

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



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

**Agenda, Monday, May 19, 2014
Board Room
4:00 p.m.**

- I. Roll Call, Pledge of Allegiance to the Flag**
- II. Approval of Minutes of the Regular Board Meeting of April 21, 2014, Pages 5-7**
- III. Presentations**
 - A. El Camino College Forensics Team
 - B. 2013 Accountability Reporting for the Community Colleges (ARCC) 2014 California Community Colleges El Camino College Student Success Scorecard**
 - 1. Public Comment
 - 2. Acceptance of the 2013 Accountability Reporting for the Community Colleges (ARCC) 2014 California Community Colleges El Camino College Student Success Scorecard
- IV. Public Hearing – none**
- V. Public Comment on Consent Agenda**
- VI. Consent Agenda – Recommendation of Superintendent/President, Discussion and Adoption**
 - A. Academic Affairs
See Academic Affairs Agenda, Pages 8-20
 - B. Student and Community Advancement
See Student Services Agenda, Pages 21-39
 - C. Administrative Services
See Administrative Services Agenda, Pages 40-52
 - D. See Measure “E” Bond Fund Agenda,
Pages 53-57

- E. Human Resources
*See Human Resources Agenda,
Pages 58-81*

VII. Public Comment on Non-Agenda Items

VIII. Oral Reports

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

IX. Closed Session

- A. Existing Litigation, Brown Act, Section 54956.9(a)
 - 1. Case # BC495392
- B. Conference with Legal Counsel, Existing Litigation, Brown Act Section 54956.9(a)
 - 1. Case # AAA-72110Y-00348-13MRP
- 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

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

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
Monday, April 21, 2014

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, April 21, 2014, in the East Dining Room of the Bookstore Building 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; Dr. Jeanie Nishime, Vice President/Student and Community Advancement; and Ms. Barbara Perez, Vice President/Compton Community Education Center.

Minutes of the Regular Board Meeting of March 17, 2014

The Minutes of the Regular Board meeting of March 17, 2014 were approved as written.

El Camino College Citizens' Bond Oversight Committee Annual Report

Mr. Kirk Ritz gave a presentation on the Bond Oversight Committee Annual Report. It was moved by Trustee Vargas, seconded by Student Member Matson, that the Board receive the Citizens' Bond Oversight Committee Annual Report.

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

Consent Agenda

The following changes were made on page 66 (Human Resources – Classified and Temporary Classified Services Personnel):

Item #12 – withdrawn

Item #15, 16, 17 – change from Step E to Step A

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

Academic Affairs

Center for the Arts Presentation – 2014-2015 Season

Destruction of Records

Student and Community Advancement

Grants – Applications and Acceptance

Board Policy 3200 (Accreditation) – Second Reading and Adoption

Information Item – Administrative Procedure 3200 (Accreditation)

Board Policy 5025 (Foreign Student Visa) – First Reading (Deletion)

Board Policy 5060 (Concurrent Enrollment of K-12 Students) – First Reading (Deletion)

Board Policy 5555 (Guest Speakers) – First Reading (Deletion)

Board Policy 5800 (Removing Pupils from School During School Hours) – First Reading (Deletion)

Destruction of Records

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

Adoption of Education Protection Account Funding and Expenditures

Audit Services 2013-14 through 2014-15

2012-13 Proposition 39 General Obligation Bond Audit Report

Categorical Funds Flexibility

Urban Land Institute

Planning and Budgeting Calendar

Contracts Under \$84,100

Contracts Over \$84,100

Personal Service Agreements

Amendments

International Student Health Insurance

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes

Temporary Non-Classified Service Employees

Amend Stipend for Compton Education Center

Declaration of Indefinite Salaries for Retroactive Pay

Revised Classification Specifications for Administrator Position

President/Board of Trustees

Absence of a Board Member

California Community College Trustees Board of Directors Election

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

Public Comment

The following faculty and staff spoke in support of salary increases:

Ali Ahmadpour	Mary Ann Leiby
Ann Ashcraft	Willie (Pete) Peterson
Priscilla Baldwin	Kim Runkle
Josh Casper	Judy Salmon
Jeff Cohen	Luukia Smith
Momi Elliott	Debbie Turano
Francisco Esqueda	Gary Turner
Angie Gardea	Maricela Vital
Samantha Greer (for Rebecca Greer)	Steve Waterworth

Closed Session

Regular Meeting adjourned to a Closed Session at 7 p.m. which ended at 8:12 p.m.

Mary E. Combs, Secretary of the Board

Thomas M. Fallo, Secretary to the Board

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

Page No.

- A. Proposed Curriculum Changes Effective 2015-2016 Academic Year.....9
- B. Board Policy 4021 (Program Discontinuance) – First Reading13, 14
- C. Administrative Procedure 4021 (Program Discontinuance) – Information Item....13, 15
- D. Board Policy 4027 (Administration of Relations with the Academic Senate) –
First Reading (Deletion)13, 17

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.

BUSINESS

Course Review; Distance Education Update, Change in Catalog Description

1. Computer Information Systems 11 – Help Desk Operations

Current Status/Proposed Changes

This course focuses on practical applications related to the process current, recognized, best practices in the field of help desk and end-user support in targeting the field of Information Technology in a variety of organizational settings. Topics include the end-user support function in roles within an organization, techniques to resolve various help desk issues, and strategies to provide ongoing technical support to strategies in dealing with end-users., Emphasis will be placed on problem solving with users, technical support documentation, and problem identification/resolution. Course emphasis is placed on using software tools to understand and implement service desk processes such as user support process flow, incident management, needs analysis, troubleshooting, and interaction with users support documentation.

Recommendation

This course focuses on current, recognized, best practices in the field of help desk and end-user support targeting the field of Information Technology. Topics include end-user support roles within an organization, strategies in dealing with end-users, technical support documentation, and problem identification/resolution. Course emphasis is placed on using software tools to understand and implement service desk processes such as user support process flow, incident management, needs analysis, troubleshooting, and support documentation.

FINE ARTS

Noncredit Course Review; Course Outline of Record Update

1. Music 555 – Community Choir for the Older Adult

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

1. Music 103A – Theory and Musicianship I

Current Status/Proposed Changes

Prerequisite: Music 101 with a minimum grade of C or equivalent

Recommended Preparation: Music 102A and Music 131A or equivalent and ~~eligibility for English 1A 84~~ or English as a Second Language ~~52C~~ 52B

Recommendation

Prerequisite: Music 101 with a minimum grade of C or equivalent

Recommended Preparation: Music 102A and Music 131A or equivalent and English 84 or English as a Second Language 52B

Course Review; Change in Catalog Description

1. Music 147A – Beginning Guitar

Current Status/Proposed Changes

~~This course introduces techniques for playing the guitar including~~ will focus on fundamental aspects of holding, tuning, and fingering. Emphasis will be placed on learning music notation, basic performance techniques for pickstyle guitar. Students will be introduced to the fundamentals of music, and the playing of simple melodies, chords, and accompaniment patterns. Students will explore a variety of styles ranging from Classical to more contemporary Rock/Pop including reading notation and basic music theory. Students will examine melodies, strumming patterns, and chord playing through the use of both traditional and contemporary popular music repertoire.

Recommendation

This course will focus on fundamental aspects of holding, tuning, and basic performance techniques for pick style guitar. Students will be introduced to the fundamentals of music including reading notation and basic music theory. Students will examine melodies, strumming patterns, and chord playing through the use of both traditional and contemporary popular music repertoire.

2. Music 103B – Theory and Musicianship II

Current Status/Proposed Changes

This course is a continuation of Music ~~3A~~ 103A and expands the study of tonal music by enlarging the harmonic vocabulary to include diatonic seventh chords and secondary functions. Modulation types common to music of the 18th century and small forms will also be discussed. Appropriate exercises in sight-singing and dictation will accompany written work.

Recommendation

This course is a continuation of Music 103A and expands the study of tonal music by enlarging the harmonic vocabulary to include diatonic seventh chords and secondary functions. Modulation types common to music of the 18th century and small forms will also be discussed. Appropriate exercises in sight-singing and dictation will accompany written work.

3. Music 203 – Theory and Musicianship III

Current Status/Proposed Changes

This course is a continuation of Music ~~3B~~ 103B and expands the study of tonal music by enlarging the harmonic vocabulary to include the remaining chromatic chords. Small form will be reviewed as a precursor to sonata form, and students will study enharmonic modulation, modes, instrumental transposition, and orchestral score reading. Appropriate exercises in sight-singing and dictation will accompany written work.

Recommendation

This course is a continuation of Music 103B and expands the study of tonal music by enlarging the harmonic vocabulary to include the remaining chromatic chords. Small form will be reviewed as a precursor to sonata form, and students will study enharmonic modulation, modes, instrumental transposition, and orchestral score reading. Appropriate exercises in sight-singing and dictation will accompany written work.

HUMANITIES

Course Review; Course Outline of Record Update

1. English 30 – The English Bible as Literature
2. French 21 – Beginning Conversational French

Course Review; Change in Catalog Description

1. Japanese 1 – Elementary Japanese I

Current Status/Proposed Changes

This course, taught within the context of Japanese culture, introduces students to the development of skills for language acquisition in speaking, listening, reading, and writing of modern Japanese. Students also are introduced to the cultural background of the language. ~~Technological support includes computer programs, DVDs, CDs, Internet access to online materials and tutorial services.~~

Note: This course is comparable to two years of high school Japanese.

Recommendation

This course, taught within the context of Japanese culture, introduces students to the development of skills for language acquisition in speaking, listening, reading, and writing of modern Japanese. Students also are introduced to the cultural background of the language.

Note: This course is comparable to two years of high school Japanese.

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

1. Spanish 52A – Spanish for Native Speakers I

Current Status/Proposed Changes

~~Recommended Preparation: native speaking knowledge of Spanish~~

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

Recommendation

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

MATHEMATICAL SCIENCES

Course Review; Course Outline of Record Update

1. Computer Science 3 – Computer Programming with Java

B. BOARD POLICY 4021 (PROGRAM DISCONTINUANCE) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4021 (Page 14).

C. ADMINISTRATIVE PROCEDURE 4021 (PROGRAM DISCONTINUANCE) – FIRST READING

Administrative Procedure 4021 is presented for informational purpose only (Page 15).

D. BOARD POLICY 4027 (ADMINISTRATION OF RELATIONS WITH THE ACADEMIC SENATE) – FIRST READING (DELETION)

It is recommended that the Board accept for a first reading the deletion of Board Policy 4027 (Page 17).

Board Policy 4021

Program Discontinuance

The purpose of this program discontinuance policy is to provide the Superintendent/President with a process to determine whether or not an educational program should be discontinued. A joint task force of faculty and administrators will be established to develop the process, criteria and guidelines that will be applied to evaluating the educational program. The task force, in its process of evaluation, will consider data and other information, such as enrollment trends, degrees and certificates, success and retention, facility and equipment needs, and student outcomes, as well as indicators relevant to the review of the college's vocational and occupational training programs.

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

References:

Education Code, Section 78016
Title 5, Sections 51022, 53200 and 55130

Purpose of Administrative Procedure 4021

This administrative procedure provides general principles and guidelines for the process of determining whether or not the college should discontinue an educational program.

Definition of an Educational Program

An educational program is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.

Process for Discontinuance

Discontinuance is an academic and professional matter that requires consultation between the Office of the Vice President of Academic Affairs and the Academic Senate. Program discontinuance may be initiated by individual academic divisions or the Vice President of Academic Affairs. A consideration of program discontinuance is a process distinct from program improvement or academic program review. The Academic Senate shall have a consultative role in all discussions of program discontinuance.

A program evaluation task force shall be formed as determined by the President of the Academic Senate and the Vice President of Academic Affairs to review any program under consideration for discontinuance. It will be co-chaired by the President of the Academic Senate and Vice President of Academic Affairs (or their designees). Participants will include two academic deans designated by the Vice President of Academic Affairs and two faculty members appointed by the President of the Academic Senate. A representative from Institutional Research and Planning will serve as an advisory, non-voting member of the committee. The committee may include additional members approved by both the President of the Academic Senate and the Vice President of Academic Affairs. If the program being considered is offered at the Compton Educational Center, an administrator designated by the Compton Center Vice President and a Compton Center faculty member appointed by the President of the CCCD Academic Senate shall be invited to serve on the committee as well. Deans and faculty affiliated with the program under review may not serve on the task force but may be invited to provide relevant information.

The task force will establish procedures, criteria, and guidelines and will collect data and conduct research necessary to evaluate the program's effectiveness in serving the community, the college, and its students. Areas for review should include achievement of the program's goals and objectives as they contribute effectively to the mission of the college and the comprehensive master plan, previous intervention strategies, program

growth and enrollments, and student outcomes measures, such as success and persistence rates.

