

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



**El Camino Community College District  
Board of Trustees  
Agenda, Monday, December 17, 2012  
Board Room  
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of November 19, 2012, Pages 5-7**
- III. Presentation – none**
- IV. Annual Organizational Meeting, Pages 8-16**
  - Public Comment
  - A. Election of Officers of the Board of Trustees
    - 1. President
    - 2. Vice President
    - 3. Secretary
  - B. Representative, Los Angeles County  
Committee on School District Organization
  - C. Representative, Los Angeles County  
School Trustee Association
  - D. Representative, California Community  
College Trustees
  - E. Representative, El Camino Community  
College District Foundation
  - F. Secretary to the Board
  - G. Time, Date and Place of Board Meetings
  - H. Order of Administrative Authority in  
Absence of Superintendent/President
  - I. Acting Secretary to the Board of Trustees
  - J. Documents Authorized for Signature  
of Acting Superintendent
  - K. Signature Authorization

**V. Public Comment on Consent Agenda**

**VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**

1. Academic Affairs  
See Academic Affairs Agenda,  
Pages 17-24
2. Student and Community Advancement  
See Student Services Agenda,  
Pages 25-31
3. Administrative Services  
See Administrative Services Agenda, Pages 32-40
4. See Measure “E” Bond Fund Agenda,  
Pages 41-44
5. See Human Resources Agenda,  
Pages 45-63
6. Superintendent/President  
See Superintendent/President Agenda,  
Pages 64-80

**VII. Committee of the Whole, pages 81-89**

- A. Public Comment
- B. Superintendent/President Search/Selection Process

**VIII. Public Comment on Non-Agenda Items**

**IX. Oral Reports**

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

**X. Closed Session**

- A. Personnel Matters, Brown Act Section 54957
  1. Public Employee Performance Evaluation and Employment - Superintendent/President

## Board Policy 1200 The El Camino College Mission, Philosophy, Values And Guiding Principles

### **Vision Statement**

El Camino College will be the College of choice for successful student learning, caring student services and open access. We, the employees, will work together to create an environment that emphasizes people, respect, integrity, diversity and excellence. Our College will be a leader in demonstrating accountability to our community.

### **Mission Statement**

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

### **Statement of Philosophy**

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

### **Statement of Values**

Our highest value is placed on our students and their educational goals, interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

**People** – We strive to balance the needs of our students, employees and community.

**Respect** – We work in a spirit of cooperation and collaboration.

**Integrity** – We act ethically and honestly toward our students, colleagues and community.

**Diversity** – We recognize and appreciate our similarities and differences.

**Excellence** – We aspire to deliver quality and excellence in all we do.

### **Guiding Principles**

The following guiding principles are used to direct the efforts of the District:

El Camino College must strive for distinction in everything the College does—in the classroom, in services and in human relations. Respect for our students, fellow employees, community and ourselves, must be our underlying goal.

Cooperation among our many partners including other schools and colleges, businesses and industries, and individuals is vital for our success.

Access and success must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities or background.

### **Strategic Initiatives**

- A. Enhance teaching to support student learning using a variety of instructional methods and services.
  - B. Strengthen quality educational and support services to promote student success.
  - C. Foster a positive learning environment and sense of community and cooperation through an effective process of collaboration and collegial consultation.
  - D. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the workforce training and economic development needs of the community.
  - E. Improve processes, programs, and services through the effective use of assessment, program review, planning, and resource allocation.
  - F. Support facility and technology improvements to meet the needs of students, employees, and the community.
  - G. Promote processes and policies that move the College toward sustainable, environmentally sensitive practices.
- Adopted: 1/16/01, Amended: 1/22/02, 6/18/07, 6/21/10

**BOARD PRESENTATIONS AND REPORTS 2012-2013**

<b>Month</b>	<b>Presentation</b>	<b>Report</b>
July	Compton Center Accreditation Status Report	Comprehensive Master Plan
August	SLO & Program Review	Notice of Public Hearing Quarterly Fiscal Status FTES – Both Locations
September	Program Review Update	Budget Adoption Accreditation Follow-up Report
October	Student Success Task Force	Staff Development/Diversity
November	Accreditation Updates	FTES – Both Locations Quarterly Fiscal Status
December		Success and Retention (including basic skills)
January	Foundation Annual Report Ethics	Annual Financial Audit
February	Student Success	Quarterly Fiscal Status
March	Community Advancement	Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Oversight Committee	Measure E-Bond Annual Report
May	Accountability Reporting for Calif. Community Colleges (ARCC)	Quarterly Fiscal Status
June	Title V grants (Graduation Initiative, STEM)	Tentative Budget Planning & Budget Calendar

October 2012

EL CAMINO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING OF  
Monday, November 19, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, November 19, 2012, in the Board Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Maureen O'Donnell, Vice President; Trustee Mary E. Combs, Secretary; Trustee Kenneth A. Brown, Member; Trustee Ray Gen, Member; and Student Member Jasmine Hormati.

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

Minutes of the Regular Board Meeting of October 15, 2012

The Minutes of the Regular Board Meeting of October 15, 2012 were approved.

Presentation

Accreditation updates were presented by Dr. Jeanie Nishime

Consent Agenda

It was moved by Trustee Brown, seconded by Trustee Gen, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Proposed Curriculum Changes Effective 2013-2014 Academic Year  
Destruction of Records

Student and Community Advancement

Music Association of California Community College Festival and Concert Tour  
International Travel  
Grants

Administrative Services

Contracts Under \$81,000  
Personal Services Agreement  
Destruction of Records – Business Services

Declaration of Surplus Property  
Purchase Orders and Blanket Purchase Orders  
Facilities management Memorandum of Understanding – Second Reading & Adoption

Measure E Bond Fund

Category Budgets and Balances  
Measure E Project Budget Changes  
Contract – Leo A. Daly – Peer Review  
Contract – Amec Environment & Infrastructure, Inc. Athletic Education & Fitness  
Complex Phase 1  
Contract Amendment – Hill Partnership, Inc. Architects Industry & Technology Building  
Change Order – Taisei Construction Corporation – Math Business Allied Health Project  
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes  
Temporary Non-Classified Service Employees  
Revised Classification Specifications for Confidential Position

President/Board of Trustees

Travel  
2011-2012 Board of Trustees Evaluation and Goals  
Board Policy 2200 – Board Duties and Responsibilities -First Reading  
Board Policy 2430 – Delegation of Authority to Superintendent/President -First Reading  
Administrative Procedure 2430 – Delegation of Authority to Superintendent/President –  
Information Item  
Board Policy 2431 – Superintendent/President Selection –First Reading  
Administrative Procedure 2435 – Evaluation of Superintendent/President – Information  
Item  
Board Policy – 2740 – Board Education –First Reading  
Board Policy – 2745 – Board Self-Evaluation –First Reading

Student Member Hormati recorded a yes advisory vote. Motion carried.

Compton Community Educational Center

Compton Community Educational Center Transfer Report was presented as an informational item.

Public Comment

Mr. Dillan Horton addressed Associate in Arts and Associate in Arts Transfer degrees.  
Ms. Brooke Matson addressed Measure E.

Closed Session

Regular Meeting recessed to a Closed Session at 6 p.m. Regular meeting reconvened at 6:25 p.m.

Public Employee Discipline/Dismissal/Release

The Board of Trustees, in closed session held on November 19, 2012, voted to:

Ratify the Superintendent-President's decision to suspend without pay, effective November, 1, 2012, and terminate the employment of a classified supervisor from the El Camino Community College District, effective November 1, 2012, based upon causes and grounds for termination set forth in the November 1, 2012 "Superintendent-President's Designee's Written Decision re: Proposed Disciplinary Action, Suspension Without Pay and Dismissal from the District Employment; Final Notice."

Motion carried with five affirmative votes.

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Mary E. Combs, Secretary of the Board

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Thomas M. Fallo, Secretary to the Board

### Annual Organizational Meeting

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

A. Election of Officers for Period December 17, 2012 through the Annual Organizational Meeting in December, 2013

It is recommended that the Board elect officers for the period December 17, 2012, through the Annual Organizational Meeting in December, 2013.

Current officers:

President: William Beverly

Vice President: Maureen O'Donnell

Secretary: Mary E. Combs

B. Los Angeles County Committee on School District Organization

The Board is to appoint a representative to the Los Angeles County Committee on School District Organization.

Current representative: Maureen O'Donnell

C. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2012-2013.

Current representative: William Beverly

D. California Community College Trustees Board Election

It is recommended that the Board appoint a member to review nominations for membership on the California Community College Trustees Board and make a recommendation to the Board of Trustees.

Current representative: Mary E. Combs



E. El Camino Community College District Foundation

It is recommended that the Board appoint a member to serve on the El Camino Community College District Foundation.

Current representative: Kenneth Brown

F. Secretary to the Board for Period December 17, 2012 through the Annual Organizational Meeting in December, 2013

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 17, 2012, through the Annual Organizational Meeting in December, 2013.

G. Time, Date and Place of Board Meetings

It is recommended that the Board hold its regular meetings at 4:00 p.m. on the third Monday of each month or as noted below, in the Board Room in the Administration Building at El Camino College. If an El Camino Community College District holiday falls on Monday, the Board meeting will be held on the following Tuesday. Dates for 2013 are as follows:

Tuesday, January 22, 2013	Monday, July 15, 2013
Tuesday, February 19, 2013	Monday, August 19, 2013
Monday, March 18, 2013	Tuesday, September 3, 2013
Monday, April 15, 2013	Monday, October 21, 2013
Monday, May 20, 2013	Monday, November 18, 2013
Monday, June 17, 2013	Monday, December 16, 2013

H. Order of Administrative Authority in Absence of Superintendent/President

It is recommended that a Vice President be appointed to serve as Acting Superintendent/President of the El Camino Community College District in the absence of the Superintendent/President, the following order of authority is to be followed for period December 17, 2012, through the Annual Organizational Meeting in December, 2013:

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

I. Acting Secretary to the Board of Trustees

In the absence of the Superintendent/President and Secretary to the Board of Trustees during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, it is recommended that the Vice Presidents serve as Acting Secretary to the Board of Trustees of the El Camino Community College District in the following sequence of authority:

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

J. Documents Authorized for Signature of Superintendent

It is recommended that the Acting Superintendent be permitted to sign documents authorized for signature of the Superintendent in his absence from the College during the period from December 17, 2012, through the Annual Organizational Meeting in December, 2013.

K. Signature Authorization

It is recommended that the Board authorize signatures as follows:

1. Authority to Sign “A” and “B” Warrants

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required. Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer are authorized for on-line approval of “B” warrants, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to be authorized to sign contracts during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

3. Authority to Sign Purchase Orders

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

Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

4. Authority to Sign Purchase Orders for the Bookstore  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.
5. Authority to Sign Change Orders  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting be authorized to sign contract change orders during the period of December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.
6. Authority to Sign Notices of Employment and Orders for Salary Payments  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President - Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to sign Notices of Employment and Orders for Salary Payments during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, one signature only being required.

7. Revolving Cash Fund – El Camino Community College District  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; Josie Cheung, Accounting Officer and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
  
8. Registration Fund  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
  
9. Cash Management Fund  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
  
10. Trust Funds  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources;

Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against Trust Funds of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against any funds of the Associated Students on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; and Julie Bourlier, Bookstore Director to draw money from and issue checks against any funds of the Bookstore of El Camino College on deposit in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

14. El Camino College Business Office Account  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the El Camino College Business Office account in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
15. Auxiliary Services Fund  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Auxiliary Services account in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.
16. Dental Self-Insurance Fund, Wells Fargo Bank Account  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against the Dental Self-Insurance Trust Account with Wells Fargo Bank for up to \$30,000, during the period December 17, 2012, through the Annual Organizational Meeting December, 2013, two signatures required.
17. National Direct/Federal Perkins Student Loan/Nursing Loan Billing Service  
Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources;

Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against any funds deposited in the Student Loan/Nursing Loan Billing Service account in City National Bank, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, any two signatures required.

18. Computer Loan Revolving Cash Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources; Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; Babatunde Atane, Interim Director of Accounting; Josie Cheung, Accounting Officer; and Sophie Dao, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.

19. El Camino College Self-Insurance Account for Property and Liability – Keenan and Associates

Continue the Self-Insurance Account for Property and Liability with the Union Bank, 21515 Hawthorne Boulevard, Torrance Branch, and that the following be authorized to sign for the account during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, facsimile signature up to \$5,000 or any two signatures together required.

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

Keenan and Associates: David J. DeWenter, Chief Operating Officer; David Seres, Chief Financial Officer; Connie Koeller, Director, Financial Analysis; Suleman Moloo, Controller; and Arlene La Coste, Claims Manager.

20. Federal Student Financial Aid

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student and Community Advancement; Jo Ann Higdon, Vice President – Administrative Services; Linda Beam, Vice President – Human Resources;

Barbara Perez, Vice President – Compton Community Educational Center; Janice Ely, Business Manager; and Babatunde Atane, Interim Director of Accounting to draw money from and issue checks against funds in the Federal Student Financial Aid account in the Bank of America, Hawthorne Branch, during the period December 17, 2012, through the Annual Organizational Meeting in December, 2013, two signatures required.



