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

**Agenda, Monday, March 17, 2014
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 February 18, 2014,
Pages 5-7**
- III. Presentation – Outreach Plan**
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion
and Adoption**
 1. Academic Affairs
*See Academic Affairs Agenda,
Pages 8-15*
 2. Student and Community Advancement
*See Student Services Agenda,
Pages 16-23*
 3. Administrative Services
See Administrative Services Agenda, Pages 24-37
 4. *See Measure “E” Bond Fund Agenda,
Pages 38-41*
 5. Human Resources
*See Human Resources Agenda,
Pages 42-56*
 6. Superintendent/President
*See Superintendent/President Agenda,
Pages 57-63*

VII. Public Comment on Non-Consent Agenda

VIII. Non-Consent Agenda, Pages 64-68

- A. Resolution for Exception to the 180-Day Wait Period
(Resolution No. ECC# 3-17-14)

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 54956.9(a)
 - 1. Case # BC495392
- B. Public Employee Discipline/Dismissal/Release, Brown Act Section 54957
- C. Labor Relations, Brown Act Section 54957.6, Ms. Linda Beam, District Negotiator
 - 1. El Camino College Federation of Teachers, Local 1388
 - 2. El Camino Classified Employees Local 6142

<p>Board of Trustees Meeting Schedule for 2014 4:00 p.m. Board Room</p>

Monday, April 21, 2014
Monday, May 19, 2014
Monday, June 16, 2014
Monday, July 21, 2014
Monday, August 18, 2014
Monday, September 8, 2014
Monday, October 20, 2014
Monday, November 17, 2014
Monday, December 15, 2014

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 2013-2014

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Budget	Notice of Public Hearing Quarterly Fiscal Status
September	SLO Status Report	Accreditation Follow-up Report
October	Enrollment Demographics	Staff Development/Diversity
November	Honors Transfer Program (HTP)	FTES – Both Locations Quarterly Fiscal Status
December	Foundation Annual Report	Success and Retention (including basic skills)
January	First Year Experience (FYE)	Annual Factbook Annual Financial Audit
February	Student Success and Support Program Implementation Status	Sound Fiscal Management Accountability Reports
March	Outreach Plan	Accreditation Annual Report Full Time Equivalent Student (FTES) – Both Locations
April	Citizens Bond Oversight Committee	Measure E-Bond Annual Report Facilities Plan Upgrade
May	California Community College Accountability Scorecard and Student Achievement Goals	Student Success & Support Program Plan
June	Title V STEM Grants	Accreditation Self-Evaluation Report Tentative Budget Commencement

Revised: February 3, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Tuesday, February 18, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Tuesday, February 18, 2014, in the Board Room at El Camino College.

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

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

Moment of Silence

A moment of silence was observed in remembrance of Dr. Louis Sinopoli and Mr. Dave Snowden.

Minutes of the Regular Board Meeting of January 21, 2014

The Minutes of the Regular Board meeting of January 21, 2014 were approved as written.

Presentation

Dr. Jeanie Nishime gave a presentation on the Student Success and Support Implementation Status.

Consent Agenda

It was moved by Trustee Combs, seconded by Trustee Vargas, that the Board adopt the items presented on the agenda in the following areas:

Academic Affairs

Proposed Curriculum Changes Effective 2014-2015 Academic Year

Student and Community Advancement

Journalism Association of Community Colleges Convention

Conference Attendance – College Media Association

International Travel

Grants

Board Policy 5205 (Student Accident Insurance) – First Reading

Administrative Services

Destruction of Records

Contracts Under \$84,100

Contracts Over \$84,100

Personal Service Agreements

Amendments

Sound Fiscal Management Self-Assessment

Resolution Declaring Intent to Lease Real and Personal Property (Child Development Center)

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – HMC Architects – New Main Gym and Physical Education Project

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Stipend for Compton Education Center

Revised Classification Specifications for Confidential Position

Board Policy 3430 (Prohibition of Harassment) – Second Reading and Adoption

New Administrative Procedure 3430 (Prohibition of Harassment) – Information Item

New Administrative Procedure 7160 (Professional Development) – Information Item

President/Board of Trustees

Board Policy 1100 (The El Camino Community College District) – First Reading

Board Policy 1500 (Display of Federal and State Flags) – First Reading

Board Policy 2010 (Board Membership) – First Reading

Board Policy 2015 (Student Member) – First Reading

Board Policy 2100 (Board Elections) – First Reading

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

Closed Session

Regular Meeting adjourned to a Closed Session at 5:30 p.m. which ended at 5:58 p.m.

Readout From Closed Session

In closed session the Board of Trustees took action to not reemploy a second year probationary (contract) faculty member for the 2014-2015 academic year. The Board of Trustees: 1) determined that the employee was evaluated in accordance with the evaluation standards and procedures; 2) received statements of the most recent evaluations; 3) received the recommendation of the President; and 4) considered the statement of evaluation and the recommendations of the President in a regularly scheduled closed session of the Board of Trustees.

The roll call vote in closed session was as follows: Trustees Beverly, Brown, Combs, Numark, and Vargas voted yes.

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. Proposed Curriculum Changes Effective 2015-2016 Academic Year.....9
- B. Mathematics, Engineering, Science Achievement (MESA) Leadership Retreat.....14
- C. Sabbatical Leave of Absence – 2014-2015.....15

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2015-2016 ACADEMIC YEAR

It is recommended that the Board approve the proposed curriculum changes, effective the 2015-2016 academic year, as listed below.

FINE ARTS

Course Review

1. Music 143 – Beginning Woodwind Instruments
2. Music 144 – Beginning Brass Instruments
3. Music 145 – Beginning Percussion Instruments
4. Music 146 – Beginning String Instruments
5. Music 260abcd – Woodwind Ensembles

Course Review; Change in Course Discipline

1. Art 209 – History of African Art
Current Status/Proposed Changes
Course Discipline: Art History

Course Review; Changes in Course Discipline, Catalog Description, Remove Distance Education Online Course Version/Delivery Method

1. Art 109 – Contemporary Art in World Cultures
Current Status/Proposed Changes
Course Discipline: Art History

In this ~~international~~ global survey of contemporary art, students study recent works by artists from different ~~geographic~~ geographical and cultural regions of the world. Emphasis is placed on artworks that reflect changes to world cultures resulting from colonization, war, and globalization and that capture the interconnections among world cultures and individuals from a humanistic perspective. Using a comparative and transnational framework, students identify commonalities and differences in the way diverse cultures and individuals are affected by and respond to global change.

Course Review; Changes in Course Number, Conditions of Enrollment
(Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

Current Status/Proposed Changes

1. Music ~~222~~ 222abcd – Opera Workshop
Enrollment Limitation: Audition
Prepare and perform a solo selection from memory and demonstrate the ability to read music at a beginning level.

Inactivate Course

1. Film 50 – Special Topics in Film or Video

HEALTH SCIENCES AND ATHLETICS

Course Review

1. Physical Education 249 – Swimming for Fitness

TBA Lab Clinical Contact Hours Review (Compliance Update)

1. Respiratory Care 176 – Introduction to the Respiratory Care of the Non-Critically III Patient
2. Respiratory Care 280 – Respiratory Care of the Critically III Patient II
3. Respiratory Care 282 – Fundamentals of Perinatal and Pediatric Respiratory Care
4. Respiratory Care 286 – Fundamentals of Pulmonary Rehabilitation and Home

Inactivate Courses

1. Nursing 103 – Nurse Assistant
2. Nursing 104 – Home Health Aide
3. Nursing 116 – Disabilities in the Developing Child
4. Nursing 124 – Basic Concepts of Nursing Pharmacology
5. Nursing 125 – Beginning Vocational Nursing
6. Nursing 126 – Intermediate Vocational Nursing
7. Nursing 127 – Pharmacology for Vocational Nurses

HUMANITIES

Course Review

1. Chinese 24 – Introduction to Chinese Language and Culture
2. English 24A – Creative Writing: Introduction to Poetry
3. French 22 – Intermediate Conversational French
4. Spanish 2 – Elementary Spanish II
5. Spanish 21 – Beginning Conversational Spanish
6. Spanish 22 – Intermediate Conversational Spanish

Course Review; Change in Catalog Description

1. English 25A – Creative Writing: Introduction to the Craft of Fiction

Current Status/Proposed Changes

This course is an introductory level creative writing course focusing on writing the short story. In addition to outlining and composing well-crafted stories, students will study the techniques of plot, characterization, point of view, conflict, and setting. ~~Introduction to direct and indirect characterization will be illustrated through the narrative modes of action, description, exposition, and narration.~~ Students will also learn about peer editing and the workshop model for revising stories.

2. Japanese 2 – Elementary Japanese II

Current Status/Proposed Changes

This course, taught within the context of Japanese culture, is a continuation of the study of elementary Japanese through intensive training on listening, speaking, reading, and writing. Students improve their speaking skills and extend their study of the basic grammar and Kanji characters.

~~Technological support includes computer programs, DVDs, CDs, Internet access to online materials and tutorial services.~~

Course Review; Changes in Units, Lecture Hours, Faculty Load, Catalog Description

1. Journalism 9abcd – Magazine Editing and Production

Current Status/Proposed Changes

Units: ~~2.0~~ 3.0 Hours of Lecture: ~~4~~ 2 Hours of Lab: 3 Faculty Load: ~~21.67%~~ 28.33%

~~This course is designed to provide advanced journalism students with experience in writing, editing, and graphic design for small publications, including production of Warrior Life, a general interest campus magazine. Throughout this course, all~~

students are trained and prepared to compete in a variety of journalism competitions covers all aspects of magazine production with an emphasis on writing and editing in-depth magazine feature stories, selecting photographs and art, designing pages, creating a production schedule, managing an editorial staff, overseeing advertising and producing a print and digital magazine for publication. Subsequent semesters of the course will strengthen writing, editing and design skills by increasing the variety and sophistication of production experiences. Throughout this course, all students are trained and prepared to compete in a variety of journalism competitions.

INDUSTRY AND TECHNOLOGY

Course Review; Change in Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Administration of Justice 107 – Crime and Control - An Introduction to Corrections
Current Status/Proposed Changes
Recommended Preparation: ~~eligibility for English 84 A~~

Course Review; Change in Catalog Description

1. Automotive Technology 21 – Introduction to Engine Tune-Up
Current Status/Proposed Changes
This course covers the study, theory, and application of minor engine tune-up, electrical systems and fuel systems ~~theory and application~~. Laboratory activities stress the proper use of test equipment utilized in the ~~industry~~ automotive field.
2. Automotive Technology 22A – Introduction to Tune-Up , Electrical and Fuel Systems
Current Status/Proposed Changes
This is an introductory engine tune-up course which covers construction and operation of the following systems: electrical charging, cooling, emission controls, fuel, and ignition. Laboratory activities stress the proper use of test equipment and repair procedures used in the ~~industry~~ automotive field.
Note: This course is equivalent to the ~~same as~~ the two-course sequence Automotive Technology 23 and 24. Students who have completed Automotive Technology 23 and 24 will not receive credit for Automotive Technology 22A.
3. Automotive Technology 24 – Fuel Systems and Emissions
Current Status/Proposed Changes
This course covers the study of fuel system service, testing and diagnosis, including carburetor overhaul procedures, fuel injection and computer controlled fuel

systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is ~~the same as~~ equivalent to Automotive Technology 22A.

