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**El Camino Community College District
Board of Trustees**

**Agenda, Monday, May 21, 2012
Bookstore Building, East Dining Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of April 16, 2012, Pages 6-8**
- III. Presentations**
 - A. 2011 Accountability Reporting for the Community Colleges (ARCC)
 1. Public Comment
 2. Acceptance of the 2011 Accountability Reporting for the Community Colleges (ARCC)
- IV. Public Hearing – none**
- V. Public Comment on Consent and Non- Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 9-23*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 24-25*
 3. Administrative Services
See Administrative Services Agenda, Pages 26-38
 4. *See Measure “E” Bond Fund Agenda,
Pages 39-43*

5. *See Human Resources Agenda,
Pages 44-61*
6. Superintendent/President
*See Superintendent/President Agenda,
Pages 62-64*

VII. Non-Consent Agenda, Pages 65-66

- A. Tax Revenue Anticipation Note 2012-13
- B. Resolution for Tax Revenue Anticipation Note
- C. Tax Revenue Anticipation Note 2012-13
- D. Bond Authorization
- E. Collegial Consultation Presentation

VIII. Public Agenda Request, Pages 67-69

- A. Public Comment
- B. Informational Item: Resolution of No Confidence in the Implementation of the Collegial Consultation Process

IX. Public Comment on Non-Agenda Items

X. Oral Reports

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

XI. Closed Session

- A. Existing Litigation, Brown Act, Section 54956
 1. Case # BC400227
- B. Labor Relations, Brown Act Section 54957.6, Mr. Spencer Covert, District Labor Negotiator
 1. El Camino College Federation of Teachers, Local 1388
- C. Student Expulsion, Brown Act Section 54954.5
 1. Student Expulsion – 1 case
- D. Personnel Matters, Brown Act Section 54957
 1. Public Employee Performance Evaluation – Superintendent/President

Board of Trustees Meeting Schedule for 2012
4:00 p.m. Board Room

Monday, May 21, 2012
Monday, June 18, 2012
Monday, July 16, 2012
Monday, August 20, 2012
Tuesday, September 4, 2012
Monday, October 15, 2012
Monday, November 19, 2012
Monday, December 17, 2012

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

Vision Statement

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

Mission Statement

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

Statement of Philosophy

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

Statement of Values

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

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

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

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

Diversity – We recognize and appreciate our similarities and differences.

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

Guiding Principles

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

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

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

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

Strategic Initiatives

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

BOARD PRESENTATIONS AND REPORTS 2012-2013

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

Revised: Jan. 24, 2012, April 10, 2012

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, April 16, 2012

The Board of Trustees of the El Camino Community College District met at 4 p.m. on Monday, April 16, 2012, in the Bookstore Building, East Dining Room at El Camino College.

The following Trustees were present: Trustee William Beverly, President; Trustee Maureen O'Donnell, Vice President; Trustee Kenneth A. Brown, Member; Trustee Ray Gen, Member; and Student Member Joshua Casper. Trustee Mary E. Combs 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, Ms. Barbara Perez, Vice President, Compton Community Educational Center; Vice President, Student and Community Advancement; and Dr. Lynn Solomita, Interim Vice President, Human Resources.

Minutes of the Regular Board Meeting of March 12, 2012 and Special Board Meeting of April 3, 2012

The Minutes of the Regular Board Meeting of March 12, 2012 were approved as amended. The minutes of the Special Board Meeting of April 3, 2012 were approved.

El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit

It was moved by Trustee O'Donnell, seconded by Trustee Brown, that the Board receive the El Camino College Citizens' Bond Oversight Committee Annual Report and Financial Audit. Student Trustee Casper recorded a yes advisory vote. Motion carried.

Presentation

Community Advancement, Mr. Jose Anaya

Consent Agenda

It was moved by Trustee Brown, 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 Presentation – 2011-2012 and 2012-2013 Seasons
Proposed Curriculum Changes Effective 2012-2013 Academic Year

Student and Community Advancement
Community Education Program for Summer 2012
International Travel

Administrative Services

AB 2910 – Quarterly Fiscal Status Report
Contracts Under \$81,000
Contracts Over \$81,000
Personal Service Agreements
International Student Insurance Program
Bid 2011-6/Standard School Supplies and Cut Stock Paper
Purchase Orders and Blanket Purchase Orders

Measure E Bond Fund

Category Budgets and Balances
Informational Item – Athletic Education and Fitness Center – Track Services
Informational Item – Math Business Allied Health – Furniture
Informational Item – Math Business Allied Health
Informational Item – Math Business Allied Health – Nursing Simulation Laboratory
Equipment
Contract Amendment – LPA Architects – Math Business Allied Health Project
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Revised Classification Specifications for Certificated Position
Approval and Ratification by Board of Trustees: El Camino Community College
Police Officers Association Contract Ratification

President/Board of Trustees

California Community College Trustees Board of Directors Election
Travel
Redistricting Action Plan

Student Trustee Casper recorded a yes advisory vote. Motion carried.

Settlement of the case of Jane Roe V. El Camino Community College District
Trustee Beverly read the following statement: On February 21, 2012, the El Camino Community College District Board of Trustees authorized a settlement of the Jane Roe v. El Camino Community College District in closed session by unanimous vote. The settlement was subsequently approved by Ms. Roe and her attorney on February 28, 2012.

The Settlement Agreement, recommended by the mediator and adopted by both parties, provides for a dismissal of the lawsuit and release of all claims against the District, its officers, employees and agents. Plaintiff Roe and her attorneys were paid \$750,000.00 by SWACC, the insurance joint powers authority which services the District. The District contributed one-third of that amount.

Compton Community Educational Center

Compton Community Educational Center Program Review was presented as an informational item.

Public Comment

Mr. Tim Pierce, John Pinner and Mr. Frank Lanik addressed Utility Infrastructure Phase 1, Central Plant and Stadium Lighting Project at the Compton Center. Mr. Robert DeWitz, Ms. Antoine Churn, Ms. Martha Madison, and Mr. Andy Bradshaw addressed salaries.

Closed Session

Regular Meeting recessed to a Closed Session at 6:30 p.m. Regular meeting reconvened at 7:30 p.m.

Bid Protest – Utility Infrastructure Phase I, Central Plant and Stadium Lighting Project.

It was moved by Trustee Brown, seconded by Trustee O'Donnell, that the Board adopt the findings and decisions of the Compton Community college District special Trustee's Final Determination denying Stronghold Engineering, Inc.'s bid protest submitted on February 28, 2012, and supplemented on March 8, 2012. Motion carried. Trustees Gen, O'Donnell and Brown voted yes. Trustee Beverly voted no. Student Trustee Casper abstained from giving an advisory vote.

A second closed session opened at 7:40 p.m. and meeting ended at 9 a.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Information Item – Administrative Procedure 4225 (Course Repetition).....10
- B. Information Item – Administrative Procedure 4231 (Grade Change).....10

ACADEMIC AFFAIRS

A. INFORMATION ITEM -- ADMINISTRATIVE PROCEDURE 4225 (COURSE REPETITION)

The attached Course Repetition procedure has been completely revised to bring the College into compliance with changes in the California regulations. The changes are so extensive the revision has resulted in completely new procedures; therefore, the original procedures are simply crossed out and the revised procedure is presented in final form.

This procedure will have an impact on students seeking course repetition in courses that are not repeatable and goes into great detail describing when those courses may be repeated. It is the goal of the State Chancellor's Office to force students to seek assistance from a counselor when they receive a substandard grade or "W" in a course.

B. INFORMATION ITEM -- ADMINISTRATIVE PROCEDURE 4231 (GRADE CHANGE)

The attached Grade Change procedure was extensively revised to allow the district to take action against a student that obtained a fraudulent grade. The current grade change procedure is designed to give students the right to petition and appeal a grade and the new procedure gives the steps for the district to initiate a grade change.

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

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

I. Non-Repeatable Courses

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

A. Original Attempt (first attempt)

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

B. Second Attempt (first retake)

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

C. Third Attempt (second retake)

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

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

D. College Intervention

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

II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. Examples of repeatable courses include Art 10ab, Dance 87abcd, and Physical Education 5abc. In these examples, students may enroll in Art 10ab twice, Dance 87abcd four times, or PE 5abc three times.

A. Scope and Limitations of Repeatable Courses

1. A repeatable course is one in which either:
 - a) the course content differs each time or
 - b) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:
 - (1) skills or proficiencies are enhanced by supervised repetition and practice within class periods or
 - (2) active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
2. An activity course, meeting the requirements as set forth above, may qualify as a repeatable course and may include:
 - a) physical education courses
 - b) visual or performing arts courses in music, art, theater, or dance.
3. Foreign language courses, ESL courses and non-degree applicable basic skills course are not considered activity courses.
4. Students may repeat a course for a maximum of three semesters (four

attempts total) or the maximum number of times the course has been approved for repetitions. Substandard grades and “W” earned each count as an attempt.

B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not exceed the maximum number of times the course may be attempted with a passing or substandard grade.
2. No more than two substandard grades may be alleviated for a repeatable course.
3. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
 - a) That last grade cannot be alleviated, and
 - b) lapse of time can never be used for that course

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

III. Variable Unit Courses

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

IV. Withdrawals

A. Withdrawal From a Course

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

B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the Veterans’ Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.

5. The symbol for military withdrawals shall be “MW.”
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

C. Withdrawal Due to Extraordinary Conditions

1. A “W” may be removed and “no notation” assigned to any student who withdrew from one or more classes where such withdrawal was necessary, verified through documentation, and approved by the Director of Admissions & Records due to:
 - a) fire
 - b) flood
 - c) other extraordinary conditions such as:
 - (1) earthquake
 - (2) riot
 - (3) terrorism
 - (4) acts of war
 - (5) other consequential and significant acts

V. Special Circumstances

A. Significant Lapse of Time

1. Lapse of time is determined by the nature of the course--i.e. skill, knowledge, technology.
2. A student may petition with the appropriate division for significant lapse of time.
3. A student will forfeit significant lapse of time if:
 - a) Three substandard grades were received for non-repeatable courses
 - b) The maximum number of attempts in repeatable course was reached and last attempt was substandard grade.
4. Lapse of time can only be used once per course.

B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.

5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.
7. Final decision on extenuating circumstances will be made by admissions and records.

C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
 - a) when continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
 - b) when additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes
 - c) when the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.
3. Previous grades and credits will be disregarded in computing the student's grade point average each time the course is repeated. However, the original grade alleviated by the new grade, must remain on the student's academic transcript. Therefore, only the most recent grade will be computed in the student's grade point average.

D. Legally Mandated Training

1. Cooperative Work Experience Education
Students may earn up to a total of 16 units, subject to the following limitations
 - a) General Work Experience Education - A maximum of six units may be earned during any one term
 - b) Occupational Work Experience Education - A maximum of eight units may be earned during any one term

2. Contractual Legally Mandated Training

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

VI. Other Provisions

A. Post Degree Grade Alleviation

Grade repetition to alleviate a grade or academic renewal after a degree has been earned at El Camino College is not allowed. Once a degree or certificate has been issued no form of grade alleviation or grade change can take place.

B. Grade Alleviation with Courses from Other Colleges

Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:

- 1) the course is from a regionally accredited college
- 2) the course is comparable
- 3) the course is of equal value in units

Grade alleviation with a course from other colleges cannot take place if:

- 1) three substandard grades have been received in a non-repeatable El Camino College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
- 2) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

Reference:

Title 5, Sections 55040-55046

Ed Code: Authority cited: Section 6700 and 70901

Ed Code: Reference Sections 70901 and 70902

Grades are determined by the instructor of a course. Both state law and college policy state that the determination of a grade by the instructor is final, in the absence of mistake, fraud, bad faith, or incompetency.