Factors such as the following may initiate this program discontinuance process and may be used by the task force in its deliberation:

- Other community colleges in the area currently offering the program;
- Other programs closely related to the program offered by the college;
- Relation of the program to job market analysis, where applicable;
- Enrollment projection for the program;
- The need for and present adequacy of resources;
- Recommendations of career technical education regional consortia and/or ECC advisory committees, when applicable;
- Facilities and equipment required to sustain the program;
- Availability of adequate financial support; and
- Availability of qualified faculty.

Vocational or occupational training programs must be reviewed and discontinued if they are no longer accomplishing the following statutory goals:

- The program meets a documented labor market demand;
- The program does not represent unnecessary duplication of other manpower training programs in the area; and
- The program's demonstrated effectiveness can be measured by employment and completion rates of its students.

Recommendation to Discontinue

A recommendation to discontinue a program will occur when, after a full and open discussion, the members of the task force conclude that the program is unable to successfully achieve or make substantial progress towards its goals and objectives. The recommendation will be presented in a report that explains the decision and provides the relevant data.

The task force will forward its report to the Superintendent/President, who will review the report and make the final recommendation, if any, regarding discontinuance to the Board of Trustees.

If the Board of Trustees decides to discontinue a program, the college will make appropriate arrangements so that the program's enrolled students may complete their education in a timely manner with a minimum of disruption. The college will also address contractual obligations to program faculty and staff.

References:

Educational Code 78016, Title 5, Sections 51022, 55000, 55130

Recommended for Deletion

BOARD POLICY 4027 Administration of Relations with the Academic Senate

I. Purpose and Definitions

- A. The purpose of this policy is to implement the provisions of Subchapter 2, Section 53200, et seq. of the California Administrative Code, Title V, which reads as follows:

632 EDUCATION TITLE 5
(Register 70, No. 16—4-18-70)
SUBCHAPTER 2. ACADEMIC SENATES

53200. Definitions. For the purpose of this subchapter

- (a) “Faculty” means those certificated persons who teach full time in a Community College or other full-time certificated persons who do not perform any services for the college that require an administrative or supervisory credential.
- (b) “Academic senate” and “faculty council” means an organization formed in accordance with the provisions of this subchapter whose primary function is, as the representative of the faculty, to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. NOTE: Authority cited for Chapter 1, Subchapter 2: Sections 193, 197 and 22650, Education Code.

53201. Academic Senate or Faculty Council. In order that the faculty may have a formal and effective procedure for participating in the formation of district policies on academic and professional matters, an academic senate or faculty council may be established.

53202. Formation; Procedures; Membership. The following procedures shall be used to establish an academic senate or faculty council:

- (a) The faculty of a Community College shall decide by secret ballot to have an academic senate or faculty council.
- (b) The governing board of the district maintaining that Community College shall establish the academic senate or faculty council by authorizing the faculty to:

Recommended for Deletion

- 1) Fix and amend by vote of the faculty the composition, structure, and procedures of the academic senate or faculty council.
- 2) Select, in accordance with accepted democratic election procedures, the members of the academic senate or faculty council.

53203. Powers. After consultation with the administration of its Community College, the academic senate or faculty council may present its written views and recommendations to the governing board. The governing board shall consider and respond to such views and recommendations.

53204. “Meet and Confer.” Upon the request of the academic senate or faculty council and subject to Chapter 9 (commencing with Sections 54950) Part 1, Division 2, Title 5 of the Government Code relating to public meetings when applicable, the governing board or such board members or administrative officers as it may designate shall meet and confer with representatives of the academic senate or faculty council with respect to recommendations made or proposed to be made by the senate or council. The designation of board member or administrative officers as provided herein shall not preclude the representatives of an academic senate or a faculty council from meeting with, or appearing before, the governing board with respect to the views, recommendations, or proposals of the senate or council at a regular or special meeting of the board.

53205. Duties assigned by Administration and Governing Board. An academic senate or faculty council may assume such responsibilities and perform such functions as may be requested of it by the administration of its Community College or the governing board of the district maintaining its Community College.

- B. All discussions, conferences, and other communications shall be carried on in an atmosphere of respect and courtesy characteristic of the offices held by the Academic Senate members, the Administrative Officers, and the classified and supervisory staff of the El Camino Community College District.

Recommended for Deletion

II. Principles of District Operation

The Governing Board is by law officially responsible for the final determination of all policy matters for the District and cannot relinquish or delegate that responsibility to others.

- A. Nothing in this policy shall be construed to preclude the normal day-to-day communication necessary for the operation of an effective educational program.
- B. Nothing in this policy shall be construed to withhold from any individual employee the rights and privileges he may possess as an individual citizen or employee. Further, these rules shall not prevent an individual employee from presenting his views on his own behalf to the Administration or the Governing Board.
- C. Nothing in this policy shall limit the right of the Governing Board, the Superintendent or his representatives to meet and discuss matters of individual or group concern with any individual employee or any group of such employees.

III. Responsibilities of the Academic Senate

- A. The Academic Senate operates within the framework of El Camino College to suggest, help formulate, revise, and carry out District policies.
- B. The Senate shall represent the faculty and help facilitate meaningful communication among faculty, Administration, and Board.
- C. The Academic Senate assumes the responsibility to participate in the identification, improvement, and evaluation of the educational standards and practices of the institution.
- D. The Senate will seriously consider and promptly respond to any assignments made by the Board of Trustees or the Administration.
- E. In addition to the regular academic year, the Senate will provide responsible leadership for the purposes of liaison with the Administration and Board of Trustees during at least the six weeks summer session each year.

Recommended for Deletion

IV. Rights of the Academic Senate

- A. Monthly during the academic year, and when the need arises, representatives of the Administration, including the President's Cabinet, shall meet with the Senate Executive Committee to discuss all issues of interest to either or both groups. The President-Superintendent of the college and the Senate President, or their designees, shall serve as chairmen of these meetings during alternate semesters.
- B. The President of the Academic Senate or his designee shall attend meetings of the President's Committee, and the President of the college or his designee shall attend meetings of the Academic Council. Additionally, Senate representatives and Administration representatives shall attend such other meetings as are agreed upon annually at the first meeting of the joint Senate-Administration Committee.
- C. The Vice President-Instruction shall have a special responsibility to provide administrative liaison with the Senate, but he shall not be the only channel for cooperation and communication.
- D. The Senate shall be provided with adequate facilities and budget as determined by the Board of Trustees in order that it may carry out the functions assigned to it.
- E. Senate responsibilities will be considered by the Deans of Instruction when developing teaching schedules for officers of the Academic Senate.

Previous Board Policy Number: 4139

El Camino College

Adopted: 8/7/72

Renumbered: 5/16/05

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

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B. Board Policy 5025 (Foreign Students Visa) – Second Reading – Recommended for Deletion (Replaced by Administrative Procedure 5012 International Students.....	22, 24
C. Board Policy 5060 (Concurrent Enrollment of K-12 Students) – Second Reading – Recommended for Deletion (Replaced by Board Policy 5010 Admissions & Concurrent Enrollment).....	22, 26
D. Board Policy 5555 (Guest Speakers) – Second Reading – Recommended for Deletion.....	22, 27
E. Board Policy 5800 (Removing Pupils from School During School Hours) – Second Reading – Recommended for Deletion.....	22, 29
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A. GRANT – APPLICATION

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

California Department of Education Career and College Transition Division – California Career Pathways Trust. The California Career Pathways Trust is an opportunity to build and strengthen linkages between K-12 and post-secondary partners in Career and Technical Education Pathways. The South Bay Educational Healthcare Consortium will include the Centinela Valley Union High School District, El Segundo, Inglewood, and Torrance Unified School Districts, El Camino College, CalState University Dominguez Hills, University of California at Los Angeles, and the South Bay WIB. Utilizing the Biomedical program from Project Lead the Way, the consortium provides a seamless, stackable transition to careers in Nursing (CAN, LVN, RN), Physical Therapy, Respiratory Therapy, Health Technician, Medical Records, Pharmacy Technician and Health Support Worker.

Administrator: Naomi Tokuda

Amount of Grant Funding from Granting Agency:	\$4,834,326
Amount of College Match:	<u>\$1,103,555</u>
Total Project Funding:	\$5,937,881
Source of Matching Funds:	BTC and Partner In-Kind
Indirect Rate:	\$185,932 (4%)
Performance Period:	July 1, 2014 through June 30, 2017

B. BOARD POLICY 5025 (FOREIGN STUDENTS VISA) – SECOND READING - RECOMMENDED FOR DELETION

It is recommended that the Board of Trustees receive for second reading and deletion Board Policy 5025 (Foreign Students Visa) (Page 24). This policy is replaced by Administrative Procedure 5012 (International Students).

C. BOARD POLICY 5060 (CONCURRENT ENROLLMENT OF K-12 STUDENTS) – SECOND READING – RECOMMENDED FOR DELETION

It is recommended that the Board of Trustees receive for second reading and deletion Board Policy 5060 (Concurrent Enrollment of K-12 Students) (Page 26). This policy is replaced by Board Policy 5010 (Admissions and Concurrent Enrollment).

D. BOARD POLICY 5555 (GUEST SPEAKERS) – SECOND READING - RECOMMENDED FOR DELETION

It is recommended that the Board of Trustees receive for second reading and deletion Board Policy 5555 (Guest Speakers) (Page 27).

E. BOARD POLICY 5800 (REMOVING PUPILS FROM SCHOOL DURING SCHOOL HOURS) – SECOND READING – RECOMMENDED FOR DELETION

It is recommended that the Board of Trustees receive for second reading and deletion Board Policy 5800 (Removing Pupils from School During School Hours) (Page 29).

F. MEMORANDUM OF UNDERSTANDING (MOU) – SOUTH BAY PROMISE

It is recommended that the Board of Trustees receive the following Memorandum of Understanding between the California State University Dominguez Hills (CSUDH), El Camino Community College District (ECCCD), Inglewood Unified School District (IUSD), Centinela Valley Union High School District (CVUHSD), South Bay Workforce Investment Board (SBWIB) for the South Bay Promise Program as shown on page 32. The purpose of the MOU is to increase the local rates of college participation and success by a systematic, focused and collaborative effort of all parties to create a seamless process for the academic, personal and professional success of students in the respective service areas of each participating agency.

G. REVISION – EL CAMINO COMMUNITY COLLEGE DISTRICT 2015 SUMMER CALENDAR

It is recommended that the Board of Trustees approve changing the dates of the 8-week summer session from June 8 through July 30, 2015 to June 22 through August 13, 2015 for summer 2015. In order to maintain an effective relationship with the feeder high schools for students registering for the 8-week summer session at El Camino College, a later start date is recommended to coincide with the ending dates of the neighboring high schools. The later start date would serve to increase enrollment thereby capturing additional FTES.

H. EL CAMINO COMMUNITY COLLEGE DISTRICT SCHOOL YEAR CALENDAR FOR 2015/2016

It is recommended that the Board of Trustees approve the 2015/2016 School Year Calendar as shown on page 36. The 2015/2016 School Year Calendar was developed through broad participation of the campus constituency.

Recommended for Deletion

Board Policy 5025

Foreign Students (Visa)

1. The intent of foreign student admission at El Camino College is to offer education and training to citizens of other countries who will return to those nations at the completion of programs here or in transfer institutions, with the possibility of improved contributions to life in the native land.
2. The foreign student who wishes to attend El Camino College on the student visa is expected to apply for admission through correspondence while in residence in the country of his citizenship.
3. Each applicant for admission as a visa student must obtain sponsorship of an appropriate citizen or permanent resident of the United States who is 21 or more years of age, who lives in the El Camino College District, and who will pledge all support necessary to maintain the student for the duration of his enrollment.
4. Visa students are required to pay tuition at the rate established for out-of-state students by the Board of Governors of the California Community Colleges.
5. Students must live within the ECC district while attending on a visa which requires I-20 form specified by the U.S. Immigration Service unless an exception is made by the foreign student counselor.
6. The visa student applicant must achieve a satisfactory score on a test of English proficiency designated by the college. The test measures listening comprehension, knowledge of grammatical structure, reading comprehension and writing ability. Results are evaluated by the foreign student counselor at El Camino College in estimating a proficiency level sufficient to ensure reasonable success in college courses taught in English.
7. The visa student must insure adequate financial support to attend college and indicate the source of support.
8. The visa student must submit transcripts of all secondary and college academic records. Grades above average are acceptable.
9. The applicant may be required to furnish letters of recommendation from the American Consul or School officials in his homeland.

