

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 18, 2015
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 13, 2015
Pages vi - ix**
- III. Presentation -2015 Student Success Scorecard**
 - a. Public Comment
 - b. Acceptance of the 2015 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 (AA)
*See Academic Affairs Agenda,
Pages AA 1- AA 17*
 - B. Student and Community Advancement (SCA)
*See Student Services Agenda,
Pages SCA 1- SCA 36*
 - C. Administrative Services (AS)
*See Administrative Services Agenda,
Pages AS 1- AS 14*
 - D. *See Measure “E” Bond Fund Agenda, (E)
Pages E 1- E 6*
 - E. Human Resources (HR)
*See Human Resources Agenda,
Pages HR 1- HR 46*

- F. Superintendent/President (P/B)
*See Superintendent/President Agenda,
Pages P/B 1- P/B 8*

VII. Committee of the Whole on Superintendent/President Search

- A. Public Comment

**VIII. Non-Consent Agenda on Superintendent/President Search,
Pages NC 1 – NC 9**

- A. Public Comment
- B. Adoption of Superintendent/President Job Announcement
- C. Adoption of Timeline

IX. Public Agenda Request, Page PA 1

- A. Public Comment
- B. Proposal to Raise ECC Student Workers Minimum Wage to \$15 Per Hour in Two Years

X. Public Comment on Non-Agenda Items

XI. Oral Reports

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

XII. Closed Session

- A. Conference with Legal Counsel, Existing Litigation, Brown Act Section 54956.9(a)
 - 1. Case # AAA-72110Y-00348-13MRP
- B. Personnel Matters, Brown Act Section 54957
 - 1. Public Employee Performance Evaluation - Superintendent/President

Board of Trustees Meeting Schedule for 2015
4:00 p.m. Board Room

Monday, May 18, 2015
Monday, June 15, 2015
Monday, July 20, 2015
Monday, August 17, 2015
Tuesday, September 8, 2015
Monday, October 19, 2015
Monday, November 16, 2015
Monday, December 14, 2015

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Vision Statement

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

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.

BOARD PRESENTATIONS AND REPORTS 2014-2015

<i>Month</i>	<i>Presentation</i>	<i>Report</i>
July	Compton Center	FTES – Both Locations
August	Annual Budget	Notice of Public Hearing Quarterly Fiscal Status
September	Student Success and Support Program	Student Success and Support Program Plan
October	Community Advancement	
November	Strategic Plan	FTES – Both Locations Quarterly Fiscal Status
December	Student Equity Plan Foundation Annual Report	Student Equity Plan
January	Facilities Master Plan	Annual Factbook Annual Financial Audit
February	Career Advancement Academy (CAA) and AMETLL Grants	Sound Fiscal Management Accountability Reports End of Year Activities
March	Ethics	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	
June	Athlete Academic Success	Tentative Budget

Nov. 19, 2014

EL CAMINO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING OF
Monday, April 13, 2015

The Board of Trustees of the El Camino Community College District met at 4:00 p.m. on Monday, April 13, 2015, in the Board Room at El Camino College.

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

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 Education Center.

Minutes of the Regular Board Meeting of March 16, 2015 and the Special Board Meeting of March 30, 2015

It was moved by Student Member Garcia, seconded by Trustee Combs, that the Minutes of the Regular Board meeting of March 16, 2015 and the Special Board Meeting of March 30, 2015 be approved as presented.

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

Presentation – Citizens’ Bond Oversight Committee Annual Report – Kirk J. Retz

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board receive the El Camino Community College Citizens’ Bond Oversight Committee Annual Report.

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

Presentation – PlanNet Report – Mark Berg

Mr. Mark Berg gave an informational presentation on the PlanNet Report.

Consent Agenda

Board Agenda Changes:

Page AS 2: Total Income/Year-to-Date Actuals: \$ 81,592,348; Total Appropriations/2014-15: \$ 113,360,452; Net Revenue/Year-to-Date Actuals: (\$ 702,268).

Page P/B 7: Community Members: Nakano, George – Trustee Numark; Associated Students Organization: Gupta, Vishu and Pedrahita, Stephanie

It was moved by Trustee Combs, seconded by Trustee Brown, that the Board adopt the items presented on the agenda as noted below.

Academic Affairs

Proposed Curriculum Changes Effective 2015-2016 Academic Year

Student and Community Advancement

2015 Summer Youth Swim Camp

2015 Summer Offense/Defense Linemen Competition

2015 Summer Youth Football Camp

Summer 2015 Community Education Classes

Forensic Team Tournament

Board Policy 5400 (Associated Student Organizations) – Second Reading & Adoption
Student Expulsion

Administrative Services

AB 2910 – Quarterly Fiscal Status Reports

2013-14 Proposition 39 General Obligation Bonds Audit Report

Categorical Funds Flexibility

Contracts Under \$86,000

Contracts Over \$86,000

Personal Services Agreements

Amendments

Notice of Job Completion – Los Angeles Air Conditioning – Natural Science
HVAC Replacement

Purchase Orders and Blanket Purchase Orders

Measure E 2002 & 2012 Bond Fund

Category Budgets and Balances

Contract – KPFF Consulting Engineers – Technical Arts – Lot C Parking

Lot – Shops Demolition

Contract – Leighton Consulting, Inc. – Technical Arts – Lot C Parking Lot
Shops Demolition

Contract – SPAIC – Lot E & F Parking Structure Upgrade Project

Contract – Twining Consulting – Parking Structure F & E Upgrade Project
Change Order – S. J. Amoroso – Industry & Technology Project
Change Order – Sinanian Development Inc. – Athletic Education & Fitness
Complex – Stadium Phase II Project
Bid Rejection 2014-15
Purchase Orders and Blanket Purchase Orders

Human Resources

Employment and Personnel Changes
Temporary Non-Classified Service Employees
Declaration of Indefinite Salaries for Retroactive Pay

President and Board of Trustees

Contract for Executive Search Services
Superintendent/President Search Committee Representation and Composition
Citizens' Bond Oversight Committee
Travel
Absence of Student Member
Board Policy 2105 (Election of Student Member) – Second Reading and Adoption
Administrative Procedure 2105 (Election of Student Member) – Information Item
Board Policy 2340 (Agendas) – Second Reading and Adoption
Board Policy 2345 (Public Participation at Board Meetings) – Second Reading
and Adoption
Board Policy 2350 (Speakers) – Second Reading and Adoption
Board Policy 2360 (Minutes) – Second Reading and Adoption
Board Policy 2410 (Board Policy and Administrative Procedure) – Second Reading
and Adoption
Administrative Procedure 2410 (Board Policies and Administrative Procedures)
Information Item
Board Policy 2431 (Superintendent/President Selection) – Second Reading and Adoption
Board Policy 2435 (Evaluation of Superintendent/President) – Second Reading and
Adoption
Board Policy 2716 (Political Activity – Board Members) – First Reading
Board Policy 2720 (Communications Among Board Members) – First Reading
Board Policy 2725 (Board Member Compensation) – First Reading
Board Policy 2730 (Health Benefits) – First Reading
Board Policy 3101 (Administrative Organization) – First Reading
Board Policy 2735 (Board Member Travel) – Review Only
Board Policy 3100 (Organizational Structure) – Review Only
Board Policy 3102 (Administrative Authority) – Review Only
Board Policy 3260 (College Consultation) – Deletion
Board Policy 3850 (Purchase of Commencement Attire) - Deletion

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

Resolution Ordering Biennial Governing Board Election

It was moved by Trustee Vargas, seconded by Trustee Combs, that the Board adopt the resolution ordering the Biennial Governing Board Election.

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

Public Comment on Non-Agenda Items

Professor Ken Key introduced Mr. Reginald Fagan and Mr. Julian Valle, Environmental Horticulture Student Club, who spoke about Earth Day events. Professor Alireza Ahmadpour expressed an interest in presenting a proposal to increase the student hourly wage.

Closed Session

Regular Meeting adjourned to a Closed Session at 6:25 p.m. which ended at 6:50 p.m.

John Vargas, 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
Jean Shankweiler, Vice President**

Page No.

- A. Proposed Curriculum Changes Effective 2015-2016 Academic Year.....AA 2
- B. Board Policy 4010 (Academic Calendar) – First Reading.....AA 4
- C. Board Policy 4030 (Academic Freedom) – First Reading.....AA 5
- D. Board Policy 4045 (Textbooks and Instructional Materials – First Reading.....AA 7
- E. Board Policy 4225 (Course Repetition) – First Reading.....AA 8
- F. Administrative Procedure 4225 (Course Repetition) – Information Item.....AA 10

ACADEMIC AFFAIRS

A. PROPOSED CURRICULUM CHANGES EFFECTIVE 2015-2016 ACADEMIC YEAR

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

HUMANITIES

New Course

1. English 50AR – Accelerated Reading: Skills to Analysis
Units: 5.0 Lecture: 4.0 Lab: 2.0 Faculty Load: 36.67%
Prerequisite: credit in English 80 or qualification by testing (English Placement Test) and assessment
Grading Method: Pass/No Pass
Credit Status: Associate Degree Credit

This course is designed to prepare students to read college-level reading materials. Special emphasis will be placed on moving the students from a literal level of comprehension to a critical analysis of texts. Students will learn to integrate specific reading strategies and practice summarizing and responding to texts.

Note: This course is the equivalent of English 82 and English 84. Students who receive credit for both English 50AR and English 50AW can count one course for degree credit.

Note: Pass/No Pass only.

2. English 50AW – Accelerated Writing: Paragraph to Essay
Units: 5.0 Lecture: 4.0 Lab: 2.0 Faculty Load: 36.67%
Prerequisite: credit in English C or qualification by testing (English Placement Test) and assessment
Grading Method: Pass/No Pass
Credit Status: Associate Degree Credit

This course is designed to prepare students for college-level writing by developing and then strengthening basic writing skills. Students will read and analyze a variety of texts and will practice writing coherent, well-developed expository essays. Students will revise and edit their writing using peer review and weekly one-on-one tutorials.

Students will review grammar and sentence skills and be introduced to research techniques.

Note: This course is the equivalent of English B and English A. Students who receive credit for both English 50AW and English 50AR can count one course for degree credit.

Note: Pass/No Pass only.

B. BOARD POLICY 4010 (ACADEMIC CALENDAR) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4010 as shown.

C. BOARD POLICY 4030 (ACADEMIC FREEDOM) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4030 as shown.

D. BOARD POLICY 4045 (TEXTBOOKS AND INSTRUCTIONAL MATERIALS) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4045 as shown.

E. BOARD POLICY 4225 (COURSE REPETITION) – FIRST READING

It is recommended that the Board accept for a first reading the revisions to Board Policy 4225 as shown.

F. ADMINISTRATIVE POLICY 4225 (COURSE REPETITION) – INFORMATION ITEM

Administrative Procedure 4225 is presented for informational purpose only.

Board Policy 4010

Academic Calendar

The Superintendent/President shall, in consultation with the appropriate constituent groups on the Calendar Committee, develop and submit to the Board for approval an academic calendar.

Reference:
Education Code Section 70902(b)(12)

El Camino College
Policy
Adopted: 4/15/02

Board Policy 4030

Academic Freedom

The El Camino College District recognizes that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Academic freedom is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning. It carries with it responsibilities correlative with rights. Accordingly, a faculty member shall have the freedom:

1. To examine or endorse unpopular or controversial ideas either in classroom teaching or in discussions with students as is appropriate to the course content, or in academic research or publication, while recognizing the responsibility to be accurate, objective and respectful of others. Faculty also have the responsibility to grade students solely on the basis of evidence of knowledge of the material pertinent to the class and attainment of appropriate skills, or other generally accepted grading criteria, avoiding any bias generated by a student's political outlook, religious belief or other personal attributes.
2. To select or recommend the selection of course instructional materials that may contain unpopular or controversial ideas, with the correlative responsibility that these materials are pertinent for the course.
3. To speak or write as a citizen, provided that the faculty member recognizes the special professional obligations of an educator to be accurate, objective and respectful of others, and that the faculty member take care to avoid leaving the impression that he or she is speaking for the college or the district.
4. To select or recommend library books, materials, media and online resources representing a multiplicity of philosophies and points of view, relying on professional expertise to maintain appropriate depth and breadth of the collections.

A faculty member shall not be subject to any adverse action affecting his or her employment with the El Camino College District for exercising any of the foregoing choices.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

~~Board Policy 4030 supersedes Board Policy 4030.1 Teaching of Controversial Issues adopted by the Board on July 26, 1965.~~

Reference: ~~Agreement~~, El Camino College Federation of Teachers, ~~Article V~~. Collective Bargaining Agreement

Adopted: 8/21/06

Board Policy 4045

Textbooks and Instructional Materials

The responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, or electronic material, or open source material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

If electronic instructional materials are available to a student through a license or access fee, those materials must have continuing value to the student after the class ends. Continuing value can be obtained if the student has electronic access to the materials for at least two years after the end of the class; if the materials are printable; or if the materials can be saved by the student. Students shall not be required to pay for electronic materials used to administer the course, such as a course management system.

In order to minimize cost to students, the usual period of adoption for texts ~~including open source materials~~ will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, ~~as defined in CCR § 53200.~~

Reference:

Title 5, section 59400, 59402, 59404

Education Code 78900 et. Seq.

Previous Board Policy Number: 6133

El Camino College

Adopted: 3/14/66

Amended: 4/20/80, 4/19/99, 5/19/08

Renumbered: 5/16/05

The Superintendent/President or designee will have the authority to develop and implement policy and procedures with regards to repeatable and non-repeatable courses within the district. Such policies and procedures will be developed in accordance with state, federal and/or district regulations.

~~Students may repeat a non-repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only once before college intervention. After college intervention, if a student received another substandard grade or Withdrawal (W) the student may repeat the non-repeatable course for a second repeat or (third attempt).~~

Repeatable courses with the designation of “ab, abc, or abcd”, such as activity courses, may be taken more than once for credit. repeated per the Education Code, Title 5 Regulations and the district policy. El Camino College designates as repeatable only courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree, intercollegiate athletics and related conditioning courses, and intercollegiate academic or vocational competition courses.

Non-repeatable courses may be taken only once for credit. Students may retake a non-repeatable course in which they have received a substandard grade (D, F, NP or NC) or Withdrawal (W) only once before college intervention.

~~For repeatable and non-repeatable courses, the new grade and credit will be substituted for the prior grade and credit in computing the grade point average (GPA) for a maximum of two times grade alleviations. The permanent academic record will be annotated in such a manner that all work remains legible, insuring a true and complete academic history.~~

Under special circumstances, students may repeat courses in which a grade of C or better was earned. These special circumstances and other specific exceptions to the above policies are detailed in administrative procedures.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

~~This policy supersedes the section of BP 4220 (Standards of Scholarships) dealing with Course Repetition.~~

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Reference: Title 5, Sections 53200, 55000, ~~55761-55765~~, 55024, 55040, 55041, ~~55042-55045~~, 58161, ~~55253~~, ~~55024 (A)(11)~~ and ~~56029~~

Adopted: 7/17/06

Amended:

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

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

I. Non-Repeatable Courses

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

A. Original Attempt (first attempt)

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

B. Second Attempt (first retake)

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

C. Third Attempt (second retake)

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

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

D. College Intervention

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

II. Repeatable Courses

Repeatable courses are those listed in the College Catalog that have lowercase letters in the course number. The lowercase letters indicate the number of times a course may be repeated. Examples of repeatable courses include Physical Education 60abc (Women’s Intercollegiate Soccer Team), and Communication Studies 23abcd (Forensics – Team Events). In these examples, students may enroll in Physical Education 60abc three times and Communication Studies 23abcd four times.~~Examples of repeatable courses include Art 10ab, Dance 87abcd and Physical Education 5abc. In these examples, students may enroll in Art 10ab twice, Dance 87abcd four times, or PE5abc three times.~~

A. Scope and Limitations of Repeatable Courses

1. El Camino College designates only the following types of courses to be repeatable per Title 5, Section 55041:

- a) Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree
- b) Intercollegiate athletics and related conditioning
- c) Intercollegiate academic or vocational competition.

~~1. A repeatable course is one in which either:~~

- a) ~~the course content differs each time or~~
- b) ~~the course is an activity course where the student meets course objectives by repeating similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:~~
 - (1) ~~skills or proficiencies are enhanced by supervised repetition and practice within class periods or~~
 - (2) ~~active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.~~

- ~~2. An activity course, meeting the requirements as set forth above, may qualify as a repeatable course and may include:~~
 - ~~a) physical education courses~~
 - ~~b) visual or performing arts courses in music, art, theater, or dance.~~
- ~~3. Foreign language courses, ELS courses and nondegree applicable basic skills course are not considered activity courses.~~
2. Courses for which repetition is necessary to meet the lower-division major requirements of CSU or UC for completion of a Bachelor's Degree may include a recency requirement which the student has not been able to satisfy without repeating the course. A student may petition for repetition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer.
3. For intercollegiate athletics and related conditioning courses and for intercollegiate academic or vocational competition courses, ~~4. S~~students may repeat a course for a maximum of three semesters (four attempts total) or the maximum number of times ~~the~~ that course has been approved for repetitions. Substandard grades and "W" earned each count as an attempt.

B. Substandard Grade Alleviation

1. If a substandard grade has been recorded in a repeatable course, the course may be retaken for grade alleviation, provided that the attempt does not exceed the maximum number of times the course may be attempted with a passing or substandard grade.
- ~~2.~~ 2. No more than two substandard grades may be alleviated for a repeatable course.
- ~~2.~~ 3. When a student repeats a course to alleviate substandard academic work, the previous grade and credit will be disregarded in the calculation of grade point average.
- ~~3.~~ 4. If a substandard grade is recorded on the last allowable attempt in a repeatable course, the following applies:
 - a. That last grade cannot be alleviated, and
 - b. lapse of time can never be used for that course.

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

III. Variable Unit Courses

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

IV. Withdrawals

A. Withdrawal From a Course

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

B. Military Withdrawals

1. Military withdrawals shall not be counted towards the permitted number of withdrawals or attempts.
2. A student who is a member of an active or reserve United States military service may receive a military withdrawal when the student receives orders from the military.
3. The orders must be verified by the ~~Veterans~~ Veteran's Services Office with appropriate documentation provided by the student.
4. The military withdrawal may be assigned at any time.
5. The symbol for military withdrawals shall be “MW.”
6. Military withdrawals shall not be counted in progress probation or dismissal calculations.
7. Neither an “F” nor an “FW” can be assigned in lieu of a military withdrawal.

C. Withdrawal Due to Extraordinary Conditions

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

V. Special Circumstances

Students may only petition to repeat a course beyond the maximum allowed enrollments under the following conditions. Maximum allowed enrollments include any combination of withdrawals and repetitions.

A. Significant Lapse of Time

1. A student may petition to repeat a course in which they previously earned a grade of C or better if there has been a significant lapse of time. A significant lapse of time petition may be filed when

1. no fewer than 36 months have passed or
~~1.b) Lapse of time is determined by the nature of the course (-i.e. skill, knowledge, technology) requires repetition sooner.~~
2. ~~A student may petition with the appropriate division for significant lapse of time. A lapse of time is defined as a lapse of at least 36 months.~~
- 3.2. A student will forfeit significant lapse of time if:
 - a) Three substandard grades were received for non-repeatable courses
 - b) The maximum number of attempts in a repeatable course was reached and the last attempt was resulted in a substandard grade.
- 4.3. Lapse of time can only be used once per course.

B. Extenuating Circumstances

1. A student may petition to repeat a course for extenuating circumstances.
2. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
3. The student has the burden of proof to support a claim.
4. Extenuating circumstances may be used once for a non-repeatable course.
5. Extenuating circumstances cannot be used if the student has already used the course to obtain a degree at El Camino College or if the course was used in academic renewal.
6. Any approved extenuating circumstance petition, subsequently found based on fraudulent documentation, may be reversed. Submission of falsified documentation for extenuating circumstances shall result in the denial and may also result in student disciplinary action.
7. Final decision on extenuating circumstances will be made by Aadmissions and Records.

C. Special Classes for Students with Disabilities

1. Special classes designed for students with disabilities may be subject to extensions of repeatability in certain circumstances. Repetition may be authorized based on a case by case determination related to the student's educational limitation pursuant to state and federal non-discrimination laws.
2. The determination must be based on one of the following circumstances as specified in Title 5, Section 56029.
~~2.~~
 - a) when continuing success of the student in other general and/or special classes is dependent on additional repetitions of a special class
 - b) when additional repetitions of a specific class are essential to completing a student's preparation for enrollment into other regular or special classes

c) when the student has an educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

~~3. When a student with a disability repeats a class to alleviate substandard grade, the Pprevious grades and credit will be disregarded in computing the student's grade point average each time the course is repeated. However, the original grade alleviate by the new grade, must remain on the student's academic transcript. Therefore, only the most recent grade will be computed in the student's grade point average.~~

D. ~~Legally Mandated Training~~ Occupational Work Experience

1. Cooperative Work Experience Education (CWEE)

Students may earn up to a total of 16 units. A maximum of eight credit hours may be earned in CWEE during one semester.

~~, subject to the following limitations~~

~~General Work Experience Education—A maximum of six units may be earned during any one term~~

~~a) Occupational Work Experience Education—A maximum of eight units may be earned during any one term~~

E. ~~Contractual~~ Legally Mandated Training

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

F. Significant Change in Industry or Licensure Standards

1. A student may re-enroll in a course where there has been a change in industry or licensure standards that repetition of the course is necessary for employment or licensure.

2. The student must document the following two provisions:

a) that there has been a significant change in the industry or licensure standards since the student previously took the course, and

b) the student must take this course again for employment or licensure.

- 4.3. The change should be one that without the updated course, the student could not obtain or maintain his or her employment or license.

VI. Other Provisions

~~A. Post Degree Grade Alleviation~~

- ~~1. Grade Course repetition to alleviate a grade or academic renewal after a degree has been earned at El Camino College is not allowed. Once a degree or certificate has been issued no form of grade alleviation or grade change can take place.~~

B.A. Grade Alleviation with Courses from Other Colleges

1. Grade alleviation with courses from other colleges will be allowed provided the following conditions are met:
 - a) the course is from a regionally accredited college
 - b) the course is comparable
 - c) the course is of equal value in units.
2. Grade alleviation with a course from other colleges cannot take place if:
 - a) three substandard grades have been received in a non-repeatable El Camino College course. However, the course may be used for subject credit to meet prerequisites and the course will count toward graduation subject requirements.
 - b) the student had reached the maximum number of attempts in a repeatable course and the grade in the final attempt was substandard.

B.C. Course Repetition and Academic Records

1. Courses that are repeated will be recorded in the student's permanent academic record using an appropriate symbol.
2. Annotating the permanent academic record will be done in a manner that all work remains legible, insuring a true and complete academic history.