Most instances of incorrect grades are due to a mistake of some kind, such as a recording error or an error calculating an average. State law and college policy allow these mistakes to be corrected. The state law also provides that the college must have a policy for dealing with the very rare instances when a grade should be changed because it was recorded because of fraud, bad faith or incompetency.

In most cases of an error, the instructor can correct the grade once it has been pointed out. A student who believes an error has been made may meet or correspond with the instructor directly and the instructor can initiate the administrative process of correcting the grade. This is described in Part I B of this Administrative Procedure.

A student may also begin the process with the submission of a Grade Change Petition. It is important to know that a petition submitted more than 18 months after the original grade was recorded cannot be approved.

A Grade Change Petition submitted within the time specified will be considered by the instructor of the course. This process is described in Part I C of the Administrative Procedure.

When the Grade Change Petition is denied, the student may seek a review by an Appeal Panel; the procedure for submitting an appeal is described in Part I D of this Administrative Procedure.

The VPAA can initiate grade changes in the event of documented fraud. This process is described in Part II of this Administrative Procedure.

Part I. Grade Change Petitions and Appeals.

A. Grounds for requesting or appealing for a grade change.

A student can request or appeal for a grade change only if the grade is incorrect due to mistake, fraud, bad faith, or incompetency.

B. Informal Grade Change Request

If a student believes that a mistake was made in computing or recording a grade, he or she may contact the instructor directly to ask the instructor to review the grade records and make the correction. A mistake in a grade can be corrected by the instructor. Occasionally, the student may prefer to ask the instructor's Dean rather than asking the instructor. However, the Dean may not change the grade in response to an informal request; only the instructor can order the grade change in response to an informal request and only if the request is made within the time limits set by this procedure.

B.1. Making the Request

A student who believes that a grade is incorrect because of a mistake may inform the instructor of the course or the Dean who supervises the instructor. If the Dean is informed, he/she may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor.

B.2. Response to Request

If the instructor agrees to change the grade, he/she may file a Grade Change Order with the Admissions and Records Office, explaining the change. The Grade Change Order requires the Dean to verify that the change is permitted by college policy. The Admissions and Records Office shall change the student's grade record and preserve a copy of the Grade Change Order. If the instructor decides not to change the grade, he/she should inform the student directly.

B.3. Time limit

The Grade Change Order, in response to an informal request for a grade change, must be submitted to the Division Office by the instructor no later than eighteen months after the last day of the term for which the grade was given.

C. Grade Change Petition

A student may file a Grade Change Petition whether or not he/she has pursued an informal grade change request.

C.1. Filing a Grade Change Petition

A student who alleges that a grade in a course was given as a result of mistake, fraud, bad faith, or incompetency may file a Grade Change Petition with the Admissions and

Records Office, using the Grade Change Petition form. The student must state the grounds for the petition and include supporting documentation. The Grade Change Petition form is available at the Admissions and Records Office.

C.2. Time Limit for Submitting a Petition

A Grade Change Petition must be received by the Admissions and Records Office no later than eighteen months after the last day of the term for which the grade was given.

C.3. Response to Filing

The Admissions and Records Office shall provide the Grade Change Petition to the instructional Dean for the division in which the course was offered. Upon receipt, the Dean may discuss the request with the student and instructor, separately or together. The student may decline to meet with the instructor and/or the Dean. The Dean shall forward the Grade Change Petition to the instructor and direct the instructor to act on the petition. The instructor shall then review the Petition within thirty days, decide whether or not to change the grade, and provide an explanation for the action. The Dean will verify that the action is permitted by college policy. The Admissions and Records Office shall notify the student of the action and preserve a copy of the Grade Change Petition.

C.4. Special Circumstances

The procedure described here shall be used in the following circumstances:

- (a) If the instructor is unavailable to respond to the Grade Change Petition within the time limit; or
- (b) If, at the time the Grade Change Petition is filed, the student has filed, in accordance with District procedures, a discrimination complaint against the instructor; or
- (c) If, at the time the Grade Change Petition is filed, the Dean determines that it is possible there has been gross misconduct by the instructor.

In such circumstances, the Dean, in consultation with the Vice President of Academic Affairs, shall appoint an alternate instructor to review and act upon the Petition. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.

D. Grade Appeal*

If the instructor's response to the Grade Change Petition is not acceptable to the student, the student may file a Grade Appeal to the Vice President of Academic Affairs.

Before filing a grade appeal, the student must have submitted a formal Grade Change Petition to the appropriate Dean. The Grade Appeal shall consist of

- (a) The Grade Appeal Form stating the grounds for the appeal,
- (b) Allegation of mistake, fraud, bad faith, or incompetency,
- (c) A copy of the Grade Change Petition showing the instructor's decision, and
- (d) Supporting documentation.

The Grade Appeal Form is available at the office of the Vice President of Academic Affairs.

D.1. Time Limit for Submitting an Appeal

The Grade Appeal must be filed with the Vice President of Academic Affairs no later than thirty calendar days following the receipt of the instructor's response to the formal Grade Change Petition.

D.2. Pre-Hearing Communication

The Vice President of Academic Affairs or a designee may meet with the student, the instructor, or other persons, to facilitate communication between the student and the instructor and to determine the factual basis for the appeal.

D.3. Pre-Hearing Denial Review

The Vice President of Academic Affairs or a designee may determine that the student's appeal submission does not state an allegation of mistake, fraud, bad faith or incompetency; or does not provide sufficient documentation or evidence to support an allegation. Upon this determination, the Vice President of Academic Affairs or designee may deny the appeal or request **a clarification of the allegation and/or** further documentation from the student **before proceeding with the hearing process.**

D.3. Grade Appeal Panel: Composition

When a Grade Appeal is filed with the Vice President of Academic Affairs, a Grade Appeal Panel shall be appointed within thirty calendar days, unless the Vice President of Academic Affairs or designee has denied the appeal (section D.3.). The Panel shall consist of the following:

(a) An instructional Dean chosen by the Vice President of Academic Affairs or designee other than the Dean of the Division in which the disputed grade was given.

(b) ~~An~~ One or more instructors, chosen by the President of the Academic Senate, from the discipline of the course in which the disputed grade was given, or a related discipline;
and

(c) ~~A~~ One or more students chosen by the President of the Associated Students Organization.

The Panel shall be chaired by the Vice President of Academic Affairs or a designee; the chair shall be a non-voting member of the Panel. All matters considered by the Grade Appeal Panel shall be treated as confidential by members of the Panel.

D.5. Grade Appeal Panel: Hearing

Within 30 calendar days of empanelment, the Grades Appeal Panel shall review the Grade Appeal, including all documents submitted by the student and other documentation it considers relevant. The Grade Appeal Panel shall conduct a hearing prior to making a determination on the outcome of the grade appeal. Both the student and the instructor shall be notified of the day and time of the hearing and invited to attend. Both the student and the instructor will be provided an opportunity to make a statement and to be asked questions. The student may be accompanied by an advisor. The advisor may be a faculty member or a student. The advisor may be present to advise the student, but may not ask or answer questions. The instructor may be accompanied by an advisor. The advisor may be a faculty member or a representative of the faculty union. The advisor may be present to advise the instructor, but may not ask or answer questions. The Grade Appeal Panel may make a recording of the hearing, which may be consulted during the Panel's deliberation.

D.6. Grade Appeal Panel: Decision

Following its hearing, the Panel shall deliberate and make findings by majority vote. The burden of proof is on the student. The Panel may sustain or deny all, some, or none of the allegations in the Grade Appeal. The Panel may find that the disputed grade is incorrect because of mistake, fraud, bad faith, or incompetency; in such case, the Panel may determine the new grade to be assigned. The Appeal Panel shall issue its findings

and recommendation to the Vice President of Academic Affairs, who shall inform the appealing student, the instructor, and the appropriate Dean. The decision of the Grade Appeal Panel is final. The Vice President of Academic Affairs will notify the instructor of the Grade Appeal Panel's recommendation. If the Panel recommends a grade change, the Vice President of Academic Affairs will direct the instructor to submit a grade change to the Admissions and Records Office. In the event that the instructor of record is unable or unwilling to process the grade change within a reasonable time, the Vice President of Academic Affairs shall form a group of faculty to issue a grade change.

E. Expunging of changed grade

When a grade is changed in accordance with this procedure, the original incorrect grade shall be expunged from the student's record.

Part II. Changing grades in cases of fraud

A. Instructor fraud

1. The Vice President of Academic Affairs may determine, based on evidence such as the faculty discipline process, legal findings, or other statements or documentation, that a grade was assigned by an instructor in a fraudulent manner. This determination may be made without any regard to time limit.
2. Upon such determination, the Vice President, in consultation with the Dean supervising the course in which the grade was assigned, shall appoint an alternate instructor to assign a replacement grade. The alternate shall be in the discipline of the course or in a related discipline. In the event that no qualified instructor is on the faculty, the Dean, in consultation with the Vice President of Academic Affairs, shall arrange for a qualified consultant.
3. In changing the grade, the alternate instructor shall consider all evidence of the student's actual performance in the course and all proper student discipline required.

4. If the alternate instructor is unable to determine the actual performance of the student in the course, then, in consultation with the Dean, may recommend to the Vice President that the grade for the course be removed. The Vice President has the authority to remove the grade from the student's record.

5. Following the determination that a grade was assigned in a fraudulent manner, the action to change or remove the grade shall be taken within a reasonable time.

6. In cases of fraud, both the instructor of record and the student shall be notified of the grade change.

B. Student fraud

1. In cases where fraud by a student is alleged, the allegation may be addressed in accordance with BP 5500 and AP 5520. No time limit on the initiation of such action shall apply.

* All time limits are measured within the primary term.

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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C. Expulsion – 2011/2012 - #2.....	25

STUDENT AND COMMUNITY ADVANCEMENT

A. 2012 SUMMER FOOTBALL PASSING LEAGUE

It is recommended that the Board of Trustees approve the following 2012 Summer Football Passing League camp sponsored by the Health, Sciences & Athletics Division:

2012 Summer Football Passing League

June 20, 27, 2012 – Wednesday - 5 pm to 9 pm

July 3, 2012 – Tuesday - 5 pm to 9 pm

July 11, 18, 2012 – Wednesday - 5 pm to 9 pm

B. INTERNATIONAL TRAVEL

1. It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the Fall 2012 Japan Ryugaku Journal Tokyo Fair, October 17-23, 2012, in Tokyo, Japan. The purpose of the trip is F-1 Visa student recruitment. Expenses in the amount of \$6,500 will be paid from International Student Conference funds.

2. It is recommended that the Board of Trustees approve international travel for Leonid Rachman to participate in the Fall 2012 US Education Fair, Moscow, Russia, October 29 through November 6, 2012. The purpose of the trip is F-1 Visa student recruitment. Expenses in the amount of \$6,000 to be paid from International Student Conference funds.

C. EXPULSION

It is recommended that the Board of Trustees approve student expulsion #2 for the 2011/2012 school year in accordance with El Camino College Board Policy 5500 Academic Honesty & Standards of Conduct, Sections II, V, and VII; Administrative Procedure 5520, Student Discipline and Due Process.

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. Interfund Transfer

It is recommended the Board of Trustees approve a one time transfer of funds in the amount of \$20,000 from the General Fund-Unrestricted to the General Fund-Restricted to cover the prepayment of Staff Development conferences and workshops. Funds to come from the currently budgeted amounts in the 2011-12 Human Resources Staff Development budget.

B. Tentative Budget 2012 –2013

It is recommended the Tentative Budgets, including the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Fund, and Bookstore Fund for the 2012-2013 fiscal year be submitted to the Board for adoption at the June 18, 2012 meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

This is an informational first reading only. The Tentative Budget will be presented in Final format at our June Board Meeting.