Recommended for Deletion

10. Visa students are not accepted in transfer from other colleges in the United States ordinarily. The student who achieves less than 2.0 GPA in another college is not accepted.
11. Visa students are admitted on graduation from high schools within the ECC district if they achieve at least average grades and fulfill all requirements regarding sponsorship, financial support, residence, and English proficiency.
12. The visa student enrollment is limited to $\frac{1}{2}$ of one percent of the estimated ADA for the year of proposed attendance, excluding visa students admitted directly from high schools within the district.
13. Broad international representation is to be attempted in admission of the foreign student group.
14. Visa students are advised to complete educational programs at ECC in the shortest practical time.

Previous Board Policy Number: 5119

(Replaced by Administrative Procedure 5012 – International Students)

Recommended for Deletion

Board Policy 5060

Concurrent Enrollment of K-12
Students

It is the policy of El Camino Community College District, subject to the relevant provisions of the California Education Code and the fulfillment of all El Camino College policies and procedures, to admit as concurrently enrolled students qualified high school students who have successfully completed the 10th grade and are currently enrolled in the 11th or 12th grade.

The Superintendent/President or designee shall develop procedures for the consideration of highly gifted K-10th grade students.

All high school students concurrently enrolled will be exempted from the enrollment fee, Health Center Fee, and Representation Fee.

High School students will be required to pay all other required fees as adopted by the District.

Reference:

Education Code Sections: 48800, 48800.15, 4802, 76001, 76002, and 76355.

Replaced by:

Board Policy 5010 (Admissions & Concurrent Enrollment)

Administrative Procedure 5010 (Admissions)

Administrative Procedure 5011 (Admissions and Concurrent Enrollment of High School and Young Students)

El Camino College

Adopted: 1/18/05

Amended: 6/19/06

Recommended for Deletion

Board Policy 5555

Guest Speakers

In harmony with the educational objectives of El Camino College, any off-campus speaker invited to speak on the campus of El Camino College should contribute to the educational function of the College.

The content of any speech, address, or talk should be in keeping with the College's tradition of excellence and shall not conflict with provisions of the Education Code, the Administrative Code of the State of California, and other applicable laws and statutes.

In the interest of the free exchange of ideas, a guest speaker should be encouraged to respond to questions from the audience.

Off-campus speakers may appear on campus only when an invitation has been extended by:

- An El Camino College student organization (as defined in Policy 5401) to address that organization.
- The Associated Students government to address the student body.
- An El Camino College instructor to address classes.
- The Academic Senate through its Council to address the student body.
- The Dean of Community Services to address members of the community, including students, under the Community Services program.
- The President of the College, a Vice President, or Dean of the College, or by the College Board of Trustees to address the student body.

The following scheduling procedures shall be observed:

- All speaker requests by student organizations must be submitted to the Student Activities Office for approval by the appropriate Dean, at least two weeks prior to the speaker's appearance on campus. The two-week notice may be waived, if in the opinion of the Activities Deans such a waiver would serve the best interests of the College.
- The speaker request form submitted by a student organization must include the signature of the faculty sponsor. Such signature need not indicate sponsor approval of the speaker or his subject.
- A speaker invited by an instructor to address classes shall be approved by the Divisional Dean.

Recommended for Deletion

- A certified staff member shall be in attendance when an off-campus speaker addresses a student meeting.

Previous Board Policy Number: 5135

Renumbered: 5/16/05

El Camino College

Adopted: 11/13/67

Recommended for Deletion

Board Policy 5800

Removing Pupils from School
During School Hours

WHEREAS, the Attorney General of California and the County Counsel of the Los Angeles County have rendered opinions regarding the power of Peace Officers to interview and remove pupils from school during school hours: (Att. Gen. No. 59/203) (CCO – HWW#1, 3/31/59), and

WHEREAS, the Attorney General and the County Counsel have rendered opinions regarding the liability of school districts for the release of pupils to Peace Officers, (Att. Gen. No. 59/203) (CCO – HWW #2, 8/28/59), and

WHEREAS, these opinions indicate a need for the adoption of standard procedures regarding the handling of requests by Peace Officers, to interview or remove pupils from school during school hours,

NOW, THEREFORE, BE IT RESOLVED:

that the policies regarding Peace Officers interviewing or removing pupils from the El Camino College School District during school hours shall be as follows:

Permission to Interview or Remove Pupils from School

No person other than a school employee shall be allowed to interview or remove a pupil from school during school hours without the prior permission of the Vice President – Student Personnel or certificated person delegated this responsibility in the absence of the Vice President.

Interviewing Pupils during School Hours

Upon the presentation of proper identification to the Vice President – Student Personnel, or his appointee, duly authorized representatives of law enforcement agencies shall be allowed to interview pupils in the presence of the Vice President – Student Personnel, or other certificated person, so delegated, in those cases in which an interview during out-of-school hours is impossible, impractical or would unduly interfere with the enforcement of law.

Recommended for Deletion

Law enforcement personnel entitled to interview pupils on school premises under the above conditions shall include:

- Police officers of the city or cities within the school district;
- The Sheriff of Los Angeles County or his deputies;
- The Probation Officer of Los Angeles County or his deputies;
- The District Attorney or his deputies;
- Investigators for the Domestic Relations Court;
- Parole Officers of the United States or the State of California;
- Officers of the California Highway Patrol;
- Agents of the Federal Bureau of Investigation;
- Health Officers of the City, Cities or County in which the school is located;

Special and Honorary Officers, Honorary Deputy Sheriffs, etc. and members of the press, although carrying identification cards issued by law enforcement agencies, shall not be permitted to interview pupils at school except that members of the press may interview pupils in connection with school activities in the presence of and with the approval of the Vice President – Student Personnel, or a duly authorized employee of the school district responsible for the release of public information.

Information regarding the identification of other persons not specifically mentioned above who may be allowed to interview pupils during school hours must be secured from the Superintendent of the district.

Removing Pupils from School During School Hours

No pupil shall be taken from school during school hours by any person other than a school employee with the following exceptions:

- by a parent or guardian when properly identified; (In cases in which the parents have been divorced a minor may be released only to the parent having legal custody.)
- by another person upon the written request, properly verified, of the parent or guardian;
- by properly identified representatives of law enforcement agencies;
 - making an arrest under Section 836 of the California Penal Code;
 - presenting a warrant for the arrest of the pupil;
 - taking the pupil into custody under Section 729 of the California Welfare and Institutions Code;

Recommended for Deletion

- by properly identified representatives of law enforcement agencies when not making an arrest or taking the pupil into custody as stated above under the following conditions:
 - with the express permission of the parent obtained prior to the release of the pupil;
 - “in cases of emergency when the parents cannot be reached;”
 - in cases of emergency when “...the rights of one of the parties involved would be seriously impaired by upholding that of the parent...”

When a peace officer is seeking to remove a minor from school during school hours the interpretation of what constitutes an “emergency” is the responsibility of the Vice President – Student Personnel.

While it is the duty of the peace officer to notify the parents or guardian of the person taken into custody or placed in detention (Sub-section h, Section 729 of the Welfare and Institutions Code) it is still the responsibility of the Vice President – Student Personnel to confirm this notification with the parent or guardian of the minor.

If a conflict of opinion should arise between a law enforcement representative and the Vice President – Student Personnel, regarding the interpretation of this resolution or the rights of the individuals involved, the Vice President should immediately consult the Superintendent. If the conflict cannot be clarified in this manner the Superintendent should seek to resolve the differences with the supervising officer of the law enforcement representative involved.

Previous Board Policy Number: 5144

El Camino College Adopted:
1/25/60 Amended: 5/10/65
Renumbered: 5/16/05

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS (CSUDH),
EI CAMINO COMMUNITY COLLEGE DISTRICT (ECCCD)
INGLEWOOD UNIFIED SCHOOL DISTRICT (IUSD)
CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT (CVUHSD)
SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)
(SOUTH BAY PROMISE PROGRAM)

This Memorandum of Understanding (MOU) is entered into by and between all parties named above on this ___day of ___2014 and may be alternately referred to as the SOUTH BAY PROMISE PROGRAM.

The purpose of this MOU is to increase the local rates of college participation and success by a systematic, focused and collaborative effort of all parties. The overall objective of this agreement is to more closely link the efforts of ECCCD, IUSD, CVUHSD and SBWIB with CSUDH in order to create a seamless process for the academic, personal and professional success of students in the respective service areas of each participating agency.

The specific goals of this agreement include the following:

- Increase the transfer rate of students in the referenced areas to CSUDH.
- Increase the completion rate of said students once enrolled at CSUDH.
- Increase the admissions rates of IUSD and CVUHSD students to CSUDH
- Increase the college-going rate within IUSD and CVUHSD through joint promotion of the benefits of this arrangement to potential participants.
- Strengthen/build upon existing articulation efforts between ECCCD and CSUDH and develop a closer working relationship among all parties.

All institutions desire to facilitate the enrollment of students from IUSD and CVUHSD to CSUDH, or to ECCCD, and to facilitate student transfers from ECCCD to CSUDH in support of the goals identified above and, therefore, the parties agree to the following:

1. Admission of El Camino College students to CSUDH is guaranteed upon their completion of 60 semester credits including full general education certification. This includes a guarantee of admission to all undergraduate programs with the exception of those which are formally impacted at the time the student elects to participate in the agreement, e.g., nursing.
2. Admission of IUSD and CVUHSD students to CSUDH is guaranteed upon graduation from high school within their respective District; having a qualifiable minimum eligibility index (minimum index for a California resident is 2900 with SAT or 694 with ACT); and completing with a grade of "C" or better each of the courses in the comprehensive pattern of college preparatory subject requirements (A-G subject requirements). Courses must be completed prior to the first enrollment in CSUDH.

3. Transfer seminars will be conducted by the El Camino College Transfer Center Coordinator and the CSUDH representative each term. The purpose of the transfer seminars will be to explain the transfer requirements, including major preparation, general education patterns and the use of existing articulation agreements. In addition, the seminars will emphasize the need for regular academic advising.
4. A CSUDH representative will attend periodic counselor meetings at the respective Districts and participate on the El Camino College Student Success Transfer & Retention Services (SSTARS) Advisory meetings to discuss issues of mutual interest, e.g., updates on transfer policies/practices and academic program updates.
5. A CSUDH and ECCCD representative will attend periodic IUSD and CVUHSD counselor meetings and discuss issues of mutual interest e.g. admissions updates, transfer information, and program updates.
6. ECCCD, IUSD and CVHUSD will designate a contact person to work with the CSUDH representative and students enrolled in this program.
7. Said representatives, will meet to address outstanding programmatic specifications and details that may emerge from this agreement and will jointly offer implementation guidelines as needed.
8. CSUDH agrees to designate an academic departmental liaison to work with the ECCCD Transfer Center Coordinator to initiate contact with student participants upon their enrollment in this agreement and provide appropriate guidance and support given the student's expressed academic objectives.
9. All parties agree to jointly design and implement a campaign to promote this agreement to potential participants. This effort will include the identification of the population that will be targeted for focused activity each year, and the development of an associated plan designed to enhance the number of students transferring to CSUDH.
10. A calendar of transfer and high school recruitment program activities will be jointly developed for distribution to students.
11. In support of expanding the number of students transferring to CSUDH and for purposes of facilitating this agreement, ECCCD agrees, each term, to inform all newly enrolled students (who have expressed an interest in completing a baccalaureate degree program) of the existence of this agreement with CSUDH and to provide CSUDH with a list of these students.
12. Effective the first term students are formally enrolled at CSUDH, the university agrees to generate information on the status of these students to ECCCD and the respective Districts as requested.

13. SBWIB agrees to provide the following:
 - a) Integrate academic coursework with technical content and provide work- based learning activities (Company tours, job shadows, college tours, internship, etc.)
 - b) After school academic & enrichment activities (SAT preparation, CHASEE preparation, tutoring, college workshops, mentoring, etc.)
14. All parties agree to develop a process to annually evaluate the effectiveness of this agreement, provisions, costs, processes/procedures, etc. and make modifications as needed to achieve its stated goals. In addition, all parties agree to establish long-term measurable goals related to the number of students transferring and admitted from their respective Districts to ECCCD and to CSUDH. This may include the establishment of benchmarks to monitor the achievement of established goals and the identification of data to be collected and analyzed.
15. All parties agree that this MOU shall be in effect for three years. After three years, this MOU shall be re-evaluated. This MOU may be modified in writing from time to time with the same formality as the original agreement. Any party may withdraw from this MOU at any time upon 10 days written notification to each other party with the understanding that commitments made to students who have signed such an agreement will be honored.

