

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 21, 2009
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 16, 2009, Pages 4-5**
- III. Oath of Office**
 - A. Student Member Lisa Brown
 - B. Trustee Ray Gen
 - C. Trustee Maureen O'Donnell
- IV. Annual Organizational Meeting, Pages 8 - 15**
 - 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. Presentation – El Camino College
Foundation Annual Report**

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

- A. Public Comment
 - 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 15-19*
 - 2. Student and Community Advancement
*See Student Services Agenda,
Pages 20-52*
 - 3. Administrative Services
See Administrative Services Agenda, Pages 53-68
 - 4. *See Measure “E” Bond Fund Agenda,
Pages 69-74*
 - 5. Human Resources
*See Human Resources Agenda,
Pages 75-96*
 - 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 97-98*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Personnel Matters, Brown Act Section
54957
 - 1. 1 Item
- B. Student Expulsion, Brown Act
Section 54954.5
 - 1. Student Expulsion – 1 case

EL CAMINO COLLEGE STRATEGIC PLAN 2007 THROUGH 2010

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

1. Offer excellent educational and student support services:
 - a) Enhance college services to support student learning using a variety of instructional delivery methods and services.
 - b) Maximize growth opportunities and strengthen programs and services to enhance student success.
 - c) Strengthen partnerships with schools, colleges and universities, businesses and community-based organizations to provide workforce training and economic development for our community.
2. Support self-assessment, renewal, and innovation:
 - a) Use student learning outcomes and assessment to continually improve processes, programs and services.
 - b) Use research-based evidence as a foundation for effective planning, budgeting and evaluation processes.
3. Modernize the infrastructure to support quality programs and services:
 - a) Use technological advances to improve classroom instruction, services to students and employee productivity.
 - b) Improve facilities to meet the needs of students and the community for the next fifty years.

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, November 16, 2009

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, November 16, 2009, in the Board Room at El Camino College.

The following Trustees were present: Trustee Ray Gen, Vice-President; Trustee Maureen O'Donnell, Secretary; Trustee William Beverly, Member; and Trustee Mary E. Combs, Member. Trustee Nathaniel Jackson was absent due to illness.

Also present were Dr. Thomas M. Fallo, Superintendent/President; Dr. Francisco Arce, Vice President, Academic Affairs; Ms. Jo Ann Higdon, Vice President, Administrative Services; Dr. Jeanie Nishime, Vice President, Student and Community Advancement; Ms. Barbara Perez, Vice President, Human Resources; and Dr. Lawrence Cox, Provost, El Camino College Compton Community Educational Center/Chief Executive Officer, Compton Community College District.

Minutes of the Regular Board Meeting of October 19, 2009

The Minutes of the Regular Board Meeting of October 19, 2009 were approved.

Public Hearing – Negotiations El Camino Community College District and the El Camino College Employees, Local 6142, CFT, AFT, AFL-CIO

The Public Hearing opened at 4:02 p.m. and immediately closed.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee O'Donnell, that the Board adopt the items presented on the agenda in the following areas.

Academic Affairs

Center for the Arts Presentations – 2009/2010 Season

Student and Community Advancement

Journalism Association of Community Colleges Regional Conference

Grants

International Travel

Board Policy 5500 – Academic Honesty & Standards of Conduct – First Reading

Administrative Services

Contracts Under \$76,700

Contracts Over \$76,700

Memorandum of Understanding – Bovis Lend Lease
Bovis Lend Lease
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund
Category Budgets and Balances
Purchase Orders and Blanket Purchase Orders

Human Resources
Employment and Personnel Changes
Temporary Non-Classified Service Employees
Board Policy 3430 – Prohibition of Sexual and Other Forms of Harassment – Second
Reading & Adoption

President/Board of Trustees
Absence of Board Members
2008-2009 Board of Trustees Goals and Evaluation and Goals for 2009-2010

Motion carried.

Public Comment
Mr. Hayes addressed bikes, rollerblades, and electricity.

Adjournment
Meeting adjourned at 5:30 p.m.

Maureen O'Donnell, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

Annual Organizational Meeting

This meeting is called as prescribed in Education Code Section 72125 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 serve on the El Camino Community College District Foundation; (E) appoint a Secretary to the Board; and to (F) set the time and place of Board Meetings; (G) (H) (I) establish the order of authority of chief administrative officers in the absence of the Superintendent/President; and to (J) 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 21, 2009 through the Annual Organizational Meeting in December, 2010

It is recommended that the Board elect officers for the period December 21, 2009, through the Annual Organizational Meeting in December, 2010.

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.

C. Los Angeles County School Trustees Association

The Board is to appoint a representative to the Los Angeles County School Trustees Association for 2009-2010.

D. California Community College Trustees Board Election

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

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.

F. Secretary to the Board for Period December 21, 2009 through the Annual Organizational Meeting in December, 2010

It is recommended that Thomas M. Fallo be appointed Secretary to the Board for the period December 21, 2009, through the Annual Organizational Meeting in December, 2010.

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 2010 are as follows:

Tuesday, January 19, 2010	Monday, July 19, 2010
Tuesday, February 16, 2010	Monday, August 16, 2010
Monday, March 15, 2010	Tuesday, September 7, 2010
Monday, April 19, 2010	Monday, October 18, 2010
Monday, May 17, 2010	Monday, November 15, 2010
Monday, June 21, 2010	Monday, December 13, 2010

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 21, 2009, through the Annual Organizational Meeting in December, 2010:

Jo Ann Higdon, Barbara Perez, Jeanie Nishime, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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, Francisco M. Arce

J. Documents Authorized for Signature of Acting 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 21, 2009, through the Annual Organizational Meeting in December, 2010.

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 Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and to sign “A” and “B” warrants and other documents as authorized by the Board of Trustees, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required. Josie Cheung, Accounting Officer and Shelton Bass, Accounting Officer authorized for on-line approval of “B” warrants, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010.

2. Authority to Sign Contracts

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; to be authorized to sign contracts during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.

3. Authority to Sign Purchase Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human

Resources; Rocky Bonura, Director of Business Services; Janice Ely, Business Manager; to sign purchase orders for all District funds, the Auxiliary Services fund, Trust fund, and all Associated Student funds during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; and Julie Bourlier, Bookstore Director, to sign purchase orders for the bookstore fund during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, one signature only being required.

5. Authority to Sign Change Orders

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Rocky Bonura, Director of Business Services; and Janice Ely, Business Manager; be authorized to sign contract change orders during the period of December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President - Human Resources; and Janice Ely, Business Manager; to sign Notices of Employment and Orders for Salary Payments during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; Josie Cheung, Accounting Officer, and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

8. Registration Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

9. Cash Management Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

10. Trust Funds

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

11. Associated Students Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting in December, 2010, any two signatures required.

12. Bookstore Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting in December, 2010, any two signatures required.

13. Small Business Development Center Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

14. El Camino College Business Office Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

15. Auxiliary Services Fund

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

16. Dental Self-Insurance Fund, Wells Fargo Bank Account

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting December, 2010, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; and Janice Ely, Business Manager; 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; Josie Cheung, Accounting Officer; and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, 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 21, 2009, through the Annual Organizational Meeting in December, 2010, 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; and Janice Ely, Business Manager.

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. El Camino College Student Financial Aid Fund – El Camino Community College District

Thomas M. Fallo, Superintendent; Francisco M. Arce, Vice President – Academic Affairs; Vice President – Academic Affairs; Jeanie Nishime, Vice President – Student Services; Jo Ann Higdon, Vice President – Administrative Services; Barbara Perez, Vice President – Human Resources; Janice Ely, Business Manager; Josie Cheung, Accounting

Officer; and Shelton Bass, Accounting Officer to draw money from and issue checks against funds in the Bank of America, Hawthorne Branch, during the period December 21, 2009, through the Annual Organizational Meeting in December, 2010, two signatures required.

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

Page No.

A. Center for the Arts Presentations – 2009/2010 Season 16

B. FTES Goals and Projections – INFORMATION ITEM..... 16

C. International Education/Study Abroad Program – Winter 2010..... 16

ACADEMIC AFFAIRS

A. CENTER FOR THE ARTS PRESENTATIONS – 2009/2010 SEASON

It is recommended that the Board approve the Center for the Arts presentations for the 2009/2010 season. Costs for each presentation are established as negotiated between the artist and his/her management representative and the District.

<u>Performance</u>	<u>Date</u>	<u>Amount</u>
--------------------	-------------	---------------

- | | | |
|--------------------|--------------------------|------------|
| 1. <i>Hercules</i> | January 28, 29, 30, 2010 | Co-Sponser |
|--------------------|--------------------------|------------|

Payable to: Sunset Theatre Company

The Sunset Theatre Company will present in the Campus Theatre *Hercules* for three days. The production company will paying a building rental fee prior to the performance and after the completion of the final performance will receive an itemized statement for any further monies that may be due to the college.

B. FTES GOALS AND PROJECTIONS – INFORMATION ITEM

The FTES Goals and Actuals for the College and the Compton Center are attached for the Board's information. The goal for 2009-10 at the College is 19,000 FTES and will be exceeded by 1,335 FTES based on projected enrollment. The 2009-10 goal for the Compton Center is 5,600 FTES and we are about 275 FTES below goal and will very likely shift this amount from summer 2010 into this academic year to make the goal.

C. INTERNATIONAL EDUCATION/STUDY ABROAD PROGRAM – WINTER 2010

It is recommended that the Board approve the following International Education/Study Abroad Program for Winter 2010:

Costa Rica Winter 2010 Program

The contractor is Intercultura Samara Language School (ISLS), Playa Samara, Costa Rica. They will provide airfare, transportation, accommodations, laundry service, classroom facilities, conversational Spanish class, volunteer project coordination, cultural activities, two meals per day, and excursions to Ricon de la Viaja, Arenal, and Monteverde National Park. The contact person at ISLS is Ms. Laura Ellington.

On-site program director will be Professor Peter Marcoux. His duties as on-site director will include but not be limited to teaching the following course: English 1C. Duties will also include but not be limited to advising students and administering the program in Costa Rica. Inclusive dates: January 10, 2010 through January 30, 2010.

ACADEMIC AFFAIRS

New Zealand and Australia Program

The contractor is Leonardo World LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123. They will provide airfare, transportation and transfers, accommodations, tours and excursions, local representatives in New Zealand and Australia, classroom facilities, and 26 meals will be included. The contact person is Mr. Eduard Schmiede.

On site program co-directors will be Professors Matt Ebiner and Rosemary Swade. Their duties will include but not be limited to teaching the following courses: Geography 1, Geography 6, Geography 20abcd, Speech Communication 3, Speech Communication 12. Duties will also include but not be limited to advising students and administering the program in New Zealand and Australia. Inclusive dates: January 9, 2010 through February 4, 2010.

El Camino College
Annualized FTES Goal and Actual

	Total FTES Goal	Total FTES Revised Actual November 2009
Fiscal Year 2006-07	Goal	Actual
Summer 06	1,806	1,806
Fall 06-Spring 07	16,400	16,453
Summer 07	1,100	1,054
Total	19,306	19,312
2007-08	Goal	Actual
Summer 07	710	873
Fall 07 - Spring 08 (3% increase)	16,892	17,577
Summer 08	1,800	887
Total	19,402	19,337
2008-09	Goal	Actual
Summer 08 (886.65 FTES Shfted to 2007-08)	0	1,295
Fall 08 - Spring 09 (3% increase)	17,399	19,177
Summer 09	1,800	0
Total	19,199	20,472
2009-10	Goal	Projection
Summer 09	1,900	2,332
Fall 09 - Spring 10 (10% decrease)	17,100	18,004
Summer 10	0	0
Total	19,000	20,336
2010-11	Goal	
Summer 10	1,800	
Fall 10 - Spring 11 (3% decrease)	16,600	
Summer 11	0	
Total	18,400	

Fall - Spring FTES numbers include the Winter Intersession.
2008-09 data is based on the Recal 2008-09 Apportionment Attendance Report.

Update of 3-Year Compton Educational Center FTES Recovery Plan

	Fiscal Year	FTES	FTES Revised Projection November 2009
	2006-07	Goals	Actual
Summer 06		343	348
Fall 06-Spring 07		2,346	2,347
Total		<u>2,689</u>	<u>2,695</u>
	2007-08	Goals	Actual
Summer 07		412	422
Fall 07 - Spring 08 (includes 20% inc over 06/07)		2,807	2,925
Total		<u>3,219</u>	<u>3,347</u>
	2008-09	Goals	Actual
Summer 08		479	624
Fall 08 - Spring 09 (includes 18% inc over 07/08)		3,521	3,924
Summer 09 (Shifted to 08/09)		0	452
Total		<u>4,000</u>	<u>5,000</u>
	2009-10	Goals	Projection
Summer 09		310	245
Fall 09 - Spring 10 (includes 35% inc over 08/09)		5,290	5,080
Total		<u>5,600</u>	<u>5,325</u>
	2010-11	Goals	
Summer 10		899	
Fall 10 - Spring 11 (includes 4% inc over 09/10)		5,501	
Total		<u>6,400</u>	

Fall - Spring numbers include Winter Intersession and 08/09 data is based on Recal Report in November

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. GRANTS – INFORMATION

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

1. California Community Colleges, Business/CIS Education Statewide Advisory Committee – Statewide Discipline/Industry Collaborative for Business/CIS Education Mini-Grants. The proposed grant will provide on-line learning resources to small and medium businesses and international business students with emphasis on trade compliance. Online learning offers the same valuable education, but in a format that will allow more people to be reached and the training will be conducted at a time which can work around the individual's work schedule.

Project Director: Maurice Kogon

Amount of Grant Funding from Granting Agency	\$10,185
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$10,185

Indirect Rate: None

Performance Period: January 1, 2010 through December 31, 2010

2. National Science Foundation (NSF) – Advanced Aerospace Manufacturing Education Project. The Advanced Aerospace Manufacturing Education Support Project team requests an ATE Curriculum and Educational Materials Development grant to continue the work that was begun in 2006 with the ATE funded Aerospace Manufacturing Education Project proposal #0603221. The funding of this grant will permit the team to develop additional curricula modules in many more of the key areas needed by the Aerospace industry. The modules developed will include the foundations necessary to understand standard aerospace manufacturing technologies and practices. The primary target for use of the training and education materials created from this project is the community college system. Project participants/customers include: Boeing, Northrop Grumman, and Lockheed Martin. Educational providers include: El Camino College, Butler Community College, Oregon Institute of Technology and Purdue University.

Project Director: David Gonzales

Amount of Grant Funding from Granting Agency	\$ 825,300
Amount of College Match (In-kind)	<u>253,444</u>
Total Amount of Grant	\$1,078,744

Indirect Rate: \$52,988 (8%)

Performance Period: July 1, 2010 through June 30, 2013

STUDENT AND COMMUNITY ADVANCEMENT

3. U.S. Department of Labor, Employment & Training Administration – “Green Aerospace”, Health Care Sector and Other High Growth and Emerging Industries. This project in Green aerospace manufacturing will assist the industry to become more sustainable and meet the high-growth/high-demand for the industry. A sustainable number of new jobs will be added to the economy which will have a significant impact on the Southern California economy and impact the growth of other industries being transformed by technology and innovation requiring new skill sets for workers. El Camino College and its regional partners have developed and modeled the “Green Aerospace” project that demonstrates an industry-driven, training delivery service involve the full collaboration with key economic development organizations, workforce investment agencies, educational entities and industry partners.

Project Director: David Gonzales

Amount of Grant Funding from Granting Agency	\$2,374,607
Amount of College Match (In-kind)	<u>2,016,427</u>
Total Amount of Grant	\$4,391,034

Indirect Rate: \$175,897 (8%)

Performance Period: January 1, 2010 through December 31, 2012

4. U.S. Department of Labor, Employment & Training Administration – Pathways Out of Poverty (American Recovery and Reinvestment Act of 2009)(ARRA). This proposed Pathways out of Poverty project will serve the local South Bay region of Los Angeles County that includes urban communities experiencing severe unemployment and struggling with poverty rates that are well above 15%. The program will focus on Basic Skills training and mentoring, ESL class needs, child care, transportation needs, counseling and support services to overcome barriers and challenges to success. Participants will take part in a Basic Skills Bridge program which will provide ongoing assessment, instructional support and career counseling. There are six (6) cohorts for each “branch” of the project to reach the goal of 150 successful placements in Clean Energy/Utility and 150 in Energy-Efficiency Building and Retrofitting. The California State Workforce Investment Act performance goals will be used to measure completion of training with a 73% placement rate in unsubsidized employment and an 81% retention rate of placements after six months.