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**Agenda for the El Camino Community College District Board of Trustees  
from  
Academic Affairs  
Francisco Arce, Vice President**

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**Page No.**

A. Proposed Curriculum Changes Effective 2013-2014 Academic Year.....18

## **ACADEMIC AFFAIRS**

### **A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2013-2014 ACADEMIC YEAR**

It is recommended that the Board approve the proposed curriculum changes, effective the 2013-2014 academic year, as listed below.

#### **HEALTH SCIENCES AND ATHLETICS**

##### **NEW COURSES**

1. Physical Education 258 – Power Vinyasa Yoga  
Units: 1.0      Lecture: 0      Hours Lab: 3.0      Faculty Load: 13.64%  
Recommended Preparation: Physical Education 257  
Grading Method: Letter  
Credit, degree applicable  
CSU transfer  
Proposed UC transfer  
El Camino Associate Degree General Education Requirement – Area 5  
Proposed CSU General Education Requirement – Area E

This course is a challenging physical yoga practice designed to build significant strength, endurance, concentration as well as flexibility. It is an athletic form of asana that appeals to students who want to learn how to take their fitness to the next level by practicing yoga.

2. Physical Education 259 – Circuit Training  
Units: 1.0      Lecture: 0      Hours Lab: 3.0      Faculty Load: 13.64%  
Grading Method: Letter  
Credit, degree applicable  
CSU transfer  
Proposed UC transfer  
El Camino Associate Degree General Education Requirement – Area 5

This course focuses on the concept of circuit training: a sequence of exercises performed with minimal rest periods between exercise stations. Emphasis is placed on the development of cardiorespiratory endurance, muscular endurance, core conditioning and body composition. Assessments of fitness components will be used to develop exercise prescriptions.

## **ACADEMIC AFFAIRS**

### **HUMANITIES**

#### **NEW COURSE**

Chinese 3 – Intermediate Chinese I

Units: 4.0      Lecture: 5.0      Hours Lab: 0      Faculty Load: 33.33%

Prerequisite: Chinese 2 with a minimum grade of C or equivalent

Grading Method: Letter

Credit, degree applicable

CSU transfer

Proposed UC transfer

El Camino Associate Degree General Education Requirement – Area 3

Proposed CSU General Education Requirement – Area C2

Proposed IGETC Requirement – Area 3B, 6A

In this intermediate course, taught within the context of Chinese culture, students develop their functional communication skills in Mandarin Chinese through listening, speaking, reading, and writing practice. Students expand their knowledge of the Chinese language and culture. Students read material drawn from daily Chinese life.

Note: The prerequisite for this course is comparable to three years of high school Chinese.

### **INDUSTRY AND TECHNOLOGY**

#### **NEW COURSE**

1. Administration of Justice 11 – Intelligence and Security Management

Units: 3.0      Lecture: 3.0      Hours Lab: 0      Faculty Load: 20.00%

Enrollment Limitation: Current employment with the Transportation Security Administration.

Recommended Preparation: Administration of Justice 10ab

Grading Method: Letter

Credit, degree applicable

This course provides an introduction to intelligence analysis and security management, focused on the prevention of terrorist attacks and other threats to

## ACADEMIC AFFAIRS

national security. Students learn about the national defense system, including private sector defense, and explore the vulnerabilities of these systems. Students are exposed to the intelligence community, how it operates, and examines issues regarding intelligence support of the Department of Homeland Security.

### NEW COURSE

1. Fire and Emergency Technology 144 – Emergency Medical Technician  
Units: 6.0    Lecture: 5.0    Hours Lab: 3.0    Faculty Load: 48.33%  
Prerequisite: Possession of a current Cardiopulmonary Resuscitation (CPR) card (Healthcare Provider CPR card from the American Heart Association or Professional Rescuer CPR card from the American Red Cross). Card must not expire less than six months from start date of class.  
Grading Method: Letter  
Credit, degree applicable  
CSU transfer

In this course, students will study through lecture and hands-on practical training, the basic skills necessary for the assessment, rescue, immediate treatment and transport of the urgently ill or injured person. Course content emphasizes identifying and correcting life-threatening conditions, identifying appropriate rescue techniques, and developing a systematic approach for providing pre-hospital care.

Note: CPR cards will be checked the first day of class for admission. Students successfully completing this course with an average grade of B will be eligible to take the National Registry Emergency Medical Technician (EMT) Exam within two years.

Note: This course is repeatable.

### CHANGE IN MAJOR; COURSE REQUIREMENTS

#### 1. Fire and Emergency Technology A.S. Degree Option

*Current Status/Proposed Changes*

<b>Major Requirements</b>		<b>Units</b>
FTEC 1	Fire Protection Organization	3
FTEC 2	Fire Prevention Technology	3
FTEC 3	Fundamentals of Personal Fire Safety and Survival	3
FTEC 5	Fire Behavior and Combustion	3

## ACADEMIC AFFAIRS

FTEC 6	Building Construction for Fire Protection	3
FTEC 10	Hazardous Materials	3
FTEC 20	Fire Protection Equipment and Systems	3
<del>FTEC 140</del>	<del>Emergency Medical Technician</del>	<del>5</del>
<del>FTEC 141</del>	<del>Emergency Medical Technician Laboratory</del>	<del>1</del>
<del>FTEC 144</del>	<del>Emergency Medical Technician</del>	<del>6</del>

### **Total Units: 27**

#### Recommended Electives:

FTEC 4 Fire Company Organization and Management

FTEC 9 Fire Apparatus and Equipment

FTEC 11 Arson Detection and Control

PE 280 Exercise and Nutrition Programs for Fitness and Weight Management

#### ***Recommendation***

FTEC 1	Fire Protection Organization	3
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 10	Hazardous Materials	3
FTEC 20	Fire Protection Equipment and Systems	3
FTEC 144	Emergency Medical Technician	6

### **Total Units: 27**

#### Recommended Electives:

FTEC 4 Fire Company Organization and Management

FTEC 9 Fire Apparatus and Equipment

FTEC 11 Arson Detection and Control

PE 280 Exercise and Nutrition Programs for Fitness and Weight Management

## **CHANGE IN CERTIFICATE OF ACHIEVEMENT; COURSE REQUIREMENTS**

### **1. Fire and Emergency Technology Certificate of Achievement**

*Current Status/Proposed Changes*

## ACADEMIC AFFAIRS

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

<b>Certificate Requirements</b>		<b>Units</b>
FTEC 1	Fire Protection Organization	3
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 10	Hazardous Materials	3
FTEC 20	Fire Protection Equipment and Systems	3
<del>FTEC 140</del>	<del>Emergency Medical Technician</del>	<del>5</del>
<del>FTEC 141</del>	<del>Emergency Medical Technician Laboratory</del>	<del>1</del>
FTEC 144	Emergency Medical Technician	6

**Total Units: 27**

### *Recommendation*

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

<b>Certificate Requirements</b>		<b>Units</b>
FTEC 1	Fire Protection Organization	3
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 10	Hazardous Materials	3
FTEC 20	Fire Protection Equipment and Systems	3
FTEC 144	Emergency Medical Technician	6

**Total Units: 27**

## ACADEMIC AFFAIRS

### 2. Fire Academy Certificate of Achievement

#### *Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

<b>Certificate Requirements</b>		<b>Units</b>
FTEC 1	Fire Protection Organization	3
FTEC 15	Fire Academy	12
<del>FTEC 140</del>	<del>Emergency Medical Technician</del>	<del>5</del>
<del>FTEC 141</del>	<del>Emergency Medical Technician Laboratory</del>	<del>1</del>
FTEC 144	Emergency Medical Technician	6

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**

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

#### ***Recommendation***

A Certificate of Achievement will be granted upon completion of all program requirements. At least 50% of the courses required for the Certificate of Achievement must be completed at El Camino College.

<b>Certificate Requirements</b>		<b>Units</b>
FTEC 1	Fire Protection Organization	3
FTEC 15	Fire Academy	12
FTEC 144	Emergency Medical Technician	6

## ACADEMIC AFFAIRS

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**

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



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

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## **STUDENT AND COMMUNITY ADVANCEMENT**

### **A. COMMUNITY EDUCATION PROGRAM FOR WINTER/SPRING 2013**

It is recommended that the Board of Trustees approve the Community Education Program for Winter/Spring 2013 as shown below:

<b><u>Course Name</u></b>	<b><u>Tuition Fee</u></b>
Academic Chess (Ages 5 - 13)	\$79
Ace the SAT Essay	\$133
Bartending the Easy Way	\$99
Become a Notary Public - Renewing Notaries ONLY	\$50
Become a Notary Public--Prep Class	\$99
Become a Professional Child Visitation Monitor	\$185
Become An Effective Public Speaker	\$99
Belly Dance (Beginning)	\$75
Best of the Internet	\$39
BLS (Basic Life Support) for the Healthcare Provider	\$64
Bollywood Dance Fitness	\$75
Cake Decorating 101	\$175
History Series: California Gubernatorial Recall and Election	\$12
Museum Excursion: California Science Center's Space Shuttle Endeavour Exhibit & IMAX Hubble 3D Film	\$55
Child Care Health & Safety Training: For Child-Care Workers and Foster Parents	\$49
History Series: Completion of the Human Genome Project	\$12
Computer Basics Boot Camp for Older Adults	\$49
Computer Basics for Technophobes! (A slower, simpler version of Boot Camp)	\$49
Dance of the Seven Veils: A Romantic Belly Dance Workshop	\$69
Do-It-Yourself Wind Power for Homeowners	\$96
Drums "R" Fun	\$99

<u>Course Name</u>	<u>Tuition Fee</u>
Financial Portfolio: Building Your Financial Portfolio on \$25 a Month	\$39
Floristry Training Certificate Program: Part 1-3	\$185
Food Manager Certification	\$89
Hand Made Herbal Soap Making	\$45
Heartsaver--CPR and AED Course	\$35
Heartsaver--First Aid Course	\$35
Introduction to Voiceovers	\$54
History Series: Invasion of Iraq	\$12
Life Drawing Marathons	\$20
Make-Up Artist 101 Certificate Seminar	\$350
Medical Terminology 2 (Course 2 of 7)	\$279
Medical Office Procedures (Administrative) (Course 3 of 7)	\$389
Medical Coding ICD-9-CM (Course 4 of 7)	\$110
Medical Coding CPT (Course 5 of 7)	\$110
Medical Billing and Reimbursement (Course 6 of 7)	\$389
Medical Coding Certification Prep Course:AAPC Certified Professional Coder (CPC) Exam	\$699
Medical Billing & Coding Train the Trainer	N/A
Microsoft Word and Excel	\$49
Mother-Daughter Tea	\$25
Negotiation Advanced Series- 3 Modules	\$42
Negotiation Expert Series - 3 Modules	\$42
Negotiation Beginning Series – 4 Modules	\$42
Excursion: Olive Oil Tasting Excursion at Ferrari Olive Oil Co.	\$55
Paint and Dine! One Stroke Painting at Tony Roma's	\$46
Pharmacy Technician Training Program	\$2,995

<b><u>Course Name</u></b>	<b><u>Tuition</u></b>
<b><u>Fee</u></b>	
Photoshop for Beginners	\$49
Retirement Planning Today	\$43
SAT Boot Camp (Grades 9-12)	\$359
Secrets Of Digital Photography	\$35
Self-Hypnosis Stress Reduction & Relaxation Techniques	\$49
Social Networking	\$29
History Series: Space Shuttle Columbia Disaster	\$12
Synchronized Swimming with the Aqualillies	\$160
Think Healthy, Be Thin, Stay Thin through Self-Hypnosis	\$49
Used Vehicle Dealer Certification: Start an Auto Wholesale Business!	\$89
Veterinary Assistant Training Program	\$1,099
Weight Training & Stretching (Beginning)	\$59
Yoga for Health & Relaxation--Beginning	\$99
Yoga For Health & Relaxation--Intermediate	\$99
YOUR Resume and Interview	\$45
Pirate Camp (For Adults!)	\$39

**B. GRANTS - INFORMATION**

It is recommended that the Board of Trustees receive for information the following grants:

1. National Science Foundation (NSF) Department of Undergraduate Education (DUE) - Advanced Technological Education (ATE) Centers: Aerospace Manufacturing Education Resource Center. The Aerospace Manufacturing Education Resource Center (AMERC) proposal is to establish a national resource center to help address some of the key issues faced by the county’s aerospace manufacturers in regards to worker shortages and the skills gap of existing workers. The project will develop and provide online access to high quality aerospace manufacturing curricular materials, and allow industry input to help guide the direction and content of these materials to meet current and future technical workforce needs.

David Gonzales, Administrator

Amount of Grant Funding from Granting Agency:	\$1,599,992
Amount of Match (In-Kind)	<u>-0-</u>
Total Amount of the Grant	\$1,599,992
Source of Matching Funds:	\$ 0
Indirect Rate:	\$75,228 (37.09%)
Performance Period:	July 1, 2013 through June 30, 2017

2. National Science Foundation Director of Education and Human Resources Research on Learning in Formal and Informal Settings (DRL) – Discovery Research K-12 (DRK-12). Guest Math Teacher Model Project. The Guest Math Teacher Model Project is an exploratory project and its primary focus is the Teaching Strand. The project will implement and research the effectiveness of the Guest Math Teacher Model for pre-service elementary school teachers in the field of mathematics. The project aims to enhance the ability of teachers to provide high-quality Science, Technology, Engineering, and Math (STEM) education for all students by strengthening initial pre-service teacher preparation in the community college setting.