For California State University, Dominguez Hills

President (or authorized designee)

Date

For El Camino Community College District

President (or authorized designee)

Date

For Inglewood Unified School District

Superintendent (or authorized designee)

Date

For Centinela Valley Union High School District

Superintendent (or authorized designee)

Date

South Bay Workforce Investment Board

Executive Director

Date

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2015-2016

JULY 2015

S	M	T	W	T	F	S
			1	2	[3]	[4]
[5]	*6	7	8	9	[10]	[11]
[12]	13	14	15	16	[17]	[18]
[19]	20	21	22	23	[24]	[25]
[26]	27	28	29	30	[31]	

NOVEMBER 2015

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22	23	24	25	*26	*27	[28]
[29]	30					

MARCH 2016

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20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2015

S	M	T	W	T	F	S
						[1]
[2]	3	4	5	6	(7)	[8]
[9]	10	11	12	13	(14)	[15]
[16]	(17)	(18)	(19)	{20}	{21}	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2015

S	M	T	W	T	F	S
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[20]	(21)	(22)	(23)	*24	*25	[26]
[27]	[28]	[29]	[30]	*31		

APRIL 2016

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SEPTEMBER 2015

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27	28	29	30			

JANUARY 2016

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[3]	(4)	(5)	(6)	(7)	(8)	[9]
[10]	(11)	(12)	(13)	{14}	{15}	16
17	*18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2016

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[22]	(23)	(24)	(25)	(26)	(27)	[28]
[29]	*30	31				

OCTOBER 2015

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2016

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28	29					

JUNE 2016

S	M	T	W	T	F	S
			1	2	(3)	[4]
[5]	6	7	8	9	[10]	[11]
[12]	13	14	15	16	[17]	[18]
[19]	20	21	22	23	[24]	[25]
[26]	27	28	29	30		

Fall	Spring	Flex Days	Summer 1/Summer 2	No Classes
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- { } - Staff Development Flex Days – Campus Remains Open – Classes not in session
- [] - Campus Closed
- * - Holidays (Management, Faculty, Staff, and Students) – Campus Closed
- () - Campus Remains Open – Classes not in session

Board Approved:

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
SUMMER CALENDAR 2016

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	[14]
[15]	(16)	(17)	(18)	(19)	(20)	[21]
[22]	(23)	(24)	(25)	(26)	(27)	[28]
[29]	*30	31				

JUNE 2016

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[5]	6	7	8	9	[10]	[11]
[12]	13	14	15	16	[17]	[18]
[19]	20	21	22	23	[24]	[25]
[26]	27	28	29	30		

JULY 2016

S	M	T	W	T	F	S
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[3]	*4	5	6	7	[8]	[9]
[10]	11	12	13	14	[15]	[16]
[17]	18	19	20	21	[22]	[23]
[24]	25	26	27	28	[29]	[30]
[31]						

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	(5)	[6]
[7]	8	9	10	11	(12)	[13]
[14]	15	16	17	18	(19)	[20]
[21]	(22)	(23)	(24)	{25}	{26}	27
28	29	30	31			

Summer Session ----- 2016

*Six-Week Sessions

May 31 through July 11, 2016
July 12 through August 18, 2016

*Eight-Week Session

June 20 through August 11, 2016

*These dates are subject to change.

Summer Four-Day Workweek Schedule – 2016

The 4-day, 8-hour a day workweek for classified and administrative employees will begin
Monday, June 6, 2016 through Thursday, July 28, 2016.

The first Friday off is June 10, 2016 and the last Friday off is July 29, 2016.

Fall	Spring	Flex Days	Summer 1/Summer 2	No Classes
------	--------	-----------	-------------------	------------

{ } - Staff Development Flex Days – Campus Remains Open – Classes not in session

[] - Campus Closed

* - Holidays (Management, Faculty, Staff, and Students) – Campus Closed

() - Campus Remains Open – Classes not in session

Board Approved:

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2015-2016
EIGHT-WEEK COURSE DATES

FALL 2015

First Eight Weeks

August 22 through October 16

Second Eight Weeks

October 17 through December 11

SPRING 2016

First Eight Weeks

January 16 through March 11

Second Eight Weeks

March 19 through May 13

Board Approved:

EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR 2015-2016
HOLIDAYS FOR 12-MONTH EMPLOYEES

1. Independence Day Holiday	Monday	July 6, 2015
2. Labor Day Holiday	Monday	September 7, 2015
3. Veterans Day Holiday	Wednesday	November 11, 2105
4. Thanksgiving Holiday	Thursday	November 26, 2015
5. Local Holiday	Friday	November 27, 2015
6. Local Holiday	Thursday	December 24, 2015
7. Christmas Holiday	Friday	December 25, 2015
8. Local Holiday	Thursday	December 31, 2015
9. New Year's Holiday	Friday	January 1, 2016
10. Martin Luther King's Holiday	Monday	January 18, 2016
11. Lincoln's Holiday	Friday	February 12, 2016
12. Washington's Holiday	Monday	February 15, 2016
13. Memorial Day Holiday	Monday	May 30, 2016

Board Approved:

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

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B. Contracts Over \$84,100.....	45
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D. Amendments.....	46
E. Child Development Center Lease.....	47
F. Copy Center Copier Lease.....	47
G. Purchase Orders and Blanket Purchase Orders	48

A. CONTRACTS UNDER \$84,100

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

a. *Services Provided by District or Its Designee:*

- 1. Contractor:** **FEDERAL BUREAU OF PRISONS,
METROPOLITAN DETENTION CENTER**
Services: Contractor's inmates will receive Blueprint for Workplace Success training sessions administered by the District.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center
Date(s): 3/11/14 – 6/30/14
Financial Terms: Cost not to exceed \$2,040
Funded by Federal Bureau of Prisons, Metropolitan Detention Center

- 2. Contractor:** **SOUTH BAY WORKFORCE INVESTMENT BOARD**
Services: Contractor will receive Medical Billing & Coding, and Pharmacy Technician courses. These courses will be added to the South Bay Workforce Investment Board's I-train Certification Employment Development eligible-training-provider list.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/20/14 – 5/19/19
Financial Terms: Projected gross income \$30,000

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

- 1. Contractor:** **ABC DAY CARE**
Services: Contractor is a licensed child care facility that will offer part-time work activity opportunities to CalWORKs students to work as teachers and teacher assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 7/1/14 – 6/30/15
Financial Terms: No cost to the District

2. **Contractor:** **APICS SAN GABRIEL VALLEY CHAPTER**
Services: Contractor will provide on-site and center-based customized training for companies contracted with the District on an as-needed basis including but not limited to on-site and center-based APICS, Lean Manufacturing and Project Management related courses.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 5/20/14 – 12/15/15
Financial Terms: Cost not to exceed \$30,000
Funded by Employment Training Panel (ETP) ET14-0217 two-year core contract
3. **Contractor:** **ANTELOPE VALLEY COLLEGE**
Services: Contractor will provide California ETP Regular Core Programs training to companies.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/20/14 – 12/15/15
Financial Terms: Cost not to exceed \$75,000
Funded by ETP ET14-0217
4. **Contractor:** **CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT**
Services: Contractor will participate in the Adult Education Consortium to plan and improve adult education programs.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 5/20/14 – 6/30/15
Financial Terms: Cost not to exceed \$20,000
Funded by Adult Education Consortium Planning Grant
5. **Contractor:** **CHILDREN OF PROMISE PREPARATORY ACADEMY**
Services: Contractor is a licensed child care facility that will offer part-time work activity opportunities to CalWORKs students to work as teachers and teacher assistants.

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

Date(s): 4/1/14 – 6/30/15

Financial Terms: No cost to the District

6. **Contractor:** **COMMUNITY LEGAL SERVICES**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as paralegal interns.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 7/1/14 – 6/30/15
Financial Terms: No cost to the District
7. **Contractor:** **COURSEHORSE, INC.**
Services: Contractor will provide Community Education marketing support by promoting select Community Education classes on their website www.coursehorse.com and registering students directly within the Community Education department's existing online registration system (Augusoft Lumens) website.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/20/14 – 5/19/19
Financial Terms: Projected gross income \$24,000
8. **Contractor:** **GIDDA'S HOME HEALTH SERVICES, INC.**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students to work as medical office clerks, home health aides, and certified nursing assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 7/1/14 – 6/30/15
Financial Terms: No cost to the District
9. **Contractor:** **INGLEWOOD UNIFIED SCHOOL DISTRICT**
Services: Contractor will participate in the Adult Education Consortium to plan and improve adult education programs.
Requesting Dept.: Student and Community Advancement – Community Advancement

Date(s): 5/20/14 – 6/30/15
Financial Terms: Cost not to exceed \$20,000
Funded by Adult Education Consortium Planning Grant

10. **Contractor:** **INSTITUTE OF READING**
Services: Contractor will offer reading development classes through the El Camino College Community Education.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/20/14 – 12/31/14
Financial Terms: Projected gross income \$8,000
11. **Contractor:** **THE CUSTOMER SERVICE EXPERTS**
Services: Contractor will provide part-time work activity opportunities to CalWORKs students in guest services.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 7/1/14 – 6/30/15
Financial Terms: No cost to the District
12. **Contractor:** **THE KITCHEN SYNC GROUP, INC.**
Services: Contractor will provide the guest speaker for Puente Program year-end event, addressing Hispanic students on the importance of education.
Requesting Dept.: Student and Community Advancement – Enrollment Services
Date(s): 5/1/14
Financial Terms: Cost not to exceed \$2,200
Funded by Graduation Initiative grant
13. **Contractor:** **THE LEARNING GARDEN PRESCHOOL**
Services: Contractor is a licensed child care facility that will offer part-time work activity opportunities to CalWORKs students to work as teachers and teacher assistants.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 7/1/14 – 6/30/15
Financial Terms: No cost to the District

- 14. Contractor:** **TORRANCE UNIFIED SCHOOL DISTRICT**
Services: Contractor will participate in the Adult Education Consortium to plan and improve adult education programs.
Requesting Dept.: Student and Community Advancement – Community Advancement
Date(s): 5/20/14 – 6/30/15
Financial Terms: Cost not to exceed \$20,000
 Funded by Adult Education Consortium Planning Grant

B. CONTRACTS OVER \$84,100

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

a. Services Provided by District or Its Designee:

- 1. Contractor:** **LONG BEACH UNIFIED SCHOOL DISTRICT**
Services: In partnership with schools offering Project Lead the Way curricula, the contractor and ECC will provide pre-engineering instruction (non-FTES) for students at Long Beach USD, California Academy of Math and Science (CAMS).
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 8/1/14 – 6/30/15 with four optional one-year renewal periods, not to exceed five years
Financial Terms: Projected gross income \$250,435
 Funded by FTES – Fund 11; ECC pays \$3 per student contact hour (ECC is the fiscal agent)

b. Services Received by District or Its Designee:

None

C. PERSONAL SERVICES AGREEMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** **CARA LANE**
Services: Contractor will be guest speaker for EOPS/CalWORKs/CARE program's 17th Annual Recognition Awards Ceremony and provide audio books on effective communication, assertiveness and goal achievement.
Requesting Dept.: Student and Community Advancement – Counseling and Student Services – CalWORKs
Date(s): 5/2/14
Financial Terms: Cost not to exceed \$2,952
Funded by CalWORKs

2. **Contractor:** **JIM MARTENEY**
Services: Contractor will provide an eight-week course on Teaching Online for ECC faculty.
Requesting Dept.: Human Resources – Professional Development
Date(s): 5/30/14 – 7/24/14
Financial Terms: Cost not to exceed \$2,500
Funded by Professional Development

3. **Contractor:** **LISA K. RODRIGUEZ**
Services: Contractor will provide information/promotional campaign for ECC Compton Center.
Requesting Dept.: President's Office - Public Relations and Marketing – Community Relations
Date(s): 6/1/14 – 12/31/14
Financial Terms: Cost not to exceed \$25,000
Funded by ECC's Fund 14 – Compton Center Related Activities

D. AMENDMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

1. **Contractor:** **BACKGROUNDS UNLIMITED**
Services: Contractor will perform background investigations for ECC Police Department applicants.
Requesting Dept.: Administrative Services – Campus Police
Date(s): 7/1/13 – 6/30/14

Financial Terms: Cost not to exceed \$5,355 (Board initially approved on 8/19/13 the amount of \$2,000)

2. **Contractor:** **SOAP DESIGN**
Services: Contractor will design various flyers for the ECC Community Education catalogs for Fall 2013, Winter/Spring 2014 and Summer 2014.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 7/1/13-6/30/14
Financial Terms: Cost not to exceed \$9,000 (Board initially approved on 9/3/13 the amount of \$6,000)

E. CHILD DEVELOPMENT CENTER LEASE

It is recommended the Board of Trustees approve consideration of award of a lease of the Child Development Center to Pacific Asian Consortium Employment (PACE), per Education Code section 81360 et. seq.

F. COPY CENTER COPIER LEASE

It is recommended the Board of Trustees approve the lease of a high-speed color copier, printer, multifunction finisher, controller, scanner/workstation and associated software from Xerox Corporation to replace the leased copier/print system currently in use in the Copy Center.