- ~~4.3. C. Academic renewal is not an exception that permits a student to repeat a credit course.~~

VII. Enrollment Limitations for Courses Related in Content

A. Students are limited in the number of active participatory courses they can take if the courses are related in content (also referred to as a family of courses). While students will not in most cases be allowed to repeat a specific active participatory course, they can still enroll in a series of active participatory courses that are related in content. Families of courses are published in the college catalog.

B. Students will be limited to taking a maximum of four courses in any one family of courses.

1. For example, the Jazz Large Ensemble family of courses contains Music 266abcd (Big Band Jazz, repeatable up to four times) and Music 267abcd (Jazz

Band, repeatable up to four times). A student who has already enrolled in Music 266abcd two times can enroll only twice more in either Music 266abcd or Music 267abcd. A student who has already enrolled in Music 266abcd two times and Music 267abcd two times will not be permitted to enroll in additional courses from the family.

C. In addition, all evaluative and non-evaluative grades count toward the four enrollment limitation and all grades and credits received count in computing a student's GPA.

Reference:

Title 5, Sections ~~55040-55046~~55045, 55252, 55253, 56029, 58161

~~Ed Code: Authority cited: Section 6700 and 70901~~

~~Ed Code: Reference Sections 70901 and 70902~~

Board of Trustees Agenda – May 21, 2012

**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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- O. Administrative Procedure 5570 – Student Credit Card Solicitation –
Information Item SCA 7, 35
- P. Administrative Procedure 5610 – Voter Registration – First Reading..... SCA 7, 36

A. INTERNATIONAL TRAVEL

It is recommended that the Board of Trustees approve international travel for Mr. Leonid Rachman to participate in the ELS Language Centers Fall Community College Recruitment Tour for F-1 Visa students, October 7 through 23, 2015. The tour travels will include visits to Japan, China, and Viet Nam. Expenses for hotel costs, intra-Asia flights, Agents’ workshops, and student fair costs will be paid by ELS Language Centers. Mr. Rachman will be responsible for travel costs to and from Asia, meals and visa fees in the amount of \$4,000.

B. GRANTS – APPLICATION

- 1. California Employment Training Panel(ETP) – Employment Training Panel (ETP) – ET15-0099 – Center for Applied Competitive Technologies Training Project. The Employment Training Panel provides financial assistance to California businesses to support customized worker training to: (a) attract and retain businesses that contribute to a healthy California economy; (b) provide workers with secure jobs that pay good wages and have opportunities for advancement; (c) assist employers to successfully compete in the global economy; and (d) promote the benefits and on-going investment of training among employers.

Administrator: Eldon Davidson

Amount of Grant Funding from Granting Agency	\$650,040
Amount of Match	<u>835,640</u>
Total Amount of Grant	\$1,485,680
Indirect Rate:	\$0 (0%)
Performance Period: June 1, 2015 through May 31, 2016	

- 2. Jobs for the Future – College Employer Collaborative. At the end of 2014, Jobs for the Future (JFF) and CorpU were awarded a grant from the Bill & Melinda Gates Foundation to create the College Employer Collaborative (CEC). This initiative was developed to respond to America’s mismatch between the number of unemployed and the number of available jobs. Community colleges are uniquely situated to address this issue because of their high enrollment and the integral role they plan in preparing students for the workforce. El Camino College was one of four community colleges selected to increase their connection to the employer community. The selected community colleges will help develop the curriculum and design the implementation strategies to ensure that the content is effectively delivered to the students.

Administrator: Jose Anaya	
Amount of Grant Funding from Granting Agency	\$50,000
Amount of Match	<u>-0-</u>
Total Amount of Grant	\$50,000
Indirect Rate:	\$0 (0%)
Performance Period:	May 1, 2015 through October 31, 2016

C. GRANTS – APPLICATION AND ACCEPTANCE

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

1. California Employment Training Panel (ETP) – Employment Training Panel (ETP) – AB 118 Program (ET15-0256). The Employment Training Panel (ETP) is a business and labor supported state agency that assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training necessary to maintain high-performance workplaces. This project will upgrade skills to compete in a global marketplace with new technologies and to provide a workforce that maintains the companies’ competitive edge in the transit systems throughout Los Angeles, Riverside, Orange, and San Bernardino Counties to assist companies to have access to funding for alternative fuel endeavors.

Administrator: Eldon Davidson

Amount of Grant Funding from Granting Agency	\$63,860
Amount of Match	<u>63,690</u>
Total Amount of Grant	\$127,550
Indirect Rate:	\$0 (0%)
Performance Period:	January 5, 2015 through December 31, 2016

2. California Community Colleges Chancellor’s Office Economic and Workforce Development – Deputy Sector Navigator for the Advanced Manufacturing Sector (15-152-002). This is the third year of a previously-approved and accepted grant agreement for the Advanced Manufacturing sector. The intent of the Deputy Sector Navigator grants are to target investment at priority and emergent sectors as chosen by each of the 10 regions of the State and meet the intent of specific objectives of the Economic and Workforce Development Program and the Career Technical Education Pathways Program.

Administrator: David Gonzales
 Amount of Grant Funding from Granting Agency \$200,000
 Amount of Match 200,000
 Total Amount of Grant \$400,000
 Source of Matching Funds: ETP Contract Income
 Indirect Rate: \$7,692 (4%)
 Performance Period: July 1, 2015 through June 3, 2016

3. California Community Colleges Chancellor’s Office Economic and Workforce Development – Sector Navigator for the Advanced Manufacturing Sector (13-151-001). This is the third year of a previously- approved and accepted grant agreement for the Advanced Manufacturing sector. The Advancement Manufacturing sector is a critical component of California’s economy. California has almost 1.5 million manufacturing jobs and the sector enjoys a 2.5 multiplier effect. Manufacturing generates wealth through exports that bring new dollars into the state. Because of this ripple effect, manufacturing firms have a deeper impact on the state’s economy than most other sectors.
 Administrator: Jose Anaya

Amount of Grant Funding from Granting Agency \$372,500
 Amount of Match 322,500
 Total Amount of Grant \$695,000
 Source of Matching Funds: ECC/BTC and Partners in-kind
 Indirect Rate: \$14,326 (4%)
 Performance Period: July 1, 2015 through June 30, 2016

4. California Community Colleges Chancellor’s Office Economic and Workforce Development – Sector Navigator for Retail/Hospitality/Tourism “Learn to Earn” Sector. This is the third year of a previously-approved ad accepted grant agreement for the Retail, Hospitality and Tourism Sector. Retail, Hospitality and Tourism are critical drivers of the California economy. California employs more retail sales people than any other state. Over 100,000 more than the number two state, Texas, and these employees accounted for 31.35 out of every 1,000 workers in California in mid-2012. “Learn and Earn” partnerships are strategic alliances between industry, including employers, professional associations, and higher education which focus on the professional development of employees through the award of accredited postsecondary credentials, typically earned while working.

Administrator: Phillip Sutton	
Amount of Grant Funding from Granting Agency	\$372,500
Amount of Match	<u>322,500</u>
Total Amount of Grant	\$695,000
Source of Matching Funds: BTC and Partners in-kind	
Indirect Rate: \$14,326 (4%)	
Performance Period: July 1, 2015 through June 30, 2016	

D. BOARD POLICY 3560 – ALCOHOLIC BEVERAGES – FIRST READING

It is recommended that the Board accept for first reading Board Policy 3560 as shown.

E. ADMINISTRATIVE PROCEDURE 3560 – ALCOHOLIC BEVERAGES – INFORMATION ITEM

Administrative Procedure 3560 is presented for informational purposes only.

F. BOARD POLICY 5130 – FINANCIAL AID – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5130 as shown.

G. ADMINISTRATIVE PROCEDURE 5130 – FINANCIAL AID – INFORMATION ITEM

Administrative Procedure 5130 is presented for informational purposes only.

H. BOARD POLICY 5410 – ASSOCIATED STUDENTS ELECTIONS – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5410 as shown.

I. ADMINISTRATIVE PROCEDURE 5410 – ASSOCIATED STUDENTS ELECTIONS – INFORMATION ITEM

Administrative Procedure 5410 is presented for informational purposes only.

J. BOARD POLICY 5420 – ASSOCIATED STUDENTS FINANCE – FIRST READING

It is recommended that the Board accept for first reading Board Policy 5420 as shown.

K. ADMINISTRATIVE PROCEDURE 5420 – ASSOCIATED STUDENTS FINANCE – INFORMATION ITEM

Administrative Procedure 5420 is presented for informational purposes only.

L. BOARD POLICY 5500 –STANDARDS OF STUDENT CONDUCT – FIRST READING

It is recommended that the Board accept for first reading the revisions to Board Policy 5500 as shown

M. ADMINISTRATIVE PROCEDURE 5500 – STANDARDS OF STUDENT CONDUCT – INFORMATION ITEM

Administrative Procedure 5500 is presented for informational purposes only.

N. BOARD POLICY 5570 – STUDENT CREDIT CARD SOLICITATION – FIRST READING

It is recommended that the Board accept for first reading the revisions to Board Policy 5570 as shown.

O. ADMINISTRATIVE PROCEDURE 5570 – STUDENT CREDIT CARD SOLICITATION – INFORMATION ITEM

Administrative Procedure 5570 is presented for informational purposes only.

P. ADMINISTRATIVE PROCEDURE 5610 – VOTER REGISTRATION – INFORMATION ITEM

Administrative Procedure 5610 is presented for informational purposes only.

Board Policy 3560
NEW

Alcoholic Beverages

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

References:

Business and Professions Code Section 25608;
34 Code of Federal Regulations Section 668.46(b)

El Camino College
Board Policy
Adopted:

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the El Camino College Campus Police. The campus has been designated “Drug free” and “Smoke free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the El Camino College Campus Police. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

1. The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
2. The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.
3. The alcoholic beverage is for use during a fundraiser held to benefit the El Camino College Foundation or other non-profit organization that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

References:

Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25658;
34 Code of Federal Regulations Section 668.46(b).

Board Policy 5130
NEW

Financial Aid

The District is committed to helping students afford a college education by awarding and disbursing federal, state, and local financial aid to eligible students. Students need to complete the appropriate financial aid applications and submit all required documentation to the college's Financial Aid Office in accordance with established deadlines, standards, and protocols.

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President or designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President or designee shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President or designee shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

References:

Education Code Sections 66021.6 and 76300;
Title 5 Sections 58600 et seq.;
20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended.

~~Financial Aid programs, including scholarships, grants, loans, and work study, will be
available to students.~~

~~All financial aid programs will adhere to the guidelines, procedures and standards of the
funding agency and will incorporate federal, state and other application regulatory
requirements.~~

~~The Superintendent/President shall assure that satisfactory academic progress standards
for all participants in the Title IV of the Higher Education Act are established, publicized
and applied.~~

Reference:

~~— 20 U.S.C. Sections 1070, et seq.
— 34 CFR Section 668
— Education Code Section 76300~~

El Camino College
Adopted: May 20, 2002
Amended:

The District provides the following federal, state, and local financial aid to eligible students.

1. Board of Governors Fee Waivers
2. Cal Grants
3. California Community College Transfer Entitlement Cal Grants
4. California National Guard Education Assistance Awards
5. California Work Opportunity and Responsibility to Kids Act (CalWORKs)
6. Chafee Grants
7. Child Development Grants
8. Cooperative Agencies Resources for Education (CARE)
9. Extended Opportunity Programs and Services (EOPS)
10. Federal Pell Grants
11. Federal Supplemental Educational Opportunity Grants
12. Federal Work Study
13. Iraq and Afghanistan Service Grants
14. Law Enforcement Personnel Dependents Grants
15. Scholarships

Students who want to be considered for federal, state, and local financial aid are encouraged to complete and submit the Free Application for Federal Student Aid (FAFSA) online on an annual basis. The hardcopy FAFSA application is available for downloading from the FAFSA website at (www.fafsa.gov) or available via the college's Financial Aid Office website (www.elcamino.edu). The FAFSA may be submitted any time throughout the award year, however, funds are awarded on a first-come, first-served basis. Students may also be required to complete and submit additional documentation to determine eligibility. Eligibility is determined by the U.S. Department of Education working in conjunction with the Financial Aid Office.

Students who want to be considered for state-based financial aid are encouraged to complete and submit the Grade Point Average (GPA) Verification Form. Students who want to be considered for the Board of Governors Fee Waiver (BOGFW) are encouraged to complete and submit the hardcopy BOGFW application available for downloading from the Financial Aid Office webpage at (www.elcamino.edu) or available at the college's Financial Aid Office. The BOGFW application may be submitted any time prior to the start of the term or during the award year in which the student wants to receive the BOGFW. Students may also be required to complete and submit additional documentation to determine eligibility.

Eligibility is determined by the California Student Aid Commission (CSAC) working in conjunction with the Financial Aid Office. The California priority deadline for state-based financial aid is March 2nd.

Students who want to be considered for scholarships are encouraged to complete and submit the El Camino College Scholarship application. The scholarship application must be submitted prior to the established deadline on an annual basis. Students may also be required to complete and submit additional documentation to determine eligibility. Eligibility is determined by the El Camino College Scholarship Office working in conjunction with the Financial Aid Office.

El Camino College has partnered with Higher One to disburse select federal and state-based financial aid to eligible students. Higher One provides students with three options to receive their financial aid: (1) debit card; (2) direct deposit; and (3) hard copy check. Federal Work Study funds and select state-based financial awards are disbursed via hard copy check to eligible students.

A student is considered to be meeting the satisfactory academic progress standards if the following four requirements are met:

1. Cumulative Grade Point Average (Qualitative Measure)

A student must maintain a 2.0 cumulative grade point average (GPA). This GPA includes units at El Camino College and those from other regionally accredited colleges and universities that have been evaluated by the college's Admissions & Records Office and applied to the student's academic record. GPA units are those with grades of A, B, C, D, or F.

2. Cumulative Pace of Unit Completion (Quantitative Measure)

A student must complete at least 67% of the total number of units they attempt (passed hours divided by attempted hours). All courses with grades of A, B, C, D, or F as well as P, W, I, IP, NP, MW, and repeated courses will be counted towards the total attempted units. Units from other regionally accredited colleges and universities that have been evaluated by the college's Admissions & Records Office and applied to the student's record will also be counted.

3. Degree Earned

The student has not earned an associate degree or higher from a regionally accredited college or university.

4. Maximum Timeframe

A student has not exceeded the 150% maximum timeframe allowed for the completion of his or her educational program. All courses, excluding remedial and English as a Second Language (ESL), repeated courses, and courses taken while pursuing other majors with grades of A, B, C, D, or F, as well as P, W, I, IP, NP, or MW, will be counted as attempted units and applied to the maximum timeframe allowed. Courses from other regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's record will also be counted toward the maximum timeframe.

Financial aid recipients who are found to be in overpayment are notified by the Financial Aid Office. Students who receive an overpayment notification are instructed to make payment to the college's Cashier's Office or to the U.S. Department of Education. Students are ineligible to receive additional financial aid until they return any overpayment funds.

The Financial Aid Office works closely with the college's Fiscal Services unit to ensure that accounting protocol is adhered to in compliance with federal, state, and local regulations. Annual audits are conducted by an external entity and annual reports are submitted to federal and state government agencies.

Students should inquire with the college's Financial Aid Office for more information on federal, state, and local financial aid including deadlines.

Misrepresentation

1. Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.
2. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

3. This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

References:

Education Code Sections 66021.6 and 76300;

Title 5 Sections 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Board Policy 5410

Associated Students Elections

~~Board Policy 5410 Associated Students Election~~

The Associated Students Organization shall conduct annual elections to elect officers. The Superintendent/President shall assure that the elections are conducted in accordance with procedures established by the Associated Students Organization and Student Development Office.

Any student elected as an officer in the Associated Students Organization shall meet all of the following requirements:

1. The student shall be enrolled in a minimum of six (6) semester units at the College at the time of election and ~~while holding office~~ throughout his/her term of office with the exception of summer term.
2. The Student shall ~~meet and maintain the~~ a minimum cumulative and minimum semester grade point average (GPA) of 2.0 each term at the College at the time of election and throughout his/her term of office. ~~standards of scholarship established by Board Policy 4220 and related administrative procedures.~~
3. Any other requirements established by the Associated Students Organization Constitution.

~~Reference: Education Code Section 76061
Associated Students Constitution as amended.~~

Reference:

Education Code Section 76061
El Camino College Associated Students Organization Constitution

El Camino College
Adopted: May 20, 2002
Amended:

The Associated Students Organization shall conduct annual elections to elect officers.

Any student elected as an officer in the ASO shall meet the requirements in El Camino Community College District Board Policy 5410 and Associated Students Organization Constitution.

The By-Laws 700-799 of Article VIII – General Elections of the Associated Students Organization Constitution outlines the following information pertaining to Associated Students Elections.

1. By-Law 700 – Regulation of Electoral Process

The Senate may enact regulations governing campaigns for, and elections to, all positions representing the ASO of El Camino College. The Senate may also enact regulations governing the procedures for voting on amendments to, and revisions of, the ASO Constitution. The process shall be overseen by the ASO Election Committee, composed of a Commissioner of Elections (Chairperson), non-candidate members of the ASO, and Advisers from the Student Development Office (ad hoc, non-voting members). The committee shall have the power to set all procedures concerning the elections of the ASO representatives.

2. By-Law 701 – Executive Cabinet Candidates

All Candidates for any position in the Executive Cabinet shall submit a petition, which consists of a minimum of 50 signatures, to the ASO Election Committee.

3. By-Law 702 – Senatorial Candidates

Senatorial candidates shall submit a petition, which consists of a minimum of 25 signatures, to the ASO Election Committee.

4. By-Law 703 – ASO Elections Committee

Section 1 – The Elections Committee shall be responsible for overseeing ASO elections, making sure all procedures are followed properly.

Section 2 – No member of the Elections Committee shall be allowed to participate in, or endorse any campaign.

Section 3 – The Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 4 – The Election Committee Chair(s) and membership shall be appointed and ratified by the Senate by the third week of the spring semester. The Committee Chairperson(s) may recommend additional members to the President as needed.

Section 5 – The Elections Committee shall make all required paperwork available to candidates at least five weeks prior to the first day of elections.

Section 6 – The Elections Committee shall allow at least one week of campaigning for candidates prior to the first day of polling.

Section 7 – Shall attempt to notify, in writing, any candidate who has been disqualified stating the reasons for the disqualification within 24 hours of the election.

Section 8 – Any disqualified candidate may consult the Elections Committee by making an appointment with the Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 9 – All grievances must be submitted in writing to the Elections Committee. The Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

5. By-Law 704 – Special Elections & the ASO Special Elections Committee

Section 1 – The President may call for a special election upon majority vote of the Senate to fill vacant positions in the Senate or Executive Cabinet.

Section 2 – The Chairs of the Special Elections Committee shall be appointed by the President.

Section 3 – The Special Elections Committee shall operate under a calendar developed by the committee and approved by the Senate.

Section 4 – The Special Elections Committee shall be responsible for overseeing ASO special elections, making sure all procedures are followed.

Section 5 – No member of the Special Elections Committee shall be allowed participate in, or endorse any campaign.

Section 6 – The Special Elections Committee shall have the authority to establish rules and guidelines governing elections.

Section 7 – Any disqualified candidate may consult the Special Elections Committee by making an appointment with the Special Elections Committee Chairperson(s). The candidate will have a hearing where they will be given an opportunity to present any extenuating circumstances that would otherwise make them eligible.

Section 8 – All grievances must be submitted in writing to the Special Election Committee. The Special Election Committee shall review grievances in a reasonable and timely manner and take action as deemed necessary.

References:

Education Code Section 76061;

El Camino College Associated Students Organization Constitution

Board Policy 5420

Associated Students Finance

Associated Students funds shall be deposited and disbursed by the Superintendent/President or designee.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

The funds shall be expended according to procedures established by the Associated Students Organization, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The Superintendent/President or designee;
2. The officer or employee of the College who is the designated ~~faculty~~ adviser ~~or classified staff co-advisor~~ of the Associated Students Organization ~~particular student body organization~~; and
3. A representative of the Associated Students Organization. ~~particular student body organization~~.

The funds of the Associated Students shall be subject to an annual audit.

Reference:

Education Code Sections 76063-76065;

Associated Students Organization Constitution ~~Article XII, Section 2 and By Law 1300, Section 1.H.1~~

~~Associated Student Body Accounting Manual & Desk Reference~~

~~Previous Board Policy Number 5130~~

El Camino College

Adopted: January 22, 2002

Amended: ~~4/15/2013~~ April 15, 2013; March 10, 2014

Board of Trustees Agenda – May 18, 2015

Associated Students funds are maintained in accordance with the following procedures:

1. Associated Students Organization fund books, financial records, and procedures are subject to annual audit.
2. Reports of the annual audit of Associated Students funds are submitted to the Superintendent/President or designee.
3. Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Superintendent/President or designee.
4. Associated Students funds shall be deposited with and disbursed by the District's Superintendent/President or designee.

The Associated Students funds shall be deposited, loaned, or invested in the following manners:

1. Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305-16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
2. Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
3. Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
4. Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofits, colleges, universities, and independent schools.
5. Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by

the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.

6. Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadia and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

1. The Superintendent/President or designee;
2. The officer or employee of the District who is the designated adviser of the Associated Students Organization; and
3. A representative of the Associated Students Organization.

References:

Education Code Sections 76063-76065

Board Policy 5500

~~Academic Honesty & Standards of Student Conduct~~

The Superintendent/President shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

El Camino College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct. To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness. Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. El Camino College personnel are dedicated to maintaining a positive learning environment. Optimal standards of student conduct are essential to the maintenance of a quality college environment.

El Camino College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to students through the College catalog, and other means including electronic communications.

See Administrative Procedure 5500 Standards of Student Conduct and Sexual Misconduct Policy

~~ACADEMIC HONESTY~~

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

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

STANDARDS OF CONDUCT

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

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

I. DISHONESTY

- a. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty including but not limited to:
 - i. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
 - ii. Copying from another student or former student or allowing another student to copy from one's work.
 - iii. Allowing another individual to assume one's identity or assuming the identity of another individual.
 - iv. Unauthorized collaboration intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.
 - v. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - vi. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.

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

~~H. DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT AND EXPRESSION~~

- ~~a. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, college personnel.~~
- ~~b. Any acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm.~~
- ~~c. Lewd, indecent, or obscene conduct on District owned or controlled property, or at District sponsored or supervised functions, including public urination or defecation, public sex acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, viewing pornographic material. (ECC BP & AP 6160)~~
- ~~d. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, other college property, or while attending any college sponsored event, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.~~
- ~~e. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited~~

- to its community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios and roller skates
- f. Failure to comply with the directions of a member of the college certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
 - g. Conducting, organizing or participating in any activity involving gambling except as permitted by law.