C. Contracts Under \$81,000

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

1. **Contractor:** AAA (AMERICAN ACADEMY AGENCY) (South Korea); CHONGRO OVERSEAS EDUCATIONAL INSTITUTION (South Korea), LACT (USA)
Services: Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa students for El Camino College.
Requesting Dept.: Student and Community Advancement-Admissions and Records-International Student Program
Date(s): 4/2/12-- 6/30/12 with four optional one-year renewal periods
Financial Terms: The fee shall be \$250 per student per consecutive semester completed, not to exceed \$500 per student

2. **Contractor:** AIR NEW ZEALAND
Services: Contractor will receive Microsoft Office training.
Requesting Dept.: Student and Community Advancement-Community Advancement-Workplace Learning Resource Center
Date(s): 5/11/12--6/30/12
Financial Terms: Projected Gross Income \$5,000

3. **Contractor:** CAMI UHAK KOREA (South Korea); DEL AMO LEARNING GARDEN (USA); DIBEC UNIVERSITIES REPRESENTATIVE (Japan); JOYFUL EDUCATION SERVICE (USA)
Services: Contractors will serve as F-1 Visa educational agents to recruit F-1 Visa students for El Camino College.
Requesting Dept.: Student and Community Advancement -Admissions and Records-Language Academy
Date(s): 5/1/12--5/31/17
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer

4. **Contractor:** KERN COMMUNITY COLLEGE DISTRICT
Services: Contractor will provide training services using ECC's Alternative & Renewable Fuel and Vehicle Technology Program.
Requesting Dept.: Student and Community Advancement-Community Advancement-Center for Applied Competitive Technologies (CACT)
Date(s): 4/17/12--2/28/13
Financial Terms: Cost not to exceed \$75,000
Funded by Employment Training Panel (ETP)

5. **Contractor:** SANTA CLARITA COMMUNITY COLLEGE DISTRICT
Services: Contractor will provide training services using ECC's Alternative & Renewable Fuel and Vehicle Technology Program.
Requesting Dept.: Student and Community Advancement-Community Advancement-CACT
Date(s): 5/22/12--2/28/13
Financial Terms: Cost not to exceed \$75,000
Funded by ETP

6. **Contractor:** TELEDYNE MICROELECTRONIC TECHNOLOGIES

Services: Contractor will receive American Production and Inventory Control (APICS) training.
Requesting Dept.: Student and Community Advancement-Community Advancement-CACT
Date(s): 5/22/12--2/28/13
Financial Terms: Projected Gross Income \$16,546
Funded by ETP

D. Contracts Over \$81,000

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

1. **Contractor:** CERRITOS COMMUNITY COLLEGE DISTRICT
Services: Contractor will promote technical skills training through a sub-grantee agreement.
Requesting Dept.: Student and Community Advancement-Community Advancement - CACT
Date(s): 5/1/12--6/30/13
Financial Terms: Cost not to exceed \$125,000
Funded by a grant from the California Manufacturers and Technology Association

E. Personal Service Agreements

1. **Contractor:** DEBORAH IMONTI
Services: Contractor to develop, market, monitor contract training contracts, including State of California Employment Training Panel (ETP) contracts with companies doing business with El Camino College Business Training Center; coordinate the various training at companies and generate on-going progress reports to the State regarding ETP contracts.
Requesting Dept.: Student and Community Advancement-Community Advancement-CACT
Date(s): 7/1/11--6/30/12
Financial Terms: Cost not to exceed \$118,000 (Originally Board approved July 18, 2011 for \$90,000)
Funded by ETP

F. Destruction of Records

It is recommended the Board of Trustees authorize the destruction of Class III disposable records for fiscal years 2005-08 for Fiscal Services Division. These

records have met the retention period requirements and are not in conflict with Education Code Title 5, Education Code Sections 59020 through 59029.

Benefit Check Requests

2005-2008

G. Information Item-Annual Report for State Pre-School

The purpose of this notification is to inform the Board of Trustees that the District's 2011-12 Annual Report for the State Pre-School has been completed. This Informational Item is a requirement of the California Department of Education Children's Department Division.

H. Epson Data Video Projector Products-Contractual/Cooperative Agreement

It is recommended the Board approve entering into a contractual agreement with CCS Presentation Systems for the purchase of Epson data video projector products at various campus locations for a period of one (1) year with four (4) additional one year renewal options. The authority for allowing purchases is made possible through the "piggyback" California State University Contract Services and Procurement Agreement Contract No. M010370. California Community Colleges and California Higher Education Consortium members are eligible to participate in this Agreement subject to each participating institution's policies and procedures.

I. Leased Digital Copiers-Contractual/Cooperative Agreement

It is recommended the Board approve entering into a sixty (60) month contractual relationship with Ricoh Business Systems for the lease of approximately forty-three (43) digital copiers to replace the currently leased Ricoh copiers whose contract with the District is due to expire June 30, 2012.

The District has chosen to utilize a "piggyback" provision of Sections 81640 to 81654 of the Education Code and Sections 20651 to 20659 of the Public Contract Code. "The governing board of any community college district without advertising for bids, if the board has determined it to be in the best interest of the district, may authorize contract, lease, requisition, or purchase order...to lease...supplies, equipment...for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases". This provision is used by the district to take advantage of lower costs realized through economy-of-scale and also to avoid the time and expense of the public bidding process. It must be noted, however, that, although not required under these provisions, several companies who expressed an interest in the copier lease program with the district were considered and evaluated. It was ultimately determined that Ricoh Business Systems provided the most advantageous program for the district's needs. Consideration and evaluation included customer support (past and present), monthly

lease pricing for efficient page per minute service, product introduction date, excess usage charges, and factors of manufacturer vs. distributor due to the large volume of use by the district.

The authority for this lease is made possible through the (piggybacking) provision of The Western States Contracting Alliance (WSCA) Contract #1715, titled Multifunctional Copier & Related Software. All governmental entities within WSCA states as well as authorized governmental entities in non-WSCA states are welcome to use the approved agreements. The term of this contract shall be from July 1, 2012 through June 30, 2017. Note: Assembly Bill 1684 (1999-2000) enabled the State of California and the Department of General Services to enter into cooperative purchasing agreements with other states.

Annual estimated lease cost for all units is \$111,324 and includes copy charges based on current usage, monthly lease cost, maintenance, and toner. Labor, delivery, and removal is included.

J. Purchase Orders And Blanket Purchase Orders

It is recommended all purchase orders be ratified as shown.

P.O. Number	Vendor Name	Site Name	Description	P.O. Cost
Fund 11	Unrestricted - El Camino			
P0502719	Sigmanet	Div Office Business	Instructional Supplies	\$6,685.49
P0502759	CDW-G	Div Office Business	New Equipment - Instructional	\$1,878.90
P0502769	Woodland Hills	Astronomy	Instructional Supplies	\$369.70
P0502770	McMaster Carr	Technical Services	Repairs Parts And Supplies	\$100.00
P0502843	Sargent Welch	Chemistry	Instructional Supplies	\$4,270.09
P0502892	Aquarium of the Pacific	Accounting Use Only	Prepaid Expense	\$789.80
P0502907	4IMPRINT.COM	Ed & Community	Multi Media Advertising	\$4,025.51
P0502911	BSN	Physical Education	Instructional Supplies	\$535.58
P0502913	California Pro Sports	Physical Education	Instructional Supplies	\$1,079.87
P0502914	Power Systems	Physical Education	Instructional Supplies	\$2,584.49
P0502915	Channing L. Bete Co.	Physical Education	Instructional Supplies	\$2,522.72
P0502916	Grainger	Technical Services	Repairs Parts And Supplies	\$65.59
P0502917	Portable Power	Technical Services	Repairs Parts And Supplies	\$1,280.41
P0502919	Norcal Swim Shop	Physical Education	Instructional Supplies	\$1,036.16
P0502920	Dynatronics, Corp.	Physical Education	Instructional Supplies	\$249.30
P0502921	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$97.88
P0502922	Dell Computer	Admissions/Recors	Non-Instruct Supplies	\$627.16
P0502928	CCS Presentation	Theatre/Dance	Non-Instruct Supplies	\$351.25
P0502929	Freestyle Photographic	Photography	Instructional Supplies	\$117.73
P0502930	B & H Photo-Video	Film/Video	Instructional Supplies	\$2,005.28
P0502931	Sweetwater	Div Office Fine Arts	Repairs Parts And Supplies	\$5,905.39
P0502932	CJR Education	International Students	Multi Media Advertising	\$1,900.00

P0502934	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,100.00
P0502935	CDW-G	Div Office Fine Arts	New Equip - Noninstr \$5k less	\$501.05
P0502937	AEO Tour	International Students	Multi Media Advertising	\$6,500.00
P0502938	International Education	International Students	Multi Media Advertising	\$1,800.00
P0502943	Datatel, Inc.	Information Technology	Maintenance Contracts	\$3,150.00
P0502944	Harland Technology	Information Technology	Maintenance Contracts	\$2,265.00
P0502945	ACCCA	Accounting Use Only	Prepaid Expense	\$11,125.00
P0502949	Monterey Graphics	Nursing	Non-Instruct Supplies	\$97.88
P0502951	Action Pact	Nursing	Instructional Supplies	\$71.25
P0502952	Pocket Nurse	Nursing	Instructional Supplies	\$3,272.34
P0502955	Baltimore Community	Nursing	Instructional Supplies	\$271.88
P0502956	McKesson Medical	Nursing	Instructional Supplies	\$4,103.58
P0502957	WALLCUR INC	Nursing	Instructional Supplies	\$119.57
P0502963	Airport Van Rental	Admissions/Recors	Conferences Mgmt	\$375.18
P0502964	U.S. Bank	Institutional Services	Escrow/adminstrtn fees -	\$500.00
P0502970	Airport Van Rental	Transfer Center	Transportation	\$118.53
P0502971	June L. Nelson	Ctr for Arts Instr/Admin	Contract Services	\$150.00
P0502972	Richard Simon	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0502973	Dorothy Muggeridge	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0502975	International Education	VP-SCA	Contract Services	\$1,250.00
P0502976	International Education	VP-SCA	Contract Services	\$1,000.00
P0502977	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$2,250.00
P0502978	Overseas Educational	VP-SCA	Contract Services	\$1,500.00
P0502979	International Education	VP-SCA	Contract Services	\$250.00
P0502980	Grace Edu Services	VP-SCA	Contract Services	\$750.00
P0502981	Edu-City Inc	VP-SCA	Contract Services	\$250.00
P0502982	CJR Education	VP-SCA	Contract Services	\$4,500.00
P0502983	CJR Education	VP-SCA	Contract Services	\$250.00
P0502984	Easy Overseas	VP-SCA	Contract Services	\$250.00
P0502985	Chinese Student &	VP-SCA	Contract Services	\$1,000.00
P0502986	Anindo	VP-SCA	Contract Services	\$250.00
P0502987	Anglo Phone Education	VP-SCA	Contract Services	\$250.00
P0502988	Academic Cultural	VP-SCA	Contract Services	\$250.00
P0503001	Ryugaku Journal, Inc.	International Students	Multi Media Advertising	\$3,658.53
P0503006	C.F. Peters Corporation	Music	Instructional Supplies	\$492.19
P0503011	Verizon Wireless	Health,Safety and Risk	Telephone	\$28.99
P0503012	L.A. County Treasurer	Facilities/Planning/Serv	Repairs Noninstructional	\$1,108.75
P0503019	Joseph M. Saldana	Physical Education	Instructional Supplies	\$304.49
P0503024	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$97.88
P0503027	El Camino College	Presidents Office	Other Services And Expenses	\$500.00
P0503028	Debbie E. Turano	Operations	Pest Control	\$125.00
P0503029	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$3,471.30
P0503030	Hitt Marking Devices	Financial Aid	Non-Instruct Supplies	\$73.74
P0503035	Amazon.Com	Staff Development	Other Books	\$299.40
P0503037	Medical Revitalization,	Nursing	New Equipment -	\$8,335.68
P0503040	Xpedx	Copy Center	Other Services And Expenses	\$1,003.28
P0503041	Martin Chevrolet	Facilities/Planning/Serv	Repairs Noninstructional	\$119.71
P0503042	Grainger	Facilities/Planning/Serv	Repairs Noninstructional	\$361.05
P0503043	Accca	Accounting Use Only	Prepaid Expense	\$1,475.00
P0503044	Graybar Electric	Technical Services	Repairs Parts And Supplies	\$350.72
P0503050	Prism Software	Information Technology	Maintenance Contracts	\$1,108.46
P0503051	Sitler's Suppliers, Inc.	Ctr for Arts Production	Repairs Parts And Supplies	\$410.03
P0503054	CCS Presentation	Theatre/Dance	Non-Instruct Supplies	\$471.31
P0503061	Marriott Hotel	TECHNOLOGY &	Contract Services	\$4,830.00