The District has two months left to fulfill on its existing five-year lease with Xerox. This new agreement with Xerox will allow for early termination of the current lease contract at no charge to the District. This upgrade in equipment and software will significantly reduce the copy allowance cost and speed at which the Copy Center produces.

Authority for this lease is made possible through the piggyback provision of Master Agreement #WV240208 between Midwestern Higher Education Commission (MHEC) and Xerox Corporation dated July 1, 2008. On October 10, 2008 the agreement between MHEC and Western Interstate Commission for Higher Education (WICHE) to expand the Xerox contract into the WICHE states became effective.

Date(s) of Service: 5/20/14 – 5/19/19
Financial Terms: \$144,209 annually (tax not included)

G. PURCHASE ORDERS AND BLANKET PURCHASE ORDERS

It is recommended all purchase orders be ratified as shown.

P.O.	Vendor Name	Site Name	Description	P.O. Cost Number
Fund 11 - Unrestricted - El Camino				
P0702667	Electric Car Sales	Audio/Visual	New Equipment	\$17,527.22
P0702718	South Bay Regional	Campus Police	New Equipment	\$1,805.87
P0702830	Ladner Coatings Inc.	Facilities/Planning/Service	Repairs Noninstructional	\$3,850.00
P0702974	CDW-G	Div Office Business	Instructional Supplies	\$1,042.50
P0702991	Tomark Sports, Inc.	Grounds	Non-Instruct Supplies	\$258.85
P0702994	CDW-G	SRC Accessibility Fund	New Equipment - Instructional	\$519.76
P0703011	CDW-G	Div Office Business	Instructional Supplies	\$724.28
P0703018	B & H Photo-Video	Copy Center	Non-Instruct Supplies	\$124.26
P0703021	Rosetta Stone	Information Technology	License Fee/Site Licenses	\$8,175.00
P0703023	Monterey Bay Aquarium	Accounting Use Only	Prepaid Expense	\$569.25
P0703069	CDW-G	Technical Services	Repairs Parts And Supplies	\$1,203.36
P0703070	CDW-G	Technical Services	Repairs Parts And Supplies	\$2,204.02
P0703116	Complete Office	Division Office Math	Instructional Supplies	\$199.47
P0703122	Matthew Bender	Div Office Instr.	Publications-Magazines	\$1,052.28
P0703123	Community College	Div Office Instr.	Publications-Magazines	\$7,202.00
P0703124	Community College	Div Office Instr.	Publications-Magazines	\$40,343.00
P0703125	Hyland Software, Inc.	Information Technology	Maintenance Contracts	\$1,633.31
P0703146	Crainco	Facilities/Planning/Service	Equipment Rental	\$435.00
P0703160	ASQ	Ed & Community	Dues And Memberships	\$143.00
P0703161	Schwalm Generation	Facilities/Planning/Service	Repairs Noninstructional	\$2,184.56
P0703167	U.S. Bank	Institutional Services	Escrow/adminstrtn fees - Bond	\$500.00
P0703172	Mr. Rene E. Lozano	Transfer Center	Conferences - Student	\$3,287.43
P0703173	Daily Breeze, the	Purchasing and	Multi Media Advertising	\$835.85
P0703184	Liberty Paper	Warehouse	Inventories	\$17,188.86
P0703185	Empire Cleaning Supply	Operations	New Equipment	\$3,785.03
P0703186	Lowe's	Operations	New Equipment	\$391.42
P0703188	National Association for	Out of State	Conferences Other	\$590.00
P0703196	Dell Marketing L.P.	Accounting Use Only	Prepaid Expense	\$14,883.65
P0703209	Cal Tech Copier, Inc.	VP-SCA	Repairs Noninstructional	\$125.00
P0703213	College Specialties	Admissions/Recors	Non-Instruct Supplies	\$2,046.85
P0703214	E.G. Brennan & Co., Inc.	Admissions/Recors	Maintenance Contracts	\$423.50
P0703222	R & D Printing	Copy Center	Printing	\$391.31
P0703223	Redondo Beach	Public Relations	Conferences Mgmt	\$50.00
P0703224	Manhattan Beach	Accounting Use Only	Prepaid Expense	\$265.00
P0703225	El Camino College	Public Relations	Conferences Mgmt	\$10.00
P0703230	CalPERS	Human Resources	Assessment and Penalty	\$5,446.26
P0703233	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$174.59
P0703234	American Express Travel	Ed & Community	Transportation/ Mileage	\$376.00
P0703235	Edmentum, Inc	Accounting Use Only	Prepaid Expense	\$17,815.00
P0703285	Mercury Fence Company	Commencement	Other Rentals	\$1,685.00
P0703287	Event Step and Repeat	Copy Center	Non-Instruct Supplies	\$804.42
P0703290	Paradise Awards	Copy Center	Other Services And Expenses	\$34.77
P0703291	Ecolab Equipment	Facilities/Planning/	Repairs Noninstructional	\$262.50
P0703293	HCD	Facilities/Planning/	Other Services And Expenses	\$36.00

P0703295	Innovative Interfaces,	Information Technology	License Fee/Site Licenses	\$1,700.00
P0703325	Lynda.Com	Staff Development	Webinars/Teleconf Training	\$6,000.00
P0703328	Asia-Europe Co., Ltd.	VP-SCA	Contract Services	\$750.00
P0703329	Dibec, Inc	VP-SCA	Contract Services	\$750.00
P0703330	Overseas Educational	VP-SCA	Contract Services	\$500.00
P0703333	Board of Governors, Calif	First Year Experience	Conferences Mgmt	\$315.00
P0703337	Dell Marketing L. P.	Technical Services	Repairs Parts And Supplies	\$2,355.17
P0703343	CDW-G	Facilities/Planning/Servi	Non-Instruct Supplies	\$1,039.51
P0703344	Law Offices of Larry Frierson	Institutional Services	Legal	\$281.25
P0703351	South Coast Air Quality	Rideshare	Filing Fee	\$1,082.23
P0703353	Mr. Leonid Rachman	International Students	Conferences Mgmt	\$1,891.33
P0703357	Amazon.Com Corporate	Physical Education	Instructional Supplies	\$73.85
P0703360	Thompson West	Div Office Instr.	Library Books	\$1,735.28
P0703361	Bernan	Div Office Instr.	Library Books	\$45.00
P0703362	Ingram Library Service	Div Office Instr.	Library Books	\$37.05
P0703363	El Camino College	Public Relations	Conferences Mgmt	\$70.00
P0703364	ELS Language Centers	International Students	Multi Media Advertising	\$9,000.00
P0703377	Ryugaku Journal, Inc.	International Students	Multi Media Advertising	\$3,000.00
P0703381	Ms. Araceli P. Broadhead	V.P. Academic Affairs	Non-Instruct Supplies	\$7.04

Fund 11 Total: 63

\$193,238.14

Fund 12- Restricted - El Camino

P0700570	Lincoln	Title III- H S I - STEM	New Equipment - Instructional	\$107,016.20
P0702624	South Bay Regional	Parking Services	New Equipment	\$3,130.53
P0702814	Altex Computers	Title III- H S I - STEM	Non-Instruct Supplies	\$151.63
P0702975	Dell Marketing L. P.	Career & Tech Ed	Instr.CompEquip	\$9,708.58
P0703022	North Star Graphics	Parking Services	Non-Instruct Supplies	\$348.80
P0703044	Dell Marketing L. P.	TANF	New Equipment	\$1,413.85
P0703089	Gaumard Scientific	EGADNP 12/13-13/14	New Equipment - Instructional	\$32,918.25
P0703090	Ad Infin Item	Title III- H S I - STEM	Non-Instruct Supplies	\$752.10
P0703094	Medcom Trainex	EGADNP 12/13-13/14	New Equipment - Instructional	\$1,130.39
P0703121	R & D Printing	El Camino Language	Printing	\$1,141.23
P0703126	Cal Tech Copier, Inc.	Fire Tech Donations	Repairs - Instructional	\$302.88
P0703127	School Savers	Math	New Equipmen-Instr	\$8,905.05
P0703131	Six D Ohio Group Llc	Mentor Protege	Transportation/ Mileage	\$1,532.58
P0703148	RP Group, the	TitleV-Improving	Conferences Faculty	\$300.00
P0703149	Guillermo Hinojosa	EOPS CARE	Contract Services	\$350.00
P0703159	UC Regents	MESA Program	Conferences - Student	\$960.00
P0703164	Earl W. Washington	EOPS CARE	Contract Services	\$500.00
P0703168	American Express Travel	TitleV-Improving	Conferences Other	\$381.00
P0703170	CDW-G	Career & Tech Ed	New Equipment - Instructional	\$472.78
P0703171	EMSI	Career & Tech Ed	Publications/ Periodicals	\$7,500.00
P0703181	Campus Food Services	First Year Experience	Other Services And Expenses	\$37.61
P0703183	Century Flower Market	Puente Reporting	Non-Instruct Supplies	\$452.35
P0703189	Abel H. Ricano	MESA Program	Student Stipends	\$100.00
P0703190	Arturo Torres	MESA Program	Student Stipends	\$100.00
P0703191	Domingo De la Cruz, Jr.	MESA Program	Student Stipends	\$100.00
P0703192	Eduardo Chavez	MESA Program	Student Stipends	\$100.00
P0703193	Hanh M. Vo	MESA Program	Student Stipends	\$100.00
P0703194	Henry S. Osuji, Sr.	MESA Program	Student Stipends	\$100.00
P0703195	Natasia P. Handoyo	MESA Program	Student Stipends	\$100.00
P0703198	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$167.00
P0703199	Veronica Gonzalez	MESA Program	Student Stipends	\$100.00

P0703200	Phuc N. Nguyen	MESA Program	Student Stipends	\$100.00
P0703201	Paulus F. Handoyo	MESA Program	Student Stipends	\$100.00
P0703202	Obed A. Poroj	MESA Program	Student Stipends	\$100.00
P0703203	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$48.53
P0703204	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$60.00
P0703205	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$5,600.00
P0703211	SDSU Research	In-Region Investments	Conferences Other	\$8,000.00
P0703216	Robert L. Long	EOPS CARE	Contract Services	\$250.00
P0703217	Campus Food Services	StudentSuccess	In-Service Training	\$219.36
P0703220	L.A.S.D.	Parking Services	In-Service Training	\$485.00
P0703221	Verizon Wireless	Parking Services	New Equipment	\$258.48
P0703227	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$626.75
P0703231	Academy Sports and	Adminstration	Workshop Sponsorship	\$1,030.89
P0703232	Franjeans Flag Specialty	Adminstration	Workshop Sponsorship	\$1,035.50
P0703289	City of Torrance	Parking Services	Other Services	\$436.00
P0703292	California Health	Fire Tech Donations	Repairs - Instructional	\$1,576.50
P0703298	CDW-G	Adminstration	New Computer	\$6,509.71
P0703323	Jose L. Ortiz	MESA Program	Student Stipends	\$200.00
P0703331	Khristal Barnett	CalWORKs	Contract Services	\$400.00
P0703332	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$522.40
P0703334	Campus Food Services	EOPS	In-Service Training	\$195.55
P0703335	William S. Sinclair, III	CalWORKs	Contract Services	\$400.00
P0703336	Medical Billing	MediCal Administrative	Contract Services	\$1,900.00
P0703338	Student Insurance	El Camino Language	Other	\$21,479.00
P0703348	Psychological Consulting	Parking Services	Other Services And Expenses	\$1,250.00
P0703349	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$750.00
P0703350	Coastline Community	TitleV-Improving	Conferences Other	\$260.00
P0703354	Liebert Cassidy	Parking Services	Conferences Mgmt	\$55.00
P0703358	Marriott Hotel	EOPS	Non-Instruct Supplies	\$11,100.00
P0703365	James P. Ellingson	(STCW) Standards for	Non-Instruct Supplies	\$52.01
P0703367	Sidedoor Studio, The	El Camino Language	Printing	\$389.50
P0703368	Campus Food Services	Community Education	Non-Instruct Supplies	\$124.10
P0703373	Wilmington Chamber of	SBDC Program Income	Dues And Memberships	\$100.00
P0703374	Campus Food Services	TitleV-Improving	Non-Instruct Supplies	\$163.50
P0703379	Enterprise Rent-A-Car	Adv. Mfg. Sector	Conferences Other	\$75.00
P0703380	I.A.T. Auto Repair	Parking Services	Repairs Non Instr	\$361.60
			Fund 12 Total: 67	\$246,587.19