Judy Kasabian, Administrator

Amount of Grant Funding from Granting Agency:	\$449,998
Amount of Match (In-Kind)	<u>-0-</u>
Total Amount of the Grant	\$449,998
Source of Matching Funds:	\$ 0
Indirect Rate:	\$37,635 (37.9%)
Performance Period:	August 1, 2013 through July 31, 2016

**C. GRANT – INFORMATION AND ACCEPTANCE**

It is recommended that the Board of Trustees receive and accept the following grant:

California Community Colleges Chancellor’s Office Career Technical Education (CTE) – Economic and Workforce Development Division- Career and Technical Education Teacher Preparation Pipeline (2<sup>nd</sup> Award, RFA# 12-090). This is the second round of funding that was awarded to Career and Technical Education Teacher Preparation Pipeline project (overlapping the last award – RFA# 11-090). The El Camino College CTE Teacher Pipeline has spent four years building partnerships and solidifying the pathway to a single subject teaching credential for Industrial Technology Education, to a designated subjects credential for industry experienced adults, and to community college teaching. The CTE Teacher Pipeline will provide pre-professional experiences in CTE classrooms for students. Student interns will serve as teaching assistants in local middle schools, high schools, regional occupational programs and at El Camino College.

John Weitzel, Administrator

Amount of Grant Funding from Granting Agency:	\$120,000
Amount of Match (In-Kind)	<u>-0-</u>
Total Amount of the Grant	\$120,000
Source of Matching Funds:	\$ 0
Indirect Rate:	\$4,615 (4%)
Performance Period:	November 1, 2012 through July 31, 2014

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

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## Administrative Services

### A. Contracts Under \$81,000

It is recommended the Board of Trustees, in accordance with Board Policy 6340, approve/ratify the District entering into the following agreements. The Vice President of Administrative Services or an authorized designee has executed the necessary documents.

- 1. Contractor:** **CENTER FOR APPLICATIONS OF PSYCHOLOGICAL TYPE**

**Services:** Contractor will provide Myers-Briggs Type Indicator Certification Program training for counseling faculty and staff.

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

**Date(s):** 1/22/13 – 1/25/13

**Financial Terms:** Cost not to exceed \$27,000  
Funded by Matriculation/Graduation Initiative
- 2. Contractor:** **EDU ABROAD (SHIMAMURA LLC, U.S.A.), MAXWAY EDUCATION (HONG KONG)**

**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.

**Requesting Dept.:** Student and Community Advancement – Admissions and Records – International Student Program

**Date(s):** 7/1/12 – 6/30/13

**Financial Terms:** The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500
- 3. Contractor:** **GS CONSULTANTS**

**Services:** Contractor will provide Strong Interest Inventory Certification training for faculty and staff.

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

**Date(s):** 1/14/13 – 1/16/13

**Financial Terms:** Cost not to exceed \$15,600  
Funded by Matriculation/Graduation Initiative

4. **Contractor:** **GLOBAL COLLABORATIVE CONNECTION  
dba GLOBAL CORPORATE COLLEGE**  
**Services:** Contractor will provide two sections in Introduction to Homeland Security and four sections in Intelligence Analysis and Security Management for Spring 2013 semester.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Business Training Center  
**Date(s):** 1/4/13 – 6/30/13  
**Financial Terms:** Projected gross income \$54,000
5. **Contractor:** **INTERNATIONAL EDUCATION CONSULTANCY  
(HO CHI MINH CITY, VIETNAM)**  
**Services:** Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.  
**Requesting Dept.:** Student and Community Advancement – Admissions and Records – Language Academy  
**Date(s):** 12/31/12 – 12/30/17  
**Financial Terms:** One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer
6. **Contractor:** **LINK-SYSTEMS INTERNATIONAL, INC.**  
**Services:** Contractor will provide online and offline tutorial services via their NetTutor website for students in Science, Technology, Engineering & Mathematics (STEM) disciplines.  
**Requesting Dept.:** Academic Affairs – Natural Sciences  
**Date(s):** 1/1/13 – 9/30/16  
**Financial Terms:** Cost not to exceed \$5,000  
Funded by Hispanic Serving Institution's Science, Technology, Engineering & Mathematics (HSI-STEM) grant
7. **Contractor:** **NON-PROFIT NAVIGATORS**  
**Services:** Contractor will provide real-time captioning services in accordance with Disabled Students Programs and Services standards.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics – Special Resource Center  
**Date(s):** 1/1/10 – 9/30/15 (this is an extension of existing contract)  
**Financial Terms:** Cost not to exceed \$10,900 annually  
Funded by Western Region Interpreter Education Center grant

8. **Contractor:** **OMG CENTER FOR COLLABORATIVE LEARNING**  
**Services:** Contractor will provide external evaluation of the Career Advancement Academy (CAA) grant.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement  
**Date(s):** 1/1/13 – 11/30/13  
**Financial Terms:** Cost not to exceed \$20,930  
Funded by Career Advancement Academy grant
9. **Contractor:** **PROVIDENCE HEALTH SYSTEM – SOUTHERN CALIFORNIA**  
**Services:** Contractor will provide El Camino College students with state required clinical experience.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 11/1/12 – 10/31/13  
**Financial Terms:** No cost to the District
10. **Contractor:** **SMALL MANUFACTURER’S INSTITUTE**  
**Services:** Contractor will provide 300 hours of technical training on fastener equipment and curriculum.  
**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies  
**Date(s):** 12/1/12 – 6/30/13  
**Financial Terms:** Cost not to exceed \$18,242  
Funded Workforce Investment Partnership funds from the Chancellor’s Office

**B. Contract Amendments**

1. **Contractor:** **THE ELS GROUP LLC**  
**Services:** Contractor will assist the District with various Chancellor’s Office reports and other services as requested.  
**Requesting Dept.:** Administrative Services – Facilities Planning Services  
**Date(s):** 7/1/12 – 6/30/13 (extension of time only)  
**Financial:** Hourly rate \$105. Cost not to exceed \$15,000.
2. **Contractor:** **LOS ANGELES REGIONAL EXPORT COUNCIL**  
**Services:** Contractor will provide \$500-\$3,500 cost offset per eligible California small business to attend business development trade missions and trade shows under the California State Trade and Export Promotion (STEP) Market Development program. In addition, the contractor will provide \$10,000 for

training and travel expenses for the Export-Import Bank City State Director to attend trade events.

**Requesting Dept.:** Student and Community Advancement – Community Advancement – Center for International Trade Development  
**Date(s):** 10/16/12 – 6/30/13  
**Financial Terms:** Cost not to exceed \$105,000 (amended from \$46,000, originally Board approved on 10/15/12)  
 Funded by Responsive Training Fund grant, and the CA STEP project

**3. Contractor:** **WESTERN GOVERNORS UNIVERSITY (WGU)**  
**Services:** Contractor will use the El Camino College Simulation Lab for ECC Nursing students enrolled in WGU’s Bachelor of Science Nursing programs.  
**Requesting Dept.:** Academic Affairs – Health Sciences and Athletics  
**Date(s):** 7/1/12 – 6/30/14 with three optional one-year renewal periods (Extend term, Board approved 10/15/12 for 9/1/12-7/31/13)  
**Financial Terms:** Projected gross income \$15,000

**C. Purchase Orders And Blanket Purchase Orders**

It is recommended all purchase orders be ratified as shown.

<b>P.O. Number</b>	<b>Vendor Name</b>	<b>Site Name</b>	<b>Description</b>	<b>P.O. Cost</b>
<b>Fund 11                      Unrestricted - El Camino</b>				
P0601090	Airgas USA, LLC	Facilities/Planning/Serv	Non-Instruct Supplies	\$2,150.69
P0601283	Campus Food Services	Early Start Program	Non-Instruct Supplies	\$1,006.76
P0601285	Amazon.Com	Staff Development	Other Books	\$464.91
P0601286	American Express	First Year Experience	Conferences Mgmt	\$310.00
P0601290	National League for	Nursing	Dues And Memberships	\$1,825.00
P0601302	U.S. Bank	Institutional Services	Escrow/adminstrtn fees	\$500.00
P0601303	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$31.82
P0601304	Ceb Passport Program	Legal Assistance	Dues And Memberships	\$1,995.00
P0601305	CDW-G	Div Office Business	Non-Instruct Supplies	\$89.18
P0601307	Mid City Mailing	Institutional Services	Other Services And Expenses	\$3,733.50
P0601313	PBS Video	Political Science	Instructional Supplies	\$25.49
P0601314	Universal Placement	VP-SCA	Contract Services	\$250.00
P0601315	Complete Office	Div Office BSSC	Instructional Supplies	\$505.65
P0601317	Saul R. Durado	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0601318	Doubletree Hotel	Ctr for Arts Promo	Other Services And Expenses	\$366.69
P0601321	The Apple Store	Film/Video	Instructional Supplies	\$567.68
P0601323	Dell Marketing L. P.	Facilities/Planning/Serv	Non-Instruct Supplies	\$103.53
P0601325	PSCFA	Speech	Other Services And Expenses	\$1,156.00
P0601326	South Coast Air Quality	Hazmat	Other Services And Expenses	\$7,277.68

P0601331	Ash Enterprises	Astronomy	Maintenance Contracts	\$6,100.00
P0601345	Freestyle Photographic	Photography	Instructional Supplies	\$516.07
P0601349	BSN Sports	Physical Education	Instructional Supplies	\$328.19
P0601350	Medco Sports Medicine	Physical Education	Instructional Supplies	\$347.29
P0601353	Panter Co., Inc.	Learning Center	Instructional Supplies	\$39.85
P0601357	Barnes & Noble	Nursing	Instructional Supplies	\$34.71
P0601365	Henry Schein, Inc	Physical Education	Instructional Supplies	\$2,403.73
P0601366	ECS Publishing	Music	Instructional Supplies	\$85.00
P0601368	Power Music	Physical Education	Instructional Supplies	\$134.70
P0601372	Redondo Beach	Public Relations	Dues And Memberships	\$310.00
P0601373	Gardena Valley	Public Relations	Dues And Memberships	\$250.00
P0601376	VWR International	Life Sciences	Instructional Supplies	\$10,420.00
P0601377	Ohio State University	Institutional Research	Dues And Memberships	\$51.00
P0601379	Thomson West	Div Office Instr.	Library Books	\$3,008.35
P0601380	Thomson Gale	Div Office Instr.	Library Books	\$1,313.48
P0601381	Midwest Library Service	Div Office Instr.	Library Books	\$2,977.29
P0601382	Matthew Bender	Div Office Instr.	Library Books	\$894.89
P0601384	Monterey Graphics	Learning Center	Instructional Supplies	\$52.20
P0601386	Thomson Reuters	VP-SCA	Publications/ Periodicals	\$72.86
P0601390	Hitt Marking Devices	Div Office Fine Arts	Non-Instruct Supplies	\$50.91
P0601391	LACT	VP-SCA	Contract Services	\$750.00
P0601392	AAA American Academy	VP-SCA	Contract Services	\$250.00
P0601393	Xerox Corporation	Copy Center	Non-Instruct Supplies	\$1,412.66
P0601395	Sofitel San Francisco	First Year Experience	Conferences Mgmt	\$474.90
P0601396	Bank of America	Presidents Office	Conferences Mgmt	\$270.00
P0601398	Doubletree Torrance	Ctr for Arts Promo	Other Services And Expenses	\$122.23
P0601399	Midwest Library Service	Div Office Instr.	Library Books	\$3,270.86
P0601400	Community College	Div Office Instr.	Publications-Magazines	\$14,007.93
P0601402	National Promotions &	Administrative Of	Instructional Supplies	\$418.69
P0601403	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$52.20
P0601405	CMI	Counseling Office	Conferences Mgmt	\$199.99
P0601406	EBSCO Subscription	Div Office Instr.	Publications-Magazines	\$25,263.71
P0601409	College Art Association	Div Office Fine Arts	Conferences Faculty	\$680.00
P0601414	Ward's Natural Science	Life Sciences	Instructional Supplies	\$412.51
P0601420	Vibralign, Inc	Facilities/Planning/Serv	Repairs Noninstructional	\$7,206.62
P0601421	Society for College and	Institutional Research	Dues And Memberships	\$355.00
P0601422	NLNAC	Accreditation Support	Dues And Memberships	\$2,400.00
P0601423	Chronicle of Higher	Institutional Research	Publications/ Periodicals	\$6.95
P0601425	The Center for	VP-SCA	Contract Services	\$1,500.00
P0601426	Del Amo Learning	VP-SCA	Contract Services	\$750.00
P0601427	ACPI American College	VP-SCA	Contract Services	\$250.00
P0601429	Monterey Graphics	I&T Div Ofc	Non-Instruct Supplies	\$52.20
P0601437	Digitron Electronics,	Film/Video	Repairs Parts And Supplies	\$560.10
P0601447	Monterey Graphics	Ed & Community	Multi Media Advertising	\$30.00
P0601448	Landsberg Amcor	Copy Center	Non-Instruct Supplies	\$632.73
P0601459	Alva's Danceware &	Theatre/Dance	Instructional Supplies	\$1,008.01
P0601461	Speedy Board-Up	Facilities/Planning/Serv	Repairs Noninstructional	\$375.00
P0601463	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$19,703.80
P0601466	NAVPA	Veterans Education	Dues And Memberships	\$200.00
P0601471	Barracuda Networks	Information Technology	Maintenance Contracts	\$12,998.00
P0601472	Abtech Systems,	Information Technology	Maintenance Contracts	\$112,952.00
P0601475	CDW-G	Information Technology	Non-Instruct Supplies	\$587.25
P0601483	Midwest Library Service	Div Office Instr.	Library Books	\$2,465.06
P0601484	Midwest Library Service	Div Office Instr.	Library Books	\$3,413.07
P0601485	Thomson Gale	Div Office Instr.	Library Books	\$298.52