4. Cosmetology 1 – Introduction to Cosmetology Procedures

Current Status/Proposed Changes

This course covers the study of basic principles and practical operations of cosmetology equipment, procedures and techniques. It is designed as an intensive, multidisciplinary ~~workshop~~ lab in the most common cosmetology processes.

Lectures center on the fundamental theories of the practice of cosmetology and their application. Laboratory work is designed to provide the basic cosmetology student with an intensive forum for development of basic cosmetology skills, techniques, safety practices, and sanitation procedures.

Note: ~~Students who have earned credit in~~ Cosmetology 10 and 11 ~~cannot receive unit credit in~~ can be substituted for Cosmetology 1.

5. Fashion 23 – Fitting and Alterations

Current Status/Proposed Changes

This course teaches ~~alteration~~ alterations and repair of Ready-To-Wear (RTW) clothing and alterations of commercial patterns to conform to body contours by analysis of problem areas, using sewing techniques for the professional dressmaker, tailor, or home sewer. Students analyze the figure and adjust patterns and garments for figure variations. Material covered will be valuable to apparel industry patternmakers and home sewers.

Course Review; Changes in Catalog Description, Conditions of Enrollment (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Automotive Technology 23 – Major Tune-Up and Emission Controls

Current Status/Proposed Changes

Recommended Preparation: Automotive Technology 24 ~~1~~ 1 or equivalent

This course covers the study of major engine tune-up ~~and~~, service and testing of emission control systems. Laboratory activities stress the proper use of test equipment utilized in the automotive field.

Note: The two-course sequence Automotive Technology 23 and 24 is ~~the same as~~ equivalent to Automotive Technology 22A.

Reactivate; Course Review; Changes in Catalog Description, Lecture Hours, Lab Hours, Faculty Load

1. Air Conditioning and Refrigeration 31 – HVAC Electronics

Current Status/Proposed Changes

Units: 2 Lecture hours:~~1.5~~ 2.0 Lab hours:~~1.5~~ Faculty Load: ~~17.5%~~
13.33%

Prerequisite: Air Conditioning and Refrigeration 21 or 22 with a minimum grade of C in prerequisite or equivalent

Credit, degree applicable

Transfer CSU

In this course, students learn the fundamentals of ~~electronic controls~~ Direct Digital Controls (DDC) used in heating, ventilation ~~and~~, air conditioning, and refrigeration (~~HVAC~~ HVACR) systems. The topics covered include basic ~~electronic~~ DDC system components, single and multi-function electronic controls, DDC and pneumatic variable air volume (VAV) systems, variable speed motors, controllers, programmable and programmable logic configurable logic controller (PLC) operation and application, introduction to communication protocols, and electronic diagram interpretation.

Inactivate Courses

1. Air Conditioning and Refrigeration 32 – Fundamentals of Pneumatic Controls
2. Cosmetology 103 – Introduction to Manicuring Arts

B. MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) LEADERSHIP RETREAT

It is recommended that the Board approve the following MESA students to participate in the Santa Cruz Leadership Retreat. The retreat will be held April 11-13, 2014 at the Happy Valley Conference Center in Santa Cruz, California. Lodging and registration will be covered by MESA grant funds. Students will be accompanied by Arturo Hernandez, MESA Director and Elizabeth Bermudez, SSS-STEM Coordinator and/or Freddy Carrillo, MESA Facilitator. Transportation will be by van.

Aguilar, Jazmin
Aragon, Salomon
Barcnas, Ashley
Benitez, Pedro
Cendejas Cardenas, Marco

Cendejas Cardenas, Maurilio
Chavez, Eduardo
Chavez, Paola
Claiborne, Kaliyah
De La Cruz, Dercy
Flores, Hector
Fuller, Justin
Hernandez, Christian
Holbrook, Kenneth
Luna, Casey
Manzano Hernandez, Dianica
Mullins, Anthony
Najera Teran, Abraham
Parra, Ricardo
Quispe, Ashley
Quispe, Myra
Ricano, Abel
Rodriguez, Olivia
Vaquerano, Tania
Vega, Rodrigo
Villegas, Jose
Wright, Cedrick

Note: Only ten students will be able to attend the MESA Student Leadership Retreat from the prospective participants.

C. SABBATICAL LEAVE OF ABSENCE – 2014-2015

It is recommended that the Board approve the following revision

One Semester Full-Pay Sabbatical

Matthew Kline Fall 2014

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

	<u>Page No.</u>
A. 2014 Summer Youth Football Camp	17
B. 2014 Summer Youth Swim Camp	17
C. El Camino College Chorale Tour	17
D. Forensics Team Tournament.....	18
E. American Chemical Society Conference.....	18
F. Journalism Association of Community Colleges Convention – Amendment ...	18
G. Grant – Acceptance – Augmentation.....	19
H. Board Policy 5205 – Student Accident Insurance - Second Reading and Adoption.....	19, 20
I. Board Policy 3200 – Accreditation – First Reading.....	19, 21
J. Information Only – AP 3200 – Accreditation.....	19, 22

STUDENT AND COMMUNITY ADVANCEMENT

A. 2014 SUMMER YOUTH FOOTBALL CAMP

It is recommended that the Board of Trustees approve the following 2014 Summer Youth Football Camp.

Camp Director: Andrew Alvillar and staff, Carolyn Biedler

Session #1 – Monday-Thursday – July 21-24 9:00am-12:00pm

Session #2 – Monday-Thursday – July 28-31 9:00am-12:00pm

Projected Income - \$20,000; expenses - \$7,610. Net income - \$12,390

B. 2014 SUMMER YOUTH SWIM CAMP

It is recommended that the Board of Trustees approve the following 2014 Summer Youth Swim Camp.

Camp Director: Corey Stanbury and staff, Carolyn Biedler

Session #1 – May 26-June 5 – Monday -Thursday 3:30pm-6:30pm

Session #2 – June 9-July 19 – Monday-Thursday 3:30pm-6:30pm

Session #3 – June 23-July 3 – Monday- Thursday 2:00pm-6:30pm

Session #4 – July 7- July 17 – Monday-Thursday 2:00pm-6:30pm

Session #5 – July 21-July 24 – Monday-Thursday 2:00pm-6:30pm

Projected Income - \$74,520; expenses \$34,295. Net income - \$40,225

C. EL CAMINO COLLEGE CHORALE TOUR

It is recommended that the Board of Trustees approve the El Camino College Chorale's participation in choral performances at the University of Hawaii, in Hawaii, March 18-24, 2014 (Spring Break). Performances will include choral exchanges at the University of Hawaii, Brigham Young University, Hawaii Youth Opera Chorus, Polynesian Cultural Center, Pearl Harbor Hall and Kawaiahaeo Church. Total estimated expenses for the tour is \$33,184 and will be paid from the Chorale Foundation Account.

Advisors: Dr. Joanna Nacheff, Faculty and Kenner Bailey, Staff

Rebekah Anderson, Cesar Ballardo, Mary Barrera, Byron Challoner, Gabriella Chea, Stephan Ecklund, Emy Eddow, Steven Ellison, Victoria Escamilla, Adrienne Fairley, Dionne Fontenot, Rachel Gonzalez, Hailey Jones, David Kim, Cornelia Lane, Vanila Leilua, Rachael Lilagan, Juan Daniel Lopez, Kelly McCandless, Steve McClain, Axel Mejia-Juarez, Elan Morris, Alexis Ramirez, Gabriela Reyes, Trameka Richardson, Christopher Rodriguez, Rodney Rose, Dante Ross, Luis Salazar, Joi Simpson, Sherdale Smith, Brittany Sulc, Pauline Tamale, Deborah Tejada, Israel Tejada, Samuel Tejada, Charles Thompson, Katherine Tongaofa, Danniell Withers

D. FORENSICS TEAM TOURNAMENT

It is recommended that the Board of Trustees approve participation of the Forensics Team at the National Parliamentary Debate Association (NPDA) Nationals March 20-23, 2014 in Flagstaff, Arizona. Expenses in the amount of \$2,500 will be paid from Auxiliary and District funds, as well as fundraising. Advisor: Francesca Bishop, Coach, Forensics

Shea Adair, Justin Biele, Nicholas Bishop, Joy DeGuzman, Andrew Escalante, Nicole Flanagan, Orion Gould, Brittany Hubble, Kelly Hutchison, Rafeed Khan, Rayanna Marable, Frank Masi, Brooke Matson, Genesis Mora, Christina Mousavi, Victoria Padilla, Alejandro Rivera, Arielle Stephenson, Celine Vezina, and Abigail Watkins

E. AMERICAN CHEMICAL SOCIETY CONFERENCE

It is recommended that the Board of Trustees approve attendance of Anna Hirst and Mike Afzali to participate in the 2014 American Chemical Society (ACS) “Chemistry and Materials for Energy” conference in Dallas, Texas, March 16-21, 2014. Travel, lodging, and registration will be covered by the HSI-STEM Grant. Ms. Hirst and Mr. Afzali are chemistry students involved in promoting STEM activities on campus and to the public as part of the STEM outreach. Advisor: Dr. Soshanna Potter, Chemistry faculty member.

F. JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES CONVENTION – Revision

It is recommended that the Board of Trustees approve the following additional students to attend the Journalism Association of Community Colleges Convention, April 3-6, 2014, Burbank California. Total number of students attending will increase from 20-22, with the total costs for registration and lodging increasing from \$7,000 to \$11,385. Expenses will be paid from the Auxiliary Services Union Conferences account. Students will provide their own transportation to and from the conference. Any student transporting another student will be instructed and required to take the safe driving course through the El Camino College Police Department. (Previously Board approved February 18, 2014). Advisors: Kate McLaughlin, Gary Metzker, and Tom Amano-Tompkins

Gil Castro, John Fordiani, Cary Majano, Rene Paramore, Michael Rivera, Charles Ryder, Mario Sosa, and Angela Yim

G. GRANT - APPLICATION

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

California Community Colleges Chancellor’s Office Economic and Workforce Development – Sector Navigator for the Advanced Manufacturing Sector - Augmentation. The previously approved and accepted grant agreement is being augmented with Economic and Workforce Development funds in the amount of \$100,000 for a Global Trade & Logistics Capacity Building Project. The Advanced Manufacturing Sector is a critical component of California’s economy, which has approximately 1.5 million manufacturing jobs.
Jose Anaya, Administrator

Amount of Grant Funding from Granting Agency:	\$472,500
Amount of College Match:	<u>\$ 422,500</u>
Total Project Funding:	\$795,000
Source of Matching Funds:	ECC/BTC and Partners in-kind
Indirect Rate:	\$18,173.08 (4%)
Performance Period:	July 1, 2013 through June 30, 2014

H. BOARD POLICY 5205 (STUDENT ACCIDENT INSURANCE) – SECOND READING AND ADOPTION

It is recommended that the Board of Trustees accept for second reading and adoption Board Policy 5205 – Student Accident Insurance as attached.