III. DRUGS, ALCOHOL AND SMOKING

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

IV. THEFT, ROBBERY AND DAMAGE

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

V. SEXUAL MISCONDUCT

- a. Committing sexual harassment as defined by law or by District policies and procedures. Sexual Harassment is un-welcome conduct of a sexual nature, including sexual violence. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (ECC BP 3540)
- b. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman that is without consent and/or by force.

- e. ~~Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.~~
- d. ~~Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:~~
 - ~~Invasion of sexual privacy;~~
 - ~~Prostituting another student;~~
 - ~~Non-consensual video or audio-taping of sexual activity;~~
 - ~~Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);~~
 - ~~Engaging in voyeurism;~~
 - ~~Knowingly transmitting an STD or HIV to another student;~~
 - ~~Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;~~
 - ~~Sexually based stalking and/or bullying may also be forms of sexual exploitation~~

V. HARRASSMENT AND THREATENING/VIOLENT BEHAVIOR

- a. ~~Causing, attempting to cause, or threatening to cause physical injury to another person including but not limited to: assault, battery, sex crimes including sexual assault or rape~~
- b. ~~Conduct which constitutes harassment or abuse that threatens the physical or mental well being, health or safety of any individual.~~
- c. ~~Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.~~
- d. ~~Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying, hazing, or injurious behavior for any reason or discriminatory behavior based on race, sex, (i.e., gender) sexual orientation, religion, age, national origin, disability, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.~~

- e. ~~Stalking repetitive, menacing pursuit, following, harassment or interference with the peace and /or safety of a member of the campus.~~
- f. ~~Willful misconduct which results in injury or death to a student or to college personnel.~~

VI. WEAPONS AND MISUSE OF FACILITIES

- a. ~~Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the appropriate State agency and a District employee, which is concurred in by the college president.~~
- b. ~~Animals, with the exception of service animals that provide assistance, are not permitted on campus except as permitted by law.~~
- c. ~~Unauthorized entry to or use of college facilities, equipment or supplies.~~

VII. MISCELLANEOUS

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

References:

Education Code Sections 66300 and 66301~~;~~76033
Accreditation Standards I.C.8 and 10

El Camino College

Adopted: 9/7/78

Amended: 8/21/89, 6/22/92, 5/16/94, 12/21/09,

Renumbered: 4/18/05

Student conduct at El Camino College must conform to federal and state laws and District policies and procedures. Standards will apply to all students on District-owned facilities or controlled property or at District-sponsored or supervised functions or electronic media. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action. Student disciplinary actions as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.

Students alleged to have violated the Sexual Misconduct Policy with regards to sexual assault, sexual harassment, rape, domestic violence, dating violence, stalking, and retaliation, will be referred to the Title IX Officer. The Title IX Officer will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual misconduct.

Students who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.

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

DISHONESTY

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined in the College catalog.
2. Representing the words, ideas, or work of another as one's own in any academic exercise including the use of commercial term paper companies or online sources for essays, term papers, or research papers, whether free or paid.
3. Copying from another student or former student or allowing another student to copy from one's work.
4. Allowing another individual to assume one's identity or assuming the identity of another individual.
5. Unauthorized collaboration-intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

6. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.
 - a. Inventing data for the purpose of completing an assignment, a laboratory experiment, or case study analysis with the intent to defraud.
 - b. Obtaining or copying exams, test questions, or other course materials when prohibited by the instructor.
 - c. Giving or receiving information during an examination or test by any means such as sign language, hand signals or secret codes, or through the use of any electronic device.
 - d. Using aids such as notes, calculators, or electronic devices unless specifically authorized by the instructor or District personnel.
 - e. Handing in the same paper or other assignment in more than one class when prohibited by the instructor.
 - f. Any other action which is not an honest reflection of a student's own academic work.
7. Dishonesty, forgery, alteration, or misuse of District documents, records or identification, or knowingly furnishing false information to the District.
8. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typed class notes, still photos, audio, or video recording, except as permitted by any District policy or administrative procedure.

DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

1. Disruptive behavior, willful disobedience, profanity or vulgarity, or the open defiance of the authority of, or abuse of, District personnel or another person.
2. Causing, attempting to cause, threatening, or acts of aggression including verbal or physical actions that are intended to create fear, apprehension, or bodily harm to another person.
3. Lewd, indecent, or obscene conduct or expression on District-owned facilities or controlled property or at District-sponsored or supervised functions, including public urination or defecation, public sexual acts, taking intimate pictures of another person without consent, disrobing in public, possession and distribution of any obscene material, or viewing pornographic material.

4. Engaging in expression which is obscene, libelous or slanderous, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District-owned facilities or controlled property or at District-sponsored or supervised functions, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
5. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including, but not limited to, its community service functions or to authorized activities held off-campus.
6. Obstruction or disruption includes, but is not limited to, the use of skateboards, bicycles, radios, and roller skates.
7. Failure to comply with the directions of a member of the District certificated personnel, college management or supervisory personnel, college staff member, or campus police acting within the scope of his or her duties.
8. Conducting, organizing or participating in any activity involving gambling except as permitted by federal and state law.

DRUGS, ALCOHOL, AND SMOKING

1. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Willful or persistent smoking (including tobacco and vapor cigarettes) in any area where smoking has been prohibited by law or by regulation of the District.

THEFT, ROBBERY, AND DAMAGE

1. Committing or attempting to commit robbery or extortion.
2. Causing or attempting to cause damage to District property or to private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.

3. Stealing or attempting to steal District property or private property or knowingly receiving stolen District property or private property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Willful misconduct which results in cutting, defacing, or other injury to any real or personal property owned by the District or personal property of other individuals District-owned facilities or controlled property or at District-sponsored or supervised functions.

SEXUAL MISCONDUCT

1. Committing sexual misconduct including, but not limited to, sexual harassment, domestic violence, dating violence, stalking, sexual assault (non-consensual sexual contact and/or intercourse), sexual exploitation, intimidation, retaliation, and rape as defined by law or by District policies and procedures.
2. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
3. Other misconduct offenses in violation of the El Camino College Sexual Misconduct Policy.

HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

1. Causing, attempting to cause, or threatening to cause physical injury to another person on District-owned facilities or controlled property or at District-sponsored or supervised functions.
2. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyberbullying.
3. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property on District-owned facilities or controlled property or at District-sponsored or supervised functions.
4. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel or another person.

5. Willful misconduct which results in injury or death to another person or which results in cutting, defacing, or other injury to any real or personal property owned by the District or controlled property or at District-sponsored or supervised functions.
6. Other misconduct offenses relative to disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law including, but not limited to, bullying, discrimination, threatening, or causing abuse (including physical and/or verbal).
7. Violence between those in intimate/dating relationships to each other, and stalking, as defined by law or by District policies and procedures.

WEAPONS

Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object including, but not limited to, any facsimile firearm, knife, or explosive on District-owned facilities or controlled property or at District-sponsored or supervised functions, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

MISUSE OF FACILITIES

Unauthorized entry upon or use of District-owned facilities or controlled property or at District-sponsored or supervised functions.

MISCELLANEOUS

1. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
2. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
3. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

References:

Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10

Board Policy 5570

Student Credit Card Solicitations

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards on campus.

~~Reference: Title 5, Section 54400 requires that boards adopt a policy by December 31, 2003, that regulates solicitation of student credit cards on campus.~~

See El Camino Community College District Administrative Procedure AP 5570.

Reference:

Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

El Camino College
Adopted: ~~12/15/03~~ December 15, 2003
Amended: March 10, 2014

Board of Trustees Agenda – May 18, 2015

Administrative Procedure 5570
NEW

Student Credit Card Solicitations

Financial institutions may not solicit credit cards to students or distribute commercial flyers promoting their product(s) at El Camino College.

Debt education information is shared with students during financial aid counseling sessions. Debt education materials prepared by nonprofit entities are distributed to students.

Reference:

Education Code Section 99030;
Title 5 Section 54400;
Civil Code Section 1747.02(m)

The College carries out a good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the College. Voter registration forms are available to students at the College's Financial Aid Office and the Student Development Office.

The College operates an automated class registration system which allows students to coordinate with the Secretary of State during the class registration process to receive voter information.

The designated contact person to be contacted by the Secretary of State for distribution of voter registration cards is the Dean of Enrollment Services.

Reference:

20 U.S. Code Section 1094(a)(23)(A);

34 Code of Federal Regulations Section 668.14(d)(1)

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

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A. TENTATIVE BUDGET 2015–2016

It is recommended that the Tentative Budgets, including the General Funds, Unrestricted and Restricted, General Fund-Compton Center Related, General Fund-Special Programs, Student Financial Aid Fund, Workers' Compensation Fund, Capital Outlay Projects Fund, General Obligation Bond Fund, Property and Liability Self-Insurance Fund, Dental Self-Insurance Fund, Post-Employment Benefits Fund, Bookstore Fund, Associated Students Funds, and Auxiliary Services Fund for the 2015-2016 fiscal year be submitted to the Board for adoption at the June 15, 2015, meeting. California Code Regulations Section 58305(a) requires that, on or before the first day of July, each community college district shall file a tentative budget with the County Superintendent of Schools.

B. CONTRACTS UNDER \$86,000

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:** **BERTOLINI, INC.**
Services: Contractor will receive training in Business Grammar and Writing Skills (30 hours) and Problem Solving (40 hours).
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 4/15/15 – 8/21/15
Financial Terms: Projected gross income \$20,000
Funded by Employment Training Panel (ETP) ET14-0217
- 2. Contractor:** **BICHLMEIER INSURANCE SERVICES, INC.**
Services: Contractor will receive four hours of Computer Skills training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Contract and Community Education
Date(s): 5/19/15 – 6/30/16
Financial Terms: Projected gross income \$700
Funded by Contractor Education Training Sub-Agreement

b. Services Received by District or Its Designee:

- 1. Contractor:** **CENTER FOR STUDY ABROAD-MIYACO (JAPAN); COLLEGE SCHOLARSHIPS USA LTD. (UNITED KINGDOM); USLINK CONSULTING LLC (USA)**
Services: Contractor will recruit F-1 Visa Students for ECC.
Requesting Dept.: Student and Community Advancement – Community Advancement – International Student Program
Date(s): 5/18/15 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding five years)
Financial Terms: The fee shall be \$250 per student per consecutive semester cycle completed, not to exceed \$500 per student. If applicable, a fee for high-volume admissions at the end of a two consecutive semester cycle will be paid in addition to the regular fee.
- 2. Contractor:** **FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**
Services: Contractor will sponsor ECC's Developing Energy Efficiency Professionals (DEEP) Program advisor who will develop curriculum related to green technology and facilitate student engagement in related program activities.
Requesting Dept.: Academic Affairs – Industry and Technology
Date(s): 1/1/15 – 12/31/15
Financial Terms: No cost to the District
- 3. Contractor:** **FULL CAPACITY MARKETING**
Services: Contractor will develop marketing materials and multimedia services for Advanced Deputy Sector Navigator project.
Requesting Dept.: Student and Community Advancement – Community Advancement – Center for Applied Competitive Technologies (CACT)
Date(s): 5/1/15 – 12/31/15
Financial Terms: Cost not to exceed \$5,900
Funded by In-Region Investment grant from the California Community Colleges Chancellor's Office
- 4. Contractor:** **GLOBAL EDUCATION SERVICES (JAPAN); PACIFIC OCEAN COMPANY (VIETNAM);**

**STUDY ABROAD ASSOCIATION
(CAMEROON)**

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

Requesting Dept.: Student and Community Advancement – Admissions and Records – Language Academy

Date(s): 5/18/15 (Beginning on date of Board approval and continuing month-to-month up to but not exceeding 5 years)

Financial Terms: One-time fee of \$500 per student for either fall or springs semester; and \$300 fee for summer

5. **Contractor:** **MANUFACTURING SOLUTIONS, LLC**
Services: Contractor will provide VISUAL training and technical assistance for Martinez & Turek.
Requesting Dept.: Student and Community Advancement – Community Advancement – CACT
Date(s): 5/1/15 – 12/31/15
Financial Terms: Cost not to exceed \$12,810
Funded by Mentor Protégé grant
6. **Contractor:** **PINNACLE EVALUATION SERVICES**
Services: Contractor will provide evaluation services for El Camino College U.S. Department of Education grant Hispanic Serving Institution-Science, Technology, Engineering and Mathematics (HIS-STEM).
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 2/12/15 – 9/30/16
Financial Terms: Cost not to exceed \$36,000
Funded by U.S. Department of Education HIS-STEM Grant
7. **Contractor:** **THE JANKOVICH COMPANY**
Services: Contractor will provide access to fuel barge located at Berth 74, San Pedro, CA for practical instruction and exercises for U.S. Coast Guard certified Tankerman/Barge Person In Charge training.
Requesting Dept.: Student and Community Advancement – Community Advancement – Workplace Learning Resource Center
Date(s): 5/19/15 – 6/30/15
Financial Terms: Cost not to exceed \$1,500
Funded by class registration fees

C. PERSONAL SERVICE AGREEMENTS

a. Services Provided by District or Its Designee:

None

b. Services Received by District or Its Designee:

Contractor: EDGAR ARTIGA
Services: Contractor will complete the dissection of ECC's preserved human cadaver.
Requesting Dept.: Academic Affairs – Natural Sciences
Date(s): 5/4/15 – 6/12/15
Financial Terms: Cost not to exceed \$3,000

D. PIONEER THEATRES, INC.

It is recommended that the Board enter into a real property agreement for the lease of District's parking lot at the southwest corner of Redondo Beach Boulevard and Crenshaw Boulevard (north of the Child Development Center and east of the flood control channel), for the period commencing June 1, 2014 and ending May 30, 2019, with an option to extend for an additional five-year period at the same cost for the lessee, \$240,000/per year (\$20,000/per month). On each anniversary date hereof, commencing June 1, 2015, the rent shall be adjusted as applicable by the annual inflation rate (currently 2%) as defined by the Consumer Property Index (“CPI”) for All Urban Consumers (“CPI-U”).

E. BID AWARD 2014-6 – NATURAL SCIENCE ROOFING PROJECT – C.I. SERVICES, INC.

It is recommended Bid No. 2014-6 be awarded to the following responsive vendor in accordance with the specifications, terms and conditions of the above-named bid for the Natural Science Roofing Project.

<u>RECOMMENDED BIDDER</u>	<u>BID AMOUNT</u>
C.I. Services, Inc.	\$176,000
<u>OTHER BIDDERS</u>	
Commercial Roofing Systems, Inc.	\$177,685
Best Contracting Services, Inc.	\$197,600

F. 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			
P0802599	Insight Public Sector, Inc.	Campus Police	New Equipment	\$77,390.90
P0802802	MCM Electronics Parts	Technical Services	Repairs Parts And Supplies	\$2,048.07
P0802882	U.S. Shop Tools	Engineering	Instructional Supplies	\$897.69
P0802887	Ad Infin Item	Art Department	Instructional Supplies	\$485.90
P0802894	RW School Supply	History	Instructional Supplies	\$639.30
P0802907	B & H Photo-Video	Dance	Instructional Supplies	\$908.73
P0802913	Carolina Biological	Life Sciences	Instructional Supplies	\$155.88
P0802915	Nilfisk Advance, Inc.	Operations	New Equipment	\$9,221.13
P0802916	ProDryers.com	Operations	New Equipment	\$7,797.86
P0802930	Complete Office	Div Office Fine Arts	Instructional Supplies	\$255.08
P0802931	Mercury Fence Company	Commencement	Other Rentals	\$2,150.00
P0802935	Northern Tool	Dance	Instructional Supplies	\$1,211.64
P0802995	Discount School Supply	Anthropology	Instructional Supplies	\$764.79
P0803013	Archival Products	Music Library	Non-Instruct Supplies	\$132.26
P0803018	Empire Cleaning Supply	Operations	New Equipment	\$2,665.05
P0803072	Consolidated Fabricators	Grounds	New Equipment	\$9,084.06
P0803073	Amazing Balloons	Ctr for Arts	Other Services And Expenses	\$190.04
P0803074	Anixter	Technical Services	Repairs Parts And Supplies	\$8,111.34
P0803080	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$1,895.61
P0803083	Dell Marketing L. P.	Institutional Research	New Computer	\$1,986.38
P0803088	BMC Software, Inc	Information Technology	Maintenance Contracts	\$34,851.70
P0803089	Pocket Nurse	Nursing	Instructional Supplies	\$2,231.59
P0803090	Newegg Business, Inc.	Division Office Math	Instructional Supplies	\$277.10
P0803092	Monterey Graphics	V.P. Academic Affairs	Non-Instruct Supplies	\$54.94
P0803093	Complete Office	Division Office Math	Instructional Supplies	\$583.05
P0803094	National Business	Div Office Fine Arts	Non-Instruct Supplies	\$3,852.09
P0803097	Exsel Inc	V.P. Academic Affairs	Non-Instruct Supplies	\$284.49
P0803098	Amazon.Com Corporate	Grounds	New Equipment	\$516.50
P0803099	Glidden Professional	Grounds	Non-Instruct Supplies	\$937.20
P0803100	Jacobsen West	Grounds	New Equipment	\$3,955.47
P0803101	School Health	Health,Safety and Risk	New Equipment	\$305.16
P0803102	California Presenters	Div Office Fine Arts	Conferences Mgmt	\$420.00
P0803103	B & H Photo-Video	Film/Video	Instructional Supplies	\$1,000.78
P0803106	Complete Office	I&T Div Ofc	Non-Instruct Supplies	\$119.89
P0803114	Monterey Graphics	V.P. Academic Affairs	Non-Instruct Supplies	\$54.94
P0803115	ASQ	Ed & Community	Dues And Memberships	\$146.00
P0803117	Voice Thread	Instructional Television	Other Services And Expenses	\$3,000.00
P0803120	Airgas USA, LLC	Nursing	Instructional Supplies	\$448.64
P0803121	Zones, Inc.	Technical Services	Repairs Parts And Supplies	\$1,651.02
P0803130	Monterey Graphics	Ed & Community	Non-Instruct Supplies	\$164.81
P0803131	Global Experience	Ed & Community	Conferences Mgmt	\$418.00
P0803132	Malijah T. McGee	Presidents Office	Other Services And Expenses	\$2,000.00
P0803133	Carlota Marquez	Presidents Office	Other Services And Expenses	\$2,000.00
P0803134	Jeremiah I. Gordon	Presidents Office	Other Services And Expenses	\$2,000.00

P0803135	Abel H. Ricano	Presidents Office	Other Services And Expenses	\$2,000.00
P0803136	Langston R. Chandler	Presidents Office	Other Services And Expenses	\$2,000.00
P0803137	Rodolfo Urioste	Presidents Office	Other Services And Expenses	\$2,000.00
P0803138	Jessica A. Martinez	Presidents Office	Other Services And Expenses	\$2,000.00
P0803139	Anthony G. Co	Presidents Office	Other Services And Expenses	\$2,000.00
P0803140	Isabelle Varma	Presidents Office	Other Services And Expenses	\$2,000.00
P0803141	Miguel A. Medina	Presidents Office	Other Services And Expenses	\$2,000.00
P0803143	Paper Direct	Ed & Community	Non-Instruct Supplies	\$113.62
P0803149	The Apple Store	Div Office Business	Non-Instruct Supplies	\$843.51
P0803151	Buildasign.Com	Financial Aid	Non-Instruct Supplies	\$143.86
P0803160	Dell Marketing L. P.	Admissions/Recors	New Equipment	\$3,430.08
P0803162	Dell Software Inc	Information Technology	Maintenance Contracts	\$4,788.00
P0803164	Monterey Graphics	International Students	Multi Media Advertising	\$2,381.21
P0803165	Amazon.Com Corporate	Dance	Instructional Supplies	\$647.35
P0803166	Specialized Products	Technical Services	Repairs Parts And Supplies	\$1,920.28
P0803167	Amazon.Com Corporate	Div Office Instr.	Non-Instruct Supplies	\$87.42
P0803169	Community College	Div Office Instr.	Publications-Magazines	\$60,145.00
P0803170	Ellucian, Inc	Information Technology	Maintenance Contracts	\$3,000.00
P0803171	Edvotek	Life Sciences	Instructional Supplies	\$124.95
P0803173	Virco Manufacturing	Div Office Fine Arts	Non-Instruct Supplies	\$1,455.04
P0803174	Amazon.Com Corporate	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$75.36
P0803175	Verizon Wireless	Ctr for Arts Production	Non-Instruct Supplies	\$149.48
P0803176	Amazon.Com Corporate	Audio/Visual	Instructional Supplies	\$129.22
P0803177	Monterey Graphics	Financial Aid	Non-Instruct Supplies	\$54.94
P0803180	Fisher Scientific	Life Sciences	Instructional Supplies	\$255.94
P0803181	CDW-G	Information Technology	Non-Instruct Supplies	\$8,467.12
P0803185	Tre Printing	Ed & Community	Multi Media Advertising	\$2,003.42
P0803187	Dotcom Computers, Inc.	Technical Services	Repairs Parts And Supplies	\$4,100.53
P0803188	Reynolds Advanced	Art Department	Instructional Supplies	\$574.22
P0803194	Uline Shipping Supply	Art Department	Instructional Supplies	\$6,002.19
P0803195	Glidden Professional	Art Department	Instructional Supplies	\$71.17
P0803197	Westwood Building	Art Department	Instructional Supplies	\$349.12
P0803198	American Fine Arts	Art Department	Repairs Parts And Supplies	\$1,791.68
P0803199	R & R Dentsply	Art Department	Repairs Parts And Supplies	\$1,098.26
P0803200	Eco-House, Inc.	Art Department	Repairs Parts And Supplies	\$2,779.50
P0803202	Bulbman	Art Department	Instructional Supplies	\$142.20
P0803203	Rio Grande Tool Co.	Art Department	Instructional Supplies	\$119.70
P0803204	Paragon Kiln	Art Department	Instructional Supplies	\$139.81
P0803205	Golden West Industrial	Art Department	Instructional Supplies	\$2,074.41
P0803207	4IMPRINT, INC.	Ed & Community	Multi Media Advertising	\$1,820.43
P0803208	Otto Frei	Art Department	Instructional Supplies	\$240.91
P0803209	Aardvark Clay and	Art Department	Instructional Supplies	\$1,696.22
P0803219	American Express Travel	First Year Experience	Conferences Mgmt	\$327.00
P0803225	School Outfitters	Theatre	Instructional Supplies	\$1,117.77
P0803226	Mr. Rick F.	Ctr for Arts Ticket Office	Maintenance Contracts	\$19.99
P0803227	Redondo Technology	Human Resources	Non-Instruct Supplies	\$207.10
P0803228	J.J. Keller & Assoc	Human Resources	Non-Instruct Supplies	\$635.00
P0803234	Dell Marketing L. P.	Information Technology	New Computer	\$1,976.05
P0803236	Dell Marketing L. P.	Information Technology	New Computer	\$3,133.71
P0803238	Smarter Shows Limited	Ed & Community	Conferences Mgmt	\$410.00
P0803242	Campus Food Services	Career Center	Non-Instruct Supplies	\$181.73
P0803243	Amazing Balloons	Career Center	Non-Instruct Supplies	\$100.66
P0803250	Verizon Wireless	Public Relations	New Equipment	\$476.48