P0601486	Highsmith Company	Div Office Instr.	Instructional Supplies	\$278.70
P0601487	ADT Security Services	Div Office Instr.	Other Services And Expenses	\$371.40
P0601493	William T. Barrett	Ctr for Arts Instr/Admin	Contract Services	\$175.00
P0601494	June I. Satton	Ctr for Arts Instr/Admin	Contract Services	\$175.00
P0601495	Glenda Smith	Ctr for Arts Instr/Admin	Contract Services	\$175.00

**Fund 11 Total: 79**

**\$268,755.19**

**Fund 12            Restricted - El Camino**

P0601284	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,791.00
P0601287	Cherokee Productions,	Parking-Student	In-Service Training	\$295.00
P0601288	Campus Food Services	Title III- H S I - STEM	Non-Instruct Supplies	\$506.50
P0601289	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$50.00
P0601291	National Science	Title III- H S I - STEM	Conferences Other	\$1,891.00
P0601293	Campus Food Services	Community	Non-Instruct Supplies	\$200.00
P0601294	Badge Printers of	Parking-Student	Non-Instruct Supplies	\$106.32
P0601295	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$156.33
P0601296	Monterey Graphics	CalWORKs	Non-Instruct Supplies	\$52.20
P0601297	Medical Billing	MediCal Administrative	Contract Services	\$2,800.00
P0601298	Assessment	EGADNP-12-116-011	Instructional Supplies	\$3,045.00
P0601299	UC Regents	TitleV-Improving	Other Services And Expenses	\$2,700.00
P0601300	Home Health Depot	Terminal Island -	Non-Instruct Supplies	\$253.60
P0601308	The Apple Store	Sign Language	Instr.CompEquip	\$26,717.25
P0601309	Discount School	CCAMPIS prior year	Instructional Supplies	\$766.20
P0601311	Stoltz Management	MediCal Administrative	Non-Instruct Supplies	\$275.00
P0601312	Hot Spot Promotions	EOPS CARE	Non-Instruct Supplies	\$1,855.99
P0601316	L.A.C.M.T.A.	EOPS CARE	Bus Passes and Food	\$7,500.00
P0601322	Sidedoor Studio, The	El Camino Language	Multi Media Advertising	\$213.75
P0601329	Samy's Camera	CITD Int'l Trade Trng	Noninstructional Supplies	\$300.11
P0601330	Shred-It California	Community	Other Services And Expenses	\$223.74
P0601343	American Nautical	(STCW) Standards for	Other Books	\$124.11
P0601344	Destyn M. LaPorte	El Camino Language	Multi Media Advertising	\$650.00
P0601352	Psychological	Parking-Student	Other Services And Expenses	\$150.00
P0601354	Bellah Business	Faculty & Staff Diversity	Contract Services	\$138.24
P0601355	Ventek International	Parking Fees Permit	Other Services And Expenses	\$5,940.00
P0601356	American Red Cross	Parking-Student	In-Service Training	\$162.00
P0601367	American Security Rx	Health Services	Non-Instruct Supplies	\$184.89
P0601369	Golden West College	Parking-Student	In-Service Training	\$350.00
P0601370	Monterey Graphics	CTE IV	Non-Instruct Supplies	\$52.20
P0601383	Tomark Sports, Inc.	Health Sciences	New Equip - Noninstr	\$4,852.20
P0601385	Tomark Sports, Inc.	Health Sciences	New Equipmen-Instr.	\$3,267.88
P0601397	Mass Press	CA Step Project	Non-Instruct Supplies	\$283.88
P0601401	Firefighter's Safety	Fire Tech Donations	Instructional Supplies	\$1,996.39
P0601407	Yamaha Golf Cars of	Parking-Student	New Equipment	\$514.74
P0601408	Bob Lee's Automotive	Parking-Student	New Equipment	\$18.00
P0601410	Gall's Inc	Parking-Student	New Equipment	\$421.98
P0601412	Fine Science Tools	Natural Sciences	Instructional Supplies	\$2,019.32
P0601413	Proforce Law	Parking-Student	New Equipment	\$156.83
P0601419	EMC Jist Publishing	WPLRC PIC Aerospace	Other Books	\$125.82
P0601428	Bothwell Automotive,	Parking-Student	New Equipment	\$181.79
P0601431	Ace Nagoya	El Camino Language	Contract Services	\$500.00
P0601433	Complete Office	Ref & Lane Tech(Smg	New Equipment - Instructional	\$531.78
P0601434	Fast Deer Bus Charter	South Bay Children's	Transportation	\$542.00
P0601435	Goodson	Ref & Lane Tech(Smg	Instructional Supplies	\$2,134.29

P0601441	E.C.C.C.D. Community	City of Carson	Multi Media Advertising	\$1,500.00
P0601442	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$668.00
P0601449	Daily Breeze, the	Public Relations	Multi Media Advertising	\$1,326.00
P0601450	Mancomm	WPLRC - ETP	Other Books	\$3,385.54
P0601451	American Express	CalWORKs	Conferences Other	\$305.60
P0601452	Specialty Coffee	WPLRC State	Dues And Memberships	\$285.00
P0601458	James Publishing	CalWORKs	Non-Instruct Supplies	\$158.01
P0601470	Entenmann Rovin Co.	Parking-Student	New Equipment	\$285.47
P0601473	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$102.38
P0601474	Gall's Inc	Parking-Student	Non-Instruct Supplies	\$116.61
P0601479	S&b Foods	Industry Driven Reg.	Non-Instruct Supplies	\$602.00
P0601482	Grant Professionals	Community	Dues And Memberships	\$189.00

**Fund 12 Total: 58**

**\$91,920.94**

**Fund 33 Child Development**

P0601306	Discount School	CDC	Instructional Supplies	\$876.42
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**Fund 33 Total: 1**

**\$876.42**

**Fund 62 Property & Liability**

P0601351	The Hartford	Purchasing	Excess Insurance	\$310.00
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**Fund 62 Total: 1**

**\$310.00**

**Fund 79 Auxiliary Services**

P0601310	Fast Deer Bus Charter	Fine Arts	Non-Instruct Supplies	\$510.00
P0601358	Bianca A. Lara	Fine Arts	Non-Instruct Supplies	\$100.00
P0601359	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0601360	Cheri L. Dierl	Fine Arts	Non-Instruct Supplies	\$100.00
P0601361	Deborah L. Gagnon	Fine Arts	Non-Instruct Supplies	\$100.00
P0601362	Mercede Shamlo	Fine Arts	Non-Instruct Supplies	\$100.00
P0601363	Victoria R. Carr	Fine Arts	Non-Instruct Supplies	\$100.00
P0601364	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$100.00
P0601371	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$165.00
P0601374	Fast Deer Bus Charter	Student Affairs	Non-Instruct Supplies	\$600.00
P0601404	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$49.99
P0601430	Beach Magazine	Fine Arts	Non-Instruct Supplies	\$375.00
P0601455	Katrina M. Castellano	Fine Arts	Non-Instruct Supplies	\$75.00
P0601456	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$300.00
P0601457	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$300.00
P0601468	California Pro Sports	Resp Therapy	Non-Instruct Supplies	\$565.00
P0601488	Norcal Swim Shop	Health Sciences	Non-Instruct Supplies	\$725.38

**Fund 79 Total: 17**

**\$4,365.37**

**Fund 82 Scholarships & Trust/Agency**

P0601378	Paradise Awards	Health Sciences	Fundraising	\$477.30
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P0601432	California Pro Sports	Health Sciences	Fundraising	\$720.00
				<b>Fund 82 Total: 2</b>
			<b>\$1,197.30</b>	
				<b>PO Funds Total: 158</b>
			<b>\$367,425.22</b>	
<b>Fund 11</b>	<b>Unrestricted - El Camino</b>			
B0610762	NAPA	Fire Academy	Instructional Supplies	\$250.00
B0610769	Daily Breeze, the	Public Relations	Multi Media Advertising	\$10,000.00
B0610770	Newark Electronics	Electric Shop	Non-Instruct Supplies	\$500.00
				<b>Fund 11 Total: 3</b>
			<b>\$10,750.00</b>	
<b>Fund 12</b>	<b>Restricted - El Camino</b>			
B0610754	Kelly L. Goff	VATEA Journalism	PSA Contract Services	\$1,000.00
B0610755	Anastacia Baird	VATEA Journalism	PSA Contract Services	\$1,000.00
B0610756	Jonathan Levit	VATEA Journalism	PSA Contract Services	\$2,000.00
B0610761	Channing L. Bete Co.	Health Services	Other Books	\$400.00
B0610767	E.C.C. Public	MediCal Administrative	Printing	\$500.00
B0610771	Melissa's Party Supply	Industry Driven Reg.	Non-Instruct Supplies	\$400.00
				<b>Fund 12 Total: 6</b>
			<b>\$5,300.00</b>	
<b>Fund 79</b>	<b>Auxiliary Services</b>			
B0610768	America's Trophy	Humanities	Non-Instruct Supplies	\$600.00
				<b>Fund 79 Total: 1</b>
			<b>\$600.00</b>	
				<b>BPO Funds Total: 10</b>
			<b>\$16,650.00</b>	
				<b><u>Grand Total POs and BPOs: 168</u></b>
			<b>\$384,075.22</b>	



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

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E. Purchase Orders and Blanket Purchase Orders.....	44

**Administrative Services – Measure E Bond Fund**

**A. CATEGORY BUDGETS AND BALANCES**

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

The following table reports Measure E expenditures and commitments through November 30, 2012, at the December 2012 Board meeting.

<b>CATEGORY</b>	<b>BUDGET</b>	<b>EXPENDED</b>	<b>COMMITTED</b>	<b>BALANCE</b>
Additional Classrooms and Modernization	\$198,311,568	\$112,066,862	\$7,566,487	\$78,678,219
Campus Site Improvements	71,641,518	28,572,416	4,102,987	38,966,115
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	129,099,541	63,610,311	3,029,266	62,459,964
Information Technology and Equipment	24,836,501	13,422,902	6,883	11,406,716
Physical Education Facilities Improvements	572	572	0	0
<b>TOTAL</b>	<b><u>\$426,707,700</u></b>	<b><u>\$220,429,899</u></b>	<b><u>\$14,705,623</u></b>	<b><u>\$191,572,178</u></b>

**B. CONTRACT – ALTA ENVIRONMENTAL – ONGOING ABATEMENT SERVICES**

It is recommended the Board of Trustees approve entering into a contract with ALTA Environmental to provide on-going abatement services to the District. These services will include, but are not limited to, asbestos and lead abatement, bid services and abatement monitoring for various projects as needed by the District.

Based upon prior experiences performing this type of work, this firm is being recommended. Also, its staff and consultants have demonstrated expertise and qualifications to perform the services.

**Dates of Service:** December 2012 – November 2015

**Cost:** Cost not to exceed \$50,000 annually, including reimbursable costs.

**C. CONTRACT – PRESTIGE SECURITY SERVICES – ATHLETIC EDUCATION & FITNESS COMPLEX - PHASE 1**

It is recommended the Board of Trustee’s approve entering into a contract with Prestige Security Services to provide security services and to direct construction

traffic for the Athletic Education & Fitness Complex - Phase 1 Practice Field Project.

**Dates of Service:** November 2012 – February 2013

**Cost:** Not to exceed \$10,000.00

**D. CHANGE ORDER – TAISEI CONSTRUCTION CORPORATION– MATH BUSINESS ALLIED HEALTH PROJECT**

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

1. Contractor was directed to provide labor, material and equipment to relocate one of the three elevator controllers, per state elevator inspector.	\$5,000
2. Contractor was directed to provide labor, material and equipment to perform sandblasting operations on two consecutive Saturdays due to excessive noise levels during regular hours. District request.	\$2,729
3. Contractor was directed to provide labor and material for the addition of two access panels at both 4 <sup>th</sup> floor x-ray rooms. District request.	<u>\$415</u>
Total Change Order Amount	<u>\$8,144</u>
Original Contract Amount	\$20,666,000
Prior Changes	1,293,617
This Change Order Amount	<u>8,144</u>
New Contract Amount	<u>\$21,967,761</u>

**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.

<b>PO #</b>	<b>VENDOR NAME</b>	<b>SITE NAME</b>	<b>DESCRIPTION</b>	<b>COST</b>
P601292	Carestream Health, Inc.	Math Business Allied Health	Contract Services	\$1,612.00
P601346	Monoprice, Inc.	Industry & Technology	Group II Equipment	940.29
P601348	Dell Marketing L.P.	Industry & Technology	Group II Equipment	4,732.76
P601416	HCD	Temporary Space Relocation	Permit Processing Fees	113.00
P601418	Dell Marking L.P.	Math Business Allied Health	Group II Equipment	3,279.01
P601453	Spectrum Industries	Math Business Allied Health	Group II Equipment	2,328.98
B610738	Abtch Systems	Industry & Technology	Contract Services	19,725.00
B610760	Plannet Consulting	Industry & Technology	Contract Services	39,300.00
			<b>TOTAL POs AND BPOs</b>	<b><u>\$72,031.04</u></b>

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

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**A. EMPLOYMENT AND PERSONNEL**

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-33 and 1-12.

