               Sign Language            Contract Services    $300.00
Campus Food Services        StudentSuccess          Non-Instruct Supplies  $1,800.00
American Express Travel     Retail/Hospitality/Travel Conferences Other  $255.00
Los Angeles Superior        Parking Violations DMV  Other Services And Expenses  $6,262.50
Verizon Business           StudentSuccess            Non-Instruct Supplies  $380.10
Kavita Pipalia              Sign Language          Contract Services    $200.00
Ms. Elaine E. Moore         Historically Bldg      Non-Instruct Supplies  $149.71
Midas Auto Repair           Parking Services      Repairs Non Instruction    $1,245.24
Jones & Mayer               Parking Services      Self Insurance Legal Fees  $95.00
Campus Food Services        Parking Services      Non-Instruct Supplies  $714.50
South Bay Training          Parking Services      In-Service Training    $310.00
Campus Food Services        BFAP Administration Training  $410.21
Thomson Reuters West        Instructional Services Instructional Site License  $30,185.26
Keith Gamache, Jr.         Sign Language          Contract Services    $200.00
Chico Baber                 Title III- H S I - STEM Student Stipends  $1,250.00
Nga H. Nguyen               Title III- H S I - STEM Student Stipends  $1,250.00
Samuel J. Lidzbarski        Title III- H S I - STEM Student Stipends  $1,250.00
Keith R. Inouye             Title III- H S I - STEM Student Stipends  $1,250.00
Thomson Reuters West        Instructional Services Library Books  $3,082.00
Campus Food Services        StudentSuccess            In-Service Training    $408.02
Campus Food Services        StudentSuccess            In-Service Training    $408.02
Campus Food Services        StudentSuccess            In-Service Training    $394.85
Mr. David M. Brown, II      EOPS                        Non-Instruct Supplies  $203.50
Campus Food Services        StudentSuccess            In-Service Training    $394.85
Robert Augustus             Sign Language            Contract Services    $300.00
Angel A. Alvarez            Sign Language            Contract Services    $150.00
Moises M. Mendoza, Jr.      Sign Language            Contract Services    $150.00
CourseHorse                 Community Education     Visa/Mastercard Fee       $744.30
Fast Deer Bus Charter       El Camino Language  Student Transportation Rental  $650.00
Hot Spot Promotions         Title III- H S I - STEM Non-Instruct Supplies  $492.02
MCM Electronics Parts       Title III- H S I - STEM Non-Instruct Supplies  $137.71

Fund 15 Total: 48  $122,173.20

Fund 62 - Property & Liability

Student Insurance         Purchasing     Excess Insurance  $157,137.00

Board of Trustees Agenda – July 18, 2016  Page AS 9
### Fund 62 - Associated Students

<table>
<thead>
<tr>
<th>PO #</th>
<th>Department</th>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>P0904038</td>
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<td>P0904055</td>
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**Fund 62 Total: 1** $157,137.00

### Fund 71 - Associated Students

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<tr>
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<td>Student Affairs</td>
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<td>ASB Exp.</td>
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**Fund 71 Total: 3** $3,080.35

### Fund 79 - Auxiliary Services

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<td>Fine Arts</td>
<td>Non-Instruct Supplies</td>
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<td>P0903934</td>
<td>Juan M. Garcia</td>
<td>Fine Arts</td>
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**Fund 79 Total: 6** $5,539.36

### Fund 81 - Student Organizations

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**Fund 81 Total: 1** $45.00

### Fund 11 - Unrestricted - El Camino

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<td>B1010001</td>
<td>B.D. White Top Soil Co.</td>
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<td>Yamada Service Center</td>
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<td>Westwood Building</td>
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<td>Ewing Irrigation Products</td>
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<tr>
<td>B1010014</td>
<td>Home Depot</td>
<td>Lock Shop</td>
<td>Non-Instruct Supplies</td>
<td>$250.00</td>
</tr>
<tr>
<td>B1010015</td>
<td>Clark Security Products</td>
<td>Lock Shop</td>
<td>Non-Instruct Supplies</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>B1010016</td>
<td>M &amp; K Metal Co.</td>
<td>Welding Shop</td>
<td>Non-Instruct Supplies</td>
<td>$600.00</td>
</tr>
<tr>
<td>B1010017</td>
<td>Home Depot</td>
<td>Welding Shop</td>
<td>Non-Instruct Supplies</td>
<td>$500.00</td>
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<tr>
<td>B1010018</td>
<td>Airgas West</td>
<td>Welding Shop</td>
<td>Non-Instruct Supplies</td>
<td>$2,000.00</td>
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<tr>
<td>B1010019</td>
<td>Smardan Supply</td>
<td>Plumbing Shop</td>
<td>Non-Instruct Supplies</td>
<td>$60,000.00</td>
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<tr>
<td>B1010020</td>
<td>PPG Architectual</td>
<td>Paint Shop</td>
<td>Non-Instruct Supplies</td>
<td>$2,500.00</td>
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<tr>
<td>B1010021</td>
<td>Sign Warehouse, Inc.</td>
<td>Paint Shop</td>
<td>Non-Instruct Supplies</td>
<td>$1,000.00</td>
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<tr>
<td>B1010022</td>
<td>Sherwin Williams</td>
<td>Paint Shop</td>
<td>Non-Instruct Supplies</td>
<td>$5,000.00</td>
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<tr>
<td>B1010023</td>
<td>Westwood Building</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
<td>$5,000.00</td>
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<tr>
<td>B1010024</td>
<td>Universal Tool Service</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
<td>$300.00</td>
</tr>
<tr>
<td>B1010025</td>
<td>Phillips Plywood Co., Inc.</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
<td>$1,000.00</td>
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**PO Funds Total: 119** $1,160,595.78
<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Department</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>B1010026</td>
<td>McMaster Carr</td>
<td>Carpenter Shop</td>
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<tr>
<td>B1010027</td>
<td>Ideal Glass &amp; Mirror Inc.</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010028</td>
<td>Home Depot</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010029</td>
<td>Grainger</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
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<td>B1010030</td>
<td>Crenshaw Lumber</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
<td>$500.00</td>
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<tr>
<td>B1010031</td>
<td>Charles G. Hardy, Inc</td>
<td>Carpenter Shop</td>
<td>Non-Instruct Supplies</td>
<td>$1,000.00</td>
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<tr>
<td>B1010032</td>
<td>Climatec Building</td>
<td>Facilities/Planning/Serv</td>
<td>Maintenance Contracts</td>
<td>$17,663.00</td>
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<tr>
<td>B1010034</td>
<td>Commercial Waste</td>
<td>Utilities</td>
<td>Waste Disposal</td>
<td>$38,920.00</td>
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<tr>
<td>B1010035</td>
<td>ECCD Petty Cash</td>
<td>Ctr for Arts Production</td>
<td>Non-Instruct Supplies</td>
<td>$1,500.00</td>
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<tr>
<td>B1010036</td>
<td>Empire Cleaning Supply</td>
<td>Operations</td>
<td>Repairs Noninstructional</td>
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<tr>
<td>B1010037</td>
<td>Bee Professionals, Inc.</td>
<td>Operations</td>
<td>Pest Control</td>
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<td>B1010038</td>
<td>Animal Trapping</td>
<td>Operations</td>
<td>Pest Control</td>
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<tr>
<td>B1010039</td>
<td>American City Pest</td>
<td>Operations</td>
<td>Pest Control</td>
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<tr>
<td>B1010040</td>
<td>Braun Towel &amp; Linen</td>
<td>Operations</td>
<td>Laundry</td>
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<td>B1010041</td>
<td>Grainger</td>
<td>Operations</td>
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<td>B1010042</td>
<td>Champion Chemical</td>
<td>Operations</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010043</td>
<td>Domestic Linen Supply</td>
<td>Automotive Shop</td>
<td>Laundry</td>
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<td>B1010044</td>
<td>Safety-Kleen Corporation</td>
<td>Automotive Shop</td>
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<td>B1010045</td>
<td>Lee's Alignment Service</td>
<td>Automotive Shop</td>
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<tr>
<td>B1010051</td>
<td>Performance Pipeline</td>
<td>Facilities/Planning/Serv</td>
<td>Repairs Noninstructional</td>
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<tr>
<td>B1010052</td>
<td>Yamada Service Center</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$2,000.00</td>
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<tr>
<td>B1010053</td>
<td>Yale Chase Materials</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010054</td>
<td>Turf Star, Inc.</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010055</td>
<td>South Bay Ford</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010056</td>
<td>Parkhouse Tire, Inc</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$5,000.00</td>
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<tr>
<td>B1010057</td>
<td>O'Reilly Auto Parts</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>B1010058</td>
<td>Eddings Brothers Auto</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>B1010059</td>
<td>Eberhard Equipment</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
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</tr>
<tr>
<td>B1010060</td>
<td>Cart Mart, Inc.</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>B1010061</td>
<td>Better Duck, Inc</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>B1010062</td>
<td>E.C.C. Public Information</td>
<td>Division Office Math</td>
<td>Non-Instruct Supplies</td>
<td>$175.00</td>
</tr>
<tr>
<td>B1010063</td>
<td>Battery Systems-Long</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>B1010064</td>
<td>Alan's Lawnmower</td>
<td>Automotive Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010065</td>
<td>Capital Wholesale</td>
<td>Electric Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010066</td>
<td>Regency Lighting</td>
<td>Electric Shop</td>
<td>Non-Instruct Supplies</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>B1010067</td>
<td>Majestic Lighting</td>
<td>Electric Shop</td>
<td>Non-Instruct Supplies</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>B1010068</td>
<td>Grainger</td>
<td>Electric Shop</td>
<td>Non-Instruct Supplies</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>B1010069</td>
<td>CED/Metropolitan</td>
<td>Electric Shop</td>
<td>Non-Instruct Supplies</td>
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<tr>
<td>B1010070</td>
<td>Battery Systems-Long</td>
<td>Electric Shop</td>
<td>Non-Instruct Supplies</td>
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</tr>
<tr>
<td>B1010071</td>
<td>Smardan Supply</td>
<td>HVAC Shop</td>
<td>Non-Instruct Supplies</td>
<td>$500.00</td>
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<tr>
<td>B1010072</td>
<td>Russell Sigler, Inc.</td>
<td>HVAC Shop</td>
<td>Non-Instruct Supplies</td>
<td>$1,000.00</td>
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<tr>
<td>B1010079</td>
<td>M.M Rosenberg &amp; Assoc</td>
<td>Presidents Office</td>
<td>Contract</td>
<td>$8,500.00</td>
</tr>
</tbody>
</table>