I. BOARD POLICY 3200 (ACCREDITATION) – FIRST READING

It is recommended that the Board of Trustees accept for first reading revisions to Board Policy 3200 as attached.

J. INFORMATION ONLY – ADMINISTRATIVE PROCEDURES 3200 – (ACCREDITATION)

Administrative Procedure 3200 – Accreditation is provided for the Board of Trustees information only as attached.

Board Policy 5205

Student Accident Insurance

~~The District shall assure that students are covered by accident insurance in those instances and activities required by law or contract. The insurance program shall be managed by the Vice President Administrative Services or designee.~~ El Camino Community College District shall assure that students are covered by accident insurance in those instances required by law or contract. The student accident insurance will be managed by the Vice President of Administrative Services or designee.

Reference:

Education Code Section 72506

El Camino College
Adopted: 2/18/93
Amended:

Board Policy 3200

Accreditation

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and the process and standards for the special accreditation of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

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

References: Accreditation Standard IV.B.1.i
Title 5, Section 53200

El Camino College
Adopted: 5/21/01
Amended:

The El Camino Community College District will undergo an educational quality and institutional effectiveness self-evaluation every six years and host a visit by an accreditation team. The accreditation process is an opportunity for the institution to conduct a thorough review against the Eligibility Requirements, Accreditation Standards, federal requirements, Commission Policies, and the institution's own objectives. The process will include active, campus-wide involvement of managers, faculty, staff, and students, which enables the institution to consider the quality of its programs and services and its institutional effectiveness in supporting student success. Self-evaluations and mandatory midterm and follow-up reports will be submitted to the Accrediting Commission.

The following procedure will apply to the preparation of the comprehensive self-evaluation for the reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):

1. The preparation of the self-evaluation report and other supporting documentation will begin no less than two years before the accreditation visit.
2. The Superintendent/President will appoint the Accreditation Liaison Officer (ALO) who is responsible for coordinating all activities in preparation for the accreditation team visit.
3. An Accreditation Steering Committee, led by the ALO, will be created that includes:
 - Self-evaluation co-chairs consisting of a faculty member, an administrator, and a representative from the Compton Center.
 - Standard teams led by faculty and administrative co-leads and composed of administrators, faculty, staff, and student(s) from the College and the Compton Center.
 - The Academic Senate will approve the faculty co-chairs and team leaders.
4. The self-evaluation draft report will be made available to the faculty, staff, administrators and student leaders for review and comment at least six months before it is sent to the Board of Trustees for approval.
5. The self-evaluation report will be made available to the public after approval by the Board of Trustees.
6. Any subsequent midterm, follow-up or special reports required by the ACCJC will be approved by the Board of Trustees prior to submission to the Accrediting Commission.

In addition to the required accreditation process, a College-Wide Accreditation Team will be established as an on-going committee to provide continual evaluation to the College

on areas related to accreditation and the ability of the college to meet accreditation standards. The team will be composed of the Accreditation Liaison Officer, past accreditation co-chairs and standard team leaders, a representative from Institutional Research and Planning, and other interested people.

The duties of the Accreditation Team may include:

1. Review of the ACCJC annual report.
2. Monitor progress of the Strategic Initiative goals and Student Achievement goals.
3. Collect and maintain data and records for the accreditation self-evaluations and midterm reports.
4. Develop a plan or cycle for accreditation tasks.
5. Make recommendations for the selection of Self-Evaluation co-chairs and team leaders and develop a process for team leader selections.
6. Oversee and guide the self-evaluation process.
7. Assist the Accreditation Liaison Officer as needed.

Membership on the College-Wide Accreditation Team will be for four years and be on a rotating basis.

References:

Accreditation Eligibility Requirement 21;
Accreditation Standard IV.B.1.i
Manual for Institutional Self Evaluation (Sept. 2012 Ed.)

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

	<u>Page No.</u>
A. Informational Item – Actuarial Study 2013	25
B. Interfund Transfer from Fund 15.....	25
C. Contracts Under \$84,100.....	25
D. Amendments.....	28
E. Memorandum of Understanding (MOU)	29
F. Personal Services Agreements	29
G. Destruction of Records	30
H. Informational Item – Proposition 39 LED Lighting Retrofit Project.....	30
I. Purchase Orders and Blanket Purchase Orders	31

Administrative Services

A. Informational Item – Actuarial Study 2013

It is recommended the Board accept the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. This report was prepared in compliance with GASB 43 AND 45. This study is based upon: current cost of retiree health benefits, expected cost trends, mortality tables, employee turnover rates, service requirements, participation rates and estimated investment earnings on assets in the trust fund. Given these parameters, the actuarial study calculates the District's actuarial accrued liability to be \$22,214,690. A copy of the Actuarial Study has been provided to the Planning and Budget Committee. A copy can be viewed on the web at: <http://www.elcamino.edu/administration/vpas/docs/ElCaminoCCD3141Final2013Report.pdf>

B. Interfund Transfer From Fund 15

It is recommended the Board of Trustees authorize the transfer of \$1,000,000 from Fund 15 to Fund 69 (Irrevocable Trust). The District's 2013-14 Budget was approved at the September Board Meeting. At that time, an understanding was reached: "Only \$900,000 from Fund 15 will be committed to the irrevocable trust account at this time and the additional \$1M appropriation for OPEB will remain in Fund 15 for consideration after the Spring actuarial report is received in March." That report has now been received. The \$1M is already include in the budget as a transfer from Fund 15 to the OPEB Fund.

C. Contracts Under \$84,100

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.

a. Services Provided by District or Its Designee:

1. **Contractor:** CENTURY CENTER FOR ECONOMIC OPPORTUNITY YOUTHBUILD
- Services:** Contractor will receive 32 hours of not-for-credit Automotive Collision/Repair and Painting workshop.
- Requesting Dept.:** Student and Community Advancement – Community Advancement – Career Pathways
- Date(s):** 3/28/14 – 5/16/14

Financial Terms: Projected Gross Income \$4,510

b. *Services Received by District or Its Designee:*

- 1. Contractor:** **CVS PHARMACY INC.**
Services: Contractor will provide ECC Pharmacy Technician Training Program students unpaid onsite pharmacy externship training or practical vocational experience necessary for the completion of the training program.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 3/18/14 – 3/17/15 with four one-year renewal periods, not to exceed five years
Financial Terms: No cost to the District
- 2. Contractor:** **COLLEGE OF THE DESERT**
Services: Contractor will conduct a needs survey with industry employers and college faculty to identify current and future workforce training needs with recommendations for collaborative program development for priority sectors of Retail, Hospitality and Tourism of the Economic Workforce Development (EWD) Program of the California Chancellor’s Office.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center (WpLRC)
Date(s): 4/1/14 – 6/30/14
Financial Terms: Cost not to exceed \$25,000
Funded by Retail, Hospitality and Tourism Grant of the EWD Program of the California Chancellor’s Office
- 3. Contractor:** **INTERNATIONAL EDUCATION, LLC (USA)**
Services: Contractor will serve as F-1 Visa educational agents to recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Admissions and Records – El Camino Language Academy
Date(s): 3/18/14 – 3/17/19
Financial Terms: One-time fee of \$500 per student for either fall or spring semester; and \$300 fee for summer

4. **Contractor:** **KOVACS-FREY PHARMACY**
Services: Contractor will provide ECC Pharmacy Technician Training Program students unpaid onsite pharmacy externship training or practical vocational experience necessary for the completion of the training program.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 3/18/14 – 3/17/15 with four one-year renewal periods, not to exceed five years
Financial Terms: No cost to the District
5. **Contractor:** **MAJOR LEAGUE MUSIC, INC.**
dba KIRSCHNER CREATIVE ARTISTS
Services: Contractor will perform at the Commencement reception and ceremony.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 5/16/14
Financial Terms: Cost not to exceed \$1,250
6. **Contractor:** **NORMONT TERRACE COORDINATING COUNCIL**
Services: Contractor will provide part-time employment for students enrolled in the Federal Work Study Program to work as tutors and office assistants.
Requesting Dept.: Student and Community Advancement – Financial Aid
Date(s): 2/1/14 – 6/30/16
Financial Terms: No cost to the District
7. **Contractor:** **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**
Services: Contractor will use ECC grant funds to pilot a Hospitality Specific Language Training curriculum designed for entry level employees in the hospitality industry who are non-native English language speakers for job success and upward mobility.
Requesting Dept.: Student and Community Advancement – Community Advancement – WpLRC
Date(s): 4/1/14 – 6/30/14
Financial Terms: Cost not to exceed \$10,000
Funded by Retail, Hospitality and Tourism Grant of the EWD
Program of the California Chancellor’s Office

8. **Contractor:** **SIX D OHIO GROUP LLC**
Services: Contractor will provide customized training on Business Process Re-engineering to client.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 3/1/14 – 6/30/15
Financial Terms: Cost not to exceed \$40,500
 Funded by mentor Protégé grant
9. **Contractor:** **TORRANCE MEMORIAL MEDICAL CENTER**
Services: Contractor will provide El Camino College Nursing students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences
Date(s): 2/1/14 – 2/1/17
Financial Terms: No cost to the District
10. **Contractor:** **TORRANCE MEMORIAL MEDICAL CENTER**
Services: Contractor will provide El Camino College Radiologic Technology and Respiratory Care students with state required clinical experience.
Requesting Dept.: Academic Affairs – Health Sciences
Date(s): 3/1/14 – 3/1/17
Financial Terms: No cost to the District

D. Amendments

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** **PROVIDENCE HEALTH SYSTEM**
Services: Contractor will provide ECC students with state required clinical experience. Addendum to Exhibit B will provide ECC Pharmacy Technician Training Program students unpaid onsite pharmacy externship training or practical vocational experience necessary for the completion of the training program.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education

Date(s): 11/1/12 – 10/31/14 with optional two-year renewal period (Originally Board approved 12/17/12 for term 11/1/12 – 10/31/13)

Financial Terms: No cost to the District

2. **Contractor:** **TOTAL RECALL CAPTIONING, INC.**
Services: Contractor will provide real-time captioning services in accordance with Disabled Students Programs and Services standards

Requesting Dept.: Academic Affairs – Health Sciences and Athletics – Special Resource Center

Date(s): 10/18/11 – 6/30/16 (amended from 10/18/11 – 6/30/12 originally Board approved 10/17/11)

Financial Terms: Cost not to exceed \$15,000 per year
Funded by Western Region Interpreter Education Center Grant

E. Memorandum of Understanding (MOU)

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

1. **Contractor:** **CALIFORNIA MANUFACTURING CONSULTING**
Services: The MOU establishes a framework of cooperation between the District’s Business Training Center (BTC) and the contractor to allow both entities to meet their mission and better serve small and medium-sized manufacturers in Southern California.
Requesting Dept.: Student and Community Advancement – Community Advancement – BTC
Date(s): 1/1/14 – 6/30/14
Financial Terms: No cost to the District
Special Note: For disclosure purposes, President Fallo serves as President of the Board of this not-for-profit organization

F. Personal Service Agreements

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** RICKERBY HINDS
Services: Contractor will give performance of stage production of Dreamscape on 2/4/14, and keynote speech on 2/6/14 for Black History Month.
Requesting Dept.: Academic Affairs – Behavioral and Social Sciences
Date(s): 2/4/14 and 2/6/14
Financial Terms: Cost not to exceed \$3,000

2. **Contractor:** ROBERT H. WATSON
Services: Contractor will tune the Activities Center piano for use at the Commencement reception.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 5/12/14 – 5/15/14
Financial Terms: Cost not to exceed \$125

G. Destruction of Records

It is recommended the Board of Trustees authorize the destruction of the following Class II disposable records. These records have met the retention period requirement and are not in conflict with Education Code Title V, Sections 59020 through 59029.