Project Director: Phil Sutton

Amount of Grant Funding from Granting Agency	\$2,449,291
Amount of College Match (In-kind)	<u>1,101,802</u>

Total Amount of Grant	\$3,551,093
Indirect Rate: \$181,429	(8%)
Performance Period: January 1, 2010 through December 31, 2011	

5. Institute of Higher Education Policy (IHEP) – Walmart Minority Student Success Initiative. The proposed faculty Inquiry Partnership Program will engage 40 faculty who teach courses associated with five student support programs serving large numbers of first generation college students. The goal of the proposed project is to create a classroom environment and institutional culture that fosters and supports the retention and success of first generation college students.
 Project Director: Kristie Daniel-DiGregorio

Amount of Grant Funding from Granting Agency	\$100,000
Amount of College Match (In-kind)	<u>-0-</u>
Total Amount of Grant	\$100,000
Indirect Rate: None	
Performance Period: March 1, 2010 through September 30, 2011	

- B. BOARD POLICY 5310 – STUDENT GRIEVANCE – FIRST READING**
 It is recommended that the Board accept for first reading the deletion of Board Policy 5310 – Student Grievance, as attached. Administrative Procedure 5530 Student Rights and Grievances will replace Board Policy 5310 and is presented for informational purposes only.
- C. BOARD POLICY 5500 – ACADEMIC HONESTY & STANDARDS OF CONDUCT – SECOND READING AND ADOPTION**
 It is recommended that the Board accept for a second reading and adoption Board Policy 5500 – Academic Honesty & Standards of Conduct, as attached. Administrative Procedure 5520 is presented for informational purposes only.
- D. EXPULSION – 2009-9**
 It is recommended that the Board approve expulsion of student number 2009-9, effective December 1, 2009.

STUDENT AND COMMUNITY ADVANCEMENT

~~BOARD POLICY 5310 — Student Grievance~~

I. ~~— Purpose and Definition~~

~~The purpose of this policy is to provide a due process procedure for review and resolution of student grievances. A grievance is defined as a student's claim that his or her legal rights, status, or privileges as a student have been adversely affected by a College decision or action. This includes but is not limited to filing a discrimination complaint on the basis of race, religious creed, color, national origin, ancestry, handicap, sex, or services as a Vietnam era veteran.~~

~~This policy does not apply to student disciplinary matters which are subject to Policy 5138 (changed to 5500 on 4/18/05) or to student grades.~~

II. Informal Resolution

~~In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and if requested all involved parties, not more than ten (10) school days from the date of request.~~

III. Formal Resolution

~~Any complaint that is not resolved by the Informal Procedure as set forth in Section II and which constitutes a grievance as defined in Section I, may be processed by the student as follows:~~

A. Step One

~~The student shall submit his or her written grievance, on a form provided by the College, to the appropriate Administrator. In order to be considered valid, the written grievance must be submitted within thirty (30) school days after the student knew or should have known of the facts giving rise to the grievance. The grievance shall fully state the facts surrounding the grievance and the remedy sought by the student. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of Section II.~~

~~Upon receipt of the written grievance, the Administrator shall (a) promptly forward one copy to the Dean of Student Services and (b) schedule a meeting with the student to review and discuss the grievance. The student will be allowed to have any witnesses and a non-legal support person with him or her. Staff members named by the student shall be asked to attend~~

~~5310 Student Grievance—Page 2~~

~~this meeting and will be allowed to have a non-legal co-worker with them. Neither the student's nor the staff member's support person will participate in the meeting.~~

~~Such meetings shall be scheduled to take place no later than the fifth (5th) school day from the date the written grievance is received. By the end of the fifth school day following the date of the meeting, the Administrator shall provide the student and staff member(s) with a written decision.~~

~~The written decision will terminate Step One.~~

B. Step Two

- ~~1) If the grievance is not satisfactorily resolved at Step One, the student may seek review of the decision of the Administrator by the Dean of Student Services. The student shall provide the Dean of Student Services with: a) a copy of the written grievance, b) a copy of the Step One decision, c) a written request to appeal the Step One decision, and d) a brief statement justifying the appeal. The written appeal must be filed with the Dean of Student Services no later than the end of the tenth (10th) school day after the decision in Step One has been issued.~~
- ~~2) Within five school days after receipt of the student's written appeal, the Dean of Student Services shall meet with the student. The Dean of Student Services may schedule a meeting with the participants as allowed in Step 1 after meeting with the student.~~
- ~~3) A written decision on the grievance appeal shall be transmitted to the student and staff members by the Dean of Student Services by the end of the fifth school day following the appeal meeting. Transmittal of the written decision will terminate Step Two.~~

C. Step Three

- ~~1) If the grievance is not resolved at Step Two, the student may submit a written request for a final appeal to the Vice President of Student & Personnel Services. The student's written request shall be submitted to the Dean of Student Services, no later than the end of the tenth (10th) school day after the decision in Step Two has been issued. The Dean of Student Services will forward the request to the~~

~~Vice President.~~

~~2) The Vice President of Student and Personnel Services will forward the request to the Superintendent President's Cabinet and attach a~~

~~5310 Student Grievance Page 3~~

~~copy of the grievance, the Dean of Student Services' decision, and a copy of the grievant's request to appeal to Step Three.~~

~~3) The Superintendent President's Cabinet shall review the written record within ten (10) work days of receipt of the appeal to Step Three. Upon conclusion of this review, the Superintendent President shall render a written decision to the student grievant with a copy to the Dean of Student Services. The decision of the Superintendent President shall be final.~~

~~IV. General Provisions~~

- ~~A. The time limits specified in this policy may be shortened or extended if there is mutual written concurrence between the parties.~~
- ~~B. As used in these procedures, "student" includes a person who has filed an application for admission to the College. A grievance by an applicant for admission shall be limited to a complaint regarding denial of admission.~~
- ~~C. At any step of the grievance procedure, the College may designate a substitute for the designated College officials. Additional management representatives may be designated by the College to be present at either Step One or Step Two meetings.~~
- ~~D. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.~~
- ~~E. The grievant may appeal to the next step if a favorable decision was made but the necessary steps to implement the decision were not fulfilled.~~
- ~~F. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.~~
- ~~G. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.~~

~~Previous Board Policy Number: 5140~~

~~El Camino College~~

~~Adopted: 9/25/78~~

~~Amended: 8/21/89, 4/26/93, 9/07/93~~

~~Renumbered: 4/18/05~~

STUDENT AND COMMUNITY ADVANCEMENT

ADMINISTRATIVE PROCEDURE 5530

STUDENT RIGHTS AND GRIEVANCES

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. These procedures shall be available to any student who reasonably believes a College decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

1. Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
2. Sexual harassment as defined in Board Policy 3430
3. Financial aid
4. Illegal discrimination
5. The exercise of rights of free expression protected by State and Federal constitutions and Education Code Section 76120.

This procedure does not apply to the following:

1. Student disciplinary actions covered under Board Policy 5500 and Administrative Procedure 5520.
2. Police citations (i.e. “tickets”). Complaints about citations must be directed to the District’s Campus Police Department.
3. Course grades to the extent permitted by Education Code Section 76224(a). Grade appeals are addressed in Board Policy 4231 and Administrative Procedures 4231.

Definitions:

1. Party: The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” shall not include the Grievance Hearing Committee or the College Grievance Officer.
2. Superintendent/President: The Superintendent/President or a designated representative of the Superintendent/President.
3. Student: Any currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
4. Respondent: Any person claimed by a grievant to be responsible for the alleged grievance.

5. Business Day: Unless otherwise provided, business day shall mean a day Monday to Friday, excluding public holidays and weekends, during which the College is in session and regular classes are held.
6. Grievance Officer. Appointed by the Superintendent/President or designated representative to assist students in seeking resolution by informal means.

Grievance Hearing Committee:

The Superintendent/President or designee shall at the beginning of each semester, including any summer session, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization, Classified Employees and the Academic Senate, who shall each submit names to the Superintendent/President for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

1. It shall include one student, one instructor, one member of the classified service and one College administrator selected from the panel described above.
2. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party of the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
3. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversarial role.

Informal Resolution:

1. Each student who has a grievance shall make reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall

attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local College administration.

2. The Superintendent/President or designated representative shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.
3. Informal meetings and discussion between persons directly involved in a grievance are essential at the onset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult.
4. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion for strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.
5. In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss it with the Dean, Associate Dean or Director (hereinafter Administrator) of the division in which the matter in question resides. Upon such a request, the Administrator shall inform and confer with any staff members named by the student. In turn, the Administrator shall schedule a meeting with the student and, if requested, all involved parties not more than ten (10) business days from the date of request.
6. If at the end of five (5) business days following the student's first meeting with the Administrator, an informal resolution of the complaint is not reached, which is satisfactory to the student, the student shall have the right to request a grievance hearing.
7. This concludes the Informal Process.

Formal Resolution (Request for a Grievance Hearing)

The student may process any complaint not resolved by the Informal Process. As set forth above, the student can process a grievance as follows:

1. The student shall submit his or her written grievance, on a form provided by the College, to the appropriate Administrator.
2. In order to have a valid grievance, the written grievance must be submitted within thirty (30) business days after the student knew or should have known of the facts surrounding the grievance and the remedy sought by the student.
3. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provisions of the Informal Process.
4. Upon receipt of the written grievance, the Administrator shall promptly forward one copy to the Dean of Enrollment Services or designee.
5. Within fifteen (15) business days following receipt of the request for a grievance hearing, the Dean of Enrollment Services or designee shall appoint a Grievance Hearing Committee, as described above. The Grievance Hearing Committee shall meet in private and, without the parties present, select a chair and determine based on the Statement of the Grievance whether it presents sufficient grounds for a hearing.
6. If the hearing is warranted, it shall be based on the following:
 - a) The statement contains facts which, if true, would constitute a grievance under these procedures;
 - b) The grievant is a student as defined in these procedures, which include applicants and former students;
 - c) The grievant is personally and directly affected by the alleged grievance;
 - d) The grievance was filed in a timely manner;
 - e) The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
7. If the grievance does not meet each of the above requirements, the Hearing Committee Chair shall notify the student in writing of the rejection of the Request for a Grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Hearing Committee.
8. Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Vice President of Student and Community Advancement within five (5) business days of that decision. The Vice President of Student and

Community Advancement shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Vice President of Student and Community Advancement's decision on whether or not to grant a grievance hearing shall be final and not subject to further appeal.

9. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing.
10. Such meeting shall take place not less than fifteen (15) business days from the date the written grievance is received.
11. The student will be allowed to have any witnesses and a non-legal support person with him or her. Staff members named by the student shall be asked to attend this meeting and will be allowed to have a non-legal co-worker with them. Neither the student's nor the staff member's support person will participate in the meeting.
12. By the end of the seventh (7th) business day following the date of the meeting, the Administrator shall provide the student and staff member(s) with a written decision.
13. This concludes the Formal Resolution Process.

Hearing Procedure:

1. The decision of the Grievance Hearing Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

5. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent him or herself, and may have the right to be represented by a person of his or her choice, except that an attorney shall not represent a party unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five (5) business days prior to the date of the hearing. If one party is permitted to be represented by an attorney, the other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Superintendent/President. A legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made not less than five (5) business days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
9. The hearing shall be recorded by the Grievance Officer by either audio recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. At the beginning of the hearing in the event the recording is by audio recording, the Grievance Hearing Committee Chair shall ask each person present to identify him or herself by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.
10. All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury

shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered unavailable.

11. Within ten (10) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Dean of Enrollment Services or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Dean of Enrollment Services or Designee's Decision:

1. Within fifteen (15) business days following receipt of the Grievance Hearing Committee's decision and recommendations, the Dean of Enrollment Services or designee shall send to all parties his or her written decision, together with the Hearing Committee's decision and recommendations. The Dean of Enrollment Services or designee may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight. If the Dean of Enrollment Services or designee does not accept the decision or a finding or recommendation of the Hearing Committee, the Dean of Enrollment Services or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The accused shall be given written notice of the decision, the disciplinary action, if any, to be taken, and the right to appeal.
2. The accused may seek review of the Dean Enrollment Services or Designee's decision by delivering to the Vice President of Student and Community Advancement, no later than ten (10) business days after notice to the accused of the Dean Enrollment Services or Designee's decision, a signed statement containing:
 - a. A statement that the accused appeals the decision; and
 - b. A brief statement of why the accused considers the decision to be in error.

Appeal

1. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Dean Enrollment Services or Designee

was in error or the sanctions imposed were excessive in light of the seriousness of the charge(s).

2. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the accused's request for review, send written notice to the accused denying review and affirming the decision of the Dean of Enrollment Services or Designee .
3. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the accused and the Grievance Hearing Committee Chair, giving the accused at least five (5) business days written notice. The accused will be allowed to present his or her objections to the Dean of Enrollment Services or designee's decision, and the Grievance Hearing Committee Chair will be allowed to respond thereto.
4. After such meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision and the disciplinary sanctions therein imposed on the accused, or the Vice President may let the decision and disciplinary sanctions stand.

Time Limits:

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Title IX of the Higher Education Amendments of 1972
Education Code Section 76120 and 76224 (a)

I. Standard of ConductA. General Policy

Conduct at El Camino College must conform to the laws of the State of California, District Policies, and campus rules and regulations. The El Camino College faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college sponsored event. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Section II, may be taken against any person who engaged in behavior defined as misconduct as listed in Section B.

B. Misconduct

1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of college documents, records, or identification.
3. Violation of college policies or off campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.
4. Possession or use of alcoholic beverage on college property or at any college sponsored event except where allowed as noted in Section 25608 of the Business and Professions Code.
5. Possession or use of any weapon, firearm or explosives.
6. The use, sale, or possession on campus of or presence on campus under the influence of any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.

- ~~7. Continued disruptive behavior, continued willful disobedience,
— profanity or vulgarity, or continued defiance of the authority of or
— abuse or, college personnel or to anyone on campus.~~
- ~~8. Willful misconduct which results in injury or death to a student or
— college personnel.~~
- ~~9. Assault, battery, sex crimes including sexual assault or rape, or any
— threat of force or violence upon a student or college personnel.~~
- ~~10. Sexual harassment which includes unwelcome sexual advances,
— requests for sexual favors, and other verbal or physical conduct of
— a sexual nature.~~
- ~~11. Participation in hazing or commitment of any act that tends to injure,
— degrade or disgrace a student or college personnel.~~
- ~~12. Obstruction or disruption of teaching, research, administration,
— disciplinary proceedings, or other authorized college activities
— including but not limited to its community service functions or to
— authorized activities held off campus. Obstruction or disruption
— includes but is not limited to the use of skateboards, bicycles, radios,
— and roller skates.~~
- ~~13. Unauthorized entry to or use of college facilities, equipment or
— supplies.~~
- ~~14. Theft or deliberate damage to property of a college staff member, a
— student, or a visitor to the college including but not limited to the
— Library, Bookstore, and Food Service areas.~~
- ~~15. Defacing or damaging any college real or personal property.~~
- ~~16. Failure to comply with the directions of a member of the college
— certificated personnel, college management or supervisor
— personnel, or campus police acting within the scope of his or her
— duties.~~
- ~~17. Smoking in any area where prohibited by law or by regulation of the
— Governing Board.~~

~~18.— The commission of any act constituting a crime under California law, on the campus or at a college sponsored event.~~

~~19.— Persistent, serious misconduct not listed in Items 1-18 above.~~

H. Disciplinary Action

~~Disciplinary action appropriate to the misconduct as defined above may be taken by an instructor (see Items II B 1 and 5 below), the Dean of Student Services or his or her designee (see Items II, B 1, 2, 3, 4, 6, 7 below), and the Board of Trustees (see Item II B 8 below).~~

~~A. Notify Campus Police— Misconduct as noted in Section I, B Subsections 4, 5, 6, 7, 8, 9, 13, 14, 15, 18 above should be brought to the immediate attention of the Campus Police, or local police department/security force for courses taught off campus. This does not preclude a staff member from calling Campus Police for any other misconduct that warrants such action. Campus Police are to be called immediately and a police report will be written with notices to the Dean of Student Services.~~

~~B. Discipline— The following types of disciplinary action may be taken or pursued by the college.~~

~~1. Warning— A verbal or written notice, given to the student by a faculty member, the Dean of Student Services or any college manager that continuation or repetition of the specified conduct may be cause for other disciplinary action.~~

~~2. Reprimand— A written reprimand for violation of specified regulations sent to the student by the Dean of Student Services, noting that continued violations may result in further disciplinary action. The Dean of Student Services shall place a copy of this reprimand in the student file.~~

~~3. Restitution— a letter from the Dean of Student Services requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be sent to the student file and the Vice President of Student & Personnel Services. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage.~~

4. ~~Disciplinary Probation~~ Exclusion from college activities or services set forth in the notice of disciplinary probation. It may include one or both of the following and may be imposed upon an individual or groups of students.
- a. ~~Removal from any or all college organization offices.~~
 - b. ~~Denial of privileges or participation in any or all college or student-sponsored activities or services. Disciplinary probation may be imposed for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action. A written statement from the Dean of Student Services will state those activities from which the student will be excluded. A copy of the disciplinary probation letter will be sent to the student file, the Vice President of Student & Personnel Services, and Campus Police.~~
5. ~~Removal by Instructor~~ In addition to an instructor's right to drop a student permanently from a class when the student is no longer participating i.e. lack of attendance in the course, an instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a conference should be held with the instructor and the student to attempt to resolve the situation that lead to the student's removal and the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.
- a. ~~If a student is suspended for one class meeting, no additional formal disciplinary procedures are necessary.~~
 - b. ~~If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her dean who shall forward this information to the Dean of Student Services, the Vice President of Student & Personnel Services, and the President. If the student removed by an instructor is a minor, the President's designee (Dean of Student Services) shall ask a parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.~~

e. The instructor may recommend to his or her dean that a student be suspended for longer than two class meetings. If the dean, instructor and student cannot resolve the problem, the suspension will be referred to the President or the President's designee (Dean of Student Services) for possible actions described in Section 6 of this item.

d. During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed unless the student is further suspended as a result of actions taken as defined in Section 6 of this item.