**Fund 41 - Capital Outlay**

B0911038 EJ Enterprises SM 14/15-Door Buildings $149,350.00

**Fund 41 Total: 1 $149,350.00**

**BPO Funds Total: 69 $524,778.00**

**Grand Total POs and BPOs: 189 $1,667,873.78**
<table>
<thead>
<tr>
<th></th>
<th>Agenda for the El Camino Community College District Board of Trustees For Measure E 2002 &amp; 2012 Bond Fund Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Category Budgets and Balances ............................................. E 2</td>
</tr>
<tr>
<td>C.</td>
<td>Contract – The Vinewood Company – Gymnasium Project ......................... E 6</td>
</tr>
<tr>
<td>D.</td>
<td>Change Order – Bomel Construction – Lot C Parking Structure .................. E 6</td>
</tr>
<tr>
<td>E.</td>
<td>Purchase Orders and Blanket Purchase Orders .................................. E 7</td>
</tr>
</tbody>
</table>
## 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 June 30, 2016, at the July 2016 Board Meeting.

#### 2002 Measure E Expenditures:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Classrooms/Modernization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td>$705,867</td>
<td>$705,867</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Architectural Barrier Removal Phase 2</td>
<td>18,520</td>
<td>18,520</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Athletic Education and Fitness Complex</td>
<td>45,846,456</td>
<td>45,287,048</td>
<td>2,718,598</td>
<td>-2,159,190</td>
</tr>
<tr>
<td>Bookstore/Cafeteria Conversion to Admin</td>
<td>10,916,938</td>
<td>10,919,993</td>
<td>3,996.85</td>
<td>-7,051</td>
</tr>
<tr>
<td>Math Business &amp; Allied Health Building</td>
<td>39,409,302</td>
<td>37,596,048</td>
<td>2,718,598</td>
<td>1,740,861</td>
</tr>
<tr>
<td>Central Plant</td>
<td>14,545,000</td>
<td>14,345,832</td>
<td>3,200</td>
<td>195,968</td>
</tr>
<tr>
<td>Child Development Center Phase 2</td>
<td>30,470</td>
<td>30,470</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Crenshaw Blvd. Frontage Enhancement</td>
<td>13,373</td>
<td>13,373</td>
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<td>0</td>
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<tr>
<td>Fire Academy Structure</td>
<td>2,164,893</td>
<td>223,247</td>
<td>7,745</td>
<td>1,933,901</td>
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<tr>
<td>Fire Program Facility</td>
<td>1,651</td>
<td>1,651</td>
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<td>0</td>
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<tr>
<td>Humanities Complex Replacement</td>
<td>30,044,566</td>
<td>29,974,883</td>
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<td>69,683</td>
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<td>Learning Resource Center Addition</td>
<td>5,043,165</td>
<td>5,010,095</td>
<td>0</td>
<td>33,070</td>
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<tr>
<td>Lot C Parking Structure</td>
<td>3,106,257</td>
<td>7,337,050</td>
<td>14,019,050</td>
<td>-18,249,843</td>
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<tr>
<td>Remodeling Phase One-Three</td>
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<td>851,513</td>
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<td>0</td>
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<tr>
<td>Science Complex Renovation</td>
<td>10,369,136</td>
<td>10,221,102</td>
<td>21,553</td>
<td>126,481</td>
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<td>Student Services Center</td>
<td>31,359,209</td>
<td>8,895,619</td>
<td>1,334,870</td>
<td>21,128,720</td>
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<tr>
<td>Temporary Space and Relocation Costs</td>
<td>3,844,653</td>
<td>3,694,497</td>
<td>294</td>
<td>149,862</td>
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<tr>
<td>Signage and Wayfinding</td>
<td>1,295,309</td>
<td>676,072</td>
<td>16,123</td>
<td>603,114</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>3,000,000</td>
<td>1,727,433</td>
<td>549,467</td>
<td>723,100</td>
</tr>
<tr>
<td>New Pools, Locker Room &amp; Classrooms</td>
<td>2,000,000</td>
<td>638,544</td>
<td>1,397,974</td>
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<tr>
<td>Student Activities Center</td>
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<td>0</td>
<td>2,000,000</td>
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<tr>
<td>Architectural Planning Contingency</td>
<td>600,000</td>
<td>548,013</td>
<td>22,041</td>
<td>29,946</td>
</tr>
<tr>
<td><strong>Total Add'l Classrooms/Modernization</strong></td>
<td><strong>$207,166,278</strong></td>
<td><strong>$178,716,871</strong></td>
<td><strong>$20,167,305</strong></td>
<td><strong>$8,282,102</strong></td>
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<tr>
<td><strong>Campus Site Improvements:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accessibility, Safety / Security</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt Resurfacing - All Lots</td>
<td>$400,000</td>
<td>$14,975</td>
<td>$0</td>
<td>$385,025</td>
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Board of Trustees Agenda – July 18, 2016
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<thead>
<tr>
<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generators and Distribution</td>
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<td>116,173</td>
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<td>0</td>
</tr>
<tr>
<td>Emergency Power to Security Lighting</td>
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<td>0</td>
</tr>
<tr>
<td>Entrance - Redondo Beach Blvd. to Lot H</td>
<td>30,208</td>
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<td>0</td>
</tr>
<tr>
<td>Fencing Replacement and Additions</td>
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<td>100,000</td>
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<tr>
<td>Landscape/Irrigation System Replacement</td>
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<td>49,932</td>
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<td>237,943</td>
</tr>
<tr>
<td>Lighting - Upgrade / Replace All Lots</td>
<td>3,059,807</td>
<td>2,455,935</td>
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<td>603,872</td>
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<tr>
<td>Lot F Parking Structure Improvements</td>
<td>33,028,756</td>
<td>13,741,492</td>
<td>14,817,857</td>
<td>4,469,407</td>
</tr>
<tr>
<td>Lot H Parking Structure</td>
<td>24,198,519</td>
<td>24,198,519</td>
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<tr>
<td>Paving Replacement-All Walks/Driveways</td>
<td>1,110,695</td>
<td>753,303</td>
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<tr>
<td>Pedestrian Walks at MB Blvd. &amp; Lot E</td>
<td>7,898</td>
<td>7,898</td>
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<tr>
<td>Security Video</td>
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<tr>
<td>Voice / Data / Signal Site Duct Bank</td>
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</tr>
</tbody>
</table>