Invoices: 2007-2008
Check Copies: 2007-2008
Purchase Orders: 2007-2008

H. Informational Item – Proposition 39 LED Site Lighting Retrofit Project

CONTRACTOR: GRAYBAR ELECTRIC

Using the U.S. Communities Cooperative Purchasing Agreement #MA-IS-1340234 for which the contractor holds, provides for the specified equipment, Lithonia Lighting, and installation service for the LED Lighting to be installed in 90% of outdoor campus lighting. The Cooperative Purchasing Agreement allows for the acquisition and installation with the contractor without need for a formal bid process.

The estimated construction value for this project is \$700,000.00.

I. 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			
P0701710	Rainbow Mealworms, Inc	TECHNOLOGY	Non-Instruct Supplies	\$25.16
P0701908	Yale Chase Materials	Facilities/Planning/Servi	New Equipment	\$33,341.09
P0702020	E.D. Luce Packaging	Chemistry	Instructional Supplies	\$337.73
P0702090	NWHP	Staff Development	Non-Instruct Supplies	\$107.01
P0702091	Western Regional	Honors Program	Dues And Memberships	\$75.00
P0702093	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$848.47
P0702096	Amazon.Com Corporate	Music	Instructional Supplies	\$512.92
P0702097	Sargent Welch Scientific	TECHNOLOGY	Non-Instruct Supplies	\$282.68
P0702100	Redondo Technology	Admissions/Recors	Non-Instruct Supplies	\$670.35
P0702101	Quickstart Intelligence	Information Technology	In-Service Training	\$1,256.00
P0702102	The Printer Place	Information Technology	Non-Instruct Supplies	\$99.20
P0702103	Redondo Beach	Public Relations	Conferences Mgmt	\$835.00
P0702105	OmniUpdate	Copy Center	Conferences Mgmt	\$625.00
P0702106	Thomson Reuters West	Div Office Instr.	Library Books	\$88.29
P0702107	Thomson Reuters West	Div Office Instr.	Library Books	\$3,189.89
P0702108	Matthew Bender	Div Office Instr.	Library Books	\$967.31
P0702109	Bernan	Div Office Instr.	Library Books	\$283.55
P0702111	Public Agency Law	Institutional Services	Legal	\$4,055.39
P0702113	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$348.21
P0702114	CCS Presentation	Ctr for Arts Production	Non-Instruct Supplies	\$576.35
P0702115	UTELOGY	Information Technology	License Fee/Site Licenses	\$40,000.00
P0702117	Monterey Graphics	Purchasing and	Non-Instruct Supplies	\$52.32
P0702118	California Newsreel	Political Science	Instructional Supplies	\$117.91
P0702119	Amazon.Com Corporate	History	Instructional Supplies	\$21.36
P0702121	Fast Deer Bus Charter	Transfer Center	Transportation	\$4,500.00
P0702122	University Park Inn	Transfer Center	Conferences - Student	\$1,880.61
P0702124	Four Points by Sheraton	Transfer Center	Conferences - Student	\$2,840.98
P0702125	Best Western All Suites	Transfer Center	Conferences - Student	\$1,779.27
P0702126	Fast Deer Bus Charter	Transfer Center	Transportation	\$1,060.00
P0702129	Monterey Graphics	Div Office-Studnt	Non-Instruct Supplies	\$54.94
P0702135	State Board of	Hazmat	Waste Disposal	\$209.00
P0702136	Mr. Joseph M. Saldana	Facilities/Planning/Servi	Non-Instruct Supplies	\$110.20
P0702137	AssetWorks	Warehouse	Inventories	\$827.50
P0702139	Monterey Graphics	Physical Education	Instructional Supplies	\$54.94
P0702142	JRCERT	Rad Tech	Dues And Memberships	\$1,890.00
P0702144	Society for College	Institutional Research	Dues And Memberships	\$365.00
P0702146	Collegesource, Inc.	Admissions/Recors	Non-Instruct Supplies	\$1,591.01
P0702147	Lucks Music Library	Music	Instructional Supplies	\$868.77
P0702148	Will Geer's Theatricum	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0702149	Karen L. Hoglan	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0702150	Lee Corkett	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0702151	Pleasant Gehman	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0702152	Helena Vlahos	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0702154	American Library	Div Office Instr.	Non-Instruct Supplies	\$79.40

P0702172	Cal Tech Copier, Inc.	Institutional Research	Maintenance Contracts	\$325.00
P0702177	Sargent Welch Scientific	Chemistry	Instructional Supplies	\$2,353.02
P0702178	Fisher Scientific	Life Sciences	Instructional Supplies	\$8,525.46
P0702182	Complete Office	Warehouse	Inventories	\$3,461.84
P0702183	CCCCSSAAyRiverside	V.P. Academic Affairs	Conferences Mgmt	\$375.00
P0702184	Airport Van Rental	Earth Sciences	Transportation	\$436.00
P0702187	The Apple Store	Office Administration	Instructional Supplies	\$262.58
P0702191	Campus Food Services	TECHNOLOGY	Contract Services	\$438.73
P0702192	American Express Travel	Speech Communication	Transportation	\$3,514.00
P0702194	Xpedx	Copy Center	Instructional Supplies	\$1,115.50
P0702196	Campus Food Services	Ctr for Arts Promo	Other Services And Expenses	\$257.02
P0702197	PSCFA	Speech Communication	Other Services And Expenses	\$349.00
P0702198	Kurt Weston	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0702207	Xerox Corporation	Copy Center	Repairs Parts And Supplies	\$1,059.48
P0702208	ACCCA	Human Resources	Conferences Mgmt	\$175.00
P0702210	Altus Network Solutions	Information Technology	Maintenance Contracts	\$822.00
P0702211	Burman	Art Department	Instructional Supplies	\$1,141.84
P0702213	ACCO Engineered	Facilities/Planning/Servi	Repairs Noninstructional	\$4,512.00
P0702224	Calif Instit for Nursing	Nursing	Dues And Memberships	\$1,758.00
P0702225	Complete Office	V.P. Academic Affairs	Non-Instruct Supplies	\$125.52
P0702226	National League for	Nursing	Dues And Memberships	\$1,915.00
P0702227	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$397.03
P0702228	Portable Power Systems	Technical Services	Repairs Parts And Supplies	\$898.58
P0702236	Smarter Shows Limited	Ed & Community	Conferences Mgmt	\$247.50
P0702240	EBSCO SUBSCRIPTION	Div Office Instr.	Publications-Magazines	\$2,696.72
P0702242	ARTstor	Div Office Instr.	Publications-Magazines	\$6,760.00
P0702244	Ross Video Limited	Instructional Television	Other Services And Expenses	\$1,200.00
P0702245	DownBeat Magazine	Music Library	Non-Instruct Supplies	\$26.99
P0702246	Angela Cholakyan	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0702252	United Site Services	Commencement	Other Rentals	\$1,717.73
P0702260	Lou's Golf and Industrial	Athletics	New Equipment	\$17,926.14
P0702261	Paradise Awards	V.P. Academic Affairs	Non-Instruct Supplies	\$80.00
P0702264	Chronicle of Philanhropy	V.P. Academic Affairs	Publications-Magazines	\$147.00
P0702270	Beacon Athletics	Physical Education	Instructional Supplies	\$371.25
P0702276	CDW-G	VP-SCA	New Equipment	\$1,034.41
P0702282	HTH Engineering, Inc.	President's Office	Non-Instruct Supplies	\$359.70
P0702299	Law Offices of Larry	Institutional Services	Legal	\$731.25
P0702301	CDW-G	Technical Services	Repairs Parts And Supplies	\$346.62
P0702305	Amazon.Com Corporate	Staff Development	Other Books	\$406.20
P0702306	CCPRO	Public Relations	Non-Instruct Supplies	\$180.00
P0702308	Complete Office	Warehouse	Inventories	\$2,203.95
P0702311	R & R Dentsply	Art Department	Instructional Supplies	\$1,220.98
P0702313	Ms. Debbie E. Turano	Operations	Pest Control	\$25.00
P0702314	Freestyle Photographic	Photography	Instructional Supplies	\$1,379.02
P0702334	Knorr Systems Inc.	Facilities/Planning/Servi	Conferences Mgmt	\$395.00
P0702335	Computerland of Silicon	Information Technology	Maintenance Contracts	\$3,200.00
P0702340	Hitt Marking Devices	Fiscal Services	Non-Instruct Supplies	\$62.24
P0702343	Zep Sales & Service	Facilities/Planning/Servi	Non-Instruct Supplies	\$158.25
P0702351	California Colleges for	Study Abroad Program	Dues And Memberships	\$450.00
P0702354	Amazon.Com Corporate	Health,Safety and Risk	Non-Instruct Supplies	\$642.51
P0702356	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$59.95
P0702359	Monterey Graphics	Purchasing and	Non-Instruct Supplies	\$219.76
P0702368	Society for College	Institutional Research	Conferences Mgmt	\$675.00
P0702369	Bio Rad Laboratories	Life Sciences	Instructional Supplies	\$219.92

P0702375	Enterprise Rentals	Ed & Community	Transportation/ Mileage	\$38.58
P0702376	Mr. Derek E. Poepoe	Ctr for Arts Promo	Non-Instruct Supplies	\$173.07
P0702386	Full Compass	Ctr for Arts Production	Non-Instruct Supplies	\$1,337.47
P0702394	National Association	Out of State	Dues And Memberships	\$2,360.00
P0702395	ACEN Dir for Finance	Accreditation Support	Dues And Memberships	\$338.76
P0702397	Quickstart Intelligence	Information Technology	In-Service Training	\$250.00
P0702398	Alldata	Information Technology	License Fee/Site Licenses	\$975.00
P0702399	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$1,620.68
P0702400	Complete Office	Information Technology	Non-Instruct Supplies	\$399.20
P0702428	CPCA	Campus Police	Conferences Mgmt	\$439.00
P0702429	Lorman Education	Campus Police	Conferences Mgmt	\$319.00
P0702432	Global Experience	Ed & Community	Conferences Mgmt	\$297.45
P0702442	Mr. Peter M. Marcoux	English	Instructional Supplies	\$412.62
P0702443	Ross Fire Extinguisher	Fire Academy	Repairs - Instructional	\$907.50
			Fund 11 Total: 112	\$198,556.83