6. Suspension The President or the President's designee (Dean of Student Services) may suspend a student as follows:

a. From one or more classes for a period of up to ten days of instruction; or

b. From one or more classes for the remainder of the term; or

c. From one or more classes and activities of the community college for one or more terms. The Dean of Student Services shall send the notice of suspension to the student, the student file, the Vice President of Student & Personnel Services, the President of the College and the Campus Police. Whenever a minor is suspended from the College, the parent or guardian shall be notified in writing by the President or the President's designee (Dean of Student Services).

7. Immediate Suspension Any College Manager, or delegated authority during non school hours, may immediately suspend a student from the campus in an emergency action to protect lives or property and to insure the maintenance of order. Within twenty four (24) hours or the next regular work day of the suspension, the manager shall send the Dean of Student Services a written report of the suspension. The Dean of Student Services shall send a written notice to the suspended student, informing the student of his or her right to a hearing within ten (10) days of the suspension. A copy of this notice will be sent to the student

~~—file, the Vice President of Student and Personnel Services, the President,
—and Campus Police.~~

~~—Immediate suspension will be enforced for the following types of
—student misconduct:~~

- ~~•— Possession or use of any weapon, firearms or explosives.~~
- ~~•— Willful misconduct which results in injury or death to a student or college personnel, and~~
- ~~•— Assault, battery, sex crimes including sexual assault or rape.~~

~~When there is probable cause to believe that a student has committed any of the above actions, that student will be immediately suspended from the campus by any college manager during school hours, or delegated authority during non-school hours. Within 24 hours of, or the next regular work day after the suspension, the manager shall send the Dean of Student Services a written report of the suspension. The Dean of Student Services will then send a written notice to the suspended student, informing the student that he or she has been suspended for the remainder of the semester at a minimum and that he or she has the right to a hearing within ten days of the suspension.~~

~~8. Expulsion —Expulsion is the termination of student status for an indefinite period of time. The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The notice of expulsion will be sent to the student with copies to the student file, the Dean of Student Services, the Vice president of Student & Personnel Services, the President, and Campus Police. The expulsion of a student shall be accompanied by a hearing if requested by the student.~~

~~Previous Board Policy Number: 5138~~

~~El Camino College Policy~~

~~Adopted: 11/24/69~~

~~Amended: 9/7/78, 8/21/89, 6/22/92, 5/16/94~~

~~Renumbered: 4/18/05~~

STUDENT AND COMMUNITY ADVANCEMENT

Board Policy 5500 Academic Honesty & Standards of Conduct

ACADEMIC HONESTY

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty.

It is the responsibility of all members of the academic community to behave in a manner which encourages learning and promotes honesty and to act with fairness toward others. Students should not seek an unfair advantage over other students when completing an assignment, taking an examination, or engaging in any other kind of academic activity.

STANDARDS OF CONDUCT

Conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining a positive learning environment. Optimal standards for behavior are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property or while attending any college-sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary actions as noted in Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

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

I. DISHONESTY

- a. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:
 - i. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
 - ii. Copying from another student or former student or allowing another student to copy from one's work.

- iii. Allowing another individual to assume one's identity or assuming the identity of another individual.
 - iv. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - v. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - vi. Obtaining or copying exams or test questions when prohibited by the instructor.
 - vii. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - viii. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor.
 - ix. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
 - x. Any other action which is not an honest reflection of a student's own academic work.
- b. Other forms of dishonesty, including but not limited to forgery or attempted forgery of any academic record; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
 - c. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

II. DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT AND EXPRESSION

- a. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.
- b. Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.
- c. Lewd, indecent, or obscene conduct on District-owned or -controlled property, or at District-sponsored or -supervised functions.
- d. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, other college property, or while attending

any college-sponsored event, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

- e. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios and roller skates
- f. Failure to comply with the directions of a member of the college certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.

III. DRUGS, ALCOHOL AND SMOKING

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Sections 11053-11058 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or District.

IV. THEFT, ROBBERY AND DAMAGE

- a. Committing or attempting to commit robbery or extortion.
- b. Causing or attempting to cause damage to District property at any location or to private property on campus.
- c. Stealing or attempting to steal District property at any location or private property on campus, or knowingly receiving stolen District property at any location or private property on campus.
- d. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals on campus.

V. HARRASSMENT AND THREATENING/VIOLENT BEHAVIOR

- a. Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to: assault, battery, sex crimes including sexual assault or rape.
- b. Committing sexual harassment as defined by law or by District policies and procedures.

- c. Engaging in harassing, hazing, or injurious behavior for any reason or discriminatory behavior based on race, sex, (i.e., gender) sexual orientation, religion, age, national origin, disability, or any other status protected by law.
- d. Willful misconduct which results in injury or death to a student or to college personnel.

VI. WEAPONS AND MISUSE OF FACILITIES

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the appropriate State agency and a District employee, which is concurred in by the college president.
- b. Unauthorized entry to or use of college facilities, equipment or supplies.

VII. MISCELLANEOUS

- a. Persistent or habitual serious misconduct where other means of correction have failed to bring about proper conduct.
- b. The commission of any act constituting a crime under California law, on campus or any district-owned property or at any college-sponsored event.

References:

Education Code Sections 66300, 66301, 76033
Accreditation Standard II.A.7.b

El Camino College

Adopted: 9/7/78

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

Renumbered: 4/18/05

DISCIPLINARY ACTION

Disciplinary action appropriate to the misconduct as defined in BP 5500 may be taken by an instructor (see items C-1 and 5 below), the Director of Student Development or his or her designee (see items C-1, 2, 3, 4, 6, and 7 below), and the Board of Trustees (see item C8 below).

A. Consequences for Academic Dishonesty

When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued. Any or all of the following actions may be imposed:

1. The instructor may assign a failing grade (no credit) to an examination or assignment in which academic dishonesty occurred.
2. The instructor may remove the student from the class or activity for the day of the incident and one additional class day as stipulated in C.5 of this procedure.
3. The instructor may complete the appropriate reporting forms (Disciplinary Form C – Academic Dishonesty Report Form and/or Disciplinary Form B – Notice of Suspension from Class/Lab/Library) and submit them along with a copy of the evidence to the Director of Student Development or his or her designee. This information will be placed in the student file.
4. If there is evidence of serious or repeated violations of academic honesty, the college may pursue additional disciplinary action in accordance with the disciplinary measures outlined in this procedure.

B. Notify Campus Police

Misconduct as noted in BP 5500 sections II, III, IV, V and VI should be brought to the immediate attention of the Campus Police or local police department/security force (for courses taught off campus). This does not preclude a staff member from calling Campus Police for any other misconduct that warrants such action. Campus Police are to be called immediately and a police report will be written with notice to the Director of Student Development, or his or her designee.

C. Discipline

The following types of disciplinary action may be taken or pursued by the college:

1. Warning - A verbal or written notice, given to the student by a faculty member, the Director of Student Development, or his or her designee, or any college manager or delegated authority that continuation or repetition of the

specified conduct may be cause for other disciplinary action. A copy of such action shall be sent to the Director of Student Development or his or her designee and placed in the student file.

2. Reprimand - A written reprimand for violation of specified regulations sent to the student by the Director of Student Development, or his or her designee, noting that continued violations may result in further disciplinary action. The Director of Student Development or his or her designee shall place a copy of this reprimand in the student file.
3. Restitution - A letter from the Director of Student Development, or his or her designee, requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be sent to the student file, Dean of Enrollment Services, and the Vice President of Student and Community Advancement. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage.
4. Disciplinary Probation - Exclusion from college activities or services set forth in the notice of disciplinary probation. It may include one or all of the following and may be imposed upon an individual or groups of students.
 - a. Removal from any or all college organization offices.
 - b. Denial of privileges or participation in any or all college or student-sponsored activities or services. Disciplinary probation may be imposed for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action. A written statement from the Director of Student Development, or his or her designee, will state those activities from which the student will be excluded. A copy of the disciplinary probation letter will be sent to the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, and Campus Police.
 - c. Requirement to complete one or more counseling or behavioral modification programs or classes including but not limited to drug/alcohol diversion program, anger management workshop, interpersonal communication workshop, life-skills class, Special Resources Center program and academic or psychological counseling appointments.
5. Removal by Instructor – In cases of academic dishonesty or disruptive behavior, an instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a conference shall be held with the instructor and the student in an attempt to resolve the situation that led to the student’s removal.
 - a. If a student is suspended for one class meeting, no additional formal disciplinary procedures are necessary. A record of the suspension should be

sent to the Director of Student Development or his or her designee and placed in the student file.

- b. If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her dean who shall forward this information to the Director of Student Development, or his or her designee. The Director of Student Development, or his or her designee, shall send copies to the Vice President of Student and Community Advancement and the President. If the student removed by an instructor is a minor, the Director of Student Development, or his or her designee, shall ask a parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. A college administrator shall attend the conference if any party (instructor, parent, or guardian) so requests.
 - c. The instructor may recommend to his or her dean that a student be suspended for longer than two class meetings. If the dean, instructor, and student cannot resolve the problem, the recommendation for a suspension of more than two class sessions will be referred to the Director of Student Development, or his or her designee, for possible actions described in Section 6 of this procedure.
 - d. During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed unless the student is further suspended as a result of actions taken as defined in Section 6 of these procedures.
6. Suspension - The Director of Student Development, or his or her designee, may suspend a student as follows:
- a. From one or more classes for a period of up to ten days of instruction; or
 - b. From one or more classes for the remainder of the term; or
 - c. From one or more classes and activities of the community college for one or more terms not to exceed a period of two years. The Director of Student Development, or his or her designee, shall send the notice of suspension to the student, the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police. Whenever a minor is suspended from the College, the parent or guardian shall be notified in writing by the Director of Student Development, or his or her designee.
7. Immediate Suspension - Any college manager or college delegated authority during non-school hours, may immediately suspend a student from the campus in an emergency action to protect lives or property and to insure the maintenance of order. Within twenty-four (24) hours or the next regular work day of the suspension, the college manager or college delegated authority shall send to the

Director of Student Development, or his or her designee, a written report of the suspension. The Director of Student Development, or his or her designee, shall send a written notice to the suspended student, informing the student of his or her right to a hearing within ten (10) business days of the suspension. A copy of this notice will be sent to the student file, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police.

Immediate suspension will be enforced for the following types of student misconduct:

- a. Possession or use of any weapon, firearms, or explosives.
- b. Willful misconduct which results in injury or death to a student or college personnel.
- c. Assault, battery, sex crimes, including sexual assault, or rape.

When there is probable cause to believe that a student has committed any of the above actions, that student will be immediately suspended from the campus by any college manager or college delegated authority. Within twenty-four (24) hours of, or the next regular work day after the suspension, the manager or college delegated authority shall send to the Director of Student Development, or his or her designee, a written report of the suspension. The Director of Student Development, or his or her designee, will then send a written notice to the suspended student, informing the student that he or she has been suspended for the remainder of the semester at a minimum and/or up to two years at a maximum and that he or she has the right to a hearing within ten (10) business days of the suspension.

8. Expulsion – The termination of student status for an indefinite period of time. The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development, Dean of Enrollment Services, Vice President of Student and Community Advancement, President, and Campus Police. The expulsion of a student shall be accompanied by a hearing if requested by the student. The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider any expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122). The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Board of Trustees' meeting. The student may, within forty-eight hours after

receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in a closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final. The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

DUE PROCESS DISCIPLINARY PROCEDURES

A. LODGING OF CHARGES

1. Charges of misconduct against a student, as defined in Sections I through VII of Board Policy 5500, may be lodged by any person who has personal knowledge of facts indicating that the student participated in the alleged misconduct. Such a witness shall hereinafter be referred to as the “complainant” and the person being charged as the “accused.”
2. The complainant must first lodge his or her charge(s) with a responsible manager at the level of director or above.
3. The responsible manager will review the charge(s). The manager will then either:
 - a. attempt to informally resolve the issue(s) or
 - b. recommend disciplinary action.
4. If the responsible manager recommends disciplinary action, he or she will forward the charge(s) to the Director of Student Development, or his or her designee. The Director of Student Development or his or her designee shall review the charge(s) and make an independent determination as to whether or not the conduct charged amounts to misconduct as defined in Items I through VII of Board Policy 5500 and whether disciplinary action should be brought against the accused.
5. If disciplinary action is appropriate, the Director of Student Development, or his or her designee or appropriate administrator shall give the accused a written notice of the lodging of charges, the specified acts of misconduct and the proposed disciplinary action. The accused will be notified of his or her right to request a hearing within five (5) business days. A copy of this policy will be included with

the notice. If the student does not request a hearing, the proposed disciplinary action will be taken.

B. HEARING OF CHARGES

1. Scheduling of Hearing

a. Students who are placed on immediate suspension - If the student has been suspended prior to a hearing, the hearing shall be commenced within fifteen (15) business days of the ordered suspension.

b. Students who have not been placed on immediate suspension:

- (1) The accused shall receive written notice of the charge(s) giving rise to the proposed disciplinary action.
- (2) The accused has five (5) business days after receipt of written notice of the charge(s) to request a hearing before the Disciplinary Hearing Committee. Failure to request such a hearing in writing within this five day period, or failure to appear at such hearing will constitute a waiver of his or her right to a hearing pursuant to these procedures. Unless the hearing may result in expulsion, the accused is not entitled to representation by counsel. If the accused wishes to be represented by counsel at an expulsion hearing, the accused shall provide written notice in the request for hearing of the intention to be represented. If the accused is a minor, he or she shall be entitled to be accompanied by his or her parent or guardian at any hearing before the Disciplinary Hearing Committee.
- (3) The Disciplinary Hearing Committee shall be chaired by the Director of Student Development, or his or her designee who will serve as the hearing officer and have as members one representative from each of the following groups: the Academic Senate, the Classified Employees, the Student Senate, and College Management.
- (4) If the accused requests a hearing, the Director of Student Development, or his or her designee shall schedule a disciplinary hearing to take place within fifteen (15) business days of the receipt by him or her of the written request for a hearing.
- (5) The Director of Student Development or his or her designee shall give the accused and members of the Disciplinary Hearing Committee written notice of the time, place and date set for the hearing.
- (6) If the accused does not request a hearing, the Director of Student Development, or his or her designee may finalize the disciplinary action with the exception of expulsion, which must be recommended to the Vice President of Student and Community Advancement. If the Vice President determines that expulsion is appropriate, he or she

will recommend expulsion to the Board of Trustees for final approval.