**Total Campus Site Improvements:**

- Accessibility, Safety / Security
  - $64,474,958
  - $42,610,536
  - $14,817,857
  - $7,046,565

**Energy Efficiency Improvements**

- Energy Efficiency Improvements Phase 2
  - $2,700,980
  - $2,700,980
  - 0
  - 0

**Total Energy Efficiency Improvements**

- $2,700,980
  - $2,700,980
  - $0
  - $0

**Health and Safety Improvements**

- Administration
  - $2,112,738
  - $370,103
  - $877,976
  - $864,658
- Art & Behavioral Sciences
  - 369,585
  - 369,585
  - 0
  - 0
- Infrastructure Phase 1-3
  - 41,600,377
  - 41,585,023
  - 0
  - 15,354
- Auxiliary Warehouse
  - 1,301
  - 1,301
  - 0
  - 0
- Communications
  - 219,262
  - 219,262
  - 0
  - 0
- Construction Technology
  - 16,466
  - 70,140
  - 0
  - -53,674
- Domestic Water System
  - 610,208
  - 110,208
  - 0
  - 500,000
- Facilities and Receiving
  - 215,159
  - 264,292
  - 0
  - -49,133
- Fire Alarm
  - 277,817
  - 277,817
  - 0
  - 0
- Firelines
  - 119,905
  - 119,905
  - 0
  - 0
- Hazardous Materials Abatement
  - 176,465
  - 175,573
  - 0
  - 892
- Restroom Access Compliance
  - 1,990,025
  - 1,988,233
  - 450
  - 1,342
- Library
  - 452,759
  - 452,759
  - 0
  - 0
- Marsee Auditorium
  - 460,474
  - 530,279
  - 0
  - -69,805
- Industry & Technology Building
  - 38,709,701
  - 38,835,012
  - 47,117
  - -172,428
- Music
  - 240,600
  - 292,600
  - 8,126
  - -60,126
- Natural Gas System
  - 13,852
  - 13,852
  - 0
  - 0
- North Gymnasium
  - 262,214
  - 262,214
  - 0
  - 0
- Physical Education and Men’s Shower
  - 78,178
  - 78,178
  - 0
  - 0
- Planetarium
  - 12,815
  - 12,815
  - 0
  - 0
- Pool and Health Center
  - 502,185
  - 502,185
  - 0
  - 0
- Primary Electrical Distribution System
  - 5,061,211
  - 5,061,211
  - 0
  - 0
- Reimbursements
  - 1,414,353
  - 1,414,353
  - 0
  - 0
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<th>CATEGORY</th>
<th>CURRENT BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
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<td>Behavioral and Social Sciences</td>
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<td>Health Sciences and Athletics</td>
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<td>Student and Community Advancement</td>
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<td>Installation Contingency</td>
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<td><strong>Total Information Tech./Equipment</strong></td>
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<td>P.E. Facilities Improvements</td>
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<tr>
<td>Baseball Field</td>
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<td>$572</td>
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<td>$0</td>
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<tr>
<td>North Field</td>
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<tr>
<td>Sand Volleyball</td>
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<td>0</td>
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<tr>
<td>Reserve for Contingencies</td>
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<tr>
<td><strong>Total Physical Education Facilities</strong></td>
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<tr>
<td>Unallocated Interest (1/31/16)</td>
<td>$728,726</td>
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<td>$0</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>$367,072,955</strong></td>
<td><strong>$35,948,447</strong></td>
<td><strong>$25,967,538</strong></td>
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2012 Measure E Expenditures:

<table>
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<tr>
<th>CATEGORY</th>
<th>BUDGET</th>
<th>EXPENDED</th>
<th>COMMITTED</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Classrooms and Modernization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$34,979,151</td>
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<td>$0</td>
<td>$34,979,151</td>
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<td>Demo P.E./Mens Locker Room</td>
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<td>Demo North Gym and Fitness Plaza Ph. 2</td>
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<tr>
<td>New Pools, Locker Rooms &amp; Classrooms</td>
<td>33,459,378</td>
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<tr>
<td>Lot C Parking Structure</td>
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<td>Demo Tech Arts</td>
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<tr>
<td>Demo Shops Building</td>
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<td>Demo Communications &amp; SSVC Bldg.</td>
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<td>Student Activities Center</td>
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<td>Demo Student Activities &amp; Add New Quad</td>
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<td>Architectural Planning Contingency</td>
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<td>Total Additional Classrooms/Modernization</td>
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<td>$144,868,429</td>
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<tr>
<td>Health and Safety Improvements</td>
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<tr>
<td>New Administration</td>
<td>$16,161,470</td>
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<td>Art &amp; Behavioral Sciences</td>
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<td>Facilities and Receiving</td>
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<td>Library</td>
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<td>Marsee Auditorium</td>
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<td>24,621,193</td>
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<td>Music</td>
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<td>52,345,130</td>
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<tr>
<td>Demo Pool/Health Center/South Gym</td>
<td>2,899,077</td>
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<td>Planetarium</td>
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<td>Demo Administration</td>
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<td>1,770,584</td>
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<tr>
<td>Demo Art/Music/Theatre Bldg &amp; Site</td>
<td>7,529,394</td>
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<td>Total Health and Safety Improvements</td>
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<td>$0</td>
<td>$205,131,571</td>
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<td>TOTAL</td>
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<td>$0</td>
<td>$350,000,000</td>
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B. BID AWARD 2015-7 – GYMNASIUM PROJECT – AMG & ASSOCIATES, INC.

It is recommended Bid No. 2015-7 be awarded to the following responsive bidder in accordance with the specifications, terms and conditions of the above-named bid for the Gymnasium Project.