P0503062	Hyland Software, Inc.	Information Technology	License Fee/Site Licenses	\$1,470.00
P0503066	Plato Learning	Information Technology	License Fee/Site Licenses	\$18,345.00
P0503067	Computerland of	Information Technology	Maintenance Contracts	\$2,900.00
P0503070	The Resource Network	Staff Development	Non-Instruct Supplies	\$3,052.61
P0503071	Spinitar Presentation	Staff Development	Non-Instruct Supplies	\$1,855.13
P0503073	Cory A. Joseph	Staff Development	Contract Services	\$150.00
P0503078	Andrew W. Wolski	Ctr for Arts Instr/Admin	Contract Services	\$142.52
P0503098	Arvid E. Spor	Div Office-Studnt	Conferences Mgmt	\$285.35
P0503099	Datatel, Inc.	Information Technology	Maintenance Contracts	\$250.00
P0503102	E.G. Brennan & Co.,	Admissions/Recors	Maintenance Contracts	\$423.50
P0503109	Quality Business	Audio/Visual	Repairs - Instructional	\$546.43
P0503119	Full Compass	Ctr for Arts Production	Repairs Parts And Supplies	\$50.41
P0503120	Naxos Music Library	Music Library	Library Books	\$1,390.00
P0503121	HD Supply	Health,Safety and Risk	New Equipment -	\$1,863.13
P0503122	Jrcert	Accreditation Support	Dues And Memberships	\$1,000.00
P0503124	Daily Breeze, the	Ctr for Arts Promo	Multi Media Advertising	\$3,787.50
P0503125	Easy Reader, the	Ctr for Arts Promo	Multi Media Advertising	\$375.00
P0503127	WCT Products	Facilities/Planning/Serv	Repairs Noninstructional	\$7,946.37
P0503128	Verizon Wireless	Health,Safety and Risk	Telephone	\$560.24
P0503132	ACCCA	V.P. Academic Affairs	Conferences Mgmt	\$1,875.00
P0503133	Academic Senate for	Accreditation Support	Dues And Memberships	\$750.00
P0503135	WIN Chevrolet	Facilities/Planning/Serv	Repairs Noninstructional	\$854.74
P0503142	A Scooter 4 U, Inc.	SRC Accessibility Fund	Repairs Noninstructional	\$119.15
P0503143	Sigmanet	Information Technology	License Fee/Site Licenses	\$2,395.00
P0503149	Sagemcom	Information Technology	Maintenance Contracts	\$3,649.00
P0503150	Michael D. Blada	Carpenter Shop	Non-Instruct Supplies	\$90.94
P0503151	Barrett Robinson	Facilities/Planning/Serv	Non-Instruct Supplies	\$696.68
P0503152	Campus Food Services	Rideshare	Rideshare Incentive	\$143.65
P0503155	Campus Food Services	VP-SCA	In-Service Training	\$211.36
P0503156	Law Offices of Larry	Institutional Services	Legal	\$4,556.25
P0503166	Joseph W. Holliday	Hazmat Transportation	Gasoline	\$223.60
P0503170	Western States Design	Physical Education	Repairs Parts And Supplies	\$295.00
P0503172	El Camino College	Commencement	Non-Instruct Supplies	\$341.00
P0503177	ADT Security Services	Art Department	Maintenance Contracts	\$713.63
P0503179	Michael D. Blada	Carpenter Shop	Non-Instruct Supplies	\$84.98
P0503180	Safelite Auto Glass	Facilities/Planning/Serv	Repairs Noninstructional	\$200.00
P0503181	Canon Business	Fire Academy 06-07	Repairs - Instructional	\$390.17
P0503182	Sidney O. Smith	Copy Center	Printing	\$85.14
P0503184	Redondo Beach	Public Relations &	Conferences Mgmt	\$35.00
P0503185	Boulevard Florist	Commencement	Non-Instruct Supplies	\$43.50
P0503186	Boulevard Florist	Commencement	Non-Instruct Supplies	\$474.15
P0503187	HCD	Facilities/Planning/Serv	Other Services And Expenses	\$36.00
P0503189	Sims Welding Supply	Student Affairs	General Office Supplies	\$406.83
P0503203	NCMPR	Public Relations &	Non-Instruct Supplies	\$70.00
P0503204	Torrance Postmaster	Public Relations &	Postage	\$190.00
P0503205	Chronicle of Higher	Public Relations &	Publications/ Periodicals And	\$72.50
P0503207	El Camino College	Presidents Office	Other Services And Expenses	\$2,000.00
P0503211	Verizon Wireless	Health,Safety and Risk	Telephone	\$86.09
P0503213	Daily Breeze, the	Public Relations &	Publications/ Periodicals And	\$223.00
P0503216	South Coast Air Quality	Hazmat	Other Services And Expenses	\$113.88
P0503217	Rodrick McMillan	Facilities/Planning/Serv	Non-Instruct Supplies	\$55.35
P0503218	Xpedx	Warehouse	Inventories, Stores, Prepaid I	\$1,812.25
P0503228	Universal Placement	VP-SCA	Contract Services	\$250.00
P0503229	Next Overseas	VP-SCA	Contract Services	\$750.00
P0503230	Litz USA Student	VP-SCA	Contract Services	\$250.00
P0503231	ISRS Pte Ltd.	VP-SCA	Contract Services	\$500.00

P0503232	Eduwin	VP-SCA	Contract Services	\$250.00
P0503233	Del Amo Learning	VP-SCA	Contract Services	\$250.00
P0503234	CES Central Education	VP-SCA	Contract Services	\$250.00
P0503235	The Center for	VP-SCA	Contract Services	\$1,750.00
P0503236	Apollo Education and	VP-SCA	Contract Services	\$250.00
P0503241	Airport Van Rental	Hazmat Transportation	Gasoline	\$156.94
P0503242	El Camino College	Public Relations &	Conferences Mgmt	\$70.00
P0503243	I & O Party Rentals	V.P. Academic Affairs	Equipment Rental	\$253.12
P0503244	Newark Electronics	Electric Shop	Non-Instruct Supplies	\$69.84
P0503245	Majestic Lighting	Electric Shop	Non-Instruct Supplies	\$265.53

Fund 11 Total: 142

\$192,027.53

Fund 12 Restricted - El Camino

P0502822	O.F. Wolfinbarger, Inc.	VTEA-Horticulture	New Equipment - Instructional	\$1,549.69
P0502823	Best Buy for Govt &	VTEA-Horticulture	New Equipment - Instructional	\$450.63
P0502824	Humboldt Mfg. Co.	VTEA-Horticulture	New Equipment - Instructional	\$1,971.57
P0502826	VWR Scientific	VTEA-Horticulture	New Equipment - Instructional	\$8,577.81
P0502833	The Apple Store	VATEA Business	New Computer	\$10,025.83
P0502835	Milestone Products	Parking-Student	Non-Instruct Supplies	\$451.32
P0502836	Ultramax Ammunition	Parking-Student	Non-Instruct Supplies	\$4,582.73
P0502849	CDW-G	StudentSupptSvcs	Non Inst Comp Eq less than	\$2,027.58
P0502860	Adamson Industries,	Parking-Student	Non-Instruct Supplies	\$1,098.38
P0502861	Dooley Enterprises	Parking-Student	Non-Instruct Supplies	\$3,129.83
P0502862	Targets Online	Parking-Student	Non-Instruct Supplies	\$152.90
P0502864	Botach Tactical	Parking-Student	Non-Instruct Supplies	\$259.90
P0502884	SJM Industrial Radio	Community Education	Other Rentals	\$400.00
P0502885	CDW-G	VATEA Journalism	New Computer	\$81.99
P0502887	B & H Photo-Video	VATEA Journalism	New Computer	\$541.42
P0502888	The Apple Store	VATEA Journalism	New Computer	\$1,869.42
P0502889	Hot Spot Promotions	Community Education	Non-Instruct Supplies	\$1,148.69
P0502893	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$6,312.50
P0502894	Parkhouse Tire, Inc	Parking-Student	New Equipment -	\$879.28
P0502895	Apple, Inc.	TitleV-Improving	Non Inst Comp Eq less than	\$789.04
P0502896	Constant Contact	Community Education	Multi Media Advertising	\$630.00
P0502897	Fastsigns	Community Education	Non-Instruct Supplies	\$696.00
P0502898	National Promotions &	Community Education	Non-Instruct Supplies	\$1,764.00
P0502899	Fast Deer Bus Charter	MESA UCLA CEED	Transportation	\$600.00
P0502900	The Sign Language	Faculty & Staff Diversity	Contract Services	\$210.00
P0502910	Proforma G3 Solutions	EOPS	Non-Instruct Supplies	\$4,809.11
P0502912	Sir Speedy	Matriculation	Non-Instruct Supplies	\$387.69
P0502923	Staples Advantage	WPLRC Technical	New Equip - Noninstr \$5k less	\$427.93
P0502924	Custom Sash	EOPS	Non-Instruct Supplies	\$3,754.05
P0502925	Bailey Westerhoff	WRIEC Year 2	Contract Services	\$345.00
P0502926	Dynatronics, Corp.	DSPS	Instructional Supplies	\$53.98
P0502927	Medco Sports Medicine	DSPS	Instructional Supplies	\$106.69
P0502933	Foundation for	EOPS	Conferences Mgmt	\$70.00
P0502936	American Express	CalWORKs	Conferences Other	\$369.60
P0502939	Western Graphics	Head Start Partnership	Instructional Supplies	\$652.50
P0502940	Staples Advantage	Head Start Partnership	Instructional Supplies	\$215.33
P0502942	Comp U.S.A.	EOPS	Non Inst Comp Eq less than	\$368.66
P0502999	Bellah Business	Faculty & Staff Diversity	Contract Services	\$153.60