2. How Hearing is to be Conducted
 - a. The public shall be excluded from this hearing.
 - b. The hearing shall be recorded by either an audio recording or stenographic recording.
 - c. The hearing officer may conduct the hearing in any manner he or she deems appropriate, provided the accused is given the opportunity to confront the witnesses testifying against him or her and to offer the statements of any supporting witnesses.
 - d. If the Disciplinary Hearing Committee finds adequate support for the charge(s), it shall take appropriate disciplinary action pursuant to Section I.C of this procedure.
 - e. When the Disciplinary Hearing Committee reaches a decision, the accused shall be given written notice in a timely manner of the decision, the disciplinary action, if any, to be taken, and the right to appeal the decision to the Vice President of Student and Community Advancement.

C. REVIEW BY THE VICE PRESIDENT OF STUDENT AND COMMUNITY ADVANCEMENT

1. The accused may seek review of the decision of the Disciplinary Hearing Committee by delivering to the Vice President of Student and Community Advancement, no later than five (5) business days after notice to the accused of the Disciplinary Hearing Committee's decision, a signed statement containing:
 - a. A statement that the accused appeals the decision; and
 - b. A brief statement of why the accused considers the decision to be in error.
2. The Vice President of Student and Community Advancement shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Disciplinary Hearing Committee was in error or the sanctions imposed were excessive in light of the seriousness of the charge(s).
3. If the Vice President of Student and Community Advancement determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the accused's request for review, send written notice to the accused denying review and affirming the decision of the Disciplinary Hearing Committee.
4. If the Vice President of Student and Community Advancement determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request for review, schedule a meeting giving the accused at least five (5) business days written notice thereof with the accused and the hearing officer, at

which time the accused will be allowed to present his or her objections to the Disciplinary Hearing Committee's decision, and the hearing officer will be allowed to respond thereto.

5. After such a meeting, the Vice President of Student and Community Advancement may reverse, revise or modify the decision and the disciplinary sanctions therein imposed on the accused, or the Vice President may let the decision and disciplinary sanctions stand.

D. GENERAL PROVISIONS

1. If students or other persons are suspended or expelled from the campus, they shall not appear on the campus without permission from the Vice President of Student and Community Advancement or designee and must have a Campus Police escort.
2. The time limits specified in the Due Process and Disciplinary Procedures may be shortened or extended if there is a mutual written concurrence between the parties.
3. Failure of the accused to appeal any determination at any step to another step within the specified time limits shall be deemed acceptance by the accused of the last determination rendered.
4. Written notice to an accused pursuant to these procedures shall be sufficient if sent by first class mail to the last known address of the accused currently on file with the college. Notice shall be deemed given on the day of said mailing. Notice shall be in the English language.
5. In the absence of the Director of Student Development, a designee may be appointed by the Vice President of Student and Community Advancement.
6. No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. In addition, no student may be removed, suspended, or expelled for parking violations.
7. The President or the President's designee (Campus Police) shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of Los Angeles County or the City of Torrance of any acts of the student which may be in violation of Section 245 of the California Penal Code - Assault with a deadly weapon or force likely to produce great bodily injury.

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

Education Code Sections 66300, 72122, 76030

**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 \$76,700

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

1. **Contractor:** **ACCENT INTERNATIONAL CONSORTIUM FOR ACADEMIC PROGRAMS ABROAD, Ltd**
Services: Provide travel agent services for the District's Summer 2010 Study Abroad Program to Paris.
Requesting Dept.: Behavioral and Social Sciences
Date(s): 6/30/10 – 8/1/10
Financial Terms: No cost to the District. This program is self supporting.

2. **Contractor:** **ADAMS RITE AEROSPACE**
Services: Contractor will receive sixty-four hours of training in the areas of business skills, computers, and continuous improvement.
Requesting Dept.: Community Advancement
Date(s): 11/17/09 – 6/30/10
Financial Terms: Projected Gross Income \$20,316. This program is self supporting.

3. **Contractor:** **CALIFORNIA INSTITUTE FOR NURSING & HEALTH CARE**
Services: Nurses who need clinical experience as teachers and are working on their undergraduate degrees will obtain required teaching experience by working with El Camino College (ECC) nursing faculty.
Requesting Dept.: Health Sciences & Athletics – Nursing Department
Date(s): 10/16/09 – 3/01/10
Financial Terms: No Cost to the District

4. **Contractor:** **CEDARS-SINAI MEDICAL CENTER**
Services: Nurses who need clinical experience as teachers and are working on their undergraduate degrees will obtain required teaching experience by working with El Camino College (ECC) nursing faculty.
Requesting Dept.: Health Sciences & Athletics – Nursing Department
Date(s): 11/01/09 – 10/31/10

Financial Terms: No cost to the District

5. **Contractor:** **CERRITOS COMMUNITY COLLEGE DISTRICT**
Services: The El Camino Community College District's Business Training Center will provide on-site training to various companies.
Requesting Dept. Community Advancement-Workplace Learning Resource Center (WpLRC)
Date(s): 12/22/09 – 6/30/10
Financial Terms: Cost: \$25,000
Source of Funding: State Grant
6. **Contractor:** **F-1 VISA EDUCATIONAL AGENCIES (Listed below)**
Services: Recruit F-1 Visa Students for El Camino College.
Requesting Dept.: Admissions – International Student Program
Dates: 7/1/09 – 6/30/10
Financial Terms: The fee shall be \$250 USD for each student per consecutive semester completed. This fee will not exceed \$500.
Agencies:
1. DADI Overseas Studies Service Centre
2. Northern Asia Co., Ltd
3. Samsung Emigration Development Co., Ltd
4. UHAK Academy
7. **Contractor:** **GARDENA MEMORIAL LP dba MEMORIAL HOSPITAL OF GARDENA**
Services: Provide use of facility for El Camino College nursing students to gain state required clinical experience.
Requesting Dept.: Health Sciences & Athletics – Nursing Department
Date(s): 11/1/09 – 10/31/14
Financial Terms: No cost to the District
8. **Contractor:** **INTERCULTURA SÁMARA LANGUAGE SCHOOL (ISLS)**
Services: Coordinate the hospitality accommodations, classroom facilities and student activities for the District's Winter 2010 Study Abroad Program to Costa Rica.
Requesting Dept.: Behavioral and Social Sciences
Date(s): 1/10/10 – 1/30/10
Financial Terms: No cost to the District
9. **Contractor:** **J.K.S. MARKET**

- Services:** Provide part-time work activity opportunities for students enrolled in the District's CalWORKs Program.
- Requesting Dept.:** Counseling and Student Services
- Date(s):** 10/1/09 – 6/30/10
- Financial Terms:** No cost to the District
- 10. Contractor:** **LEONARDO WORLD LLC**
- Services:** Provide travel agent services for District's Winter 2010 Study Abroad Program to Australia and New Zealand.
- Requesting Dept.:** Behavioral and Social Sciences
- Date(s):** 1/09/10 – 2/04/10
- Financial Terms:** This program is self supporting.
- 11. Contractor:** **MOUNT ST. MARY'S COLLEGE**
- Services:** Nurses needing clinical experience as teachers and working on their undergraduate degrees will obtain required teaching experience by working with El Camino College (ECC) nursing faculty.
- Requesting Dept.:** Health Sciences & Athletics – Nursing Department
- Date(s):** 5/01/10 – 4/30/13
- Financial Terms:** No cost to the District
- 12. Contractor:** **PROVIDENCE HEALTH SYSTEMS,
SOUTHERN CALIFORNIA dba PROVIDENCE
LITTLE COMPANY OF MARY**
- Services:** Allow use of facility by El Camino College nursing students to gain required state clinical experience.
- Requesting Dept.:** Health Sciences & Athletics – Nursing Department
- Date(s):** 11/01/09 – 10/31/11
- Financial Terms:** No cost to the District
- 13. Contractor:** **RADISSON NEWPORT BEACH**
- Services:** Contractor will receive twenty-four hours of training in business skills, computers and customer service.
- Requesting Dept.:** Community Advancement – Workplace Learning Resource Center
- Date(s):** 12/22/09 – 6/30/10
- Financial Terms:** Projected Gross Income \$3,850. This program is self supporting.
- 14. Contractor:** **LYNN SOLOMITA**
- Services:** Provide human resources consulting services for El Camino College.
- Requesting Dept.:** Human Resources
- Date(s):** 1/4/10 – 2/7/10

Financial Terms: \$125 per hour. Not to Exceed \$7,500

- 15. Contractor:** **SOUTH BAY CENTER FOR COUNSELING**
Services: The District will provide job skills training in computers, STCW-95 Basic Safety Training and other training that meets the requirements of the U.S. Coast Guard.
Requesting Dept.: Community Advancement-WpLRC
Date(s): 12/22/09 -6/30/10
Financial Terms: Projected Gross Income \$33,600. This program is self supporting.
- 16. Contractor:** **TELEDYNE REYNOLDS**
Services: Contractor will receive forty hours of training in business skills, computers, and continuous improvement, as needed.
Requesting Dept.: Community Advancement – Contract Education
Date(s): 11/17/09 – 6/30/10
Financial Terms: Projected Gross Income \$8,466. This program is self supporting.
- 17. Contractor:** **UNIVERSITY OF PHOENIX**
Services: Nurses who need clinical experience as teachers and are working on their undergraduate degrees will obtain required teaching experience by working with El Camino College (ECC) nursing faculty.
Requesting Dept.: Health Sciences & Athletics – Nursing Department
Date(s): 10/16/09 – 10/15/14
Financial Terms: No cost to the District
- 18. Contractor:** **WISEBURN 21ST CENTURY CHARTER SCHOOLS**
Services: El Camino College will provide on-site unit credit courses in speech to students at the DaVinci Science and DaVinci Design schools.
Requesting Dept.: Enrollment Services
Date(s): 2/1/10 – 6/30/10.
Financial Terms: Projected Gross Income \$15,200. This program is self supporting.

B. DECLARATION OF SURPLUS PROPERTY

It is recommended that the Board of Trustees approve the appropriate disposition of the following property. Education Code Sections 81450 through 81460 and Board Policy 6550 provide the method and manner of disposal of personal property no longer required or suitable for District use.

SURPLUS PROPERTY LIST
December 21, 2009

ECC #	Qty	Description	Mfgr.	Model	Serial #	Cond.	Purchase Year
	1	Boiler	Weil McLain	44-11 3.195		1	
	2	Cooling Tower	Marley			1	
	1	Chiller	Carrier	30GN-70-610KA		1	
	1	Chiller	York	YCAS0330EC46XGTASBT		1	
	1	Chiller	Carrier			1	

1 No longer required

2 No longer suitable

C. INFORMATION ITEM – FIVE-YEAR BUDGET ASSUMPTIONS AND PROJECTIONS

El Camino Community College District five-year budget assumptions and projections are presented as an information item on pages 59-60.

**EL CAMINO CCD
FIVE-YEAR BUDGET PROJECTIONS**

Last Revision: 12-15-09
Prepared By: Higdon

UNRESTRICTED GENERAL FUND

	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
1 FUNDED FTES	18,941	18,373	18,189	18,007	17,827	17,827
2						
3 UNADJUSTED REVENUE	107,138,970	107,138,970	104,549,753	103,712,573	104,321,007	104,963,180
4 Funded COLA	0	0	0	1,428,870	1,450,303	1,962,744
5 Additional Workload Reduction	0	-2,589,217	-837,180	-820,436	-808,130	0
6 PROJECTED REVENUE	107,138,970	104,549,753	103,712,573	104,321,007	104,963,180	106,925,924
7 UNADJUSTED APPROPRIATIONS	109,987,541	109,987,541	107,277,137	109,062,648	110,360,002	112,204,181
8 Annual Increases:						
9 PERS (letter dated 11-19-09)		113,246	322,900	484,350	69,193	230,643
10 STRS		0	486,171	486,170	486,170	486,170
11 Health Insurance		483,350	483,350	483,350	782,053	782,053
12 Election (County historical info)		-400,000	400,000	-400,000	400,000	-400,000
13 Utilities		84,000	84,000	218,484	91,763	93,599
14 Property and Liability Insurance		9,000	9,090	25,000	15,000	15,000
15 Categorical Backfills		0	0	0	0	0
16 Annual Decreases:						
17 Workload Reduction		-3,000,000	0	0	0	0
18 Other						
19 PROJECTED APPROPRIATIONS	109,987,541	107,277,137	109,062,648	110,360,002	112,204,181	113,411,646
20 ANNUAL DEFICIT PROJECTION	-2,848,571	-2,727,384	-5,350,075	-6,038,995	-7,241,001	-6,485,722
21 (Unadjusted for "Savings" below)						
22 Beginning Year Balance	18,721,666	17,873,095	17,145,711	13,795,636	9,256,641	3,015,640
23 Natural "Savings" (Budget v Act.)	2,000,000	2,000,000	2,000,000	1,500,000	1,000,000	750,000
24 Ending Year Balance	17,873,095	17,145,711	13,795,636	9,256,641	3,015,640	-2,720,082
25 As a %age of Expenditures	16.25%	15.98%	12.65%	8.39%	2.89%	-2.40%
26 Change in % from Prior Year		-0.27%	-3.33%	-4.26%	-5.70%	-5.09%

**Five - Year Budget Assumption & Projection Details - ECC
Unrestricted General Fund
Subject to Frequent Change**

DRAFT

Phase 1

Last Update: 12-15-09 Higdon

Notes	Factor	2009-10 (Actual Budget)	2010-11	2011-12	2012-13	2013-14	2014-15
Data: As a % unless otherwise stated.							
REVENUE CHANGES:							
1	Funded COLA	0.00	0.00	0.00	1.50	1.50	2.00
2	FTES State-Forced Workload Reductions	3.00	3.00	1.00	1.00	1.00	0.00
3	Estimated, Funded FTES	18,941	18,373	18,189	18,007	17,827	17,827
APPROPRIATION CHANGES:							
4	PERS Employer Rate	9.709	10.20	11.60	13.70	14.00	15.00
5	STRS Employer Rate	8.25	8.25	9.25	10.25	11.25	12.25
6	Election Expense	0.00	0.00	\$400,000	0.00	\$400,000	0.00
7	Health Insurance Rate	6.00	6.00	6.00	8.00	8.00	8.00
8	Utilities	8.00	2.00	2.00	5.00	2.00	2.00
9	Insurance	8.97	1.00	1.00	1.00	1.00	1.00
10	Cost Reduction from Academic Hourly	\$2,765,000	\$3,000,000	0.00	0.00	0.00	0.00
11	Back-Fill of Categoricals*	0.00	0.00	0.00	0.00	0.00	0.00

*Back-Fill of Categorical Budgets in FY 09-10 from Fund 15 in the amount of \$780,000 plus \$200,000 held in contingency; future year/s subject to forth-coming policy discussions.