P0803252	American Express Travel	Ed & Community	Transportation/ Mileage	\$204.20
P0803255	El Camino College Union	Commencement	Non-Instruct Supplies	\$290.00
P0803257	Safelite Auto Glass	Automotive Shop	Repairs Noninstructional	\$186.89
P0803258	Lighting Services Inc.	Study Abroad Program	Non-Instruct Supplies	\$2,806.50
P0803262	Bennett Gardening	Facilities/Planning/Servi	Repairs Noninstructional	\$1,200.00
P0803268	Safety-Kleen	Hazmat	Other Services And Expenses	\$2,282.89
P0803271	Empire Cleaning Supply	Operations	New Equipment	\$2,125.50
P0803272	Ms. Francesca C. Bishop	Speech Communication	Other Services And Expenses	\$2,749.34
P0803274	Waxie Sanitary Supply	Operations	New Equipment	\$1,102.81
P0803275	Grainger	Automotive Shop	New Equipment	\$3,959.02
P0803277	Accrediting	Accreditation Team	Other Services And Expenses	\$9,567.01
P0803279	Terpsichore, Inc.	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0803280	Edward A. Francis, Jr.	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0803283	Lynette M. Watanabe	Ctr for Arts Instr/Admin	Contract Services	\$200.00
P0803288	Tandus Flooring, Inc.	Div Office Instr.	New Equipment	\$12,060.99
P0803289	U.S. Bank	Institutional Services	Escrow/adminstrtrn fees - Bond	\$500.00
P0803291	Cal Tech Copier, Inc.	Institutional Research	Non-Instruct Supplies	\$227.03
P0803295	Lastar, Inc.	Information Technology	Non-Instruct Supplies	\$2,050.03
P0803296	Assessment Technology	Nursing	Instructional Supplies	\$2,250.00
P0803297	Enterprise Rentals	First Year Experience	Conferences Mgmt	\$39.15
P0803298	American Express Travel	First Year Experience	Conferences Mgmt	\$449.50
P0803299	Patrick R. Record	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0803302	ELS Language Centers	International Students	Multi Media Advertising	\$10,750.00
P0803315	Mr. Rene E. Lozano	Transfer Center	Conferences - Student	\$1,392.77
P0803322	Climatec	HVAC Shop	Non-Instruct Supplies	\$1,319.89
P0803324	Liebert Cassidy	Staff Diversity	Dues And Memberships	\$895.50
P0803325	Thompson Trophy	Commencement	Non-Instruct Supplies	\$828.40
P0803326	HCD	Facilities/Planning/Servi	Permit Processing Fees	\$36.00
P0803327	Robert Montero	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0803328	Eliseo Borrero	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0803329	Mr. Otmaro Ruiz	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0803330	Aaron Serfaty	Ctr for Arts Instr/Admin	Contract Services	\$300.00
P0803333	Fast Deer Bus Charter	Transfer Center	Transportation	\$700.00
P0803335	Boulevard Florist	Commencement	Non-Instruct Supplies	\$523.20
P0803341	School Outfitters	Dance	Instructional Supplies	\$358.60
P0803349	Fast Deer Bus Charter	Outreach and School	Transportation	\$650.00
P0803351	Nilfisk Advance, Inc.	Operations	New Equipment	\$2,127.22
P0803353	L.A. County Ems	Paramedic Academy	Contract Services	\$57,829.47
P0803354	UCLA Center for	Paramedic Academy	Contract Services	\$5,520.00
P0803355	Matthew Bender	Div Office Instr.	Library Books	\$1,112.15
P0803356	Chinese Student	VP-SCA	Contract Services	\$250.00
P0803357	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$3,000.00
P0803358	Dai Thien Son Overseas	VP-SCA	Contract Services	\$500.00
P0803359	International Education	VP-SCA	Contract Services	\$500.00
P0803379	Diversity Builder	Human Resources	Other Services And Expenses	\$1,620.00
P0803380	Paradise Awards	Public Relations	Other Services And Expenses	\$22.89
P0803382	Enterprise Rent-A-Car	Ed & Community	Transportation/ Mileage	\$75.00
P0803383	Dell Computer	Information Technology	License Fee/Site Licenses	\$13,366.84
P0803384	Manhattan Beach	Public Relations	Dues And Memberships	\$275.00
P0803385	EBSCO SUBSCRIPTION	Div Office Fine Arts	Instructional Supplies	\$638.19
P0803386	Foundation for	Information Technology	Prepaid Expense	\$2,000.00
P0803388	Chronicle of Higher Educ	Public Relations	Publications/ Periodicals	\$80.00
P0803389	Torrance Chamber of	Public Relations	Conferences Mgmt	\$38.00
P0803401	Sports Imports	Physical Education	Instructional Supplies	\$65.86

P0803404	Ingram Library Service	Div Office Instr.	Library Books	\$40.82
P0803417	Konica Minolta Business	Purchasing and	Copiers	\$24.32
P0803421	Edmentum, Inc	Information Technology	License Fee/Site Licenses	\$15,320.00
P0803447	Amazon.Com Corporate	Dance	Instructional Supplies	\$348.80
P0803452	South Coast Air Quality	Rideshare	Filing Fee	\$1,018.36
P0803454	Monterey Graphics	Fiscal Services	Non-Instruct Supplies	\$1,100.90
P0803455	Campus Food Services	Music	Instructional Supplies	\$203.07
P0803456	Campus Food Services	Art Department	Instructional Supplies	\$119.08
P0803457	Braun Towel & Linen	Facilities/Planning/Servi	Non-Instruct Supplies	\$83.26
P0803468	Network Solutions, Inc.	Community	Multi Media Advertising	\$89.95
P0803475	Intelcom	Instructional Television	Other Services And Expenses	\$3,000.00
P0803477	Lynda.Com	Staff Development	Webinars/Teleconf Training	\$3,575.00
P0803487	Uline Shipping Supply	Health,Safety and Risk	Non-Instruct Supplies	\$973.17
P0803495	Salem Press/H.W.	Div Office Instr.	Library Books	\$427.50
P0803496	Thomson Reuters West	Div Office Instr.	Library Books	\$1,594.40
P0803497	Community College	Div Office Instr.	Publications-Magazines	\$9,923.00
P0803498	Sage Publications, Inc.	Div Office Instr.	Publications-Magazines	\$51.00
P0803505	Ms. Susan G. Pickens	Presidents Office	Non-Instruct Supplies	\$38.16
P0803522	Richard A. Beyer	SRC Accessibility Fund	Contract Services	\$250.00
P0803529	Scantron Corporation	Nursing	Maintenance Contracts	\$2,289.00
P0803533	Dell Marketing L. P.	Information Technology	License Fee/Site Licenses	\$3,836.76
P0803535	Amazon.Com Corporate	Ctr for Arts Ticket Office	Non-Instruct Supplies	\$10.89
P0803536	Campus Concerts	Ctr for Arts Instr/Admin	Contract Services	\$500.00
P0803538	American Express Travel	Ed & Community	Transportation/ Mileage	\$290.00
P0803540	Abtech Systems,	Information Technology	Maintenance Contracts	\$4,800.00
P0803541	Southern California	Ed & Community	Dues And Memberships	\$500.00
P0803542	Innovative Interfaces	Div Office Instr.	Publications-Magazines	\$507.15
P0803543	Dell Computer	Information Technology	Maintenance Contracts	\$1,500.00
P0803566	Ryugaku Journal, Inc.	VP-SCA	Contract Services	\$1,000.00
P0803567	ELS Educational	VP-SCA	Contract Services	\$1,000.00
P0803568	Trang Viet Anh Company	VP-SCA	Contract Services	\$250.00
P0803569	U.S. Student Services	VP-SCA	Contract Services	\$500.00
P0803570	ELS Educational	VP-SCA	Contract Services	\$3,750.00
P0803571	Amazon.Com Corporate	Information Technology	Non-Instruct Supplies	\$259.42
P0803573	Monterey Graphics	Presidents Office	Non-Instruct Supplies	\$54.94
P0803576	Greentree Systems	Human Resources	Maintenance Contracts	\$23,229.00
P0803580	Woodworker West	Construction	Instructional Supplies	\$60.00
P0803581	L.A. County Ems	Paramedic Academy	Contract Services	\$58,497.05
P0803582	Postmaster	Mailroom	Postage	\$220.00
P0803583	Braun Towel & Linen	Facilities/Planning/Servi	Non-Instruct Supplies	\$207.18
P0803584	A.M.P.S.S., Inc.	Facilities/Planning/Servi	Repairs Noninstructional	\$1,581.84
P0803593	Ms. Debbie E. Turano	Operations	Pest Control	\$80.00

Fund 11 Total: 193 \$621,596.58

Fund 12 Restricted - El Camino

P0802686	Southern California Fleet	Fire Tech Donations	Repairs - Instructional	\$467.60
P0802687	Southern California Fleet	Fire Tech Donations	Repairs - Instructional	\$569.39
P0802932	Dell Marketing L. P.	StudentSuccess	Non Inst Comp Eq	\$17,150.40
P0802980	Golden West Lubricants,	CAA (10-091-002)	Non-Instruct Supplies	\$676.33
P0802992	Dell Marketing L. P.	TitleV-Improving	New Computer	\$5,145.12
P0802993	Dell Marketing L. P.	StudentSuccess	Non Inst Comp Eq	\$3,430.08
P0803052	The Apple Store	Fine Arts	New Computer	\$74,806.20
P0803078	Life Assist Inc.	Parking Services	Non-Instruct Supplies	\$793.96

P0803095	School Savers	Title III- H S I - STEM	Non-Instruct Supplies	\$6,845.75
P0803096	American Nautical	(STCW) Standards for	Other Books	\$1,144.32
P0803104	Ad Infin Item	EOPS	Non-Instruct Supplies	\$235.89
P0803105	Monterey Graphics	EOPS	Non-Instruct Supplies	\$54.94
P0803107	The Dibble Institute	TANF	Other Books	\$2,109.87
P0803108	CCS Presentation	DSPS	New Equipment - Instructional	\$6,695.16
P0803109	Eljay X-Ray Inc.	VTEA - Radiologic	New Equipment - Instructional	\$3,063.78
P0803110	Scriphessco - a Division	VTEA - Radiologic	New Equipment - Instructional	\$1,825.73
P0803111	Accommodating Ideas	DSPS	Contract Services	\$13,592.50
P0803113	Pacific Northwest X-Ray	VTEA - Radiologic	New Equipment - Instructional	\$2,064.13
P0803116	Z & Z Medical Inc.	VTEA - Radiologic	New Equipment - Instructional	\$4,168.81
P0803118	Universal Medical Inc.	VTEA - Radiologic	New Equipment - Instructional	\$1,300.17
P0803119	Amazon.Com Corporate	Title III- H S I - STEM	Non-Instruct Supplies	\$601.69
P0803122	ACCCA	MediCal Administrative	Conferences Other	\$50.00
P0803124	Earl W. Washington	CalWORKs	Contract Services	\$500.00
P0803125	Dell Marketing L. P.	CTE Enhancement	New Equipment - Instructional	\$3,612.00
P0803126	Uline Shipping Supply	WRIEC Year 5	Non-Instruct Supplies	\$29.50
P0803127	CDW-G	Math	New Equipment - Instructional	\$1,339.61
P0803128	Amazon.Com Corporate	HSA	New Equipment - Instructional	\$1,038.25
P0803129	CDW-G	Parking Services	New Equipment	\$1,238.41
P0803142	Best Buy for Govt	CTE Enhancement	New Equipment - Instructional	\$1,230.93
P0803144	Universal Medical Inc.	CTE Enhancement	New Equipment - Instructional	\$1,681.37
P0803145	Hobart Institute of	Terminal	Other Books	\$2,569.44
P0803146	Supertech	CTE Enhancement	New Equipment - Instructional	\$37,999.16
P0803148	Tigerdirect.Com	CTE Enhancement	New Equipment - Instructional	\$35,209.47
P0803150	CSI Fullmer	Business	New Equipment - Instructional	\$4,625.34
P0803152	U.S. Armor Corp.	Parking Services	New Equipment	\$1,085.64
P0803154	CDW-G	EOPS	New Equipment	\$1,220.80
P0803155	Dell Marketing L. P.	Basic Skills	Non Inst Comp Eq	\$3,430.08
P0803157	Waterline Technologies,	HSA	New Equipment - Instructional	\$5,786.72
P0803159	CDW-G	Career & Tech Ed	New Equipment - Instructional	\$939.08
P0803161	Mountain Medical	HSA	New Equipment - Instructional	\$4,749.10
P0803172	Amazon.Com Corporate	Teacher Preparation	Non-Instruct Supplies	\$39.33
P0803179	Embassy Suites Los	Mentor Protege	Conferences Other	\$897.60
P0803182	Campus Food Services	Community Education	Non-Instruct Supplies	\$1,702.53
P0803183	GT Banner Supply	Title III- H S I - STEM	Non-Instruct Supplies	\$300.60
P0803184	A-1 Office Concepts	BFAP Adminstration	New Equip - Noninstr	\$5,008.44
P0803189	Complete Office	Math	New Equipment - Instructional	\$119.99
P0803190	Sandra Christmas	Community Education	Contract Services	\$100.00
P0803191	R & D Printing	Community Education	Non-Instruct Supplies	\$1,732.01
P0803192	Cambridge Educational	Community Education	Non-Instruct Supplies	\$3,232.87
P0803193	What's Up for Kids, Llc	Community Education	Multi Media Advertising	\$295.00
P0803196	Brown & Bigelow, Inc.	EOPS	Non-Instruct Supplies	\$3,235.21
P0803201	Ad Infin Item	BFAP Adminstration	Workshop Sponsorship	\$8,942.28
P0803206	CDW-G	Math	New Equipment - Instructional	\$1,741.73
P0803212	Complete Office	EOPS	New Equipment	\$3,704.91
P0803216	Dell Marketing L. P.	VATEA Business	New Equipment - Instructional	\$2,678.67
P0803217	Dell Marketing L. P.	CTE Enhancement	New Equipment - Instructional	\$29,837.00
P0803218	Chronicle of	MDC-Parenting Classes	Multi Media Advertising	\$247.00
P0803221	Campus Food Services	Basic Skills	Contract Services	\$877.45
P0803222	Campus Food Services	Basic Skills	Contract Services	\$311.30
P0803223	Tangram Interiors	Basic Skills	New Equip - Noninstr	\$435.84
P0803224	Krueger	Basic Skills	New Equip - Noninstr	\$350.50

P0803233	Apple Higher Education	StudentSuccess	Non Inst Comp Eq	\$2,257.22
P0803235	CDW-G	BFAP Administration	New Computer	\$1,286.64
P0803239	Fast Deer Bus Charter	South Bay Children's	Transportation	\$485.50
P0803240	Dell Marketing L. P.	BFAP Administration	New Computer	\$22,817.54
P0803241	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$455.62
P0803244	Campus Food Services	Faculty & Staff Diversity	Non-Instruct Supplies	\$501.40
P0803253	Fast Deer Bus Charter	El Camino Language	Student Transportation Rental	\$542.00
P0803256	South Bay Regional	Parking Services	Maintenance Contracts	\$213.15
P0803259	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$266.84
P0803260	Van Lingen Towing	Parking Services	Repairs Non Instr	\$25.00
P0803265	Campus Food Services	In-Region Investments	Non-Instruct Supplies	\$564.08
P0803269	Campus Food Services	BFAP Administration	Training	\$1,221.84
P0803270	Brown & Bigelow, Inc.	StudentSuccess	Non-Instruct Supplies	\$4,572.80
P0803309	ShopLocal.us	SBDC Program Income	Workshop Sponsorship	\$500.00
P0803313	The Apple Store	CTE Enhancement	New Equipment - Instructional	\$7,331.10
P0803331	Helen Young	Historically Bck	Conferences Other	\$114.20
P0803332	Helen Young	Historically Bck	Conferences Other	\$306.19
P0803337	Essie French-Preston	Historically Bck	Conferences Other	\$108.36
P0803338	Jahmari L. Flores	Sign Language	Contract Services	\$100.00
P0803339	Tyrone O. Oraguzie	Sign Language	Contract Services	\$100.00
P0803340	Moises M. Mendoza, Jr.	Sign Language	Contract Services	\$100.00
P0803342	Deandre N. Moody	Sign Language	Contract Services	\$100.00
P0803343	Angel A. Alvarez	Sign Language	Contract Services	\$100.00
P0803344	EG	Sign Language	Contract Services	\$500.00
P0803345	Patricia Lessard	Sign Language	Contract Services	\$500.00
P0803346	Alyce S. Reynolds	Sign Language	Contract Services	\$500.00
P0803347	Rachel Yingst	Sign Language	Contract Services	\$500.00
P0803352	San Pedro Chamber of Commerce	SBDC Program Income	Dues And Memberships	\$144.00
P0803360	Campus Food Services	Historically Bck	Non-Instruct Supplies	\$125.35
P0803387	SJM Industrial Radio	Community Education	Other Rentals	\$585.00
P0803390	Los Angeles Superior	Parking Violations DMV	Other Services And Expenses	\$4,187.50
P0803391	Magic's Auto Body	Parking Services	Repairs Non Instr	\$742.77
P0803393	Purple Communications,	DSPS	Contract Services	\$1,080.00
P0803395	Accommodating Ideas	DSPS	Contract Services	\$11,892.55
P0803396	MPR	Health Services	Publications/ Periodicals	\$176.00
P0803398	Boss Litho	StudentSuccess	Printing	\$11,159.90
P0803399	Mid City Mailing Services	StudentSuccess	Postage	\$5,972.00
P0803403	Sierra Valley Moving	Historically Bck	Conferences Other	\$210.00
P0803439	American Express Travel	CAA (10-091-002)	Transportation/ Mileage	\$479.00
P0803441	American Express Travel	MediCal Administrative	Conferences Other	\$200.00
P0803442	Crystal Henning	CalWORKs	Contract Services	\$350.00
P0803443	Khristal E. Barnett	CalWORKs	Contract Services	\$300.00
P0803451	California Workforce	Adv. Mfg. Sector	Conferences Other	\$575.00
P0803453	Bothwell Automotive, Inc.	Parking Services	Repairs Non Instr	\$19.00
P0803458	Alexander W. Abatzoglou	Title III- H S I - STEM	Contract Services	\$400.00
P0803459	Kerry Thompson	Title III- H S I - STEM	Contract Services	\$400.00
P0803462	Los Angeles County	(STCW) Standards for	Contract Services	\$620.20
P0803512	Compton Community	TitleV-Improving	Other Services And Expenses	\$1,425.77
P0803513	Compton Community	TitleV-Improving	Other Services And Expenses	\$11,391.90
P0803514	Compton Community	TitleV-Improving	Other Services And Expenses	\$285.15
P0803515	Compton Community	TitleV-Improving	Other Services And Expenses	\$13,473.53
P0803516	Compton Community	TitleV-Improving	Other Services And Expenses	\$8,554.62
P0803530	Accommodating Ideas	DSPS	Contract Services	\$17,865.00
P0803537	Dell Computer	Instructional Services	New Equipment - Instructional	\$1,671.44

P0803545	Denise E. Lopez - Moran	CalWORKs	Contract Services	\$400.00
P0803549	Marriott Hotel	EOPS	Non-Instruct Supplies	\$12,800.00
P0803550	Deatrice Shernell	CalWORKs	Contract Services	\$500.00
P0803551	Campus Food Services	EOPS CARE	Non-Instruct Supplies	\$782.18
P0803556	City of Torrance	Parking Services	Other Services	\$1,635.00
P0803557	Bob Lee's Automotive	Parking Services	Repairs Non Instr	\$64.62
P0803562	Magic's Auto Body	Parking Services	Repairs Non Instr	\$1,099.23
P0803565	Enterprise Rent-A-Car	Adv. Mfg. Sector	Conferences Other	\$168.00
P0803574	Assist Design	Historically Bldg	Conferences Other	\$6,000.00
P0803575	Dell Computer	StudentSuccess	New Equip - Noninstr	\$3,342.88
P0803578	Ms. Dawn A. Reid	EOPS	Non-Instruct Supplies	\$335.43
P0803585	Hawthorne Chamber of	SBDC Program Income	Dues And Memberships	\$160.00
P0803592	Uhak.Com	El Camino Language	Contract Services	\$500.00
P0803594	Overseas Educational	El Camino Language	Contract Services	\$500.00
P0803597	Marriott Hotel	EOPS CARE	Non-Instruct Supplies	\$2,000.00
			Fund 12 Total: 130	\$491,509.48

Fund 15 General Fund -Special Programs

P0802869	Miele Professional	Chemistry	New Equipment	\$16,110.31
P0802985	Exsel Inc	Honors Program	Non-Instruct Supplies	\$918.00
P0803263	Thomson West	Div Office Instr.	Library Books	\$20,387.40
P0803300	The Bay Honors	Honors Program	Conferences Mgmt	\$100.00
			Fund 15 Total: 4	\$37,515.71

Fund 41 Capital Outlay

P0803266	Smardan	Building Systems	Buildings	\$1,136.63
P0803293	Division of the State	SM14/15-Air Hndlr	Architecture & Engineering	\$254.80
			Fund 41 Total: 2	\$1,391.43

Fund 62 Property & Liability

P0803316	Jessica S. Dorn	Purchasing	Benefits Paid	\$868.83
P0803317	Torrance Memorial	Purchasing	Excess Insurance	\$35.00
P0803318	El Camino Community	Purchasing	Excess Insurance	\$875.00
P0803319	Amanda K. Wronski	Purchasing	Benefits Paid	\$1,074.75
P0803394	Student Insurance	Purchasing	Excess Insurance	\$675.00
P0803486	Keenan & Associates	Purchasing	Excess Insurance	\$3,052.29
P0803563	Yahaira A. Villarrubia	Purchasing	Benefits Paid	\$1,293.00
P0803564	Enterprise Rent-A-Car	Purchasing	Benefits Paid	\$785.79
			Fund 62 Total: 8	\$8,659.66

Fund 71 Associated Students

P0803463	Thompson Trophy	Student Affairs	ASB Exp.	\$597.97
			Fund 71 Total: 1	\$597.97