<table>
<thead>
<tr>
<th>RECOMMENDED BIDDER</th>
<th>BID AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMG &amp; Associates, Inc. (Responsive)</td>
<td>$19,363,000</td>
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### OTHER BIDDERS

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<tr>
<th>Bidders</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Harik Construction (Non-Responsive)</td>
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<tr>
<td>ICON West, Inc. (Non-Responsive)</td>
<td>$19,295,915</td>
</tr>
<tr>
<td>Tobo Construction, Inc. (Non-Responsive)</td>
<td>$19,710,000</td>
</tr>
<tr>
<td>Novus Construction (Responsive)</td>
<td>$19,835,000</td>
</tr>
<tr>
<td>Morillo Construction, Inc. (Responsive)</td>
<td>$20,148,000</td>
</tr>
<tr>
<td>Kemp Bros. Construction (Responsive)</td>
<td>$20,370,000</td>
</tr>
<tr>
<td>S. J. Amoroso Construction Co., Inc. (Responsive)</td>
<td>$20,759,000</td>
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### C. CONTRACT – THE VINEWOOD COMPANY – GYMNASIUM PROJECT

It is recommended the Board of Trustee’s approve entering into a contract with The Vinewood Company to provide a Division of State Architects (DSA) certified inspector for the Gymnasium Project.

The inspection firm was selected based upon previous experience, staff qualifications, responses to questions and the proposed fee structure.

**Dates of Service:** August 2016 – August 2018

**Cost:** Not to exceed $323,776 invoiced monthly. The cost is based upon the consultant providing a DSA certified Class 1 inspector.

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

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

1. Revise routing for new eight inch storm drain. Architect & Engineering Requirement. $3,172
2. Change storm drain line routing to adjust footings to accommodate slope in three locations. Architect & Engineering Requirement. $8,888
3. Provide new hose bib assembly at stair #2. District request. $2,720

**Total Change Order Amount** $14,780
Original Contract Amount $17,989,000
Prior Changes 1,317
This Change Order Amount 14,780
New Contract Amount $18,005,097

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

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

<table>
<thead>
<tr>
<th>P.O. Number</th>
<th>Vendor Name</th>
<th>Site Name</th>
<th>Description</th>
<th>P.O. Cost</th>
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<tr>
<td>P0903931</td>
<td>California Geological</td>
<td>Administration</td>
<td>Contract Services</td>
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<tr>
<td>P0903958</td>
<td>Atlantic Relocation</td>
<td>Athletic Educ/Fitness</td>
<td>Non-Instruct Supplies</td>
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<td>P0903986</td>
<td>BSN Sports</td>
<td>Athletic Educ/Fitness</td>
<td>Group II Equipment</td>
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<tr>
<td>B0911039</td>
<td>National Roofing</td>
<td>Student Services</td>
<td>Contract Services</td>
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<td>Fund 47 Total: 1</td>
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<td></td>
<td>BPO Funds Total: 1</td>
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<td>Grand Total POs and BPOs: 4</td>
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<td>$13,601.55</td>
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</table>
A. Employment and Personnel Changes.................................................................HR 2

B. Temporary Non-Classified Service Employees.................................................HR 11

C. Stipends for Compton Education Center.........................................................HR 16

D. Notice and scheduling of hearing regarding negotiations between the Federation of Teachers, Local 1388, AFT, AFL-CIO and the El Camino Community College District ..................................................................................HR 18

E. Revised Classification Specification for Vice President Administrative Position........ HR 18
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 1-33, and 1-25.

Academic Personnel:

1. Resignation – Linda Beam, Vice President, Human Resources, Human Resources Area, effective December 31, 2016.

2. Resignation – Todd White, full-time Instructor of Microbiology, Natural Sciences Division, effective August 19, 2016.

3. Employment – The following new full-time Counselors, Counseling and Student Success Division, to be approved as adjunct and attend counselor training and work with students, to be paid $47.43 an hour, effective June 6 through August 12, 2016, in accordance with the Agreement, Article 10, Section 8(b)
   Juan Garcia
   Andres Gonzalez
   Christopher Hurd
   Rousana Miranda
   Claudia Quilizapa

4. Employment – The following part-time Counselors to be hired as needed, not to exceed 67% FTE and/or 25 hours per week cumulative employment at the El Camino Community College District, effective June 6, 2016 through June 30, 2017.
   James Mackey
   Christina Sandoval

5. Employment – The following part-time Counselors to be hired as needed, not to exceed 67% FTE and/or 25 hours per week cumulative employment at the El Camino Community College District, effective July 1, 2016 through June 30, 2017.
   Elaine Moore
   Robert Williams

7. Employment – Analu Josephides, full-time Librarian, Learning Resources, Academic Affairs Area, Class II, Step 4, Academic Salary schedule, effective August 25, 2016:


9. Employment – The following part-time Librarians, Learning Resources, Academic Affairs Area, to be hired as needed, not to exceed 67% FTE and/or 25 hours per week cumulative employment at the El Camino Community College District, effective July 1, 2016 through June 30, 2017.

   Catherine Bueno-Granado
   Anita Colby
   Analu Josephides
   Vivian Linderman
   Vincent Robles
   Parisa Samaie
   Patricia Sophos
   Sukena Taibjee
   Douglas Thompson

10. Employment – The following part-time temporary 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

11. Change in Assignment – Charlene Brewer-Smith, from part time Cosmetology Instructor to full-time temporary Cosmetology Instructor, Industry and Technology Division, effective August 27 through December 16, 2016.

12. Correction, Special Assignment – Mark Walch, non-credit instructor of English, Humanities Division, to supervise the Writing Center as a substitute when needed, to be paid $47.43 an hour, not to exceed 168 hours or $7,968 instead of 116 hours or 5,502 effective July 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 9(l).

13. Special Assignment – Nikki Barber, part-time Counselor, Counseling and Student Success Division, to coordinate and plan Student Equity KEAS cohorts, to be paid $63.25 per hour, not to exceed 60 hours or $3,795, effective May 18 through August 12, 2016, in accordance with Agreement, Article 10, Section 14(a).
14. Special Assignment – Tisa Casas, part-time instructor Educational Development, Special Resource Center/Health Sciences & Athletics Division, to assist with DSPS program and services, to be paid $47.43 per hour, not to exceed 170 hours or $8,064, effective August 16, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 14(c).

15. Special Assignment – Steven Farrah, part-time instructor of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students, to be paid $63.25 per hour, not to exceed 16 hours or $1,012, effective June 20 through August 12, 2016, in accordance with Agreement, Article 10, Section 9(l).

16. Special Assignment – Maribel Hernandez, full-time Counselor, Counseling and Student Success Division, to coordinate duties for Puente Program, summer 2016, to be paid $63.25 per hour, not to exceed 30 hours or $1,897, effective May 18 through August 12, 2016, in accordance with Agreement, Article 10, Section 14(a).

17. Special Assignment – Kathryn Holmes, full-time instructor Learning Disability Specialist, Special Resource Center/Health Sciences & Athletics Division, to coordinate learning disability assessments, to be paid $63.25 per hour, not to exceed 20 hours or $1,265, effective August 16, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 14(c).

18. Special Assignment – Tiffanie Lau, part-time instructor Learning Disability Specialist Special Resource Center/Health Sciences & Athletics Division, to conduct learning disability assessments for students with disabilities, to be paid $47.43 per hour, not to exceed 160 hours or $7,589, effective August 27, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 14(c).

19. Special Assignment – Susan Niles, full-time Faculty Coordinator/Nurse Practitioner, Health Sciences & Athletics Division, to perform Health Center duties, to be paid $47.43 per hour, not to exceed 24 hours, effective August 22 through August 24, 2016, in accordance with Agreement, Article 10, Section 14(c).

20. Special Assignment – May Xu, part-time instructor of Mathematics, Mathematical Sciences Division, to teach the Student Equity Program Summer Math Academy, to be paid $63.25 per hour, not to exceed 66 hours or $4,112, effective June 17 through July 30, 2016, in accordance with Agreement, Article 10, Section 9(l).
21. Special Assignment – The following part–time instructors of Applied Music Duty, Fine Arts Division, to be paid $31.63 per hour, not to exceed 460 hours or $4,550, effective August 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 13(a).