**Academic Personnel:**

1. Retirement - Dr. Thomas M. Fallo, Superintendent/President, last day worked June 30, 2013, first day of retirement July 1, 2013 and that a plaque be prepared and presented to him in recognition of his service to the District since 1991.
2. Retirement - Dr. Marc Glucksman, full-time instructor of Mathematics, last day worked June 7, 2013, first day of retirement June 8, 2013 and that a plaque be prepared and presented to him recognition of his service to the District since 1968.
3. Retirement - Dr. Joseph Hyman, full-time instructor of Mathematics, last day worked December 18, 2012, first day of retirement December 19, 2012 and that a plaque be prepared and presented to him recognition of his service to the District since 1977.
4. Retirement - Ms. Sandra Parvis, Child Development Center Director, last day worked June 30, 2013, first day of retirement July 1, 2013 and that a plaque be prepared and presented to her in recognition of her service to the District since 2001.
5. Pre-Retirement - Ms. Pamela Santelman, full-time instructor of Dance, Fine Arts Division to work a reduced load of 60% in Fall 2013 and 40% in Spring 2014, for five years beginning Fall 2013 through Spring 2018, effective August 22, 2013 in accordance with the Agreement, Article XVIII, Section 2(c).
6. Employment - Mr. William Garcia, Dean of Enrollment Services, Range 16, Step 1, Administrator Salary Schedule, effective January 14, 2013.
7. Employment - Mr. Robert Diaz, full-time/temporary instructor of Electronics and Computer Hardware Technology, Industry and Technology Division, Class II, Step 5, Academic Salary Schedule, effective August 25 through December 14, 2012.
8. Special Assignment - Mr. Mark Lipe, full-time instructor of Physical Education, Health Sciences & Athletics Division, to continue work on curriculum matters, to be paid \$45.14 an hour, not to exceed 20 hours or \$903, effective January 2

through February 9, 2013, in accordance with the Agreement, Article 10, Section 14(a).

9. Special Assignment - The following instructors/counselors for performing Federation activities during the Fall 2012 semester, to be paid \$60.18 an hour, not to exceed a total of 200 hours, effective August 27 through December 30, 2012, in accordance with the Agreement, Article 3, Section 11(c).

Sean Donnell	96 hours	(taken as release time)
Julio Farias	40 hours	\$2,407
Georgiana Couglan	16 hours	963
Margaret Quinones-Perez	16 hours	963
Lyman Hong	16 hours	963
Kenneth Key	16 hours	<u>963</u>
TOTAL		\$6,259 (exclusive of release time)

10. Special Assignment - Ms. Jenny Simon, full-time instructor of English as a Second Language (ESL), Humanities Division, to continue work on curriculum matters during the winter session, to be paid \$45.14 an hour, not to exceed 25 hours or \$1,129, effective January 2 through February 9, 2013, in accordance with the Agreement, Article 10, Section 14(a).

11. Special Assignment - Ms. Ana Milosevic, full-time instructor of Accounting, Business Division, to support Business faculty in Student Learning Outcomes (SLOs), to be paid \$45.14 an hour, not to exceed 35 hours or \$1,580, effective February 11 through June 7, 2013 in accordance with the Agreement, Article 10, Section 14(a).

12. Special Assignment - The following full-time instructors/counselors to serve as facilitators in the Science, Technology Engineering & Math (STEM) counselor training seminars, to be paid \$60.18 an hour, effective January through May 2013, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor/Counselor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Valencia Rayford	14	\$843
Kenneth Key	14	\$843
Rene Lozano	14	\$843
Mary Beth Barrios	14	\$843
Atheneus Ocampo	14	\$843
Yamonte Cooper	14	\$843
Eric Carlson	4	\$241
Steve Cocca	4	<u>\$241</u>
TOTAL		\$5,540

13. Special Assignment - Mr. Craig Neuman, full-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate Firefighter In-service Training Program, to be paid \$60.18 an hour, not to exceed 240 hours or \$14,443, effective February 9 through June 7, 2013, in accordance with the Agreement, Article 10, Section 9(m).
14. Special Assignment - Ms. Sara DiFiori, full-time instructor of Geology and Oceanography, Natural Sciences Division, to develop a workshop for summer 2013 in collaboration with Mount Saint Mary's College, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,805, effective January 2 through February 5, 2013, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Mr. Bryan Carey, full-time instructor of Biology, Natural Sciences Division, to develop service learning activities for Environmental Science in collaboration with Mount Saint Mary's College, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,805, effective January 2 through February 5, 2013, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - The following full-time instructors to direct Science Technology Engineering & Mathematics (STEM) activities and responsibilities when classes are not in session, to be paid \$60.18 an hour each, not to exceed 20 hours or \$1,204 each, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).

Lars Kjeseth, Mathematics

Teresa Palos, Natural Sciences

17. Special Assignment - Ms. Bonnilee Kaufman, part-time Disabilities Specialist, Special Resource Center, Health Sciences & Athletics Division, to assess students with disabilities, to be paid \$45.14 an hour, not to exceed 43 hours or \$2,941, effective December 18, 2012 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
18. Special Assignment - Mr. Steve Cocca, full-time instructor of Industry & Technology to coordinate groups of Engineering Technology and Math instructors for Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 54 hours or \$3,250, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section 14(a).
19. Special Assignment - Ms. Susan Stolovy, part-time instructor of Physics, Natural Sciences Division to assist with development and presentation of shows for El



Camino Planetarium as part of Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section14(a).

20. Special Assignment - Ms. Shimonee Kadakia, part-time instructor of Astronomy, Natural Sciences Division to develop and present shows for El Camino Planetarium as part of Science Technology Engineering & Mathematics (STEM) grant curriculum activities, to be paid \$60.18 an hour, not to exceed 50 hours or \$3,009, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section14(a).
21. Special Assignment - Ms. Josephine Moore, part-time instructor of Medical Technology, Health Sciences & Athletics Division, to conduct not-for-credit Community Education Classes, to be paid \$45.14 an hour, not to exceed 111 hours or \$5,000, effective January 1 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).
22. Stipend Assignment - Mr. Robert Coomber, part-time instructor of Music, Fine Arts Division, to perform as winter resident artist in brass quartet concert, to be paid \$475, effective January 20, 2013, in accordance with the Agreement, Article 10, Section 9(m).
23. Stipend Assignment - Ms. Dawn Charman, full-time instructor of Radiological Technology and Dr. Louis Sinopoli, full-time instructor of Respiratory Care, Health Sciences & Athletics Division, to receive a \$12,000 a year stipend each to coordinate their respective programs, \$5,000 to be paid at the end of fall and spring semesters and \$2,000 to be paid at the end of the summer session, effective August 23, 2012 through August 22, 2013.
24. Stipend Assignment - Mr. John Featherstone, full-time instructor in Health Sciences & Athletics to coach football for the Fall 2012 semester, to be paid \$4,279, 10% of his fall salary at the end of the fall season, effective August 25 through December 14, 2012, in accordance with the Agreement, Article 10, Section 11(a).
25. Stipend Assignment - The following full-time coaches in the Health Sciences & Athletics Division to be paid a weekly stipend for 16 weeks, effective January 15, 2013 through May 7, 2013, in accordance with the Agreement, Article 10, Section 11(e).

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
John Britton	Badminton	\$ 553

Nate Fernley	Baseball	\$ 553
Dean Lofgren	Men's & Women's Track & Field	\$1,021 (2 teams)
Corey Stanbury	Men's & Women's Swimming	\$1,021 (2 teams)

26. Stipend Assignment - The following part-time coaches in the Health Sciences & Athletics Division to be paid a weekly stipend for 16 weeks, effective January 15 through March 16, 2013, in accordance with the Agreement, Article 10, Section 11(e).

<u>Coach</u>	<u>Team</u>	<u>Stipend</u>
Richard Blount	Men's Volleyball	\$ 515
Kevin Hughley	Men's & Women's Track & Field	\$ 515
Stacy Komai	Men's Golf	\$ 515
Elaine Martinez	Women's Softball	\$ 515
Krysti Rosario	Men's & Women's Tennis	\$ 257
Sean Sheil	Men's & Women's Track & Field	\$ 515
Steve Van Kanegan	Men's & Women's Tennis	\$1,030 (2 teams)

27. Stipend Assignment - Ms. Kate McLaughlin, full-time instructor of Journalism, Humanities Division, to coordinate on-site production of 2-day journalism training event, to be paid \$1,525, effective August 20 through August 21, 2012, in accordance with the Agreement, Article 10, Section 14(a).

28. Stipend Assignment - The following instructors/counselors to participate in the Science, Technology Engineering & Math (STEM) counselor Professional Development, to be paid \$150 honorarium per training, effective January through May 2013, in accordance with the Agreement, Article 10, Section 14(a).

Full-time Faculty:

Mary Beth Barrios	Margaret Mirando
Kate Beley	Elaine Moore
Stephanie Bennett	Cynthia Mosqueda
Griselda Castro	Atheneus Ocampo
Yamonte Cooper	Sue Oda-Omori
Bernadette Flameno	Cristina Pajo
Kenneth Gaines	Margaret Quinones-Perez
Kelsey Iino	Cecilia (Lisa) Raufman
Janice Ishikawa	Valencia Rayford
Brenda Jackson	Sabra Sabio
Christine Jeffries	Lori Suekawa
Kenneth Key	Rutina Taylor
Cheryl Kroll	Dexter Vaughn
Rene Lozano	

Part-time Faculty:

Nikki Barber	Pinsoppearui Lor
Anna Brochet	Gerald Lorenzetti
Vera Cheng	Eboni McDuffie
Mario Escalante	Myrna Mendoza
Amanuel Gebru	Brian Mims
Margarita Gonzalez	Hatien Nguyen
Maribel Hernandez	Thi Mong Thu Van Nguyen
Lorenda Johnson	Efren Rangel
Tri Le	Celia Villalpando
Daissa Lee	Xiao-Ying Wang

29. Extra Service Pay - The following full-time Counselors to be employed during the 2013 Winter session each scheduled day effective January 2 through January 10, 2013, to be paid daily per diem rate based on the Salary Schedule for Faculty Members Employed on an Academic Year Basis (197 days) in accordance with the Agreement, Article 10, Section 13(b).

Mary Beth Barrios	Margaret Miranda
Kate Beley	Elaine Moore
Stephanie Bennett	Cynthia Mosqueda
Griselda Castro	Atheneus Ocampo
Yamonte Cooper	Susan Oda Omori
Bernadette Flameno	Cristina Pajo
Kenneth Gaines	Margaret Quinones-Perez
Kelsey Iino	Lisa Raufman
Janice Ishikawa	Valencia Rayford
Brenda Jackson	Sabra Sabio
Christine Jeffries	Lori Suekawa
Kenneth Key	Rutina Taylor
Cheryl Kroll	Dexter Vaughn
Rene Lozano	

30. Extra Service Pay - The following full-time Librarians to be employed each scheduled day of the 2013 winter session in accordance with the Agreement, Article 10, Section 13(b).

Donald Brown	Edward Martinez
Alice Cornelio	Noreth Men
Seth Daugherty	Claudia Striepe

31. Correction - Ms. Christine Sanders, part-time instructor of Fine Arts, not Learning Resources, as needed for the 2012 fall semester.
32. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 winter session.