NOTES

Reviewed by PBC 12-03-09; Reviewed by College Council 12-14-09

- 1 Estimate
- 2 Estimate
- 3 FTES 09-10 per Chancellor's Office; Future projections tied to State Forced Workload Reductions
- 4 PERS circular dated 11/19/09
- 5 Estimate
- 6 County historical information
- 7 Estimate
- 8 Estimate
- 9 Estimate
- 10 Estimate
- 11 See * above

D. PURCHASE ORDERS

It is recommended that all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0300754	ADT Security Services	Information Tech.	Maintenance Contracts	\$4,596.82
P0301368	Enterprise Rent-A-Car	Information Tech.	Conferences Mgmt	\$49.16
P0301370	CCS Presentation	Div Office BSSC	Repairs Noninstructional	\$270.00
P0301371	Solarwinds.Net	Information Tech.	Maintenance Contracts	\$599.00
P0301372	Boise Cascade	Information Tech.	Non-Instruct Supplies	\$1,210.25
P0301380	South Coast Air Qua.	Hazmat	Other Services And Expenses	\$9,885.85
P0301381	Dynalectric	Facilities/Planning	Repairs Noninstructional	\$2,025.00
P0301388	Efficient Building	Facilities/Planning	Repairs Noninstructional	\$2,490.72
P0301389	Industrial Caster	Hazmat	Waste Disposal	\$1,253.53
P0301391	Thomson-West/Barcl	English	Instructional Supplies	\$325.68
P0301394	NCMPR	Public Relations	Conferences Mgmt	\$90.00
P0301395	Ceb Passport Program	Legal Assistance	Dues And Memberships	\$2,295.00
P0301403	Scantron	Div Office Nat Science	Non-Instruct Supplies	\$254.65
P0301405	CCS Presentation	Ctr for Arts Production	Non-Instruct Supplies	\$575.21
P0301407	Bakbone Software	Information Tech.	Maintenance Contracts	\$5,405.00
P0301409	Industrial Emergency	Fire	Contract Services	\$2,100.00
P0301414	TCS Total	Institutional Services	Other Services And Expenses	\$1,400.00
P0301415	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$88.75
P0301418	Carrier Corporation	Facilities/Planning	Repairs Noninstructional	\$793.25
P0301420	Disc Outlet	Public Relations	Non-Instruct Supplies	\$200.48
P0301421	Academic Senate	Counseling Office	Publications/ Periodicals	\$40.00
P0301422	Center for Education	Counseling Office	Publications/ Periodicals	\$104.95
P0301423	Ikon Office Solutions	Copy Center	Instructional Supplies	\$62.02
P0301424	Xpedx Paper	Copy Center	Instructional Supplies	\$847.79
P0301425	KHL Engineered	Copy Center	Instructional Supplies	\$632.49
P0301426	American College	Div Office Fine Arts	Dues And Memberships	\$300.00
P0301428	Samy's Camera	Art Department	Art Dept Copier Supplies	\$188.98
P0301429	Enterprise Rent-A-Car	Earth Sciences	Transportation	\$306.86
P0301432	Verizon Wireless	Health, Safety	Telephone	\$55.82
P0301433	Verizon Wireless	Health, Safety	Telephone	\$34.01
P0301434	Time Clock Sales	Purchasing	Repairs Noninstructional	\$236.00
P0301435	At&t Mobility	Health, Safety	Telephone	\$405.76
P0301436	Public Agency Law	Purchasing	Legal	\$4,550.20
P0301438	Pyramid Audio	Ctr for Arts Production	Other Rentals	\$1,324.91
P0301443	American Educational	International Students	Conferences Mgmt	\$11,900.00
P0301444	Begin Group Company	International Students	Conferences Mgmt	\$1,018.00
P0301447	Hitt Marking Devices	Course/Curriculum	Non-Instruct Supplies	\$24.46
P0301448	Chauffeurs Unlimited	Ctr for Arts Promo	Other Services And Expenses	\$461.00
P0301451	Doubletree Hotel	Ctr for Arts Promo	Other Services And Expenses	\$362.97
P0301452	Mid City Mailing	Ctr for Arts Promo	Multi Media Advertising	\$358.00
P0301453	Doubletree Hotel	Ctr for Arts Promo	Other Services And Expenses	\$362.97
P0301455	U Name It	V.P. Academic Affairs	Non-Instruct Supplies	\$50.49
P0301457	Bank of America	President's Office	Non-Instruct Supplies	\$37.05
P0301458	Commission on	Resp Therapy	Dues And Memberships	\$1,500.00
P0301459	Campus Food Service	Veterans Education	Non-Instruct Supplies	\$299.75

P0301460	RBC Music	Music	Instructional Supplies	\$66.52
P0301461	Edwin F. Kalmus	Music	Instructional Supplies	\$46.32
P0301462	JW Pepper of Los	Music	Instructional Supplies	\$239.98
P0301464	OpticsPlanet, Inc	Earth Sciences	Instructional Supplies	\$768.50
P0301465	L.A. County Fire	Hazmat	Waste Disposal	\$4,123.00
P0301466	Department	Facilities/Planning	Repairs Noninstructional	\$210.00
P0301469	Diversified Photo	Photography	Instructional Supplies	\$389.44
P0301470	Freestyle Photograph	Photography	Instructional Supplies	\$631.90
P0301473	NCAA Publications	Physical Education	Instructional Supplies	\$314.20
P0301474	Power Systems	Physical Education	Instructional Supplies	\$510.85
P0301475	Gopher Performance	Physical Education	Instructional Supplies	\$601.09
P0301486	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$48.46
P0301487	Rand McNally	Earth Sciences	Instructional Supplies	\$151.41
P0301488	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0301505	California Chamber	Human Resources	Publications/ Periodicals	\$51.23
P0301506	3S Incorporated	Machine Tool	Repairs Parts And Supplies	\$421.56
P0301507	A-1 Office Concepts	Human Resources	Non-Instruct Supplies	\$136.74
P0301511	Chief Neon Sign	Facilities/Planning	Repairs Noninstructional	\$130.00
P0301512	Monterey Graphics	Warehouse	Inventories, Stores, Prepaid I	\$3,259.58
P0301523	Monterey Graphics	V.P. Academic Affairs	Non-Instruct Supplies	\$49.39
P0301531	Pocket Nurse	Life Sciences	Instructional Supplies	\$367.15
P0301532	Bruce E. Hoerning	Facilities/Planning	Other Services And Expenses	\$30.60
P0301533	The Apple Store	Facilities/Planning	Non-Instruct Supplies	\$180.76
P0301536	Los Angeles Sentinel	Ctr for Arts Promo	Multi Media Advertising	\$384.00
P0301543	Carolina Biological	Anthropology	Instructional Supplies	\$156.39
P0301544	Renaissance Graphic	Art Department	Instructional Supplies	\$736.67
P0301546	Monterey Graphics	District Photo Id Cards	Non-Instruct Supplies	\$1,027.26
P0301558	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid I	\$6,581.83
P0301562	SchoolDude.com, Inc.	Facilities/Planning	Repairs Noninstructional	\$5,135.92
P0301563	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$1,671.50
P0301564	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$145.00
P0301568	L.A. County Ems	Paramedic Academy	Contract Services	\$20,534.67
P0301572	BOG's - California	Administrative Service	Conferences Mgmt	\$280.77
P0301573	ACCCA	Administrative Service	Conferences Mgmt	\$175.00
P0301583	L. Frierson Law Office	Institutional Services	Legal	\$4,493.75
P0301585	International Educat	VP-SCA	Contract Services	\$2,250.00
P0301586	Miyaco Center for Stu	VP-SCA	Contract Services	\$250.00
P0301587	CES Central Educat	VP-SCA	Contract Services	\$250.00
P0301589	CCS Presentation	Ctr for Arts Production	Repairs Parts And Supplies	\$125.00
P0301610	Hacu-Member Service	VP-SCA	Dues And Memberships	\$9,120.00
P0301614	Datatel, Inc.	Information Tech.	Transportation/ Mileage	\$3,600.00
P0301632	South Bay Wildlife	Life Sciences	Contract Services	\$250.00
P0301633	IACP	Ed & Community	Dues And Memberships	\$120.00
P0301634	Harvard Business	Ed & Community	Dues And Memberships	\$99.00
P0301635	Southern California	Facilities/Planning	Repairs Noninstructional	\$734.97
P0301636	American Association	Presidents Office	Dues And Memberships	\$17,175.00
P0301637	Paul L. Edward	Ed & Community	Dues And Memberships	\$49.00
P0301638	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$812.15
P0301640	Constant Contact	Ed & Community	Computer Software Account	\$126.00
P0301641	Monterey Graphics	Counseling Office	Non-Instruct Supplies	\$49.39
P0301646	ASU Herberger	Div Office Fine Arts	Dues And Memberships	\$600.00
P0301647	Intelcom	Instructional Television	Other Services And Expenses	\$750.00
P0301658	Community College	Div Office Instr.	Publications-Magazines	\$3,673.00
P0301659	Community College	Div Office Instr.	Publications-Magazines	\$2,528.00
P0301662	Decision Technology	Information Tech.	Maintenance Contracts	\$8,780.00

P0301664	Noel Levitz, Inc.	Copy Center	Conferences Mgmt	\$265.00
P0301665	Lisa's Bon Appetit	Ctr for Arts Promo	Other Services And Expenses	\$536.11
P0301678	L.A. County Ems	Paramedic Academy	Contract Services	\$67,625.91
P0301680	Mark Hullibarger	Ctr for Arts Production	Non-Instruct Supplies	\$825.48
P0301683	Bicepp	Health, Safety	Dues And Memberships	\$50.00
P0301688	L.A. County Ems	Paramedic Academy	Contract Services	\$95,125.47
P0301689	UCLA Center for	Paramedic Academy	Contract Services	\$1,584.00
P0301690	Industrial Emergency	Fire	Contract Services	\$2,700.00
P0301701	CDW-G	Technical Services	Repairs Parts And Supplies	\$3,289.22
P0301702	Dell Computer	Technical Services	Repairs Parts And Supplies	\$658.39
P0301704	Xpedx Paper	Warehouse	Inventories, Stores, Prepaid I	\$20,615.44
P0301710	Roxanne Abilogu	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0301711	Cars Muffler Service	Automotive Shop	Repairs Noninstructional	\$800.00
P0301712	Joint Review	Rad Tech	Dues And Memberships	\$1,800.00
P0301714	California Chamber	Job Placement	Non-Instruct Supplies	\$51.23
P0301715	Southern California	Facilities/Planning	Repairs Noninstructional	\$624.97
P0301719	Kimberly Wilkinson	Ctr for Arts Production	Non-Instruct Supplies	\$121.00
P0301722	CI Solutions	Information Tech.	Maintenance Contracts	\$3,090.00
P0301724	Shyamala Moorty	Ctr for Arts Instr/Admin	Contract Services	\$250.00
P0301726	Verizon Wireless	Health, Safety	Telephone	\$55.82
P0301727	AT&T Mobility	Health, Safety	Telephone	\$166.44
P0301733	Essick Air	Anthropology	Instructional Supplies	\$184.29
P0301734	Hollywood Rentals	Ctr for Arts Production	Other Rentals	\$396.00
P0301735	Mark Hullibarger	Ctr for Arts Production	Center For The Arts Technical	\$310.00
P0301737	N. Glantz & Son	Anthropology	Instructional Supplies	\$143.82
P0301739	ACCCA	Public Relations	Conferences Mgmt	\$125.00
			Fund 11 Total: 126	\$368,554.37

Fund 12 Restricted - El Camino

P0301367	Copy R Office Solution	Head Start Partnership	Instructional Supplies	\$150.00
P0301369	International Educat	El Camino Language	Multi Media Advertising	\$1,200.00
P0301373	Merry X-Ray	VTEA - Radiologic	New Equipment - Instructional	\$14,691.88
P0301374	Koyoto Kagaku Co.	VTEA - Radiologic	New Equipment - Instructional	\$10,728.06
P0301386	MCS Industrial Supply	Parking-Student	New Equipment	\$146.76
P0301390	National Emergency	Parking-Student	Dues And Memberships	\$75.00
P0301396	Computerland of	Career & Tech Ed	Non-Instruct Supplies	\$395.10
P0301404	Holiday Inn Capitol	STEM transfer-Hispan	Conferences Other	\$339.98
P0301408	Nolo Press	Instructional Services	Library Books	\$81.66
P0301410	Elena N. Tokuda	Teacher Preparation	Instructional Supplies	\$52.67
P0301411	El Camino College	SBDC Program Incom	Multi Media Advertising	\$341.00
P0301412	Gall's Inc	Parking-Student	New Equipment	\$310.91
P0301413	Ventek International	Parking Fees Permit	Visa/Mastercard Fees	\$5,400.00
P0301416	Amazon.Com	Calif. Trans. & Logis.	Other Books	\$106.35
P0301417	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$1,404.80
P0301427	Fast Deer Bus Chart	STEM transfer-Hispan	Transportation	\$544.54
P0301430	American Express	STEM transfer-Hispan	Conferences Other	\$378.00
P0301431	South Bay Economic	Community	Conferences Mgmt	\$675.00
P0301442	New Wave Computer	EGADNP	Non Inst Comp Eq	\$109.75
P0301449	Mastertask Training	Career Tech Ed	Non-Instruct Supplies	\$1,863.80
P0301450	Tiempos Dorados	Career Tech Ed	Multi Media Advertising	\$216.00
P0301456	Lurea Herman Murphy	Artes de El Camino	Contract Services	\$308.25
P0301478	Chongro Overseas	El Camino Language	Contract Services	\$500.00
P0301480	The Gas Company	Egypt Initiative	Other Services And Expenses	\$6.58
P0301481	Southern California	Egypt Initiative	Other Services And Expenses	\$27.62

P0301484	Dell Computer	I&T Division	Instr.CompEquip less than\$5k	\$9,888.69
P0301485	Uline Shipping Supply	VATEA I&T	Instructional Supplies	\$738.89
P0301489	National Promotions	STEM transfer-Hispan	Non-Instruct Supplies	\$546.56
P0301508	A-1 Office Concepts	DSPS	Instructional Supplies	\$39.83
P0301513	Public Safety Training	Parking-Student	In-Service Training	\$110.00
P0301514	USA Collision Center	Parking-Student	Repairs Non Instr	\$701.11
P0301515	Borden Decal Co., Inc.	Parking-Student	Non-Instruct Supplies	\$8,748.57
P0301516	B & H Towing	Parking-Student	Repairs Non Instr	\$70.00
P0301517	Digital Printing	Parking-Student	Non-Instruct Supplies	\$854.31
P0301518	Milestone Products	Parking-Student	Non-Instruct Supplies	\$673.03
P0301519	Bayside Medical Ctr	Parking-Student	Other Services And Expenses	\$191.70
P0301520	Peachtree Business	Parking-Student	Non-Instruct Supplies	\$217.55
P0301521	U.S. Armor Corp.	Parking-Student	New Equipment -	\$2,298.17
P0301522	Glenn S. Orton	STEM transfer-Hispan	Contract Services	\$300.00
P0301524	R & D Printing	STEM transfer-Hispan	Non-Instruct Supplies	\$283.16
P0301525	National Promotions	Head Start Partnership	Instructional Supplies	\$762.76
P0301526	VWR Scientific	STEM transfer-Hispan	New Equipment - Instructional	\$7,644.07
P0301537	Estuardo Iriarte	STEM transfer-Hispan	Contract Services	\$200.00
P0301538	Steven Lopezlavalle	STEM transfer-Hispan	Contract Services	\$200.00
P0301539	Ana T. Orellana	STEM transfer-Hispan	Contract Services	\$200.00
P0301540	Gerardo Sandoval	STEM transfer-Hispan	Contract Services	\$200.00
P0301541	Armando Hernandez	STEM transfer-Hispan	Contract Services	\$200.00
P0301542	Daniel E. Aleman	STEM transfer-Hispan	Contract Services	\$200.00
P0301557	Western Highway	Parking-Student	Site Improvements	\$231.87
P0301565	Dell Computer	YESS Grant	Equipment	\$1,676.24
P0301567	MCS Industrial Supply	Parking-Student	New Equipment	\$316.67
P0301569	Lou's Golf and	Parking-Student	Repairs Non Instr	\$382.81
P0301570	Computerland of	VATEA Business	Computer Software Account	\$3,160.80
P0301574	Tamara Restrepo	MESA Program	Student Stipends	\$100.00
P0301575	Johanna L. Zamora	MESA Program	Student Stipends	\$100.00
P0301576	Michael O. Shodiya	MESA Program	Student Stipends	\$100.00
P0301577	Myron Jimenez	MESA Program	Student Stipends	\$100.00
P0301578	Betelihem S.	MESA Program	Student Stipends	\$100.00
P0301580	Ronald A. Calderon	MESA Program	Student Stipends	\$100.00
P0301581	Gustavo Marquez	MESA Program	Student Stipends	\$50.00
P0301582	Chad E. Germany	MESA Program	Student Stipends	\$50.00
P0301592	Thinking Media	WPLRC Industry Driv	Other Services And Expenses	\$775.00
P0301600	Wendie A. Johnston	STEM transfer-Hispan	Contract Services	\$300.00
P0301601	Ruby V. Lainez	STEM transfer-Hispan	Contract Services	\$300.00
P0301602	Tamra L. Johnson	STEM transfer-Hispan	Contract Services	\$300.00
P0301603	Jennifer Chotiner	STEM transfer-Hispan	Contract Services	\$300.00
P0301604	Kamal Hamdan	STEM transfer-Hispan	Contract Services	\$300.00
P0301605	Trinh Pham	STEM transfer-Hispan	Contract Services	\$300.00
P0301606	Daily Breeze, the	SBDC Program Incom	Publications/ Periodicals	\$117.00
P0301607	CentradeX	Matching - IDRC, etc.	License Fee/Site Licenses	\$2,500.00
P0301608	Mid City Mailing	Matching - IDRC, etc.	Multi Media Advertising	\$908.00
P0301609	Kid Concepts U.S.A.	TANF-CDC (FCCC)	Non-Instruct Supplies	\$797.61
P0301612	Specialized Armament	Parking-Student	In-Service Training	\$400.00
P0301613	LONG BEACH City	SBDC Program Incom	Other Services And Expenses	\$409.58
P0301615	South Bay Municipal	Parking Violations DM	Other Services And Expenses	\$6,909.50
P0301616	Dell Computer	Parking-Student	New Equipment	\$149.90
P0301617	Carol Imai-Bowsfield	Parking-Student	Repairs Non Instr	\$360.20
P0301618	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$600.52
P0301619	Lou's Golf and	Parking-Student	Repairs Non Instr	\$549.92
P0301623	Amazon.Com	SRC Donations	Instructional Supplies	\$60.25
P0301631	S&b Foods	Career Tech Ed -	Non-Instruct Supplies	\$3,000.00