Fund 72 Student Representation Fee

P0803440	Board of Governors, Calif	Student Affairs	Advocacy Activities-ASO Rep	\$1,080.00
			Fund 72 Total: 1	\$1,080.00

Fund 74 Student Financial Aid

P0803186	Ad Infin Item	EOPS	Student Incentive Account	\$1,602.53
P0803210	Custom Sash	EOPS	Student Incentive Account	\$2,230.14
P0803211	Ad Infin Item	EOPS	Student Incentive Account	\$738.99
			Fund 74 Total: 3	\$4,571.66

Fund 79 Auxiliary Services

P0803158	Camayak	Humanities	Non-Instruct Supplies	\$2,600.00
P0803168	Artscene	Fine Arts	Non-Instruct Supplies	\$525.00
P0803214	Paradise Awards	Radiologic Tech	Non-Instruct Supplies	\$147.37
P0803245	Maria Marichal	Fine Arts	Non-Instruct Supplies	\$1,200.00
P0803261	Mitchell D. Cooper	Fine Arts	Non-Instruct Supplies	\$700.00
P0803264	KCACTF	Fine Arts	Non-Instruct Supplies	\$275.00
P0803287	Midwest Global Group,	Counseling Office	Non-Instruct Supplies	\$866.88
P0803292	Haim Amar	Fine Arts	Non-Instruct Supplies	\$671.00
P0803301	Associated Collegiate	Humanities	Non-Instruct Supplies	\$149.00
P0803303	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$401.12
P0803304	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$300.84
P0803305	Campus Food Services	First Year Experience	Non-Instruct Supplies	\$526.47
P0803334	Alexander H. Budman	Fine Arts	Non-Instruct Supplies	\$150.00
P0803336	Mr. Rene E. Lozano	Counseling Office	Non-Instruct Supplies	\$37.05
P0803350	C & A Jewelry Casting	Student Affairs	Non-Instruct Supplies	\$270.00
P0803361	Dr. Joice C. Bailey Lewis	Counseling Office	Non-Instruct Supplies	\$500.00
P0803392	Ms. Nancy A. Adler	Fine Arts	Non-Instruct Supplies	\$50.94
P0803402	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$528.65
P0803444	Ms. Kate L. McLaughlin	Humanities	Non-Instruct Supplies	\$277.17
P0803465	Joseph J. Derthick	Fine Arts	Non-Instruct Supplies	\$200.00
P0803466	Amy L. Wolff	Fine Arts	Non-Instruct Supplies	\$250.00
P0803467	Sir Speedy	Fine Arts	Non-Instruct Supplies	\$353.16
P0803470	Paradise Awards	Counseling Office	Non-Instruct Supplies	\$234.35
P0803506	Jonathan J. Stehney	Fine Arts	Non-Instruct Supplies	\$299.00
P0803507	Greg Erskine	Fine Arts	Non-Instruct Supplies	\$75.00
P0803508	Deborah B. Minnichelli	Fine Arts	Non-Instruct Supplies	\$50.00
P0803509	Michael J. Pettingale	Fine Arts	Non-Instruct Supplies	\$50.00
P0803517	Campus Food Services	Honors Program	Non-Instruct Supplies	\$988.19
P0803518	Campus Food Services	Counseling Office	Non-Instruct Supplies	\$419.65
P0803519	Campus Food Services	Fine Arts	Non-Instruct Supplies	\$3,384.45
			Fund 79 Total: 30	\$16,480.29

Fund 81 Student Organizations

P0803523	Terp Etal, Llc	Student Affairs	A/P Manual.Gen.	\$100.00
P0803524	Nicole V. Pancino	Student Affairs	A/P Manual.Gen.	\$1,100.00
P0803546	James A. Cummins	Student Affairs	A/P Manual.Gen.	\$1,100.00
P0803547	Mr. Robert Loparo	Student Affairs	A/P Manual.Gen.	\$1,200.00
			Fund 81 Total: 4	\$3,500.00

Fund 82 Scholarships & Trust/Agency

P0803220	Campus Food Services	Staff Development	Fundraising	\$825.00
P0803473	Embroidme	Health Sciences	Fundraising	\$1,245.27

P0803474	Norcal Swim Shop	Health Sciences	Fundraising	\$1,219.36
P0803548	Paradise Awards	Health Sciences	Fundraising	\$467.61
P0803577	Club Assistant, Llc	Health Sciences	Fundraising	\$100.00
P0803579	Risk Management	Health Sciences	Fundraising	\$818.75
			Fund 82 Total: 6	\$4,675.99

PO Funds Total: 382 1,191,578.77

Fund 11 Unrestricted - El Camino

B0810844	Crenshaw Lumber	Architectural	Instructional Supplies	\$1,750.00
B0810855	E.C.C. Public Information	Ctr for Arts Instr/Admin	Other Services And Expenses	\$450.00
B0810858	E.C.C. Public Information	Staff Diversity	Non-Instruct Supplies	\$1,350.00
B0810880	Moore Medical Corp	Human Resources	Other Services And Expenses	\$1,500.00
			Fund 11 Total: 4	\$5,050.00

Fund 12 Restricted - El Camino

B0810843	Sharlemagne L. Lewis	VATEA Special	PSA Contract Services	\$8,200.00
B0810849	Creation World Safety	CAA (10-091-002)	Contract Services	\$1,200.00
B0810850	Kinkisharyo International,	Cact CA Employee	Contract Services	\$82,000.00
B0810851	E.C.C. Public Information	Student Equity	Reproduction Instructional	\$800.00
B0810856	E.C.C. Public Information	Adv. Mfg. Sector	Reproduction Instructional	\$500.00
			Fund 12 Total: 5	\$92,700.00

Fund 15 General Fund -Special Programs

B0810869	E.C.C.C.D. Bookstore	Honors Program	Non-Instruct Supplies	\$30.00
			Fund 15 Total: 1	\$30.00

Fund 79 Auxiliary Services

B0810864	E.C.C. Public Information	Fine Arts	Non-Instruct Supplies	\$1,000.00
			Fund 79 Total: 1	\$1,000.00

Fund 81 Student Organizations

B0810865	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$300.00
B0810866	E.C.C. Public Information	Student Affairs	A/P Manual.Gen.	\$15.00
			Fund 81 Total: 2	\$315.00

BPO Funds Total: 13 99,095.00

Grand Total POs and BPOs: 395 1,290,673.77

**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.....	E 2
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E. Contract – M. Arthur Gensler Jr. & Associates, Inc. – Planning Services.....	E 4
F. Contract – Kimley-Horn – Civil Engineering for Master Plan.....	E 4
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J. Purchase Orders and Blanket Purchase Orders.....	E 6

Administrative Services – Measure E Bond Fund

A. CATEGORY BUDGETS AND BALANCES

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

The following tables report Measure E 2002 and Measure E 2012 expenditures and commitments through April 30, 2015, at the May 2015 Board Meeting.

2002 Measure E Expenditures:

CATEGORY	BUDGET	EXPENDED	COMMITTED	BALANCE
Additional Classrooms and Modernization	\$206,420,530	\$140,599,632	\$29,364,409	\$36,456,489
Campus Site Improvements	64,910,391	33,345,136	638,429	30,926,826
Energy Efficiency Improvements	2,700,980	2,700,980	0	0
Health and Safety Improvements	128,723,855	122,510,973	3,236,620	2,976,262
Information Technology and Equipment	24,751,372	16,405,806	0	8,345,566
Physical Education Facilities Improvements	572	572	0	0
Unallocated Interest (as of 12/31/14)	<u>1,481,240</u>	<u>0</u>	<u>0</u>	<u>1,481,240</u>
TOTAL	<u>\$428,988,940</u>	<u>\$315,563,099</u>	<u>\$33,239,457</u>	<u>\$80,186,384</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. MEASURE E 2002 PROJECT BUDGET CHANGES

It is recommended the Board of Trustees approve the project budget changes shown in Table A.

These budget changes provide the necessary funds for design fees for the Administration Building, New Pools, Locker Room & Classrooms; Fire Program Facility; and Student Activities Center. These changes also adjust the Math Business & Allied Health Building, Bookstore Building, Industry & Technology Building, and Infrastructure Phases I, II, and III budgets to properly reflect necessary expenditures.

TABLE A

PROJECTS	2002 BUDGET	CHANGE	REVISED BUDGET
Unallocated Interest	\$1,481,240	-\$1,481,240	\$0
Student Services Center	\$32,792,552	-\$6,000,000	\$26,792,552
Administration	\$0	\$2,000,000	\$2,000,000
New Pools, Locker Room & Classrooms	\$0	\$2,000,000	\$2,000,000
Student Activities Center	\$0	\$2,000,000	\$2,000,000
Fire Program Facility	\$0	\$2,000,000	\$2,000,000
Bookstore	\$10,868,608	\$48,330	\$10,916,938
Humanities Complex Replacement	\$30,355,936	-\$311,370	\$30,044,566
Learning Resource Center Addition	\$5,067,287	-\$24,122	\$5,043,165
Lot H Parking Structure	\$24,371,895	-\$173,376	\$24,198,519
Infrastructure Phase I, II, III	\$41,599,478	\$899	\$41,600,377
Domestic Water Systems	\$1,610,208	-\$1,000,000	\$610,208
Restroom Access Compliance	\$2,200,000	-\$209,975	\$1,990,025
Social Sciences	\$4,584,449	-\$19,999	\$4,564,450
Math Business Allied Health	\$38,376,392	\$1,032,910	\$39,409,302
Industry & Technology Building (ITEC*)	\$38,309,701	\$400,000	\$38,709,701
Landscape/Irrigation System Replacement	\$549,932	-\$262,057	\$287,875

*Denotes Name Change

C. CONTRACT – BECK & GRABOSKI – CAMPUS SIGNAGE AND WAYFINDING

It is recommended the Board of Trustees approve entering into a contract with Beck & Graboski to provide design services for campus-wide signage and wayfinding.

Beck & Graboski was selected based upon its experience and expertise performing this type of work and its prior experience with the District.

Dates of Service: May 2015 – Project Completion

Cost: Not to exceed \$32,000

D. CONTRACT – CREATIVE DESIGN ASSOCIATES – CONSULTING SERVICES

It is recommended the Board of Trustees approve entering into a contract with Creative Design Associates to provide consulting services for Marsee Auditorium Accessibility Assessment.

Creative Design Associates was selected based upon their experience and expertise in this field.

Dates of Service: June 2015 – Project Completion

Cost: Not to exceed \$18,000

E. CONTRACT – M. ARTHUR GENSLER JR. & ASSOCIATES, INC. (GENSLER) – PLANNING SERVICES

It is recommended the Board of Trustees approve entering into a contract with Gensler to provide planning services for Music and Fine Arts Precinct Plan.

Gensler was selected based upon their experience and expertise in this field.

Dates of Service: June 2015 – Project Completion

Cost: Not to exceed \$50,000 plus reimbursables.

F. CONTRACT – KIMLEY-HORN – CIVIL ENGINEERING FOR MASTER PLAN

It is recommended the Board of Trustees approve entering into a contract with Kimley-Horn to provide civil engineering services for the Master Plan.

Kimley-Horn was selected based upon their experience and expertise in this field.

Dates of Service: June 2015 – Project Completion

Cost: Not to exceed \$19,500

G. CONTRACT AMENDMENT – IDS GROUP – LOT F & E PARKING STRUCTURE UPGRADE PROJECT

It is recommended the Board of Trustees approve the following additional design services.

- | | |
|---|-----------|
| 1. Additional design services related to fire protection system upgrades, including the fire line, fire pump room, fire water main, the fire sprinklers and stand pipes. Temporary construction access ramp and temporary construction issues related to minimizing the amount of construction access required to the adjacent LAC Alondra Park. Establish an ADA path of travel from Lot E, revising the pile foundations. Provide detailing for vehicle access roll-up doors, ticket dispensing machines, phones and rooftop light poles. | \$203,415 |
|---|-----------|

Total Increase in Contract Amount	\$203,415
Original Contract Amount	\$3,396,000
Prior Changes	-485,658
This Contract Amendment Amount	<u>203,415</u>
New Contract Amount	<u>\$3,113,757</u>

H. CONTRACT AMENDMENT – SANDY PRINGLE ASSOCIATES, INSPECTION CONSULTANTS, INC. – INDUSTRY & TECHNOLOGY BUILDING MODERNIZATION PROJECT

It is recommended the Board of Trustees approve the following additional DSA Inspection services.

- | | |
|--|---------|
| 1. Provide DSA close out and certification for the Shops Building. | \$5,000 |
|--|---------|

Total Increase in Contract Amount	\$5,000
Original Contract Amount	\$291,500
Prior Changes	29,150
This Contract Amendment Amount	<u>5,000</u>
New Contract Amount	<u>\$325,650</u>

I. CONTRACT AMENDMENT – SANDY PRINGLE ASSOCIATES, INSPECTION CONSULTANTS, INC. – SHOPS BUILDING REPLACEMENT PROJECT

It is recommended the Board of Trustees approve the following additional DSA Inspection services.

1. Provide DSA close out and certification for the Shops Building.	\$4,000
 Total Increase in Contract Amount	 \$4,000
 Original Contract Amount	 \$306,075
Prior Changes	30,608
This Contract Amendment Amount	<u>4,000</u>
New Contract Amount	<u>\$340,683</u>

J. 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
P802844	CDW-G	Industry & Technology	Group II Equipment	\$92,479.23
P803213	DGS	Restroom Access	Architecture & Engineering	\$500.00
P803267	Public Agency Law	Math Business Allied Health	Legal	\$143,357.45
P803290	Mercury Fence	Shops Building	Site Improvements	\$2,885.00
P803323	Primex Wireless	Shops Building	Group II Equipment	\$2,562.34
P803362	Westwood Building	Industry & Technology	Construction Material	\$634.39
P803469	Sandy Pringle	Central Plant	Testing & Inspection	\$5,000.00
P803476	Public Agency Law	Math Business Allied Health	Legal	\$60,305.67
P803525	Public Agency Law	Lot F Parking Structure	Legal	\$1,374.08
P803527	Graybar Electric	Industry & Technology	Group II Equipment	\$3,249.68
B810848	The Daily Breeze	Master Planning	Advertising-Bond Projects	\$10,000.00
B810852	American Reprographics	Lot C Parking Structure	Blue Printing-Construction	\$4,000.00
B810853	American Reprographics	Student Services	Blue Printing-Construction	\$9,000.00
B810854	American Reprographics	New Main Gym & PE	Blue Printing-Construction	\$3,800.00
B810857	American Reprographics	Lot F Parking Structure	Blue Printing-Construction	\$4,000.00
				<u>\$343,147.84</u>

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

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B. Temporary Non-Classified Service Employees	HR 13
C. Revised Classification Specifications for Classified Position	HR 33
D. Revised Classification Specification for Confidential Position.....	HR 37
E. New Classification Specification for Administrative Position... ..	HR 40
F. Revised Administrator Salary Schedule.....	HR 45

A. EMPLOYMENT AND PERSONNEL CHANGES

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- 60 and 1- 20.

Academic Personnel:

1. Retirement – Victoria Mc Callum, full-time instructor of English, Humanities Division, effective May 31, 2015, first day of retirement June 1, 2015, and that a plaque be prepared and presented to her in recognition of her years of services to the District since 1998.
2. Retirement – Sara Blake, full-time instructor of English, Humanities Division, effective May 15, 2015, first day of retirement June 1, 2015, and that a plaque be prepared and presented to her in recognition of her years of services to the District since 1986.
3. Retirement – Kathleen Stephens, full-time instructor of Nursing, Health Sciences & Athletics Division, effective May 15, 2015, first day of retirement May 16, 2015, and that a plaque be prepared and presented to her in recognition of her years of services to the District since 1992.
4. Stipend – Jean Shankweiler, in the amount of \$1000 a month for work at the Compton Education Center, effective June 1 through June 30, 2015.
5. Employment – Maribel Hernandez, full-time counselor, Counseling & Student Success Division, Class II, Step 4, Academic Salary Schedule, effective August 10, 2015.
6. Employment – Dominic Fanelli, full-time instructor of Math, Mathematical Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
7. Employment – Catherine Schult Roman, full-time instructor of Math, Mathematical Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
8. Employment – Daa Eldanaf, full-time instructor of Math, Mathematical Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.

9. Employment – Edward Matykiewicz, full-time instructor of Automotive Technology, Industry & Technology Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
10. Employment – Laura Saldarriaga, full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 20, 2015.
11. Employment – Nicholas Bonness, full-time instructor of Chemistry, Natural Sciences Division, Class V, Step 4, Academic Salary Schedule, effective August 20, 2015.
12. Employment – Erica Brenes, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
13. Employment – Rhea Lewitzki, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
14. Employment – Elizabeth Williams, full-time instructor of English, Humanities Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
15. Employment – Joseph Evans, full-time instructor of Speech, Fine Arts Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
16. Employment – Solomon Russell, full-time instructor of Computer Science, Mathematical Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
17. Employment – Shimonee Kadakia, full-time instructor of Astronomy, Natural Sciences Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015.
18. Employment – Danielle Roman, full-time instructor of Kinesiology/Physical Education/Strength & Conditioning Coach, Health Sciences & Athletics Division, Class II, Step 4, Academic Salary Schedule, effective August 20, 2015
19. Employment – Mary Beth Barrios, Associate Dean, Counseling & Student Services, Range 13, Step 1, Administrator Salary Schedule, effective June 1, 2015.
20. Employment – Kassia Wosick, full-time instructor of Sociology, Behavioral and Social Sciences Division, Class V, Step 4, Academic Salary Schedule, effective January 16, 2016.

21. Special Assignment – Joseph Holiday, full-time instructor of Physical Science, Natural Sciences Division, to be the HTP Co-Director and review summer applications, write annual reports and revise program materials, to be paid \$62.61 an hour, not to exceed 60 hours or \$4,000, effective May 18, 2015 through August 19, 2015, in accordance with Article 10, Section 14(a).
22. Special Assignment – Rachel Williams, full-time instructor of English, Humanities Division, to be the HTP Co-Director and review summer applications, write annual reports and revise program materials, to be paid \$62.61 an hour, not to exceed 60 hours or \$4,000, effective May 18, 2015 through August 19, 2015, in accordance with Article 10, Section 14(a).
23. Special Assignment – Mohamma Mirbeik Sabzevary, part-time instructor of Mathematics, Mathematical Sciences Division, to serve as the instructor for the Summer Math Academy, to be paid \$62.61 an hour, not to exceed 25 hours or \$4,070, effective July 9 through July 30, 2015, in accordance with Article 10, Section 9(m).
24. Special Assignment – Nicholas Colin, part-time instructor of Welding, Industry & Technology Division, to serve proctoring and assessing the welding full-time interviews, to be paid \$62.61 an hour, not to exceed 5 hours or \$314, effective April 17, 2015 in accordance with Article 10, Section 9(m).
25. Special Assignment – Dr. Malinni Roeun, part-time instructor of Mathematics, Mathematical Sciences Division, to serve as the Summer Math Academy Director and supervise, manage and write the final report for the El Camino College Summer Math Academy for the summer of 2015, to be paid \$62.61 an hour, not to exceed 180 hours or \$11,270, effective June 17, 2015 through August 15, 2015, in accordance with Article 10, Section 9(m).
26. Special Assignment – Richard Wong, part-time instructor of Mathematics, Mathematical Sciences Division, to create modules for Math and Air Conditioning and Refrigeration (ACR) and Math and Welding, to be paid \$62.61 an hour, not to exceed 81 hours or \$5,072, effective April 1, 2015 through June 30, 2015, in accordance with Article 10, Section 9(m).
27. Special Assignment – Scott Kushigemachi, full-time instructor of English, Humanities Division, to review budget, assess data and prepare end of year report for Basic Skills program, to be paid \$62.61 an hour, not to exceed 25 hours or \$1,566, effective May 18, 2015 through June 30, 2015, in accordance with Article 10, Section 14(a).

28. Special Assignment – Barbara Budrovich, full-time instructor of English, Humanities Division, to supervise the Writing Center and the CAI lab for summer, to be paid \$46.95 an hour, not to exceed 84 hours or \$3,944, effective May 26, 2015 through June 30, 2015, in accordance with Article 14 (a).
29. Special Assignment – Barbara Budrovich, full-time instructor of English, Humanities Division, to survey faculty for classroom tutor assessment, observer and evaluation the Writing Center tutors and determine performance improvement plans, to be paid \$62.61 an hour, not to exceed 16 hours or \$1,002, effective July 1, 2015 through July 8, 2015, in accordance with Article 10, Section 14 (a).
30. Special Assignment – William Melendez, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate the Fire Academy and training instructions for the Fire Tech 1A class, to be paid \$62.61 an hour, not to exceed 34 hours or \$2,129, effective May 18, 2015 through June 30, 2015, in accordance with Article 10, Section 13(a).
31. Special Assignment – Kevin Huben, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate the Paramedic Training Programs, to be paid \$62.61 an hour, not to exceed 30 hours or \$1,879, effective May 18, 2015 through June 30, 2015, in accordance with Article 10, Section 13(a).
32. Special Assignment – Kevin Huben, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate the Paramedic Training Programs, to be paid \$62.61 an hour, not to exceed 40 hours or \$2,505, effective July 1, 2015 through August 24, 2015, in accordance with Article 10, Section 13(a).
33. Special Assignment – Kevin Huben, full-time instructor of Fire and Emergency Technology, Industry & Technology Division, to coordinate the Paramedic Training Institute and UCLA Pre-paramedic courses, to be paid \$62.61 an hour, not to exceed 40 hours or \$1,252, effective December 15, 2014 through January 14, 2015, in accordance with Article 10, Section 13(a) and (b).
34. Special Assignment – Karla Villatoro, full-time instructor of Biology, Natural Sciences Division, to provide science laboratory workshop for the Torrance Unified School District GATE (Gifted and Talented Education) students, to be paid \$62.61 an hour, not to exceed 10 hours or \$627, effective April 18, 2015, in accordance with Article 10, Section 14(a).
35. Special Assignment – Karen Whitney, full-time instructor of Art, Fine Arts Division, to be SLO (Student Learning Outcomes) Coordinator, to be paid \$46.95

an hour, not to exceed 15 hours or \$705, effective June 1, 2015 through June 30, 2015, in accordance with Article 10, Section 22(c).