Fine Arts

Walter Cox, Class III, Step 6  
 Jackie Freedman, Class II, Step 24  
 Gary Robertson, Class II, Step 20

Industry & Technology

Randal Davis, Class II, Step 4  
 Richard Kowaltschuk, Class II, Step 4  
 Donald Meredith, Class I, Step 4  
 Geoffrey Rizzo, Class II, Step 4  
 Todd Scott, Class II, Step 4  
 Cheryl Shaffer, Class II, Step 4

Natural Sciences

Rebecca Donegan, Class II, Step 4

Health Science & Athletics

Elaine Martinez, Class II, Step 4  
 Colleen Mc Faul, Class II, Step 4

33. Employment - The following part-time/temporary instructors to be hired as needed for the 2013 spring semester.

Behavioral & Social Science

Mohammed Abdelhamid  
 Jose Arrieta  
 Dustin Black  
 Levenae Buggs  
 Van Chaney  
 Geralin Clark  
 Michael Collins  
 Daniel Considine  
 Michael Critelli  
 Thomas DeHardt  
 Mediha Din  
 Darla Fjeld

Eddie Galvan  
 Thomas Glenn  
 Austin Gordon  
 Shahrokh Haghighi  
 Paul Harley  
 Maribel Hernandez  
 Xocoyotzin Herrera  
 Lorrie Kato  
 Meric Keskinel  
 Thomas Keville  
 Amy La Coe  
 John McDermott

Robroy Meyers  
Andrew Monzon  
Gerardo Nebbia  
Hatien Nguyen  
Kristen Olson  
Edgar Pacas  
Jalpa Parikh  
Allen Perlstein  
Howard Pressman  
Kirsten Resnick

Bradley Reynolds  
Jeffrey Rigby  
Jessica Schilling  
Sergio Soto  
Kell Stone  
Paul Swendson  
Farshid Tahenia  
Jocelyn Tucker  
Kofi Yankey

Business

Steven Alexander  
Lovell Alford  
Paulette Baumgardner  
Maureen Bernal  
Arnold Blanshard  
John Craig  
Loretta Daniels  
Vincent DeLuca  
Allan Fork  
Derf Fredericks  
Dudley Gray  
Paula Koch  
Ming Chun Lu  
Shantel Martinez  
Katherine Maschler

Walker Matthews  
Donna McGovern  
Xavier Miranda  
Jerry Muraoka  
Pavan Nagpal  
Denise Nevin  
Norman Riggs  
Robert Rooks  
Paul Rorie  
Sophia Sherif  
David Sherwood  
John Slawson  
Jessica Stoudenmire  
Brenda Williams

Fine Arts

Aminah Abdul-Jabbaar  
Deborah Aitken  
Amy Allen  
Carolyn Almos  
Craig Antrim  
Cynthia Bahti  
Jeannine Barba  
Larisa Bates  
Kim Borgaro  
Andrea Bronte  
Wendi Brown  
Linda Busch  
Valerie Cabag  
Camille Cornelius

Brent Crayon  
Jeffrey Crum  
Robert Dalton  
Sainte DeLude  
John DeMita  
Rhonda Dillon  
Cheryl Dimson  
Mary Drobny  
Susan Einstein  
Richard Ewing  
Kurt Festinger  
Jocelyn Foye  
Jacqueline Freedman  
Michelle Funderburk

Michael Golding  
Hiroshi Hamanishi  
Jamie Hammond  
Gloriane Harris  
Richard Hastings  
Kent Hayward  
Hiroko Hojo  
Pamela Huth  
Kelly Janke  
Karin Jensen  
Jill Jensen  
Angela Jordan  
Marci Katznelson  
Margaret Kemp  
Simon Kenrick  
Emma Kheradyar  
Thomas Kidd  
Leroy Kim  
Yumi Kiyose  
Rona Klinghofer  
Christian LeMay  
Carol Lisek  
Norman Looney  
Margot Martin  
Julia Matthews  
Susanna Meiers  
Michael Miller  
Ruby Milsap  
R. Jon Minei

Vicki Muto  
Daryle Nagano  
Binh Ngo  
Dee Marie Nieto  
Annette Owens  
Ann Patterson  
Gretchen Potts  
Vincent Pruden  
Michael Quinn  
Imara Quinonez  
Tina Riggs  
Lois Roberts  
Gary Robertson  
Ronald Romain  
Fariba Sadeghi-Tabrizi  
Victoria Sanchez  
Katherine Sheehan  
Diane Simons  
Holly Sneed  
Christine Stahl  
Susan Ste Marie  
Laura Thompson  
Sandra Trepasso  
Helene Wagner  
Carl Walsh  
Kimberly Wilkinson  
Juliann Wolfgram  
Suzanne Wong  
Lucretia Wright

Health Science & Athletics

Raymond Adoc  
Mary Aja  
Brandon Alcocer  
Bille Jo Anthony  
David Bacon  
Jaymie Baquero  
Christiana Baskaran  
Theresa Berg  
Richard Blount  
Joy Bostic  
Melanie Bronstein  
Pamela Chappell

Salomay Corbaley  
Lisa Correa  
Sarah Davis  
Linda Delzeit  
Arshad Fazalbhoy  
Michael Fenison  
Suzette Frio  
Joan Gahan  
Diana Galias  
Don Gereau  
Norene Gift  
Michelle Guta

Elizabeth Hazell  
Karen Hellwig  
Jennifer Henderson  
Sharise Hodges  
Hiroko Hojo  
Kelly Holt  
William Hood  
Bonnie Hughes  
Kevin Hughley  
Naveed Hussain  
Sherry Jenkins  
Bonnie Kayser  
Yeon Kim  
Matthew Kirk  
Stacy Komai  
Monica Lizarraga  
Valentino Lopez  
Elaine Martinez  
Stan Mintz  
Douglas Mizukami  
Patrick Moore  
Bobbie Ann Murphy  
Helen Nakano  
Mary Ogi  
Norkor Omaboe  
Paula Park

Taryn Parker  
Julie Poepoe  
Danielle Roman  
Krysti Rosario  
Rainat Salaam  
Linda Scott  
Safari Sekiyoba  
Stephen Shaw  
Sean Sheil  
Elva Sipin  
Elizabeth Stieglitz  
Susan Stohrer  
Darryl Sue  
Elizabeth Sweeney  
Mark Thomas  
Matthew Trites  
Derek Truong  
Steven Van Kanegman  
Joyce Wise  
Theresa Wright  
Karen Wyatt  
Mits Yamashita  
Theresa Yeomans  
Susan Zarski  
Aiping Zhou

Humanities

Amanda Ackerman  
Rebecca Ahn  
Maria Barrio De Mendoza  
Maria Bauer  
Natasha Bauman  
Vicki Blaho  
Jason Bostick  
Ronald Brutti  
Nancilynn Burruss  
Cynthia Caloia  
Zeina Chakhchir  
Jaclyn Cohen-Steinberg  
Kathleen Collins  
Georgiana Coughlan  
David Cron

Yolanda Cuesta  
Cathleen Daniel  
Agnes Davies  
Allison DeVaney  
Tiffany Gebhard  
Ellen Griffin  
Kathy Hall  
Yvette Hawley  
Jeremy Hector  
Greta Hendricks  
Susan Herdzina  
Jennifer Hill  
Elizabeth Hindman  
Jennifer Holt  
Patricia Hoover

Miriam Houssels  
Aura Imbarus  
Roberto Jimenez  
Francesca Kemitch  
Bruce Kermane  
Angie Kirk  
Gary Kohatsu  
Kim Krizan  
Sylwia Kulczak  
Mari Lopez  
Debra Lorango  
Karen Lugo  
Heather MacDonald  
Meagan Madigan  
Susan Magabo  
Clinton Margrave  
Francisca Mejia  
John Millea  
Yuki Minekawa  
Andres Moina  
Kathleen Motoike  
Susan Nozaki  
Sumino Otsuji  
Megan Ozima  
Jan Parrish  
Leah Pate  
Dianne Pearce

Bonita Pereyra  
Rossella Pescatori  
Lana Phillips  
Claudia Prada  
Robert Puglisi  
Cynthia Quintero  
Natalie Ricard  
Kim Runkle  
Jelena Savina  
Catherine Schaeffer  
Joyce Marie Schenk  
Amir Sharifi  
Grace Shibata  
Shannon Simis  
Christopher Stevens  
Eric Takamine  
Kanzo Takemori  
Cindy Tino-Sandoval  
Yukiko Tsuboi  
Sharon Van Enoo  
Kathy Vertullo  
Wendy Walsh  
John Wietting  
Wendy Wright  
Hailiang Zhao  
Alfred Zucker

Industry & Technology

Mark Arnold  
Gayle Baizer  
Charlene Brewer-Smith  
Michael Brownlie  
Roberto Causey  
Richard Chase  
Kevin Coffelt  
Nicholas Colin  
Bruce Cook  
Randal Davis  
Victor De La Torre  
Timothy Dennis  
Robert Diaz  
Makisha Diggins-Davis

Michael Effler  
James Ellingson  
Stephen Ellis  
Robert Engler  
Lynn Fielding  
Dorothy Foral  
Gregory George  
Belinda Goodwin  
Dudley Gray  
Mina Greas  
Bridgitte Green  
Matthew Griffin  
Dana Hagen  
Charles Hamilton



Meredith Jackson  
Margaret Johnson  
William Johnson  
Charles Klimcak  
Brent Kooiman  
Richard Kowaltschuk  
Thomas Kurth  
Mary Lyons  
Richard Martinez  
Donald Mason  
Michael McClendon  
Donald Meredith  
Sheila Murray  
Nick Nickolin  
Annette Owens  
Charles Owens  
Maximeno Pena  
Priscilla Ratcliff  
Philip Reno  
Geoffrey Rizzo  
Eugene Rock  
Bernardo Rodriguez

Learning Resources

Anita Colby  
John Fowler  
Margaret Murphy  
Eloise Nelson

Mathematical Science

Vage Avakyan  
Adalinda Avila  
Robert Bauman  
Beyenne Bayssa  
Robert Caldwell  
Minh Can  
Wei-Feng Chen  
Marilyn Cortez  
Dimetrios Dammena  
Zekarias Dammena  
Bruce Dovner  
Abdelwahab El-Abyad

Rey Rojo  
Linda Schuetze  
Todd Scott  
Oscar Serrano  
Cheryl Shaffer  
Steven Shibuya  
John Skipper  
Michael Smith  
Bobette Stott  
Lynn Strobel  
Bradley Sweatt  
Kim Swobodzinski  
Dale Ueda  
Daniel Valladares  
Michael VanOverbeck  
Shirley Warren  
Sue Warren  
William Warren  
Frank Weeks  
Carl Whitaker  
David Winkler  
Issac Yang

Lauren Poelvoorde  
Patricia Sophos  
Douglas Thompson  
Vincent Robles

Farid Faridpak  
Henri Feiner  
Timothy Ferguson  
Winfred Ferrell  
Manolita Formanes  
Binyam Gebremicael  
Jack Gill  
Astatke Gizaw  
Megan Granich  
William Hemmer  
Laura Hinckley  
Raymond Ho

Anthony Hoang  
Thu-Hang Hoang  
Joseph Hyman  
Avid Khorram  
William Latto Jr.  
Duc Le  
Loan Le  
Michael Lee  
Gayathri Manikandan  
Steve Martinez  
Jose Martinez  
Perry McDonnell  
Wendy Miao  
Hang Minh Nguyen  
Cuong Nguyen  
Diem Nguyen  
Alice O'Leary  
Aida Ovanessian  
Delores Owens  
Mohammad Rahnvard

Russell Reece  
Matthew Robertson  
Malinni Roeun  
Tatiana Roque  
Lemik Saakian  
Allen Sampson  
Azzam Shihabi  
Richard Sibner  
Alan Stillson  
Gizaw Tadele  
Jose Villalobos  
James Wan  
Er-Xiang Wang  
Patrick Webster  
Rich Wong  
Jung Woo  
May Xu  
Christie Yang  
David Yee  
Michael Zeitzew

Natural Sciences

Robert Altermatt  
Premilla Arasasingham  
Andrey Balakin  
Robin Bouse  
Michael Brennan  
Charles Cowell  
Rebecca Donegan  
Changming Dong  
Charles Drew  
Lynn Fielding  
Diana Garcia  
Leo Hayashibara  
Shimonee Kadakia  
Norm Kadomoto  
Melvin Kantz  
Hyun Ko  
Octavian Le  
Laurie Len  
Natalia Lev

Chih Min Lew  
Robert Lindsay  
Lida Masoudipour  
Patricia Neumann  
James Osborne  
Leon Palmer  
Dave Pierce  
Ansha Qian  
Peter Reonisto  
Vineeta Sachdev  
Rajinder Sidhu  
Donna Speckman  
Thomas Stewart  
Susan Stolovy  
Rosmery Tajiboy  
Michel Van Biezen  
Karla Villatoro  
Todd White  
Steven Wiltgen

Special Resource Center

Trishmonisha Blagdon

Tisa Casas

Rachel Friedman

Barbara Gomez

Bonnilee Kaufman

Edward Kelly

Sheila Lenham

Robert LoParo

Poh-Gaik Teh

### **Classified Personnel:**

1. Resignation - Mr. Eric Garcia, Electrician, Range 37, Step E, Facilities Planning and Services Division, Administrative Services Area, effective January 1, 2013, plus accrued vacation.
2. Employment - Mr. Angel Arguello, 83.33% Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2013.
3. Employment - Mr. Robert Brobst, Assistant Director Facilities Planning and Services, Range 8, Step 1 (Administrative Salary Schedule), Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2013.
4. Employment - Ms. Melissa Guess, Assistant Director Financial Aid, Range 11, Step 1, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective January 14, 2013.
5. Employment - Mr. Jagaite Packard, 83.33% Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective January 2, 2013.
6. Employment - Ms. Angela Petruso, Project Specialist, Range 32, Step A, Community Advancement Division, Student and Community Advancement Area, effective January 2, 2013.
7. Employment - Mr. Matthew Ryan, Police Officer, Range 1, Step A, Campus Police Division, Administrative Services Area, effective January 2, 2013.

### **Special Services Professional**

8. Employment - Ms. Kathleen Costa, Range 1, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$15,000, Foundation Division, Student and Community Advancement Area, effective December 3, 2012 through June 30, 2013.
9. Employment - Robert Bradshaw, Range 10, Step 3, the Special Services Professional Salary Schedule, not to exceed \$127,140, Administrative Services Area, effective January 15 through December 31, 2013.