P0503002	CDW-G	VATEA Medial / TV	New Equipment - Instructional	\$3,502.79
P0503004	Utrecht Art	VATEA Medial / TV	Instr.CompEquip less than\$5k	\$3,556.26
P0503007	R & D Printing	VATEA Special	Non-Instruct Supplies	\$775.27
P0503008	American Express	Title III- H S I - STEM	Conferences Other	\$527.70
P0503010	MESA Statewide	MESA Program	Conferences - Student	\$450.00
P0503013	Lou's Golf and	Parking-Student	Repairs Non Instr	\$82.85
P0503014	Orange County Sheriff's	Parking-Student	In-Service Training	\$110.00
P0503015	Magic's Auto Body &	Parking-Student	Repairs Non Instr	\$2,175.00
P0503016	Glock, Inc.	Accounting Use Only	Account Receivable	\$195.00
P0503018	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$1,131.70
P0503020	American Express	CalWORKS Regional	Conferences Other	\$265.60
P0503021	Los Angeles Mission	CalWORKS Regional	Conferences Other	\$3,500.00
P0503025	El Camino College	El Camino Language	Field Trip Expense	\$1,440.00
P0503026	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$700.00
P0503031	Techconnect	CACT Strategic Hub	Conferences Other	\$345.00
P0503032	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$25.00
P0503033	Van Lingen Towing	Parking-Student	Repairs Non Instr	\$100.00
P0503034	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$100.13
P0503052	Beach Resort Monterey	First Year Experience	Conferences Mgmt	\$885.92
P0503053	Paton Group	Title III- H S I - STEM	Computer Software Account	\$5,002.50
P0503060	Citrix Online	CITD Int'l Trade Trng	License Fee/Site Licenses	\$948.00
P0503063	The Apple Store	Career Technical	Instr.CompEquip less than\$5k	\$2,115.57
P0503065	Sweetwater	Fine Arts	Computer Software Account	\$4,411.98
P0503068	CCS Presentation	Staff Development -	New Equipment -	\$1,771.75
P0503069	ASPRS	CACT Strategic Hub	Dues And Memberships	\$135.00
P0503074	CDW-G	Career & Tech Ed	Instr.CompEquip less than\$5k	\$154.66
P0503075	Dell Marketing L. P.	Career & Tech Ed	Instr.CompEquip less than\$5k	\$1,467.92
P0503076	Lucky Duck Swim	(STCW) Standards for	Building Rental	\$525.00
P0503094	American Express	First Year Experience	Conferences Mgmt	\$683.20
P0503095	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$80.00
P0503096	The Council of State	Matching - IDRC, etc.	Conferences Mgmt	\$350.00
P0503114	ASUCLA Catering	Title III- H S I - STEM	Field Trip Expense	\$296.76
P0503136	El Camino College	First Year Experience	Other Services And Expenses	\$300.00
P0503137	EVERGREEN VALLEY	First Year Experience	Conferences Mgmt	\$200.00
P0503141	Campus Food Services	VATEA Business	Contract Services	\$337.67
P0503153	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$210.00
P0503154	Bob Lee's Automotive	Parking-Student	Repairs Non Instr	\$68.61
P0503157	Study in the Usa	El Camino Language	Multi Media Advertising	\$2,500.00
P0503158	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$29.85
P0503161	Multiview, Inc	CACT Strategic Hub	Non-Instruct Supplies	\$395.00
P0503162	B & H Inglewood Tow	Parking-Student	Repairs Non Instr	\$50.00
P0503163	Bellah Business	Faculty & Staff Diversity	Contract Services	\$184.32
P0503164	Fast Deer Bus Charter	MESA UCLA CEED	Transportation	\$700.00
P0503165	Moore Medical Corp	Health Services	New Equipment -	\$286.07
P0503167	West Virginia Univ	Cact CA Employee	Other Books	\$4,430.81
P0503173	MPR	Health Services	Other Books	\$98.00
P0503174	International Education	El Camino Language	Multi Media Advertising	\$1,200.00
P0503175	Verizon Wireless	Parking-Student	Telephone	\$449.86
P0503183	Redondo Beach	Parking-Student	Conferences Mgmt	\$35.00
P0503191	Fanuc Robotics	Title III- H S I - STEM	Conferences Other	\$1,420.00
P0503195	Cal Poly Pomona	CTE IV	Conferences Other	\$25,900.00
P0503196	Khristal Barnett	EOPS CARE	Contract Services	\$500.00
P0503198	American Express	CalWORKS Regional	Conferences Other	\$296.60
P0503199	Project Lead the Way	CTE IV	Conferences Other	\$14,400.00
P0503201	Midas Auto Repair	Parking-Student	Repairs Non Instr	\$450.84
P0503202	Bothwell Automotive,	Parking-Student	Repairs Non Instr	\$275.00

P0503206	Gary K. Fong	EOPS	Contract Services	\$250.00
P0503209	Bellah Business	Faculty & Staff Diversity	Contract Services	\$69.12
P0503219	Cal Poly Pomona	Title III- H S I - STEM	Conferences Other	\$3,700.00
P0503220	Project Lead the Way	Title III- H S I - STEM	Conferences Other	\$3,600.00
P0503227	Wasfaaa	Adminstration	Travel And Conference	\$625.00
P0503238	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$10,174.00
P0503239	City of Hawthorne	Parking-Student	Maintenance Contracts	\$5,406.44

Fund 12 Total: 101

\$178,267.40

Fund 15 General Fund -Special Programs

P0502905	Artisan North America	2010-11 VP-Admin Svc	Instructional Supplies	\$111.52
P0502906	Trainum Safety	2010-11 VP-Admin Svc	Instructional Supplies	\$1,064.00
P0503009	Midwest Library Service	Div Office Instr.	Library Books	\$2,843.56
P0503108	Campus Food Services	Div Office-Studnt	Contract Services	\$1,375.92
P0503192	Matthew Bender	Div Office Instr.	Library Books	\$374.00
P0503193	Thompson West	Div Office Instr.	Library Books	\$4,877.98
P0503194	Midwest Library Service	Div Office Instr.	Library Books	\$4,989.19

Fund 15 Total: 7

\$15,636.17

Fund 33 Child Development

P0503168	Department of Social	CDC	Other Services And Expenses	\$660.00
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Fund 33 Total: 1

\$660.00

Fund 41 Capital Outlay

P0503123	Pump Man	Building Systems	Buildings	\$7,372.00
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Fund 41 Total: 1

\$7,372.00

Fund 62 Property & Liability

P0503017	Prudential	Purchasing and	Liability - Self Insurance	\$1,445.13
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Fund 62 Total: 1

\$1,445.13

Fund 71 Associated Students

P0502904	Airport Van Rental	Student Affairs	ASB Exp.	\$515.48
P0503005	Xpedx	Student Affairs	ASB Exp.	\$281.80

Fund 71 Total: 2

\$797.28

Fund 72 Student Representation Fee

P0503097	Doubletree, Ontario	Student Affairs	Conferences - Student	\$563.72
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Fund 72 Total: 1

\$563.72

Fund 79 Auxiliary Services

P0502903	Wayfair	Student Affairs	Non-Instruct Supplies	\$1,501.04
P0502967	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$200.10
P0502968	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$341.42
P0502969	Susan Oda Omori	Counseling Office	Non-Instruct Supplies	\$43.99
P0503079	John L. Ballinger	Fine Arts	Non-Instruct Supplies	\$500.00
P0503080	Brandon Baruch	Fine Arts	Non-Instruct Supplies	\$750.00
P0503082	Beth Peterson	Fine Arts	Non-Instruct Supplies	\$150.00
P0503083	Campus Concerts	Fine Arts	Non-Instruct Supplies	\$925.00
P0503084	Christine Stahl	Fine Arts	Non-Instruct Supplies	\$300.00
P0503088	Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,544.09
P0503089	Patty Briles	Fine Arts	Non-Instruct Supplies	\$1,300.00
P0503101	Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$200.00
P0503103	Ralph Torres	Fine Arts	Non-Instruct Supplies	\$450.00
P0503107	Don Sproul Company	Student Affairs	Non-Instruct Supplies	\$315.38
P0503171	Campus Food Services	Student Affairs	Non-Instruct Supplies	\$2,048.40
P0503178	Doubletree Torrance	Counseling Office	Non-Instruct Supplies	\$378.56
P0503188	Mid City Mailing	Fine Arts	Non-Instruct Supplies	\$350.00
P0503197	Paradise Awards	Health Sciences and	Non-Instruct Supplies	\$379.54
P0503212	Kelli L. Lundin	Fine Arts	Non-Instruct Supplies	\$250.00

Fund 79 Total: 19**\$11,927.52****Fund 81 Student Organizations**

P0502908	Airport Van Rental	Student Affairs	A/P Manual.Gen.	\$237.08
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Fund 81 Total: 1**\$237.08****Fund 82 Scholarships & Trust/Agency**

P0503134	Campus Food Services	Health Sciences and	Fundraising	\$675.34
P0503208	Provantage	Health Sciences and	Fundraising	\$617.42
P0503210	Airport Van Rental	Health Sciences and	Fundraising	\$474.14

Fund 82 Total: 3**\$1,766.90****\$410,700.73****PO Funds Total: 279****Fund 11 Unrestricted - El Camino**

B0510974	ABC Sewing Machine	Family Consumer	Repairs - Instructional	\$700.00
B0510977	E.C.C. Public	Commencement	Non-Instruct Supplies	\$157.50
B0510984	E.C.C.C.D. Bookstore	Commencement	Non-Instruct Supplies	\$1,400.00
B0510986	Studio Tee	Staff Development	Non-Instruct Supplies	\$1,200.00
B0510995	E.C.C. Public	Transfer Center	Non-Instruct Supplies	\$66.03

Fund 11 Total: 5**\$3,523.53**

Fund 12 Restricted - El Camino

B0510970	E.C.C. Public	CCAMPIS prior year	Reproduction -	\$240.00
				Fund 12 Total: 1
				\$240.00

Fund 41 Capital Outlay

B0510877	HPS Mechanical, Inc.	Building Systems	Buildings	\$14,994.00
				Fund 41 Total: 1
				\$14,994.00

Fund 79 Auxiliary Services

B0510983	E.C.C. Public	Fine Arts	Non-Instruct Supplies	\$165.00
				Fund 79 Total: 1
				\$165.00

BPO Funds Total: 8

\$18,922.53

Grand Total POs and BPOs: 287

\$429,623.26

**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 April 30, 2012.

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$237,359,418	\$101,465,459	\$8,326,051	\$127,567,908
Campus Site Improvements	32,416,561	25,784,373	3,164,846	3,467,342
Energy Efficiency Improvements	2,818,000	2,756,836	0	61,164
Health and Safety Improvements	128,799,541	60,224,421	3,261,283	65,313,837
Information Technology and Equipment	24,836,501	12,996,897	203,451	11,636,153
Physical Education Facilities Improvements	<u>572</u>	<u>572</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$426,230,593</u>	<u>\$203,228,558</u>	<u>\$14,955,631</u>	<u>\$208,046,404</u>

**B. INFORMATIONAL ITEM – CCS PRESENTATION SYSTEMS, INC. –
MATH BUSINESS ALLIED HEALTH PROJECT**

The District intends to use the following multiple-party piggy-back purchasing agreement to acquire Epson products and services.

<u>Manufacturer</u>	<u>Agreement</u>
CCS Presentation Systems, Inc.	Master Pricing Agreement M010370

The estimated cost of the purchases through this agreement is to be determined.

**C. BID AWARD 2011-7 - AUDIOVISUAL SYSTEMS INSTALLATION-
MATH BUSINESS ALLIED HEALTH PROJECT**

It is recommended Bid #2011-7 be awarded to the following vendor in accordance with the specifications, terms and conditions of the above-named bid for the purchase & installation of Audiovisual Systems for the Math Business Allied Health Building.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
Golden Star Technology	\$383,275

OTHER BIDDERS

Digital Networks	\$411,754
CCS Presentation Systems	\$432,845
Muzak	\$475,884

D. CHANGE ORDER – PACWEST CORPORATION – RESTROOM ACCESSIBILITY AND RENOVATION PHASE I

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

The project has two phases. Phase 1 is complete. Pacwest has procured certain materials for Phase 2 which the District purchased from Pacwest. The remaining work of Phase 2, valued at \$494,843 is to be relet in a new contract.