36. Special Assignment – Karen Whitney, full-time instructor of Art, Fine Arts Division, to be SLO (Student Learning Outcomes) Coordinator, to be paid \$46.95 an hour, not to exceed 25 hours or \$1,174, effective July 1, 2015 through August 13, 2015, in accordance with Article 10, Section 22(c).
37. Special Assignment – Russell Serr, full-time instructor of Physical Education, Health Sciences & Athletics Division, to be SLO (Student Learning Outcomes) Coordinator, to be paid \$46.95 an hour, not to exceed 15 hours or \$705, effective June 1, 2015 through June 30, 2015, in accordance with Article 10, Section 22(c).
38. Special Assignment – Russell Serr, full-time instructor of Physical Education, Health Sciences & Athletics Division, to be SLO (Student Learning Outcomes) Coordinator, to be paid \$46.95 an hour, not to exceed 25 hours or \$1,174, effective July 1, 2015 through August 13, 2015, in accordance with Article 10, Section 22(c).
39. Special Assignment – Laura Hinckley, part-time instructor of Mathematics, Mathematical Sciences Division, to serve as the instructor for the Basic Skills Initiative - Summer Math Academy for Summer 2015, to be paid \$62.61 an hour, not to exceed 126 hours or \$7,889, effective May 21, 2015 through July 30, 2015, in accordance with Article 10, Section 9(m).
40. Special Assignment – Marilyn Cortez, part-time instructor of Mathematics, Mathematical Sciences Division, to serve as the instructor for the Basic Skills Initiative - Summer Math Academy for Summer 2015, to be paid \$62.61 an hour, not to exceed 65 hours or \$4,070, effective July 9, 2015 through July 30, 2015, in accordance with Article 10, Section 9(m).
41. Special Assignment – Rene Lozano, full-time counselor, Counseling & Student Success Division, to serve as the Transfer Center Coordinator, to plan and write reports, to be paid \$62.61 an hour, not to exceed 25 hours or \$1,566, effective June 1, 2015 through August 7, 2015, in accordance with Article 10, Section 14(a).
42. Special Assignment – Brian Mims, full-time counselor, Counseling & Student Success Division, to serve as the Project Success Coordinator, plan orientations and write reports, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective June 1, 2015 through August 7, 2015, in accordance with Article 10, Section 14(a).

43. Special Assignment – Yamonte Cooper, full-time counselor, Counseling & Student Success, to serve as the Career Center Coordinator, to plan and write reports, to be paid \$62.61 an hour, not to exceed 25 hours or \$1,566, effective June 1, 2015 through August 7, 2015, in accordance with Article 10, Section 14(a).
44. Special Assignment – Cynthia Mosqueda, full-time counselor, Counseling & Student Success, to serve as the FYE (First Year Experience) Coordinator, to conduct orientations and write reports, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective June 1, 2015 through August 7, 2015, in accordance with Article 10, Section 14(a).
45. Special Assignment – Griselda Castro, full-time counselor, Counseling & Student Success, to serve as the Puente Coordinator, to conduct orientations and write reports, to be paid \$62.61 an hour, not to exceed 50 hours or \$3,131, effective June 1, 2015 through August 7, 2015, in accordance with Article 10, Section 14(a).
46. Special Assignment – Kathryn Cass, part-time instructor of Physical Education, Health Sciences & Athletics Division, to plan and conduct Yoga Classes and one Healthy Living Class for Classified Professional Development Week, to be paid \$46.95 an hour, not to exceed 25 hours or \$470, effective June 1 through June 5, 2015, in accordance with Article 10, Section 9(m).
47. Special Assignment – The following part-time counselors to prepare for, offer instruction in and to perform post-academy assessment work for the Graduation Initiative – 2015 Summer Math Academy, to be paid \$62.61 an hour, effective May 18, 2015 through August 31, 2015, in accordance with Article 10, Section 9(m).

Hours	Amount	
Amy LaCoe	82 hours	\$5,135
Hatien Nguyen	46 hours	\$2,881

48. Special Assignment – The following instructors of Mathematics to redesign the instructional materials used in the Basic Accelerated Math (BAM) program in order to better align standards with the American Mathematical Association of Two year Colleges (AMATYC) during Summer 2015, to be paid \$62.61 an hour, for Summer 2015 not to exceed 30 hours each or \$1,879 each instructor, effective May 26, 2015 through August 13, 2015, in accordance with Article 10, Section 14(a).

Full-Time	
Susanne Bucher	Trudy Meyer
Lars Kjeseth	Art Martinez

Ambika Silva

Part-Time

Chris Dean

Diaa Eldanaf

Jacob Epstein

Juan Ortiz

Jose Villalobos

Ruth Zambrano

49. Special Assignment – The following part-time clinical instructors to provide clinical supervision to respiratory care students, to be paid \$62.61 an hour, not to exceed 32 hours per week (total for all clinical instructors) or \$2,004 per week, effective June 22, 2015 through August 14, 2015, in accordance with Article 10, section 9(m).

Raymond Adoc	8 hours
Salomay Corbaley	2 hours
Daniel Cosa	1 hour
Edward Guerrero	4 hours
Pam Micheal	2 hours
Douglas Mizukami	1 hour
Patrick Moore	4 hours
Taryn Nicole Parker	8 hours
Elva Sipin	2 hours
Total	32 hours

50. Special Assignment – The following part-time instructors to facilitate the Student Equity Program Summer Math Academy 2015, to be paid \$62.61 an hour, not to exceed 65 hours each or \$4,070, effective May 18, 2015 through August 31, 2015, in accordance with Article 10, Section 9(m).

George Marguerite

Juan Ortiz

51. Special Assignment – The following instructors to facilitate the Graduation Initiative’s Summer Math Academy 2015, each to be paid \$62.61 an hour, not to exceed 317 hours or \$19,848, effective May 19, 2015 through August 31, 2015, in accordance with Article 10, Section 14(a).

Susanne Bucher	65 hours
Junko Forbes	191 hours
Juan Ortiz	61 hours

52. Special Assignment – The following instructors to provide make up lab time for students as they did not have full access to the welding machines due to the

relocation of the Shop Building, to be paid \$62.61 an hour, in accordance with Article 10, Section 14 (a).

Jonathan Benavente	3/7/15 – 5/11/15	Not to exceed 10 hours or \$627
Nicholas Collin	4/7/15 – 6/4/15	Not to exceed 36 hours or \$2,254
Renee Newell	3/31/15 – 4/23/15	Not to exceed 44 hours or \$2,755

53. Special Assignment – The following instructors of Mathematics, Mathematical Sciences Division, to serve as instructors for the 2015 Summer Math Academy, to be paid 62.61 an hour, in accordance with Article 10, Section 9.

Eduardo Barajas	5/21/15 – 6/11/15	Not to exceed 61 hours or \$3,820
Ambika Silva	7/9/15 – 7/30/15	Not to exceed 130 hours or \$8,140
May Xu	7/9/15 – 7/30/15	Not to exceed 65 hours or \$4,070

54. Special Assignment – The following instructors to serve as instructors for Student Success, summer, 2015, to be paid \$62.61 an hour, not to exceed 24 hours or \$1,503, effective May 18, 2015 through June 30, 2015, in accordance with Article 10, Section 14(a).

Michele Guta	Mary Moon
Shiny Johnson	Tori Orton
Yuko Kawasaki	Colleen Peralta
Peggy Kidwell-Udin	Kathleen Rosales
Yeon Kim	Clara Sic Alonzo
Robbie Lee	Elizabeth Stieglitz
Elizabeth Leon	

55. Special Assignment – The following instructors are to be compensated for Federation activities during the Spring 2015 semester, to be paid \$62.61 an hour, not to exceed 200 hours, effective January 2015 through May 2015, in accordance with Article 3, Section 11(c).

Kenneth Key	80 hours	\$5,008.80
Lyman Hong	20 hours	\$1,252.20
Julio Farias	20 hours	\$1,252.20
Mina Colunga	16 hours	\$1,001.76
Thomas Hazell	16 hours	\$1,001.76
Sean Donnell	16 hours	\$1,001.76
Ali Ahmadpour	16 hours	\$1,001.76
Evelyn Uyemura	16 hours	\$1,001.76

56. Amend Special Assignment – The following part-time instructors of Dance, Fine Arts Division, to work as a choreographer for spring concerts, to be paid \$62.61 and hours not to exceed change from 500 hours to 8 hours and change \$7,892 to \$500, effective January 20 through April 1, 2015, in accordance with Article 10, Section 9(m).

Jennifer La Curan
Hiroshi Hamanishi

Kim Borgaro

57. Extra Service Pay – Janet Schaeffer, full-time clinical psychologist to be employed each schedule day of the summer session 2015, in accordance with the Agreement, Article 10, Section 13(b).

58. Extra Service Pay – The following full-time Librarians to be employed each scheduled day of the 2015 summer session, in accordance with the Agreement, Article 10, Section 13(b).

Donald Brown
Seth Daugherty
Alice Cornelio

Mary McMillan
Noreth Men
Claudia Striepe

59. Extra Service Pay – The following full-time Counselors to be employed during the 2015 summer session each scheduled day to be paid a daily per diem rate based on the Salary schedule of Faculty Members Employed on an Academic Year, effective May 20, 2015 through July 30, 2016, in accordance with the Agreement, Article 10, Section 13(b).

Mary Beth Barrios
Kate Beley
Stephanie Bennette
Griselda Castro
Tawnya Cola
Yamonte Cooper
Bernadette Flamenno
Kenneth Gaines
Kelsey Iino
Janice Ishikawa
Christine Jeffries
Kenneth Key
Cheryl Kroll

Monica Lanier
Rene Lozano
Tara McCarthy
Margaret Miranda
Cynthia Mosqueda
Atheneus Ocampo
Susan Oda Omori
Cristina Pajo
Margaret Quinones-Perez
Valancia Rayford
Sabra Sabio
Bernard Somers
Dexter Vaughn

60. 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 July 1, 2015 through June 30, 2016, in accordance with the Agreement, Article 10, Section 9(e), to be paid through District, EOP&S or grant funds.

Jeaninne Barba
Theresa Barragan-Echeverria
Nikki Barber
Vera Cheng
Ginger Davidson
Mario Escalante
Haydee Gonzalez
Amy Herrschaft
Tamiaka Hunger
Elcira Jacobo
Sabrina Jenkins
Janette Jimenez
Lorenda Johnson
Brandi Marsh
Lesley Doricely Meza
Tri Huu Le
Daissa Lee

Myrna Mendoza
Erik Moberly
Elaine Moore
Markell R. Morris
Janice O'Neal
Hatien Nguyen
Veronica Quinonez
Maria Ramirez
Claudia Ramirez-Yaglian
Thomas Rodriguez
Hsin-Neh Rodgers
Tep Thoeurp
Celia M. Villalpando
Xiao Ying Wang
Robert Arthur Williams
Tanesha Young

Classified Personnel:

1. ~~**Separation -- LaKeina Johnson, Project Specialist, Range 32, Step A, Foundation, Student and Community Advancement Area, effective May 8, 2015.~~
2. Change of Assignment – Martha Perez, from 50% to 100% Clerical Assistant, Range 22, Step E, Counseling and Student Services Division, Student and Community Advancement Area, effective August 2, 2014 through June 30, 2015.
3. Promotion – Deborah Kyte, from Senior Clerical Assistant, Range 24, Step F, Fine Arts Division, to Administrative Assistant II, Range 31, Step A, Counseling and Student Success, Student and Community Advancement Area, effective June 1, 2015.
4. Promotion – Roxanne McCoy, from Human Resources Technician III, Range 9, Step F, to Assistant to Vice President, Range 12, Step E, (Confidential Salary Schedule), Human Resources Division, Human Resources Area, effective May 1, 2015.

****Item pulled from the agenda and no substitutions were made.**

5. Promotion – Latasha Millender, from Accounting Assistant II, Range 27, Step A, to Lead Accounting Technician, Range 34, Step A, Business Services Division, Administrative Services Area effective June 1, 2015.
6. Extend Employment - Seth Barnard, Toolroom Instructional Equipment Attendant, Range 24, Step E, Industry & Technology Division, Academic Affairs Area, effective June 16 through June 30, 2015.
7. Extend Employment - Matthew Hutcherson, Toolroom Instructional Equipment Attendant, Range 24, Step F, Industry & Technology Division, Academic Affairs Area, effective June 16 through June 30, 2015.
8. Extend Employment – Jonelle Jones-Morrison, Clerical Assistant, Range 24, Step F, Industry & Technology Division, Academic Affairs Area, effective June 16 through June 30, 2015.
9. Employment – Lizet Corona Salazar, Student Services Specialist, Range 33, Step A, Enrollment Services Division, Student and Community Advancement Area, effective June 1, 2015.
10. Employment – Diana Jones, Secretary, Range 26, Step A, First Year Experience/Enrollment Services, Student and Community Advancement Area, effective June 1, 2015.
11. Employment – Lissette Marquez, Secretary, Range 26, Step A, Academic Affairs, Academic Affairs Area, effective June 1, 2015.
12. Employment – Kristina Martinez, Assistant Director of Financial Aid, Range 11, Step 1, Enrollment Services, Student and Community Advancement Area, effective June 1, 2015.
13. Employment – Steven Paz, Plumber, Range 37, Step A, Facilities Planning and Services Division, Administrative Services Area, effective June 1, 2015
14. Employment – Gregory Toya, Director of Student Development, ****Range 11, Step 1**, Student Development, Student and Community Advancement Area, effective June 15, 2015.
15. Employment – Lee Elle Tullis, Lead Interpreter Specialist, Range 38, Step B, Special Resource Center/Health Sciences & Athletics Division, Academic Affairs Area, effective June 1, 2015.

****Amendment made during Board meeting.**

Special Services Professional

16. Resignation - Carol Honabach, Special Services Professional 8, Step 3, of the Special Services Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective April 30, 2015.
17. Resignation – Alicia Zambrano, Special Services Professional 2, Step 6, of the Special Services Salary Schedule, Community Advancement Division, Student and Community Advancement Area, effective April 30, 2015.

Temporary Classified Services Employees – not to exceed 170 days per year, 25 total work hours and/or the equivalent of 67% faculty load per week:

18. Ann Duncombe – Custodian, Range 20, Step A, Facilities Planning and Services Division, Administrative Services Area, effective May 11, 2015.
19. Daniel J. Scala Jr. – Theatre Technician, Range 31, Step A, and Sound Technician, Range 36, Step A, Fine Arts Division, Academic Affairs Area, effective April 10, 2015 through June 30, 2015.
20. Amalia Villalobos – Financial Aid Advisor, Range 35, Step E, Enrollment Services Division, Student and Community Advancement Area, effective June 1 through June 30, 2015 (Retired Annuitant).

B. TEMPORARY NON-CLASSIFIED SERVICE EMPLOYEES

It is recommended that the Board authorize employment of the following Temporary Non-Classified Service Employees, subject to funding, 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 18, 2015 through June 30, 2015, unless otherwise stated, as shown in items 1-18.

Campus Police Aide Series

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

Erik Bustos, \$10.25 per hour
Josue Jacobo, \$10.00 per hour
Marcus Martinez, \$10.00 per hour
Na’Imah Metoyer, \$10.25 per hour

Lance Nelson, \$10.25 per hour
Alden Pernell, \$10.00 per hour
Joseph Vazquez Jr., \$10.00 per hour
Oscar Vicente, \$10.00 per hour
Tyler Young, \$10.00 per hour

2. Campus Police Aide III

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

Brett Alexander, \$11.50 per hour
Kevin DeLeon, \$11.00 per hour
Robert Galda Jr., \$11.25 per hour
Raymond Johnson, \$11.00 per hour
Joshua Lee, \$10.50 per hour
Richard Medina, \$10.50 per hour
Hector Rojas, \$10.50 per hour

3. Campus Police Aide IV

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.

Miguel Cueva Sandoval, \$12.50 per hour
Hannah Jessop, \$12.75 per hour

4. Campus Police Aide V

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

Alexander Perez, \$13.50 per hour
Paul Saldana, \$13.00 per hour
Jennifer Valle, \$13.50 per hour

Instructional Aide Series

5. Instructional Aide I

The following individuals are to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students, to be paid at the rate of \$9.00 per hour:

Ivan Alcantar
Karina Alvarado
Yecenia Amador
Pamela Amigable
Thomas Bennett
Ashley Burton
Sarah Choi
Ashley Colbert
Tina Farley
Tiffany Finau
Alexsandra Garcia
Maryjane Garcia
Rigoberto Juarez
Demsy Lares
Ethan Liang

Armando Lizarraga
Jasmin Mapp
Gina Moreno
Carlos Munoz
Myung Woo Pak
Christian Placencia
Lawrence Ramirez
Victoria Reilly-Hernandez
Kathleen Revatoris
Roberto Rodas Rivera
Phuong Tran
Guadalupe Torres
Melissa Vasquez
Alex Wright
Lemei Xiao

6. Instructional Aide III

The following individuals are to provide basic tutoring, support services, computers and equipment maintenance and accommodations for students, to be paid at the rate of \$10.50 per hour:

Rene Cardenas
Taylor Hopewell
Nelly Ramirez Bailon

7. Instructional Aide IV

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

Christina Ortega, \$12.25 per hour (eff. 4/14/15 to 6/30/15)

Office Aide Series

8. Office Aide I

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

George Brentner, \$9.00 per hour

9. 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, to be paid at the rate of \$9.75 per hour:

Nanci Torres Poblano

Edlyn Serrano

10. Office Aide III

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

Cynthia Arias Martinez, \$10.50 per hour

Steven Eul, \$10.50 per hour

George Parapouras, \$11.25 per hour (eff. 4/27/15 through 6/30/15)

Vimesha Gunawardena, \$11.00 per hour (eff. 4/27/15 through 6/30/15)

Veronica Ixtupe-Morales, \$11.00 per hour

Nicholas Shepetuk, \$10.50 per hour

Noushad Siddique, \$11.00 per hour

11. Office Aide IV

The following individual is to perform routine and general clerical support to the CalWORKs program and front desk.

Daniel Outlaw, \$12.75 per hour

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

Ebony Perry \$11.75 per hour

12. Office Aide VI

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, \$15.00 per hour

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

Sara Hamilton \$16.00 per hour (eff. 4/22/15-6/30/15)

Program Aide Series

13. Program Aide III

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

Karina Perez, \$10.50 per hour

14. Program Aid V

The following individual is responsible for reviewing new student applications, provide general clerical office support duties, and review and evaluate student files each semester for current EOPS student Educational Plans.

Samantha Rangel \$13.00 per hour

15. Program Aid VI

The following individuals are to perform a variety of duties both on and off campus to support the eligibility, outreach, and recruitment component of EOPS/CalWORKs/CARE, to be paid at the rate of \$15.00 per hour:

Juanita Dunbar

Antonia McKinley II

Sports Aide Series

16. 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, to be paid at the rate of \$17.00 per hour:

Lerhonda Coates

Heather Cordovil

Theater Aide Series

17. Theater Aide II

The following individuals are to assist the theater management and staff with basic theater duties for on-campus events, to be paid at the rate of \$9.25 per hour:

Laura Chavez
Samantha Clark
Anjannette Corpuz
Esmeralda Garcia
Bonny Gonzalez
Angelica Hooper

Kaylan Green
Mariama Jalloh
Gabriella Kim
Su Lim
Thomas McMiller
Jamie Morales-Matias

Virginia Phelps
Alyssa Rios
Elizabeth Solis
Clifford Sutton

Katherine Tongaofa
Katie Villanveva
Erika Whitaker

Assistive Linguistics Professional Series

18. Assistive Linguistics Professional I

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

Anthony Diaz, \$32.50 per hour (eff. 3/27/15 through 6/30/15)

Education Professional Series

19. Education Professional I

The following individual is 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, \$22.00 per hour

20. Education Professional V

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

Leonor Gonzalez (effective 4/13/15 through 6/30/15)

21. Program Professional IV

The following individual is to meet with injured athletes and administer physical exams for students.

Doris Lyonga Smolensky, \$150.00 per hour

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 July 1, 2015 through June 30, 2016, unless otherwise stated, as shown in items 19-53.

Campus Police Aide Series

22. 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.

Erik Bustos, \$10.25 per hour
Josue Jacobo, \$10.00 per hour
Marcus Martinez, \$10.00 per hour
Na'Imah Metoyer, \$10.25 per hour
Lance Nelson, \$10.25 per hour
Alden Pernell, \$10.00 per hour
Joseph Vazquez Jr., \$10.00 per hour
Oscar Vicente, \$10.00 per hour
Tyler Young, \$10.00 per hour

23. 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.

Brett Alexander, \$11.50 per hour
Alexis Alvarez, \$10.75 per hour
Kevin DeLeon, \$11.00 per hour
Robert Galda Jr., \$11.25 per hour
Raymond Johnson, \$11.00 per hour
Joshua Lee, \$10.50 per hour
Richard Medina, \$10.50 per hour
Eliana Montelongo, \$11.25 per hour
Emmanuel Ramirez, \$11.50 per hour
Hector Rojas, \$10.50 per hour
Alexandra Sandoval, \$10.75 per hour
Mayra Sandoval, \$11.50 per hour

24. Campus Police Aide IV

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, to be paid at the rate of \$12.50 per hour:

Miguel Cueva Sandoval

Hannah Jessop

25. Campus Police Aide V
The following individuals are to assist sworn and non-sworn personnel of the El Camino Police Department in performing general law enforcement duties.

Alexander Perez, \$13.50 per hour
Paul Saldana, \$13.00 per hour
Jennifer Valle, \$13.50 per hour

Instructional Aide Series

26. Instructional Aide I
The following individuals are to assist instructors or other staff in the classroom or laboratory setting with basic tutoring, support services, and accommodations for students, to be paid at the rate of \$9.00 per hour:

Ivan Alcantar	Armando Lizarraga
Karina Alvarado	Jasmin Mapp
Max Amaya Munoz	Gina Moreno
Pamela Amigable	Carlos Munoz
Yecenia Amador	Myung Woo Pak
Thomas Bennett	Christian Placencia
Ashley Burton	Lala Ragimov
Sarah Choi	Lawrence Ramirez
Ashley Colbert	Victoria Reilly-Hernandez
Tina Farley	Kathleen Revatoris
Tiffany Finau	Roberto Rodas Rivera
Alexsandra Garcia	Phuong Tran
Maryjane Garcia	Guadalupe Torres
Rigoberto Juarez	Melissa Vasquez
Demsey Lares	Alex Wright
Ethan Liang	Lemei Xiao

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

George Malak, \$9.50 per hour
Thuya Htoo, \$10.00 per hour

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

Nancy Alvarez, \$10.50 per hour
Jill Bryant, \$10.50 per hour
Vimesha Gunawardena, \$11.00 per hour
Taylor Hopewell, \$10.50 per hour
Veroncia Ixtupe-Morales, \$11.00 per hour
Fiaigoa Misipeka, \$10.50 per hour
George Parapouras, \$11.25 per hour
Noemi Santa Cruz, \$10.50 per hour

29. 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, to be paid at the rate of \$11.75 per hour:

Karen Kerkhoff
Laura Lan

Mariko Takayama

30. Instructional Aide V

The following individuals are to provide tutoring services as Student Enhancement Team (SET) leaders, to be paid at the rate of \$13.00 per hour:

Sandy Cerna
Adriana Hernandez
Nancy Lopez

Daniela Moreno-Lopez
Dennis Viveros

The following individuals are to provide high level tutoring, student assistance, classroom support services, and online support, to be paid at the rate of \$13.00 per hour:

Joon Kim

Branden Williams

The following individuals are to provide teaching assistance, intermediate level tutoring, and organize and manage an Academic Excellence Workshop for students in the MESA/AMP program, to be paid at the rate of \$14.00 per hour:

Freddy Carrillo

Sahar Tashakor

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

Bobby Sagbigal, \$14.00 per hour

31. Instructional Aide VI

The following individual is to provide individualized tutoring and academic support for the student athletes.