Fund 12 Restricted - El Camino

P0702051	Monterey Peninsula	Title III- H S I - STEM	Non-Instruct Supplies	\$1,614.60
P0702089	Alliance of HSI	TitleV-Improving	Conferences Mgmt	\$225.00
P0702098	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$97.01
P0702099	Full Compass	Fine Arts	New Equipment	\$1,152.39
P0702104	National Student	EOPS	Dues And Memberships	\$425.00
P0702131	Wayfair	EOPS	Non-Instruct Supplies	\$98.36
P0702133	Dell Marketing L. P.	NSF-Aerospace Mfg Ed	Non-Instruct Supplies	\$1,466.83
P0702138	Marin Consulting	Parking Services	In-Service Training	\$275.00
P0702140	Gaumard Scientific	Resp Therapy	New Equipment - Instructional	\$64,573.17
P0702141	CDW-G	EGADNP 12/13-13/14	New Equipment	\$309.62
P0702143	CPPA	Parking Services	Dues And Memberships	\$135.00
P0702155	NCR Foundation	StudentSuccess	Non-Instruct Supplies	\$750.00
P0702156	Assist Design	Faculty & Staff Diversity	Other Services And Expenses	\$1,200.00
P0702157	I & O Party Rentals	Faculty & Staff Diversity	Other Rentals	\$339.75
P0702158	Sterling T. Miller	Faculty & Staff Diversity	Contract Services	\$100.00
P0702164	Fast Deer Bus Charter	CTE IV	Transportation/ Mileage	\$542.00
P0702166	Development	WPLRC Technical	Other Books	\$8,763.60
P0702168	Development	WPLRC Technical	Other Books	\$765.18
P0702169	American Express Travel	TANF	Conferences Other	\$260.00
P0702170	American Express Travel	TANF	Conferences Other	\$185.00
P0702173	Sheraton Cerritos Hotel	In-Region Investments	Conferences Other	\$1,115.48
P0702174	Gradshirts	MESA Program	Non-Instruct Supplies	\$412.02
P0702175	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$383.88
P0702176	Fast Deer Bus Charter	StudentSuccess	Transportation	\$2,100.00
P0702186	Sheila P. Coates	EOPS CARE	Contract Services	\$500.00
P0702189	ACCCA	CalWORKs	Conferences Other	\$325.00
P0702190	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$205.00
P0702193	American Express Travel	Community Education	Transportation/ Mileage	\$401.00
P0702199	Hot Spot Promotions	Community Education	Non-Instruct Supplies	\$2,188.64
P0702202	D-Prep, LLC	Parking Services	In-Service Training	\$295.00
P0702203	South Bay Training	Parking Services	In-Service Training	\$260.00
P0702206	American Express Travel	EOPS	Conferences Mgmt	\$178.00
P0702209	Brownells, Inc.	Parking Services	Non-Instruct Supplies	\$796.88
P0702214	NaBITA	Career & Tech Ed	Conferences Other	\$3,597.00
P0702215	Double Tree Hotel	TitleV-Improving	Conferences Mgmt	\$433.44

P0702217	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$7,094.00
P0702219	NAPE	TitleV-Improving	Conferences Mgmt	\$575.00
P0702221	Planet Safe Calendars	TitleV-Improving	Non-Instruct Supplies	\$70.60
P0702222	Amazon.Com Corporate	TitleV-Improving	Non-Instruct Supplies	\$77.49
P0702223	Doubletree by Hilton	TitleV-Improving	Conferences Mgmt	\$935.64
P0702229	Lillian Velardez	Faculty & Staff Diversity	Contract Services	\$200.00
P0702230	Dulan's Catering	Faculty & Staff Diversity	Non-Instruct Supplies	\$1,090.00
P0702231	CSUNýCenter on	DSPS	Conferences Classified	\$526.25
P0702237	American Express Travel	NSF-Aerospace Mfg Ed	Transportation/ Mileage	\$441.00
P0702239	Study CaliforniaýWest	El Camino Language	Multi Media Advertising	\$395.00
P0702241	Frontier Associates Inc	Aerospace Conference	Conferences Mgmt	\$1,250.00
P0702247	Skillpath Seminars	EOPS CARE	Conferences Other	\$123.15
P0702248	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$350.98
P0702249	CSI Fullmer	Natural Sci	New Equipment	\$19,999.99
P0702262	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$43.08
P0702263	Amazon.Com Corporate	Parking Services	Non-Instruct Supplies	\$296.32
P0702265	Pepperball Technologies	Parking Services	In-Service Training	\$395.00
P0702278	Cambridge Educational	Community Education	Non-Instruct Supplies	\$3,537.50
P0702281	Fast Deer Bus Charter	TitleV-Improving	Transportation	\$542.00
P0702283	Oriental Trading	TitleV-Improving	Non-Instruct Supplies	\$34.24
P0702284	American Express Travel	EOPS CARE	Conferences Other	\$178.00
P0702298	Springhill Suites by	NSF-Aerospace Mfg Ed	Conferences Other	\$268.96
P0702300	California Restaurant	Retail/Hospitality/Touris	Multi Media Advertising	\$2,500.00
P0702302	Shred-It California	Community	Other Services And Expenses	\$292.00
P0702307	Western Graphix	Child Development	Instructional Supplies	\$257.24
P0702312	Samy's Camera	Art Dept Donations	Non-Instruct Supplies	\$82.19
P0702315	Advanced Exercise	HSA	New Equipment	\$15,005.62
P0702316	Medco Sports Medicine	HSA	New Equipment	\$2,381.32
P0702331	Study in the USA	El Camino Language	Multi Media Advertising	\$5,820.00
P0702332	International Education,	El Camino Language	Contract Services	\$3,000.00
P0702333	Westhost, Inc.	El Camino Language	Multi Media Advertising	\$26.85
P0702336	Midas Auto Repair	Parking Services	Repairs Non Instr	\$319.95
P0702337	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$150.00
P0702338	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$197.09
P0702339	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$50.00
P0702342	U.S. Armor Corp.	Parking Services	New Equipment -	\$3,043.28
P0702347	Da Vinci School	CTE IV	Non-Instruct Supplies	\$10,814.53
P0702348	South High School	CTE IV	Non-Instruct Supplies	\$4,755.16
P0702352	Daily Breeze, the	SBDC Program Income	Publications/ Periodicals	\$127.40
P0702355	American Express Travel	TitleV-Improving	Conferences Mgmt	\$547.00
P0702363	Herald Publications	SBDC Program Income	Multi Media Advertising	\$1,500.00
P0702371	Mancomm	WPLRC - ETP	Other Books	\$2,816.72
P0702379	Enterprise Rentals	TitleV-Improving	Conferences Mgmt	\$154.15
P0702380	David Botello	TitleV-Improving	Contract Services	\$250.00
P0702381	Robert L. Verdugo	TitleV-Improving	Contract Services	\$250.00
P0702384	Campus Food Services	Contract Training	Non-Instruct Supplies	\$565.33
P0702414	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$131.50
P0702415	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$43.08
P0702416	Van Lingen Towing	Parking Services	Repairs Non Instr	\$25.00
P0702417	Psychological Consulting	Parking Services	Other Services And Expenses	\$150.00
P0702418	B & H Inglewood Tow	Parking Services	Repairs Non Instr	\$50.00
P0702427	Cleary Center for	Parking Services	Conferences Mgmt	\$395.00
P0702433	California Conference	In-Region Investments	Conferences Other	\$100.00
P0702434	Campus Food Services	Basic Skills	Contract Services	\$238.17

P0702444	The Citizen Hotel	Retail/Hospitality/Touris	Conferences Other	\$318.00
P0702445	James P. Ellingson	(STCW) Standards	Non-Instruct Supplies	\$36.00
P0702446	CCCAOE	Retail/Hospitality/Touris	Conferences Other	\$395.00
P0702447	CCEO, Inc.	CTE IV	Non-Instruct Supplies	\$5,000.00
P0702448	Lennox Academy of Math	CTE IV	Non-Instruct Supplies	\$4,937.06
			Fund 12 Total: 94	\$201,617.69

Fund 15 General Fund -Special Programs

P0702110	Public Opinion Strategies	Public Relations	Other Services And Expenses	\$17,500.00
P0702234	B & H Photo-Video	Administrative Services	New Equipment	\$7,605.48
P0702309	Midwest Library Service	Div Office Instr.	Library Books	\$7,110.50
P0702310	Midwest Library Service	Div Office Instr.	Library Books	\$2,084.53
P0702361	CDW-G	Administrative Services	New Equipment	\$2,447.06
P0702377	Midwest Library Service	Div Office Instr.	Library Books	\$2,349.93
P0702378	Gale/Cengage Learning	Div Office Instr.	Library Books	\$643.85
P0702388	Ingram Library Service	Div Office Instr.	Library Books	\$53.35
			Fund 15 Total: 8	\$39,794.70

Fund 62 Property & Liability

P0702120	Keenan & Associates	Purchasing	Liability - Self Insurance	\$4,240.83
P0702167	SWACC	Purchasing	Excess Insurance	\$2,429.00
P0702358	El Camino Community	Purchasing	Excess Insurance	\$728.81
			Fund 62 Total: 3	\$7,398.64

Fund 71 Associated Students

P0702212	Campus Food Services	Student Affairs	ASB Exp.	\$109.00
			Fund 71 Total: 1	\$109.00

Fund 72 Student Representation Fee

P0702092	The Liaison Capitol Hill	Student Affairs	Conferences - Student	\$4,041.85
P0702200	ASACC Business Office	Student Affairs	Conferences - Student	\$2,620.00
P0702201	American Express Travel	Student Affairs	Conferences - Student	\$2,142.00
P0702285	American Express Travel	Student Affairs	Advocacy Activities-ASO Rep	\$2,088.00
			Fund 72 Total: 4	\$10,891.85

Fund 79 Auxiliary Services

P0702112	Complete Office	Humanities	Non-Instruct Supplies	\$67.47
P0702145	Golf Team Products	Health Sciences	Non-Instruct Supplies	\$1,070.78
P0702238	Torrance Postmaster	Fine Arts	Non-Instruct Supplies	\$538.38
P0702243	Mid City Mailing Services	Fine Arts	Non-Instruct Supplies	\$350.00
P0702250	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$455.00
P0702251	Visual Art Source, Llc	Fine Arts	Non-Instruct Supplies	\$630.00
P0702267	Josh Cho	Fine Arts	Non-Instruct Supplies	\$100.00
P0702268	Cory Sewelson	Fine Arts	Non-Instruct Supplies	\$100.00
P0702271	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$778.04
P0702272	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,100.00
P0702273	Mr. Bryan E. Bates	Fine Arts	Non-Instruct Supplies	\$200.00
P0702274	Fast Deer Bus Charter	Counseling Office	Non-Instruct Supplies	\$485.00
P0702275	Associated Collegiate	Humanities	Non-Instruct Supplies	\$149.00