Total Change Order Amount	<u>-\$494,843</u>
Original Contract Amount (Phase 1 & Phase 2)	\$1,247,000
Prior Changes	0
This Change Order Amount	<u>-494,843</u>
New Contract Amount (Phase 1 & Certain Materials of Phase 2)	<u>\$752,157</u>

E. NOTICE OF JOB COMPLETION – PACWEST CORPORATION – RESTROOM ACCESSIBILITY AND RENOVATION PROJECT

It is recommended the Board of Trustees accept as complete the following project and authorize final payment for the work. The required work has been completed in accordance with the conditions and specifications of the subject contract and accepted by a District representative.

<u>Contractor</u>	<u>Contract Amount</u>
Pacwest Corporation	\$752,158

Purchase Order Number: B410921

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

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

1. Contractor was directed to provide labor and materials for the addition of metal backing at the penthouse's South parapet wall. This additional backing was required to comply with nailing attachment to roofing system. Roofing warranty required. Partial back charge under review.	\$1,565
2. Contractor was directed to provide labor and materials to remove and reframe already installed door frames at 4 locations per floor (16 locations total). Door frames installed per contract documents would not have achieved the 90 degree code requirement due to existing concrete columns inside classrooms encroaching into door swings. Applicable back charges will accrue to architect.	\$11,469
3. Contractor was directed to provide labor and materials to install aluminum shims at header and jambs. Local DSA directive.	\$1,273
4. Contractor was directed to provide labor and materials for anchors at all concrete walls where wood panels and marker boards were to be installed. Plans did not specify a particular anchor to use and contractors assumed they could use tapcon screws which are easier to install and are less expensive than the anchors required. Applicable back charges will accrue to architect.	<u>\$4,000</u>
 Total Change Order	 <u>\$18,307</u>
Original Contract Amount	\$20,666,000
Prior Changes	1,103,589
This Change Order Amount	<u>18,307</u>
New Contract Amount	<u>\$21,787,896</u>

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

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

PO #	VENDOR NAME	SITE NAME	DESCRIPTION	COST
P502941	Apple Higher Education	Fine Arts	New Equipment	\$46,927.59
P502953	DGS	Science Complex	Architecture & Engineering	500.00
P503106	Keenan & Associates	Math Business Allied Health	Contract Services	2,998.00
P503160	CDW-G	Math Business Allied Health	Group II Equipment	10,750.02
P503169	AT&T	Math Business Allied Health	Group II Equipment	834,181.02
P503214	Keenan & Associates	Restroom Accessibility	Contract Services	2,119.99
P503215	SEWUP/JPA	Restroom Accessibility	Contract Services	16,122.00
P503222	Dell Computer	Security Video	Group II Equipment	40,892.73
P503223	Dell Computer	Security Video	Group II Equipment	348,211.04
P503224	Dell Computer	Security Video	Group II Equipment	101,041.97
B510971	Smith Emery Testing	Math Business Allied Health	Testing & Inspection	5,000.00
B510972	CJPro, Inc.	Restroom Accessibility	Buildings	653,600.00
B510973	PlanNet Consulting	Industry & Technology	Contract Services	20,000.00
			TOTAL POs AND BPOs	<u>\$2,082,344.36</u>

**Agenda for the El Camino Community College District Board of Trustees
from
Human Resources
Lynn Solomita, Interim Vice President Human Resources**

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D. Declaration of Indefinite Salaries for Retroactive Pay.....	59
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A. EMPLOYMENT AND PERSONNEL

It is recommended that the Board ratify/approve the employment and personnel changes for academic, classified, special services professionals and temporary classified service employees as shown in items 1-33 and 1-7.

Academic Personnel:

1. Retirement - Mr. Dale Perinetti, full-time instructor of Mathematics, last day worked June 8, 2012, first day of retirement June 9, 2012 and that a plaque be prepared and presented to him in recognition of his service to the District since 1991.
2. Retirement - Dr. Paul Wozniak, full-time instructor of Mathematics, last day worked June 8, 2012, first day of retirement June 9, 2012 and that a plaque be prepared and presented to him in recognition of his service to the District since 1977.
3. Pre-retirement - Mr. Richard Barton, full-time instructor of Computer Information Systems, Business Division, to work a reduced load of 66.6% in Fall 2012 and 66.6% in Spring 2013, for five years beginning Fall 2012 through Spring 2017, in accordance with the Agreement, Article XVIII, Section 2(c).
4. Employment - Ms. Susanne Bucher, full-time instructor of Mathematics, Class III, Step 4, Academic Salary Schedule, effective August 23, 2012.
5. Employment - Mr. Seth Daugherty, full-time Librarian, Learning Resources Division, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.
6. Employment - Ms. Jennifer Gallagher, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.
7. Employment - Ms. Anna Hockman, full-time instructor of Mathematics, Class III, Step 4, Academic Salary Schedule, effective August 23, 2012.
8. Employment - Ms. Sheryl Kunisaki, Assistant Director, Learning Resources, Range 11, Step 1, Administrator Salary Schedule, effective July 1, 2012.
9. Employment - Dr. Stephanie Merz, full-time instructor of English, Humanities Division, Class V, Step 4, Academic Salary Schedule, effective August 23, 2012.

10. Employment - Ms. Ana Milosevic, full-time instructor of Accounting, Business Division, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.
11. Employment - Dr. Christina Nagao, full-time instructor of English, Humanities Division, Class V, Step 4, Academic Salary Schedule, effective August 23, 2012.
12. Employment - Ms. Ambika Silva, full-time instructor of Mathematics, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.
13. Employment – Ms. Nina Yoshida, full-time instructor of Japanese, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 23, 2012.
14. Employment - Mr. Richard Blount, full-time/temporary instructor of Physical Education, Health Sciences & Athletics, Class II, Step 6, Academic Salary Schedule, effective February 11 through June 8, 2012.
15. Employment - Ms. Jaymie Baquero, full-time/temporary instructor of Physical Education, Health Sciences & Athletics, Class II, Step 4, Academic Salary Schedule, effective February 11 through June 8, 2012.
16. Amend Leave of Absence - Dr. Thomas J. Noyes, full-time instructor of Earth Sciences, Natural Sciences Division, 30% personal unpaid leave of absence, instead of 70%, effective February 1 through June 8, 2012.
- ~~17. *Leave of Absence (20% personal, unpaid) Ms. Amy Himsel, full time instructor of Psychology, Behavioral & Social Sciences, effective August 25 through December 14, 2012 and February 9 through June 14, 2013.
*Item pulled and no substitutions were made.~~
18. Special Assignment - Mr. Craig Neumann, part-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate firefighter in-service training program, to be paid \$60.18 an hour, not to exceed \$16,249, effective March 22 through May 2, 2012, in accordance with the Agreement, Article 10, Section 9(m).
19. Special Assignment - Mr. Corey Stanbury, full-time instructor of Kinesiology and Coach, Health Sciences & Athletics Division, to oversee the swim lesson and water polo league to be paid \$25.00 an hour, not to exceed 157 hours or \$3,925, effective June 11 through August 2, 2012, in accordance with the Agreement, Article 10, Section 11(c).
20. Special Assignment - The following full-time instructors to recruit and train faculty facilitators/participants and oversee reporting of the Learning Teams Project under the Graduation Initiative, to be paid \$60.18 an hour, not to exceed

50 hours each or \$3,009 each, effective June 1 through August 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Matthew Kline

Arturo Martinez

21. Special Assignment - Mr. Matthew Kline, full-time instructor of Humanities, to review and evaluate 78-step workbooks from Learning Teams and organize a faculty retreat, to be paid \$60.18 an hour, not to exceed 68 hours or \$4,092, effective June 1 through August 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
22. Special Assignment - Ms. Malinni Roeun, part-time instructor of Mathematics, to recruit, train and manage day-to-day activities as Math Academic Coordinator of Math Academies, to be paid \$60.18 an hour, not to exceed 149 hours or \$9,000, effective May 1 through December 31, 2012, in accordance with the Agreement, Article 10, Section 14(a).
23. Special Assignment - Ms. Joan Gahan, part-time instructor of Nursing, Health Sciences & Athletics Division, to supervise students in clinical learning experiences, campus-based nursing practice labs, seminar groups and nursing simulation labs, to be paid \$60.18 an hour, not to exceed 16 hours or \$963, effective March 22 through June 9, 2012, in accordance with the Agreement, Article 10, Section 9(m).
24. Special Assignment - Mr. Matthew Cheung, full-time instructor of English, Humanities Division, to work on accreditation reports, to be paid \$60.18 an hour, not to exceed \$1,000, effective June 1 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).
25. Special Assignment - Ms. Linda Scott, part-time instructor of Nursing, Health Sciences & Athletics Division, to supervise students in clinical learning experiences, campus-based nursing practice labs, seminar groups and nursing simulation labs, to be paid \$60.18 an hour, not to exceed 8 hours or \$481, effective March 22 through March 23, 2012, in accordance with the Agreement, Article 10, Section 9(m).
26. Special Assignment - The following part-time instructors of Nursing, Health Sciences & Athletics Division, to provide assistance to students in the skills laboratory, under the supervision of nursing faculty; maintain skills lab materials/equipment and schedules, to be paid \$45.14 an hour, not to exceed 23 hours a week for 36 weeks or \$37,376 each, effective August 15, 2011 through June 30, 2012, in accordance with the Agreement, Article 10, Section 9(m).

Norene Gift

Bonnie Kayser

27. Special Assignment - The following instructors, to conduct not-for-credit community education classes, to be paid \$45.14 an hour each, not to exceed 111 hours or \$5,000 each, effective July 1, 2012 through June 30, 2013, in accordance with the Agreement, Article 10, Section 9(m).

Evelyn Berman, Humanities
Marva Brooks, Industry & Technology
Stephen Lloyd, Natural Sciences
Rossella Pescatori, Humanities
Russell Serr, Health Sciences & Athletics
Patrick Schulz, Fine Arts
Jack Selph, Industry & Technology

28. Stipend Assignment - Mr. Richard Hughes, full-time instructor of Computer Aided Design Drafting, Industry & Technology Division, to serve as judge of the Design Challenge Competition for Community Advancement, to be paid \$480, effective May 1 through May 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

29. Stipend Assignment - The following part-time instructors of Mathematics, to participate in professional development in the Graduation Initiative Math Learning Teams affective domain training workshops, to be paid \$1,500 each, not to exceed a total of \$9,000, effective March 1 through June 30, 2012, in accordance with the Agreement, Article 10, Section 14(a).

Marguerite George
Cynthia Hernandez, Compton
Jamar London
Juan Ortiz, Compton
Jose Villalobos, Compton
Ruth Zambrano, Compton

30. Extra Service Pay - The following full-time librarians to be employed each scheduled day of the 2012 summer session in accordance with the Agreement, Article 10, Section 13(b).

Don Brown
Alice Cornelio
Moon Ichinaga
Edward Martinez
Noreth Men

Claudia Striepe

31. Employment - Mr. Douglas Thompson, part-time librarian to be hired as needed for summer 2012.
32. Employment - The following part-time/temporary, substitute teachers for the Child Development Center, Behavioral & Social Sciences Division, to be hired as needed effective July 1, 2012 through June 30, 2013.