P0301639	Maurice Kogon	CITD - ECC Exp/Imp	Conferences Mgmt	\$200.48
P0301643	Campus Food Service	STEM transfer-Hispan	Non-Instruct Supplies	\$3,533.95
P0301644	Soap Design	Matching - IDRC, etc.	Multi Media Advertising	\$75.00
P0301650	Concert Products, Inc.	Artes de El Camino	Contract Services	\$478.12
P0301653	Information Today, Inc	Instructional Services	Library Books	\$318.55
P0301654	Sage Publications, Inc	Instructional Services	Library Books	\$221.80
P0301656	Marshall & Swift	Instructional Services	Library Books	\$521.24
P0301657	Community College	TTIP Library Automat	Other Services And Expenses	\$673.00
P0301660	A-1 Office Concepts	Basic Skills	New Equipment - Instructional	\$750.69
P0301661	The College Board	Matriculation	Non-Instruct Supplies	\$52,500.00
P0301668	IAT-Brothers Auto	Parking-Student	Repairs Non Instr	\$306.18
P0301669	College of the Desert	MESA Program	Dues And Memberships	\$800.00
P0301670	Amazon.Com	WPLRC PIC Aerospac	Other Books	\$707.10
P0301671	Yosemite Community	Faculty & Staff Diversi	Conferences Mgmt	\$1,850.00
P0301672	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$369.91
P0301673	Campus Food Service	Career & Tech Ed	Non-Instruct Supplies	\$199.97
P0301675	Tourcoach Charter	CTE II-grant	Transportation/ Mileage	\$358.39
P0301679	At Your Service	SBDC Program Incom	Transportation/ Mileage	\$472.50
P0301681	Campus Food Service	Community	Non-Instruct Supplies	\$175.44
P0301713	Sprint	Community	Telephone	\$1,400.00
P0301716	Mid City Mailing	Matching - IDRC, etc.	Multi Media Advertising	\$945.00
P0301717	Gallup Press	MESA Program	Non-Instruct Supplies	\$1,646.25
P0301718	Cambridgesoft	MESA Program	Non-Instruct Supplies	\$1,435.78
P0301732	El Camino College	Community	Contributions	\$350.00
P0301738	Campus Food Service	MESA Program	Conferences - Student	\$883.49

Fund 12 Total: 106

\$172,300.82

Fund 15 General Fund -Special Programs

P0301406	Matthew Bender	Div Office Instr.	Library Books	\$1,777.94
P0301535	Richard E. Holz	Accreditation Support	Other Services And Expenses	\$250.00
P0301648	Community College	Div Office Instr.	Publications-Magazines	\$8,633.00
P0301651	Thomson-West/Barcla	Div Office Instr.	Library Books	\$283.00
P0301652	Matthew Bender	Div Office Instr.	Library Books	\$459.25
P0301720	Thomson West	Div Office Instr.	Library Books	\$2,074.48
P0301721	Matthew Bender	Div Office Instr.	Library Books	\$1,188.34

Fund 15 Total: 7

\$14,666.01

Fund 62 Property & Liability

P0301566	El Camino Communit	Purchasing	Liability - Self Insurance	\$7,206.54
P0301642	Kimberly D. Smith	Purchasing	Liability - Self Insurance	\$2,075.97
P0301677	Keenan & Associates	Purchasing	Liability - Self Insurance	\$545.00

Fund 62 Total: 3

\$9,827.51

Fund 71 Associated Students

P0301527	Toys R Us	Student Affairs	ASB Exp.	\$900.00
P0301691	Campus Food Service	Student Affairs	ASB Exp.	\$250.01

Fund 71 Total: 2

\$1,150.01

Fund 79 Auxiliary Services

P0301375	Michael J. Pettingale	Fine Arts	Non-Instruct Supplies	\$60.00
P0301376	Wendy W. Chow	Fine Arts	Non-Instruct Supplies	\$100.00
P0301377	Marie Rodriguez	Fine Arts	Non-Instruct Supplies	\$85.00
P0301378	Allyson Dvir	Fine Arts	Non-Instruct Supplies	\$85.00
P0301379	Victoria R. Carr	Fine Arts	Non-Instruct Supplies	\$85.00
P0301387	Alysa M. Brennan	Fine Arts	Non-Instruct Supplies	\$250.00
P0301463	Michael Tani	Counseling Office	Non-Instruct Supplies	\$60.00
P0301468	E.C.C.C.D. Bookstore	Counseling Office	Non-Instruct Supplies	\$135.00
P0301483	Phyllis S. Fowler	Fine Arts	Non-Instruct Supplies	\$400.00
P0301545	Monterey Graphics	Student Affairs	Non-Instruct Supplies	\$884.59
P0301579	Fast Deer Bus Chart	Fine Arts	Non-Instruct Supplies	\$435.00
P0301666	Paradise Awards	Health Sciences	Non-Instruct Supplies	\$601.44
P0301674	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$552.04
P0301684	Sang K. Chang	Fine Arts	Non-Instruct Supplies	\$200.00
P0301685	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$150.00
P0301686	Geoffrey Dent	Fine Arts	Non-Instruct Supplies	\$85.00
P0301687	Richard E. Allethouse	Fine Arts	Non-Instruct Supplies	\$50.00
P0301692	Sandra J. Nitchman	Fine Arts	Non-Instruct Supplies	\$85.00
P0301693	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$75.00
P0301694	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$250.00
P0301695	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$200.00
P0301729	Carol A. Lisek	Fine Arts	Non-Instruct Supplies	\$200.00
P0301730	Campus Food Service	Student Affairs	Non-Instruct Supplies	\$999.99

Fund 79 Total: 23

\$6,028.06

Fund 82 Scholarships & Trust/Agency

P0301476	Austin Plastics	Health Sciences	Fundraising	\$66.85
P0301477	Ez - Up Direct	Health Sciences	Fundraising	\$323.82
P0301479	Sport Chalet	Health Sciences	Fundraising	\$427.49
P0301509	Paradise Awards	Health Sciences	Fundraising	\$481.69
P0301510	Campus Food Service	Health Sciences	Fundraising	\$1,235.38
P0301559	Billy Tees Inc.	Health Sciences	Fundraising	\$2,371.41
P0301561	Paradise Awards	Health Sciences	Fundraising	\$129.51
P0301584	Embroidme	Health Sciences	Fundraising	\$1,204.44
P0301590	KD Precision	Health Sciences	Fundraising	\$2,518.50
P0301599	Sport Chalet	Health Sciences	Fundraising	\$95.75
P0301645	Fast Deer Bus Chart	Health Sciences	Fundraising	\$1,317.00

Fund 82 Total: 11

\$10,171.84

PO Funds Total: 278

\$582,698.62

Fund 11 Unrestricted - El Camino

B0301588	International Educat	VP-SCA	Contract Services	\$1,500.00
B0310756	E.C.C. Public	VP-SCA	Printing	\$2,000.00
B0310777	Tigerdirect.Com	Machine Tool	Instructional Supplies	\$500.00
B0310794	E.C.C. Public	Study Abroad Prog	Other Services And Expenses	\$260.00
B0310804	Neptune's Reef	Div Office Nat Sci.	Maintenance Contracts	\$500.00
B0310808	ECCD Petty Cash	Ctr for Arts Ticket	Non-Instruct Supplies	\$500.00

B0310811	ECCD Petty Cash	Transition Center	Non-Instruct Supplies	\$500.00
B0310815	Zoho Work	Ed & Community	Computer Software Account	\$250.00
B0310816	Webex	Ed & Community	Multi Media Advertising	\$2,500.00

Fund 11 Total: 9 \$8,510.00

Fund 12 Restricted - El Camino

B0301110	Fast Deer Bus Chart	El Camino Language	Student Transportation Rental	\$756.26
B0310761	E.C.C.C.D. Child	CCAccessMeansPare	Contract Services	\$37,394.00
B0310762	Campus Food Service	WPLRC - ETP	Non-Instruct Supplies	\$500.00
B0310766	E.C.C. Public	Career & Tech Ed	Printing	\$150.00
B0310775	E.C.C. Public	STEM transfer-Hispan	Non-Instruct Supplies	\$500.00
B0310796	Yasha Y. Vand	Fire Tech Donations	PSA Contract Services	\$800.00
B0310805	Lennox School District	Career Tech Ed	Contract Services	\$3,000.00
B0310806	Southern California	Career Tech Ed	Contract Services	\$3,000.00
B0310807	Redondo Beach	Career Tech Ed	Contract Services	\$3,000.00
B0310810	Small Manufacturers	RTF Grant #08-332	Contract Services	\$21,800.00
B0310827	ECCD Petty Cash	MESA Program	Non-Instruct Supplies	\$300.00
B0310828	Tiempos Dorados	Career Tech Ed	Multi Media Advertising	\$2,550.00
B0310829	ECCD Petty Cash	Foster Care Ed 03-04	Instructional Supplies	\$200.00
B0310830	ECCD Petty Cash	Foster Care Ed 03-04	Other Services And Expenses	\$600.00
B0310831	ECCD Petty Cash	YESS Grant	Non-Instruct Supplies	\$500.00
B0310833	Sysco Food Services	CCAccessMeansPare	Instructional Supplies	\$400.00
B0310835	Jeremy James	Responsive Training	PSA Contract Services	\$5,000.00

Fund 12 Total: 17 \$80,450.26

Fund 15 General Fund -Special Programs

B0301241	South Bay Heating r	Administrative Service	New Equipment	\$8,200.00
B0310735	On Course Workshop	V.P. Academic Affairs	Contract Services	\$13,900.00

Fund 15 Total: 2 \$22,100.00

Fund 33 Child Development

B0310813	ECCD Petty Cash	CDC	General Office Supplies	\$100.00
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Fund 33 Total: 1 \$100.00

Fund 41 Capital Outlay

B0301419	C & A Floorcoverings	Flooring Replacement	Buildings	\$5,085.41
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Fund 41 Total: 1 \$5,085.41

Fund 74 Student Financial Aid

B0310757	E.C.C.C.D. Bookstore	EOPS	EOP&S Book Service	\$284,276.00
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Fund 74 Total: 1 \$284,276.00

Fund 79 Auxiliary Services

B0310812	E.C.C. Public	Counseling Office	Non-Instruct Supplies	\$500.00
B0310822	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$454.00
B0310832	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$144.50
Fund 79 Total: 3				\$1,098.50
Fund 81	Student Organizations			
B0310814	E.C.C. Public	Student Affairs	A/P Manual.Gen.	\$600.00
Fund 81 Total: 1				\$600.00
			BPO Funds Total: 35	\$402,220.17
			<u>Grand Total POs and BPOs: 313</u>	\$984,918.79

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

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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, 2009.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms/Modernization	\$211,118,972	\$67,969,486	\$6,746,455	\$136,403,032
Campus Site Improvements	34,607,523	25,257,495	194,204	9,155,825
Energy Efficiency Improvements	2,818,000	2,752,255	14,214	51,531
Health and Safety Improvements	136,931,805	36,777,417	5,902,050	94,252,339
I.T. and Equipment	34,776,156	11,507,427	33,640	23,235,089
P.E. Facilities Improvements	1,585,700	572	0	1,585,128
Contingency*	<u>1,292,767</u>	<u>0</u>	<u>0</u>	<u>1,292,767</u>
TOTAL	<u>\$423,130,923</u>	<u>\$144,264,652</u>	<u>\$12,890,562</u>	<u>\$265,975,710</u>

***Includes unallocated refunding income and interest through 12/2008.**

B. CONTRACT – CTL ENVIRONMENTAL – ONGOING ABATEMENT SERVICES

It is recommended that the Board of Trustees approve entering into a contract with CTL Environmental Services 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 its prior experiences performing this type of work, this firm is being recommended. Also, its staff and consultants have demonstrated expertise and the qualifications to perform the services and the competitive fee structure.

Dates of Service: January 1, 2010 – December 31, 2012

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

C. CHANGE ORDER – GDL CONSTRUCTION – HUMANITIES PLAZA PROJECT- 2008-6

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

1. Expose and provide concrete cover over data lines running through site. Perform additional work due to existing piping and underground structures conflicting with trenching for the installation of new site utilities.	\$66,939
2. Relocation of the sewer point of connection and additional surveying, grading and compaction in order to re-certify the food services building pad due to shifting the building pad 6'-0" south to avoid unforeseen existing utilities.	<u>\$8,519</u>
Total Change Order Amount	<u>\$75,458</u>
Original Contract Amount	\$1,895,000
Prior Changes	37,225
This Change Order Amount	<u>75,458</u>
New Contract Amount	<u>\$2,007,683</u>

D. CHANGE ORDER – HPS MECHANICAL – PHASE 3 INFRASTRUCTURE - 2008-1A

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

1. Remove and replace 120 feet of existing domestic water line from the valve to the Activities Center due to deterioration of existing pipe, per the District's request.	\$8,793
2. Cut and cap existing hydronic lines and existing gas line at the PE/Pool corridor, per the District's request.	\$958
3. Remove, replace and lower three existing underground drainage lines, per the District's request. The drainage lines are connected to the Activities Center roof drain system and were discovered to be damaged by surrounding tree roots.	\$3,123
4. Remove existing asphalt and replace with concrete to join the new concrete pattern at the PE/Pool corridor, per the District's request.	<u>\$14,615</u>
Total Change Order Amount	<u>\$27,489</u>

Original Contract Amount	\$9,382,373
Prior Changes	190,365
This Change Order Amount	<u>27,489</u>
New Contract Amount	<u>\$9,600,227</u>

E. CHANGE ORDER – MACKONE DEVELOPMENT, INC. - BOOKSTORE BUILDING RENOVATION – 2008-11

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

1. Remove/abate exterior tiles on the upper level in anticipation of waterproofing entire deck. District request.	\$8,625
2. Remove corroded conduits-cap seal with epoxy on second floor deck. District request.	\$6,325
3. Removal of floor sinks and patch holes on small floor slab opening. District request.	\$1,662
4. Eliminate non-code compliant floor drain in elevator pit. To accomplish the removal, it was necessary to remove the concrete floor, cap drain line and reinstall concrete. District request.	\$8,773
5. Install a concrete curb for exhaust fan #14. District request.	\$661
6. Demolish air handler unit and replace diffusers in the Manhattan Convenience Store. District request.	\$5,105
7. Asbestos abatement of floor tiles at four office rooms (116, 117, 188, 199) and the walkway across. Furnish and install new carpet floor cover at the walkway. District request.	<u>\$5,681</u>
Total Change Order Amount	<u>\$36,832</u>

Original Contract Amount	\$4,899,000
Prior Changes	21,076
This Change Order Amount	<u>36,832</u>
New Contract Amount	<u>\$4,956,908</u>

F. CHANGE ORDER – PIERRE SPRINKLER & LANDSCAPING – RECLAIM WATER PROJECT - 2008-12

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

- 1. Remove existing domestic water vault and all unused piping and valves and extend the domestic water line above grade, as requested by the Los Angeles County Department of Public Health Inspector. \$3,987

Total Change Order Amount \$3,987

Original Contract Amount	\$62,133
Prior Changes	0
This Change Order Amount	<u>3,987</u>
New Contract Amount	<u>\$66,120</u>

G. REQUEST FOR PROPOSAL – CCS PRESENTATION SYSTEM - SOCIAL SCIENCE RELOCATION

It is recommended that the Board of Trustees award this project to CCS Presentation Systems at a cost of \$23,472.26.

Proposals were sought from vendors who could disassemble audio visual equipment in the Social Sciences Building which is scheduled for demolition/modernization. Equipment will be relocated/reinstalled in various rooms on campus.