Virginia Frazier    Bruce Russell
Jamie Hovorka      Valerie Stern

22. Special Assignment – The following full–time instructors, Fine Arts Division, to facilitate the Student Equity Program Fine Arts Faculty Learning Teams, to be paid $63.25 per hour, not to exceed 30 hours or $1,898, effective August 15 through December 22, 2016, in accordance with Agreement, Article 10, Section 9(l).

Alireza Ahmadpour   Daniel Berney   James Hurd

23. Special Assignment – The following part–time instructors, Fine Arts Division, to participate in the Student Equity Program Fine Arts Faculty Learning Teams, to be paid $47.43 per hour, not to exceed 30 hours or $1,423, effective August 15 through December 22, 2016, in accordance with Agreement, Article 10, Section 9(l).

Amy Allen          Jackie Freedman    Elizabeth Russell

24. Special Assignment – The following part–time instructors of Applied Music, Fine Arts Division, to be paid $63.25 per hour, not to exceed 326 hours or $20,620, effective August 1, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 9(l).

Alisa Bauer        James Mack
Anna Bosler        Mark Massey
Robet Coomber      Joseph Mitchell
John Deaman        Vicki Muto
Rhonda Dillon      Ann Patterson
Barbara Dyer        Lois Rberts
Anne Farnsworth    Mannon Robertshaw
Virginia Frazier    David Shepherd
Matt Greif          Neil Stannard
Jamie Hovorka      Larry Steen
Maria Jaque        Steven Tyler
Dean Koba           Ljubomir Velickovic
Kiristi Lobitz     Erin Wood
25. Special Assignment – The following full-time Counselors, Counseling and Student Success Division, to coordinate duties of the Opportunity Project, counseling intervention and basic skills courses, to be paid $63.25 per hour, not to exceed 180 hours or $11,385 effective July 1 through December 22, 2016, in accordance with Agreement, Article 10, Section 14(a).

   Stephanie Bennett         Atheneus Ocampo

26. Special Assignment – The following full-time Counselors, Counseling and Student Success Division, to coordinate duties of the areas noted, to be paid $63.25 per hour, not to exceed the hours and amounts below, in accordance with Agreement, Article 10, Section 14(a), effective for times outside of the contracted 175 days during the 2016-2017 fiscal year.

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Area</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griselda Castro</td>
<td>Puente</td>
<td>90</td>
<td>$5,693</td>
</tr>
<tr>
<td>Yamonte Cooper</td>
<td>Career Services</td>
<td>70</td>
<td>$4,428</td>
</tr>
<tr>
<td>Rene Lozano</td>
<td>Transfer Services</td>
<td>70</td>
<td>$4,428</td>
</tr>
<tr>
<td>Brian Mims</td>
<td>Project Success</td>
<td>90</td>
<td>$5,693</td>
</tr>
<tr>
<td>Cynthia Mosqueda</td>
<td>First Year Experience</td>
<td>90</td>
<td>$5,693</td>
</tr>
</tbody>
</table>

27. Special Assignment – The following part-time coaches, Health Sciences & Athletics Division, to be paid $63.25 per hour, not to exceed 25 hours per week, or the amounts listed below, effective August 15, 2016 through June 16, 2017, in accordance with Agreement, Article 10, Section 11(e).

<table>
<thead>
<tr>
<th>Coach</th>
<th>Hours per week</th>
<th>Sport</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Blount</td>
<td>3.1</td>
<td>Volleyball – Men’s</td>
<td>$8,500</td>
</tr>
<tr>
<td>Keith Crenshaw</td>
<td>2.9</td>
<td>Basketball – Men’s</td>
<td>$8,000</td>
</tr>
<tr>
<td>Darin Dunn</td>
<td>2.3</td>
<td>Soccer – Men’s</td>
<td>$3,000</td>
</tr>
<tr>
<td>John Hall</td>
<td>1.8</td>
<td>Track &amp; Field</td>
<td>$5,000</td>
</tr>
<tr>
<td>Elizabeth Hazell</td>
<td>2.9</td>
<td>Volleyball – Women’s</td>
<td>$8,000</td>
</tr>
<tr>
<td>Michael Houck</td>
<td>1.8</td>
<td>Basketball – Women’s</td>
<td>$5,000</td>
</tr>
<tr>
<td>Kevin Hughley</td>
<td>2.9</td>
<td>Track/Field</td>
<td>$8,000</td>
</tr>
<tr>
<td>Nick Jones</td>
<td>2.9</td>
<td>Baseball</td>
<td>$8,000</td>
</tr>
<tr>
<td>Stacy Komai</td>
<td>1.5</td>
<td>Golf – Men’s</td>
<td>$4,250</td>
</tr>
<tr>
<td>Monica Lizarraga</td>
<td>2.3</td>
<td>Water Polo – M/W</td>
<td>$3,000</td>
</tr>
<tr>
<td>Kurt Peters</td>
<td>2.9</td>
<td>Volleyball – Men’s</td>
<td>$8,000</td>
</tr>
<tr>
<td>Steve Shaw</td>
<td>3.6</td>
<td>Basketball – Women’s</td>
<td>$10,000</td>
</tr>
<tr>
<td>Steven Van Kanegan</td>
<td>3.6</td>
<td>Tennis – M/W</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
28. Special Assignment – The following part-time coaches, Health Sciences & Athletics Division, to be paid $63.25 per hour, not to exceed 25 hours per week, or the amounts listed below, effective January 15, 2017 through June 16, 2017, in accordance with Agreement, Article 10, Section 11(e).

- Darin Dunn 2.3 hours Tennis – M/W $3,000
- Elizabeth Hazell 2.3 hours Sand Volleyball – Women’s $3,000

29. Stipend Assignment – The following full-time instructors, Fine Arts Division, to receive a $1,000 stipend for duties related to the Resident Artist Series, in accordance with Article 10, Section 14(a).

- Liz Hoefner Adamis effective 10/22/16
- Polli Chambers-Salazar effective 11/1/16 – 11/19/16
- Diana Crossman effective 1/23/17
- Jason Davidson effective 1/15/16
- Joseph Evans effective 1/23/17

30. Stipend Assignment – The following part-time instructors, Fine Arts Division, to be paid $63.25 per hour for duties related to the Resident Artist Series, not to exceed the hours and amounts below, in accordance with Article 10, Section 9(l).

- Kristi Lobitz 1/3/17 – 1/26/17 15.8 hours $1,000
- Lois Roberts 11/1/16 – 11/19/16 15.8 hours $1,000
- Ljubomir Velickovic 10/1/16 – 10/29/16 19.8 hours $1,250

31. Stipend Assignment – The following full-time instructors, to attend and assist in the planning of the Student Success and Support Program, Student Equity Program, and Basic Skills Initiative retreat, to be paid $47.43 per hour, not to exceed the hours and amounts below, effective June 1 through August 19, 2016, in accordance with Article 10, Section 8(b).