P0702345	Lauren Oppelt	Fine Arts	Non-Instruct Supplies	\$500.00
P0702390	Fred Rose	Fine Arts	Non-Instruct Supplies	\$100.00
P0702420	Ms. Patricia Briles	Fine Arts	Non-Instruct Supplies	\$500.00
P0702421	Ms. Christine Stahl	Fine Arts	Non-Instruct Supplies	\$500.00
P0702422	Ms. Kimberly Wilkinson	Fine Arts	Non-Instruct Supplies	\$1,800.00
P0702435	Valencia Mitchell	Fine Arts	Non-Instruct Supplies	\$100.00
P0702436	Karen Lawrence	Fine Arts	Non-Instruct Supplies	\$100.00
P0702438	Bianca A. Lara	Fine Arts	Non-Instruct Supplies	\$100.00
P0702439	Chad Jackson	Fine Arts	Non-Instruct Supplies	\$100.00
P0702440	Diane Bohl	Fine Arts	Non-Instruct Supplies	\$100.00
P0702441	Allyson Bates	Fine Arts	Non-Instruct Supplies	\$100.00

Fund 79 Total: 24 \$10,023.67

Fund 81 Student Organizations

P0702279	Crowne Plaza Hotel	Student Affairs	A/P Manual.Gen.	\$2,080.49
P0702344	Alpha Gamma Sigma	Student Affairs	A/P Manual.Gen.	\$2,090.00

Fund 81 Total: 2 \$4,170.49

Fund 82 Scholarships & Trust/Agency

P0702134	Dell Marketing L. P.	Health Sciences	Fundraising	\$2,216.53
P0702188	Teamconnection	Health Sciences	Fundraising	\$501.37
P0702297	California Department of	I&T Division	Fundraising	\$14,680.00
P0702364	Smack Authentic	Health Sciences	Fundraising	\$340.08
P0702365	California Pro Sports	Health Sciences	Fundraising	\$2,163.74
P0702396	Eastbay	Health Sciences	Fundraising	\$846.48

Fund 82 Total: 6 \$20,748.20

PO Funds Total: 254 493,311.07

Fund 11 Unrestricted - El Camino

B0710788	Monterey Graphics	Ctr for Arts Promo	Multi Media Advertising	\$1,100.00
B0710793	ECCD Petty Cash	TECHNOLOGY	Non-Instruct Supplies	\$200.00
B0710796	Bearcom	Facilities/Planning/Servi	Non-Instruct Supplies	\$1,000.00
B0710802	L.A. Weekly	Ctr for Arts Promo	Multi Media Advertising	\$4,000.00
B0710806	Crenshaw Lumber	Fire Academy	Instructional Supplies	\$2,500.00
B0710807	Reel Lumber Service	Construction	Instructional Supplies	\$4,000.00
B0710808	Beauty Sales	Cosmetology	Instructional Supplies	\$1,200.00
B0710809	HAJOCA Corporation	Construction	Instructional Supplies	\$2,300.00
B0710814	True Colors, Intl	Staff Development	Contract Services	\$10,000.00

Fund 11 Total: 9 \$26,300.00

Fund 12 Restricted - El Camino

B0710794	E.C.C. Public Information Title III- H S I - STEM		Non-Instruct Supplies	\$600.00
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Fund 12 Total: 1 \$600.00

Fund 41 Capital Outlay

B0710810	American Reprographics	Prop 39	Blue Printing-Construction P&S	\$1,500.00
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Fund 41 Total: 1 \$1,500.00

Fund 79	Auxiliary Services			
B0710799	Certif-A-Gift	Student Affairs	Non-Instruct Supplies	\$10,000.00
			Fund 79 Total: 1	\$10,000.00
			BPO Funds Total: 12	38,400.00
		Grand Total POs and BPOs: 266		531,711.07

**Agenda for the El Camino Community College District Board of Trustees
For
Measure E 2002 & 2012 Bond Fund
Administrative Services**

	<u>Page No.</u>
A. Category Budgets and Balances.....	39
B. Change Order – S.J. Amoroso – Industry and Technology Building Modernization Project.....	39
C. Change Order – PCN3, Inc. – Science Technology Engineering & Math (STEM) Center Project.....	40
D. Purchase Orders and Blanket Purchase Orders.....	41

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report 2002 and 2012 Measure E expenditures and commitments through February 28, 2014, at the March 2014 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$205,620,530	\$122,544,485	\$40,113,525	\$42,962,520
Campus Site Improvements	64,910,391	32,410,646	1,237,056	31,262,689
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	89,733,555	28,701,857	10,288,442
Information Technology and Equipment	24,751,372	13,854,184	946,888	9,950,301
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/4/12)	429,487	0	0	429,487
TOTAL	<u>\$427,137,187</u>	<u>\$261,244,422</u>	<u>\$70,999,326</u>	<u>\$94,893,439</u>

2012 Measure E Expenditures:

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

B. CHANGE ORDER – S.J. AMOROSO – INDUSTRY AND TECHNOLOGY BUILDING MODERNIZATION PROJECT

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

1. Vendor provided labor and material to improve the functionality, durability and safety performance of the door hardware in several areas. District request. \$8,622

2. Vendor provided labor and material to modify the height of angles to allow installation beneath the beam. Unforeseen conditions. 1,003

3. Vendor provided labor and material to increase the pad heights to maintain the required clearance above the new roof surface. Unforeseen conditions. 465

4. Vendor provided labor and material to modify the support angles. Unforeseen conditions.	1,580
5. Vendor provided labor and material for modification of concrete beam. Unforeseen conditions.	2,117
6. Vendor provided labor and material to furnish and install a new galvanized sheet metal protective cap. District request.	562
7. Vendor provided labor and material to maintain the structural integrity of the seismic upgrade design. Unforeseen conditions.	<u>17,648</u>
Total Change Order Amount	<u>\$31,997.00</u>
Original Contract Amount	\$25,427,000.00
Prior Changes	0
This Change Order Amount	<u>31,997.00</u>
New Contract Amount	<u>\$25,458,997.00</u>

C. CHANGE ORDER – PCN3, INC. – SCIENCE TECHNOLOGY ENGINEERING & MATH (STEM) CENTER PROJECT

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

1. Furnish labor, material, equipment and supervision to install additional irrigation and landscape work. District request.	\$14,859
2. Furnish labor, material, equipment and supervision to bring power to two existing elevators. Work includes upsizing the distribution panel and adding a house panel for miscellaneous building loads.	16,000
3. Granted Contractor Compensable Delay of 30 working days, or 42 calendar days for all Owner/AE related Allowance items, Change Orders and delays. Contractor agrees to the total general conditions compensation daily rate of \$260 per working day.	<u>7,800</u>

Total Change Order Amount	<u>\$38,659</u>
Original Contract Amount	\$2,065,042.94
Prior Changes	0
This Change Order Amount	<u>38,659</u>
New Contract Amount	<u>\$2,103,701.94</u>

D. 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
P701981	Barrett Robinson	Math Business Allied Health	Group II Equipment	\$940.50
P702218	CCS Presentation	Science Complex	Group II Equipment	\$13,700.00
P702220	CCS Presentation	Science Complex	Group II Equipment	<u>\$53,606.28</u>
			TOTAL POs AND BPOs	<u>\$68,246.78</u>

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

	<u>Page No.</u>
A. Employment and Personnel Changes.....	43
B. Temporary Non-Classified Service Employees	48
C. Revised Classification Specifications For Classified Position.....	52, 53
D. Stipend For Compton Education Center.....	52
E. Administrative Procedure 7160 (Professional Development) Presented for informational purpose only.....	52, 56

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 1-20 and 1-19.

Academic Personnel:

1. Retirement - Leonard Wapner, full-time instructor of Mathematics, last day of work is May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to him in recognition of his service to the District since 1973.
2. Correct Salary Placement - Walter Cox, full-time/temporary instructor of Art, Fine Arts Division, Class III instead of Class II, Step 4, Academic Salary Schedule, effective for the 2012 Spring semester and the 2013 Spring semester.
3. Amend Special Assignment - The following part-time instructors of Journalism, Humanities Division, to supervise Journalism lab and student publications, to be paid \$45.14 an hour, not to exceed 25 hours per week cumulative employment at ECC, effective January 18 through May 16, 2014, in accordance with the Agreement, Article 10, Section 13(a).

<u>Instructor</u>	<u>Not to Exceed Hours</u>	<u>Not to Exceed Dollars</u>
Gary Kohatsu	45 instead of 30	\$2,032 instead of \$1,355
Gary Metzker	30 instead of 45	\$1,355 instead of \$2,032

4. Special Assignment - Tisa Casas, part-time instructor of Education Development, Special Resource Center, Health Sciences & Athletics Division, to plan and coordinate activities associated with Career & Technical Education (CTE) grant, to be paid \$45.14 an hour, not to exceed 60 hours or \$2,708, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
5. Special Assignment - Malinni Roeun, part-time instructor of Mathematics, to recruit, train, and prepare for 3 summer Math Academies for summer 2014, to be paid \$60.18 an hour, not to exceed 132 hours or \$8,000, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through May 31, 2014, in accordance with the Agreement, Article 10, Section 9(m).
6. Special Assignment - Kathryn Hall, part-time instructor of Humanities, to facilitate the Peer Assisted Study Sessions (PASS) Project, to be paid a \$60.18 an

hour, not to exceed 10 hours or \$602, and not to exceed 25 hours per week cumulative employment at ECC, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

7. Special Assignment - Brent Kooiman, part-time instructor of Auto Collision Repair/Painting, Industry & Technology Division, to teach an auto body workshop for 15-20 Youth Build students for Community Advancement, to be paid \$60.18 an hour, not to exceed 28 hours or \$1,685, and not to exceed 25 hours per week cumulative employment at ECC, effective March 18 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
8. Special Assignment - Christine Stahl, part-time instructor of Theatre, Fine Arts Division, to design hair and make-up for "Cabaret", to be paid \$60.18 an hour, not to exceed 20 hours or \$1,203, and not to exceed 25 hours per week cumulative employment at ECC effective April 1 through May 1, 2014, in accordance with the Agreement, Article 10, Section 9(m).
9. Special Assignment - Kathleen Motoike, part-time instructor of Humanities, to participate in Graduation Initiative Humanities Learning Team for Spring 2014 semester, to be paid \$60.18 an hour, to exceed 14 hours or \$843, and not to exceed 25 hours per week cumulative employment at ECC, effective March 18 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment - Kathleen Rosales, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate simulation lab, to be paid \$60.18 an hour, not to exceed 4 hours or \$241 per week for 16 weeks for a total of \$3,852, effective January 21 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
11. Special Assignment - Kathy Morgan, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate student success, to be paid \$60.18 an hour, not to exceed 4 hours or \$241 per week for 16 weeks for a total of \$3,852, effective January 21 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
12. Special Assignment - Kathleen Stephens, full-time instructor of Nursing, Health Sciences & Athletics Division, to coordinate student success, to be paid \$60.18 an hour, not to exceed 4 hours or \$481 per week for 16 weeks for a total of \$7,703, effective January 21 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
13. Special Assignment - Andrew Alvillar, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to oversee football camp, to be paid \$25.00

an hour, not to exceed \$600, effective July 21 through July 31, 2014, in accordance with the Agreement, Article 10, Section 11(c).