Jeffrey Miera, \$15.00 per hour

The following individuals are to provide instructional assistance and assist with the daily operations of the Student Equity Plan activities in the Learning Resources Center, at the rate of \$15.00 per hour:

Bessie Rodriguez
Shelley Spearman

The following individual is 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.

Laura Braun, \$15.00 per hour

The following individuals are to provide support as tutors for varied academic subjects with a College Reading Learning Association Certification Level 3, at the rate of \$19.00 per hour

Ida Nazon

Gerald Schlosser

The following individual is to provide teaching assistance, high level tutoring, and organize and manage an Academic Excellence Workshop for students in the MESA/AMP program.

Michael Arzate, \$19.00 per hour

Office Aide Series

32. Office Aide II

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

Janay Lee \$10.00 per hour

Michelle LeVert, \$10.00 per hour

Soo Lin \$9.50 per hour

Shanda Weston \$10.00 per hour

33. Office Aide III

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

Annette Abelin, \$10.50 per hour
Samuel Abrams, \$10.50 per hour
Cornelia Baik, \$10.50 per hour
Erlene Brooks, \$10.50 per hour
Nuvia Carbajal, \$10.50 per hour
Jose Cholico, \$10.75 per hour
Delmyn Conchas-Rocha, \$10.75 per hour
Stephanie Dollentas, \$11.25 per hour
Deidra Edmonds \$10.50 per hour
Edith Edwards, \$10.50 per hour
Laura Gibson, \$10.75 per hour
Ricardo Gonzalez, \$10.75 per hour
Veronica Ixtupe'-Morales, \$11.00 per hour
Dena Langowski, \$10.50 per hour
Veronica Munoz, \$10.75 per hour
Nicholas Naranjo, \$10.75 per hour
Maria Reina, \$10.75 per hour
Alma Sandoval, \$10.75 per hour
Anita Schutt, \$10.75 per hour
Aysha Shaikh, \$10.75 per hour
Sonia Solis-Morales, \$10.50 per hour
Kiera Teague, \$10.50 per hour

34. Office Aide IV

The following individuals are to perform routine and general clerical support to the CalWORKs program and front desk, to be paid at the rate of \$12.75 per hour:

Shalisha Barnett
Nelly Lynch
Daniel Outlaw

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

Gerel Purevkhoo \$12.50 per hour
Rosa Y. Velez, \$12.00 per hour
Lujana Washington, \$12.75 per hour

35. Office Aid V

The following individuals are to assist the office staff and faculty with clerical work and support.

Dan Tam Huynh, \$13.50 per hour

36. Office Aide VI

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

Larry Harris, \$15.00 per hour

Jonathon Lucas, \$16.00 per hour

The following individuals are to assist with day-to-day operations for Learning Resource Center computer labs, student patrons for various computing and tutorial needs, orientations to the facilities, and maintenance of the hardware and software in the computing labs, at the rate of \$15.00 per hour:

Charrissa Penn

Erika Yates

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

Sara Hamilton \$16.00 per hour

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

Katherine Mejia, \$15.00 per hour

Program Aide Series

37. Program Aide IV

The following individual will assist the Workplace Learning Resource Center's US Coast Guard program instructor with customer service inquiries and payment of classes and fees as well as assist with office and administrative functions.

Julio Ramirez, \$12.00 per hour

38. Program Aide VI

The following individual is to assist with audio visual support, minor equipment maintenance and operation, and supervise the student employees.

Norman Foster, \$15.00 per hour

The following individual is to assist with data and technical support for the CalWORKs program and Department of Public Social Services related services.

Karin Baluyot, \$15.00 per hour

The following individuals are to provide clerical support and assist with office projects as needed for the CalWORKs program and Career Placement and Services, to be paid at the rate of \$15.00 per hour:

Berenice Cabrillo,

Trinh Do

The following individual is to assist in the planning, development, and coordination of activities and other related projects for students pursuing Math, Engineering, and Science careers, and assist in maintaining the student database.

Benjamin Ceja \$18.00 per hour

The following individual is to perform as a program coordinator/liaison between the faculty and Public Relations & Marketing for the Center for the Arts.

Marcia Armstrong, \$18.00 per hour

The following individual is to create and distribute flyers, assist with orientations, handle correspondence and logistics for the transfer fair, and assist with staffing and classroom presentations for the Career and Transfer Center.

Sara Gharibeh, \$19.00 per hour

Sports Aide Series

39. 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, to be paid at the rate of \$17.00 per hour:

Amanda Atkins

Shelley Benner

Areil Carrillo
Nicole Clarke
Lerhonda Coates
Heather Cordovil
Shanese Douglas
Brandon Gregory
Monica Lizarraga

Paula Mazzarino
Amber Omar-Amrani
Katelyn Rogers
Noah Rubke
Jessica Somohano
Angie Zeller

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

Charlan Arnold, \$17.00 per hour
Don Gereau, \$19.00 per hour
Jose Erickson, \$19.00 per hour
Kevin Norvell, \$19.00 per hour
Traco Rachal, \$19.00 per hour
Dan Speltz, \$19.00 per hour
Damien Watters, \$19.00 per hour
Ryan Winkler, \$19.00 per hour

Theater Aide Series

40. Theater Aide II

The following individuals are to assist the theater management and staff with theater duties for on-campus events.

Sharmila Abraham, \$9.25 per hour
Aaron Adams, \$9.25 per hour
Verna Bolton, \$9.50 per hour
Emily Borrelli, \$9.50 per hour
Joseph Burton, \$9.25 per hour
Laura Chavez, \$9.25 per hour
Samantha Clark, \$9.25 per hour
Anjannette Corpuz, \$9.25 per hour
Saima Fariz, \$9.25 per hour
Saima Fariz, \$10.25 per hour
Heidi Fuller, \$9.50 per hour
Heidi Fuller, \$10.25 per hour
Leilani Fuller, \$9.25 per hour
Esmeralda Garcia, \$9.25 per hour
Indira Garcia, \$9.25 per hour
Bonny Gonzalez, \$9.25 per hour
LC Raymond Grays, \$9.50 per hour

Kaylan Green, \$9.25 per hour
Angelica Guterrez, \$9.25 per hour
Angelica Hooper, \$9.25 per hour
Mariama Jalloh, \$9.25 per hour
Gabriella Kim, \$9.25 per hour
Su Lim, \$9.25 per hour
Francisco Lopez, \$9.25 per hour
Kimani Malik \$9.25 per hour
Leticia Martinez, \$10.25 per hour
Raisa Mataalii, \$10.25 per hour
Elizabeth Matusak, \$10.25 per hour
Fidela Mazariegos, \$9.50 per hour
Fidela Mazariegos, \$10.25 per hour
Thomas McMiller, \$9.25 per hour
Lizbeth Morales, \$9.50 per hour
Jamie Morales-Matias, \$9.25 per hour
Belen Nevarez, \$9.25 per hour
Pragnash Patel, \$10.25 per hour
Virginia Phelps, \$9.25 per hour
Chere Price, \$9.50 per hour
Alyssa Rios, \$9.25 per hour
Jackie Ross, \$9.50 per hour
Elizabeth Solis, \$9.25 per hour
Sonia Solis, \$10.25 per hour
Martha Solis-Cristobal, \$10.25 per hour
Clifford Sutton, \$9.25 per hour
Katherine Tongaofa, \$9.25 per hour
Cooper Truong, \$10.25 per hour
Gail Vasquez, \$9.50 per hour
Katie Villanveva, \$9.25 per hour
Shanda Weston, \$10.25 per hour
Erika Whitaker, \$9.25 per hour
Alex Wright, \$9.25 per hour

41. Theater Aide IV

The following individuals are to perform technical theater duties for events at El Camino College, to be paid at the rate of \$12.75 per hour:

Stephen Ayers
Daniel Fernandez
Brett Grassl

Amanda Meade-Tatum
Desmond Sanchez
Gannon Tanji

42. Theater Aide V

The following individuals are to assist the theater management and staff with theater duties for on-campus events and manage and organize the front of house staff for any given event, at the rate of \$13.50 per hour:

Su Hiraga
Martha Solis
Sonia Solis

43. Theater Aide VI

The following individuals are to perform technical theater duties for the various events on campus.

Jayme Barr, \$15.00 per hour
Mary Basile, \$15.00 per hour
Florencia Carrizo, \$15.00 per hour
Travis Deck, \$15.00 per hour
Jennifer Jones, \$15.00 per hour
Raenae Kuaea, \$15.00 per hour
Christian LeMay, \$15.00 per hour
Ayla Lundin, \$19.00 per hour
Kelli Lundin, \$15.00 per hour
Georgina Morales, \$15.00 per hour
Farren Ronquillo, \$15.00 per hour
Carol Simon, \$15.00 per hour
Carol Sparks, \$15.00 per hour
Ariel Thomke, \$15.00 per hour
Samuel Toebe, \$15.00 per hour
Danielle Vander Linden, \$15.00 per hour
Alicia Yanez, \$15.00 per hour
Christine Zarro, \$15.00 per hour
Bradley Zipser, \$15.00 per hour

Assistive Linguistics Professional Series

44. Assistive Linguistics Professional II

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

Lindsey Dancygier, \$35.00 per hour

Education Professional Series

45. Education Professional I

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

Freddy Carrillo, \$20.00 per hour

The following individuals are to provide tutoring services, monitor the Math Study Center, and must possess a Bachelor's degree, to be paid at the rate of \$20.00 per hour:

Manolita Formanes

Jeffrey Post

Mohammad Rahnvard

Russell Reece

Lawrence Schreier

Vuong Tran

Henry Trinh

Tim Vu

46. Education Professional II

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

Maria Kindweiler, \$40.00 per hour

Gale Lee, \$40.00 per hour

Susan Macias, \$40.00 per hour

Daniel Murray, \$40.00 per hour

Christine Ouendag, \$40.00 per hour

Barbara Polk, \$38.00 per hour

47. Education Professional III

The following individual is to instruct the STCW Tankerman Person in Charge class for the Workplace Learning Resource Center, covering procedures and guidelines for cargo/product transfer and discharge operations.

Antonio Amalfitano, \$50.00 per hour

48. The following individual is to conduct contract education classes on-site at a manufacturing company.

Roberto Pandolfi, \$70.00 per hour

Program Professional Series

49. Program Professional I

The following individual is to assist in the planning, development, and coordination of projects for the STEM program including maintenance of records and outreach.

Jessica Asbell, \$20.00 per hour

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

Lorena Fonseca, \$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 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 responsible for producing and directing instructional and informative video/television programs.

Cheryl Clemons, \$30.00 per hour

50. Program Professional II

The following individual is to perform and coordinate activities related to promotion and implementation of Grant contract supported projects that provide assessment, career exploration, training services and assistance in identifying professional certification.

Denise DiPasquale, \$36.00 per hour

The following individual is responsible for coordination of the Science, Technology, Engineering and Math (STEM) START program.

Glen Chapple, \$35.00 per hour (eff. 7/1/15 to 8/14/15)

The following individual is to coordinate and assist in projects supporting the Retail Hospitality and Tourism Sector Navigator grant.

Sheila Dufresne, \$45.00 per hour

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

Kory Mikesell, \$44.00 per hour

The following individual is to perform and coordinate activities related to promotion and implementation of grant and contract supported projects that provide assessment, training services and professional certification.

Roberto Pandolfi, \$45.00 per hour

51. Program Professional IV

The following individual is to meet with injured athletes and administer physical exams for students.

Doris Lyonga Smolensky, \$150.00 per hour

The following individual is to provide curriculum development expertise to support Vocational English as a Second Language instruction in conversational skills, grammar, and vocabulary development.

Maria De Nicolo, \$34.00 per hour

Training Professional Series

52. Training Professional III

The following individuals are to provide parenting classes and various family supportive programs to inmates of the local Federal Correctional facilities, to be paid at the rate of \$60.00 per hour:

Bobbie Lanham

Theresa Reed

53. Training Professional IV

The following individual is to assist businesses in a variety of services including consultation with business leaders to optimize company productivity, maximize employee performance, achieve profitable results, and develop custom tailored training solutions to address business goals and objectives.

Robert Pandolfi, \$70.00 per hour

C. REVISED CLASSIFICATION SPECIFICATIONS FOR CLASSIFIED POSITIONS

It is recommended that the Board of Trustees approved the revised classification specifications for the Cosmetology Assistant and Evaluations Specialist as shown on pages 33 – 36.

D. REVISED CLASSIFICATION SPECIFICATION FOR CONFIDENTIAL POSITION

It is recommended that the Board of Trustees approved the revised classification specifications for the Human Resources Technician III as shown on pages 37 – 39.

E. NEW CLASSIFICATION SPECIFICATION FOR ADMINISTRATOR POSITION

It is recommended that the Board of Trustees approved the new classification specifications for the Chief Technology Officer as shown on pages 40 – 44.

F. REVISED ADMINISTRATOR SALARY SCHEDULE

It is recommended that the Board of Trustees approve the revised salary schedule for administrators, effective May 18, 2015, as shown on pages 45-46.

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COSMETOLOGY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Dean or supervisor, perform manual and clerical duties related to the maintenance and operation of a cosmetology stock room; perform clerical and receptionist duties.

REPRESENTATIVE DUTIES:

Issue supplies such as dyes, lotions, rinses, shampoos, polishes and astringents to teachers and students.

Prepare stock solutions such as permanent wave lotions, neutralizers, shampoos and rinses.

Prepare materials and supplies as requested to support instructors and classroom activities.

Sterilize and clean equipment.

Maintain perpetual inventory of stock and order new materials and solutions.

Schedule appointments ~~for patrons~~; maintain patron appointment records, collect and track service fee.

Receive visitors and answer telephone; perform receptionist duties, conduct front desk tasks as directed and contact prospective students regarding cosmetology program waiting list.

Assign students' lockers, equipment tags and supplies for each class; maintain time records for students. Assist in attendance tracking, and generate related reports.

~~Type Prepare~~ State Board of Cosmetology forms and attendance records.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cosmetology materials such as dyes, rinses, bleaches and astringents.

Operation of a stock room.

Inventory practices.

Record-keeping techniques.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Organize and maintain a stock room.
Prepare lotions, astringents, shampoos and dyes according to formulas.
Maintain accurate records of supplies and equipment.
Establish and maintain cooperative and effective working relationships with others.
Utilize current software applications, enter data and generate reports.
Lift and move supplies and equipment.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: education and experience which meets the State requirements of 10 hours of cosmetology chemistry and 25 hours of laboratory practical training in preparing germicidal solutions, wave lotions, shampoos, hennas, tints and bleaches and practical training in washing and sanitizing equipment used in a beauty shop.~~

Certificate in Cosmetology and one (1) year experience related to Cosmetology.

LICENSES AND OTHER REQUIREMENTS:

May require a valid driver license.

WORKING CONDITIONS:

Long periods of standing and sitting.
Lift to carry up to 25 lbs.
Hear and speak to exchange information on the telephone or in person.
Dexterity of hands and fingers to operate office equipment.
Subject to constant interruptions.

Classified Salary Range 21

Revised and Board Approved: May 18, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVALUATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Director within the Admissions and Records Division, evaluate student records to determine graduation eligibility, certification of general education transfer requirements, and eligibility for certificates of completion and competence and perform related duties as assigned.

REPRESENTATIVE DUTIES:

Review and evaluate academic records and transcripts to determine graduation eligibility and completion of general education transfer requirements.

Determine eligibility for certificates of completion and competence.

Determine equivalency of courses taken at other colleges and institutions.

Interpret, apply, and explain complex rules, state regulations, District policies and procedures related to degrees, certificates, transfer, and probation/dismissal rules and status.

Answer questions and provide technical information and assistance to students, counselors, faculty, and others concerning the evaluation of student records.

Communicate with other District departments and personnel, educational institutions, community organizations, and other outside organizations and agencies to exchange information and coordinate activities.

Prepare, update, and maintain graduation lists and statistics.

Prepare and maintain a variety of technical and complex records and files related to evaluations activities and functions.

Evaluate military courses and job-related training programs for college credit.

Compile information and data and prepare relevant reports.

Train and provide direction to student assistants and other personnel; assign/review work, and participate in selection/evaluation.

Operate a PC or computer terminal to update records, input data, generate reports, and verify student information; assure accuracy and completeness of data.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment.

Record-keeping techniques.
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Telephone techniques and etiquette
Applicable sections of the State Education Code and other applicable laws
Principles and practices of training and providing work direction
Technical aspects of field of specialty

ABILITY TO:

Evaluate student academic transcripts.
Compute student grade point averages.
Read, interpret, apply/explain rules, regulations, policies/procedures related to student degrees, certificates, and transfer.
Type at an acceptable rate of speed.
Work independently with little direction and confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Communicate effectively, both orally and in writing.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college-level course work in ~~s~~Social ~~s~~Sciences, ~~h~~Human ~~s~~Services, ~~b~~Business, or related field; and two years ~~of increasingly responsible experience in a related student services program~~ experience in evaluating college level student records to determine graduation eligibility, certification of general education transfer requirements, and eligibility for certificates of completion.

Work Experience Equivalency in Lieu of Educational Requirement: Two (2) additional years of directly related work experience required for each year of the education requirement noted above.

WORKING CONDITIONS:

Office setting
Some travel may be required
Hand and finger dexterity to operate various office equipment
Days and hours may vary
Additional hours may be required

Classified Salary Range 33

Revised and Board Approved: May 18, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN III

CONFIDENTIAL STATUS: This is a confidential position as defined in the Government Code, Section 3540.1. “Confidential employee” means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer’s employer-employee relations.

BASIC FUNCTION:

Under the direction of a Human Resources Administrator, coordinate overall direction, monitoring and support to Human Resources automated systems. These systems include the District’s Colleague Program and Los Angeles County Office of Education HRS System. Additionally this position is required to perform tasks to facilitate applicant tracking; ~~certificated~~ academic and classified employment processing and coordination of the retirement function. Prepare mandated and other operational reports, including Board Agenda items for ~~certificated~~ academic or classified actions.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician III coordinates more complex programs and activities and provides work direction and guidance to others on office-wide automated systems. The Human Resources Technician II coordinates office programs and activities requiring understanding of human resources concepts including responsibility for District-wide programs. The Human Resources Technician I provides clerical and technical support to major programs and maintains employee records and files.

REPRESENTATIVE DUTIES:

Oversee the use and applications of automated systems including Los Angeles County Office of Education Human Resources System (HRS), District’s colleague system and applicant tracking; provide training to Human Resources staff; troubleshoot operating problems regarding Human Resources software.

Monitor and maintain data in all human resources related information systems.

Coordinate recruitment document processing for ~~certificated~~ academic or classified positions; process requests for new personnel; organize materials for paper screening; generate data regarding recruitments.

Remain current on new developments regarding software; provide for proper communication and training for revised systems, input procedures or output regarding automated systems.

Process new employees according to established procedures.

Set up and maintain employee files and records.

Provide information and assistance in person or on the telephone to district personnel; staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures.

Serve as technical resource person regarding information on minimum qualifications, faculty service hours and instructor eligibility.

Process HRS input specifically for ~~certificated~~ **academic** or classified employees; oversee input to the system by other employees, reviewing for accuracy and timeliness.

Create or order reports upon request.

Prepare, review, monitor and assure accuracy and timeliness of Board agenda items required to authorize personnel actions.

Prepare negotiation and grievance materials for employee bargaining units.

Assure integrity of databases for each automated system; monitor input and output.

Establish and assure accuracy of HRS tables, codes and input guidelines.

Prepare ~~certificated~~ **academic** or classified job announcements; provide for advertising of positions and distributing of announcements; prepare packets.

Process employee status reports for classified employees on a timely basis assuring proper authorization, salary and other codes.

Prepare all full-time academic contracts.

Perform special projects over a broad range of Human Resources activities at the request of supervisors involving data gathering and analysis, report generation, and recommendations for action as appropriate.

Coordinate and assist in projects, programs and activities as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

HRS and applicant tracking software applications and operation of a computer.

Principles of training and providing work direction in the proper operation of automated systems.

Methods, practices, terminology and procedures used in the Human Resources Division.

Recruitment, placement and processing of employees.

Applicable sections of State Education Code and State and federal laws, codes and regulations concerning employee recruitment, placement and record-keeping.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

ABILITY TO:

Coordinate overall direction, monitoring and support to Human Resources automated systems .

Provide support for processing employment-related data.

Coordinate ~~certificated~~ academic recruitment function.

Prepare Board Agenda items for ~~certificated~~ academic or classified actions.

Process new employees according to established procedures.

Assure compliance with District, County, State and federal regulations and guidelines concerning assigned human resources functions.

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

Prepare and maintain confidential personnel records and files.

Provide information and assistance to employees, supervisors, visitors and others.

Operate a variety of office equipment including a computer terminal.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Work independently with little directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work and four years' experience in a human resources activity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office environment

Subject to constant interruptions.

Dexterity of hands and fingers to operate office equipment.

May sit for extended periods of time using a personal computer.

Hear and speak to exchange information on the telephone or in person.

Lift up to 25 lbs.

May be exposed to confrontational situations when explaining or implementing District or departmental policies, procedures, and/or state and federal laws.

Confidential Salary Range 9

Revised and Board Approved: May 18, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT

CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the direction of the Vice President of Administrative Services, the Chief Technology Officer (CTO) is responsible for planning, implementing and maintaining enterprise information systems to support both distributed and centralized academic, student services, and business operations. Provides leadership, institution wide strategic planning and assessments to monitor and ensure effective enterprise information systems and services, including, but not limited to, network programming, security, project prioritization and management, implementation, shared information system interfaces, voice and data systems, disaster and data recovery, distance learning, hardware/software acquisition, web services and system design. Responsible for functional department management activities including short and long range planning, analysis, coordination of activities, budget, procurement, personnel staffing, supervision, evaluation, and training/professional development.

REPRESENTATIVE DUTIES:

Lead, direct, and manage the Information Technology Services Division and provide leadership and direction by developing and articulating a clear vision of technology uses and benefits.

Develop, implement, and maintain the District's Technology Plan working collaboratively with instructional technology proponents.