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

10. Change of Assignment - Ms. Nancy Quezada, from Clerical Assistant, Range 22, Step A, to Student Services Technician, Range 28, Step A, CalWorks/Counseling and Student Services Division, Student and Community Advancement Area, to perform specialized technical duties for CalWorks effective January 2, through June 30, 2013.
11. Change of Assignment - Ms. Clara Weston, from Clerical Assistant, Range 22, Step A, to Student Services Technician, Range 28, Step A, CalWorks/Counseling and Student Services Division, Student and Community Advancement Area, to perform specialized technical duties for CalWorks effective January 2, through June 30, 2013.
12. Ms. Lizet Salazar Corona - Financial Aid Assistant, Range 24, Step A, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, Monday through Thursday 10:50 a.m. to 6:50 p.m., Friday 10:50 a.m. to 4:10 p.m., effective January 2 through March 29, 2013.

**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, as shown in items 1-9.

The following Temporary, Non-Classified Service Employees are to be hired for the 2012-2013 fiscal year, paid hourly, effective January 1, 2013 through June 30, 2013, days and hours vary as needed, unless otherwise stated.

**Instructional Aide Series**

1. Instructional Aide IV

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

Danijela Kojic, \$12.50 per hour (eff. 8/20/12 to 6/30/13)

Mathew Picazo, \$12.25 per hour

**Office Aide Series**

2. Office Aide I

The following individuals are to assist the staff with basic tasks.

Verna Bolton, \$8.25 per hour  
Pirkko DeBar, \$8.25 per hour  
Dawn Ertl, \$8.25 per hour

### **Program Aide Series**

#### 3. Program Aide VI

The following individual is to provide administrative and contractual assistance, assist with classroom facilitation and logistics, coordinate staff, room schedules and planning/organizing activities, track and compile eligible student data, support outreach and recruitment, and provide other related duties to support the Foster and Kinship Education Program.

Andrea Major, \$15.00 per hour

### **Sports Aide Series**

#### 4. Sports Aide VI

The following individuals are to assist the coaching staff with the coordination of all aspects of practice and competition.

Frank Boyd III, \$17.00 per hour  
Rodney Boyd, \$17.00 per hour  
Robert Fernley, \$17.00 per hour  
Michael Grissett, \$17.00 per hour  
Daryl Guerin, \$17.00 per hour  
Charles Hoover, \$17.00 per hour  
Kurt Peters, \$17.00 per hour  
Ron Riggs, \$17.00 per hour  
Melissa Sanchez, \$17.00 per hour

### **Education Professional Series**

#### 5. Education Professional I

The following individual is to conduct classes for the El Camino College Community Education and Professional Development program.

April Numamoto, \$29.00 per hour

#### 6. Education Professional V

The following individuals are to conduct classes for the El Camino College Community Education and Professional Development program. Pay rate is determined as a lump sum amount calculated from class fee percentages.

Bernard Pendergrass  
John Powers  
Paulette Young

### **Program Professional Series**

7. Program Professional I

The following individual is to assist in the planning, development, and coordination of workshops, activities, and other related projects including database maintenance, outreach, and recruiting for students in Math, Engineering and Science careers.

Haydee Gonzalez, \$20.00 per hour

8. Program Professional II

The following individual is to provide instruction for the U.S. Coast Guard certified Medical Provider course to meet the requirements of the Standards for Training Certification and Watchkeeping (STCW) Code.

Kory Mikesell, \$44.00 per hour (eff. 12/14/12 to 6/30/13)

### **Training Professional Series**

9. Training Professional II

The following individuals are to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in the Foster and Kinship Care Education Program and the Permanence and Safety-Model Approach to Partnerships in Parenting program.

Elonda Austin, \$37.00 per hour  
Sharonda Barksdale, \$37.00 per hour

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

Errol Huson, \$40.00 per hour

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

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the El Camino Community College District Certifying to the Board of  
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**A. Travel**

It is recommended that the Board approve travel for Thomas M. Fallo to attend the OSHER Foundation Meeting, January 10, 2013, San Francisco, CA with no loss of salary, transportation and necessary expenses paid.

**B. 2013 Board of Trustees Goals**

Each year the Board of Trustees establishes goals and evaluates its performance on the previous year's goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed for discussion of those goals at the November meeting. At the November and December meetings, the Board establishes its goals for the subsequent year.

- I. Participate in community activities and events and bring observations to the Board for policy issues.
  - a. Attend events in the community.
  - b. Speak to community groups.
  - c. Make Board presentations.
  - d. Bring copies of community events and activities to other Board members.
  - e. Consider a Board meeting at Compton Center.
  - f. Adopt a process to ensure Board representation at significant College events.
  
- II. Participate in the operation of the College at Board Meetings.
  - a. Speak freely and openly on policy issues.
  - b. Solicit opinions of fellow Board members.
  - c. Present ideas during discussion section of Board Meetings.
  
- III. Continue a Trustee education program.
  - a. Attend a conference on Trustee responsibilities.
  - b. Submit materials from various sources to fellow Trustees.
  - c. Read Trustee education materials sent by various organizations.
  - d. Develop a formalized College Student Trustee Orientation.
  
- IV. Support the 2012-13 Facilities Master Plan.
  - a. Monitor and approve 2002 and 2012 Measure E Fiscal updates.
  - b. Continue construction program.
  - c. Review construction program activities.
  - d. Determine the most effective process for community and Board oversight of 2012 Measure E
  
- V. Fiscal Responsibilities.
  - a. Monitor 2012-2013 Budget.
  - b. Study, review and approve the 2013-2014 Budget.

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

VI. Accreditation.

- a. Receive, review and participate in El Camino College's Accreditation reports and actions.
- b. Review Student Learning Outcomes update.
- c. Support the College's 2014 Self Evaluation Report process.

VII. Support Student Access and Success.

- a. Actively support El Camino College Foundation activities.
- b. Develop community involvement in the Foundation.
- c. Support the establishment of student achievement goals that encourage graduation, transfer and certificate completion.
- d. Support student programs and services that expedite achievement and success.

VIII. Required Board Training.

- a. Ethics, per AB 1234.
- b. Sexual Harassment.

IX. Improve communication with all constituent groups and District Employees.

- a. Solicit broader involvement in Board evaluations from community members.

**C. Board Policy 2200 – Board Duties and Responsibilities – Second Reading and Adoption**

It is recommended that the Board accept Board Policy 2200 for a Second Reading and Adoption.

**Board Policy 2200**

**Board Duties and Responsibilities**

The Board of Trustees governs on behalf of the citizens of the El Camino Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

1. Represent the public interest.
2. Establish policies for current and long-range academic and facilities plans and programs that are consistent with the institutional mission and promote orderly growth and development of the College.
3. Hire and evaluate the Superintendent/President.
4. Delegate power and authority to the Superintendent/President to effectively manage the District.
5. Assure fiscal health and stability.
6. Monitor institutional performance and educational quality.
7. Advocate and protect the District.

Reference:

Accreditation Standard IV.B.1.d

El Camino College  
Adopted:

**D. Board Policy 2430 – Delegation of Authority to Superintendent/President –  
Second Reading and Adoption**

It is recommended that the Board accept amended Board Policy 2430 for a Second Reading and Adoption.

**Board Policy 2430**

**Delegation of Authority to  
Superintendent/President**

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description, and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

Reference: Education Code Sections 70902(d), 72400;  
Accreditation Standard ~~10.A.3~~ IV.B.1.j and IV.B.2

El Camino College  
Adopted: 1/16/01, Amended:

**E. Administrative Procedure 2430 – Delegation of Authority to Superintendent/President – Information Item**

It is recommended that the Board accept Administrative Procedure 2430 for informational purposes.

**Administrative Procedure 2430**

**Delegation of Authority to Superintendent/President**

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

References:

- Education Code Section 70902
- Accreditation Standards IV.B.1.j and IV.B.2

El Camino College

**F. Board Policy 2431 – Superintendent/President Selection – Second Reading and Adoption**

It is recommended that the Board accept Board Policy 2431 for a Second Reading and Adoption.

**Board Policy 2431**

**Superintendent/President Selection**

In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References:

Title 5 Sections 53000 et seq.

Accreditation Standards IV.B.1 and IV.B.1.j

El Camino College

Adopted:

**G. Administrative Procedure 2435 – Evaluation of Superintendent/President – Information Item**

It is recommended that the Board accept Administrative Procedure 2435 for informational purposes.

**Administrative Procedure 2435**

**Evaluation of Superintendent/  
President**

Procedure for evaluation of the Superintendent/President is agreed to by the Board and the Superintendent/President in contractual agreement.

Reference:

Accreditation Standard IV.A

El Camino College

**H. Board Policy 2740 – Board Education – Second Reading and Adoption**

It is recommended that the Board accept amended Board Policy 2740 for a Second Reading and Adoption.

**Board Policy 2740**

**Board Education**

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board may engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Reference:

| Accreditation Standard IV.B.1.Ff

El Camino College

| Adopted: 4/16/01

| Amended:



## **I. Board Policy 2745 – Board Self-Evaluation – Second Reading and Adoption**

It is recommended that the Board accept amended Board Policy 2745 for a Second Reading and Adoption.

### **Board Policy 2745**

### **Board Self-Evaluation**

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes: establishes goals and evaluates its performance on the previous year's goals. In its October meeting the Board goals are re-presented for the previous year and a questionnaire is completed for discussion of those goals at the November meeting. At the November and December meetings, the Board establishes its goals for the subsequent year.

- ~~1. The Superintendent/President shall, in October, determine the instrument or process to be used in board self evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.~~
- ~~2. The process for evaluation shall be recommended to and approved by the Board.~~
- ~~3. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Superintendent/President.~~
- ~~4. A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.~~

Reference:

Accreditation Standard ~~10.A.5~~IV.B.1.e & g

El Camino College

Adopted: 4/16/01

Amended:

**J. Board Policy 2365 – Recording – First Reading**

It is recommended that the Board accept amended Board Policy 2365 for a First Reading.

**Board Policy 2365**

**Recording**

~~If the Board causes any tape or video recording of a meeting, the recording~~  
Any audio or video recording of an open and public Board meeting made by or at the direction of the Board, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, the Board President may direct such action to stop.

Reference:

Government Code Sections 54953.5, 54953.6; 6250  
Education Code Section 72121(a);

El Camino College

Adopted: 4/16/01

Amended:

**K. Board Policy 2716 – Political Activity – Board Members – First Reading**

It is recommended that the Board accept Board Policy 2716 for a First Reading.

**Board Policy 2716**

**Political Activity – Board Members**

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding District bond measures.

Reference:

Education Code Sections 7054, 7054.1, and 7056;  
Government Code Section 8314

El Camino College  
Adopted:

**L. Board Policy 7370 – Political Activity – First Reading**

It is recommended that the Board accept amended Board Policy 7370 for a First Reading.

**Board Policy 7370**

**Political Activity**

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including but not limited to, any candidate for election to the governing Board. This policy prohibits political activity during an employee’s working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during non-working time.

Nothing in this policy shall prevent:

- a. The dissemination of information concerning school tax and/or bond elections by the administrative staff insofar as authorized by the Education Code.
- b. The discussion and study of politics and political issues, when such discussion and study is appropriate to ~~classroom studies, such as history, current events, and political science~~instruction and learning.
- c. The conducting of student and employee elections, and campaigning connected therewith.

Reference:

Education Code Sections 7054; 7056  
Gov. Code 8314

El Camino College

Adopted: June 11, 2001

Amended:

Replaces Board Policies #4224 & 4340

**M. RESOLUTION NO. 12-17-12**

It is recommended that the Board of Trustees adopt the following resolution certifying to the Board of Supervisors of Los Angeles County all proceedings in the November 6, 2012 General Obligation Bond Election.

**EL CAMINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 12-17-12**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE EL CAMINO  
COMMUNITY COLLEGE DISTRICT ENTERING ELECTION  
RESULTS INTO THE MINUTES AND CERTIFYING TO THE BOARD  
OF SUPERVISORS OF LOS ANGELES COUNTY ALL PROCEEDINGS  
IN THE NOVEMBER 6, 2012 GENERAL OBLIGATION BOND  
ELECTION**

WHEREAS, the Board of Trustees of the El Camino Community College District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2012; and

WHEREAS, such resolution was duly delivered to the Registrar of Voters/County Clerk-Recorder of the County; and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on November 6, 2012, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$350,000,000 ("Measure E"); and

WHEREAS, the Board of Trustees of the District has received from the Registrar of Voters/County Clerk-Recorder the Canvass Certificate and Official Statement of Results (the "Canvass") of the Bond Election; and

WHEREAS, it appears from the Canvass, a copy of which is attached hereto as Exhibit "A," that more than fifty-five percent of the votes cast on Measure E were in favor of issuing the aforementioned bonds.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE EL CAMINO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. That entry be made upon the minutes of the meeting that Measure E has been approved by more than fifty-five percent of the votes cast at the Bond Election.

Section 2. That all proceedings of the District in connection with the Bond Election have been accomplished according to law.

Section 3. That the Secretary of the Board is hereby requested to deliver a copy of this Resolution with the Canvass to the County Superintendent of Schools and the Clerk of the Board of Supervisors of the County.