<u>Vendor</u>	<u>Proposal Amount</u>
CCS Presentation Systems	\$23,472.26

Other Proposals: Visual Symphony \$30,602.50

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

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

P.O. #	VENDOR	SITE	DESCRIPTION	COST
P301365	CED/Metropolitan	Information Technology	Construction Material	\$246.94
P301382	GS Direct	Facilities Planning	Group II Equipment	396.44
P301383	Boise Cascade	Facilities Planning	Group II Equipment	531.19
P301439	Los Angeles County	Lot H Parking/Athletics	Blue Printing/Construction	317.38
P301440	American Rent-A-Fence	Math Bus. Allied Health	Site Improvements	2,633.00
P301482	Bert's Office Trailer	Temporary Space Relocation	Buildings	15,688.63
P301534	M & K Metal Co.	Infrastructure Phase III	Construction Material	783.43
B310717	Reliable Elevator	Technical Arts	Buildings	7,700.00
B310771	American	Infrastructure Phase III	Site Improvements	10,500.00
B310776	S & M Moving Systems	Social Sciences	Contract Services	12,641.67
B310785	Golden State Water	Infrastructure Phase III	Site Improvements	37,715.70
B310786	Sandy Pringle	Math Bus. Allied Health	Testing & Inspection	7,000.00
B310787	Performance Pipeline	Bookstore Building	Buildings	780.00
B310792	National Roofing	Bookstore Building	Contract Services	1,900.00
B310793	Ford Graphics	Social Sciences	Blue Printing-Construction	12,000.00
			TOTAL POs AND BPOs	<u>\$110,834.38</u>

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

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C. New Classification Specifications for Vice President position.....	93

A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special service professionals and temporary classified service employees as shown in items 1-34 and 1-8.

Academic Personnel:

1. Resignation - Ms. Leila Miranda-Lavertu, full-time instructor of Nursing, Health Sciences & Athletics Division, effective January 16, 2010.
2. Retirement - Dr. Thomas Storer, full-time instructor of Health Sciences & Athletics, last day worked January 15, 2010, first day of retirement January 16, 2010 and that a plaque be prepared and presented to him in recognition of his service to the District since September 1970.
3. Employment - Dr. Lynn Solomita, Interim Vice President, Human Resources, Step 3, Vice President's Salary Schedule, effective February 8, 2010.
4. Employment - Ms. Bernadette Flameno, full-time Financial Aid Counselor, Counseling & Student Services Division, Class III, Step 4, Fiscal Salary Schedule, effective January 4, 2010.
5. Employment - Ms. Rutina Taylor, full-time Financial Aid Counselor, Counseling & Student Services Division, Class II, Step 9, Fiscal Salary Schedule, effective February 1, 2010.
6. Change in Assignment - Ms. Barbara Perez, Vice President, Human Resources to Vice President, Compton Center, effective December 22, 2009.
7. Extra Services - Ms. Leslie Back, full-time instructor of Music/Faculty Coordinator, Fine Arts Division, to coordinate Fine Arts Division Fall 2010 schedule development for Spring 2010 and Resident Artist events, to be paid \$69.39 an hour, not to exceed 96 hours or \$6,662, effective January 9 through February 11, 2010, in accordance with the Agreement, Article 10, Section 13(b).
8. Extend Special Assignment - Ms. Sheryl Kunisaki, part-time instructor of Humanities, to work as part-time/temporary Faculty Coordinator, Learning Resources Division, to be paid \$45.14 an hour, not to exceed 10 hours a week, or \$452 a week, effective January 4 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

9. Extend Special Assignment - Ms. Robin Cash, part-time/substitute instructor of Computer Information Systems (CIS), Business Division, to coordinate activities in the Learning Resources Center as part-time/temporary faculty coordinator, to be paid \$45.14 an hour, not to exceed 15 hours per week or \$677 per week, effective January 4 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).
10. Special Assignment - Ms. Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise the Writing Center and Computer Assisted Instruction (CAI) lab for winter, to be paid \$45.14 an hour, not to exceed 120 hours or \$5,417, effective January 4 through February 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Mr. Dale Ueda, part-time instructor of Air Conditioning, Industry & Technology Division, to administer credit-by-examination, to be paid \$60.18 an hour, not to exceed 6 hours or \$361, effective August 29 through December 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Dr. Katherine Townsend, to work as Grant Administrator for Nursing, Health Sciences & Athletics Division, to be paid \$60.18 an hour, not to exceed 20 hours a month or a total of \$7,222, effective December 3, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - The following Counselors will be working on El Camino/Compton Center assignments, to be paid \$45.14 an hour, not to exceed 4 hours each or \$181 each, for a grand total of 36 hours or \$1,625, effective November 1, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Chris Jeffries
 Kenneth Key
 Cheryl Kroll
 Elaine Moore

Van Mong-Thu Nguyen
 Sue Oda Omori
 Valencia Rayford
 Lori Suekawa

14. Special Assignment - The following counseling faculty will coordinate with math faculty to provide counseling intervention to students in basic skills Math courses, to be paid \$44.22 an hour, not to exceed 48 hours each, or \$2,200 each, effective August 27 through December 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Margaret Miranda
 Cecelia Raufman

Valencia Rayford

15. Special Assignment - The following counseling faculty will coordinate with the English faculty to provide counseling intervention to students in basic skills English courses, to be paid \$44.22 an hour, not to exceed 48 hours each or \$2,200 each, effective August 27 through December 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Rene Lozano

Sabra Sabio

16. Special Assignment - Ms. Moon Ichinaga, full-time Librarian, Learning Resources Division, to troubleshoot Compton's ERES System, to be paid \$45.14 an hour, not to exceed 8 hours or \$362, effective April 22, 2009 through June 30, 2009, in accordance with the Agreement, Article 10, Section 13.

17. Special Assignment - The following faculty members to be compensated reassigned time for performing Federation activities during the 2009 Fall semester, to be paid \$60.18 an hour, for a total of 200 hours, in accordance with the Agreement, Article III, Section 11(c).

Elizabeth Shadish	108 hours	(taken as release time)
Angela Simon	24 hours	\$1,444.32
Margaret Quinones-Perez	24 hours	\$1,444.32
Donald Brown	24 hours	\$1,444.32
Kenneth Key	20 hours	<u>\$1,203.60</u>
TOTAL	200 hours	\$5,536.56

18. Special Assignment Mr. Craig Neumann, part-time instructor of Fire & Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service, paramedic training program, to be paid \$60.18 an hour, not to exceed 187 hours or \$11,254, effective January 5, 2010 through June 30, 2010, in accordance with the Agreement, Article 10, Section 9(m).

19. Special Assignment - Ms. Hatien Nguyen, part-time Counselor, to meet with students individually and in groups for the Math Academy to be paid by the Basic Skills Initiative \$51.44 an hour, not to exceed 15 hours or \$772, effective February 16 through June 30, 2010, in accordance with the Agreement, Article 10, Section 14(a).

20. Special Assignment - Dr. Christina Gold, full-time instructor of History, Behavioral & Social Sciences Division and Mr. Raymond Lewis, full-time instructor of Administration of Justice, Industry & Technology Division, to provide workshops and support faculty in Student Learning Outcomes (SLOs) across divisions, to be paid \$45.14 an hour, not to exceed 55 hours each or \$2,500 each, effective December 22, 2009 through June 11, 2010, in accordance with the Agreement, Article 10, Section 14(a).

21. Special Assignment - Dr. Jenny Simon, full-time instructor of English as a Second Language (ESL), Humanities Division, to coordinate and provide Student Learning Outcomes (SLOs) to faculty and plan for the spring 2010 semester, to be paid \$60.18 an hour, not to exceed 25 hours or \$1,505, effective January 6 through February 9, 2010, in accordance with the Agreement, Article 10, Section 14(a).

22. Special Assignment - The following full-time instructors of English, Humanities Division, to administer credit-by-examination for English 1A, to be paid \$60.18 an hour, not to exceed a total of 12 hours or \$723, effective December 22, 2009 through June 30, 2010, in accordance with the Agreement, Article 10, Section 7(c).

Debbie Breckheimer
Dana Crotwell
Suzanne Gates
Brent Isaacs

Mary Ann Leiby
Peter Marcoux
Bruce Peppard

23. Special Assignment - The following instructors of Nursing, Health Sciences & Athletics Division, to provide seminars for the Institute of Nursing Success, to be paid \$60.18 an hour, not to exceed 40 hours each or \$2,408 each, effective January 11 through February 9, 2010, in accordance with the Agreement, Article 10, Section 14(a).

Full-time

Mary Moon
Victoria Orton

Kathleen Rosales
Kathleen Stephens

Part-time

Suzette Frio
Norene Gift
Marisa Chang
Esther Gravis

Bonnie Kayser
Mary Kitzmiller
Heather Riley

24. Stipend Assignment - The following instructors of Math and Science, Mathematics Division and Natural Sciences Division, assisted in the recruiting and interviewing process of MESA facilitators and/or served as mentors to the facilitators, effective Spring and Fall 2009, in accordance with the Agreement, Article 10, Section 14(a).

To be paid \$300:

Jeffrey Cohen
Gregory Fry

Lars Kjeseth

To be paid \$150:

Robert Altermatt
Michael Bateman

Lynn Beckett-Lemus
Peter Doucette

Amy Grant
Joe Hyman
Miguel Jimenez
Bob Lewis
Robert McLeod
Kristine Numrich
Allen Sampson
Aban Seyedin

Robert Shibao
Jackie Sims
Thomas Stewart
Susan Taylor
Ana Tontcheva
David Westberg
Paul Wozniak
Paul Yun

25. Stipend Assignment - The following instructors of Dance, Fine Arts Division, to perform as spring resident artist at contemporary dance concert, to be paid \$375 each, effective March 27, 2009, in accordance with the Agreement, Article 10, Section 14(a).

Full-time
Pamela Santelman

Part-time
Jamie Hammond

26. Stipend Assignment - Mr. Michael Houck, part-time coach of Basketball, Health Sciences & Athletics Division, to be paid \$515 per week, effective October 15, 2009 through March 16, 2010, in accordance with the Agreement, Article 10, Section 11(e).

27. Stipend Assignment - Ms. Francesca Bishop and Ms. Diana Crossman, full-time instructors of Speech, Fine Arts Division, to debate as Fall Resident Artists, to be paid \$375 each, effective October 9, 2009, in accordance with the Agreement, Article 10, Section 14(a).

28. Stipend Assignment - Ms. Karin Jensen, part-time instructor of Dance, Fine Arts Division, to dance as Fall Resident Artist, to be paid \$450, effective October 24, 2009, in accordance with the Agreement, Article 10, Section 14(a).

29. Stipend Assignment - Ms. Kristi Lobitz, part-time instructor of Music, Fine Arts Division, to perform as winter resident artist at recital, to be paid \$375, effective January 18, 2010, in accordance with the Agreement, Article 10, Section 9(m).

30. Stipend Assignment - Ms. Angela Wilson, Child Development Center Lead Teacher, Behavioral & Social Sciences Division, to be paid \$245 per month, effective December 21, 2009 through June 30, 2010.

31. Stipend Assignment - Ms. Elaine Moore, full-time Counselor, to work as service learning trainee for Reach-Out project, to be paid \$500, effective November 23 through December 18, 2009, in accordance with the Agreement, Article 10, Section 14(a).

32. Employment - The following part-time/temporary instructors to be hired as needed for the 2009 Winter session:

Behavioral & Social Science

Mesyaneck, Marc, Class II, Step 6

Humanities

Gallagher, Jennifer, Class IV, Step 4

Herdzina, Susan, Class II, Step 4

Schoenberg, Jean, Class II, Step 4

Mathematical Sciences

Abyad, El, Class V, Step 4

Bucher, Susan, Class IV, Step 6

Special Resource Center

Blagdon, Onisha, Class I, Step 4

33. Employment - The following part-time/temporary substitute instructors to be hired as needed for the 2010 Spring semester:

Business

Robin Cash

Dina Dreizler

Kim Gundlach

Babak Khollesi

Andre Lee

Jon Mercant

Rory Schlueter

Sophia Sherif

Fine Arts

Richard Berger

Dana Bisignano

Thomas Bradac

Andrea Bronte

Hsin-Yi Chang

Suzanne Jacobs Fagan

Michael Golding

Heidi Gornto

Diane Hayden

Isadora Johnson

Randy Jones

Thomas Kidd

Yunsun Lee

Carol Lisek

James Mack

Ryota Minei

Thomas Owens

Imara Quinonez

Jory Schulman

Mark Shannon

Lloyd Sherman

Bruce Tellier

Dawn Trickett

Suzanne Wong

Eunee Yee

John Zamora

Shanon Zusman

Health Sciences & Athletics

Bonnie Hughes
Paul Landreaux

Tom Nelson
Michael Taylor

Humanities

Rita M. Fork

Industry & Technology

Roger Des Rosiers
Joseph Dulla
Paul Gales
Walter Kahan
Jerry Kinnan
Vera Kopecky

Jose Manso
Christine Richey
Michael Stapleford
Dat Tran
Jorge Ulloa
Philip Walls

34. Employment - The following part-time/temporary instructors to be hired as needed for the 2010 Spring semester:

Behavioral & Social Science

Mohammed Abdelhamid
Eric Alegria
Derek Cadman
Tisa Casas
Van Chaney
Geralin Clark
Alecsandria Colchico
Michael Critelli
Mediha Din
Darla Fjeld
Thomas Glenn
Austin Gordon
Lawrence Guillow
Shahrokh Haghighi
Paul Harley
Maribel Hernandez
Meric Keskinel
Thomas Keville
Amy Marie La Coe

Robroy Meyers
Andrew Monzon
Gerardo Nebbia
Kaoru Oguri
Robert Osterman
Edgar Pacas
Jalpa Parikh
Allen Perlstein
Cecelia Phillips
Gaile Price
Kirsten Resnick
Jeffrey Rigby
Francis Schulte
Sharyn Seaton
Emily A. Sedgwick
Kell Stone
Paul Swendson
Mari Womack
Kofi Yankey

Business

Steven Alexander
Arnold Blanshard
Jack Bliss
Meredith Caliman

Douglas Carnahan
Maureen Carnahan
Brennan Carr
Jeffrey Cowan

Noel Craven
Loretta Daniels
Vincent DeLuca
Allan Fork
Derf Fredericks
Christopher Gilbert
James Healy
Jo Ann Jones
Paula Koch
Neil Kuritzky
Ming Chun Lu
Cathy Margolin
Katherine Maschler
Walker Matthews

Donna McGovern
Xavier Miranda
Jerry Muraoka
Denise Nevin
Stephanie O'Neal
Norman Riggs
Robert Rooks
John Slawson
Melissa Som de Cerff
Jessica Stoudenmire
Jeffrey Tao
Paula Teske
Stephen Whitson
Brenda Williams

Fine Arts

Noorunnissa Abbasi
Aminah Abdul-Jabbaar
Peter Abilogu
Deborah Aitken
Kenshaka Ali
Laura Kay Almo
Carolyn W. Almos
Ana Alvarez-Lowe
Craig Antrim
Elizabeth Atherton
Cynthia Bahti
Ava Baldwin
Larisa Bates
Kim Borgaro
Wendi Brown
Linda Busch
Phoenix Cole
Robert Coomber
Camille Cornelius
Walter Cox
Jeffrey Crum
Robert Dalton
J. Carola de la Rocha
John Dearman
John DeMita
Caryn Desai
Rhonda Dillon
Mary Drobny

Susan Einstein
Jeremy Estrella
Richard Ewing
Kurt Festinger
Jocelyn Foye
Virginia Frazier
Jacqueline Freedman
Michelle Funderburk
Paul Gellman
Jonathon Grasse
Matthew Grief
Mary Hackett
Hiroshi E. Hamanishi
Jamie Hammond
Gloriane Harris
Karin Harris
Kent Eric Hayward
Robert Hersh
Hiroko Hojo
Eric Holman
Grant Hungerford
Pamela Huth
Karin Jensen
Marcie Kaufman
Margaret Kemp
Emma Kheradyar
Leroy Kim
Lawrence Klepper

Rona Klinghofer
Dean Koba
Holly Lampe
Kristi Lobitz
Norman Looney
Christoph Luty
Patricia Maki
Annie Malone
Margot Martin
Mark Massey
Dana Maue
Susanna Meiers
Elizabeth Mennemeyer
Michael Miller
Ruby Millsap
Joseph Mitchell
Vicki Muto
Daryle Nagano
Jeffrey Netzer
Binh Ngo
Dee Marie Nieto
Nancy OBrien

Annette Owens
Ann Patterson
David Patterson
Michael Quinn
Tina Riggs
Karen Roberts
Lois Roberts
Manon Robertshaw
Gary Robertson
Victoria Sanchez
Diane Simons
Holly Sneed
Christine Stahl
Neil Stannard
Susan Ste Marie
Thomas Stubblefield
Laura Thompson
Sandra Trepasso
Mark Urista
Helene Wagner
Kimberly Wilkinson
Lucretia Wright