Fund 15 - General Fund -Special Programs

P0702965	CDW-G	Honors Program	New Computer	\$1,634.75
P0702972	Dell Marketing L. P.	Honors Program	New Computer	\$1,369.80
P0703180	The University of Texas	Div Office-Studnt	Dues And Memberships	\$12,475.00
P0703182	Midwest Library Service	Div Office Instr.	Library Books	\$1,572.96
P0703228	Midwest Library Service	Div Office Instr.	Library Books	\$2,116.47
P0703286	Midwest Library Service	Div Office Instr.	Library Books	\$3,478.23
P0703300	CDW-G	Fiscal Services	New Equipment	\$1,512.29
P0703326	Midwest Library Service	Div Office Instr.	Library Books	\$2,218.33
P0703327	American Library	Div Office Instr.	Library Books	\$81.00
P0703340	Banksupplies, Inc.	Fiscal Services	New Equipment	\$1,382.69
P0703359	Midwest Library Service	Div Office Instr.	Library Books	\$1,681.63
			Fund 15 Total: 11	\$29,523.15

Fund 41 - Capital Outlay

P0703162	CSI Fullmer	Classroom&Office	Site Improvements	\$566.67
			Fund 41 Total: 1	\$566.67

Fund 62 - Property & Liability

P0703174	El Camino Community	Purchasing	Excess Insurance	\$11,272.56
P0703366	El Camino Community	Purchasing	Excess Insurance	\$3,565.62
			Fund 62 Total: 2	\$14,838.18

Fund 71 - Associated Students

P0703163	Ryan Smith	Student Affairs	ASB Exp.	\$1,000.00
P0703294	Campus Food Services	Student Affairs	ASB Exp.	\$398.61
			Fund 71 Total: 2	\$1,398.61

Fund 72 - Student Representation Fee

P0703061	Dell Marketing L. P.	Student Affairs	Non Inst Comp	\$6,605.68
P0703165	Los Angles Airport	Student Affairs	Conferences - Student	\$762.60
P0703166	Board of Governors, Calif	Student Affairs	Conferences - Student	\$1,080.00
P0703299	CDW-G	Student Affairs	Non Inst Comp	\$1,740.17
			Fund 72 Total: 4	\$10,188.45

Fund 79 - Auxiliary Services

P0703151	Smack Authentic	Health Sciences and	Non-Instruct Supplies	\$117.89
P0703177	Kraphics	Counseling Office	Non-Instruct Supplies	\$10.50
P0703178	Foundation for	Counseling Office	Non-Instruct Supplies	\$345.00
P0703206	Paradise Awards	Counseling Office	Non-Instruct Supplies	\$95.92
P0703208	C & A Jewelry Casting	Student Affairs	Non-Instruct Supplies	\$270.00
P0703218	Exsel Inc	Honors Program	Non-Instruct Supplies	\$839.30
P0703219	Honors Transfer	Honors Program	Non-Instruct Supplies	\$60.00
P0703301	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$289.88
P0703302	Skyline CollegeyHonors	Honors Program	Non-Instruct Supplies	\$100.00
P0703346	Nina K. Oshio	Student Affairs	Non-Instruct Supplies	\$80.11
P0703352	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$37.61
P0703369	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$359.70
			Fund 79 Total: 12	\$2,605.91

Fund 81 - Student Organizations

P0703215	Monterey Graphics	Student Affairs	A/P Manual.Gen.	\$114.45
			Fund 81 Total: 1	\$114.45

Fund 82 - Scholarships & Trust/Agency

P0703130	California Pro Sports	Health Sciences	Fundraising	\$487.99
P0703378	Campus Food Services	Staff Development	Fundraising	\$750.00
			Fund 82 Total: 2	\$1,237.99

PO Funds Total: 165 **500,298.74**

Fund 11 - Unrestricted - El Camino

B0702744	Hinshaw Music, Inc.	Music	Instructional Supplies	\$825.00
Fund 11 Total: 1				\$825.00

Fund 12 - Restricted - El Camino

B0703339	ECCD Petty Cash	Adminstration	Workshop Sponsorship	\$250.00
B0710819	Desimone Engineering,	CMTA-H1B	Contract Services	\$10,000.00
B710604A	Ricoh	Foster Care Ed	Copiers	\$1,090.00
Fund 12 Total: 3				\$11,340.00

Fund 15 - General Fund -Special Programs

B0710882	E.C.C. Public Information Honors Program		Printing	\$148.50
Fund 15 Total: 1				\$148.50

Fund 41 - Capital Outlay

B0702464	S & K Engineers	SM13/14-Air	Architecture & Engineering	\$42,500.00
B0702465	S & K Engineers	SM13/14-Air	Architecture & Engineering	\$8,500.00
B0702466	S & K Engineers	SM13/14-Air	Architecture & Engineering	\$7,800.00
B0710845	Graybar Electric	Prop 39	Site Improvements	\$422,793.06
Fund 41 Total: 4				\$481,593.06

BPO Funds Total: 9 **493,906.56**

Grand Total POs and BPOs: 174 **994,205.30**

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

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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 April 30, 2014, at the May 2014 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$205,620,530	\$123,326,004	\$40,810,635	\$41,483,892
Campus Site Improvements	64,910,391	32,795,374	907,918	31,207,099
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvement	128,723,855	96,347,629	22,573,462	9,802,765
Information Technology and Equipment	24,751,372	14,474,599	251,003	10,025,770
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>\$269,645,157</u>	<u>\$64,543,017</u>	<u>\$92,949,012</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	<u>205,131,571</u>	<u>0</u>	<u>0</u>	<u>205,131,571</u>
TOTAL	<u>\$350,000,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$350,000,000</u>

**B. CHANGE ORDER – PINNER CONSTRUCTION COMPANY, INC.–
SHOPS BUILDING REPLACEMENT PROJECT**

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

1. Due to the relocation and installation of storm drain and retention basin the contractor was directed to provide labor, material and equipment to replace right field and center field fencing, the grass and decomposed granite. District request. \$152,163

2. Contractor was directed to add corrosion inhibitor to concrete mixture used at all sidewalks, curb and gutters around the Shops site. Architecture and Engineering requirement. 14,000

3. Contractor was directed to provide labor, material and equipment to add a catch basin behind new Emergency Preparedness Building to prevent flooding. District request.	5,810
4. Contractor was directed to furnish labor, material and equipment to replace and remove existing damaged asphalt on east road. District request.	53,490
5. Contractor was directed to furnish labor, material and equipment to repair concrete slab and beams at parking lot F. Architecture and Engineering requirement.	35,450
6. Contractor was directed to furnish labor, material and equipment to seal concrete floors in various classrooms. Architecture and Engineering requirement.	9,345
7. Contractor was directed to furnish labor, material and equipment to provide concrete encasement at shallow hydronic piping along east road. District request due to unforeseen condition.	39,201
8. Contractor was directed to furnish labor, material and equipment to remove existing shallow underground electrical conduits along south and west roads. This change order also includes relocation of two blue emergency phones. District request due to unforeseen condition.	<u>63,277</u>
 Total Change Order Amount	 <u>\$372,736</u>
Original Contract Amount	\$21,902,000
Prior Changes	93,523
This Change Order Amount	<u>372,736</u>
New Contract Amount	<u>\$22,368,259</u>

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

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

1. Furnish and install structural supports for roof top ductwork for HVAC. Architecture and Engineering	\$35,200
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requirement.	
2. Furnish and install additional fiber and copper cabling for the new permanent police antenna system. District request.	5,299
3. Furnish and install additional steel support beam for roof mounted air handler. Architectural and Engineering requirement.	3,892
4. Furnish and install additional wall mounted sewer line cleanouts and lockable access panels at all restrooms. District request.	14,115
5. Furnish and install additional electrical circuits to provide 120 V power for internal maintenance lighting at the seven roof top air handlers. Architecture and Engineering requirement.	2,698
6. Furnish and install 120V disconnecting means at all combination smoke fire dampers. Code Compliance.	5,624
7. Furnish and install fire-rated duct shaft bottoms above the hard ceiling in restroom. Architecture and Engineering requirement.	1,982
8. Furnish and install steel stacked shim plates to level existing roof. Architecture and Engineering requirement.	1,316
9. Furnish and install a new shut-off valve on an existing gas line to allow the project to be isolated without affecting a major portion of the campus. District request.	7,199
10. Furnish and install upgrade to 20' tall police antenna mast. District request.	964
11. Provide one additional feeder cable in conduit runs from transformer. Architecture and Engineering requirement.	<u>2,975</u>
Total Change Order Amount	<u>\$81,264</u>
Original Contract Amount	\$25,427,000
Prior Changes	31,997

This Change Order Amount	<u>81,264</u>
New Contract Amount	<u>\$25,540,261</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
P702981	CDW-G	Science Complex	Group II Equipment	\$56,247.65
P703003	Dell Marketing	Science Complex	Group II Equipment	\$6,163.08
P703004	CDW-G	Science Complex	Group II Equipment	\$2,178.78
P703197	Dell Marketing	Information Technology	New Computer	\$58,031.82
P703324	DGS	Restroom Accessibility	Architecture & Engineering	\$1,336.81
P703347	CSI Fullmer	Science Complex	Group II Equipment	\$2,640.98
B701559	Vector Resources	Shops Building	Site Improvements	\$5,266.00
B710903	Lend Lease Construction	Math Business Allied Health	Legal-Lend Lease MBA	<u>\$50,000.00</u>
				<u>\$181,865.12</u>

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

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A. Employment and Personnel Changes.....	59
B. Temporary Non-Classified Service Employees	67
C. Revised Classification Specifications for Classified Position.....	77

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 1-34 and 1-13.

Academic Personnel:

1. Retirement - Claudette Parks, full-time instructor of English, Humanities Division, last day of work May 16, 2014, first day of retirement May 17, 2014 and that a plaque be prepared and presented to her in recognition of her service to the District since 1997.
2. Employment - Jacquelyn Sims, Dean of Mathematics, Range 16, Step 1, effective July 1, 2014.
3. Employment - Randy Totorp, Director of Athletics & Kinesiology, Health Sciences & Athletics Division, Range 11, Step 1, Administrator Salary Schedule, effective May 27, 2014.
4. Special Assignment - Margaret Kidwell-Udin, full-time instructor of Nursing, Health Sciences & Athletics Division, to participate on Compton Center nursing evaluation committees, to be paid \$45.14 an hour, not to exceed 15 hours or \$677, plus mileage, effective March 1 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
5. Special Assignment - Kathleen Rosales, full-time instructor of Nursing, Health Sciences & Athletics Division, to participate on nursing hiring committee at Compton Center, to be paid \$45.14 an hour, not to exceed 20 hours or \$903, plus mileage, effective May 6 through July 31, 2014, in accordance with the Agreement, Article 20, Section 6(d).
6. Special Assignment - Julienne Gard, full-time instructor of Geography, Natural Sciences Division, to provide assistance with the summer professional development workshop for faculty, to be paid \$60.18 an hour, not to exceed 60 hours or \$3,611, effective July 1 through July 31, 2014, in accordance with the Agreement, Article 10, Section 14(a).
7. Special Assignment - The following full-time instructors, to work as co-directors of the Honors Transfer Program, writing reports, applications and performing data collection, to be paid \$60.18 an hour, not to exceed 33 hours or \$2,000 each,

effective May 19 through August 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Joseph Holliday, Natural Sciences

Rachel Williams, Humanities

8. Special Assignment - Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise Writing Center and Computer Assisted Instruction lab for summer, to be paid \$45.14 an hour, not to exceed 90 hours or \$4,063, effective May 20 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
9. Special Assignment - Barbara Budrovich, full-time instructor of English, Humanities Division, to survey faculty for classroom tutor assessment, observe and evaluate Writing Center tutors and determine performance improvement plans, to be paid \$60.18 an hour, not to exceed 10 hours or \$602, effective July 1 & 2, 2014, in accordance with the Agreement, Article 10, Section 14(a).
10. Special Assignment -The following full-time instructors of English, Humanities Division, to teach critical skills to Loyola-Marymount summer bridge academic students, to be paid \$60.18 an hour, not to exceed 40 hour or \$2,408 each, effective July 1 through August, 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Rose Ann Cerofeci

Matthew Cheung

11. Special Assignment -The following full-time instructors of English, Humanities Division, to teach critical skills to UCLA summer academy students, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,408 each, effective July 1 through August, 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

Rose Ann Cerofeci

Scott Kushigemachi

12. Special Assignment - Gary Kohatsu, part-time instructor of Journalism, Humanities Division, to provide discipline expertise on screening committees in Journalism, to be paid \$45.14 an hour, not to exceed 12 hours or \$542, and not to exceed 25 hours per week cumulative employment at ECC, effective March 25 through May 29, 2014, in accordance with the Agreement, Article 10, Section 9(m).
13. Special Assignment - Debra Breckheimer, full-time instructor of English, Humanities Division to prepare instructional materials and guidelines for Consistency Project, to be paid \$60.18 an hour, not to exceed 100 hours or \$6,018,

effective June 1 through August 14, 2014, in accordance with the Agreement, Article 10, Section 14(a).