- Debra Breckheimer 16 hour $1,897
- Lars Kjeseth 16 hours $759
- Scott Kushigemachi 40 hours $1,897
- Art Martinez 40 hours $1,897
- Eduardo Morales 16 hours $759

32. Stipend Assignment – The following full-time coaches, Health Sciences & Athletics Division, to be paid the amount listed below, effective August 11, 2016 through June 15, 2017, in accordance with Agreement, Article 10, Section 11(a).
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Alvillar</td>
<td>Football/Defensive Coach</td>
<td>$8,500</td>
</tr>
<tr>
<td>John Britton</td>
<td>Soccer – Men’s</td>
<td>$8,500</td>
</tr>
<tr>
<td>John Britton</td>
<td>Soccer – Women’s</td>
<td>$8,500</td>
</tr>
<tr>
<td>John Britton</td>
<td>Badminton</td>
<td>$4,250</td>
</tr>
<tr>
<td>Eugene Engle</td>
<td>Football/Offensive Coach</td>
<td>$8,500</td>
</tr>
<tr>
<td>Nate Fernley</td>
<td>Baseball</td>
<td>$8,500</td>
</tr>
<tr>
<td>Gifford Lindheim</td>
<td>Football/Head Coach</td>
<td>$15,000</td>
</tr>
<tr>
<td>Dean Lofgren</td>
<td>Cross Country – M/W</td>
<td>$10,000</td>
</tr>
<tr>
<td>Dean Lofgren</td>
<td>Track – M/W</td>
<td>$10,000</td>
</tr>
<tr>
<td>LeValley Pattison</td>
<td>Volleyball – Women’s</td>
<td>$8,500</td>
</tr>
<tr>
<td>LeValley Pattison</td>
<td>Sand Volleyball – Women’s</td>
<td>$8,500</td>
</tr>
<tr>
<td>Jessica Rapoza</td>
<td>Softball</td>
<td>$8,500</td>
</tr>
<tr>
<td>Corey Stanbury</td>
<td>Water Polo – M/W</td>
<td>$10,000</td>
</tr>
<tr>
<td>Corey Stanbury</td>
<td>Swimming – M/W</td>
<td>$10,000</td>
</tr>
<tr>
<td>Robert Uphoff</td>
<td>Basketball – Men’s</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

33. **Special Assignment** – The following full-time instructors Learning Disability Specialist, Special Resource Center/Health Sciences & Athletics Division, to conduct learning disability assessments for students with disabilities, to be paid $47.43 per hour, not to exceed 70 hours or $3,321, effective August 27, 2016 through June 30, 2017, in accordance with Agreement, Article 10, Section 14(c).

Kathryn Holmes    Julia Land    William Hoanzl

**Classified Personnel:**

1. **Retirement** – Christine Saldana, Clerical Assistant, Range 22, Step F, Foundation Division, Student and Community Advancement Area, effective July 30, 2016, and that a plaque be presented for her years of service to the district since 2000.

2. **Resignation** – Michael DeSanto, Police Officer, Campus Police Division, Administrative Services Area, effective July 5, 2016.


7. Change in Assignment – Eboni Martin, from 50% to 100% Research Analyst, Range 47, Institutional Research & Planning, Student and Community Advancement Area, effective July 1, 2016 through June 30, 2017.

8. Change in Assignment – Stuart Melvin, from Compton Center Police Officer, to Campus Police Officer, Range 1, Step E, Campus Police Division, Administrative Services Area, effective September 1, 2016.


Special Services Professional

16. Re-Employment – Destyn LaPorte, Special Services Professional, Range 5, Step 5, English Language Academy, Admissions & Records Division, Student and Community Advancement Area, effective August 1, 2016 through December 31, 2016, not to exceed $39,840.

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:

17. Brittany R. Hubble – Clerical Assistant, Range 22, Step A, Student Support Services Division, Student and Community Advancement Area, to cover student club finances and front desk duties.


19. Christine Stahl – Costume Technician, Range 31, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, on-call, as needed, backstage crew for events.

20. Daniel Volonte – Set Designer, Range 36, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, on-call, as needed, backstage crew for events and design sets.

21. David Wright – Lab Supervisor, Range 21, Natural Sciences Division, Academic Affairs Area, to perform a variety of duties related to running labs and equipment as needed.

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

   Matthew Alquiza       Daniel Scala III

23. The following individuals to work as Theatre Technician, Range 31, Step A, and Stage Managers, Range 38, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, on-call, as needed, backstage crew for events:

   Alonzo McDonald       Dewain Robinson
24. The following individuals to work as Sound Technician, Range 36, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, on-call, as needed, backstage crew for events:

   Erik Bleuer  Adam Lynn  Paul Workman

25. The following individuals to work as Theatre Technicians, Range 31, Step A, Center for the Arts/Fine Arts Division, Academic Affairs Area, on-call, as needed, backstage crew for events:

   Taj Leihua Hartley  John Swafffield, III
   Michelle Jang  Aki Miura Vasquez

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

   It is recommended that the Board authorize employment of the following Temporary Non–Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours per week and/or the equivalent of 67% faculty load per week, effective July 19, 2016 through June 30, 2017, unless otherwise stated, as shown in items 1–18.

1. TNC I, RATE A ($10.00)

   Business Education
   Ryan Missel

   HS&A
   Earl Eastcott

   Math
   Firooz Amirpanah (eff. 6/20/16-8/18/16)
   Bi Nguyen (eff. 7/1/16-6/30/17)

   Natural Sciences
   Stephanie Norris (eff. 7/1/16-6/30/17)

2. TNC I, RATE B ($11.00)

   Academic Affairs
   Randy James (eff. 7/1/16-6/30/17)
Fine Arts
Katie Villanueva

Math
Alexia Mayorga
Manuel Beltran
Emily Jordan
Ariel Kimmock (eff. 7/12/16-6/30/17)
Jesse Mendez
Christian Ramirez (eff. 7/1/16-6/30/17)
Tran Vuong (eff. 6/21/16-6/30/17)
Luis Villanueva

Student Supports Services
Claudia Diaz (eff. 7/18/16-8/26/16)
Vanessa Esguerra (eff. 7/12/16-6/30/17)

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

Bookstore
Steven Eul (eff. 7/1/16-6/30/17)

Fine Arts
Michelle Levert (eff. 7/12/16-6/30/17)

Fiscal Services
Kyle Kaichi (eff. 6/21/16-16/30/17)
Tiffany Williams (eff. 6/21/16-6/30/17)

4. **TNC II, RATE B ($13.00)**

Academic Affairs
Charles Spears (eff. 7/1/16-6/30/17)

Fine Arts
Amanda Meade-Tatum (eff. 7/1/16-6/30/17)

Industry & Technology
Masayuki Kitago (eff. 7/1/16-6/30/17)
Jailyn Matthews (eff. 7/1/16-6/30/17)
Math
Neha Zaidi (eff. 7/1/16-6/30/17)

5. TNC III, RATE A ($14.00)

Fine Arts
Omar Ibarra
Kevin Tuxford

Community Advancement
Shanta Pittman (eff. 7/1/16-6/30/17)

Fine Arts
Stephen Ayers (eff. 7/1/16-6/30/17)
Jayme Barr (eff. 7/1/16-6/30/17)
Jennifer Jones (eff. 7/1/16-6/30/17)
Gol Mimu Motamedi (eff. 7/1/16-6/30/17)

HS&A
Nelly Lynch (eff. 7/5/16-6/30/17)
Paola Perdoma (eff. 6/22/16-6/30/17)

7. TNC IV, RATE A ($16.00)

Fine Arts
Christine Zarro (eff. 7/1/16-6/30/17)

Math
Connie Nguyen (eff. 7/1/16-6/30/17)

Natural Sciences
Jason Fournier (eff. 7/1/16-6/30/17)

8. TNC IV, RATE B ($17.00)

Fine Arts
Mary Basile (eff. 7/1/16-6/30/17)
Florence Carrizo (eff. 7/1/16-6/30/17)
Raenae Kuaea (eff. 7/1/16-6/30/17)
Carol Sparks (eff. 7/1/16-6/30/17)
Danielle Van der Linden (eff. 7/1/16-6/30/17)
Bradley Zipser (eff. 7/1/16-6/30/17)
HS&A
Marques Cooper
Steve Garcia
Bruce Gerber
Vince Grigsby
Jeff Zaeske