Plans, directs, coordinates, and implements new and existing technology, systems, and applications for continuous support to business and academic operations. Oversees and guides the information technology infrastructure to maximize efficiency, productivity, and access.

Ensure the delivery of quality technology and support through effective needs assessment, and system design, and selection and implementation processes. Interacts with internal and external customers to define needs, evaluate operations, and enact improvements and enhancements.

Oversees the development, design, implementation, and conversion to new applications, environments, and software programs.

Develops, maintains, and evaluates policies, procedures, standards, capacity, and infrastructure required to provide flexible and cost-effective information technology services that support quality instruction, efficient administrative processes, and internal and community access.

Establish priorities in conjunction with the District's comprehensive planning and budgeting priorities.

Develops and maintains system recovery plan in the event of power failure, damage to system, etc.

Directs and facilitate correction of any system failures, including root cause analysis.

Develops a continuous information technology planning process to serve faculty, staff, students, and the community.

Provide leadership in the refinement and implementation of the District's Information Technology plans, including updates.

Provides managerial direction for the full development, implementation, and refinement of all systems including the District's integrated academic and administrative software computing systems.

Reviews and approves systems, applications, and security specifications and standards for administrative and academic application networks and software.

Conceptualizes, analyzes, designs, and programs highly diverse and complex programs for administrative and academic users.

Researches alternative methods, designs, and programming concepts in an effort to keep the District at the forefront of technological advancement.

Implements and maintain a high quality, open architecture, service-based information technology infrastructure, and inform the staff of its availability and capabilities.

Oversees and ensures that mandated records and reports to external oversight agencies are prepared and/or transmitted accurately, appropriately, and on a timely basis.

Develops and monitors budgets and allocates resources within budget constraints to maximize budgeted resources.

Initiates partnerships and linkages to business and industry entities to enhance the acquisition of, access to, and efficient use of technology resources.

Maintain currency in the information technology field, including new emerging technologies, by participating in organizations, committees, task forces, and special assignments.

Ensures accuracy of print and online publications related to the area of responsibility.

Anticipates, prevents, and resolves conflicts under areas of supervision. Establishes standards and reviews staff performance. Select, train and evaluate assigned staff. Evaluate staff training and development needs and provide training and educational opportunities for district personnel to maintain and upgrade technical skills to optimize service to users.

Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters

Maintain an awareness of and in-depth knowledge of current technology and products to determine appropriate specifications for equipment which may be required

Reviews and recommends contracts and services for information technology and related services and equipment. Prepares recommendations and/or contracts, as appropriate, and submits them to the administration and/or the Board of Trustees for consideration.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer applications, operating systems, hardware, telecommunications mainframe, micro, and n complex LAN/WAN network infrastructure, operating systems, systems management and relational database systems implementation and operation.

Development/implementation of operating policies, procedures and objectives for information technology

Systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management

Systems security controls, permissions and interoperability standards to ensure security and integrity of data and consistency in computer software applications.

AV (media services) and web page development skills.

Needs assessment methods and project management practices.

System design, selection and implementation.

Strategies for developing, implementing and maintaining technology master plans.

Methods for gathering and presenting general, statistical and technical data.

Methods and techniques for the development of presentations, contract negotiations business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Change management principles and practices.

Budget development and expenditure tracking.

Modern office practices, methods, and computer equipment and applications related to the work.

Organizational and management practices of as applied to the analysis and evaluation of projects, programs, policies, procedures, developing department metrics and operational needs.

Principles and practices of administration, effective supervision and training.

ABILITY TO:

Manage the Information Technology Services Division

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.

Provide administrative and professional leadership and direction or the department and the District.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Lead, motivate, direct, train and evaluate personnel.

Interpret, apply, explain and ensure compliance with rules, policies and procedures and applicable Federal, State and local and other agency applicable laws and regulations.

Plan and prioritize work.

Plan and manage several projects simultaneously, including large scale IT projects of a complex nature, and prioritize projects and other department related activities.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Provide effective customer service and end user satisfaction.

Manage the technological interdependencies between the institution and instruction, student services and support functions.

Demonstrate sensitivity to and ability to work with diverse racial, ethnic, gender, cultural and disabled populations.

Motivate, educate, and facilitate teams to produce quality materials within tight timeframes and simultaneously manage several projects

Demonstrate flexibility and creativity in accomplishing work and resolving issues

Translate user requirements into computer programs and systems

Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

This position requires any combination of education and experience that is equivalent to Bachelor's degree in a directly related field (computer science, management information systems, business information management, computer engineering or other related equivalent) from an accredited college or university and at least five years of full-time management experience overseeing all aspects of an information systems program which utilizes distributive data processing and a large, complex network.

DESIRABLE QUALIFICATIONS:

Education/Training: An earned Master's degree from an accredited college or university with a major in a related field such as computer science, business information management, computer engineering or other related equivalent.

Experience: Experience with financial, personnel, payroll and student systems and processes and related software; principles and practices related to system audit and security. Significant experience leading, motivating, directing, training and evaluating personnel and a demonstrated commitment and ability establishing excellent customer services and end-user satisfaction

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

Travel within and outside of the District in performing responsibilities and functions.

Work under tight timelines.

Administrator Salary Schedule – Range 22

Board Approved: May 18, 2015

**EL CAMINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATOR SALARY SCHEDULE**

Effective May 18, 2015

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$62,001	\$63,921	\$65,897	\$67,946	\$70,018	\$72,119
2	\$63,921	\$65,897	\$67,946	\$70,018	\$72,124	\$74,289
3	\$65,897	\$67,946	\$70,018	\$72,124	\$74,268	\$76,496
4	\$67,946	\$70,018	\$72,124	\$74,268	\$76,522	\$78,816
5	\$70,018	\$72,124	\$74,268	\$76,522	\$78,814	\$81,179
6	\$79,097	\$81,536	\$83,979	\$86,495	\$89,104	\$91,777
7	\$86,085	\$88,508	\$91,677	\$94,866	\$98,053	\$100,994
8	\$90,337	\$93,058	\$96,002	\$99,358	\$102,712	\$105,793
9	\$93,149	\$96,041	\$98,987	\$101,949	\$105,023	\$108,173
10	\$96,041	\$98,987	\$101,949	\$105,023	\$108,174	\$111,419
11	\$98,986	\$101,949	\$105,023	\$108,174	\$111,418	\$114,760
12	\$104,335	\$107,559	\$110,804	\$114,102	\$116,936	\$120,44 5
13	\$107,559	\$110,804	\$114,102	\$116,936	\$121,072	\$124,705
14	\$113,563	\$117,105	\$120,591	\$124,226	\$127,971	\$131,811
15	\$117,104	\$120,612	\$124,226	\$127,971	\$131,793	\$135,746
16	\$123,574	\$127,300	\$131,087	\$135,037	\$139,082	\$143,254
17	\$127,300	\$131,087	\$135,037	\$139,083	\$143,256	\$147,554
18	\$131,087	\$135,037	\$139,083	\$143,256	\$147,543	\$151,970
19	\$135,037	\$139,083	\$143,256	\$147,543	\$151,970	\$156,529

20	\$139,083	\$143,256	\$147,543	\$151,970	\$156,529	\$161,225
21	\$143,256	\$147,543	\$151,970	\$156,529	\$161,224	\$166,061
22	\$147,543	\$151,970	\$156,529	\$161,224	\$166,061	\$171,043

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

	<u>Page No.</u>
A. Board Policy 2716 (Political Activity – Board Members) Second Reading and Adoption.....	Page P/B 2, 3
B. Board Policy 2720 (Communications Among Board Members) Second Reading and Adoption.....	Page P/B 2, 4
C. Board Policy 2725 (Board Member Compensation) – Second Reading and Adoption	Page P/B 2, 5
D. Board Policy 2730 (Health Benefits) – Second Reading and Adoption.....	Page P/B 2, 6
E. Board Policy 3101 (Administrative Organization) Second Reading and Adoption.....	Page P/B 2, 7-8

A. BOARD POLICY 2716 (POLITICAL ACTIVITY) – SECOND READING AND ADOPTION

It is recommended that the Board receive for second reading and adoption, amended Board Policy 2716 (Political Activity) as show on Page P/B 3.

B. BOARD POLICY 2720 (COMMUNICATION AMONG BOARD MEMBERS) SECOND READING AND ADOPTION

It is recommended that the Board receive for second reading and adoption, amended Board Policy 2720 (Communication Among Board Members) as show on Page P/B 4.

C. BOARD POLICY 2725 (BOARD MEMBER COMPENSATION) – SECOND READING AND ADOPTION

It is recommended that the Board receive for second reading and adoption, amended Board Policy 2725 (Board Member Compensation) as shown on Page P/B 5.

D. BOARD POLICY 2730 (HEALTH BENEFITS) – SECOND READING AND ADOPTION

It is recommended that the Board receive for second reading and adoption, amended Board Policy 2730 (Health Benefits) as shown on Page P/B 6.

E. BOARD POLICY 3101 (ADMINISTRATIVE ORGANIZATION) – SECOND READING AND ADOPTION

It is recommended that the Board receive for second reading and adoption, amended Board Policy 3101 (Administrative Organization) as shown on Pages P/B 7-8.

Board Policy 2716

Political Activity – Board Members

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

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

Reference:

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

El Camino College
Adopted: 1/22/13

Board Policy 2720**Communications among Board Members**

Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members.

Reference:

Government Code Section 54952.2

El Camino College
Adopted: 1/16/01

Board Policy 2725

Board Member Compensation

Members of the Board who attend all Board meetings shall receive \$400 per month and the student member \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

Reference:

Education Code Section 72024

El Camino College
Adopted: 1/16/01

Board Policy 2730

Health Benefits

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs.

The District shall provide the same insurance program and premiums for elected or appointed members of the Board as the District provides to its management employees.

Premiums for the District medical insurance program shall be provided for members of the Board of Trustees who leave Board service after the age of fifty-five (55) years until the age of sixty-five (65) years who have served twelve years or more on this Board. The District shall also make available to such former trustees medical insurance for eligible dependents with the cost of such coverage to be at the expense of the former trustee, provided such option for dependent coverage is made when the former trustee is first eligible.

Members of the Board of Trustees who served for eight years or more on this Board and leave Board service after age fifty-five (55) years may, at their expense, continue until the age of sixty-five (65) their medical insurance for themselves and eligible dependents.

Reference: Government Code Section 53201 and 53208.5

Replaces Board Policy 9610

El Camino College
Adopted: 6/21/04

BOARD POLICY 3101

Administrative Organization

The administrative staff of the College is responsible for the management and daily operation of the College and implementation of policies of the Board of Trustees. The Board of Trustees recognizes that certain clearly defined positions must be assigned responsibility and be held accountable for programs, policies and actions within the scope of operational authority assigned to the position. This group of positions is designated as the administrative organization of the College.

Composition of Administrative Organization

The following positions are designated as falling within the scope of this Policy:

Superintendent/President
Vice President
Dean
Associate Dean
Business Manager
Chief of Police
Director
Assistant Director
Grants Coordinator
Executive Director

Job Description

Each management position will have a job description describing responsibility and authority for that position which will be periodically reviewed and approved by the Superintendent/President. The initial job description and any significant changes will be approved by the Board of Trustees. As a job changes, the incumbent will revise the description and recommend the changes to his or her supervisor.

Principles of Operation

The following principles shall govern the administrative operation of the College:

1. The administration, with the advice of a committee and/or committees as appropriate, shall have specific responsibility for providing an educational program consistent with community needs.
2. Responsibility shall flow simply and clearly from classified employees and non-administrative certificated employees through the appropriate administrators and the Superintendent/President to the Board of Trustees.

3. Each employee shall know to whom he or she is responsible for what functions.
4. Whenever possible, each employee shall be responsible to only one immediate supervisor for any one function.
5. Each employee shall be told to whom he or she can appeal in case of disagreement with the person to whom he or she is responsible.

Line of Responsibility

1. Each employee shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.
2. Administrators shall refer such matters to the next higher authority when necessary, with a recommendation for action and within a reasonable period of time.
3. Employees who are members of a bargaining unit have a right of appeal through the grievance process described in, and for decisions covered by, the appropriate agreement. When a decision or an employee is not covered under an agreement, the employee will have the right to appeal an administrator's decision to the next higher authority and through appropriate successive steps to the Board of Trustees.
4. Each employee shall be responsible to the Board through the Superintendent/President.

Outside Consultants

Consultants (whether temporary, part-time, or full-time) shall exercise no administrative authority over the work of employees in the District, but shall act only as advisors in those fields in which they are qualified to offer expert assistance.

Previous Board Policy Number: 2320

El Camino College

Adopted: 8/31/59

Amended: 5/10/65, 1/12/76, 1/10/83, 6/13/83, 7/11/83, 8/13/84, 2/12/85, 3/25/85,
4/28/86, 8/10/87, 4/11/88, 1/18/00

Renumbered: 5/16/05

Non-Consent Agenda on Superintendent/President Search

	<u>Page No.</u>
A. Public Comment.....	NC 2
B. Adoption of Superintendent/President Job Announcement.....	NC 2
C. Adoption of Timeline.....	NC 2

A. PUBLIC COMMENT

B. SUPERINTENDENT/PRESIDENT JOB ANNOUNCEMENT

It is recommended that the Board of Trustees adopt the Superintendent/President Job Announcement as attached.

C. ADOPTION OF TIMELINE

It is recommended that the Board of Trustees adopt the timeline for the Superintendent/President Selection Process as attached.

***** DRAFT *****

The Board of Trustees of the El Camino Community College District
invite applications and nominations for the position of

SUPERINTENDENT/PRESIDENT

About the College

As the college of choice in Los Angeles County's South Bay, El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California, just minutes from Southern California's iconic beaches. A comprehensive two-year college, El Camino College students have access to excellent academic offerings, career and technical educational programs, small classes, outstanding student services, including student clubs, tutoring and mentoring programs.

El Camino College transfers hundreds of students to the University of California and California State University systems each year. Top transfer institutions include UCLA, USC and UC Berkeley. Last year, El Camino College was among the top three community colleges in Southern California for students admitted to UCLA via the Transfer Alliance Program (TAP).

The College currently employs more than 1,300 full and part-time faculty members to teach approximately 1,200 sections of pre-baccalaureate, transfer, and career training courses, offering 90 degrees found in 80 program areas and 83 certificates in 34 program areas each semester. Approximately 475 staff and management employees support student learning.

Our Community

El Camino College has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1946.

In the community, ECC enjoys a 68-year-old tradition as an educational pacesetter, cultural focal point and valued resource. South Bay residents regularly attend Center for the Arts events, participate in ECC's Community Education Program, and enjoy other academic and community enrichment programs throughout the year.

In 2006, the El Camino Community College District entered into a partnership with the Compton Community College District (CCCD) to establish the El Camino College Compton Community Educational Center. The primary objective of the agreement was for El Camino College (ECC) to provide quality educational programs and services to residents of the CCCD. The intent of the agreement is also for El Camino College to assist in the recovery and full accreditation of a two-year public college within the Compton Community College District.

Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

The Position

The El Camino Community College District Superintendent/President is responsible for all aspects of district and college management, and reports directly to the five-member elected Board of Trustees. The Superintendent/President provides leadership and advocacy in support of the District's mission.

The next Superintendent/President will demonstrate exemplary leadership in these areas:

STUDENT LEARNING/ACADEMIC EXCELLENCE

- An understanding of, and commitment to, the philosophy and goals of a comprehensive community college;
- A commitment to student access, success, empowerment, equity and diversity;
- Leadership in responding to growing accountability expectations relating to student learning outcomes and attainment of educational goals;
- A commitment to maintaining the academic standards for continued accreditation of the college; and measurable progress toward a fully accredited college in the CCCD.

INNOVATION

- Advocacy and support for the use of innovative technology in the areas of teaching, learning, assessment, student services and administration;
- Leadership and management practices that reflect strategic thinking/planning and rigorous accountability.

ORGANIZATIONAL LEADERSHIP

- Leadership in organizational planning, human resource development, collective bargaining, curriculum and instruction, student support services, and facilities planning;
- Commitment and leadership in community and government relations;
- Innovations in fiscal management, budget development and financial resource development;
- Advocacy for integrating the principles of environmental sustainability throughout all aspects of the District.

DIVERSITY

- Leadership in addressing changing demographics within the community; and support for current and new programs and services to address needs of the service area;
- Support for district efforts to hire and retain talented and diverse faculty, staff and administrators who reflect the District's service area; and provide them with the opportunity to achieve high standards of performance.

GOVERNANCE

- Leadership in working with an elected Board of Trustees; and encourage a high level of professionalism, sensitivity and integrity throughout the District and its communities;
- Commitment to the collegial consultation process and an understanding of the delegation of authority and responsibility.

ADVOCACY

- Leadership in advocating for the district with all relevant governmental entities, agencies, and community leaders;
- Advocacy and engagement in activities and partnerships that strengthen the district's image, reputation and community relations by developing or maintaining relationships with local educational, civic and business interests.

FACILITIES MANAGEMENT

- Leadership and fiduciary oversight of the district's facilities bonds to assure accomplishment of the construction and modernization of buildings, technology enhancements, and other facilities priorities.

PARTNERSHIPS

- Leadership and engagement in developing community support for the college through fundraising, foundation activities, alumni, as well as business and industry partnerships.
- Commitment to address educational issues and priorities by improving articulation among educational segments and joint ventures with business, industry and community groups.

PERSONAL QUALITIES

- Commitment to visibility and accessibility for enhanced relationships of trust, fostering positive student, faculty and staff morale;
- Ability to serve as a well-rounded leader who will evoke the respect, trust and confidence of the students, faculty, staff, and Board of Trustees;
- Commitment to the welfare and well-being of students, faculty, and staff;
- Effective communication skills in public and private communication with all

constituent groups.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- A Master's degree from an accredited institution or equivalent.
- Documented successful experience at the senior executive level in a complex organization, preferably within a community college district setting or other institution(s) of higher learning.
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Desirable Qualifications:

- Minimum of three years demonstrated experience as a successful senior administrator.
- Postsecondary teaching experience, preferably in community colleges.
- Experience in collegial consultation governance and demonstrated collective bargaining experience within a college environment.
- Earned doctorate from an accredited institution.

APPLICATION PROCEDURES

Application materials will only be accepted electronically:

Visit the El Camino College Website: www.elcamino.edu/presidential-search to find the Superintendent/President job posting and application information.

The following items must be submitted:

- El Camino College - Applicant Data Sheet (found on Website above).
- In a statement of interest of no more than five pages, candidates should state how they would address or meet the expectations delineated under "The Position."
- A current résumé.
- References: Provide the names, titles, email addresses, and cell phone numbers of two supervisors, two direct reports, including one classified or support staff, two faculty members and two business or community leaders.

The position is OPEN UNTIL FILLED.

Review of materials will begin August 3, 2015. In order to be considered for the first screening, application materials must be submitted no later than July 31, 2015.

Travel Expenses

The District shall reimburse reasonable travel expenses to those invited to the first level interviews and finalists who are invited to an interview with the Board of Trustees.

For confidential inquiries, contact: James Walker Community College Search Services Telephone: (805) 279-0009 Email: walkerjw@sbcglobal.net John Romo Community College Search Services Telephone: (805) 698-7987 E-mail: romojb@gmail.com	For further inquiries please contact: Linda Beam Vice President, Human Resources Telephone: (310) 660-3401 Email: lbeam@elcamino.edu
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Benefits and Compensation

El Camino College offers a competitive and comprehensive core of work/life benefits. Salary is competitive and commensurate with experience and negotiated with the Board.

The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices.

**2015 Calendar
ECC Dates for Consideration/Planning**

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

February						
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March						
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29	30	31				

April						
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May						
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31						

June						
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21	22	23	24	25	26	27
28	29	30				

APRIL

- **April 13:** Board provides directions for search process and candidate qualifications
- **April 13-17:** Board finalizes composition of Search Committee; members of Search Committee are identified and notified.

MAY

- **May 6:** First meeting of Search Committee to set meeting schedule, review draft of position announcement, discuss screening form, look at potential interview questions, and talk about the process): Three hours.
- **May 18:** Board approves Position Announcement.
- **Middle of May through July 31:** Position Announcement is put on District Website. Recruitment Letter is approved by HR and mailed.

JUNE

- **June 4:** Second meeting of Search Committee (to finalize screening form, final draft of interview questions, and discuss process): Three hours.

July						
Su	Mo	Tu	We	Th	Fr	Sa
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August						
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30	31					

September						
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27	28	29	30			

JULY

- **July 31:** Application “deadline” (open until filled): A soft close.
- Paper screening by Search Committee: Ongoing during application process.

AUGUST

- **August 13:** Third meeting of Search Committee (to select those to interview and discuss process): Three hours

SEPTEMBER

- **Friday, September 11 and Saturday, September 12:** Search Committee interviews
- **Week of September 21 or 28:** Board Interviews/Forum
Note: CCSS needs a minimum of 2 weeks to prepare the Confidential Reference Reports for the Board.

OCTOBER

- Appointment of President

October						
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November						
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December						
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27	28	29	30	31		

Legend

Yellow ECC Board Meeting Dates	Blue Beginning/End of Semester
Orange Holidays/Campus Closed	Green Committee Meeting and Interviews
TBD Board Interviews of Finalists	

PUBLIC AGENDA REQUEST

A. PUBLIC COMMENT

B. PROPOSAL TO RAISE ECC STUDENT WORKERS MINIMUM WAGE TO \$15 PER HOUR IN TWO YEARS

1. **Social and economic inequality in the US has reached historic proportions.** The top 1% increased their income following capitalism's Great Recession while the overwhelming majority of working people are still struggling or are even worse off than before. We demand social justice and a dignified life for all workers including our students at ECC.
2. **The movement for a minimum wage of \$15/hour is an expression of this enormous problem of inequality. The struggle to raise the minimum wage is lively and dynamic movement** which is developing all across the US. **15 Now** is part of this wider movement, open for all to join and that include you and me.
3. **Every worker including ECC students deserves a living wage.** \$15 is not a living wage; the fight for 15 is just the first step towards a living wage. Low-wage jobs are disproportionately held by people of color, women and immigrants so the fight for 15 is also a question of racial, gender and social equality.
4. **We aim to build the widest possible unity** in action of labor, community, and social justice organizations.
5. **Our goal is to empower working people** and activate them into fighting movement. **This is our vision across the US:** People organizing from below can challenge the 1 percent's domination of economic and political system and change the balance of power in our society. The key to winning is building up the power of working people expressed in their level of organization, consciousness, unity and determination to struggle for a better life.

Every ECC student employee must be guaranteed a minimum wage of \$15.

We can reach this goal in two years.

Our students are our future and they deserve to be treated fairly; let us acknowledge their contribution to our campus.

Proposed by: Ali Ahmadpor