<u>Instructor</u>	<u>Class & Step</u>
Nicole Byrd	Class I, Step A
Maria Pinos	Class I, Step A
Nancy Ramirez	Class I, Step A
Key Young	Class IV, Step A

33. Employment - The following part-time/temporary instructors to be hired as needed for the 2012 summer session.

Behavioral & Social Science

Mohammed Abdelhamid, Class IV, Step 9
 Jose Arrieta, Class II, Step 4
 Dustin Black, Class II, Step 4
 Levenae Buggs, Class III, Step 4
 Van Chaney, Class III, Step 5
 Alicia Davis, Class II, Step 4
 Darla Fjeld, Class V, Step 5
 Eddie Galvan, Class II, Step 4
 Thomas Glenn, Class IV, Step 14
 Shahrokh Haghighi, Class V, Step 20
 Ame Jaaska, Class V, Step 4
 Meric Keskinel, Class V, Step 7
 Thomas Keville, Class II, Step 12
 John McDermott, Class II, Step 4
 Kristen Olson, Class III, Step 4
 Edgar Pacas, Class II, Step 5
 Jalpa Parikh, Class IV, Step 9
 Kirsten Resnick, Class III, Step 6
 Bradley Reynolds, Class V, Step 28
 Jeffrey Rigby, Class IV, Step 28
 Francis Schulte, Class III, Step 12
 Sergio Soto, Class II, Step 4
 Kell Stone, Class II, Step 7
 Paul Swendson, Class II, Step 12
 Kofi Yankey, Class II, Step 11

Business

Arnold Blanshard, Class II, Step 4
Ana Milosevic, Class II, Step 4
John Slawson, Class V, Step 8

Fine Arts

Linda Busch, Class IV, Step 10
Camille Comelius, Class III, Step 12
Walter Cox, Class III, Step 6
Joy Curtis-Urluch, Class I, Step 4
Michelle Funderburk, Class IV, Step 11
Imara Quinonez, Class I, Step 4

Health Sciences & Athletics

Ray Asaro, Class II, Step 4
Jaymie Baquero, Class II, Step 5
Elaine Martinez, Class II, Step 4
Danielle Roman, Class II, Step 7
Krysti Rosario, Class II, Step 6
Stephen Shaw, Class II, Step 6
Sean Sheil, Class II, Step 10
Robert Uphoff, Class II, Step 4
Steven Van Kanegan, Class II, Step 12
Karen Wyatt, Class II, Step 6

Humanities

Kathleen Collins, Class III, Step 12
Yolanda Cuesta, Class II, Step 12
Antonio Gonzalez, Class V, Step 14
Yaeko Hirano, Class III, Step 4
Rossella Pescatori, Class V, Step 8
Claudia Prada, Class IV, Step 9
Kanzo Takemori, Class III, Step 12

Industry & Technology

Kevin Coffelt, Class III, Step 9
Timothy Dennis, Class II, Step 5
James Lemmon, Class II, Step 12
Phil Reno, Class III, Step 5
Bradley Sweatt, Class I, Step 7
William Warren, Class II, Step 6
Sue Ellen Warren, Class II, Step 10

Learning Resources (Librarian)

Douglas Thompson, Class II, Step 6

Math

Beyne Bayssa, Class IV, Step 11

Marilyn Cortez, Class III, Step 4

Henri Feiner, Class II, Step 24

Jack Gill, Class III, Step 12

Astatke Gizaw, Class II, Step 12

Russell Reece, Class III, Step 4

Shane Smith, Class II, Step 7

Erxiang Wang, Class II, Step 12

May Xu, Class IV, Step 14

Natural Science

Rebecca Donegan, Class II, Step 4

Lilia Illes, Class V, Step 4

Melvin Kantz, Class V, Step 8

Natalia Lev, Class II, Step 9

Karla Villatoro, Class IV, Step 6

Special Resource Center

Rachel Friedman, Class I, Step 4

Classified Personnel:

1. Stipend - Mr. Edwin Brooks, Network Technician, Range 42, Step D, Information Technology Services Division, Administrative Services Area, to receive a \$50 per month stipend for carrying a cell phone effective June 1 through June 30, 2012.
2. Promotion - Mr. Edwin Brooks, from Computer Systems Support Technician, Range 40, Step D, to Network Technician, Range 42, Step D, Information Technology Services Division, Administrative Services Area, effective June 1, 2012.
3. Promotion - Mr. Thomas Brown, Assistant Director, Facilities Planning and Services, Range 8 Step 5, to Director, Facilities Planning and Services, Range 16, Step 1, Facilities Planning and Services Division, Administrative Services Area, effective June 1, 2012.
4. Promotion - Ms. Elizabeth Fernandez, from Financial Aid Assistant, Range 24, Step E to Financial Aid Advisor, Range 35, Step A, Financial Aid/Enrollment

Services Division, Student and Community Advancement Area, effective June 1, 2012.

5. Employment - Ms. Christina Kato, Administrative Assistant I, Financial Aid/Enrollment Services Division, Student and Community Advancement Area, effective June 1, 2012.
6. Employment - Ms. Laurene Linka, Senior Clerical Assistant, Range 24, Step A, Business Division, Academic Affairs Area, effective June 1, 2012.

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

7. Employment - Ms. Portia Rushin Sorunke, Administrative Assistant I, Range 28, Step A, Academic Affairs Area, to work on Curriculum, Curricunet, SLO's, and Program Review, 40 hours per week, effective June 1 through June 30, 2012.

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 1-25.

The following Temporary, Non-Classified Service Employees are to be hired for the 2011 - 2012 fiscal year, paid hourly, effective June 1, 2012 through June 30, 2012, days and hours vary as needed, unless otherwise stated.

Campus Police Aide Series

1. Campus Police Aide V

The following individual is to assist sworn and non-sworn personnel of the El Camino Police Department in performing general law enforcement duties.

Shelly Yoshida, \$14.00 per hour

Instructional Aide Series

2. Instructional Aide I

The following individuals are to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students.

Audrey Ledford, \$8.00 per hour

Stacy Ponce, \$8.00 per hour (eff. 5/2/12 to 6/30/12)

3. Instructional Aide III

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

Silvia Fonseca, \$11.00 per hour

4. Instructional Aide V

The following individual is to provide students with assistance and accommodations and provide classroom support services.

Luz Cortez, \$13.00 per hour (eff. 4/18/12 to 6/30/12)

Program Aide Series

5. Program Aide I

The following individual is to provide basic assistance with daily program operations.

Denise Barrios, \$9.00 per hour

6. Program Aide II

The following individual is to provide workshop facilitation for students participating in the Math, Engineering, Science Achievement (MESA) program.

Sahar Tashakor, \$10.00 per hour

Theater Aide Series

7. Theater Aide VI

The following individuals are to perform technical duties for events at El Camino College.

Travis Deck, \$15.00 per hour
Jonathan Reyes-Flores, \$15.00

Assistive Linguistics Professional Series

8. Assistive Linguistics Professional I

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

Alejandro Gomez, \$25.00 per hour
Lucas Soto, \$32.50 per hour (eff. 5/11/12 to 6/30/12)
Rachel Winters, \$27.50 per hour (eff. 5/8/12 to 6/30/12)

9. Assistive Linguistics Professional II

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

Chung il Kwon, \$35.00 per hour (eff. 5/8/12 to 6/30/12)

Program Professional Series

10. Program Professional I

The following individual is to organize and monitor the Summer High School Passing League.

Kevin Frederick, \$25.00 per hour

The following individual is responsible for implementing the Science, Technology, Engineering and Math (STEM) Summer Design Challenge program under the direction of the Dean of Industry and Technology.

Glen Chapple, \$30.00 per hour (eff. 5/22/12 to 6/30/12)

The following individual is responsible for promoting and creating awareness of STEM career pathways at high schools and on campus.

Glen Chapple, \$30.00 per hour

Training Professional Series

11. Training Professional III

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

Joel David Alpert, \$50.00 per hour

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

Campus Police Aide Series

12. Campus Police Aide III

The following individuals are to be responsible for non-hazardous police services to the students, staff, and faculty of El Camino College and other departmental duties.

Stephanie Avila, \$11.50 per hour
Brianna Chapman, \$10.50 per hour
Danielle Sandoval, \$10.75 per hour
Mayra Sandoval, \$10.75 per hour

13. Campus Police Aide IV

The following individuals are to be responsible for non-hazardous police services, overseeing the Cadet program, maintenance and service of the parking permit machines, maintaining minimum radio/telephone operation, and other departmental duties.

Brian Hill, \$12.75 per hour
Paul Saldana, \$12.50 per hour
Sadashi Shibayama, \$12.75 per hour

Instructional Aide Series

14. Instructional Aide III

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

Silvia Fonseca, \$11.00 per hour

15. Instructional Aide IV

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

William Birdo Jr., \$12.25 per hour
Michael Davies, \$12.25 per hour
Kirk Honda, \$12.25 per hour
Ludwin Marroquin-Cifuentes, \$12.25 per hour
Jonathan Reyes, \$12.25 per hour
Jeffrey Riley, \$12.25 per hour
Ellery Sanders, \$12.25 per hour
Matt Sheehan, \$12.25 per hour
Dan Stayne, \$12.25 per hour
Nicholas Temple, \$12.25 per hour
Ryan Wilkes, \$12.25 per hour

16. Instructional Aide V

The following individual is to assist instructors with students on the floor with lab projects, maintain equipment, and dispense supplies.

Bobby Sagbigal, \$14.00 per hour

Office Aide Series

17. Office Aide III

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

Devon Buddan, \$10.50 per hour

Jose Cholico, \$10.50 per hour

Laura Gibson, \$10.50 per hour

Mary Lou Miranda, \$10.50 per hour

Veronica Munoz, \$10.50 per hour

Michelle Phan, \$10.50 per hour

Maria Reina, \$10.50 per hour

18. Office Aide IV

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

Yadira (Rosa) Velez, \$11.75 per hour

Lujuana Washington, \$12.50 per hour

Program Aide Series

19. Program Aide I

The following individuals are to provide basic assistance with daily program operations.

Brandi Hardy, \$8.00 per hour

Denise Barrios, \$9.00 per hour

20. Program Aide II

The following individual is to provide workshop facilitation for students participating in the Math, Engineering, Science Achievement (MESA) program.

Sahar Tashakor, \$10.00 per hour

21. Program Aide IV

The following individual is to provide workshop facilitation for students participating in the Math, Engineering, Science Achievement (MESA) program and requires tutoring experience and supervisor recommendation.

Michael Shodiya, \$12.00 per hour

The following individual is responsible for the various day to day operational duties of the Community Education program.

Vanessa Ruiz, \$11.75 per hour

The following individual is to process student registration materials, provide data entry, support data collection, support outreach and recruitment efforts, and assist with planning and implementing student activities.

Jennylyn Adviento, \$13.00 per hour

22. Program Aide VI

The following individual is to provide support to specific programs with tutorial assistance in the classroom, laboratory, and online, and help organize and coordinate various projects.

Ramon Franco, \$19.00 per hour

The following individual is to provide administrative and contractual assistance, assist with coordinating staff and room schedules and planning/organizing activities, support department outreach and recruitment, assist with classroom facilitation and logistics, and other related duties.

Debra Zavala, \$19.00 per hour

Sports Aide Series

23. Sports Aide VI

The following individuals are to instruct students in swimming skills appropriate to their ability level. Must be Red Cross Water Safety Instructor certified.