Health Sciences & Athletics

Raymond Adoc
Brandon Alcocer
David Bacon
Sivi Banks-Carson
Jaymie Baquero
Edwardo Barragan
Richard Blount
Susan Calderon
Colleen Caldwell
Elizabeth Canales
Marisa Chang
Janet Chase
Salomay Corbaley
Lucia Cordeiro Drever
Lisa Correa
Roland Custodio
Sandra Dawson
Linda Delzeit
Alma Demarco
Denise Diego

Michael Fenison
Susan Ferme
Nathan Fernley
Daniel Fitzpatrick
Suzette Frio
Joan Gahan
Diana B. Galias
Don Gereau
Norene Gift
Esther Gravis
Karen Hellwig
Jennifer Henderson
Hiroko Hojo
William Hood
Michael Houck
Kevin Hughley
Naveed Hussain
Octavia Hyacinth
Christina Johnson
Yeon Kim

Matthew Kirk
Mary Kitzmiller
Stacy Komai
Monica Lizarraga
Katherine Meese
Stan Mintz
Craig Mizufuka
Douglas Mizukami
Josephine Moore
Helen Nakano
Mary Ogi
Norkor Omaboe
Nobeyba Ortega
Paula Park
Taryn Parker
Guenever Parsley
Fred Petersen
Heather Riley

Danielle R. Roman
Nathaniel Roque
Krysti Rosario
Linda Scott
Stephen Shaw
Sean Sheil
Elva Sipin
Joel Smith
Susan Stohrer
Darryl Sue
Mark Thomas
Matthew Trites
Steven Van Kanegan
Karen Walter
Lisa Weyh
Joyce Wise
Karen Wyatt
Mits Yamashita

Humanities

Amanda Ackerman
Rebecca Ahn
Karen Amano-Tompkins
Jeannine Barba
Maria Barrio De Mendoza
Maria Bauer
Vicki Blaho
Jason Bostick
Frances Brown
Ronald Brutti
Nancilynn Burruss
Shannon Bush
Allison Carr
Zeina Chakhchir
Kathleen Collins
Jolene Combs
David Cron
Yolanda Cuesta
Cathleen Daniel
Agnes Davies
Allison DeVaney
Susan Duncan
Kimiko Ego
Kevin Franklin

Jennifer Gallagher
Lisa Gaydosh
Tiffany Gebhard
Antonio Gonzalez
Ellen Griffin
Julia Hackner
Kathy Hall
Tomo Hattori
Yvette Hawley
Greta Hendricks
Susan Herdzina
Jennifer Hill
Elizabeth Hindman
Jennifer Holt
Patricia Hoover
Judy Houser
Miriam Houssels
Aura Imbarus
Michael Jaffe
Roberto Jimenez
Kristin Jones
Dalia Juarez
Francesca Kemitch
Bruce Kermane

Angie Kirk
Gary Kohatsu
Kim Krizan
Sheryl Kunisaki
Scott Kushigemachi
Betty Littles
Mari Lopez
Debra Lorango
Meagan Madigan
Susan Magabo
Michael Mangan
Clinton Margrave
John Millea
Yuki Minekawa
Melissa Moran
Susan Nozaki
Sumino Otsuji
Carol Park
Jan Parrish
Leah Pate
Dianne Pearce
Bonita Pereyra
Rossella Pescatori
Lana Phillips

Claudia Prada
Robert Puglisi
Loretta Ramirez
Silvia Ribelles de la Vega
Natalie Ricard
Kim Runkle
Jelena Savina
Joyce Marie Schenk
David Schlick
Dale Shannon
Grace Shibata
Gary Smith
Christopher Stevens
Eric Takamine
Kanzo Takemori
Cindy Tino-Sandoval
Kathy Vertullo
Wendy Walsh
John Wietting
Wendy Wright
Nina Yoshida
Hailiang Zhao
Alfred Zucker
Genevieve Zuidervaat

Industry & Technology

Mark Arnold
Gayle Baizer
Marva Brooks
Michael Brownlie
John Carr
Roberto Medina Causey
Kevin Coffelt
Nicholas Colin
Bruce Cook
Victor De la Torre
Timothy Dennis
Robert Diaz
Makisha Diggins-Davis
David Chi Do
Jeffrey Donahue
Kelly Dozier
Mark Early
Michael Effler

James Ellingson
Stephen Ellis
Robert Engler
Dorothy Foral
Gregory George
Reggie Goodloe
Belinda Goodwin
Dudley Gray
Bridgitte Green
Charles Hamilton
Donald Herr
Sharon Higgins
Kenneth Ings
Meredith Jackson
Arturo Jimenez
Clifford Johnson
Margaret Johnson
William Johnson

George Karnazes
Francine Kola-Bankole
Thomas Kurth
James Lemmon
Edward Lugo
Mary Lyons
Michael Marshall
Richard Martinez
Sheila Murray
Craig Neumann
Nick Nickolin
Robert Olmsted
Oscar Ortiz
Annette Owens
Maximeno Pena
Priscilla Ratcliff
Philip Reno
Eugene Rock
Bernardo Rodriguez
Rey Rojo

Kenneth Ryan
Franz Seifert
Oscar Serrano
James Sims
John Skipper
Michael Smith
Lynn Strobel
Bradley Sweatt
David Taneman
Dale Ueda
Daniel Valladares
Michael VanOverbeck
Emmanuel Villaroman
Shirley Warren
Sue Warren
William Warren
Carl Whitaker
Shirley Williams
David Winkler
Issac Yang

Mathematical Sciences

Vage Avakyan
Adalinda Avila
Robert Bauman
Beyenne Bayssa
Susanne Bucher
Scott Bullock
Robert Caldwell
Minh Can
Wei-Feng Chen
Remo Ciccone
Marilyn Cortez
Dimetrios Dammerna
Zekarias Dammerna
Bruce Dovner
Abdelwahab El-Abyad
Joseph Estephan
Farid Faridpak
Henri Feiner
Timothy Ferguson
Winfred Ferrell
Junko Forbes
Manolita L. Formanes

Monte Furuya
Binyam Gebremicael
Marguerite George
Theodore Gibson
Jack Gill
Astatke Gizaw
Megan Granich
Laura Hinckley
Raymond Ho
Anthony Hoang
Thu-Hang Hoang
Shiuling Huang
London Jamar Shannon
Jamel Kammoun
Amy Yin-Ping Kelleher
Avid Khorram
William Latto Jr.
Duc Le
Loan Le
Michael Lee
Maribel Lopez
Gayathri Manikandan

Alice Martinez
Jose Martinez
Steve Martinez
Perry McDonnell
Wendy Miao
Kevin Mofid
Hai Ngo
Cuong Nguyen
Diem Nguyen
Hang Minh Nguyen
Alice O'Leary
Aida Ovanessian
Delores Owens
Mai-Anh Pham
Quyen Phung
Charmaine Raffel
Mohammad Rahnvard
Russell Reece
Marion Reeve
Matthew Robertson
Malinni Roeun

Natural Sciences

Robert Altermatt
Premilla Arasasingham
Jose Bava
Gary Booher
Robin Bouse
Michael Brennan
Lynn Fielding
Diana Garcia
Melvin Kantz
Octavian Le
Natalia Lev
Lida Masoudipour

Special Resource Center

Onisha Blagdon
Tisa Casas
Ricardo Castillo
Rachel Friedman
Barbara Gomez
Bonnilee Kaufman

Tatiana Roque
Lernik Saakian
Oussama M. Safadi
Michael Semenoff
Ellis Shamash
Azzam Shihabi
Richard Sibner
Shane Smith
Alan Stillson
Patricia Stoddard
Gizaw Tadele
James Wan
Er-Xiang Wang
Patrick Webster
Rich Wong
Jung Woo
May Xu
Christie Yang
David Yee
Michael Zeitzew

Patricia Neumann
Douglas Neves
Leon Palmer
Ebenezer Peprah
Ansha Qian
Vineeta Sachdev
Rajinder Sidhu
Richard Slocum
Donna M. Speckman
Thomas Stewart
Michel Van Biezen
Karla Villatoro

Edward Kelly
Sheila Lenham
Robert LoParo
Lee Elle Tullis
Jan Wong

Classified Personnel

1. Retirement - Ms. Sim Yoe, Laboratory Technician II, Range 31, Step E, Natural Sciences Division, Academic Affairs Area, effective December 30, 2009 and that a plaque be presented to her in recognition of her service to the District since 1981.
2. Change of Assignment - Ms. Esperanza Corrado, Administrative Assistant I, Range 28, Step E, from Workforce and Community Education/Community Advancement Division, Student and Community Advancement Area, to Business Division, Academic Affairs Area, effective October 1, 2009.
3. Employment - Ms. Maria Pamela Lee, Accounting Technician II, Range 34, Step A, Fiscal Services Division, Administrative Services Area, effective January 4, 2010.

Special Services Professional

4. Change of Assignment - Ms. Josefina Bedolla, Special Services Professional, Range 2, Step 3, of the Special Services Professional Salary Schedule, from Community Advancement Division, to Natural Sciences Services Division, Student and Community Advancement Area, effective November 1, 2009.
5. Change of Assignment - Ms. Consuelo Zandate, Special Services Professional, Range 2, Step 4, of the Special Services Professional Salary Schedule from Community Advancement Division, Student and Community Advancement Area, to Business Division, Academic Affairs Area, effective October 1, 2009.
6. Employment - Mr. Juan F. Pazos, Special Services Professional, Range 4, Step 1, of the Special Services Professional Salary Schedule, not to exceed \$54,288, Academic Affairs Area, effective January 11 through September 30, 2010 .

Temporary Classified Services Employees

7. Ms. Patricia Witherall - Lead PBX Operator-Receptionist, Range 25, Step E, Switchboard/Human Resources Division, Administrative Services Area, effective November 2, 2009 through June 30, 2010, as needed. (Retired Annuitant).
8. Ms. Marianne Montgomery - Administrative Assistant II, Range 31, Step E, Fine Arts Division, Academic Affairs Area, to assist with scheduling and clerical tasks, effective December 10 through December 23, 2009. (Retired Annuitant).

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 1-14.

The following temporary, non-classified service employees are to be hired for the 2009-2010 fiscal year, paid hourly, effective December 1, 2009 through June 30, 2010, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide IV

The following individual is responsible for maintaining communications with the police officers on duty, log telephone and radio calls, respond to emergency services requests, and performing non-hazardous police services for the campus community.

Paul Pulido, \$12.50

Instructional Aide Series

2. Instructional Aide I

The following individuals are to assist in the classroom, laboratory, or other facility with basic duties and accommodations.

Heidi Lier, \$8.00 (eff. January 6, 2010 through June 30, 2010)

Shawn Makaena, \$8.00 (eff. November 16, 2009 through June 30, 2010)

Cynthia Roberts, \$8.00 (eff. November 12, 2009 through June 30, 2010)

3. Instructional Aide II

The following individual is to provide basic tutoring, support services and accommodations for students.

Ava Stanko, \$9.25 (eff. November 20, 2009 through June 30, 2010)

4. Instructional Aide III

The following individual is to provide intermediate level tutoring, maintain records, and other specified accommodations for students.

Kris Rattivat, \$10.50 (eff. November 20, 2009 through June 30, 2010)

Office Aide Series

5. Office Aide I

The following individual is to assist the staff with basic duties.

Dawn Ertl, \$8.00 (eff. January 2, 2009 through June 30, 2010)

6. Office Aide II

The following individuals are to assist with appointments and scheduling, basic office tasks, payment processing, media services, daily operations and maintenance, and supporting division staff as needed, effective November 30, 2009 through June 30, 2010.

Karla Allen, \$9.50

Charrissa Penn, \$9.50

Jaymie Baquero, \$9.50

Elias Perez, \$9.50

Sean Gilmore, \$9.50

Leticia Thorsen, \$9.50

Randy Jones, \$9.50

Erika Yates, \$9.50

7. Office Aide III

The following individual is to assist with various office processes; compile, input, and maintain data, payment process, and perform other duties as assigned.

Kalai Toledano, \$10.50 (eff. January 20, 2010 through June 30, 2010)

Program Aide Series

8. Program Aide V

The following individual is to provide preparation, installation, and lighting for Art Gallery exhibitions, Fine Arts.

Dawn Ertl, \$14.00

Sports Aide Series

9. Sports Aide VI

The following individual is to assist the coaching staff with the coordination of all aspects of practice and competition, \$17.00 per hour.

Anthony Asaro (eff. November 17, 2009 through June 30, 2010)

Theater Aide Series

10. Theater Aide VI

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

Diana Krauser, \$15.00 (eff. January 20, 2010 through June 30, 2010)

PROFESSIONAL SERIES

Assistive Linguistics Professional Series

11. Assistive Linguistics Professional I

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

Raena Oshiro, \$32.50 (eff. November 1, 2009 through June 30, 2010)

Teresa Russ, \$20.00 (eff. November 1, 2009 through June 30, 2010)

Education Professional Series

12. Education Professional I

The following individual is to model for the Fine Arts life drawing and painting classes, Fine Arts.

Sherry Eckhart, \$25.00

Program Professional Series

Program Professional I

The following individual is responsible for technical aspects involving repairing and maintaining woodworking equipment.

Gerald Swiney, \$30.00 (eff. November 17, 2009 through June 30, 2010)

13. Program Professional III

The following individual is to act as the Principal Conductor and String Specialist for the South Bay Youth Orchestra.

Cosima Luther, \$49.00

14. Training Professional II

The following individual is to facilitate groups with youth at risk or foster youth using experiential training strategies and strength-based practices in both the Youth Empowerment Strategies for Success and the Foster and Kinship Care Education Programs.

Michael Smith, \$37.00

C. NEW CLASSIFICATION SPECIFICATIONS FOR VICE PRESIDENT POSITION

It is recommended that the Board of Trustees approve the new classification specification for the Vice President of Compton Center position as shown on pages

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, COMPTON CENTER

BASIC FUNCTION:

Under the direction of the Superintendent/President, serves as the chief academic and student services officer for the El Camino College Compton Education Center for the duration of the partnership. The vice president will provide leadership in the planning, development, and implementation of the District's instructional program, student services program and support services for the Center.

REPRESENTATIVE DUTIES:

Work collaboratively with the Compton Community College District CEO to assure Center institutional needs are met.

Develop, in conjunction with the CEO, enrollment goals that conform to the mission and priorities of the Center, allocate resources to attain those goals, and monitor achievement of the goals.

Work with the Vice Presidents of Academic Affairs and Student & Community Advancement and the leadership of the Compton Community College District to develop plans and procedures that enhance the academic and student services programs including the development of new programs and the redirection of existing programs to meet the instructional and student service needs of the Center's students.

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

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

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

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

Participate, together with the CEO and Superintendent/President, in the selection of all Center instructional and student services managers and faculty. Similarly, participate with the CEO in the selection of Compton District managers.

VICE PRESIDENT, COMPTON CENTER (Continued)

Page Two

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

Supervise and evaluate the performance of assigned personnel, with input from the CEO, including the deans at the Center and faculty, classified and student employees in the academic and student services programs.

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

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

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

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

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

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Budget preparation and controls.

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

Principles and practices of supervision and management.

Principles of class schedule development.

ABILITY TO:

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

VICE PRESIDENT, COMPTON CENTER (Continued)

Page Three

Provide overall leadership in planning, directing and evaluating an instructional program for the District.

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

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

Communicate effectively orally and in writing..

Supervise the administration of the area budget.

Supervise and evaluate the performance of assigned staff.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a personal computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Use interpersonal skills and exercise tact, patience and courtesy.

Resolve problems effectively using conflict resolution skills.

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

Develop creative solutions.

Promote scholarship and professional development.

EDUCATION AND EXPERIENCE:

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

DESIRABLE QUALIFICATIONS:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Attendance at multiple meetings.

Extended periods of sitting.

Board Approved: December 21, 2009 Vice President Salary Schedule

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

A. Absence of a Board MemberPage 98

B. TravelPage 98

A. Absence of a Board Member

It is recommended that the Board excuse Trustee Jackson from the November 16, 2009 Board Meeting with no loss of salary due to illness.

B. Travel

It is recommended that the Board approve the following travel:

1. Trustees Mary Combs, Ray Gen, and Maureen O'Donnell to attend the Community College League of California (CCLC) Effective Trustee Workshop and CCLC Legislative Conference, Sacramento, California, January 22-25, 2010, with transportation and necessary expenses paid.