14. Special Assignment - Gene Engle, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to coach at football camp, to be paid \$19.00 an hour, not to exceed \$456, effective July 21 through July 31, 2014, in accordance with the Agreement, Article 10, Section 11(c).
15. Special Assignment - John Featherstone, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to coach at football camp, to be paid \$19.00 an hour, not to exceed \$456, effective July 21 through July 31, 2014, in accordance with the Agreement, Article 10, Section 11(c).
16. Special Assignment - Corey Stanbury, full-time instructor of Kinesiology/Coach, Health Sciences & Athletics Division, to direct swimming program, to be paid \$25.00 an hour, not to exceed 138 hours or \$3,450, effective May 26 through July 24, 2014, in accordance with the Agreement, Article 10, Section 11(c).
17. Special Assignment - The following full-time instructors to participate on various hiring committees at the Compton Center, to be paid \$45.14 an hour, not to exceed 20 hours or \$903 each, effective February 24 through June 30, 2014, in accordance with the Agreement Article 20, Section 6(d).

Willie Brownlee, Fine Arts
Eric Carlson, Industry & Technology
Judy Kasabian, Mathematics
Renee Newell, Industry & Technology
Katherine Rosales, Health Sciences & Athletics

18. Stipend Assignment - Rose Ann Cerofeci, full-time instructor of Humanities to participate in Graduation Initiative Humanities Learning Team for Spring 2014 semester, to be paid \$843, effective March 18 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
19. Stipend Assignment - The following full-time instructors of Humanities, to facilitate the Peer Assisted Study Sessions (PASS) Project, to be paid a stipend of \$602 each, not to exceed a grand total of \$2,408, effective February 19 through May 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Jennifer Annick
Briita Halonen
Peter Marcoux
Inna Newbury

20. Employment - The following part-time/temporary instructors to be hired as needed for the 2014 spring semester, not to exceed 67% FTE or 25 hours per week.

Learning Resources

Taibjee Sukena

Mathematics

Jilbert Gharamanians

Classified Personnel:

1. Deceased - David Snowden, Student Services Specialist, Range 33, Step E, Admissions and Records Division, Student and Community Advancement Area, effective February 10, 2014.
2. Retirement - Kathleen Collins, Secretary .83 FTE, Humanities Division, Academic Affairs, effective March 1, 2014, and that a plaque be presented to her in recognition of her service to the District since 1994.
3. Resignation - Joycelynn Pennie, Night Custodian (10 month), Range 20, Step C, Facilities Planning and Services Division, effective March 5, 2014, plus accrued vacation.
4. Resignation - William Stephen, Night Custodian, Range 20, Step D, Facilities Planning and Services Division, effective March 8, 2014, plus accrued vacation.
5. Resignation - Rica Young, Instructional Media Coordinator .83 FTE, Range 38, Step C, Learning Resources Division, Academic Affairs Area, effective March 14, 2014, plus accrued vacation.
6. Extend Change of Assignment - Jill Dohy, from 58% to 100% Operations Officer Regional Interpreter Training Center (RITC), Range 39, Step E, Special Resources Center, Health Sciences & Athletics Division, Academic Affairs Area, effective March 1 through May 31, 2014.
- ~~7. Amend Work Out of Classification - Adam Dunigan, Academic Affairs Analyst, Range 34, Step B, from 30% to 100% as Curriculum Advisor, Range 36, Step B, Academic Affairs Area, effective November 20, 2013 through April 30, 2014.~~

*Item withdrawn from agenda and no substitutions were made.

8. Work Out of Classification - Enadine Bailey, from Clerical Assistant, Range 22, Step E, to Student Services Technician, Range 28, Step C, effective February 18 through June 30, 2014.

9. Work Out of Classification - Martha Perez, 50% Clerical Assistant, Range 22, Step E, to 100% Student Services Advisor, Range 32, Step A, Counseling and Student Services Division, Student and Community Advancement Area, effective April 1 through June 30, 2014.
10. Promotion - Lester Green Jr., Night Custodian, Range 20, Step B, to Lead Custodian, Range 24, Step A, Facilities, Planning and Services Division, Administrative Services Area, effective April 1, 2014.
11. Amend Employment - Marta Maaza, Secretary, Range 26, Step A, Vice President's Office, Academic Affairs Area, effective March 3 instead of March 1, 2014.
12. Employment - Honorato Domingo, Athletic Trainer, Range 35, Step C, Health Sciences & Athletics Division, Academic Affairs Area, effective April 1, 2014.
13. Employment - Onnis Flores, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 1, 2014.
14. Employment - Raul Menjivar, Night Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective March 3, 2014.

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

15. John Carbone - Accompanist - Percussion, Range 32, Step A, Fine Arts Division, Academic Affairs Area, effective February 20 through May 16, 2014, not to exceed 25 hours per week.
16. Kristin Dunigan - Clerical Assistant, Range 22, Step A, Humanities Division, Academic Affairs Area, effective April 1 through June 30, 2014, not to exceed 25 hours per week.
17. Stacy McKenney - Theatre Technician, Range 31, Step A, Fine Arts Division, Academic Affairs Area, effective February 19 through June 30, 2014, not to exceed 25 hours per week.

18. Carol Quiroz - Administrative Assistant I, Range 28, Step A, Community Advancement, Student and Community Advancement Area, effective March 18, 2014, to provide support, not to exceed 16 hours per week.

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, not to exceed 170 days per year, 25 total work hours per week and/or the equivalent of 67% faculty load per week, effective March 18, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-19.

Campus Police Aide Series

1. Campus Police Aide II

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.

Alexis Alvarez, \$10.25 per hour
Alexandra Sandoval, \$10.25 per hour

2. 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.

Gustavo Campus, \$11.50 per hour
Eliana Montelongo, \$10.75 per hour
Mayra Sandoval, \$11.25 per hour

Instructional Aide Series

3. Instructional Aide I

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

Audrey Ledford, \$8.00 per hour
Lala Ragimov, \$8.00 per hour
Krista Whitlatch, \$8.00 per hour

4. Instructional Aide II

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

La-Dawn Dixon, \$9.25 per hour

5. Instructional Aide IV

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

Mario Cabrera, \$11.75 per hour

Office Aide Series

6. Office Aide III

The following individual is 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.

Joseph Ornelas, \$10.50 per hour

7. Office Aide IV

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

Luis Villanueva, \$11.75 per hour

8. Office Aide V

The following individual is to assist the office staff and faculty with clerical work and support.

Edegene Warner, \$13.75 per hour

9. Office Aide VI

The following individuals are to assist students with on-line registration, provide eligibility services and support the intake process with specialized knowledge of Student Success cora mandates.

Wandisa Cowart, \$15.00 per hour

Jose Hernandez, \$15.00 per hour

Jonathan Lucas, \$15.00 per hour

Katherine Mejia, \$15.00 per hour

Mary Zavala, \$15.00 per hour

Nayeli Oliva, \$16.00 per hour

Program Aide Series

10. Program Aide III

The following individual is to assist staff with duties to support the needs of a program or specialized area.

Jessica Smith, \$10.50 per hour

11. Program Aide IV

The following individual is to assist instructors with the Fire Academy specialized programs.

Pedro Montero, \$12.25 per hour

12. Program Aid V

The following individual is responsible for organizing and managing the Academic Excellence Workshop for students who are participating in the MESA/STEM Programs.

Anayeli Rojas, \$14.00 per hour

13. Program Aide VI

The following individuals are to assist the Instructional Specialist with classroom facilitation and logistics, contacting caregivers, and other related duties that support the implementation of the Foster and Kinship Care Education classes.

Elonda Austin, \$18.00 per hour

Tammy Lanier, \$18.00 per hour

The following individual is responsible for organizing and managing the Academic Excellence Workshop for students who are participating in the MESA/STEM Programs.

Carlos Maruri, \$17.00 per hour

The following individual is to perform complex tasks related to Title V Graduation Initiative Projects, provide guidance and leadership on grant data collection, as well as utilize independent judgment and problem solving skills related to grant administration.

Nayeli Oliva, \$16.00 per hour

The following individual is to perform a variety of duties to support the Eligibility, Outreach, and Recruitment component of EOPS/CalWORKS/CARE with both on and off campus activities.

Rosa Perez, \$15.00 per hour

Sports Aide Series

14. Sports Aide VI

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

Leah Ishii, \$17.00 per hour (eff. 1/17/14 through 6/30/14)

Education Professional Series

15. Educational Professional II

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

Theodore Cohen, \$38.00 per hour

Program Professional Series

16. Program Professional I

The following individual is to perform a variety of duties to support the Eligibility, Outreach, and Recruitment component of EOPS/CalWORKS/CARE with both on and off campus activities and promote program awareness.

Marcelo Cabral, \$20.00 per hour

The following individual is to assist students become familiar with the various levels of the Child Development Permit awarded by the State of California Commission on Teacher Credentialing.

Nubia Cornejo, \$23.00 per hour

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

Glen Chapple, \$35.00 per hour

Training Professional Series

17. Training Professional I

The following individual is to provide training, expertise, leadership and professional services in the Police Reserve program.

Vladimir Valentekovich, \$32.00 per hour

18. Training Professional II

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

Michael Huerth, \$45.00 per hour

19. Training Professional IV

The following individual is to adapt or develop training materials and conduct training programs to facilitate employee development.

Tiana Sanchez Alexander, \$90.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Staff Interpreter as shown on pages 53-55.

D. STIPENDS FOR COMPTON EDUCATION CENTER

It is recommended that the following education administrator be paid a stipend for work at the Compton Education Center, effective March 1, 2014 through June 30, 2014. All stipends may be rescinded with 30 days notice.

\$250

Robert Klier

Stipend Assignment - It is recommended that the following classified staff be paid a monthly stipend for work at the Compton Education Center, effective July 1, 2013 through June 30, 2014.

\$50

Leichi Vo

E. ADMINISTRATIVE PROCEDURE 7160 (PROFESSIONAL DEVELOPMENT) PRESENTED FOR INFORMATIONAL PURPOSE ONLY – SECOND READING AND ADOPTION

It is recommended that the Board receive for information purpose only.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STAFF INTERPRETER

BASIC FUNCTION

Under the direction of the Director of Special Resources Center and the direct guidance from the lead interpreter, provide accurate language interpreting and transliterating/interpreting support services for deaf/hard of hearing ~~impaired~~ students and staff. Involved in interpreting preparation activities such as preparation study, readings and in-service.

REPRESENTATIVE DUTIES:

Translate/interpret for classroom lectures and activities.

Provide in-service training for hourly interpreters.

Assist with communication needs with deaf students, staff, faculty and public.