Shelley Benner, \$17.00 per hour

Elise Caywood, \$17.00 per hour

Joshua Clark, \$17.00 per hour

Jennie Harris, \$17.00 per hour

Kaitlin Kiley, \$17.00 per hour

Monica Lizarraga, \$17.00 per hour

Richard Pieper, \$17.00 per hour
Katelyn Rogers, \$17.00 per hour
Rebecca Savoia, \$17.00 per hour
Erica Shaw, \$17.00 per hour
Amanda Sloss, \$17.00 per hour
Katelynn Sloss, \$17.00 per hour
Kaela Stager, \$17.00 per hour
Sandra Tejada, \$17.00 per hour
Nicholas Timko, \$17.00 per hour
Angie Zeller, \$17.00 per hour

Educational Professional Series

24. Educational Professional II

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

Stella Kabelitz, \$40.00 per hour
Maria Kindweiler, \$40.00 per hour
Susan Macias, \$40.00 per hour
Andres Moina, \$40.00 per hour
Bonnie Pereyra, \$40.00 per hour
Barbara Polk, \$38.00 per hour
Patricia Pollack, \$40.00 per hour
Robert Puglisi, \$40.00 per hour

Program Professional Series

25. Program Professional I

The following individuals are to organize, implement, and monitor the Summer High School Passing League, maintain the League facilities, and prepare network and recruitment parameters.

Kevin Duncan, \$25.00 per hour
Kevin Frederick, \$25.00 per hour
Don Gereau, \$25.00 per hour

C. RESOLUTION – EQUIVALENCE TO MINIMUM QUALIFICATIONS

It is recommended that the Board of Trustees approve a Resolution of the Board of El Camino Community College District authorized by the California Education Code Section 87359 as shown below:

WHEREAS, California Education Code Section 87359 provides that the governing board upon the advice and judgment of the Academic Senate may approve employment of instructors who possess qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board adopted pursuant to Education Code Section 87356; and

WHEREAS, the El Camino College Policy "Equivalence to the Minimum Qualifications" was adopted June 11, 1990; and

WHEREAS, there are instructors on the staff at El Camino Community College who are eminently qualified to teach in their designated subject area.

NOW, THEREFORE, BE IT RESOLVED, that the El Camino Community College District Board of Trustees hereby approves the assignment of the below listed instructor to teach in the designated discipline(s) during employment at El Camino College:

Dr. Thomas J. Noyes, Physics

D. DECLARATION OF INDEFINITE SALARIES FOR RETROACTIVE PAY

As a result of financial uncertainties, negotiations, legislation and other factors, the governing board hereby declares that all management, certificated, classified, confidential and other unrepresented employee salaries are declared indefinite for 2012-2013.

E. DESTRUCTION OF RECORDS

It is recommended that the Board of Trustees approve destruction of the following personnel records which include applications and recruitments from 1995-2008. These records have been maintained for the required retention period.

<u>Box #</u>	<u>Contents</u>
3	Certificated Recruitments C1/03-04 - C20/03-04
4	Certificated Recruitments C21/03-04 - C28/03-04
5	Certificated Recruitments C29/04-05 - C32/05-06
10	Certificated Recruitments C33/05-06 - C8/06-07
11	Certificated Recruitments C60/04-05 - C32/05-06
12	Certificated Recruitments C1/08-09 - C32/08-09, A0809-001 - A0809-026
34	Classified Recruitments 2004 - 2006
35	Classified Recruitments 2006 - 2007
36	Classified Recruitments 2004 - 2005
37	Certificated Recruitments C69/06-07 - C36/07-08

- 38 Certificated Recruitments C54/07-08 - C69/07-08
- 101 Classified Recruitments 2/00-01 - 14/00-01
- 102 Classified Recruitments 1999 - 2002
- 103 Classified Recruitments 2/01-02 - 27/01-02
- 104 Classified Recruitments 3/02-03 - 14/02-03
- 107 Classified Recruitments 2000 - 2001
- 108 Classified Applications 2004 - 2005
- 109 Classified Applications 2004 - 2005
- 110 Classified Recruitments 2004 - 2005
- 111 Classified Recruitments 28/97-98 - 31/97-98
- 112 Classified Recruitments 2004 - 2005
- 113 Classified Recruitments 2004 - 2005
- 114 Classified Recruitments 14/95-96 - 27/95-96
- 115 Classified Recruitments 9/03-04 - 14/03-04
- 116 Classified Recruitments 32/00-01 - 40/00-01
- 117 Classified Recruitments 2004 - 2005
- 118 Classified Applications 2002 - 2003
- 119 Classified Recruitments 2001
- 120 Classified Recruitments 33/01-02 - 47/01-02
- 121 Classified Recruitments 15/04-05 - 17/04-05
- 122 Classified Applications 2005
- 123 Classified Recruitments 1997 - 1998
- 124 Classified Applications 2004 - 2005
- 125 Classified Applications 2003 - 2004
- 126 Classified Recruitments 22/03-04 - 13/03-05
- 127 Classified Applications 2001
- 128 Classified Recruitments 2003 - 2004
- 129 AFT Notes 1995 - 1997
- 130 TQM Documents
- 131 Classified Recruitments 2004 - 2005
- 132 Certificated Recruitments C4 - C37/06-07
- 133 Classified Applications 2004
- 134 Certificated Recruitments C38 - C68/06-07
- 135 Certificated Recruitments C37 - C53/07-08
- 136 Classified Recruitments Diversity Checks 1997 - 2000
- 137 Classified Applications 2008

- 138 Classified Recruitments 2005 - 2006
- 139 Classified Applications 2008
- 140 Classified Recruitments 2007 - 2008
- 141 Classified Recruitments 2007 - 2008
- 142 Classified Recruitments 2008
- 143 Classified applications 2007
- 144 Classified Applications 2007 - 2008
- 145 Classified Recruitments 2006
- 146 Classified Recruitments 2005 - 2007

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. Travel.....Page 63
- B. Absence of a Board Member.....Page 63
- C. Signature Authorization.....Page 63
- D. Redistricting Action PlanPage 63

A. Travel

It is recommended that the Board approve the attendance of Trustee Ray Gen at the Community College League of California Advisory Committee on Legislation in Sacramento, California on June 1, 2012, with transportation and necessary expenses paid.

B. Absence of a Board Member

It is recommended that the Board excuse Trustee Combs from the April 16, 2012 Board Meeting with no loss of salary due to illness.

C. Signature Authorization

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

D. Redistricting Action Plan

It is recommended that the Board review the ongoing Redistricting Action Plan.

REDISTRICTING ACTION PLAN

Boundary Review Committee (BRC)

February 2012

1. El Camino Community College District Board of Trustees adopted new Trustee Areas by resolution, following Public Hearing

March 2012

1. BRC Webpage updated with information on new Trustee Areas
2. Election Waiver Request materials submitted to the Board of Governors

May 2012

1. Board of Governors approved El Camino Community College District Resolution and Election Waiver Request

June/July 2012

1. Submit adopted Trustee Areas to Los Angeles County Registrar Recorder's Office

July/August 2012

1. Verify receipt and accuracy of information with Los Angeles County Registrar-Recorder's Office

October 2012

1. October 15, 2012, deadline to submit new Trustee Areas to Los Angeles County Registrar Recorder's office to impact November 2013 election

November 2013

1. First election with new Trustee Areas. Trustee Areas 2 and 5 elections held

November 2015

1. Trustee Areas 1, 3 and 4 elections held

Non-Consent Agenda

- A. Tax Revenue Anticipation Note 2012-13.....Page 66
- B. Resolution for Tax Revenue Anticipation Note.....Page 66
- C. Tax Revenue Anticipation Note 2012-13.....Page 66
- D. Bond Authorization.....Page 66
- E. Collegial Consultation.....Page 66

A. Tax Revenue Anticipation Note 2012-13

It is recommended that the Board of Trustees authorize the participation of the District in the issuance of a Tax Revenue Anticipation Note for the 2012-13 fiscal year, not to exceed \$10 million. A complete copy can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2008/TRAN_Trust_5-21-12.pdf

B. Resolution for Tax Revenue Anticipation Note 2012-13

It is recommended the Board of Trustees adopt the resolution authorizing and approving:

1. The borrowing of funds for Fiscal Year 2012-13 not to exceed \$10 million,
2. The issuance and sale of a 2012-13 tax revenue anticipation note (TRAN), and
3. Participation in the Los Angeles County Schools Tax Revenue Anticipation Notes (TRAN) Program for the 2012-13 fiscal year.

A complete copy of the resolution can be viewed at:

http://www.elcamino.edu/administration/board/agendas/2008/TRAN_Resolution_5-21-12.pdf

C. Tax Revenue Anticipation Note 2012-13

For information purposes, the District will also need a mid-year TRAN in early 2013 in an amount of approximately \$30 million.

D. Bond Authorization

For information purposes, the Board of Trustees will be requested at their June Board Meeting to authorize the issuance and sale of the remaining El Camino Community College District General Obligation Bonds (election of 2002), Series 2012C, in an amount of \$180,000,000. The underwriters are currently working on the design and structuring of that issuance

E. Collegial Consultation

On April 3, 2012, Dr. Michelle Pilati, Statewide Academic Senate President, and Mr. Scott Lay, President, Community College League of California, made a presentation to the Board of Trustees and to the public in a Board meeting. This item permits the Board to discuss and direct the staff in relation to collegial consultation.

**Agenda for the El Camino Community College District Board of Trustees
Public Agenda Request**

A. Public Comment.....Page 68

B. *Informational Item: Resolution of No Confidence in the Implementation
of the Collegial Consultation Process.....Page 68

* Supporting documentation posted at:

http://www.elcamino.edu/administration/board/agendas/2008/Board_Letter_5-21-12.pdf

A. Public Comment

B. Informational Item: Resolution of No Confidence in the Implementation of the Collegial Consultation Process

The Resolution of No Confidence in the Implementation of the Collegial Consultation Process is presented as an informational item. Supporting documentation posted at: http://www.elcamino.edu/administration/board/agendas/2008/Board_Letter_5-21-12.pdf

**Resolution of No Confidence in the Implementation of the Collegial Consultation Process
at El Camino College, Torrance Campus**
El Camino College Academic Senate
Spring 2012

Whereas, shared governance and collegial consultation are deeply rooted in American higher education because they provide for the most effective and efficient operation of a college by delegating “academic decisions to the faculty and administrative decisions to the administration, leaving the governing board to focus on public policy and accountability;” and

Whereas, California state laws and regulations contained within Education Code and Title 5 require collegial consultation and grant primary responsibility over academic and professional matters to the faculty through Academic Senates; and

Whereas, ECC Board Policy 2510 states that “if the District Governing Board of Trustees disagrees with the recommendation of the Academic Senate, representatives of the two bodies shall have the obligation to meet and reach mutual agreement by written resolution, regulation, or policy of the Governing Board;” and,

Whereas, although the infrastructure of collegial consultation exists at ECC (including the necessary policies, procedures and committees), its operation does not effectively honor faculty primacy in academic and professional matters and is hindered by poor communication and a lack of transparency in decision-making by administrative leadership; and,

Whereas, the ECC President and the Vice President of Academic Affairs have demonstrated a disregard for faculty concerns and expertise, leading to a routine prioritization of administrative concerns over academic ones, which jeopardizes the advancement of the college academic mission; and,

Whereas, the Academic Senate seeks to repair the collegial consultation process by requesting the problem-solving “issue resolution” service from a neutral, joint Community College League of California and Academic Senate of California Community Colleges technical assistance program, and the ECC President has blocked this effort by agreeing only to an informational presentation designed for campuses that need an “orientation or refresher.”¹

RESOLVED, the ECC Academic Senate and faculty have no confidence in the implementation of the collegial consultation process and shared governance at El Camino College; and,
RESOLVED, the ECC Academic Senate requests that the ECC Board of Trustees direct its designees to work alongside the Senate to request the problem-solving “issue resolution” service from the Community College League of California and Academic Senate of California Community Colleges technical assistance program.

¹ The CCLC/ASCCC technical assistance services are not tiered. They do not begin with a first step and proceed from there. Instead, a campus selects what it needs from a choice of services. Issue resolution is recommended for campuses in which “the parties have reached a stalemate and are unable to resolve their differences.” See Appendix A.