9. **TNC V, RATE B ($19.00)**

   Fine Arts
   Travis Deck

10. **Professional I, ($20.00)**

    Humanities
    Jack Mulkey
    Elayne Rodriguez (eff. 7/1/16-6/30/17)

    Math
    Sandra Balbuena (eff. 6/21/16-6/30/17)
    Mohammad Rahnavard (eff. 7/1/16-6/30/17)
    Chariya Sok (eff. 6/21/16-6/30/17)
    Henry Trinh (eff. 7/1/16-6/30/17)

11. **Professional I, ($25.00)**

    Student Support Services
    Carlie Whittaker (eff. 7/1/16-6/30/17)

12. **Professional I, ($26.00)**

    Humanities
    Phan Tran

13. **Professional I, ($29.00)**

    Community Advancement
    Krissy Vanoverbeck (eff. 6/21/16-6/30/17)
14. **Professional I, ($30.00)**

   Library
   Cheryl Cleamons

15. **Professional I, ($32.00)**

   **Industry & Technology**
   Michael Brownlie (eff. 7/1/16-6/30/17)
   Marvin Chang (eff. 7/1/16-6/30/17)
   James Ellingson (eff. 7/1/16-6/30/17)
   Sterling Kim (eff. 7/1/16-6/30/17)
   Richard Martinez (eff. 7/1/16-6/30/17)
   Joshua Marquez (eff. 7/1/16-6/30/17)
   Kyle O’Bryan (eff. 7/1/16-6/30/17)

16. **Professional II, ($37.00)**

   **Student Support Services**
   Sandra Smith

17. **Professional II, ($45.00)**

   **Community Advancement**
   Michael Huerth (eff. 7/1/16-6/30/17)

18. **Professional IV, ($62.00)**

   **Industry & Technology**
   Michael Brownlie (eff. 7/1/16-6/30/17)
   James Ellingson (eff. 7/1/16-6/30/17)
   Richard Martinez (eff. 7/1/16-6/30/17)
C. **STIPENDS FOR COMPTON EDUCATION CENTER**

It is recommended that the following educational administrators be paid a stipend for work at the Compton Education Center, effective August 1, 2016 through June 30, 2017. All stipends may be rescinded with 30 days notice.

$1,000 per month  
Linda Beam  
Jo Ann Higdon  
Jeanie Nishime  
Jean Shankweiler  
Barbara Perez (for El Camino College duties)

It is recommended that the following classified managers, supervisors and confidential employees be paid a stipend for work at the Compton Education Center, effective August 1, 2016 through June 30, 2017. All stipends may be rescinded with 30 days notice.

$800 per month  
Wanda Morris  

$415 per month  
Melissa Guess  
William Mulrooney  
Michael Trevis

$330 per month  
Esperanza Nieto  
Irene Graff  
Virginia Rapp

$300 per month  
Cynthia Constantino

$250 per month  
Julie Bourlier  
William Garcia  
Heather Parnock

$160 per month  
Babatunde Atane  
Rocky Bonura  
Janice Ely  
Jayne Ishikawa  
Lisa Mednick  
Rory Natividad  
Andy Nasatir  
Dipte Patel  
William Warren
It is recommended that the following classified staff be paid a stipend for work at the Compton Education Center, effective August 1, 2016 through June 30, 2017. All stipends may be rescinded with 30 days notice.

$100 per month

Christina Baskin
Darren Behr
Quajuana Chapman
Martha Cognac
Charlotte V. Cooper
Linda Detwiler Burner
Sharon Filio
Amy Hanoa

$75 per month

Martha Angel
Ellen Lorenz
Latasha Millender
Patrick Papetti

$50 per month

Paul Almandres
Kim Ashley
Robert Butler
Thu Lucy Dao
Jan Hearn
Sheryl Kimball
Nanette Marshall

Christina Kato
Monica Mallory
Michael Martinez
David Mussaw
Charlene Sakatani
Donna Takahama
LaShanta Young

Brenda Peterson
Steven Thorsen
Hiep Tran

Linda Mobley
Tung The Nguyen
Aaron Sargent
Cheryl Shenefield
Tri Van Vo
Erick White

It is recommended that the Board of Trustees schedule a Public Hearing at the August, 2016 Board Meeting to initiate the contract negotiations process between the Federation of Teachers and El Camino Community College District, effective January 1, 2017. The following is a list of Articles submitted by the Federation of Teachers to be negotiated.

ARTICLE 3 – Rights of the Federation
ARTICLE 6 – Classification of faculty members
ARTICLE 8 – Hours and working conditions
ARTICLE 10 – Compensation (Including related salary schedule)
ARTICLE 11 – Paid Leaves
ARTICLE 20 – Procedures for Faculty Evaluation
ARTICLE 25 – Agreement Conditions & Duration
APPENDIX A – Job Descriptions

E. REVISED CLASSIFICATION SPECIFICATION FOR VICE PRESIDENT POSITION

It is recommended that the board of trustees approve the revised classification specification for Vice President, Human Resources shown on pages 19 – 21.
EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT – HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent/President, the Vice President – Human Resources plans, organizes, directs and controls the functions of the Human Resources department. This position is responsible for reviewing and improving personnel procedures and policies and developing positive labor management relations with organized bargaining units; overseeing and monitoring employee benefits programs, including employee safety, workers’ compensation and staff equal employment opportunity/diversity, and professional development; managing employee disputes and supervising litigation; supervising and evaluating the performance of assigned personnel. This position is also responsible for advising District Administrators on personnel legal issues.

REPRESENTATIVE DUTIES:

Advocate for effective human resources policy development, review and implementation.

Interact with internal campus leadership in seeking input as well as recommending and implementing solutions to human resources issues in policy setting and strategic direction.

Define and establish campus human resources policies and collective bargaining parameters that anticipate changing work force directions and trends, and respond to dynamics and change.

Develop and continuously improve the human resources system and critical human resources process of the District.

Seek innovative ways to address recruitment, selection, development and evaluation of all employees.

Collaborate with campus leadership to define effective marketing and recruitment programs and strategies to fund them.

Be responsible for the effective administration of internal departmental management in the areas of fiscal control and budget.

Develop appropriate performance standards for the department for determining the effectiveness of human resource programs and services.

Ensure District compliance with federal and state laws and Board policies related to personnel management and employer/employee relations.
Coordinate and manage the District’s health and welfare benefits program.

Oversee the District’s response to employee discipline and grievances and manage all levels of the grievance process.

Serve as, or work with, the chief negotiator for the District in contract negotiations with bargaining teams representing labor unions.

Monitor adherence to collective bargaining agreements by providing direction to administrators and managers in interpreting negotiated employer/employee agreements.

Prepare and render legal opinions for District administration on various legal issues including, but not limited to, collective bargaining, labor relations and student and employee discipline.

Maintain current knowledge of legal developments and provide counsel regarding the impact on District obligations.

Oversee the District’s professional development activities and programs and oversee the use of state professional development and staff diversity funds.

Serve as custodian of District personnel records.

Maintain an understanding of and currency relative to human resource ideas, trends and practices.

Perform other duties as the Superintendent/President deems necessary.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Laws, rules and regulations pertaining to California Community Colleges.
- Principles of staff and management operations applicable to a major organizational unit.
- The Public Employee Relations Act, the unit collective bargaining contracts, provisions of the Education Code, Title IX and Title V regulations.
- Principles and practices of public personnel administration and legal affairs.
- Community college philosophy, objectives, organization, functions and services.
- Methods and techniques of legal research, analysis, decision-making, and report preparation.
- Advanced oral and written communication skills.
- Computers and computer applications that support information management systems and student services functions.
ABILITY TO:

Establish goals and develop a strategic plan with identifiable outcomes, measures and implementation schedule.