ADOPTED, SIGNED AND APPROVED this 17<sup>th</sup> day of December, 2012.

BOARD OF TRUSTEES OF THE EL CAMINO  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary to the Board

*Los Angeles County*  
*Registrar-Recorder/County Clerk*  
**Certificate of the Canvass of the Election Returns**

I, *DEAN C. LOGAN*, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

*El Camino Community College District*

at the General Election, held on the 6th day of November 2012.

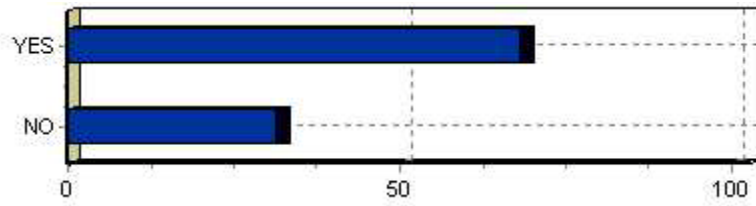
I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 30th day of November 2012.



*Dean Logan*  
DEAN C. LOGAN  
Registrar-Recorder/County Clerk  
County of Los Angeles

## EL CAMINO COMM COLL - MEASURE E



### 55% OF VOTES CAST

MEASURE E	Votes	Percent
E - SCHOOL IMPROVEMENT BONDS - YES	129,939	68.26
NO	60,417	31.74

Registration	286,646
Precincts Reporting	315
Total Precincts	315
% Precincts Reporting	100



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**Committee of the Whole**

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A. Public Comment

B. Superintendent/President Search/Selection Process

(Pages 83-89)

# El Camino Community College District Superintendent/President Selection Process

December 17, 2012

## **Background:**

Superintendent/President Thomas Fallo has submitted his resignation for retirement purposes effective June 30, 2013.

The Board of Trustees has adopted Board Policy 2431 Superintendent/President Selection which states:

“In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.”

The last Superintendent/President search occurred in the 1994-1995 academic year. John S. Madden was hired as a consultant to assist with the recruitment process. A diverse committee consisting of campus and community constituents was formed to participate in the initial screening and interview process: 5 community members, 3 ECC students, 4 management employees, 4 faculty members, 4 classified/confidential employees, the committee chair, and an EEO representative. During the prior search, the process was initiated in the Fall of 1994, with recruitment activities beginning in January 1995.

## **Process:**

Because of the impending winter holiday break and the need to initiate the data gathering process at the request of the President of the Board of Trustees, Vice President Beam issued a *Request for Qualifications* inviting a broad group of national and local executive search firms specializing in the placement of college CEO's to submit proposals for services. The deadline for submissions is Thursday, December 20, 2012.

Vice President Beam has also developed two potential scenarios for the Board's consideration regarding the selection process timelines, including the likelihood of several Special Board meetings throughout the process.

The Board of Trustees must provide direction to staff relative to the timeline and process regarding the recruitment to fill the Superintendent/President vacancy.

### Search Firm Consultant Services?

Does the Board of Trustees want to engage the services of a search consultant?

- a) If yes, does the Board choose to delegate a Board sub-committee (two Board members) to determine the firms invited to interview with the Board? (This option would negate the need for a Special Board meeting for the proposal review.)
- b) Does the full Board want to review the search firm proposals and select the firms to be invited to interview with the Board? (This option would require a Special Board meeting on or about January 7, 2013.)

#### Pros

A search firm is able to proactively and specifically target qualified candidates throughout the state and nation. The search firm will work directly with the Board of Trustees to provide recommendations/guidance regarding the selection and will work closely with the Human Resource Department throughout the process.

#### Cons

There will be a cost associated with this service. A Special Board meeting would need to be called in January to interview the search firms and determine which entity best meets the Board's needs.

- c) If the Board chooses **not** to use a search consultant firm, the Human Resource Department will manage the recruitment internally.

### Timeline for the Selection Process?

Does the Board of Trustees wish to make a finalist selection prior to the end of the Spring 2013 semester -- on or about May 31, 2013? Or is the Board willing to extend the recruitment's conclusion into the Summer/Fall semesters?

- a) If the Board chooses to conclude the finalist selection process by the end of the Spring 2013 semester, Scenario #1 entitled "***Accelerated Timeline***" will need to be considered.

#### Pros of Scenario #1

The timeline will aggressively schedule the recruitment process (advertising, committee screening, initial interviews, Board of Trustees interviews and campus meet-the-candidate

forums) all during the Spring semester with the target of a finalist selection prior to the end of the Spring 2013 semester.

### **Cons of Scenario #1**

This scenario is very time sensitive and will require approximately 3 Special Board meetings during January and February (in addition to the regularly scheduled meetings). Depending on the number of finalists, the Board will need to meet nearly every afternoon/evening during the week of May 28-31.

- b) If the Board chooses to conclude the selection process into the Summer and/or Fall 2013 semester, Scenario #2 entitled “*Standard Timeline*” may be considered.

### **Pros of Scenario #2**

The Board will be able to minimize the need for Special Board meetings, as the timeline will, for the most part, accommodate the regularly scheduled monthly meetings.

### **Cons of Scenario #2**

If the Board chooses to conclude the selection process during the 2013 Summer months, faculty and other academic year employees/students will not be able to easily participate in the campus forums to meet the candidates.

If the Board chooses to conclude the selection process during the beginning of the Fall 2013 semester, a need to address the CEO vacancy during the interim period will occur. Please note that recent changes to the CalSTRS retirement system prohibits recently retired employees from returning to work for 180 days after retirement (known as a “sit out” period).

# El Camino College Superintendent/President Search Timeline

## Scenarios 1 and 2

**\*\*\* Proposed Draft \*\*\***

<b>SCENARIO #1 Accelerated (Finalist selection prior to end of Spring 2013)</b>			<b>SCENARIO #2 Standard Option A: Summer 2013 or Option B: Fall 2013</b>		
<i>Month</i>	<i>Date(s)</i>	<i>Action</i>		<i>Date(s)</i>	<i>Action</i>
<b>December</b>					
Mon-Thurs	10 - 14	Distribute Consultant Firm Request for Qualifications (RFQ)	Mon-Thurs	10-14	Distribute Consultant Firm Request for Qualifications (RFQ)
Monday	17	<b>Board of Trustees Meeting – Review of Timeline</b>	Monday	17	<b>Board of Trustees Meeting – Review of Timeline</b>
Thursday	20	RFQ Submittal Deadline for Consultant Firms	Thursday	20	RFQ Submittal Deadline for Consultant Firms
Friday	21	RFQ Responses will be Federal Expressed to Board or Board Sub-committee members.	Friday	21	RFQ Responses will be Federal Expressed to Board or Board Sub-committee members.
<b>January</b>					
Week of	7 - 11	<b>Special Board Meeting –to review Search Consultant Submissions. (OR) Board Sub-committee meeting to review and determine recommendations for Search Consultant Board Interviews.</b>	Week of	7 - 11	<b>Special Board Meeting -Reviews of Search Consultant Submissions (Board Sub-committee could make recommendations in the prior week and bypass the need for a special board meeting)</b>
Week of	7 - 11	Selected Search Consultants Notified for Interview	Week of	7 -11	Selected Search Consultants Notified for Interview
Week of	14 - 18	<b>Special Board Meeting - Search Consultant Interviews</b>	Week of	14 - 18	<b>Special Board Meeting - Search Consultant Interviews</b>
Week of	14 – 18	Search Consultant reference checks and follow-ups	Week of	14 – 18	Search Consultant reference checks and follow-ups
Tuesday	22	<b>Board of Trustees Meeting to: 1) Ratify Search Consultant Agreement; 2) Establishment of Interview Committee</b>	Tuesday	22	<b>Board of Trustees Meeting to: 1) Ratify Search Consultant Agreement; 2) Establishment of Interview Committee</b>
Monday	28	Contract with Search Firm Begins	Monday	28	Contract with Search Firm Begins

**BLUE** = Regular Board Meeting

**RED** = Special Board Meeting


= Scenario #2(B) - Fall 2013 Timeline

SCENARIO #1 <u>Accelerated</u> (Finalist selection prior to end of Spring 2013)			SCENARIO #2 <u>Standard</u> Option A: Summer 2013 or Option B: Fall 2013		
Month	Date(s)	Action		Date(s)	Action
<b>February</b>					
Week of	4 – 7	Initial meeting with Interview Committee			
Thursday	7	Finalize a draft of Superintendent/President Announcement	Week of	4 - 8	Initial meeting with Interview Committee
Monday	11	<b>Special Board Meeting:</b> <b>1) Approval of the Superintendent/President Announcement;</b> <b>2) Recruitment strategy discussion with Consultant</b>	Week of	11 -15	Finalize a draft of Superintendent/President Announcement
Tuesday	12	Official Posting/Advertising of Position Opening	Tuesday	19	<b>Board of Trustees Meeting:</b> <b>1) Approval of the Superintendent/President Announcement;</b> <b>2) Recruitment strategy discussion with Consultant</b>
Tuesday	19	<b>Board of Trustees Meeting - General Update</b>	Week of	25 - 3/1	Official Posting/Advertising of Position Opening
<b>March</b>					
Week of	4 – 8	Meetings with Interview Committee to finalize interview calendar, questions, logistics, etc.	Week of	11-15	Meetings with Committee to finalize interview calendar, questions, logistics, etc.
Monday	18	<b>Board of Trustees Meeting - General Update</b>	Monday	18	<b>Board of Trustees Meeting - General Update</b>
<b>April</b>					
Friday	12	Deadline for applications	Monday	15	<b>Board of Trustees Meeting - General Update</b>
Week of	15 - 19	Applications provided to Interview Committee (paper and/or CD)	Friday	26	Deadline for Applications
Monday	15	<b>Board of Trustees Meeting - General Update</b>	Week of	29-5/3	Applications provided to Committee
Week of	22 - 26	Interview Committee recommendations for first round interviews			
Week of	29 – 5/3	Scheduling of candidates for first round interviews			

SCENARIO #1 Accelerated (Finalist selection prior to end of Spring 2013)			SCENARIO #2 Standard Option A: Summer 2013 or Option B: Fall 2013		
Month	Date(s)	Action		Date(s)	Action
<b>May</b>					
Week of	13 - 17	Initial Interviews with Interview Committee	Week of	13-17	Interview Committee recommendations for first round interviews
Week of	20 - 24	Reference Checks of Finalist Candidates	Monday	20	<b>Board of Trustees Meeting - General Update</b>
Monday	20	<b>Board of Trustees Meeting - General Update and Interview Committee recommendations for Candidate Finalist</b>	Week of	20 - 24	Scheduling candidates for first round interviews
				24	Deadline for Applications
Week of	28 - 31	<b>1) Special Closed Session Board Meetings for Interviews; 2) "Meet the Candidate" Forums</b>	Week of	28 - 31	Applications provided to Interviewing Committee
<b>June</b>					
Week of	3 - 7	Last week of school and graduation	Week of	3-7	Last week of school and graduation
Week of	10 -14	Offer of Employment to Candidate	Week of	10-14	Initial Interviews with Interview Committee
			Week of	10-14	Interview Committee recommendations for first round interviews
Monday	17	<b>Board of Trustees Meeting - Finalization of Negotiation with Candidate</b>	Monday	17	<b>Board of Trustees Meeting - General Update</b>
			Week of	17-21	Begin Reference Checks of Finalist Candidates
			Week of	17-21	Scheduling of candidates for first round interviews
			<b>Week of</b>	<b>24-28</b>	<b>1) Special Closed Session Board Meetings for Interviews; 2) "Meet the Candidate" Forums</b>
<b>July</b>			<b>July</b>		
			Week of	1 - 5	Offer of Employment to Candidate
			Week of	8 - 12	Initial Interviews with Interview Committee
			Monday	15	<b>Board of Trustees Meeting - Finalization of Negotiation with Candidate</b>

BLUE = Regular Board Meeting

RED = Special Board Meeting

 = Scenario #2(B) - Fall 2013 Timeline




SCENARIO #1 <u>Accelerated</u> (Finalist selection prior to end of Spring 2013)			SCENARIO #2 <u>Standard</u> Option A: Summer 2013 or Option B: Fall 2013		
Month	Date(s)	Action		Date(s)	Action
<b>August</b>					
			Monday	19	Board of Trustees Meeting – Approval of Appointment
					Board of Trustee Meeting General Update
			Week of	20 - 23	Begin Reference Checks of Finalist Candidates
			Week of	26 - 30	<u>First week of Fall 2013 semester</u>
<b>September</b>					
			Tuesday	3	Board of Trustees Meeting – Finalist Determination
			Week of	9 – 13	1) Special Closed Session Board Meetings for Interviews; 2) “Meet the Candidate” Forums
			Week of	16 - 20	Offer of Employment to Candidate
<b>October</b>					
			October	21	Board of Trustees Meeting – Approval of Appointment

All dates on this proposed timeline are illustrative and do not take into consideration the possibility of conducting committee and Board meetings on Saturdays and Sundays. The use of weekends may provide an opportunity to accommodate participants’ schedules and provide adherence to the Board’s desired timelines.

**BLUE** = Regular Board Meeting

**RED** = Special Board Meeting

 = Scenario #2(B) - Fall 2013 Timeline