14. Special Assignment - Cynthia Mosqueda, full-time Counselor to oversee Loyola Marymount University (LMU) partnership grant with grant reports and budget presentations, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,408, effective July 1 through August 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
15. Special Assignment - Cynthia Mosqueda, full-time Counselor to oversee UCLA partnership grant with grant reports and budget presentations, to be paid \$60.18 an hour, not to exceed 40 hours or \$2,408, effective July 1 through September 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
16. Special Assignment - The following instructors/counselors who performed Federation activities during the Spring 2014 semester, to be paid \$60.18 an hour for a total of 200 hours, effective January through June 2014, in accordance with the Agreement, Article 3, Section 11(c).

Sean Donnell	60 hours	\$ 3,611
Julio Farias	40 hours	\$ 2,407
Lyman Hong	20 hours	\$ 1,204
Kenneth Key	40 hours	\$ 2,407
Margaret Quinones-Perez	5 hours	\$ 301
Sabra Sabio	15 hours	\$ 903
Guillermina Colunga	<u>20 hours</u>	<u>\$ 1,204</u>
	200 hours	\$10,833

17. Special Assignment - Mark Lipe, full-time instructor of Physical Education, Health Sciences & Athletics Division, to perform summer work on curriculum matters, to be paid \$45.14 an hour, not to exceed 20 hours or \$903, effective May 20 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
18. Special Assignment - Mark Lipe, full-time instructor of Physical Education, Health Sciences & Athletics Division, to perform summer work on curriculum matters, to be paid \$45.14 an hour, not to exceed 20 hours or \$903, effective July 1 through August 20, 2014, in accordance with the Agreement, Article 10, Section 14(a).
19. Special Assignment - The following part-time clinical instructors of Respiratory Care, Health Sciences & Athletics Division, to provide clinical supervision to respiratory care students, to be paid \$60.18 an hour, not to exceed a total of 25

hours or \$1,505 per week and not to exceed 25 hours per week cumulative employment at ECC, for a grand total of \$12,040, effective June 16 through August 7, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Raymond Adoc
Salomay Corbaley
Douglas Mizukami

Patrick Moore
Taryn Nicole Parker
Elva Sipin

20. Special Assignment - William Hood, part-time instructor Physical Education, Health Sciences and Athletics Division to plan and conduct a Self-Defense Class for Classified Professional Development Week, to be paid \$45.14 an hour, not to exceed \$158 or 3.5 hours, and not to exceed 25 hours per week cumulative employment at ECC, effective June 2-6, 2014 in accordance with the Agreement, Article 10, Section 9(m).
21. Special Assignment - Kathryn Cass, part-time instructor Physical Education, Health Sciences and Athletics Division to plan and conduct two Yoga Classes for Classified Professional Development Week, to be paid \$45.14 an hour, not to exceed \$316 or 7 hours, and not to exceed 25 hours per week cumulative employment at ECC, effective June 2-6, 2014 in accordance with the Agreement, Article 10, Section 9(m).
22. Special Assignment - Nick Van Lue, part-time instructor Physical Education, Health Sciences and Athletics Division to plan and conduct a Line-Dancing Class for Classified Professional Development Week, to be paid \$45.14 an hour, not to exceed \$181 or 4 hours, and not to exceed 25 hours per week cumulative employment at ECC, effective June 2-6, 2014 in accordance with the Agreement, Article 10, Section 9(m).
23. Special Assignment - The following full-time instructors to support Student Learning Outcomes for their respective divisions, to be paid \$45.14 an hour, each, effective May 1 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).

<u>Instructor</u>	<u>Division</u>	<u>Not to Exceed</u>	<u>Not to Exceed</u>
Kevin Degnan	Humanities	25 hours	\$1,129
Patricia Fairchild	Industry & Technology	20 hours	\$ 903
Vince Palacios	Fine Arts	15 hours	\$ 677
Fariba Sadeghi-Tabrizi	Fine Arts	15 hours	\$ 677
Russell Serr	Health Sciences & Athletics	15 hours	\$ 677

24. Special Assignment - Eric Carlson, full-time instructor of Machine Tool Technology, Industry & Technology Division, to provide instruction for Summer

Machine Tool Technology course, to be paid \$60.18 an hour, not to exceed 172 hours or \$10,351, effective June 16 through August 7, 2014, in accordance with the Agreement, Article 10, Section 14(a).

25. Special Assignment - William Melendez, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate the Fire Academy, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,805, effective May 20 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
26. Special Assignment - Kevin Huben, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate the Paramedic Training Program, to be paid \$60.18 an hour, not to exceed 30 hours or \$1,805, effective May 20 through June 30, 2014, in accordance with the Agreement, Article 10, Section 14(a).
27. Special Assignment - Thu-Hong Hoang, part-time instructor of Mathematics, to plan contextualized lessons with other Career Advancement Academy (CAA) instructors, to be paid \$60.18 an hour, not to exceed 6 hours or \$361, and not to exceed 25 hours per week cumulative employment at ECC, effective May 20 through June 30, 2014, in accordance with the Agreement, Article 10, Section 9(m).
28. Special Assignment - The following part-time faculty members to participate in Science Technology Engineering and Math (STEM) Counselor Training seminars to be paid \$45.14 an hour, not to exceed 20 hours or \$901 each, and not to exceed 25 hours per week cumulative employment at ECC, effective January 1 through May 16, 2014, in accordance with the Agreement, Article 10, Section 9(m).

Mario Escalante

Gerald Lorenzetti

29. Extra Service Pay - The following full-time Librarians to be employed each scheduled day of the 2014 summer session, in accordance with the Agreement, Article 10, Section 13(b).

Donald Brown
Seth Daugherty
Alice Cornelio
Moon Ichinaga

Mary McMillan
Noreth Men
Claudia Striepe

30. Employment - The following on-call, part-time/temporary counselors are to be hired, as needed, not to exceed 24 hours per week and not to exceed 25 hours per week cumulative employment at ECC, effective May 21 through August 14, 2014,

in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds.

Gerald Lorenzetti
Brandi Marsh
Erik Moberly
Janice O'Neal

Veronica Quinonez
Claudia Ramrez-Yaglian
Efren Ranel

31. Employment - The following part-time instructors of Fire & Emergency Technology, Industry & Technology Division, to be paid by El Segundo Fire Department, effective June 2 through October 2, 2014.

John Gritzmacher
Mark Harrison
Scott Martinez

Daren MacDonald
Harold Nixt
David O'Leary

32. Employment - The following part-time instructors of Fire & Emergency Technology, Industry & Technology Division, to be paid by Beverly Hills Fire Department, effective June 2 through October 2, 2014.

Jonathan Borer
John Eccles
David Grate
Dean Guccione
Michael Hand
Timothy Hayes
Joseph Matsch
Ralph Mundell

Jeff Nolan
David Perusse
Glenn Pinson
Craig Reinhardt
Christopher Slates
Richard Solomon
Scott

Stephens

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

Health Sciences & Athletics

Joel Weiss

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

Health Sciences & Athletics

Kathryn Cass – Class II, Step 4

Humanities

Elizabeth Hindman – Class II, Step 9
Anna Mavromati – Class II, Step 4
Elayne Rodriguez-Haven – Class II, Step 4

Mathematics

Marc Glucksman – Class V, Step 30
Michael Lee – Class II, Step 4
Cuong Nguyen – Class II, Step 6
Gizaw Tadele – Class II, Step 28
Thanh Trinh – Class II, Step 4
James Wan – Class V, Step 28

Natural Sciences

Zeke Murdock – Class V, Step 4

The following part-time summer faculty salary adjustments:

Fine Arts

Erin Wood – Class IV, Step 4

Health Sciences & Athletics

Brandon Alcocer – Class II, Step 6
Jaymie Baquero – Class II, Step 6
Richard Blount – Class II, Step 9
Diana Galias – Class I, Step 7
Elaine Martinez – Class II, Step 5
Douglas Mizukami – Class I, Step 5
Krysti Rosario – Class II, Step 7
Stephen Shaw – Class II, Step 7
Sean Sheil – Class II, Step 11

Humanities

Allison DeVaney – Class II, Step 12
Kim Krizan – Class III, Step 9

Industry & Technology

Robert Diaz – Class II, Step 6
Carlos Garcia – Class II, Step 9
Priscilla Ratcliff – Class I, Step 4

Natural Sciences

Rebecca Donegan – Class II, Step 5

Classified Personnel:

1. Change in Assignment - Michael Clifford, from .83% to 100% HVAC Mechanic, Range 39, Step C, Facilities Planning and Services Division, Administrative Services Area, effective June 2, 2014.
2. Extend Employment - Seth Barnard, Toolroom Instructional Equipment Attendant, Range 24, Step D, Industry & Technology Division, Academic Affairs Area, effective June 14 through June 30, 2014.
3. Extend Employment - Matthew Hutcherson, Toolroom Instructional Equipment Attendant, Range 24, Step E, Industry & Technology Division, Academic Affairs Area, effective June 14 through June 30, 2014.
4. Extend Employment - Doroteo Quero, Toolroom Instructional Equipment Technician, Range 31, Step E, Industry & Technology Division, Academic Affairs Area, effective June 14 through June 30, 2014.
5. Promotion - Albert Romero from Library Media Technician II, Range 26, Step E, to Library Media Technician IV, Range 32, Step C, Learning Resources, Academic Affairs Area, effective June 2, 2014.
6. Employment - Miguel A. Aburto Galvan, HVAC Mechanic, Range 39, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 2, 2014.
7. Employment - Elana R Azose, 75% Trainer/Instructional Technology Specialist, Range 41, Step A, Professional Development/Human Resources Division, Human Resources Area, effective May 20, 2014.

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

8. Gilbert McGowan - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective April 29 through June 30, 2014, not to exceed 25 hours per week.
9. Willy Panez - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 12 through June 30, 2014, not to exceed 25 hours per week.

10. Leonard Payne - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 2 through June 30, 2014, not to exceed 25 hours per week.
11. Kenneth Williams - Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 9 through June 30, 2014, not to exceed 25 hours per week.
12. Isabelle Pena - Secretary, Range 26, Step A, Vice President's Office, Academic Affairs Area, effective May 19 through June 30, 2014, not to exceed 25 hours per week.

Special Services Professional

13. Employment - Destyn LaPorte, Special Services Professional Range 5, Step 5, Admissions and Records Division, Student and Community Advancement Area, effective May 19 through October 17, 2014.

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 May 20, 2014 through June 30, 2014, unless otherwise stated, as shown in items 1-27.

Instructional Aide Series

1. Instructional Aide V

The following individual is to provide high level tutoring, student assistance, classroom support services and online support.

Rosa Miranda-Novack, \$13.00 per hour

Office Aide Series

2. Office Aide II

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

Orlicia Lee, \$9.50 per hour (effective 5/5/14 through 6/30/14)

Gerel Purevkhoo, \$10.00 per hour

3. 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 processing, customer service and supporting the division staff as needed.

Samantha Polizzi, \$10.50 per hour

Program Aide Series

4. Program Aide I

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

Jasmin Roman, \$9.00 per hour
Maritza Carrillo, \$9.00 per hour
Andria Wafer, \$9.00 per hour

5. Program Aide III

The following individuals are to assist the staff with basic duties to support the needs of a program, function or office.

Ibeth Arriaga, \$10.50 per hour
Rebecca Mbanugo, \$10.50 per hour
Dillan Horton, \$10.50 per hour

Education Professional Series

6. Education Professional I

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

Rosemary Angel, \$30.00 per hour
Tracy Bergen, \$29.00 per hour
Deborah Chew, \$30.00 per hour
Regine Costello, \$30.00 per hour
Leonard Giachello, \$29.00 per hour
Victor Hatten, \$29.00 per hour
Joanna Jimenez, \$29.00 per hour
Khadaffy Ripors, \$29.00 per hour (eff. 5/1/14 – 6/30/14)

Barbara Lewis \$30.00 per hour
Daniel Nesbitt, \$30.00 per hour
Kate Oh, \$30.00 per hour
Anna Perez, \$30.00 per hour
Steven Scherer, \$30.00 per hour
Diane Serradell, \$31.00 per hour
Charles Wright, \$30.00 per hour

7. Education Professional V

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

Khadaffy Ripors (effective 5/1/14 through 6/30/14)
Ljubomir Velickovic

Program Professional Series

8. Program Professional I

The following individual is to review and recommend current online training programs and technology deliveries.

Elana Azose, \$31.50 per hour (effective 4/23/14 through 5/19/14)

9. Program Professional IV

The following individuals are to provide expert witness preparation, testimony and other related duties.