Collaborate with campus leadership to define comprehensive development and training programs, and strategies to fund them, preparing managers and employees to meet current and future needs of the college.

Provide comprehensive strategic human resource and workforce leadership in support of the organization’s overall vision, mission and objectives.

Manage a major organizational element of a community college in an effective and prudent manner.

Implement general directives and Board policies in the assigned areas of responsibility.

Interpret new and revised laws, rules and regulations, and advise District management of resultant problems and necessary actions.

Direct the activities and provide effective leadership for the Human Resources Department.

Apply the provisions of the Public Employee Relations Act.

Exercise critical and independent judgment.

EDUCATION AND EXPERIENCE:

Possess a Master’s Degree from an accredited institution, preferably in the area of human resource management or a related field. Five or more years of recent progressively responsible experience at the management level related to the field of human resources. Supervision of certificated personnel is desirable.

Sensitivity to and an understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff.

WORKING CONDITIONS:

ENVIRONMENT:
Office work environment.
Attendance at multiple meetings.
Extended periods of sitting.

Board Approved: January 22, 2008
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 July 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 concluded on June 30, 2016 and we anticipate another draft being available for review within the next few weeks. 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.

The latest version of the “Process to Accreditation” document is available online. This updated document reflects progress made since the spring 2015 “Process to Accreditation” was published and our timeline moving forward. A copy of the “Process to Accreditation” document is available online at: http://www.elcamino.edu/administration/vpaa/accreditation/doc/Process-Accreditation-May2016.pdf

2. El Camino College Compton Center Enrollment: The summer 2016 Compton Center enrollment has remained constant over the past couple of weeks. For the 2015-2016 fiscal year the Compton Center is now projecting 6,000 Full-Time Equivalent Students (FTES), which includes borrowing approximately 569 FTES from summer 2016. The Compton Center did not meet our FTES goal and will enter into the final year of stabilization funding during the 2016-2017 year. We are now making adjustments to our revenue projections in the 2016-2017 Compton District Final Budget.

This month, we are hosting the KJLH “Taking it to the Streets” event on Thursday, July 14, 2016 from 9:00 a.m.-6:00 p.m., at this event the Compton Center will provide on-site enrollment assistance and prospective students will be able to apply and register now for classes along with receiving information on various Compton Center student services. This event is open to the public.
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. The 2015-2018 El Camino College Compton Center Enrollment Management Plan is available online at: http://www.elcamino.edu/administration/board/agendas/2016/CEC%20Enrollment%20Management%20Plan%202015-2018.pdf

3. **Partnership with local K-12 Districts and CSU Dominguez Hills:** At the February 2016 board meeting, the board approved the partnership agreements between Compton Unified School District, Lynwood Unified School District, and the Compton Center to increase the number of students from these institutions who obtain admissions to CSU Dominguez Hills. Copies of the partnership agreements are available online at:
   - http://www.elcamino.edu/administration/board/agendas/2016/Compton-Partnership-Agreement.pdf
   - http://www.elcamino.edu/administration/board/agendas/2016/Lynwood-Partnership-Agreement.pdf

   We are currently working with CSU Dominguez Hills, Compton Unified School District, and Lynwood Unified School District on a Promise Agreement. More information on the Promise Agreement will be available in the coming months.

4. **Molina Medical Management Inc.:** The Joint Occupancy Space Agreement and the Health Clinic Services Agreement with Molina Medical Management Inc. was approved by the Compton District board in April 2016. The Molina Health Center will open sometime in September 2016. The Molina Health Center will be staffed by a nurse practitioner and medical assistants – managed by Molina Medical. For this new health service, Compton Center students are required to pay the $19 Health Services Fee when registering for fall classes. The Molina Health Center will be open year-round on Tuesday and Wednesday from 8:30 a.m. – 5:30 p.m.; and on Thursdays from 11:00 a.m. – 7:00 p.m.

   We are working with Molina Medical Management Inc. to identify a date for the grand opening ceremony for sometime in fall 2016. We will continue to update the board on the Molina Health Center.

5. **Fiscal Crisis Management and Assistance Team:** As required by Assembly bill 318, the 10th FCMAT Comprehensive Review of Compton Community College District was conducted during the months of April 2016 and May 2016. FCMAT reviewed the following areas: Fiscal Management (March 8-11, 2016), Facilities Management (April 5-6, 2016); and Community Relations and Governance (March 21-23, 2016). We received a preliminary progress report on May 31, 2016.
and should receive a final report prior to the August 16, 2016 Compton District board meeting. Below is the link to the communication from the FCMAT Chief Management Analyst dated May 31, 2016, regarding the preliminary progress report for the Compton District:

For your reference, copies of all the previous FCMAT reports are available online at: http://district.compton.edu/fcmat.asp.

6. **Low Enrolled Educational Programs/Courses at the Compton Center:** Since the 2010-2011 year, the overall Compton Center course fill rates have declined from 97% to a projected 80% fill rate for the 2015-2016 year. The Vice President of the Compton Center is working with a number of full-time faculty on load balancing to ensure all are meeting their full-time academic load. In addition, the El Camino College board and Compton District board approved a new vision, mission, and strategic initiatives for the El Camino College Compton Center, and the future Compton College. These initiatives focus on expanding programs in Allied Health and Advanced Manufacturing programs. The Compton Center is implementing several activities from my recommendation to address low enrolled educational programs/courses. My recommendations are available online at: http://www.compton.edu/adminandoperations/provostceo/Documents/Educational Programs-TaskForce-Recommendations.pdf

7. **Cosmetology Program:** This fall, El Camino College will be offering a Cosmetology Program at the Compton Center. We have hired 2 full-time tenure-track faculty positions and are in the process of hiring a full-time Cosmetology Assistant to support the program. In addition, the Compton District has provided an additional $25,000 for instructional supplies and materials for the Cosmetology program. The Compton Center is currently in the process of recruiting potential students for the Cosmetology program. More information on the El Camino College Compton Center Cosmetology program is available online at: http://www.compton.edu/Academics/CTE/cosmetology/index.aspx

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.
A. Travel ................................................................................................................... P/B 2

B. Absence of a Board Member................................................................................ P/B 2
A. TRAVEL

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

   a) California Baccalaureate Degree Pilot Program  
      July 6, 2016, Fullerton, CA.

   b) Sierra College/Hacker Lab  
      July 13, 2016, Sacramento, CA.

   c) California Community Colleges Chief Executive Officers Meetings  
      For the term of July 1, 2016 to June 30, 2017 – State of California.

   d) Chancellor’s Office of the California Community Colleges  
      For the term of July 1, 2016 to June 30, 2017 – State of California.

   e) Community College League of California Meetings  
      For the term of July 1, 2016 to June 30, 2017 – State of California.

   f) California Community Colleges – Board of Governor Meetings  
      For the term of July 1, 2016 to June 30, 2017 – State of California.

   g) California State Legislative Session  
      For the term of July 1, 2016 to June 30, 2017 – State of California.

   h) Accrediting Commission for Community and Junior Colleges  
      For the term of July 1, 2016 to June 30, 2017 – State of California.

   i) Council for Higher Education Accreditation  
      For the term of July 1, 2016 to June 30, 2017 – Washington, DC.

B. ABSENCE OF A BOARD MEMBER

   It is recommended that the Board excuse Trustee Combs from the June 20, 2016 Board Meeting with no loss of salary due to illness.