Act as a mentor for novice interpreters from El Camino College Sign Language/Interpreter Training Program and other interpreters when deemed appropriate.

Serves as substitute interpreter in the absence of other regularly scheduled interpreters.

~~Act in accordance with the Code of Ethics of the Registry of Interpreters for the Deaf.~~
Thorough knowledge of and adherence with the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.

Interpret at special events such as field trips, ceremonies, student-teacher conferences, staff meetings and other school/campus related activities, ~~upon request.~~

Attend designated staff meetings and in-service training.

Perform minimal clerical duties specific to the interpreting office.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

American Sign Language and other sign systems.

Vocabulary, terminology, and ~~basic~~ information in a variety of subjects appropriate for a college setting.

Special communication needs of deaf and hard of hearing students.

Deaf Culture, interpreting practices and The National Registry of Interpreters Code of Ethics Professional Conduct.

Platform interpreting techniques.

Special vocabulary and techniques used in interpreting professional subject matter.

Computer equipment, software and other technology specific to deaf and hard of hearing and office environment.

ABILITY TO:

Interpret and transliterate ~~at a skill level~~ accurately and to adapt these skills to communicate unique terminology and language.

Adapt interpreting and transliterating skills to an academic setting.

Perform cooperatively and collegially as a team member while servicing multicultural populations.

Strong interpersonal skills and ability to interact with others from a variety of backgrounds (students, staff, faculty and administration).

Ability to maintain confidentiality and follow written and verbal procedures and instructions.

Be responsive to the student's needs and instructional goals.

Sustain service for an extended number of hours.

Interpret difficult and complex words, thoughts, and feelings.

Learn unique subject matter, theories, and terminology.

Be accurate, thorough, and comprehensive in providing services.

Serve a group as well as an individual.

Deliver platform interpreting or deliver oral speeches.

EDUCATION AND EXPERIENCE:

Completion of ~~a college degree (minimum of an A.S. or A.A. degree)~~

~~Expressive Skills: Signing fluidity at all levels from format to informal and varying words per minute. 75 percent of American Sign Language Grammar used. 90 percent of all concepts translated. Receptive Skills: 75 percent of Voicing produced in proper English, complete with appropriate voice quality. Mentoring and in-service experience continued professional growth, completion of an Interpreter Training Program. Equivalent of 1200 hours of paid interpreting experience.~~

LICENSE AND OTHER REQUIREMENTS:

Certification by the Registry of Interpreters for the Deaf (RID) or California Association of Deaf (CAD) level IV certification or ~~better~~ equivalent.

WORKING CONDITIONS:

Environment:

Student Services Office environment

Lecture and Laboratory Classroom environment

Frequent interaction with students, faculty, and staff

Physical Ability:

Long periods of standing or sitting

Visual acuity to facilitate the interpretation process

Dexterity of hands and fingers for clarity in sign usage

Hearing acuity in normal speech ranges

STAFF INTERPRETER (continued)

Classified Salary Range: 34

| Revised and Board Approved: ~~October 18, 1999~~ March 17, 2014

Administrative Procedure 7160

Professional Development

The District shall establish a professional development plan consistent with the Master Plan, District strategic priorities, and the mission of the ECC Professional Development Department, in consultation with college constituencies.

To ensure that district and employee needs are being met, professional development activities will be planned and presented based on:

1. Institutional priorities, including student success
2. Results of needs assessment surveys
3. Input from the college constituent groups
4. Evaluations of previous professional development activities
5. Legal mandates

Professional development activities, guidelines and processes including information about the professional development program are published on the District website.

Professional development activities may include, but are not limited to:

1. Improvement of teaching
2. Improvement of services to students
3. Institutional effectiveness
4. Development and maintenance of current academic and technical knowledge and skills
5. Training to meet institutional needs and priorities
6. Development of innovations in instructional and administrative techniques and program effectiveness
7. Computer and technological proficiency programs
8. Instructional technology
9. Training required by laws, codes, and regulations

See the appropriate collective bargaining agreements for additional information regarding professional development for faculty and classified staff. The Academic Senate will be consulted in the planning of faculty professional development activities.

See also BP 7340 Leaves of Absence

References:

Accreditation Standard III.A.5
Education Code Sections 87767, 88220, and 88227
Title 5 §53200

El Camino College
Adopted: March 17, 2014

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

	Page No.
A. Board Policy 1100 (The El Camino Community College District) Second Reading and Adoption.....	Page 58, 59
B. Board Policy 1500 (Display of Federal and State Flags) Second Reading and Adoption.....	Page 58, 60
C. Board Policy 2010 (Board Membership) Second Reading and Adoption.....	Page 58, 61
D. Board Policy 2015 (Student Member) Second Reading and Adoption.....	Page 58, 62
E. Board Policy 2100 (Board Elections) Second Reading and Adoption.....	Page 58, 63

- A. Board Policy 1100 (The El Camino Community College District) - Second Reading and Adoption
It is recommended that the Board accept for a second reading and adoption Board Policy 1100 (The El Camino Community College District) (Page 59).

- B. Board Policy 1500 (Display of Federal and State Flags) - Second Reading and Adoption
It is recommended that the Board accept for a second reading and adoption Board Policy 1500 (Display of Federal and State Flags) (Page 60).

- C. Board Policy 2010 (Board Membership) - Second Reading and Adoption
It is recommended that the Board accept for a second reading and adoption Board Policy 2010 (Board Membership) (Page 61).

- D. Board Policy 2015 (Student Member) - Second Reading and Adoption
It is recommended that the Board accept for a second reading and adoption Board Policy 2015 (Student Member) (Page 62).

- E. Board Policy 2100 (Board Elections) - Second Reading and Adoption
It is recommended that the Board accept for a second reading and adoption Board Policy 2100 (Board Elections) (Page 63).

Board Policy 1100

**The El Camino Community
College District**

| The District ~~has been~~ is named the El Camino Community College District.
The name and the logo are the property of the District. No person shall, without the permission of the Board, use this name or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.
The District consists of El Camino College.

Reference:

| Education Code Section 72000(b)
Elections Code Section 18304

El Camino College
Adopted: 1/16/01

Board Policy 1500

Display of Federal and State Flags —~~Patriotic Exercise~~

Federal and State Flags

Display of Federal and State Flags shall show respect and honor to these flags ~~and but~~ shall conform to Title 36, Sections 174 and 175 of The United States Code and Sections 430 through 439 of the California Government Code.

~~Federal or State flags~~ shall not be used as a vehicle for expression of partisan approval or disapproval of a popular cause of the day.

Federal or State flags may be lowered to half-mast only as a mark of respect to a deceased person by order of the President of the College, upon proclamation of the President of the United States or the Governor of California. The Board of Trustees may issue a special directive ordering the lowering of the flag upon the death of a person directly affiliated with the College.

~~Patriotic Exercise~~

~~A short recording incorporating an appropriate anthem shall be played over the tower loud speaker concurrently with the raising of the flag.~~

~~There may be a pledge of allegiance to the flag of the United States of America at 8 a.m. in the classroom at the option of the instructor.~~

Reference:

Government Code 431(d), 432, 434, and 436

United States Code Title 4, Chapter 1, Sections 6-9

El Camino College

Adopted: 2/5/62

Amended: 6/23/69, 1/10/72

Renumbered: 4/18/05 (Previous Board Policy # 6115)

Board Policy 2010

Board Membership

The Board shall consist of five (5) members elected by the qualified voters of the District. Members shall be elected ~~at-large~~ by trustee area as defined in Board Policy 2100.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he or she resigns as an employee.

No member of the Governing Board shall, during the term for which he or she is elected, hold an incompatible office.

Reference:

Education Code Sections 72023, 72103 and 72104

El Camino College

Adopted: 1/16/01

Replaces Board Policy # 9110

Board Policy 2015

Student Member

The Board shall include a non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of seven (7) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain a minimum 2.5 grade point average.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member may make and second motions and shall be entitled to record an advisory vote on all matters, although the vote shall not be included in determining the vote required to carry any measure before the Board.

Reference:

Education Code Section 72023.5

Replaces Board Policy # 9111

El Camino College

Adopted: 5/21/01

Board Policy 2100

Board Elections

The term of office of each trustee shall be four years, commencing in December following the general election in November. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by trustee areas. A map of the trustee areas is posted on the District's website. A Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be elected only by the registered voters of the same trustee areas.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

Reference:

Education Code Sections 5000 et seq. and 72036

El Camino College

Adopted: 1/16/01

Non Consent Agenda

Page No.

A. Resolution for Exception to the 180-Day Wait Period
(Resolution No. ECC# 3-17-14)65

A. Resolution for Exception to the 180-Day Wait Period
(Resolution No. ECC# 3-17-14)

It is recommended that the Board adopt the Resolution for Exception to the to the 180-Day Wait Period as attached.

March 17, 2014
El Camino College District
Resolution No. ECC# 3-17-14

RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD
Government Code Sections 7522.56 & 21229

WHEREAS, in compliance with Government Code section 7522.56 the El Camino College District and the Los Angeles County Office of Education must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Destyn LaPorte, CalPERS ID 7651619200 retired from El Camino College in the position of Special Service Professional , effective April, 4, 2014; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 1, 2014 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the El Camino College District and Destyn LaPorte certify that Destyn LaPorte has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the El Camino College hereby appoints Destyn LaPorte as an extra help retired annuitant to perform the duties of the Special Service Professional for the El Camino College District under Government Code section 21229 effective April 14, 2014; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$6,933.00 monthly and the hourly equivalent is \$40.00, and the minimum base salary for this position is \$6,153.00 monthly and the hourly equivalent is \$35.50; and

WHEREAS, the hourly rate paid to Destyn LaPorte will be \$40.00; and

WHEREAS, Destyn LaPorte has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the El Camino College District hereby certifies the nature of the appointment of Destyn LaPorte as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of Special Services Professional for the El Camino Community College District because:

- The El Camino Language Academy (ECLA) is a program on the campus of El Camino College primarily assists International students whose English language skills are not adequate to enroll in regular degree or certificate programs. This program is geared to International students who are (intensive ESL) English as a Second Language learners. Their English skills are so deficient they are unable, at this time, to qualify for the regular English as a Second Language (ESL) program. Students who successfully complete this program are able to matriculate into the degree and certificate and transfer programs that the college has to offer. This position manages the ECLA program, and is the primary designated school official as required by the Immigration and Citizenship (ICE) and Student Exchange and Visitor Information System (SEVIS). The person in this position must be approved by the Department of Homeland Security after completing in-depth training on U.S. immigration law and has sole responsibility for determining student eligibility for this program.
- The reason for this request is that the current incumbent will be going out on an extended leave and Ms. LaPorte is unique in that she has approval under the Department of Homeland Security as well as the primary designated school official (PDSO). Typically completing and obtaining the required approval from

Homeland Security is a 6 months period. Ms. LaPorte is the only approved candidate available to meet the needs of this program in order to ensure its continuation during the current incumbent's leave period.

William Beverly, Board President,

Date

Thomas Fallo, Secretary to the Board

Date

Vote Count: _____Yes _____No _____Abstain