Robert Gann, \$110.00 per hour (effective 4/24/14 through 6/30/14)
Bruce Hoerning, \$110.00 per hour (effective 2/13/14 through 6/30/14)

Temporary Non-Classified Service Employees effective July 1, 2014 to June 30, 2015

Campus Police Aide Series

10. 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

11. Campus Police Aide III

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

Stephanie Avila, \$11.50 per hour
Gustavo Campos, \$11.50 per hour
Eliana Montelongo, \$10.75 per hour
Emmanuel Ramirez, \$11.50 per hour
Mayra Sandoval, \$11.25 per hour

12. Campus Police Aide V

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

Paul Saldana, \$13.00 per hour

Instructional Aide Series

13. Instructional Aide II

The following individuals are to provide basic tutoring, support services, computers and equipment maintenance and accommodations for students.

Vimesha Gunawardena, \$9.25 per hour
Robin Nooner, \$9.25 per hour
George Parapouras, \$9.25 per hour

14. Instructional Aide IV

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

Mario Cabrera, \$11.75 per hour
Freddy Carrillo, \$11.75 per hour
Sahar Tashakor, \$11.75 per hour

The following individual is to provide high level tutoring, student assistance, classroom support services and online support.

Rosa Miranda-Novack, \$13.00 per hour

15. Instructional Aide VI

The following individuals are to assist students with their writing assignments in all phases of the composing process – understanding and responding to the topic, generating ideas, outlining, drafting, revising and other duties as needed.

Damara Ademola Popoola, \$15.00 per hour
Laura Braun, \$15.00 per hour
Constance Brigham, \$15.00 per hour
Roger Cannon, \$15.00 per hour
Jennifer Carr \$15.00 per hour
Christine Chu, \$15.00 per hour
Catherine Herold, \$15.00 per hour
Christine Koyanagi, \$15.00 per hour
Philip Lantz, \$15.00 per hour
Esther Lee, \$17.00 per hour
Sherry McCulloh, \$15.00 per hour
Sean Patrick, \$17.00 per hour
Sara Pritzkat, \$15.00 per hour
Ryan Ritchie, \$17.00 per hour
Kim Runkle, \$17.00 per hour
Heather Wictum, \$15.00 per hour
Terry Wright, \$17.00 per hour
Ryan O’Sullivan, \$15.00 per hour

The following individual is responsible for organizing and managing the Academic Excellence Workshop for 7 or more students who are participating in the MESA/STEM program.

Michael Arzate, \$15.00 per hour

The following individuals are to provide instructional assistance in the Reading Success Center, supervise support staff, and assist with the daily operations with minimal supervision.

Karen Lugo, \$19.00 per hour
Sumino Otsuji, \$19.00 per hour

Office Aide Series

16. Office Aide II

The following individual is to assist with office tasks, daily operations and maintenance such as compile input, maintain data, payment processing, customer service and supporting division staff as needed.

Marleen Ledesma-Lagunas, \$9.25 per hour

17. Office Aide VI

The following individuals are to perform routine and general office duties and assist with project's marketing and public relations goals for the Graduation Initiative (Title V) Project Director.

Benjamin Ceja, \$16.00 per hour

Mitzi Lai, \$16.00 per hour

Nayeli Oliva, \$16.00 per hour

Program Aide Series

18. Program Aide I

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

Jasmin Roman, \$9.00 per hour

Maritza Carrillo, \$9.00 per hour

Andria Wafer, \$9.00 per hour

19. Program Aide III

The following individuals are to assist the staff with basic duties to support the needs of a program, function or office.

Ibeth Arriaga, \$10.50 per hour

Donald Jackson, \$10.50 per hour

Rebecca Mbanugo, \$10.50 per hour

Jacqueline Raschilla, \$10.00 per hour

Dillan Horton, \$10.50 per hour

20. Program Aide VI

The following individual is to assist with duties that are related to the daily operation and maintenance of the Graduation Initiative (Title V) program.

Elizabeth Schwartz, \$18.00 per hour

The following individuals are to provide administrative and contractual assistance, assist with classroom facilitation and logistics, coordinate staff, room schedules and planning/organizing activities, track and compile eligible student data, support

outreach and recruitment, and provide other related duties to support the Foster and Kinship Education Program.

Sharonda Barksdale, \$18.00 per hour
John Forbes-Barton, \$15.00 per hour
Tammy Lanier, \$18.00 per hour

Sports Aide Series

21. Sports Aide VI

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

Shelley Benner, \$17.00 per hour
Nicole Clarke, \$17.00 per hour
Shanese Douglas, \$17.00 per hour
Brandon Gregory, \$17.00 per hour
Jennie Harris, \$17.00 per hour
Monica Lizarraga, \$17.00 per hour
Paula Mazzarino, \$17.00 per hour
Amber Omar-Amrani, \$17.00 per hour
Katelyn Rogers, \$17.00 per hour
Noah Rubke, \$17.00 per hour
Amanda Sloss, \$17.00 per hour
Jessica Somohano, \$17.00 per hour
Sandra Tejada, \$17.00 per hour
Angie Zeller, \$17.00 per hour
Amanda Atkins, \$17.00 per hour

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

Scott Byers, \$19.00 per hour
Don Gereau, \$19.00 per hour
Joseph Houston, \$19.00 per hour
Dan Speltz, \$19.00 per hour
Kenneth Talanoa, \$19.00 per hour
Damien Watters, \$19.00 per hour
Leon Lautalo, \$19.00 per hour

Education Professional

22. Education Professional I

The following individuals are to assist students with their writing assignments in all phases of the composing process - understanding and responding to the topic, generating ideas, outlining, drafting, revising and other duties as needed.

Susan Wade, \$20.00 per hour

Mark Walch, \$20.00 per hour

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

Rosemary Angel, \$30.00 per hour

Tracy Bergen, \$29.00 per hour

Khadaffy Ripors, \$29.00 per hour

Deborah Chew, \$30.00 per hour

Regine Costello, \$30.00 per hour

Leonard Giachello, \$29.00 per hour

Victor Hatten, \$29.00 per hour

Joanna Jimenez, 29.00 per hour

Randolph Lee, \$31.00 per hour

Barbara Lewis \$30.00 per hour

Daniel Nesbitt, \$30.00 per hour

Kate Oh, \$30.00 per hour

Anna Perez, \$30.00 per hour

Steven Scherer, \$30.00 per hour

Diane Serradell, \$31.00 per hour

Linda Wise, \$29.00 per hour

Charles Wright, \$30.00 per hour

The following individuals are to provide tutoring services, monitor the Math Study Center, and must possess a Bachelor's degree.

Henri Feiner, \$20.00 per hour

Manolita Formanes, \$20.00 per hour

Thu-Hang Hoang, \$20.00 per hour

Jose Martinez, \$20.00 per hour

Alice O'Leary, \$20.00 per hour

Jeffrey Post, \$20.00 per hour

Russell Reece, \$20.00 per hour

Lawrence Schreier, \$20.00 per hour

Richard Sibner, \$20.00 per hour

Tim Vu, \$20.00 per hour

23. Education Professional II

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

Alice Wertz, \$45.00 per hour

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

Maria Kindweiler, \$40.00 per hour

Debra Martin, \$38.00 per hour

Daniel Murray, \$38.00 per hour

Bonnie Pereyra, \$40.00 per hour

Barbara Polk, \$38.00 per hour

Robert Puglisi, \$40.00 per hour

24. Education Professional V

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

Quayum Abdul

Ron Berman

Jethro Carter

Regine Costello

Dale Fedderson

Leonard Giachello

Gevork Kazanchyan

Douglas Morrison

Dagmar Nelson

Kellie Nicholson

Rosella Pescatori

John Powers

Jack Selph

Khadaffy Ripors

Jenesie Tyler

Michael Van Overbeck

Ljubomir Velickovic

Lina Vidal

Alice Wertz

Ronald

Williams

Program Professional Series

25. Program Professional I

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

Haydee Gonzalez, \$20.00 per hour

The following individual is to oversee all the daily operations of the Math Study Center, and coordinate the student and casual employee work schedules and timesheets.

Erxiang Wang, \$30.00 per hour

The following individual is to assist in the planning, development and coordination of workshops, activities and other related projects for students in math, engineering, and science careers.

Carlos Maruri, \$20.00 per hour

The following individual is to oversee the primary functions of the day-to-day operations of the Reading Success Center.

Sarah Leinen, \$20.00 per hour

The following individual is to assist the office of Academic Affairs with reporting issues.

Lovell Alford, \$30.00 per hour

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

Ryan Lauzon, \$32.00 per hour

Training Professional Series

26. Training Professional I

The following individual is to submit lesson plans for classes and other learning activities and perform other related administrative tasks as assigned in the Foster and Kinship Care Education Program.

Shantel Wilson, \$30.00 per hour

27. Training Professional II

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

Rebecca Alegria, \$37.00 per hour

Elonda Austin, \$37.00 per hour

Sharonda Barksdale, \$37.00 per hour
Pamela Edwards, \$37.00 per hour
John Forbes-Barton, \$37.00 per hour
Krystal Gordon, \$37.00 per hour
LaCrietia Grate, \$37.00 per hour
Tammy Lanier, \$37.00 per hour
Tasha McFashion, \$37.00 per hour
Theresa Reed, \$37.00 per hour
Tina Scruggs, \$37.00 per hour
Tawanna Smith, \$37.00 per hour
Lori Switanoski, \$37.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITION

It is recommended that the Board of Trustees approve the revised classification specifications for the Library Media Technician I as shown on pages 78-81.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN I

BASIC FUNCTION:

The Library Media Technician I is an entry level position and works under the direction of a supervisor or director of Learning Resources. This position may assist in different locations within Learning Resources, such as Circulation, Periodicals, Reserve, Media Services, Acquisitions and Learning Resources Center. These are illustrative and not all-inclusive.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources Unit.

The Library Media Technician II classification performs a variety of technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician III classification is assigned a broader, more complex technical duties which require a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training and resolving operational problems.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

REPRESENTATIVE DUTIES:

Assist with overdue notices; including preparation and distribution of Circulation and overdue materials report and collection, and recording of fines.

Maintain files and records; including typing and filing ~~book~~, alphabetical, numerical, catalog, reserve and ~~other card~~ related data files.

Prepare, type and issue library cards, book lists and related documents.

LIBRARY MEDIA TECHNICIAN I (continued)

Page 2

Charge and discharge print, non-print media, audio-visual equipment and other materials.

Assist with inventory and weeding projects, and book/art display projects.

Maintain collection; including shelving, shelf reading and targeting materials for security system.

Renew materials, both in-person and by telephone.

Place and remove material placed on reserve by instructors.

~~Assist with communication with newly received materials and the Reserve collection.~~

Assist patrons in location and retrieval of resources and audio-visual equipment, and in the use of facilities.

Operate, use and provide simple maintenance on equipment (e.g., Microfilm viewer, Xerox-copy machines, Microfiche Reader/printers, audio-visual equipment and Studio video equipment and graphic production equipment).

Input and search data in computer's catalog and circulation databases.

Search and verify pre-order bibliographic information.

Sort mail and unpack boxes of materials.

Answer telephones and provide routine factual information.

~~Charge and discharge print, non print media, Audio Visual equipment and other materials.~~

~~Assist with, inventory and weeding projects.~~

~~Maintain collection; including shelving, shelf reading, and targeting materials for security systems.~~

~~Renew materials, both in person and by telephone.~~

~~Assist patrons in location and retrieval of resources and Audio Visual equipment, and in the use of facilities.~~

LIBRARY MEDIA TECHNICIAN I (continued)

Page 3

Search and verify pre-order vendor information.

Provide assistance to users in the production and duplication of materials, ~~such as transparencies, audio tape, and quick copy processes.~~

Check media materials ~~film~~ in and out; assist in identifying sources ~~of supply, and type orders, and circulates films, filmstrips, and cassettes received and other media materials.~~

Assist with cataloging of new materials.
Assist with daily processing of print periodicals.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library and/or Media Terminology and practices.

Modern Library and/or Media office practices and procedures.

Wide variety of Library and/or Media resources and equipment; such as audio-visual hardware and software, basic Media Production techniques.

ABILITY TO:

Use Library and/or Media terminology and practices.

Perform detailed and general clerical functions accurately and rapidly.

Prepare and maintain records associated with Learning Resources.

Understand and follow oral and written directions.

Establish and maintain cooperative working relationships with others.

Use library bibliographic resources.

Use good English, spell correctly and make simple arithmetic computations.

Type accurately from clear copy.

Exercise good judgment within established procedures.

EDUCATION AND EXPERIENCE:

High School graduation and one year Library and/or Media experience or one year job related education above High School.

WORKING CONDITIONS:

Library setting.

Extensive computer work.

Long periods of standing and sitting.

Lift and carry up to 25 lbs.

Move from one work area to another.

Classified Salary Range 19

Revised and Board Approved: ~~October 18, 2004~~ May 19, 2014